



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
GUJARAT REGIONAL OFFICE, AHMEDABAD**

**QUOTATION FORMATS FOR PROPOSED MAINTENANCE OF ELECTRICAL
INSTALLATION AND WATER PUMPS, CARPENTRY, PLUMBING AND SANITARY
WORKS**

**NABARD TOWER
USMANPURA - AHMEDABAD
AND
NABARD VIHAR
NAVRANGPURA - AHMEDABAD**

FOR THE YEAR 2008 - 2009

NAME OF THE TENDERER :

ADDRESS :

Ref No NB.GUJ/

/Estate/AMC/2008-09

Date 15 April, 2008

Dear Sir,

Annual Maintenance Contract for Carpentry Works, Plumbing and Sanitary,
Electrical Maintenance at NABARD Vihar and NABARD Tower office Building

1. We will be glad if you will kindly quote for the above mentioned Annual Maintenance Contract for the captioned works in the Bank's residential building at NABARD Vihar, Nr Rajhans Society, St Xavier's College Corner, Navrangpura, Ahmedabad - 380 006 and NABARD Tower, Usmanpura, Ahmedabad. Agency may submit their quotations for separate works (viz. Separately for Carpentry, Plumbing and Sanitary, and Electrical Maintenance) and / or on one umbrella contract basis (i.e for all the items taken together). NABARD reserves the right to give the contract either on individual item or on umbrella basis. NABARD does not bind itself to accept the lowest or any other tender and reserves to itself the right to accept or reject any or all tenders/quotations either in whole or in part without assigning any reasons.
2. The Scope of works, General conditions and schedule are enclosed herewith .
3. You are requested to furnish your tender complete in all respects latest by 2:30 p.m. on **30 April, 2008**. Tenders will be opened at 03.00 p.m. on the next working day. The documents must be addressed to Shri B. S. Shekhawat, Chief General Manager, National Bank for Agriculture and Rural Development, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad - 380 013 and superscribed with the name of the work.
4. Those of the contractors or their authorised representatives who choose to remain present may do so.

You may please note that your tenders should be accompanied by an Earnest Money Deposit of Rs 15,000/- (Rs. Fifteen Thousand only) in the form of Demand draft only drawn on any schedule commercial Bank in Ahmedabad which should be made



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out in favour of "National Bank for Agriculture and Rural Development" and payable at Ahmedabad if applying for all works under one umbrella contract basis. If applying for separate works/items EMD @ Rs 5,000/- per tender may be submitted. It may please be noted that failure to enclose the EMD would automatically disqualify the tender from being considered. The EMD of unsuccessful tenderers shall be returned / refunded once a decision is taken by the Bank regarding award of work.

Yours faithfully,

(Lalitha Venkatesan)
Deputy General Manger

Encl. : As above

FORM OF TENDER

For Maintenance of all Carpentry, Plumbing and Sanitary, Electrical Maintenance under one Umbrella at NABARD Vihar and NABARD Tower office Building

The Chief General Manager
National Bank for Agriculture
and Rural Development
Opp. Municipal Garden,
Usmanpura,
Ahmedabad 380 013

Dear Sir,

Having examined the Scope of work, general, special conditions and entire tender document relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation/tender. I / We hereby offer to execute the work specified in memorandum at/in accordance with the rates mentioned in the attached schedule of monthly charges in all respect with the specification and instructions in writing and with such materials as are provided for in all other respects in accordance with such conditions so far as they be applicable.

MEMORANDUM

Description of work	:	Maintenance of all Carpentry, Plumbing and Sanitary, Electrical Maintenance under one Umbrella at NABARD Vihar and NABARD Tower office Building
Contract period	:	2008-09 (01.06.2008 to 31.03.2009)
EMD	:	Rs 15000/- (Rupees fifteen thousand only) in the form of DD only drawn in favour of "National Bank for Agriculture and Rural Development", payable at Ahmedabad

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Annual Contract Agreement annexed thereto so far as they may be applicable.

3. Our Bankers are



i) _____

ii) _____

The Names of the proprietor/partners of our firm are :

i) _____

ii) _____

Names of the proprietor/partner of the firm authorised to sign :

i) _____

ii) _____

Names of the person hereby given the power of Attorney to sign the contract :

i) _____

ii) _____

4. Our PAN No. is _____. (Copy of PAN to be attached)

5. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained/received the Tender invited by you.

6. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

7. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

8. I / We enclose herewith interest-free Earnest Money Deposit (EMD) by Demand Draft payable at Ahmedabad in favour of National Bank for Agriculture and Rural Development and the sum shall be forfeited in the event of our



withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

9. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

10. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the entire contract period.

Yours faithfully,

(Signature and seal of the contractor)

Signature and address of witnesses:

i)

ii)

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

ESTATE DIVISION

General conditions / Instructions to the Contractors

1. Contractors are advised to visit the site and understand the nature & scope of the work and doubts of any nature should be got clarified before quoting.
2. Rate should include charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
3. Quoted rate should be workable and should include all overheads and profits.
4. Rates should include all taxes, duties, octroi, levies, wages as per act, work contract tax, etc. and should be firm for the entire contract period. No variation of rates will be allowed.
5. Material used should conform to the stipulations as in the relevant I.S. codes (Latest Edition) BIS & CPWD specification shall be followed as applicable. However, in the absence of the same the decision of NABARD will be final.
6. Monthly payments will be made in the case of items covered in the annual maintenance contract based on the bills submitted by the contractor and certified by the concerned Engineer/ ACT to the effect that all the complaints recorded in the registers have been attended to.
7. Separate works slips/work orders will be issued in respect of the items which are not covered under the lump-sum charges, the contractor may raise the bills for the same within a period of one month after completion of work. The Bank will be at its liberty to reject any claim made after the stipulated time period. The bills for the works carried out without proper work-slip/work-order will be rejected and no further representations will be entertained.
8. Any discrepancy in settlement of bills may be brought to the notice of the Bank within a period of one month after the settlement of the Bills. The Bank will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.

9. The items not covered in the schedule shall be paid on the basis of lowest market rates or the company's price list (to be made available by the contractor). No charges for wastage will be paid.
10. Income Tax, Surcharge, W/C tax and other taxes as applicable will be deducted from total payment due to the contractors.
11. All complaints covered in the lump-sum charges in the Annual Maintenance Contract are to be attended to on the same day & other complaints for which work slips are issued to be attended within a period of 3 days after issue of the work-slip. In case of delay in attending the work in time, the Bank will be at liberty to get the work done through any other contractor and the cost may be recovered from the AMC contractor.
12. The contractor should have valid licence relating to his contract and the workmen employed by the contractor should also have the valid licence and experience in their trade.
13. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of the Bank during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees. He would be responsible for the safety of persons, employed by him.
14. The working hours to be observed by the contractors shall generally be from as per the schedule of works provided in the individual form of tenders. However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid by the Bank.
15. All the standard conditions of the contract shall be binding on the Contractor.
16. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of Law(s) for entering into maintenance contract and the bank will not in any way be liable or responsible for any default/irregularities/penalties on the contractors part. The contractor shall indemnify the Bank against all claims on this account.
17. The contractor shall submit workmen compensation insurance coverage of 1.25 times of the awarded value within one month from the date of the date of commencement of the contract.

18. The contractor shall comply with the provisions of contract, Labour Regulation & Abolition Act, 1970, Minimum Wages Act and all other labour laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the appropriate authorities. The bank shall not be held responsible for any penalty on account of failure to adhere to the above labour regulations, etc. The bank shall have the power to inspect the wage book and muster books and any other records of the contractor and to ask the contractor to comply with Laws.

19. The contractor should be responsible to fulfill all the obligations in connection with the workers employed by the contractor for the purpose of the contract and all the Statutory and other liabilities if any including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the contractor account and payable by the concerned contractor.

20. The contractor should obtain necessary permission that may be required for the purpose of this contract from such authorities as may be prescribed by law from time to time.

21. The contractor or his supervisor should visit the site at least once in a week or as and when required by the bank for which no extra payment will be made as they should be readily available to the Bank.

22. The contractor should provide uniforms to his workers engaged at site. The contractor should arrange to issue photo identity card, which should be during the presence of their workmen in the Banks premises.

23. The contractor shall be fully responsible and shall compensate the bank in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the contractor or his agents and/ or his employees or workmen. The decision of the bank in this regard shall be final and binding.

24. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.

25. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to the bank in kind or cash will be viewed seriously and the bank will have the right to levy damages or fine and / or even terminate the contract forthwith.

26. In case of any default or failure on your part to comply with all/any one of the terms/conditions, the bank reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to you and / or by taking recourse to appropriate recovery proceedings.
27. If any dispute arises on any matter concerning this contract, the decision of the bank shall be final and binding.
28. The contractor should not at any time do, cause to pretermitt any nuisance on the site/so anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
29. The workers employed by the contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
30. The workman employed by the contractor should abide with the rules and regulations inside the Bank.
31. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of the bank. The fees, if any, will be reimbursed based on the original receipts issued by them.
32. The contract can be terminated by Bank on 45 days notice if the services are found to be unsatisfactory and the EMD will be forfeited.
33. The Bank reserves the right to accept/ reject/ revise any quotations / tenders either in whole or in part without assigning any reasons therefor, whatsoever.
34. On site storage space will be given as per availability. The Bank will not be responsible for contractor's materials. The contractor may be required to vacate the storage space as per exigency without any extra cost.
35. The Contractor shall provide everything necessary for the proper execution of the works. Bank will not supply any T & P materials or any other materials, required for AMC works. No payment for T & P, materials, etc., will be made by the Bank. However, Bank will provide power, water free of cost for works within premises with prior permission, but indiscriminate use will not be allowed. The

Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P etc., at his cost during the execution of any work and remove them as soon as the work is over.

36. The contractor shall not directly or indirectly transfer, assign or sublet the contract or any part of it.

37. Any defect which may appear within the defect liability period of 12 months after completion of work should be rectified by the contractor at his own cost.

38. All those items, fixtures, fittings etc. related to Carpentry, Plumbing and Sanitary and Electrical costing less than Rs 100/- each may have to be provided by the Contractor without any extra / additional claim or charges within the amount quoted for service charges for the entire contract period. However, in respect of the material or works costing more than Rs 100/- each, the mode of payment will be decided as per CPWD rates / State PWD rates / Market rates based on the production of bill from an authorised dealer for the items procured etc. No extra labour charges shall be paid under any circumstances.

39. Agency may submit their quotations for separate works (viz. Separately for Carpentry, Plumbing and Sanitary, and Electrical Maintenance) and / or on one umbrella contract basis (i.e for all the items taken together). For the purpose the form of tenders are given common as well as individual tenders. However firms are advised to fill in the details in all the forms of tenders individually too (if applying for all items) adhering to the terms and conditions of the respective tenders.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date :

Place:

Signature

Name & Address

Seal of the Contractor

FORM OF TENDER

For Carpentry Works of NABARD Officers Quarters at NABARD Vihar

Place : Ahmedabad

Date : _____

The Chief General Manager
National Bank for Agriculture
and Rural Development
NABARD TOWER
Usmanpura
Ahmedabad.

Dear Sir

Having examined the schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation / tender, I / We hereby offer to execute the work specified in memorandum at/in accordance with the rates mentioned in the attached schedule of quantities and in accordance with the specification and instructions in writing and with such materials as are provided for and in all other respects in accordance with such conditions so far as they are applicable.

MEMORANDUM

Description of work	:	Maintenance of all Carpentry Works of NABARD Officers Quarters at NABARD Vihar
Contract period	:	2008-09 (01.06.2008 to 31.03.2009)
EMD	:	Rs 5000/- (Rupees five thousand only) in the form of DD only drawn in favour of "National Bank for Agriculture and Rural Development", payable at Ahmedabad"

2. Should this quotation/tender be accepted, I/We hereby agree to abide by and fulfil the terms and condition of contract annexed hereto so far as they may be applicable or vide fault thereof to forfeit any pay to NABARD, Ahmedabad the amount mentioned in the said conditions.



3. The lists showing the particulars of maintenance works carried out and the names of manufacturers of specified items proposed to be used in the work are as follows :

i) _____

ii) _____

4. Our Bankers are

i) _____

ii) _____

The Names of the proprietor/partners of our firm are :

i) _____

ii) _____

Names of the proprietor/partner of the firm authorised to sign :

i) _____

ii) _____

Names of the person hereby given the power of Attorney to sign the contract :

i) _____

ii) _____

5. Our PAN No. is _____. (Copy of PAN to be attached)

6. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained/received the Tender invited by you.



7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We enclose herewith interest-free Earnest Money Deposit (EMD) by Demand Draft payable at Ahmedabad in favour of National Bank for Agriculture and Rural Development and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the entire contract period.

Yours faithfully

Date :

Place :

(Signature of Contractor)

Scope and Special Conditions of Work

Annual Maintenance of Carpentry Works at NABARD Officers' Quarters

1. The Lump-sum rate quoted shall be for the comprehensive maintenance of all carpentry related works of NABARD's Officers' Quarters shall include the following :

a. The materials, labour and deputing required number of experienced Carpenters and helpers with tools etc. for repair and rectification of all complaints pertaining to carpentry works of the Officers' Quarters.

b. Repairing and rectifying all internal and external carpentry related item of the quarters, as and when defects are observed and/ or complaints registered.

c. The contractor has to replace, the following as when the same are found damaged/unserviceable ;

i) Replacement of aluminium/MS/CI/Brass hinges, ball/Magnetic catches, chapras, stays, cupboard, knobs, hooks, eyes, clamps ; spring handles for aluminium windows/doors; bearings for lofts and cabinets, handles, door locks, door stoppers, knobs (wood/acrylic) , cupboard locks, tower bolts, aldrops, holdfosts, clamps, door latches.

ii) Teak wood/aluminum beading for fixing glass panes on doors/windows/partitions including adhesives/painting/polishing.

iii) Providing wooden plugs & screws, nails, adhesives, putty, Nut and bolts for storage racks, etc.

iv) Repairing of wooden/aluminum/steel frames of doors /windows/ ventilators/ lofts/ racks/cabinets (with priming/painting) of any dimension including replacing it by glass as per existing situation.

v) Repairing of wooden/ aluminium shutters (glazed/ panelled) for doors/windows/lofts/cabinets/ventilators/boxes of any dimension including priming/painting/polishing and replacement of wooden/aluminium pieces, grinding of glass, pasting of laminates and veneers.

vi) Providing /fixing hooks, filling of cracks, joints, holes etc.

- vii) Hasp & staples of any size and materials.
- viii) Repairs of partitions.
- ix) Painting/polishing on patches (<1 Sq m) at a time.
- x) Making holes, cutting of false ceiling (<1 Sq m at a time)
- xi) Repairs to hand rails with polishing /painting.
- xii) Dismantling & refixing of door/window/ventilators/cabinet/loft/stands/ frames from walls; plastering, concrete work, brick work & painting for doing the same.
- xiii) Preventive maintenance and repairs to all types of glassdoors at entrance and inside the building.

2. The items not covered above, will be paid extra. The work slip for carrying out works which are not covered under Annual Maintenance Contract i.e. in para 1 above will be issued by the Bank and the Bank will make payment.

3. Charges for scaffolding, centering, shuttering, Jhulla, curing will not be paid for any external works. It is to be included in monthly lump-sum charges.

4. The replacement (wherever payable extra) shall be done only on written permission of the Bank.

5. In the case of dispute, if any, regarding need of replacement of a particular item, the decision of Bank shall be final.

6. In regard to the items replaced at Bank's cost, the Contractor shall deposit the old fittings with ACT concerned, the list of items handed over to the ACT is to be attached along with the bill.

7. Payment will be made as per the schedule of rates actual or where schedule rates are not available or desired market rate / company price list in respect of supply of fittings/fixtures, not included in lump-sum charges, separately on monthly basis in addition to the usual lump-sum charges. And it will be made as per actual measurement of finished item. No payment for wastage will be made.



8. i) Payment of lump-sum charges for maintenance shall be made on the basis of "No complaints pending as at the end of the month" Certificate issue by ACT/PSO/Engineers/PD officials.
9. ii) Contractor will follow the prescribed formats/procedures for receiving complaints, preparation and issue of work slips and preparation of bills etc. as stipulated by the Bank from time to time.
10. Contractor will maintain a proper record indicating reasons for not attending any particular complaint within time schedule. For unreasonable delays in completion of works a penalty of Rs 50/- (Rupees fifty only) per complaint per day of delay shall be charged.
11. No payment will be made for any work where only labour is involved.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions /conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date:

Place:

Signature

Name & Address

Seal of the Contractor

SCHEDULE OF QUANTITIES

Annual Maintenance of Carpentry Works at NABARD Officers' Quarters

S.No.	Description		Rate per month	Amount
1	Maintenance of carpentry works at NABARD Officers Quarters, NABARD Vihar, Navrangpura, Ahmedabad as per scope of works and terms and conditions given in the tender document	Lump Sump charges per month		

A minimum of one skilled carpenter and one semi-skilled helper should be employed by contractor. However, if required at times more staff should be employed by the contractor to complete the work within the specified time.

Date :

Place :

Seal and Signature of the contractor

FORM OF TENDER

**Periodical Maintenance of Electrical installation and water pumpsets at NABARD
TOWER, Usmanpura, Ahmedabad - 380 013 and NABARD VIHAR officers
quarters, Navrangpura, Ahmedabad-380006.**

Place : Ahmedabad

Date : _____

The Chief General Manager
National Bank for Agriculture
and Rural Development
NABARD TOWER
Usmanpura
Ahmedabad.

Dear Sir

Having examined the schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation / tender, I/We hereby offer to execute the work specified in memorandum at the rates mentioned in the attached schedule of quantities and in accordance with the specification and instructions in writing and with such materials as are provided for and in all other respects in accordance with such conditions so far as they are applicable.

M E M O R A N D U M

- a) Description of work : Periodical Maintenance of Electrical installation and water pumpsets at NABARD TOWER, Usmanpura, Ahmedabad - 380 013 and NABARD VIHAR officers quarters, Navrangpura, Ahmedabad-380006.
- b) Award work : This schedule of quantities contain probable / likely repair works that may arise from time to time. Necessary items of work will be grouped as and when it arises.



- c) Contract Period : 2008-09 (01.06.2008 to 31.03.2009)
- d) Earnest money deposit : Rs 5000/- (Rupees five thousand only) in
the form of DD only drawn in favour of
"National Bank for Agriculture and
Rural Development", payable at
Ahmedabad"

2. Should this quotation/tender be accepted, I/We hereby agree to abide by and fulfil the terms and condition of contract annexed hereto so far as they may be applicable or vide fault thereof to forfeit any pay to NABARD, Ahmedabad the amount mentioned in the said conditions.

3. The lists showing the particulars of maintenance works carried out and the names of manufacturers of specified items proposed to be used in the work are as follows :

i) _____

ii) _____

4. Our Bankers are

i) _____

ii) _____

The Names of the proprietor/partners of our firm are :

i) _____

ii) _____

Names of the proprietor/partner of the firm authorised to sign :

i) _____

ii) _____

Names of the person hereby given the power of Attorney to sign the contract :



i) _____

ii) _____

5. Our PAN No. is _____. (Copy of PAN to be attached)

6. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained/received the Tender invited by you.

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We enclose herewith interest-free Earnest Money Deposit (EMD) by Demand Draft payable at Ahmedabad in favour of National Bank for Agriculture and Rural Development and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the entire contract period.

Yours faithfully

Date :

Place :

(Signature of Contractor)



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

GENERAL INSTRUCTIONS

**Annual Maintenance of Electrical installation in Bank's Office premises
"NABARD TOWER" at Usmanpura, Ahmedabad and Officers quarters, NABARD
VIHAR Navrangpura, Ahmedabad.**

1. Before quoting, the Contractors must clearly understand that they have fully acquainted themselves with the intent of :
 - i. Tender / Quotation form
 - ii. General Terms & Conditions of Contract (Annexure "A")
 - iii. Additional Conditions (Annexure "B")
 - iv. Scope of work (Annexure "C")
 - v. Safety Precautions (Annexure "D")
 - vi. Declaration (Annexure "E")
 - vii. Schedule of work (Annexure "F")
2. All entries in the tender documents must be made in English. They must be based written in ink and must not be typed.
3. The tenderer must quote his rates in the specified column in the pro forma 'Schedule of work'. Rate shall be written both in 'Figures and Words'.
4. No alterations, additions or erasures in any of the tender documents are permitted and if any are made, the National Bank shall have the right to either discard such alterations, additions, erasures or to reject the whole tender as it may decide.
5. Contractors are advised to visit the site at their cost before quoting and doubts if any be got clarified from the concerned officer to familiarise themselves with the details of the works and site conditions, etc.
6. Rates should include all Taxes (including service tax), Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.
7. The rate quoted by the bidders shall be inclusive of the charges for labour, supervision, Tools and Equipment's, Taxes of any nature etc. and shall be as mentioned in the said schedule of Quantities / Detailed scope of work.



8. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and indisputable.

ANNEXURE - A

GENERAL TERMS AND CONDITIONS

**Annual Maintenance of electrical installation and
water pump sets at NABARD TOWER, Usmanpura, Ahmedabad and NABARD
VIHAR Officers quarters, Navrangpura, Ahmedabad.**

1. The work shall be carried out in accordance with the Indian electricity rules and acts in force and also as per Bye-laws of local authorities and electric supply co.
2. The contractor shall have valid electrical licence issued by the Competent Authority of the State Govt. for work indicated under schedule Annexure - I.
3. The wire man engaged on the maintenance work shall bear a wire man's licence issued by the State Licensing Board.
4. The contractors having telephone at his works and office and also having his works (office) near to the work place shall be given due weightage while considering the offer.
5. **The contractor shall submit the following information along with his offer on a separate sheet.**
 - a. Name of the Firm
 - b. Licence No. valid upto (enclose a copy)
 - c. Office address and telephone No.
 - d. Residential Address & Telephone No.
 - e. Name & Qualification of the Engineer
 - f. No. of licensed wiremen on roll
 - g. Type of works executed during last 03 years.
 - h. Permanent Address :
6. **The contractor shall make his own arrangement for tools, implements, ladder, multimeter, meggar, earth resistance tester etc. for executing the electrical works.**
7. For the storage of imprest stocks of various materials required for the above work, the contractor shall arrange for his own lockable cupboard. He shall be given a space for keeping his cupboard if required.

8. In the case of works other than maintenance, not included in the schedule of quantities the contractor shall submit his quotations and obtain approval from the Bank before execution of work. But for urgent nature of works, the contractor shall execute the work without waiting for written approval. In such cases he shall be given rates as under :
 - a. Rate of the materials as per his purchase voucher (the cash vouchers should be from authorised stockist)
 - b. Labour based on number of wireman and helpers @ market rate (minimum wage rate)
 - c. Contractors profit and overheads @ 15% of (a) & (b) above.
9. No tenderer can participate without having Tender / Quotation purchased / issued by us. The tender / quotation document and as such tender documents / quotations are not transferable.
10. National Bank takes no responsibility for delay / loss in post or non-receipt of quotations / tender documents / bids etc.
11. Submission of the tenders / quotations shall be done by the tenderers as per instructions contained in special conditions of contracts of the tender document.
12. The envelope containing tender / quotation should be properly sealed, addressed, duly superscribed with name of work and the date of opening and should be submitted in the prescribed tender box in the office of the Chief General Manager.
13. Bids made by agents and Fax / Telex / Telephonic bids shall not be entertained / considered.
14. Rates should include for removal of debris out of premises to the safe AMC limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, their bill will not be settled.
15. Materials used and the completed work should conform to relevant BIS Codes. BIS and CPWD Specifications and Method of Measurements shall be followed as applicable. However, in the absence of the same and / or in case of any discrepancy, the decision of NABARD will be final.

16. Monthly payment will be made in the case of Comprehensive maintenance works based on bill submitted by the contractors and certified by the concerned ACT/ CT to the effect that the complaints recorded in the registers have been attended.

17. Separate work slips / work orders will be issued by the bank in respect of the items which are not covered under the comprehensive monthly charges. The contractors may raise the bills for the same within a months period after completion of the work. The bank will be at its liberty to reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.

18. Any discrepancy in settlement of bills may be brought to the notice of the bank within a period of one month after the settlement of the bills. The bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.

19. Income Tax, Works Contract Tax and other taxes as applicable will be deducted from total payment due to the Contractors.

20. The working hours to be observed by the contractors shall generally be as indicated in Annexure F. However, in the case of emergency , work will have to be continued till the same is completed and for which no extra charges will be paid.

21. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Construction / Maintenance Contract and NABARD will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

22. The Contractor shall comply with the provisions of Contract, Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD shall not be held responsible for any penalty on failure of the any Labour Regulations. NABARD shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with Laws.

23. The Contractor should be responsible to fulfil all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.

24. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet NABARD's Engineer with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.

25. Any act of indiscipline / negligence / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary.

26. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount / s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.

27. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

28. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.

29. The work should be carried out with least inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants etc.

30. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The Contractor shall assist NABARD fully in respect of any liaison with the Municipal or any other authority for necessary approval / permission with regard to the construction / maintenance

works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NABARD.

31. The Contract can be terminated by NABARD on 15 days' notice if services are found to be unsatisfactory and if there is no improvement even after issue of three notices to the contractor.

32. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any T & P materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P etc. at his cost during the execution of any work and remove them as soon as the work is completed.

33. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.

34. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.

35. If last date of receipt of Tender / Quotation and opening date is a holiday then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.

36. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviatonal Tenders may be rejected without making any reference to the Tenderers.

37. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.

38. No advance shall be paid towards mobilisation and cost of materials.

39. The decision of NABARD in awarding the work shall be final and can not be subjected to arbitration.

40. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.

41. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.

a. When there is a difference between the rates in figures and in words the rates which corresponds to the amounts worked out by the Contractor shall be taken as correct.

b. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.

c. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as

correct and not the amount.

42. The Contractor shall maintain a register for the material issued and used at various site. The Contractor shall also produce weekly record of balance material in stock. The same shall be verified by the Bank's representative. Any shortages in or damage to the material will be contractor's responsibility and cost thereof will be recovered from the Contractor's bill The Contractor's bill shall not be paid till he submits the record of material.

43. The contractor shall ensure that the regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the State Govt. from time to time and make available for inspection of the Bank the relevant records. However, rate quoted by the Contractor shall be firm and remain valid till the expiry of the contract period.

44. The contractor shall maintain a complaint register for each building and attend to the complaints registered, immediately. For the purpose of convenience the register may be kept in the custody of the security guards posted at the premises.

DECLARATION BY THE CONTRACTOR

We / I have read and understood all the instructions / conditions made above and we / I have

taken into account the above Instructions / Terms and Conditions while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

Seal and Signature of the contractor

ANNEXURE - B

ADDITIONAL CONDITIONS

Special conditions/instructions to the contractors:

1. The contractor shall have a valid electrical license issued by the competent authority of the state government. The offer without valid copy of electrical contractor license will be treated as canceled. No further correspondence in this regard will be entertained. If contract is awarded to the contractor then the original copy of the license will be produced before the Bank's official for verification.
2. The wireman (electrician as well as helper) engaged by the contractor should bear a wire man's license issued by the competent authority. The copies of these licenses should also be enclosed along with the offer. If contract is awarded to the contractor then the original copy of the license will be produced before the Bank's official for verification.
3. Change of wireman without prior permission of Bank is not permissible. In case of change of wireman also the original copy of the new wire man's license will be produced before the Bank's official for verification.
4. Liaisoning with Torrent Power AEC / Utility Company will be done by the contractor as and when required. The contractor should be competent to issue test report/other certificates required by these Organizations.
5. Any misguidance or dishonesty to the Bank such as in respect of highly inflated measurements of works, use of fake material, charging the occupants for carrying out maintenance work in flats etc. will be viewed seriously and if required appropriate penalty for the above may be imposed by the Bank.
6. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in the premises is otherwise objectionable in the opinion of Security Officer / Engineer in-charge.
7. In case of major failure, the contractor shall provide the required number of Electricians, helpers and supervisors to rectify the fault immediately after receipt of complaint.

8. The Contractor shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the Officer-in-Charge of the Bank. Daily attendance of workers as indicated in the scope and in enclosed annexure shall be maintained by the Contractor with the authorised Bank's Officer which shall be verified at the time of scrutiny of bills for payment. For any absence of the electrician or helper deductions will be made from the lump-sum charges on pro-rata basis.
9. The Contractor shall abide by the requirements of Security Section from time to time and shall strictly follow the obligation required by the Bank.
10. The Contractor shall be deemed to have satisfied himself as to the nature of the site, local facilities, access and all matters and things in any way affecting the execution and completion of the Contract. No claims for extra charges shall be entertained in this behalf for any reason whatsoever.
11. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms, electrical instruments viz. Multimeter, Meggar, Earth Resistance Tester etc. required for execution of the work covered by this contract to the entire satisfaction of Bank.
12. Notwithstanding any thing contained therein the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor or any of such employees shall have any right to complain or claim against the bank. The National Bank also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
13. **Payment of Bills:** The contractor shall produce his bills in duplicate addressed to the Chief General Manager, NABARD, Gujarat Regional Office, Ahmedabad. The bill shall be paid by the bank after it has been verified by the bank's Caretaker / Technical Officer and found to be in order.
14. In case of strike resorted to by the employees of the contractors, the Bank reserves the right to employ other contractor's workers, without any notice for carrying out the maintenance work. In such cases, either the actual cost of such labourers on whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other contractor plus the service charges of 2%.



15. **Performance & Supervision :** To maintain the high standard of performance of installation and for taking day to day instructions, Contractor's representative must visit the Estate Department atleast once a week. This clause does not precludes instructions being given by the Bank in between the period.
16. The Contractor shall ensure carrying out all precautionary measures as indicated in Annexure D.
17. The successful tenderer shall submit the complete bio-data / details of his site representative to be deputed for the subject work.
18. The tenderer is advised to understand the tender conditions and the person authorised to sign should sign all the pages of tender documents including *General conditions of Contract*.

ANNEXURE - C

Scope of work

I. Annual Maintenance of electrical Installation in Bank's Officers' Quarters 'NABARD VIHAR' at Navrangpura, Ahmedabad

1. The contractor shall provide labour as indicated in annexure - F having licence and who can look after day to day complaint during the duty hours on all days in a week. The contractor shall arrange for all necessary tools, labours, Measuring equipment, Implements etc. required for the work.
2. The contractor shall also provide necessary screws, batten, clips, fuse wire, insulation tape, etc. required for the repair works within the quoted rates. However, materials like switches plugs and other accessories manufactured by M/s. Anchor or equivalent shall be provided by Bank or will be paid as per their latest price lists prevailing. Items like bulbs, tubes, chokes and other accessories shall be paid as per the respective company's latest price lists prevailing. For other unforeseen items the same shall be paid as per the make of the materials and their company's price list, alternatively cash memo from authorised dealer plus 15% overhead and profit in case where price lists are not available. The materials to be used on the works must be conforming to relevant BIS specification wherever applicable or stipulated in Schedule 'A' However, before using any new material in the work, the same shall have to be got approved from the Engineer-in charge.
3. The wire man posted by the Contractor shall be capable of carrying out repairs on all electrical gadgets like fans, light fittings, water heaters / geysers, switch gears, motors, pumps etc.
4. The job includes the cleaning of meter boards, panel board, switch boards, staircase, lift lights and compound lights, DBs etc.
5. The wire man shall be available for duty as per the timing to be decided by the bank. He will collect the complaints from the Assistant Caretaker/ Caretaker or Asst. Manager/Manager (P&S) or from the complaint book and attend to the same on the same day. The complaints of complicated nature and beyond the scope shall be reported back immediately to the CT/ACT/ Mgr/AM (P&S).
6. The wire man shall also attend to any other electrical repair / preventive maintenance job as may be felt necessary by Bank within his duty hours.

7. **Validity** : The rates shall remain valid for the period of 12 months from the date of award of work.

8. The contractor shall make his own arrangements for providing alternative mechanics / wire man and helper on the day when regular staff is absent.

9. All types of electrical maintenance work shall be carried out by the electricians on duty. Following are some of the common types of defects requiring rectification's :

a. Replacement of tubes, chokes, starters and lamps in stair cases, lift and machine room, room, office premises, stilt, street lights, basement, security lights and other lights in common area of bank's premises inclusive of residential accommodations.

b. Repairs and replacement of switches, sockets, wires and required electrical accessories in the banks premises.

c. Repairing / Replacement / Fixing of light fittings/fixtures, ceiling and pedestal fans, exhaust fans, switches distribution boards, street and compound lights, Replacement of main switches, regulators, chokes, starters, tubes, distribution boards, control switches, socket outlets, holders, motor starters, parts etc. in the campus.

d. Detection of faults in tube light fittings, other light fittings, fans, exhaust, fans / pedestal fans, regulators, main panel, DB's, ELCB's, Capacitors etc. Detection of faults in all types of wiring such as CTS, surface conduit. Cables, etc. and rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged, rewiring shall be carried out either through surface conduits or wiring as directed under cables fault and its repairs.

e. Minor repairs to Storage / Instant type Geysers, such as checking / replacement of Thermostat, coil, wiring, safety valve etc. inclusive of removing and refixing of Geysers required. However, material cost in this respect will be reimbursed by Bank and shall be paid as per the make of the materials and their company's price list, alternatively cash memo from authorised dealer plus 15% overhead and profit in case where price lists are not available.

f. Removal of defective pedestal and ceiling fans/ exhaust fans and refixing them after repairing. Fixing new fans including the exhaust/Ceiling fans.

g. Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling, greasing, oiling and painting as required. Cost of material viz. Bearings/capacitors/rewinding etc. shall be paid as per the make of the materials and their company's price list, alternatively cash memo from authorised dealer plus 15% overhead and profit in case where price lists are not available.

h. Repairs to Mercury / Sodium vapour / Halogen fittings mounted on the building / poles including replacement of MV / Sodium / Halogen lamps accessories and repairs to cables.

i. Watering all the Earth pits at regular interval and maintaining the Earthing conditions at requisite level.

j. The work of replacement of bulbs and tube lights inside the flats is not covered under the AMC. The bulbs and tubes inside the lamps are to be replaced by the residents at their own cost. No claim by the contractor in this regard will be entertained by the Bank unless instructed by the Bank.

10. The contractor will provide experienced staff / workers in the eventuality of a breakdown in the power system. He should endeavour to restore supply in the shortest possible time to do liaison work with the utility company Torrent Power AEC as and when required. No additional payment will be made separately for such an eventuality.

11. **Work not included in this tender :** The works related to Torrent Power AEC works are excluded from the scope of this tender.

12. **Failure of staff to report for Duty :** All complaints shall be attended to immediately on receipt of complaints / information. If however, a complaint remains unattended were due to negligence of contractor's staff, the same shall be got done through a different agency at contractors cost and recovered from his bill.

13. **Payments**

a. Bill shall be submitted in duplicate in the 1st week of every month for the work carried out during the previous month.

b. The contract shall be valid for one year as indicated in the work order. The bank also reserves the right / option to extend the validity of this contract for a further period not exceeding 1 year at the same rates and on the same terms and conditions.

c. **Forfeiture clause** : In case of negligence / dereliction of duty by contractor's staff the above contractor shall be terminated without giving any notice and the security deposit shall be forfeited.

d. Recovery of income tax and other applicable taxes/charges as in force shall be deducted from the bill during the currency of the contract.

14. Maintenance of Pump sets

1. Scope

1.1 The job includes monthly servicing like oiling, greasing, cleaning, replacement of worn-out gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn-out rubber bushes, cleaning of starter and switch contacts, oiling / greasing of the moving parts of switch and starters, testing overload, minor repairs and call back services. As a whole the contractor has to maintain all pump sets in good running condition.

1.2 Items not included

The items like replacement of wheel valve, non return valve and foot valve, whole pump set, bearing, pipeline, additional electrical / piping / mechanical works, repairs / rewinding of pump motor, replacement of pump bushes, impellers, shaft, shaft keys, motor fan, replacement of unserviceable switch and starter parts like over load contracts, solenoid coil, timer, fuses, shall not be included in the maintenance contract. The items not covered under maintenance contract the contractor shall not attend any such work without prior approval in writing from the bank.

15. Penalty

In the event of failure of both the pumps of a pump house, the contractor have to make necessary arrangements to provide alternate pump in good working condition at his own cost to restore water supply till that time atleast one pump in good working condition is ready for operation. If the contractor fails to restore the water supply by replacing the defective pump or otherwise within 12 hours of

getting information from the Bank, he will be charged @ Rs.5/- per hour till the restoration of water supply. A penalty of Rs. 50/- per day shall also be levied if the standby pump is not functional for more than a week (though the water supply is maintained with the help of available pump set).

16. Technical Inspection

All works executed or repairs carried out must be technically sound and acceptable to the bank. These works shall be inspected by the Bank's engineer before releasing any payments. The contractor should carry out the servicing and repair job to the satisfaction of the Bank's Engineer.

17. Dispute & Doubts

The contractors should visit the site and test the pumps in the presence of Bank's Engineer / Caretaker before quoting. Any dispute arising after the award of contractor the same shall be discussed with the Chief General Manager, Gujarat RO, Ahmedabad and his decision shall be final and binding on the contractors.

18. All works shall be carried out under the guidance of Bank's Engineer, Security Officer & CT/ACT incharge.

II. Annual Maintenance of electrical Installation in Bank's Office premises 'NABARD TOWER' at Usmanpura, Ahmedabad

BRIEF DESCRIPTION OF ELECTRICAL INSTALLATIONS :

The power supply to NABARD Tower is fed by Torrent Power AEC Limited through 11 kV underground cable network. We have one no 400 A 12 kV Oil Circuit Breaker (Crompton Make) and one no 315 kVA, 11 kV/433 V Patson make delta/star transformer, the output of which is connected to LT panels through LT air circuit breaker (800 A Siemens make) and underground cable. All the ACDBs, main lighting DBs for building utilities and for light and power supply to the office areas are fed from the LT panels. On each floor, 3 phase power is supplied for power and lighting through LDB/PDB. At each floor, the power / light DB shall consist of incomer ELCB of required capacity and outgoing feeders of SP MCBs catering to individual light / power circuits. For compound/security lighting power is supplied from LT panel to their respective DBs. There are two submersible pumps (7.5 HP & 4 HP of VARUNA & CALAMA make respectively) installed at the office premises for pumping water from underground to overhead water tank. One submersible pump of CALAMA make (4 HP) is installed for pumping rain water from the basement.

SCOPE OF THE CONTRACT :

**A) TERMS AND CONDITIONS OF SERVICE CONTRACT FOR THE
MAINTENANCE OF ELECTRICAL SYSTEM**

1. Electrical Contractor will post following minimum number of personnel to operate and maintain entire Electrical Installations including Substation to the entire satisfaction of Bank.

(i) One (1) Qualified electrician having wireman's license and sufficient experience to carry out such maintenance work.

(ii) One (1) helper as Asst. Electrician to look after complete maintenance of electrical installation upto last point of supply i.e. the end user.

Wireman's and helper's services will be required invariably between 0930 AM to 0600 PM on working days. The contractor should ensure maintenance of logbook for LT & HT supply and earthing pits and it should be duly signed by bank's engineer periodically. Bar chart/schedule for preventive maintenance after award of work should be submitted as per scope of work.

2. Operation / Maintenance of other services viz. A.C., Fire Fighting, Lifts, Telephones will, however, be assigned to respective agencies. It shall be responsibility of the Electrical Contractor to ensure uninterrupted supply upto Distribution Panel of respective agency.

3. All Electrical utilities meant for Client's use shall be maintained in good condition so as to ensure interruption-free operation during Office hours.

4. The wireman posted by the contractor shall be capable of carrying out repairs on all electrical gadgets like fans, light fittings, water heaters/geysers, switchgears, motors, pumps etc.

5. The wire man/electrician shall be available for duty as per the timing decided by the Bank. He will collect the complaints from the Assistant Caretaker or Asst. Manager (P&S) or from the complaints book and attend to the same on the same day & obtain certification from respective department or from ACT. The complaints of complicated nature and beyond the scope shall be reported back immediately to the ACT / AM(P&S).

6. The jobs includes quarterly cleaning / tightening of LT panel connections, ACDBs, lighting / Power DBs, panel board, switch boards, staircase lights; half yearly cleaning of lift lights, and light fittings in the office area; monthly cleaning of compound lights, security lights and facade lights.

7. The wire man/electrician shall also attend to any other electrical repair/preventive maintenance job as may be felt necessary by Bank within his duty hours.
8. The contractor shall make his own arrangements to provides alternative mechanics / wire man and helper on the day when regular staff is absent.
9. All types of electrical maintenance work shall be carried out by the electricians on duty. Following are some of the common types of defects requiring rectification's.
 10. Replacement of tubes, chokes, starters and lamps in stair cases, lift and machine room, office premises, stilt, street lights, basement, security lights and other lights in common areas of Bank's premises. The list of work included in the scope of the contract is given as under. In all these woks, the cost of material and outside repair / rewinding shall be borne by the Bank as per company price list / market rate as applicable or material shall be provided by the Bank :
 - a. Repairs and replacement of switches, sockets, control accessories, lamp shades, wires and required electrical accessories in the Banks Premises.
 - b. Repairing/Replacement/Fixing of light fittings/fixtures, ceiling and pedestal fans, exhaust fans, switches distribution boards, street and compound lights. Replacement of main switches, regulator, chokes, starters, tubes, distribution boards, control switches, socket outlets, holders, motor starters, parts, etc. in the campus.
 - c. Detection of faults in tube light fittings, other light fittings, ceiling fans/exhaust fans/pedestal fans, regulators, main panel, other panels including rising mains DB's, MCB's ELCB's Capacitors etc. Detection of faults in all types of wiring such as CTS, surface conduit, cables, etc. and rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged rewiring shall be carried out either through surface conduits or wiring as directed under cables fault and its repairs. Termination/glanding of power cables including joint making will be included in contractor's scope.
 - d. Minor repairs to Storage/Instant type Geysers, such as checking / replacement of thermostat, heating coil, wiring, safety valve etc. inclusive of removing and refixing of Geysers, if required. However, material cost in this respect will be reimbursed by Bank and shall be paid as per the make of the

materials and their company's price list, alternatively cash memo from authorised dealer plus 15% overhead and profit in case where price lists are not available.

e. Removal of defective pedestal and ceiling fans, exhaust fans and refixing them back after repairing. Fixing new fans including the Exhaust fans/Ceiling fans.

f. Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing / oiling as required. Cost of material viz. Bearings/capacitors/rewinding etc. shall be paid as per the make of the materials and their company's price list, alternatively cash memo from authorised dealer plus 15% overhead and profit in case where price lists are not available.

g. Repairs to Mercury/Sodium vapour/Halogen fittings mounted on the building/poles including replacement of MV / Sodium / Halogen lamps, accessories and repairs of cables.

h. Watering of all the Earth pits on daily basis and maintaining the earth resistance within permissible limits for smooth / trouble-free operation of the entire electrical installation including the computer / networking systems. Earth resistance to be measured quarterly in the presence of Bank's engineer in single mode.

i. The contractor shall carry out preventive maintenance of major DBs and panels as per the schedule to be given by the Bank.

11. The contractor will provide experienced staff/workers in the eventuality of a breakdown in the power system. He should endeavour to restore supply in the shortest possible time to do liaison work with Torrent Power AEC Ltd/Utility Company, as and when required. No additional payment will be made separately for such as eventuality except for materials which may be used.

12. **Work not included in this tender** : The works related to Torrent Power AEC Ltd works & MCC/PCC/Control panel/pumps of Central Airconditioning/ventilation units of M/s Voltas are excluded from the scope of this tender. However, power supply to these panels including maintenance of the incomer power cable and its terminal connections is included in the scope of the contract.

13. Failure of staff to report for duty : All complaints shall be attended to immediately on receipt of complaints/information. If, however, a complaint remains unattended merely due to negligence of contractor's staff, the same shall be got done through a different agency at contractors cost and recovered from his bill.

14. Payments

- a. Bill shall be submitted in duplicate in the 1st week of every month for the work carried out during the previous month.
- b. The contract shall be valid for one year as indicated in the work order. The bank also reserves the right / option to extend the validity of this contract for a further period not exceeding 1 year at the same rates and on the same terms and conditions.
- c. **Forfeiture clause** : In case of negligence / dereliction of duty by contractor's staff the above contractor shall be terminated without giving any notice and the security deposit shall be forfeited.
- d. Recovery of income tax as in force shall be deducted from the bill during the currency of the contract.

15. It will be the responsibility of Contractor to liaise with electricity supply agency and other specialist agencies, whose services may be essential and required for the smooth operation/maintenance of equipment installed. Cost, if any, on account of such services shall be borne by the Bank, provided such services are warranted not because of faulty workmanship or defective equipments, which otherwise shall be borne by Contractor.

16. It is responsibility of Contractor to provide necessary tools / tackles including safety gadgets and consumable like PVC tapes, fuse wires screws, batten, clips etc. required for the repair works within the quoted rates.

17. Contractor shall extend necessary help to other Contractors engaged by Bank under separate contract who are allowed to use permanent installations like plug power / lights for their respective work.

Maintenance of HT installations :

18. Apart from the work mentioned in the schedule of quantity (Schedule B), the contractor shall be performing the works as mentioned below:

a. Periodical Testing of HT electrical installations like HT switchgears / circuit breakers, Transformers, HT/LT busduct, Transformer Oil & its filtration, overhauling of circuit breakers etc. as per the following schedule :

1	General housekeeping of sub-station area to avoid collection of foreign material like paper, rag waste, oil/grease and other inflammable material	Weekly
2	Verification of the transformer tank, oil circuit breaker and	Monthly

	other oil carrying equipments against oil leaks	
3	Effectiveness of oil drainage system including piping and soak pit, where provided	Half yearly
4	Measurement of insulation resistance of transformer winding and polarization index.	Annually
5	Ensure silicagel in breather is active and blue. Oil is up to correct level in the cup otherwise replenish it.	Quarterly
6	Checking of operation of all trip circuits, relays and instruments like voltmeters and ammeters by stimulating conditions	Annually
7	Checking of operation of all trip circuits breakers and tightening all loose connections (ensure that none of the controls and safeties, trips circuits are by passed at any time)	Annually
8	Against physical damage to the main boards, switches and distribution boards and rising mains	Quarterly
9	Tightening of all internal connections of cables in DBs, switch boards rising mains etc.	Annually
10	Insulation resistance test of wiring system and equipment Annually	Annually
11	Check against improper sizes of protective fuses	Half yearly
12	Check loads on main, sub-mains and feeder points with tong tester to ensure that there is no overloading	Half yearly

19. After oil is filled in the transformer, the oil samples shall be tested as per stipulated characteristics as per IS 1866 with latest amendment, recorded and test details shall be furnished to the Bank.

20. The contractor has to attend emergency complaints/other breakdowns as and when required during the contract period to ensure smooth functioning and availability of power supply and no extra charges for technical consultancy, labour, T&P etc. shall be paid for the same. Rates quoted by the tenderer should provide for such requirements.

21. The contractor will have to make his own arrangements for transporting the materials to the place of work including the formalities with the Government authorities, if any. Rates quoted by the tenderer should provide for such requirements.

22. Maintenance of Pump sets

1. Scope

1.1 The job includes monthly servicing like oiling, greasing, cleaning, replacement of worn-out gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn-out rubber bushes, cleaning of starter and switch contacts, oiling / greasing of the moving parts of switch and starters, testing overload, minor repairs and call back services. As a whole the contractor has to maintain all pump sets in good running condition.

1.2 Items not included

The items like replacement of wheel valve, non return valve and foot valve, whole pump set, bearing, pipeline, additional electrical / piping / mechanical works, repairs / rewinding of pump motor, replacement of pump bushes, impellers, shaft, shaft keys, motor fan, replacement of unserviceable switch and starter parts like over load contracts, solenoid coil, timer, fuses, shall not be included in the maintenance contract. The items not covered under maintenance contract the contractor shall not attend any such work without prior approval in writing from the bank.

23. Penalty

In the event of failure of both the pumps of a pump house, the contractor have to make necessary arrangements to provide alternate pump in good working condition at his own cost to restore water supply till that time atleast one pump in good working condition is ready for operation. If the contractor fails to restore the water supply by replacing the defective pump or otherwise within 12 hours of getting information from the Bank, he will be charged @ Rs.5/- per hour till the restoration of water supply. A penalty of Rs. 50/- per day shall also be levied if the standby pump is not functional for more than a week (though the water supply is maintained with the help of available pump set).

24. Technical Inspection

All works executed or repairs carried out must be technically sound and acceptable to the bank. These works shall be inspected by the Bank's engineer before releasing any payments. The contractor should carry out the servicing and repair job to the satisfaction of the Bank's Engineer.

25. Dispute & Doubts

The contractors should visit the site and test the pumps in the presence of Bank's Engineer / Caretaker before quoting. Any dispute arising after the award of



contractor the same shall be discussed with the *Chief General Manager, Gujarat RO, Ahmedabad* and his decision shall be final and binding on the contractors.

26. All works shall be carried out under the guidance of Bank's Engineer, Security Officer & CT/ACT incharge.

DECLARATION BY THE CONTRACTOR

We / I have read and understood all the instructions / conditions made above and we / I have

taken into account the above Instructions / Terms and Conditions while quoting the rates. We

/ I accept all the above Terms and Conditions without any reservation, in all respects.

SIGNATURE OF CONTRACTOR :

1. NAME :

2. ADDRESS :

3. DATE OF VALIDITY OF LICENSE :

4. CONTRACT LICENSE NO.:

ANNEXURE - D

Safety - Precautions

As a part of the Contract, the Contractor must satisfy the under mentioned safety requirements and must ensure at all times that these are followed without any deviations :

1. Smoking is prohibited in the air-conditioning area including computer space.
2. Any hot job (welding, soldering etc.) however small it may be or any job which involves open flame or using a hot source or temporary electrical connections shall not be done without prior permission from the Bank's Technical Officer. No jobs involving heating are permitted to be carried out after office hours, holidays and Sundays without prior permission.
3. It is entirely the responsibility of the Contractor to see that safety appliances such as safety belts, lift lines, helmets, rubber gloves, etc. depending on the job are made available to his staff at Contractor's cost. A first aid box should be maintained by the contractor at the premises for his workers. If the contractor needs any suggestion on the matter, he can approach the Bank's Officer-in-charge but any lapse on safety will be viewed seriously.
4. The Contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguisher.
5. The Contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.
6. The bank shall not carry any responsibility in case of any accident to his worker in the premise due to no fault of Bank's working but merely due to negligence of his workers or lack of safety provided to them by and the Contractor.
7. **Safety Precautions of portable electrical appliances**
 - 7.1 Precautions in handling of portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for your attention and action to ensure that conditions and methods of usage conform to safety of personnel and property.

i) **Broken sockets / pin plugs / loose connections**

These conditions cause sparking leading to fault condition or electric shock situations. Wires shall not be directly inserted in sockets, as an earth lead on phase socket can give a shock to the operator.

ii) **Polarity of phase / phase neutral and earth**

Certain appliances may give violent electric shock during work if polarity conditions are not satisfied.

iii) **Joints in Flexible cables**

Usage of portable appliance is that electrical and physical integrity of a joint may be suddenly affected, leading to severe sparking and fire if combustible or flammable materials are at the joint. Perhaps this may not be noticed by operator at all. For this and similar reasons joint in cables of portable appliances are not permitted at all.

iv) **Appliance body grounding and system grounding**

In the absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase of body fault during usage. Further, all earth pin socket must have low impedance and mechanically firm earthing according to Indian Electricity Rules so that safety is assured to operator even under such fault conditions.

v) **Water leakages**

Water reduces efficacy of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation. Switches in chronic leakage areas should preferably be de-energised until rectification action and contractor must apprise civil works and Properties Department.

vi) **Excavation / Additions / Alterations of Building etc.**

During excavations, alterations of buildings etc. every care shall be taken that electric shock or damage to cables, etc. are avoided. De-energisation of circuits must be considered.



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**



ANNEXURE - E

DECLARATION

1. I / We hereby declare that I/We have read and understood the General Instructions, General Conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. I/We hereby confirm that the quotations shall remain in force and valid for acceptance for a period of not less than 90 (Ninety) days from the date of opening of the tender.
3. Tenderers should note that any additions, deviations, clarifications, etc. which they would like to bring to the attention should invariably be put in a separate sealed covering letter. They should also make sure that only relevant entries asked for should be made within the tender documents. Entries other than the relevant entry shall make the tender invalid.

Date :

Place :

Seal & Signature of the Contractor

ANNEXURE - F (Schedule of Quantity)

**I. Annual Maintenance of Electrical Installations at
National Bank Officers' Quarters ' NABARD VIHAR ', Navrangpura,
Ahmedabad**

Sr. No.	Brief Description of work	Staff requirement	Working Hrs.	Rate per month in Rs.	Amt. per annum in Rs.
1	Maintenance of electrical installation and fittings and equipments, daily operating of pumps etc., as detailed under the scope of work, within the Bank's premises	One Electrician with a helper and one Pump operator	0700 hrs. to 1100 hrs. and 1630 hrs to 1900 hrs **		
**	On all working days including Sundays and Holidays				

Subtotal (I) = Rs _____ (Rs. _____)

 in figures in words

II. Annual Maintenance of Electrical Installations at National Bank Office ' NABARD TOWER ', Usmanpura, Ahmedabad and Officers Quarters at NABARD VIHAR, Navrangpura, Ahmedabad.

SCHEDULE A

Sr. No.	Brief Description of work	Staff requirement	Working Hrs.	Rate per month in Rs.	Amt. per annum in Rs. (Subtotal (A))
1	Maintenance of electrical installation and fittings and equipments, daily operating of	One Electrician with a	0930 hrs. to		



	pumps etc., as detailed under the scope of work, within the Bank's premises	helper	1800 hrs.		
			**		
**	On all working days excluding Sundays and Holidays				

Subtotal (II A) = Rs _____ (Rs)
in figures in words

SCHEDULE B

SCHEDULE OF QUANTITY FOR MAINTENANCE OF HT INSTALLATION:

S No.	Particulars	Qty	Rate	Amount (Sub total B)
1	Routine maintenance work of 315 kVA Patson make transformer inclusive of on-line oil filtration and issue of oil test certificate	Lumpsum		
2	Topping up of transformer oil / Circuit breaker oil as per requirement	80 litre App.		
3	Routine maintenance work of 11 kV OCB Crompton Make	Lumpsum		
4	Relay testing, Calibration & setting the HT OCB protection devices	-do-		
5	Routine Maintenance for Siemen's Make ACB	-do-		
6	Relay testing, Calibration & setting LT ACB protections, interlocking etc	-do-		
7	Earth Resistance testing for the earth stations	16 No		
	TOTAL			

Subtotal (II B) = Rs _____ (Rs)
in figures in words

Quotation summary

S No	Name of premises and location	Subtotal (I) in Rs	Subtotal (II.A) in Rs	Subtotal (II.B) in Rs	Grand Total in Rs
1	Maintenance of LT & HT electrical installation and fittings and equipments, daily operating of pumps etc., as detailed under the scope of work, within the Bank's premises				

Totals and subtotals should all be written in figures as well as in words.

Date :

Place :

**Seal & Signature of the
Contractor**

FORM OF TENDER

Annual maintenance of Plumbing & Sanitary Installations at National Bank's Office building 'NABARD TOWER' at Usmanpura and Officers Quarters 'NABARD VIHAR', Gulbaitekra, Ahmedabad.

Place : Ahmedabad

Date : _____

The Chief General Manager
National Bank for Agriculture
and Rural Development
NABARD TOWER
Usmanpura
Ahmedabad.

Dear Sir

Having examined the schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation / tender, I/We hereby offer to execute the work specified in memorandum at the rates mentioned in the attached schedule of quantities and in accordance with the specification and instructions in writing and with such materials as are provided for and in all other respects in accordance with such conditions so far as they are applicable.

M E M O R A N D U M

a) Description of work : Annual maintenance of Plumbing & Sanitary Installations at National Bank's Office building 'NABARD TOWER' at Usmanpura and Officers Quarters 'NABARD VIHAR', Gulbaitekra, Ahmedabad.

b) Award work : This schedule of quantities contain probable / likely repair works that may arise from time to time. Necessary items of work will be grouped as and when it arises.

- c) Contract Period : 2008-09 (01.06.2008 to 31.03.2009)
- d) Earnest money deposit : Rs 5000/- (Rupees five thousand only) in
the form of DD only drawn in favour of
"National Bank for Agriculture and Rural
Development", payable at Ahmedabad"

2. Should this quotation/tender be accepted, I/We hereby agree to abide by and fulfil the terms and condition of contract annexed hereto so far as they may be applicable or vide fault thereof to forfeit any pay to NABARD, Ahmedabad the amount mentioned in the said conditions.

3. The lists showing the particulars of maintenance works carried out and the names of manufacturers of specified items proposed to be used in the work are as follows :

i) _____

ii) _____

4. Our Bankers are

i) _____

ii) _____

The Names of the proprietor/partners of our firm are :

i) _____

ii) _____

Names of the proprietor/partner of the firm authorised to sign :

i) _____

ii) _____

Names of the person hereby given the power of Attorney to sign the contract :



i) _____

ii) _____

5. Our PAN No. is _____. (Copy of PAN to be attached)

6. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained/received the Tender invited by you.

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We enclose herewith interest-free Earnest Money Deposit (EMD) by Demand Draft payable at Ahmedabad in favour of National Bank for Agriculture and Rural Development and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the entire contract period.

Yours faithfully

Date :

Place :



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

(Signature of Contractor)

GENERAL INSTRUCTIONS

Annual Maintenance of Plumbing & Sanitary Installations at National Bank's Office building 'NABARD TOWER' at Usmanpura and Officers Quarters 'NABARD VIHAR', Gulbaitekra, Ahmedabad.

1. Before quoting, the Contractors must clearly understand that they have fully acquainted themselves with the intent of :
 - i. Tender / Quotation form
 - ii. General Terms & Conditions of Contract (Annexure "A")
 - iii. Additional Conditions (Annexure "B")
 - iv. Scope of work (Annexure "C")
 - v. Safety Precautions (Annexure "D")
 - vi. Declaration (Annexure "E")
 - vii. Schedule of work (Annexure "F")
2. All entries in the tender documents must be made in English. They must be based written in ink and must not be typed.
3. The tenderer must quote his rates in the specified column in the pro forma 'Schedule of work'. Rate shall be written both in 'Figures and Words'.
4. No alterations, additions or erasures in any of the tender documents are permitted and if any are made, the National Bank shall have the right to either discard such alterations, additions, erasures or to reject the whole tender as it may decide.
5. Contractors are advised to visit the site at their cost before quoting and doubts if any be got clarified from the concerned officer to familiarise themselves with the details of the works and site conditions, etc.
6. Rates should include all Taxes (including service tax), Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.
7. The rate quoted by the bidders shall be inclusive of the charges for labour, supervision, Tools and Equipment's, Taxes of any nature etc. and shall be as mentioned in the said schedule of Quantities / Detailed scope of work.



8. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and indisputable.

ANNEXURE - A

General conditions / Instructions to the Contractors

1. The rates quoted and agreed by you are final and include all taxes, duties, levies, wages as per act, work contract tax, service charges, transportation, Octroi, Service Tax, VAT etc. No variation of rates will be allowed.
2. Rate includes charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
3. Material used should conform to the technical specifications/makes approved by us. All the material have to be got approved from us before use on works. Samples once approved will remain with the Bank till the completion of works. Samples rejected will have to be replaced for fresh approval. Materials and workmanship not corresponding in character and quality with approved samples will be rejected.
4. The items not covered in the schedule shall be paid on the basis of lowest market rates/ company's price list(to be made available by the contractor)/as per the tender condition. For other works of urgent in nature shall be paid on the basis of latest Ahmedabad local schedule of rates of State Govt. or of CPWD in the event the items are not covered in the tender. Decision of the bank shall be final in such matters. No charges for wastage will be paid under any circumstances. The scope of work includes liaisoning with Govt. Authorities like AMC etc if required for any such work.
5. Income Tax, Surcharge, W/C tax and other taxes as applicable will be deducted from total payment due to the contractors.
6. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to the bank in kind or cash will be viewed seriously and the bank will have the right to levy damages or fine.
7. The contractor should not at any time do, cause any nuisance on the site or anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
8. The Bank will not be responsible for contractor's materials on site.

9. The work shall be carried out in close coordination with the concerned staff of the Bank and any other agencies involved, if any.
10. Notwithstanding anything herein contained the labourers, workmen, supervisors and other persons employed by the contractor for the purpose of the works shall for all purpose regarded as the contractor's labour and National Bank for Agriculture and Rural Development shall not be liable to make any payment or any contribution on account of them.
11. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of the Bank during execution of works. He would be responsible for the safety of persons employed by him.
12. The contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.
13. The bank shall not bear any responsibility in case of any accident to his worker in the premises due to no fault of Bank's working but merely due to negligence of his workers or lack of safety provided to them by the contractor.
14. The contractor shall ensure compliance of stipulations of Contract Labour and Regulation & Abolition Act 1970, Minimum Wages Act and other such Acts in force.
15. All other conditions mentioned in the quotation/tender will form a part of this tender.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions made above and I agree to abide by the same.

Place :

Name & signature of the contractor

Date :

Address :

Seal :



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

ANNEXURE : B

Additional Conditions for Plumbing and Sanitary Contract :

1. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of Security Officer/Engineer in-charge.
2. In case of major failure, the contractor shall provide the required number of Masons/Plumber, helpers and supervisors to rectify the fault immediately after receipt of complaint.
3. The Contractor shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the Engineer in-charge of the Bank.
4. The Contractor shall abide by the requirements of Security Department from time to time and shall strictly follow the obligation required by our Security Department.
5. The Contractor shall be deemed to have satisfied himself as to the nature of the site, local facilities, access and all matters and things in any way affecting the execution and completion of the Contract. No claims for extra charges shall be entertained in this behalf for any reason whatsoever.
6. The Contractor shall at his own cost expenses provide all the materials, labour, supervision tools, plant apparatus, trolleys, conveyance, uniforms etc., required for execution of the work covered by this contract to the entire satisfaction of Bank.
7. Notwithstanding anything therein contained the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees and the National Bank shall have to concern with them and shall not be liable to make any payment to or any contribution on account of them.
8. The Contractor shall ensure that the regular payment to his staff posted for all captioned work and the payment made to his staff should not be less than the minimum wages notified by the State Government from time to time and make available for inspection of the Bank the relevant records. However, rate

quoted by the Contractor shall be firm and remain valid till the expiry of the contract period.

9. National Bank takes no responsibility for delay/loss in post or non-receipt of quotations/tender documents/bids, etc.
10. Submission of the tenders/quotations shall be done by the tenders as per instructions contained in special conditions of contractors of the tender document.
11. The envelope containing tender/quotations should be properly sealed, addressed, duly superscribed with name of work and the date of opening and should be submitted in the prescribed tender box in the office of the General Manager.
12. Bids may be agents and Fax/Telex/Telegraphics bids shall not be entertained/considered.
13. Contractors are advised to visit the site at their cost before quoting land doubts if any be got clarified from the concerned officer to familiarise themselves with the details of the works and site conditions, etc.
14. Rates should include for removal of debris out of premises to the safe AMC limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, their bill will not be settled.
15. Rates quoted shall be inclusive of all the Taxes and should be Firm.
16. The Contractor shall at his own cost expenses provide all the materials, labour, supervision tools, plant apparatus, trolleys, conveyance, uniforms etc., required for execution of the work covered by this contract to the entire satisfaction of Bank.
17. Notwithstanding anything therein contained the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees and the National Bank shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
18. The Contractor shall ensure that the regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the State Government from time to time and make available for inspection of the Bank the relevant records. However, rate

quoted by the Contractor shall be firm and remain valid till the expiry of the contract period.

19. The Contractor shall maintain a register for the material issued and used at various site. The Contractor shall also produce weekly record of balance material in stock. The same shall be verified by the Bank's representatives. Any shortages in or damage to the material will be contractor's responsibility and cost thereof will be recovered from the Contractor's bill(s). The Contractor's bill shall not be paid till be submitted the record of materials.
20. The Contractor shall maintain a complaint register for each building and attend to the complaints registered, immediately. For the purpose of convenience the register may be kept in the custody of the security guards posted at the premises.
21. The Service Slip to be issued by the ACT/AM(P&S) shall be got signed by the concerned occupants after completing the work with a remark that the "work has been completed satisfactorily" in their flats.
22. For the storage of imprest stocks of various materials required for the above work, the contractor shall arrange for his own lockable cupboard. He shall be given a space for keeping his cupboard if required.
23. In the case of works other than the maintenance, the contractor shall first get the approval of the Bank's Engineer in the work slip issued by the ACT/AM (P&S) before attending to such works and shall also submit his quotations and obtain approval from the Bank before execution of work. But for urgent nature of works, the contractor shall execute the work without waiting for approval of rates. In such cases be shall be given rates as under :

a) Rate of the materials as per his purchase voucher (the cash vouchers should be from authorised stockiest).

b) Labour based on number of Mason/Plumber and helpers @ market rate (minimum wage rate)

c) Contractors profit and overheads @ 15% of (a) & (b) above.

24. Payment of Bills :

The Contractor shall be required to submit the Bills for Labour (service) charges and replacement of fittings as per schedule rates separately on or before 15th of following month.

The Contractor shall produce his bills in triplicate address to the General Manager, NABARD, Regional Office, Ahmedabad. The bill shall be paid by the bank after it has been verified by the Banks Engineer and found to be in order.

25. Every person engaged by the Contractor for works in the Bank's premises shall be deemed to be Contractor's employees and no such employees shall have any right to or claim against the Bank.

26. In case of strike resorted to by the employees of the Contractors, the Bank reserves the right to employ other Contractor's workers, without any notice for carrying out the maintenance work. In such cases, either the actual cost of such labourers on whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other contractor plus the service charges of 28.

27. Performance & Supervision :

To maintain the high standard of performance of installation and for taking day to day instructions. Contractor's representative must visit the Estate Department atleast once a week. This clause does not precludes instructions being given by the Officer-in-charge in between the period.

28. Attendance Record :

Daily attendance or workers as indicated in the scope and in closed annexure shall be maintained by the Contractor with the authorised Bank's Officer which shall be verified at the time of scrutiny of bills for payment.

29. The Contractor shall ensure carrying out all precautionary measures as indicated in Annexure.

30. The successful tenderers shall submit the complete biodata/details of his site representative to be deputed for the subject work.

31. The tenderers is advised to understand the tender conditions and the person authorised to sign, should sign all the pages of tender documents including general conditions of Contract.

ANNEXURE - C

SCOPE OF THE WORK

A. Making available the services of one plumber and one helper for maintaining the Plumbing and Sanitary installations in the Bank's properties in a good usable condition.

The charges quoted shall be for deputing experienced Plumbers and Helper to the properties as indicated in the 'Schedule of Rates' for 7 days in a week and shall generally follow the working hours from 8.00 hrs to 17.00 hrs. In case of some Emergency they should render the services even on Sundays/Holidays and continue to work till the Emergency is over.

B. A Plumber and a Helper should report to the property caretaker on all the week days as indicated against the respective properties. However, if their services are required for attending urgent works in any of the other Bank's property, the services of the Plumber and Helper should be made available at the sole discretion of the National Bank.

Besides the above the contractor shall arrange to provide the services of a Skilled Mason as and when called upon to carry out small Masonry/Civil works at no extra cost to the Bank (Minimum twice a week).

C. The charges quoted should include wages transportation charges. Maintenance of Kit containing all Topics and Equipments required for the work. Incidental charges and contractor profits & overheads.

D. The services to be rendered under the contract shall also include the following items of work :

a. Removal of chokages from drainage lines/water supply pipes, Gully traps/Nahani traps, Manholes/Inspection chambers, Bottle traps, Kitchen sinks, Wash Basins, Urinals, W.Cs, Toilets, Bath rooms etc. If removal and refixing of the Connecting pipes, Taps, Stop Cocks, Ball Valves/Gate Valves/Nonreturn Valves, C.I. fittings such as Eye plugs, etc., are required, the same shall have to be done without claiming any extra charges. Scaffolding if required will be paid separately. Extraordinary chokages from drainage lines inside the premises if got cleared by calling AMC plumber will be paid separately.

b. Keeping the Rain water outlets on Terraces, Canopies, Chejjas free of debris foreign materials, etc., to ensure quick flow of water, etc.

c. Replacement of Washers including the cost of Washers for Bib Taps, Pillar Taps, Stop Cocks, Rubber gaskets for Flushing cisterns and plunger Washer for low level fluting Tanks.

d. Repairing of Flushing system, C.I. Porcelain fodarm, including removal & replacements of Bells, Nut-Bolts, 'S' & 'P' Traps, Nakucha for Ball-cock etc., including removal and refixing of Tanks with new accessories of appropriate sizes and making the flushing tank in good working condition.

e. Disconnecting and reconnecting Plumbing connections in case of Instantaneous Water Heaters/Geysers, Coolers, Electrical Gadgets, whenever such electrical gadgets are required to be replaced/repared.

f. Refixing of loose fixtures and fittings including supporting brackets such as wash basins, Sinks, Flushing cistern, Drain boards, Towel, Mirrors, Glass shelves, Soap holders, Nahani traps, Gratings and any other fixtures and fittings as existing in the properties including removal of existing fittings/fixtures without causing any damage. Grouting of new wooden guttles in cement mortar and refixing will new screws, removing wherever necessary.

g. The contractors will have to provide samples of fittings/fixtures for approval of Bank's Engineer and has to ensure that the same are being provided in the course of contract.

i. Attend to small Civil/Masonry works as and when called upon to do so.

j. To undertake Half yearly cleaning and disinfection of both Under Ground and Over Head Water Tanks as per the norms of local Municipal authorities and in consultation with the Bank and including supply of dewatering pump if necessary for dewatering the undergronud sump without any extra charge. The approximate sizes of the Water tanks are as indicated hereunder :

In NABARD VIHAR

1. Under Ground Tank	:	100000 Ltrs.
2. Over Head Tanks - 3 No.	:	18000 Ltrs.

In NABARD TOWER

1. Under Ground Tank : 100000 Ltrs.
2. Over Head Tanks - 3 No. : 25000 Ltrs.

E. All replacements, fittings/fixtures etc., shall be done only with the concurrence/written permission of the Bank's Engineer.

F. For any breach of aforesaid terms and conditions, National Bank (NABARD) shall be at liberty to terminate your contract summarily with one month's notice in the event of which you shall not be entitled for any compensation whatsoever.

G. Payment for provision of new fittings/fixtures, shall be made on production of actual purchase vouchers, separately on a monthly basis in addition to the usual service charges for Plumber and Helper.

H. You may take away the old defective fixtures/fittings etc., and allow discount in rates as under :

- a. For Brass, C.P. Fittings - 25 %
b. For G.I., C.I. Pipes, Fittings/Fixtures,
Gunmetal, PVC/Plastic items - 10 %

I. The work slip should be got signed the same day from the ACT after having done the work and signature obtained from the occupant. The Bills for replacements/Repairs need to be routed through ACT with the signature of the resident officer in case of officers quarters for having replaced the item satisfactorily and will be submitted to the Estate Department by PSO. A copy of bill submitted to ACT with date etc. may be preserved with the Contractor.

Place :

Seal & Signature
of the Contractor

Date :



ANNEXURE : D

D E C L A R A T I O N

1. I/we hereby declare that I/we have read and understood the *General Instructions, General Conditions of Contract, detailed specification and the conditions of work, etc.* and hereby agree to abide by them.
2. I/we hereby confirm that the quotations shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the tender.
3. Tenderers should note that any additions, deviations, clarifications, etc. which they would like to bring to the attention should invariably be put in a separate sealed covering letter. They should also make sure that only relevant entries asked for should be made within the tender documents. Entries other than the relevant entry shall make the tender invalid.

Date :
Place :

Seal & Signature of the
Contractor

ANNEXURE - E

SCHEDULE OF QUANTITIES

Annual Maintenance of Plumbing and Sanitary Installation at National Bank's Office Building 'NABARD Tower' at Usmanpura and Officers Quarters 'NABARD Vihar at Gulbai Tekra, Ahmedabad

S. No	Description	Staff Requirements †	Working Hours	Period	Rate per month	Amount
1	Maintenance of Plumbing & Sanitary Installation and Half Yearly Cleaning of U/G & Overhead water tanks at both the above said premises as detailed under scope of work within the bank's premises.	One Plumber with a Helper (Plus one Mason for two days in a week)	0830 hrs 1200 hrs at NB Vihar and 1600 hrs to 1900 hrs at NB Tower (on all days including sundays and holidays at NB Vihar and on working days at NB Tower)	10 months		

Date :

Seal and Signature of the contractor