

FORM OF TENDER

**ONLY Contractors empanelled with the Bank:
For Civil & other related work**

Place : New Delhi

Date: 23-05-08

The General Manager
Premises Department
National Bank for Agriculture
and Rural Development
24, Rajendra Place
New Delhi-110018.

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 in accordance with the rates mentioned in the attached schedule of monthly charges in all respects 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 are applicable.

MEMORANDUM

Description of work	Maintenance of all internal and external civil & other works of Regional Office building at 24, Rajendra Place, New Delhi.
Contract period	15.6.2008 to 31.3.2010
EMD	Rs.3500/- (Rupees three thousand five hundred only) in the form of DD, drawn in favour of "National Bank for Agriculture and Rural Development, New Delhi".
Last date of submission of tender	by 2.30 pm on 05.06.08
Place of submission	Tender box placed in Premises Section, Grond floor, Nabard Tower, 24 Rajendra Place, New Delhi

2. Should this tender be accepted. I/ We hereby agree to abide by and fulfill 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:

1

2

4. Address of the firm

Tele no.

Fax

MobileNo.

5. The names of the partners of

1.

our firms are

2.

3.

6. Name of the partner of the
Firm authorised to sign

1.

2.

.....

Name of the persons with
Power of Attorney to sign the
Contract

1.

2.

Yours faithfully

(Signature and seal of the Contractor)

Signature and address of witnesses:

**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

PREMISES DEPARTMENT - MAINTENANCE - OFFICE BUILDING

General Conditions/Instructions to the Contractors

1. Contractors are advised to visit the site and understand the nature and 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 officer to the effect that all the complaints recorded in the registers have been attended to and routine maintenance has been carried out.
7. Separate work 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. Income tax, surcharge, W/C tax and other taxes as applicable will be deducted from total payment due to the contractors.



10. All complaints covered in the lump-sum charges in the Annual Maintenance Contract are to be attended to on the same day and 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.
11. 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.
12. 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.
13. The working hours to be observed by the contractors shall generally be from 9.30 A.M to 5.30 P.M. 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.
14. 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 contractor's part. The contractor shall indemnify the Bank against all claims on this account.
15. 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.
16. 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, if any, etc. in connection therewith shall be on the contractor account and payable by the concerned contractor.
17. 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.



18. The contractor or his supervisor should visit the site atleast twice 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.
19. 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.
20. 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. The contractor shall obtain workmen insurance policy from insurance company and submit the same.
21. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
22. 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.
23. 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.
24. If any dispute arises on any matter concerning this contract, the decision of the bank shall be final and binding.
25. 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.
26. 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.
27. The workman employed by the contractor should abide with the rules and regulations inside the Bank.



28. 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.
29. The contract can be terminated by Bank n 15 days notice if the services are found to be unsatisfactory and the EMD will be forfeited.
30. The bank reserves the right to accept/reject/revise any quotations/tenders either in whole or in part without assigning any reasons therefor, whatsoever.
31. 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.
32. 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 the 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.
33. The contractor shall not directly or indirectly transfer, assign and sublet the contract or any part of it.

DECLARATION BY THE CONTRACTOR

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

Date:

Signature

Place:

Name & Address

Seal of the contractor

Scope and Special conditions of Work

Civil & other related work

1. Lump-sum rate quoted shall be for the comprehensive maintenance of internal and external civil and other related works shall include the following:

(i) The supply of materials, labour and deputing required number of experienced with tools etc. for rectification of all complaints pertaining to civil and other related works of the office building. The contractor shall depute one plumber and one carpenter at site from 9.30 AM to 5.30 PM on all working days.

(ii) Repairing and rectifying all internal and external plumbing, sanitary water supply and sewage works of the building, as and when the defects are observed and/or complaints registered except external sewage.

(iii) The contractor must replace, the following as when the same are found damaged/unserviceable.

- a. EWC seat covers, hinges for EWC seat cover.
- b. Traps and grating of different sizes and materials, including RCC gratings over the external storm water drains and those providing over the basement drainage.
- c. Bib cocks, stop cocks, pillar cocks, hot and cold water mixers of bathroom showers and washbasins, urinal and W/C flush valves, etc. of required/approved size & design, including the special fittings.
- d. Ball cocks, handles, pull chain, plungers, washers, outlet and overflow pipes of flush tanks, bottle traps of washbasins and urinals.
- e. Shower roses of required sizes and materials.
- f. MS/GI/CI clamps, wooden plugs, brackets.
- g. Waterproofing of toilets, kitchen platforms and sinks and pattis of kitchen platform.
- h. Replacement of CI/CI LA class/GI/ASTM PVC Pipes and fittings of existing materials and sizes, GM gate valves, non-return valves, strainers, pressure relief valves, waste couplings, cockroach traps, etc. of all diameters.

Note: Any item, fixture fitting which is needed to be replaced on documentary evidence to be furnished shall be paid, subject to prior approval from the Bank.



- iv. Cost of making holes in stone, brick masonry and RCC wall of any size, roofs, chajjas and finishing the same for carrying out the repair works shall be inclusive.
 - v. Filling of joints of traps and tiles, cracks, joints, holes of walls, ceilings, etc.
 - vi. Stopping leakage in various sanitary and plumbing pipes, etc.
 - vii. Clearing of rain water, waste and soil pipes, storm water drains, inspection chambers/manholes, drain pipes from AHUs toilets, wash basins, etc. once in three months and immediately when the same are choked up.
 - viii. Disconnecting and reconnecting plumbing connection in case of water heaters, geyser, boilers, coolers and other electrical gadgets, whenever such electrical gadgets are required to be replaced/repared.
 - ix. Removal of plant growth and pouring acid in external and common areas as soon as the same is noticed without any extra cost such as scaffolding, etc.
 - x. Cutting, threading and fixing of pipes of any sizes; applying paint to joints.
 - xi. Adhesive used for fixing tiles, plumbing and sanitary fixtures, etc.
 - xii. Liasoning with MCD/DJB and MMRDA for all the works related to water supply and sanitary works as and when required.
2. Any developmental or new works which may have to be done will be paid for on the basis of Delhi Schedule of Rates (DSR) 2007 and if the item is not available in the schedule, then payment shall be made based on market rate analysis.
 3. Under any circumstances, charges for scaffolding, centering, shuttering, jhulla, curing will not be paid for any work. It is to be included in monthly lump-sum charges.
 4. The replacement 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 the ACT.
 7. (i) Contractor will follow the prescribed formats/procedures for receiving complaint, issue of work slips and preparation of bills, etc. as stipulated by the Bank from time to time.



8. 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.
9. For emergency works, and odd hour jobs, no extra payment will be made.

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:

Signature & seal of Contractor

Place:

Scope and special conditions of work

Carpentry works at HO building

1. The lump-sum rate quoted shall be for the comprehensive maintenance of all carpentry related works 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 office building.
 - b. Repairing and rectifying all internal and external carpentry related items of the building, as and when the 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 aluminum/MS/CI/Brass hinges, ball/magnetic catches, chapras, stays, cupboard, knobs, hooks, eyes, clamps, spring handles for aluminum 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. Wood/aluminum beading for fixing glass panes on doors/windows/partitions including adhesives/painting/polishing.
 - iii. Providing wooden plugs and 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/aluminum/steel frames of doors/windows/ventilators/lofts/racks/cabinets/ventilators/boxes of any dimension including priming/painting/polishing and replacement of wooden/aluminum 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, doors & windows etc.



- x. Making holes, cutting of false ceiling .
 - xi. Repairs to hand rails with polishing/painting.
 - xii. Dismantling and refixing of door/window/ventilators/cabinet loft/stands/ frames from walls; plastering, concrete work, brick work and painting for doing the same.
 - xiii. Repairs to floor springs/door closures, preventive maintenance like oiling, cleaning etc.
 - xiv. Preventive maintenance and repairs to all types of glass doors at entrance and inside the building.
 - xv. Minor repair works to work stations like replacement of lipping repairs to keyboard, tray, etc.
 - xvi. Replacement of glass panes.
2. Charges for scaffolding, centering, shuttering, jhulla, curing will not be paid for any external works. It is to be included in monthly lumpsum charges.
 3. (a) Any item, fitting, fixture, which is needed to be replaced, based on documentary evidence to be furnished shall be paid subject to prior approval from the Bank.

(b) The replacement shall be done only on written permission of the Bank.

(c) Any development or new work which may have to be done will be paid for on the basis of Delhi Schedule of Rates (DSR) 2007 and if the item is not available in the said schedule, payment shall be made based on market rate analysis.
 4. In the case of dispute, if any, regarding need of replacement of a particular item, the decision of the Bank shall be final.
 5. In regard to the items replaced at Bank's cost, the contractor shall deposit the old fittings with the ACT concerned, the list of items handed over to the ACT is to be attached alongwith the bill. However, work done will be certified by the Engineer concerned.
 6. Payment of lumpsum charges for maintenance shall be made on the basis of "No complaint pending as at the end of the month" Certificate issued by Bank's ACT/officials.



7. 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.
8. 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).
9. 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:

Signature:

Place:

Name & Address:

Seal of the Contractor:

The specifications for cleaning the water storage tanks are as under:

R.C.C.Tanks

The treatment of the tanks explained below will be done after every six months

- (a) Empty the water storage tank thoroughly scrap all the sides by means of hand scraper, wire brushes and remove scales and encrustations and washing the tank with clean water, again clean the tank by using coir brush and clean water. Empty the tank and allow it to dry for an hour or so.
- (b) Apply a coat of cement slurry mixed with ½ kg. Of gur per bag of cement and ‘CICO’ No.1 water proofing compound.
- (c) Before recommissioning the tank, the same shall be sterlised with bleaching power or Milton’s solution as per directions/advice of the Local Municipal/Health authorities.

M.S./Other Metal tanks

The treatment of the tanks explained below will be done after every six months

- (a) Empty the water storage tank, thoroughly scrap all the side by using a fine brass/copper brush, remove all scales, encrustations and moss formations and wash the tank with clean water. Again clean the tank by washing paper and clean water. Empty the tank and allow it to dry.
- (b) After the surface is completely dry, apply a coat of anti-corrosive bitumastic paint (potable quality) on both interior as well as exterior surfaces of tank and allow it to dry properly.
- (c) Before recommissioning the tank, the same shall be sterlised as in case of R.C.C. Tanks.

P.V.C./HDPE/Plastic Tanks

The treatment of the tanks explained below will be done after every six months

- (a) Empty the water storage tank, throughly clean all the sides by using coir brush, if necessary by soap water, remove all encrustations/moss formations and wash the tank with clean water. Again clean the tank with water and allow it to dry.
- (b) Before recommissioning the tank, the same shall be sterlised as in case of other tanks.

4.10.12 Cleaning of open wells, drainage, water supply mains, terrace, etc.

- (i) Desilting/cleaning of open wells shall be done once in a year when the water level reaches lowest level in dry season.
- (ii) Drainage system from building upto the Delhi Jal Board Sewer Line (external) shall be flushed/cleaned using profused water under pressure once in 3 years to avoid any blockages and a run of bleaching power solution be given.
- (iii) Terraces, sunshades, storm water drains, mouth of rain water pipes on terraces, weep holes in the compound wall, etc shall be cleaned well before the onset of monsoon to obviate blockage to free flow of rain water.

Note: Preventive maintenance/repairs shall be carried out through Bank's technical staff or by engaging outside agency/agencies as in case of other maintenance and repairs works as detailed above.

Sanitary and plumbing installation

All leaking pipes, water taps, stop cocks and other fittings and fixtures shall be rectified. All other sanitary installations like flush tanks, wash basins, seats, covers, etc shall be maintained in good condition.

BILL OF QUANTITY

Civil and other maintenance work

S.NO.	DESCRIPTION OF ITEM	AMOUNT(Rs.)
1	Monthly lumpsum charges for attending work described in this tender inclusive of all labour, T&P etc complete Amount in words:	

Signature & Seal of Contractor