

रा.बैं.उ.प्र.क्षे.का./जी.ए.डी.-परिसर/  
13 जून 2007

/पीडी एम /2007-08

प्रिय महोदय,

**गोमती नगर स्थित कार्यालय परिसर में सिविल, प्लम्बिंग व अन्य कार्यों हेतु वार्षिक करार**

राष्ट्रीय बैंक उक्त कार्य हेतु अनुमोदित ठेकेदारों से निविदाएं आमंत्रित करता है। कार्य का विवरण संलग्न है:-

1. कार्य का नाम : सिविल, प्लम्बिंग व अन्य कार्यों हेतु
2. कार्य स्थल : 11, विपिन खण्ड गोमती नगर, लखनऊ
3. धरोहर राशि : रु 5000.00
4. निविदा जमा करने की अन्तिम तिथि : 29 जून 2007 सायंकाल 15:00 बजे तक
5. निविदा खोलने की तिथि : 29 जून 2007 सायंकाल 15:30 बजे

कृपया निविदा भरने से पूर्व कार्यस्थल में किए जाने वाले कार्य का निरीक्षण कर लें। निविदा प्रपत्र कार्यालय समय में निशुल्क जारी किए जाएंगे। निविदा प्रपत्र राष्ट्रीय बैंक की वेबसाइट [www.nabard.org](http://www.nabard.org) पर भी उपलब्ध हैं। इच्छुक एजेंसियां डाउनलोड कर सकती हैं। मुहरबन्द निविदाएं, जो कि श्री सुखबीर सिंह, मुख्य महाप्रबन्धक को सम्बोधित हो निर्धारित समय तक राष्ट्रीय बैंक क्षेत्रीय कार्यालय में द्वितीय तल पर जीएडी विभाग में रखे गए टेण्डर बाक्स में डालना होगा। देर से प्राप्त या अधूरी निविदाओं पर विचार नहीं किया जाएगा। बैंक किसी एक या सभी निविदाओं को बिना कारण बताए अस्वीकार करने का अधिकार सुरक्षित रखता है।

भ व दी य

( मुकेश वत्स )  
सहायक महाप्रबन्धक

**AGREEMENT**

This agreement made on the ..... Day of the month..... in the year .....  
.....BETWEEN National Bank for Agriculture & Rural Development having its Head Office at C-24, Block 'G', Bandra, Kurla Complex, Mumbai -51 amongst others a Regional Office at Lucknow represented by its duly constituted attorney (hereinafter referred to as the Employer/Bank) on the ONE PART; and

-----, a proprietary concern having its office at -----  
duly represented by its duly constituted and authorized representative, Shri-----  
----- (hereinafter called the authorized representative of the Contractor) on the other part.

Whereas the Bank is desirous to carry out annual maintenance of Civil & other related works and same have been accepted by M/S -----at at NABARD Regional Office, -----  
----- on the terms and conditions as set out therein and inter-alia others as mentioned below:

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.

In witness whereof parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Contractor M/S ----- to the Employer, NABARD in the presence of :

Signature of Contractor (with seal)

Signature of Authorised representative  
of the Employer/Accepting Authority

Witness (Signature, Name and Address)

1. -----
2. -----

**FORM OF TENDER**  
**For Civil and other related work**

Place : Lucknow

Date:

The General Manager  
National Bank for Agriculture  
and Rural Development  
**11 Vipin Khand**  
**Lucknow**

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 and in accordance 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 Civil and other works of Bank's Office at Gomti Nagar
Contract period	2 years initially (1.7.2007 to 31.3.2009)
EMD	Rs.5000/- (Rupees five thousand only) in the form of DD, drawn in favour of "National Bank for Agriculture and Rural Development, Lucknow".

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

Tel No. ....

Fax ....

Mobile No. ....

5. The names of the partners of

1. ....

Our firm are

2. ....

3. ....

6. Name of the partner of the

1. ....

Firm authorized to sign

2. ....

Name of the persons with 1. ....

Power of Attorney to sign the 2. ....

Contract

Yours faithfully,

(Signature and seal of the Contractor)

Signature and address of witnesses:

**NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT**

**PREMISES DEPARTMENT - MAINTENANCE - RESIDENTIAL  
COLONY AT-----**

**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 to nearest municipal dump, 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 contract labour 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(for AMC of work only).
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 and third party. 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 9.00 A.M to 6.00 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 used 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 contractor's 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 contractor 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 on 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.
34. Any defect which may appear within the defect liability period of 12 months after the completion of work should be rectified by the contractor at his own cost.

**DECLARATION BY THE CONTRACTOR**

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

**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 minor materials, labour and deputing required number of experienced labourers with tools etc. for rectification of all complaints pertaining to work.
  - (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 (outside premises).
  - (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 provided 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 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 LDA/JAL SANSTHAN for all the works related to water supply and sanitary works as and when required.
  - xiii. The minor material shall mean jute, washers, screws, zinc white and white cement.
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) 2002 plus 36% premium

and(except the rate list of items ,enclosed separately) and if the item is not available in any of the schedule , then payment shall be made based on market rate plus 15% towards overheads and profit on production of bill/vouchers etc.

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 NABARD shall be final.
6. In regard to the items replaced at Bank's cost, the old items will be taken away by the contractor at the quoted rate.
7. (i) Contractor will follow the prescribed formats/procedures for receiving complaint, issue of work slips and preparation of bills, etc. as stipulated by NABARD 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. The contractor shall furnish 3 years guarantee for waterproofing work carried out by him.
10. 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:**

**ANNEXURE - B**

## **Scope and special conditions of work**

### **Carpentry /aluminium/steel works at**

1. The lump-sum rate quoted shall be for the comprehensive maintenance of all carpentry/aluminum/steel related works shall include the following:
  - a. The supply of minor materials, labour and deputing required number of experienced carpenters and helpers with tools etc., for repair and rectification of all complaints pertaining to carpentry/aluminium/steel works. All materials ,except those indicated as minor materials shall be payable.
  - 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.
  - 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.
  - xv. Minor repair works to work stations like replacement of lipping repairs to keyboard, tray, etc.
  - xvi. Replacement of glass panes(at quoted rates)
  - xvii. Minor material shall include screws, nails and wood packings.
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 developmental or new works which may have to be done, will be paid for on the basis of Delhi Schedule of Rates (DSR) 2002 plus 36% premium and(except the rate list of items ,enclosed separately) and if the item is not available in any of the schedule , then payment shall be made based on market rate plus 15% towards overheads and profit on production of bill/vouchers etc.  
(b) The replacement shall be done only on written permission of the Bank.
  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 old items will be taken away by the contractor at the quoted rate.

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 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 to 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 extra 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:**

## ANNEXURE -C

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

### **R.C.C.Tanks**

- (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 at the rate of 1 kg per bag of cement with paint brush and allow it to dry.
- (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.

### **P.V.C./HDPE/Plastic Tanks**

- (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 water supply mains, terrace, etc.**

- (i) Water supply ring mains may also be flushed once in 3 years to remove the slush/scales in the pipes.
- (ii) 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.

## BILL OF QUANTITY

**Civil and other maintenance work of Office Building**

S.NO.	DESCRIPTION OF ITEM	UNIT	AMOUNT(Rs.)
1	Monthly lumpsum charges for attending work described in Annexure-A, B, C at residential colony inclusive of all labour, T&P etc complete (excluding cost of consumable materials).	L.S.	

Signature of Contractor

**Rates of old unservicable items offered by contractor**

Item	Unit	Rate(Rs)	
STEEL/GI/CI	Kg.		
BRASS	Kg.		
ALUMINIUM	Kg.		
WOOD,PLY ETC.	Kg.		

Signature of contractor

### Approved rates of frequently used items

S.No.	Item	Rate
1	PVC flushing cistern low/high 10 liter	525
2	15mm PVC ball cock	35
3	PVC cistern handle	20
4	15mm brass ball cock	125
5	Brass rod for ball cock	25
6	PVC ball	10
7	Brass ball cock	90
8	Wash basin 22 x 16	495
9	CP waste coupling 32 or 40mm	80
10	PVC waste pipe 32 or 40mm	30
11	PVC connector with CP brass nut	35
12	CP brass bib cock long body	310
13	CP brass bib cock short body	246
14	CP brass stop cock	175
15	CP brass pillar cock	269
16	CP concealed brass stop cock	298
17	CP shower rose	220
18	CP towel rod 600mm	250
19	Brass bib cock 400gm	135
20	Brass stop cock 400gm	135
21	CP angle valve	215
22	Brass spindle	40
23	CI grating 150mm or 100mm	35
24	20mm brass ball cock	160
25	25mm brass ball cock	210
26	Toilet seat cover for EWC pan commander	180
27	15mm wheel valve/gate valve	230
28	CP copper connection for geyser	85
29	15mm GI pipe jindal B class	65
30	20mm GI pipe jindal B class	85
31	15mm socket	8.7
32	20mm socket	12.8
33	15mm tee	16
34	20mm tee	22
35	15mm elbow	10
36	20mm elbow	16.5
37	15mm union	28
38	20mm union	44
39	CP sink mixer	936

40	Brass spindle	35
41	CP brass mixer	936
42	MSeal	230 Kg
43	CI grating 150mm	35
44	CI grating 100mm	30
45	CI pipe 100mm	575
46	CI pipe 75mm	485
47	CP towel rail 450mm	160

Bib cock, stop cock and other fittings L&K: Gem,  
PVC flush and accessoris : ISI mark  
GI pipe: Jindal, TATA or equivalent  
CI pipe: NECO, RIF, NRIO  
Chinaware: Hindustan, Paryware