

एनबी.मिजोरम. क्षेत्र. का./08-02/148098/2024-25
NB.MZ.RO/08-02/148098/2024-25

19 फरवरी 2025
19 February 2025

मेसर्स / M/s

निविदा आमंत्रित करने की सूचना / NOTICE INVITING TENDER

महोदया / महोदय // Madam / Sir,

01 अप्रैल 2025 से 31 मार्च 2027 की अवधि के लिए नाबार्ड, मिजोरम क्षेत्रीय कार्यालय, न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल के लिए सुरक्षा सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा.

Tender for Annual Maintenance contract for providing security services at NABARD, Mizoram Regional Office, New Capital Complex, Khatla, Aizawl, for the period 01st April 2025 to 31st March 2027.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड), मिजोरम क्षेत्रीय कार्यालय, 01 अप्रैल 2025 से 31 मार्च 2027 की अवधि के लिए नाबार्ड, मिजोरम क्षेत्रीय कार्यालय, न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल के लिए सुरक्षा सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध देने का इरादा रखता है. इसके लिए GeM के तहत दो चरण की बोली प्रक्रिया अपनाई जा रही है. निविदा दस्तावेज हमारी वेबसाइट www.nabard.org एवं CPPP से 19 फरवरी 2025 से डाउनलोड किए जा सकते हैं. केवल GeM पर पंजीकृत ठेकेदार ही आवेदन कर सकते हैं.

National Bank for Agriculture and Rural Development (NABARD), Mizoram Regional Office intends to award the Annual Maintenance contract for providing security services for NABARD, Mizoram RO, New Capital Complex, Khatla, for the period 01st April 2025 to 31st March 2027. For this, a two stage-bidding process under GeM is being followed. Tender documents can also be downloaded from our website www.nabard.org and CPPP from 19 February 2025. Contractors registered on GeM may only apply.

निविदा में अपेक्षित जनशक्ति की कुल संख्या और प्रदान की जाने वाली सेवाओं का अलग से विवरण दिया गया है. बोलीदाताओं को सलाह दी जाती है कि वे दरों का उल्लेख करने से पहले निविदा दस्तावेजों को ध्यान से देखें, स्थल का दौरा करें एवं मौजूदा स्थितियों का सर्वेक्षण करें ताकि किए जाने वाले कार्यों की प्रकृति और कार्यक्षेत्र से स्वयं को परिचित किया जा सके और अपनी दरों का उल्लेख करने से पहले नाबार्ड से आवश्यकतानुसार सभी स्पष्टीकरण प्राप्त कर सकें.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिजोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

The total number of required manpower and the services to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. The Bidders are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.

निविदाएं केवल GeM पर ही लागू की जाएँगी. निविदा के भाग – I (तकनीकी योग्यता बोली) में तकनीकी योग्यता बोली, निविदा में पूछे गए दस्तावेजों के प्रमाण और निर्धारित निविदा दस्तावेज में नियम और शर्तें शामिल होंगी. निविदा के भाग – 2 में GeM में निर्धारित प्रारूप में केवल वित्तीय बोली शामिल होंगी. वित्तीय बोली में कोई अन्य नियम एवं शर्तें नहीं होनी चाहिए. यदि निविदा दस्तावेज में कोई नियम और शर्तें निर्धारित की गई हैं, तो निविदा को सरसरी तौर पर अस्वीकार कर दिया जायेगा.

Tenders will be applied on GeM only. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid, along with proof of documents asked in the Tender, and terms & conditions in prescribed tender document. The PART- II of the tender shall contain only the financial bid in the prescribed format in GeM. No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.

निविदा का भाग-I (तकनीकी योग्यता बोली) सबसे पहले 13 मार्च 2025 को जीएम प्रक्रिया के अनुसार खोला जाएगा. तकनीकी योग्यता बोली / निविदा के आधार पर, पात्र बोलीदाताओं की प्रतिस्पर्धी दरों के लिए वित्तीय बोलियां (भाग - II) केवल खोली / विचार की जाएँगी.

The PART- I (Technical Qualification Bid) of the tender shall be opened first on **13 March 2025** as per GeM procedure. Based on the Technical Qualification bid/ tender, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened/considered.

नाबार्ड किसी भी निविदा को पूरी तरह से या आंशिक रूप से अस्वीकार करने का अधिकार सुरक्षित रखता है और नाबार्ड की ओर से सबसे कम (एल 1) या किसी भी निविदा को स्वीकार करना बाध्यकारी नहीं है.

NABARD reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABARD to accept the lowest (L1) or any tender.

निविदाएं, जो नाबार्ड की सभी या किन्हीं शर्तों को पूरा नहीं करती हैं या किसी भी प्रकार से अधूरी हैं और नाबार्ड द्वारा निर्दिष्ट शर्तों के अलावा बोलीदाता की अपनी शर्तों के साथ निविदाएं अस्वीकृत की जा सकती हैं, उन्हें अस्वीकार कर दिया जायेगा.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 • टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Tenders, which do not fulfil all or any of the NABARD's conditions or are incomplete in any respect and tenders with the Bidder's own conditions other than those specified by NABARD, are liable to be rejected.

निविदा दस्तावेजों में कोई विसंगतियां, चूक, अस्पष्टता, यदि कोई है, या उनके अर्थ के बारे में कोई संदेह, "महाप्रबंधक (प्रभारी अधिकारी), राष्ट्रीय ग्रामीण एवं कृषि विकास बैंक, मिजोरम क्षेत्रीय कार्यालय, न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल - 796001" को लिखित रूप में सूचित किया जाना चाहिए, जो इसकी समीक्षा करेंगे और मांगी गई जानकारी यदि स्पष्ट रूप से इंगित या निर्दिष्ट नहीं है, तो मांगी गई जानकारी की समीक्षा करेंगे. नाबार्ड उन सभी बोलीदाताओं को स्पष्टीकरण जारी करेगा जो अनुबंध दस्तावेज का हिस्सा बन जायेंगे. निविदा प्रस्तुत करने की तारीख से तीन कार्यदिवसों से पहले निविदा दस्तावेजों में विसंगतियों, चूक, अस्पष्टता या उनके अर्थ के बारे में किसी भी संदेह को नाबार्ड के ध्यान में नहीं लाया जाता है तो नाबार्ड जिम्मेदार नहीं होगा. बोली लगाने वाले का मिजोरम में पंजीकृत कार्यालय होना चाहिए.

Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the " General Manager (OIC), National Bank for Agriculture and Rural Development, Mizoram Regional Office at NCC, Khatla, Aizawl - 796001" who will review the same and information sought if not clearly indicated or specified, NABARD will issue clarifications to all the Bidders which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Tender. The bidder must have registered office in Mizoram.

प्रस्ताव की वैधता मूल्य बोली खुलने की तारीख से 90 दिन होनी चाहिए. हालाँकि, सफल बोलीदाता द्वारा उद्धृत दरें अनुबंध अवधि के अंत तक यानी 31 मार्च 2027 तक स्थिर रहेंगी, सिवाय इसके कि न्यूनतम मजदूरी संशोधित की जाती है और अनुबंध दरें संशोधित न्यूनतम मजदूरी दरों या जीएसटी / वैधानिक करों में परिवर्तन से अलग होती है और निविदा में कही और उल्लिखित अन्य नियमों और शर्तों के अधीन होती हैं.

Validity of offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period i.e. up to 31st March 2027 except only if the minimum wages are revised and contract rates are different from the revised minimum wage rates or change in GST / statutory taxes and subject to other terms & conditions mentioned elsewhere in the tender.

बोलीदाताओं द्वारा उद्धृत किया जाने वाला न्यूनतम सेवा शुल्क 3.85% हैं. 3.85% से कम सेवा शुल्क का उल्लेख करने वाले बोलीदाताओं को अस्वीकार कर दिया जायेगा.

National Bank for Agriculture and Rural Development

मिजोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl - 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

The minimum Service charge to be quoted by bidders is **3.85 %**. Bidders quoting service charges less than 3.85 % will be rejected.

बोलीदाताओं को 98,751/- रुपये की बयाना राशि (ईएमडी) नीचे बताए अनुसार हमारे बैंक खाते में एनईएफटी के माध्यम से सीधे जमा करनी होगी.

खाते का नाम: राष्ट्रीय ग्रामीण एवं कृषि विकास बैंक

बैंक: नाबार्ड

शाखा का नाम: प्रधान कार्यालय, मुंबई

खाता संख्या (वैन): NABADMN33

आईएफएससी: NBRD00000002

निविदाकर्ता को लेनदेन के विवरण के साथ aizawl@nabard.org पर एक ईमेल भेजने की सलाह दी जाती है. ईएमडी के बिना निविदा अस्वीकार कर दी जाएगी. जेम द्वारा सफल बोलीदाताओं को काम सौंपे जाने के बाद असफल बोलीदाताओं के ईएमडी को वापस कर दिया जायेगा. एमएसएमई और अन्य पात्र संगठनों को प्रमाण प्रस्तुत करने पर प्रचलित सरकारी निर्देशों के अनुसार छूट दी जाएगी.

The Bidder shall deposit Earnest Money Deposit (EMD) amounting to Rs. 98,751/- (Rupees Ninety-Eight Thousand Seven Hundred and Fifty One Only), by directly crediting the amount through NEFT in our bank Account as indicated below:

Name of Account: National Bank for Agriculture and Rural Development

Bank: NABARD

Branch Name: Head Office, Mumbai

Account No (VAN): NABADMN33

IFSC: NBRD00000002

After depositing the EMD amount, the tenderer is advised to send an email to aizawl@nabard.org with the details of the transaction. Tender without EMD is liable to be rejected. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders by GeM. MSME and other eligible organizations will be exempt as per prevailing Govt. instructions upon submission of proof.

बोलीदाताओं के पास मिजोरम राज्य के लिए वैध निजी सुरक्षा एजेंसी विनियमन अधिनियम, 2005 (पीएसएआरए) के तहत जारी वैध लाइसेंस होना चाहिए (प्रक्रिया के तहत पात्र नहीं होंगे). इसकी एक प्रति संलग्न करनी होगी.

The contractors shall have valid license issued under Private Security Agencies Regulation Act, 2005 (PSARA) valid for the State of Mizoram (under process will not be eligible). A copy of the same is to be attached.

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

निविदा आमंत्रित करने संबंधी यह सूचना (एनआईटी) भी निविदा दस्तावेज का हिस्सा होंगी. इस निविदा दस्तावेज और जेम पोर्टल के नियमों / प्रावधानों के बीच विरोधाभास के मामले में हमारे निविदा दस्तावेज में दिए गए नियमों / प्रावधानों को प्राथमिकता दी जाएगी. बोलीदाताओं को निविदा के सभी प्रासंगिक दस्तावेजों पर हस्ताक्षर करने और जेम पोर्टल (अतिरिक्त विवरण लिंक) में अपलोड करने की आवश्यकता है.

This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules / provisions of this tender document and those of GeM portal, preference shall be given to the rules / provisions given in our tender document. The bidders are required to sign all the relevant documents of the tender and upload in the GeM portal through additional details link.

भवदीय / Yours Faithfully,



Signed by: THANGCHINKHUP
GUTE
Reason: NITfor Security
Location: NABARD Mizoram RO,
Aizawl
Date: 19-Feb-2025 (04:26 PM)

(Thangchinkhup Gute)
Deputy General Manager

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org



FORM OF TENDER

For Providing security services at NABARD, Mizoram RO at New Capital Complex, Khatla, Aizawl – 796001 from 01 April 2025 to 31 March 2027.

Please Note: Works/Work here and elsewhere in the tender shall mean **Annual Maintenance Contract for Providing Security at NABARD, Mizoram RO at New Capital Complex, Khatla, Aizawl – 796001 from 01 April 2025 to 31 March 2027.**

The General Manager / OIC,
National Bank for Agriculture and Rural Development, Mizoram Regional Office,
New Capital Complex, Khatla,
Aizawl - 796001

Madam / Dear Sir,

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.

2. Our Bankers are: (i)

(ii)

3. Address of the firm:

Tel. No:

Fax:

Email:

Mobile No(s):

i) _____ ii) _____ iii) _____

Name of the person(s) authorized to sign the contract

i) _____ ii) _____

iii) _____

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

4. Name of the partner(s) of the firm authorised to sign the contract

i) _____ ii) _____

iii) _____

5. The names of the Partners/Directors of our firm are

i) _____ ii) _____

iii) _____

6. I / We have examined and understood the Scope of Works and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained 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 Financial Bid in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST, Income etc. as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender 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 or any other reasons whatsoever during the contract period (i.e. up to 31st March 2027) except only if the minimum wages are revised and contract rates are lower than the revised minimum wage rates or change of GST.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

11. I / We have already executed pre-bid pre-contract Integrity Pact as per the proforma given in the tender document (as per relevant stamp act of the state).

i) _____ ii) _____

iii) _____

NAME OF THE PERSON(s) AUTHORISED TO SIGN
AND SUBMIT THE TENDER

Documentary proof in respect of Letter of Authority / Power of Attorney enclosed
along with the Tender.

YOURS FAITHFULLY

(SIGNATURE OF THE BIDDER with Seal)

**NAME AND ADDRESS OF THE BIDDER
AND SEAL**

DATE:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs.200 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder) (Tenders without Pre-Contract Integrity Pact on Rs.200 stamp paper shall be rejected out rightly. The pre Contract integrity pact soft copy is to be uploaded on the web site & hard copy is to be submitted to NABARD, Mizoram RO, NCC, Aizawl, 796001)

Between

National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as “The Principal”

And

.....hereinafter referred to as “The Bidder/Contractor”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for “Annual maintenance contract for providing security services at NABARD, Mizoram RO, Aizawl from 01 April 2025 to 31 March 2027.” The principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution: Notice Inviting **“Annual maintenance contract for providing Security services at NABARD, Mizoram RO, NCC, Khatla, Aizawl, 796001 from 01 April 2025 to 31 March 2027.”**

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 • टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process. Notice Inviting **“Annual maintenance contract for providing Security services at NABARD, Mizoram RO, Khatla, Aizawl, 796001 from 01 April 2025 to 31 March 2027.”**

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement. The Independent External Monitor appointed for NABARD is: Note: The Name of the Independent External Monitor (IEM) is Dr. Rabindra Kumar, IFoS (Retd.), 37, Bhagirathipuram, GMS road, Dehradun, Pin 248001, email id: ravindra_us@yahoo.com (Mob: 9411714138).

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case. Notice Inviting Tender for **"Annual maintenance contract for providing Security services at NABARD, Mizoram RO, Khatla, Aizawl, 796001 from 01 April 2025 to 31 March 2027."**

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & on behalf of the Bidder/Contractor)

(Office Seal)

(Office Seal)

Place _____

Date _____

Witness 1: (Name & Address)

Witness 2: (Name & Address)

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org



Place:

(SIGNATURE OF THE TENDERER)

Name:

Date:

Seal:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

**INSTRUCTIONS TO THE BIDDERS FOR FURNISHING INFORMATION AS A PART
OF PRE-TENDER QUALIFICATIONS ELIGIBILITY CRITERIA**

1. The work involved is **Annual Maintenance Contract for Providing Security at NABARD, Mizoram RO, Khatla, Aizawl, 796001 from 01 April 2025 to 31 March 2027**. Scope of work and services to be provided are indicated in the “SPECIAL TERMS AND CONDITIONS – Scope of Work (Part A)” and “Scope of work (Part B) – Illustrative” of this tender. ***The Bidders are advised to visit all the sites, conduct survey of the existing arrangements to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.***

2. The contractors should have experience of similar works during the last 7 years (ending 31.03.2024) and who fulfill the following criteria are eligible to tender: -

a. Should have carried out **minimum 1 similar work** with Govt./PSUs during last 3 years (ending 31.03.2024) with contract value (costing individually) not less than **Rs.39.49 lakh**.

OR

b. Should have carried out **minimum 2 similar works** with Govt./PSUs during last 3 years (ending 31.03.2024) with contract value (costing individually) not less than **Rs.24.68 lakh**.

OR

c. Should have carried out **minimum 3 similar works** with Govt./PSUs during last 3 years (ending 31.03.2024) with annual contract value (costing individually) not less than **Rs.19.75 lakh**.

d. The Bidders should have average Annual Turnover of **Rs.15.00 lakh** each year during the last three years ending 31 March 2024 supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.

e. The Bidders should have applicable registrations (PAN, TIN, TAN, GST, ESI, EPF, PSARA etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same with tender (with the Pre-Qualifying Bid). Agency should have a valid license/registration as per GOI instructions or from any other competent authority to operate a manpower agency in the State of Kerala and similarly registration with appropriate competent authority. Bidders to note that copies of licenses and registration are to be submitted with the Pre-Qualifying bid i.e. Part I. Tenders without required documents will be summarily rejected.

f. Contractors should be registered under ESI and EPF act and should have a valid PF code number and all the employees of the contractor to be deployed by them should be enrolled as member of EPF and should have a PF number. Documents relating to the same i.e. ESI & EPF should be submitted in the Technical Qualification bid i.e. Part-I of the tender in the additional details link on GeM portal.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

g. Contractors should have a registered office in Mizoram and at least one ongoing worksite at Mizoram for work/Services. The relevant work order/documents for the same has to be submitted through GeM portal.

h) Bidders are requested to submit the following documents in **PART - I** (Technical bid) for examining their qualification/suitability. Opening of **PART - II** (Financial Bid) will be subject to satisfying the prescribed eligibility criteria: -

i) Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. **during the last seven years.** "Similar Works" means experience in executing Annual Maintenance Contract **for Security** in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. **having registered office in Mizoram.**

j) IT returns of last three consecutive financial years – 2021-22, 2022-23 & 2023-24

k) References of clients / particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials.

l) Furnish all the pages of the tender document with stamp & signature including the financial parameters wherever required.

3. The estimated cost of the work is Rs.49.37 lakh.

4. Intending Bidders are required to submit their full bio-data giving details about their organisation, experience, personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.

5. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of Bidders to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.

6. If required, the Bank will obtain reports on past performance of the Bidder from his clients and bankers and evaluate the said reports before opening of the PART-II (Financial Bid) of the tenders. If any Bidder is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after qualifying the PART-I (Technical Qualification Bid) of the tender and PART-II of the tender will be rejected. The Bank is not bound to assign any reason for rejecting the tender.

7. After scrutiny of Part-I (Technical Qualification Bid), if any of the Bidders is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further and will be rejected.

8. Applications containing false and/or inadequate information are liable for rejection.

9. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org



10. Clarifications, if any required, may be obtained from National Bank for Agriculture and Rural Development, Mizoram Regional Office, at NCC, Khatla, Aizawl – 796001.

I/We have read and understood the instructions contained herein above and are acceptable to us.

Date:

Place:

Signature of the Bidder with seal

Address:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

INSTRUCTIONS TO THE BIDDER

1. All the pages of the Tender Document shall be signed by the Bidder.
2. NABARD takes no responsibility for delay / loss in non-receipt of Tender Documents.
3. “Retention Money Deposit” i.e. RMD of 5% of accepted value of the tender (annual charges) shall be directly credited to our current account by the successful Bidder within 15 days of intimation to him of acceptance of tender. The RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work. This forfeiture is independent of the liquidated damages provided for in the Contract.
4. The RMD will be released after 60 days from the expiry of the satisfactory AMC period and will not bear any interest.
5. The Tender / Quotation shall be submitted as per procedure of GeM as PART-I (Pre-qualification Bid) and PART-II (Financial Bid) as the case may be, should be submitted in the GeM portal.
6. Bids submitted by unauthorized agents and FAX / Posts shall not be entertained.
7. The Tenders have to mandatorily visit the site before submission of the bids for understanding the nature of works to be carried out, conducting survey of Security lines in NABARD, Mizoram RO. The bids submitted without undertaking site visit will be rejected.
8. 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 any change of time and venue.
9. The Bidders 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 / Deviational Tenders may be rejected without making any reference to the Bidders.
10. No Bidder will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted.
11. 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, in such case the amount given in words will be considered final.
12. Notwithstanding anything stated above, NABARD reserves the right to assess the Bidders capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

DECLARATION BY THE BIDDER

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 tender 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 financial bid.
3. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.
4. I/we hereby confirm we will abide by the minimum wages Act as per Govt. orders revised from time to time.

DATE :

SEAL & SIGNATURE OF THE BIDDER

PLACE:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS OF CONTRACT

1. NABARD will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep NABARD indemnified against all losses of damages or liability arising out of or imposed in the course of employment of persons(s) by him.
2. The successful tenderer shall make regular and full payment of wages, salaries, PF and any other payment due to his employee(s).
3. If applicable, the successful tenderer shall obtain the necessary labor license from the Licensing Authority under the Contract labor (R&A) Act and Contract Rules framed there under and produce the same to the authorized representative of NABARD whenever asked to do so.
4. The successful tenderer shall comply with all acts, laws under Contract Labor (R&A) Act 1970 and EPF & ESI act, payments of wages act, minimum wages act or any other statutory rules regulations with their related amendments, by-laws applicable or which might become applicable with regard to the performance of work included herein or touching this contract from time to time and take such necessary steps as may be deemed necessary in this regard. The successful tenderer shall keep the bank indemnified against all penalties, claims and liabilities of every kind for any violation of such acts, Laws or Regulations etc. by him / her, his / her agents or his / her staff.
5. If at any time during the period of the contract, it is observed by the bank or by its authorized representatives that the services rendered by the tenderer's personnel are not to the satisfaction of the bank or any terms of the contract are violated, NABARD reserves the right to terminate the contract by giving one-month notice.
6. It shall be entirely, the responsibility of the successful tenderer to ensure that no unlawful act is done by his person(s) while on duty.
7. In case of loss of NABARD's property due to the negligence or carelessness of the person(s) deployed by the successful tenderer he will be responsible and shall make good the same.
8. The successful tenderer shall be solely responsible for settling / resolving any dispute/ claim of his / her personnel during the contract. No liability shall accrue to NABARD under the circumstances during / after expiry of the contract.
9. The contractor shall indemnify NABARD against any payments to be made under and for observance of the above mentioned various laws and rules.
10. The contractor shall not subcontract the whole or any part of this contract to another person/ vendor.
11. All works shall be carried out in accordance with the provision of the statutory acts and laws.
12. During the tenure of the contract, the contractor has to coordinate the work with other agencies working inside or outside. Also in case of emergency or major problems, the contractor has to provide complete support and assistance to any other agency engaged by NABARD.
13. The staff deployed should be available 2 days prior to commencement of the contract to ensure smooth handing over / taking over from the existing contractor.
14. The rate quoted for the said contract shall include the cost of manpower, cost of supervisor, cost of tools and equipment etc. as mentioned in the scope of work.
15. Payment:
 - a) The payment for up-keeping of the premise will be reimbursed on monthly basis and on submission of the bills for the same. NABARD will not pay any overtime.
 - b) The contractor shall raise his claims with all documents like attendance sheet, payment detail Through bank, ESI/EPF statements etc. before 10th of the following month.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

- c) The contractor shall compulsorily issue a salary slip to every security guard in the format provided below (an indicative format):-

Name of Employee:	Designation
Month:	No. of Days present:-
SALARY STATEMENT	ESI No.
Payable / Paid	PF No.
Amount (In Rs.)	Amount (In Rs.)
BASIC	DEDUCTIONS AMOUNT
DA	EPF (%)
EPF (%)	ESI (%)
ESI (%)	DEDUCTIONS
BONUS	(TAXES AND ANY
	OTHER CHARGES)
GROSS WAGES	
	TOTAL DEDUCTION:
NET PAYABLE (Rs.)	

16. Mobile phone no. of the supervisor may be intimated to NABARD.
The Vendor should provide uniforms of approved color and quality to the employees deployed for the job at NABARD and also safety shoes, at your own cost. All the workmen deployed under the contract should have valid Identity Card issued by the Agency and should be in proper uniform having Agency/Firm/ Company's Name & Logo, embossed/embroidered on it.
17. The Vendor shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD/residents of the colony during execution of works. The Vendor would be responsible for the safety of persons employed by the Vendor as also the safety of employees of NABARD / residents of the colony.
18. The Vendor shall take all precautions to avoid accident and causes of accident. The Vendor must be careful regarding safety during working of workers in the premises/colony.
19. NABARD shall not bear any responsibility in case of any accident to the Vendor worker in the premises/colony due to no fault of NABARD's working but merely due to negligence of the Vendor worker or lack of safety provided to them by you.
20. **Period and renewal of contract**
- a) The Contract period will be for a period of 01/04/2025 to 31/03/2027 subject to annual review and renewal on satisfactory performance each year.
- b) NABARD may, at its discretion, extend the contract period depending upon the satisfactory performances.
- c) However, the NABARD reserves the right to terminate the services of the agency by giving one-month notice if the services are found to be unsatisfactory.
21. Contractors All Risk policy and work man compensation insurance policy for 1.25 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted within 15 days of the work order.
22. The contractor shall deploy his manpower for 2 days after the date of expiry of the contract to enable the incoming contractor and his staff to acquaint with the complete work and schematics. Also the contractor will hand-over the items covered in scope of work in working order and the details of inventory of NABARD's incoming contractor as advised by NABARD.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl - 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

23. **Rates and Prices**

The rates will be firm and all-inclusive (taxes, duties, etc.) for the entire period of the contract. No additional charges on account of transportation of men and material, lunch, tea and conveyance etc. will be given. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period except revision of minimum wages and taxes. In the case of any change of statutory charges, the vendor shall bring it into the notice of NABARD immediately.

24. Before submitting the bid, the bidder should visit the existing facilities and seek clarifications, if any, from NABARD.
25. NABARD will be deducting the mandatory deductions i.e. taxes etc. from the payments due to the contractor.
26. All liabilities arising out of accident or death while on duty of the security personnel shall be borne by the contractor. The contractor shall cover all his employees with an Insurance policy. The contractor shall indemnify NABARD Mizoram RO, Aizawl against all liabilities arising out of any such accidents or deaths.
27. Vendor has to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.
28. The contractor will provide the training related to firefighting and security to deployed guards on regular basis on their own expenses.
29. The payment would be made at the end of every month based on the actual shift manned by the personnel supplied by the contractor and based on the documentary proof signed by the contractor / his representative/personnel authorized by him. No other claim on whatever account shall be entertained by NABARD Mizoram RO, Aizawl.
30. If any money, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, statutory laws or Regulations, be directed to be paid by NABARD Mizoram RO, Aizawl such money shall be deemed to be payable by the contractor to NABARD Mizoram RO, Aizawl within seven days. NABARD Mizoram RO, Aizawl shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
31. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
32. **The personnel engaged should be of robust physique and project an image of utmost discipline. They should be preferably between the ages of 25 and 55 yrs. NO UNDERAGE / MINOR (below 18 years of age) SHALL BE DEPLOYED UNDER ANY CIRCUMSTANCES. The entire responsibility for such lapse shall be that of the contractor. NABARD shall have right to have any person removed in case the security personnel are not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.** Manpower so engaged shall be trained for providing security services and firefighting services before joining.
33. Contractor to ensure the security staff deployed other than ex-servicemen shall be minimum 12th pass and trained for providing security and firefighting services.
34. The contractor shall get guards screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed for duty.
35. Security staff engaged by the contractor shall not take part in any staff union and association activities.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 • टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

36. The contractor shall ensure that security staff wear uniform and have torches and cells, lathis / sticks , stationary for writing duty charts and registers at security check points and records keeping, mobile phone, walkie talkies as per requirements.
37. NABARD Mizoram RO, Aizawl will not provide residential accommodation to any of the employee of the contractor.
38. NABARD Mizoram RO, Aizawl shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. **This contract does not create any employee employer relationship with any of the workers of the contractor.**
39. If any overpayment or underpayment is detected in respect of any work done by the agency, it shall be accordingly recovered or paid by NABARD Mizoram RO, Aizawl from/to the agency. If as a result of post payment audit any over payment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by NABARD Mizoram Regional Office, Aizawl from the agency.
40. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by NABARD Mizoram RO, Aizawl etc.
41. The contractor should have local office in Aizawl.
42. NABARD will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract prior to 2 days of commencement of the Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
43. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
44. However, NABARD reserves the right to terminate the services of the agency by giving one-month notice if the services are found to be unsatisfactory. NABARD may terminate the contract if it is found that the contractor is blacklisted on previous occasions by any of the Govt. departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings, etc. NABARD Mizoram RO, Aizawl may terminate the contract in the event the successful bidder fails to furnish the security deposit or fails to execute the agreement.
45. **EXIT:**
 - i. First two months will be on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 15 days, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period.
 - ii. The contract is liable for termination by giving one-month notice by the Bank and three Months' notice by the contractor.
47. **VALIDITY OF TENDER:** 90 Days from the date of opening of the Tenders.
48. The **contract shall be valid up to 31 March 2027**. The bank also reserves the right/option to **extend the validity of this contract at the same rates for a period of 01 year** and on the same terms and conditions, with consent from the vendor.
 - a. **Forfeiture clause:** In case of negligence/derelection of duty by contractor's staff, the above contract shall be terminated without giving any notice by the Bank and the security deposit shall be forfeited.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

b. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

49. Force Majeure:

If at any time during the currency of the contract, either vendor is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either vendor to discharge his obligation, the affected vendor shall promptly notify the other vendor about the happening of such an event. Neither vendor shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either vendor may at its option terminate the contract.

Penalty Clause

a. In case of absence of any person deployed for the purpose of this contract, if no suitable replacement is provided then deduction will be made from the payments to the successful tenderer.

b. Non-attendance or non-rectification of the faults coming under the scope of work and terms and conditions of the contract will entitle NABARD to get the job done from any other vendor at the risk and cost of the successful tenderer. The decision of the officer of NABARD in this regard will be final and binding on the contractor.

c. In case of noncompliance of contract obligations and also in case of any damages, breakage and loss or theft to the building fittings, assets and equipment attributable to staff or labour deployed by the contractor, the contractor will be responsible for repairing / replacing the same at his cost failing which the actual cost incurred towards repair/ replacement with suitable penalty shall be imposed on the contractor by NABARD.

d. In the event of any accident/ damage etc. caused due to negligence of staff deployed will be debited to the inefficiency of the contractor and he has to make good the loss.

e. In the event of contractor's staff not attending to a specific item of work required under the contract, pro-rata amount will be deducted from contractor's bills.

Arbitration

In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the decision of General Manager(OiC), NABARD, Mizoram Regional Office, New Capital Complex, Aizawl shall be final and binding upon the parties. The place of arbitration shall be Aizawl. The Indian laws shall be applicable to the arbitration.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org



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

DATE:

Signature of the Bidder

PLACE:

NAME AND SEAL

ADDRESS

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

SPECIAL TERMS AND CONDITIONS

Scope of Work

1. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation as per Workmen Compensation Act 1923 Act, etc. **Contractor shall provide Security Guards with Relievers as per the following requirements:**

Location	No. of guard posts	Remarks
NABARD, Regional Office Mizoram, Aizawl	2	02 Guards per shift for 3 shifts on all days (Duty Hour: 0600 hr- 1400 hr, 1400hr-2200 hr, 2200hr-0600hr)

2. Police verification of deployed security guards at NABARD premises need to be done by bidder and to be submitted to NABARD Mizoram RO, Aizawl.
3. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of NABARD Mizoram RO, Aizawl on monthly basis. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking regarding payment of wages as per rules and laws in force.
4. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with NABARD Mizoram RO, Aizawl. Contractor and its staff shall take proper and reasonable precautions to preserve NABARD's property from loss, destruction, waste or misuse.
5. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which NABARD Mizoram RO, Aizawl may issue from time to time and which have been mutually agreed upon between the two parties.
6. The contractor shall be responsible to safeguard all property and equipment of NABARD Mizoram RO, Aizawl entrusted to it.
7. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/ Attendants and should project an image of utmost discipline. NABARD Mizoram RO, Aizawl shall have right to have any person moved in case of staff complaints or as decided by representative of NABARD Mizoram RO, Aizawl if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
8. The personnel will have to report to NABARD Mizoram RO, Aizawl for duty at least 15 minutes in advance of the commencement of the shift for collecting necessary documents / instructions, and to complete all other required formalities as approved by NABARD, Mizoram RO, Aizawl.
9. Contractor / successful bidder shall ensure that no person involved in any litigation against any of the offices of NABARD, shall be deployed for duties under any circumstances.
10. The contractor shall have to provide the security services in NABARD RO Aizawl.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 • टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

11. The contractor shall ensure protection of the personnel & property of NABARD, Mizoram RO in Aizawl, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the office premises of NABARD Mizoram RO, Aizawl.
12. No overtime allowance or any compensation of any other kind shall be payable by National Bank to any person including supervisor employed by the Contractor for duties at the said premises.
13. National Bank shall deduct income tax and other taxes which it may be required under any law for the time being in force from the payment to be made to the Contractor for the services rendered to National Bank.
14. The National Bank shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by the National Bank, be entitled to terminate this agreement by giving seven days' notice in writing and the Contractor shall not be entitled to any compensation for such termination.
15. On expiry of or early termination of the contract, the staffs engaged by the contractor shall vacate the said premises, without in any way causing any damage to the said premises and the property therein.
16. In case of any dispute or difference between the parties under this agreement, the same shall be referred to The General Manager / OIC, NABARD, Mizoram Regional Office, Aizawl or to the person nominated by OIC and the decision shall be final and binding on the parties.
17. Even if GeM asks for electronic inputs, it is advised that vendors may submit scanned copies of all documents in support of their claims / submissions, as asked for in the tender document of NABARD, along with an undertaking that all documents submitted are correct and if found otherwise, in future, will be liable for termination of the tender / contract without any notice.
18. The contract can be terminated by the either of the parties as follows:-
 - i. 03 Months' notice period by the Contractor.
 - ii. 01 month notice period by NABARD.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. Security agency will be responsible for entry of outsiders in NABARD building. Entry of outsiders will be allowed only after recording details of outsider in the visitor record register.
2. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
3. The officers and staff of NABARD Mizoram RO, Aizawl will keep the Identity cards with them for checking and allowing entry by the security personnel in the office building.
4. Security personnel shall ensure door-keeping duties.
5. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of NABARD Mizoram RO.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

6. Entry of the street-dogs and stray cattle into the office premises is to be prevented.
7. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities. They have to attend to fire fighting and assist in disaster evacuation in case of emergencies.
8. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of NABARD Mizoram RO, Aizawl. Guards/Supervisors should be sensitized for their role in such situations.
9. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff and female visitors.
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
11. Any other duties/responsibilities assigned by NABARD may be incorporated in the agreement or will be conveyed in the form of letter. The same shall also be binding on the contractor.
12. To lodge complaints with police authorities regarding any unwarranted occurrence in and around the premises in consultation with concerned officer of NABARD and as per the Instructions of the competent authority of NABARD.
13. To conduct any internal investigation required in the interest of the Security of NABARD.
14. To switch on/off electrical points and AHU's, pumps etc. before/after office hours in the premises.
15. To open/lock all the doors of buildings before/after office hours and as per directions of NABARD officials regularly on working days and whenever required on holidays.
16. A CCTV camera/Access Control system are installed in the office. The DVR/NVR and monitor of the system will be located at main gate. The scope of work also includes the basic operation, for keeping surveillance of such a device by the guards at no extra cost. The Guards shall be adequately trained for this purpose by the successful Bidder at no extra cost.
17. The gates will have to be kept closed at every point of time and opened only during the time of entry and exit of vehicles, staff and visitors.
18. All movements of visitors and vehicles needs to be recorded at the main gates.
19. Movement of materials in & out of the building needs to be recorded at the main gates.
20. The vehicle needs to be checked thoroughly at the exit gate to control unauthorized movement of materials.
21. Security staff needs to be engaged for opening and closing of the reception lobby area glass door during office hours.
22. Security staff need to ensure that the cars moving inside the basement parking and coming out of the same through the ramps are driven at regulated speed.
23. Car parking at designated places by the officials needs to be monitored and maintained by the security.
24. Any abnormality identified by the security staff needs to be reported to NABARD authority immediately.
25. All registers are to be maintained by the security team diligently.
26. Intruders in the building needs to be stopped by the security team.
27. Post-closing of office hours they will have to ensure that all the lights in the office building are switched off and all the gates are closed properly.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

28. The security team must be well versed with all types of fire-fighting gadgets and will have to operate the devices at the time of need.
29. The night shift security team will have to ensure hourly patrolling of the complete building and share online reports to the service provider regularly.
30. All non-staff members including courier delivery boys, staff on contract etc. will be allowed entry into the NABARD's premises after through checking of their bags/delivery items by Hand Held Metal Detectors (HHMD) and physical checking.
31. All delivery vehicles including tempos etc. will be thoroughly searched/scanned before allowing entry into office Premises. Outside vehicles in any case will be allowed only on receipt of request from the concerned Departments.
32. Any other provisions as advised by NABARD, Mizoram RO, Aizawl may be incorporated in the agreement. The same shall also be binding on the contractor.

Signature of the Bidder with seal and date:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

SAFETY CONDITIONS OF THE CONTRACT

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.

A. General

1. Smoking and chewing pan/ tobacco/ gutkha / any other drugs, consumption of alcohol etc. are prohibited in the building.
2. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.
3. Staffs will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/Stay/housing facility in the said premises.
4. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.
5. A comprehensive insurance policy must be taken covering all the accidents for the employee.

We/I agree to the safety conditions and to ensure compliance with the same fully.

Signature of the Bidder with seal and date:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

Service Level Agreement.

THIS AGREEMENT is made at Aizawl on this day of 2025

BETWEEN

National Bank for Agriculture and Rural Development, a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Mizoram Regional Office at MINECO, Aizawl - 796001, herein after referred to as “NABARD” (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assigns) of the ONE PART.

AND

Shri./M/s... (Individual/Proprietorship/partnership firm/Company) incorporated/registered underAct, or R/o, and having its (place of business or Office) at hereinafter referred to as ‘Vendor’ (which expression shall unless repugnant to the context meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the NABARD is desirous of carrying out the work of for Providing Security at NABARD, Mizoram RO, Aizawl - 796001 and has caused specifications describing the work to be done and prepared by Mizoram Regional Office, NABARD, Aizawl.

AND WHEREAS the Vendor has visited the site and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as “the said contract amount”).

NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors shall upon and subject to the said conditions annexed, carry out, execute and complete the supply/work shown in the contract, described by or referred to in the schedule of quantities and in the said conditions.
2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
3. The Scope of work and all the terms and conditions as enumerated in this tender is part and parcel of this agreement and binding on the parties. The vendor shall ensure that all items of

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

work specified in the scope of work is attended to. In case of difference between the tender document and this agreement, the agreement will prevail.

4. This Agreement and documents mentioned herein shall form the basis of this contract.

5. NABARD reserves to itself the right of altering the nature/quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.

6. The Vendor shall provide to NABARD a security deposit of Rs.....(Rupees Only) (Interest Free).

7. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Vendor will be liable to be forfeited by NABARD besides annulment of the contract.

8. In case any of the documents furnished by the Vendor is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.

9. The NABARD shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

10. This contract is an item rate contract for the complete work to be paid for according to work order, at the rate contained in financial bid.

11. All payments by the NABARD under this contract will be made only at Aizawl.

12. The Vendor shall afford every reasonable facility for carrying out all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.

13. The Vendor shall indemnify and keep indemnified, defend and hold good NABARD, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.

14. The Vendor shall ensure proper conduct of its personnel in NABARD's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

15. NABARD shall not be responsible for any damages, losses. Claims, financial or other injury to any person/s engaged by Vendor in the course of their performing the functions/works, or for payment towards any compensation.

16. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/ job on receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed in Tender reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.

17. NABARD reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

18. DISPUTE RESOLUTION

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

a. In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with the General Manager / OIC, NABARD, RO, Aizawl and the same will be binding on the Vendor.

b. In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.

c. If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Thiruvananthapuram. The language of arbitration shall be English.

d. The award of the arbitrator/s so appointed shall be final and binding on the parties.

e. Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by NABARD. No payment due, or payable by NABARD, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof

19. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said security deposit and recover from the Vendor any loss suffered by NABARD on account of the contract being terminated.

20. This agreement is being executed in duplicate, NABARD shall keep the original and the Vendor shall keep the duplicate.

21. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.

22. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.

IN WITNESS WHEREOF the NABARD and Vendor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF the NABARD has set its hand to these presents through its duly authorized official and the Vendor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org



SIGNED AND DELIVERED BY the National Bank for Agriculture and Rural Development
by the hand of.....

Signature

Name & Designation

In the presence of..... Signature

Name & Address

Signed and sealed by the vendor by the

Hand of Shri/Smt.and duly constituted attorney. If
the Vendor signs under its common seal, the signature clause should tally with the sealing clause
in the articles of association. If the vendor is signing by the hand of power of attorney, then
whether a company or individual to be specified:

Signature of the Vendor

Name of the authorized official Address:

In presence of Shri/Smt.

Signature

Name & Address

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org



Letter of Indemnity and Undertaking

(To be submitted by the successful bidder)

To
The General Manager / OIC,
National Bank for Agriculture and Rural Development, Mizoram Regional Office,
MINECO, Khatla, Aizawl - 796001

Sir

Subject: Letter of Indemnity and Undertaking

WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as 'NABARD') has expressed desire to avail Security at NABARD, Mizoram RO, Khatla, Aizawl, 796001 as per this tender and which are hereinafter for brevity sake referred to as Security, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the (contractor/bidder) hereby declare and certify that we are the rightful owners/ licensees of the said service offered to NABARD and that the sale of the said service to NABARD by us and the use thereof by NABARD does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We, the said (contractor/bidder) hereby agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to NABARD and will defend the same at our cost and consequences and will pay or reimburse NABARD, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said.....(contractor/bidder) hereby also agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org



all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Yours faithfully,

(Name and Designation) of Authorized Official

Signature

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

PREAMBLE TO SCHEDULE OF QUANTITIES

The "Annual Maintenance Contract for Providing Security at NABARD, Mizoram RO at MINECO, Khatla, Aizawl, 796001.

1. Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
3. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
4. If no rate/amount is mentioned against any of the items in Financial Bid, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of NABARD.
5. Notes given in the Financial Bid should be read carefully before quoting the rates.
6. All quoted rates shall be inclusive of all taxes including goods and service tax, wages, etc. as per minimum wages Act etc. unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
7. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.

(Name and Designation) of Authorized Official

Signature

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Penalties

1. If in the opinion of NABARD the work done by the contractor is not satisfactory, NABARD may decide depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
2. Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed, shall be borne by him. The penalties mentioned in Service Level Agreement (SLA) given in GeM portal shall be applicable.
3. **Forfeiture clause:** In case of negligence/dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice by the Bank and the security deposit shall be forfeited.
4. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

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

DATE:

Signature of the Bidder

PLACE:

NAME AND SEAL

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

Instructions for filling the Price bid

1. The price bid on annual maintenance contract for Security is based on minimum wages and fixed price for consumables. The bidder must only fill the Service charge in the price bid.
2. The minimum stipulated service charges is 3.85% for manpower and consumables. No amendments are permitted in the fixed components of the price bid (ESI,EPF,Bonus etc.) and if there is any discrepancy observed the same will be rejected. The service charge should include the following: -
 - i. Incidental expenses, all overheads and profits for both manpower and consumables
 - ii. Transportation costs
 - iii. Machinery costs
 - iv. Cost of uniform (02 Sets), 01 Identity Card, 01 Pair Shoes.
 - v. Any miscellaneous cost arises during execution of the work mentioned in service charges.
3. The contractor should furnish Rate Analysis, along with the price-bid, for the service charges quoted by him/her in this tender as per the format given in Annexure-B for rates quoted under Schedule of Quantities and Annexure –A (Price Bid).
4. Quoted rates should be workable & reasonable and exorbitant & unreasonable quotes will be summarily rejected.
5. The price bid should include:
 - i. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time. The minimum wages must cover HIGHER of Central or state minimum wages as applicable.
 - ii.ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
 - iii. Bonus as per Bonus act.
6. Rates shall have to be quoted in both words and figures.

Signature of the authorized signatory

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Part II

Price BID

Annual Maintenance Contract for providing Security Services at NABARD Mizoram Regional Office for the Period 01.04.2025 to 31.03.2027

SCHEDULE OF QUANTITIES

Annexure A

Sr. No.	Particulars	Amount per month for 1 worker (Rs.) as per detail given on Annexure B	No. of Workers	Amount per Annum (Rs.)
1	Unarmed Security Guards		07	
	Total		07	

Total in Word:

Place:

Date:

Seal and Sign of the Contractor

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - टेली: +91 0389 2335562, ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Annexure B

Cost of security guards per month

Sr. No.	Particulars	Remarks	Rates/ Percentages	Amount per Month (Rs.) (for 30 days)
A	Basic Wages plus VDA	w.e.f. 01/10/2024	739.00	22170.00
B	EPF on Basic Wages plus VDA	Restricted to maximum wage ceiling of Rs. 15000.00	12.00%	1800.00
C	EDLI on Basic Wages plus VDA		0.50%	75.00
D	Admin. Charges (EPF and EDLI) on Basic Wages plus VDA		0.50%	75.00
E	ESIC	Calculated over Basic plus VDA (not eligible if it is more than Rs.21000.00)	3.25%	0.00
F	Bonus	up to a limit of Rs. 21000.00 pm, calculated for maximum Rs. 7000.00 pm	8.33%	0.00
G	Sub Total { Sum of (A) to (F)}			24120.00
H	Cost for 07 guards (including reliever)	07*24120.00		168840.00
I	Service charges	()% of A *7		
J	Total Cost per month for 07 guards (G+H)			

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org

Total in Word:

Place:

Date:

Seal and sign of the contractor

Note

1. No change shall be allowed in the tables.
2. No other document shall be attached in the envelope of the price bid.
3. Conditional price bid will be rejected.
4. Contractor is required to quote the service charge. Service charge is to be quoted up to two decimal points only.
5. All figures shall be quoted/ calculated up to two decimal points and rounded off as necessary.
6. NABARD has the right to recalculate the figure and rounding off up to two decimal points as per the standard practice.
7. GST will be paid extra.
8. Service charge should cover the overhead, profit, tax, levies, insurance cost, transportation, stationery, uniform etc.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

Note: Please also enclose a CANCELLED CHEQUE in respect of above account number.

Signature of the Bidder with seal and date:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355ss62 • E-mail: aizawl@nabard.org

KNOW YOUR CLIENT (KYC) APPLICATION FORM**For Non-Individuals Please fill this form in ENGLISH and in BLOCK LETTERS****A. IDENTITY DETAILS**

1. Name of the Applicant:

2. Date of Incorporation: (dd/mm/yyyy) & Place of incorporation:

3. Date of commencement of business (dd/mm/yyyy)

4. a. PAN: b. Registration No. (e.g. CIN):

c. Unique KYC Identifier No. of CKYCR.....

5. Status (Please tick any one): Private Limited Co. / Public Ltd. Co. / Body Corporate / Partnership / Trust Charities / NGOs / NPO / FI / FII / HUF / AOP / Bank / Government / NGO / Defense Establishment / BOI / Society / LLP / Others (Please specify Act under which registered):

6. Registration No. on the DARPAN Portal of Niti Aayog (applicable in case of NGOs)_____

B. ADDRESS DETAILS

1. Address for correspondence:_____

City/town/Village: Pin Code: State: Country:_____

2. Contact Details: Tel.(Off.): Tel.(Res.): Mobile No.: Fax:_____

E-mail Id:_____

3. Specify the proof of address submitted for correspondence address:_____

4. Registered Address (if different from above):_____

City/town/village: Pin Code: State: Country:_____

5. Specify the proof of address submitted for registered address:_____

C. OTHER DETAILS

1. Gross Annual Income Details (please specify): Income Range per annum: Below Rs.1 Lac/1-5 Lac/5-10 Lac/10-25 Lac/25 Lacs- 1 Crore/>1 Crore

2. Net-worth as on (date).....(dd/mm/yyyy)(Net worth should not be older than 1 year)

3. Name, UID, PAN, residential address and latest photographs of Principal/Key Person/Promoters/ Partners/Karta/Trustees and whole time directors:_____

4. DIN of promoters/partners and whole time Directors:_____

राष्ट्रीय कृषि और ग्रामीण विकास बैंक**National Bank for Agriculture and Rural Development****मिज़ोरम क्षेत्रीय कार्यालय**

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org



5. Please tick, if applicable, for any of your authorised signatories/Promoters/ Karta/Trustees/whole time directors: Politically Exposed person (PEP) /Related to a Politically Exposed Person (PEP)

6. Proposed relationship with NABARD: Refinance assistance/Loan/ Grant assistance/Investment in NABARD Bond/CP/CD etc.

7. Any other Information: _____

D. DECLARATION

I/We hereby declare that, I/We am/are submitting the above information/documents with my/our explicit consent and the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately/as and when required by NABARD. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.

Date_____ (dd/mm/yyyy) Name & Signature of the Authorized Signatory

FOR OFFICE USE ONLY

Attested / Self certified copies of documents received and verified from the Originals

()

Name & Signature of the KYC details Verifying Officer

Date:

Signature of the Bidder with seal and date:

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मिज़ोरम क्षेत्रीय कार्यालय

न्यू कैपिटल कॉम्प्लेक्स, खटला, आइजोल, 796 001 - . टेली: +91 0389 2335562, • ईमेल: aizawl@nabard.org

Mizoram Regional Office

New Capital Complex, Khatla, Aizawl – 796 001 • Tel.: +91 0389 23355562 • E-mail: aizawl@nabard.org