

**आगंतुक अधिकारी निवास (वीओएफ़), ऑफिसर लाऊंज एवं स्टाफ कैटीन  
रखरखाव एवं केटरिंग हेतु वार्षिक रखरखाव अनुबंध के लिए निविदा  
(ई- निविदा, e-proc के माध्यम से)  
नाबार्ड उत्तराखंड क्षेत्रीय कार्यालय, देहरादून**



निविदा जारी करने की तिथि	Date of Commencement of issue of tender	17.02.2023 at 05:00 PM
बयाना राशि	Earnest Money Deposit	Rs. 95300.00
प्री टेंडर मीटिंग	Pre tender Meeting	02:30 hours on 27.02.2023 Venue: NABARD Uttarakhand Regional Office, IT-42, IT Park, Sahastradhara Road, Dehradun
ई -निविदा की प्राप्ति के लिए अंतिम तिथि और समय	Last date and time for receipt of e – tender bids	05:00 PM on 10.03.2023
ई - निविदा खोलने की तिथि और समय	Date and time of opening of e - tender bids.	13.03.2023 at 02:30 PM for technical bid To be decided later on for price bid
ई - निविदा डालने का वेब साइट	Website for submission of E-tender	<a href="https://nabard.eproc.in">https://nabard.eproc.in</a>
ई – निविदा प्रक्रिया के लिए संपर्क व्यक्ति	Contact Persons for e-tendering	रवि शंकर, प्रबन्धक,, नाबार्ड (0135-2609015, 7860991939)

Contact numbers for e-proc support			
Global support email id - nabardsupport@c1india.com			
Sl.No	Name	Email Id	Contact Number
1	Fairlin Jivin	fairlin.jivin@c1india.com	0124-4302000 ext 112
2	Sachin Toraskar	sachin.toraskar@c1india.com	0124-4302000 ext 200
3	Ujwala Shimpi	ujwala.shimpi@c1india.com	0124-4302000 ext 114

## NOTICE INVITING TENDER

REF.NO NB.UKRO. 2736 .DPSP-318.2022-23

15.02.2023

महोदय/महोदया,

**आगंतुक अधिकारी निवास (वीओएफ़), ऑफिसर लाऊंज एवं स्टाफ कैंटीन के रखरखाव एवं केटरिंग के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा - 01 अप्रैल 2023 से 31 मार्च 2024 तक**

राष्ट्रीय कृषि और ग्रामीण विकास बैंक, उत्तराखंड क्षेत्रीय कार्यालय, आगंतुक अधिकारी निवास (वीओएफ़), ऑफिसर लाऊंज एवं स्टाफ कैंटीन के रखरखाव एवं केटरिंग के लिए वार्षिक रखरखाव अनुबंध के लिए पात्र निविदाकर्ताओं से दो भागों में निविदाएं आमंत्रित करता है। निविदा में उल्लिखित नियमों और शर्तों के अनुसार।

निविदा जारी करने की तिथि	Date of Commencement of issue of tender	17.02.2023 at 05:00 PM
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ई – निविदा प्रक्रिया के लिए संपर्क व्यक्ति	Contact Persons for e-tendering	रवि शंकर, प्रबन्धक,, नाबार्ड (0135-2609015, 7860991939)

यह निविदा <https://nabard.eproc.in> पर प्रस्तुत किया जाना है। निविदा फार्म नाबार्ड की वेबसाइट ( <https://nabard.org> and <https://nabard.eproc.in/> ) एवं CPPP पोर्टल से मुफ्त में डाउनलोड किया जा सकता है।

निविदा भाग - I (प्री-क्वालिफिकेशन बिड) और भाग -II (फाइनेंशियल बिड) नाबार्ड की ई-प्रोक्योरमेंट पोर्टल (<https://nabard.eproc.in/>) पर ऑनलाइन प्रस्तुत करें। ऑनलाइन ई-टेंडर के अतिरिक्त अन्य किसी भी रूप में यथा पेपर/ फैक्स/ ईमेल/ पोस्ट के माध्यम से प्राप्त निविदा स्वीकार नहीं की जाएगी और रद्द कर दी जाएगी।

कृपया ध्यान दें, कि इलेक्ट्रॉनिक मोड के माध्यम से ई-टेंडर जमा करने के इच्छुक निविदाकर्ताओं के पास नाबार्ड की ई-प्रोक्योरमेंट पोर्टल (<https://nabard.eproc.in/>) पर लॉगिन करने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (DSC) होना चाहिए।

नाबार्ड के पास निविदा में उल्लिखित तारीखों को बदलने का अधिकार सुरक्षित है, जो कि उपरोक्त वेबसाइट पर, शुद्धिपत्र (corrigendum) के रूप में प्रदर्शित किए जाएंगे।

कृपया ध्यान दें कि वांछित सभी जानकारी, निविदाकर्ता द्वारा निर्दिष्ट स्वरूपों में प्रदान करने की आवश्यकता है। निविदाकर्ता, निविदा की तैयारी और प्रस्तुत करने से संबंधित सभी लागतों को वहन करेगा। निविदा का परिणाम जो भी हो, किसी भी स्थिति में नाबार्ड किसी भी तरह के लागतों के लिए जिम्मेदार या उत्तरदायी नहीं होगा।

इस टेंडर डॉक्यूमेंट में बताए अनुसार टेंडर ऑफर के साथ रु. 95300/- की अर्नेस्ट मनी (EMD), नाबार्ड के निम्नलिखित खाते में जमा करनी होगी। ईएमडी के बिना प्राप्त प्रस्तावों को अस्वीकार कर दिया जाएगा। भारत सरकार द्वारा जारी एमएसई खरीद नीति में परिभाषित एमएसई या केंद्रीय खरीद संगठनों के साथ पंजीकृत बोलीदाताओं या नाबार्ड के साथ पैनल में शामिल एजेंसियों को EMD जमा करने हेतु छूट दी गई है। ऐसी संस्थाओं/निविदाकर्ताओं को पंजीकरण प्रमाण पत्र की एक प्रति तकनीकी में अपलोड करने की आवश्यकता है।

Name of Account : National Bank for Agriculture and Rural Development

Bank : NABARD

Branch Name : Head Office, Mumbai

Account No (VAN) : NABADMN37

IFSC Code : NBRD00000002

EMD जमा करने के उपरांत EMD के विवरण को [dpsp.dehradun@nabard.org](mailto:dpsp.dehradun@nabard.org) पर भेजने का कष्ट करें।

इच्छुक निविदाकर्ताओं को, <https://nabard.eproc.in/> पर निविदा डालने की अंतिम तिथि से पहले, नाबार्ड उत्तराखंड क्षेत्रीय कार्यालय के साथ प्री कांटेक्ट इंटिग्रेटी पेकट (राज्य के संबन्धित स्टांप एक्ट के अनुसार) निष्पादित करना होगा। तथा सभी इच्छुक बोलीदाताओं को, निष्पादित प्री कांटेक्ट इंटिग्रेटी पेकट को “original hard copy” में, नाबार्ड उत्तराखंड क्षेत्रीय कार्यालय, आईटी - 42, आईटी पार्क, सहस्रधारा रोड, देहरादून - 248013 में, निविदा डालने की अंतिम तिथि से पहले अनिवार्य रूप से जमा कराना होगा। ऐसा न करने पर वे निविदा डालने के लिए पात्र नहीं होंगे तथा निविदा को खारिज कर दिया जाएगा।

निविदा प्रस्ताव प्रस्तुत करने के लिए विनिर्देश (Specifications), नियम और शर्तें (Terms and Conditions), कार्य का दायरा (Scope of Work) और प्रोफार्मा आदि निविदा दस्तावेज और उसके परिशिष्ट / विवरण में वर्णित हैं। निविदा प्रस्ताव को उन निविदाकारों या उनके प्रतिनिधियों की उपस्थिति में खोला जाएगा जो उपर्युक्त निविदा पर निविदा खोलने के लिए उपस्थित होना चाहते हैं।

भवदीय

-sd-

(नवीन कुमार)

सहायक महाप्रबंधक

## Part I – Technical Bid

1. Letter from the tenderer
2. Check List
3. Previous Experience
4. Annexure I - General Instructions to the Tenderer
5. Annexure II - Instructions for filling the Price bid
6. Annexure III - Basic information
7. Annexure IV - Bank details
8. Annexure V - General Terms & Conditions
9. Annexure VI - Scope of work
10. Annexure VII - Pre Bid Integrity Pact
11. Annexure VIII - Format of Form of Agreement
12. Annexure IX - Indemnity Bond

## Part II – Price Bid

1. Price Bid – Schedule of Quantities

# **Part - I**

## **Technical Bid**

## **Letter from the tenderer on his letterhead**

Place:- Dehradun

Date:-

**The Chief General Manager**

National Bank for Agriculture and Rural Development

Uttarakhand Regional Office, IT – 42, IT Park

Sahastradhara Road, Dehradun -248013

Dear Sir

### **TENDER FOR MAINTENANCE AND CATERING OF VOF, OFFICERS' LOUNGE AND STAFF CANTEEN AT NABARD UTTARAKHAND REGIONAL OFFICE, DEHRADUN**

I/We have read and understood the Notice Inviting tender and contents in the tender document such as Eligibility criteria of applicants, Instructions to the applicants, Services to be rendered, Terms and Conditions of the contract, instructions etc. I/We do hereby declare that the information furnished by me/us in the tender documents are correct to the best of my/our knowledge and belief.

Name of the partner/ owner of the  
firm authorized to sign:

OR

Name or person having Power of Attorney to sign the contract

**Seal and sign of the tenderer**

## **Check List**

Technical bid will be evaluated on these parameters

<b>Sr. No.</b>	<b>Description of Enclosure</b>		<b>Please ✓ or write</b>
<b>1</b>	Type of Firm and Registration detail		
<b>2</b>	Registration (please submit requisite documents)	GST	
		ESI	
		PF	
<b>2</b>	Audit Report (please submit audit reports for these three years)	2019-20	
		2020-21	
		2021-22	
<b>3</b>	Turnover: should be more than Rs. 14.30 lakh ( please submit CA certificates)	2019-20	
		2020-21	
		2021-22	
<b>4</b>	Experience in same field i.e. maintaining of guest house/ hostel/officers' mess/ canteen etc. during the last 7 years i.e. from January 2015 – December 2022. (Please submit experience certificate/ completion certificate)	3 works of Rs. 19.04 lakh each (per annum) or	
		2 works of Rs. 23.8 lakh each (per annum) or	
		1 work of Rs. 38.08 lakh (per annum)	
<b>5</b>	Earnest Money through NEFT: please submit requisite documents		
<b>6</b>	If MSME mentioned please submit requisite documents		
<b>9</b>	Bank a/c details		
		PAN	
<b>10</b>	copy of cancelled cheque		

### **Previous Experience**

- a) List of important works executed by the firm during last three years costing Rs.19.04 Lakh (per contract per annum) and above with experience in executing works of similar work in organizations / institutes / training establishments etc. (Please attach extra sheets if required).

S. No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt. or Private body	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- b) List of important ON HAND works costing Rs. 19.04 Lakh (per contract per annum) and above of similar work in organizations / institutes / training establishments etc. . (Please attach extra sheets if required).

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt. or Private body	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- c. List of available tools, Equipment. (Please attach extra sheets if required).



## **Annexure I - General Instructions to the Tenderer**

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as 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. Selection of Bidder**

- Bidder has to qualify in Technical Bid. Price bid of bidder will be opened only if found eligible in Technical Bid.
- Only those bidders whose firm has registration of ESI, EPF etc., are eligible to apply.
- The PART-I (Pre-qualification Bid) of the tender shall contain Pre-Qualification bid, along with proof of having submitted EMD; and terms & conditions in prescribed tender document. The PART– II of the tender shall contain only the financial bid in the prescribed format. 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.
- Selection will be based on Grand Total quoted at the price bid by the bidder.
- **Preference shall be given to Public Sector Enterprises (PSEs), where quoted rates of PSEs are within 10% of the rates quoted by L1 bidder, other things being equal. Purchase preference may be granted to the Public Sector Enterprise at the lowest valid price bid.**
- The decision of NABARD will be final in selection of bidder.

### **3. The following procedure shall be followed in the event of multiple L1 bidders after opening of Price Bids:**

- a) Quality and Cost Based Selection criteria shall be incorporated for evaluation wherein multiple L1 bids are received. The work then will be awarded to the bidder having the highest marks in QCBS among the L1 bidders (format of scoring model is given in part 11).
- b) Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.
- c) In case multiple L1 bidders get same marks in QCBS also, then the Purchase Committee of NABARD shall, at their discretion, visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work then shall be awarded to the bidder with highest marks.

- d) In case of multiple L1 bidders getting equal marks even after field visits, the final selection shall be done based on draw of lots, as may be decided jointly by the NABARD and select bidders, or by pulling the highest number from a box containing 30 numbers.

4. The bidder should have their own office within the city limits of Dehradun.

5. The bidder should have experience of similar works during the last 7 years.

The annual turnover of the bidder during each of the last 3 years should be at least 30% (₹14.30 lakh) of the estimated cost of tender.

The firm should have done at least:

- i) three similar works valuing not less than ₹ 19.04 lakhs; or
- ii) two similar works valuing not less than ₹ 23.80 lakh; or
- iii) One similar work valuing not less than ₹ 38.08 lakhs.

6. The estimated cost of the work is Rs. 47.60 lakh for 12 months.

7. **The EMD of ₹ 95300.00** is required to be deposited through NEFT to the following account:

Name of Account: National Bank for Agriculture and Rural Development

Bank : NABARD

Branch Name: Head Office, Mumbai

Account No (VAN) : NABADMN37

IFSC Code: NBRD00000002

**After depositing the EMD amount, the tenderer is advised to send an email to [dpsp.dehradun@nabard.org](mailto:dpsp.dehradun@nabard.org) with the details of the transaction.**

8. MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organisations or empanelled with NABARD itself are exempted from submitting the EMD, a copy of the registration certificate needs to be enclosed with the Technical Bid.

9. The EMD of the Contractor selected for award of the Annual Maintenance Contract will be retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest. The successful bidder has to deposit an amount @3% of the yearly tender amount as RMD, in such case the EMD amount already deposited will be adjusted.

10. NABARD reserves the right to divide and distribute the work to more than one Contractor at its sole discretion. The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also the following points:

- (a) The Contract period will be for a period of period of 01/04/2023 to 31/03/2024 extendable for 2024-25 and 2025-26, one year at a time.
- (b) The contract period may be extended further depending upon the discretion of the Bank.
- (c) However, the Bank reserves the right to terminate the services of the agency by giving one-month notice if the services are found to be unsatisfactory.
11. Validity of offer should be 90 days from the last date for receipt of quotation.
12. Intending bidders have to arrange for execution of pre-bid pre-contract Integrity Pact (as per relevant stamp act of the state) failing which the tender will be rejected. All prospective bidders / vendors have to enter into an Integrity Pact with the Bank otherwise, they will not be eligible to participate in the tendering process. The pre-contract Integrity Pact should be submitted in original to “The Chief General Manager, NABARD, Uttarakhand Regional Office, IT-42, IT Park, Sahastradhara Road, Dehradun - 248013” on or before 28 Feb 2023.
13. Tenders containing tenderer’s own conditions are liable to be rejected.
14. Instructions for filling the Price bid is as indicated in the Annexure II
15. Basic information is as indicated in Annexure III
16. Bank details are indicated in Annexure IV.
17. General Terms & Conditions is as indicated in Annexure V.
18. Scope of work is as indicated in Annexure VI.
19. Pre Bid Integrity Pact is as indicated in Annexure VII
20. Format of Form of Agreement as indicated in Annexure VIII.
21. Indemnity Bond as indicated in Annexure IX.
22. The rates may be quoted in the Price BID.
23. The address of the premises where the work is to be carried out are

<b>SI No</b>	<b>Details</b>	<b>Address</b>
1	Office premises & VOF	IT-42, IT Park, Sahastradhara Road, Dehradun - 248013

Signature of the authorized signatory of the contractor  
/ Tenderer

## **Annexure II - Instructions for filling the Price bid**

1. Quoted rates should be workable and reasonable and should include:
  - a. Payment to all the contract workers engaged by contractor as per minimum wages as notified by Labour Commissioner, GoI from time to time or State Government of Uttarakhand, whichever is higher. **The minimum wages must cover Central Government wage as indicated by Central Labor Commission or State Government of Uttarakhand, whichever is higher. TDS will be deducted as per guidelines. .**
  - b. 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.
  - c. Service charge should include two sets of uniform, incidental expenses and all overheads and profits.
2. The contractor may be required to furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender, if required.
3. The contractor is advised to visit the premises before quoting the rates and get all clarifications.
4. **The following procedure shall be followed in the event of multiple L1 bidders after opening of Price Bids:**
  - a) Quality and Cost Based Selection criteria shall be incorporated for evaluation wherein multiple L1 bids are received. The work then will be awarded to the bidder having the highest marks in QCBS among the L1 bidders (format of scoring model is given in part 11).
  - b) Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.
  - c) In case multiple L1 bidders get same marks in QCBS also, then the Purchase Committee of NABARD shall, at their discretion, visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work then shall be awarded to the bidder with highest marks.
  - d) In case of multiple L1 bidders getting equal marks even after field visits, the final selection shall be done based on draw of lots, as may be decided jointly by the NABARD and select bidders, or by pulling the highest number from a box containing 30 numbers.
5. Rates shall have to be quoted in both words and figures

Signature of the authorized signatory of the contractor  
/ Tenderer

### Annexure III - Basic information

<b>A. General Information</b>		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline) Telephone number (mobile)	
4.	E mail ID	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organization	
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empaneled with Government/Semi Government/ Municipal Authorities or any PSU and if so, give the details of the same and nature of contract (copy to be enclosed)	
9.	Number of years of experience in the field/ trade . A list of important assignments may be indicated for the same along with supporting documents (copy of proof of completion/work	_____Years (as on 31/12/2022)

	order) <b>Minimum 7 years of experience as on 31/12/2022</b>	
10.	Have you in the past carried out any works for NABARD? If yes, give details	
11.	Address of Dehradun Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
<b>B. Financial Information</b>		
1.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
2.	GST No. (enclose copies of relevant documents)	
3.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
4.	Annual turnover during the last three years (Pl. attach CA certificate)	2019-20 (Rs. ....) 2020-21 (Rs. ....) 2021-22 (Rs. ....)
5.	Indicate if involved in any litigation at present in similar type of contracts	
6.	Any civil suit arisen in the contracts of works executed, if any, please give brief details	
7.	Number of supplementary sheets attached	

**Place:**

**Date:**

**Signature of the Applicant**

## **Annexure IV**

### **Details of the Bank's Account**

<b>1.</b>	Name of the Vendor / Firm / Contractor	
<b>2.</b>	Name of the Account Holder	
<b>3.</b>	Registered Address of the Vendor / Firm	
<b>4.</b>	Name of the Bank's branch and Address	
<b>5.</b>	Bank's Code and Branch's Code	
<b>6.</b>	IFSC Code of the Bank's Branch	
<b>7.</b>	Type of Account (Current/Saving/Cash credit)	
<b>8.</b>	Account Number	
<b>9.</b>	PAN Number	
<b>10.</b>	Other details, if any	

Note: A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed

**(Signature and Full Name of the  
authorized person with seal on  
behalf of Firm/Agency/Contractor)**

**Place:**

**Date:**

## **Annexure V**

### **General Terms and Conditions**

#### 1. Manpower requirement for VOF, Officers' Lounge and Staff Canteen:

<b>S. No</b>	<b>Details</b>	<b>Address</b>	<b>No. of manpower</b>	<b>Working Week</b>	<b>Special Conditions</b>
1	VOF	IT-42, IT Park, Sahastradhara Road, Dehradun	05 Helpers/Cleaners (Unskilled) and 02 Cook (Skilled)	All 7 Days of Week at Office premises	Time of work: Office Premises: VOF  (i) 01 Cook each in shifts of 0600Hrs to 1400Hrs and 1400Hrs to 2200 Hrs  (ii) 01 Helper /Cleaner each in shift of 0600Hrs to 1400Hrs, 1400Hrs to 2200Hrs and 2200Hrs to 0600Hrs  (iii) 01 Helper /Cleaner each in shift of 0600 Hrs to 1400 Hrs and 1400 Hrs to 2200Hrs
2	Officers Lounge	IT-42, IT Park, Sahastradhara Road, Dehradun	01 Supervisor (Skilled), 01 Assistant Cook (Semi Skilled) and 04 Helpers/Cleaners (Unskilled)	Monday to Friday at Office premises	Time of Work  01 Supervisor in 0915Hrs to 1715Hrs Shift (Common for VOF, Lounge and Staff Canteen )



					01 Assistant cook in 0915Hrs to 1715Hrs Shift (Common for Officers' Lounge and Staff Canteen)
					04 Helpers /Cleaners in 0915Hrs to 1715Hrs Shift
3	Staff Canteen	IT-42, IT Park, Sahastradhara Road, Dehradun	1 Helper/Cleaner (Unskilled)	Monday to Friday at Office premises	01 Helpers/ Cleaners in 0915Hrs to 1715Hrs Shift

2. Bank will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep the bank indemnified against all losses of damages or liability arising out of or imposed in the course of employment of persons(s) by him.
3. The successful tenderer shall make regular and full payment of wages, salaries, PF and any other payment due to his employee(s) and furnish necessary proof.
4. 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 bank whenever asked to do so.
5. The successful tenderer shall comply with all acts, laws under Contract Labor (R&A) Act 1970 and EPF & EIS 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.
6. 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, the bank reserves the right to terminate the contract by giving one month notice.
7. 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.

8. In case of loss of the Bank's property due to the negligence of carelessness of the person(s) deployed by the successful tenderer he will be responsible and shall make good the same.
9. 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 the bank under the circumstances during / after expiry of the contract.
10. The contractor shall indemnify bank against any payments to be made under and for observance of the above mentioned various laws and rules. In the event of there being any increase of workmen's compensation under any law or any additional payment or new liability under the labour laws being imposed on the contractor at any time, the additional expenditure incurred by the contractor shall be borne by the contractor and no claim will be considered and no claim will be entertained by bank on any account.
11. The contractor shall not subcontract the whole or any part of this contract to another person/ vendor.
12. All works shall be carried out in accordance with the provision of the statutory acts and laws and bureau of Indian Standards regarding fire systems in India, electricity act, local laws and by-laws as amended up-to-date. Contractor shall be solely responsible for following and adhering to the proper fire and safety precautions while carrying out any job.
13. During the tenure of the contract, the contractor has to coordinate the work with other agencies working inside or outside.
14. The Party shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract. The contract value quoted by the Party is inclusive of Employer's share of ESI & EPF contributions and no separate charges shall be payable by us on this account. Monthly payment will be done on production of proof of payment towards ESI & EPF(counterfoils) & other documents such as registration number, photo card etc.
15. The staff deployed should be available 3 days prior to commencement of the contract to ensure smooth handing over / taking over from the existing contractor.
16. The vendor has to supply all cleaning materials and equipment as mentioned in the scope of work.
17. The rate quoted for the said contract shall include the cost of manpower, cost of supervisor, cost of tools, equipment's, consumables, cleaning material etc. as mentioned in the scope of work.
18. Contractor has to comply with all relevant statutory regulations and labour laws.
19. Payment:
  - a) The Party should ensure payments to the workers as per latest minimum wages act and other statutory regulations on or before 7<sup>Th</sup> of every month irrespective of fact that monthly bill is paid or not by the NABARD.
  - b) The payment for deployment of manpower for maintenance of the VOF, Officers' Lounge and staff canteen will be made on monthly basis and on submission of the bills for the

- same. The bill shall be certified by the Caretaker/Asstt. Caretaker and Protocol and Security Officer.
- c) The Contractor may ensure payment of minimum wages as stipulated by Ministry of Labour, Govt. of India or Government of Uttarakhand (whichever is higher) and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor along with the monthly bills.
  - d) Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month.
  - e) The bill should be accompanied with documents/ certificates indicating payment details (i) , PF, ESI etc. duly signed by the contractor (ii) copy of e-passbooks of workers (iii) Attendance sheet. Payment to workers to be made through bank only and necessary documents like copy of e-passbooks are to be submitted by the contractors. Attendance sheet of workers shall be enclosed with the bill. Bills without these documents will not be accepted for payment and the contract may be liable to be terminated and EMD/RMD will be forfeited.
20. The Party shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.
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. Mobile phone number of the supervisor deputed may be intimated to us.
23. The Party should provide uniforms of approved color and quality to the employees deployed for the job at NABARD at your own cost.
24. The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD during execution of works. The Party would be responsible for the safety of persons employed by the Party as also the safety of employees of NABARD.
25. The Party shall take all precautions to avoid accident and causes of accident. The Party must be careful regarding safety during working of the Party worker in the premises.
26. NABARD shall not bear any responsibility in case of any accident to the Party worker in the premises due to no fault of NABARD's working but merely due to negligence of the Party worker or lack of safety provided to them by you.
27. **Period and renewal of contract**
- a) The Contract period will be for a period of 01/04/2023 to 31/03/2024, extendable for two years at same rates and terms & conditions, one year each at a time.
  - b) The contract period may be extended further depending upon the discretion of the Bank.
  - c) However, the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.

28. The contractor shall deploy his manpower three days in advance from the date of start of the contract to acquaint himself / his staff with the complete work at no extra cost to bank and take charge of complete system and inventory.
29. The contractor shall deploy his manpower for three 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 at no extra cost to bank. Also the contractor will hand-over the items covered in scope of work in working order and the details of inventory of bank's incoming contractor as advised by the bank.
30. Contractors/ Firms and other entities, which have been blacklisted, holidaylisted or debarred by the NABARD or any other Government Entity are not eligible to participate in this tendering exercise.

### 31. **Resolving Disputes**

In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the decision of Chief General Manager, NABARD, Uttarakhand Regional Office, IT-42, IT Park, Sahastradhara Road, Dehradun shall be final and binding upon the parties.

### 32. **Rates and Prices**

The rates will be firm and all-inclusive (taxes, duties, etc.) inclusive of service tax 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. **In the case of any change of minimum wages and statutory charges, the vendor shall bring it into the notice of NABARD immediately.**

33. The bank will be deducting the mandatory deductions i.e. taxes etc. from the payments due to the contractor.
34. However, **the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.**
35. Attendance of workers as indicated in the scope shall be maintained in the premises and the same shall be verified before settlement of bills. In case of absence, proportionate value of contract pertaining to the days of absence shall be deducted from the monthly payment.

### 36. **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 the bank to get the job done from any other vendor at the risk and cost of the successful tenderer. The decision of the officer of the NABARD in this regard will be final and binding on the contractor.

- c. In case of non-compliance 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 the bank.
- 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. 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.
- f. 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.

### **36. Arbitration**

For all disputes relating to this contract, Arbitration Conciliation Act will be applicable. The place of arbitration shall be Dehradun.

### **Declaration by the Contractors**

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

Date :

Place :

Signature:

Name & Address:

Seal of the Contractor:

## **Annexure VI - Scope of work / Terms and Conditions**

### **Maintenance of VOF**

- (1) Providing the service of manpower for catering and upkeep of the Visiting Officer's Flat (VOF) of NABARD located at Uttarakhand Regional Office, IT-42, IT Park, Sahasradhara Road, Dehradun.
- (2) The contract shall include providing worker at VOF, who will receive the guests, allot rooms as per the instructions from the office, provide all amenities as indicated from time to time, provide bed-tea, breakfast/lunch/dinner/snacks at the rate approved by NABARD.
- (3) When the guest checks-in, the Contractor/Contractor's staff shall immediately attend to NABARD guest, receive them, and allot the room specified by the designated officer of NABARD in the officer's name. NABARD will reserve the rooms and intimate the Contractor through allotment advices duly signed by the designated officer. The contractor shall neither allot rooms on his own, for any reason nor disclose information relating to availability status to the guests.
- (4) Verify the identity of the guest and get the guest's name entered in the official Guest Register.
- (5) Accompany the guest to their room carrying their baggage to their room, leave them in the room, look after their comforts, provide fresh drinking water, etc. Offer them tea/coffee/food etc.as required by them, suiting to the time.
- (6) When the guest checks-out, separate bills for boarding and lodging are to be prepared and provided to the guest. **Collected cash towards Room Rent will be deposited with NABARD with proper paper work on the first day of each month.** At the time of check-out, the Contractor shall ensure that the room occupied by the guest is in order with respect to assets/properties of NABARD. A quick check to be carried out before the guest leaves the VOF. At the time of guest moving out of the VOF or checking out, key should be collected. Carry the guest's baggage from the room to the vehicle. To ensure that the guest has not left behind in the room any of their belongings, and if any such belongings are found, to immediately inform NABARD officials for sending the same to the guest.
- (7) The Contractor's workmen shall not seek any tips or favor from the guests for the services rendered. During stay, the guest's miscellaneous needs like laundry, medical etc., to be attended to. The charges for these services may be collected from the guest on actual basis, providing relevant bills. In cases where these services are to be rendered at NABARD's cost, the same will be intimated to the Contractor.
- (8) Tea and Coffee, Breakfast, Lunch and Supper etc., to be provided as per the menu (indicated under scope of catering) on payment basis. The menu may be altered for specific guests / special occasions / programs/ functions the overall scope of the

menu. For any extra item, not covered in the menu the Contractor may charge additionally on the mutually agreed rates.

(9) The number of rooms to be maintained are as below

i. VOF at NABARD, IT 42, IT PARK, comprising of

- 9 Rooms + Toilets
- 1 Kitchen
- 1 Dinning area
- 2 Waiting area

(10) The workers should sweep & wet mop the common areas of VOF– **Twice Daily**

The rooms are to be swept & Wet mopped – **Daily Basis**

The linen to be changed once in **two days** but if there is change in occupancy then the linens are to be changed post vacation of the room by the earlier guest.

Dusting and removal of cobwebs etc. from the common areas – **Weekly**

Collection of garbage / waste from each room/common areas and disposal of the same – **Daily**

Cleaning the toilets in the rooms and common toilet on a - **daily basis** and as also whenever there is a change in guests occupying the VOF

The linen to be washed through laundry service and kept ready.

Maintenance of the VOFs will be ensured by proper cleaning, swabbing, change of linen periodically as advised by NABARD for a hygienic and clean environment  
Room fresheners and deodorants facilities to be made available in all the rooms, toilets and lounges.

The Contractor's men shall take care of miscellaneous requirements like replacement of batteries for clocks, remote units of TVs and ACs etc. provided in the VOF rooms and other places.

Rooms to be regularly checked for bed linen, hand towel, bath towel, soap, shampoo, water, functioning of TV, refrigerators, ACs and bath room fittings, bulbs etc. and maintain regular reports.

The Contractor shall ensure the proper functioning of all systems in the VOFs such as electrical, electronics, sanitary and water supply.

All guests are to be provided with a **Toiletry kit** containing necessary items/consumables on arrival at VOF Flat. The list of items to be provided in the kit are as below. An inventory register has to be maintained for the purpose.

- Soap (small):1 no.
- Shampoo sachet – 2 nos
- Coconut Oil: 50 ml
- Tooth Paste: 15-20 gm
- Tooth brush soft: 1
- Moisturizer/ cream: 1 disposable sachet

- Shaving Cream- small: 1
- Shaving Razor: 1 twin blade set
- Talcom Powder: 50 gm
- After Shave Lotion: 1 Small bottle ( for CGM and above)
- Small Comb: 1

- (11)** The agency to supply Refreshment Kit should contain the following items as listed below on daily basis, based on the occupancy.

White Sugar sachets – 5 Nos

Tea bag- 4 Nos

Nescafe sachet- 2 Nos

Milk powder sachet - 5 Nos

Green tea sachet - 2 Nos

- (12)** Facilities Provided by the Bank Includes:

- a. Kitchen with all necessary facilities like gas stoves, cylinders, grinder, mixers, refrigerator, microwave, cupboard for storage of linen and facility for storage of crockery / food grains etc. However, cost of LPG refilling, raw materials will be borne by the contractor.
  - b. Crockery, cutlery and all cooking utensils/pans, pressure cookers etc.
  - c. Furniture in rooms, dining halls, lounges, office rooms, etc.
  - d. Linen for all bed rooms/rooms.
  - e. Appliances like TV, ACs, Geysers, Washing Machines, and Water Purifier etc.
- All the available equipment will be given on as-is, where-is condition.

- (13)** The Contractor has to place a Suggestion/Complaint register in the front office for the guests.

- (14)** Monitoring of electrical, plumbing and carpentry installations of VOF. Faults, if any, shall be reported to Assistant Care Taker/Care Taker of NABARD.

- (15)** Supply of cleaning materials and cleaning of linen, upholstery, kitchen equipment and cutlery/crockery.

- (16)** Provision of tea/ coffee and toiletry kits

- (17)** Provision of battery/ cells for Clocks, AC Remote, TV Remote etc.

- (18)** Best quality cleaning products to be provided by the contractor as approved by NABARD.

- (19)** Maintaining the occupancy records in the prescribed format and collecting the occupancy charges and remitting to NABARD on fortnightly/monthly basis as decided by NABARD

- (20)** Operation of washing machine for washing guests' laundry only, the same should not be used for washing the linen.



- (21) The rates for breakfast, lunch, dinner, snacks and tea/coffee shall be decided in consultation with NABARD and the same may be charged from the guests once the rates are approved by NABARD
- (22) Contractor shall ensure to provide one newspaper per occupied room on daily basis.
- (23) Any other related works, as and when instructed.
- (24) The duty hours will be as given below. The break-up of the timing in each quarters is as below

<b>Location</b>		<b>No of Manpower</b>	<b>Timing</b>
NABARD Officer	Visiting flat	3 No (1 Cook (skilled) and 2 Helper/Cleaner (unskilled))	Monday to Sunday 6 AM – 02 PM
		3 No (1 Cook (skilled) and 2 Helper/Cleaner (unskilled))	Monday to Sunday 02 PM - 10 PM
		1 No (1 Helper/Cleaner (unskilled))	Monday to Sunday 10 PM - 6 AM

- (25) The rate is to be quoted as per the above requirement.
- (26) In case of emergency requirement contractor has to make the manpower available immediately and the cost for the same will be settled by deriving the per manpower rate from the quoted rate as per the nature of work that is to be executed and after analyzing the number of manpower utilized.
- (27) Expenses towards supply of toiletry kits, newspaper and refreshment kits in the VOF will be paid on actual basis. Bill of same shall be submitted on monthly basis.

## Catering at VOF

### 1) Items to be served in VOF – Indicative list is as follows:

**Breakfast** - Guest can select any one combination from the below mentioned list

Sr. No.	Items
1.	4 pcs Bread Double Omlette with tomato sauce + Tea/Coffee
2.	2 Paratha + Pickle + Tea/Coffee + curd
3.	4 Poori+ Sabji +Pickle+Tea/Coffee
4.	Poha +Sauce+Tea/Coffee

### Lunch / Dinner

Items to be served
<b>Veg Thali</b> Dal, Rice, Vegetable, Chapati (2) Curd, Papad, Salad and Pickle, Sweet dish
<b>Special Thali</b> Dal, Rice, Vegetable, One Paneer Special Vegetable, Chapati (2) Curd, Papad, Salad and Pickle, Sweet dish
<b>Non Veg Thali</b> 2 PCS Chicken/Fish with curry, Rice , Dal, Chapati (2) Papad, Salad and Pickle, Sweet dish

2) Menu and rates of items served in the VOF will be finalized by NABARD.

3) **Raw material standards:** The Contractor shall ensure that high quality ingredients and variety of quality vegetables are always procured for preparation of eatables. For all food preparation, double refined cholesterol-free and Agmark oil is to be used. As far as possible for all other preparations, Agmark or ISI or any other standard products are to be used. NABARD's authorized official has the right to test the quality of food, reject any ingredient that may be found to be substandard. All raw materials used should be free from adulteration or any foreign material. The contractor should also ensure that the used edible oil is not re-used for any other cooking purpose.

4) The Contractor shall take orders beforehand from the guests regarding their food

requirements. The Contractor shall take care to provide healthy food to the guests as per the standard menu prescribed by NABARD. However, in exceptional cases, he may have to prepare food as specified by the guests on medical grounds.

- 5) The Contractor shall be responsible for procurement of raw materials and ingredients. First quality raw materials and ingredients shall be used in the preparation of food and beverages. Fresh vegetables and milk, standard beverages shall be used. The quality of the materials should be satisfactory to the officials of NABARD who may carry out random inspection.
- 6) The Contractor shall store sufficient quantity of high quality ingredients in the available place in the VOF to ensure preparation of food items in time. The Contractor at his own risk shall make the procurement and storage
- 7) The timings for services shall be as informed by NABARD. Every food preparation shall be used for the specific service and the left-over food shall not be carried to next meal service. The Contractor shall be responsible for service of food and beverages in the Dining room. Morning Tea/Coffee will be served in respective rooms for all the guests
- 8) Other room service shall be provided to Executive Guests on request and other guests in case they are not able to reach Dining Hall due to medical reasons. The Contractor shall provide efficient and prompt service to all members.
- 9) The food preparation is to be done in a strict hygienic environment and matching process without any compromise. The staff is also expected to be reporting for duty with good health and hygiene wearing washed & ironed uniforms. The Contractor should ensure total cleanliness and regular cleaning of facilities in the kitchen. The Contractor shall perform the Service to the satisfaction of NABARD officials. If any shortcoming is found then on instruction from NABARD officials, the Contractor shall rectify the shortcoming immediately.
- 10) The Contractor shall ensure that he appoints well qualified & experienced cooks in all types of food preparation.**
- 11) If NABARD asks for procurement of any outside preparations, the Contractor shall arrange for the same and claim the expenditure in his regular bills.
- 12) The contractor shall attend to any or all catering requirements whether covered contractually or otherwise, at a pre-determined price laid out in the contract or mutually agreed upon thereafter.
- 13) The contractor shall charge directly from the guests for food provided by them, unless asked by NABARD.
- 14) The Contractor may inspect the kitchen equipment, crockery and cutlery, etc. available with NABARD. For any additional requirement, the Contractor may bring his own equipment. Routine cleaning and proper handling of kitchen equipment

required for food production will be the contractor's responsibility. All cooking fuel costs will be borne by the contractor. The contractor shall co-ordinate the booking & procurement of cylinders in time.

### **Maintenance of Officers' Lounge and Staff Canteen**

- 1) Vendor/Service Provider is required to provide all kinds of catering services to the Staff Members/Officers'/official visitors / guests at NABARD, Uttarakhand Regional Office, IT-42, IT Park, Sahastradhara Road, Dehradun - 248013.
- 2) The required services include providing Tea/Coffee/Green Tea, etc. to all the Staff members/Officers on all the working days and as and when required.
- 3) Providing Tea/Breakfast/Lunch to the staff members/officers on their demand.
- 4) Supply of Tea/Coffee/High Tea/Snacks/Lunch/Dinner in the official meetings/ other occasions, conducted by NABARD from time to time.
- 5) Conference Catering for the High Level Meetings and Conferences hosted by NABARD will also be done by the Vendor / Service Provider on demand of NABARD.
- 6) Bank will fix the menu of breakfast, lunch and dinner in consultation with the Vendor and Lounge Committee of the bank.
- 7) The rates for Tea/Coffee/Green Tea, snacks, lunch, dinner etc. served to staff/officers and served in the official meetings shall be decided by the Lounge Committee of the Bank in consultation with the Vendor.
- 8) Rates for providing special catering services (Festival Lunch/Dinner, High Tea /Snacks, etc.) on special occasions may be agreed upon after mutual discussions with vendor.
- 9) NABARD regularly holds various meetings / conferences / seminars etc. in its premises. In some occasions, the attendees are State level/national & international dignitaries of high stature. The rate for serving special lunch / dinner on these occasions/ high level meetings will be negotiated with the Vendor / Service Provider and rate will be fixed.
- 10) The Vendor / Service Provider will be required to provide a full cup (150 ml) of Tea / Coffee / Green Tea, etc. to all the officers/staff members twice a day on all working days for which payment on monthly basis will be made by NABARD. There are approx. 110 cups of tea are served every day, approx. 2200 cups per month and approx. 26400 cups of tea per annum.
- 11) For arriving at monthly tea bill, total working days per month will be taken as 20 days multiplied by the total number of officers/staff members. The number of officers/staff members will be reviewed on half yearly basis (November and May every year) and intimated to the vendor/ service provider. The NABARD reserves the right to review this in case of extraordinary / unforeseen circumstances.
- 12) Bills for Tea/Catering services provided in the meetings, functions, programmes, events organized by NABARD will be settled as per the menu rates fixed by the Lounge Committee.
- 13) Tea/Breakfast/Lunch supplied to the staff members/officers on their demand

(Except official meetings, functions, programmes) will be paid to the vendor directly by the staff/officer concerned for tea/snacks/food items consumed by them.

- 14) For the purpose of preparing Tea/Snacks/Lunch/Dinner etc., NABARD will provide required space for kitchens / dining and crockery / kitchen equipment and furniture in the dining areas. NABARD will also provide water and electricity free of cost. While quoting rates, this aspect may specifically be taken into account.
- 15) Vendors are advised to inspect the site/nature of service required in this regard and satisfy themselves before submitting their bids. However, no visits will be allowed after the pre – bid meeting. The vendor shall be deemed to have full knowledge of the site/nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- 16) The Vendor / Service Provider will source food ingredients etc., at their cost, prepare the prescribed type of food items and in quantities as approved by NABARD, in NABARD's specified space in its premises and serve the same in designated dining area / cabins/ conference halls in a hygienic manner. The Vendor / Service Provider shall not prepare or serve any other item without prior approval of NABARD.
- 17) The Vendor / Service Provider shall ensure that the food shall be good, wholesome and of high quality and the ingredients like cooking oil, spices and other ingredients etc., shall be branded (should have ISI /Agmark). Moreover, before using the raw materials and other ingredients for cooking, the Vendor / Service Provider shall ensure their quality and wholesomeness. NABARD through its authorised representatives shall have the authority to carry out tests and checks at their convenience, the raw materials, ingredients used for cooking, cooking arrangements and the finished eatables and will have absolute right to reject the cooked or raw items if they do not meet the required standard at its sole discretion and the same would be destroyed at the cost of the Vendor/ Service Provider.
- 18) Vegetarian and non – vegetarian cooking shall be done separately.
- 19) Tea / Snacks / Lunch Timings – Officers/staff members would be served tea / snacks / lunch as per the timings as advised by NABARD.
- 20) The Officials and staff of NABARD are required to work at times on weekends and Public Holidays. The Vendor / Service Provider will have to provide catering service to these Officials as per need.
- 21) The Vendor / Service Provider will have to depute sufficient number of service staff to ensure service of Tea/Coffee to senior Officers in cabins during office time as and when required by them during the day.
- 22) In order to ensure delivery of timely and quality services, the Vendor / Service Provider is required to engage the following minimum number of qualified and experienced catering staff –
  - (i) Assistant Cook – One (Semi-skilled)
  - (ii) Supervisor – One (Skilled)
  - (iii) Service Boys – 4+1 (Unskilled)

23) For any increase in manpower for efficient running of the Lounge services, the Vendor/ Service Provider shall not be entitled to additional remuneration.

24) Kitchen Cleanliness and Hygiene :

- a. The Vendor / Service Provider shall ensure that the food is cooked in the prescribed kitchens. Highest standard of hygiene is to be maintained. The cleanliness and maintenance of the utensils used for cooking is to be strictly ensured besides proper maintenance of fridge, water cooler etc. The Vendor / Service Provider will have to bear the cost of cleaning materials. The Vendor / Service Provider is required to ensure use of quality cleaning materials. The staff is also expected to be reporting for duty with good health and hygiene wearing washed & ironed uniforms.
- b. The Contractor shall perform the Service to the satisfaction of NABARD officials. If any shortcoming is found then on instruction from NABARD officials, the Contractor shall rectify the shortcoming immediately.
- c. The vendor shall take full responsibility of cleaning and upkeep of kitchen area of Officers' lounge and Staff canteen.
- d. The Vendor / Service Provider has to ensure that every day before and after operations, the pantry / dining halls / chafing dishes and all the crockery and cutlery are cleaned and kept in order before closing for the day.
- e. The Vendor / Service Provider has to ensure proper disposal of waste and take care to see that the outlets / ducts provided in the kitchen are not blocked /damaged etc.

25) The Vendor / Service Provider will be responsible for removal of the garbage and keeping the assigned premises neat and clean.

Signature of the authorized signatory of the  
contractor / Tenderer

**Annexure VII**  
**(Pre-Contract Integrity Pact)**  
**(in Rs. 200/- stamp paper)**

**INTEGRITY PACT**

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, Annual Maintenance contract/s for maintenance of VOF, Officers’ lounge and Staff canteen of NABARD Uttarakhand Regional Office at Dehradun. 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.

## **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:

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**

(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.

(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:

Dr. Sanjay Kumar Panda, IAS (Retd)

515, Ward No.3

Sideshwar Sahi

Cuttack City, Cuttack district

Odisha 753 008

(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.

(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 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 Uttarakhand Regional Office of the Principal, i.e., Dehradun.

(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.

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(For & On behalf of the Principal)

(For & on behalf of the Bidder/Contractor)

(Office Seal)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness 1:

(Name & Address)

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Witness 2:

(Name & Address)

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## **Annexure VIII**

### **Agreement**

This agreement made at Dehradun this \_\_\_\_\_ day of \_\_\_\_\_ 2021 (in words) between the National Bank for Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Regional Office at IT-42, IT Park, Sahastradhara Road, Dehradun - 248013, herein after referred to as " NABARD" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART and ( this will undergo change when the party is partnership firm or Company) Shri..... son of ..... aged presently residing at \_\_\_\_\_ and carrying on similar work under the name and style of M/s \_\_\_\_\_ and having their place of business at \_\_\_\_\_ hereinafter referred to as ' the party' ( which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors ) of the OTHER PART.

WHEREAS the National Bank is desirous of outsourcing the work of ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE AND CATERING OF VOF, OFFICERS' LOUNGE AND STAFF CANTEEN OF NABARD UTTARAKHAND REGIONAL OFFICE AT DEHRADUN. (herein after referred to as the said premises)

AND WHEREAS the party has offered to undertake the work as per the scope of work and details indicated in the special instructions

AND WHEREAS the NABARD in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the maintenance of VOF, Officers' lounge and Staff canteen hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE

#### **PARTIES:-**

NABARD hereby awards the work of ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE AND CATERING OF VOF, OFFICERS' LOUNGE AND STAFF CANTEEN in the said premises from from 01/04/2023 to 31/03/2024. The contract period may be extended further at same rates depending upon the discretion of the NABARD for FY 2024-25 and FY 2025-26, one year at a time.

As compensation for the work, the party shall be reimbursed an amount of ₹ \_\_\_\_\_/ (₹ \_\_\_\_\_ only) per month, Basic Rate plus taxes as applicable.

2. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the NABARD.

3. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all

statutory requirements like minimum wages ,PF, ESIC etc. The party shall indemnify and keep indemnified the NABARD against any lapse on the party's part in complying with these conditions or any other statutory requirements in connection with the work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of the Chief General Manager of the NABARD.

(c) The party shall keep, at a conspicuous place in the said premises a complaint/ suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of the NABARD so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the Chief General Manager.

(d) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank`s furniture, fixture and fittings and other articles.

(e) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(f) If the Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. **However, in normal course the agreement can be terminated by the party by giving three month's notice and by the NABARD by giving one month's notice.**

(g) On the expiry or earlier termination of this agreement the party shall remove himself and his employees/servants and agents from the premises and all articles belonging to him, or to his employees or agent.

(h) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.

(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding charge of OIC for the Uttarakhand Regional Office at IT-42, IT Park, Sahastradhara Road, Dehradun-248013 and shall include, in respect of any powers exercisable by him or NABARD under this agreement any officers of the Bank designated by him in that behalf from time to time.

(j) Annexure I, II , III, IV,V, VI, VIII, IX of the tender document giving terms and conditions of the contract shall form part of this agreement.

(k) This agreement shall be executed in duplicate. The NABARD shall retain the original and party the duplicate. Stamp duty on original and duplicate shall be borne by the party.

IN WITNESS WHEREOF the NABARD has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written. Signed and delivered by the within named NABARD

..... by the hand of its  
authorised official

\_\_\_\_\_  
(Name and Designation) in the  
presence of

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

Signed and Delivered by Shri

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In the presence of

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

Signature of the authorized signatory of the contractor / Tenderer

## **Annexure IX**

### **INDEMNITY BOND**

(On Rs. 100/- Stamp Paper)

KNOW all men by these presents that I, Shri..... of M/s .....do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development ( NABARD), having their Registered Office at C-24, G Block, Bandra-Kurla Complex, Bandra (E) Mumbai-400051 and Regional Office at IT-42, IT Park, Sahastradhara Road, Dehradun – 248013 and M/s..... having their office at ..... on this ..... day of..... 2023.

WHEREAS NABARD have appointed M/s.....as the Contractor for their proposed work relating to **“Annual maintenance and catering of VOF, Officers’ lounge and Staff canteen of NABARD Uttarakhand Regional Office, Dehradun ”**.

#### **THIS DEED WITNESSETH AS FOLLOWS:-**

I/We M/s .....hereby do Indemnify, and same harmless NABARD against and from

1. any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,
2. any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.
4. Any act or omission of mine/ours or of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage liability, civil or criminal action.

IN WITNESS WHEREOF THE M/s .....has set his/their hands on this .....day of ..... 2023.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS:

(1) .....

(2) .....

Signature of the authorized signatory of the contractor  
/ Tenderer



## **QCBS Scoring Model**

Scoring model for deciding the L1 in case of tie (multiple L1 bidders)

<b>S. No.</b>	<b>Description</b>	<b>Score</b>
1.	<b>Legal Structure</b>	<b>20</b>
	Private Ltd./Public Limited	20
	Partnership	15
	Proprietorship	10
2	<b>Work experience in the relevant field of work</b>	<b>10</b>
	>20 years	10
	Less than 20 years but more than 10 years	5
	Less than 10 years but more than 5 years	2
3	<b>Average Turnover during the last 03 years ending 31.03.2022</b>	<b>10</b>
	More than Rs. 23.8 Lakh	10
	Less than Rs. 23.8 lakh but more than Rs. 19.04 lakh	5
	less than Rs. 19.04 lakh but more than Rs. 14.28 lakh	2
4	<b>No. of works in Public /Private institutions {with more than built-up area of the building where works to be performed} handled in India in the last 07 years (as on date of bid submission)</b>	<b>5</b>
	More than 20	5
	Less than 20 but more than 10	3
	Less than 10 but more than 05	1
5	<b>Quantum of Area of the building /work performed for the last 7 years</b>	<b>5</b>
	More than 5900 sq m	5
	Less than 5900 sq m but more than 3540 sq m	3
	Less than 3540 sq m but more than 2360 sq m	1
6	<b>Work experience with NABARD (In any of the offices located across the Country) (Firms having nil working experience with NABARD shall be awarded nil marks in this sub section)</b>	<b>5</b>
	Less than 1 year (12 months)	1
	More than 1 and less than 2 years	2
	More than 2 and less than 4 years	3
	More than 4 years	5
	<b>Total marks</b>	<b>55</b>

**Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 55 marks.**



## **Part II**

# **PRICE BID**

**Price BID**

**SCHEDULE OF QUANTITIES**

**A. VOF**

	Particulars	Reamrks	Rates / Percentage	Amount per month (₹)
<b>a</b>	<b>Unskilled</b>			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	595	15,470.00
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	1800.00
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	0.5%	75.00
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	75.00
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm)	3.25%	502.78
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1288.65
	Sub Total			19,211.43
	Relieving charges for 4 days			
i.	Basic Wages plus VDA	For 4 days (as per latest Central govt. minimum wages)	595	2380.00
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	285.60
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic	0.5%	11.90

		wage & VDA is ₹15000pm)		
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	11.90
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm	3.25%	77.35
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	198.25
	Sub Total			2965.00
	Total			22176.43
	Total for 5 helpers/cleaners Unskilled			<b>110882.15</b>
<b>b</b>	<b>Skilled</b>			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	788	20488
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	1800
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	0.5%	75
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	75
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm	3.25%	665.86
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1706.65

	Sub Total			24810.51
	Relieving charges for 4 days			
i.	Basic Wages plus VDA	For 4 days (as per latest Central govt. minimum wages)	788	3152
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	347.52
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	0.5%	14.48
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	14.48
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm)	3.25%	94.12
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	241.24
	Sub Total			3607.84
	Total			28418.35
	Total for 2 cooks (skilled)			<b>56836.70</b>
c	Cleaning material (for maintaining the rooms, dining area, common area, toilets and kitchens/cutlery/ crockery) in accordance with scope of work	On lump sum basis		
d	Laundry charges (for linen, towel, upholstery, etc.) in accordance with scope of work	On lump sum basis		
	Total			
	Total for 12 months			

**B. Officers' Lounge**

	Particulars		Rates / Percentage	Amount per month (₹)
<b>a</b>	<b>Unskilled</b>			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	595	15,470.00
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	1800.00
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	0.5%	75.00
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	75.00
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm)	3.25%	502.78
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1288.65
	<b>Sub Total</b>			<b>19,211.43</b>
	<b>Total for 4 helpers/cleaners Unskilled</b>			<b>76845.72</b>
<b>b</b>	<b>Semi Skilled</b>			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	671	17446
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	1800
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	0.5%	75

iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	75
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm)	3.25%	567.00
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1454.92
	Sub Total			21,417.92
	Total for one assistant cook (semi skilled)			<b>21,417.92</b>
c	Skilled			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	788	20488
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	12%	1800
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is ₹15000pm)	0.5%	75
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)(max. limit of basic wage & VDA is ₹15000pm)	0.5%	75
v.	ESIC	% of (i)(max. limit of basic wage & VDA is ₹ 21000.00 pm)	3.25%	665.86
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1706.65
	Sub Total			24810.51
	Total for one supervisor(skilled)			<b>24810.51</b>



d	Tea/coffee/green tea, etc.	2 cups per day for approx. 40 officers (For approx. 20 days a month) – Shouldn't be more than ₹ 15.00 per cup		
	Total			
	Total for 12 months			

### **C. Staff Canteen**

	Particulars		Rates / Percentage	Amount per month (₹)
a	Unskilled			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	595	15,470.00
ii.	EPF on Basic Wages plus VDA	% of (i)	12%	1800.00
iii.	EDLI on Basic Wages plus VDA	% of (i)	0.5%	75.00
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i)	0.5%	75.00
v.	ESIC	up to a limit of Rs. 21000.00 pm	3.25%	502.78
vi.	Bonus	Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1288.65
	Sub Total			19,211.43
	Total for 1 helper/cleaner Unskilled			<b>19,211.43</b>
c.	Tea/coffee/green tea, etc.	2 cups per day for approx. .20 staff members (For 20 days a month) – Shouldn't be more than ₹ 15.00 per cup		
	Total			
	Total for 12 months			

**Consolidated Cost for 12 months**

		Rate / Percentage	Amount (in ₹)
1	VOF		
2	Officers' Lounge		
3	Staff Canteen		
4	Total		
5	Service charges (upto two decimal points)	@	
	Grand Total		

**Grand total in words -**

- GST as applicable will be paid extra.
- Wages indicated above are as per the Central Government minimum wages and are only indicative. The minimum wages quoted by the bidder must cover Central Government wage as indicated by Central Labor Commission or State Government of Uttarakhand, whichever is higher.
- Rates quoted would be applicable for the entire period. However, revision in rates would be considered only if the minimum wages & taxes are revised.
- **Bids quoted with administrative / service charges less than or equal to the applicable TDS (IT-TDS and /or GST TDS) would be treated as unresponsive and invalid which are liable for rejection. i.e. the minimum service charge must be greater than 4.00%.**
- The Service Charges quoted above may include contractor's profit, premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like provision of uniforms to workers etc. These costs (or percentage) are to be solely decided by bidder for the purpose of this quotation.
- The procedure mentioned at in General Instructions to the Tenderer, sub-para 4, shall be followed in the event of multiple L1 bidders after opening of Price Bids.
- VDA=Variable Dearness Allowance, ESI= Employee State Insurance, EPF= Employee Provident Fund, EDLI= Employee Deposit Linked Insurance Scheme.

**Place :**

**Date :**

**Name, address**

Signature of the authorized signatory of the contractor  
/ Tenderer

