

**Tender for Annual Maintenance Contract for Electrical installation
and DG sets Maintenance**

**Bankers Institute of Rural Development, NABARD, Krishna Nagar
Road, Bondel, Mangaluru-575008**



BANKERS INSTITUTE OF RURAL DEVELOPMENT

(An establishment of NABARD under academic collaboration with BIRD, Lucknow)

Krishna Nagar Road, Bondel, Mangaluru -575008

Ph: 0824-2888502, Email-id: bird.mangaluru@nabard.org

Date of issue of tender document	25 April 2023
Pre Bid Meeting with tenderers	02 May 2023
Due date and time for submission of tender	16 May 2023
Date and time of opening technical bids	16 May 2023
Date of Financial Bid Opening	22 May 2023



BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU
(ISO 9001-2015 Certified)

INDEX

Particulars	Page No
Tender Notice	3
Schedule of Events	5
PART I(Technical Bid Pre-Qualification Document)	6
Pre-Qualification Criteria	7
Format of Technical Bid	9
Letter of undertaken from the tenderer	11
General Terms and conditions	12
Instructions	17
Scope of works	19
Safety precautions for electrical installation and Maintenance of pump	22
Formats to be submitted by Contractors along with bill	24
PART II (Financial Bid)	25



NOTICE INVITING TENDER

Ref. No. BIRD (M)/ 84 / A-2 / DPSP / 2023-24

Dated: 25 April 2023

To,

M/s

Madam/Dear Sir,

Tender for Electrical installation and DG sets Maintenance at Bankers Institute of Rural Development (BIRD), Mangaluru Campus

National Bank for Agriculture and Rural Development (NABARD), is a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

2. NABARD invites e-bids for providing Electrical installation and DG sets Maintenance at one of its Training Establishments namely Bankers Institute of Rural Development (hereinafter referred to as "BIRD") situated at Krishna Nagar Road, Bondel, Mangaluru from reputed agencies.

3. The tenderer shall submit the tender in **Gem Portal** in e-bid for the work enclosing in a single bid the technical and financial Bid. The same can also be downloaded from the website of <http://nabard.eproc.in/>. Tender document can also be downloaded from NABARD's website: www.nabard.org and also from BIRD, Mangaluru's website: www.birdmangaluru.in.

4. Last date for submission/receipt of tender(s) is **16th May 2023 till 11:00AM**. Tenders received after stipulated date/ time shall not be entertained. Technical bid will be opened online on **16th May 2023 at 11:30 AM** by BIRD, Mangaluru in its office in the presence of tenderers or their authorized representatives who wish to be present. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time.

5. The Financial Bid of only those tenderers, who fulfil the technical bid requirements, will be opened. The Financial Bid shall be opened at a later date after the detailed evaluation of Technical Bid.



6. This tender is to identify the tenderer for having an Annual Maintenance Contract of Electrical installation and DG sets Maintenance at BIRD-Mangaluru .

The shortlisted tenderer will not automatically get award of final work and assigned work will be awarded to the tenderer complying with all the specifications and Terms & Conditions stipulated to the satisfaction of BIRD, Mangaluru. BIRD, Mangaluru reserves its right in this regard. Selected Tenderer shall have to execute an agreement with BIRD, Mangaluru as per the Terms & Conditions of BIRD, Mangaluru. Draft Agreement Enclosed.

Sreenivasa
25/4/23

(P V Sreenivasa)

Assistant General Manager



SCHEDULE OF EVENTS

Bid Document Availability	Bidding document can be downloaded from website.	
	Website	http://gem.gov.in http://nabard.eproc.in/ www.nabard.org www.birdmangaluru.in
	From	25 April 2023
	To	16 May 2023
Earnest Money Deposit (EMD)	The tenderer shall deposit Earnest Money Deposit/Bid Security deposit for an amount of Rs.12,000/- (Rupees Twelve Thousand only)	
Account details for depositing EMD	Payee Name : NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT Bank Name: NABARD Branch Name: Head Office, Mumbai Account Number: NABADMN22 IFSC Code: NBRD00000002	
Pre-Bid meeting	02 May 2023 at 11:30 AM	
Last date of submission of Tender	16 May 2023 until 11:00 AM	
Date, Time & Venue of Opening of Technical Bids	16 May 2023 at 11:30 AM at BIRD, Mangaluru	
Date, Time & Venue of Opening of Financial Bids	22 May 2023 at 11:00 AM at BIRD, Mangaluru	
Contact Details :	Joint Director, BIRD, Krishna Nagar Road, Bondel, Mangaluru 575008	
Telephone No:	0824 - 2888513/515	



BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

Limited Tender for Maintenance of Electrical
Installations and Maintenance of Diesel Generator sets
At

Bankers Institute of Rural Development, Mangaluru

PART I- TECHNICAL BID

NAME OF TENDERER

ADDRESS

THE JOINT DIRECTOR
BANKERS INSTITUTE OF RURAL DEVELOPMENT
POST BOX NO. 1026, BEHIND WOMEN'S POLYTECHNIC
KRISHNA NAGAR ROAD BONDEL,
MANGALURU 575008



PRE - QUALIFICATION CRITERIA

The Tenderer should have experience of working with nature of works as briefly mentioned below:

Internal & External Electrical works : (i) Repair & Maintenance of all electrical low tension (LT) and high tension (HT) installations (ii) Repair, Maintenance of monobloc, centrifugal & submersible water pump - sets (iii) Maintenance and repair of street lights, flood lights and other indoor / outdoor luminaires, wall mounted and ceiling fans (iv), meter panels and LT panels (v) replacement of old defective materials / equipment's which are beyond economic repair with new ones (vi) Maintenance and repair of earthing system and lightning arrestors.

1. Tenderer should have a valid license of Class I Electrical contractor from Government of Karnataka state.
2. The Tenderer should have a minimum experience of at least 3 years in providing AMC services in Electrical installation and DG sets Maintenance to major banks/Institutions.
3. The tenderers should have average Annual Turn Over of not less than Rs. 5.00lakh during the last three years ending 31 March 2022 supported by audited balance sheet or a certified statement of accounts by a registered Chartered Accountant.
4. Earnest money deposit(EMD)- While submitting its quotation the contractor is required to pay refundable earnest money deposit of Rs.12,000/-(Rupees Twelve thousand only) by e-payment only into the Current A/C no. - NABADMN22, IFSC- NBRD0000002 maintained with NABARD, Head office Mumbai.
5. Retention money deposit(RMD)- The Tenderer becoming successful in the bidding shall be required to keep an interest free security deposit of Rs.30,000(Rupees Thirty thousand only) with BIRD-Mangaluru till completion of the contract. BIRD-Mangaluru reserves the right to forfeit the security deposit, partly or fully, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to BIRD-Mangaluru by the tenderer or the persons engaged by him, violating any of the terms and conditions of the contract.
6. The tenderers should have applicable Tax registrations (PAN, TIN, TAN, GST, EPF and ESI etc) supported by documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable
7. The Tenderer should have their own office or a representative establishment located in Udupi/Mangaluru.
8. BIRD-Mangaluru reserves the right to verify any or all the documents furnished by the Tenderers with any authorities. BIRD-Mangaluru also reserves the right to cancel any or all the applications without assigning any reason thereof.
9. Intending Tenderer are required to furnish details about their firm / organization, experience, competence etc.
10. While deciding upon the selection of Tenderers, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.



11. The application form should be signed by a person on behalf of the Firm / Organization, who is duly authorized to do so.
12. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed and stamped.
13. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

PLACE:

YOURS FAITHFULLY

DATE:

(SIGNATURE OF THE TENDERER)



FORMAT FOR TECHNICAL BID

<p>(a) Name of the firm and Composition of the Firm (Full particulars (whether the Tenderer is an individual / partnership firm / company etc.) of the composition of the firm of Tenderers in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of Association / Power of Attorney / any other relevant document.)</p>	
<p>(b) Work Experience (Details of work experience as per the requirements in the prequalification criteria supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience if any, of carrying out works for NABARD/ RBI/Public sector banks Government 7 department/Semi department Govt. Other Public Sector Undertakings / private banks / Private sector / housing societies at any other centre should also be given.)</p>	
<p>(c) Credit worthiness of the Tenderer & Turn Over during the specified period (Copies of IT deposit certificates (such as copy of Form 16 deposited or any such other certificate) along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed in proof of their credit worthiness and Turn Over for the last three years ending 31.03.2022.)</p>	
<p>(d) Details of Bank accounts Full particulars of their bank accounts, account No. type of account, account opening date etc. should be furnished.)</p>	



<p>(e) Name (s) and addres(es) of the Clients and their present Executives Written information about the names and address of their clients along with full details like names, postal address, e-mail IDs, telephone (landline & mobile No.s),Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the BIRD, in case it is so needed) should be furnished.) names of)</p>	
<p>(f) Details of the completed works (The client wise work (s),year (s) of execution of work (s) awarded and actual costs of executed works, names and full contact details of the officers 1 authorities 1 departments under whom the works (s) was were executed should befurnished.)</p>	
<p>(g) Litigation & civil suits (The Tenderer should furnish details of his involvement in any type of litigation with any of his present or past clients. He should also furnish the details of any civil suits pending against him or his workmen in any court of law.)</p>	



Letter of Undertaking from the Tenderer

The Joint Director
Bankers Institute of Rural Development
Behind Women's Polytechnic
Krishna Nagar Road
Bondel
Mangaluru 575 008

Dear Sir

Tender for Maintenance of Electrical Installations, Maintenance of Diesel Generator sets for a period from 01 June 2023 to 31st March 2024 (10 months)

1. I / We have examined the Scope of Works, specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by you, vide your tender invitation letter noDt
2. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto.
3. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
4. I / We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.
5. The rates quoted by me / us are firm and shall not be subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever for the captioned period.
6. Should this Tender be accepted, I / We hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Contract Document.

NAME OF THE PERSON AUTHORISED
TO SIGN AND SUBMIT THE TENDER

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

PLACE:

YOURS FAITHFULLY

DATE:

(SIGNATURE OF THE TENDERER)



Bankers Institute of Rural Development, Mangaluru

General Terms and Conditions

1. Comprehensive Electricals Maintenance Contract for a contract period of 10 months **from 1 June 2023 to 31 March 2024**. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The Tenderer should furnish price bid elaborative details for scrutiny of the rates by BIRD, Mangaluru, if required.
3. Rates should include all Taxes, GST, EPF, ESI and Minimum Wages in accordance with various statutory enactments and should be firm for the entire Contract Period. No escalation of rates will be allowed for the entire Contract Period on any account.
4. Materials used should conform to relevant BIS Codes. BIS and CPWD Specifications and method of measurements shall be followed as applicable. However, in the absence of the same, the decision of BIRD, Mangaluru will be final.
5. Monthly payments will be made in the case of Comprehensive Maintenance Works based on the bills submitted by the Tenderer and certified by the concerned ACT / Site Supervisor to the effect that the complaints recorded in the Registers are attended and as per the scope of the work. The Tenderer has to get the Signature of the ACT (Assistant Care taker) after completion of the respective work on the formats enclosed / given for respective work and should submit all these with the bill.
6. Separate work slips / work orders will be issued by BIRD, Mangaluru in respect of the items which are not covered under the Integrated Comprehensive Maintenance Contract as well as for additional works. The Tenderer may raise the bills for the same within a period of one - month after completion of work. BIRD-Mangaluru will be at liberty to reject any claim made after the stipulated time period. The bills for the works carried out without proper work slip / work order will be rejected and no further representation will be entertained.
7. Any discrepancy in settlement of bills may be brought to the notice of BIRD, Mangaluru within a period of one month after the settlement of the Bills. BIRD, Mangaluru will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
8. Additional works and replacement / repair works shall be paid as per the rates approved by the BIRD, Mangaluru. The items not covered by the approved rate shall be paid as per price bid elaborative details based on the market prices supported by documentary proof with 15 % towards Tenderer's profit and Overhead. The price bid elaborative details shall be submitted by the Tenderer for scrutiny and approval of BIRD, Mangaluru.
9. TDS, GST-TDS and other taxes, as applicable, will be deducted from total payment due to the Tenderers.
10. In case of delay in attending the work in time, BIRD-Mangaluru will be at liberty to get the work done through any other agency and the cost thereof shall be recovered from the Tenderer at the discretion of BIRD-Mangaluru.
11. The Tenderer should have valid license relating to his Contract and the workmen employed by the Tenderer should also have the valid license and experience in their trade. Electrical



Tenderers shall submit a copy of license along with tender. In case, the tenderer does not hold an electrical license, they should indicate the name of their associates who have such license and directly responsible to all electrical work etc, as well as acceptance letter from their associates in this regard.

12. The Tenderer should arrange to obtain necessary insurance cover (Workmen Compensation policy and Tenderers All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. A copy of Insurance Policy obtained should be submitted to BIRD-Mangaluru.
13. The Tenderer shall be fully responsible and shall compensate BIRD with suitable Insurance cover in the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Tenderer or his agents and / or his employees or workmen. The decision of BIRD-Mangaluru in this regard shall be final and binding.
14. The tenderer will be responsible for timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, etc. The Tenderer shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central / State Govt.
15. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
16. The Tenderer shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the Institute will not in any way be liable or responsible for any default / irregularities / penalties on the Tenderer's part.
17. The tenderer shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in BIRD, Mangaluru and the manpower so employed and deployed in BIRD, Mangaluru shall remain under the overall control and supervision of the tenderer. The persons deployed by the tenderer in BIRD, Mangaluru shall not have claims of Master and Servant relationship (implicitly or explicitly) between him / her / them and BIRD, Mangaluru nor have any principal and agent relationship with or against the BIRD, Mangaluru. The tenderer's personnel shall not claim any benefit / compensation / absorption / regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
18. The Tenderer shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. BIRD, Mangaluru shall not be responsible for any penalty on failure on the part of tenderer to comply with any Labour Regulations. The tenderer is advised to maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Center or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations.
19. The manpower deployed by the tenderer should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of BIRD, Mangaluru. Necessary grooming should be done by the tenderer before



posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if tenderer keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.

20. The Tenderer or his authorized representative should visit the site as per requirement and meet ACT (Assistant Care Taker) with prior appointment for any clarifications and to receive instructions, take measurements, etc, at the site.
21. The Tenderer's workmen should report to ACT. A register will be kept at site at all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty at the time when tenderer's worker arrives & signs at site. The same shall also be signed by ACT & the same or copy shall be presented along with the Tenderer's monthly bill.
22. The workers / staff employed should wear uniforms. The Tenderer should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behaviour / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on tenderer. The tenderer is also required to submit the list of workers with photo ID, educational / technical qualifications, address proof etc. before deputing the workers.
23. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the tenderer resulting in any loss to BIRD, Mangaluru in kind or cash will be viewed seriously and BIRD, Mangaluru will have the right to levy damages or fine and / or even terminate the Contract forthwith, if necessary.
24. In case of any default or failure on Tenderer's part to comply with all / any one of the Terms / Conditions, BIRD, Mangaluru reserves the right to take necessary steps to remedy the situation including, inter - alia, the deduction of appropriate amount / s dues otherwise payable to Tenderer and / or by taking recourse to appropriate from recovery proceedings. The tenderer shall keep BIRD, Mangaluru indemnified against all claims whoever in respect of the manpower deployed by in BIRD-Mangaluru. In case any employee of the tenderer so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the tenderer to contest the same. In case BIRD –Mangaluru or its employee is made party and is supposed to contest the case, BIRD-Mangaluru will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the tenderer to the BIRD-Mangaluru or any person authorized by BIRD-Mangaluru, on demand. Further, the tenderer will ensure that no financial or any other liability comes to BIRD-Mangaluru or its employee in this respect of any nature whatsoever and shall keep BIRD-Mangaluru any employee of BIRD –Mangaluru indemnified in this respect.
 - (a) Any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996 or any modification thereof. The arbitration shall be conducted by sole arbitrator appointed by BIRD-Mangaluru and the award made in pursuance thereof shall be binding on the parties."
 - (b) The venue of the arbitration shall be at Mangaluru
 - (c) The language of arbitration shall be English.



(d) Work under the contract shall be continued by the tenderer during the arbitration proceedings unless otherwise directed in writing by BIRD-Mangaluru and unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

25. The Tenderer should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
26. The personnel deployed by the Tenderer can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
27. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Tenderer should abide by the Rules and Regulations maintained by BIRD-Mangaluru in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.
28. The tenderer shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Tenderer should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the BIRD-Mangaluru. The Tenderer shall assist the BIRD-Mangaluru fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Tenderer based on the original receipts produced to the BIRD-Mangaluru.
29. The Tenderer shall ensure that the employed staff shall not undertake any private work inside BIRD Campus during working hours.
30. The engaged staff shall also undertake other specific work related with / without maintenance works during working hours as per instruction of ACT / Engineer, if required.
31. If the services of the tenderer are not found to be satisfactory, the tenderer will be given a notice, with a notice period of 30 days, to improve his services. If the tenderer fails to improve his services within the Notice period, BIRD-Mangaluru shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period. Bidder may terminate the contract by giving **three months** prior notice in writing.
32. On site storage space will be provided to the Tenderer subject to availability. BIRD-Mangaluru will not be responsible for Tenderer's materials.
33. The Tenderer shall provide necessary Tools & Plants, materials or any other equipment, labour, etc. and no payment in this regard will be made by BIRD-Mangaluru. The Tenderer shall supply, fix and maintain all the scaffoldings, jhulla, T & P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to BIRD-Mangaluru's property.
34. The Tenderer shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of BIRD-Mangaluru. But he can engage various licensed agencies/agencies for carrying out different works.
35. While submitting the monthly bill for comprehensive maintenance bill, the tenderers have to submit detailed information on the complaints received, pending and the reason thereof and likely date of attending the same. Bill will be considered for payment after receiving the



statements. Tenderer will not link payment to his labours with the settlement of bill by BIRD-Mangaluru.

36. It is the tenderer's responsibility to coordinate with other service providers viz. electric power supply companies, municipality etc. for attending to the complaints along with liaisoning with local bodies including making payments to statutory bodies. Bank shall reimburse the payments for such works on production of valid receipts. No other charges for such works shall be payable.
37. Validity of Offer: 90 days from the date of opening of the Tenders.
38. The Tenderer has to ensure at least one of his staff is available day & night on rotation basis.
39. Smoking is strictly prohibited inside BIRD-Mangaluru campus.
40. Additional Terms and Conditions, Special conditions, Safety conditions as stated in attached sheets.

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

Place :

Signature of the Tenderer

Date :

Name and Seal

Address:



Bankers Institute of Rural Development

INSTRUCTIONS

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. BIRD-Mangaluru takes no responsibility for delay/loss in post or non - receipt of Tender Documents.
3. The Tender Should be submitted on Gem Portal. The last date of receipt of Tender is on or before **11.00 am on 16.05.2023**. Tenders will be opened on the same date i.e. on **11.30 am on 16.05.2023**.
4. Rates should include for removal of debris out of premises to the safe Municipal Corporation limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the BIRD's Engineer/ACT, the bill will not be accepted.
5. The rate should include the discount (if any) also. There is no question of extra payment above the quoted rate under any circumstance for the tender item. In case of any variation in quantity or value, the same will not be made a matter of dispute by the Tenderer.
6. The BIS/CPWD specifications shall be followed as applicable and in the absence of the same, the decision of BIRD-Mangaluru shall be final.
7. The Tenderer shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
8. If last date of receipt of Tender and opening date is a holiday for BIRD-Mangaluru, then submission and opening of Tenders shall be shifted to the next working day without change of time and venue.
9. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional/Deviational Tenders may be rejected without making any reference to the Tenderers.
10. Rates should be filled in the Tender neatly and no overwriting shall be made. Corrections, if any shall be authenticated by subscribing signature of the tenderer. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed.)
 - a. When there is a difference between the rates in figures and in words, the rate that corresponds to the amounts worked out by the Tenderer shall be taken as correct.
 - b. When the amount of an item is not worked out by the Tenderer or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Tenderer in words shall be taken as correct.
 - c. When the rates quoted by the Tenderer in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Tenderer shall be taken as correct and not the amount.
11. No advance shall be paid towards mobilisation and cost of materials.
12. (a) BIRD-Mangaluru will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the tenderer. No compensation shall be admissible for any loss suffered by the Tenderer during the execution of the work. It shall be the Tenderer's sole responsibility to protect BIRD's staff and its employees against accidents from any cause and he shall indemnify BIRD against any claims for damage on account of injury to person or property, resulting from any such accidents with necessary Insurance cover.
(b) Any damages caused to the building/premises during the execution of the work shall be made good by the Tenderer and if necessary, through suitable Insurance cover at his cost.



13. The Tenderer 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. The tenderer shall undertake from the date of allotment of tender, at all times and from time to time to remain solely responsible to defend BIRD-Mangaluru and to hold and keep BIRD-Mangaluru and its staff harmless and indemnified against all actions, costs, expenses, damages, claims, suits or demands, or any or liabilities of whatsoever nature arising directly or indirectly and also from and against all or any action whether by way of labour or legal proceedings or otherwise which may be brought against the BIRD-Mangaluru by any of the person employed by tenderer or any other authority, arising out of execution of the contract including claims for all damages, costs, charges, expenses which BIRD-Mangaluru may incur in respect thereof.
14. The Tenderer shall monitor the on - going works or rectification of defects or redressal of complaints through his staff. Notwithstanding anything stated above, BIRD-Mangaluru reserves the right assess the Tenderer's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of the BIRD-Mangaluru.
15. The decision of BIRD-Mangaluru in awarding the work shall be final.
16. BIRD-Mangaluru reserves the right to accept/negotiate/reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, BIRD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of BIRD-Mangaluru in this regard shall be final and undisputable.
17. BIRD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.

DECLARATION BY THE TENDERER

We/I have read and understood all the instructions/conditions made above and we/I have taken into account the above Instructions/Terms and Conditions while quoting the rates. We/I accept all the above Terms and Conditions without any reservation, in all respects.

Place :
Date :
Address :

(Signature of the Tenderer)

Name and Seal :



SCOPE OF WORK

Electrical Works –

- (a) Maintenance of Electrical Installation and Maintenance of DG sets
- (b) Liaisoning with MESCOM

1. Comprehensive Maintenance Works

All the Electrical repairs/replacement works necessary to maintain safe and uninterrupted electrical supplies to Office Buildings, Hostel Blocks, residential flats and common areas including lobbies, Staircases, pump house, VOFs, Canteen & Lounge Building, Dispensary, Security post etc., within BIRD's Campus are covered under the Comprehensive AMC.

The AMC provider will provide 2 qualified electricians to work in 2 shift basis as decided by BIRD-Mangaluru to provide services as per scope of works as given below:

- (a) Replacement/repairs of all standard electrical amenities provided inside the BIRD Campus which includes office buildings, residential flats, common areas etc. like damaged wiring/defective 5/15A switches, sockets & Plugs; buzzer bells; call bells; cut outs, DP Switches upto 32 A, Resistance type Fan regulator, Capacitors for Fans, Ceiling rose, Electromagnetic FTL Chokes (copper ballast); Starters/holders/Tubes upto 40 W, 5/15A Kit - kat Fuse with base; bulb holders; Vapour/halogen lamp holders; Acrylic/Mica sheets for Switch boards; PVC conduit/Casing Capping, Glass dome., Candle bulbs in VOF, 11 W 2 pin PL lamp, CFL lamp, tube light fittings of glow sign boards, light fittings etc. Replacement/repairs of above items will be reimbursed on submission of bills by the tenderer.
(The make of the items so replaced should be strictly as per the list of approved makes given in the specifications, elsewhere. Where the approved makes are not available, the Make of such material should be as approved by BIRD's Official). All the old/unusable/scrap material belong to tenderer and the tenderer may give rebate for these scrap materials in the monthly AMC charges as well as ensure removal of the same after settlement of its material bill/extra items bill, in case the bill is raised.
- (b) Tenderer has to take possession of the new fixtures purchased by BIRD - to carry out test checks/installation of these items at the location of old damaged/defective items viz : DOL starters/Tube fixtures/fans/geysers /, etc.
- (c) Greasing of Fan bearings and painting of switch boards, fans on requirement basis only.
- (d) Screws/nuts/bolts/wooden plugs/saddle & spacers/Adhesive tapes/tools & tackles etc. as may be necessary for the entire work.
- (e) Quarterly cleaning and checking of the ceiling/exhaust fans in VOF, common area. Monthly cleaning of all the common area lighting/fan fixture and meter rooms/boards as well as cleaning of all the meter rooms/boards.
- (f) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints, fans and putting accessories as and when required.



- (g) Minor repairs to Storage/Instant type Geysers, such as checking/replacement of thermostat, heating coil, wiring, safety valve etc. inclusive of removing and re-fixing of Geysers, if required.
- (h) Removal of defective pedestal and ceiling fans, exhaust fans and re-fixing them back after repairing, fixing new fans including the Exhaust fans/Ceiling fans.
- (i) Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing/oiling as required.
- (j) Repairs to Mercury/Sodium vapor/Halogen fittings mounted on the building/poles including replacement of MV/Sodium/Halogen lamps, accessories and repairs of cables.
- (k) Insulation resistance testing for all the conductors inside the flat and in the meter room for at least two to three flats in each building once a year.
- (l) Measurement of earth resistance for all the available earth pits once a year.
(Works at (k) and (l) will be carried out in consultation with BIRD's engineer/Officer).
- (m) Watering all the available earth pits monthly.
- (n) Checking of load current on the main incoming cable to each meter room monthly.
- (p) In case of power failure, the tenderer should restore the supply in the shortest possible time
- (q) Any other Electrical Maintenance related works as per the directions of Bank's Engineer/Officer.

p) Details of the items for extra payment in case of new replacement : As and when necessary, the following works shall be attended and carried out by the AMC agency on chargeable basis and payment will be made for the following items :

- a. Point wiring for 5/20A circuits.
- b. Fans/Rewinding of fans.
- c. Replacement of Geyser coils.
- d. Replacement of Thermostats for the Geyser.
- e. All types of MCBs/RCCBs/ELCBs.
- f. Halogen Lamps/CFL.
- g. Mercury Light fixtures/Metal halide/SPMV etc.
- h. Mercury lamps
- i. Replacement of complete switch board
- j. Supply of new cables/motor starters for water pump sets etc.
- k. Capacitor type fan regulator/Step. Type
- l. PVC conduit & Casing capping beyond 2 metre length.
- m. Any other items not included in AMC.

Tentatively list of approved make of material is given below. Final selection will be done with the approval of BIRD-Mangaluru.



LIST OF APPROVED MAKE OF MATERIALS/TRADE

<u>Sr. No</u>	<u>Item/Make</u>	<u>Make or brand</u>
1	Switches, sockets, holders and ceiling or rose etc.	Anchor or equivalent
2	Tube lights, Bulbs, Halogens/Mercury bulbs	Philips or Equivalent
3	MCB/RCCBS/ELCBs	Legrand or equivalent
4	Wires	Finolex, Polycab or R RKabel
5	Casing capping & PVC conduits	Precision or equivalent
6	Switchboards	Presto teak or equivalent
7	Kit-Kat Fuses(porcelain)	Anchor or equivalent
8	Fan regulators	Asian, Crompton or equivalent.
9	FTL Choke (copper ballast)	Philips or equivalent
10	Bearings	SKF or Equivalent
11	Contactors	Siemens, L & T

II) Electrical Works (b) Maintenance of water pumps

II. Comprehensive Maintenance Works:

The scope of work includes the comprehensive maintenance of all water supply pumps and accessories including the de - watering pumps, if any (but excluding the Submersible pumps inside the ground).

1. The scope of work quoted under comprehensive maintenance includes :

- 1.1 Monthly servicing like oiling, greasing, cleaning, replacement gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn out rubber bushes, cleaning of starter and switch contacts, oiling/greasing of the moving parts of the switch and starters, testing of over load, and call back services between the period as stated in the BOQ. The monthly servicing, as above, shall be carried out by qualified/skilled technician and the report thereof, shall be submitted to Bank with the monthly bill. The bill shall be withheld till submission of such reports.
- 1.2 Monthly servicing shall be undertaken in the last week of the month. The tenderer shall maintain a record regarding the servicing etc. The same shall be verified by BIRD's representative.
- 1.3 The comprehensive maintenance shall include repairs and replacement of non-return valve, gate valves and foot valve inside the pump house. The work includes complete works related to suction line including foot valve etc. It also includes the replacement of starter parts like over load relays/tenderers, solenoid coil, timer, fuses, screws etc. and repairs/rewinding of pump motor, replacement of bearings, pump bushes, impellers shaft, shaft keys, motor fan etc. whenever required. In case, new cable and new starters are provided, then bank will pay for these items.
- 1.4 All tools and machinery required for routine works, preventive maintenance. etc. such as pliers, cutter, screw drivers, spanner set, blower, drill machine, megger, earth tester, pipe wrench etc. shall be provided by the tenderer. No extra payment will be made for the same.
- 1.5 The tenderer shall ensure that all two pump sets are kept in working conditions throughout the month. The tenderer shall ensure that each of the two pumps is made



standby at least every two weeks. The tenderer should repair the pumps within a period of maximum 7 days in case of major breakdown. It may be ensured that at no point of time both the operational pump and the standby pump be non - operational simultaneously.

- 1.6. BIRD-Mangaluru will not accept any liability for any mishap accident caused while working at its Campus.
- 1.7. The breakdown calls are to be attended on an emergency basis without any extra charge. Additional manpower during monsoon seasons or in case of emergency as necessary shall be deployed by the agency at no additional cost.
- 1.8. All the major repairs/rewinding/overhauling of pump sets/motors shall be done by reputed/authorized agencies with prior information to Bank. Replacement of the pump/motor, when required, shall be borne by BIRD-Mangaluru.
- 1.9. The working hours to be observed for operation of the pumps by the tenderers shall be as per BOQ. However in case of emergency, work will have to be continued till the same is completed for which no extra payment shall be made. In case of the breakdown of pump set the tenderer should be in position to get them repaired by deploying experienced plumbers, electricians etc., as may be deemed necessary.
- 1.10. All liaising with MESCOM shall be undertaken by the Tenderer on behalf of BIRD, Mangaluru. The charges incurred will be reimbursed on submission of bills.

Safety Precautions for electrical installation and pump maintenance operations:

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

1. Any job where welding etc. is required or some work where lighting of flame is involved or some temporary electrical connections are to be made, such jobs should be done with the prior permission of BIRD'S ACT/Officials.
2. It is entirely the responsibility of the tenderer to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. Depending upon the nature of works. A first aid box should be maintained by the tenderer at the premises for his workers.

Tenderer is free to approach BIRD-Mangaluru for any suggestion in this regard. However any lapse in this regard will be viewed seriously.

Declaration by the Tenderer

We/I have read and understood the Scope of Work for the Comprehensive Maintenance works for Civil Works, Electrical Works and Specialised works in the entire Office Premises/Premises of the Colony/BIRD-M Campus) and we/I have taken into account the above while quoting the rates. We/I accept all the above points without any reservation from our/my side, in all respects.



Further, we/I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Place

Signature of the tenderer

Date

Name and Seal:

Address



FORMATS TO BE SUBMITTED BY THE TENDERER

Annexure A

Monthly report to be submitted by the tenderers through ACT along with the monthly AMC bill.

(For Electrical works)

Month:

Name of the Tenderer:

AMC work for

No. of pending complaints at the end of the previous months	No. of complaints lodged during the month	Total of columns (1+2)	Complaints rectified during the month	Complaints pending at the end of the month Col. (3-4)
1	2	3	4	5

Details and Reasons and Actions proposed for the pending complaints.

SL	Com. No	Flat No. & Name	Nature of complaint	Remarks

Signature of Tenderer:

Signature of ACT:

Date:

Date:



BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

**Limited Tender for Comprehensive Annual Maintenance contract for Electrical
Installations and Diesel Generator sets**

At

Bankers Institute of Rural Development, Mangaluru

PART II- Financial BID

NAME OF TENDERER

ADDRESS

**THE JOINT DIRECTOR
BANKERS INSTITUTE OF RURAL DEVELOPMENT
POST BOX NO. 1026, BEHIND WOMEN'S POLYTECHNIC
KRISHNA NAGAR ROAD BONDEL,
MANGALURU 575008**



ANNEXURE-I

SCHEDULE OF QUANTITY AND CALCULATION SHEET SHOWING BREAK-UP OF THE RATES QUOTED FOR BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

Part-A (Minimum Wages and other statutory payments)

Sr. No.	Category of Staff Employed	Number of Staff to be employed as	Wage rate per day* (Rs.)	Wages per Contract period** (Rs.)
1	Semi Skilled	2 (in 2 shifts as decided by BIRD-Mangaluru)	Rs.695	Rs.3,61,400/-

*Minimum wages as per the order dated 03/04/2023 released by Office of Chief Labour Commissioner (Central), Ministry of Labour and Employment, Government of India.

**Wages per annum= Minimum wages per day x Minimum No. of staff x No. of days per month (26) x No. of Months (10) i.e. Contract period from 1st June 2023 to 31st March 2024.

2	Employees' Provident Fund (13%)	Rs. 46,982.00
3	Employees' State Insurance (3.25%)	Rs. 11,746.00
4	TOTAL	Rs.4,20,238/-

Part-B Managerial & Administrative Expenses

5	Managerial and Administrative Charges (in terms of %) (not less than 4% as per para 2)	___%	Rs.
6	TOTAL (4+5)	Rs.	

Note: The tenderer shall be paid per month, the minimum wages(*Subject to periodic revision*) for the workers deployed plus corresponding EPF, ESI and other statutory payments if any, as mentioned above and the Managerial & Administrative Charges.

I/we declare that:

- The rates quoted are as per the conditions mentioned in this tender document.
- The Managerial & Administrative fees for executing the work mentioned above is inclusive of the mandatory charges and other statutory provisions.



c) The Financial Bid is liable to be rejected if any of the above rates are found not to be in compliance with the respective statutory laws.

SIGNATURE OF THE TENDERER WITH SEAL

DATE:

PLACE:

Note:

1. No escalation or increase in the rates will be given during the AMC period. Apart from the periodic revision of statutory payments as per government guidelines such as Minimum wages, EPF and ESI etc.
2. The property will be handed over to the tenderer for maintenance on 'as is where is' basis and the tenderer shall be required to carry out pending works at his cost and continue to ensure proper service to a reasonably satisfactory level.
3. The Tenderer shall maintain the required inventory of essential electrical tools for early redressal of complaints.
4. Before deployment of staff, their bio data /competence shall be verified by the Bank's Engineer/designated official in the beginning of AMC as well as changing the staff/labour.
5. The tenderer has to engage suitable agencies for specialized works etc., and bank reserves the right to recommend/approve a particular agency for these works.
6. Payment for additional works and replacement/repair works not included in comprehensive monthly charges shall be paid on the basis of current for electrical items, the payment shall be made on the basis of rate mentioned in prevailing price list of the company (whose product has been installed) plus applicable taxes or maximum retails price whichever is lower and further no extra payment will be made for overhead or tenderer profit.
7. The tenderer has to submit one monthly bill.
8. The tenderer will comply with Labour laws requirements and maintain the muster roll and wage register etc. and produce the same to BIRD-Mangaluru Office, if required. The tenderer shall submit the necessary information/data to the concerned statutory authorities in the desired format.

**Accepted all terms and conditions of
Technical and financial bid**

Place:

Date:

Address:

**(Signature of the Tenderer)
Name and seal**



ANNEXURE-I

BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____ (Month) _____ (Year) between National Bank for Agriculture and Rural Development (NABARD) through the Joint Director, Bankers Institute of Rural Development, Mangaluru (hereinafter called "the BIRD, Mangaluru" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called "the contractor " which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Annual Maintenance Contract for Electrical and DG sets Maintenance services at BIRD-Mangalore agreement to its Campus situated at Krishna Nagar Rd, behind Government Polytechnic for Women, Marakada, Bondel, Mangaluru, Karnataka 575008, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns the conforming party to the agreement.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Notice inviting Tender and the terms and conditions contained in the Tender.
 - b. Letter of acceptance of award of contract
3. In consideration of the payments to be made by the BIRD, Mangaluru to the Contractor as hereinafter mentioned, the Contractor hereby covenants with BIRD, Mangaluru to execute the Annual Maintenance Contract for Electrical and DG sets Maintenance services at BIRD-Mangalore agreement w.e.fas per the provisions of this Agreement.
4. The BIRD, Mangaluru hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement, the contract price of being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract, or otherwise as prescribed by law.



5. Contractor has to submit an affidavit on stamp paper of Rs.200/- that he has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax or any other statutory compliance from time to time.

6. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the contractor) Name and Address of the contractor. Telephone No.	Signature of Authorized Signatory of Bankers Institute of Rural Development, Mangaluru
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

(On a Rs.200/- Non- Judicial stamp paper)



