NB (ODI)/ 2640 /DG Set/2021-2022
Date: 30/11/2021

All the contractors empanelled by NABARD under the trade

Dear Sir,

Sub - INVITATION OF QUOTATION FOR OPERATION OF DG SET, WATER PUMP SET AND CENTRAL AIR CONDITIONING SYSTEM ON ANNUAL MAINTENANCE CONTRACT BASIS AT OFFICE PREMISES OF NABARD AT NAYAPALLI BHUBANESWAR

Sealed quotations in prescribed format are invited for operation of DG set, water pump set, and central air-conditioning system on Annual Maintenance Contract Basis of NABARD Odisha Regional Office, Bhubaneswar in its Office Premises at IRC Village, Nayapalli, Bhubaneswar on the terms and conditions stipulated in Annexure-I enclosed hereto.

We request you to forward your quotations and other particulars as per Annexure-II, latest by 3.00 p.m. on 15 December 2021. Your quotation should be in a sealed cover, superscribed “Quotation For Operation of DG set, Water Pump and Central AC of NABARD” and addressed to Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

Yours faithfully,

(P.K.Das)
Asst General Manager

Encl-Annexure-I and II
Annexure-I
Annual Maintenance Contract-Operation of DG Set, Water Pump, and Central AC in NABARD Office Premises, Nayapalli, Bhubaneswar

A-Place of Work

NABARD Office Building, IRC Village, Nayapalli, Bhubaneswar

B-Eligibility of Contractors- All the contractors empanelled by NABARD for the trade. Such empanelled contractors are communicated through available email, mobile phone, courier, speed post etc.

C - Areas of Work.

NABARD Office Building.

D - Scope of work in general-

a) Providing services for operating a 100KV DG Set, central air-conditioning system of the building and the water-lifting pump set for filling up the overhead water storage tanks in the office building of NABARD.

b) Ensuring the proper functioning of the equipment's/ machineries as mentioned above, bring to the notice of the officials of NABARD any defect in them and arrange for carrying out the repairing/replacement immediately as and when required, to make them functional.

c) The agency shall arrange for refueling the DG set by bringing the fuel from the petrol pump with which NABARD has made the credit arrangement for supplying of fuel and shall maintain log books for operation of DG set and consumption of fuel.

d) The labour of the contractor shall be present in office before the commencement of the office hour and start their job so that normal working in the office is not hampered due to lack of electricity, water or air conditioning. Likewise, they should leave the office after the office is closed, ensuring that the apparatus are properly shut down.

e) The agency shall coordinate the proper periodic servicing of the machineries with such agencies as may be arranged by NABARD.
All the works mentioned above are indicative only. NABARD may assign any other work related to the main jobs which may come to notice or emerge in future.

E – Man Power Assessment

The assessment of man-power for carrying out the jobs as detailed above has been done as follows and the agency has to deploy labours accordingly:

Two Electrician (01 Highly skilled and 01 Semi Skilled)

The Contractor should engage the workmen who has a valid licence (wireman licence) and has experience in the trade.

F - Working Days & Hours

i) Working Days-22 days a month since NABARD’s office normally remains closed on Saturdays and Sundays. However, the agency may be required to deploy the labour to perform the job, if at any time, the office of NABARD remains open on any Saturday, Sunday, other public holidays and during the working days if office is required to be kept open either prior to or beyond normal working hours. Extra payment for such extra duty hours shall be made as per statutory provisions.

ii) Working Hour: The manpower should be deployed in such a manner that at least one labour is available on all the working days from opening to closure of office and working hours should not exceed 08 Hrs. Normally Office opens at 07.30 AM and closes at 07.30 PM.

G - The Cost of Material

No material is required to be supplied by the agency. The material bill for repairing, replacement or refueling shall be directly paid to the agencies who will be carrying out such works. The AMC contractor has only to coordinate such works.

H - Other Terms and Conditions

1. Before submitting the tender, the intending bidder should visit the sites and assess the actual work to be executed.

2. The agency will provide required manpower and tools to ensure that all the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
3. **Details of Rate**

   i) The rates quoted are firm and cannot be revised during the contract period except only as per statutory requirements like in case of minimum wage.

   ii) The rates should be quoted by the agency strictly as per the proforma in Annexure-II. The base rates quoted should include the cost of manpower and their uniform, cost of equipment/machinery/material, if any; and contractor's administrative/overhead charges and service charges/profit and any other charge to be specified, **exclusive** of all taxes. All other taxes including GST applicable on the base rates should be mentioned **separately**. Only the base rates quoted shall be considered for comparison. The rate quoted should be rounded off to the nearest rupee; if not done, shall be deemed to have been done so.

   iii) **Tie in Rates** - The sum total of the rates quoted for all the components shall be reckoned for comparing the lowest rate for awarding the tender. In case of tie in rates quoted by various bidders the decision of the competent authority of NABARD for awarding the contract as per its procurement policy to one of such parties shall be final.

4. **Reasonability of Rates**

   The bidders shall take all care to ensure that the rates are quoted taking entire scope of the job and statutory obligations for engagement of contract labour into consideration. The competent authority of NABARD reserves the right to seek additional clarifications, if felt necessary, from any of the bidders to (i) ensure successful performance of the contract and (ii) assess reasonability of administrative/Overhead expenses quoted to pre-empt any possibility of exploitation of labour. In case of non-satisfactory explanation the bid of such bidder/s may be rejected outright, their EMD may be forfeited and they may also be debarred from participating in the rebidding.

5. **Discipline in Performance**

   i) **Experience** - All the staff should have the experience of doing work in their respective field in a similar building.

   ii) **Wearing Uniform** - They must be in **proper uniform** during the duty hours. The contractor should provide adequate set of uniforms (minimum two sets per year) of quality fabric to the labours. The colour and design of the uniform shall be prescribed by the Bank. The uniform shall have to be properly maintained and worn by the labour properly cleaned.
iii) **Removal of Labours**- The contractor shall immediately remove a labour if asked for by the Bank on the grounds of non-performance of duty, incompetence, indiscipline, misconduct, indulging in illegal activities, causing damage to the property etc. Such labour should not be redeployed without prior clearance from the Bank.

However, if the contractor wishes to remove a labour he should do it with prior intimation to the Bank citing valid reason.

iv) **Compliance with Instruction of the Principal Employer**- The agency has to carry out the jobs as per instructions issued by the authorized officials of the Bank. In case of failure to do so the contractor has to compensate the expenses incurred by the Bank for carrying out the deficient job along with 15% extra towards penalty. Such amount shall be liable for recovery from any amount payable to the agency. But, repeated failures by the agency may render the contract liable for termination and forfeiture of RMD.

6. **Compliance with Labour Laws**- The agency is required to strictly comply with all the statutory requirements relating to labour like payment of minimum wages, ESI, PF, bonus, workmen compensation etc. and complying with all such requirements shall be the sole responsibility of the agency and NABARD, in no way, shall be liable for non-compliance with such statutory obligations.

i) In no case the minimum wage for the persons engaged should be less than the central or state rate whichever is higher, for 22 days a month. The contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the appropriate government.

ii) Besides the minimum wage EPF, ESI and bonus at the statutory rates has to be paid to all the contract labours.

iii) **The quotation shall be summarily rejected if the amount quoted, after providing for committed non-labour components in the tender like material charges, contractors administrative cost, contractor’s profit and all the statutory recoveries like IT-TDS etc., is not sufficient to pay the statutory labour components like minimum wage, EPF, ESI, Bonus etc.**

*The present rate of statutory labour components as per central govt minimum wage are as follows-

<table>
<thead>
<tr>
<th>Minimum wage (Rs)</th>
<th>Unskilled</th>
<th>Semi-Skilled</th>
<th>Skilled</th>
<th>Highly Skilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>546</td>
<td>617</td>
<td>724</td>
<td>795</td>
<td></td>
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<tr>
<td>EPF 13%</td>
<td>On basic pay up to a ceiling of Rs 15000/</td>
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</table>
iv) The wage shall have to be directly transferred to the bank account of the worker by the contractor and the documentary proof of the same has to be attached with the bill claiming payment from NABARD in the subsequent month.

v) In case the contractor fails to pay the minimum wage to the workers NABARD shall directly pay the shortfall to the workers and shall recover the same from any amount payable to the contractor.

vi) Any complaint of undercutting the statutory dues of the labour by any means by the contractor shall be viewed seriously. Non-payment of minimum statutory dues by the contractor shall render the contract liable for summary termination.

vii) The Contractor shall have to maintain all the registers/records and display notices in the prescribed form as per statutory requirements and these shall have to be produced before the competent officials of NABARD for verification as and when required.

viii) After getting work order from NABARD the contractor has to get the licence from the central government labour authorities for carrying out the job, within the stipulated period as per statutory requirements.

ix) The contractor would be responsible for the safety of persons employed by him and should take adequate insurance coverage for them, the documentary proof of which shall have to be produced. The Bank shall not carry any responsibility in case of any accident or loss of life to his workers in the Bank premises.

x) If, for any reason, NABARD is obliged, by virtue of the provisions of subsection (1) of Section 12 of the Workmen’s Compensation Act, 1923, to pay compensation to a workman employed by the contractor, in execution of the works, NABARD will recover from the contractor the amount of compensation so paid, and without prejudice to the rights of NABARD as the Principal Employer under subsection (2) of Section 12 of the said Act, NABARD will be at liberty to recover such amount or any part thereof by deducting if from the

<table>
<thead>
<tr>
<th>ESI</th>
<th>3.25%</th>
<th>On Basic pay</th>
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<tbody>
<tr>
<td>Bonus</td>
<td>8.33%</td>
<td>on minimum basic pay of Rs 7000 or basic minimum wage which is higher</td>
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</table>
security deposit or from any sum due by it to the contractor under this contract or otherwise. NABARD shall not be bound to contest any claim made against it under subsection (1) of Section 12 of the said Act, except on the written request of the contractor and upon his giving to NABARD full security for all cost for which it might become liable in consequence of contesting such claim.

7. **EMD**-While submitting its quotation the agency is required to pay refundable Earnest Money Deposit of **Rs 10,250/- (Rupees Ten Thousand Two Hundred Fifty only)** by e-payment only into the **Current AC No.-NABADMIN05, IFSC-NBRD0000002 maintained with NABARD, Head Office, Mumbai.**

The EMD shall stand forfeited in case the successful bidder fails to undertake the work within 2 days from the date of issue of the final work order.

8. **RMD**-The agency becoming successful in the bidding shall be required to keep an interest free security deposit of **Rs 27,500/- (Rupees Twenty Seven Thousand Five Hundred only)** with NABARD till completion of the contract. In that case the EMD of the successful bidder shall be converted into Security Deposit and the balance amount of **Rs 17,250/-** shall be deposited by the agency within 3 (three) days from the date of issue of final work order. NABARD 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 NABARD by the contractor or the persons engaged by him, or violating any of the terms and conditions of the contract.

9. **Duration of Contract**-The contract shall normally be up to **31 December 2022** which can be renewed subsequently at the sole discretion of NABARD after review of the performance of the agency. However, NABARD reserves its rights to terminate the contract immediately on emergency basis without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to NABARD or to public interest or public order.

10. **Terms of Termination**- The agreement can be terminated by not less than two months' notice by the agency and one month’s notice by NABARD, under normal circumstances.

11. **Mode of Payment**- All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation.

12. **Statutory Deductions**- Statutory TDS at the applicable rates shall be effected from all the payments by NABARD to the agency.
13. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The fees, if any, will be borne by NABARD.

14. The contractor should arrange to submit the detailed address (both present and permanent), telephone / mobile No. (if any) of all his workman.

15. The successful bidder, in no case, shall assign or sublet the whole work or part thereof to any other agency/firm/individual.

16. NABARD reserves the right to cancel any/all of the quotations without assigning any reason therefor.

17. In case any dispute arising out of this contract/award of work between the NABARD and the agency, the decision of the Chief General Manager, NABARD, Bhubaneswar will be final and binding on the contractor.

18. All disputes are subject to Bhubaneswar jurisdiction only.

19. **Opening of Quotations**—The quotations will be tentatively opened by the competent authority of NABARD 30 minutes after the latest time prescribed for submission of the tender and the bidding agencies are free to remain present at the time of opening of quotations at NABARD Regional Office, Ankur 2/1, Nayapalli, Civic Centre, Bhubaneswar.

20. The quotation should be signed on each page.

21. The quotation has to be submitted strictly in the prescribed proforma as per Annexure-II
Dear Sir,

Quotation for providing Annual Maintenance Contract-Operation of DG Set, Water Pump, and Central AC in NABARD Office Premises, Nayapalli, Bhubaneswar

Please refer to your Letter No ______ dated ______ calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-I of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

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<thead>
<tr>
<th></th>
<th>Name, Address, Contact No. of the Firm/Agency</th>
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<tbody>
<tr>
<td>2</td>
<td>Nature of Ownership of the Firm/Agency (Proprietorship /Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate</td>
</tr>
<tr>
<td>3</td>
<td>Income Tax PAN No. (Attach self-attested photocopy)</td>
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ANNEXURE-II

The Chief General Manager
National Bank for Agriculture and Rural Development
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar - 751015
4. **GST Regd. No**
   (Attach self-attested photocopy)

5. **Details of Bank Account**
   - Name of the Account holder
   - Name of the Bank, Branch & Place
   - A/c type (Savings or Current)
   - Account No
   - IFS code
   (Attach self-attested photocopy of a cheque)

6. **Brief history of the agency**
   (Attach separate sheet, if required with supporting documents)

7. **Institutions which awarded work** to the agency during the last 3 years (attach details)

8. **Details of EMD:**

<table>
<thead>
<tr>
<th>Mode of Deposit</th>
<th>Instrument NO</th>
<th>Date</th>
<th>Name of Bank</th>
<th>Amount</th>
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9. **Rates Quoted Per Month** (Amount in Rs)

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<tr>
<th>Sl No</th>
<th>Type of Charges</th>
<th>Specifications</th>
<th>Amount Quoted (Per month)</th>
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<tbody>
<tr>
<td>I</td>
<td>Manpower Charges</td>
<td>Wage</td>
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<td></td>
<td>( 01 High Skilled labour and 01 Semi Skilled labour)</td>
<td>PF</td>
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<td>ESI</td>
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<tr>
<td>Bonus</td>
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<tr>
<td>Total of (I)</td>
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<tr>
<td>II</td>
<td>Material Charges</td>
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<tr>
<td></td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Any other Charge (Please Specify)</td>
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<tr>
<td>IV</td>
<td>Total - I to III</td>
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<td>V</td>
<td>Administrative/Overhead charges including insurance and other risk coverage of workers</td>
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<td></td>
<td>% of IV (mention only percentage here) ----→</td>
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<td>Charges for providing amenities for Labours including uniform.</td>
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<td></td>
<td>% of IV (mention only percentage here) ----→</td>
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<td>Service Charges/profit of the contractor on amount at IV</td>
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<td></td>
<td>% of IV (mention only percentage here) ----→</td>
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<td>VI</td>
<td>Mention total amount calculated as per quoted percentages at V on the present basic at IV</td>
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<td>VII</td>
<td>Total – IV+VI (both in figure and words)</td>
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<tr>
<td>VIII</td>
<td>GST</td>
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<td></td>
<td>% of VII (mention percentage here) ----→</td>
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<td>IX</td>
<td>Any other tax</td>
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Yours faithfully,

Signature and seal of the authorised signatory of the agency
Enclosures-1) Self-attested copy of the PAN card

2) Self-attested photocopy of a cheque

3) GST Registration

4) Self-attested photocopy of the electrical licence of the workman.

5) Any other relevant documents-