Notice Inviting Tender

M/s.

Dear Sir

Quotations for Annual Maintenance Contract for fire safety work at NABARD Regional office – 01.06.2021 to 31.03.2023

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/tenders in one part from all eligible bidders for Annual Maintenance Contract for fire safety works at NABARD Regional Office – 01.06.2021 to 31.03.2023 as per the terms and conditions contained in the Request For Proposal (RPF)/ Tender. The Bidding Document may be obtained from the Bank’s office located at Punnen Road, Statue Thiruvananthapuram – 695001. Tender can be downloaded from https://www.nabard.org/free of cost. The other details are given below:

<table>
<thead>
<tr>
<th>Date of commencement of issue of Tender</th>
<th>03rd May 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of RFP document (non-refundable)</td>
<td>Document is available for download from <a href="https://www.nabard.org/free">https://www.nabard.org/free</a> of cost</td>
</tr>
<tr>
<td>Last date for submission of tender</td>
<td>15:00hrs on 24th May 2021 at NABARD Office Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Date and time of opening of technical bid and price bid</td>
<td>16:00 hrs on 24th May 2021 at NABARD Office, Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Place of receiving and opening of tenders</td>
<td>NABARD Office Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Tel: 0471 2710653</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:trivandrum@nabard.org">trivandrum@nabard.org</a>, <a href="mailto:dpsp.trivandrum@nabard.org">dpsp.trivandrum@nabard.org</a></td>
<td></td>
</tr>
<tr>
<td>No.of envelopes (non-window, sealed) to be submitted</td>
<td>Two (2) Envelopes</td>
</tr>
<tr>
<td>a) Sealed envelope 1 containing technical bid and price bid</td>
<td></td>
</tr>
</tbody>
</table>

National Bank for Agriculture and Rural Development

1 | Page
common outer sealed envelope with subscribing “Annual Maintenance Contract for fire safety work at NABARD Regional office – 01.06.2021 to 31.03.2023”

Bank reserves the right to change the dates mentioned in the tender which will be displayed, as corrigendum/amendment, at the above websites on which bidding documents are available.

Please note that all the information desired needs to be provided by the bidder in the formats specified by the Bank. The bidder shall bear all the costs associated with the preparation and submission of the bid and NABARD will, in no case, be responsible or liable for such costs, regardless of the conduct or outcome of tendering process.

Earnest Money has been exempted for the empaneled contractors who are eligible for participation of the said bid.

Technical specifications, terms and conditions, scope of work, various formats and proforma for submitting the tender offer are described in the tender document and its enclosures/annexures.

Tender offer will be opened in the presence of the bidders or their representatives who choose to attend the opening of tender on the abovementioned date, time and place.

Yours Faithfully

Ramalingam K
Deputy General Manager
I- General Instruction to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.

2. The envelope containing the Tender document complete in all respects, duly signed by the tenderer and sealed as necessary, should be handed to the officer of DPSP available at 4th floor before 15.00 hours on 24th May 2021.

3. The Contractor selected for award of the Annual Maintenance Contract will have to remit an amount of Rs.45,000/- (Rupees Forty Five thousand only) as Security Deposit to NABARD. This amount shall be retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest.

4. NABARD reserves the right to accept or reject any Tender, either in whole or in part without assigning any reasons for doing so and is not bound to accept the lowest or any Quotation.

5. Tenders containing tenderer’s own conditions are liable to be rejected.

6. Scope of work are as indicated in the II

7. Terms & Conditions are indicated in III.

8. General Specification as indicated in IV

9. 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 will be awarded to the agency only if the performance of the agency is found to be satisfactory during the initial three months.

   (b) The Contract period will be for a period of 22 months, from 01 June 2021 to 31 March 2023.

   (c) Validity of offer should be 90 days from the last date for receipt of quotation.

10. The rates may be quoted in the Price BID Annexure I & II

11. The address of the premises where the AMC is to be carried out are
<table>
<thead>
<tr>
<th>SI No</th>
<th>Details</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NABARD Regional office building</td>
<td>Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
</tbody>
</table>

12. Pre-contract Integrity Pact as per the format given below may be filled and submitted along with the Technical Bid, failing which the tender will not be considered. The pre-contract integrity pact soft copy is to be uploaded on the web site & hard copy is to be submitted to NABARD Regional Office, Punnen Road, Statue, Thiruvananthapuram. To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder. The Name of the Independent External Monitor (IEM) Shri Pramod Kumar Sangewar, IRSS (Retd.) H. No. 12-5-65/1, Flat No. 10 Sri Harsha Sethuram Unique Vijayapuri Colony, South Lalaguda Secunderabad 500017 Telangana State

Signature of the authorized signatory
II- **Scope of work for Fire safety works**

1. **PUMPS**
   
   a) Running the pump sets 2 minutes daily  
   b) Check the level of water in the priming tank to ensure that the foot valve of the pump is not leaking  
   c) Renewal of pump gland packing as and when required  
   d) Checking of suction and delivery valves once every six months to prevent deposition of foreign matter  
   e) Cleaning and oiling of all working parts

2. **CHECKING OF PUMPS- DAILY**
   
   a) Pressure gauge reading  
   b) Bearing temperature  
   c) Leakage through stuffing box

3. **ELECTRIC MOTORS- FORTNIGHTLY**
   
   a) Check the coupling bolts and nuts  
   b) Check the free rotation of the shaft  
   c) Check for abnormal noise, vibration, sparking, overheating etc  
   d) Check the connection and indications in starting pannel  
   e) Check functioning of volt and amphere meters  
   f) Apply grease to the shaft bearing  
   g) Clean the motors  
   h) Check the motor load in each phase  
   i) Check the current during load  
   j) Check the general condition of the motor

4. **PANEL BOARD- DAILY**
   
   a) Check functioning of all the meters fitted on the panels  
   b) Check earth fault on the panel  
   c) Check the incoming and outgoing voltage  
   d) Check all the indicator lamps, pilot lamps etc  
   e) Battery and battery charging circuit  
   f) Clean the internal parts in panel  
   g) Check loose connections  
   h) Check functioning of switch in the panel  
   i) Check safety of cut outs  
   j) Remove motor terminal cover and check connections
5. HYDRANT MAINS - FORTNIGHTLY

Hydrant mains will be tested to maximum pressure once every fortnight.

6. CAST-IRON VALVES - MONTHLY

   a) All valves will be operated, oiled once a month
   b) Cut off valves will be thoroughly cleaned annually to remove sludge and other foreign matter collected in the valve seating

7. HYDRANT VALVES - WEEKLY

All hydrants will be examined systematically once a week to ensure that valves and spring catcher are maintained in good conditions and all brass parts are clean.

8. All the fire extinguisher and hose reels will be checked once in a week.

9. FIRE ALARM SYSTEMS - WEEKLY

   a) All the smoke detectors will be monitored and false alarm will be attended
   b) Check the battery
   c) All the panels will be tested once in a month
   d) Check the panel indicates normal operation. If any fault is indicated it will be recorded in the log book and rectified immediately
   e) Care will be taken that all equipment’s are properly reinstated after testing
   f) Atleast one trigger device on one zone circuit will be operated to test the ability of the control and the indicating equipment to receive a signal and to sound the alarm and operate other warning devices
   g) A visual examination of the battery and conneections will be made to ensure that they are in good condition. Action will be taken to remedy any defect including low electrolyte level.
   h) The alarm functions of control and indication equipments will be checked by the operation of a trigger device in each zone as described.
   i) The operation of alarm sounders and any link to a remote manned center will be tested
   j) All ancillary functions of the control panel will also be tested where practicable
   k) All fault indicators and their circuits will be checked preferably by simulation of fault conditions
   l) The control and indicating equipments will be visually inspected for signs of moisture ingress and other deterioration
   m) A visual inspection will be made to ensure the structural or occupancy changes have not affected the requirements for resetting of trigger devices, manual call points, smoke detectors

10. FIRE EXTINGUISHERS

Routine: Clean the body, check nozzle and vent holes in the cap and clean spring loaded
piercer

Quarterly : Ensure the sealing disc/ plunger in tact. Check the nozzle and clean it if clogged. Check and lightly grease the threads in the cap. Check the rubber hose, if provided and apply French chalk powder externally

Annually : Extinguishers shall be subject to pressure test

**11. WET/ DRY RISER SYSTEM**

**Routine/ Weekly**

Check and clean hydrant valves, hose reels, fire shafts, pipelines, joints, air-valves and set/ reset them immediately.

Ensure the minimum storage of fuel in the diesel storage tank.

Check the level of the water in the static water tank for fire fighting purposes. Ensure that the foot valves, suction pipe, running pipe, joints are all in tact and there is no damage of suction pipe.

**Monthly**

Check the automatic working of the pump. Check the automatic operation of the hydrant system. Operate all the hydrant valves and check washers, lugs, couplings, nozzles etc.

Check rubber hoses giving special attention to couplings, washers, lugs and canvas jacket and swivel arrangement of the rubber hose reel.

**Quarterly**

Drain the wet riser system thoroughly, set it to the required pressure. Check the air valves for efficient functioning. Checking the operation of various pressure switches by stimulating conditions. Clean all contact areas of pressure switches.

Charge the Dry Riser System using both the external sources of water supply, check for any leakage. Test the automatic air valves. Drain the entire Dry Riser System by opening the drain valve and keep the system dry and clean.

Unroll the hose reels completely. All the water to pass through the rubber tubing/ canvas hoses. Check for leakage, wash and dry them without subjecting to the direct sun rays. Re-roll the hose reels by applying French chalk powder.

**12. SPRINKLER SYSTEM**

**Routine**

Check main controlling valve, inspect for any leakage in fittings, valve, pipelines, joints air
valves.
Check and maintain the reading on pressure gauges with reference to standard reading.
Check and clean the piping systems to ensure that it is free from any damage, corrosion, dust and other foreign materials etc.

**Weekly**

Check the flow alarm device. The small device controlling the water supply to alarm to supply to alarm to supply to alarm device shall be in open position.
Test the alarm gong
Start the pump by opening test valve to ensure perfect working condition of the pump, bearing.

**Test check (every quarter)**

Drain the sprinkler system thoroughly and set it to the required pressure.
Test the system by actuating one of the sprinkler heads.
On completion of the inspection entries will be made in register in respect of defects found. After the defects are rectified the entries will again be made in respect of defects found.

**13. FIRE BRIGADE INLETS (BREACHER CONNECTION)**

a) Addressable detectors which are installed on all floors are to be checked for their perfect working condition (blinking LED indication).
b) At least 2 detectors are to be randomly checked on day-to-day basis by registering their addressable number.
c) In case of failure of the detector, the agency must immediately bring it to the notice of the bank and the same has to be procured and installed by the maintenance contractor. The replaced detector/s must be identical in all respects like make, specification etc

15. In case any of the items are defective, first it will be brought to the notice of the bank and replacement of defective items will be done only after approval of the bank. Payment for replaced items will be made on submission of bill by the contractor.

**FIRE EQUIPMENTS**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Equipment</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extinguishers</td>
<td>35 Nos</td>
</tr>
<tr>
<td>2</td>
<td>Fire Alarm Panel</td>
<td>1</td>
</tr>
<tr>
<td>No.</td>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------</td>
<td>----------</td>
</tr>
<tr>
<td>3</td>
<td>Pumps</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Hyrant</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sprinkler</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Water Curtain</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hose Reel</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Hose box</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>D.A Speaker</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Hoses</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Nozzles</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Axe</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>MCP</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Sounder</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Pump Panel</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Dry Raiser</td>
<td></td>
</tr>
</tbody>
</table>

Main upmp – 3
Jockey pump - 1

Place: Signature of the authorized signatory

Date: of the contractor / Tenderer
III- General Terms and conditions

1) If the agency have ESI and PF membership for its employees, the copy of the same is to be attached while submitting the tender. If the agency is not required to have ESI and PF then the agency should submit a declaration indicating the number of employees appointed by the agency.

2) Rates should include all Taxes, Duties, Octroi, Levies, GST, etc., in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account. The rates will be considered for revision only in case of (i) revision of minimum wages and (ii) revision of statutory taxes like GST to the relevant extent.

3) The document that are to be submitted mandatory along with the technical bid is as follows.
   - ESI and PF membership certificate
   - Number of manpower employed with the agency
   - GSTIN acknowledgement if GSTIN holder
   - Fireman diploma certificate from recognised institution.

4) Supervisor should be available to ensure effective and proper work no separate payment will be made for the same.

5) The deployment of manpower may be flexible and can be changed as per the directions of NABARD.

6) In case of absentees of the labour, substitutes labour may be provided to carry out the work.

7) The rate quoted for the said contract shall include the cost of manpower (including supervisor), cost of equipment/machinery need by the agency to execute the job, transportation charges between the premises.

8) The services shall be provided from Monday to Saturday, with weekly off on Sunday.

9) In case of requirement and in emergencies, the services should be provided on Holidays and Sunday if required on payment basis. The cost will be derived from the manpower cost quoted in the tender.

10) Payments
• The payment for deployment of manpower for fire safety services in the office premise will be made on monthly basis, on submission of the bills for the same.

• The bill shall be certified by the Caretaker/Asstt. Caretaker and Protocol and Officer of our Bank

• Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month.

• The estimated expenditure for undertaking all types of minor repairs and replacement pertaining to plumbing, masonry work, plastering, painting, welding etc. in the entire office is to be submitted through NABARD prescribed work slip.

• The payment for the same will be made as per the actual work executed as specified in the respective approved works slip after joint inspection.

• The work slips are to be submitted on a consolidated basis as a single bill twice a month for settlement.

11) The Contract shall be valid for a period of two years i.e from 01.06.2021 to 31.03.2023. 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.

12) The rates quoted should include removal of the waste debris after any repairs out of premises on a monthly basis.

13) The Bank also reserves the right/option to extend the validity of this Contract for a further period of 01 year at the same rate, terms and conditions after completion of the two year Contract.

14) Forfeiture clause in case of negligence/dereliction of duty by Contractor’s staff.

15) Appropriate Tax and other statutory requirements will be deducted from the bills at prevailing rates.

16) The Contractor may ensure that minimum wages as stipulated by Ministry of Labour, Govt. of India and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor on demand by the Bank.

17) The Contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of the officer-in-charge/security officer.

18) Every person engaged by the Contractor for works in the Bank’s premises shall be deemed to be Contractor’s employees and no such employees shall have any right to or claim against the Bank.

19) In case of strike resorted to by the employees of the Contractors, the Bank reserves the right to employ other Contractor’s workers, without any notice, for carrying out the maintenance work. In such cases, either the actual cost of such labourers or
whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other Contractor plus the applicable service charge.

20) **Attendance Record**: Daily 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.

21) The contractor will attend to the day-to-day complaints of the occupants and the work executed shall be to the satisfaction of the occupants and the bank.

22) If the services / repairs is not attended on the same day/ next day a pro-rata recovery will be effected. In addition to that any expenditure incurred by the bank for rectifying such defects will also be recovered from the contract amount.

23) Any other civil maintenance works not covered under this contract shall not be carried out without approval of the bank and bank reserves the right to carry out extra work through other agency, if considered necessary.

24) The bank reserves the right to recover from the bill of the contractor security deposit for any default / improper maintenance work in time which will be carried out through other agency at the cost and risk, if considered so by the bank, which shall be binding upon the Contractor at all time.

25) **Breach of Terms and Conditions**: For any breach of the aforesaid terms and conditions, or unsatisfactory work, National Bank (NABARD) shall be at liberty to terminate the Contract summarily with one month notice in the event of which the Contractor shall not be entitled for any compensation whatsoever.

Place :

Date :

Signature of the authorized signatory
**IV General Specification**

1) The agency has to employ a minimum of 03Nos skilled fire man person on daily basis.

2) The duty hours will be 24hrs, with three shift and each shit of 8hrs in NABARD Regional office premises.

3) **Fire safety Maintenance Services**:
   
a. The rate is to be on lump sum basis taking into consideration the nature of work, the extend of the premises, the equipment’s to be maintained etc, for providing regular maintenance works in all the aforesaid NABARD Regional office building.

b. The agency intending to quote for the tender may visit the site and understand the requirements of NABARD before quoting.

c. In case of emergency requirement he has to make the manpower available immediately and the cost for the same will be settle 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.

d. The contractor shall furnish the bank with a copy of certificate of experience of fire safety training / diploma certificate & biodata of their employees. The fire safety maintenance services should be available as and when required by bank

e. The contractor shall ensure that only branded materials is used for maintenance and repair work. In case of replacement the purchase of the material by the contractor shall be done, only after taking approval from the Bank.

f. **The overhead charges at 15% will be applicable on submission of material supply receipt by the contractor for additional work not covered under scope of work**

g. The helper to be provided to assist the fire safety depending on the requirement. The charges for helper or additional manpower would be made actual basis after assessing the requirement and depending upon the nature of work.

h. The contractor shall make his own arrangement for tools and ladder etc. for executing the work

i. After the completion of work the contractor shall ensure the removal of debris out of the premises to safe municipal corporation limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled. The cost for the same will be borne by the contractor.
j. This contract is for the works to be carried out at our Office premises from inside and outside for all floors / height. Bank reserves the right to increase/decrease in manpower supply from the agency. The cost of scaffolding or any other necessary equipment’s for completing the work will be allowed based on the nature of work.

k. The aforesaid timing is tentative however, the fireman has to attend the work as per the instructions of the Bank as and when required.

Signature of the authorized signatory
V - 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 on site as per minimum wages as notified by Labour Commissioner from time to time. The minimum wages must cover HIGHER of Central or UT minimum wages as applicable.
   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. Cost of equipment/machinery, if required
   d. Charges, if any, towards safe disposal of debries from NABARD premises in safe municipal dump
   e. Cost of uniform
   f. Incidental expenses and all overheads and profits

2. The contractor should furnish Rate Analysis, along with the price-bid, for the rates quoted by him/her in this tender as per the format given in Annexure-2 for rates quoted under Sl.No.1 under Schedule of Quantities.

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory
Annexure I

FORM OF AGREEMENT

This agreement made the day of the month in the year BETWEEN, National Bank for Agriculture and Rural Development having its Head Office at, Plot No C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 and its Kerala Regional Office at punnen road, statue, Thiruvanthapuram (hereinafter referred to as the Employer / Bank) on the ONE PART; and *Shri _____________ S/D/O_____________ resident of____________________________ the sole proprietor of M/S __________________ having office at the following address .................................................................................................................................................................................................* M/S ........................................................ company / body having its registered office at the following address ............................................................duly represented by its constituted and authorised Managing Director, Shri..............................................................(hereinafter called the Tenderer which terms shall also be called the Supplier or the Contractor) on the other part.

Whereas the Employer/Bank is desirous that certain works should be undertaken at their office mentioned and called for invitation to tender and the tender dated...............................furnished by the tenderer for the performance of such works has been accepted by the Employer on the terms and conditions as set out therein and inter alia others.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.
   a) Notice Inviting Tender
   b) General Rules and Instructions for the guidance of tenderers.
   c) The Tender, Letter of acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
   d) General conditions of contract and clauses of contract alongwith Annexures thereto.

Schedules consisting of scope of work, specification special conditions, etc

Place :

Date :
Name, address

Signature of the authorized signatory
ANNEXURE II

PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)(Tenders without Pre-Contract Integrity Pact on Rs.100 stamp paper shall be rejected out rightly)(The pre Contract integrity pact soft copy is to be uploaded on the web site & hard copy is to be submitted to NABARD Regional Office, Punnen Road, Statue, Thiruvanthapuram)

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

And

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

Preamble
The Principal intends to award, under laid down organizational procedures, contract/s for “Annual Maintenance Contract for Fire safety works at NABARD Regional Office –01.06.2021 to 31.03.2023” 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 : Notice Inviting Annual Maintenance Contract for Fire safety works at NABARD Regional Office –01.06.2021 to 31.03.2023
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. Notice Inviting Annual Maintenance Contract for Fire safety works at NABARD Regional Office – 01.06.2021 to 31.03.2023
(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

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

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

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

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

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

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

Section 8 – Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement. The Independent External Monitor appointed for NABARD is: Note: The Name of the Independent External Monitor (IEM) mentioned in section 8 is Shri Pramod Kumar Sangewar, IRSS (Retd.) H. No. 12-5-65/1, Flat No. log Sri Harsha Sethuram Unique Vijayapuri Colony, South Lalaguda Secunderabad 5000 17 Telangana State

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

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

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on ‘Non-disclosure of Confidential Information and of ‘Absence of Conflict of Interest’. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

Notice Inviting Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01st June 2021 to 31st March 2023
(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 Head Office of the Principal, i.e. Mumbai.

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

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

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

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

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

**Quotations for Annual Maintenance Contract for Fire safety works at NABARD Regional Office – 01.06.2021 to 31.03.2023**

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Location</th>
<th>Rate per month per person (the total 'G' of annexure II) (A)</th>
<th>Unit (B)</th>
<th>Total Amount A X B X 22 months =C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance Contract for Fire safety works at NABARD Regional Office – 01.06.2021 to 31.03.2023</td>
<td>NABARD Regional Office, statue, Thiruvananthapuram</td>
<td></td>
<td>3 Nos</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount indicated in C in words……………………………………………………………………………….</td>
<td></td>
</tr>
<tr>
<td>…………………………………………………………………………………………………………………………………………..</td>
<td></td>
</tr>
</tbody>
</table>

*GST (as applicable from time to time) will be paid extra on the rates quoted as above.
Total Amount in Figures:  
Total Amount in Words:

**Place:**

**Date:**
**Name, address**

Signature of the authorized signatory
## ANNXURE II

**Detailed Calculation (For 01 person for 08 hours of shift per day for one month)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details per month</th>
<th>Skilled (₹.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Minimum wages (as per Central Govt.) Inclusive of Special Allowance / VDA.</td>
<td>707*26 days</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>EPF (Employer portion) max 21000rs</td>
<td>3.25 % of A</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>ESI Contribution max on 15000rs</td>
<td>13 % of A</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Bonus max on minimum wage</td>
<td>8.33 % of A</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Overhead profits + Other Charges if any</td>
<td>........ % of E</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td><strong>Grand Total (Without GST) per person per month</strong> (E+F)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Place:
Date:
Name, address and seal of the contractor

**Declaration:**
The above charges shall conform to Minimum Wages Act, 1948 for 8 hours duty in a day and six days in a week. The rates will be revised as per minimum wages prescribed by the Labour Commissioner under Minimum Wages Act, 1948 from time to time, on the basis of the details provided in Annexure-1

Signature of the authorized signatory of the contractor / Tenderer