NOTICE INVITING TENDER

M/s.

Dear Sir

Quotations for Annual Maintenance Contract for Plumbing work at NABARD Regional office – 01.04.2021 to 31.03.2023

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/tenders in two parts from all eligible bidders for Annual Maintenance Contract for Plumbing works at NABARD Regional Office – 01.04.2021 to 31.03.2023 as per the terms and conditions contained in the Request For Proposal (RFP)/ 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>05th March 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/">https://www.nabard.org/</a> free of cost</td>
</tr>
<tr>
<td>Last date for submission of tender</td>
<td>15:00hrs on 15th March 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 15th March 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></td>
<td>Tele: 0471 2710653</td>
</tr>
<tr>
<td></td>
<td>Email: trivandrumsnabard.org, dpssp.trivandrumsnabard.org</td>
</tr>
</tbody>
</table>
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 dropped in the tender box kept at the reception before 15.00 hours on 15th March 2021.

3. The Contractor selected for award of the Annual Maintenance Contract will have to remit an amount of Rs.10,000/- (Rupees Ten 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 24 months, from 01 April 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

Signature of the authorized signatory
II- Scope of work for Plumbing works

(a) Removal of blockage from drainage lines/water supply pipes, gulley traps, nahani traps, man-hole/grease chambers, bottle traps, kitchen sinks and wash basins, urinals and W.C.S. Bidets and bath tubs. If removal and refixing of the connecting pieces, taps stop cock, valves etc., are required the same will have to be done without claiming any extra charges.

(b) Keeping the rain water outlets on terraces, canopies free of debris, foreign materials to ensure quick flow of water from terraces.

(c) Replacement of washers for bib taps, pillar taps, stop cocks, rubber gaskets for flushing cisterns, plunger washers for low level flushing tanks etc as and when required. The cost for the same is to be claimed through the workslip indicating the nature of work and the expenditure for the proposed repair /replacement work. The repairs indicated on the work slip is to be recommended by the caretakers and protocol security officers of NABARD.

(d) Repairing of flushing cisterns including removal of syphons, bells and float valves and refixing them after repairs including any adjustment required for bell/plumber etc.

(e) Disconnecting and reconnecting plumbing connection in case of water coolers, water purifiers, etc., whenever such electric gadgets are required to be replaced/repaid.

(f) Cementing of joints of various drainage lines, gaps between wash basins, urinals, water closets and that of walls, pointing of joints of fillers of floors and dado’s, cementing of loose tiles in floors and dados, removal and refixing of leaky connections of G.I. Pipes and specials excluding cost of required white/grey cement and white lead and any other joining materials as may be required.

(g) Minor civil repair works involving painting, plaster, brick works etc are to be undertaken as and when required.

(h) Disconnecting and reconnecting suction and delivery connections of water pumps whenever the pumps are required to be taken away for repairs/replacement. Removal of air locks from suction lines/delivery lines as and when required.

(i) Refixing of loose fixtures and fittings including supporting brackets such as wash basins, sinks, flushing cisterns, drain boards, towel rods, mirrors, glass shelves, soap holders, gratings and any other fixtures and fitting as existing in the properties including removal of existing fittings/fixtures without causing any damage. Grouting of new wooden gitties in cement mortar and refixing with new screws, removing where necessary.

(j) Daily operation of water pumps, full way valves etc. to lift water from the sump to the overhead tank etc.

(k) The Contractor will have to provide samples of fittings fixtures for approval of Bank and has to ensure that the same are being provided in the course of contract.

(l) In case of works not included in the schedule of quantities, the contractor will
submit his quotation and obtain approval from the Bank before execution of work. The work will be paid as per actual cost of materials and labour employed.

(m) The materials etc. to be provided should be from the approved list wherever possible. Any deviation has to be mentioned to the Bank’s Engineer.

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.
   - The Plumbing contractors and the plumber deputed to undertake the maintenance work in the premises of NABARD should possess valid class A license authorized by the Kerala Plumbing Inspectorate. The same should be mandatorily submitted along with the technical bid.
   - Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of NABARD. The list of manpower available should be provided along with the tender.

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.

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 plumbing 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 01.04.2021 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) CAR policy and work man compensation insurance policy for 1.225 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted to Bank within 15 days of the work order.

17) 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.

18) 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.

19) 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.

20) 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.

21) **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.

22) 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.

23) 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.

24) 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.

25) 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.

26) **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 01 Nos skilled plumber** on daily basis and additional plumber as and when required. The cost for the additional plumber will be allowed case-to-case basis on prior written permission and the cost for the additional manpower will be derived from the cost quoted in this tender.

2) The duty hours will be from 08:30 hrs to 17:30 hrs Monday to Saturday.

3) **Plumbing Maintenances 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 plumber & biodata of their employees. The plumbing maintenance services should be available as and when required by bank

   e. The plumber shall make all efforts to try to repair the defective fittings and replacing the articles should be taken only as the last resort after banks approval in the proforma formulated by the bank for the same.

   f. 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.

   g. **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**

   h. The helper to be provided to assist the plumber 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.

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

   j. 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.
k. This contract is for the works to be carried out at our quarters and 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.

l. The aforesaid timing is tentative however, the electrican has to attend the work at different sites 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-II 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 ....................................................... 

....................................................... * M/S ................................................................................................ company / body having its registered office at the following address .................................................. duly represented at..................................................duly represented by its constituted and authorised Managing Director, Shri ............................................................................ and (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
Price BID
Annexure I

Quotations for Annual Maintenance Contract for Plumbing works at NABARD Regional Office –01.04.2021 to 31.03.2023

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Location</th>
<th>Unit (A)</th>
<th>Rate per month (the total ‘G’ of annexure II) (B)</th>
<th>Total Amount A X B X 24 months =C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance Contract for Plumbing works at NABARD Regional Office –01.04.2021 to 31.03.2023</td>
<td>NABARD Regional Office, statue, Thiruvanthapuram</td>
<td>01 Lump sum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount indicated in C in
words .............. .......................................................... .......................................................... ..........................................................


*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
ANNEXURE 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</th>
<th>Skilled (₹) Per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Minimum wages (as per Central Govt. or Kerala State Govt. whichever is higher) inclusive of Special Allowance / VDA. For One skilled plumber</td>
<td>=........(minimum wage for Skilled(₹ 707/-) as per Central Govt. or Kerala State Govt. whichever is higher) inclusive of Special Allowance / VDA ) X 26 days</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>EPF (Employer portion)</td>
<td>3.25 % of A</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>ESI Contribution</td>
<td>13 % of A</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Bonus</td>
<td>8.33 % of A</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Sub Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Over head profits + Other Charges if any</td>
<td>..........% ( to be indicated by the tenderer)</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Total (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