



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Chhattisgarh Regional Office, Raipur**

Tender For

**ANNUAL MAINTENANCE CONTRACT FOR HOUSEKEEPING -
OFFICE PREMISES & and VOF (01.05.2018 to 31.03.2020)**

NAME OF THE AGENCY: _____

ADDRESS: _____

Submission (Last Date)	26 April 2018	15.00 hrs.
Opening of Tender	27 April 2018	11.00 hrs.
Earnest Money Deposit (Rs.)	,	20000.00

The tender document contain 17 pages



CHECK LIST

Bidders are requested to submit the following:

1. Copy of the registration certificate for the following (Strike out the option that is not applicable)

a)	ESI	
b)	EPF	
c)	Service Tax	
d)	Income Tax	
e)	PAN No./Tan No.	
f)	GST	
g)	Labour commissioner	

2. Contractor should follow C.L(R & A) Act and Minimum Wages/labour Act. Contractor should indemnify NABARD for any liability arising out of operation of C.L. (R & A) Act and Minimum Wages/labour Act.
3. Relevant experience certificates
4. License from Competent Authority, wherever applicable.

The tenders are liable to be rejected if the above conditions are not complied with.

Place: _____

Date: _____

Name, Signature and Seal of the Contractor



FORM OF Tender

Place:

Date:

The Chief General Manager
National Bank for Agriculture and Rural
Development
K K Road, Pithalia Complex
Fafadih Chowk
Raipur – 492 009

Dear Sir

Having examined the Scope of work and the guidelines relating to the work of Housekeeping of Premises of National Bank for Agriculture and Rural Development (NABARD) at **(i) NABARD, Chhattisgarh Regional Office, Pithalia Complex, Fafadih Chowk , Raipur or any other premises on shifting.**

(ii) NABARD Visiting Officer's Flat (VOF), Ashoka Ratna, Flat No 103 Block No 13 Raipur or any other premises on shifting.

as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

We certify that, we have local setup/office at Raipur.

Yours faithfully

Name and Signature of the Firm/Agency



MEMORANDUM

- (a) Description of work/s: Work of Housekeeping - Office Premises & VOF and allied works as specified in the scope of work and special conditions.
- (b) **Earnest Money:** Rs. 20,000.00
- 2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable and in default thereof to forfeit and pay to the National Bank for Agriculture and Rural Development amount mentioned in the said conditions.
- 3. I/We should deposit a sum of Rs.20,000/- as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by the National Bank for Agriculture and Rural Development.

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorized to sign OR Names of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached)

Yours faithfully

Signature of authorized signatory

(Signature and addresses of witnesses)



The Agreement which would be entered by the successful bidder with the National Bank for Agriculture and Rural Development (NABARD) is prescribed as follows:-

ARTICLE OF AGREEMENT

This agreement made at Raipur this _____ day of _____ 2017 (in words) between the National Bank for Agriculture and Rural Development (NABARD) a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 with its Head Office at C-24 “G” Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400051 having its Regional Office at K K Road, Pithalia Complex, Fafadih Chowk, Raipur, herein after referred to as " NABARD' (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART and (this will undergo change when the party is partnership firm or Company) Shri _____ son of _____ aged ---- yrs presently residing at _____ and carrying on similar work under the name and style of M/s _____ and having their place of business at _____ hereinafter referred to as ‘ the party’ (which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the National Bank for Agriculture and Rural Development (NABARD) is desirous of outsourcing the work of Housekeeping of Premises and allied works as specified in the scope of work and special conditions, at

(i) NABARD, Chhattisgarh Regional Office, Pithalia Complex, Fafadih Chowk , Raipur or any other premises on shifting.

(ii) NABARD Visiting Officer’s Flat (VOF), Ashoka Ratna, Flat No 103 block No 13 Raipur or any other premises on shifting.

(Hereinafter referred to as the said premises)

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



AND WHEREAS the National Bank for Agriculture and Rural Development (NABARD) in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Housekeeping work hereinafter set out.

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

1. NABARD hereby awards the work of Housekeeping in the said premises from 01.11.2017 to 31.03.2020. If the work rendered by the party is satisfactory then the bank may at its own discretion extend the contract for a period of one year or more on the same terms and conditions.

2. As compensation for the Housekeeping work, the party shall be reimbursed an amount of Rs. _____ (Rs. _____ only) per month plus taxes as applicable. These rates shall be firm rates. No request for increase of rates shall be entertained by the Bank on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement except increase due to statutory requirements.

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

4.(a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, PF, ESIC, Bonus etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party's part in complying with these conditions or any other statutory requirements in connection with the housing keeping work.

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

(c) The party shall keep, at a conspicuous place in the said premises a complaint/ suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the



complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of the Bank so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the Chief General Manager or any other officer deputed by him.

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

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

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

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

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

(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding charge of Chhattisgarh Regional Office at Raipur and shall include, in respect of any powers exercisable by him or NABARD under this agreement by any officers of the Bank designated by him in that behalf from time to time.



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

IN WITNESS WHEREOF the National Bank for Agriculture and Rural Development (NABARD) has set its hands to these presents and a duplicate hereof through its authorized official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written.

Signed and delivered by the

Within named NABARD

By the hand of its authorized official

(Name and Designation)

In the presence of

(i) _____

(ii) _____

Signed and Delivered by

Shri In the presence of

(i) _____

(ii) _____

Schedule "A"

Terms & Conditions

1. In the said conditions hereinbefore mentioned, the officer in charge of the Chhattisgarh Regional Office i.e. the Chief General Manager shall act on behalf of the Bank.

2. The said Conditions and appendix thereto shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said Conditions.

3. The agreement and documents mentioned herein shall form the basis of this Contract.

This Contract is for Housekeeping Work and allied works as specified in the scope of work and special conditions, at

(i) NABARD, Chhattisgarh Regional Office, Pithalia Complex, Fafadih Chowk , Raipur or any other premises on shifting.

(ii) NABARD Visiting Officer's Flat (VOF), Ashoka Ratna, Flat No 103 Block No 13 Raipur or any other premises on shifting.

as per the rates accepted and the governing conditions.

4. The party shall make good any damages to the property, during and after the completion of the Contract.

5. All payments by the Bank under this contract will be made only at Raipur.

6. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Raipur and Courts in Raipur only shall have jurisdiction to determine the same.

7. That the contract have been read by the party and fully understood by him.



ANNEXURE-I

General Instructions to Party

Sealed Tenders, should be addressed by name to the **Chief General Manager, Chhattisgarh Regional Office, National Bank For Agriculture and Rural Development, Raipur** and super-scribed "**Quotation for work of Housekeeping of Office Premises and VOF**" and drop in the tender box placed in the office premises not later than **03.00 p.m. on 26 April 2018**. The bidders should clearly indicate on each copy of the bid, under the full signature and seal.

No Tender will be received after 15.00 hrs on 26 April 2018 under any circumstances whatsoever.

Tender will be opened on 11.00 hrs on 27 April 2018 at his office by Chief General Manager, National Bank for Agriculture and Rural Development, or any other officer designated for this purpose by him in the presence of other officials and the bidders or their representatives, should they choose to be present.

Tender shall remain open for acceptance by the Bank for a period of six months from the date of opening the tender which may be extended by mutual agreement and the bidders shall not cancel or withdraw the tender during this period/extended period.

The Tender forms should be filled in English and all entries must be made by hand and written in ink. If any of the above documents are missing or unsigned the tender may be considered invalid by the Bank at its discretion.

Rate should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the bidders. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after opening of the tender will be entertained.



Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.

The tender submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the quotation is liable to be rejected by the Bank.

The National Bank for Agriculture and Rural Development (NABARD) does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

Intending bidder shall pay an Earnest Money Deposit a sum of Rs 20000/- by a Demand Draft drawn on a Schedule Bank which amount will be credited into the account of the National Bank for Agriculture and Rural Development. The Earnest Money Deposit will be returned to the bidder if his tender is not accepted but without any interest.

Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or Bank Guarantee or insurance guarantee, cash or cheque.

The Earnest Money Deposit of Rs 20000/- paid by the successful bidders shall be held by the National Bank for Agriculture and Rural Development (NABARD) as partial security deposit for the execution and due fulfillment of the contract. No interest shall be paid on the said deposit.

The Earnest Money Deposit of the successful bidders will be converted into the Security Deposit and retained with National Bank for Agriculture and Rural Development (NABARD). The amount of Security Deposit to be maintained will be 5 % of final bidding amount of successful bidder. The difference in the amount should be deposited with the National Bank for Agriculture and Rural Development (NABARD) by a demand Draft from a Scheduled Bank prior to the signing of the agreement. All compensation or other sum of money payable by the party to the Bank under the terms of this contract may be deducted from his security deposit if the



amount so permits and the party shall, unless such deposit has become otherwise payable, within 10 days after such deduction make good in cash the amount so deducted.

On receipt of intimation from the Bank of the acceptance of his/their tender the successful bidder shall be bound to implement the contract within 14 days thereof. The successful bidder shall sign an agreement in accordance with the draft agreement along with other terms and conditions of the tender document.

The party shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the party rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the party.

The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making the tender on entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.

The successful bidder must co-operate with the other contractor appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

The Bank will provide water and power required for the work free of cost at work place. The party should ensure that the water and power facility provided by the Bank are not wasted.

The Earnest Money Deposit of the successful bidder will be forfeited if he fails to comply with any condition of the contract.

I/We hereby declare that I/We have read and understood the above instructions for the guidance to bidders.

Signature of Bidder : _____

Address : _____

Date : _____

ANNEXURE-II

OTHER CONDITIONS OF THE CONTRACT

In Construing these Conditions, the Specifications, and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires. Interpretation Clause are as under:

"The Bank"	Shall mean National Bank for Agriculture and Rural Development and shall include its assigns and successors.
"The party"	Shall mean M/s _____ and shall include his/their legal representative, assigns or successors
"This Contract"	Shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.
"Notice in Writing"	written notice shall mean a notice in writing, typed or printed charter sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known residential or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
"Act of Insolvency"	Shall mean any act of insolvency as defined by the residency Towns Insolvency Act, or the Provincial Insolvency Act or any Amendments / modifications thereto.
"The Works"	Shall mean work of Housekeeping of Office Premises, other areas, & allied works as specified in the scope of work and special conditions, at NABARD, Chhattisgarh Regional Office, and VOF as provided herein.

Words importing persons include firms and corporations. Words importing the singular only also include the plural and vice-versa where the context requires.

ANNEXURE-III

Covenants made by the party

1. The party shall conform to the provision of any Act of the Legislature relating to the works, and to the Regulation and Bye - Laws of any authority.
2. The party shall bring to the attention of the Bank all notices required by the said Acts, Regulations or Bye-laws to be given to any Authority and pay to such Authority, or to any Public Office all fees that may be properly chargeable in respect of the works, and lodged the receipts with the National Bank.
3. The party shall on request of the Bank immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank, be incompetent or misconduct's himself, and such person shall not be again employed on the work without the permission of the Bank.
4. The whole of the works included in the Contract shall be executed by the party and the party shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof or interest therein without the written consent of the Bank.
5. The party shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.
6. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim for damages from any or all sums due or to become due to the party.

ANNEXURE-IV

Scope of work (Office Premises)

- Cleaning of all toilets including sweeping/mopping/wet-cleaning of floors, clearing and cleaning of litter bins, cleaning of mirrors etc., - Thrice Daily (Office)
- Cleaning (Sweeping / Mopping) of the passage outside the toilets - Thrice Daily (Office)
- Lounge and canteen hall including wash basin areas- Thrice Daily (Office)
- Cleaning of Officers' Table, Computer Table, Chairs, Sofas, Fridge etc- Daily
- Expert maintenance of 80 of Potted Plants involving replacement of plants, water etc. to keep the plants fresh and healthy.
- Mopping of staircase – Twice Daily.
- Washing of staircase – Weekly.
- Washing of Balcony area- Weekly
- Cleaning of Almirah, Racks Fan, Window Glass (weekly)
- Removal of garbage, Canteen waste etc from the site and disposal in the nearest vat / dustbin outside the premises- Daily.
- Serving of Tea/Snacks and Beverages to Staff and Officer's
- cleaning of lift on daily basis if necessary
- Daily work done sheet to be submitted to P& SO.

Scope of work (VOF)

National Bank for Agriculture and Rural Development, Regional Office, Raipur
Terms & conditions to the Agency / contractors (VOF maintenance)

1. The contractor will provide two Attendant who will attend the guests accommodated in the VOF.
2. The contractor will keep the entire VOF (hall, kitchen, toilet, balcony and the rooms of VOF) in clean and habitable condition. The expenditure for cleaning material like phenyle, brooms, toilet brushes, harpic, acid, air freshner, naphthalene balls detergent powder, room spray, mosquito mat, powder/ soap etc., is to be borne by the contractor. The separate person for cleaning toilets/ mopping will be provided by the Contractor.
3. The attendant of the contractor shall serve tea, snacks, lunch, dinner to the guests in VOF at the rates to be decided by the NABARD from time to time. The ingredients/materials required for preparation of items of food/drinks will be procured by the caterer from the market at his own cost.

4. The contractor/caterer shall be responsible for changing bed linens, towels etc. as often as considered necessary and get them washed. The washing charges shall be borne by the contractor.
5. The contractor shall be responsible for maintenance of dead stock items provided by the Bank in the VOF.
6. The contractor shall supply two Hindi and two English daily newspaper in VOF throughout the year and the expenditure will be borne by the contractor.
7. The contractor shall arrange for getting refill of the cooking gas at its own cost.
8. The contractor shall be responsible for any injury or loss or damage to his/ their persons or property of the bank which may arise from fault or omission on the part of the Agency / contractor or any of his employee, subcontractors or workers.
9. The bank shall have the right to remove any such attendant/ person deputed for VOF maintenance, if he is found not up to the mark in regard to service/ behavior etc. or found unfit for the work for any other reasons. In such cases the contractor shall have to provide the replacement immediately so that the work does not suffer.
- 10.** The Payment will be made on monthly basis after the satisfactory completion of work/ service.
- 11.** The Bank (NABARD) reserves the right to accept/ reject/ split/ divide any or all quotations/ tenders eligible in whole or in part without assigning any reasons therefore whatsoever.



Declaration by the contractor

I/We have read and understood all the instructions/ conditions made above and I/We have taken into account the above instructions/ conditions while quoting the rates. I/We undertake to abide by the same as well as other statutory/ incidental requirements.

Place : Raipur

Date :

Signature,
Name & address of the Agency

ANNEXURE-V

Special Instructions

1. You will ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
2. You will provide following number of persons to ensure proper and effective supervision:-
 - (a) Tea Serving in Office : 03 Persons
 - (b) Cleaning of Office Premises: 03 Persons
 - (c) Sweeper for Cleaning Office
Toilets in office premises: 01 Person
 - (d) VOF : 02 Persons
 - (e) Supervisor (for Office and VOF) 01 Person
3. The manpower provided by you should be available from 07:30 hrs to 19:30 hrs. While majority of manpower will be deployed up to the close of office i.e. 18:00 hrs a few personnel should be available up to 19:30 hrs. The deployment of manpower and their timing may be flexible and could be changed/increased depending upon the quantum of work and requirement of Bank. You will provide necessary substitutes in case of absentees.
4. The cleaning and maintenance must be of international standards.
5. You will ensure, that all staff must be suitably trained with experience in a similar building to perform duties entrusted to them, and must be in proper uniform at all times. You will also cover all the employees under your charge for all statutory compliances like ESIC, PF, minimum wages, accident/death insurance, license etc. and you will submit proof of the compliance every quarter.

QUOTE

Rate Quoted for **Annual Maintenance Contract for Office Premises** at NABARD Chhatisgarh Regional Office, Pithalia Complex, Fafadih Chowk, K K Road Raipur- 492009 and **VOF** At flat No 103 Block No 13, Ashok Ratan, Raipur as per details indicated in the scope of work and the special instructions on per calender month basis plus taxes as applicable in the following format.

Sl. No.	Description	Detail s	Each Unskilled Manpower / Month	Each Semiskilled Manpower / Month	Each Skilled Manpower / Month	Each Supervisor (if required)
A	Minimum wages (as per Central Govt. Or State government whichever is higher) inclusive of special allowance/VDA.		Rs.....	Rs.....	Rs.....	Rs.....
B	EPF%	Rs.....	Rs.....	Rs.....	Rs.....
C	ESI%	Rs.....	Rs.....	Rs.....	Rs.....
D	Other Statutory Payments		Rs.....	Rs.....	Rs.....	Rs.....
E	Sub Total (A+B+C+D)		Rs.....	Rs.....	Rs.....	Rs.....
F	Service Charge		Rs.....	Rs.....	Rs.....	Rs.....
G	Sub Total (E+F)		Rs.....	Rs.....	Rs.....	Rs.....
H	Number of person to be deployed on monthly basis to complete the work (as per scope of work). Please mention 'o' (Zero) in respective column, if manpower is not deployed.					
I	Total (H x G)		(i)Rs.....	(ii)Rs.....	(iii)Rs.....	(iv) Rs.....

J	Total Cost including Service charge on monthly basis to complete the work (as per scope of work)	Note : total cost can be derived by adding (i), (ii), (iii) and (iv).			Rs.....
K	Lump-sum Cost of materials – monthly basis (if applicable)				Rs.....
L	GST				Rs.....
M	Other Statutory Taxes, if any				Rs.....
N	Grant Total (in figures)	(J+K+L+M)			Rs.....
	Grand Total (in words)	(J+K+L+M)			

Signature

Of the person authorized to make the quote

Name of the person authorized to make the quote :-

Company Stamp or Seal : -