

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING  
CIVIL, PLUMBING, CARPENTRY AND WATER TANK CLEANING SERVICES  
AT NABARD HEAD OFFICE AND 05 RESIDENTIAL PREMISES IN MUMBAI  
FOR THE PERIOD FROM 01.04.2026 TO 31.03.2028**

<b>Tender Schedule</b>	
Issue of Notice Inviting Tender	09 <sup>th</sup> January 2026
Pre-Bid Meeting	19 <sup>th</sup> January 2026 at 11:30 AM
Last Date for Submission of Tender	29 <sup>th</sup> January 2026 at 03:00 PM
Opening of Technical Bids	30 <sup>th</sup> January 2026 at 03:30 PM
Opening of Price Bids	Will be communicated



**DEPARTMENT OF PREMISES, SECURITY AND PROCUREMENT  
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT HEAD OFFICE  
BANDRA KURLA COMPLEX, BANDRA EAST  
MUMBAI- 400051**

संदर्भ सं. - NB.HO.DPSP / 144086 / AMC-CPC /2025-26

09 जनवरी 2026

M/s \_\_\_\_\_

महोदया/महोदय,

**निविदा आमंत्रण सूचना**  
**NOTICE INVITING TENDER**

नाबार्ड प्रधान कार्यालय तथा मुंबई में 05 आवासीय परिसरों में 01.04.2026 से 31.03.2028 की अवधि हेतु सिविल, प्लम्बिंग, बढ़ीगीरी एवं जल टंकी सफाई सेवाएँ प्रदान करने के लिए वार्षिक रखरखाव अनुबंध हेतु निविदा।

**Tender for Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028.**

1. राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड) भारत का शीर्ष विकास बैंक है, जिसकी स्थापना 1982 में संसद के अधिनियम के अंतर्गत सतत एवं समतामूलक कृषि तथा ग्रामीण विकास को प्रोत्साहित करने हेतु की गई थी।

National Bank for Agriculture and Rural Development (NABARD) is India's apex development bank, established in 1982 under an Act of Parliament to promote sustainable and equitable agriculture and rural development.

2. नाबार्ड 01.04.2026 से 31.03.2028 की अवधि हेतु नाबार्ड प्रधान कार्यालय तथा मुंबई में 05 आवासीय परिसरों में सिविल, प्लम्बिंग, बढ़ीगीरी एवं जल टंकी सफाई सेवाएँ प्रदान करने के लिए वार्षिक रखरखाव अनुबंध हेतु ई-निविदा आमंत्रित करना चाहता है।

NABARD intends to invite e-tenders for Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028.

3. निविदा दस्तावेज़ नाबार्ड की वेबसाइट [www.nabard.org](http://www.nabard.org) अथवा सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (सी.पी.पी.पी.) अर्थात <https://eprocure.gov.in> पर डाउनलोड हेतु उपलब्ध है। नाबार्ड द्वारा कोई भौतिक प्रति उपलब्ध नहीं कराई जाएगी और नाबार्ड को कोई भौतिक प्रति प्रस्तुत भी नहीं की जाएगी।

The tender document is available on NABARD's website [www.nabard.org](http://www.nabard.org) OR Central Public Procurement Portal (CPPP) i.e. <https://eprocure.gov.in> for download. No physical copy shall be provided by NABARD and submitted to NABARD.

4. इच्छुक बोलीदाता अपनी बोलियाँ दो भागों में, अर्थात तकनीकी बोली तथा वित्तीय बोली, सभी प्रासंगिक दस्तावेजों आदि की विधिवत हस्ताक्षरित स्कैन प्रतियों सहित, केवल सी.पी.पी.पी. की वेबसाइट पर निर्धारित समय-सीमा के भीतर अपलोड करेंगे। निविदा दस्तावेज़ की कोई हार्ड कॉपी जमा नहीं करनी है। निविदाओं का मूल्यांकन बोलीदाताओं द्वारा ऑनलाइन प्रस्तुत बोलियों के आधार पर किया जाएगा।

The intending bidders shall upload their bids in two parts viz. Technical Bid and Financial Bid along with duly signed scanned copies of all relevant documents etc., in support of their technical & financial bids on the website of CPPP only within the prescribed time limit. No hard copy of tender documents is required to be submitted. The evaluation of tenders will be based on online bids submitted by the bidders.

5. कृपया ध्यान दें कि इलेक्ट्रॉनिक मोड के माध्यम से ई-निविदा प्रस्तुत करने हेतु इच्छुक बोलीदाताओं के पास सी.पी.पी.पी. में लॉग-इन करने के लिए डिजिटल सिग्नेचर सर्टिफिकेट (डी.एस.सी.) होना चाहिए। ई-बोलियाँ प्रस्तुत करते समय किसी भी प्रकार के मार्गदर्शन, सहायता एवं समर्थन हेतु बोलीदाताओं को सी.पी.पी.पी. के सपोर्ट सेंटर से संपर्क करने की सलाह दी जाती है।

Please note that, to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificate (DSC) to login to CPPP. In case of any further guidance, help and support while submission of e-bids, bidders are advised to contact support center of CPPP.

6. तकनीकी बोली, वित्तीय बोली, प्रस्तुतीकरण प्रक्रिया तथा कार्यों/सेवाओं के विवरण एवं दायरे के संबंध में निर्देश निविदा दस्तावेज़ की शर्तों एवं नियमों तथा अन्य भागों में विस्तृत रूप से दिए गए हैं।

Instructions regarding Technical Bid, Financial Bid, submission process and description & scope of works and the services required have been elaborated in the Terms and Conditions and other parts of the tender document.

7. अर्नेस्ट मनी डिपॉजिट (ई.एम.डी.) **₹6,59,000.00** (रुपये छह लाख उनसठ हजार मात्र) नीचे उल्लिखित निर्दिष्ट खाते में केवल आर.टी.जी.एस. के माध्यम से जमा किया जाना है। भुगतान का कोई अन्य माध्यम स्वीकार नहीं किया जाएगा। इसके लिए काउंटरफॉइल/रसीद/लेन-देन विवरण निविदा के साथ संलग्न किया जाना अनिवार्य है। इस प्रकार एकत्रित ई.एम.डी. पर कोई ब्याज देय नहीं होगा।

Earnest Money Deposit (EMD) of **₹6,59,000.00 (Rupees Six Lakh Fifty-Nine Thousand Only)** is to be paid to designated account as mentioned below through RTGS only. No other means of payment shall be accepted. Counterfoil/ receipt/ transaction details for the same must be enclosed with the tender. No interest shall be paid on the EMD thus collected.

<b>Name of Account</b>	National Bank for Agriculture and Rural Development
<b>Bank Name</b>	NABARD

<b>Branch Name</b>	Head Office, Mumbai
<b>IFSC code</b>	<b>NBRD000002</b>
<b>Account Number</b>	<b>NABADMNo7</b>

8. ई.एम.डी. के बिना प्रस्तुत बोलियाँ अस्वीकार कर दी जाएँगी. यदि कोई बोलीदाता ई.एम.डी. छूट का दावा करना चाहता है, तो उसे भारत सरकार की एम.एस.ई. खरीद नीति के अंतर्गत परिभाषित एम.एस.ई. के रूप में पंजीकरण का दस्तावेजी प्रमाण अथवा केंद्रीय खरीद संगठनों के साथ पंजीकरण या नाबार्ड के साथ स्वयं पैनल में होने का प्रमाण प्रस्तुत करना होगा.

The bids without EMD shall be rejected. If the bidder wants to claim EMD exemption, the bidder has to submit documentary proof of registration as MSE as defined in MSE Procurement Policy of Govt. of India or registration with Central Procurement Organizations or empaneled with NABARD itself.

9. सफल बोलीदाता की ई.एम.डी. को रिटेंशन मनी डिपॉजिट (आर.एम.डी.) में परिवर्तित किया जाएगा, जबकि असफल बोलीदाताओं की ई.एम.डी. सफल बोलीदाता को कायदिश जारी होने तथा उसके द्वारा कायदिश की स्वीकृति के उपरांत वापस कर दी जाएगी.

EMD of the successful bidder will be converted to Retention Money Deposit (RMD), whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.

10. एक प्री-बिड बैठक ग्राउंड फ्लोर, ए-विंग, नाबार्ड प्रधान कार्यालय, प्लॉट सी-24, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बी.के.सी. रोड, बांद्रा पूर्व, मुंबई, महाराष्ट्र 400051 के कॉन्फ्रेंस हॉल में 19 जनवरी 2026 को प्रातः 11:30 बजे बैंक के अधिकारियों की उपस्थिति में आयोजित की जाएगी. प्री-बिड बैठक में मांगी जाने वाली स्पष्टीकरण/प्रश्न लिखित रूप में हमारे कार्यालय में या [dpsc@nabard.org](mailto:dpsc@nabard.org) पर प्री-बिड बैठक की तिथि से कम से कम दो कार्यादिवस पूर्व प्रस्तुत किए जा सकते हैं. प्री-बिड बैठक में दिए गए स्पष्टीकरण भी निविदा दस्तावेज़ का हिस्सा होंगे तथा वेबसाइट पर अपलोड किए जाएँगे. आवश्यकता होने पर नाबार्ड प्री-बिड बैठक के बाद बोली में संशोधन करने का अधिकार सुरक्षित रखता है तथा वही वेबसाइट पर अपलोड किया जाएगा.

A Pre-Bid meeting is scheduled to be held in the Conference Hall at Ground Floor, A-Wing, NABARD Head Office, Plot C-24, G Block, Bandra Kurla Complex, BKC Road, Bandra East, Mumbai, Maharashtra 400051 on 19<sup>th</sup> January 2026 at 11:30 am, in the presence of Bank's officials. The clarifications being sought in the pre-bid meeting may be submitted in writing at our Office or to [dpsc@nabard.org](mailto:dpsc@nabard.org) at least two working days prior to the date of pre-bid meeting. The clarifications given in pre-bid meeting will also form part of the tender document and will be uploaded on the website. NABARD reserves the

right to revise the bid after pre-bid meeting, if required, and same will be uploaded on website.

11. प्री-बिड बैठक की तिथि, बोलियाँ प्रस्तुत करने की अंतिम तिथि तथा तकनीकी एवं वित्तीय बोलियाँ खोलने की तिथि निविदा अनुसूची में दर्शाई गई है. निर्धारित तिथि एवं समय के बाद प्राप्त निविदाओं पर विचार नहीं किया जाएगा. बोलीदाताओं से अनुरोध है कि समय पर बोली प्रस्तुत होने को सुनिश्चित करने हेतु नाबार्ड के ई-प्रोक्योरमेंट पोर्टल पर प्रदर्शित गतिशील समय का ध्यान रखें.

Date of pre-bid meeting, last date for submission of bids and date of opening of technical and financial bids are indicated in the Schedule of the Tender. Tenders received after stipulated date and time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time.

12. यदि कोई बोलीदाता निर्धारित तकनीकी मानदंड आवश्यकताओं से कोई विचलन प्रस्तावित करता है, तो निविदा अस्वीकार कर दी जाएगी.

The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

13. यह ध्यान दिया जाए कि यह 02-बोली प्रणाली के अंतर्गत निविदा होगी, जिसमें पहली बोली 'तकनीकी बोली' तथा दूसरी बोली 'प्राइस बोली' होगी. निविदाकर्ताओं को सलाह दी जाती है कि वे सी.पी.पी.पी. पोर्टल (<https://eprocure.gov.in>) के माध्यम से ही ई-निविदा (ई-बोलियाँ) प्रस्तुत करें, तथा सी.पी.पी.पी. में दर्शाई गई प्रणालियों एवं प्रक्रियाओं से संबंधित निर्देशों का सावधानीपूर्वक पालन करें.

It may be noted that it will be a 02-bid system tendering wherein the 1<sup>st</sup> bid will be 'Technical Bid' and 2<sup>nd</sup> bid will be the 'Price Bid'. Tenderers are advised to submit e-tender (e-bids) through CPPP portal (<https://eprocure.gov.in>) only, after carefully following the instructions related to systems and procedures as indicated in CPPP.

14. **तकनीकी बोली (भाग- I)** में निम्नलिखित शामिल होंगे:

**Technical Bid (Part-I)** shall contain:

- निविदा आमंत्रण सूचना
 

Notice Inviting Tender
- निविदा प्रपत्र
 

Form of Tender
- ठेकेदार द्वारा प्रदान की जाने वाली जानकारी (विवरण I एवं II) पात्रता मानदंड की पूर्ति के समर्थन में. Information to be furnished by Contractor (Statement I & II) in support of fulfilling eligibility criteria.
- ई.एम.डी. काउंटरफॉइल अथवा आवश्यक एम.एस.ई. प्रमाणपत्र

EMD counter-foil OR required MSE certificate

e) प्री-कॉन्ट्रैक्ट इंटीग्रिटी पैक्ट – प्रत्येक पृष्ठ पर हस्ताक्षर कर अपलोड किया जाए

Pre-contract Integrity Pact – Each page to be signed and uploaded

f) गैर-ब्लैकलिस्टिंग घोषणा

Non-Blacklisting Declaration

g) प्री-क्वालिफिकेशन मानदंड के अनुसार अन्य आवश्यक दस्तावेज़

Other documents required as per Pre-Qualification Criteria

15. विशेष रूप से ध्यान दिया जाए कि **तकनीकी बोली की सामग्री से वाणिज्यिक/मूल्य विवरण प्रकट नहीं होना चाहिए**. ऐसा होने की स्थिति में बोली अस्वीकार कर दी जाएगी.

It should be specifically noted that the **contents of Technical Bid must not reveal commercials/ Price Bid**. In the event of the same, bid shall be rejected.

16. **प्राइस बोली (भाग- II)** में शामिल होगा: विधिवत मूल्यांकित मात्राओं की अनुसूची.

**Price Bid (Part-II)** shall contain: Duly Priced Schedule of Quantities.

17. **तकनीकी बोली** सी.पी.पी.पी. में दिए गए कार्यक्रम के अनुसार अथवा ऑनलाइन पोर्टल के माध्यम से बोलीदाताओं को सूचित किसी अन्य तिथि पर खोली जाएगी.

**Technical bid** will be opened as per schedule given in the CPPP or on any other date as intimated to the bidders through online portal.

## 18. प्राइस बोली -

### Price bid -

a) इस संबंध में अपूर्ण मूल्य बोलियाँ तत्काल अस्वीकार कर दी जाएँगी.

Incomplete price bids in this respect would be summarily rejected.

b) मूल्य बोली किसी भी प्रकार से तकनीकी बोली के विपरीत नहीं होनी चाहिए.

The Price Bid should not contradict the Technical Bid in any manner.

c) तकनीकी बोली खोलने और उसकी जाँच के बाद उपयुक्त तिथि पर इसे खोला जाएगा, इसकी सूचना बाद में दी जाएगी.

It will be opened on a suitable date, after opening of technical bid and its scrutiny, it will be communicated later.

d) बोलीदाताओं से अनुरोध है कि वे कीमत (दर) स्वयं सी.पी.पी.पी. पोर्टल पर ही कोट करें. मूल्य बोली में बिड दस्तावेज़ के अनुसार संपूर्ण कार्य-क्षेत्र हेतु सभी लागतें शामिल होंगी. निर्दिष्ट प्रणाली के अतिरिक्त किसी अन्य मूल्य निर्धारण प्रणाली पर आधारित बोलियाँ अस्वीकार की जाएँगी.

**Bidders are requested to quote the price in CPPP portal itself. The price bid shall include all the costs for the entire scope of work as per the Bid**

**Document. Bids based on a system of pricing other than that specified shall be rejected.**

e) बोलीदाताओं द्वारा उद्धृत मूल्य बोली, बिड दस्तावेजों में उल्लिखित अथवा उनसे युक्तिसंगत रूप से अनुमानित सभी दायित्वों को “एकल उत्तरदायित्व” आधार पर सफलतापूर्वक सेवाएँ निष्पादित करने हेतु समाहित करती है. बोलीदाताओं को बिड दस्तावेज़ में उल्लिखित वाणिज्यिक, संविदात्मक तथा तकनीकी दायित्वों के लिए मूल्य कोट करना आवश्यक है.

The Price Bid quoted by the bidders covers all the Contractor's obligations mentioned in or to be reasonably inferred from the Bidding Documents to successfully execute the intended services, on a “Single Responsibility” basis. Bidders are required to quote the price for the commercial, contractual and technical obligations outlined in the Bid Document.

f) बोलीदाताओं द्वारा तकनीकी भाग में मूल्य विवरण अपलोड नहीं किया जाना चाहिए; अन्यथा तकनीकी बोली पर विचार नहीं किया जाएगा.

**Bidders shall not upload the price details in technical part otherwise; technical bid will not be considered.**

19. वित्तीय बोली में किसी भी प्रकार की शर्तें नहीं होनी चाहिए तथा ऐसी कोई भी सशर्त बोली प्राप्त होने पर अस्वीकार कर दी जाएगी.

The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

20. नाबार्ड स्वयं को न्यूनतम बोली (L1) स्वीकार करने के लिए बाध्य नहीं मानता. नाबार्ड बिना कोई कारण बताए किसी भी/सभी निविदा/निविदाओं को आंशिक या पूर्ण रूप से किसी भी फर्म/फर्मों की स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है.

NABARD does not bind itself to accept the lowest bid (L1). NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever.

21. तकनीकी एवं वित्तीय बोलियों तथा ई-निविदा प्रक्रिया के संबंध में बैंक का निर्णय अंतिम एवं बाध्यकारी होगा. The decision of the bank shall be final and binding with regard to Technical and Financial Bids and the e-tendering process.

22. बोलीदाताओं को प्री-क्वालिफिकेशन मानदंड तथा तकनीकी दस्तावेज़ शीट्स के समर्थन में प्रासंगिक दस्तावेज़ संलग्न करना सुनिश्चित किया जाना चाहिए.

Bidders must ensure attachment of relevant documents, supporting the Pre-Qualification Criteria and Technical Document Sheets.

23. प्रस्ताव में शामिल सभी दस्तावेजों पर फर्म द्वारा शर्तों एवं नियमों की स्वीकृति के प्रतीक के रूप में हस्ताक्षर एवं मुहर होनी चाहिए.

All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.

24. वित्तीय बोली खोलने की तिथि से 90 दिनों तक बोलियाँ स्वीकार्य एवं मान्य रहेंगी.

The bids shall remain valid and open for acceptance for 90 days from the date of opening of Financial Bid.

25. नाबार्ड निविदा दस्तावेज़ के किसी भी/सभी प्रावधानों में परिवर्तन/संशोधन/परिवर्धन करने का अधिकार सुरक्षित रखता है. इस प्रकार का कोई भी संशोधन/परिवर्धन या सुधार-पत्र/परिशिष्ट, यदि कोई हो, केवल सी.पी.पी.पी. पोर्टल तथा नाबार्ड की वेबसाइट पर उपलब्ध कराया जाएगा.

NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on CPP portal and NABARD's website only.

26. बोलीदाता ई-बोली प्रस्तुत करने से पूर्व विद्यमान स्थल एवं अन्य शर्तों का निरीक्षण अपनी संतुष्टि तक कर सकते हैं.

Bidders may inspect the existing site and other conditions up to their satisfaction before e-bidding.

27. झूठी और/या अपूर्ण जानकारी वाली बोलियाँ अस्वीकृति के लिए उत्तरदायी हैं.

Bids containing false and/or incomplete information are liable for rejection.

28. सफल बोलीदाता को स्वीकृति पत्र की तिथि से **15 days** के भीतर मानक/निर्धारित प्रारूप के अनुसार कार्य संविदा का 'एग्रीमेंट के अनुच्छेद' (Articles of Agreement) नाबार्ड के साथ निष्पादित करना होगा; ऐसा न करने पर बोलीदाता की ई.एम.डी. जब्त हो सकती है.

The successful bidder shall execute an 'Articles of Agreement' of work contract with NABARD in accordance with the standard/ prescribed format within **15 days** from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.

29. **प्री-कॉन्ट्रैक्ट इंटीग्रिटी पैक्ट** – निविदाकर्ता को निविदा में भाग लेने हेतु पात्र बनने के लिए निविदा दस्तावेज़ में Annexure B में दिए गए प्रारूप के अनुसार ₹500.00 के गैर-न्यायिक स्टाम्प पेपर पर अपने खर्च पर इंटीग्रिटी पैक्ट प्रस्तुत करना होगा. यह एक प्रारंभिक योग्यता होगी तथा इंटीग्रिटी पैक्ट के अभाव में बोली दस्तावेजों पर विचार नहीं किया जाएगा. बैंक ने केंद्रीय सतर्कता आयोग के परामर्श से इसके लिए स्वतंत्र बाह्य पर्यवेक्षक डॉ. रबीन्द्र कुमार, भारतीय वन सेवा (आई.एफ.ओ.एस.) (सेवानिवृत्त) (आगे "पर्यवेक्षक" के रूप में संदर्भित) नियुक्त किए हैं. यह ध्यान दिया जाए कि जो बोलीदाता बोली प्रक्रिया के प्रत्येक चरण में बैंक के साथ इंटीग्रिटी पैक्ट (आई.पी.) करने के इच्छुक हैं, वे बोली प्रक्रिया में भाग लेने हेतु पात्र होंगे. निविदाकर्ता

को संविदा के सभी चरणों में निर्धारित प्रारूप में इंटीग्रिटी पैक्ट (आई.पी.) लागू करना होगा।

**Pre-Contract Integrity Pact** – The tenderer must submit the Integrity pact at his own cost on ₹500.00 non judicial stamp paper as per the format given in Annexure B in the tender document to become eligible to participate in the tender. It would be a preliminary qualification and bid documents will not be considered in the absence of the Integrity Pact. Bank has appointed Independent External Monitor Dr. Rabindra Kumar, IFoS (Retd) (Hereinafter referred to as 'Monitor') for this in consultation with the Central Vigilance Commission. It must be noted that the Bidders who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process. Tenderer must implement Integrity Pact (IP) in the prescribed format in all phases of the contract.

30. निविदा के संबंध में किसी भी अतिरिक्त जानकारी/स्पष्टीकरण हेतु बोलीदाता निम्नलिखित अधिकारियों से संपर्क कर सकते हैं:

For any further information/clarifications in respect of the tender, bidders may contact the following officials:

(a) श्री गौतम घोष, स.म.प्र.

Shri Gautam Ghosh, AGM: +91-8420870610

(b) श्री वामिक अब्दुल समी, स.प्र.

Shri Wamiq Abdul Sami, AM: +91-7017580996

(c) श्री अमृतांशु रुहेला, स.प्र.

Shri Amritanshu Ruhela, AM: +91-9413476117

भवदीय,

ह/-

**(ज्ञानजीत कुमार मंडल)**

**महाप्रबंधक**

परिसर, सुरक्षा और अधिप्राप्ति विभाग

ए-विंग, ग्राउंड फ्लोर

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबांड)

प्लॉट सी-24, जी ब्लॉक, बी.के.सी., बांद्रा(पू)

मुंबई - 400 051

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## **TECHNICAL BID**

## **I. FORM OF TENDER**

Date:

To

The Chief General Manager  
 Department of Premises, Security and Procurement  
 National Bank for Agriculture and Rural Development  
 Head Office, Mumbai – 400051

Dear Sir,

**Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028**

1. Having examined the tender document relating to the works specified in the Memorandum hereinafter set out, having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to provide the services specified in the said Memorandum for the time specified, at the rates mentioned in the Financial Bid in all respects of the tender and with such materials as are provided for, in accordance with such conditions in so far as they may be applicable.

2. **MEMORANDUM**

<b>Particular</b>	<b>Description</b>
Description of Work	Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028
Location	(i) NABARD Head Office, Bandra Kurla Complex, Mumbai - 400 051; (ii) Krishi Vikas Sadan, Dadar (W), Mumbai - 400 028; (iii) NABARD Park, Khira Nagar, Santacruz (W), Mumbai - 400 054; (iv) NABARD Officers' Quarters, Nestle-2, Lower Parel, Mumbai - 400 025; (v) NABARD Nagar, Thakur Complex, Kandivali (E), Mumbai - 400 101; and (vi) NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai - 400 086
Earnest Money	2% of Estimated Value of work - <b>₹6,59,000.00</b> <b>(Rupees Six Lakh Fifty-Nine Thousand Only)</b>
Percentage, if any, to be deducted from bills towards IT, GST, etc.	As per Government Notifications



<b>Security Deposit (SD)/ Retention Money Deposit (RMD)</b>	<p>Earnest Money Deposit and Retention Money Deposit will form the total Security Deposit (SD). The security deposit will be 5% of the total value of contract.</p> <p>The Security Deposit will be refunded after the expiry of the contract, provided the Contractor has satisfactorily carried out all the rectification works and attended to all defects to the satisfaction of NABARD.</p> <p>No interest will be paid on Security Deposit/Retention Money. No mobilisation advance will be given to contractor. (EMD/RMD shall be in the form remittance to Bank Account of NABARD. Details of EMD Deposit to be submitted in <b>Annexure-F</b>)</p>
<b>Clarification</b>	<p>Bidders have to submit the detailed rate analysis with justification, if required by the Bank.</p>

3. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions, or the said Conditions of the tender annexed hereto in so far as they may be applicable or in default thereof to forfeit the EMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said tender conditions. The EMD will not bear any interest.

**Details of firm/company/individual:**

i. Name of our firm / Company / Individual

ii. Address of our firm / Company/ Individual:

iii. Telephone No.: Mobile No.:

iv. E-mail address:

v. Our Bankers are:

1. .... Bank, ..... Branch, ..... Mumbai  
2. .... Bank, ..... Branch, ..... Mumbai

vi. Type of account: Savings / Current account

Bank Account No. :

IFS code of Bank and branch : .....

vii. The names of partners of our firm are:

- a.
- b.
- c.

viii. Name of the partner of the firm Authorized to sign:

OR

Name or person having Power of Attorney to sign the contract (certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer with stamp

## II. SCHEDULE OF TENDER

1. Information Sheet on salient features of the Tender:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Description</b>
1	Name of the Work	Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028
2	Period of Contract	<b>24 Months (from 01<sup>st</sup> April 2026 to 31<sup>st</sup> March 2028)</b>
3	Estimated Cost	<b>₹3,29,36,300.00 (Rupees Three Crore Twenty-Nine Lakh Thirty-Six Thousand and Three Hundred Only)</b>
4	Earnest Money Deposit (EMD)	<b>₹6,59,000.00 (Rupees Six Lakh Fifty-Nine Thousand Only)</b>
5	Particulars for depositing EMD	e-Payment
6	Date of issuing Notice Inviting Tender (NIT)	<b>09<sup>th</sup> January 2026</b>
7	Pre-Qualification Criteria	As per Terms and Conditions of tender
8	Date of Pre-Bid meeting	<b>19<sup>th</sup> January 2026 11.30 AM</b>
9	Due date for submission of Bids	<b>29<sup>th</sup> January 2026 03:00 PM</b>
10	Date of opening the Technical Bid	<b>30<sup>th</sup> January 2026 03:30 PM</b>
11	Date of opening the Financial Bid	<b>To be intimated later</b>
12	Basis for selection of Bid	As per the terms and condition of the Tender

### III. PRE-QUALIFICATION CRITERIA

**The bidder shall fulfil the following eligibility criteria for participating in the tender. Non-production of the documents will make the bid liable for rejection.**

S.No.	Description
1.	<p>The bidder should have experience of executing similar works of providing housekeeping services during the last 07 years as on 30.11.2025.</p> <p><b>Following documents should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Copy of work order(s)/ Contract document(s); or</li> <li>2. Completion Certificate(s)/ Copy of duly certified bill(s)/Invoice from client.</li> </ol>
2.	<p>Experience of having successfully completed similar works of providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services maintenance contracts in Govt./ PSUs/ PSBs/ Autonomous Bodies during last 7 years (ending 30.11.2025) should be either of following:</p> <ol style="list-style-type: none"> <li>a. three similar completed works whose individual work value is costing not less than <b>₹131.75 Lakh</b> (40% of the estimated cost)</li> <p style="text-align: center;"><b>or</b></p> <li>b. two similar completed works whose individual work value is costing not less than <b>₹164.69 Lakh</b> (50% of the estimated cost)</li> <p style="text-align: center;"><b>or</b></p> <li>c. one similar completed works whose individual work value is costing not less than <b>₹263.50 Lakh</b> (80% of the estimated cost).</li> </ol> <p><b>Following documents should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Copy of work order(s)/ Contract document (s); or</li> <li>2. Completion Certificate(s)/ Copy of duly certified bill(s)/ Invoice from client.</li> </ol>
3.	<p>The contractor/firm must have their registered office in Mumbai/ Thane/ Navi Mumbai. Proof of registration of office and address of office shall be submitted/ uploaded with the bid.</p> <p>(Registration certificate in case of Company/ Partnership firm/ Proprietorship Concern or any other document showing proof of office in Mumbai/ Thane/ Navi Mumbai).</p>
4.	<p>Minimum Average Annual Turnover of the bidder (For 3 years ending 31.03.2025) - <b>₹98.82 Lakh</b> (Documentary evidence in the form of certified Audited Balance Sheets or Profit and Loss Statement of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be submitted/uploaded with the bid).</p>
5.	<p>The contractor shall submit copies of Balance Sheet and Profit &amp; Loss a/c of the firm for the last three years (ending 31.03.2025) duly certified by a Chartered Accountant should be enclosed as proof of their credit worthiness and turnover for the last three years.</p>
6.	<p>Valid MSE/Udyam Aadhar Certificate against the services, if seeking exemption from EMD (Registration should be submitted/uploaded)</p>
7.	<p>EMD amount of <b>₹6.59 Lakh</b> in case not seeking exemption. (Payment Details should be submitted/uploaded)</p>

8.	<p><b>Pre-Contract Integrity Pact</b> – Bidder may ensure to execute a pre-contract integrity pact (duly stamped) (as per attached format) of BID and submit along with the bid which is required as per directions of the Central Vigilance Commission.</p> <p>Important Note - Prospective bidders are requested to submit a duly signed and stamped 'Integrity Pact' on a ₹500.00 Stamp Paper. Compliance to 'Integrity Pact' is mandatory and shall be the pre-qualification criteria. Non-submission of 'Integrity Pact' or submission in different format (other than the prescribed one) and not duly authenticated by authorized signatory shall make the prospective bidder liable for disqualification from the bidding process. It would be a preliminary qualification and bid documents will not be considered in the absence of the Integrity Pact.</p>
9.	Registration Certificate as per existing norms (indicating the legal status – Company / Partnership firm/ Proprietorship Concern, etc.)
10.	Copy of GST Registration Certificates and PAN Card
11.	Copies of Income Tax Return filed for last three financial years ending 31.03.2025.
12.	The contractor should submit undertaking stating that his / her/ their firm is not blacklisted in NABARD/ Govt. / Semi Govt. institutions on their organisation's letterhead. The undertaking/affidavit should be of latest date and in original.

**[Please ensure that contractors provide details of works fulfilling the eligibility criteria in statements I & II]**

**Place:**

**Date:**

**(Signature of the bidders)**

**Name and Seal:**

#### IV. CHECKLIST

1. Bid will consist of two parts i.e. Technical Bid and Financial Bid. Bidders are advised to submit the bid along with following checklist –

<b>S.No.</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>
1.	Signed and stamped tender documents	
2.	Work Experience Details during the last 7 years ending 30.11.2025, as per S.No. 1 of the pre-qualification criteria.	
3.	Details of experience of having successfully completed similar works in Govt./ PSUs/ PSBs/ Autonomous Bodies during last 7 years ending 30.11.2025, as per S.No. 2 of the pre-qualification criteria.	
4.	Whether the following Statements have been submitted: i. Statements-1: List of important contracts executed by the contractor ii. Statements-2: List of important contracts ON HAND being executed by the contractor	
5.	Proof for the presence of Office set-up in Mumbai/Thane/Navi Mumbai. (Registration certificate in case of Company/Partnership firm/ Proprietorship Concern or any other document showing proof of head office in Mumbai/Thane/Navi Mumbai).	
6.	Copies of Annual Turnover details in Rupees at for last three Financial Years ending 31.03.2025 including audited balance sheet and Profit & Loss Account (Certified by CA)	
7.	EMD amount of <b>₹6.59 Lakh</b> in case not seeking exemption	
8.	Valid MSE/Udyam certificate against the Civil, Plumbing, Carpentry and Water Tank Cleaning Services, in case of claiming exemption from EMD	
9.	Signed and stamped Pre-Contract Integrity Pact on ₹500.00 non-judicial stamp paper	
10.	Registration Certificate as per existing norms (indicating the legal status – Company / Partnership firm/ Proprietorship Concern, etc.)	
11.	Copy of GST Registration Certificate and PAN Card	
12.	ESIC Registration Certificate indicating Number	
13.	EPF Registration Certificate indicating Number	
14.	Copies of Income Tax Return filed for last three financial years ending 31.03.2025	

15.	Copies of Balance Sheet and Profit & Loss a/c of the firm for the last three years (ending 31.03.2025) duly certified by a Chartered Accountant.	
16.	Valid Registration Certificate issued by Competent Authority of Labour Department	
17.	The contractor should submit undertaking stating that his / their/her firm is not blacklisted in NABARD/ Govt./ Semi Govt. institutions on their letterhead. The undertaking/affidavit should be of latest date and in original.	

**Place:**

**Date:**

**(Signature of the bidders)**

**Name and Seal:**

## **V. SCOPE OF WORKS**

### **A. Civil, Plumbing and Sanitary Works**

The rates quoted for Maintenance shall include the following (Internal and External areas in the Premises):

1. Attending to all the complaints recorded in complaint register/received in writing relating to Civil, Water Supply and Sanitary Systems & Plumbing works and allied works and rectifying the defects wherever necessary including cost of minor materials (like adhesives, screws, nails, nut & bolt, washer, brackets, clips, grease, Mobil, M-seal, rubber washer, wooden plugs, nails, screws, brackets, clamps etc.). All the old/ unusable/ scrap material (which will be created during repair/ maintenance work) will be stacked by the contractor as advised by ACT/ CT.
2. Re-plastering of walls, ceilings, floors at any heights with suitable cement mortar to the required thickness including removal of old plaster upto 0.1 sqm at any one location related to maintenance works in the premises including costs of jhula/ ladder. For plastering more than 0.1 sqm, extra payment will be made. So, the contractor will engage the mason as and when required for plastering and other works.
3. Rectifying the defects and refitting the existing bib cocks, stop cocks, sink cocks, pillar cocks, valves etc. including cost of minor materials replaced.
4. Rectifying defects and refitting the existing handles pull chain, plungers, washers, water supply inlet and outlet connections, ball cocks and overflow pipe of flush tank including cost of minor materials replaced.
5. Rectifying defects and refixing existing water supply inlet and outlet connections, waste coupling, brackets, etc. of the wash basins including cost of minor materials replaced.
6. Rectifying defects and refitting the existing shower roses and anodized aluminium towel rods with brackets similar to existing ones, of required sizes and materials in bathrooms including cost of minor materials replaced.
7. Rectifying defects in disturbed MS/GI/CI clamps, wooden plugs, brackets etc. of existing PVC/AC/GI pipelines and specials including cost of minor materials replaced.
8. Replacing door sills, threshold of doors, with suitable material matching the existing one including cost of minor materials.
9. Making holes in stone/brick masonry and RCC wall of any size, roofs, chajjas etc. to facilitate plumbing works etc. and making good the same wherever necessary.
10. Filling the joints of traps (with M-seal etc.) and cracks/joints/holes of walls, ceilings, kitchen sink/platform, wash basin, bathrooms, toilets, side of the door frames, sills etc. with suitable sealant, adhesives, cement etc. and pointing of tiles.
11. Refitting the disturbed/fallen tiles in floors, walls, with suitable adhesive including cost of minor materials replaced.
12. Closing the rat holes using broken glass pieces, rodenticides and PCC in the plinth protection/common areas as per requirement, periodically.
13. Breaking any old floor, coba, PCC work, RCC work, brick work etc. wherever necessary, related to maintenance works.

14. Cleaning of drinking water/pipelines, rainwater lines, waste and soil water pipes, bore well water lines including disconnecting and reconnecting the pipes as per requirements. Fittings and pipes, if change, will be paid extra.
15. Arresting leakage through windowsills, etc. and arresting leakage in sanitary and water lines with sealant/caulking materials.
16. Painting/ whitewashing/ colour washing of patches, related to the rectification/ replacement works with matching coats.
17. Cutting, threading of GI/ MS pipes of any sizes and jointing and applying paint, wherever rectification/replacements are carried out.
18. Rectification of pipes and fittings of any materials (CI, GI, MS, AC, PVC etc.) and sizes, valves, taps, cocks, waste coupling, cowl etc. including cost of minor materials like GI specials, couplings, washers, stems, cowl etc. replaced and setting right dislocated pipelines in proper position/condition and arresting leakage.
19. De-watering any spaces related to maintenance works and upkeep of premises as necessary.
20. Maintenance works and minor repairs like crack filling, patch plaster of broken/damaged portion, etc. to open gutters/drains, platforms, pathways, courts, fencing and compound wall.
21. Earth work related to the maintenance/replacement works.
22. Minor PCC work, brick work, stone masonry work, plaster etc. in patches related to maintenance/replacement works for an area upto 0.1 sqm. For area above than 0.1 sqm, extra payment will be made as per the estimation submitted by the contractor and after verification of the estimate by NABARD.
23. The replacement of materials related to above, if any, required to be considered for payment and the works related to improvements, alterations and additions shall be paid for extra separately, subject to terms and conditions, at the rates indicated by the bidder in the price bid based on the actual site measurements or as per clause(s) mentioned elsewhere in the bid/ tender document.
24. Payment for the additional/payable items, not covered as above, will be made as per Rate Contract Works and / or Rate Analysis based on the market prices with 15% towards contractor's overhead profit plus applicable taxes, etc. as applicable or from the quoted rates of lowest bidders of other works in NABARD who has executed similar items of work recently. The rates of the items will be finalized by NABARD.

## **B. Carpentry Works**

The following works are to be done under AMC for the captioned work by deploying experienced carpenters:

1. Attending to all the complaints mentioned in complaint Register/received in writing relating to carpentry and allied works and rectifying the defects wherever necessary including cost of minor materials (with necessary tools and minor items like adhesives, screws, nails, nut & bolt, washer, bracket, clips, grease, mobil, M-seal, rubber for stopper, rubber buffer etc.) replaced in the premises. All the old/unusable/scrap material (which will be generated during repair/ maintenance work) will belong to contractor and the contractor may give rebate for these scrap materials in the monthly

AMC charges as well as ensure removal of same after settlement of its material bill/extra items bill, in case the bill is raised.

2. Repairing wooden paneled/glazed/louvered, flush windows, doors, ventilators, cabinets, shelves, cupboards, pelmets and other wooden members, etc. by cutting and removing the worn out portions, replacing with suitable II class teak wood sections for frames, styles and rails, attending to necessary repairs and adjustments for easy operation of shutters using necessary mongerries similar to the existing one for filling up the holes, if any, in the frames. Replacement of wood, veneer, laminates, plywood, door closer and glass will be paid extra. No payment will be made for nails, screws, adhesives etc.
3. Repairing aluminium windows, doors, ventilators, cutting and removing the damaged sections, replacing with suitable aluminium sections for frames, styles and rails, gaskets, attending to necessary repairs and adjustments for easy operation of shutters using necessary mongerries similar to the existing one for filling up the holds, if any, in the walls, Replacement of aluminium section, laminates, door closer and glass will be paid extra. No payment will be made for nails, screws, adhesives, rubber gasket etc.
4. Repairing MS doors, gates, collapsible doors by cutting and removing the damaged portions, replacing with suitable MS sections for frames, shutters, attending to necessary repairs and adjustments for easy operation of shutters using necessary mongerries similar to the existing one for filling up the holes, if any, in the frames. Replacement of MS sections, members and glass will be paid extra as well as for arrangement of welding machines & welder. No payment will be made for nails, screws, adhesives etc.
5. Making holes in stone/brick masonry and RCC wall of any size, roofs, chajjas, etc. to facilitate civil, plumbing and carpentry works and making good the same wherever necessary.
6. Rectifying and replacing peepholes, safety chains, hooks, hinges, aldrops, tower bolts, knob handles, door stoppers, hold fasts, bearing, clamps, picture hooks, nails, screws, nylon rope and brackets for cloth drying arrangement etc., with suitable material like the existing one. For a completely new work or old item replacement, extra payment will be made.
7. Over and above the activities mentioned above, if any further work will be done as and when required as per the instructions of the Concerned Authorities.

## C. Water Tank Cleaning

### 1. **Method of Water Tank Cleaning:**

#### a) *Mechanized Dewatering:*

- The tanks shall be emptied manually or by pumping.
- Then de-silting and removing of left-over dirty water up to 100 to 150 mm in the bottom of the tank and sludge with special sludge pump

#### b) *Sludge Removal and high-pressure cleaning:* The inside surfaces of the tank shall be thoroughly scrubbed with brush and using Rotary jet application at 100-120 Bar pressure (120 Kg /sq. cm.) which dislodges the layer of dirt, algae, fungus stuck on its surface and the scraped dirt/ dust/ debris/ scales/ encrustations be removed from the tank by means of Slurry Vacuum pump.

- c) *Vacuum Cleaning:* The dirt, silt and other foreign material should further be removed by Industrial Vacuum Cleaners to make the floor totally dirt free.
- d) *Anti-Bacterial Spray:* Anti-bacterial agents/ chemicals (Non-toxic/ biodegradable/ eco-friendly) should be sprayed on the walls to ensure total sterilization of tank from the inside.
- e) *Cleaning:* Cleaning the walls and bottom of tank by soap solution, disinfection and finally cleaning the surface with fresh water complete. Fresh water to be used for final cleaning of the tank.
- f) *UV Radiation:* Inside of the tank should be treated with specially developed ultraviolet Radiator to kill further suspended/floating bacteria in order to make the tank totally clean, bacteria free and safe for storage of drinking water. In short, disinfection is to be done by UV Radiation.
- g) *Treatment of cracks:* Cracks other than hairline cracks, if any shall be widened, freed from loose particles to form V - grooves. The grooves shall be filled by acrylic sealant/ polymer modified cement/ polymer modified mortar as per the direction of concerned official(s) of NABARD.
- h) After drying up, the tank shall be ready for use.

2. Any problems in this regard or in tank shall be immediately reported to concerned official(s) of NABARD.
3. The ways / operation for cleaning tanks / specifications narrated in the financial bid shall be followed strictly by the contractor without any negligence. Successful tenderer should submit the detailed procedure of treatment and get it approved.
4. Cleaning will be done quarterly preferably in April, July, October and January months. Periodicity has to be maintained strictly as per the dates of cleaning. The same should be done in consultation with the ACTs/concerned engineers. The Contractor has to give the proposed dates of Cleaning of Tanks (In consultation with the ACT/ CT of the colony) at least one week in advance before the starting of each Quarter.
5. The contractor shall put notice at building where cleaning work would be done. Without sufficient advance notice to residents, cleaning works will not be carried out.
6. Cleaning of one tank shall be done on a single day.
7. Cleaning shall not be done on Saturdays/ Sundays and Holidays in Office Building/ Staff Quarters.
8. The Contractor has to get the Signature of the ACT/ CT after the completion of the Cleaning of the Tanks as per the format enclosed and should submit with the bill along with the Declaration given in the format.

#### **D. Special Instructions for all Civil, plumbing and carpentry works (including Water Tank Cleaning)**

1. You will provide experienced plumbers, carpenters and helpers whose identity is duly verified by the Police.
2. The manpower provided by you shall be available from 07:00 AM to 04:00 PM and/ or from 11.00 AM to 08.00 PM as required. The deployment of manpower may be flexible and could be changed depending upon the work.
3. You will provide substitutes in case of absentees. Penalty will be imposed in case of absences as per special terms and conditions of the contract. Contractor may take all

necessary measures so that the work do not suffer on account of the absence of its staff and to avoid penalty.

4. The rate quoted by the bidder for the civil, plumbing and carpentry work will include the cost of manpower, cost of tools / tackles, etc. only and the consumables not payable by NABARD as indicated above.
5. All plumbing and carpentry staff must have sufficient experience to perform duties entrusted to them, and must be in proper uniform at all times. The staff must be polite and should be trained suitably.
6. NABARD shall have the right to inspect the stock of materials supplied to the contractor by NABARD as and when required and contractor shall be liable to furnish proper accounts for the same.
7. NABARD shall not be responsible to your workers in any manner whatsoever. The behaviour of the workers will be polite and no complaint in this regard shall be entertained. Contractor shall be responsible for any complaints in this regard.
8. NABARD will reserve its right to recover the loss of damage from the contractor, if any, caused by the works of contractor during the period of performance of the work, from any amount payable to him or otherwise NABARD's decision in this regard shall be final.

**Place:**

**Date:**

**(Signature of the bidders)**

**Name and Seal:**

## **VI. GENERAL TERMS AND CONDITIONS**

1. The contract shall be valid initially for a period of 02 (two) years. Thereafter, the contract can be extended by 01 (one) year at a time, at the sole discretion of NABARD.
2. Bidders are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
3. Only those bidders, who satisfy the eligibility criteria as mentioned in pre-qualification criteria shall be eligible to participate in the e-tender. It may be noted that Price Bid shall be opened only in respect of those bidders who have complied with the requirements as laid down in Pre-Qualification criteria in technical bid. The decision of the Bank in this regard shall be final. In the event of intending bidders' failure to satisfy the Bank, the Bank reserves the right to reject the tender and not to open the price bid.
4. E-tenders comprising duly filled in Part I (Technical Bid) and Part II (Financial Bid) of the tender should be uploaded in CPP portal by due date mentioned in the schedule of the tender.
5. Quoted rates should be workable, reasonable and should include incidental and all overheads and profits. Rates should include all items pertaining to the Civil, plumbing and carpentry works, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officials of NABARD/ ACTs, the bill will not be accepted.
6. The rate should include the discount (if any) also. There is no question of extra payment above the quoted rate under any circumstance for the tender item. In case of any variation in quantity or value, the same will not be made a matter of dispute by the Bidder.
7. The bidders should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders will be rejected without making any reference to the bidders.
8. Quoted rate for Service Charges should be workable, reasonable and should include incidental and all overheads and profits. Service Charges claimed by contractor should include management and supervisory charges including Contractor's Profit, materials required on monthly basis as per the tender requirement, tools and equipment as per requirement, uniform for labourers, other overheads, etc.
9. Bids quoted with administrative/ service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection and L-1 (lowest) bidder will be selected among remaining eligible bidders.
10. Service Charges quoted shall have two decimal points only, beyond which the digits shall be ignored.
11. The Bidder will furnish Rate Analysis of the rates quoted, if required by NABARD.
12. Amount quoted should include all Taxes, 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 statutory taxes, (ii) Changes in Minimum Wages (as notified by the competent authority), as applicable. However, charges for Water-Tank

cleaning shall remain firm during the validity of the entire contract period and extended period, if any.

13. The decision of NABARD in awarding the work shall be final.
14. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and undisputable.
15. Materials used should conform to relevant BIS Codes. BIS and CPWD Specifications and method of measurements shall be followed as applicable. However, in the absence of the same, the decision of NABARD will be final.
16. Monthly/ Quarterly/ Periodical payments will be made in the case of civil, plumbing, carpentry and water tank cleaning AMC works mentioned in the tender based on the bills submitted by the Contractor and certified by the concerned Site Supervisor and ACT/ CT of NABARD to the effect that the works / complaints recorded in the registers/software are attended and rectified as per the scope of the work. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/ Caretaker) after completion of the respective works on the specified formats given for respective work and should submit all these documents with the bill.
17. Any discrepancy in settlement of bills may be brought to the notice of NABARD within a period of one month after the settlement of the Bills. NABARD will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
18. IT-TDS and GST- TDS and other taxes, as applicable, will be deducted from total payment due to the Contractors.
19. All works and complaints as registered under the Annual Maintenance Contract are to be attended on the same day. In case of delay in attending the work in time, NABARD will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD.
20. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost. No advance shall be paid towards mobilization and cost of materials.
21. The Contractor shall monitor the on-going works or satisfactory completion of works or redressal of complaints through his staff.
22. Notwithstanding anything stated above, NABARD reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
23. NABARD will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should take necessary Insurance cover at his cost for his persons employed at site. The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy) for his employees and third party throughout the period of the contract at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate NABARD with suitable

Insurance cover in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and/or his employees or workmen. The CAR insurance policy may be obtained in the joint name of NABARD (to be appeared first) and the contractors respectively for the insured amount to the amount of at least 1.25 times of the tender amount and the original Insurance policy may be deposited in NABARD. In case, no insurance policy furnished before commencement of the work, NABARD will take the policy on behalf of the contractor and recover the amount of premium, interest on premium etc. from them. The insurance policies should be obtained by the contractor within 14 days of issue of work order. The decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific.

24. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the contractor. No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NABARD's staff and his employees against accidents from any cause and he shall indemnify NABARD against any claims for damage on account of injury/death or damage to property, resulting from any such accidents with necessary Insurance cover. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost. The decision of NABARD in this regard shall be final and binding.
25. The Contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force. The contractor undertakes from the date of allotment of tender, at all times and from time to time to remain solely responsible to defend NABARD and to hold and keep NABARD and its officers harmless and indemnified against all actions, costs, expenses, damages, claims, suits or demands, or any loss or liabilities of whatsoever nature arising directly or indirectly and also for and against all or any action whether by way of labour or legal proceedings or otherwise which may be brought against the NABARD by any of the person employed by contractor or any other authority, arising out of execution of the contract including claims for all damages, costs, charges, expenses which NABARD may incur in respect thereof.
26. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Minimum Wages Act, 1948 on monthly basis. The contractor shall also make PF contribution, ESI contribution and/ or any other statutory contribution in respect of the personnel deployed by him in NABARD.
27. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by him for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.
28. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules. The Contractor shall comply with all the applicable

Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the Bank will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

29. The following requisites are to be fulfilled by the contractor:

- Time schedule of works
- Presence of required number of the persons at the site as per contract
- Maintain desired quality of the work as per specification

The penalties for not complying with the above are indicated in Special Conditions of contract.

30. The contractor shall always ensure experienced and technically qualified staff at site to the approved strength as given in the tender.

31. The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/ compensation /absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 from NABARD.

32. The Contractor shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. NABARD shall not be responsible for any penalty on failure on the part of contractor to comply with any Labour Regulations. The contractor shall maintain attendance record of his staff employed at various sites and wage register for payment with all records up to date as per the labour regulations. The contractor shall submit the monthly payment records to the staff employed by him as per the contract with NABARD.

33. The contractor shall ensure that the payment is regularly credited to the bank account of the individual workers employed at Bank's premises and pay slips for respective payments are duly issued to the employees regularly. NABARD will ask for submission of present/past pay slips and payment records related to ESI/PF along with the monthly bill or as and when required. The contractor is bound to submit the documents to NABARD without fail.

34. The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency for those workers deployed by the Selected Bidder to execute the contract work in NABARD must be provided by the selected bidder to NABARD every month along with the claim bill, failing which the claim bill shall not be settled. The selected bidder shall also submit the proof of remittance of Bonus for those workers deployed by the selected bidder to execute the contract work in NABARD, failing which the claim will not be considered.

35. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the

image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously.

36. No additional payment shall be made if contractor keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.
37. The Contractor or his authorized representative should visit the site as per requirement and meet concerned NABARD Official(s) with prior appointment for any clarifications and to receive instructions, etc. at the site.
38. The Contractor's workmen should report to ACT/ Site supervisor as per timings mentioned in the tender. A register will be kept at sites of all the locations showing attendance on day-to-day basis and which will be countersigned by the security guard on duty for the time when contractor's worker arrives & signs at site. The same shall also be signed by ACT & the same or copy shall be presented along with the Contractor's monthly bill. Contractor biometric machine for the attendance of worker deployed in Head Office. Contractor will also install a biometric attendance system for monitoring attendance of their staff at each premises under the contract at his cost. However, the biometric attendance data shall serve as a reference record for monitoring purposes only and shall not be considered the sole basis for verification or payment.
39. The workers/ staff employed should wear colour code uniforms provided by the contractor at their own cost (02 uniforms per worker per year), displaying contractor firm's name. The Contractor should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behavior/ suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on contractor. The contractor is also required to submit the list of workers with photo ID, educational qualification, address proof, etc. before deputing the workers. An attendance register shall be maintained at site indicating number of persons deployed for the inspection by NABARD officials/representative.
40. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD in kind or cash will be viewed seriously and NABARD will have the right to levy damages or fine and / or even terminate the Contract forthwith, if necessary.
41. **Renewal/ Extension of the Contract:** The period of contract for is from 01<sup>st</sup> April 2026 to 31<sup>st</sup> March 2028 or as specified by the Bank in the final work order. The said contract will be renewed for a further period of one year subject to the satisfactory performance of the contractor during the existing contract period and other terms and conditions detailed in the tender document. The escalation in the contract amount during renewal shall be considered as follows:
  - (i) For "Labour Component" mentioned under item Sl. No. 1 & 2 of unpriced bid, the Bank shall give the Contractor extant Minimum wages (prevailing at the time of renewal) as prescribed by the Chief Labour Commissioner (Central), Ministry of Labour & Employment and the associated liabilities like EPF, ESI and Bonus components etc. revised from time to time and contractor's profit etc.

(ii) The revision of rates for “Non-Labour Component” mentioned under item Sl. No. 3, 4 & 5 of unpriced bid may be done based on cost escalation. The percentage increase in cost including GST may be calculated by using the below formula:-

$$Vc = Vp \times [0.80 \times (Wc - Wp) / Wp] + [0.20 \times (Cc - Cp) / Cp]$$

$Vc$  = Variation in total amount component for the current year including GST (Item nos. 3, 4 & 5)

$Vp$  = Total amount component for the previous year including GST (item nos. 3, 4 & 5)

$Wc$  = Average of Wholesale Price Index for all commodities for Mumbai Region 6 months prior to the commencement date of contract for the current year (renewed/ extended contract)

$Wp$  = Average of Wholesale Price Index for all commodities for Mumbai Region 6 months prior to the commencement date of contract for the previous year (w.r.t. last one year of initial contract)

$Cc$  = Consumer Price Index for industrial workers for Mumbai Region 6 months prior to the commencement date of contract for the current year (renewed/ extended contract)

$Cp$  = Consumer Price Index for industrial workers for Mumbai Region 6 months prior to the commencement date of contract for the current year (w.r.t. last one year of initial contract)

**42. Indemnity Clause:** In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by him in NABARD. The successful bidder shall execute an indemnity bond. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case NABARD or its employee is made party and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to NABARD or any person authorized by NABARD, on demand. Further, the contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.

#### **43. Dispute Resolution:**

(a) "Any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996 or any modification thereof. The arbitration shall be conducted by sole arbitrator appointed by NABARD and the award made in pursuance thereof shall be binding on the parties."

- (b) The venue of the arbitration shall be at Mumbai.
- (c) The language of arbitration shall be English.
- (d) Work under the contract shall be continued by the contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

44. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.

45. The personnel deployed by the Contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition by the contractor.

46. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.

47. The contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Contractor should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the NABARD. The Contractor shall assist NABARD fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to the NABARD.

48. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside NABARD's residential/ Office premises.

49. The engaged staff shall also undertake other specific work related with/without the works mentioned as per tender and other works during working hours as per instruction of ACT/ CT/ concerned official(s) of NABARD, if required.

50. **Termination of Contract:** "If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 30 days, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, on any day after the expiry of the said notice period if

- (a) in the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this Contract work to the Bank's satisfaction and/or
- (b) the contractor commits a breach of any terms and conditions of this agreement and/or
- (c) the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or
- (d) for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this Contract and/or

(e) there is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.

51. In the event of termination of this Contract for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.
52. In case the Contractor desires to terminate the Contract, he may do so by giving the Bank a notice period of three months.
53. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of the NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and remove sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.
54. The Contractor shall provide necessary Tools or any other equipment, materials, workers, etc. and no payment in this regard will be made by NABARD. The Contractor shall supply, fix and maintain all the jhulas, T&P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to NABARD's property.
55. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD. But he can engage various licensed agencies/agencies for carrying out different works.
56. While submitting the monthly/ quarterly bills for AMC, the contractors have to submit all the required documents / statements as desired by NABARD. Contractor will not link payments to his workers with the settlement of his bill by NABARD.
57. The successful bidder shall execute an agreement with NABARD at his cost on non-judicial stamp paper as per the prevailing rates in accordance with the standard format enclosed (articles of agreement) within 14 days from the date of issue of work order failing which bidders EMD will be forfeited.
58. In case two or more bidders emerged as L1, the lowest bidder will be selected as per GeM procedure.

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

Signature of the Bidder:

Name and Seal:

Place:

Date:

## **VII. SPECIAL CONDITIONS OF THE CONTRACT**

1. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the bidder/bidder should be able to demonstrate the capability of the bidder/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by NABARD. If required, NABARD may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and bidder/bidder shall have to furnish Rate Analysis for the scrutiny of rates by NABARD within stipulated time. NABARD reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.
2. The workslip for carrying out works which are not covered under monthly charges for maintenance works will be issued by NABARD and such additional works shall be paid as extra.
3. The cost of replacements wherever applicable shall be paid for only on sanctioned workslips issued by NABARD to the Contractor. If any replacement is done without proper sanction, the same will not be considered for payment.
4. Need for replacement of any particular item shall be decided by the ACT/ concerned Bank's Officials and the Contractor should carry out the work without any dispute.
5. Whenever particular items of materials, fittings etc. are replaced at Bank's cost, the Contractor shall deposit such items like old fittings etc. with the ACT/CT of the colony until the settlement of the bill of extra items. All such removed old materials should be stacked safely at the specified location within the premises. After settlement of the bills, the contractor may take the old/scrap material. However, any useful materials like fittings, pipes etc., which could be reused, may be used in the repair/ maintenance works with the approval of Site Supervisor/Bank's Official(s) and for such items, the cost will not be paid to the Contract.
6. Necessary tools and minor items like adhesives, screws, nails, nut & bolt, washer, bracket, clips, grease, Mobil, M-seal, rubber for stopper, rubber buffer etc. will be in the scope of the contractor.
7. Payment for additional works and replacement/repair works not included in monthly maintenance charges shall be paid on the basis of Schedule of Rates (SoR) as adopted by NABARD for civil, plumbing and carpentry works plus taxes or as approved by NABARD.
8. Payment for the additional/payable items, not covered as above, will be made as per Rate Analysis based on the market prices supported by documentary proof with 15% towards contractor's overhead profit plus applicable taxes, etc. as applicable or from the quoted rates of lowest bidders of other works in NABARD who has executed similar items of work recently. The rates of the items will be finalized by NABARD.
9. The Contractor shall follow the prescribed formats/procedures for receiving complaints, receiving the work slips duly sanctioned and preparation of bills etc. as stipulated by NABARD from time to time.
10. The responsibility of engaging sufficient skilled/ semi-skilled/ unskilled works like plumbers, carpenters, helpers, etc. lies with the Contractor for maintenance works, subject to minimum of labourers mentioned in the Price Bid/ BOQ and tender document in view of timely attention and completion of the routine works within the given time frame.

11. If the workers engaged by the contractor in the premises for performing the job under the contract is not found to be satisfactory, the contractor is bound to replace the labourers/workers as directed by NABARD.
12. The Contractor should provide his own biometric attendance system for monitoring attendance of their staff at each premises under the contract at his cost. Monthly attendance report of the workers as per the contract generated from the biometric system shall be submitted to Bank duly certified by ACT along with the monthly bill. The supervisor engaged by the contractor at the premises is bound to produce the attendance data for a particular day/period to NABARD as and when required by NABARD. However, the biometric attendance data shall serve as a reference record for monitoring purposes only and shall not be considered the sole basis for verification for payment.
13. **Penalty clause:** In case of absence of workers (minimum specified in the BOQ), the amount will be deducted as below:
  - a. If the contractor fails to deploy the number of manpower as required under the contract and such absence of manpower in each category of workmen exceeds 15% or more of total man days in a month, then a penalty of ₹650.00 per day shall be imposed on the contractor for all absent days including 15% of the absences during the month. The amount of penalty shall be adjusted from the amount payable to the contractor and the amount shall not be deducted by the contractor from the wages payable to the workmen.
  - b. Additional Penalty: If the contractor continues to fail to engage sufficient workers and does not show sufficient progress in attending to the works, NABARD may, after issuing written notices, levy additional penalty at its discretion, which will be recovered from the Contractor's bill.
14. Contractor shall maintain a proper Record/ Register indicating reasons for not attending to any particular complaint within time schedule, failing which penalty as per Bank's decision shall be levied. The expected period of completion of the various items and the amount of deduction beyond that period for pending complaints will be as under:

Nature of work	Time of completion	Penalty for delay (per complaints per day)
Outside work where scaffolding is required	5 days	₹100.00
Outside work where no scaffolding is required	3 days	₹100.00
Internal work	2 days	₹50.00
Other work	2 days	₹50.00

15. In case of emergency work, no extra payment for working in odd hour will be made.
16. NABARD reserves to change scope of work or the number of workers during the contract period.
17. Even though manpower has been fixed premises wise, the manpower will be transferred from one premises to other premises as and when required, at the discretion of NABARD.

Declaration by the Contractor

We/ I have read and understood the Scope of Work and special terms and conditions for the civil, plumbing, carpentry and water tank cleaning AMC works in the entire Head Office



premises and five residential premises of NABARD (as indicated in the tender/bid) at Mumbai (both inside and outside) and we/ I have taken into account the above while quoting the rates. We/ I accept all the above points without any reservation from our/ my side, in all respects.

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

Place :

Date :

Address:

(Signature of the Bidder)

Name and Seal:

## **VIII. SAFETY CODE**

1. The Contractor shall maintain in a readily accessible place first aid appliances including adequate supply of sterilized dressings and cotton wool.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. Clear and the distance between two adjacent rungs shall not be more than 30 cm.
4. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder. It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, lifelines, helmets, rubber gloves etc. depending upon the nature of works Contractor is free to approach NABARD for any suggestion in this regard. However, any lapse in this regard will be viewed seriously.
5. A penalty of ₹1,000.00 shall be levied for violation of safety norms including non-use of personal protective equipment. A penalty of ₹2,000.00 shall be levied if violation is repeated.
6. Penal action will also be taken if the contractor's supervisors and workers do not wear the uniforms and photo identity cards issued by the contractor and thus pose a security risk to the safety of the Bank's establishments, its officers and the families of its officers residing in flats. The decision of the Bank in all such cases attracting penalties shall be final and binding on the contractor.
7. An adequate insurance coverage shall be arranged by the contractor for all employees/ workmen against accident & the Bank shall not be responsible for any liability arising out of any accident/ injury caused to the employees/workmen while executing the work.

### **Declaration by the Contractor**

We/ I have read and understood the Safety code for the civil, plumbing, carpentry and water tank cleaning AMC works in the entire Head Office premises and five residential premises of NABARD (as indicated in the tender/ bid) at Mumbai (both inside and outside) and we/ I have taken into account the above while quoting the rates. We/ I accept all the above points without any reservation from our/ my side, in all respects.

Place :

Date :

Address :

(Signature of the Bidder)

Name and Seal:

## IX. ANNEXURES

### ANNEXURE-A

#### DETAILS OF SITE AND MANPOWER

S. No.	Name of the Premises	Skilled			Unskilled
		Supervisor	Plumber	Carpenter	Helper
<b>A</b>	<b>Office Building</b>				
1	NABARD Head Office, Bandra Kurla Complex, Mumbai - 400 051	1	3	3	3
<b>B</b>	<b>Residential Premises</b>				
1	Krishi Vikas Sadan, Dadar (W), Mumbai - 400 028	1	3	3	3
2	NABARD Park, Khira Nagar, Santacruz (W), Mumbai - 400 054				
3	NABARD Officers' Quarters, Nestle-2, Lower Parel, Mumbai - 400 025				
4	NABARD Nagar, Thakur Complex, Kandivali (E), Mumbai - 400 101	1	3	3	4
5	NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai - 400 086				
	<b>Total</b>	3	9	9	10

**STATEMENT – I****List of important contracts executed by the contractor \***

Sr. No.	Name of the Work including name of the building and location.	Nature of work involved in the contract.	Name of the owner and indicate whether it is a State Govt./Govt. of India undertaking or Pvt. body with full address and telephone numbers. ***	Completion Period		Value of the work ** (₹ in lakh)
				Stipulated	Actual	
1	2	3	4	5	6	7

\* Use separate/ additional sheets as per the requirement

\*\* Mention the assignments where value of works costing ₹131.75 Lakh and above only.

\*\*\* Attach client's certificates, Copy of work order, Scope of work etc.

## **STATEMENT - II**

### **List of important contracts ON HAND being executed by the contractor\***

Sr. No.	Name of the Work including name of the building and location	Nature of work involved in the Contract.	Name of owner and indicate whether it is a State Govt./ Semi- Govt./ Govt. of India Undertaking or Pvt. Body with full address and telephone numbers.***	Stipulated date of completion	Expected date of completion	Present stage of work with reasons if the work is getting delayed	Value of the work ** (₹ in lakh)
1	2	3	4	5	6	7	8

\* Use separate /additional sheets as per the requirement

\*\* Mention the assignments where value of works costing ₹131.75 Lakh and above only.

\*\*\* Attach client's certificates

## **ANNEXURE-C**

### **PRE-CONTRACT INTEGRITY PACT**

**(To be submitted on ₹500.00 non-judicial stamp paper)**

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 providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028**”. 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:

- 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 cartelization 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 Retention 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.

(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-

### **Dr. Rabindra Kumar, IFoS (Retd)**

37, Bhagirathipuram  
GMS Road, Dehradun-248 001  
Uttarakhand.

Email ID: rabindra\_us@yahoo.com

(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.

(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 Contract or 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.

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(For & On behalf of the Principal)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness 1:

(Name & Address) \_\_\_\_\_

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(For & On behalf of the Bidder/Contractor)

(Office Seal)

Witness 2:

(Name & Address) \_\_\_\_\_

\_\_\_\_\_

**ARTICLES OF AGREEMENT**  
(On non-judicial stamp paper of ₹500.00)

**AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT**

**THIS AGREEMENT** is made at Mumbai on this ..... day of \_\_\_\_\_ 2026

**BETWEEN**

National Bank for Agriculture and Rural Development, a body corporate established under an Act of Parliament viz. the National Bank for Agriculture and Rural Development Act, 1981 having its Head office at C-24, 'G' Block, Bandra-Kurla Complex, Bandra(East), Mumbai-400051, hereinafter referred to as "**NABARD**" (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the **ONE PART**

**AND**

M/s. ...., a firm/society/company registered/incorporated under the Companies Act, 1956 Act and having its registered office at .....hereinafter referred to as the '**Contractor**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, liquidators, administrators and assigns) of the **OTHER PART**.

*(NABARD and the Contractor are collectively hereinafter referred to as "**the parties**")*

**WHEREAS**

(1) NABARD, being desirous of outsourcing the works relating to Annual Maintenance contract for civil, plumbing, carpentry and water tank cleaning Services (hereinafter referred to "**the said works**") of its premises at NABARD Head Office Building, Bandra Kurla Complex, Mumbai – 400 051; Krishi Vikas Sadan, Dadar (W), Mumbai - 400 028; NABARD Park, Khira Nagar, Santacruz (W), Mumbai - 400 054; NABARD Officers' Quarters, Nestle-2, Lower Parel, Mumbai - 400 025; NABARD Nagar, Thakur Complex, Kandivali (E), Mumbai - 400 101; and NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai - 400 086 (hereinafter collectively referred to as "**the said Premises**") for the period from \_\_\_\_\_ to \_\_\_\_\_, inviting bids for providing the said works at the said Premises. A copy of the NIT and tender document is annexed herewith and to be read as part and parcel of this Agreement.

(2) The Contractor had, vide its bid dated ....., submitted its Tender for undertaking the said works at the said Premises.

(3) NABARD, vide its letter No. .....dated ..... had selected the Contractor for carrying out the said works at the said Premises.

(4) The parties hereby agree, record and confirm the various terms and conditions for carrying out the said works at the said Premises hereinafter appearing.

**NOW THIS INDENTURE WITNESSES AS FOLLOWS:**

1. The contract shall commence from **01<sup>st</sup> April 2026** and shall continue till **31<sup>st</sup> March 2028** unless it is curtailed or terminated by NABARD owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements etc. NABARD shall pay a sum of **₹.....for the said period** to the

Contractor for carrying out the said works in the said Premises as per the details given in **Scope of Works**. The rate will remain fixed (except Minimum wages and other statutory provision revised by GOI from time to time) throughout the entire period of contract i.e. till \_\_\_\_\_ and is inclusive of all costs such as insurance, taxes, duties, levies, cess, transportation, salaries and wages that may be levied, imposed, charged, paid or incurred by the Contractor. In case of payment of supply of skilled/ semi-skilled/ unskilled labour, the rates will be revised proportionately as per the revision in minimum wages as announced by State/Central Govt. whose rates are adopted. NABARD will make payments only after the satisfactory completion of the periodic services on monthly/ quarterly basis as indicated in the tender document.

The contractor will implement and operationalise complaint registration system if supplied by NABARD. No payment will be made by NABARD to the contractor in this regard.

2. The contract may be extended for further period/s after the expiry of the initial period i.e. **31<sup>st</sup> March 2028** as indicated in the tender document. NABARD shall, in that event, make a request in writing in this behalf to the Contractor one month prior to the expiry of the current contract/extended contract and upon such request, the Contractor shall provide the said works at the said Premises, on the same terms and conditions or with some addition/ deletion/ modification, for a further specific period, mutually agreed upon by the parties.

3. The Contractor should carry out the rotation of its deployed personnel within its client organizations during the contract period.

4. The Contractor should make discreet inquiries about the character and antecedents of the persons whom they are deploying in NABARD. The Contractor shall ensure that the individuals deployed in NABARD satisfy the minimum technical and educational qualifications as mentioned in the tender document.

5. The Contractor shall furnish the following documents in respect of the individuals who will be deployed by it in NABARD by:-

- i) List of individuals deployed
- ii) Bio-Data containing educational qualifications and previous experience/s, date of birth, etc.
- iii) Certification of verification of antecedents of persons by local Police authority.
- iv) Identity Cards bearing photograph.

6. The number of manpower required will be purely based on the requirement at site. The minimum requirement of manpower is indicated in the tender document. No additional payment shall be made if the contractor keeps more staff for completing the pending work or if minimum staff strength is not able to perform satisfactorily as per the contract provision. All deployed manpower shall wear identity card/s every day during working hours.

NABARD shall have discretion to change the scope of work and deployment of number of manpower whenever required.

7. The said works at the said Premises, which will be entrusted to the Contractor from time to time by NABARD, are to be rendered without causing any hindrance or disturbance to any staff member of the NABARD working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neatly and hygienically maintained premises.

8. The Contractor shall, for all intents and purposes, be the “Employer” within the meaning of different labour legislation in respect of manpower so employed by him and deployed in NABARD and the manpower so employed by him and deployed in NABARD shall remain under the overall control and supervision of the Contractor. The persons deployed by the Contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The Contractor’s personnel shall not claim any benefit/ compensation /absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

9. The Contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required for carrying out the said works in the said Premises in accordance with this Agreement. The Contractor shall also inform and assist NABARD in procuring any registration, permissions or approvals, which may be at any time during the currency of this Agreement or the extended period be statutorily required to be obtained by NABARD for availing the services under this Agreement. The Contractor shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act 1970 and the Rules and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and / or renewed from time to time throughout the currency of this Agreement.

10. All persons deployed by the Contractor in NABARD will be subjected to security check by the NABARD while entering and leaving the premises. The Contractor shall be required to provide supervisory staff for ensuring efficient and smooth operations.

11. The Contractor shall attend to complaints relating to the said work received from the employees of the NABARD and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned.

12. The Contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. NABARD shall, in no way be responsible for settlement of such issues whatsoever.

13. NABARD shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the Contractor in the course of their performing the functions/duties, or for payment towards any compensation.

14. The Contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by it in NABARD. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case NABARD or its employee is made party and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to NABARD or any person authorized by NABARD, on demand. Further, the Contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.

15. It will be the responsibility of the Contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him in NABARD. It will be the responsibility of the contractor for disposal of debris to the approved dumping ground and NABARD will have no liability in this regard.

16. The Contractor shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to the persons employed by it and necessary tools, equipment and machinery for carrying out the said works at the said Premises. Such persons without complete uniform will be treated as absent. The Contractor shall also provide all safety items such as safety shoes, masks, etc.

17. The Contractor, wherever and whatever material is provided by NABARD, shall use it properly. Any improper use leading to wastage / pilferage shall be made good by the Contractor to NABARD.

18. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, tools, equipment, machinery, Contractors vehicles or vehicles of the personnel of the Contractor. NABARD will not be under any liability to pay any compensation to the persons deployed by the Contractor if they sustain any injury etc., while discharging the duties in the said premises. The Contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to NABARD. **The CAR policies are required to be at least for 1.25 times of the contract value.**

19. The Contractor's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements, and administrative / organizational matters as all are of confidential/secret nature.

20. The manpower deployed by the Contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD.

21. The Contractor shall ensure proper conduct of its personnel in the said premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.

22. The Contractor shall depute a coordinator who would be responsible for immediate interaction with the Officer-in-charge of Department of Premises, Security and Procurement, Head Office NABARD so that optimal services of the persons deployed by the Contractor could be availed without any disruption.

23. The Contractor shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. In case of delay in attending the work or providing the substitute in time shall attract a pre-estimated fine and NABARD will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD. Contractor shall maintain a proper Record/Register indicating reasons for not attending to any particular complaint within time schedule, failing which penalty as per Bank's decision shall be levied. The expected period of completion of the various items and the amount of deduction beyond that period for pending complaints as per tender conditions shall be applicable.

24. The Contractor, upon receiving a notice from NABARD, shall replace immediately any of its personnel who is found unacceptable to NABARD because of security risks, incompetence/conflict of interest/misconduct.

25. In case, the manpower deployed by the Contractor commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the

Contractor will be liable to take appropriate disciplinary action against such persons, and if so required by NABARD, remove him/them from the said Premises.

26. The Contractor shall pay the manpower deployed in NABARD their wages in accordance with the Minimum Wages Act, 1948 as applicable in the State of Maharashtra/GoI, whichever is higher on a monthly basis. The Contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the manpower deployed in NABARD. The Contractor shall also pay statutory tax, wherever applicable.

27. The contractor will be responsible for timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc. in respect of the persons deployed by them in NABARD. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.

28. The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at Bank's premises and pay slips for respective payments are duly issued regularly. NABARD will ask for present/past pay slips and payment records related to ESI/PF to be submitted along with the monthly bill.

29. The Contractor, as a taxable service provider, must be registered with Central Excise Department and obtained Registration and should attach a copy of Certificate along with the Agreement. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider & Service Receiver, Description of service, etc.

30. The Contractor shall raise the bill along with attendance sheet in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. However, the Contractor must ensure that the salaries of their deployed staffs are released before the 7<sup>th</sup> day of the following month, irrespective of receipt of payment from NABARD.

31. The Tax Deduction at Source (TDS) shall be effected as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the Contractor by NABARD.

32. The Contractor shall also be liable for depositing all taxes, levies, Cess etc. on account of carrying out the said work to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

33. The Contractor shall maintain all statutory registers under the applicable law. The Contractor shall produce the same, on demand, to NABARD or any other authority under law.

34. The Contractor on its part and through its own resources shall ensure that the goods, materials and equipment, etc. of NABARD are not damaged in the process of carrying out the said work and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If NABARD suffer any loss or damage on account of negligence, default or theft on the part of the employees /agents of the Contractor, then the Contractor shall be

liable to compensate for the same. The Contractor shall fully indemnify NABARD against any such loss or damage. NABARD shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

35. The Contractor will have to deposit a security amount of ₹.....  
**(Rupees.....)** for NABARD Head Office and 05 residential premises of NABARD at Mumbai to NABARD through online transfer covering the period of this Agreement. In case, the Agreement is further extended beyond the initial period, the security deposit would be retained.

36. In case of breach of any terms and conditions of this Agreement, the Performance Security Deposit of the Contractor will be liable to be forfeited by NABARD besides annulment of the Agreement.

37. In case, the Contractor fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, NABARD is put to any loss/obligation, NABARD will be entitled to get itself adjusted out of the outstanding bills or the Security Deposit of the Contractor, to the extent of the loss or obligation in monetary terms. If the adjustment is not possible, then the same may be recoverable from the contractor.

38. In case any of documents furnished by the Contractor is found to be false at any stage, it would be deemed to be a breach of the terms of this Agreement making it liable for legal action besides termination of contract.

39. If the Contractor becomes insolvent or fails to observe or perform any condition of this Agreement then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said performance security deposit and recover from the contractor any loss suffered by NABARD on account of the Agreement being terminated.

40. The Contractor shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of NABARD.

41. If the services of the contractor are not found satisfactory, the contractor will be given one month notice to improve his services. If the contractor fails to improve his services within the Notice Period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period. However, the contractor firm can terminate the agreement by giving three months' notice in advance. If the Contractor fails to give such three months' notice in writing for termination of the agreement, then the Security Deposit will be forfeited. Notwithstanding anything contained in this Agreement, the Contractor shall continue to provide services of the persons deployed in NABARD on the terms and conditions of this Agreement till the date of termination this agreement.

42. On the expiry or early termination of the Agreement, the Contractor will withdraw all its personnel without in any way causing any damage to the said premises and the property therein and clear their accounts by paying them all their legal dues. The persons deployed by the contractor shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in NABARD.

#### **43. Renewal of the Contract:**

43.1 The period of contract for is from **01<sup>st</sup> April 2026** to **31<sup>st</sup> March 2028** or as specified by the Bank in the final work order. The said contract will be renewed for further period subject to the satisfactory performance of the contractor during the existing contract period and other

terms and conditions detailed in the tender document. The escalation in the contract amount during renewal shall be considered as follows:

(i) For “Labour Component” mentioned under item S. No. 1 & 2 of financial bid, the Bank shall give the Contractor extant Minimum wages (prevailing at the time of renewal) as prescribed by the Chief Labour Commissioner (Central), Ministry of Labour & Employment and the associated liabilities like EPF, ESI and Bonus components and contractor’s profit etc.

(ii) The revision of rates for “Non-Labour Component” mentioned under item Sl. No. 3, 4 and 5 of financial bid may be done based on cost escalation. The percentage increase in cost including GST may be calculated by using the below formula: -

$$Vc = Vp \times [0.80 \times (Wc - Wp) / Wp] + [0.20 \times (Cc - Cp) / Cp]$$

$Vc$  = Variation in total amount component for the current year including GST (Item nos. 3, 4 & 5)

$Vp$  = Total amount component for the previous year including GST (item nos. 3, 4 & 5)

$Wc$  = Average of Wholesale Price Index for all commodities for Mumbai Region 6 months prior to the commencement date of contract for the current year (renewed/ extended contract)

$Wp$  = Average of Wholesale Price Index for all commodities for Mumbai Region 6 months prior to the commencement date of contract for the previous year (w.r.t. last one year of initial contract)

$Cc$  = Consumer Price Index for industrial workers for Mumbai Region 6 months prior to the commencement date of contract for the current year (renewed/ extended contract)

$Cp$  = Consumer Price Index for industrial workers for Mumbai Region 6 months prior to the commencement date of contract for the current year (w.r.t. last one year of initial contract)

#### **44. Resolution of disputes**

44.1 This Agreement shall be governed by and construed in accordance with the laws of India.

44.2 Disputes or differences whatsoever, arising between NABARD and the Contractor shall be resolved amicably between NABARD’s representative and the Contractor’s representative.

44.3 In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be resolved as follows:

*“Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.”*

44.4 All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and shall have the jurisdiction in Mumbai.

44.5 The language of arbitration shall be English.

44.6 Work under the Agreement shall be continued by the Contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the Agreement, no payment due or payable by NABARD to the Contractor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

45. Any notice, for the purpose of this Agreement, has to be sent in writing to either of the parties by facsimile transmission, by registered post with acknowledgement due or by a reputed courier service. All notices shall be deemed to have been validly given on (i) the business day immediately following the date of transmission with confirmed answer back, if transmitted by facsimile transmission, or (ii) the expiry of 5 days after posting, if sent by post, or (iii) the business date of receipt, if sent by courier.

46. This Agreement, its Annexures and the NIT constitute the entire Agreement between the Contractor and NABARD, and supersede any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of this Agreement. In the event of conflict between the provisions of this Agreement and any attached Annexure or the NIT, the provisions of this Agreement will prevail to the extent of such conflict take precedence. In the event of conflict between the provisions of any attached Annexures and the NIT, the provisions of any attached Annexures will to the extent of such conflict take precedence. The terms and conditions of this Agreement may not be changed except by an amendment signed by an authorized representative of each party. NIT shall be the reference document to the extent the terms and conditions are either not reiterated or not given a contrary meaning under this Agreement.

47. This agreement is being executed in duplicate, NABARD should keep the original and the Contractor shall keep the duplicate.

48. The Contractor shall bear the stamp duty on this agreement for both the original and the duplicate copies.

In witness whereof the parties hereto, have caused their presence to be signed on the above by the duly authorised officials at the place and on the day, month and year first herein above written.

Signed, sealed and delivered

Signed, sealed and delivered

By Shri \_\_\_\_\_

By Shri \_\_\_\_\_

DGM/ GM

For & on behalf of NABARD

the duly authorized signatory for & on behalf of the Contractor

In the presence of

In the presence of

1.....

1.....

2.....

2.....

**INDEMNITY BOND**

(On ₹200.00 non-judicial stamp paper)

Know all men by these presents that I, Shri.....of M/s ..... do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Registered Office at C-24, G-Block, Bandra-Kurla Complex, Bandra(E) Mumbai-400051 and M/s ..... having their registered office at ....., Mumbai – 400 ..... on this ..... day of .....

Whereas NABARD has appointed M/s ..... as the Contractor for their proposed services relating to "Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises of NABARD in Mumbai".

**THIS DEED WITNESSETH AS FOLLOWS :-**

I/We, on behalf of M/s ..... hereby do indemnify to keep NABARD and its Employees harmless against and from any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, our negligence, faulty construction and/or violating any law, rules and regulations in force, for the time being while executing/executed works by me/us, any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any of our sub-contractor/s if any, servants or agents. Any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee. Any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage, liability, civil or criminal action.

IN WITNESS WHEREOF M/s ..... has set their hands on this .....day of .....  
SIGNED AND DELIVERED BY THE AFORESAID M/s ..... through their authorized representative (Shri .....).

**(Signature & Seal of the Contractor)**

**Date:**

**Place:**

IN THE PRESENCE OF WITNESSES:

1. Name, Address & Signature:

2. Name, Address & Signature:

**PROFORMA OF EMD CREDIT DETAILS****(EMD details to be filled by bidders)****TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING MANPOWER  
CLEANING AND FACILITY MANAGEMENT SERVICES FOR HOUSEKEEPING AT  
NABARD HEAD OFFICE, BKC, MUMBAI**

लेखा का नाम NAME OF THE ACCOUNT	<b>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</b>
बैंक का नाम BANK NAME	<b>NABARD</b>
शाखा का नाम BRANCH NAME	<b>HEAD OFFICE, MUMBAI</b>
आईएफएस कोड IFS CODE	<b>NBRD000002</b>
खाता संख्या ACCOUNT NUMBER (वैन VAN)	NABADMN07

Name of depositor	
Mode of transfer – Online (NEFT / RTGS)	
UTR No.	
Transaction date	
Amount deposited	
<b><i>** Attach Bank Statement showing amount debited from account, on or before last date of submission of tender.</i></b>	

Date:

Place:

Signature with seal:

**NON-BLACKLISTING DECLARATION**

(To be given on Company's Letterhead)

Date:

To,

The Chief General Manager  
National Bank for Agriculture and Rural Development  
NABARD Head Office, BKC, Mumbai.

**Sub:** Declaration for Non-Blacklisting - Tender - Annual Maintenance Contract for Providing Facility Management Services for Housekeeping at NABARD Head Office, BKC, Mumbai.

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours faithfully,

Signature of the Bidder and Seal

## **PRICE/ FINANCIAL BID**

**Price / Financial Bid for Annual Maintenance Contract for providing Civil, Plumbing, Carpentry and Water Tank Cleaning Services at NABARD Head Office and 05 Residential Premises in Mumbai for the period from 01.04.2026 to 31.03.2028.**

A SEPARATE EXCEL FILE IS UPLOADED ON CPPP FOR PRICE BID. BIDDERS ARE REQUIRED TO FILL THE BID AND SIGN, STAMP & UPLOAD THE FILE IN THE PORTAL. THE GROSS/ TOTAL AMOUNT (INCLUSIVE OF PART I, II, III, IV and V) OF THIS EXCEL FILE WILL BE CONSIDERED FOR FINAL EVALUATION PURPOSES.

**Note:**

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. The amounts required to be quoted by the bidders are for a period of two years.
4. The daily rates are linked to Minimum Wages and shall be revised as and when notified by the Labour Commission/ Ministry of Labour & Employment, Govt. of India.
5. Quoted rate for Service Charges (applicable on Minimum Wages only) should be workable, reasonable and should include incidental and all overheads and profits.
6. Bids quoted with administrative/ service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.
7. Rates should include all Taxes, 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.
8. The rates will be considered for revision only in case of (i) revision of statutory taxes, (ii) Changes in Minimum Wages (as notified by the competent authority), as applicable. However, charges for Water-Tank cleaning shall remain firm during the validity of the entire contract period and extended period, if any.
9. Service Charges quoted shall have two decimal points only, beyond which the digits shall be ignored.
10. Service Charges claimed by contractor should include management and supervisory charges including Contractor's Profit, materials required on monthly basis wherever the tender requires the contractor to bear the cost of materials, tools and equipment as per requirement, uniform for labourers, other overheads, etc.
11. Tenderers are advised to quote Service charges in % rate and correspondingly work out the absolute amount also as per the scope of work. The total amount (i.e. Wages per month plus Service Charges) plus applicable GST shall be considered for comparison for deciding L1 (lowest quoted vendor).
12. The rates will be considered for revision in case of revision of statutory taxes like GST as applicable.
13. Quoted rate for Service Charges should be workable, reasonable and should include incidental and all overheads and profits. The Tenderer will furnish Rate Analysis for scrutiny of the rates by NABARD, if required. Statutory deductions such as TDS on IT and GST shall be made as per the rules.

14. The contractor has to quote for all the items of BOQ. Incomplete BOQ will not be considered.

15. The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency for those workers deployed by the Selected Bidder to execute the contract work in NABARD, must be provided by the selected bidder to NABARD every month along with the claim bill, failing which the claim bill shall not be settled.

16. The selected bidder shall also submit the proof of remittance of Bonus (if any) for those workers deployed by the selected bidder to execute the contract work in NABARD.

**Accepted all terms & conditions of Price Bid.**

**(Signature of the bidders)**

Place:

Date:

**Name and Seal:**