

## **CORRIGENDUM-1**

**SUBJECT: TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GENERAL MAINTENANCE AND UPKEEP OF OFFICE PREMISES, HOSTEL BLOCKS & RESIDENCES AND COMMON AREAS AT NATIONAL BANK STAFF COLLEGE, LUCKNOW**

The eligibility criteria mentioned in **Point 1 of Page 7** of Tender Document uploaded on 28 April 2018 will read as:

Bidder shall be a Professional Contractor (proprietor, firm, company, etc.) with a **minimum of 5 years experience in providing General Maintenance and Upkeep Services/Housekeeping Services to Institutions having Office Premises, Hostels and Residential Areas. This may include Institutions of Central Government, State Government, Public Sector Undertakings, Training Institutions of Banks/PSUs, Financial Institutions & Educational Institutes of National importance recognized by MHRD and name appearing on website of MHRD or reputed Private Organizations. The Contractor's experience period of 5 years shall be reckoned as on April 1, 2018.**

**Enclosure: Revised Tender Document with above mentioned changes.**

**NATIONAL BANK STAFF COLLEGE**  
**LUCKNOW**

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GENERAL  
MAINTENANCE AND UPKEEP OF OFFICE PREMISES, HOSTEL BLOCKS &  
RESIDENCES AND COMMON AREAS**

**AT NATIONAL BANK STAFF COLLEGE, LUCKNOW**



**NAME OF THE BIDDER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CALENDAR OF EVENTS**

ISSUE OF ADVERTISEMENT	: April 28, 2018
DATE OF PRE-BID MEETING	: May 8, 2018
LAST DATE FOR SUBMISSION OF TENDERS	: May 17, 2018 (03:30 PM)
DATE OF OPENING OF TECHNICAL BIDS	: May 17, 2018 (04:00 PM)
DATE OF OPENING OF COMMERCIAL BID	: Will be intimated to eligible bidders

**National Bank Staff College**  
**(National Bank for Agriculture and Rural Development)**

**Sector-H, LDA Colony**  
**Kanpur Road, Lucknow-226012**

**This Tender document consists of 39 pages**

## INDEX

DESCRIPTION	PAGE NO.
Tender Notice	3
<b>Part-I (Technical Bid)</b>	<b>6</b>
Criteria of Eligibility for issue of Tender Documents/Pre-Qualification conditions	7
Instructions to the Applicants for furnishing information as a part of pre-tender qualifications	9
Form of Tender	12
Basic information of the Contractor (ANNEXURE-I)	14
Previous Experience (ANNEXURE-II)	16
Technical Person and Experience (ANNEXURE-III)	18
Average number of personnel to be deployed by the contractor for undertaking the work as per our assessment of the work involved (ANNEXURE-IV)	19
General Conditions of the Annual Maintenance Contract	20
Safety Conditions of the Contract	26
Scope of Work	28
List of Items of work to be attended to in respect of Maintenance Work (ANNEXURE-V)	31
<b>Part-II (Financial Bid)</b>	<b>36</b>
Preamble	37
Calculation sheet showing break-up of the rates quoted in the Schedule of Quantity (ANNEXURE-VI)	38
Schedule of Quantities (ANNEXURE-VII)	39

## TENDER NOTICE

National Bank Staff College (NBSC) intends to award the Annual Maintenance Contract **for maintenance and upkeep of Office premises, hostel blocks & Residential Common Areas** at National Bank Staff College, Lucknow for the contract period 01 July 2018 to 31 March 2019. For this a two stage bidding process i.e. Pre-qualification with respect to Techno-Commercial aspects and Competitive Rates is being followed. Tender documents can be obtained from the office of the **Principal, National Bank Staff College, Sector 'H' LDA Colony, Kanpur Road, Lucknow - 226012**, on any working day (Monday to Friday) from **28/04/2018 to 17/05/2018** (upto 1300 hrs) on payment of non-refundable amount of **Rs.500/-** (Rupees Five Hundred only) or can be downloaded from website [www.nabard.org/tenders](http://www.nabard.org/tenders) or [www.nbsc.in](http://www.nbsc.in). The firms downloading the application form and other documents related to the work from the website will have to pay non-refundable charges of **Rs.500/-** (Rupees Five Hundred only) by demand draft/e-payment drawn in favour of National Bank Staff College, payable at Lucknow or directly credited to NBSC's Current Account Number-912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow-226001 (IFSC Code- UTIB0000053).

2. Contractors having experience in undertaking similar nature of work at similar organisations only need tender for the work.
3. Total area of the campus occupied by NBSC is approximately 12.18 acre including Buildings, structures and Road etc. The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NBSC before quoting their rates.
4. Your sealed Tender in **two separate sealed envelopes** in PART-I and PART-II as specified at para 5 below should be addressed to the Principal, NBSC, Sector-H,LDA Colony, Kanpur Road, Lucknow-226012 and super-scribed "**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GENERAL MAINTENANCE AND UPKEEP AT NBSC, LUCKNOW**". The envelopes containing the Tender completed in all respects, duly signed by the tenderer and sealed as necessary. They should be kept in a single large envelop and super-scribed "**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GENERAL MAINTENANCE AND UPKEEP AT NBSC, LUCKNOW**". It should be dropped inside the Tender Box available in Principal's Secretariat at NBSC on or before **17 May 2018, 1530 hours**. Late tenders shall not be accepted.
5. The PART- I of the tender shall contain Pre-Qualification bid along with required demand draft for EMD and terms & conditions in prescribed tender document. **The PART– II of the tender shall contain only the financial bid in the prescribed format.**

6. The PART-I of the tender shall be opened first on **17 May 2018 at 1600 hours** in the presence of the tenderers or their authorised representatives who choose to be present. Based on the Pre-Qualification bid/tender, the eligible bidders will be empanelled and the financial bids for competitive rates submitted by such of the empanelled bidders will only be opened/considered.
7. NBSC reserves the right to accept or reject any tender, either in whole or in part and it is not binding on the part of the NBSC to accept the lowest or any tender. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NBSC if required.
8. Tenders which do not fulfill all or any of the NBSC's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by NBSC are liable to be rejected.
9. Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the Principal, NBSC, who will review the same and information sought if not clearly indicated or specified, NBSC will issue clarifications to all the tenderers which will become part of the Contract Document. NBSC will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NBSC before three working days prior to the last date of submission of the Tender.
10. The tenderer shall enclose a Demand Draft/e-payment receipt towards the **EMD of Rs. 1,00,000 (One Lakh Only)**, drawn in favour of National Bank Staff College, payable at Lucknow or directly credited to NBSC's Current Account Number-912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow-226001 (IFSC Code- UTIB0000053), failing which, the Tender shall be rejected. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded within a reasonable period of time. The successful tenderer shall be issued the Work Order for AMC by NBSC and should commence the work as per the terms and conditions contained therein.
11. Validity of offer should be 90 days from the date of opening of price bids.
12. The successful tenderer will be required to submit **Rs. 2,00,000 (Rs. Two Lakh Only) as initial security deposit within 7 days of award of work**, which will be refunded after satisfactory expiry of contract and will not bear any interest. **This amount will be in addition to the Earnest Money Deposit of Rs. One Lakh. Thus the successful tenderer shall submit Rs. Three Lakh as initial Security Deposit.**
13. A Pre-tender Meeting shall be held on **8 May 2018 at 1100 hours** in the office of NBSC. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any.

14. This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

Shankar Sahu  
Assistant General Manager

# **PART-I**

## **TECHNICAL BID**

### **To be submitted along with:**

**(a)** Demand Draft/e-payment receipt towards the payment of non-refundable tender fee of Rs. 500/-(Five Hundred Only), drawn in favour of National Bank Staff College, payable at Lucknow or directly credited to NBSC's Current Account Number-912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow-226001 (IFSC Code- UTIB0000053).

**(b)** Demand Draft/e-payment receipt towards the payment of EMD of Rs. 1,00,000/- (One Lakh Only), drawn in favour of National Bank Staff College, payable at Lucknow or directly credited to NBSC's Current Account Number-912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow-226001 (IFSC Code- UTIB0000053).

**(c)** Copy of all relevant documents like experience certificates, license, registration, PAN, GSTIN etc which are filled and claimed by bidder in Technical Bid.

**CRITERIA OF ELIGIBILITY FOR ISSUE OF TENDER DOCUMENTS/ PRE-QUALIFICATION CONDITIONS:**

- 1) Bidder shall be a Professional Contractor (proprietor, firm, company, etc.) with a minimum of 5 years experience in providing General Maintenance and Upkeep Services/Housekeeping Services to Institutions having Office Premises, Hostels and Residential Areas. This may include Institutions of Central Government, State Government, Public Sector Undertakings, Training Institutions of Banks/PSUs, Financial Institutions & Educational Institutes of National importance recognized by MHRD and name appearing on website of MHRD or reputed Private Organizations. The Contractor's experience period of 5 years shall be reckoned as on April 1, 2018.
- 2) Bidder shall have a minimum annual turnover of Rs 30 Lakh per year for the last three financial years (i.e. 2014-15, 2015-16 & 2016-17), with the value of single largest contract not less than Rs 20 lakh, duly supported by audited or CA certified statement of accounts. Names and addresses of clients along with details regarding nature, amount and period of the contracts shall be furnished along with Technical Bid (Part-A). Certificates from the clients regarding the value, quality and duration of service rendered during the last five years shall be submitted to corroborate the details mentioned in ANNEXURE-II.
- 3) The bidder shall be based at Lucknow or have a representative establishment at Lucknow (Within Municipal Limits of Lucknow). Bidder must furnish documentary proof for the same.
- 4) The bidder shall deposit ₹ 1,00,000/- (Rupees One lakh only) as Earnest Money Deposit (EMD), by means of a Demand Draft from scheduled bank drawn in favour of "National Bank Staff College" payable at Lucknow or directly credit to NBSC's Current Account Number-912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow-226001 (IFSC Code- UTIB0000053). Tenders submitted without the prescribed EMD will be rejected.
- 5) Track record of the bidder shall be clean without any involvement in illegal activities or financial frauds. There shall not be any case with the Police/Court/Regulatory authorities against the bidder.
- 6) The bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.
- 7) The bidder must not have been suspended/delisted/blacklisted by any organization including NBSC, on any grounds.



- 8) The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status thereof.
- 9) If the performance of the bidder is/has been found to be unsatisfactory for any reasons, whatsoever, in any organization including NBSC, then NBSC reserves the right to reject the bids submitted by such bidder.
- 10) The bidder shall have applicable and valid registrations with statutory authorities constituted for Labour welfare and other purposes such as ESI, EPF, PAN, TIN, GST, etc. duly supported by copies of certificates of registration.
- 11) Bidding firms/companies shall have current account in a scheduled commercial bank.
- 12) The bidders shall submit documentary evidence in support of the above eligibility criteria.
- 13) Financial Bids of only those bidders will be opened who will satisfy the conditions of Technical Bids.

**INSTRUCTIONS TO THE APPLICANTS FOR FURNISHING INFORMATION  
AS A PART OF PRE-TENDER QUALIFICATIONS**

1. The work involved is upkeep and maintenance of Office Premises, Hostel Blocks and Residential Area (common areas only).
2. Tenderers are requested to enclose the following documents in Envelope containing PART-I (Pre-qualification bid) for examining their qualification/suitability. Opening of Part II (Financial Bid) submitted by a tenderer will be subject to his/her satisfying the eligibility criteria stipulated for **PART-I** (Pre-qualification bid).
  - i) Copies of Work Orders/Completion Certificates (indicating nature of work, contract amount and duration) from clients for having executed/executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks during the last five years (prior to 31.03.2018). “Similar Works” means experience in executing Annual Maintenance Contracts in similar Government/PSU/PSB training institutes/campus/establishments having office, hostel & residential buildings or similar such set-up.
  - ii) IT returns of last three consecutive years duly certified by a practicing Chartered Accountant.
  - iii) References of clients/particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives/officials.
  - iv) Information in ANNEXURE-I, II, III as per enclosed pro-forma.
3. Intending applicants are required to submit their full bio-data giving details about their organisation, experience, technical personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
4. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of applicants to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
5. If required, the Bank will obtain reports on past performance of the tenderer from their clients and bankers and evaluate the said reports before opening of the PART-II of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after opening of PART-I of the tender and his sealed cover containing

PART-II of the tender will be returned to him. The Bank is not bound to assign any reason for rejecting the tender.

6. After prima facie scrutiny, if any of the contractors is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.
7. **Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.**
8. If the space in the proforma (ANNEXURE-I, II, III) is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
9. Any letter or document accompanying the pre-tender qualification form shall be submitted in duplicate.
10. Clarifications, if any required may be obtained from National Bank Staff College.
12. NBSC takes no responsibility for delay/loss in post or non-receipt of Quotations/ Tender Documents.
13. The envelopes containing Tender/Quotation should be properly sealed, addressed, duly super-scribed as PART-I and PART-II as the case may be, with name of work should be submitted in the prescribed Tender Box in the Office of the Principal, NBSC, Sector-H, LDA Colony, Kanpur Road, Lucknow. The last date of receipt of Tender is **17 May 2018 (before 1530 hours)**. Tenders will be opened on the same date at 1600 hours or at a later date convenient to NBSC.
14. Bids submitted by unauthorized agents and FAX/Telex/Telegrams shall not be entertained.
15. **Tenderers are advised to visit the site at their cost, conduct survey of existing conditions/situation so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NBSC before quoting the rates.**
16. If last date of receipt of Tender/Quotation and opening date falls on a holiday then submission and opening of Tenders/Quotations shall be shifted to next working day without change of time and venue.
17. The Tenderers should quote their rates by strictly adhering to the guidelines and the terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional/Deviational Tenders may be rejected without making any reference to the Tenderers.
18. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.

19. No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period, the EMD amount received from such tenderers shall be forfeited.
20. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, scrutiny of the tender shall be done as per NBSC's guidelines.
21. Notwithstanding anything stated above, NBSC reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NBSC.
22. Bidder must sign all pages of the Tender Document along with seal.

## FORM OF TENDER

Principal  
National Bank Staff College  
NBSC, Sector-H,  
L.D.A. Colony, Kanpur Road  
Lucknow – 226 012

Date: \_\_\_\_\_

Dear Sir

**Subject: Annual Maintenance Contract for Maintenance and Upkeep of Office premises, Hostel Blocks and residence (common areas) at National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow – 226 012**

1. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of the Contract Agreement annexed thereto. Details of registration/license etc.

2. Our Bankers are:-

i. \_\_\_\_\_

ii. \_\_\_\_\_

3. Address of the Firm/Company

Tel. No :

Fax :

Mobile No. :

Name of the persons with power of Attorney to sign the contract

i) \_\_\_\_\_

ii) \_\_\_\_\_

4. Name of the partner of the firm authorised to sign

i) \_\_\_\_\_

ii) \_\_\_\_\_

5. The names of the Partners/Directors of our firm are \_\_\_\_\_

6. I/We have examined and understood the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.

7. I/We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I/We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all

respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I/We enclose herewith interest free Earnest Money Deposit (EMD) for Rs 1,00,000 (Rupees One Lakh only) by Demand Draft/e-payment receipt payable at Lucknow in favour of National Bank Staff College and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I/We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, etc and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same (Except GST). **Goods and Service tax, as applicable, shall be paid by National Bank Staff College depending upon the rate decided by Government of India from time to time.**

11. The rates quoted by me/us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period. However, NBSC agrees to pay the difference between the revised minimum wages (as and when notified by the central Government) and present minimum wages subject to production of proof of actual payment by the agency

NAME OF THE PERSON AUTHORISED TO  
SIGN AND SUBMIT THE TENDER

(Documentary proof in respect of Letter of Authority/Power of Attorney to be enclosed along with the Tender.)

**DATE :**  
**PLACE :**

**YOURS FAITHFULLY**

**(SIGNATURE OF THE BIDDER)**

**NAME AND ADDRESS OF THE BIDDER  
AND SEAL**

**BASIC INFORMATION OF THE CONTRACTOR**

1. Name of the Applicant/Organisation and address of the registered office.

2. Year of Establishment

3. Type of the Organisation (whether Sole Proprietorship/Partnership/Private Limited Co./ Limited Co. or Cooperative Body etc.)

4. Name of the Proprietor / Partners / Directors of the Organisation / Firm (a)  
(b)  
(c)

5. Details of Registration (Whether Partnership firm, Company, etc.)- Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm.

6. Whether registered with Government/Semi Govt./Municipal Authorities or any other public organisation and if so, in which class and since when?

7. Experience in the field of maintenance & upkeep of similar campuses/training establishments etc.

8. Qualified personnel available with the organisation

Details to be furnished in ANNEXURE-III

9. Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank or Certified copies of balance sheet and Income Tax clearance certificate for the last three years shall be attached).

10. Yearly turnover of the company during last 5 years (Year-wise) Rs.  
Rs.  
Rs.  
Rs.  
Rs.

11. Permanent Account Number (PAN)

12. Ability to provide Bank Guarantee or other

equivalent forms of security from a Scheduled Bank.

13. Whether any Civil Suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details in the proforma given below:

---

Sr. No.	Name of the work and Employer	Nature of work	Work order No and date	Present stage of Work any	Value of contract (Rs)	Brief details of litigation, if
1.	2.	3.	4.	5.	6.	7.

14. Details of registration with the office of the Regional Labour Commissioner(RLC)-Central, EPFO and ESI

15. Number of supplementary sheets attached for Part I.

**SIGNATURE AND SEAL OF THE BIDDER**



**PREVIOUS EXPERIENCE**

i) List of important works executed by the firm during last five years with experience in executing works of similar nature i.e. annual maintenance contract of training institutes/ establishments. Please arrange to provide value of job, approximate area of each contract where maintenance work was / is being undertaken and the year of AMC along with copy of work orders, performance certificates / completion certificates. **Please note that the details furnished should be for Annual Maintenance Contracts of similar nature and not for the installation/construction/project works.**

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount (Rs)
1	2	3	4	5

ii) List of important works ON HAND costing Rs\_\_\_\_\_lakh/per year and above with experience in executing works of similar work i.e. annual maintenance contract of institutes/training establishments

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount (Rs)
1	2	3	4	5

AMC/Completion Period

6

Present stage of completion  
With reasons for delay, if any

7

Any other relevant  
information

8

---

---

**SIGNATURE AND SEAL OF THE BIDDER**

**ANNEXURE-III**

**TECHNICAL PERSONNEL AND EXPERIENCE**

A) List of technical Personnel, giving details about their tech. qualifications, experience, etc.

<b>S. No.</b>	<b>Name</b>	<b>Age</b>	<b>Qualification</b>	<b>Experience</b>	<b>Nature of Works Handled</b>	<b>Date from which employed in the organisation</b>	<b>Any other remarks</b>

**b) List of available Plants, available Machineries, Equipment, etc.**

Sl. No.	Name of Plant/Machinery/ Equipment and Accessories	Total No.of units/sq.mt.	No.of units/sq.mt. can be spared for NBSC's work
1.	2.	3.	4.

**SIGNATURE AND SEAL OF THE BIDDER**

**ANNEXURE-IV**

**Average number of personnel to be deployed by the contractor for undertaking the work as per our assessment of the work involved:**

The minimum number of personnel to carry out the work under the scope of this contract satisfactorily is **22** as per the details given below:

S No	Particulars	Average deployment per day
1	Qualified receptionists with minimum qualification of 10+2 class passed, having good manners and etiquettes and possessing necessary communication skills for carrying out the job.(Skilled/Clerical)	3
2	Qualified Supervisor having 5-10 year experience to carry out such maintenance work. (Unskilled supervisory)	6
3	Other personnel (sweepers, water boys & bell boys for carrying luggage etc.) having practical experience of 5 years for working in this field (Unskilled)	13
	<b>Total minimum number of personnel proposed to be deployed per day</b>	<b>22</b>

**SIGNATURE AND SEAL OF THE BIDDER**

## GENERAL CONDITIONS OF ANNUAL MAINTENANCE CONTRACT

1. Contractors 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. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. **The contractor would be required to furnish Rate Analysis for scrutiny of the rates by NBSC, if required.**
3. Rates should include all Taxes (except GST.), Duties, Octroi, Levies, Wages as per relevant Act, etc. should be firm for the entire Contract period. However, NBSC agrees to pay the difference between the revised and present minimum wages subject to production of proof of actual payment by agency. **Goods and Service Tax, as applicable, shall be paid by National Bank Staff College depending upon the rate decided by Government of India from time to time.**
4. Monthly payment will be made based on bill submitted by the contractor and certified by the Officials of NBSC.
5. Separate work orders will be issued by NBSC in respect of additional items of work, if any, which are not covered under the comprehensive monthly charges.
6. Income Tax, Works Contract Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
7. *The Contractor should arrange to obtain necessary insurance cover of minimum Rs. 2 lakh per person (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him. A copy of the valid insurance policy may be furnished to NBSC at the time of commencement of the contract. The policy shall remain valid during currency of contract. A third party cover of Rs. 2 lakh shall also be obtained by the contractor.*
8. **The contractor shall deploy such minimum number of qualified and experienced staff as indicated in ANNEXURE-IV to ensure that the work is attended to promptly and in time as per the scope of work of the tender, to the satisfaction of NBSC.**
9. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
10. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (Central *and State*) that may be enforced from time to time by

the appropriate authorities. NBSC shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the contractor and the onus of compliance lies with the contractor. NBSC shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist upon the Contractor to strictly adhere to the relevant laws and regulations.

11. The contractor should ensure payment of wages to the labourers as per the rates prescribed under the latest minimum wages act (as notified by the central Government from time to time) and the wages (payments) shall be disbursed to the contract labourer and supervisor in the presence of NBSC's representative on or before 7<sup>th</sup> of every succeeding month irrespective of whether payment of the previous monthly bill is made by NBSC.
- 12. Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The expenditure incurred by the contractor towards payment of employer's share of ESI & EPF contributions, for this contract, shall be reimbursed by NBSC on production of proof of payment (counterfoils) & other documents such as registration number, photo card etc.**
13. The Contractor should be responsible to fulfill all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. (in connection therewith) shall be borne (on the Contractor's account and payable) by the Contractor.
14. The contractor shall ensure regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the Central Govt. from time to time and make available for inspection of the Bank the relevant records.
15. The Contractor shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority. The actual payment will be on the basis of the attendance record. The Contractor shall abide by the requirements of Security Section from time to time and shall strictly follow the obligation required by the Institute.

16. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
17. The Contractor or his authorised representative should visit the site frequently as required by NBSC and meet Officials with prior appointment for any clarifications and to receive instructions.
18. The Contractor shall have whole/sole responsibility for any damage/loss of life and property of NBSC. The contractor shall fully compensate NBSC for such damage/loss. The decision of NBSC in this regard shall be final and binding.
19. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee/workman engaged by the Contractor resulting in any loss to NBSC or any of its clients in kind or cash will be viewed seriously and NBSC will have the right to claim damages or levy fine and/or terminate the Contract forthwith, if necessary.
20. In case of any default or failure on Contractor's part to comply with all/any one of the Terms/Conditions, NBSC reserves to itself 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.
21. If any dispute arises on any matter concerning this Contract, the decision of NBSC shall be final and binding.
22. 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.
23. The work should be carried out with least inconvenience to the occupants/staff members of NBSC. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NBSC in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the occupants. The contractor shall provide photo identity card to its workers including the leave reservoirs. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.
24. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist NBSC 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 NBSC.

**25. EXIT:**

- i. First three months on a trial basis. If the work is not satisfactory, the contract may be terminated.
- ii. The contract is liable for termination by giving one month notice by the Bank and **three months** notice by the contractor. However, the contract may be terminated by the Bank without allowing notice period, if the quality of the work is found not satisfactory. The Security Deposit under these circumstances will be forfeited.

**26. The contractor shall provide mobile phones to the supervisors.**

**27. Contractors should provide 2 sets of uniforms and one pair of shoes of approved color and quality, once in a year, to the employees deployed for the job at NBSC at his own cost.** The contractor should ensure that the uniforms provided to the staff are maintained in proper and clean condition.

28. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or on leave.

29. On site storage space will be provided to the Contractor. NBSC will not be responsible for safety or upkeep of contractor's materials. The contractor may be required to vacate the storage space and sheds at short notice without any extra cost to NBSC.

30. The contractor shall provide necessary Tools & Plants (T&P) or any other equipment, labour, etc for the proper execution of the works.

31. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NBSC.

32. VALIDITY OF TENDER: 90 Days from the date of opening of the Tenders.

33. If in the opinion of NBSC, the work done by the contractor is not satisfactory, NBSC may decide depending upon the merit of the work, to deduct such amount from the monthly bill amount as it may deem fit.

34. 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.



35. Contractor shall extend necessary help to other Contractors engaged by NBSC under separate contract for their respective work.
36. Contractor shall be required to furnish NBSC, as and when required, the following:
- i. The Power of Attorney, name and signature of his authorized representative, who will be incharge of execution of this contract.
  - ii. Wage Book, Muster Book pertaining to labours engaged under this contract.
  - iii. Validity of Insurance Policies, Labour Contract License relating to staff engaged at NBSC site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
  - iv. Contractor shall vouchsafe bonafides, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed, shall be borne by the contractor.
37. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of NBSC.
38. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. NBSC shall in no way be connectd with such manpower and they shall have no claim whatever against the NBSC.
39. The Contractor shall at his own cost and expenses provide all the labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NBSC.
40. Notwithstanding anything contained herein, the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor or any of such employees shall have any right to complain or claim against NBSC. NBSC also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
- 41. In case the contractor fails to deploy the average number of qualified personnels as indicated in Part-IV, deduction from the monthly bill would be done proportionately.**
42. In case of any stoppage of work resorted to by the employees of the Contractors, NBSC reserves the right to employ other Contractor's workers, without any notice for carrying out the maintenance work. In such cases, either the actual cost of such

labourers on whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other contractor plus the service charges of 2%.

- i. **The contract shall be valid upto 31 March 2019.** The bank also reserves the right/option to extend the validity of this contract for a further period not exceeding 1 year at the same rates and on the same terms and conditions.
- ii. **Forfeiture Clause:** In case of negligence/dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice and the security deposit shall be forfeited.
- iii. Recovery of income tax, education cess, work contract tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

43. Transit accommodation for use by shift staff may be made available in NBSC campus. The allotment will be purely at the pleasure and convenience of NBSC and the contractor will have to vacate the accommodation at the time of completion of the contract or earlier if required by NBSC. A nominal rent as decided by NBSC and Electricity charges on actuals would be recovered.

**44. Note : The property shall be handed over to contractor for maintenance on as-is-where-is basis and the contractor shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) contractor shall not give excuse such as so and so work should have been done by the previous AMC contractors and is not within their scope.**

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

SIGNATURE AND SEAL OF BIDDER:

DATE:

PLACE:

## **SAFETY CONDITIONS OF THE CONTRACT**

As part of the contract, the contractor must satisfy the undermentioned safety requirements and must ensure at all time that these are followed without any deviation.

### **A. GENERAL**

1. Smoking and chewing pan are prohibited in the Institute.
2. For any job involving welding, soldering, lighting of flames, use of heat source or temporary electrical connection, prior permission of NBSC's engineer shall be taken before execution of the same. No job involving heat source are permitted to be carried out after office hours and on holidays/Sundays without prior permission.
3. It is entirely the responsibility of the contractor to see that safety appliances such as safety belts, life lines, helmets, rubber gloves of appropriate voltage (1100V) rating etc., depending on the job demand, are made available to his staff at contractor's cost. If the contractor need any suggestion on the mater, he may approach NBSC's engineer for the same. Any lapse on safety will be viewed seriously.
4. The contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguishers.
5. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.

### **B. SAFETY PRECAUTIONS FOR PORTABLE ELECTRICAL APPLAINCES**

Precaution in handling portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for contractor's attention and action to ensure that conditions and methods of usage conform to the safety of personnel and property.

1. **Broken sockets/pin plug /loose connections:** These conditions cause sparks which lead to fault conditions or electrical shock situations. Wires shall not be directly inserted into the sockets as the earth lead of the equipment inserted into the phase socket may give shock to the operator.
2. **Polarity of phase/neutral and earth:** Certain appliances like Poroscope may give violent electrical shock during work if polarity conditions are not satisfied.
3. **Joints in flexible cables:** Usage of portable appliance is such that electrical and physical integrity of joint may be suddenly affected, leading to severe sparking and fire

if combustible / inflammable materials are present near the joint. Sometimes this may not be noticed by the operator at all.

4. **Appliance body grounding and system grounding:** In absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase to earth fault during usage. All earth pins in sockets must have low impedance and mechanically firm earthing according to Indian Electricity Rules/BIS 3043 so that safety is assured to operators even under fault condition.
5. **Water leakage:** Water reduces efficiency of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation, switches in chronic leakage areas should preferably be de-energized until the rectification is done.
6. **Excavation/Addition/Alteration of the Buildings:** During excavations, alterations of the building etc. every care shall be taken that electric shock or damages to cables, are avoided. De-energisation of circuits must be considered whenever required.

We/I agree to the safety conditions and to ensure compliance with the same fully.

**SIGNATURE AND SEAL OF THE BIDDER**

## SCOPE OF WORK

1. NBSC is desirous of having a maintenance contractor responsible for maintenance and upkeep of its NBSC premises/campus (hereinafter referred to as the said premises/campus). The details of such services to be provided by the contractor has been enclosed as Part A & Part B.
2. **All the cleaning materials, excepting those indicated in Annexure I, and consumables/trainee kits etc. shall be provided by NBSC as per actual requirement.** The contractor has to give indent for such items to the Assistant Care Taker (ACT)/Hostel Supervisor (HS) well in advance. Proper record of the material received and consumed shall be maintained by the contractor and submitted to NBSC for inspection/verifications as and when required.
3. The said premises includes all the covered areas within the boundary wall and also the vacant/fallow land falling within the boundary wall and pucca construction between the gate and the road.
4. NBSC is desirous of keeping out all the work related to 'Horticulture, Plumbing & Electrical work' in its premises out of the bound of this agreement. The contractor shall not be responsible for the upkeep of lawns, plants, shrubs etc., planted within the said premises. **The contractor shall not be responsible for cleaning of dining hall (both in hostel & office) and kitchens. But the Washrooms within the dining halls are to be cleaned by contractor.**
5. The maintenance contractor shall keep, at conspicuous and specified places complaint book/books in which complaints and suggestions, if any, may be recorded and the complaint book/books shall be open to inspection by the officers of the Bank.
6. The maintenance contractor shall put up complaint book/books/registers on every 15th day of the month and if the same were public holiday the same may be submitted on the next working day immediately following that day to care taker.

7. The maintenance contractor shall maintain and update any or all registers/documents relating to maintenance work, as asked to do from time to time by the Bank, for attending complaints and up-keeping the premises etc.
8. Contractor will submit his demand of consumable items, in prescribed format giving quantity required along with balance quantity with them, duly approved by the competent authority. Contractor will also inform to Bank about the compliance of the complaints.
9. Contractor shall ensure adequate number of experienced supervisors to supervise the work of persons during execution of work including cleaning of the premises.
10. Contractor will provide qualified receptionist **(for all the three shifts i.e. 24 hours x 365 days)** having qualities of politeness, etiquette, acquainted with protocol services, dealing with guest in well behaved and cool manner, at any point of time. Minimum qualifications for receptionists shall be 10+2 class pass.
11. Contractor will maintain records of day-to-day remedial work and materials required/used for the same.
12. The terms and conditions regarding fixtures, fittings and all other items present within the said premises shall be as follows :
  - (i) The maintenance contractor shall ensure the safety of the furniture, fittings, stores and all other electrical, electronic and office equipments present within the said premises and 'save hereafter' that the maintenance contractor will not be responsible for any thefts, pilferages, breakages committed by the persons not engaged by him or for reasons beyond his control.
  - (ii) As security for due performance of his obligations hereunder, the maintenance contractor shall deposit with and keep deposited with Bank a sum of Rs. 2,00,000 (Rs. Two Lakh Only) as initial security deposit with-in 7 days of award of work. No interest will accrue on the said deposit. This deposit along with the Earnest Money Deposit will led to a total Security

Deposit of Rs. 3,00,000 (Rs. Three Lakh Only). Such deposit would be refunded to the maintenance contractor after the maintenance contractor has settled all his liabilities, if any, towards the Bank at the time of termination of this agreement. The security deposit is liable to be forfeited by the Bank if the maintenance contractor commits breach of any or all of the terms and conditions contained herein. The amount of liability to be recovered for breakages, of articles referred above shall be arrived at on the basis of the current market prices of such articles/items or the prices paid by the Bank at the time of purchasing them whichever is higher.

- (iii) The officer/s of the Bank may at any time inspect the maintenance work/job and all items/articles handed over by Bank to the maintenance contractor and deemed to be in possession of the maintenance contractor and the maintenance contractor shall give all assistance for this purpose to officers deputed in this behalf.

#### **DECLARATION BY THE BIDDER**

We/I have read and understood all the instructions/conditions made above and We/I have taken into account the above Instructions/Terms and Conditions while quoting the rates. We/I accept all the above Terms and Conditions without any reservation, in all respects.

**SIGNATURE AND SEAL OF BIDDER** :

DATE:

PLACE:

**LIST OF ITEMS OF WORK TO BE ATTENDED TO IN RESPECT OF  
MAINTENANCE WORK**

**A. Office Building (Including Classrooms & Other Rooms/Areas in Office Building)**

The following broadly mentioned item of works are to be attended as directed by bank:

- 1) Cleaning, Sweeping and Washing of floors, bathrooms, toilets and wash basins of the office premises as. (Daily before 9:15 AM)
- 2) Dusting of furniture & fixture provided in the office building. (Daily before 9:15 AM)
- 3) Supplying the drinking water in the rooms of the Faculty Members, Officers and also to the other staff members. (Daily twice before 9:15 AM and 2:00PM)
- 4) Cleaning of water dispensers/water tanks once in fortnight.
- 5) Maintenance and cleaning of conference rooms, discussion rooms, class rooms, Audio-visual room, Computer room, Library and other areas/rooms in office building. (Daily)
- 6) Change of curtains in the faculty cabins and in the administrative/academic block. (As and when required)
- 7) Attending to miscellaneous works in case of urgency.
- 8) Removal of waste papers etc. from all the rooms of the office building. (As and when required)
- 9) Cleaning of the all dustbins kept in the office area. (Daily)
- 10) Supply of drinking water in the class rooms and at executive meetings/conferences. (Two times a day)
- 11) Putting lights, air conditioners and other electrical appliances on and off in the office building as per requirement. (Daily)
- 12) Cleaning of window panes, doors etc. in the office building. (Every Wednesday)
- 13) Setting/re-setting of furniture and equipments in class-rooms, conference room and other functional areas. (As and when required)

**B. Hostels**

The following broadly mentioned item of works are to be attended as directed by bank:

- 1) Handing over/taking over of Hostel/Guest rooms to/from the participants at the time of arrival/departure.



- 2) Cleaning, Washing, Sweeping, dusting of hostel/guest rooms and balconies, attached toilets, lobby, staircase, roof, toilet/wash areas of trainees' dining hall etc. (Daily)
- 3) Cleaning of window panes and doors of the hostel buildings, dining hall & kitchen (Every Thursday)
- 4) Dusting and maintenance of furniture & fixtures provided in the hostel buildings. (Daily)
- 5) Change of linen, giving and taking back of linen, towels etc. to the washerman appointed by the Institute. (Once in Three days)
- 6) Maintenance and cleaning of TV room/Recreation room and Reception room with holding of charge, issue to trainees and other officials of the sports items provided by the Institute. (Daily)
- 7) Arranging to change the curtains etc. in the hostel building, dining hall & kitchen as and when required. (As and when required)
- 8) Careful operation of TV/DVD/Dish connection or all of the three above.
- 9) Putting lights, geysers, coolers, AC Units etc. provided in the hostel building on and off as per requirement.
- 10) Cleaning of water coolers once in a fortnight.
- 11) Keeping the drinking water/mosquito repellent, soaps toiletries, etc. in the rooms of the participants/guests. (Daily when rooms are occupied)
- 12) Holding the charge of keys belonging to the hostel buildings.

### **C. General Items of Works**

The following broadly mentioned item of works are to be attended as directed by bank:

- 1) Cleaning of the surrounding area of the office building, hostel blocks, dining hall & kitchen. Surrounding area here is specified as all the roads, cemented platforms etc. existing within the boundary of the walls. (Daily)
- 2) Cleaning of wash areas/toilets of office building, hostel blocks, dining hall & kitchen. (Daily)
- 3) Collection and disposal of garbage, food waste etc. collected from the kitchen/lounge of office building, trainees' kitchen/lounge and hostel/guest rooms and residential areas (only NBSC) (Daily)
- 4) Bringing the waste to organic waste convertor machine if required.
- 5) The various equipment's, tools and plants will be arranged by contractor at his own cost.

#### **D. General Cleaning of Campus, Buildings, Roads, Drains, Sewer Lines and Manholes**

Providing daily adequate number of sweepers for cleaning the entire academic building, hostel blocks excluding dining hall & kitchen, outer areas of stone paving, corridors, staircases etc. Common areas of all residences, staircases, terrace, outer stone paving, Roads, Pathways, road side and other drains, catch basins, all sewer lines and manholes, gully traps, sluice valve and wheel valve chambers, areas enclosed by hostel blocks, areas adjacent to dining hall & kitchen to keep them in proper hygienic conditions. Collections of all garbage from the office building, residential flats, hostel/guest rooms, dining hall & kitchen, road, drains and sewer lines etc. and disposal of all rubbish/waste material at a distant place away from the premises in the approved municipal dump.

#### **E. Area of the Work**

The maintenance works stated in points A, B, C & D above shall be carried out in the following buildings and areas surrounding them staircases and common areas :

- (i) Main academic building which mainly includes class rooms/ other rooms -10 nos., faculty rooms - 16 nos., principal's room and other rooms, Computer Lab., committee room, entrance hall, conference hall, administrative hall, office rooms, stores, halls, AC & EC plant rooms, all the toilets at ground & first floor, toilets of offices and staff lounge, corridors, pergola etc. complete.
- (ii) All toilets of Dining hall and kitchen (located in office building)
- (iii) Principal residence - 1 no.
- (iv) Faculty residence - 16 nos.
- (v) Staff Quarters - A type - 10 nos.  
B type - 22 nos.  
C type - 22 nos.
- (vi) Hostel - blocks 'A', 'B', 'C' & 'D' having 126 rooms with attached toilet, office stores complete.
- (vii) Hand wash area, all toilets of Dining hall and kitchen
- (viii) Utility building (electrical sub-station) including toilet - 1 no.
- (ix) Scooter/cycle stand sheds
- (x) Security room at entrance gate and within premises - 5 no.
- (xi) All roads and pathways inside the NBSC campus.
- (xii) All drains and manhole chambers etc. inside the NBSC campus.

### **EQUIPMENT TO BE PURCHASED MAINTAINED BY THE CONTRACTOR**

1. Vacuum cleaner – 2 nos.
2. Trolleys - 4 nos.
3. Waste pan (Tasla) – 10 nos.
4. Kit of small tools like screw driver etc. – 2 sets
5. First aid box – 2 nos.

Note: The list mentioned above is indicative and actual requirement may vary depending upon the quantum of work.

### **CLEANING MATERIAL TO BE PURCHASED AND SUPPLIED TO NBSC/BIRD**

The below mentioned cleaning items will be purchased by the contractor and supplied to NBSC on Quarterly basis. NBSC will provide contractor with the Cleaning material on regular basis. The quantity to be supplied every quarter will be conveyed to Contractor by NBSC. The supplied material will be kept in joint custody of NBSC and Contractor and will be used with prior approval of NBSC as and when required. Contractor will be reimbursed the expenses incurred on producing the actual tax invoice of goods purchased. The Contractor should claim the expenses incurred on purchase of goods on quarterly basis along with the bills for the month of June, September, December and March respectively. The Contractor Profit for supply of these goods will be same as Managerial & Administrative fees for executing the work quoted in ANNEXURE-IX.

1	Brasso - 200ml
2	Harpic
3	Cleaning spray colin
4	Odonil
5	Liquid Soap (5 Ltr)
6	Phenyl (White Doctor Brand)
7	Vim Powder (1kg)
8	Nirma/Wheel Powder (kg)
9	Lizol (200ml)
10	PVC Toilet Brush
11	PVC Wipers
12	Tiles cleaning Acid 1 bottle 400 gm
13	Urinal Cake
14	Zuna (Tarwala)
15	Zuna(Plastic)

16	PVC Floor rubbing Brush with Wooden frame Small
17	Cloth Duster Apporox Size 2x2- Table Cleaning
18	Cloth Duster Apporox Size 2x2- Floor Cleaning
19	Broom (Phool)
20	Broom (Bamboo Straw) Stick
21	Bleaching Powder (ISI) 25 Kg Bag
22	Cotton Mop with cilp & pipe (HIC)

**PART-II**  
**FINANCIAL BID**

**(To be submitted in a SEPARATE SEALED envelope super-scribed  
as "FINANCIAL BID")**

## PREAMBLE

- 1) Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The worksheet, showing the break-up of the total rates quoted, enclosed with the Schedule of Quantity should be filled carefully. The contractor should furnish Rate Analysis for scrutiny of the rates if required by NBSC.
- 2) Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The expenditure incurred by the contractor towards payment of employer's share of ESI & EPF contributions, if any, for this contract, shall be reimbursed by NBSC on production of proof of payment (counterfoils) & other documents such as registration number, photo card etc. alongwith monthly bill. The rates in the Schedule of Quantity should be quoted EXCLUSIVE of ESI & PF benefits, but should be based on the minimum wages as notified by office of the Dy. Chief Labour Commissioner (CENTRAL), Kanpur, Ministry of Labour & Employment, Government of India for Category A from time to time.
- 3) The rates quoted SHOULD NOT include Service Tax. Service tax, as applicable, shall be paid depending upon the rate decided by Government of India from time to time.
- 4) In case the rates quoted are found unreasonable and do not conform to the specifications or stipulations given in the tender document, the financial bids submitted would be rejected outright and the final decision in this regard will be that of NBSC.
- 5) Rates shall have to be quoted both in words and figures

**ANNEXURE-VI****CALCULATION SHEET SHOWING BREAK-UP OF THE RATES QUOTED IN  
THE SCHEDULE OF QUNATITY**

A	WAGES			
	Category of Staff Employed	Minimum number of Staff to be employed as indicated in ANNEXURE-IV	Wage rate per day * (Rs.)	Wages per annum (Rs.)
i	Unskilled	13	536	25,43,320
ii	Semi-Skilled/Unskilled Supervisory	6	593	12,98,670
iii	Skilled/Clerical i.e. Receptionist	3	653	7,15,035
B	Total			45,57,025
C	Managerial & Administrative fees for executing the work as @ ___% of B **			[(B) x ___%]/100
D	B + C			

\* Latest Wage Rates as notified by the Office of the Deputy Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India

\*\* Managerial and Administrative fees shall cover items like payment of premium towards insurance cover of minimum Rs. 2 Lakh per person for the workers employed, premium towards third-party insurance cover of minimum Rs. 2 Lakh, other incidental administrative costs like provision of uniforms to workers, service fee of the Contractor, etc.

@ The quoted percentage shall remain unchanged for the entire period of contract.

Note: The information above has to be filled carefully. Any error or unreasonableness noticed in computation of the figure above for arriving at the price bid may lead to rejection of the bid by NBSC.

The final figure i.e. Entry in Row D should be quoted as the annual rates quoted by you in Schedule of Quantities (ANNEXURE-VII).

**SCHEDULE OF QUANTITIES**

<b>Sr. No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Rate in Rs. (Both in figures &amp; words) *</b>
<b>A</b>	<p>Lumpsum <b>ANNUAL</b> charges for upkeep &amp; maintenance of Office Premises, Hostel Blocks, and Residences (Common area) at National Bank Staff College Campus as per details given in the annexed sheet &amp; consistent with the scope of work and the terms &amp; conditions of this tender.</p> <p><b><u>(Rates should be quoted exclusive of Goods and Service Tax. Goods and Services Tax will be paid by NBSC as applicable)</u></b></p> <p><b><u>ESI &amp; PF benefits:</u></b> If applicable, charges towards ESI &amp; PF would be reimbursed by NBSC on actual basis after submission of documentary proof along with the monthly bill.)</p>	<b>Lumpsum charges per ANNUM (Exclusive of Goods and Services Tax) in Rs.</b>	

\* This is subject to change with revision in wage rates notified by the Office of the Deputy Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India.

**(SIGNATURE OF THE TENDERER WITH SEAL)**

**DATE :**

**PLACE :**