

NB. Assam/ / Premises 40/2018-19
July 2018

M/S.

Dear Sir,

NOTICE INVITING TENDER - ANNUAL MAINTENANCE CONTRACT FOR HOUSE KEEPING AND CATERING IN VISITING OFFICERS FLATS OF NABARD AT SIX MILE, VIP ROAD, CHACHAL, GUWAHATI FOR THE PERIOD FROM 01/09/2018 TO 31/03/2021

Tenders are invited for the captioned work. The Tender Document is enclosed. While submitting the tender, the tenderers are advised to submit, separately, the proof of valid registration of their firm along with copies of the latest ST/IT clearance certificate to the Chief General Manager, NABARD, Assam Regional office, Guwahati failing which their tenders would be liable for rejection.

The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates. Your sealed Tender in the prescribed Tender Document should be addressed to **The Chief General Manager, National Bank for Agriculture and Rural Development, Assam Regional Office, Dispur, Guwahati- 781006** superscribed as "**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR HOUSE KEEPING AND CATERING IN VISITING OFFICERS FLATS OF NABARD AT SIX MILE, VIP ROAD, CHACHAL, GUWAHATI FOR THE PERIOD FROM 01/09/2018 TO 31/03/2021**

The envelope containing the priced Tender complete in all respects, duly signed by the tenderer and sealed as necessary, should be dropped inside the Tender Box available in the DPSP in the third floor before **2.00 p.m. on 27 July 2018**. Late tenders shall not be accepted.

The Tenders will be opened on 30 July 2018 at 3.30 P.M. in the presence of the tenderers or their authorized representatives who choose to be present. NABARD reserves the right to accept or reject any Tender, either in whole or in part without assigning any reasons for doing so and is not bound to accept the lowest or any Tender. NABARD also reserves the right to negotiate or partly accept any Tender or all Tenders received without assigning any reasons thereof

Tenders which do not fulfill all or any of the NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own conditions are liable to be rejected.

Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the Chief General Manager, NABARD Assam Regional Office, Guwahati, who will review the questions and if it is felt that the information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD 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 NABARD before three working days prior to the date of submission of the Tender.

NABARD also reserves the right to divide and distribute the work to more than one Contractor at its sole discretion.

The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also of the following points.

1. Validity of offer should be 90 days from the date of opening of quotations.
2. The tenderer shall deposit an amount of Rs.5000/- in Current A/c No.50200005819670 of NABARD maintained with HDFC Bank, Christian Basti Branch, IFS Code No.HDFC0001474, Guwahati, towards Earnest Money Deposit (EMD) failing which, the Tender shall be rejected. The EMD will not bear any interest.
4. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him. The WC policy should be taken for 125% of the Contract value per annum and should be submitted to the bank in original within 7 days from the date of issue of Work order. If the Contractor fails to take necessary Insurance policy within 7 days, then the Bank's shall have the right to take policy for the same and debit the cost from the bill and/or any amount payable to the contractor.

The successful tenderer will be issued with Acceptance of Tender / Work Order from NABARD and should commence the work from 01 September 2018.

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

Yours faithfully

(R.C. Sahoo)
Deputy General Manager
Department of Premises, Security & Procurement

FORM OF TENDER

Place :- Guwahati

Date :-

**The Chief General Manager
National Bank for Agriculture
and Rural Development
Assam Regional Office
G. S. Road
Opp. Assam Secretariat
Dispur, Guwahati-781 006**

Dear Sir,

Having examined the Scope of work and the guidelines relating to **Housekeeping and Catering in Visiting Officers' Flats of NABARD at Six Mile, VIP Road, Chachal, Guwahati** as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a) Description of work/s :- Maintenance and all related works of the Bank's Visiting Officers' flats at Six Mile, VIP Road, Chachal, Guwahati

(b) Earnest Money :- Rs.5000/-

2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to National Bank for Agriculture and Rural Development amount mentioned in the said conditions.

3. I/We have deposited a sum of **Rs.5,000/-(Rupees five thousand only)** as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the National Bank for Agriculture and Rural Development.

4. Our PAN No. Is _____(Copy of PAN to be attached)

The names of partners of our firm are:-

(i)

(ii)

Name of the partner of the firm authorized to sign

OR

Names of person having Power of Attorney
to sign the contract. (Certified true copy of the
Power of Attorney should be attached)

Yours faithfully,

Signature of
authorized signatory

(Signature and addresses of witnesses)

Annexure - II

House keeping and Catering in Visiting Officers' Flat

A. Scope of work

1. The contractor will have to maintain 06 guest rooms, one suite and other common guest house area with complete cleaning and housekeeping services, allotment of rooms and bill settlement of the authorized guests. The contractor would also provide the catering services to the guests at office approved rates.
2. The Contractor will provide a minimum of 2 attendants round the clock to attend to the guests accommodated. The contractor will ensure that the attendants have necessary police verification and no attendant is a minor.
3. The Contractor will maintain the premises (kitchen, toilets, balcony, staircase and all rooms of VOF) in clean and habitable condition. Expenditure for cleaning materials will be borne by the contractor.
4. The Contractor shall serve tea, snacks, lunch dinner to the guests in VOF at the rates prescribed by the Bank as indicated in Annexure II. The rates will be subject to periodic revision by the Bank. The items required for preparation have to be procured by the contractor from the market at his own cost. If required, the contractor shall also have to serve snacks/ lunch/dinner for guests from hotels indicated by the guests at the expenses of the guest. No service charges will be admissible to the contractor for this.
5. The contractor shall arrange to supply the toiletry kit as per the list supplied by the bank in **Annexure - III**, in a decent pouch to the authorized guests and the same will be reimbursed every month on consumption basis, on certification by Protocol and Security Officer (P & SO)/Care Taker (CT).
6. The contractor shall arrange for changing the bed linens, towels, bed sheets etc., and get them washed in approved laundries whenever the guests vacate/every 3rd day whichever is earlier and keep proper account thereof. The washing charges have to be borne by the contractor.
7. The contractor shall be responsible for maintenance of dead stock items provided in the VOF.
8. Newspapers have to be provided to all the occupied rooms at the contractor's expenses.
9. The contractor will make good to the Bank any loss on account of damages, breakages etc. due to any reason whatsoever except normal wear and tear.
10. The electricity charges shall be borne by the Bank.
11. The contractor shall have to arrange for cooking gas at his own cost
12. The contractor is required to purchase all cleaning materials like harpic, Lizol, Air fresheners, mosquito repellents, dish cleaners etc., at his own cost.
13. The VOF attendants will be smartly attired at all times in proper uniform to be supplied by the Agency with the logo of the Agency, if any, embossed/embroidered on the left pocket of the shirt.

14. The VOF attendants shall maintain good conduct and not indulge in any arguments with the guests.
15. The contractor shall arrange to handover rooms strictly as per the allotment indicated by authorized officials of the Bank and no allotment/extension of stay shall be done/entertained without communication from the Bank.
16. The VOF attendants shall maintain booking, stock, consumable items, repairs of items and washing registers. All these registers shall be put up to the authorized officials once a month.
17. The Bank's instructions are required to be followed by the guests in the VOF. In the event of any violation the Agency shall immediately report to the designated officer.
18. VOF attendants shall obtain details as mentioned in the booking register of the visiting guests at the time of arrival and departure.
19. The Agency shall ensure that no private Party/get together is held in the VOFs.
20. The contractor would maintain the occupancy records in the prescribed format and collect the occupancy charges and remit to the bank on fortnightly/monthly basis, as decided by the bank.

B. General Terms & Conditions/Instructions to the Contractors

1. The contractors shall have minimum 5 years' experience in Government Organization, Public Sector Undertakings (PSUs) and Bank would be preferred. Contractor has to submit copy of Experience Certificate with the application.
2. Quoted rates should be workable and should include all overheads and profits.
3. Rates should include all taxes and should be firm for the entire contract period.
4. The bills shall be submitted in the 1st week of succeeding month for the work carried out during the previous month.
5. Any discrepancy in settlement of bills may be brought to the notice of the Bank within a period of one month after the settlement of the bills. The Bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated period.
6. Income tax @ 2% will be deducted from total payment due to the Contractors as per current Income Tax Rules. In addition, the contractors are also liable to pay GST as per the existing rules and regulations in this regard.
7. The Contractor should abide by the Minimum Wages Act and other statutory provisions related to the contracts in force from time to time.
8. In case of any doubts, clarification to be sought from the Officer concerned.
9. All the standard conditions of the contract shall be binding on the Contractor.
10. The Bank reserves the right to accept/reject any quotation/tender either in whole or in part without assigning any reasons thereof, whatsoever.

11. The contract can be terminated by the Bank by giving one-month notice if services are not found to be satisfactory.
12. The contractor should arrange to obtain necessary insurance cover for his employees. He would be responsible for the safety of persons employed by him. The Bank shall not carry any responsibility in case of any accident to his worker in the premises.
13. The contractor should not at any time do cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbance or inconvenience to the occupants/visitors at site or near the site of work.
14. The workers employed by the contractor can use the common facilities such as drinking water, toilet, etc. at designated places, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
15. The contractor shall not directly or indirectly transfer, assign or sublet the contract or any part of it.
16. The Contractor shall comply with all the applicable Acts, Rules, Regulations, requirement of 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.
17. 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. The bank shall not be held responsible for any penalty on failure of any labour regulations. The Bank shall have the power to inspect the wage books and physical verification of salary paid to the staff, muster books and any other records of the contractor and ask the contractor to comply with Laws.
18. 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. Workmen compensation, if any, in connection therewith shall be on the contractor's account and payable by him.
19. The contractor or his authorized supervisor should supervise the works and should be available at the site as and when required.
20. The contractor should provide uniform to his workers engaged at site. The contractor should arrange to issue photo identity cards for which no extra payment will be made.
21. The contractor shall be fully responsible and shall compensate the bank 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 negligence of the contractor or his agents and/or his employees or workmen. The decision of the bank in this regard shall be final and binding.
22. The contractor should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
23. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to the bank in kind or cash will be viewed seriously and the bank will have the right to levy damages or fine and/or even terminate the contract forthwith or remove such offending employee of the contractor from the works.

24. In case of any default or failure on contractor's part to comply with all/any of the terms/conditions, the bank 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.
25. The tenderer is advised to go through the tender terms and conditions and the person so authorization to sign, should sign all the pages of tender documents

The tenderer shall deposit an EMD amount of Rs.5000/- in Current Account No.50200005819670 of NABARD maintained with HDFC Bank, Christian Basti Branch, IFS Code No.HDFC0001474, Guwahati and enclose the counterfoil of the pay-in-slip along with the Tender Form. In case of successful tenderer, the EMD will be retained with NABARD as security Deposit which will be refunded on completion of contract period. In case of unsuccessful tenderers, the EMD will be refunded only on award of contract. The EMD/SD will not bear any interest. If the tenderer withdraws his tender before expiry of the validity period of the tender or if the contractor fails to execute/complete the works satisfactorily the Bank reserves the right to forfeit the EMD/SD.

Annexure - I

Quotation for Housekeeping and Catering in Visiting Officers' Flat of NABARD, at Six Mile, VIP Road, Chachal, Guwahati for the period from 01/09/2018 to 31/03/2021

Sl. No	Schedule of work	Monthly rate excluding GST (Rs)
1	Housekeeping and Catering in Visiting Officers' Flat of NABARD, Assam Regional Office, Guwahati	

- **List of services to be included in the quoted rates**

- The contractor will provide minimum 2 attendants for the Guest House round the clock.
- Expenditure for cleaning materials like harpic, Lizol, Air fresheners, mosquito repellent refills in each room and common spaces, dish cleaners etc. will be at Contractor's own cost.
- Washing charges for bed linens, towels, bed sheets etc., have to be borne by the contractor.
- Cleaning of floor (all rooms and common areas) including materials have to be borne by the contractor.
- Cleaning of toilets including material have to be borne by the contractor.
- Newspaper have to be provided to all the occupied rooms at the contractor's expenses.
- Contractor shall have to arrange for cooking gas at his own cost.
- VOF attendants will be smartly attired at all times in proper uniform, to be supplied by the agency/contractor with logo of the agency/contractors
- Maintenance of guest booking register
- Rent collected from occupied officers to be deposited to Bank every month, in the first week of succeeding month.
- Issue of receipts to the guests, for the rent collected.
- Preparation and supply of Tea, Snacks, Breakfast, Lunch and Dinner to the guests on demand basis and on direct settlement basis.

Signature of Authorized signatory

Place :

Date :

Annexure - II

Rates approved by RO

Effective date:

Sl. No.	Menu	Rates approved by RO (₹)
1	2	
1	Tea	10
2	Coffee	12
3	Breakfast (Roti/ puri/ paratha and one vegetarian dish plus tea/ coffee)	55
4	Lunch - Vegetarian (Rice, roti, dal, one veg curry, curd, pickle)	75
5	Dinner - vegetarian (Rice, roti, dal, one veg curry, curd, pickle)	75
6	Non Vegetarian Lunch/dinner (with one non-veg dish **)	100
	Omelet (2 Eggs)	25
	Bread and Butter (4 Slices)	25
	Boiled eggs (2)	25
	Fruits (Apple, Banana, Pineapple, Pear, Grapes etc.)	As per market rate

** Chicken/fish/omelet/egg curry – subject to availability. Order to be placed in advance.

Annexure – III

List of Consumable to be supplied to the officers/guests at VOFs

Sr. No.	Items	Quantity
1	Soap small (good quality medium size)	1
2	Shampoo (good quality)	2 sachets
3	Coconut Oil	1 small bottle of 50 ml.
4	Tooth Paste (small)	1 disposable pack
5	Tooth Brush (soft	1 No.
6	Moisturizer/Cream	1 Disposable pouch
7	Shaving cream (single use container)	1 disposable pack (for lady officers/lady guests - 01 small face wash tube)
8	Shaving Razor	1 Disposable (for lady officers /lady guests – 01 sachet/small tube of face scrub of good quality)
9	Talcum Powder (good quality)	1 small pack of 50 g.
10	After shave lotion	1 small bottle (for CGM and above)
11	Small comb	1