TENDER FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DIESEL GENERATOR, PUMP OPERATION, INTERCOM, ELECTRONIC PHASE SEQUENCE CORRECTOR AND LIFTS

AT

NABARD TOWER
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
24, RAJENDRA PLACE, NEW DELHI -110008

&

GENERAL ELECTRICAL MAINTENANCE AT STAFF QUARTERS AT VARIOUS LOCATIONS

PART-I

PRE-QUALIFICATION

(Form of Tender, Annexure I, II, III, IV and V)
To be submitted in a separate envelope No. - 1

NAME OF TENDERER ______________________________________

ADDRESS: ______________________________________________

THE CHIEF GENERAL MANAGER/ OIC
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD TOWER
24, RAJENDRA PLACE
NEW DELHI - 110008

SCHEDULE OF TENDER:

i) Tender document will be available from 11/03/2021 to 23/03/2021

ii) Pre-tender meeting on 17/03/2021 at 1100 hrs.

iii) Submission of Tender by 1430 hrs on 24/03/2021

iv) Opening of tender - 1500 hrs on 24/03/2021

This tender document consists of 62 pages

NABARD TOWER, 24 Rajendra Place, New Delhi 110 008 • Tel.: +91 11 41539353 • Fax: +91 11 41539187 • E-mail: delhi@nabard.org
Brief Description of the Electrical Installations at NABARD, New Delhi

1. The power supply to the NABARD Regional Office building is given by BSES Yamuna through an 11 KV underground 3C x 185 sq.mm. 11 KV XLPE Aluminium conductor cable which terminates in the BSES metering cubicle. The cable is then connected to 11 KV 400 A incomer VCB. The 11 KV supply to the RO Building is fed through 1 x 750 KVA, 11KV/0.4 KV Dry-type transformer which is further fed to LT panels (1250 A ACB). From this substation power is given to the entire office building. The total sanctioned load of the building is 530 kW and Contract Demand is 400 kVA.

2. A 320 KVA, 415 volts, DG Set is also connected to the system for emergency power required for office building. Day-to-day operation of the D.G. Set is under the scope of the contract. Diesel/other consumables would be supplied by NABARD. There are two passenger lifts.

3. Maintenance of Lifts, DG Set and HVAC is with their respective Original Equipment Manufacturers.

4. There are water pumps and submersible pump. Water is stored in U/G and O/H tanks, using these pumps. Details of water pumps are as under:
   a. Monoblock pumps 7.5 HP – 08 Nos.
   b. Submersible pump 03 HP - 01 Nos.
   c. DG Set water circulation pump – 03 HP – 02 Nos.
   d. Sewarage pump 01HP-03 Nos.

5. Voltas Make HVAC system as per following details
   a. Package AC units 10 TR capacity : 08 Nos.
   b. Package AC units 7.5 TR capacity : 14 Nos.
   c. Package AC units 5 TR capacity : 02 Nos.
   d. Cooling Towers 40 TR capacity : 04 Nos.
   e. Fresh Air AHU 8500 cfm : 05 Nos.
   f. Axial flow fans : 10 Nos.

Note: The detailed scope of work is given elsewhere in this tender
INSTRUCTIONS TO THE APPLICANTS FOR FURNISHING INFORMATION AS A PART OF PRE-TENDER QUALIFICATIONS

1. The work involved is round the clock operation and maintenance of 1 x 750 KVA, 11/0.4 KV substation with 11 KV VCB bus and MV/LT power distribution to office building, through LCC/Feeder pillars/ underground MV/LV cables pumps operation, Main Distributing board, 80 KVARh capacitor panels, SDBs, DB and Electrical Wiring in Office building, repairs/maintenance of water supply pumps etc., Operation of DG Set, Operation of Heating, Air-conditioning & Ventilation Package units of M/s Voltas Limited, Operation of lifts etc. 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.

2. The contractors who have minimum 7 years of experience (ending 31.03.2020) in undertaking similar works and who fulfil the following criteria are eligible to tender:

• Should have carried out minimum 1 similar work during last 7 years (ending 31.03.2020) with annual contract value (costing individually) not less than Rs.23 lakh OR

• Should have carried out minimum 2 similar works during last 7 years (ending 31.03.2020) with annual contract value (costing individually) not less than Rs.15 lakh.

OR

• Should have carried out minimum 3 similar works during last 7 years (ending 31.03.2020) with annual contract value (costing individually) not less than Rs.12 lakh.

• The tenderers should have average Annual Turnover of Rs.9 lakh during the last three years ending 31 March 2020 supported with by audited balance sheet or a registered Chartered Accountant certified statement of accounts.
* Should have Valid Licence for A Class Electrical Contractor issued by Government of NCR / UP

* Should have registration with the Employees Provident Fund Organisation (EPFO) and Employees State Insurance Corporation (ESIC).

* The tenderers should have applicable Tax registrations (PAN, TIN, TAN, CST, GST etc.) supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable

* Should have their own office within the city limits of National Capital Region of Delhi.

* Tenderer should enter into Integrity Pact as per para 1 of NIT (format provided in Annexure V)

3. Tenderers are requested to enclose the following documents in Envelope containing PART-I (Prequalification bid) for examining their qualification/suitability. Opening of Part-II(Price Bid) will be subject to satisfying the prescribed eligibility criteria:

   i) Copies of Work Orders and Completion Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings / Public Sector Banks / Autonomous Bodies / Private Sector / Housing Societies etc. during the last five years (prior to 31.03.2020).

   "Similar Works" means experience in executing Annual Maintenance Contracts in similar Government/PSU/PSBs Public Sector Banks/Autonomous Bodies/Private Sector/Housing Societies etc. having office & flats or similar such set-up.

   ii) IT returns and Copies of Balance Sheet and Profit & Loss statements of last Seven consecutive years duly certified by a practising 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 Sections-I, II, III & IV as per enclosed proforma
4. Intending applicants are required to submit their full bio-data giving details about
their organisation, experience, personnel in their organisation, spare capacity,
competence and adequate evidence of their financial standing, etc. in the enclosed
statement which will be kept confidential.

5. 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.

6. If required, NABARD will obtain reports on past performance of the tenderer from
his clients and bankers, visit the sites where bidder has carried out works 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.

7. After scrutiny of Part-I, if any of the contractors is found not satisfying the required
eligibility criteria, the tender submitted by him will not be processed further.

8. Each page of the application shall be signed. The application shall be signed by
person/persons on behalf of the organisation having necessary authorisation/Power of
Attorney to do so.

9. If the space in the proforma (Sections-I, II and 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 which shall also be signed by the Authorised signatories.

10. Clarifications, if any, required may be obtained from National Bank for Agriculture and Rural Development, New Delhi Regional Office, New Delhi.

I/We have read and understood the instructions contained herein above and are acceptable to us.

Date:

Place:

Signature of the Applicant & Address
FORM OF TENDER

ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS
OPERATION OF HVAC SYSTEM, DG SET, INTERCOM SYSTEM, ELECTRONIC
PHASE SEQUENCE CORRECTOR AND LIFTS AT NABARD TOWERS, 24,
RAJENDRA PLACE, NEW DELHI – 110 008

Date: __________________________

The General Manager / OIC
National Bank for Agriculture and Rural Development
New Delhi Regional Office
NABARD Tower
24, Rajendra Place
New Delhi – 110008

Dear Sir

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

2. Our Bankers are:
   (i.)
   (ii.)

3. Address of the firm:
   Tel. No:
   e-mail
   Mobile No(s):
   i) __________________________
   ii) __________________________
   iii) __________________________

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) ______________________________

   iii) ______________________________

5. The names of the Partners/Directors of our firm are
   i) ______________________________

   ii) ______________________________

   iii) ______________________________

6. I / We have examined 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 agree to deposit all taxes, levies, Cess etc. on account of service rendered by me to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST etc. as applicable and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
10. The rates quoted by me/us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during commencing of the contract period.

i) __________________________

ii) __________________________

iii) __________________________

NAME OF THE PERSON(s) AUTHORISED TO SIGN AND SUBMIT THE TENDER

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

DATE:
PLACE:

(SIGNATURE OF THE TENDERER)

NAME AND ADDRESS OF THE TENDERER AND SEAL
# Section-I

## (A) Basic Information

1. Name of the Applicant/Organisation and address of the registered office, telephone no., mobile no., fax no., email-id, website address.

2. Year of Establishment

3. Type of the Organisation (whether Sole Proprietorship/Partnership/Private Limited/ Limited or Cooperative Body etc.) Copies of supporting documents to be enclosed

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. Copy of Valid A Class Electrical Contractor’s licence:
   - Licence No. :
   - Issued by :
   - Valid upto :

8. Work Experience (Details of work experience as per the requirements in the pre-qualification criteria supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience if any, of carrying out works for NABARD / RBI / Public sector banks / Government department / Semi Govt. department / Other Public Sector
<table>
<thead>
<tr>
<th>Undertakings / private banks / Private sector / housing societies at any other centre should also be given.</th>
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<tr>
<td>9. Name(s) and address(es) of the Clients and their present Executives (Written information about the names and address of their clients along with full details like names, postal address, e-mail IDs, telephone (landline &amp; mobile No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed) should be furnished.)</td>
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<td>10. Qualified personnel available in the Details to be organisation furnished in Part-(III)</td>
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<td>11. Name(s) and address(es) of the Bankers and their present contact executives (Written information about the names and address of their bankers along with full details like names, postal address, e-mail IDs, telephone (landline &amp; mobile No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.)</td>
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<td>12. Details of Bank accounts (Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)</td>
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<td>13. Credit worthiness of the Tenderer &amp; Turn Over during the specified period (Copies of IT deposit certificates (such as copy of deposited Form 16 or any such other certificate) along with latest final accounts of the business of the Tenderer Annual turnover</td>
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<td>Rs.</td>
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duly certified by a CA should be enclosed in proof of their credit worthiness and Turn Over for the last three years ending 31.03.2020.)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the work and Employer</th>
<th>Nature of Work</th>
<th>Work Order No. and date</th>
<th>Present Stage of Work</th>
<th>Value of Contract</th>
<th>Brief details of litigation</th>
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<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
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</table>

15. Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.

16. 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:

17. Number of supplementary sheets attached for Part I.

Signature of the Applicant

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Section-II

(8) Previous Experience

i) List of important works executed by the firm during last five years with experience in executing works of similar work i.e. annual maintenance contract of high rise buildings. Please arrange to provide value of job, approximate area of each contract where maintenance work done and 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.**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the work And Location</th>
<th>Nature of Work</th>
<th>Name &amp; full postal address of the owner</th>
<th>Contract Amount (Rs)</th>
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ii) List of important works ON HAND costing as per eligibility criteria with experience in executing works of similar work i.e. annual maintenance contract of Electrical Installations in high rise buildings

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<tr>
<th>S. No.</th>
<th>Name of the work And Location</th>
<th>Nature of Work</th>
<th>Name &amp; full postal address of the owner</th>
<th>Contract Amount (Rs)</th>
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AMC / Completion Period | Present stage of completion With reasons for delay, if any | Any other relevant information |
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<td>(8)</td>
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Signature of the Applicant

13
**Section-III**

**(C) – Technical Personnel and Experience**

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Age</th>
<th>Qualification</th>
<th>Experience</th>
<th>Nature of works handled</th>
<th>Date from which employed in the organisation</th>
<th>Any other remarks</th>
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</table>
b) List of available Plants, Available Machineries, Equipment, etc.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Plant/Machinery/Accessories</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crimping tool (hydraulic/manual)</td>
<td></td>
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<tr>
<td>2</td>
<td>Digital Multimeter</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tong Tester (Grip upto 400 sq mm)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Earth tester</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meggar (500 V and 1000 V)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Drilling machine (Hammering type)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Welding machine</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Hoists with capacity</td>
<td></td>
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<tr>
<td>9</td>
<td>Testing tools (Testers, Screw Drivers etc.)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Wrench sets (D-Spanner, Ring Spanner, Box Spanner)</td>
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<tr>
<td>11</td>
<td>Coupling tools</td>
<td></td>
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<td>12</td>
<td>Pipe wrench (different types)</td>
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<td>13</td>
<td>Chain wrench</td>
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<tr>
<td>14</td>
<td>Insulated Rubber Gloves</td>
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<td>15</td>
<td>500 V Insulated Pliers</td>
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<tr>
<td>16</td>
<td>Test Lamp Holders</td>
<td></td>
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<tr>
<td>17</td>
<td>Aluminium Ladder (4 step)</td>
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<tr>
<td>18</td>
<td>Aluminium Ladder (8 step)</td>
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<tr>
<td>19</td>
<td>Cable fault locator (LT)</td>
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<tr>
<td>20</td>
<td>Chain pulley block with Tripod</td>
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<tr>
<td>21</td>
<td>Wire rope</td>
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<tr>
<td>22</td>
<td>Jute rope</td>
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<tr>
<td>23</td>
<td>Sling psychrometer</td>
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<tr>
<td>24</td>
<td>Any other equipment/ T&amp;P as per requirement</td>
<td></td>
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</table>

Signature of the Applicant
Annexure I

National Bank for Agriculture and Rural Development, New Delhi

TENDER FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DG SET, INTERCOM SYSTEM ELECTRONIC PHASE SEQUENCE CORRECTOR AND LIFTS AT NABARD TOWERS, 24, RAJENDRA PLACE, NEW DELHI – 110 008 & GENERAL MAINTENANCE SERVICES AT ITS STAFF QUARTERS AT VARIOUS PLACES

GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS OF AMC

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. 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, as and when called for, by NABARD.

3. Rates should include all Taxes (IT, etc.), Duties, Octroi, Levies, Wages as per relevant Act, etc. as applicable and should be firm for the entire Contract period. However, GST shall be paid extra as applicable. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period.

4. Monthly payment will be made based on bill submitted by the contractor and certified by the concerned Assistant Caretaker (ACT) / Caretaker (CT) / Site Supervisor or any other person authorised by NABARD to the effect that the complaints recorded in the Registers are attended and as per the scope of the work. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/Caretaker)/Bank’s officials after completion of the respective work.

5. Separate work orders will be issued by NABARD in respect of additional works which are not covered under the comprehensive monthly charges. The bills for the same are to be submitted within a period of one month after completion of the work. NABARD may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.

6. Income Tax, Works Contract Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
7. 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 Contractor shall be fully responsible and shall compensate NABARD with suitable Insurance over 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 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 decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific.

8. 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.

9. The working hours to be observed by the contractors in case of electrical maintenance shall generally be 24 hrs. X 365/366 days. The contractor shall deploy such minimum number of qualified and experienced staff as indicated in Section IV by the contractor to ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of NABARD.

10. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.

11. The contractor shall pay the personnel deployed in NABARD, their wages in accordance with the minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed in NABARD. The Annexure I (Calculation sheet for supply of manpower and minimum wages) is required to be submitted duly filled along with the Price bid/BOQ. Tenders/bids not complying with the minimum wages payment, which will be ascertained on the basis of Annexure – VII submitted by the contractor, are liable to be rejected.

12. 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 (Regulation & Abolition) Act, 1970.

13. 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 (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD 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. The contractor is advised to maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Centre or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations. The contractor may be asked to submit to NABARD the monthly payment records to the staff employed by him. The contractor is advised to ensure that the payment is regularly credited to the bank account of the individual staff employed and payslips for respective payments are duly issued regularly. NABARD may ask for past payslips and payment records to be submitted along with the monthly bill. In case wages are required to be disbursed in cash, same may be done in the presence of authorized representative of NABARD as required as under relevant law.

14. 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 rates quoted by the contractor should be inclusive of employer's share of ESI & EPF contributions for this contract. The contractor should submit proof of payment (counterfoils) towards ESI & PF with monthly bill & other documents such as registration number, photo card etc. as and when called for by NABARD.

15. 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 on the Contractor's account and payable by the Contractor.

16. 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. However, rate quoted by the Contractor shall be firm and remain valid till the expiry of the contract period. The contractor should quote the rates accordingly so that the revision of wages during the currency of the contract can be done.

17. 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. No additional payment shall be made if contractor keep 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.

18. The Contractor’s workmen should report to ACT/ Site supervisor/Engineer as per timings decided by NABARD. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty the time when contractor’s worker arrives & sign at site. The same shall also be signed by ACT & the same or copy shall be presented along with the Contractor’s monthly bill.

19. The Contractor shall abide by the requirements of Security from time to time and shall strictly follow the obligation required by NABARD.

20. 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.

21. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet Officials for any clarifications and to receive instructions.

22. The Contractor shall have whole/sole responsibility for any damage / loss of life and property of NABARD. The contractor shall fully compensate NABARD for such damage/loss. The decision of NABARD in this regard shall be final and binding.

23. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and/or or terminate the Contract forthwith, if necessary.

24. In case of any default or failure on Contractor’s part to comply with all / any one of the Terms / Conditions, NABARD 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. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

26. 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.

27. The work should be carried out with least inconvenience to the occupants/staff members of NABARD. 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, wearing of uniforms, interpersonal relation with the occupants. The contractor shall provide photo identity card to its workers including the leave reserves. Any workman not maintaining discipline/decorum inside the premises shall be immediately removed from site.

28. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. 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 NABARD.

29. EXIT:
   a. First three months on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 3 months, 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.
   b. The contract is liable for termination by giving 3 months' notice by either of the parties i.e. NABARD or the contractor.

30. The contractor shall provide mobile phone to the supervisor and number to be communicated to NABARD.

31. Contractors should provide 2 sets of uniforms and one set of safety shoes of approved colour every year for the employees deployed in NABARD at his own cost.

32. 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 leave.
33. On-site storage space will be provided to the Contractor. NABARD will not be responsible for contractor's materials. The contractor may be required to vacate the storage space as per exigency, without any extra cost to NABARD.

34. The contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any Tools & Plants (T&P) or any other equipment, labour, etc.

35. The contractor should carefully observe and take necessary steps to maintain day to day electrical Power Factor, as per BSES requirement failing which he will be responsible for penalty charged by BSES. The penalty will be recovered from the monthly bill of the contractor.

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

37. While submitting the monthly bill for comprehensive maintenance bill, the contractors have to submit detailed information on the complaints received, pending and the reason thereof and likely date of attending the same. Bill will be considered for payment after receiving the statements. Contractor will not link payment to his labours with the settlement of bill by NABARD.

38. VALIDITY OF TENDER: 90 Days from the date of opening of the financial bids.

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

40. 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.

41. Contractor shall extend necessary help to other Contractors engaged by NABARD under separate contract for their respective work.

42. Contractor shall be required to furnish NABARD, as and when required, the following:

   a. The Power of Attorney, name and signature of his authorized representative, who will be in-charge of execution of this contract.

   b. Wage Book, Muster Book pertaining to labours engaged under this contract.

   c. Validity of Insurance Policies, Labour Contract License relating to staff engaged at NABARD 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.

43. Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed, shall be borne by him.

44. 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 NABARD.

45. In case of major fault or failure in power supply to the office building, the contractor shall provide the required number of Electrical helpers and supervisors to rectify the fault immediately after receipt of complaint.

46. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. NABARD shall in no way be connected with such manpower and they shall have no claim whatever against NABARD.

47. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms, electrical instruments viz. Multimeter, Meggar, Earth Resistance Tester etc. required for execution of the work covered by this contract to the entire satisfaction of NABARD.

48. Notwithstanding anything contained therein 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 nor any of such employees shall have any right to complain or claim against NABARD. NABARD also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.

49. In case of any stoppage of work resorted to by the employees of the Contractors, NABARD 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% and any other tax, as applicable.

50. The contract shall be valid up to 31 March 2022. The Bank also reserves the right/option to extend the validity of this contract for a further period not exceeding 1 year at mutually agreeable conditions with the same rates & terms and conditions.
51. **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.

52. **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.

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

DATE:

PLACE:

ADDRESS:

Signature of the Tenderer  NAME AND SEAL
National Bank for Agriculture and Rural Development, New Delhi

ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DIESEL GENERATOR, PUMP OPERATION, INTERCOM, ELECTRONIC PHASE SEQUENCE CORRECTOR AND LIFTS AT BANK'S REGIONAL OFFICE BUILDING AND PREVENTIVE ELECTRICAL MAINTENANCE FOR ENTIRE SYSTEM AT NABARD RESIDENTIAL FLATS OF NABARD, NEW DELHI

SAFETY CONDITIONS OF THE CONTRACT

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

A. General

1. Smoking, chewing pan, consumption of Gutkha, tobacco, alcohol, any other drugs banned by GoI/State Government are prohibited in the building.

2. For any job involving welding, soldering, lighting of flames, use of heat source or temporary electrical connection, prior permission of NABARD's engineer shall be taken before execution of the same. No job involving heat sources are permitted to be carried out after office hours, holidays and 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 needs any suggestion on the matter, he may approach NABARD'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 of portable electrical appliances

Precautions in handling portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for your 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. Perhaps 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-energised until the rectification is done and contractor take clearance from NABARD's engineer on the issue.

6. **Excavation / Addition / Alteration of the Bldg.** 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 of the contractor with seal**
TENDER FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DIESEL GENERATOR, PUMP OPERATION, INTERCOM, ELECTRONIC PHASE SEQUENCE CORRECTOR AND LIFTS

INSTRUCTIONS TO THE TENDERER

1. All the pages of the Tender Document shall be signed by the Tenderer.

2. NABARD takes no responsibility for delay / loss in post or non-receipt of Quotations / Tender Documents.

3. The envelope containing Tender / Quotation should be properly sealed, addressed, duly superscribed as PART-I (Pre-qualification bid) and PART-II (Financial bid) as the case may be, with name of work and due date of opening and should be submitted in the prescribed Tender Box in the Office of the Chief General Manager / OIC, National Bank for Agriculture and Rural Development, New Delhi Regional Office, NABARD TOWERS, 24, Rajendra Place, New Delhi – 110 008. The last date of receipt of Tender is 16 March 2021 (1430 hours). Part-I (Pre-qualification bid) of tender will be opened on the same date at 1530 hours or at a later date convenient to NABARD.

4. Bids submitted by unauthorised agents and FAX / E-mail shall not be entertained.

5. Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NABARD before quoting the rates.

6. If last date of receipt of Tender / Quotation and opening date is a holiday then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.

7. The Tenderers 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 may be rejected without making any reference to the Tenderers.

8. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
9. 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.

10. 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 NABARD’s guidelines.

11. Notwithstanding anything stated above, NABARD 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 NABARD.

DECLARATION BY THE CONTRACTOR

2. I/we hereby declare that I/we have read and understood the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.

3. I/we hereby confirm that the quotations shall remain in force and valid for acceptance for a period of not less that 90 (ninety) days from the date of opening of the financial bid.

4. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we ensure that only relevant entries asked for should are made with the tender documents. Entries other than the relevant entry shall make the tender invalid.

DATE ::

SEAL & SIGNATURE OF THE TENDERER

PLACE::
TENDER FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DG SET, INTERCOM SYSTEM, ELECTRONIC PHASE SEQUENCE CORRECTOR AND LIFTS AT NABARD TOWERS, 24, RAJENDRA PLACE, NEW DELHI – 110008

SCOPE OF WORK

REQUIREMENTS

The Contractor is responsible to provide Services from Qualified and well experienced personnel, who can independently handle, Operate and maintain electrical installation as per the terms & conditions and scope of work of this tender. If required, the work force to be deployed will be screened for technical capability by NABARD to ensure the deployment of suitable candidates by the contractor.

The Contractor shall arrange to execute operation and maintenance services only through qualified electricians who are permitted to work on electrical installations by appropriate competent authority and as per IE rules 1956. A full time supervision by the Supervisor at site is compulsory during any maintenance services, which shall strictly comply to relevant I.E., rules.

The Contractor shall provide proper uniform, shoes and other safety gadgets like hand gloves etc., for the service provider engaged by him during Operation and maintenance services at site.

The workers shall be available in three shifts throughout 24 hours a day, 7 days week, 365/366 days a year without any gap to take care of the installation and attend to the items of work for which tender is being called. The contractor should necessarily deploy qualified manpower for following minimum number of man-days to maintain entire Electrical Installations including operation of HVAC, DG Set, Intercoms and lifts round the clock (24 hours a day x 7 days a week x 365/366 days in a year) to the entire satisfaction of NABARD:
<table>
<thead>
<tr>
<th>S No</th>
<th>Particulars</th>
<th>Manpower</th>
<th>No. of days per annum</th>
<th>Total Mandays (3x4=5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Highly skilled worker as Supervisor in General shift (from 9:00 hrs to 18:00 hrs) having Degree/Diploma in Electrical Engineering and 10-15 years experience on HT/LT system to carry out such maintenance work. The person who provides such services should also have valid Supervisor license issued by local authorized Electrical Inspectorate authorized to supervise the said electrical maintenance, fulfilling all the condition as per I.E. Rule 1956</td>
<td>1</td>
<td>365</td>
<td>365</td>
</tr>
<tr>
<td>2</td>
<td>Qualified electricians/AC operator/DG Set operator as skilled workers in three shifts. (Should possess Electrical Trade ITI Certificate from Govt. approved or Govt. recognized institution, Should have practical experience of 8-10 years for working on HT/LT system) having wireman's license. He should also have valid electrical wireman license issued by local authorized Electrical Inspectorate, for the operation and maintenance of the said electrical equipment's &amp; voltage level.</td>
<td>3</td>
<td>365</td>
<td>1095</td>
</tr>
<tr>
<td>3</td>
<td>Qualified electricians/AC operator/DG Set operator as skilled worker in General shift (from 9:00 hrs to 18:00 hrs)</td>
<td>1</td>
<td>313</td>
<td>313</td>
</tr>
<tr>
<td>4</td>
<td>Helper as semi-skilled worker in General shift (from 9:00 hrs to 18:00 hrs) having minimum 5 years working experience with Electrician in the field of electrical systems. Should have minimum qualification upto class 8th passed, and should be capable of reading &amp; writing and capable of expressing clearly in local language.</td>
<td>1</td>
<td>313</td>
<td>313</td>
</tr>
</tbody>
</table>

TOTAL MAN-DAYS PER ANNUM 2086

All the above staff will work for six days in a week and electricians shall be deployed in such a way that everyone works in night shift for maintenance of Substation and gets a weekly off at the same time. Also, the arrangement of reliever may be made
when regular staff is absent on a particular day. The timings of skilled worker (electrician/AC Operator/DG Set operator) and semi-skilled worker of General shifts may be kept flexible/staggered as per requirement. The electrician shall have necessary tools (like multimeter, earth tester, clamp tester etc.), safety equipments & minor items like adhesives, screws, nails, nut & bolt, washer, brackets, saddles, clips, grease, mobil oil, rubber washer etc. The insurance cost shall also be included in the quoted rates. Contractor will ensure one weekly off to each worker. Also, the electrician will visit Staff quarters at Asiad Village, Khergaon, Jangpura, CWG Village, Akshardham and Kaushambi minimum once a week or as and when directed by NABARD for which no extra payment shall be made. The other items will be replaced at Bank’s cost.

A) Annual Maintenance of Electrical Installations

1) Complete maintenance of all electrical installations upto last point of supply, i.e., the end user round the clock in the building. Computers, computer accessories and LAN etc., are not in scope of this contract.

2) The day-to-day operation of the D.G. Set is under the scope of the contract. Diesel/Other consumables would be supplied by NABARD.

3) All Electrical utilities meant for Client’s use shall be maintained in good condition so as to ensure interruption-free operation all the time.

4) Supervisor / Operator posted at Substation shall keep daily records of KWH / KVAH / KVA / KVARH / PF / Voltage / Current of incomer HT panel as well as the LT panels in the substation, including water supply pumps operation log-book in the Log Sheet provided in Substation by NABARD. Separate records of Substation Meters provided in Main LT Panel shall be maintained, including the records of D.G. operation in separate Log Book. Maintenance of battery charger and batteries for D.G. shall be carried out and expenditure towards replacement of material for which shall be borne by NABARD. Log book of DG Set operation and fuel consumption shall be maintained by the contractor.

5) The contractor shall also provide necessary screws, batten clips, fuse wire, insulation tape, rubber packing, gland dori, cotton waste etc., required for the repair works within the quoted rates. Cost of consumable items like Tubelights/Bulbs/CFLs/Chokes of all category, Switch Sockets, HRC fuses, whose replacement are on account of the uses of power by client / other service agencies will, however, be borne by the Bank.
6) Contractor shall keep necessary records of such replacement to get these certified by Bank's official for reimbursement of cost. The materials to be used on the works must be conforming to relevant BIS/s specification wherever applicable. However, before using any new material in the work, the same shall have to be got approved from the NABARD's officials.

7) Payment for additional works and replacement/repair works not included in comprehensive monthly charges shall be paid on the basis of rate mentioned in prevailing price list of the company (whose product has been installed) plus applicable taxes or maximum retail price whichever is lower and further no extra payment will be made for overhead or contractor profit. The contractor will procure and submit the current price list of the company and the discount quoted in Schedule-C shall be applied, otherwise the bill will be settled as per the price list available with NABARD. 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 Works Contract Tax etc. as applicable or from the quoted rates of lowest tenderer who has executed similar work recently.

8) Contractor will collect the complaints from the complaint register provided by NABARD and kept at reception/sub stations and attend to the same on the same day & obtain certification from respective department/residents/etc. The complaint of complicated nature and beyond the scope shall be reported back immediately to NABARD. Contractor will maintain a proper record indicating reasons for not attending to any particular complaint within time schedule. For unreasonable delays in completion of works, a penalty of Rs.50/- (Rupees Fifty only) per complaint per day of delay shall be charged.

9) The wire man/electrician shall also attend to any other electrical repair/preventive maintenance job as may be felt necessary by NABARD.

10) The contractor shall make his own arrangements to provide alternative supervisor/electricians/wire man/AC operator/pump operator and helper on the day when regular staff is absent.

11) All types of electrical maintenance work shall be carried out by the electricians on duty. Following are some of the common types of defects requiring rectifications.

   a) Replacement/repairs of all standard electrical amenities provided inside the Bank's building/flats as well provided in common areas, like Damaged wiring/defective 5/15A switches, sockets & Plugs; buzzer bells; ding- dong bells;
cut outs, DP Switches upto 32 A, Resistance type Fan regulator, Capacitors for Fans; Ceiling rose; Electromagnetic FTL Chokes (copper ballast); Starters/holders/Tubes upto 40 W, 5/15A Kit-kat Fuse with base; bulb holders; Vapour/halogen lamp holders; Acrylic/Mica sheets for Switch boards; Telephone sockets; PVC conduit/Casing Capping upto 2mtr.; Glass dome., Candle bulbs in VOF, 11 W 2 pin PL lamp, CFL lamp
(The make of the items so replaced should be strictly as per the list of approved makes given in the specifications, elsewhere. Where the approved makes are not available, the Make of such material should be as approved by NABARD's Engineer). All the old/unusable/scrap material (which will be created 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.

b) Contractor has to take possession of the new fixtures those purchased by NABARD to carry out test checks/installation of these items at the location of old damaged/defective items viz: DOL starters/Tube fixtures / fans / geysers/, etc.

c) Repairing/Replacement/Fixing of light fittings, ceiling and pedestal fans, exhaust fans, switches distribution boards, street and compound lights. Replacement of main switches, regulator, chokes, starters, tubes, distribution boards, control switches, socket outlets, holders, motor starters, parts, etc. in the campus.

d) Detection of faults in tube light fittings, other light fittings, fans exhaust fans/pedestal fans, regulators, main panel, other panels including rising mains DB's, MCB's ELCB's Capacitors etc. Detection of faults in all types of wiring such as CTS, surface conduit, cables, etc. and rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged rewiring shall be carried out either through surface conduits or wiring as directed under cables fault and its repairs. Termination/glanding of power cables including joint making will be included in contractor's scope.

e) Minor repairs to Storage/Instant type Geysers, such as checking/replacement of thermostat, heating coil, wiring, safety valve etc. inclusive of removing and refixing of Geysers, if required.

f) Removal of defective pedestal and ceiling fans, exhaust fans and refixing them back after repairing. Fixing new fans including the Exhaust fans/Ceiling fans.

g) Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing / oiling as required.

h) Repairs to Mercury/Sodium Vapour/Halogen fittings mounted on the building/poles including replacement of MV / Sodium / Halogen lamps, accessories and repairs of cables.

i) Periodical Testing of electrical installations like HT switchgears / circuit breakers, Transformers, HT/LT busduct, overhauling of circuit breakers etc. by engaging
specialist agencies as per the instructions from Electrical Engineer of the Bank and as quoted by the contractor in Schedule-II of the financial bid.

j) Watering of all the Earth pits every 15 days for trouble-free operation of the entire electrical installation including the computer / networking systems. Earth resistance to be measured quarterly in the presence of Bank’s engineer in single mode.

k) The job includes periodic cleaning minimum Quarterly cleaning and checking of the ceiling/exhaust fans in Office building/VOF, common area /lift fans, AC diffusers, other electrical & electronic equipment etc. Minimum monthly cleaning of all the common area lighting/ fan fixture and meter rooms / boards as well as cleaning of all the meter rooms / boards..

l) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints, fans and putting accessories as and when required

m) Any other Electrical Maintenance related works as per Bank’s Engineer directions.

12) Other broad scope of works are illustrated in Annexure-III(Part- A,B and C).

13) Details of the items for extra payment in case of new replacement: As and when necessary, the following works shall be attended and carried out by the AMC agency on chargeable basis and payment will be made as per procedure mentioned in Para-7 of Scope of work for the following items :

a) Point wiring for 5/20A circuits.

b) Fans/Rewinding of fans.

c) Replacement of Geyser coils.

d) Replacement of Thermostats for the Geyser.

e) All types of MCBs/ RCCBs/ ELCBs.

f) Halogen Lamps/ CFL.

g) Mercury Light fixtures / Metal halide / HPMV etc.

h) Replacement of complete switch board

i) Supply of new cables / motor starters for water pump sets etc.

j) Capacitor type fan regulator / Step type

k) PVC conduit & Casing capping beyond 2 mtr. length

l) Any other items which NABARD may decide.

14) Unless otherwise mentioned any of the approved makes or brands shall be allowed to be used. Other specific equivalent brands with BIS mark may be allowed to be used, if approved by NABARD. The tenderer shall distinctly understand that it will not be their prerogative to insist on a particular brand from the list. Final selection will be done with the approval of NABARD. Tentatively list of approved make of material is given below.
15) LIST OF APPROVED MAKE OF MATERIALS/TRADE

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item/Make</th>
<th>Make or Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Switches, sockets, holders and ceiling rose</td>
<td>Anchor, ABB, Havells, L &amp; T or</td>
</tr>
<tr>
<td></td>
<td>etc.</td>
<td>equivalent</td>
</tr>
<tr>
<td>2</td>
<td>Tube lights, Bulbs, Halogens</td>
<td>Philips, Wipro, Havells, Surya or</td>
</tr>
<tr>
<td></td>
<td>/Mercury bulbs, CFLs, LEDs etc.</td>
<td>equivalent</td>
</tr>
<tr>
<td>3</td>
<td>MCB/RCCB/ELBCs</td>
<td>Legrand, Havells, L &amp; T or equivalent</td>
</tr>
<tr>
<td>4</td>
<td>Wires</td>
<td>Finolex, Polycab, or R R Kabel</td>
</tr>
<tr>
<td>5</td>
<td>Casing capping &amp; PVC conduits</td>
<td>Precision, AKG, Tirupati or equivalent</td>
</tr>
<tr>
<td>6</td>
<td>Switchboards</td>
<td>Presto teak or equivalent</td>
</tr>
<tr>
<td>7</td>
<td>Kit-Kat fuses (Porcelain)</td>
<td>Anchor or equivalent</td>
</tr>
<tr>
<td>8</td>
<td>Fan Regulators</td>
<td>Anchor step type, ABB, Havells, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>approved equivalent</td>
</tr>
<tr>
<td>9</td>
<td>Fan capacitor</td>
<td>Asian, Crompton, Havells, Tibcon or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equivalent</td>
</tr>
<tr>
<td>10</td>
<td>FTL Choke (copper ballast)</td>
<td>Philips, Havells, Surya, Wipro or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equivalent</td>
</tr>
<tr>
<td>11</td>
<td>Bearings</td>
<td>SKF, HCF, NBC or equivalent</td>
</tr>
<tr>
<td>12</td>
<td>Contactors</td>
<td>Siemens, L &amp; T</td>
</tr>
</tbody>
</table>

16) The Contractor will provide experienced staff/workers. It will be the responsibility of Contractor to liaise with electric supply agency and other specialist agencies, whose services may be essential and required for the smooth operation/ maintenance of equipment installed. In the eventuality of a breakdown in the power system, he should endeavour to restore supply in the shortest possible time, do liaison work with Electricity Department, as and when required. No additional payment will be made separately for such an eventuality except for materials which may be used.

17) Repairing of fault in U/G cables including digging of earth and refilling of earth is to be arranged by the contractor. However, any material etc. needed will be provided by NABARD.

18) All complaints shall be attended to immediately on receipt of complaints/information. If, however, a complaint remains unattended merely due to negligence of contractor’s staff, the same shall be got done through a different agency at contractors cost and recovered from his bill.
19) It is responsibility of Contractor to provide necessary tools / tackles including safety gadgets and consumable like PVC tapes, fuse wires free of cost to his workmen.

20) The maintenance of flycatchers periodically:
   a) Checking of flycatchers periodically,
   b) Replacement of tube or repair if any may be carried out immediately in case any fault is noticed.
   c) Periodical cleaning of collection tray of flycatcher machine.
21) The contractor has to attend emergency complaints/other breakdowns as and when required during the contract period to ensure smooth functioning and availability of power supply and no extra charges for technical consultancy, labour, T&P etc. shall be paid for the same. Rates quoted by the tenderer should provide for such requirements.

22) **Maintenance of Pump sets**

   **Scope**
   
a) The job includes monthly servicing like oiling, greasing, cleaning, replacement of worn-out gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn-out rubber bushes, cleaning of starter and switch contacts, oiling / greasing of the moving parts of switch and starters, testing overload, minor repairs and call back services. As a whole the contractor has to maintain all pump sets in good running condition. The contractor shall supply rubber packing / gland dori as per requirement at his own cost.

b) The maintenance work includes repairs and replacement of non-return valve, gate valves and foot valve inside the pump house. The work includes complete works related to suction line including foot valve etc. It also includes the replacement of starter parts like over load relays / contractors, solenoid coil, timer, fuses, screws etc. and repairs / rewinding of pump motor, replacement of bearings, pump bushes, impellers, shaft, shaft keys, motor fan etc. whenever required. The extra payment will be made in this regard for replacement of these items.

c) The contractor shall ensure that all the pump sets are kept in working conditions throughout the month. The contractor should repair the pumps within a period of maximum 7 days in case of major breakdown. It may be ensured that at no point of time both the operational pump and the standby pump be non-operational simultaneously.

d) All the automatic water level control systems including the sensors and control panels (excluding replacement of cable) shall be included in the AMC charges and for their maintenance, no extra payment will be made. Contractor may take stock of the existing condition of these water level controllers, if any, and any repair work
needed in them, the related expenses will be borne by NABARD. Any overflow of water due to malfunctioning of the water level controllers in the overhead tanks is not desirable.

B) Operation & Operational Maintenance of Diesel Generator Set of 320 kVA, Make Cummins, installed at NABARD – Scope of work

1. Regular cleaning /dusting of DG set. Keeping the DG set area properly clean. The contractor is not allowed to handle the engine for maintenance purposes, but shall clean & brush the parts externally only.

2. It will be the duty of the staff of the contractor to operate DG Set immediately after the electricity supply is disrupted or as directed by NABARD officials.

3. Regular checking of DG Set batteries, water coolant level, oil level etc.

4. Regular checking of earth connections continuity.

5. Regular tightening of neutral connections.

6. Maintaining log book of the DG set with all the required data on daily basis. The printed log book for the purpose shall be supplied by NABARD as per requirement.

7. All expenses in respect of fuel, spares, lubricants, servicing & other material shall be borne by NABARD .

8. Providing necessary assistance in case of regular servicing if needed.

9. Carting of diesel from authorised fuel station shall be done by the contractor after issue of slip. Cartage shall be reimbursed to the contractor.

(C) OPERATION OF Heating, Ventilation and Air-conditioning (HVAC):

Work to be carried out daily

a. Operation of various AC package units installed at Regional Office Building normally from 8.00 am to 6.00 pm or as directed by bank authorities. Generally, the AC package units would be operational on working days only (except Saturday/Sunday & Holidays). However, the AC operator would be required to report to duty on non-working days also as per requirement for which no extra payment shall be done.

b. Maintenance of records of AC unit operation, record of daily temperature readings

c. Checking performance of AC units and maintaining desired temperature

d. Closing of doors, windows and other opening of all air-conditioned space during the period the air-conditioning system switched on
e. All machinery installed in the plant room will be kept dust free and clean in all respect.
f. Operation of drainage system required for air conditioning plant.
g. Checking for over-heating/abnormalities of bearings, terminals connections, cables of all motors fans, pumps compressors, starters, panels etc. and reporting to the maintenance contractor (currently M/s Voltas Limited).
h. Daily Recording of PSYCHROMETER readings at different places of the air-conditioned space in the premises.
i. Operation of ventilation system in all floors and basement.
j. Reporting fault to maintenance agency and coordination for early rectification of defects.

**Work to be carried out weekly**

a. Cleaning of air filters in the cooling system
b. Checking of all drain points in plant room and ensuring that the package unit rooms are kept dry
c. Checking of pump glands for leakage and reporting to the maintenance contractor (currently M/s Voltas Limited) in case of malfunctioning.
d. Checking of leakage and operation of all valves installed in condenser and reporting to the maintenance contractor (currently M/s Voltas Limited) in case of malfunctioning.

**Work to be carried out monthly**

a. Blowing out the dust from all motors, cables, panels, equipments etc. checking terminal connections for panels lighting fixtures etc.
b. Checking of all safety controls operation and also the set points of all controls such as HP. LP, Antifreeze, THERMOSTAT, WATER FLOW SWITCH, OVER LOAD RELAY, SINGLE PHASE PREVENTORS ETC. Reporting any non-functioning to the maintenance contractor (currently M/s Voltas Limited)
c. Checking cooling towers, fills, it's filters, spray nozzles etc. and reporting any non-functioning to the maintenance contractor.
d. Checking and setting of all fresh air dampers installed in AC units.

(D) **Lifts**: The contractor shall also be supervising the lift operations. Any breakdown or abnormality shall be reported to the Lift maintenance agency (lift maintenance is not in scope of this contract). The workers shall also assist the security guards deployed in the building in rescuing the passengers trapped in lift cars at the time of breakdown. The workers shall bring to the notice the type of defects in lift operation to the lift maintenance agency.

(E) **Intercom System**: The overall upkeeping and maintenance of intercom network in the building shall also be done by the contractor including repairs of telephone
instruments, IO outlets and general cleaning of EPABX system. Reporting fault to EPABX maintenance agency (Maintenance of EPABX system is not in the scope of this contract) and coordination for early rectification of defects. The contractor shall also maintain records location wise and floor wise of intercom numbers, MTNL lines, Airtel lines, fax lines or fixed lines of any other telephone service providers and lodge complaints with the telephone service providers and coordinate for early rectification of defects. Also maintenance of MDF panel shall be done.

**Maintenance of Bank's staff quarters:** Bank is having two officer's quarters at Asiad Village Society, Khelgaon, New Delhi, three officer's quarters at Jangpura Extension, Jangpura, New Delhi; 10 Flats at CWG Village, Akshardham and 20 staff quarters at Kaushambi, Ghaziabad, UP. For these residential flats the contractor will have to attend complaints related to electrical nature. Material used shall be paid to contractor as per his material purchase bills. **Labour services will be provided by the contractor which shall be inclusive in the lump sum rates quoted by the contractor in Bill of Quantity.** Appropriate worker shall be deputed by the contractor as per nature of work involved. Contractor will be required to provide maintenance services at residential flats under information to the Bank's official on call basis as and when called by the resident of these flats.

**DECLARATION BY THE CONTRACTOR**
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 OF CONTRACTOR:**
### Part A

The Sub-station equipments consist of the following major items:

1. Dry type indoor Transformer 750 KVA, 11/0.433 KV 1 No.
2. HT VCB 11 kV / 400 A 1 No.
3. Capacitor banks (1x80 kVAR) 1 No.
4. MV distribution main panels (with ACBs/SFUs etc.) 2 Nos.
5. Network of LT cables
6. Rising main upto ninth floor
7. Building lighting equipments, distribution boards
8. MV/Sub-distribution boards
9. Lift electrical 02 Nos.

**NOTE**: The above list is not exhaustive but indicative. Changes may take place in future on account of addition/deletion of equipment.

### Part B

**Plant and tools necessarily to be deployed at site by the contractor:**

<table>
<thead>
<tr>
<th>(i)</th>
<th>Hydraulic and Manual crimping tools</th>
<th>1 Set each</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>Megger-500 volts and 1000 volts</td>
<td>1 No each</td>
</tr>
<tr>
<td>(iii)</td>
<td>Digital multi meter</td>
<td>1 No</td>
</tr>
<tr>
<td>(iv)</td>
<td>Digital Tong tester</td>
<td>1 No (Grip up to 400 mm)</td>
</tr>
<tr>
<td>(v)</td>
<td>Earth Resistance Tester</td>
<td>1 No</td>
</tr>
<tr>
<td>(vi)</td>
<td>Wrench set/plumbing set of wrenches/plier</td>
<td>1 No</td>
</tr>
<tr>
<td>(vii)</td>
<td>Insulated rubber gloves (1100V)</td>
<td>02 Nos.</td>
</tr>
<tr>
<td>(viii)</td>
<td>500 V insulated Pliers</td>
<td>03 Nos.</td>
</tr>
<tr>
<td>(ix)</td>
<td>Test lamp holders</td>
<td>03 Nos.</td>
</tr>
<tr>
<td>(x)</td>
<td>Drilling machine (hammer type) with drill sets</td>
<td>01 Set</td>
</tr>
<tr>
<td>(xi)</td>
<td>Sling psychrometer</td>
<td>02 Nos.</td>
</tr>
<tr>
<td>(xii)</td>
<td>Aluminium Ladder (4 step)</td>
<td>01 No.</td>
</tr>
<tr>
<td>(xiii)</td>
<td>Aluminium Ladder (8 step)</td>
<td>01 No.</td>
</tr>
<tr>
<td>(xiv)</td>
<td>Torch &amp; batteries</td>
<td>02 No.</td>
</tr>
<tr>
<td>(xv)</td>
<td>Blower for cleaning of panels</td>
<td>01 No.</td>
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**Plant and tools to be made available immediately after detection of faults etc. as per requirement:**

| (i)   | Cable fault locator (LT )                           | 1 No       |
| (ii)  | Chain pulley block with Tripod                      | 1 set      |
| (iii) | Wire rope                                           | 50 Mt      |
| (iv)  | Jute rope                                           | 100        |
| (v)   | Lux Meter                                           | 1 No.      |
| (vi)  | Welding Machine                                     | 01 Set     |

Contractor may have any other items while he feels necessary for operational maintenance of system. The contractor would be required to deploy the above T&P on NABARD’s site at the time of commencement of the contract. A detailed list of such T&P shall be furnished by the contractor.
PART - C
WORKS TO BE CARRIED OUT BY CONTRACTOR

(A) Broad Works to be carried out daily
1) Round the clock operation and operational maintenance of 1 x 750 KVA, 11 KV/415 volt-substation control room, distribution room and all control panels, 1 x 80 KVAR capacitor panel, cables network, pump station for water supply, internal electrification of entire building upto last point of supply. Checking of mechanical/electrical faults, operations/preventive maintenance of above items.
2) Checking of sub-station, electrical panels, water supply pumps, pump station panels, with relays and instrumentation (such as CDG 31/61, U/V auxiliary, metering RPF etc.), DG Set. Maintaining log books supplied by the Bank for sub-station, and record the reading. Attending complaints from the complaint registers.
3) Operation of ventilation exhaust fans installed in the sub-station and other areas
4) Cleaning dusting of L.T. panels board. Water supply pumps, generator and all electrical machinery installed in the sub-station and pump station.
5) Checking for over-heating/abnormalities of bearing terminals, connections, cable of all motors, pumps and panel etc.
6) Checking for overheating/sparking other abnormalities of resistance type starters and carbon bushes of commutator motors.
7) Maintenance of record of running hours of generator and water supply pumps.
8) Attending alarms, resetting and removing faults for smooth power supply.
9) Day-to-day operation of D.G.Set

(A) WEEKLY
1) Checking and testing of HT/LT panels, LCC/MCC and all electrical panel feeder pillar, rising main and electrical equipments at sub-station for oil leakages, insulation, contacts settings, resetting, metering, over heating, tightening etc.
2) Cleaning of HT/LT panel equipment and generator and pump station panel equipments.
3) Checking of coupling/rubber bushes of water supply pumps.
4) Checking of pump glands for leakage.
5) Checking of leakage and operation of all valves installed in water supply system.
6) Checking of all distribution boards at building complex.
7) Cleaning of sub-station as a whole for hygiene condition.

(A) MONTHLY
1. Blowing out the dust of all motors, cables, panels and all electrical equipments etc.
2. Checking of all safety control operation and also the set points of all controls such as overload relays, CT coils, power factor systems, capacitor banks, batteries and single-phase presenters.
3. Checking and cleaning of water pumps.
4. Cleaning of all the common area lighting fan / fixture and meter rooms/boards
5. Oiling and greasing of water supply pumps and exhaust fans and all motors and fans installed in the substation
6. Checking and operation of all indicting lights/volt meters/ampere meters and alarm system.
7. Checking for abnormal heating, relays, marshalling box, cable boxes, joints and cleaning of 750 KVA transformer installed in the sub station etc.
8. Watering of all the Earth pits every 15 days

(B) QUARTERLY
   1. Earth Resistance to be measured quarterly and submitting the reports.
   2. Cleaning and checking of ceiling/exhaust/wall/pedestal fans.

(A) WATER SUPPLY/DISTRIBUTION
   1. Pumping water, ensure smooth and uninterrupted water supply round the clock.
   2. Remove promptly all the defects that may be noticed from time to time.
   3. Keep the water supply and distribution system in good condition.

**NOTE:** A register will be maintained by the contractor indicating date of execution of above indicated work.
Annexure IV

(On ₹100/- Stamp Paper)

AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT

THIS AGREEMENT is made at ____ on this ...... day of ____ 2021

BETWEEN

National Bank for Agriculture and Rural Development, a body corporate established under an Act of parliament, viz., National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at C-24, ‘G’ Block, Bandra-Kurla Complex, Bandra (East), Mumbai-400 051, having one of its Regional Office at NABARD Tower, 24, Rajendra Place, New Delhi herein after referred to as “NABARD” (which expression shall unless repugnant to the subject, context or meaning thereof, deemed to mean and include its successors and permitted assigns from time to time, as the context may require or admit) OF THE FIRST PART.

AND

M/s ............................................................... (Proprietorship/partnership firm/Company) incorporated/registered under ......................................................... Act, ........, and having its place of business at ............................................................... hereinafter referred to as ‘Contractor’ (which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, liquidators, administrators and assigns) OF THE SECOND 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 Electrical maintenance (HT & LT) and pumps operations / maintenance Services (hereinafter referred to “the said works”) of its premises at NABARD TOWER, 24, Rajendra Place; NABARD Regional Office, New Delhi – 110 125 and Staff Quarters at Asiad Village, Jungpura, New Delhi and Koshambhi, Gaziabad (hereinafter collectively referred to as “the said Premises”) for the period 01 April 2021 to 31 March 2021, had, vide its letter no _______ dated ______, issued a “Notice Inviting Tender” (hereinafter referred to as “the NIT”) inviting bids for providing the said works at the said Premises. A copy of the NIT is annexed herewith as “Annexure 1” and to be read as part and parcel of this Agreement.

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

(3) NABARD, vide its Letter of Intent 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 __________ and shall continue till ________ unless it is curtailed or terminated by NABARD owning 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 ₹ _______/-(Rupees __________ only) for a period of one year to the Contractor for carrying out the said works in the said Premises as per the details given in
Annexure II. The rate will remain fixed 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 notified by State / Central Govt. from time to time.: 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 operationalize complaint registration system (web based / app based) if provided 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. __________ or, as the case may be, the extended period. 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 inquires 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 before the commencement of work:
   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 Annexure I of the tender document. No additional payment shall be made if the contractor keeps more staff for completing the pending work or 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 provided by the office 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 is /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 it and deployed in NABARD and the manpower so employed by it 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 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 / has obtained license no..............................under the Contract Labour (Regulation and Abolition) Act 1970-and the Rules (as amended upto date) 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 functioning.

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. In case of termination of this contract on its expiry or otherwise, 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.

15. 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.

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

17. 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, gloves, masks, etc.

18. 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.

19. 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 [CAR] 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.

20. 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.

21. 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 office.

22. 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.

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

24. 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 penalty and NABARD will be at liberty to get the work done through any other Contractor and the cost therefor shall be recovered from the Contractor at the discretion of NABARD. Contractor shall maintain a proper Record/Register indicting 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.

25. 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/improper-conduct.

26. 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.

27. The Contractor shall pay the unskilled manpower deployed in NABARD their wages in accordance with the Minimum Wages Act, 1948 as applicable in the State of Delhi/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 service tax, wherever applicable.

28. The Contractor, as a taxable service provider, must have 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, Value of service tax payable thereon.

29. 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 wages of their deployed staffs are released before the 7th day of the following month in the presence of NABARD’s representative, irrespective of receipt of payment from NABARD.

30. 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.

31. The Contractor shall also 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.

32. 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.

33. The Contractor on its part and through its own resources shall ensure that the goods, materials and equipment’s, 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.

34. The Contractor will have to deposit a security amount of Rs. ______ (Rupees ______ only) to NABARD in the form of cash deposit/Bank Guarantee from a commercial bank covering the period of this Agreement. In case, the Agreement is further extended beyond the initial period, the cash deposit would be retained/the Bank Guarantee will have to be accordingly renewed by the Contractor.

35. 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.

36. 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 reimbursed out of the outstanding bills or the Performance Security Deposit of the Contractor, to the extent of the loss or obligation in monitory terms. If the adjustment is not possible, then the same may be recoverable from the contractor.

37. 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 marking it liable for legal action besides termination of contract.

38. 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.

39. 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.

40. Either party can terminate the agreement by giving ____ days/months' notice in advance. If the Contractor fails to give such 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.

41. Notwithstanding anything contained above, NABARD reserves its right to terminate the contract during initial period also after giving a week notice to the Contractor and also to enter into parallel contract for said works with other Contractor whenever it is found necessary.

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.

43. Resolution of disputes

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

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

43.3 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 Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties."

43.4 The venue of the arbitration shall be at _____
43.5 The language of arbitration shall be English.

43.6 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.

44. 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.

45. 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.

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

47. 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 authorized officials at the place and on the day, month and year first herein above written.

Signed, sealed and delivered
By Shri ________________

DGM
For & on behalf of NABARD

In the presence of
1.
2.

Signed, sealed and delivered
by Shri ________________

the duly authorized
signatory for & on behalf of
the
Contractor

In the presence of
1.
2.
INTEGRITY PACT

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 ............................................................ 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 cartelisation 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 Earnest 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

**Shri P K Sangewar,**
Retd. PCMM/SCR,
H No. 12-5-65/1, Flat No 109,
Shri Harsha Sethuram Unique,
Vijaypuri Colony, South Lalaguda,
Secunderabad, Telangana, 500 017

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 Contractor 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.

(For & On behalf of the Principal)  
(Office Seal)

Place ____________________
Date ____________________

Witness 1:  
(Name & Address) ____________________

Witness 2:  
(Name & Address) ____________________
<table>
<thead>
<tr>
<th>Name of Firm</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Account holder</td>
<td></td>
</tr>
<tr>
<td>Address of firm</td>
<td></td>
</tr>
<tr>
<td>Name of Bank Branch and</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Bank Code &amp; Branch Code</td>
<td></td>
</tr>
<tr>
<td>IFSC CODE of Bank Branch</td>
<td></td>
</tr>
<tr>
<td>Type of Account</td>
<td></td>
</tr>
<tr>
<td>(Savings/ Current/ Cash</td>
<td></td>
</tr>
<tr>
<td>Credit)</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>PAN of firm</td>
<td></td>
</tr>
<tr>
<td>(enclose copy)</td>
<td></td>
</tr>
<tr>
<td>GSTIN</td>
<td></td>
</tr>
<tr>
<td>(enclose copy)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Please enclose a CANCELLED CHEQUE in respect of above account number
PART-II

TENDER FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DIESEL GENERATOR, PUMP OPERATION, INTERCOM AND LIFTS

AT

NABARD TOWER
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
24, RAJENDRA PLACE, NEW DELHI -110008

&

GENERAL ELECTRICAL MAINTENANCE AT STAFF QUARTERS AT VARIOUS LOCATIONS

FINANCIAL BID

NAME OF TENDERER __________________________

ADDRESS: __________________________

________________________

THE CHIEF GENERAL MANAGE/ OIC
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD TOWER
24, RAJENDRA PLACE
NEW DELHI - 110008
National Bank for Agriculture and Rural Development (NABARD), New Delhi
Regional Office
SCHEDULE OF QUANTITIES

PREAMBLE

A) Quoted rates should be workable and reasonable and should include:

i) Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Regional Labour Commissioner (Central) from time to time.

ii) ESI & PF benefits (Employer's contribution towards ESI & PF)

iii) Any increase in minimum wages during the currency of the contract

iv) Cost of Tools & Plant/equipment/machinery

v) Insurance (Both Workmen's Compensation and Contractor's All Risk policy)

vi) Cost of two sets of uniform and one set of shoes per annum

vii) Incidental expenses and all overheads and profits.

B) The tenderer has to furnish Rate Analysis compulsorily, along with the price-bid in Annexure-I to the schedule, for the rates quoted by them in this tender.

C) Rates shall have to be quoted both in words and figures

D) Rates are to be quoted inclusive of all prevailing taxes, as per scope of AMC work and after visiting the site. However, payment of GST shall be done as applicable. For Payment of GST, you are requested to tick in the respective column:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Type of Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>If successful tender is an individual, HUF, partnership firm, AOP, the norm of Reverse Charge Mechanism will apply. In terms of Reverse Charge Mechanism the tenderer has to pay 50% of the requisite GST (i.e. 50% of the payable GST amount) to Govt. while NABARD will pass on the balance 50% to Govt. directly which will be deducted from your total amount of settled bill.</td>
</tr>
<tr>
<td>2.</td>
<td>If successful tenderer is a body corporate ( Pvt. Ltd. or Ltd. Firm ), the requisite GST shall be paid by the tenderer to Govt. and contractor shall include GST in the quoted rates</td>
</tr>
</tbody>
</table>

Please tick as applicable
E) The property will be handed over to the Contractor for maintenance on 'as is where is' basis and the contractor shall be required to carry out the pending works and continue to ensure proper service to satisfactory level.

F) The contractor shall maintain the minimum inventory of essential electrical materials for early redressal of complaints.

G) The contractor has to quote for all the items of BOQ. Incomplete BOQ will not be considered. The contractor shall not put '+' or '-' sign before the quoted rates.

H) Before deployment of staff, their bio-data/competence shall be verified by the Bank's Engineer/designated official in the beginning of AMC as well as changing the staff/labour.

Accepted all terms & conditions of technical & price/financial bid

Name and Seal Address:

Date (Signature of the Tenderer)

Place:
# Annexure - VII

Calculation sheet for supply of each manpower with minimum wages

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Semi-skilled (Helper of electrician)</th>
<th>Skilled (Electrician with wireman licence)</th>
<th>Highly Skilled (Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Wages per day as on date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency for increase in wages (twice a year)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary + DA (for 26 days)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRA - 5% (if applicable to your firm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF - 13.61% on Salary only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESI - 4.75% of Salary + HRA (if applicable to your firm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus - 8.33% of ...........amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gratuity - @ 4.16% of salary (if applicable to your firm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform &amp; Misc cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other applicable allowances to your firm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Contractor Profit and Overhead Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add GST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** As we have process of renewal of AMC on annual basis but minimum wages are revised on half yearly basis by respective State/Central Govt. Hence, contractors are advised to incorporate the anticipated half-yearly increase in the quoted amount for compliance of minimum wages act and other statutory acts etc. The contractor has to pay minimum wages as and when revised during the year and maintain wage register accordingly.

(Sign of Tenderer with stamp & date)
Annexure VIII

National Bank for Agriculture and Rural Development, New Delhi

TENDER FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL INSTALLATIONS, OPERATION OF HVAC SYSTEM, DG SET, INTERCOM SYSTEM AND LIFTS AT NABARD TOWER, 24, RAJENDRA PLACE, NEW DELHI - 110008

SCHEDULE OF QUANTITIES –

(SCHEDULE-A) – AMC charges per month

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Work</th>
<th>Unit</th>
<th>Rate in Rs. (Both in figures &amp; words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td><strong>Monthly lumpsum charges for:</strong> Annual Maintenance Contract of Electrical Installations, Operation of HVAC System, DG Set, Intercom System and Lifts for satisfactory maintenance of Office building as well as of staff quarters as per details given in the scope of work and terms &amp; conditions of this tender inclusive of all labour, T&amp;P, minor materials complete. In absence of providing the minimum stipulated workers/ labour, the prorate deduction will be made from the monthly payment.</td>
<td></td>
<td>Lumpsum charges per month in Rs. EXCLUDING GST</td>
</tr>
</tbody>
</table>

Lumpsum contract value per month
Rs. ___________________________ + GST extra as applicable.

DATE: ___________________________
PLACE: ___________________________

(SIGNATURE OF THE TENDERER WITH SEAL)
(SCHEDULE-B) – Annual Servicing of HT installations

Preventive maintenance of following HT/LT electrical installations/switchgear has to be carried out **minimum once a year** through a specialised agency/authorised service centre of GE/ABB etc.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Work</th>
<th>Unit</th>
<th>Rate in Rs.</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labour charges for Complete overhauling, repairing, cleaning, oiling with setting of tripping mechanism of 11 kV HT VCB Crompton make</td>
<td>01 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Calibration of IDMT relay with secondary injection kit at site</td>
<td>01 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Calibration of Auxiliary relay with secondary injection kit at site</td>
<td>02 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Calibration of Under-Voltage relay with secondary injection kit at site</td>
<td>01 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Complete servicing of Dry Type Transformer 750 kVA Make Voltamp</td>
<td>01 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Labour charges for Complete servicing, overhauling, repairing, cleaning, oiling with setting of tripping mechanism of M-Pact 1250A EDO ACB Make GE</td>
<td>01 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Labour charges for Complete servicing, overhauling, repairing, cleaning, oiling with setting of tripping mechanism of M-Pact M-610 EDO ACB Make GE</td>
<td>02 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Calibration of CDG-31 Relay with Secondary injection kit at site</td>
<td>02 No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Evaluation of tender will be done on the basis of the lowest consolidated amount for both Schedule A and Schedule B put together.
### (SCHEDULE-C) – Supply of consumable items

The contractor shall quote percentage discount offered on the List price of items mentioned below. Payment for replacement of electrical items as per requirement based on workslips issued by bank shall be done on the basis of the rates arrived at after considering discount on the respective items and submission of bills.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Work</th>
<th>Make (Please tick the make for which discount offered)</th>
<th>Percentage discount offered on latest price list</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Percentage discount offered on various Anchor make electrical items as per latest company catalogue/price list</td>
<td>ANCHOR</td>
<td>____%</td>
</tr>
<tr>
<td>2</td>
<td>Percentage discount offered on various Roma make items as per latest company catalogue/price list</td>
<td>ROMA</td>
<td>____%</td>
</tr>
<tr>
<td>3</td>
<td>Percentage discount offered on GLS Lamps, Tubelights, CFLs, HID lamps, Halogen lamps etc. of following makes as per latest company catalogue/price list</td>
<td>Philips/Bajaj/CG/Osram/Wipro/Havells</td>
<td>____%</td>
</tr>
<tr>
<td>4</td>
<td>Percentage discount offered on following makes luminaires and control gears as per latest company catalogue/price list</td>
<td>Philips/Bajaj/CG/Osram/Wipro/Havells</td>
<td>____%</td>
</tr>
<tr>
<td>5</td>
<td>Percentage discount offered on control switchgear viz. Isolators, MCBs, MCCBs of the following makes as per latest company catalogue/price list</td>
<td>Legrand/Havells/Indoasian</td>
<td>____%</td>
</tr>
<tr>
<td>6</td>
<td>Percentage discount offered on Power/telecom cables (armoured &amp; unarmoured) and PVC insulated wires of various sizes of the following makes as per latest company catalogue/price list</td>
<td>Finolex/Skytone/Ratnaflex(RR Kabel)/Polycab/Kalinga</td>
<td>____%</td>
</tr>
</tbody>
</table>
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. Quoted rates 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.

3. If a bidder / tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.”

4. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/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 tenderer/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.”

5. Rates should include all Taxes, Duties, Octroi, Levies, GST, etc., in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account, even in the extended periods of the contracts. The rates will be considered for revision only in case of (i) revision of minimum wages and (ii) revision of statutory taxes like GST to the relevant extent.

6. Contractor has to quote for all the items of BOQ. Incomplete BOQ will not be considered.

7. The rates have to be quoted by including GST even if the contractor is not registered with GSTN. The rates will be compared only after comparing rates with taxes while evaluation of the price bids.
8. Before deployment of staff, their bio-data/competence shall be verified by the Bank’s Engineer/designated official in the beginning of AMC as well as changing the staff/labour.

9. The deduction from the monthly payment will be made based on the absence of labours and also as per the penalty clause in Special Terms and Conditions.

10. The contractor has to give satisfactory services for all works of AMC and bank reserves the right to remove/delete any particular work from the awarded AMC.

11. The contractor has to submit one monthly/quarterly bill, as the case may be.

12. The contractor will comply with Labour Laws requirements and maintain the muster roll and wage register etc. and produce the same in the NABARD office, if required. The contractor shall submit the necessary information/data to the concerned statutory authorities in the desired format.

13. The working hours as mentioned in price bid includes one hour lunch break.

Accepted all terms & conditions of price bid

Place

Date

Address

(Signature of the Tenderer)

Name and Seal

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