Notice Inviting Tender

Dear Sir,

01 August 2024 to 31 July 2026

The National Bank for Agriculture and Rural Development (NABARD), Arunachal Pradesh Regional Office intends to award the Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026.

For this, a two stage-bidding process under GeM i.e. Technical Qualification with respect to Techno-Commercial aspects, and Competitive Rates is being followed. Tender documents can also be downloaded from our website www.nabard.org under the tender column from 12 June 2024. Contractors registered on GeM may only apply.

1) National Bank for Agriculture and Rural Development (NABARD) has its Arunachal Pradesh Regional Office at Bank Tinali, Itanagar - 791111. The total number of required manpower and the services to be provided are detailed separately in the tender.

Bidders are advised to go through the tender documents carefully before quoting the rates. The Bidders are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all necessary information beforehand.

National Bank for Agriculture and Rural Development (NABARD) Arunachal Pradesh Regional Office at Bank Tinali, Itanagar - 791111. The total number of required manpower and the services to be provided are detailed separately in the tender.
clarifications as necessary from NABARD before quoting their rates.

2) निविडाएं केवल जीईएम पर लागू की जाएंगी। निविदा के भाग-1 (तकनीकी योग्यता बोली) में तकनीकी योग्यता बोली, जो कोई ईमानदार जमा करने के प्रमाण और निर्धारित निविदा दर्जालेज में नियम और शर्तें शामिल होंगी। निविदा के भाग-1 में जीईएम में निर्धारित प्रारूप में केवल वित्तीय बोली होगी। वित्तीय बोली में कोई अन्य नियम और शर्तें नहीं होंगी चाहिए। यदि निविदा दर्जालेज में कोई नियम और शर्तें निर्धारित की जाती हैं, तो निविदा को सरससी तौर पर अस्तीकार कर दिया जाएगा।

Tenders will be applied on GeM only. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid, along with proof of having submitted EMD to GeM, and terms & conditions in prescribed tender document. The PART-II of the tender shall contain only the financial bid in the prescribed format in GeM. No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.

3) निविदा का भाग-1 (तकनीकी योग्यता बोली) सबसे पहले 03 जुलाई 2024 को जीईएम प्रक्रिया के अनुसार खोला जाएगा। तकनीकी योग्यता बोली/निविदा के आधार पर, पात्र बोलीदाताओं की प्रतिस्पर्धा दर्शन के लिए वित्तीय बोलियां (भाग-II) केवल खोली/विचार की जाएंगी।

The PART-I (Technical Qualification Bid) of the tender shall be opened first on 03 July 2024 as per GeM procedure. Based on the Technical Qualification bid/tender, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened/considered.

4) नाबाद कई भी निविदा को भुगतान तरह से या अंशिक रूप से स्वीकार या अस्तीकार करने का अधिकार सुनिश्चित रखता है और नाबाद की ओर से सबसे कम (एल 1) या किसी भी निविदा को स्वीकार करना अवश्य नहीं है।

NABARD reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABARD to accept the lowest (L1) or any tender.

5) निविदाएं, जो नाबाद की सभी या किसी शर्तों को पूरा नहीं करती हैं या किसी भी प्रकार से अवश्य नहीं हैं और नाबाद द्वारा निर्दिष्ट शर्तों के अंतर्गत बोलीदाता की अपनी शर्तों के साथ निविदाएं अस्वीकृत की जा सकती हैं, उन्हें अस्तीकार कर दिया जाएगा।

Tenders, which do not fulfil all or any of the NABARD's conditions or are incomplete in any respect and tenders with the Bidder's own conditions other than those specified by NABARD, are liable to be rejected.

6) निविदा दर्जालेजों में कोई विसंगतियां, चूक, असंपत्ता, यदि कोई हो, या उनके अर्थ के बारे में कोई संदेह, "मुख्य महापद्धति, राष्ट्रीय कृषि और ग्रामीण विकास बैंक, अरुणाचल प्रदेश क्षेत्रीय बैंक लिमिटेड इंटरनेशनल' 791111" को लिखित रूप में सूचित किया जाना चाहिए, जो इसकी समीक्षा करने और मांगी गई जानकारी यदि स्पष्ट रूप से इंगित ना हो, तो मांगी गई जानकारी की समीक्षा करेंगे। नाबाद उन सभी बोलीदाताओं को स्पष्टीकरण जारी करेगा जो अनुबंध दर्जालेज का हिस्सा बन जाएगा। निविदा प्रस्तुत करने की तारीख से तीन कार्य दिवसों से पहले निविदा दर्जालेजों में विसंगतियां, चूक, असंपत्ता या उनके अर्थ के बारे में किसी भी संदेह को नाबाद के ध्यान में नहीं लाया जाता है तो नाबाद जिम्मेदार नहीं होगा। बोली लगाने वाले का अरुणाचल प्रदेश
Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the "The General Manager, National Bank for Agriculture and Rural Development, Arunachal Pradesh Regional Office at Bank Tinali, Itanagar - 791111" who will review the same and information sought if not clearly indicated or specified, NABARD will issue clarifications to all the Bidders which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Tender. The bidder must have registered office in Arunachal Pradesh.

7) बोलीदाता को 24,800/- रुपये (मात्र चारबीस हजार आठ सौ रुपये) की राशि सीधे जेम खाते में जमा करके अधिम राशि जमा (ईएमडी) जमा करनी होगी। जीईएम द्वारा सफल बोलीदाताओं को काम सीपे जाने के बाद असफल बोलीदाताओं के ईएमडी को वापस कर दिया जाएगा। ईएमडी और अन्य पात्र संगठनों को प्रमाण प्रस्तुत करने पर प्रचालित सरकारी निर्देशों के अनुसार छुट दी जाएगी।

The Bidder shall deposit Earnest Money Deposit (EMD) amounting to ₹24,800/- (Rupees Twenty Four Thousand Eight Hundred only), by directly crediting the amount in GeM Account. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders by GeM. MSME and other eligible organizations will be exempt as per prevailing Govt. instructions upon submission of proof.

8) प्रस्ताव की वैधता मूलतः बोली खिलने की तारीख से 90 दिनों की होनी है। हालांकि, सफल बोलीदाता द्वारा समय जमा के अंत तक यानी 30 जून 2026 तक होने के साथ, विवाद इसके के समय मजदूरी संबंधी की जाती है और अनुबंध दर संबंधी न्यूनतम मजदूरी दरों को मजदूरी दरों या जीएसटी / वैधता करों में परिवर्तन से अलग होती है और निविदा में कहीं और उल्लिखित अन्य नियमों और शर्तों के अंतर्गत होती है।

Validity of offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period i.e. up to 31 July 2026 except only if the minimum wages are revised and contract rates are different from the revised minimum wage rates or change in GST / statutory taxes and subject to other terms & conditions mentioned elsewhere in the tender.

9) बोलीदाताओं द्वारा समय जमा की जाने वाला न्यूनतम सेवा शुल्क 3.85% है। बोलीदाताओं द्वारा समय जमा की जाने वाला अधिकार सेवा शुल्क 7% के बराबर है। 3.85% से कम और 7.00% से अधिक सेवा शुल्क उद्धृत करने वाले बोलीदाताओं को अवैधक कर दिया।

The minimum Service charge to be quoted by bidders is 3.85%. The maximum service charge which can be quoted by the bidders is less than or equal to 7.00%. Bidders quoting service charges less than 3.85% and more than 7.00% will be rejected.

10) निविदा आमंत्रित करने संबंधी यह सूचना (एनआईटी) भी निविदा दस्तावेज का हिस्सा होगी। इस निविदा दस्तावेज और जीईएम पोलिस के नियमों / प्रावधानों के बीच विरोधमान होते है, हमारे निविदा दस्तावेज में दिए गए नियमों / प्रावधानों का प्राथमिकता दी जाएगी। बोलीदाताओं की निविदा के सभी प्राप्तिक कर्तव्य
This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules / provisions of this tender document and those of GeM portal, preference shall be given to the rules / provisions given in our tender document. The bidders are required to sign all the relevant documents of the tender and upload in the GeM portal in additional details link.

भवदीप/Your Faithfully,

(पेंकुज कुमार)
सहायक महाप्रबंधक/ Assistant General Manager
FORM OF TENDER

Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026.

Please Note: Works/Work here and elsewhere in the tender shall mean Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026.

The Chief General Manager,
National Bank for Agriculture and Rural Development,
Arunachal Pradesh Regional Office,
Bank Tinali,
Itanagar - 791111

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:
   Fax:
   Email:
   Mobile No(s):

   i) _______ ii) _______ iii) _______

   Name of the person(s) authorised to sign the contract

   i) _______ ii) _______

   iii) _______

4. Name of the partner(s) of the firm authorised to sign the contract
5. The names of the Partners/Directors of our firm are

i) ___________________________  ii) ___________________________

iii) ___________________________

6. I / We have examined and understood the Scope of Works 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 Financial Bid in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST, Income etc. as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender 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 or any other reasons whatsoever during currency of the contract period (i.e. up to 31 July 2026) except only if the minimum wages are revised and contract rates are lower than the revised minimum wage rates or change of GST.

11. I / We have already executed pre-bid pre-contract Integrity Pact as per the proforma given in the tender document (as per relevant stamp act of the state).

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.

Yours faithfully,

(SIGNATURE OF THE BIDDER with Seal)

NAME AND ADDRESS OF THE BIDDER
AND SEAL

DATE:
PLACE:
PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder) (Tenders without Pre-Contract Integrity Pact on Rs.100 stamp paper shall be rejected out rightly)(The pre Contract integrity pact soft copy is to be uploaded on the web site & hard copy is to be submitted to NABARD Regional Office, Bank Tinali, Itanagar)

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 “Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026”. 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)

(2) 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: Notice Inviting Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026.
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. Notice Inviting Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026.
(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: Note: The Name of the Independent External Monitor (IEM) are Dr. Sanjay Kumar Panda, IAS (Retd.) Ward No.3, Sideshwar Sahi, Cuttack City, Cuttack district, Odisha 753008, email id: sanjaypandalais@gmail.com (Mob: 8527661800), and Shri. Jagdeep Kumar Ghai, PTA & FS (Retd), Flat 1032, A wing, Vanashree society, Sector 58 A&B, Palm Beach Road, Nerul, Navi Mumbai, Pin 400706, email id: jkghai@gmail.com (Mob: 6869422244).

(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. Notice Inviting Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026.
(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)  (For & on behalf of the Bidder/Contractor)

(Office Seal)  (Office Seal)

Place
Date

Witness 1: (Name & Address)

Witness 2: (Name & Address)

Place:  (SIGNATURE OF THE TENDERER)

Name:

Date:  Seal:
INSTRUCTIONS TO THE BIDDERS FOR FURNISHING INFORMATION AS A PART OF PRE-TENDER QUALIFICATIONS ELIGIBILITY CRITERIA

1. The work involved is Tender for Annual Maintenance contract for providing housekeeping services for NABARD Regional Office for the period 01 August 2024 to 31 July 2026. Scope of work and services to be provided are indicated in the "SPECIAL TERMS AND CONDITIONS – Scope of Work (Part A)" and "Scope of work (Part B) – Illustrative" of this tender. The Bidders are advised to visit all the sites, conduct survey of the existing arrangements to familiarize 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 should have experience of similar works during the last 7 years (ending 31.03.2023) and who fulfill the following criteria are eligible to tender:

   a) Should have carried out **minimum 1 similar work** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **₹11.30 lakh**.

   OR

   b) Should have carried out **minimum 2 similar works** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **₹7.06 lakh**.

   OR

   c) Should have carried out **minimum 3 similar works** with Govt/PSUs during last 3 years (ending 31.03.2023) with annual contract value (costing individually) not less than **₹5.65 lakh**.

   d) The Bidders should have average Annual Turnover of **₹4.24 lakh** each year during the last three years ending 31 March 2023 supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.

   e) MSME is exempted from the pre-qualification criteria.

3. The Bidders should have applicable registrations (PAN, TIN, TAN, GST, ESI, EPF, PSARA etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities such as Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same with tender (with the Pre-Qualifying Bid).

4. Agency should have a valid license/registration as per GOI instructions or from any other competent authority to operate a manpower agency in the State of Arunachal Pradesh and similarly registration with appropriate competent authority. Bidders to note that copies of licenses and registration are to be submitted with the Pre-Qualifying bid i.e. Part I. Tenders without required documents will be summarily rejected. The agency should mandatorily have
a registered office in Arunachal Pradesh

5. 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.

6. Contractors should be registered under ESI and EPF act and should have a valid PF code number and all the employees of the contractor to be deployed by them should be enrolled as member of EPF and should have a PF number. Documents relating to the same i.e. ESI & EPF should be submitted in the Technical Qualification bid i.e. Part-I of the tender in the additional details link on GeM portal.

7. **Should have a registered office in Arunachal Pradesh (Supporting document of registered office to be submitted).** Bidders are requested to submit the following documents in PART - I (Technical bid) for examining their qualification/suitability. Opening of PART - II (Financial Bid) will be subject to satisfying the prescribed eligibility criteria:

8. Copies of Work Orders and Satisfactory Service Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. during the last seven years. “Similar Works” means experience in executing Annual Maintenance contract for providing housekeeping services in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. having registered office or such similar setup in India.


10. References of clients / particulars of banker, specifying their names and contact numbers (landline and mobile) and names of the contact executives / officials.

11. Intending Bidders 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.

12. The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (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 immediately after award of work. The CAR policies are required to be at least for 1.25 times of the contract value.

13. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of Bidders to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.

14. If required, the Bank will obtain reports on past performance of the Bidder from his clients and bankers and evaluate the said reports before opening of the PART-II (Financial Bid) of the tenders. If any Bidder 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 qualifying the PART-I (Technical Qualification Bid) of the tender and PART-II of the tender will be rejected. The Bank is not bound to assign any reason for rejecting the tender.

15. After scrutiny of Part-I (Technical Qualification Bid), if any of the Bidders is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further and will be rejected.

16. Applications containing false and/or inadequate information are liable for rejection.

17. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.

18. Clarifications, if any required, may be obtained from National Bank for Agriculture and Rural Development, Arunachal Pradesh Regional Office, Bank Tinali, Itanagar 791111.

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

Date:
Place: 
Address: 
Signature of the Bidder with seal
INSTRUCTIONS TO THE BIDDER

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

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

3. EMD amount of ₹24,800/- is to be remitted to GeM in their listed banks and the same will be reimbursed to the unsuccessful bidders by GeM.

4. “Retention Money Deposit” i.e. RMD of 5% of accepted value of the tender (annual charges) shall be directly credited to our current account (details given above in below) by the successful Bidder within 15 days of intimation to him of acceptance of tender. The RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work. This forfeiture is independent of the liquidated damages provided for in the Contract.

5. The RMD will be released after 60 days from the expiry of the satisfactory AMC period and will not bear any interest.

6. The Tender / Quotation shall be submitted as per procedure of GeM as PART-I (Pre-qualification Bid) and PART-II (Financial Bid) as the case may be, should be submitted in the GeM portal.

7. Bids submitted by unauthorized agents and FAX / Posts shall not be entertained.

8. Bidders 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.

9. 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 any change of time and venue.

10. The Bidders should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Bidders.

11. No Bidder will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any Bidder withdraws his/her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such Bidders shall be forfeited.

12. 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, in such case the amount given in words will be considered final.

13. Notwithstanding anything stated above, NABARD reserves the right to assess the Bidders capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.

DECLARATION BY THE BIDDER

1. 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.

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

3. 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 have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

4. I/we hereby confirm we will abide by the minimum wages Act as per Govt. orders revised from time to time.

DATE: 

SEAL & SIGNATURE OF THE BIDDER

PLACE:
GENERAL INSTRUCTIONS TO THE CONTRACTORS
AND GENERAL CONDITIONS OF CONTRACT

1. Bidders are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.

2. Quoted Service Charges should be workable and reasonable and should include the following
   a) Incidental and all overheads and profits.
   b) Service Charge quoted should include all Taxes (Goods and Service Tax, VAT, IT, WCT etc.), Duties, Octroi, Levies, Wages as per relevant Act, Service Charges etc. as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period except revision in minimum wages & taxes.
   c) Cost of Uniform.
   d) Cost of Tools and Machinery

The contractor would be required to furnish an analysis for scrutiny of the Service Charges, as and when called for, by NABARD.

3. If a bidder quotes impractically low service charges i.e, less than or equal to 3.85% and high, i.e. more than 7%, the bid shall be treated unresponsive and will not be considered for further evaluation and will be disqualified. Service charges should be written in percentage (%) and in figures.

4. Monthly payment will be made based on bill submitted by the contractor and certified by the Assistant Care Taker/ Caretaker to the effect that the services are provided as per the contract agreement. The Contractor has to get the Signature of the ACT/CT (Assistant Care Taker/Caretaker) after completion of the respective work on the formats enclosed / given for respective work and should submit all these with the bill.

5. Separate orders will be issued by NABARD in respect of additional works (if any) 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. GST-TDS, Income Tax, Works Contract Tax, Goods and Service 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 or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover 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 in the event of any damage to...
person 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 workforce.

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 contractor shall deploy such minimum number of qualified and experienced staff as indicated in tender 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 other 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. Tenders/bids not complying with the minimum wages payment will 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 Labour (Regulation & Abolition) Act, 1970 or any other act related thereto.

13. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 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 solely with the contractor. The contractor is advised to maintain attendance register of his staff employed at sites and wage register for payment (at least minimum wages as per Centre Govt.) with all records up to date as per the labour regulations. The contractor may be asked to submit 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 within the time schedule of Labour laws and pay slips for respective payments are duly issued regularly. NABARD may ask for past pay slips and payment records to be submitted along with the monthly bill.

14. The contractor should ensure payments to the employed personnel as per latest Minimum Wages Act and payment of bonus in terms of Bonus Act, 1965. Further, the payment to be disbursed to the contract staffs in the presence of the NABARD’s representative on or before seventh (7th) of every month irrespective of the fact that previous monthly bill is paid or not by NABARD.
15. 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) as and when called for by NABARD towards ESI & PF with monthly bill & other documents such as registration number, photo card etc.

16. The Contractor should be responsible to fulfil 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.

17. 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.

18. The manpower deployed by the contractor should be in neat uniform, 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.

19. The manpower deployed by the Contractor should report to site supervisor as per timings agreed upon and decided by the Bank. 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 site supervisor at the time when contractor's worker arrives & sign at site. A copy shall be presented along with the Contractor's monthly bill.

20. The Contractor shall abide by all the requirements of maintenance from time to time and shall strictly follow the obligation required by NABARD.

21. 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.

22. 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.

23. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NABARD on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients. The contractor shall fully compensate NABARD for such damage/loss. The decision
of NABARD in this regard shall be final and binding.

24. 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 terminate the Contract forthwith, if necessary without any notice.

25. 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.

26. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

27. 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.

28. The work should be carried out with least inconvenience to the 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 staff. The contractor shall provide photo identity card and uniform to its workers including the leave reserves. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.

29. 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/Police or any other authority for necessary approval / permission with regard to the AMC works.

30. The Contractor shall provide documentary proof of police verification for each and every personnel deployed with NABARD and replacement, if any, shall also be brought into effect.

31. EXIT:
   
i) First two months will be 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 15 days, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period.

   ii) The contract is liable for termination by giving one-month notice by the Bank and three
32. The contractor shall arrange to weekly meeting of all the personnel deployed at NABARD premises.

33. Contractors should provide 2 sets of uniforms and one set of shoes of approved colour every year for the employees deployed in NABARD at his own cost. Uniforms should contain name of the agency. ID card to be provided to staff by contractor.

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

35. NABARD will not be responsible for contractor's materials.

36. The contractor shall provide everything necessary for the proper execution of the works.

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

38. No advance payment shall be made. Further, Contractor will not link payment to his manpower with the settlement of bills by NABARD.

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

40. 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.

41. 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.

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

43. Contractor shall be required to furnish NABARD, as and when required, the following:
   (i) The Power of Attorney, name and signature of his authorized representative, who will be in-charge of execution of this contract.
   (ii) Registration certificate copies.
   (iii) Wage Book, Muster Book pertaining to staffs engaged under this contract.
   (iv) 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.
   (v) 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. The
penalties mentioned in Service Level Agreement (SLA) given in GeM portal shall be applicable.

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. 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.

46. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NABARD.

47. 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.

48. a) The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/offers.

b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.

d) Bank makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

49. The contract shall be valid up to two years i.e., 01 August 2024 to 31 July 2026. The bank also reserves the right/option to extend the validity of this contract at the same rates for a period of 02 year and on the same terms and conditions, with consent from the vendor.

(vi) Forfeiture clause: In case of negligence/dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice by the Bank and the security deposit shall be forfeited.
(vii) Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

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

DATE:                  Signature of the Bidder
PLACE:                 NAME AND SEAL
ADDRESS
SPECIAL TERMS AND CONDITIONS:

National Bank for Agriculture and Rural Development

Arunachal Pradesh Regional Office, NABARD Tower, Opposite to Legy Complex, Bank Tinali, Itanagar

Annual Maintenance Contract for House-keeping/cleaning services (office cum residential premises) at NABARD Tower, Bank Tinali, Opp Legy Complex, Itanagar for the period 01.08.2024 to 31.07.2026.”

SCOPE OF WORKS

I. Housekeeping Services

1) The housekeeping and cleaning staff should be punctual and shall be in uniform supplied by the contractor (2 uniforms in a contract period) with display of identity cards in person while on duty. They should be healthy and free from contagious diseases.

2) The contractor should engage minimum of 6 unskilled uniformed labour for housekeeping/cleaning of NABARD premises daily.

3) The cleaning staff should collect the waste from all the residences between 10.00 a.m. to 11.00 a.m. daily, including sundays, and segregate the same as kitchen waste, plastic waste, leaves, paper, etc. shall be collected and disposed of. The contractor should make arrangements for effective garbage processing and disposal of garbage away from Bank’s premises.

4) They should clean all the staircases, lobbies, lift car, common areas including internal roads, rooms/toilets/bathrooms of VOF, Recreation Club daily with good quality cleaning materials. Washing of common areas may be carried out once in a week along with cleaning of all the terrace areas.

5) The office premises shall be cleaned and mopped daily before 9.15 am

6) Cleaning of bathrooms, toilets, fans, etc. of the flats shall be undertaken as per schedule. Vacant flats and vacant Single Room Accommodations (SRAs) shall be cleaned once in a month. (a) Toilets and bathrooms of entire flats to be cleaned on a weekly basis, (b) The window grills, metion, wire mesh, fans, cobwebs and inaccessible spots in all flats will be cleaned once a month.

7) The gardens shall be properly maintained daily, and watering is to be done on daily basis

8) The duty hours of the cleaning staff shall be from 8.30 a.m. to 4.30 p.m. except Sundays.

9) They should not engage themselves as domestic help to any residents during the course of their duty hours.
10) The cleaning staff shall record their daily attendance in the Register kept with the P&SO/Officer. They should subject themselves to security check at the time of leaving the Bank's premises daily.

11) No articles, other than personal belongings, shall be taken out without approval from Assistant General Manager (Protocol & Security)/ Asstt. Care Taker.

12) They shall not engage themselves in any activity detrimental to the interests / reputation of the Bank.

13) The personnel deployed by the Contractor for duty in the said premises shall not be deemed to be employees of the ‘BUYER’ in any manner and they shall not be eligible for any benefits which the ‘BUYER’ provides to its employees. The obligation if any, for any benefit shall be the sole responsibility and rests entirely with the Contractor.

14) The ‘BUYER’ will not be under any liability to pay any compensation to the personnel deployed by the Contractor for their sustaining any injury etc. while discharging the duties in the said premises. The Contractor shall get the personnel posted for duty at the said premises, insured against accidents at his own cost.

15) The ‘BUYER’ shall, in the event of the Contractor committing any breach of any of the terms and conditions or if the services provided by the Contractor is considered to be unsatisfactory by the ‘BUYER’ or for any other reason considered by the ‘BUYER’ as insufficient, be entitled to terminate the contract by giving seven days’ notice in writing and the Contractor shall not be entitled to any compensation for such termination.

16) On expiry of or early termination of the Contract, the personnel engaged shall vacate the said premises, without any way causing any damage to the said premises and the property therein.

17) In case of any dispute or difference between the parties under this Contract, the same shall be referred to the arbitration of the General Manager/ Officer in Charge, Itanagar Regional Office, National Bank for Agriculture and Rural Development or of the person nominated by him and his decision shall be final and binding on the parties.

18) The above list of duties is only indicative in nature. The personnel deployed by the Contractor should perform any other duties assigned by Bank's authorised officials from time to time as per requirement.

II. VOF Maintenance

1. Maintenance / cleaning (except toilets and bathrooms) of VOF and preparation of the rooms of VOF for guests by way of making the beds, cleaning the articles from dust, arranging the rooms as per the instructions of Bank officials, etc.

2. Ensuring proper upkeep of the premises.

3. Safe custody of all the dead stock articles, kitchen accessories and consumables in the VOF/Office.

4. Ensure utmost hygiene in the maintenance of the rooms, kitchen, crockery and cutlery and other utensils.

5. The Contractor should provide One Attendant-cum-Cook for services in the VOF. The contractor shall ensure uninterrupted services in the VOF by
employing standby Attendant-cum-Cook in absence of the regular Attendant-cum-Cook on account of leave, sickness, etc. The Attendant-cum-Cook should be available in VOF at any point of time (24 hours) on all days, irrespective of the occupancy of the VOF.

6. The contractor may quote the rate for the catering services & Maintenance of VOF which will include the cost of manpower for cleaning the rooms, etc. (other than toilets).

7. No separate lodging facility will be provided to the VOF staff. They may however, use the common area of the VOF without causing any inconvenience to the occupants. The common toilet facilities available for the contract staff may be used.

8. Daily cleaning of the refrigerator and proper use of the same.

9. Ensure that the electrical appliances are switched off when the rooms are vacated, windows closed, electric kettles cleaned, etc.

10. Rent at the rates indicated by office shall be collected from guests and entered in the register and Receipts issued for the same.

11. The occupants shall be provided food and beverages prepared hygienically and tastefully on chargeable basis at the rates approved by NABARD. The present approved rate for food and beverages is as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Rates (Rs)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Coffee</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Milk (200 ml)</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>50.00</td>
<td>Bread &amp; Butter or Bread Omelette/Poori/chapatti with Bhaji/Paratha etc.</td>
</tr>
<tr>
<td>Lunch / Dinner (Veg)</td>
<td>100.00</td>
<td>Chappathi, Rice, Sambhar, or Daal, Dry-Veg, curd, Pappad &amp; Pickle</td>
</tr>
<tr>
<td>Lunch / Dinner (Non-veg)</td>
<td>100.00</td>
<td>Chappathi, Rice, Sambhar or Daal, Non-veg, curd, pappad &amp; pickle</td>
</tr>
</tbody>
</table>

12. Bank has provided all utensils, crockery etc. and cooking gas connection in VOF, but to refill and replace the cylinder is the sole responsibility of contractor at his cost. Bank will not provide any other inputs in connection with preparation and supply of food and beverages to the occupants of VOF.

13. Washing of linen
   i) Linen in rooms are to be changed with washed and pressed ones at the time of occupancy.
   ii) Linen in rooms are to be changed with washed and pressed once in 04 days if same occupant continues for more than 04 days.
   iii) Curtains in rooms/ hall etc. are to be washed and pressed once in 03 months.
SPECIAL CONDITIONS OF THE CONTRACT

1. 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.

2. Contractor shall follow the prescribed formats/procedures for official documentation like registers, etc. as stipulated by NABARD from time to time.

3. Contractor shall maintain job cards and a proper Record/Register indicating reasons for not attending to any particular work time schedule. The periodicity and expected schedules are given in the scope of work and ₹ 500 per day per pending work will be deducted towards penalty beyond that period for pending work.

4. Penalty clause: In case of absence of workers (minimum specified in the BOQ), the amount will be deducted as below.

5. If the contractor fails to deploy the number of manpower as required under the agreement / tender and such absence of manpower in each category of workmen exceeds 15% or more of total man days in a month, then a penalty of ₹ 550.00 per day shall be imposed on the contractor for all absent days including 15% of the absences during the month. The amount of penalty shall be adjusted from the amount payable to the contractor and shall not be deducted by the contractor from the wages payable to the workmen.

6. Additional Penalty: If the contractor continues to fail to engage sufficient workers and does not show sufficient progress in attending to the works, NABARD may, after issuing written notices, levy additional penalty at its discretion, which will be recovered from the Contractor's bill.

7. In case of emergency work, no extra payment for working in odd hour will be made.

8. The property will be handed over to the Contractor for housekeeping works on 'as is where is' basis and the contractor shall be required to carry out pending works at his cost and continue to ensure proper service to a reasonably satisfactory level.

9. NABARD reserves the right to change scope of work or the number of labours during the contract period.

Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions for the Housekeeping AMC works in the entire premises (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.
Further, we / I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Place:

Date:  

Address:  

(Signature of the Tenderer)

Name and Seal:
SAFETY CODE

The Contractor shall maintain in a readily accessible place **first aid** appliances including adequate supply of sterilised dressings and cotton wool.

An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalisation.

No portable single ladder shall be over 8 metres in length. The width between the side rails shall not be less than 30 cm. Clear and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.

It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. depending upon the nature of works. Contractor is free to approach NABARD for any suggestion in this regard. However, any lapse in this regard will be viewed seriously.

A penalty of ₹ 1,000.00 shall be levied for violation of safety norms including non-use of personal protective equipment. A penalty of ₹2,000.00 shall be levied if violation is repeated.

Penal action will also be taken if the contractor’s supervisors and workmen do not wear the uniforms and photo identity cards issued by the contractor and thus pose a security risk to the safety of the Bank’s establishments, its officers and the families of its officers residing in flats. The decision of the Bank in all such cases attracting penalties shall be final and binding on the contractor.

An adequate insurance coverage shall be arranged by the contractor for all employees/workmen against accident & the Bank shall not be responsible for any liability arising out of any accident / injury caused to the employees/workmen while executing the work.

**Declaration by the Contractor**

We / I have read and understood the Safety code for the House-keeping services & Visiting Officers’ Flat and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Place : 
Date : 
Address : 
Name and Seal :
PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractor/ service provider for effecting payment

Name and address of contractor/ service provider with phone nos.

<table>
<thead>
<tr>
<th></th>
<th>Name of the account holder (As appearing in the Bank account)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Name of the Bank</td>
</tr>
<tr>
<td>3</td>
<td>Name of the Branch</td>
</tr>
<tr>
<td>4</td>
<td>Account number</td>
</tr>
<tr>
<td>5</td>
<td>RTGS/ NEFT/ IFS Code</td>
</tr>
<tr>
<td>6</td>
<td>Type of account (Savings, current, etc.)</td>
</tr>
<tr>
<td>7</td>
<td>PAN Number</td>
</tr>
<tr>
<td>8</td>
<td>GSTN Number</td>
</tr>
</tbody>
</table>

Signature

Please attach (1) a photocopy of one cancelled cheque leaf of the above Bank account and (2) copy of PAN card and (3) allotment letter / registration letter under GSTN.
Draft ARTICLES OF AGREEMENT
On Non-judicial stamp paper
AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT

THIS AGREEMENT is made at Itanagar on this ..... day of ____________ 2024

BETWEEN

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

AND

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

(NABARD and the Contractor are collectively hereinafter referred to as “the parties”)

WHEREAS

(1) NABARD, being desirous of outsourcing the works relating to Annual Maintenance contract for Housekeeping, open space cleaning, garbage collection, Services (hereinafter referred to “the said works”) of its premises at NABARD Tower, Opposite to Legy Complex, Bank Tinali, Itanagar 791111 (hereinafter collectively referred to as “the said Premises”) for the period 01.08.2024 to 31.07.2026, 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 ...............2024, submitted its Tender for undertaking the said works at the said Premises.

(3) NABARD, vide its Letters of Intent No. ...............dated 2024 had selected the Contractor for carrying out the said works at the said Premises.

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

NOW THIS INDENTURE WITNESSES AS FOLLOWS:

1. The contract shall commence from 01.08.2024 and shall continue till 31.07.2026 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 ₹ __________ per month for the period from 01.08.2024 to 31.07.2026 to the Contractor for carrying out the said works in the
said Premises as per the details given in the scope of work. The rate will remain fixed throughout the entire period of contract i.e. till 31.07.2026, except for the items under section D of price bid 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/semiskilled/unskilled labour, the rates will be revised proportionately as per the revision in minimum wages as announced by State/Central Govt. whose rates are adopted. NABARD will make payments only after the satisfactory completion of the periodic services on monthly / quarterly basis as indicated in the tender document.

2. The contract may be extended for further period/s after the expiry of the initial period i.e. 31.07.2026 as indicated in the tender document. NABARD shall, in that event, make a request in writing in this behalf to the Contractor one month prior to the expiry of the current contract/extended contract and upon such request, the Contractor shall provide the said works at the said Premises, on the same terms and conditions or with some addition/deletion/modification, for a further specific period, mutually agreed upon by the parties.

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

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

5. The Contractor shall furnish the following documents in respect of the individuals who will be deployed by it in NABARD by:-
   i. List of individuals deployed
   ii. Bio-Data containing educational qualifications and previous experience/s, date of birth, etc.
   iii. Certification of verification of antecedents of persons by local Police authority.
   iv. Identity Cards bearing photograph.

6. The number of manpower required will be purely based on the requirement at site. The minimum requirement of manpower is indicated in 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 minimum staff strength is not able to perform satisfactorily as per the contract provision. All deployed manpower shall wear Identity card/s.

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

8. The said works at the said Premises, which will be entrusted to the Contractor from time to time by NABARD, are to be rendered without causing any hindrance or disturbance to any staff member of the NABARD working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neatly and
9. The Contractor shall, for all intents and purposes, be the “Employer” within the meaning of different labour legislation in respect of manpower so employed by him and deployed in NABARD and the manpower so employed by him and deployed in NABARD shall remain under the overall control and supervision of the Contractor. The persons deployed by the Contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The Contractor’s personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

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

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

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

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

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

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

16. The Contractor shall provide suitable uniforms consisting of Shoes, Dress, 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.

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

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

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

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

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

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

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

25. In case, the manpower deployed by the Contractor commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the Contractor will be liable to take appropriate disciplinary action against such persons, and if so required by NABARD, remove him/them from the said Premises.

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

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

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

29. 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.

30. 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.

31. 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.

32. The Contractor on its part and through its own resources shall ensure that the goods, materials and equipment, etc. of NABARD are not damaged in the process of carrying out the said work and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If NABARD suffer any loss or damage on account of negligence, default or theft on the part of the employees /agents of the Contractor, then the Contractor shall be liable to compensate for the same. The Contractor shall fully indemnify NABARD against any such loss or damage. NABARD shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

33. The EMD received from the Contractor will be retained by NABARD towards Security Deposit.
34. 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.

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

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

37. 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.

38. 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.

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

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

41. Resolution of disputes

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

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

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

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

41.4 The venue of the arbitration shall be the place of BUYER.

41.5 The language of arbitration shall be English.

42. 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.

43. 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.

44. 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.

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

46. The Contractor shall bear the stamp duty on this agreement for both the original and the duplicate copies.
In witness whereof the parties hereto, have caused their presence to be signed on the above by the duly authorised officials at the place and on the day, month and year first herein above written.

Signed, sealed and delivered

By Shri ____________________

DGM/ GM

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. ......................
**PRICE BID / Bill of Quantities**

**National Bank for Agriculture and Rural Development**

Annual Maintenance Contract for house-keeping/cleaning services (office cum residential premises) at NABARD Tower, Bank Tinali, Opp Legy Complex, Itanagar for the period 01.08.2024 to 31.07.2026."

- **Description of Property:** NABARD Tower, Opposite to Legy Complex, Bank Tinali, Itanagar – 04 Blocks – A,B,C & D and common area, etc.
- **Period of AMC – 01.08.2024 To 31.07.2026** (may be renewed if services are found satisfactory for further period of two years).
- **Rates to be quoted** based on the scope of works and specification/description of items as well as terms and conditions contained in the Tender Document. The rates to be quoted taking into consideration the details contained in the Annexures I provided in the Price Bid.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of service</th>
<th>No. of persons required</th>
<th>No. of days in each month</th>
<th>Total man days per month</th>
<th>Minimum wage including VDA &amp; Leave Wages, if any</th>
<th>Amt. (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cleaning/house keeping of the premises</td>
<td>3</td>
<td>30</td>
<td>90</td>
<td>522</td>
<td>46980</td>
</tr>
<tr>
<td>2</td>
<td>Lounge &amp; VOF Attendant</td>
<td>1</td>
<td>30</td>
<td>30</td>
<td>522</td>
<td>15660</td>
</tr>
<tr>
<td>3</td>
<td>Farash</td>
<td>1</td>
<td>30</td>
<td>30</td>
<td>522</td>
<td>15660</td>
</tr>
<tr>
<td>4</td>
<td>Toilet/bathroom cleaning, cleaning of the external glass</td>
<td>1</td>
<td>30</td>
<td>30</td>
<td>522</td>
<td>15660</td>
</tr>
<tr>
<td>5</td>
<td>Mali</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>522</td>
<td>2610</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Sub-total (1+2+3+4+5)</td>
<td><strong>6</strong></td>
<td></td>
<td><strong>185</strong></td>
<td></td>
<td><strong>96570</strong></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Service charges (______ %)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td><strong>Total (A+B)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Service Charges claimed by contractor should include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like provision of uniforms to workers, Overhead Profits, TDS deductions, management and supervisory charges including Contractor’s Profit, materials required on monthly basis wherever the tender requires the contractor to bear the cost of materials, tools and equipment as per requirement, uniform for labours, other overheads, etc. Contractors are advised to quote service charges after due diligence which should be reasonable and workable.*

Signature : ______________________________________ Date : ____________

Name : ______________________________________

Address : ______________________________________ Seal : _______________________

Phone No : ______________________________________
**Annexure I**

**Calculation Sheet**

*(Per Month Calculation as per applicable category)*

To be enclosed with price bid/s only. The Annexure should be separate for each price bid.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
<th>Unskilled (₹)</th>
<th>Skilled (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Minimum wages (as per Central Govt. or Arunachal Pradesh State Govt. <em>whichever is higher</em>) inclusive of Special Allowance / VDA.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>EPF (Employer portion), if any</td>
<td>..... %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>ESI Contribution, if any</td>
<td>..... %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Bonus, if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Other charges / other statutory payments ***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Total (A+B+C+D+E)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Tender will be evaluated on the basis of the lowest consolidated amount for all the schedules put together. NABARD reserves the right to accept or reject the tender based on other parameters, standards/requirements.

The filled Annexure I should be enclosed in Price bid.

*** - Bidder may specify particulars of the other statutory payments, if any. If the bidder doesn’t quote for the other statutory payments, then responsibility of such payments will be borne by the bidder himself and NABARD will not be responsible for the same and will not entertain any claims thereon in this regard.

Signature:

Name:

Address:

Phone No:

Date:

Seal:
Note:

1. The quote for items A, B, E & F shall be based on the information furnished in Annexure I, which is to be enclosed with Price Bid.

2. Rates are to be quoted inclusive of all prevailing taxes, levies like GST, etc. and as per scope of housekeeping work & BOQ and after visiting the site.

3. No escalation or increase in the rates will be given during the Contract period. 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.

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

5. 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.

6. The 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 official in the beginning of AMC as well as on changing the staff/labour.

9. The contractor has to engage suitable agencies for specialised works etc. and bank reserves the right to recommend/approve a particular agency for these works. For façade cleaning, reputed agencies in the field may be engaged.

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. Deductions will be done in the bill payments as per the applicable penalty clauses in the tender document.

13. 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.

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

Accepted all terms & conditions of price bid

Place :

Date : (Signature of the Tenderer)

Address : Name and Seal