



राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
असम क्षेत्रीय कार्यालय, गुवाहाटी  
असम क्षेत्रीय कार्यालय, दिसपुर, गुवाहाटी- 781006  
National Bank for Agriculture and Rural Development  
Assam Regional Office,  
G. S. Road, Dispur, Guwahati- 781006.  
Email: [guwahati@nabard.org](mailto:guwahati@nabard.org)

नाबार्ड असम क्षेत्रीय कार्यालय मे विद्युत संचालन और रखरखाव सेवाएं प्रदान करने हेतु वार्षिक रखरखाव अनुबंध के लिए निविदा

**Tender For Annual Maintenance Contract for Electrical Operation and Maintenance Services in NABARD**

**TENDER PROCESS SCHEDULE**

Sl. No.	Description	Remarks
1	Date of Issue of Tender	16 February 2023 at 12:30 P.M.
2	Last date for submission of the Bid	07 March 2023 till 2:00 P.M.
3	Date of Pre- Bid Meeting	27 February 2023 at 11:30 A.M.
4	Date and Time of Opening of Technical Bid	07 March 2023 at 2:30 P.M.
5	Date and Time of opening price bid	Will be communicated at a later date
6	Validity of Bid	180 days from the date of opening of price bid
7	Estimated Cost Annually	Rs. 5,00,000/-
8	Earnest Money Deposit (EMD)	Rs.20,000/- (Rupees Twenty Thousand only)
9	Bid documents will be available at website only	<a href="https://www.nabard.org">https://www.nabard.org</a> <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
10	Address for Submission of Bid Documents	The Chief General Manager, NABARD, Assam Regional Office, GS Rd, Dispur, Opp. Assam Secretariat, Guwahati, Assam 781006

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## **Important Definitions**

1. “NABARD” means National Bank for Agriculture and Rural Development.
2. “The Bank” means NABARD, Assam Regional Office, Guwahati.
3. “Recipient”, “Respondent” and “Bidder” means respondent to the Tender Document.
4. “RO” means Regional Office.
5. Selected Bidder and Bank shall be individually referred to as “Party” and collectively as “Parties”.
6. “Bid” means response to this Tender Document.
7. “Tenderer” or “Contractor” shall mean the individual, or Manager of the firm or company, whether incorporated or not, undertaking the works and shall include the legal heirs/representatives of such individual or the partners composing firm and their legal heirs and successors, or company's authorized and constituted attorneys/agents and permitted assignees of such firm or company.
8. “Contract Price” shall mean the final accepted rates in the Bill of Quantities.
9. "Accepting Authority" shall mean the General Manager, Department of Premises Security and Procurement, National Bank for Agriculture and Rural Development, Assam Regional Office, Guwahati. 'Approval' wherever used in the specifications or scope of work shall mean, approved by or approval of the 'Accepting Authority' in writing.
10. Appellant Authority” shall mean the Chief General Manager, National Bank for Agriculture and Rural Development, Assam Regional Office, Guwahati, who shall also be the authority to consider any extension of time or compensation as detailed in clause hereunder.
11. Notice in writing or written notice shall mean a notice in writing typed or written characters delivered to or sent by contractor, and shall be deemed to have been received when in ordinary course of post it would have been delivered, and/or delivered personally, or otherwise proved to have been received.
12. “Letter of Acceptance” shall mean an intimation by a letter issued by the Accepting Authority of the Bank to tenderers that his tender has been accepted in accordance with the provisions in the said letter.

## **Disclaimer**

The information contained in this Tender Document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture & Rural Development (NABARD), Assam Regional Office, Guwahati is provided to the bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement and is not an offer or invitation to bid by NABARD, Assam RO, Guwahati to any party other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this Tender Document is to provide the bidder(s) with information to assist them in formulation of their proposals. This Tender Document does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis regarding any information contained in the Tender Document and the meaning and impact of that information and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice. National Bank for Agriculture & Rural Development, Assam RO, Guwahati makes no representation or warranty, express or implied, and shall incur no liability under any law, statute rules or regulations as to the accuracy, reliability or completeness of this Tender Document. National Bank for Agriculture & Rural Development, Assam RO, Guwahati may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its directors, officers, employees, contractors, representatives, agents, and advisers disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities expenses or disbursements incurred therein or incidental thereto) or damage (whether foreseeable or not) (“Losses”) suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this Tender document or conduct ancillary to it whether or not the Losses arise in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisers.

This Tender Document has been prepared solely for the purpose of enabling the Bank in defining the requirements for engaging the Services of an Agency for providing Electrical Operation and Maintenance Services at the Bank Office Premises at G S Road, Opp. Assam Secretariate, Guwahati and Residential Flats at Plot-3 and Plot-4, Sorumotoria, Guwahati, Assam as mentioned in the Scope of Work.

The Tender Document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank after completion of the selection process.

**भाग -1 / Section -1**  
**निविदा आमंत्रण सूचना**  
**Notice Inviting Tender**

**संदर्भ सं.रा.बै.अ.क्षेका/डीपीएसपी/ 2280 /अनुरक्षण/2022-23**

महोदय/ महोदया

**निविदा आमंत्रण सूचना- असम क्षेत्रीय कार्यालय परिसर,स्टाफ क्वार्टर संख्या 3 और 4 दिसपुर, गुवाहाटी में विद्युत संचालन और रखरखाव सेवाएं प्रदान करने हेतु वार्षिक रखरखाव अनुबंध के लिए निविदा**

**Notice Inviting Tender – Annual Maintenance Contract for Providing Electrical Operation and Maintenance Services at Assam Regional Office Premises at G S Road, Opp. Assam Secretariate, Guwahati and Residential Flats at Plot-3 and Plot-4, Sorumotoria, Guwahati, Assam.**

1.1 National Bank for Agriculture and Rural Development (NABARD), is a body corporate established under the NABARD Act, 1981 (hereinafter referred to as "The Bank") having its Head Office at Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

NABARD, Assam Regional Office, Guwahati intends to invite Techno-Financial Bids, for Annual Maintenance Contract for providing Electrical Operations and Maintenance Services at its Bank Office Premises at G S Road, Opp. Assam Secretariate, Guwahati and Residential Flats at Plot-3 and Plot-4, Sorumotoria, Guwahati, Assam from 01 April 2023 to 31 March 2025. **A complete set of the Tender Document can be obtained from NABARD website [www.nabard.org](http://www.nabard.org) and CPPP Portal (only for reference)**

1.2 Selection of agency for providing the services of one each electrician having valid license with helper at Staff Quarters and at Office Premises and who will look after day to day complaint during all days of the week and to operate and maintain entire Electrical Installations including Substation to the entire satisfaction of Bank.

The electrician should be qualified (having a wire man's license issued by the State/U.T. Licensing Board), with minimum 03 years of experience in the Electrical Operations and Maintenance Services.

1.3 The bank has floated this tender to invite Techno-Financial Bids through e-tendering (GeM Portal), to engage a reputed agency for providing Electrical Operations and Maintenance Services at its Premises at the Bank Office Premises at G S Road, Opp. Assam Secretariate, Guwahati and Residential Flats at Plot-3 and Plot-4, Sorumotoria, Guwahati, Assam and executing an Annual Maintenance Contract from 01 April 2023 to 31 March 2025, subject to annual review.

The e-tender will be available to the bidders at NABARD's website <https://www.nabard.org> and CPPP portal (for reference purpose only)

**Tender Schedule**

The details related to Bid Collection and submission are given below:

Earnest Money Deposit (Refundable)	₹20,000/- (Rupees Twenty Thousand only) by way of NEFT to NABARD current A/c as per the bank details below:
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Signature and Seal of Tenderer

	/Name of the A/c holder	National Bank for Agriculture and Rural Development
	A/C No	NABADMN12
	IFSC	NBRD00000002
	Bank	NABARD Head Office, Mumbai
	Type of A/c	Current (To be paid before submission of the Bid)
Date of Issue of Tender	16 February 2023 at 12:30 P.M.	
Last date for submission of the Bid	07 March 2023 till 2:00 P.M.	
Date of Pre- Bid Meeting	27 February 2023 at 11:30 A.M.	
Date and Time of Opening of Technical Bid	07 March 2023 at 2:30 P.M.	
Date and Time of Opening of Financial Bid	Date to be advised separately to the shortlisted bidders	
Contact Persons	Shiva Ray (Mob. 9126585122)	
E-mail	dpsp.guwahati@nabard.org	

Sd/-

**(S.Hrangkhoh)**  
**Deputy General Manager**

Signature and Seal of Tenderer

**Section - 2****Pre-Qualification Criteria**

S.No	Criteria	Qualification	Supporting Documents to be uploaded
1	Working Experience in Providing the Electrical Maintenance and Operations Services to Govt. Semi-Govt. /Govt. Undertakings organisations / Autonomous bodies/ Corporate Sector and having experience of executing above types of works under AMC contract.	Minimum experience of seven (03) years as on 31 Dec 2022	Copies of work Orders
2	Annual turnover during each of the last three years ending 31 March 2022, i.e.,		Audited Account Statements (Balance Sheets / P& L A/c)
	2019-20		
	2020-21		
	2021-22		
3	Own Office	Should have their own office within the areas of Guwahati	Copy of Telephone Bill /Rent Agreement, etc.
4	Electrical Contractor Licence	Contractor's License to carry out Electrical Maintenance work by State Licensing Board	Copy of valid license.

## **Section - 3**

### **Terms and Conditions -General**

#### **3.1 Information Provided**

The Tender Document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of services. Neither Bank nor any of its directors, officers, employees, agents, representatives, contractors, or advisers give any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this Tender Document. Neither Bank nor any of its directors, officers, employees, agents, representatives, contractors, or advisers have carried out or will carry out an independent audit or verification or investigation or due diligence exercise in relation to the contents of any part of the Tender Document.

#### **3.2 For Respondent Only**

The Tender document is intended solely for the information of the participating bidders who ("the Recipient" or "the Respondent") are interested to participate in tendering process.

#### **3.3 All Costs to be Borne by the Respondents**

All costs and expenses (whether in terms of time or money) incurred by the Recipient /Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by Bank, will be borne entirely and exclusively by the Recipient / Respondent. Stamp duty that may be incurred towards entering in to agreement with the successful Bidder for awarding the contract will be borne by the successful Bidder in equal proportion.

#### **3.4 No Legal Relationship**

No binding legal relationship will exist between any of the Recipients / Respondents and the Bank until execution of a contractual agreement to the full satisfaction of the Bank.

#### **3.5 Bidder's obligation to Inform Itself**

The Recipients are advised to study the Tender Document carefully. Submission of the bids will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the Tender Document with full understanding of its implications. Bids not complying with all the given clauses in this Tender Document are liable to be rejected. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in all respects may result in the rejection of the bid. The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the Tender Document and the meaning and impact of that information.

#### **3.6 Errors and Omissions**

Each bidder shall notify the Bank of any error, omission, or discrepancy, if any, found in this Tender Document.

#### **3.7 Acceptance of Terms**

The bidders will, by responding to the Bank's Tender Document, be deemed to have accepted the terms as stated in this Tender Document.

#### **3.8 Earnest Money Deposit and Initial Security Deposit**

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**3.8.1** The Bidders shall deposit an amount of Rs 20,000/- (Rupees Twenty Thousand only) towards Earnest Money Deposit by way of NEFT to the Account of NABARD as per the details given below:

Name of the A/c Holder	National Bank for Agriculture and Rural Development
A/C No	NABADMN12
IFSC	NBRD00000002
Bank	NABARD Head Office, Mumbai
Type of A/c	Current

(To be paid before submission of the Bid)

The option of submitting EMD as Bankers Cheque/Demand Draft is not available.

**3.8.2** The EMD is to be paid before submission of the bid.

**3.8.3** However, MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations are exempted from clause of EMD subject to the providing of copy of such Registration Certificate.

The EMD receipt or certificate of registration (as MSE) with Central Procurement Organizations should form part of the Technical Bid Document submitted by the Vendor/Bidder. Failure to comply with this condition shall result in summary rejection of the Quotation/Bid.

**3.8.4** The EMD shall be forfeited if:

- i.) A Vendor/Bidder withdraws his offer during the period of validity of the bid.
- ii.) The successful Vendor/Bidder fails to execute the work satisfactorily within the stipulated time schedule. NABARD's decision in the above cases will be final.

**3.8.5** No interest shall be paid on the EMD deposited by the tenderer.

**3.8.6** The EMD of the unsuccessful bidder shall be returned within 04 weeks of the successful completion of the bid period.

**3.8.7** The EMD of the successful Bidder shall be retained as Initial Security Deposit payable at the end of the Contract Period.

**3.8.8** An Initial Security Deposit (ISD) amounting to 2% of the value of Contract shall be deposited by the successful Vendor within fifteen days of the issue of Work Order. ISD payable will be net of EMD deposited earlier. ISD shall be deposited by way of RTGS/NEFT to the Account of the Bank, as per the details given in **Section 01** of this document.

### **3.9 Indemnity**

- i. The selected bidder shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to labour act, minimum wages act, engaging the manpower laws etc.
- ii. Selected Bidder shall keep the Bank, its Successors, Assignees and Administrators fully indemnified and harmless against loss or liability, claims actions or proceedings, if any, that may arise from whatsoever nature caused to the Bank through the action of its employees, agents, contractors, subcontractors etc.
- iii. The indemnification is only a remedy for the Bank. The Selected Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages.

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However, indemnity would cover damages, loss or liabilities suffered by the Bank arising out of claims made by its customers and/or regulatory authorities.

iv. However, the Selected Bidder would be given an opportunity to be heard by the Bank prior to making a decision in respect of such loss or damage.

### **3.10 Liability of the Selected Bidder**

Bank shall hold the selected bidder, its Successors, Assignees and Administrators fully liable against loss or liability, claims, actions or proceedings, arising out of non- fulfilment of any obligations under the Contract.

Selected Bidder shall be the principal employer of the employees, agents, contractors, subcontractors etc. engaged by the firm and shall be vicariously liable for all the acts, deeds or things done by its employees, agents, contractors, sub-contractors etc., whether the same is within the scope of power or outside the scope of power, vested or instructions issued by the Bank under the Contract to be issued for this Tender Document. Such liability of the Selected Bidder will be restricted to the actual amount of the Contract.

"Notwithstanding anything to the contrary elsewhere contained in this or any other contract between the parties, neither party shall, in any event, be liable for any indirect, special, punitive, exemplary, speculative or consequential damages, including but not limited to loss of income or profits."

### **3.11 Negligence by the Bidder**

In connection with the work or contravenes the provisions of General Terms, if the selected bidder neglects to execute the work with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the selected bidder calling upon him to make good the failure, neglect or contravention complained of, within such time as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the Contract holding the selected bidder liable for the damages that the Bank may sustain in this behalf.

### **3.12 Obligations of the Bidder**

The Bidder is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors.

### **3.13 Termination of the Contract**

The Bank reserves its right to cancel the entire contract in whole or part at any time without assigning appropriate reasons in the event of one or more of the following conditions:

- i. Delay in completion of the work beyond the specified periods for reasons solely ascribed to the bidder.
- ii. Serious discrepancies noted in the conduct of the work.
- iii. Breaches in the terms and conditions of the contract.
- iv. If the bidder fails to perform any other obligation(s) under this Tender/and subsequent agreement.

### **3.14 Effect of Termination**

The Bank shall make such prorated payment for services rendered by the bidder and accepted by the Bank at the sole discretion of the Bank in the event of termination, provided that the bidder is in compliance with its obligations till such date. However, no payment for "costs incurred, or irrevocably committed to, up to the effective date of such termination" will be admissible. There shall be no termination compensation payable to the bidder. Termination shall not absolve the liability of the Bank to make payments of undisputed amounts to the bidder for services rendered till the effective date of termination. Termination shall be without prejudice to any other rights or remedies

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a party may be entitled to hereunder or at law and shall not affect any accrued rights or liabilities of either party nor the coming into force or continuation in force of any provision hereof which is expressly intended to come into force or continue in force on or after such termination.

### **3.15 Publicity**

Any publicity by the selected bidder in which the name of the Bank is to be used should be one only with the explicit written permission of the Bank.

### **3.16 Inspection of Records**

All bidder's records with respect to any matter covered by this Tender Document shall be made available to the Bank or its authorized officials at any time during normal business hours, as often as the Bank deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Said records are subject to examination.

### **3.17 Integrity Pact**

As per Central Vigilance Commission guidelines, all PSBs/Insurance Companies/Financial Institutions shall implement Integrity Pact (IP) in respect of all major procurements, which essentially envisages an agreement between the prospective vendors / bidders and the buyer (i.e. NABARD), committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract. It is a written agreement between the buyer and all bidders and stipulates rights and obligations to the effect that neither side will pay, offer, demand or accept bribes; collude with competitors to obtain the contract; or engage in such abuses while executing the contract. The purpose of the Pact is to make the procurement and contracting process fair and transparent. A proforma of the same is furnished in Annexure I.VI. The Prospective bidders have to submit the same duly signed on a non-judicial stamp paper of Rs.200/- at the time of submission of the Bid. Non-submission of 'Integrity Pact' shall disqualify the prospective bidder at the initial stage and their Technical/Financial bids shall not be opened.

### **3.18 Compliance with Laws**

**Compliance with all applicable laws:** The bidder shall undertake to observe, adhere to, abide by, comply with and notify the Bank about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

**Compliance in obtaining approvals/permissions/licenses:** The bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes for providing the Electrical Operation and Maintenance Services under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Bank and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Bank will give notice of any such claim or demand of liability within reasonable time to the Bidder.

### **3.19 Resolution of Disputes**

In case of failure to resolve the disputes and differences amicably, the matter may be referred to a single arbitrator mutually agreed upon after issue of at least 30 days' notice in writing to the other party clearly setting out the specific disputes therein. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators, one to be nominated by each party, and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration

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and Conciliation Act, 1996, shall govern the Arbitration. The venue of the arbitration shall be Guwahati under the exclusive jurisdiction of the courts at Guwahati. The language of arbitration shall be English. The award shall be final and binding on both the parties. Work under the contract shall be continued by the selected bidder during the arbitration proceedings unless otherwise directed in writing by NABARD or 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 contract, no payment due, or payable by NABARD, to the bidder shall be withheld on account of the on-going arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters, thereof. The cost of arbitration (except the cost and fee of advocates) shall be borne by each party in equal proportion. The cost of the advocates shall be borne by respective party appointing the advocates.

### **3.20 Corrupt and Fraudulent Practices**

As per Central Vigilance Commission (CVC) directives, it is required that bidders / Suppliers / Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy: "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution and "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after offer submission) designed to establish offer prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition. The Bank reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

### **3.21 Violation of Terms**

It is clarified that the Bank shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the bidder from committing any violation or enforce the performance of the covenants, obligations and representations contained in this Tender Document. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Bank may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

### **3.22 Non-disclosure of Information**

The Selected Bidder shall not, without the Bank's prior written consent, disclose any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Bidder in the performance of the work assigned to them.

### **3.23 No Commitment to Accept any Bid**

Bank shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. Bank has the right to re-issue tender/bid. Bank reserves the right to make any changes in the terms and conditions of Tender Document that will be informed to all bidders. Bank will not be obliged to meet and have discussions with any bidder, and/or to listen to any representations once their offer/bid is rejected. Any decision of Bank in this regard shall be final, conclusive and binding upon the bidder.

### **3.24 Signing of the Bid**

The bid shall be signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and

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supported by internal corporate authorizations.

### **3.25 Exit Option**

The Bank reserves the right to cancel the contract in the event of the failure of the bidder to agree on the terms of the contract within 30 days from the date of communication of award by the Bank and sharing of terms of contract by the Bank and subject to a cure period of 30 days. If the bidder does not meet these criteria, then the Bank may at its discretion declare the next best bidder as the successful bidder. The contractor will have an option to exit from the contract if felt so, by serving a notice period of 90 days.

### **3.26 Force Majeure**

In case either party is prevented from performing any of its obligations due to any cause beyond its control, including but not limited to act of God, fire, flood, explosion, war, action or request of governmental authority, systemic breakdown, failure of electricity supply, accident and labour trouble, the time for performance shall be extended until the operation or such cause has ceased, provided the party affected gives 10 days' notice to the other party of any such factors or inability to perform and resume performance as soon as such factors disappear or are circumvented. In case,

Force Majeure continues more than 30 days, both the parties should discuss to find out mutually agreeable solution to the problem. In case, it is decided to terminate the contract, the Bank shall be required to pay the bidder only such amounts as due to it on account of completed items. The bidder shall not be liable for any loss, damage or claims under this Agreement for termination due to Force Majeure clause.

### **3.27 Disqualification**

Any form of canvassing/lobbying/influence/query regarding short-listing, status, etc. will be a disqualification.

## **Section 04**

### **Terms and Conditions-Special**

**4.1** In the event of the bidder / tenderer quoting NIL charges (which includes all derivatives of zero / consideration), the bid shall be treated as unresponsive and will not be considered.

**4.2** The Bank 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 the Bank. If required, the Bank may call written clarification from the 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 the Bank within a stipulated time. The Bank reserves the right to reject the bid if it is found to be abnormally low to deliver/perform the contract.

**4.3** Bids quoted with administrative/service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.

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

**4.5** The bidder shall hold valid license under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971 and shall fulfil all conditions required under the Act/Rules as amended from time to time.

**4.6** The bidder shall, irrespective of number of persons employed, be registered under the relevant provisions of Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 respectively.

**4.7** The bidder shall be registered with Income Tax and Goods & Services Tax (GST) authorities. An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax to be submitted.

**4.8** Bids, if not submitted in Bank's approved bid format shall be treated as invalid and are liable for rejection.

**4.9** Further, the proof of statutory payments such as Minimum Wages, EPF and ESI to contract workers for the preceding month are to be produced by contractors for settlement of bills of succeeding month.

#### **4.10 Major broad guidelines**

i. The work shall be carried out in accordance with the Indian electricity rules (IE-1956) and Acts in force and also as per Bye-laws of local authorities and electric supply co.

ii. The contractor shall have valid electrical license issued by the Competent Authority of the State/UT Govt. for work indicated under Scope of Work.

The offer without valid copy of electrical contractor license will be treated as canceled. No further correspondence in this regard will be entertained. If contract is awarded to the contractor then the original copy of the license will be produced before the Bank's official for verification

iii. The Electricians engaged on the maintenance work shall bear a wire man's license issued by the State Licensing Board and minimum five years of work experience. Respective documentary proof shall be produced before the Bank's official for verification. In case of change of Electrician also the original copy of the new wire man's license along with the experience certificate shall be produced before the Bank's official for verification.

- iv. The Electricians posted by the Contractor shall be capable of carrying out repairs & maintenance of all electrical gadgets like fans, light fittings, water heaters/ geysers, switch gears, motors, pumps etc. in such a way that maintained/repaired article is also in good condition.
- v. The contractor shall make his own arrangement for tools, implements, ladder, multimeter, earth resistance tester etc. for executing the electrical works.
- vi. The required service consists of supply of contractor's own manpower based on site requirement and as specified by the Bank in Scope of Work. The contractor/tenderer shall be entirely responsible for operation and maintenance of related installations, their functioning according to the laid down criteria and as per the guidance of local statutory authorities and its requirements. Notwithstanding the details furnished, any discrepancies shall be brought out in the technical bid highlighting the shortcomings and suggest modifications.
- vii. In the case of works other supply of manpower, the contractor shall submit his quotations and obtain approval from the Bank before execution of work. But for urgent nature of works, the contractor shall execute the work without waiting for written approval. In such cases, he shall be given rates of the materials as per his purchase voucher (the cash vouchers should be from authorized stockist).
- viii. The work to be carried out under the contract shall, except as otherwise provided in these conditions, include all labour, tools, and for and in the full and entire execution of the works.
- ix. Rates should include removal of debris out of premises to the safe municipal limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, their bill will not be settled.
- x. Materials used and the completed work should conform to relevant BIS Codes. BIS and CPWD Specifications and Method of Measurements shall be followed as applicable. However, in the absence of the same and / or in case of any discrepancy, the decision of NABARD will be final.
- xi. Monthly payment will be made in the case of Comprehensive maintenance works based on bill submitted by the contractors on reimbursement basis and certified by the caretaker of concerned premises to the effect that the complaints recorded in the registers have been attended.
- xii. Any discrepancy in settlement of bills may be brought to the notice of the bank within a period of one month after the settlement of the bills. The bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
- xiii. Income Tax (TDS), GST-TDS and other taxes as applicable will be deducted from total payment due to the Contractors.
- xiv. The working hours to be observed by the contractors shall generally be as indicated in Scope of Work. However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid.
- xv. The Contractor shall employ the required number of electricians and keep the attendance record properly so that same can be inspected by the Bank. Daily attendance of workers shall be maintained by the Contractor with the authorised Bank's Officer which shall be verified at the time of scrutiny of bills for payment. For any absence of the electrician or helper deductions will be made from the lump-sum charges on pro-rata basis.
- xvi. The Contractor shall abide by the requirements of Protocol and Security Officer and from time to time and shall strictly follow the obligation required by the Bank.
- xvii. Any misguidance or dishonesty to the Bank such as in respect of highly inflated measurements of works, use of fake or non ISI rated material, charging the occupants for carrying out maintenance work in flats, office etc., will be viewed seriously and if required appropriate penalty for the above may be imposed by the Bank.
- xviii. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in the premises is otherwise objectionable in the opinion of Security Officer/

Engineer in-charge.

xix. In case of major failure, the contractor shall provide the required number of electricians, helpers and supervisors to rectify the fault immediately after receipt of complaint.

xx. If there are varying or conflicting provisions made in any one or more document(s) forming part of the contract, the Accepting Authority's documents and his decision shall be final and binding on contractor.

xxi. Any error in description or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the work comprised therein according to the scope of works, specifications or from any of his obligations under the Contract.

xxii. The contractor shall conform to the provisions of operation instruction (manual) relating to the equipment or machinery's installed and covered under scope of annual maintenance contract of the supplier or their authorized service agents.

xxiii. The contractor shall not,

- a) modify, or tamper with the design or components,
- b) indulge in such activity, which could result in malfunctioning, or cause damages to the system, or considered objectionable by the suppliers of the original equipment,
- c) copy or infringe upon the patent rights of the company whose system and design/technical knowhow have been utilised in the installation.

xxiv. In the event of any essential modification or for emergent restoration of power system or for any specific reasons, the contractor shall before making any variations from specification that may be associated to so conform, seek the Bank's permission specifying the variations proposed to be made and the reasons for making them and with the approval the same may be undertaken.

#### **4.11 Tenderer shall visit the sites**

Intending tenderer shall visit the site and make himself thoroughly acquainted with the installation, electrical equipments, its design and system, the local site conditions, nature and requirements of works, facilities of transport condition, effective labour, access and storage for tools and equipments etc.

The successful tenderer will not be entitled to any claim or compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Bank might be deemed to have reasonably been inferred to be so existing before commencement of work.

#### **4.12 Government and Local Rules**

i. The operation and maintenance works shall be in the jurisdiction of Assam/ Govt. of Assam. It is necessary for the contractor to operate and maintain as per their directions and in association with them. It is also imperative that statutory norms and formalities issued by such statutory authorities are strictly followed.

ii. The contractor shall conform to the provisions of all local bye-laws and acts relating to the work and to the regulations etc., and their various departments associated with the installation at our premises, and of any company whose system and equipment is installed, proposed to be connected/utilized.

iii. The contractor shall keep necessary books of records and other documents for the purpose of this condition as may be necessary and authorized representative of the Bank and/or the Engineer-in- Charge and further shall furnish such other information/documentas may be required from time to time.

iv. In case, any periodical data, reports or statements are required to be submitted to the statutory authorities, the same shall be the responsibility of the contractor and shall be undertaken with due authorization of the Bank.

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v. The contractor shall indemnify the Bank against all claims or penalty in respect of any statutory levy resulting in non-fulfillment of obligation by the contractor, rights, damages to buildings, roads or members of public in course of execution of work and shall defend all actions arising from such claims and shall keep the Bank aloof and indemnified in all respects from such actions, cost and expenses.

#### **4.13 Other Persons or Agencies engaged by the Bank**

i. The Bank reserves the right to execute any part of the work included in this contract by other agency or persons and contractor for execution of such work. The contractor shall extend all co-operation in this regard.

ii. Wherever the work is proposed in co-ordination with other agencies, the contractor shall co-operate with the schedule of works in such a manner as worked out by the Bank's Officer-in-Charge of the work.

#### **4.14 Site Office and Functional Responsibilities**

i. The contractor shall provide, fix-up and maintain his establishment in a position approved and permitted by the Bank at site. The contractor shall not fix or place any placards or advertisement of any description or permit the same to be fixed or placed in or upon any hoarding, gantry, building structure other than those approved by the Bank. No fixtures or materials may be placed in such a manner that can be considered dangerous to the installation, to the persons working, visiting or passing by the area.

ii. Storage of materials: The contractors shall make use of existing facilities with due permission of the Bank for storage of materials at site and the safety of materials shall be the responsibility of the contractor.

iii. Clearing site and clearing out : Upon completion of the contract period or in the event of termination of the contract, the site establishment shall be cleared of all obstructions, removal of all materials, tools & equipments belonging to the contractor with due authorisation of the Bank, waste materials, rubbish of all kinds within the specified period. All material damages on the place of work on the walls, ceiling or flooring or any other connected equipments, materials or installations shall be re-done to maintain the originality and levelled at the contractors own cost.

iv. When the period of contract comes to an end by any reason, the contractor shall take all precautions necessary for the protection of equipments, installations etc.

v. Offensive, Explosive or Toxic materials: The contractor shall not keep machines and any such devices or material of toxic and poisonous nature or any material which are explosive in nature within the site or building. Any such offensive material which are essentially required in course of work shall be undertaken with due written permission of the Bank provided such materials are permissible under law.

vi. Access: Other than the authorised representatives of the Bank or Engineer-in-Charge or statutory bodies or City Corporation, access to any others shall be strictly restricted. The Contractor's workers or employees who are authorised to be present during their official hours alone shall be present.

The Contractor shall take full responsibility of ensuring that no unauthorised person visits/stays or collects any kind of information connected with the Bank's installation. Any such happenings shall be brought to the notice of appropriate authority of the Bank.

#### **4.15 Contractor's Workers**

The contractor shall be directly responsible for employing suitable persons and for all reasons only the Contractor shall be responsible to the Bank and all authorities concerned. The following terms shall also form part of the contract.

i. Only qualified technical persons: The contractor shall employ technically qualified and competent workers for the work who shall be available throughout the work and shall participate

during site meetings and be available to take and comply with instructions of the Bank. The workers shall have the requisite supervisory permit or wire man permit for appropriate nature of work undertaken.

ii. No child Labour: No labour below the age of eighteen years shall be employed on the work. In case of electrical works, the labour employed by the tenderer or their sub-contractor should be authorised person as permitted by the Chief Electrical Inspectorate Office of the respective State Government. The Bank shall not be responsible or any deviation and the contractor shall indemnify the Bank from any legal action or in any way directly or indirectly.

iii. Labour Legislation: The tenderer shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees liability Act, 1939, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity benefits Act, 1961, and the Contractors Labour (Regulation and Abolition) Act, 1970, or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time. The contractor will ensure that the rates of work payable to the workmen by the contractor shall not be less than the rates prescribed under the local laws for such employment.

iv. The tenderer shall, notwithstanding the provisions of any contract to the contrary, cause to be paid fair wage to labour indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labour had been immediately employed by him.

v. Dismissal of Workmen: The contractor shall on request of the Bank immediately dismiss or take off from the works any person employed thereon by him, who may in the opinion of the Bank be unsuitable or incompetent or who may misconduct himself. Such discharge shall not be the basis of any claim for compensation of damages against the Bank or any of their employee.

#### **4.16 Assignment**

The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or under let the contract or any part, share of interest therein. Such cause of action can be treated as breach of contract and liable for appropriate action by the Bank. In the event shall not relieve the contractor from the full and entire responsibility of the contract and to the Bank.

#### **4.17 Damage to Persons and Property, Insurance, etc.**

i. Damages to persons: The contractor shall be responsible for:

a) all injury to the work or workmen to persons, animals or things ,

b) all damages to the structural and/or decorative part of property, which may arise from the carelessness, accident or the negligence of himself or his sub-contractor or of any of his or a sub-contractors employees. The contractor shall indemnify the Bank and hold harmless in respect of all and any expenses arising from such injury or damages to in respect of injury or damage under any acts of compensation or damages consequent upon such claim.

ii. Damages to Property: The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.

iii. During the work, if the contractor, or his working people, or servants, shall break, deface, injure or destroy any part of building in which they may be working, or any building, road, road curb, fence, enclosure, water pipe, cables, drains, electrical cable or telephone post or wires, trees, grass or grass land, or cultivated ground contiguous to the premises, contractor shall upon receipt of a notice in writing on that behalf make the same good, at his own expense or in default the Bank cause the same to be made good by other workmen and deduct the expense from any sums that may be then or at any time thereafter may become due to the contractor, or from his security deposit.

iv. The contractor shall not puncture the existing civil structures like beams, columns and shall

not undertake any type of activity which could affect the structural stability. He shall be responsible for any damages and costs in its rectification.

v. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim for damages from any sums due or to become due to the contractor.

vi. **INSURANCE:** The contractor shall insure his workmen/employees and keep them insured during the period of contract. In the event of any untoward incidents to the contractor's employees or workmen or any persons engaged by the contractor the Bank shall not be responsible in any manner whatsoever. The contractor shall indemnify the Bank and hold harmless in respect of all and any expenses arising from such injury or death to persons as aforesaid and also in respect of any claim made under any acts of compensation or damage consequent upon such claim. **Copy of the insurance shall be submitted within 01 month from the date of award of contract.**

#### **4.18 Payment Terms, Advance Payment and its Recovery:**

i. **Payment Terms:** The value quoted in the schedule of quantities on annualised basis shall be paid in 12 equal monthly installments. No advance shall be paid for these works and the monthly installment shall be paid on/before 15th day of the consecutive month on the basis of satisfactory work done by the contractor/tenderer and the contractor will ensure submission of bill before 10th of the following month.

In the event of any dispute, payments of those items of the bill in respect of which there is dispute for quantities and rates as approved by Banks representative/s, it shall be reviewed by the accepting authority (General Manager, DPSP, NABARD Assam Regional Office) and in the event of any further appeal the same shall be referred to the appellant authority (Chief General Manager of NABARD, Assam Regional Office, Guwahati) whose decision shall be final and binding.

#### **4.19 Escalation**

The rate quoted shall be firm throughout the tenure of the contract including renewal rates offered and accepted and will not be subject to any fluctuation due to increase in cost of materials, labour, etc., unless specifically provided in these documents, whatever the reasons may be, no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstance.

#### **4.20 Terms and Conditions for Recovery or Forfeiture of security Deposit**

The work of operation and maintenance is considered as an essential requirement and the contractor is expected to function with all due diligence as per the tender conditions. The Bank shall effect necessary recovery without any prejudice to any such action or legal recourse which may be considered essential.

i. If the contractor or their employees are absent on particular day(s) or fails to provide emergent services as and when warranted the Bank reserves the right to get the work done by engaging suitable person and the charges for the same including incidental charges shall be deducted from any amount payable to contractor.

ii. In case of contractor or their workers refuses to comply with the work or instructions of the Bank, it shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the Bank shall be borne by the contractor or may be deducted from any money due to or that may become due to the contractor.

iii. At the end of the contract by any reasons and in the event of failure to clear the site as required, the Bank shall have the right to undertake the same engaging other agency and the same shall be at the cost of the contractor and liable for deduction in the payments due to the contractor and the contractor shall not dispute such payments.

iv. In the event of causing any damages to the property or installations of the Bank which in Bank's opinion was on account of negligence on the part of contractor or their workers, the Contractor deserves to be penalized. The contractor has the right to appeal with the appellant

authority of the Bank (Chief General Manager of NABARD Assam Regional Office).

v. The Bank shall have the right to adjust, set off against any sum payable to the contractor under this or any other contract with the Bank, anywhere in India/outside India.

#### **4.21 Suspension and Termination of Work**

i. Subject to other provisions contained, the Bank may, without prejudice to any other rights or remedy against the contractor in respect of any delay in commencing, completing or during the progress of work on grounds of inferior workmanship, serve notice in writing to absolutely determine and cancel the contract in any of the following cases :

a. If the contractor having been given by the Bank a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or unworkmanship like manner, shall comply with the requirement of such notice within a period of seven days thereafter.

b. If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.

c. If the contractor has without reasonable cause failed to commence the work or has suspended the progress of the work or has failed to competently operate and maintain the work, the Bank in its opinion (which shall be final and binding) suspend the contract after a notice in writing of seven days.

d. If the contractor persistently neglects to carry out his obligations under the contract and/or commits default and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the bank, the Bank may terminate the contract without further notice.

e. If the contractor commits any acts mentioned in terms of tender thereof; and when the contractor has made himself liable for action under any of the cases aforesaid, the Bank shall have powers :

- To determine or rescind the contract of which termination or rescission notice in writing to the contractor under the hand of the Bank shall be conclusive evidence. Upon such determination or rescission, the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of the Bank.
- In any such event the contractor shall have no claim or compensation for any loss sustained by him by reason of his having purchased or procured any material or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provisions aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereto or actually performed certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified; provided further that any of the recoveries to be made when the excess cost incurred by the Bank is more than the Security Deposit to be forfeited, such recoveries shall be limited to the amount by which the excess cost incurred exceeds the Security Deposit so forfeited.

In any case in which any of the powers conferred upon the Bank thereof, shall have become exercisable and the same shall not be of the conditions thereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the contractor and the liability of the contractor for compensation shall remain unaffected.

#### **4.22 Settlement of Disputes and Arbitration**

i. It shall be inseparable part of the agreement that in the event of any dispute arising in

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connection with this contract that such dispute shall be referred to the sole arbitration to be appointed by the appellant authority (Chief General Manager of NABARD Assam Regional Office).

ii. The arbitration shall be conducted in accordance with the provisions of the Indian Arbitration Act, 1940, or any statutory modification or re-enactment hereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause. The award of the arbitrator shall be final and binding on both the parties.

#### **4.23 Lien**

Whenever any claim or claims for payment of a sum of money arises out of contract against the contractor, the Bank shall be entitled to recover the whole or in part from the security amount, if any, deposited by the tenderer and for the purpose aforesaid, the Bank shall be entitled to withhold as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the Bank shall be entitled to withhold and have a lien to retain to the extent of such claimed amount of amounts referred to above, from any sum found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract with the Bank pending finalization or adjudication of any such claim.

### **Section 05 Safety Code**

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

**5.2** The Contractor shall maintain in a readily accessible place first-aid equipment including adequate supply of sterilized dressings and cotton wool. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.

**5.3** Smoking and chewing pan/tobacco/gutkha, consuming alcohol any other drugs etc. by persons deployed by Contractor are strictly prohibited in the building premises.

**5.4** The Contractor shall ensure that the persons deployed for the work are well conversant with the operation of fire extinguishers. In case of fire emergency, it should be ensured by the Contractor that the staff deployed by him/her should be able to handle and use fire extinguisher. Any expense occurred towards such training of fire-fighting will not be paid by NABARD.

**5.5** The contractor has to ensure that the persons deployed at the site should wear proper uniform along with safety shoes, hand gloves etc. and carry ID cards within NABARD premises.

**5.6** The Contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding the safety during working of his staff in the premises/site. It is entirely the responsibility of the contractor to follow the safety procedures depending upon the nature of works and the Contractor is free to approach NABARD for any suggestion in this regard. However, if there is any lapse in following the safety procedures, the same will be viewed seriously.

**5.7** A penalty of Rs. 1000/- (Rupees. One Thousand only) shall be levied for violation of Safety Code. A penalty of Rs. 2000/- (Rupees Two Thousand only) shall be levied if violation is repeated.

**5.8** Penal action will also be taken if the Contractor's supervisors and workmen do not wear 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.

**5.9** The decision of the Bank in all cases attracting penalties shall be final and binding on the contractor.

**5.10** Adequate insurance cover 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 performing the work and Bank should be kept indemnified from any such eventualities. In case of fire emergency, it should be ensured by the

contractor that the staff deployed by him/her should be able to handle and use fire extinguisher. Any expense occurred towards such training of fire-fighting will not be paid by NABARD.

### **5.11 Safety precautions of portable electrical appliances**

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

a) Broken sockets/pin plugs/loose connections

These conditions cause sparking leading to fault conditions or electric shock situations. Wire shall not be directly inserted in sockets, as an earthy lead on phase socket can give a shock to operator.

b) Polarity of phase/phase, neutral and earth

Certain appliance such as porosopes may give violent electric shock during work if polarity conditions are not satisfied.

c) Joints in flexible cables

During the usage of a portable appliance, the electrical and physical integrity of a joint may be suddenly affected, leading to severe sparking and fire if combustible or flammable materials are at the joint. Perhaps this may not be noticed by operator at all. For this and similar reasons, joints in cables of portable appliances are not permitted at all.

d) Appliance body grounding and system grounding

In the absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase or body fault during usage. Further, all earth pin socket must have low impendence and mechanically firm earthing according to Indian Electricity Rules so that safety is assured to operator even under such fault conditions.

e) Water leakages

Water reduces efficacy of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation. Switches in chronic leakage areas should preferably be de-energised until rectification action and contractors must apprise Premises Department.

f) Excavation/Additions/Alterations of building etc.

During excavations, alterations of buildings etc. every care shall be taken that electric shock or damage to cables, etc. are avoided. De-energisation of circuits must be considered.

### **Declaration by the Contractor:**

We / I have read and understood the Safety code for the said contract 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.

Signature:

Place:

Date :

Name and Seal:

Signature and Seal of Tenderer

## Section- 06

### Scope of Work

6.1 This section deals with the scope of the work of Annual Maintenance Contract for Office Premises and Quarters at Plot No. 3 and Plot No. 4, Sarumatoria, Dispur, Guwahati-781006. The location and the description of work is given below:

Sl.No.	Locations	Description of Works
1	Office Premises at G. S. Road, Dispur, Guwahati-781006.	All working days
2	Officers & Staff Quarters, Plot No. 3, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006.	All days of the Week
3	Staff Quarters, Plot No.4, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati - 781006.	

6.2 The contractor shall provide the services of one each electrician having valid license with helper at Staff Quarters and at Office Premises and who will look after day to day complaint during all days of the week and to operate and maintain entire Electrical Installations including Substation to the entire satisfaction of Bank.

**NABARD reserves the right to increase or decrease the manpower as per the requirement at any given point of time. Also, the above mentioned shift timings may be changed anytime, if required by the Bank. Further, the deployment of the manpower will be decided by the Bank as per the requirement.**

6.3 The contractor should ensure maintenance of logbook for LT & HT supply and earthing pits and it should be duly signed by bank's engineer periodically. Bar chart/schedule for preventive maintenance after award of work should be submitted as per scope of work.

6.4 Operation / Maintenance of other services viz. A.C., Fire Fighting, Lifts, Telephones will, however, be assigned to respective agencies. It shall be responsibility of the Electrical Contractor to ensure uninterrupted supply upto Distribution Panel of respective agency.

6.5 All Electrical utilities meant for Client's use shall be maintained in good condition so as to ensure interruption-free operation during Office hours.

6.6 The contractor shall also provide necessary screws, batten, clips, fuse wire, insulation tape, etc. required for the repair works within the quoted rates. However, materials like switches plugs and other accessories shall be provided by Bank or will be paid as per their latest price lists prevailing. Items like bulbs, tubes, chokes and other accessories shall be paid as per the respective company's latest price lists prevailing. For other unforeseen items the same shall be paid as per the make of the materials and their company's price list. The materials to be used on the works must be conforming to relevant BIS specification wherever applicable or stipulated in Schedule 'A'. However, before using any new material in the work, the same shall have to be got approved from the Bank and inspected by Caretaker before installation.

6.7 The wire man/electrician posted by the Contractor shall be capable of carrying out repairs & maintenance in good conditions on all electrical gadgets like fans, light fittings, water heaters / geysers, switch gears, motors, pumps etc.

6.8 The jobs include quarterly cleaning / tightening of LT panel connections, ACDBs, lighting / Power DBs, panel board, switch boards, staircase lights; half yearly cleaning of lift lights, and light fittings in the office area; monthly cleaning of compound lights, security lights and façade lights and quarterly cleaning & oiling of all type of fans.

6.9 The wire man/electrician shall be available for duty as per the timing to be decided by the

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bank. He will collect the complaints from the Caretaker/ Manager (P&S) or from the complaint book and attend to the same on the same day. The complaints of complicated nature and beyond the scope of listed work shall be reported back immediately to the CT/ Mgr (P&S).

6.10 The Electrician shall also attend to any other electrical repair / preventive maintenance job as may be felt necessary by Bank within his duty hours. The contractor shall make his own arrangements for providing alternative mechanics / Electrician on the day when regular staff is absent.

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

a. Replacement of tubes, lamps, frame of lights etc., in stair cases, lift and machine room, office premises, stilt, street lights, security lights and other lights in common area of bank's premises inclusive of residential accommodations.

b. Repairs and replacement of switches, sockets, wires and required electrical accessories in the banks premises.

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

d. Detection of faults in tube light fittings, other light fittings, fans, exhaust, fans / pedestal fans, regulators, main panel, DB's, ELCB's, Capacitors etc. Detection of faults in all types of wiring such as CTS, surface conduit, Cables, etc. and rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged, rewiring shall be carried out either through surface conduits or wiring as directed under cables fault and its repairs.

e. Minor repairs to Storage / Instant type Geysers, such as checking / replacement of Thermostat, coil, wiring, safety valve etc. inclusive of removing and refixing of Geysers is required. However, material cost in this respect will be reimbursed by Bank and shall be paid as per the make of the materials and their company's price list.

f. Removal of defective pedestal and ceiling fans/ exhaust fans and refixing them after repairing. Fixing new fans including the exhaust/Ceiling fans including any other incidental minor civil/carpentry/fabrication work.

g. Minor repairs to fans i.e., change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling, greasing, oiling and painting as required. Cost of material viz. Bearings/capacitors/rewinding etc. shall be paid as per the make of the materials and their company's price list.

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

i. Watering all the Earth pits at regular interval and maintaining the Earthing conditions at requisite level.

6. 11 Maintenance work will also include following:

a) ELCBs, Isolators and MCBs

i. Preventive & regular maintenance, fault analysis rectification and restoration of power without major inconvenience to the Office or to the occupants of the Officer's flats/staff quarters in coordination with EB officials as per statutory provisions.

ii. Checking of three phase wires in the ELCB, MCBs and isolator for tightness/loose connections and polarity.



iii. The wiring shall be checked for any nuisance tripping of ELCB. The cause of nuisance tripping shall be rectified and ELCB switched on. The ELCB shall not be by passed in case of nuisance tripping.

b) Wiring, Switch Boards, Switches and Sockets

i. Regular checkup of the wiring inside the officers flats and staff quarters for continuity upto the switch boards and from switch boards to the electrical equipment.

ii. Checking of tightness of electrical wires every 6 months so that there are no loose connections in switch boards and no sparking occurs.

iii. If any wiring is found defective, the same shall be informed to ACT/bank's Officer and the defective wiring shall be replaced by copper wiring after proper measurement of the defective length and approval from the Bank.

iv. The contractor shall ensure that no live electrical wire is touching the part of the electrical equipment after repairs or hanging loosely touching the walls or any other part of the room.

v. The contractor shall check the load inside the quarters/flats and if found unbalance shall distribute properly to balance the load.

vi. The voltage between neutral to earth shall be checked for proper limits (within three volts) after rectification or upon receiving the complaint.

c) Electrical Equipment

i. Upon receiving complaint from the occupant officer/staff of the Officers flats/Staff Quarters, the cause of the complaint shall be identified and the defective materials/parts shall be replaced after getting approval and under intimation to the Bank. The equipment has to be properly fixed and assembled after properly fixing the part and the same is to be tested for proper functioning before making it operational.

ii. The cause identified shall be rectified so that the same type of fault does not occur in the future.

iii. The parts or the items used for replacement shall be ISI marked and shall be the same as recommended by the manufacturer of the equipment.

iv. The contractor shall be aware of the instructions regarding the maintenance of the equipment installed in the officers' flats/staff quarters.

v. During the replacement of any part/equipment/appliance, proper Guarantee/Warranty Register should be maintained by the Contractor and shall be verified by the Bank's Care Taker. The contractor shall follow the guarantee period of the parts replaced as per equipment manufacturer. Should the product go defective within the guarantee period, the contractor shall get the product repaired free of cost to the Bank.

vi. In respect of rewinding of ceiling fans, exhaust fans the contractor shall get the same rewinded by good quality ISI marked wires and installed after proper varnishing and drying.

d) Operation and maintenance of Transformer & HT sub-station (as and when necessary/required)

The scope of work shall involve day to day operation/as and when necessary/as required by Bank Officer (switching ON/Switching OFF), maintenance including complete responsibility, safety of installation as applicable to multi-storeyed building. The details and scope shall be divided as below:

i. Operation of Transformer energized with 11 KV line, HT & LT panels fitted with switches and meters.

ii. Preventive & regular maintenance, fault analysis rectification and restoration of power

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without major inconvenience in coordination with EB officials as per statutory provisions and annual servicing of the transformer sub-station by calling for EIG's inspection- LIASONING with them (CEIG) and obtaining fitness certificate/approval certificate. The testing charges payable to the UT electricity department shall be paid upon completion of such works and after producing the proper receipts.

iii. Responsibilities include maintaining the power factor at required level, energy management within prescribed maximum demand and power allocations from time to time as directed. Day-to-day recording of power consumption, electrical parameters, maintenance of records, submission of such statement of daily/weekly/monthly basis in a prescribed format in consultation with Bank. The contractor shall check that the power factor panel and capacitors are working satisfactorily for maintaining the desired power factor. The contractor shall do periodic checks for checking the instruments and relays of all the panels in the sub stations.

iv. Servicing of transformer by undertaking necessary checks like oil temperature, di-electric strength and servicing of sub-station as per IE norms or as directed by CEIG. Schedule of programme and proposed plan of action in advance should be furnished and attended to in consultation with Bank Officials-in-Charge. Testing of dielectric strength of the oil of transformer once in a year from the UT electricity department.

v. LT panel, AMF panel, Power factor panel, centralized Voltage Stabilizer, its operation and periodical cleaning of contacts, preventing loose contacts and terminal burn-outs according to the conditions. Periodical testing of relays and switches are to be carried out by the contractor.

vi. Checking of electrical cables laid in underground, cables laid in trenches and ducts, monitoring its temperature, general conditions and allied aspects connected with cables. The load has to be balanced in each phase before adding any load or after removing any load.

vii. Liasoning with the concerned EB officials & CEIG officials connected with operation & maintenance of the installation/works and following the system & procedure as directed.

e) Internal Electricals (day to day maintenance)

i. Operational & maintenance of floor-wise internal SSB's/PDB/LDB's and other electrical LT panels connecting various loans & equipments.

ii. Replacement of defective components like MCB's/ELCB's/switch gears and such other components, while the cost of such materials will be met by the Bank, the cost of labour, tools, carriages and such other incidental expenditure etc. shall be on the account of tenderer only.

iii. Operation & maintenance of yard lights and external building lighting's during specified hours and as required.

iv. Operation and maintenance of all LT panels and electrical wiring distribution to the workstations.

f) D.G. SET Operation/Maintenance

i. The existing DG sets, both at Office premises and Staff Quarters, shall be operated and maintained as per its manual of instruction.

ii. Irrespective of power failure, the DG set shall be started & run for at least 15 minutes every day daily in the morning before office hours for its proper up-keep. Filling up of radiator water, fuel, lubrication oil etc. shall be regularly attended to on daily basis. The battery shall be checked for its voltage daily. The AMF panel shall also be checked daily for the operation of its instruments, relays, switches and sockets.

iii. Day-to-day operation, recording the operation data, maintenance of records, details of daily power consumption, maintaining the stock fuel etc. & submission of statements as required shall be undertaken.

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iv. Follow-up with CEIG's office, submission of DG power statement and any other related work with statutory authorities in this connection shall also be undertaken.

g) Other Utilities

a. Operation of water pumps, alarm systems, Public address System, and all other electrical installations at Office premises as well as Residential colonies/flats as per the schedule/instructions issued from time to time.

b. Preventive maintenance as per requirement of individual installation.

c. Attending to the faults/repairs/rectifications arising during the operation of the systems.

6.12 Failure of staff to report for Duty: All complaints shall be attended to immediately on receipt of complaints / information. If however, a complaint remains unattended were due to negligence of contractor's staff, the same shall be got done through a different agency at contractor's cost and recovered from his bill.

6.13 **Forfeiture clause:** In case of negligence / dereliction of duty by contractor's staff, the contract shall be terminated without giving any notice and the security deposit shall be forfeited.

**6.14 Period of the AMC**

The contract shall be executed for a period of two years from 01.04.2023 to 31.03.2025. The Tenderer is advised to quote the rates with due provisions as necessary, based on the scope of works and specification/ description of items as well as terms and conditions contained in the Tender Document.

**6.15 Responsibilities of the Contractor**

i. All the tools, tackles and instruments required for repairing, replacing and testing the electrical appliances in the office/officer's flats/staff quarters shall be provided by the contractor.

ii. The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the scope of work, specifications, drawings and schedule of quantities. Based on the details furnished in the tender document, the contractor should undertake its own assessment for suitable labour deployment and system required. If the contractor finds any discrepancies furnished it shall immediately bring them to the notice of the Bank.

iii. The contractor shall take full responsibility for providing required tools, equipments and measuring instruments (including calibration of these measuring instruments) considering the requirement for proper operation of the installation to their workers. The contractor shall also take full responsibility for providing safety equipment like hand gloves, industrial helmets, shoes etc. to their employees/labour or electrician.

iv. The Bank shall on no account be responsible for the expenses incurred by the contractor during the progress of work at site, towards any incidental expenditure like medical amenities to the workers at site, security arrangement etc. The Bank shall not be responsible for the safety of the workers/persons at site either on account of the works executed by the contractor or on account of the works executed by any other agency involved at that time. The contractor shall take adequate insurance of the workers/staff engaged at site.

v. The Bank on no account shall be responsible for storage of tools or materials or loss or pilferage or theft either in respect of the contractor's belongings or of their worker's or representatives.

vi. Any facilities available at site shall be utilised only with prior permission of the Bank or the in-charge of the site/building owner and cannot be taken as granted. For utilisation of such services the Bank is entitled to charge at his discretion.

vii. No extra charge shall be paid over and above what has been quoted for any of the above or for similar such services.

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- viii. The contractor has to provide necessary ID cards to its employees with relevant details of the employee and contract. No employee without ID cards will be allowed in the premises.
- ix. All points of safety code must be adhered to will carrying out works as per given scope.

## **Section -07**

### **Submission of the Bid**

#### **7.1 Who can submit the Bid?**

The bid shall be submitted only by those agencies which qualify the Pre- Qualification Criteria of the tender indicated in Section 02.

#### **7.2 Technical & Financial Bids**

The bids (Technical & Financial) must be submitted in prescribed format which may be downloaded from [www.nabard.org](http://www.nabard.org) and CPP portal.

#### **7.3 Submission of the Bids**

The Technical and Financial Bids shall be submitted as per the details given below:

##### **7.3.1 The Technical Bid**

The interested bidders may submit the Technical Bid as per Annexure I.III of the Document. The following documents shall be enclosed with the Technical Bid:

- Details of EMD deposited - Annexure I.II
- Details of Work in Hand
- Letter of Undertaking – Annexure I.IV
- Declaration / self-affidavit by the bidding firms as to their Technical suitability as per Pre-Qualification Criteria– Annexure I.V
- Non-disclosure Agreement – Annexure I.VI
- Pre-integrity Pact– Annexure I.VII

##### **7.3.2 The Financial Bid**

The Financial Bid shall indicate the Financial quotes for the Services as per the Scope of Work and format prescribed in Part II. Features of the Financial Bid are indicated below:

- i. The financial quote should be in Indian rupees and it should include all expenses proposed other than taxes.
- ii. Financial Bids should be inclusive of Service Charges which should not be zero (including all derivatives of zero). Financial Bids with Service charges zero will be summarily rejected.
- iii. Bids quoted with administrative/service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.
- iv. NABARD does not bind itself to accept abnormally low bid. 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 the tenderer/ bidder shall have to furnish the same.
- v. Analysis for the scrutiny of rates will done 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.
- vi. Rates must be quoted for all the items of BOQ. Incomplete BOQ will not be considered.
- vii. No escalation or increase in the rates will be given during the Contract period.

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- viii. 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.
- ix. Before deployment of staff, their bio-data / competence shall be verified by the Bank's / designated official in the beginning of AMC as well as changing the staff/labour.
- x. The contractor has to give satisfactory services for said AMC and Bank reserves the right to remove/ delete any particular service from the awarded AMC.
- xi. Deductions will be done in the bill payments as per the applicable penalty clauses in the tender document.
- xii. The contractor will comply Labour Law requirements and maintain the muster 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.
- xiii. Validity of offer will be for 180 days from the date of opening of Price- Bid.

#### **7.4 Submission to the Bank**

- The bid documents should be submitted in soft form at GeM portal only.
- The Bidders should necessarily submit the information as per the prescribed formats given in the Tender Document while submitting both Technical and Financial Bids. Any deviation in this regard entails the Bidder for disqualification.

## Section 08

### Evaluation and Selection of the Bids

#### 8.1 Opening of the Bids

Bids will be opened in front of the Committee constituted for this purpose in the Bank in the presence of not more than two representatives of each bidder who choose to attend the meeting scheduled for opening of the bid. No separate intimation will be given in this regard to the bidders for deputing their representatives. The representative/s has/have to submit an authority letter duly signed by the bidder, authorizing him/her to represent and attend the bid opening on behalf of the bidder.

#### 8.2 Criteria for Evaluation of Bids

i. The Bank will constitute separate Committees for Technical and Financial Evaluation of the bids and to decide on selection of the successful bidder. The decision of the Bank shall be final and the bidder shall have no right to challenge the decision of the Bank.

ii. The Technical Bids shall be evaluated on the basis of their response and by applying Evaluation Criteria specified in this Section.

iii. In the first stage of Technical Evaluation, a proposal would be rejected, if it is found deficient as per the requirements indicated in **Section 02** of this document.

iv. The Technical Bids shall be evaluated first and at this stage the Financial Bids will remain unopened. The Evaluation Criteria for Technical Bids is as defined in para 8.3 on completion of Technical Evaluation of all proposals, the Financial Bids of the technically qualified bidders only, will be opened.

#### 8.3 Evaluation criteria for Technical Bid

i. The evaluation of Technical Bid will be completed on a maximum of 70 marks as indicated below:

Sl.No.	Criteria	Max. Marks
<b>I</b>	<b>Past Work Experience of the Agency</b>	<b>20</b>
A	=Or>7<10 years	5
B	=Or>10<12 years	10
C	=Or>12<15 years	15
D	=Or>15 years	20
<b>II</b>	<b>Turnover (Rs lakh)</b>	<b>20</b>
A	=Or>13.35<30	5
B	=Or>30<50	10
C	=Or>50<100	15
D	=Or>100	20
<b>III</b>	<b>Assignments executed/ongoing in Government Departments / Organisations / PSUs /Banks</b>	<b>20</b>
A	=Or>3<5	5
B	=Or>5<8	10

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C	=Or>8<10	15
D	=Or>10	20
<b>IV</b>	<b>Number of Employees on Roll</b>	<b>10</b>
A	=Or>15<30	5
B	=Or>30	10

ii. The Bank may add any other relevant criteria for evaluating the proposals received in response to this Tender at its sole discretion, to seek more information from the Respondents in order to normalize the Bids.

iii. All those Bidders who attain a minimum of 20 marks on Technical Evaluation score will be eligible for Financial Bid Evaluation.

#### **8.4 Evaluation of the Financial Bid**

i. The proposal of the successful bidder/s of the Technical Bid with the lowest Financial Bid will qualify as the L1 Bidder.

ii. In the case of multiple L1 Bidders, contract will be awarded to the bidder having highest marks as per following criteria among the L1 bidders. Format of Scoring Model is as below:

<b>Sl. No.</b>	<b>Description</b>	<b>Score</b>
<b>1</b>	<b>Legal Structure</b>	<b>20</b>
	Private Limited/Public Limited	20
	Partnership	15
	Proprietorship	10
<b>2</b>	<b>Work Experience in the field Electrical Operations and Maintenance</b>	<b>10</b>
	>20 years	10
	20>=10 years	5
	10>=7 years	2
<b>3</b>	<b>Average Annual Turnover during the last 3 years ending 31 March 2022</b>	<b>10</b>
	>50Lakhs	10
	50>=30Lakhs	5
	30>=13.5 Lakhs	2
<b>4</b>	<b>No. of works in Public/Private Institutions (with more than built-up area 80,000 sq ft.) handled in India in last 07 years (as on date of Bid Submission)</b>	<b>5</b>
	>20	5
	20>=10	3
	10>=5	1
	<b>Quantum of area of the building/work performed for the last 7 years</b>	<b>5</b>

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5	>7 acres	5
	7acres>=5 acres	3
	5 acres>=2.85 acres	1
	Total Marks	50 (Max)

iii. In case multiple L1 bidders get same marks as per above criteria also, then the Purchase Committee of RO can visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work can then be awarded to the bidder with highest marks.

iv. In case of multiple L1 bidders getting equal marks even after field visits, the final selection can be done based on draw of lots, as may be decided jointly by the RO and select bidders, or by pulling the highest number from a box containing 30 numbers.

### **8.5 Execution of Agreement**

The selected Bidder will be required to execute (a) Agreement (PA), which must include all the services and terms and conditions of the services to be extended as detailed herein and as may be prescribed or recommended by the Bank. The selected Bidder will be required to execute the agreement within 15 days from the date of issues of work order. A specimen of contract proposed to be executed with the successful bidder is given in Section 09.

### **8.6 Professionalism**

The selected Bidder should provide professional, objective and impartial advice at all times and hold the Bank's interest paramount and should observe the highest standard of ethics, values, code of conduct, honesty and integrity while executing the assignment.

### **8.7 Adherence to Standards**

The selected Bidder should adhere to all the applicable laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities. The Bank reserves the right to conduct an audit/ongoing audit of the consulting services provided by the selected Bidder. The Bank reserves the right to ascertain information from the other banks and institutions to which the Bidders have rendered their services for execution of similar projects.

## Section 09

### Draft of Article of Agreement

(On Non- Judicial stamp paper of Rs 200/-)

#### AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT

**THIS AGREEMENT** is made at Guwahati on this \_\_\_\_\_ day of 2023

#### 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 of 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 having its registered office at \_\_\_\_\_

hereinafter referred to as the 'Contractor' (which expression shall, unless repugnant to the context of meaning thereof, means and includes its successors and assigns) of the **OTHER PART**.

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

#### WHEREAS

NABARD Assam Regional Office, Guwahati, being desirous of outsourcing the works relating to Annual Maintenance Contract for Electrical Operations and Maintenance Services (hereinafter referred to as "**the said service**") of its premises at office building and residential colonies (hereinafter collectively referred to as "**the said premises**") for the period of 01.04.2023 to 31.03.2025 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 given as Section 1 of this Tender and to be read as part and parcel of this Agreement.

(1) The Contractor had, vide its letter dated \_\_\_\_\_ 2023 submitted its Tender for undertaking the said works at the said Premises.

(2) NABARD, vide this letter of Intent No \_\_\_\_\_ Dated \_\_\_\_\_ 2023, had selected the Contractor for carrying out the said works at the said Premises.

(3) 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 01.04.2023 and shall continue until 31.03.2025 unless it is curtailed or terminated by NABARD owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements etc. NABARD shall pay a sum of **Rs** \_\_\_\_\_ **for a period of one year** to the contractor for carrying out the said works in the said Premises as per the details given in Section 06. The rate will remain fixed throughout the entire period of contract i.e., till 31.03.2025 and is inclusive of all costs that may be levied, imposed, charged, paid or incurred by the Contractor.

2. The contract may be extended for further periods after the expiry of the initial period i.e.

31.03.2025 as indicated in the tender document. NABARD shall, in that event, make a request 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 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 individual/s who will be deployed by it in NABARD by:-

i) List of Individual/s deployed.

ii) Bio-data containing educational qualifications and previous experience /s, date of birth, etc.

iii) Certification of verification or antecedents of persons by local police authority.

iv) Identity Cards bearing Photograph.

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

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

7. 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 provisions of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

8. 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.

9. 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.

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

11. 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.
12. 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.
13. 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 will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by 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.
14. 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.
15. The Contractor shall provide suitable uniforms to the persons deployed in the premises of NABARD 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.
16. 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.
17. 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 insurance policies are required to be atleast 1.25 times of the contract value.
18. 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.
19. 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.
20. The Contractor shall ensure proper conduct of its personnel in the said premises, and enforce prohibition of consumption of alcoholic drinks, Paan, smoking, loitering without work etc.
21. The Contractor shall depute a coordinator who would be responsible for immediate interaction with the office NABARD so that optimal services of the persons deployed by the Contractor could be availed without any disruption.
22. The Contractor shall immediately provide a substitute in the event of any person leaving the job duty 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 thereof 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.

23. The Contractor, upon receiving a notice from NABARD, shall replace immediately any of its personnel who are found unacceptable to NABARD because of security risks, incompetence/ conflict of interest/ improper conduct etc.

24. 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.

25. The Contractor shall pay the manpower deployed in NABARD their dues as may be applicable under relevant Acts/laws.

26. The Invoices/ Bills/ Challans should be serially numbered and it should contain the Name and Address of Service Provider & Service Receiver, Description of services etc.

27. The Contractor shall raise the bill along with attendance sheet in the first week of the succeeding month.

28. 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.

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

30. 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.

31. 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 or 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.

32. 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.

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

34. 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.

35. 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.

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

37. If the services of the contractor are not found satisfactory, the contractor will be given one-month notice to improve his services. If the Contractor fails to improve his services within the Notice Period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period. However, the Contractor fails to 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 date of termination this Agreement.

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

**39. Resolution of Disputes**

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

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

39.3 In case of failure to resolve the dispute 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.

39.4 The Venue of the arbitration shall be at Guwahati.

39.5 The language of arbitration shall be English.

39.6 Work under the Agreement shall be continued by the Contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that 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.

39.7 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.

39.8 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.

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

39.10 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.

<div>Signed, sealed and delivered</div> <div>By Shri_</div> <div></div> <div>For &amp; on behalf of NABARD</div> <div>In the presence of</div> <div>1.....</div> <div>2.....</div>	<div>Signed, sealed and delivered</div> <div>By Shri_____</div> <div>The duly authorized signatory for &amp; on behalf of the Contractor</div> <div>In the presence of</div> <div>1.....</div> <div>2.....</div>
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## **Section 10**

### **PROFORMA FOR ELECTRONIC PAYMENT**

Details of Bank account to be furnished by the Contractors for effecting payments

1	Name of the Account Holder (As appearing in the Bank Account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account number	
5	RTGS/NEFT/IFS Code	
6	Type of Account (Savings, Current, etc)	
7	PAN Number	
8	GSTN Number	

Signature

Please Attach

- i. Photocopy of one cancelled cheque leaf of the above Bank Account
- ii. Copy of PAN Card and
- iii. Copy of GST No
- iv. Copy of Registration of the Firm

Signature and Seal of Tenderer



**Annexure I(i)**

**Letter of Authorization to Bid**

(LETTER TO THE BANK ON THE COMPANY'S / FIRM'S LETTER HEAD)

Ref No:

Date: \_\_\_\_\_/\_\_\_\_\_/2023

To

The Chief General Manager  
Assam Regional Office,  
G S Road, Dispur,  
Guwahati-781006(Assam).  
Dear Sir,

Subject: Authorization Letter for attending opening of bid documents Ref: Tender no/name.....

This has reference to your above Tender for Providing the Electrical Operation and Maintenance Services at Assam RO, Guwahati and its residential colonies at Plot-3 & 4 Sorumotoria, Dispur, Guwahati Ref. No. NB.PB. DPSP/ \_\_\_\_\_/2022-23.

Mr./Mrs./Miss..... is hereby authorized to participate in tender opening (Technical and financial bids) and to sign the contract on behalf of our organization required by the bank as called for vide the bank's request for proposal vide tender no ..... dated ----- February 2023.

We confirm that all the prices quoted in tender by him/her shall be binding on us. He/ She is also authorized to take decisions on behalf of the company till tender process is completed. Certified Xerox copy of Power of Attorney (P/A) of the person authorizing such person is duly submitted.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered against this tender.

The specimen signature is attested below:

-----

Specimen Signature of Representative

-----

Signature of Authorizing Authority

-----

Name of Authorizing Authority

-----

(Certified Xerox copy of P/A of authorized Signatory/authority is to be submitted)

Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Bidder in its bid.

Signature and Seal of Tenderer

**Annexure I(ii)**

**Details of EMD**

**Deposited**

Name of the Firm / Agency	
Name of the Bank	
Amount (Rs)	
UTR No	
Date	

**MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations are exempted from clause of EMD subject to the providing of copy of such Registration Certificate.**

Signature and Seal of Tenderer

**Annexure I(iii)**  
**Format for Technical Bid**

1. Name of the firm and Composition of the firm (Full particulars (whether the Tenderer is an individual/ partnership firm/ company etc.) of the composition of the firm Tenderers in detail should be submitted along with the name(s) and address (es) of the partners, copy of the Articles of Association/ power of Attorney/ any other relevant document.)

(a.1) Registered Head Office. (a.2) Local Office Address. (a.3) Year of Establishment.

2. Details of work experience as per the requirements in the pre- qualification criteria supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other document and certificates. The details along with documentary evidence of previous experience, if any, carrying out works for NABARD/RBI/Public Sector Banks/ Government Department/ Semi Government Department\ other public sector undertakings/ private banks/ Private Sector/ housing societies at any other centre should also be given.

3. Credit worthiness of the Tenderer & Turn Over during the specified period (copies of IT deposit certificates (Such as copy of deposited form 16 or any such other certificates) along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed as proof of their credit worthiness and Turn Over for the last three financial years ending 31.03.2022)

4. Name(s) and address(es) of the Bankers and their present contact executives (Written information about the names and address of their bankers along with full details like names, postal address, e-mail IDs, telephone(landline & mobile Nos.), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.)

5. Details of Bank accounts (Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)

6. Details of the completed works (The client wise names of work(s), year(s) of execution of work(s) awarded and actual costs of executed works, names and full contact details of the officers / authorities / departments under whom the works(s) was / were executed should be furnished.)

7. Details of persons engaged (The Tenderer should furnish the no. of persons engaged by him for each of his clients with details of qualification of each person and details of job assigned to him / job handled by him.

8. Litigation & civil suits (The Tenderer should furnish details of his involvement in any type of litigation with any of his present or past clients. He should also furnish the details of any civil suits pending against him or his workmen in any court of law.)

9. Whether registered with the Registrar of companies/ Registrar of firms. If so, mention number and date and attach a copy of registration.

10. Whether registered in the panel of other banks and other financial institutions and if yes, furnish the details of registration viz. names, category and date of registration, etc.

11. Signature of the Tenderer / Authorized person on behalf of the Firm / Organization (Authorization letter/power of attorney to be enclosed)

12. Details of key Administrative Personnel:

SN	Name	Designation	Qualification	Professional Experience	NO. of years associated with the firm

Signature and Seal of Tenderer


Signature and Seal of Tenderer

**Annexure I(iv)**

**Letter of Undertaking from the Contractor**

The Chief General Manager,  
Department of Premises, Security and Procurement National Bank of Agriculture and Rural  
Development,  
G S Road, Dispur, Guwahati-781006.

Dear Sir,

Annual Maintenance Contract for Electrical Operations and Maintenance Services at NABARD's  
Assam Regional Office Building at Guwahati and its residential colonies at Dispur, Guwahati for the  
period 01.04.2023 to 31.03.2025.

1. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by you.
2. I / We have visited the site, examined the scope of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We have offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me /us in the attached Financial Bid / Bill of Quantities in all respects as per the specifications and scope of works described in the Tender Document and the Annexures containing Terms and Conditions.
4. I / We agree to deposit interest-free EMD along with tender's technical bid by NEFT in favour of NABARD subject to Clause-3.8.
5. I / We agree to deposit all taxes, levies, Cases etc., on account of service rendered by me to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter. I / We agree to pay all Government (Central and State) Taxes such as Income Tax, Surcharge, Cess, GST, etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same. Rates are inclusive of all taxes and valid for the currency of the contract. Even if the contracts are extended, the rates will not be charged by us.
6. I / We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.
7. The rates quoted by me /us, excepting for the items where payment is for supply of skilled/ semi-skilled /unskilled labour, are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever for the captioned period.
8. I / We hereby certify that all the statements made and information supplied in the tender document and accompanying statements are true and correct.
9. Should this tender be accepted, I / We hereby agree to abide by and fulfil all the Terms and conditions and Provisions of Contract Document.
10. We also enclose all informant in the prescribed.
11. The details in the personnel of the Agency is also enclosed.

Name of the person authorized to sign and submit the tender:

(I) \_\_\_\_\_  
(II) \_\_\_\_\_

Signature and Seal of Tenderer

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

Yours Faithfully.

Signature: Name & Seal: Place:  
Date:

Signature and Seal of Tenderer

**Annexure I(v)**  
**Form of Self Affidavit / Declaration**

[TO BE SUBMITTED IN FIRM'S / COMPANY'S LETTER HEAD ONLY]

We, M/s \_\_\_\_\_, are one of the BIDDERS

For providing Electrical Operation and Maintenance Services in NABARD, Assam Regional office, G.S. Road, Dispur, Guwahati and NABARD Staff Quarters(Plot-3 & 4), Sorumotoria, Dispur, Guwahati.

We, hereby declare that our Firm/Company does not have any pecuniary liability nor any judiciary proceedings or any restraint restricting us in fulfilling the consultancy services.

We further declare that in case the Bank finds our averments are not true and incorrect, the Bank can initiate necessary action against us, as deemed fit.

AUTHORISED SIGNATORY

(Name, Designation and Seal)

Signature and Seal of Tenderer

**Annexure I(vi)**  
**Non-Disclosure Agreement Form**

This Non-Disclosure Agreement made and entered into at ..... this.....day of.....2023.

BY AND BETWEEN

..... Company Limited, a company incorporated under the Companies Act, 1956 having its registered office at ..... (hereinafter referred to as the Agency, which expression unless repugnant to the context or meaning thereof be deemed to include its permitted successors) of the ONE PART;

AND

National Bank for Agriculture and Rural Development, a body corporate established under an act of Parliament, viz., National Bank for Agriculture and Rural Development Act, 1981 having its registered office at NABARD Head Office, 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 be deemed to include its successors and assigns) of the OTHER PART.

1. The Agency and NABARD are hereinafter collectively referred to as "the Parties" and individually as "the Party"
2. Receiving Party means who receives the confidential information.
3. Disclosing Party means who discloses the confidential information.

WHEREAS:

1. NABARD is engaged in banking business and floated a Request for Proposal to appoint Agency for providing Electrical Operations and Maintenance Services at Assam RO, Guwahati and its residential flats at Plot no.3 & 4, Sorumotoria, Dispur, Guwahati, the scope of which is specified in RFP Ref No. NB.PB.DPSP/...../22-23 dated..... and whereas..... (Name of Agency) has through a Tender process, bid for the work. In the course of such assignment, it is anticipated that NABARD or any of its officers, employees, officials, representatives or agents may disclose, or deliver, to the Implementation partner some Confidential Information (as hereinafter defined), to enable the Implementation partner to carry out the aforesaid exercise (hereinafter referred to as "the Purpose").
2. The Agency is aware and confirms that the information, data and other documents made available in the Agreement /Contract and thereafter regarding the services delivered in this RFP or otherwise shall remain confidential.
3. The Implementation partner is aware that all the confidential information under the Bid documents or those shared under the terms of this Agreement or Contract is privileged and strictly confidential and/ or proprietary to NABARD.
4. For the purpose of advancing their business relationship, the parties would need to disclose certain valuable confidential information to each other. Therefore, in consideration of covenants and agreements contained herein for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder.

Signature and Seal of Tenderer



NOW, THEREFORE THIS AGREEMENT WITNESSETH THAT, in

consideration of the above premises and NABARD granting the Implementation Partner and or his agents, representatives to have specific access to NABARD property / information and other data it is hereby agreed by and between the parties hereto as follows:

**1. Confidential Information:**

i. "Confidential Information" means all information disclosed/furnished by NABARD or any such information which comes into the knowledge of the agency during the course of engagement, whether orally, in writing or in electronic, magnetic or other form for the limited purpose of enabling the agency to carry out the assignment and shall mean and include data, documents and information or any copy, abstract, extract, sample, note or module thereof, explicitly designated as "Confidential".

ii. "Confidential Information" also includes, without limitation, information relating to installed or purchased Disclosing Party material or hardware products, the information relating to general architecture of Disclosing Party's network, information relating to nature and content of data stored within network or in any other storage media, Disclosing Party's business policies, practices, methodology, policy design delivery and information received from others that Disclosing Party is obligated to treat as confidential. Confidential Information disclosed to Receiving Party by any Disclosing Party Subsidiary and/ or agents is covered by this agreement.

iii. Information such as (i) intellectual property information (ii) technical or business information or material not covered in (i) (iii) proprietary or internal information relating to the current, future and proposed products or services of NABARD including, financial information, process/flow charts, business models, designs, drawings, data information related to products and services, procurement requirements, purchasing, customers, investors, employees, business and contractual relationships, business forecasts, business plans and strategies, information the Parties provide regarding third parties (iv) information disclosed pursuant to this agreement including but not limited to Information Security policy and procedures, internal policies and plans and Organization charts etc. and (v) all such other information which by its nature or the circumstances of its disclosure is confidential

iv. "Intellectual Property Rights" means any patent, copyright, trademark, trade name, design, trade secret, permit, service marks, brands, propriety information, knowledge, technology, licenses, databases, computer programs, software, know-how or other form of intellectual property right, title, benefits or interest whether arising before or after the execution of this Contract and the right to ownership and registration of these rights.

v. The Agency may use the Confidential Information solely for and in connection with the Purpose and shall not use the Confidential Information or any part thereof for any reason other than the purpose stated above.

vi. Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within fifteen days of such disclosure.

vii. Confidential Information does not include information which:

a) is or subsequently becomes legally and publicly available without breach of this Agreement

b) was rightfully in the possession of the agency without any obligation of confidentiality prior to receiving it from NABARD, or prior to entering into this agreement, the recipient shall have the burden of proving the source of information herein above mentioned and are applicable to the information in the possession of the recipient

c) was rightfully obtained by the agency from a source other than NABARD without any obligation of confidentiality

d) the recipient knew or had in its possession, prior to disclosure, without limitation on its

Signature and Seal of Tenderer

confidentiality

e) is released from confidentiality with the prior written consent of the other party.

The recipient shall have the burden of proving hereinabove are applicable to the information in the possession of the recipient.

Confidential Information shall at all times remain the sole and exclusive property of NABARD. Upon termination of this Agreement, Confidential information shall be returned to NABARD or destroyed at its directions. The destruction of information if any shall be witnessed and so recorded, in writing, by an authorized representative of each of the Parties. Nothing contained herein shall in any manner impair or affect rights of NABARD in respect of the Confidential Information.

In the event agency is legally compelled to disclose any Confidential Information, agency shall give sufficient notice of 45 days to NABARD to prevent or minimize to the extent possible, such disclosure. The agency shall not disclose to third party any Confidential Information or the contents of this Agreement without the prior written consent of NABARD. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the agency will apply to its own similar confidential information but in no event less than reasonable care. Notwithstanding anything to the contrary contained herein, the Agreement shall be valid for a period of three years and the obligations of this clause shall survive the expiration, cancellation or termination of this Agreement for a period of three years.

## **2. Non-disclosure:**

The Agency shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Agency who have a need to have access to and knowledge of the Confidential Information solely for the purpose authorized above. The Agency shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to prevent unauthorized use or disclosure. The Agency agrees to notify NABARD immediately if it learns of any use or disclosure of the Confidential Information in violation of terms of this Agreement.

Notwithstanding the marking and identification requirements above, the following categories of information shall be treated as Confidential Information under this Agreement irrespective of whether it is marked or identified as confidential:

- a) Information regarding 'NABARD' and any of its Affiliates, customers and their accounts ("Customer Information"). For purposes of this Agreement, Affiliate means a business entity now or hereafter controlled by, controlling or under common control. Control exists when an entity owns or controls more than 50% of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority of another entity, or
- b) any aspect of NABARD's business that is protected by patent, copyright, trademark, trade secret or other similar intellectual property right, or
- c) Business processes and procedures, or
- d) Current and future business plans, or
- e) Personnel information, or
- f) Financial information
- g) Capital adequacy computation workings.

## **3. Publications:**

The Agency shall not make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement, including references whether through media, social network or otherwise, the Purpose, the Confidential Information or

Signature and Seal of Tenderer

other matter of this Agreement, without the prior written approval of NABARD.

#### **4. Term:**

This Agreement shall be effective from the date hereof and shall continue till expiration of the Purpose or termination of this Agreement by NABARD, whichever is earlier. The Agency hereby agrees and undertakes to NABARD that immediately on termination of this Agreement it would forthwith cease using the Confidential Information and further as directed by NABARD promptly return or destroy, under information to NABARD, all information received by it from NABARD for the Purpose, whether marked Confidential or otherwise, and whether in written, graphic or other tangible form and all copies, abstracts, extracts, samples, notes or modules thereof. The Agency further agrees and undertake to NABARD to certify in writing to NABARD that the obligations set forth in this Agreement have been fully complied with.

Obligation of confidentiality contemplated under this Agreement shall continue to be binding and applicable for a period of three years from expiry. The Implementation partner agrees and undertake to treat Confidential Information as confidential for a period of three years from the expiry, cancellation or termination of the date of the Contract/Agreement.

#### **5. Title and Proprietary Rights:**

Notwithstanding the disclosure of any Confidential Information by NABARD to the Agency, the title and all intellectual property and proprietary rights in the Confidential Information shall remain with NABARD.

#### **6. Return of Confidential Information**

Upon written demand of the Disclosing Party, the Receiving Party shall (i) cease using the Confidential Information (ii) return the Confidential Information and all the copies, abstracts, extracts, samples, notes, modules thereof to the Disclosing Party within seven (07) days after receipt of notice and (iii) upon request of Disclosing Party, certify in writing that the Receiving Party has complied with the obligations set forth in this paragraph.

#### **7. Remedies:**

7.1. The Agency acknowledges the confidential nature of Confidential Information and breach of any provision of this Agreement by the Agency will result in irreparable damage to NABARD for which monetary compensation may not be adequate and agrees that, if it or any of its directors, officers or employees should engage or cause or permit any other person to engage in any act in violation of any provision hereof, NABARD shall be entitled, in addition to other remedies for damages & relief (as listed below but not exhaustive) as may be available to it, to an injunction or equitable or similar relief prohibiting the Agency, its directors, officers etc. from engaging in any such act which constitutes or results in breach of any of the covenants of this Agreement. Any claim for relief to NABARD shall include NABARD's costs and expenses of enforcement (including the attorney's fees):

- a) Suspension of access privileges
- b) Change of personnel assigned to the job
- c) Financial liability for all direct damages which disclosing party has incurred as a result of a finally determined breach of the terms of this agreement by the Recipient or its employees or advisors or representatives.
- d) Termination of contract

7.2. Receiving Party shall notify Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information and/ or Confidential Materials, or any other breach of this Agreement by Receiving Party, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and/ or Confidential Materials and prevent its further unauthorized use.

7.3. Receiving Party shall return all originals, copies, reproductions and summaries of Confidential Information or Confidential Materials at Disclosing Party's request, or at Disclosing Party's option, certify destruction of the same.

7.4. Disclosing Party may visit Receiving Party's premises, with reasonable prior notice and during normal business hours, to review Receiving Party's compliance with the term of this Agreement.

## **8. Entire Agreement, Amendment, Assignment**

This Agreement constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements relating to non-disclosure between the parties. The Agreement may be amended or modified only with the mutual written consent of the parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.

## **9. Miscellaneous**

9.1. Any software, material and documentation provided under this Agreement is provided with RESTRICTED RIGHTS.

9.2. Neither party grants to the other party any license, by implication or otherwise, to use the Confidential Information, other than for the limited purpose of evaluating or advancing a business relationship between the parties, or any license rights whatsoever in any patent, copyright or other intellectual property rights pertaining to the Confidential Information.

9.3. The terms of Confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire product without use of the other party's Confidential Information. Further, either party shall be free to use for any purpose the residuals resulting from access to or work with such Confidential Information, provided that such party shall maintain the confidentiality of the Confidential Information as provided herein. The term "residuals" means information in non- tangible form, which may be retained by person who has had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. Neither party shall have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, the foregoing shall not be deemed to grant to either party a license under the other party's copyrights or patents.

9.4. For the purpose of avoiding any ambiguity it is clarified that the services / solution or other deliverables provided or to be provided by the Agency to Bank shall be the property of the Bank and shall not be considered as confidential information to the Bank. However, such service

/ solutions or other deliverables shall be considered as confidential information by the Agency and shall disclose such details to any third parties without having the express written permission of the Bank.

9.5. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequently to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, its agents, or employees, except by an instrument in writing signed by an authorized officer of Disclosing Party. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

9.6. In case of any dispute, both the parties agree for sole arbitration. The said proceedings shall be conducted in English language at Mumbai and in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 or any Amendments or Re-enactments thereto.

9.7. Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.

9.8. If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

9.9 All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

#### **10. Suggestions and Feedback**

10.1 Either party from time to time may provide suggestions, comments or other feedback to the other party with respect to Confidential Information provided originally by the other party (hereinafter "feedback"). Both party agree that all Feedback is and shall be entirely voluntary and shall not in absence of separate agreement, create any confidentially obligation for the receiving party. However, the Receiving Party shall not disclose the source of any feedback without the providing party's consent. Feedback shall be clearly designated as such and, except as otherwise provided herein, each party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to other party. The foregoing shall not, however, affect either party's obligations hereunder with respect to Confidential Information of other party.

#### **11. Governing Law:**

The provisions of this Agreement shall be governed by the laws of India and the competent court at Mumbai shall have exclusive jurisdiction in relation thereto even though other Courts in India may also have similar jurisdictions.

#### **12. General:**

NABARD discloses the Confidential Information without any representation or warranty, whether express, implied or otherwise, on truthfulness, accuracy, completeness, lawfulness, and merchantability, fitness for a particular purpose, title, non-infringement, or anything else.

In witness whereof, the Parties hereto have executed these presents the day, month and year first herein above written.

For and on behalf of National Bank for Agriculture & Rural Development (NABARD)

Name :
Designation :
Place :
Signature

For and on behalf of \_\_\_\_\_ Ltd.

Name :
Designation:
Place:
Signature

IN THE PRESENCE OF

Signature	Signature
Name:	Name:
Date:	Date:

Signature and Seal of Tenderer

## **Annexure I(vii)**

### **Pre-Contract Integrity Pact (in Rs.200/- stamp paper)**

Between

**National Bank for Agriculture and Rural Development (NABARD)**

hereinafter referred to as “**The Principal Employer**”

And

..... hereinafter referred to as

**“The Bidder/Contractor”**

#### **Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### **Section 1 – Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

#### **Section 2 – Commitments of the Bidder(s)/Contractor(s)**

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution :

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

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b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any.

Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 1 – 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 1, 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 1, or if the Principal is entitled to terminate the contract according to Section 1, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 – Equal treatment of all Bidders/Contractors/ Subcontractors**

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

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(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 – Independent External Monitor**

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is:

**Dr. Sanjay Kumar Panda, IAS (Retd.) 515,  
Ward No.3, Sideshwar Sahi  
Cuttack City, Cuttack District Odisha 753008**

(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 interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non- disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non- binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.



(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word ‘**Monitor**’ would include both singular and plural.

### **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

### **Section 10 – Other provisions**

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

<hr/> (For & On behalf of the Principal)  (Office Seal)  Place _____  Date _____  Witness 1:  (Name & Address)    Witness 2:  (Name & Address)	<hr/> (For & on behalf of the Bidder/Contractor)  (Office Seal)  Place _____  Date _____  Witness 1:  (Name & Address) _____  Witness 2:  (Name & Address) _____
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Signature and Seal of Tenderer

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## Annexure II(i)

### PART II

### FINANCIAL BID

#### Financial Bid/ Bill of Quantities

**Annual Maintenance Contract for Providing Electrical Operation and Maintenance Services at Assam RO Premises, Guwahati and Residential Flats at Plot-3 & 4, Sorumatoria, Dispur, Guwahati for the period 01 April 2023 to 31 March 2025**

The location and the description of work is given below:

Sl.No.	Locations	Description of Works
1	Office Premises at G. S. Road, Dispur, Guwahati-781006.	All working days
2	Officers & Staff Quarters, Plot No. 3, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006.	All days of the Week
3	Staff Quarters, Plot No.4, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati - 781006.	

The contractor shall provide the services of one each electrician having valid license with helper at Staff Quarters and at Office Premises and who will look after day to day complaint during all days of the week and to operate and maintain entire Electrical Installations including Substation to the entire satisfaction of Bank.

Sl.No.	Description of work	Unit	Amount per month in Rupees(₹)	
			(Amount in figures)	(Amount in words)

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1	Annual Maintenance Contract for Providing Electrical Operation and Maintenance Services at Assam RO Premises, Guwahati and Residential Flats at Plot-3 & 4, Sorumotoria, Dispur, Guwahati: Monthly charges for deployment of 3(three) licensed electrician at site from 9:00 AM to 5:00 PM at Office Premises, G. S. Road, Guwahati as per details given in the scope of work and terms and conditions of the tender and including the supervision cost of the contractor.	Lump sum charges per month		
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Note :

1. Rates are to be quoted inclusive of all prevailing taxes, levies like GST, etc. and as per scope of work & BOQ and after visiting the site.
1. No escalation or increase in the rates will be given during the Contract period.
2. If a bidder/ tender quotes NIL charges (nil includes all derivatives of Zero) consideration, the bid shall be treated as unresponsive and will not be considered.
3. NABARD does not bind itself to accept abnormally low bid. 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.
4. Before deployment of staff, their bio-data / competence shall be verified by the designated official of Bank in the beginning of AMC as well as changing the staff/labour.
5. Deductions will be done in the bill payments as per the applicable penalty clauses in the tender document.
6. The contractor will comply Labour Law requirements and maintain the muster 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.

Accepted all terms & conditions of price bid

Place	:	
Date	:	(Signature of the Tenderer)

Signature and Seal of Tenderer

Address	:	Name and Seal

Signature and Seal of Tenderer