NOTICE INVITING TENDER

M/s.

Dear Sir

Tender for Annual Maintenance Contract for House Keeping works at NABARD Office Chennai – 2020-2022

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/ tenders in two parts from all eligible bidders for House Keeping at NABARD Office Chennai as per the terms and conditions contained in the Request for Proposal (RFP)/ Tender. The Bidding Document may be obtained from NABARD’s office located at No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34 on a non-refundable payment of Rs.500/- by way of demand draft in favour of NABARD payable at Chennai or downloaded from https://www.nabard.org/ free of cost. The other details are given below:

<table>
<thead>
<tr>
<th>Date of commencement of issue of Tender</th>
<th>18/02/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of RFP document (non-refundable)</td>
<td>Rs.500/- (Document is available for download from <a href="https://www.nabard.org/free">https://www.nabard.org/free</a> of cost)</td>
</tr>
<tr>
<td>Earnest Money Deposit (Bid Security)</td>
<td>Rs.10000/-</td>
</tr>
<tr>
<td>Last date for receipt of RFP queries</td>
<td>14:30 hrs on 09/03/2020 at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34</td>
</tr>
<tr>
<td>Last date and time for receipt of Bids</td>
<td>14:30 hrs on 09/03/2020 at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34</td>
</tr>
<tr>
<td>Date and time of opening of technical bid</td>
<td>15:30 hrs on 10/03/2020 at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34</td>
</tr>
</tbody>
</table>
NABARD reserves the right to change the dates mentioned in the Tender which will be displayed, as corrigendum/amendment, at the above websites on which bidding documents are available.

Please note that all the information desired, needs to be provided by the bidder in the formats specified by NABARD. The bidder shall bear all the costs associated with the preparation and submission of the bid and NABARD will, in no case, be responsible or liable for such costs, regardless of the conduct or outcome of tendering process.

Earnest Money Deposit must accompany with tender offers as specified in this tender document. EMD amount should be contained in envelope-1 with the technical bid. The bidders who would obtain the tender document from NABARD's Office location should pay the cost of RFP by way of demand draft in favour of NABARD payable at Chennai which should be contained in envelope-1. Offers received without EMD and Cost of RFP will be rejected.

Technical specifications, terms and conditions, scope of work, various formats and proforma for submitting the tender offer are described in the tender document and its enclosures/ annexures.

Tender offer will be opened in the presence of the bidders or their representatives who choose to attend the opening of tender on the abovementioned date, time and place.

Yours faithfully,

Sreepathy Kalkura
Deputy General Manager
I- General Instruction to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.

2. The envelope containing the Tender document complete in all respects, duly signed by the tenderer and sealed as necessary, should be dropped in the Tender Box kept in the Ground floor before 15.30 hours on 10/03/2020.

3. The Contractor selected for award of the Annual Maintenance Contract will have to remit an amount of Rs.10,000/- (Rupees Ten thousand only) as Security Deposit to NABARD. This amount shall be retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest.

4. NABARD reserves the right to accept or reject any Tender, either in whole or in part without assigning any reasons for doing so and is not bound to accept the lowest or any Quotation.

5. Tenders containing tenderer’s own conditions are liable to be rejected.

6. Scope of work are as indicated in the II

7. Terms & Conditions are indicated in III.

8. General Specification as indicated in IV

9. Instructions for filling the Price bid as indicated in V

10. Format of Form of Agreement & indemnity Bond as indicated in VI

11. NABARD reserves the right to divide and distribute the work to more than one Contractor at its sole discretion. The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also the following points:

   (a) The Contract will be awarded to the agency only if the performance of the agency is found to be satisfactory during the initial three months.

   (b) The Contract period will be for a period of 24 months, from 01 April 2020 to 31 March 2022.

   (c) Validity of offer should be 90 days from the last date for receipt of quotation.

12. The rates may be quoted in the Price BID Annexure I & II

Signature of the authorized signatory of the contractor / Tenderer
II- **Scope of work for housekeeping services Chennai**

1. Cleaning of all toilets (both ladies and gents) – *Twice daily*.
2. Cleaning of passage outside toilets including sweeping/mopping/wet-cleaning of all floors, the passage leading to the dispensary etc. – *Four times daily*.
3. Clearing and cleaning of litter bins, cleaning of mirrors- *Twice daily*.
4. Sweeping of all staircases including the fire exit on *daily basis*.
5. Mopping/wet-cleaning/scrubbing of the staircase on *bi-weekly basis*.
6. Cleaning of roof terrace and terrace once a *fortnight*.
7. Sweeping of lower basements to be done on *daily basis*.
8. Water washing the basement *once a week*.
9. Sweeping of open area surrounding the office building *daily basis*.
10. All lifts and lift lobbies in the building to be cleaned *daily basis*.
11. Clearing of garbage accumulated on *daily basis*.
12. Removal of cobwebs (outside/inside) *monthly*.
13. Cleaning/Sweeping of any other items in the allotted floors/areas as and when required
14. Any other related works, as and when instructed.

Signature of the authorized signatory of the contractor / Tenderer
III- **General Terms and conditions**

1) The agency should have relevant **ISO certification**. The copy of the same should be attached with the technical bid.

2) The agency should have the **ESI and PF membership** for its employees, the copy of the same is to be attached while submitting the tender.

3) The agency should have executed similar Contract with PSU/Central Govt. Dept. during the last three years and should submit list of its clients along with at least two work orders copies.

4) Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of NABARD. The list of manpower available should be provided along with the tender.

5) Lady labour has to provide for cleaning 5Nos the ladies toilet in the office.

6) Supervisor should be appointed to ensure effective and proper work, the supervisor should be available in office from 08:00am- 9:00am and 15:00 & 16:00.

7) The deployment of manpower may be flexible and can be changed as per the directions of NABARD.

8) In case of absentees of the labour, substitute labour may be provided to carry out the work.

9) The rate quoted for the said contract shall include the cost of manpower (including supervisor), cost of equipment/machinery need by the agency to execute the job.

10) The services generally shall be provided from Monday to Saturday. Weekly off will be Sunday or provided appropriately without hindering the routine works.

11) If, required the services should be provided on Sunday also in office, for which no extra payment will be made.

12) In case of requirement and in emergencies, the services should be provided on Holidays also on payment basis.

13) **Payments**

   - The payment for deployment of manpower for up-keeping of the premise will be made on monthly basis and on submission of the bills for the same. The bill shall be certified by the Asstt Caretaker/ Caretaker and Protocol and Security Officer.

   - Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month. The bill should be accompanied with documents indicating payment details like wages, PF etc duly signed by the contractor.
• The payment will be settled proportionately by calculating the number of days of absence.

14) The Contract shall be valid for a period of two years i.e from 01.04.2020 to 31.03.2022. However, NABARD reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.

15) The rates quoted should include removal of garbage out of premises on a daily basis.

16) NABARD also reserves the right/option to extend the validity of this Contract for a further period of 01 year at the same rate, terms and conditions after completion of the two year Contract.

17) Forfeiture clause in case of negligence/dereliction of duty by Contractor’s staff.

18) Appropriate Tax and other statutory requirements will be deducted from the bills at prevailing rates.

19) CAR policy and work man compensation insurance policy for 1.25 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted to NABARD within 15 days of the work order.

20) The Contractor may ensure that minimum wages as stipulated by Ministry of Labour, Govt. of India and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor on demand by NABARD.

21) The Contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of the officer-in-charge/security officer.

22) Every person engaged by the Contractor for works in NABARD’s premises shall be deemed to be Contractor’s employees and no such employees shall have any right to or claim against NABARD.

23) In case of strike resorted to by the employees of the Contractors, NABARD reserves the right to employ other Contractor’s workers, without any notice, for carrying out the maintenance work. In such cases, either the actual cost of such laborers or whole day basis shall be deducted from the Contractor’s bills or recovery will be made on the basis of actual amount paid to the other Contractor plus the applicable service charge.

24) Attendance Record: Attendance of workers as indicated in the scope shall be maintained in the premises and the same shall be verified before settlement of bills. In case of absence, proportionate value of contract pertaining to the days of absence shall be deducted from the monthly payment.

25) The contractor will attend to the regular complaints of the occupants and the work executed shall be to the satisfaction of the occupants and NABARD
26) If the services / repairs is not attended on the same day/ next day a pro-rata recovery will be effected. In addition to that any expenditure incurred by NABARD for rectifying such defects will also be recovered from the contract amount.

27) Any other civil maintenance works not covered under this contract shall not be carried out without approval of NABARD and NABARD reserves the right to carry out extra work through other agency, if considered necessary.

28) NABARD reserves the right to recover from the bill of the contractor security deposit for any default / improper maintenance work in time which will be carried out through other agency at the cost and risk, if considered so by NABARD, which shall be binding upon the Contractor at all time.

29) **Breach of Terms and Conditions**—For any breach of the aforesaid terms and conditions, or unsatisfactory work, National NABARD (NABARD) shall be at liberty to terminate the Contract summarily with one month notice in the event of which the Contractor shall not be entitled for any compensation whatsoever.

Signature of the authorized signatory of the contractor / Tenderer
IV General specification

1) The agency has to employ a minimum of 3 Nos unskilled labor on daily basis in each of the three quarters and additional labor may be deployed based on the requirement at no extra cost.

2) The duty hours will be from 8:00 hrs to 16:00 hrs. The break-up of the timing in each quarters is as below

<table>
<thead>
<tr>
<th>Location</th>
<th>Timing per Day</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>NABARD regional Office</td>
<td>Monday to Saturday - 08:00 to 11:00 &amp; 14:00 to 16:00</td>
<td>Daily Basis</td>
</tr>
</tbody>
</table>

3) The rate is to be quoted minimum 3 unskilled labor for providing regular maintenance works.

4) In case of emergency requirement, contractor has to make the manpower available immediately and the cost for the same will be settle by deriving the per manpower rate from the quoted rate as per the nature of work that is to be executed and after analyzing the number of manpower utilized.

5) The labors should be available as and when required by NABARD

6) The labors shall make all efforts to try to keep the premises in top standards.

7) The contractor shall ensure that only branded materials is used for maintenance work. In case of replacement the purchase of the material supplied by NABARD or present in the quarters, the same can be done by the contractor shall be done, only after taking approval from NABARD.

8) The contractor shall make his own arrangement for tools and ladder etc. for executing the work

9) After the completion of work the contractor shall ensure the removal of debris out of the premises to safe municipal corporation limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled. The cost for the same will be borne by the contractor.

Signature of the authorized signatory of the contractor / Tenderer
V - Instructions for filling the Price bid

1. Quoted rates should be workable and reasonable and should include:
   a. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time. **The minimum wages must cover HIGHER of Central minimum wages as prescribed by the Central Government Labor Commission.**
   b. ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
   c. Cost of equipment/machinery, if required
   d. Allowance for maintenance of two sets of uniform, gloves, mops, buckets, brooms and sandals
   e. Charges, if any, towards safe disposal of waste from NABARD premises in safe municipal dump
   f. Incidental expenses and all overheads and profits

2. The contractor should furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender as **per the format given in Annexure-2 for rates quoted under Sl.No.1 under Schedule of Quantities.**

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory of the contractor / Tenderer
VI- FORMAT OF AGREEMENT TO BE SIGNED

FORM OF AGREEMENT
(On Rs 200/- Stamp paper)

This agreement made on ...........the day of the ..............month in the year ...............BETWEEN, National Bank for Agriculture and Rural Development having its Head Office at, Plot No C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 and its Tamil Nadu Regional Office at 48, Mahatma Gandhi Road, Post Box No.6074, Nungambakkam, Chennai-600034 (hereinafter referred to as the Employer / NABARD) on the ONE PART; and *Shri ____________________________
S/D/O_____________________________resident of___________________________________________________________the sole Proprietor (hereinafter called the Tenderer which terms shall also be called the Supplier or the Contractor of M/S ___________________________having office at the following address...................................................................................................

* M/S .............................................................................................................................the partnership firm having an administrative / principal office at represented its Managing / duly authorised partner OTHER PART.

OR

* M/S .............................................................................................................................company / body having its registered office at the following address ......................................................................................................................duly represented at.........................................................duly represented by its constituted and authorised Managing Director, Shri.................................................................and (hereinafter called the Tenderer which terms shall also be called the Supplier or the Contractor) on the OTHER PART.

NOW THEREFORE THIS AGREEMENT AGREE THAT

1) Tender documents containing following listed heads and annexures with the rates entered therein, shall be read and stamped forming part of this agreement and the parties hereto shall positively abide by and submit themselves to the conditions and specifications and perform the agreements on their part respectively in conditions contained.

2) We agree to executed with due diligence during the said contract period from .............2021- 31st March 2022

I) General instruction to the tenderer
II) Scope of work are
III) Terms & Conditions
IV) General Specification
V) Instructions for filling the Price bid
VI) Price BID – Annexure I & II
3) The said Conditions and the Annexure thereto shall be read and construed as forming part of this agreement and the parties hereto respectfully abide by, submit themselves to the said condition and perform the agreements on their part respectively contained in said conditions.

4) All payments by the Employer under this contract will be made by e-payment only.

5) All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at CHENNAI and only court at CHENNAI shall have jurisdiction to determine the same.

6) This agreement shall be signed in duplicate; the original document shall be kept in the custody of the Employer and the duplicate with Contractor. Stamp duty shall be borne by the Contractor.

7) I/ We agree to pay all Government (Central and State) Taxes such as GST, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by me/us are inclusive of the same. I/ We agree that NABARD may deduct the applicable tax that prevail from time to time from our bills.

IN WITNESS WHEREOF the Employer has set its hand hereunto through its duly authorized official and the contractor has caused these presents under its common seal by its duly authorized representative at the place and on the date and year first hereinabove written.

As witness our hands are affixed this day of 2020.

Signed and sealed by the said Employer in the presence of

.............................................................
Witness No. 1 .....  
Witness No. 2 .....  
Signed and Sealed by the said
.............................................................
Contractor in the presence of
Witness No. 1 ............
Witness No. 2 .....  

Signature of the authorized signatory of the contractor / Tenderer
ANNEXURE C

INDEMNITY BOND
(On Rs. 100/- Stamp Paper)

KNOW all men by these presents that I, Shri.............................................................. of M/s ....................................................... ......................................do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Registered Office at C-24, G Block, Bandra-Kurla Complex, Bandra (E) Mumbai-400051 and Regional Office at No. 48, Nungambakkam High Road, Chennai – 600034 and M/s.................................................................................................................having their office at ........................................................................... on this ............. day of........................ 2020.

WHEREAS NABARD have appointed M/s................................................ as the Contractor for their proposed work relating to "Annual Maintenance Contract for House Keeping works at NABARD Office Chennai – 2020-2022".

THIS DEED WITNESSETH AS FOLLOWS:-

I/We M/s ............................................................hereby do Indemnify, and same harmless NABARD against and from

1. any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,

2. any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.

3. any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.

4. Any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage liability, civil or criminal action.

IN WITNESS WHEREOF THE M/s ...............................................has set his/their hands on this .............day of ................ 2020

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS :
(1) ..................................................
(2) ..................................................

Signature of the authorized signatory of the contractor / Tenderer
**Price BID**

**Annexure I**

**Annual Maintenance Contract for House Keeping works at NABARD Officer Chennai – 01.04.2020 to 31.03.2022**

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Location</th>
<th>Manpower Required</th>
<th>Unit Rate per month</th>
<th>Total Amount per month AXB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance Contract for House Keeping works at NABARD Officer Chennai</td>
<td>NABARD regional Office</td>
<td>3 Nos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total for one month in Words**

*GST (as applicable from time to time) will be paid extra on the rates quoted as above.

Total Amount in Figures:

Total Amount in Words:

**Place:**

**Date:**

**Name, address**

Signature of the authorized signatory of the contractor / Tenderer
### ANNEXURE II

#### Detailed Calculation (For 01 person for 08 hours of shift per day for one month)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Unskilled worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Total Wages for a month inclusive of special allowance.</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>ESI (..........% of (i))</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>PF (..........% of (i))</td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td><strong>Subtotal (A)</strong></td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Service charges/Contractor’s profit and other overheads (..........% of (vii))</td>
<td></td>
</tr>
<tr>
<td>vii.</td>
<td><strong>Subtotal (B)</strong></td>
<td></td>
</tr>
<tr>
<td>viii.</td>
<td><strong>GRAND TOTAL (A+B)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Place:  
Date:  
Name, address and seal of the contractor

**Declaration:**  
The above charges shall conform to Minimum Wages Act, 1948 for 8 hours duty in a day and six days in a week. The rates will be revised as per minimum wages prescribed by the Labour Commissioner under Minimum Wages Act, 1948 from time to time, on the basis of the details provided in Annexure-1

Signature of the authorized signatory of the contractor / Tenderer