

निविदा सूचना

Tender Notice

गुवाहाटी में नाबार्ड असम क्षेत्रीय कार्यालय भवन, स्टाफ क्वार्टरों और विजिटिंग ऑफिसर्स फ्लैट्स में प्लंबिंग, विद्युत कार्य, बागवानी और पानी की टंकी की सफाई सेवाओं के लिए वार्षिक रखरखाव अनुबंध प्रदान करने के लिए निविदा आमंत्रित करने की सूचना

Notice Inviting Tender for Providing Annual Maintenance Contracts for Plumbing, Electrical works, Gardening and Water Tank Cleaning Services at NABARD Assam Regional Office Building, Staff Quarters and Visiting Officers Flats in Guwahati.



राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड)
परिसर , सुरक्षा और खरीद विभाग
असम क्षेत्रीय कार्यालय
तीसरी मंजिल, जी एस रोड, असम सचिवालय के सामने, दिसपुर
गुवाहाटी - 781 006

National Bank for Agriculture and Rural Development (NABARD)
Department of Premises, Security and Procurement,
Assam Regional Office
3rd Floor, G S Road, Opposite Assam Secretariat, Dispur,
Guwahati-781006

dpsp.guwahati@nabard.org

INDEX

CONTENTS	Pg No
PART-I (Technical Bid)	
<input type="checkbox"/> Notice Inviting Tender	4
<input type="checkbox"/> Form of Tender	8
<input type="checkbox"/> Guidelines & Procedures for e-tender	10
<input type="checkbox"/> Instructions to Bidders	11
<input type="checkbox"/> Pre-Qualification (PQ) Criteria	15
<input type="checkbox"/> Format of Technical Bid	18
o Details of Key Administrative Personnel(format)	21
o Client Certificate regarding performance of bidder (format)	22
o Proforma for Electronic Payment	24
<input type="checkbox"/> General Terms and Conditions	25
➤ Section-I (Gardening Works)	31-35
<input type="checkbox"/> Scope of Works	31
<input type="checkbox"/> Special Terms & Conditions of the Gardening AMC Contract	34
➤ Section- II (Plumbing, Sanitary & Water Tank Cleaning Works)	36-42
<input type="checkbox"/> Scope of Works	36
<input type="checkbox"/> Special Terms & Conditions of the Plumbing, Sanitary AMC Contract	40
➤ Section- III (Electrical Works)	43-55
<input type="checkbox"/> Scope of Works	43
<input type="checkbox"/> Special Terms & Conditions of the Electrical Works Contract AMC	48
<input type="checkbox"/> Safety Code	56
<input type="checkbox"/> Annexure I : Manpower Requirements	57
<input type="checkbox"/> Annexure II: Illustrative example / sample format for wage rates	58

<input type="checkbox"/> Appendix-1 : Pro-forma for Indemnifying the Employer against Contract labour Rules	62
<input type="checkbox"/> Appendix-2: Pre contract Integrity Pact (Format)	63
<input type="checkbox"/> Appendix-3: Articles of Agreement (Draft)	68
PART II (Price Bids): -05 Nos	
<input type="checkbox"/> Annexure I : Manpower Requirements	80
<input type="checkbox"/> Annexure III : Price bid -Bill of Quantities	81

PART-I
TECHNICAL BID

NOTICE INVITING TENDER (NIT)

Ref. No. NB.Assam.RO.DPSP/ AMC- CPC, Gardening, & Water Tank Cleaning/
/ 2025-26 17 December 2025

मेसर्च / M/s.

महोदय/ Dear Sir,

ई-निविदा आमंत्रण सूचना - नलसाजी, विद्युत कार्य, बागवानी, पानी की टंकी के लिए वार्षिक रखरखाव के लिए नाबार्ड असम क्षेत्रीय कार्यालय भवन, प्लॉट 3 और प्लॉट 4 पर इसके स्टाफ क्वार्टर और गुवाहाटी में विजिटिंग ऑफिसर्स फ्लैट्स में सफाई और विद्युत कार्य सेवाएं.

Notice Inviting E -Tender – Annual Maintenance Contracts for Plumbing, Water Tank Cleaning, Electrical works, Gardening at NABARD Assam Regional Office Building, its Staff Quarters at Plot 3 & Plot 4 and Visiting Officers Flats in Guwahati.

NABARD invites tenders as follows:

Sr No	Particulars	Details
1	Name of Work	Annual Maintenance Contracts for Plumbing, Gardening, Electrical works and Water Tank Cleaning Services at NABARD Regional Office Building, its Staff Quarters at Plot 3 & Plot 4 at Sarumotoria and Visiting Officers Flats at VIP Road in Guwahati.
2	Date of Tender	18 December 2025
3	Period of Contract	2 years from issue of work order.
4	Type of Tender	Online Tender (GeM portal)
5	Availability & submission of tender	https://www.nabard.org & GeM Portal. The tender document will be available on the nabard website and GeM portal, 3:00PM on 02 nd January 2026.
6	Selection of bidder	Based on the GeM portal process.
7	Pre-Bid meeting date, time and venue	15.00 hrs on 22 December 2025 at DPSP, Third floor, NABARD Assam Regional Office.
8	Last date for submission of Pre bid queries	15.00 hrs on 22 December 2025 or by e-mail (dpsp.guwahati@nabard.org)

9	Issue of corrigendum/ clarification (if any)	NABARD's Website (www.nabard.org) and GeM portal
10	Last date of bid submission	3:00PM on 02 nd January 2026.
11	Opening of Technical bid	3:30PM on 02 nd January 2026
12	Opening of Price bid	To be notified separately to technically qualified bidders through GeM portal.
13	Earnest Money Deposit	₹68000/- To be deposited through online mode only our bank account.
14	Security deposit/RMD	5% of the contract value
15	Nodal Officer for correspondence and Clarification	Shri S.N Roy, Assistant General Manager (Mob : 9435019701) Shri Shiva Ray, Assistant Manager (Mob : 9126585122) Email : dpsp.guwahati@nabard.org

Integrity Pact: The bidder has to enter into Integrity Pact at his own cost on a Rs. 200/- non judicial stamp paper at bidder's cost with the Bank as per the format given to become eligible to participate in the tender. Independent Monitor Dr. Rabindra Kumar, IFoS (Retd) has been appointed as monitor for this Pact in consultation with the Central Vigilance Commission. It would be a preliminary qualification and bid documents will not be considered in the absence of the Integrity Pact.

17. Bidders are advised to visit the office building and residential colonies as given below, to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from the Bank before quoting their rates.

SN	Location
i	NABARD Assam Regional Office Building, G S Road, Dispur, Guwahati
ii	Staff Quarters : Plot 3, Sarumatoria, Dispur, Guwahati.
iii	Staff Quarters : Plot 4, Sarumatoria, Dispur, Guwahati.
iv	Visiting Officers Flats at VIP Road, Near Royal Enfield, Six Mile, Guwahati

18. NABARD reserves its right to accept or reject any bidder, either in whole or in part, without assigning any reasons for doing so. NABARD does not bind itself to accept the lowest or any tender at all.

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

- 20.** The successful bidder shall execute an agreement with NABARD at his cost on non-judicial stamp paper at prevailing rates in accordance with the standard format enclosed (articles of agreement) within 14 days from the date of issue of work order failing which bidders EMD may stand forfeited.
- 21.** Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to the “Chief General Manager, NABARD Assam Regional Office” who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the bidders, which will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of NABARD before five working days prior to the date of submission of the tender.
- 22.** Validity of offer will be for 90 days from the date of opening of price bids.

भवदीय/ Yours faithfully

उप महाप्रबंधक/ Dy. General Manager

संलग्न निविदा देस्तावेज/ Encl: Tender Document

FORM OF TENDER (to be submitted on the bidder's letterhead)

The Chief General Manager
National Bank for Agriculture and Rural Development
Assam Regional Office
Opp. Assam Secretariat, G S Road
Guwahati - 781006

Dear Sir,

Annual Maintenance Contract for Plumbing, Electrical works, Gardening, and Water Tank Cleaning Services at NABARD's Assam Regional Office Building, its Staff Quarters at Plot 3 & Plot 4, Sarumatoria, Guwahati and VOF in Guwahati. 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.

1. 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.

2. I / We hereby 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 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.

3. I / We agree to deposit interest-free EMD through online transfer, before the submission of the tender.

I / We agree to deposit all taxes, levies, Cess etc., on account of service rendered by me to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter. I/We agree to pay all Government (Central and State) Taxes such as 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 changed by us.

4. 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.

5. The rates quoted by me/us, excepting for the items where payment is for supply of skilled/semiskilled/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. The payment of items in respect of skilled / semi-skilled/ unskilled labour will be revised as per the periodical revision in minimum wages published by State / Central Govt. from time to time.

6. We understand that you reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefore.

7. We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Price bid of the tender and this period of validity can be

extended for such period as may be mutually agreed between the Bank and us in writing. We also agree to keep the earnest money valid during the entire period of validity of tender.

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 fulfill all the Terms and Conditions and Provisions of the Contract Document.

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

(I) _____

(II) _____

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

Yours faithfully

(Name and signature of the bidder)

Place:

Date:

Guidelines / Procedures for online tender

- i. You are requested to read the terms & conditions of this tender before submitting your online mode only in GeM portal. Bidder who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.
- ii. The price bid and the commercial bid has to be submitted online mode only in GeM portal. Part I Technical Bid will be opened on specified date and time as given in the NIT.
- iii. Part II Price bid will be opened electronically of only those bidder(s) whose Part I Technical Bid is found to be Technical Bid acceptable by NABARD. Such bidder(s) will be intimated about the date of opening of Part II Price bid, through valid e-mail confirmed by them.
- iv. All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process till finalization of tender by NABARD. Hence, the Bidder are required to ensure that their corporate e-mail I.D provided is valid and updated at the stage of registration of bidder.
- v. Bidder are requested to see the web site again before the due date of tender submission to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document.
- vi. Offline Tender to be submitted before the due date and time mentioned in NIT and no tender will be accepted after the due date.
- vii. At the time of submitting technical bid, the bidders are required to check photocopies of following documents should be enclosed/uploaded (Documents in original should be produced for verification as and when it is required by NABARD, failing which their bids will be summarily / out rightly rejected and will not be considered for any further correspondence): -

- a) Registration Certificate as per existing norms (indicating the legal status – Company / Partnership firm/ Proprietorship Concern, etc.)
- b) Coy of GST Registration Certificates
- c) Copy of PAN Card
- d) ESI Registration Number
- e) PF Registration Number
- f) Copies of Income Tax Return filed for last three financial years
- g) Copies of Annual Turnover details in Rupees at for last three Financial Years 2019-20, 2018-19 and 2017-18 including audited balance sheet and Profit & Loss Account.
- h) Chartered account Certificate as per the format mentioned in Annexure V.
- i) Valid Registration Certificate issued by Competent Authority of Labour Department,
- j) Work Experience Details, service provided to Government Departments / PSUs/Autonomous Bodies/ Corporate Bodies (Copies of Purchase Orders and completion certificates as required by Technical Bids received from Government Departments / PSUs / Autonomous Bodies / Corporates during each of the last three years should be enclosed / uploaded with clearly indicating the annual payment given to the bidder.
- k) EMD details Receipt or Certificate in case of MSME as mentioned in Clause 16 of Terms & Conditions (Annexure II).
- l) Integrity Pact.

INSTRUCTIONS TO BIDDERS

1. The Earnest Money Deposit, is to be submitted only through online transfer of funds, before the submission of the tender, to the account number given below. EMD submitted through any other mode of payment shall not be accepted.

Name of the Account	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Bank Name	NABARD
Branch Name	HEAD OFFICE , MUMBAI
IFS code	NBRD0000002
Account Number	NABADMN12

- No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders.
 - Tender for which the EMD amount has not been received in our bank account will not be accepted by NABARD except in case of MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations. Such exemption shall be given only on submission of proof.
 - The EMD of successful bidder shall be retained by NABARD towards Security Deposit (SD). The quantum of security deposit shall be 5% of the annual contract amount. The successful bidder has to submit the balance amount of security deposit within 10 days of issue of work order. Security Deposit will be refunded after the expiry of the contract period. SD will not bear any interest.
2. Bidders are advised to visit the site(s) and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
 3. It may be noted that Price Bid shall be opened only in respect of those bidders who have complied with the requirements as laid down in Pre-Qualification criteria / technical bid. The decision of the Bank in this regard shall be final. In the event of intending bidders's failure to satisfy the Bank, the Bank reserves the right to reject the tender and not to open the price bid.
 4. Rates should include all items pertaining to the plumbing, gardening, and electrical works, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the NABARD's Engineer/ACTs, the bill will not be accepted.
 5. The rate should include the discount (if any) also. There is no question of extra payment above the quoted rate under any circumstance for the tender item. In case of any variation in quantity or value, the same will not be made a matter of dispute by the Bidder.
 6. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
 7. If last date of receipt of Tender and opening date is any holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.

8. The bidders should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the bidders.
9. Rates should be filled in the Tender neatly and no overwriting shall be made. Corrections, if any shall be authenticated by subscribing signature of the bidder. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
 - a) When there is a difference between the rates in figures and in words the rate that corresponds to the amounts worked out by the Contractor shall be taken as correct.
 - b) When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - c) When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.
10. No advance shall be paid towards mobilisation and cost of materials.
11. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the contractor. No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NABARD's staff and his employees against accidents from any cause and he shall indemnify NABARD against any claims for damage on account of injury to person or property, resulting from any such accidents with necessary Insurance cover.
12. 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 take necessary Insurance cover at his cost for his persons employed at site. The contractor should arrange to obtain necessary insurance cover (Workmen compensation policy and Contractors All Risk Policy) for the work at his cost and should be responsible for the safety of persons, employed by him. The Contractor shall be fully responsible and shall compensate NABARD with suitable Insurance cover in the event of any damage to men or material, injury/damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and/or his employees or workmen. The insurance policy may be obtained in the joint name of NABARD (to be appeared first) and the contractors respectively for the insured amount to the amount of at least 1.25 times of the tender amount and the original Insurance policy may be deposited in NABARD. In case, no insurance policy furnished before commencement of the work, NABARD will take the policy on behalf of the contractor and recover the amount of premium, interest on premium etc. from them. The decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific.
13. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.
16. The Contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force. The contractor undertakes from the date of allotment of tender, at all times and from time to time to remain solely responsible to defend NABARD and to hold and keep NABARD and its officers harmless and indemnified against all actions, costs, expenses, damages, claims, suits or demands, or any loss or liabilities of whatsoever nature arising directly or indirectly and also for and against all or any action

whether by way of labour or legal proceedings or otherwise which may be brought against the NABARD by any of the person employed by contractor or any other authority, arising out of execution of the contract including claims for all damages, costs, charges, expenses which NABARD may incur in respect thereof.

17. The Contractor shall monitor the on-going works or satisfactory completion of works or redressal of complaints through his staff.
18. Notwithstanding anything stated above, NABARD reserves the right to assess the bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
19. The decision of NABARD in awarding the work shall be final.
20. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and undisputable.
21. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.
22. The Bidder shall be based at Guwahati or have a registered representative establishment at Guwahati and should have at least one ongoing catering service work in any of the PSUs or similar type of organization.

DECLARATION BY THE CONTRACTOR

We / I have read and understood all the instructions / conditions made above and we / I have taken into account the above Instructions / Terms and Conditions while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Place:

Date:

(Signature of the bidders)

Address :

Name and Seal:

PRE-QUALIFICATION CRITERIA

1. The Bidder should have a minimum experience of 07 (seven) years of working **to establishments of banks, training institutions, financial institutions, Central / State Government offices etc. in Assam/Guwahati with valid proof of documents such as trade license and GST no.** with respect to works summarized below:
 - (a) Plumbing and Sanitary works:** (1) All types of plumbing, sanitary works in the residential office complex including supply of plumbing and sanitary materials as per the requirement. (2) Repair, maintenance of rain water pipes, Sewerage / stack lines in the duct / other area of the buildings. Maintenance of water supply line from BMC's water line to UG sump, valves, meter chambers, water meters, foot valves, sewerage system for buildings & other ancillary structures. (4) Cleaning of water tanks & U.G. Sumps and disinfecting with chlorine based approved chemicals etc. (5) Removing the deposits from the septic tanks, soak pits and cleaning the underground sewage lines etc. (6) Cleaning the open surface drains clean and free from deposits.
 - (b) Gardening:** (1) Regular watering of plants and lawns (2) Regular watering of plants and lawns as and when required to keep them alive, (3) Sweeping, (4) De-weeding, (5) Moving of lawn, (6) Rolling of lawn, (7) Application of pesticides, (8) Application of bio-fertilisers, (9) Maintenance of plants/shrubs/hedges/ornamental plants/ground cover, (10) Maintenance of seasonal flower beds, (11) Maintenance of Potted plants, (12) Maintenance of open space inside the garden not covered with lawn grass, (13) Maintenance of Creepers, (14) Undertake jobs for improving the aesthetic appeal and beautification of the premises, (15) Removal of Garden wastes, (16) Requirement of Materials such as dump manure, farmyard manure, oil cake, chemical manure.
 - (c) Water Tank Cleaning Services:** Disinfection & cleaning of underground & Over-head tanks /Sumps in Office buildings, residential complexes, and other similar buildings.
 - (d) Electrical works:** (1) Carrying out repairs & maintenance of all electrical gadgets like fans, light fittings, water heaters/ geysers, switch gears, motors, pumps etc. (2) Maintenance of logbook for LT & HT supply and earthing pits, (3) Operation / Maintenance of other services viz. A.C., Fire Fighting, Lifts, Telephones.

The contractors should meet following qualification criteria:

(1.1) Minimum 07 years' experience (as on 31.03.2025) in the field of Plumbing (including water tank cleaning), gardening and electrical works service maintenance contracts, which include all the activities as listed in point no. 1 and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Office.

(1.2) The bidders should have carried out similar works during last 07 years (ending 31.03.2025) with annual contract value (costing individually) not less than the amount as given in following table:

SN	Experience Criteria	(Rs. Lakh)
1	1 similar work during last 7 years (ending 31.12.2024) with annual contract value (costing individually) not less than Rs. >>>>	40 Lakh
	OR	OR
2	2 similar works during last 7 years (ending 31.12.2024) with annual contract value (costing individually) not less than Rs. >>>>	25.00 lakh
	OR	OR
3	3 similar works during last 7 years (ending 31.12.2024) with annual contract value (costing individually) not less than Rs. >>>>	20.00 Lakh
<p>“Note 1: to obtain the realistic value of work during the previous years, cost index @5% per year per work shall be added over the actual cost of executed works to calculate the value of works as on 31.03.2025.”</p> <p>“Note 2: Similar works mean those works as indicated in Para 1 above.”</p>		

2. The bidders should have Annual Turnover of at least Rs 40.00 lakhs during the last three years ending 31 March 2025 supported with audited balance sheet / profit & loss statement or a registered Chartered Accountant certified statement of accounts.
3. (i) The bidder should have their own office within the municipality areas of Guwahati.
(ii) The bidder should have necessary registrations with Government of Assam for carrying out such works.

4. Tender shall be accompanied by a copy of each of the documents like,
- Articles of Association/Memorandum of Association/ partnership deed/ any other relevant document showing composition of the firm,
 - List of eligible work executed during last seven years,
 - PAN,
 - GSTN Registration
 - Employee State Insurance Act registration,
 - PF registration,
 - Particulars of bankers & Bank account details.
 - Details of work experience shall be supported by work orders and corresponding completion certificates.
 - The client-wise names of similar work(s), year(s) of execution of work (s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed format.
 - Details of works on hand
 - Latest audited final accounts of the business of the contractor duly certified by a Chartered Accountant/certificate of turnover issued by a Chartered Accountant should be enclosed in proof of their credit worthiness and turnover for the last three years.

If required, original certificates shall be produced for verification by the bidder and will be returned after verification.

5. The bidders should have applicable Tax registrations (PAN, GSTN TIN, TAN, etc.) and also registration with Provident Fund, ESIC, etc., supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable.
6. Bidders should have a current bank account with a scheduled commercial bank.
7. NABARD reserves the right to verify any or all the documents furnished by the Bidders with any authorities. NABARD also reserves the right to cancel any or all the applications without assigning any reason thereof.
8. Intending applicants are required to furnish details about their firm/organization, experience, competence, etc.
9. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.
10. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
11. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.
12. The firms which do not fulfil prequalification criteria shall not be considered for selection and award of work.
13. The staff deployed by the firm at site should have adequate experience and knowledge in their respective works.

(Signature of the Bidder / Authorized person on behalf of the Firm / Organization) (Authority letter / power of attorney to be submitted)

Place :

Date :

FORMAT OF TECHNICAL BID

(a)	<p>Name of the Firm and Composition of the Firm</p> <p>(Full particulars (whether the Bidder is an individual / partnership firm / company etc.) of the composition of the firm of Bidders 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.)</p> <p>(a.1) Local Office Address (with valid proof)</p> <p>(a.2) Year of establishment</p>	
(b)	<p>Work Experience</p> <p>(Details of work experience as per the requirements in the pre-qualification criteria supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience, if any, of carrying out works for NABARD / RBI / Public sector banks / Government department / Semi Govt. department / Other Public Sector Undertakings / private banks / Private sector / housing societies at any other centre should also be given.)</p>	
(c)	<p>Credit worthiness of the Bidder & Turn Over during the specified period (Copies of IT deposit certificates (such as copy of deposited Form 16 or any such other certificate) along with latest final accounts of the business of the Bidder duly certified by a CA should be enclosed in proof of their credit worthiness and Turn Over for the last three years ending 31.03.2025.)</p>	

(d)	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 No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.)	
(e)	Details of Bank accounts (Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)	
(f)	Name(s) and address(es) of the Clients and their present Executives (Written information about the names and address of their clients along with full details like names, postal address, e-mail IDs, telephone (landline & mobile No.s), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed) should be furnished.)	
(g)	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.)	
(h)	Details of persons engaged (The Bidder 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.	
(i)	Litigation & civil suits (The Bidder 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.)	
(j)	Whether registered with the Registrar of companies/ Registrar of firms. If so, mention number and date and attach a copy of registration	

(k)	Details of Registration with Provident Fund and ESIC	
(l)	Whether registered for GSTN/ service tax purposes. If so, also furnish relevant copies.	
(m)	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.	

(Signature of the Bidder / Authorized person on behalf of the Firm / Organization)

(Authority letter / power of attorney to be submitted)

Place :

Date :

Details of Key Administrative personnel

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

CLIENT's CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Give details of the similar type of Plumbing, gardening and electrical works AMC work (satisfying the requirements mentioned in the Tender notice) completed during the last seven years in the following Proforma (separate form of each work).

Name & address of the Client:

Details of Works executed by M/s:

1. Name of work with brief particulars:
2. Agreement No. and date:
3. Agreement/Contract amount:
4. Date of commencement of work:
5. Stipulated date of completion:
6. Actual date of completion:
7. Details of compensation levied for delay (indicate amount) if any:
8. Gross amount of the work completed and paid:
9. Name and address of the authority under whom works executed:
10. Whether the contractor employed qualified / experienced supervisor during execution of work?
11. Quality of work (indicate grading) Outstanding/Very Good/Good/Satisfactory/poor
12. Amt. of work paid on reduced rates, if any.
- 13 Did the contractor go for arbitration?
 - i) If yes, total amount of claim:

ii) Total amount awarded:

14: Comments on the capabilities of the contractor.

a) Technical proficiency: Outstanding/Very Good/ Good/Satisfactory/poor

b) Financial soundness: Outstanding/Very Good/ Good/Satisfactory/poor

c) Mobilization of manpower: Outstanding/Very Good/ Good/Satisfactory/poor

e) General behaviour Outstanding/Very Good/ Good/Satisfactory/poor

Note: All columns should be filled in properly

Signature of Reporting Officer* with Office seal *Officer of the rank of executive officer or equivalent

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/ service providers for effecting payment

Name and address of contractors/ service providers with phone nos.

.....
.....
.....
.....
.....
.....

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 (1) a photocopy of one cancelled cheque leaf of the above Bank account and (2) copy of PAN card and (3) allotment letter / registration letter under GSTN.

GENERAL TERMS AND CONDITIONS

1. Bidders are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable, reasonable and should include incidental and all overheads and profits. Quoted rate for Service Charges should be workable, reasonable and should include incidental and all overheads and profits. Service Charges less than One Percent (ie. Zero and its derivatives) will not be considered and such tenders shall be treated as Invalid. The Bidder will furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
3. Rates should include all Taxes, GST, etc., in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account. The rates will be considered for revision only in case of (i) revision of statutory taxes, as applicable.
4. Materials used 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, the decision of NABARD will be final.
5. Monthly/ Quarterly/ Periodical payments will be made in the case of Plumbing, Electrical, Gardening and water tank cleaning AMC works based on the bills submitted by the Contractor and certified by the concerned ACT/Site Supervisor to the effect that the works / complaints recorded in the registers/software are attended and rectified as per the scope of the work. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/ Caretaker) after completion of the respective works on the formats enclosed/given for respective work and should submit all these with the bill.
6. Any discrepancy in settlement of bills may be brought to the notice of NABARD within a period of one month after the settlement of the Bills. NABARD will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
7. Income Tax, GST and other taxes, as applicable, will be deducted from total payment due to the Contractors.
8. All works, complaints / instructions given by the respective authorities covered under the Annual Maintenance Contract are to be attended on the same day. In case of delay in attending the work in time, NABARD will be at liberty to get the work done through any other agency and the cost therefore shall be recovered from the Contractor at the discretion of NABARD.
9. The Contractor should have valid license relating to his Contract as per the existing laws and the workmen employed by the Contractor should also have the experience in their trade.
10. **The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) 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 immediately after award of work. The CAR policies are required to be at least for 1.25 times of the contract value.**
11. The Contractor shall be fully responsible and shall indemnify NABARD with suitable Insurance cover in the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workmen. The decision of NABARD in this regard shall be final and binding.
12. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Minimum Wages Act, 1948 on a monthly basis. The contractor shall

also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD.

13. The contractor will be responsible for timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc. in respect of the persons deployed by them in NABARD. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable), leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.

14. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the Bank will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

The following requisites are to be fulfilled by the contractor:

- Time schedule of works
- Presence of required number of the persons at the site as per contract
- Maintain desired quality of the work as per specification

The penalties for not complying with the above are indicated in Special Conditions of contract.

15. Annexure I:- The contractor shall always retain experienced and technically qualified staff at site at least to the extent of strength as given in Annexure I.

16. Annexure II (Calculation sheet for supply of manpower and minimum wages) : A sample format is furnished in Annexure II of the technical bid, which is solely illustrative and may be referred to for guidance, if required, while filling up Annexure III of the Price bid.

17. While filling up Annexure III of the price bid, the bidder shall reasonably assess the likely Minimum wages projected to be paid during the year April 2023-March 2024 considering past trends / proportionate increase in the minimum wages notified by the Central or State Government (whichever is higher) during the previous year(s), before filling in the above details. No increase in rates will be allowed during the entire Contract Period on this account. The bidders / bidders may please note that the rate quoted in the price bid shall be firm for the duration of the contract and nothing extra shall be paid over and above their quoted rates during the currency of the contract. The rates will be considered for revision only in case of revision of statutory taxes like GST as applicable. If the Bank finds that the above projected minimum wages are insufficient to meet the Minimum Wage obligations during the contract period, their offer shall stand disqualified and not be considered for further evaluation by the Bank.

18. The renewal of the contract, shall be at the sole discretion of the Bank, one year at a time.

19. The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/ compensation /absorption /regularization of

services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 from NABARD.

20. The Contractor shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. NABARD shall not be responsible for any penalty on failure on the part of contractor to comply with any Labour Regulations. The contractor shall maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Central or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations. The contractor shall submit the monthly payment records to the staff employed by him in NABARD.

21. The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at Bank's premises and pay slips for respective payments are duly issued regularly. NABARD will ask for present/past pay slips and payment records related to ESI/PF to be submitted along with the monthly bill. In extraordinary case of wages being disbursed in cash, the same may preferably be done in the presence of authorized representative of NABARD as required as under relevant law.

22. The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency for those workers deployed by the Selected Bidder to execute the contract work in NABARD, must be provided by the selected bidder to NABARD every month along with the claim bill, failing which the claim bill shall not be settled. The selected bidder shall also submit the proof of remittance of Bonus for those workers deployed by the selected bidder to execute the contract work in NABARD along with the claim bill for the (preceding) month, failing which the claim bill for the (succeeding) month of shall not be settled.

23. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously.

24. No additional payment shall be made if contractor keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform

25. The Contractor or his authorised representative should visit the site as per requirement and meet NABARD's Engineer with prior appointment for any clarifications and to receive instructions, etc. at the site.

26. The Contractor's workmen should report to ACT/ Site supervisor as per timings mentioned in the Price bid/ Bill of Quantities. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty the time when contractor's worker arrives & signs at site. The same shall also be signed by ACT & the same or copy shall be presented along with the Contractor's monthly bill.

27. The workers / staff employed should wear colour code uniforms displaying contractor firm's name. The Contractor should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behaviour / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on contractor. The contractor is also required to submit the list of workers with photo ID, educational qualification, address proof, etc. before deputing the workers. An attendance register shall be maintained at site indicating number of persons deployed for the inspection by NABARD officials/representative.

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

29. Indemnity Clause : In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by it in NABARD. An indemnity bond shall be executed by the successful bidder as per Appendix-1. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case NABARD or its employee is made party and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to NABARD or any person authorized by NABARD, on demand. Further, the contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep

NABARD or any employee of NABARD indemnified in this respect.

(a) "Any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996 or any modification thereof. The arbitration shall be conducted by sole arbitrator appointed by NABARD and the award made in pursuance thereof shall be binding on the parties."

(b) The venue of the arbitration shall be at Guwahati.

(c) The language of arbitration shall be English.

(d) Work under the contract shall be continued by the contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

29. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.

30. The personnel deployed by the Contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.

31. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.

32. The contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Contractor should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the NABARD. The Contractor shall assist the NABARD fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to the NABARD.

33. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside NABARD's residential/Office premises.

34. The engaged staff shall also undertake other specific work related with/without Civil, plumbing and carpentry works and other works during working hours as per

35. Termination of agreement: "If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 30 days, to improve his services. If the contractor fails to improve his services within the Notice

period, NABARD shall have the discretion to terminate the contract either in part or in whole, on any day after the expiry of the said notice period if

(a) in the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the Bank's satisfaction and/or

(b) the contractor commits a breach of any terms and conditions of this agreement and/or

(c) the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or

(d) for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or

(e) there is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.

36. In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or

37. In case the Contractor desires to terminate the Contract, he may do so by giving the Bank a notice period of three months.

38. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of the NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by

39. The Contractor shall provide necessary Tools or any other equipment, materials, labour, etc. and no payment in this regard will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to NABARD's property.

40. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD. But he can engage various licensed agencies/agencies for carrying out different works.

41. While submitting the monthly /quarterly bills for AMC, the contractors have to submit all the required documents / statements as desired by NABARD. Contractor will not link payments to his labours with the settlement of his bill by NABARD.

42. It is the contractor's responsibility to coordinate with other service providers viz. companies, municipality etc. for completion of the work, if required and attending to the work along with liaisoning with local bodies including making payments to statutory bodies. Bank shall reimburse the payments for such works on production of valid receipts. No other charges for such works shall be payable.

43. Validity of Offer : 120 days from the date of opening of the price bids.

44. The successful bidder shall execute an agreement with NABARD at his cost on non judicial stamp paper as per the prevailing rates in accordance with the standard format enclosed (articles of agreement) within 14 days from the date of issue of work order failing which bidders EMD may stand forfeited.

45. In case the lowest tendered amount of two or more tenders is the same, such lowest bidders will be asked to submit sealed revised offer mentioning percentage above/ below the tendered amount including all sub sections/sub heads, as the case may be, but the revised percentage quoted above/ below the tendered amount or on each sub section/ sub head should not be higher than the percentage/ amount quoted at the time of submission

of tender. The lowest tender shall be decided on the basis of revised offers. In case any of such bidder refuses to submit the revised offer, then it shall be treated as withdrawal of his tender before acceptance and 50% of earnest money shall be forfeited. The bidders whose earnest money is forfeited because of non-submission of revised offer, shall not be allowed to participate in the re-tendering process.

46. Additional Terms and Conditions, Special conditions, Safety conditions as stated in attached sheets.

47. NABARD Official/ Consultant at its discretion may inspect the material at site or elsewhere and shall have free and full access at any time.

48. NABARD's consultants/officials carrying out the inspection shall have the power to certify/ accept/ reject as follows:

- a. Before any material or part thereof is submitted for inspection to certify that they or any portion thereof are not in accordance with the contract owing to adoption of some unsatisfactory method of manufacture.
- b. To reject any material or parts submitted as not being in accordance with the specification.
- c. To mark the rejected material with a rejection mark so that it may easily be identified if re-submitted.

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

Signature of the Bidder :

Name and Seal :

Place :

Date :

Address :

(A) GARDENING WORKS

SCOPE OF WORK

The Contractor shall provide Gardening works as per the following requirements:

Location	No. of staff required/day for Gardening
NABARD, Assam Regional Office at G S Road, Dispur, Guwahati – 781 006	3 Unskilled
NABARD Residential Quarters / SRAs at Plot No. 3 & Plot No. 4, Byelane No. 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati – 781 006	

1. The contractor shall carry out and complete the works in every respect in accordance with this contract and to the satisfaction of the Employer i.e. NABARD. The Employer may, in their absolute discretion and from time to time issue written instructions, if any change in the scope of work is necessary. The present scope of this contract in the Premises of Regional Office at G S Road, Dispur, Guwahati & Residential Quarters / SRAs at Plot No. 3 & Plot No. 4, Byelane No. 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati is as under:-
2. Maintenance of the existing garden, lawn which includes watering, trimming of trees, shrubs, plants, hedges, application of manure and garden earth, spraying of pesticides, replanting of seasonal flower plants in different seasons of the year, weeding out the wild grass and other wild vegetation growth at all locations in the premises at regular intervals, maintenance of flower beds, indoor/outdoor plants/trees, flower troughs, removal of garden related garbage from the premises and its disposal, etc. complete as directed.
3. The scope of the work is described below in more detail:-

1. Services:

- a) Regular watering of plants and lawns as and when required to keep them alive.
- b) Sweeping – Daily so that the areas are kept clean all the time.
- c) De-weeding: Rainy season - As and when required depending upon intensity of weed growth.
- d) Mowing of lawn - regularly
- e) Rolling of lawn - regularly
- f) Application of pesticides: As and when pest infestation noticed.
- g) Application of Bio-Fertilizers and chemical fertilizers: Regularly, keeping in mind the requirement of the plants.

2. Maintenance of Plants / shrubs /hedges /Ornamental plants / ground cover as under:

- a) Regular watering
- b) Loosening of soil - Twice in a month
- c) De-weeding- as and when required
- d) Trimming: as and when required
- e) Application of pesticides
- f) Application of Bio-Fertilizers / manure.
- g) Spraying of chemicals for maintaining free of insects, pests and other disease causing agents
- h) Cutting hedges to proper height maintaining good shape

3. Maintenance of seasonal flower beds {indicative varieties - Marigold (Inca & French), Salvia, Chrysanthemum, Dahlia, Astor, Zinia, Phlox, Portulaca, Petunia, Pansy, Sunflower, Verbena etc. Fertilizer – as required.

- a) Regular watering
- b) Loosening of soil
- c) De-weeding
- d) Stacking
- e) Removal of dried /decayed flower
- f) Application of pesticides
- g) Application of Bio-Fertilizers and chemical fertilizers (Fertilisers-3 tractor loads to each, staff quarters and officer's quarters, one tractor load to office)

4. Maintenance of Potted plants (Flowering Marigold, Chrysanthemum, Dahlia, Portulaca, pansy, petunia etc., foliage Ficus, Benjamina & Starlight, Croton, Palm, Dieffenbachia, Aglaonema, Cordyline, Dracaena, Monstera, Zamia, Loxra etc.) as under :

- a) Regular watering
- b) Loosening of soil
- c) De-weeding
- d) Arrangement of pots
- e) Removal of dried / decayed flower
- f) Addition of pot mixture
- g) Repotting of plants
- h) Application of pesticides
- i) Application of Bio-Fertilizers and chemical fertilizers.
- j) Placement of pots inside the bank and change of pots at regular intervals.
- k) Placement of flowering pots at the meeting place / conference room etc. and removal of the same after the meeting.
- l) Painting of the pots at regular intervals Monthly basis.
- m) Replacing of the broken / cracked pots as and when required staggered manner.
- n) Brass polishing of the metallic pots to give a shining look as and when required and colouring of earthen pots.
- o) Supplying of plastic plates for placing of the pots.
- p) Changing of the flowering / decorative plants in the pot seasonally. (Staggered manner).
- q) Supplying of additional flowering pots as and when required.

5. Maintenance of open space inside the garden not covered with lawn grass as under:

- a) Regular watering
- b) Sweeping
- c) Planting of desired grass / Cutting of grass bed with grass cutter machine / sword to proper thickness
- d) Application of anti-termite pesticide

6. Maintenance of Creepers as under:

- a) Regular watering
- b) Loosening of soil

- c) De-weeding
- d) Staking
- e) Trimming
- f) Application of pesticides
- g) Application of Bio-Fertilizers and chemical fertilizers.

7. Withering / Decaying / Dying: As soon as shrubs / plants / potted plant / flowering plant / trees show signs of withering, decaying or dying, such plants shall be uprooted and removed from the bed. In such case, the bed shall be prepared again and new healthy plants of selected / approved variety shall be planted again and maintenance shall be done as directed by the Bank.
8. Watering of plants / lawn: The contractor should arrange pipe, sprinkler, rotary sprinkler and any other necessary equipment for watering of plants / shrubs / lawn / flowering beds / potted plants etc. The water can be drawn from the sources already existing at the premises.
9. Besides, maintaining the existing garden and landscaping of the three premises of the Bank, the contractor shall have to undertake jobs for improving the aesthetic appeal and beautification of the premises by new plantations of both of seasonal and permanent nature with detailed planning, estimate and prior approval of NABARD.
10. Removal of Garden wastes like leaves, trimmed branches, dead plants, broken pots etc. and their disposal in the appropriate environment-friendly manner as per the city municipal rules and practice.

11. Requirement of Materials:

- i. Dump manure: Dump manure shall be decayed organic or vegetable matter obtained in the dry state from any dump. The manure shall be free from earth, stone brick bats or other extraneous materials. The cost of manure / fertilizers and labour charges will be borne by the contractor during the maintenance period.
- ii. Farmyard manure: It shall be decayed organic or vegetable matter obtained in the dry state from any manure farm. These shall be free from grit and any other extraneous materials.
- iii. Oil cake or chemical manure: These shall be supplied by the contractor as required to the trees / plants during the maintenance period.
- iv. No sludge from manhole / septic tank / soak pit shall be used as manure.

Location	No. of staff required/day for Gardening Works
NABARD, Assam Regional Office at G S Road, Dispur, Guwahati – 781 006	2 nos. (1 un-skilled & 1 semi-skilled)
NABARD Residential Quarters / SRAs at Plot No. 3 & Plot No. 4, Byelane No. 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati – 781 006	

SPECIAL TERMS & CONDITIONS OF THE GARDENING AMC

1. The Agency will supervise the above work on a daily basis.
2. The Agency will provide substitute in case of absentees.
3. The above list of works mentioned is illustrative and not exhaustive. NABARD may include works related to Gardening works etc., if required additionally, for which no additional charges shall be paid.
4. Gardening works staff must be suitably trained and must be in proper uniform all the time.
5. If a bidder quotes rates below the rates stipulated by the Minimum Wages Act, in Annexure II (B) of the technical bid, then the bid will not be considered for further evaluation of Price bid.
6. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the bidder/bidder should be able to demonstrate the capability of the bidder/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 bidder/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.
7. The appointed contractor is required to generate End of the Day (EoD) reports on status of works, labour deployed, etc. to the concerned officer of the Bank. Contractor will have to operate the software provided by NABARD for receiving the complaints.
8. The work slip for carrying out works which are not covered under monthly charges for maintenance works will be issued by NABARD and such additional works shall be paid for extra.
9. The cost of replacements wherever applicable shall be paid for only on sanctioned work slips issued by NABARD to the Contractor. If any replacement is done without proper sanction, the same will not be considered for payment.
10. Need for replacement of any particular item shall be decided by the ACT/Bank's Engineer and the Contractor should carry out the work without any dispute.
11. Contractor shall follow the prescribed formats/procedures for receiving complaints, receiving the work slips duly sanctioned and preparation of bills etc. as stipulated by NABARD from time to time.
12. The minimum nos. of labour and their duty hours and details of working days are mentioned in the respective Bill of Quantities.
13. The responsibility of engaging sufficient skilled/semiskilled/ unskilled works like plumbers, carpenters, helpers, etc. lies with the Contractor for maintenance works, subject to minimum of labours mentioned in the Price Bid/BOQ and Annexure I in view of timely attention and completion of the routine works within the given time frame.
14. Penalty clause: In case of absence of workers (minimum specified in the BOQ), the amount will be deducted as below.

If the contractor fails to deploy the number of manpower as required under the agreement / tender and such absence of manpower in each category of workmen exceeds 15% or more of total man days in a month, then a penalty of ₹500.00 per day shall be imposed on the contractor for all absent days including 15% of the absences during the month. The amount of penalty shall be adjusted from the amount payable to the contractor and shall not be deducted by the contractor from the wages payable to the workmen.

Additional Penalty: If the contractor continues to fail to engage sufficient workers and does not show sufficient progress in attending to the works, NABARD may, after

issuing written notices, levy additional penalty at its discretion, which will be recovered from the Contractor's bill.

15. In case of emergency work, no extra payment for working in odd hour will be made.
16. The monthly maintenance charges shall cover all sundry works and replacement of related minor materials for proper maintenance of the buildings and related services to the reasonably satisfactory level and the cost of each replaced item of work as per amount/ details mentioned in the respective Scope of Works and Bill of Quantities at one location for work will not be considered for extra payment, subject to provisions in the scope of works during the repair/replacements. The cumulative cost of such items shall be covered under amount quoted in maintenance charges. The decision of NABARD's Engineer is final in this respect and not disputable. However, works costing more than the stipulated ceiling shall be paid extra and decision of NABARD in this regard shall be final and binding.
17. The property will be handed over to the Contractor for Gardening works on 'as is where is' basis and the contractor shall be required to carry out pending works at his cost and continue to ensure proper service to a reasonably satisfactory level.
18. In case the Contractor is asked to remove the garbage that has been collected on account of other activities not belonging to contractor, the removal charges shall be paid separately.
19. NABARD reserves to change scope of work or the number of labourers during the contract period.

Declaration by the Contractor

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

Place :

Date :

Address:

(Signature of the Bidder)

Signature of the Tenderer: Name and Seal:

Place:

Date:

Address:

(B) PLUMBING, SANITARY AND WATER TANK CLEANING SERVICES

SCOPE OF WORKS

The Contractor shall provide Plumbing, Sanitary and Water Tank Cleaning services works as per the following requirements:

Sr.	Locations	Description of Works
1	Office Premises at G. S. Road, Dispur, Guwahati-781006.	Annual Maintenance contract for Plumbing, Sanitary, and Water Tank Cleaning of NABARD, Assam RO.
2	Officers & Staff Quarters, Plot No. 3, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006.	
3	Staff Quarters, Plot No.4, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati 781006.	
4	Visiting Officers Flats, VIP Road, Guwahati	

The contract would involve the above Annual maintenance works to include the following:

- a. The contractor shall rectify the defects on the basis of instructions given by the NABARD officers, authorized for the purpose and complaints lodged by occupant officers / staff in a complaint / suggestion register maintained by NABARD's Care Taker in the said premises.
- b. All complaints shall be attended to immediately on receipt of the complaints / information.
- c. No complaint shall remain unattended for more than 24 hours. If any complaint is likely to take more time for its resolution, the same will be immediately brought to the notice of Caretaker / Protocol & Security Officer.
- d. The complaints of complicated nature and beyond the scope of work shall be reported back immediately to the Caretaker / Protocol & Security Officer.
- e. The attendance of all the workers employed by the contractor should be for full time and they should attend the work promptly and ensure the quality of work.
- f. The skilled workers (e.g. plumber) of the contractor should have valid license from the appropriate authority.
- g. The contractor shall make his own arrangements for tools, safety equipment (hand gloves, helmets, etc.) to be provided to his workers

(I) Plumbing and sanitary works.

The rates quoted for Maintenance shall include the following (Internal and External areas in the Premises):

1. Attending to all the complaints recorded in complaint register/received in writing relating to Water Supply and Sanitary Systems & Plumbing works and allied works and rectifying the defects wherever necessary including cost of minor materials (like adhesives, screws, nails, nut & bolt, washer, brackets, clips, grease, mobil, M-seal, rubber washer, wooden plugs, nails, screws, brackets, clamps etc.) as well as item/work costing individually upto Rs.50/- replaced in the premises. All the old/unusable/scrap material (which will be created during repair/maintenance work) will be stacked by the contractor as advised by ACT/CT.
2. Rectifying the defects and refitting the existing bib cocks, stop cocks, sink cocks, pillar cocks, valves etc. including cost of minor materials replaced.
3. Rectifying defects and refitting the existing handles pull chain, plungers, washers, water supply inlet and outlet connections, ball cocks and overflow pipe of flush tank including cost of minor materials replaced.
4. Rectifying defects and refixing existing water supply inlet and outlet connections, waste coupling, brackets, etc. of the wash basins including cost of minor materials replaced.
5. Rectifying defects and refitting the existing shower roses and anodized aluminium towel rods with brackets similar to existing ones, of required sizes and materials in bathrooms including cost of minor materials replaced.
6. Rectifying defects in disturbed MS/GI/CI clamps, wooden plugs, brackets etc. of existing PVC/AC/GI pipelines and specials including cost of minor materials replaced.
7. Making holes in stone/brick masonry and RCC wall of any size, roofs, chajjas etc. to facilitate plumbing works etc. and making good the same wherever necessary.
8. Filling the joints of traps (with M-seal etc.) and cracks/joints/holes of walls, ceilings, kitchen sink/platform, wash basin, bathrooms, toilets, side of the door frames, sills etc. with suitable sealant, adhesives, cement etc. and pointing of tiles.
9. Breaking any old floor, coba, PCC work, RCC work, brick work etc. wherever necessary, related to maintenance works.
10. Cleaning of drinking water/pipelines, rain water lines, waste and soil water pipes, bore well water lines including disconnecting and reconnecting the pipes as per requirements. Fittings and pipes, if change, will be paid extra.
11. Thoroughly Cleaning of manholes, gully traps, gutters etc. and sewer lines & storm lines and removing the silts, mud chokes in the lines below/above ground level for smooth functioning of sewerage/storm pipe /drain system inside the colony, once in a year (before monsoon) and disposing immediately the silts, mud, debris etc. to BMC dumping ground without causing nuisance to anybody for which extra payment will be made (for dumping) i.e. for once in a year only and to be done with all necessary chemicals, tools & machineries like suction pumps etc. complete as directed as well as liaisoning with BMC. The pipes/drains shall be cleaned upto the main drain/manhole of BMC which may be outside the colony and the same may be done as per BMC rules/regulations and for the required length to ensure proper flow of storm water/ sewage water. The cleaning or removal of choking in storm drains/sewer lines have also be done as and when required in addition to the annual cleaning referred to above and its cost may be included

in monthly maintenance charges with all necessary chemicals, tools & machineries like suction pumps etc. complete as directed as well as liasioning with BMC and nothing extra will be paid in this regard for maintenance of the same.

12. Arresting leakage through window sills, etc. and arresting leakage in sanitary and water lines with sealant/caulking materials.

Eradicating weeds, shrubs, etc. and removal of plant growth in external and common areas of buildings and on/along plumbing lines periodically by pouring acid/saturated ammonium solution periodically. For external work which involves working at height more than 06 metres from ground i.e. more than 2 storeys, NABARD will pay only for scaffolding separately (not for jhulla, ladder etc.) and decision for erection of scaffolding will be taken by the Site Supervisor/ACT.

13. Painting/white washing/colour washing of patches, related to the rectification/replacement works with matching coats.
14. Cutting, threading of GI/MS pipes of any sizes and jointing and applying paint, wherever rectification/replacements are carried out.
15. Rectification of pipes and fittings of any materials (CI, GI, MS, AC, PVC etc.) and sizes, valves, taps, cocks, waste coupling, cowl etc. including cost of minor materials like GI specials, couplings, washers, stems, cowl etc. replaced and setting right dislocated pipelines in proper position/condition and arresting leakage.
16. De -watering any spaces related to maintenance works and upkeep of premises as necessary.
17. Maintenance works and minor repairs like crack filling, patch plaster of broken/damaged portion, etc. to open gutters/drains, platforms, pathways, courts, fencing and compound wall.
18. Earth work related to the maintenance/replacement works.
19. The replacement of materials related to above, if any, required to be considered for payment and the works related to improvements, alterations and additions shall be paid for extra separately, subject to terms and conditions, at the rate as per Rate Contract Works and / or Rate Analysis based on the actual site measurements or as per clause no. 5 of "Special Conditions".

(II) Water Tank Cleaning:

Method of Water Tank Cleaning:

a) **Mechanized dewatering:**

- The tanks shall be emptied manually or by pumping.
- Then de-silting and removing of left over dirty water up to 100 to 150 mm in the bottom of the tank and sludge with special sludge pump

b) **Sludge Removal and high pressure cleaning:**

The inside surfaces of the tank shall be thoroughly scrubbed with brush and using Rotary jet application at 100-120 Bar pressure (120 Kg /sqcm) which dislodges the layer of dirt, algae, fungus stuck on its surface and the scraped dirt/ dust/ debris/ scales/ encrustations be removed from the tank by means of Slurry Vacuum pump.

- c) **Vacuum Cleaning:** The dirt, silt and other foreign material should further be removed by Industrial Vacuum Cleaners to make the floor totally dirt free.

- d) Anti-Bacterial Spray: Anti-bacterial agents/chemicals (Non toxic/biodegradable/ecofriendly) should be sprayed on the walls to ensure total sterilization of tank from the inside.
- e) Cleaning: Cleaning the walls and bottom of tank by soap solution, disinfection and finally cleaning the surface with fresh water complete. Fresh water to be used for final cleaning of the tank.
- f) UV Radiation: Inside of the tank should be treated with specially developed ultraviolet Radiator to kill further suspended/floating bacteria in order to make the tank totally clean, bacteria free and safe for storage of drinking water. In short, disinfection is to be done by UV Radiation.
- g) Treatment of cracks: Cracks other than hairline cracks, if any shall be widened, freed from loose particles to form V - grooves. The grooves shall be filled by acrylic polymer modified cement: quartz sand mortar, as per the direction of the manufacturer.
- h) After drying up, the tank shall be ready for use.
- i) Any problems in this regard or in tank shall be immediately reported to Bank's Engineer.
- j) The ways / operation for cleaning tanks / specifications narrated in the financial bid shall be followed strictly by the contractor without any negligence. Successful tenderer should submit the detailed procedure of treatment and get it approved.
- k) **Cleaning will be done quarterly preferably in April, July, October and January months.** Periodicity has to be maintained strictly as per the dates of cleaning. The same should be done in consultation with the ACTs/concerned engineers. The Contractor has to give the proposed dates of Cleaning of Tanks (In consultation with the ACT/ CT of the colony) at least one week in advance before the starting of each Quarter.
- l) The contractor shall put notice at building where cleaning work would be done. Without notice to residents with sufficient advance period, cleaning works will not be carried out.
- m) Cleaning of one tank shall be done on a single day.
- n) Cleaning may not be done on Sundays and Holidays in Staff Quarters
- o) Sunday and holiday may be preferred in Office Building
- p) The Contractor has to get the Signature of the ACT/ CT after the completion of the Cleaning of the Tanks as per the format enclosed and should submit with the bill along with the Declaration given in the format.

Special Instructions for all Plumbing, Sanitary & Water Tank Cleaning.

- i. You will provide plumbers, and helpers whose identity is duly verified by the Police, to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
- ii. The manpower provided by you shall be available from 07.00 Hrs. to 1600 Hrs. and /or from 11.00 AM to 08.00 PM as required. The deployment of manpower may be flexible and could be changed depending upon the work.
- iii. You will provide substitutes in case of absentees. Penalty will be imposed in case of absences as given in the special terms and conditions of the contract. Contractor may take all necessary measures so that the work do not suffer on account of the absence of its staff and to avoid penalty.
- iv. The rate quoted by you for the Plumbing & Sanitary work will include the cost of manpower and cost of tools / tackles, etc. only and the consumables upto Rs. 50/-.
- v. All plumbing & Sanitary staff must be suitably trained with experience in a similar building to perform duties entrusted to them, and must be in proper uniform at all times. The staff must be polite and may be trained for the behaviour in the office.

vi. NABARD shall have the right to inspect the stock of materials supplied to you by NABARD as and when it may be fit and proper and you shall be liable to furnish proper accounts for the same. vii. NABARD shall not be responsible to your workers in any manner whatsoever. The behaviour of the workers will be polite and no complaint in this regard shall be entertained. Contractor shall be responsible for any complaints in this regard.

viii. NABARD will reserve its right to recover the loss of damage from you, if any, caused by your works during the period of performance of the work from any amount payable to you or otherwise

NABARD's decision in this regard shall be final.

Location	No. of staff required/day for Plumbing, Sanitary, and Water Tank Cleaning Works
NABARD, Assam Regional Office at G S Road, Dispur, Guwahati – 781 006	2 nos. (1 skilled and 1 Semi Skilled)
NABARD Residential Quarters / SRAs at Plot No. 3 & Plot No. 4, Byelane No. 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati – 781 006	

SPECIAL TERM & CONDITIONS OF THE PLUMBING & SANITARY AMC

1. The appointed contractor is required to generate End of the Day (EoD) reports on status of works, labour deployed, etc. to the concerned officer of the Bank. Contractor will have to operate the software provided by NABARD for receiving the complaints.
2. The work slip for carrying out works which are not covered under monthly charges for maintenance works will be issued by NABARD and such additional works shall be paid for extra.
3. The cost of replacements wherever applicable shall be paid for only on sanctioned work slips issued by NABARD to the Contractor. If any replacement is done without proper sanction, the same will not be considered for payment.
4. Need for replacement of any particular item shall be decided by the ACT/Site Supervisor/Bank's Engineer and the Contractor should carry out the work without any dispute.
5. Whenever particular items of materials, fittings etc. are replaced at Bank's cost, the Contractor shall deposit such items like old fittings etc. with the ACT/CT of the colony till the settlement of the bill of extra items. All such removed old materials should be stacked safely at the specified location within the premises. After settlement of the bills, the contractor may take the old/scrap material. However, any useful materials like fittings, pipes etc. , which could be used, may be used in the repair/maintenance works with the approval of Site Supervisor/Bank's Engineer and for such items, the cost will not be paid to the Contractor.
6. Necessary tools and minor items like adhesives, screws, nails, nut & bolt, washer, bracket, clips, grease, mobil, M-seal, rubber for stopper, rubber buffer etc. as well as item/work costing individually upto Rs. 50/- will be in the scope of the contractor.

• Payment for additional works and replacement/repair works not included in monthly maintenance charges shall be paid on the basis of current Rate Contract/Schedule of Rates

(SoR) as adopted by the Bank for Civil, plumbing works plus taxes or as approved by NABARD.

Payment for the additional/payable items, not covered as above, will be made as per Rate Analysis based on the market prices supported by documentary proof with 15% towards contractor's overhead profit plus applicable taxes, etc. as applicable or from the quoted rates of lowest bidder who has executed similar work recently. The rates of the items will be finalized by NABARD.

7. Contractor shall follow the prescribed formats/procedures for receiving complaints, receiving the work slips duly sanctioned and preparation of bills etc. as stipulated by NABARD from time to time.
8. 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 will be as under :

Nature of work	Time completion	Penalty for delay complaints day)
Outside work where scaffolding is required	5 days	Rs.100
Outside work where no scaffolding is required	3 days	Rs. 100
Internal work	2 days	Rs.50
Other work	2 days	Rs.50

9. The minimum nos. of labour and their duty hours and details of working days are mentioned in the respective Bill of Quantities.

10. The responsibility of engaging sufficient skilled/semiskilled/unskilled works like plumbers, carpenters, helpers, etc. lies with the Contractor for maintenance works, subject to minimum of labours mentioned in the Price Bid/BOQ and Annexure I in view of timely attention and completion of the routine works within the given time frame.

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

If the contractor fails to deploy the number of manpower as required under the agreement / tender and such absence of manpower in each category of workmen exceeds 15% or more of total man days in a month, then a penalty of Rs. 650.00 per day shall be imposed on the contractor for all absent days including 15% of the absences during the month. The amount of penalty shall be adjusted from the amount payable to the contractor and shall not be deducted by the contractor from the wages payable to the workmen.

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

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

13. The monthly maintenance charges shall cover all sundry works and replacement of related minor materials for proper maintenance of the buildings and related services to the reasonably satisfactory level and the cost of each replaced item of work as per amount/details mentioned in the respective Scope of Works and Bill of Quantities at one location for work will not be considered for extra payment, subject to provisions in the scope of

works during the repair/replacements. The cumulative cost of such items shall be covered under amount quoted in maintenance charges. The decision of NABARD's Engineer is final in this respect and not disputable. However, works costing more than the stipulated ceiling shall be paid extra and decision of NABARD in this regard shall be final and binding.

14. The property will be handed over to the Contractor for Plumbing & Sanitary works on 'as is where is' basis and the contractor shall be required to carry out pending works at his cost and continue to ensure proper service to a reasonably satisfactory level.
15. In case the Contractor is asked to remove the garbage that has been collected on account of other activities not belonging to contractor, the removal charges shall be paid separately.
16. NABARD reserves to change scope of work or the number of laborers during the contract period.

Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions for the Plumbing & Sanitary AMC works in the entire Office premises / Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Place :

Date :

(Signature of the Bidder) Address:

Signature of the Tenderer: Name and Seal:

Place:

Date:

Address:

(C) ELECTRICAL WORKS

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
1	Office Premises at G. S. Road, Dispur, Guwahati-781006.
2	Officers & Staff Quarters, Plot No. 3, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006.
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 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.

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 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, dielectric 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. Liaisoning 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.

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.

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.

6.13 Period of the AMC

The contract shall be executed for a period of two years. 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.

6.14 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.

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.

Location	No. of staff required/day for Electrical Works
NABARD, Assam Regional Office at G S Road, Dispur, Guwahati – 781 006	3 nos. (2 semi-skilled & 1 un-skilled)
NABARD Residential Quarters / SRAs at Plot No. 3 & Plot No. 4, Byelane No. 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati – 781 006	

SPECIAL TERMS & CONDITIONS OF THE ELECTRICAL WORKS AMC

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

4.2 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.

4.3 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.

4.4 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.

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

4.6 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.

4.7 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/repared 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 authorized 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 utilized 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.

4.8 Tenderer shall visit the sites

Intending tenderer shall visit the site and make himself thoroughly acquainted with the installation, electrical equipment, 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.

4.9 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/document as 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.

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.

4.10 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.

4.11 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 equipment, 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.

4.12 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 for 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.

4.13 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.

4.14 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 months from the date of award of contract.

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 impedance 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-energization of circuits must be considered.

Declaration by the Contractor

We / I have read and understood the Scope of Work , Special terms and conditions for the Electrical works AMC works in the entire Office premises & Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects. Further, We / I have read and understood the Safety code for the said contract

Place :

Date :

Address:

(Signature of the Bidder)

Signature of the Tenderer: Name and Seal:

Place:

Date:

Address:

SAFETY CODE

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

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

No portable single ladder shall be over 8 metres in length. The width between the side rails shall not be less than 30 cm. Clear and the distance between two adjacent rungs shall not be more than 30 cm.

When a ladder is used an extra mazdoor shall be engaged for holding the ladder.

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

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

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

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

Declaration by the Contractor

We / I have read and understood the Safety code for the plumbing, gardening, and electrical works AMC works in the entire Office premises / Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Place :

Date :

Address :

(Signature of the Bidder)

Name and Seal:

Annexure I : Manpower Requirements

	Location	Experienced Plumber		Experienced Electrician		Experienced gardeners
		skilled	Semi skilled	Semi skilled	unskilled	Unskilled
1	Office Premises at G. S. Road, Dispur, Guwahati-781006.	1	1	2	1	3
2	Officers & Staff Quarters, Plot No. 3, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006.					
3	Staff Quarters, Plot No.4, Bye Lane 2, Dilip Huzuri Path,Sarumatoria, Dispur, Guwahati 781006.					
4	Visiting Officers Flats, VIP Road, Guwahati					
	TOTAL = 8	2		3		3

Annexure II

Illustrative example for filling up Annexure III of the price bid

Part-A					
	Category		Skilled		
S.No	Description	Basis	No. of workers	Per Staff Rate (Rs)	Total Amount (Rs)
1.	Total of Basic + VDA for a month (26 X minimum wages per day)	893.00	1	23,218.00	23,218.00
2.	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-)	13%	1	1,950.00	1,950.00
3.	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-)	3.25%	1	NA	NA
4.	Total [S.No. 1 to S.No. 3]				25,168.00
5.	Total wages per year	24 X S.No.4		-	604032.00
Part-B					
	Category		Semi-skilled		
S.No	Description	Basis	No. of workers	Rate (Rs)	Total Amount (Rs)
1.	Total of Basic + VDA for a month (26 X minimum wages per day)	760.00	3	19,760	59280.00
2.	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-)	13%	3	1,950.00	5,850.00
3.	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-)	3.25%	3	642.20	1926.00
4.	Bonus (shall be paid on reimbursed upon claims and if salary exceeds Rs. 21000)				
5.	Total [S.No. 1 to S.No. 4]				67,056.00
D.	Total wages per year	24X S.No.5			16,09,344.00

Part-C					
	Category		Unskilled		
S.No	Description	Basis	No. of workers	Rate (Rs)	Total Amount (Rs)
1.	Total of Basic + VDA for a month (26 X minimum wages per day)	674.00	4	17,524.00	70,096.00
2.	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-)	13%	4	1950.00	7800.00
3.	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-)	3.25%	4	570	2280.00
4.	Bonus (shall be paid on reimbursed upon claims and if salary exceeds Rs. 21000)				
5.	Total [S.No. 1 to S.No. 4]				80,176.00
E.	Total wages per year	12X S.No.5			9,62,112.00
Part - D					
	Description	Basis for quotation	Amount quoted (Rs)		
1.	Service Charges – NB: It should be inclusive of Management & Supervisory charges including Contractor's Profit, materials/ manure required on monthly basis & tools and machinery as per requirement, Uniform for labourers, all overheads, etc. should be provided by the contractor as per Scope of Works specified in technical bid.	Percentage (%) rate to be quoted over minimum wages at S.No.1 of (Part A + Part B) -----%	----- [S.No.1 of Part A + Sr No 1 of Part B] x %rate		
	TOTAL – C				
a	Total (Part A + Part B + Part C + Part D)				
b	GST @ 18% on (a) above				
	Grand Total -I (a)+(b)				

Note 1: - Rates shall be quoted as “Total Cost per Month”.

Note 2: - For all calculation, there shall be 26 working days in a month and a year shall comprise of 12 months. The duty hours shall be 08 (Eight) hours per day i.e. as per Central Govt. Minimum Wage Act.

Note 3: - No change shall be allowed in this table.

Note 4: - Minimum wages, ESI, EPF etc. above shall be paid as per Central Govt. Acts/Notifications including amendments/ modification.

Note 5:- EPF is calculated on Basic Wage.

Note 6:- Wages & VDA as per Ministry of Labour and Employment order dated 25.09.2025

Note 7: - Rates quoted would be applicable for the entire period i.e. up to 31 March However, revision in rates would be considered only if the minimum wages & taxes are revised.

Note 8:- The Service Charges quoted above may include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like provision of uniforms to workers etc. These costs (or percentage) are to be solely decided by bidder for the purpose of this quotation.

Note 9:- The service charges should be workable, reasonable as per prevailing market rates.

Note 10:- VDA=Variable Dearness Allowance, ESI= Employee State Insurance, EPF= Employee Provident Fund.

The above format is only illustrative and based on the prevailing wage rates notified by Government of India and may be used for guidance, if required, while filling up the Price Bid.

While filling up Annexure III & IV of the price bid, the bidder shall reasonably assess the likely Minimum wages projected to be paid during the year 2025- considering past trends /proportionate increase during the previous year(s), before filling in the details.

APPENDIX -1

Pro-forma for Indemnifying the Employer against Contract labour Rules/regulations (On Rs. 200 Non-Judicial Stamp Paper)

To
The Chief General Manager,
National bank for Agriculture and Rural Development
Assam Regional Office
Opp. Assam Secretariat, G S Road
Dispur
Guwahati – 781006.

Dear Sir/Madam,

Annual Maintenance Contracts for Plumbing, Water Tank
Cleaning, Gardening, and Electrical Works Services at NABARD Assam Regional Office
Building,
its Staff Quarters at Plot 3 & Plot 4 and Visiting Officers Flats in Guwahati
for the period 0 to 0

We, M/s..... (Name of contractor), hereby undertake that we shall comply with
all the statutory rules/ regulations with regard to the employment of contract labour and
their payment.

We also hereby fully indemnify and keep indemnified the Employer, i.e. NABARD, against
payments to be made to the contract labour and for the observance of the laws in this regard
without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For Authorised signatory

APPENDIX -2

PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs.200 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)

Between National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as “The

Principal”

And

..... hereinafter referred to as “The Bidder”

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) .

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.

Section2 – Commitments of the Bidder(s)

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

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

(B) The Bidder(s) 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) will not commit any offence under the relevant IPC/PC Act; further the Bidder(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) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

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

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s), 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) from the tender process.

Section 4 – Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security. (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to

terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process. (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders

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

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

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

Section 7 – Criminal charges against violating Bidders(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or are 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 : 00000

(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 as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Subcontractors.

- (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 nonbinding 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 Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai. (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made. (3) If the Contractor is a partnership or a consortium, this agreement must

be signed by all partners or consortium members. (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid.

In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs. (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & on behalf of the Bidder)

(Office Seal)

(Office Seal)

Place:

Date:

Witness 1:

(Name & Address):

Witness2:

(Name & Address):

APPENDIX -3

Draft ARTICLES OF AGREEMENT

On Non-judicial stamp paper

AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT

THIS AGREEMENT is made at _____ on this _____ day
of _____ 2025

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, and its Regional Office at Assam, Dispur, Guwahati hereinafter referred to as "NABARD" (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the ONE PART

AND

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

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

WHEREAS

(1) NABARD, being desirous of outsourcing the works relating to Annual Maintenance contract for plumbing, water tank cleaning, gardening,
and electrical works Services (hereinafter referred to "the said works") of its premises at NABARD Assam Regional Office Building and its Staff Quarters at Plot 3 & Plot 4 at Sarumatoria, Dispur, Guwahati 781 006 (hereinafter collectively referred to as "the said Premises") for the period 01.06.2022 to 31.03.2023, had, vide its letter No. _____ dated _____, issued a "Notice Inviting Tender" (hereinafter referred to as "the NIT") inviting bids for providing the said works at the said Premises. A copy of the NIT is annexed herewith as "Annexure 1" and to be read as part and parcel of this Agreement.

(2) The Contractor had, vide its letter dated _____2025, submitted its Tender for undertaking the said works at the said Premises.

(3) NABARD, vide its Letters of Intent No. _____ dated _____2025 had selected the Contractor for carrying out the said works at the said Premises.

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

NOW THIS INDENTURE WITNESSES AS FOLLOWS:

1. The contract shall commence from 0 and shall continue till 0 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 Annexure II.

The rate will remain fixed throughout the entire period of contract i.e. till 31 and is inclusive of all costs such as insurance, taxes, duties, levies, cess, transportation, salaries and wages that may be levied, imposed, charged, paid or incurred by the Contractor. In case of payment of supply of skilled/semiskilled/unskilled labour, the rates will be revised proportionately as per the revision in minimum wages as announced by State/Central Govt. whose rates are adopted. NABARD will make payments only after the satisfactory completion of the periodic services on monthly / quarterly basis as indicated in the tender document.

The contractor will implement and operationalise complaint registration system if supplied by NABARD. No payment will be made by NABARD to the contractor in this regard.

2. The contract may be extended for further period/s after the expiry of the initial period i.e. 31.03.2025 as indicated in the tender document. NABARD shall, in that event, make a request in writing in this behalf to the Contractor one month prior to the expiry of the current contract/extended contract and upon such request, the Contractor shall provide the said works at the said Premises, on the same terms and conditions or with some addition /deletion/modification, for a further specific period, mutually agreed upon by the parties.
3. The Contractor should carry out the rotation of its deployed personnel within its client organizations during the contract period.
4. The Contractor should make discreet inquiries about the character and antecedents of the persons whom they are deploying in NABARD. The Contractor shall ensure that the individuals deployed in NABARD satisfy the minimum technical and educational qualifications as mentioned in the tender document.
5. The Contractor shall furnish the following documents in respect of the individuals who will be deployed by it in NABARD by:-
 - i) List of individuals deployed ii) Bio-Data containing educational qualifications and previous experience/s, date of birth, etc. iii) Certification of verification of antecedents of persons by local Police authority.
 - iv) Identity Cards bearing photograph.

6. The number of manpower required will be purely based on the requirement at site. The minimum requirement of manpower is indicated in Annexure I of the tender document. No additional payment shall be made if the contractor keeps more staff for completing the pending work or if minimum staff strength is not able to perform satisfactorily as per the contract provision. All deployed manpower shall wear Identity card/s provided by the office every day during working hours. NABARD shall have discretion to change the scope of work and deployment of number of manpower whenever required.
7. The said works at the said Premises, which will be entrusted to the Contractor from time to time by NABARD, are to be rendered without causing any hindrance or disturbance to any staff member of the NABARD working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neatly and hygienically maintained premises.
8. The Contractor shall, for all intents and purposes, be the “Employer” within the meaning of different labour legislation in respect of manpower so employed by him and deployed in NABARD and the manpower so employed by him and deployed in NABARD shall remain under the overall control and supervision of the Contractor. The persons deployed by the Contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The Contractor’s personnel shall not claim any benefit/ compensation /absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
9. The Contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required for carrying out the said works in 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.
10. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD.
11. The contractor will be responsible for timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc. in respect of the persons deployed

by them in NABARD. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.

12. 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.
13. The Contractor shall attend to complaints relating to the said work received from the employees of the NABARD and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned.
14. 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.
15. 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.
16. The Contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by it in NABARD. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case NABARD or its employee is made party and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to NABARD or any person authorized by NABARD, on demand. Further, the Contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.
17. 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.
18. The Contractor shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to the persons employed by it and necessary tools, equipment and machinery for carrying out the said works at the said Premises. Such persons without complete

uniform will be treated as absent. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc.

19. 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.
20. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, tools, equipment, machinery, Contractors vehicles or vehicles of the personnel of the Contractor. NABARD will not be under any liability to pay any compensation to the persons deployed by the Contractor if they sustain any injury etc., while discharging the duties in the said premises. The Contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to NABARD. The CAR policies are required to be at least for 1.25 times of the contract value.
21. The Contractor's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements, and administrative / organizational matters as all are of confidential/secret nature.
22. 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.
23. 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.
24. The Contractor shall depute a coordinator who would be responsible for immediate interaction with the Officer-in-charge of NABARD Assam Regional Office, Guwahati so that optimal services of the persons deployed by the Contractor could be availed without any disruption.
25. The Contractor shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. In case of delay in attending the work or providing the substitute in time shall attract a pre-estimated fine and NABARD will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD.
26. 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.

27. The Contractor, upon receiving a notice from NABARD, shall replace immediately any of its personnel who is found unacceptable to NABARD because of security risks, incompetence/conflict of interest/improper conduct.
28. 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.
29. The Contractor shall pay the manpower deployed in NABARD their wages in accordance with the Minimum Wages Act, 1948 as applicable in the State of Maharashtra/GoI, whichever is higher on a monthly basis. The Contractor shall also make PF contribution, ESI contribution and or any other statutory contribution as applicable in respect of the manpower deployed in NABARD. The Contractor shall also pay statutory tax, wherever applicable.
30. The Contractor, as a taxable service provider, must be registered with Central Excise Department and obtained Registration and should attach a copy of Certificate along with the Agreement. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider & Service Receiver, Description of service, etc.
31. The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at Bank's premises and pay slips for respective payments are duly issued regularly. NABARD will ask for present/past pay slips and payment records related to ESI/PF to be submitted along with the monthly bill. In extraordinary case of wages being disbursed in cash, the same may preferably be done in the presence of authorized representative of NABARD as required as under relevant law.
32. The Contractor shall raise the bill along with attendance sheet in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. However, the Contractor must ensure that the salaries of their deployed staffs are released before the 7th day of the following month irrespective of receipt of payment from NABARD.
33. 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.
34. The Contractor shall also liable for depositing all taxes, levies, Cess etc. on account of carrying out the said work to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

35. 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.
36. The Contractor on its part and through its own resources shall ensure that the goods, materials and equipment, etc. of NABARD are not damaged in the process of carrying out the said work and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If NABARD suffer any loss or damage on account of negligence, default or theft on the part of the employees /agents of the Contractor, then the Contractor shall be liable to compensate for the same. The Contractor shall fully indemnify NABARD against any such loss or damage. NABARD shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.
37. The Contractor will have to deposit a security amount of Rs.....
(Rupees.....)
for NABARD Assam Regional Office and its Staff Quarters to NABARD through online transfer covering the period of this Agreement. In case, the Agreement is further extended beyond the initial period, the security deposit would be retained.
38. 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.
39. 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.
40. 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.
41. 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.
42. The Contractor shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of NABARD.
43. 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 firm can terminate the agreement by giving three months' notice in advance. If the Contractor fails to give such three months' notice in writing for termination of the agreement, then the Security Deposit will be forfeited. Notwithstanding anything contained in this Agreement, the Contractor shall continue to provide services of the persons deployed in NABARD on the terms and conditions of this Agreement till the date of termination this agreement.

44. 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.

45. Resolution of disputes:

- This Agreement shall be governed by and construed in accordance with the laws of India.
 - Disputes or differences whatsoever, arising between NABARD and the Contractor shall be resolved amicably between NABARD's representative and the Contractor's representative.
 - In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be resolved as follows:
 - "Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties."
 - The venue of the arbitration shall be at Guwahati
 - The language of arbitration shall be English.
 - Work under the Agreement shall be continued by the Contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the Agreement, no payment due or payable by NABARD to the Contractor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.
45. 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.

46. 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.
47. This agreement is being executed in duplicate, NABARD should keep the original and the Contractor shall keep the duplicate.
48. The Contractor shall bear the stamp duty on this agreement for both the original and the duplicate copies.

In witness whereof the parties hereto, have caused their presence to be signed on the above by the duly authorised officials at the place and on the day, month and year first herein above written.

Signed, sealed and delivered

Signed, sealed and delivered

By Shri _____

by Shri _____

DGM/ GM

For & on behalf of NABARD the duly authorized signatory for & on behalf of the Contractor

In the presence of

In the presence of

1.

1.

2.

2.

PRICE BID



Annual Maintenance Contract for
Plumbing, Water Tank Cleaning,
Gardening, and Electrical works
services at

SN	Location
i	NABARD Assam Regional Office Building, G S Road, Dispur, Guwahati
ii	Staff Quarters : Plot 3, Sarumatoria, Dispur, Guwahati.
iii	Staff Quarters : Plot 4, Sarumatoria, Dispur, Guwahati.
iv	Visiting Officers Flats at VIP Road, Near Royal Enfield, Six Mile, Guwahati

Annexure II

PRICE BID

Annual Maintenance Contract for Plumbing, Water Tank Cleaning, Gardening and Electrical works services/ Maintenance
[Period of Contract : 2 years]

BILL OF QUANTITIES -1

Part-A					
	Category		Skilled		
S.No	Description	Basis	No. of workers	Rate (Rs)	Total Amount (Rs)
1.	Total of Basic + VDA for a month (26 X minimum wages per day)		1		
2.	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-)	13%	1		
3.	Total [S.No. 1 to S.No. 3]				
4.	Total wages -- B	24 X S.No.3	1		
Part-B					
	Category		Semi-skilled		
S.No	Description	Basis	No. of workers	Rate (Rs)	Total Amount (Rs)
1.	Total of Basic + VDA for a month (26 X minimum wages per day)		3		
2.	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-)	13%	3		
3.	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-)	3.25%	3		
4.	Total [S.No. 1 to S.No. 4]				

5.	Total wages per year -D	12X S.No.5			
Part-C					
	Category		Un-Skilled		
S.No	Description	Basis	No. of workers	Rate (Rs)	Total Amount (Rs)
1.	Total of Basic + VDA for a month (26 X minimum wages per day)		4		
2.	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-)	13%	4		
3.	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-)	3.25%	4		
4.	Total [S.No. 1 to S.No. 4]				
5.	Total wages per year -- B	12 X S.No.5			
Part - D					
	Description	Basis for quotation	Amount quoted (Rs)		
1.	Service Charges – NB: It should be inclusive of Management & Supervisory charges including Contractor's Profit, materials/ manure required on monthly basis & tools and machinery as per requirement, Uniform for labourers, all overheads, etc. should be provided by the contractor as per Scope of Works specified in technical bid.	Percentage (%) rate to be quoted over minimum wages at S.No.1 of (Part A + Part B) -----%	----- [S.No.1 of Part A + Sr No 1 of Part B] x %rate		
	TOTAL – C				
a	Total (Part A + Part B + Part C + Part D)				
b	GST @ 18% on (a) above				
c	Uniform Charges per year @ Rs. 1500 for each staff (One Pair)		12000		
	Grand Total -I (a)+(b)				

--	--	--

*Bonus shall be paid on reimbursed upon claims and if salary does not exceed Rs. 21000. Staff must complete six months of service to be considered for the bonus.

II. Water tank Cleaning at HO & 06 residential colonies

All capacities in Litres are approximate. Bidders are advised to visit the sites before quoting the rates as the tanks are of different sizes at different locations. The approximate sizes and capacities are given in BoQ.

Sr.No.	Description of items with Specifications	Qty	Rate	Amount
	<p>Work to be executed as detailed below:-</p> <p>Dewatering the tank with submersible pump or with suitable arrangements, de-silting and removing of left over dirty water up to 100 to 150 mm in the bottom, & bottom clean complete removal of water of the tank and sludge with special sludge pump, cleaning of walls and ceiling with special mechanized high pressure jet machines by rotary jet system at 100-150 Bar pressure (150 Kg /sq cm) which dislodges the layer of dirt, algae, fungus stuck on its surface usage of scrubbing machines for old stains and cleaning chemicals if required, floor of the dirty tank should be thoroughly cleaned up by jet cleaner to accumulate all dirt, the remaining sludge should than be removed by sludge pumps, the dirt silt and other foreign material should further be removed by Industrial Vaccum Cleaners, with Sludge Sucker should be a part of the High Pressure System which sucks sludge and throws the same out of Tank, this must handle solid particles as well to make the floor totally dirt free, application/spraying of Anti-Bacterial chemicals (NON TOXIC, BIO DEGRADABLE, ECO FRIENDLY) to ensure total sterilization of tank from the inside. Inside of the tank should be treated with specially developed ultraviolet Radiator to kill further floating</p>			

Sr.No.	Description of items with Specifications	Qty	Rate	Amount
	bacteria/virus in order to make the tank totally clean, bacteria free and safe for storage of drinking water. All the above operations should be executed by trained workers and technicians, properly dressed along with gum boots, to work as per the direction of Engineer in charge. All safety Gadgets like Safety Belts, Special Safety Ladder, Helmets, Heavy Duty Gum Boots, Electric Safety Gloves and Special Working Gloves, Safety Goggles, Masks, Aprons, etc. for complete security and safe operations be used by operators. Storage and Cleaning equipment like Scrubbers/Wipers, Storage drums, Sludge Collectors and Cisterns, etc. must be integral part of system. (Rate includes cost of writing, date of cleaning with paint after removing the old date by painting all complete)			
(A)	For NABARD Assam RO Building, Guwahati			
	(a) Underground Water Tank Capacity : 1,00,000 litres [Rate per litre]			
	(b) Overhead Water Tank Capacity : 20,000 litres [Rate per litre]			
(B)	For Staff Quarters – Plot 3			
	(a) Underground Water Tank Capacity : 50,000 litres [Rate per litre]			
	(b) Overhead Water Tank Capacity : 10,000 litres [Rate per litre]			
(C)	For Staff Quarters – Plot 4			
	(c) Underground Water Tank Capacity : 50,000 litres [Rate per litre]			
	(d) Overhead Water Tank (i) Gr.B Qtrs :Capacity : 10,000 litres [Rate per litre] (ii) Gr.C Qtrs : Capacity : 12,000 litres [Rate per litre]			
	[Total Capacity (Volume) of Tanks is 2,52,000 litres]			
	Grand Total II [A + B + C]			

GRANDTOTAL I + GRANDTOTAL II : (in figures)

GRANDTOTAL I + GRANDTOTAL II : (in words)

Note:

(Signature & seal of bidder) Page 81 of 83

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Tenderers are advised to quote Service charges in % rate and correspondingly work out the absolute amount also as per the scope of work. The total amount (ie. Wages per month plus Service Charges) plus applicable GST shall be considered for comparison for deciding L1 (lowest quoted vendor).
3. The bidder shall reasonably assess the likely Minimum wages projected to be paid during the year considering past trends /proportionate increase in the minimum wages notified by the Central or State Government (whichever is higher) during the previous year(s), before filling in the above details. No increase in rates will be allowed during the entire Contract Period on this account. The bidders /bidders may please note that the rate quoted in the price bid shall be firm for the duration of the contract and nothing extra shall be paid over and above their quoted rates during the currency of the contract. The rates will be considered for revision only in case of revision of statutory taxes like GST as applicable.
4. If the Bank finds that the above projected minimum wages are insufficient to meet the Minimum Wage obligations during the contract period, their offer shall stand disqualified and not be considered for further evaluation by the Bank.
5. Quoted rate for Service Charges should be workable, reasonable and should include incidental and all overheads and profits. Service Charges less than One Percent (ie. Zero and its derivatives) will not be considered and such tenders shall be treated as Invalid. The Tenderer will furnish Rate Analysis for scrutiny of the rates by NABARD, if required. Statutory deductions such as TDS on IT and GST shall be made as per the rules. No increase in rates will be allowed during the entire Contract Period on this account. The rates will be considered for revision only in case of revision of statutory taxes like GST as applicable.
6. The contractor has to quote for all the items of BOQ. Incomplete BOQ will not be considered. The rates will be compared only after comparing rates with taxes while evaluation of the price bids.
7. The proof of remittance of statutory contribution of PF (Employer and Employee) and ESI to the appropriate agency for those workers deployed by the Selected Bidder to execute the contract work in NABARD, must be provided by the selected bidder to NABARD every month along with the claim bill, failing which the claim bill shall not be settled. The selected bidder shall also submit the proof of remittance of Bonus for those workers deployed by the selected bidder to execute the contract work in NABARD along with the claim bill for the month of _____, failing which the claim bill for the month of _____ shall not be settled.

Accepted all terms & conditions of Price Bid

Place:

(Signature of the Tenderer)

Date:

Name and seal

Address:

