

**Tender for Annual Maintenance  
Contract for Caretaking Services at Visiting  
Officers' Flats (VOF) of  
NABARD, Assam Regional Office, Guwahati for  
the period from 01 April 2023 to 31 March 2025**



**Assam Regional Office, Guwahati  
G S Road, Dispur, Guwahati – 781006**

Date of issue of tender document	16 December 2022
Pre Bid Meeting with bidders	21 December 2022 at 03:00 PM
Due date for submission of tender	08 January 2023 by 03:00 PM
Date and time of opening technical bids	11 January 2023 at 03:00 PM
Issue and Opening of Price Bid	Will be communicated to qualified bidders in due course.

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# **Part 1**

## **Technical bid**



## **1. NOTICE INVITING TENDER**

**Ref.No. NB.Assam.Guw.DPSP/**

**/VOF AMC/ 2022-23**

**19 December 2022**

Madam/ Dear Sir

**Notice Inviting Tender (NIT) – Tender for Empanelment and Annual Maintenance Contract for Caretaking Services at Visiting Officers' Flats (VOF) of NABARD, Assam Regional Office, Guwahati for the period from 01 April 2023 to 31 March 2025**

NABARD invites e-tenders for empanelment and Annual Maintenance Contract (AMC) for caretaking services to be provided at its Visiting Officers' Flats at **VIP Road, Near Royal Enfield, Bormotoria, Assam, Guwahati- 781006.**

This NIT (tender document) can be downloaded from our website at <https://www.nabard.org/English/Tenders.aspx> and <https://nabard.eproc.in>. No separate hard copy of this tender shall be issued by NABARD.

- 2.** The Contract period will be from **01 April 2023 to 31 March 2025 with a provision of review of performance in each year.** The same may be renewed for one year at each time, if services are found satisfactory as per mutually agreed terms and conditions. The renewal shall be at the sole discretion of NABARD.
- 3.** Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login to NABARD's e-Procurement portal (<https://nabard.eproc.in/>)
- 4.** Tenderers are requested to submit their bids through e-tendering (e-bid) mode by login to eProcurement portal of NABARD (<https://nabard.eproc.in/>) for the aforesaid Tender as per detailed technical specifications and other requirements as mentioned more specifically elsewhere in this e-tender document. For this purpose, tenderers will be required to register themselves on e-Procurement portal of NABARD and create user ID and Password. For more information regarding e-bid process and procedure of submission of e-bid, bidders may follow 'Bidding Manual' available on e-Procurement portal of NABARD or seek assistance of Help Desk / Support Team of M/s C1 India Pvt. Ltd., the facilitating agency, engaged by NABARD for e- procurement process.
- 5.** The e-tender will be available to the bidders /contractors on e-Procurement portal of NABARD (<https://nabard.eproc.in/>) for download from 5.00 PM on 19 December 2022 also on NABARD's website (for reference purpose) <https://www.nabard.org/> as well as from Central Public Procurement Portal. There will be no charges for downloading the tender documents from the web site.

6. Tenderers are advised to submit e-tender (e-bids) through e-Procurement portal of NABARD (<https://nabard.eproc.in/>) only, after carefully following the instructions related to systems and procedures as indicated on the link and step-wise tutorials (Vendor Guide) provided for submission of e-bids. Tenderers can upload their tender documents directly from their PC in the designated folder created for them in On-line Bid form. Please refer the section on uploading various Tender documents in the help guide provided in the

Bidding Manual (Vendor Guide) is available in the home page at NABARD e-Procurement portal. In case of any further guidance, help and support while submission of e-bids, NABARD has engaged M/s C1 India Pvt. Ltd. as a facilitating agency who have created exclusive 'Help Desk' / 'Support Team' for facilitation of bidders. Their contact details are mentioned as under:

- i. Fairlin Jivin 0124-4302000 ext 112, email- [fairlin.jivin@ciindia.com](mailto:fairlin.jivin@ciindia.com)
- ii. Ujwala Shimpi 0124-4302000 ext 114 , email id-[ujwala.shimpi@ciindia.com](mailto:ujwala.shimpi@ciindia.com)
- iii. Saranraj Niacker 0124-4302000 ext 110, email [id-saranraj.naicker@ciindia.com](mailto:idsaranraj.naicker@ciindia.com)
- iv. Sachin Toraskar 0124-4302000 ext 200, [e-mail-sachin.toraskar@ciindia.com](mailto:sachin.toraskar@ciindia.com)

All the email to be CC marked to email- [dpsp.guwahati@nabard.org](mailto:dpsp.guwahati@nabard.org)

Any clarification with regards to the tender or tender uploading may also be contacted at 7738777532 (Shri N D Shaikh, AGM) and [7001768238](tel:7001768238) (Shri Shiva Ray, AM).

7. The tenderer/bidder shall submit two separate e-bids for the captioned Tender i.e. Technical Bid and Financial/Price Bid which should be complete in all respect.
8. Instructions regarding Technical Bid, Financial Bid, electronic bid (e-bid) submission process and description & scope of work and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.
9. It must be noted that the only Bidders who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process. Tenderer must implement Integrity Pact (IP) in the prescribed format (Schedule H) in all phases of the contract. (<http://www.cvc.nic.in>).
10. e-Tenders must be submitted online not later than 02.00 pm on 31 December 2022. Tenders received after stipulated date and time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time.
11. The Technical Bids will be opened online at 03:00 pm on 09 January 2023 at NABARD Assam Regional Office in presence of the interested bidders who choose to be present or in any eventuality, on the date and time as decided by NABARD. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorization letter from the respective bidder on their letter head for participating in the technical bid opening.
12. The Financial Bid shall be opened after detailed evaluation of the technical bid. The date of opening of Financial Bid will be intimated separately to the technically qualified bidders only.
13. The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

14. NABARD does not bind itself to accept the lowest bid (L1).
15. The decision of the bank shall be final and binding with regard to technical and financial bids and the tendering process.
16. The bids shall remain valid and open for acceptance for 3 months from the date of opening of price/ financial bid.
17. All documents that comprise the offer should be signed and sealed by the bidder, as a token of acceptance to the terms and conditions specified in the tender.
18. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers' failure to satisfy the bank, the bank reserves the right to reject the tender.
19. **Technical bid shall contain:**
  - a) "Technical bid" of tender with every page signed and stamped by bidder.
  - b) Proof of EMD payment.
  - c) Power of attorney authorizing the person to sign the tender.
  - d) Checklist duly signed.
20. **Price Bid shall contain:**
  - a) Price Bid.
  - b) Calculation sheet (separate for each service) as prescribed in the tender.
  - c) shall not contain any condition whatsoever and any conditional bid shall be summarily rejected.

(will be opened on a designated date decided by NABARD which will be communicated separately who qualify the technical bids).
21. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.
22. Bidder shall submit Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand Only). EMD is exempted for MSEs certificate holder for manpower category as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations. The Quotation without EMD shall be summarily rejected. You will be required to deposit EMD payment to designated **Account No. NABADMN12 (IFSC: NBRD00000002)**. No interest shall be paid on the EMD so deposited. EMD of the successful bidder shall be adjusted with security deposit and refunded after the successful completion of the work, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.
23. The quantum of security deposit shall be 5% of the approved annual contract amount. The successful tenderer has to submit the balance amount of security deposit within 10 days of acceptance of work order. Security Deposit will be refunded after the expiry of the contract period. SD will not bear any interest.

- 24.** A pre-bid meeting will be held at **NABARD, ASSAM REGIONAL OFFICE, Guwahati** at 3.00 PM on 19 December 2022 with the prospective bidders, to clarify any issues pertaining to the tender. The bidders are expected to thoroughly read the tender document before being present for the pre-bid meeting, so as to understand all aspects of the work.
- 25.** The bids shall remain valid and open for acceptance for 03 months from the date of opening of financial bid. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
- 26.** The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.
- 27.** The tender document must be filled in English. If any of the documents are missing or un- signed in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender will be rejected.
- 28.** The tender may be rejected if any bidder proposes any deviation from the prescribed requirement NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.
- 29.** Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
- 30.** Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by NABARD in any circumstances.
- 31.** NABARD does not bind itself to accept the lowest or any tender at all. NABARD also reserves the right to negotiate or partly accept any tender or all tenders received without assigning any reasons thereof.
- 32.** Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to CHIEF GENERAL MANAGER, NABARD, ASSAM REGIONAL OFFICE, G S Road, Dispur, Guwahati, Assam – 781006 who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers 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 three working days prior to the last date of submission of the tender.
- 33.** The successful bidder shall execute an agreement at its own cost on non-judicial stamp paper of Rs.100/- with NABARD in accordance with the standard format

provided by NABARD within 14 days from date of issue of work order, failing which bidder's EMD may be forfeited.

**34.** The following procedure shall be followed in the event of multiple L1 bidders after opening of Bids:

- a) Quality and Cost Based Selection criteria shall be incorporated for evaluation wherein multiple L1 bids are received. The work then will be awarded to the bidder having the highest marks in QCBS among the L1 bidders (format of scoring model is given in Annexure).
- b) Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.
- c) In case multiple L1 bidders get same marks in QCBS also, then the Purchase Committee of NABARD shall, at their discretion, visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work then shall be awarded to the bidder with highest marks.
- d) In case of multiple L1 bidders getting equal marks even after field visits, the final selection shall be done based on draw of lots, as may be decided jointly by the NABARD and select bidders, or by pulling the highest number from a box containing 30 numbers.

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



## **2. FORM OF TENDER**

(To be submitted in bidder's letterhead)

**The Chief General Manager**

National Bank for Agriculture and Rural Development  
Assam Regional Office  
G S Road, Dispur  
Guwahati, Assam - 781006

Dear Sir/Madam

**Notice Inviting Tender –“Tender for Empanelment and Annual Maintenance Contract for Caretaking Services at Visiting Officers’ Flats (VOF) of NABARD, Assam Regional Office, Guwahati for the period from 01 April 2023 to 31 March 2025”.**

1. I / We have examined the Scope of Works, Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you and are submitting our offer for the captioned services.
2. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We agree to deposit interest-free EMD through NEFT and enclose the transaction report in the technical bid.
4. 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 Schedule 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.
5. In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with NABARD as per the prescribed format.
6. The rates quoted by me/us, excepting for the items where payment is for supply of skilled/semi-skilled/unskilled labour, are firm and shall not be subjected to variations on account of fluctuation in the market rates, 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.
7. 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 Excise Duty, Income Tax, GST, contribution to EPF & ESI (wherever applicable)etc. and other taxes prevailing from time to time. Rates are excluding taxes and valid for the currency of the contract. Even if the contracts are extended, the rates will be not be changed by us.

8. 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. I/We will be responsible for any legal/Quasi legal matters arise due to non-compliance of statutory obligations, and indemnify NABARD from any complications, all expenditure in this regard will be borne by me/us.
9. We hereby certify that all the statements made and information supplied in the tender Document and accompanying statements are true and correct.
10. Should this tender be accepted, I / we hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Name of the person authorized to sign and submit the Tender

I).....

II).....

Yours faithfully

**Place**

**Date**

**Signature**

**Seal**

### **3. PRE-QUALIFICATION CRITERIA**

1. The Tenderer should have a minimum experience of five (05) years of successfully completing or currently providing services of Caretaking of Visiting Officer' Flat/ Visiting Employees Flat or any similar work for government buildings, Banks/FIs premises, reputed private organizations etc.
2. The Contractors who are registered with any Govt. / Semi-Govt. / Govt. Undertakings / Autonomous bodies / Corporate Sector / Financial Institutions and having experience of executing above type of works under AMC contract may apply with detailed certificates / credentials along with the Bid of the tender.
3. The contractors should meet following qualification criteria:
  - a) Minimum 5 years' experience ( as on 31.03.2022) in the field of Caretaking Contracts, which include services as listed above and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Offices.
  - b) The bidders should have carried out similar works during last 5 years (ending 31.03.2022) with annual contract value (costing individually) not less than the amount as given in following table:

Sl No	Experience Criteria	Contract executed Lakh)	value (Rs.
1	1 similar work during last 5 years (ending 31.03.2022) with annual contract value (costing individually) not less than Rs. >>>	7.1	
	OR	OR	
2	2 similar works during last 5 years (ending 31.03.2022) with annual contract value (costing individually) not less than Rs. >>>	5.3	
	OR	OR	
3	3 similar works during last 5 years (ending 31.03.2022) with annual contract value (costing individually) not less than Rs. >>>	4.4	

4. The tenderers should have annual turnover during each of the last 3 years of atleast 300% of the estimated cost of the tender supported with audited balance sheet / profit & loss statement certified by a registered Chartered Accountant. The tenderer should submit audited balance sheets / P&L account and Income Tax Return certificates for the last 3 financial years, as applicable.
5. The tenderer should submit the documents of the office address.
6. The bidder should have minimum 1 **(one) skilled and 2 (two) unskilled** manpower personnel in its pay roll yearly for the last 3 years ending 31 March 2022 (Furnish details).

**Note: Any false and/or inadequate information may result in rejection of the tender.**

#### **4. GENERAL CONDITIONS OF THE CONTRACT**

1. Tenderers are advised to visit the sites and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable, reasonable and should include incidental and all overheads and profits. The Tenderer will furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
3. Rates should be including all taxes in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account, even in the extended periods of the contracts. The rates will be considered for revision only in case of revision of minimum wages or other statutory rates.
4. Validity of Offer: 90 days from the date of opening of the price bids.
5. **Monthly/ Quarterly/ Periodical** payments will be made based on the **bills submitted by the Contractor for Visiting Officers' Flats (VOF)**. All bills are to be 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 prescribed by NABARD for respective work and should submit all these with the bill. Payments will be made only after producing the E-payment sheets (both in soft and hard form) and wage register for countersigning by NABARD and successful deposit/transfer of dues to EPFO, ESI, Payment of Bonus (wherever applicable) including of any other statutory requirement in force from time to time and submit the proof of such payments along with claims. The contractor has to submit half-yearly EPFO return and Annual Labour Dept Return and any other returns required by the statutory authorities.
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. IT and GST-TDS and other statutory deductions, 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 therefor 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 should be efficient and have highly technically skilled man power, 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 (CAR policy)** for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to NABARD immediately after award of work. The **CAR** policies are required to be at least 1.25 times of the contract value.
11. Calculation sheet for supply of manpower and minimum wages is required to be submitted duly filled along with the bid. Tenders/bids not complying with the minimum wages

payment are liable to be rejected which will be ascertained on the basis of Calculation sheet submitted by the contractor. Bank will ascertain whether the contractor will be able to pay the minimum wages and other components from Calculation Sheet.

12. 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.
13. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the **Minimum Wages Act, 1948** (amended time to time) on a monthly basis. The contractor shall also make PF contribution, ESI contribution, bonus payments and or any other statutory contribution in respect of the personnel deployed by them in NABARD. Contractor shall indemnify NABARD for this. Contractor shall present the proof of the same along with the bill.
14. The contractor will be responsible and ensure 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 and under intimation/in the presence of NABARD officer. The Contractor shall be responsible to fulfil 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), conformity to labour laws, 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.
15. 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. Any penalty imposed on NABARD by any statutory authority on this account shall be directly recovered from contractor's any bill or earnest money deposited with NABARD. The contractor shall indemnify NABARD of any responsibility on this account and or any penalties imposed on the Contractor's part.

The following requisites are to be fulfilled by the contractor:

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

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

16. 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.
17. 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 Center 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.

18. 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 be done in the presence of authorized representative of NABARD as required as under relevant law.
19. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. 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.
20. 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 satisfactorily as per the contract provision.
21. The Contractor or his authorised representative should visit the site as per requirement and meet NABARD's officer with prior appointment for any clarifications and to receive instructions, etc. at the site.
22. The Contractor's workmen should report to ACT/CT/Site supervisor as per timings mentioned elsewhere in this document. 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.
23. The workers / staff employed should wear colour code uniforms displaying contractor firm's name and must carry ID card issued by the contractor during the working hours. 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.
24. 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.
25. 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. 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.

26. For any dispute, the decision of NABARD shall be final and binding upon the contractor. However, 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 through court of law in Guwahati.
27. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
28. The 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.
29. 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.
30. 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.
31. 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.
32. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside NABARD's residential/Office/VOF premises.
33. The engaged staff shall also undertake other specific work related with/without housekeeping works and other works during working hours as per instruction of ACT/ Officer, if required.
34. **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.
37. 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 otherwise.
38. In case the Contractor desires to terminate the Contract, he may do so by giving the Bank **a notice period of three months.**
39. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
40. While submitting the monthly bill for AMC, the contractors have to submit all the required documents / statements as desired by NABARD. Contractor will not link payments to his labourers with the settlement of his bill by NABARD.
41. It is the contractor's responsibility to provide skilled worker, sweepers, both male and female workers, 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.
42. The contractor should have efficient and highly skilled technical staff.
43. Bids quoted with Service charge (including Establishment/ Administrative cost, Management and Supervisory charges (including contractors profit, cleaning and other material charges, laundry charges, uniform, overhead and profit)) less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.
44. Bids with Service charge quoted as above of can be considered as responsive and such bids can be considered for further evaluation. Service Charges claimed by contractor should include management and supervisory charges including Contractor's Profit, materials required on monthly basis wherever the tender requires the contractor to bear the cost of materials, tools and equipment as per requirement, uniform for labourers, other overheads, etc. Contractors may be advised to quote service charges after due diligence which should be reasonable and workable.
45. 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.



46. Contractors shall, wherever applicable, pay Bonus at Govt. approved rate (prevailing rate @ 8.33% of Minimum Wages) to the eligible contract workers and the same is payable to contractor on reimbursement basis on production of proof of payment.
47. Material charges, Overhead charges including insurance and other risk coverage of labours to be quoted in the Price Bid. All requisite materials required for a month to be deposited in advance with NABARD.
48. In order to ensure the above statutory requirements, ROs / TEs may comply with the following while inviting fresh tenders / entering into labour service contracts for various services at Office Buildings and Residential Colonies:
- i.** 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.
  - ii.** 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.
  - iii.** The bidder shall be registered with Income Tax and Goods & Services Tax (GST) authorities.
  - iv.** 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.
  - v.** Bids quoted with administrative/service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.
  - vi.** Bids, if not submitted in Bank's approved bid format shall be treated as invalid and are liable for rejection.
  - vii.** Non-compliance of any of the conditions (i to vi) mentioned above by the bidder will amount to non-eligibility for the service for which tender has been invited and such bids shall be summarily rejected.
  - viii.** Selection Criteria for Awarding of Contract in case of Multiple L1 Bidders will be based on guidelines of Quality and Cost Based Selection (QCBS) criteria issued by NABARD Head Office as on date of tender opening. We / I accept all the Terms and Conditions in all respects without any reservation.

Signature of the Tenderer: Name and Seal

Place and Date

Address

## **5. SPECIAL CONDITIONS OF THE CONTRACT**

- 1) NABARD does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by NABARD. If required, NABARD may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and tenderer/bidder shall have to furnish Rate Analysis for the scrutiny of rates by NABARD within stipulated time. NABARD reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.”
- 2) Contractor shall follow the prescribed formats/procedures for official documentation like registers, etc. as stipulated by NABARD from time to time.
- 3) Contractor shall maintain **job cards** and a proper Record/Register indicating reasons for not attending to any particular work time schedule. The periodicity and expected schedules are given in the scope of work. Time is the essence of the contract and for any pending/incomplete work as well as for any substandard work, the amount of deduction/ penalty per week shall be calculated at 0.25% of the accepted tender amount, subject to a maximum of 5% of the accepted tender amount. The responsibility of engaging and maintaining adequate/sanctioned strength of workers lies with the Contractor in view of timely attention and completion of the routine works within the given time frame. In case of non-attendance or non-timely attendance or non-timely completion or below- standard carrying out of any work by the contractor, the Bank shall get the work satisfactorily carried out through its other agencies at the risk and cost of the contractor. Apart from making payments to the said other agencies from the dues of the contractor, the Bank shall also levy a penalty as above.
- 4) In case of emergency work, no extra payment for working in odd hour will be made.
- 5) The property will be handed over to the Contractor on 'as is where is' basis and the contractor shall ensure proper service to a reasonably satisfactory level.
- 6) NABARD reserves to change scope of work or the number of labours during the contract period.

### **Declaration by the Contractor**

We / I have read and understood the Scope of Work and special terms and conditions for the AMC works in the Visiting Officers' Flats (VOF) 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.

Sign

Date & Place:

Address:

## 6. Basic Information about Bidder

Sr. No.	Particulars	Details
1	Name of the Applicant/Organisation and address of their registered office	
2	Type of the Organization (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc.)	
3	Name of the Proprietor / Partners/ Directors of the organization	(a) (b) (c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm	
5	Experience in the field of Caretaking/ VOF maintenance works (Years)	
6	Technical personnel available in the organization (Details to be furnished in separate sheet)	
7	Address of office through which the proposed work of National Bank for Agriculture and Rural Development (NABARD) will be handled and the name and designation of the Officer-in-Charge	
8	Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached)	
9	Yearly turnover of the company during last 3 years (Year-wise) duly certified by a CA. – Attach balance sheet/P&L a/c statement and IT returns of the firm of last three years.	
10	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation	

## 7. Work Experience

### a) Previous Experience

**List of important works done in last five years (as per the pre- qualification criteria mentioned in this tender)**

Sr. No	Name & Location of work	Cost of work	Name of owner	Full address	Name of the contact person from owner's side for whom work was executed	Contact no. of the contact person of the owner (Mandatory )	Email id of the contact person (Mandatory )	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant Information
								Stipulated	Actual		

**Note: - The supporting documents like work order, experience certificate, completion certificate shall be enclosed mandatorily.**

### b) Ongoing Projects

**List of important works on Hand.**

Sr. No	Name & Location of work	Cost of work	Name of owner	Full address	Name of the contact person from owner's side for whom work was executed	Contact no. of the contact person of the owner (Mandatory )	Email id of the contact person (Mandatory )	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant Information
								Stipulated	Actual		

**Note: - The supporting documents like work order, experience certificate, completion certificate shall be enclosed mandatorily.**

**c) Technical personnel and special experience**

**a).** List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

Sr. No.	Name	Age	Qualifications	Work experience	Nature of works handled

## **8. Scope of Work**

### **1. 1. Caretaking services of VOF at Officers' Quarters, Guwahati**

The contractor shall provide caretaking services, which include the following works:

<b>Sr No</b>	<b>Nature of work</b>	<b>Requirement of number of persons</b>		
		<b>Skilled</b>	<b>Unskilled</b>	<b>No. of days in a month</b>
1	Cook	1	-	26
2	Asst. Cook	-	1	26
3	Attendant / Helper	-	2	26
	<b>TOTAL</b>	<b>1</b>	<b>3</b>	
	<b>Grand Total</b>	<b>4</b>		

Note: NABARD reserves the rights to change the number of laborers required during the contract period/extended period in such cases pro rata payment will be made to contractor at the agreed cost.

- a. Handing/taking over of keys from/to visitors of the Bank for staying at Visiting Officers Flat.
- b. Changing the linen every day and changing & washing of curtains every three months. Washed linen should be supplied on allotment of VOF and subsequently changed after two days.
- c. Proper care of each and every item in the VOFs is responsibility of the contractor without deploying additional man power.
- d. Maintenance of Drawing Room/TVs, Reception with holding of charge, issue of toiletries to guests and other officials.
- e. Careful operation of TV/Dish/DTH connection and maintenance/recharge (actual cost reimbursable by NABARD) of Dish connection without any extra charge up to date in coordination with DPSP officials.
- f. Calling AMC service provider and up to date maintenance of air conditioners, Aquaguard/Water Purifier/Fridge/TVs/ Tata Sky etc.
- g. Switching on / off the lights, air conditioners and other electrical appliances in the building as per requirement.
- h. The contractor shall pay the replacement cost of the item if reported lost/broken/damaged etc.
- i. The contractor should collect the allotment advices of VOF/VEF/ Medical Flats from the bank every day.
- j. The contractor to collect the designated fee from guests & deposit to designated account on a monthly basis and report to DPSP about the fee collected soon after deposit.
- k. The Contractor shall arrange to provide tea, breakfast, lunch and dinner on advance intimation to the guests, as per the rates fixed by the Bank. Supplying the drinking water for guests in rooms.

1. The duty roster should be arranged in such a way that at least one staff is available round the clock at VOF.

**Trained Helper/Worker should perform the following:**

Ensure Cleaning of dining tables, chairs, cupboards, beds, electrical appliances etc. everyday

- a. Be neatly dressed with uniform bearing the name of contractor
- b. Should be courteous and polite & have positive attitude
- c. Should ensure that all lights, plumbing fittings, TVs, ACs, geysers etc. are in working condition.
- d. Should help the cook for preparation of food and able prepare food for occupants in absence of the cook
- e. Should serve the meals to guests in a clean and hygienic manner
- f. Should keep the dining hall and dining tables always clean and presentable
- g. Should enquire with guests and provide additional food items on request
- h. Should clean utensils/plates thoroughly using appropriate cleaning materials
- i. Should not keep guests waiting to be served / unattended
- j. Should guide the guests to safety in case of fire/ other disaster / accident
- k. Should be of good moral character and not suffering from any diseases.

**Operation, Maintenance and Supervision of Kitchen & Dining halls for catering guests  
- Cook/Asst. Cook**

Should have adequate experience in handling kitchens.

- a. Should be well versed in cooking north and south Indian dishes as well as continental cuisines for dinner/lunch/breakfast items.
- b. Should maintain hygienic condition in the kitchen and washing areas.
- c. Should assign works to utility helpers and waiters in kitchen.
- d. Should ensure that timely good quality food is served to guests either in rooms or in the dining area.
- e. Should ensure that all the utensils, crockery, kitchen equipment are properly cleaned and in working order.
- f. Should wear fire safety apron during cooking and bouffant caps (head cover) during cooking as well as serving the food.

**Cleaning of linen, kitchen equipment and cutlery/crockery**

Should use good quality cleaning material only.

- a. Should provide all cleaning material. The cleaning materials in r/o kitchen utensils will not be reimbursed by NABARD.
- b. Should arrange to carry out washing/cleaning of linen after every change of occupancy, or on every third day or if demanded for by the guests, if stained and keeping records of that. Contractor will provide detergent and fabric conditioner of good quality for washing linen and the cost will not be reimbursed by NABARD.
- c. Arrange for all furniture with fabric/leatherette to be cleaned with shampoo at least once in three months. The cost of shampoo will not be reimbursed by NABARD.

**Provision of toilet kits, water, Tea/Coffee/Sugar/Milk Sachets, etc.**

Purified water should be provided daily to every occupied room for drinking

- a. Required quantity of tea, coffee, milk, cold drinks, etc. shall be served to the guests on chargeable basis at rates decided by NABARD.
- b. One toilet kit should be provided to each visitor on allotment depending upon length of stay. Toilet Kit items as specified by NABARD to be provided by contractor at a cost not exceeding MRP and contractor should inform DPSP RO well in advance for replacement of VOF kits and also keep the records of issue of kits.

**Facilities Provided by NABARD Includes**

Kitchen with all necessary facilities like gas stoves, cylinders, grinder, mixers, refrigerators, and microwave, Almirah for storage of linen and facility for storage of crockery / food grains etc.

- a. Crockery, cutlery and all cooking utensils/pans, pressure cookers etc.
- b. Furniture in rooms, dining halls, lounges, office rooms, etc.
- c. Appliances like TV, ACs, Geysers, Washing Machines, and Water Purifier etc. All the available capital equipment will be given on as-is, where-is condition.
- d. The Agency will have full responsibility of proper upkeep, maintenance and custody of the linen, crockery, equipment, and vessels etc., handed over to them by the Bank.
- e. All the items supplied by the Bank at its expense for the purpose of running VOF will be Bank's property for all intents and purposes.
- f. The losses due to breakage / theft / damage or loss of any such materials / equipment / fixtures / furniture or damage due to poor and reckless handling shall be recovered from the Agency at full cost. However, damages/ breakages in crockery due to natural causes will be viewed leniently by NABARD. In regard to natural wear and tear of any such item, the decision of the Bank shall be final and binding on the Agency. However, the Agency shall maintain records for all such damages/breakages.
- g. Any additional or new items required by NABARD, the contractor to provide on a reimbursable basis at a cost not exceeding MRP.

**SPECIAL INSTRUCTION**

- a. The Agency will supervise the above work on a daily basis.
- b. The Agency will provide substitute in case of absentee.
- c. The above list of works mentioned is illustrative and not exhaustive. NABARD may include works as per the future requirements.
- d. Monetary penalty of ₹500/- (deductible from monthly AMC charges) will be imposed on the contractor for each complaint registered by visitors regarding lack of hygiene and/or failure to provide agreed upon services promptly and courteously.
- e. Cleaning of the kitchen, kitchen washing area, utensils, linen, sofa, furniture, etc should be properly carried out and of high quality and hygienic and it would be to the satisfaction of the occupants. No substandard/ outdated/ stale material should be used while preparing food. NABARD's doctor will check the food once in every week and discrepancies observed, if any, will be viewed seriously and may lead to immediate termination of contract.

**Declaration by the Contractor**

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

Place: Date:  
(Signature  
of the  
Tenderer)

Address



## **9. Description of Properties**

### **Visiting Officers' Flats (VOF), VIP Road, Chchal, Guwahati, Assam**

The Visiting Officer's flats are located in **VIP Road, Near Royal Enfield, Bormotoria, Assam, Guwahati- 781006**. There are presently 2 floors with Executive VOF on first floor (2 rooms) and 2<sup>nd</sup> floor with 4 rooms, comprising of total 6 rooms for visiting officers, one functional kitchen, one room for stay of caretaking staff and one store room. However, the location of VOF and number of rooms are subject to modification at Bank's discretion.

## **10.SAFETY CODE**

1. The Contractor shall maintain in a readily accessible place first aid appliances including adequate supply of sterilised dressings and cotton wool.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalisation.
3. 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.
4. It is entirely the responsibility of the contractor to follow the safety procedures such as using fire safety aprons, 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.
5. 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.
6. Penal action will also be taken if the contractor's supervisors and workmen do not wear the uniforms and photo identity cards issued and thus pose a security risk to the safety of the Bank's establishments, its staff and the families of its staff
7. The decision of the Bank in all such cases attracting penalties shall be final and binding on the contractor.
8. 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 AMC works in the entire colonies (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 Tenderer)**

**Address :**

**Name and Seal :**

### **Annexure-I**

The Visiting Officers' Flat (VOF) guests and other NABARD officials shall be served with the following hygienically cooked food items, which shall be of excellent quality and sufficient quantity to satisfy the guests. The contractor shall recover the food charges from the guests at a rate not more than the rates mentioned in the Rate Chart, which may be revised annually as per mutual agreement of NABARD and the contractor. The cost of food charge will also include the cost of cooking gas.

<b>RATE CHART</b>		
<b>Sr. No</b>	<b>Particular</b>	<b>Rate (₹)</b>
<b>I</b>	<b>High Tea:-</b>	
1	Tea (with Tea bags)/ Coffee	15
2	Bread Pakora/ Wafers / Samosa (price for any one item only )	25
3	Pastry/ Patties (price for any one item only )	50/30
4	Sandwich /Paneer Pakora (1 Pc Big) / Mix Veg Pakora (price for one item only)	30
5	Kaju Roasted (15 PC) / Roasted Badam (15 PC) (Price for any one item only)	45
6	Sweets (Rasogulla (2 PC) / Kajukatli (2PC) / Rasmalai (1 PC)	40
7	Mr Brown Biscuit (4 pc) 2 Sweet & 2 Salted	22
8	Mineral Water (Small)	As per Actual Cost or MRP whichever is less
9	Mineral Water (1 Litre)	
10	Real Juice (1 Glass Big)	30
11	Cold Drinks (1 Glass Big)	20
12	Fruits ( 3 Seasonal Fruits) (N.B – Should be sufficient enough for an adult person)	50
<b>II</b>	<b>Breakfast:-</b>	
1	2 Stuffed Paratha+ Pickles+Sauce+ Curd	60
2	2 Stuffed Paratha+ Pickles+Sauce+ Curd + Tea/Coffee	70
3	2 Paratha / Plain Roti + Sabji+Tea/ Coffee +Pickle	70
4	5 Puri+bhaji +Tea/Coffee+ Pickle	70
5	2 Chola Bhatora +Tea/Coffee+ Pickle	70
6	Poha	30
7	Poha + Tea	40
8	Bread (4 Pcs) + Omlette (2 eggs) +Tea/ Coffee	65
9	4 Idly + Sambar + Chutney+Tea/Coffee	65
10	2 Dosa + Sambar + Chutney+Tea/Coffee+ / Rawa Uttapam + Sambar +Chutney	65
11	Corn Flakes + Milk	25
12	Maggi / Chowmein (Full Plate)	60
13	Grilled Sandwich (1 Pcs)	30
14	Omelette (2 Eggs)	30
15	Boiled Egg 2 Eggs/ 1 Eggs @₹10	25
16	Coffee/ Tea	15
17	Extra Sweet	20

<b>III</b>	<b>Lunch/ Dinner</b>		
1	<b>Normal (Veg) :-</b>	Puri/Roti	130
		Rice	
		Dal	
		2 Sabji ( 1 Seasonal Dry + 1 Gravy)	
		Salad	
		Papad +Pickle +Curd	
2	<b>Normal (Non-Veg):-</b>	Puri/Roti	
		Rice	
		Dal	
		1 Sabji ( 1 Seasonal Dry or 1 Gravy)	
		1 Non-Veg (2 Standard Piece of 200 grams of Chicken / Fish)	150
		Fish Extra @ ₹ 30/ piece Chicken Extra @ ₹30/piece	
		Salad	
		Papad + Pickle +Curd	
<b>IV</b>	<b>Soups</b>		
1	Non-veg soups	Chicken Hot & Sour	100
		Chicken Lemon Coriander	100
		Chicken Sweet Corn	100
		Chicken Manchow	100
		Plain Chicken Soup	75
2	Veg soups	Veg Hot & Sour	80
		Veg Lemon Coriander	80
		Veg Sweet Corn	80
		Veg Manchow	80
		Plain Veg Soup	60
<b>IV</b>	<b>Special Items (Order must be one day Prior)</b>		
1	Paneer Chilli Dry/ Gravy (350 grams of paneer)		150
2	Boneless Chilli Chicken Dry/ Gravy (350 grams of chicken)		150
3	Mutton Curry (350 grams of mutton)		350
4	Prawn Curry (350 grams of prawn)		300
5	Mutton Biryani (Kolkata/ Lucknow/ Hyderabad Styles) Min Order Quantity – 2 Kg		1500
6	Chicken Biryani (Kolkata/ Lucknow/ Hyderabad Styles) Min Order Quantity – 2 Kg		800

## **11. 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	IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTN Number	

Signature

Please attach (1) one original cancelled cheque leaf of the above Bank account and (2) copy of PAN Card and (3) allotment letter/registration letter under GSTN (4) Copy of address proof

**12. AFFIDAVIT ON A NON-JUDICIAL STAMP PAPER OF RS. 100/- DULY NOTARIZED**

**DECLARATION**

I, ....., sole proprietor/ partner/ authorized signatory of M/s. ...., sole proprietorship/partnership firm/public/private limited company, having its principal place of business/ registered office at ..... (Full Address) do hereby solemnly affirm and declare as under:-

That I am the sole proprietor of M/s\_\_\_\_\_

**Or**

That ours is partnership firm having partners as under:- Full Name of partners.

- (a)
- (b)
- (c)
- (d)

**Or**

That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act, 1956/Companies Act, 2013.

(Delete which is not applicable while typing affidavit)

If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed, if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company M/s

..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. depts. from participating in the tender as on date.

3. I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at ..... on ..... that the contents of paras 1 to 5 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

### 13. Draft ARTICLES OF AGREEMENT

(On Non-judicial stamp paper of ₹100/=)

#### **AGREEMENT FOR ANNUAL MAINTENANCE CONTRACT**

**THIS AGREEMENT** is made at Guwahati on this ..... day of \_\_\_\_\_ 2022

#### **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 Assam Regional Office at G S Road, Dispur, Guwahati-781006, hereinafter referred to as "**NABARD**" (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the **ONE PART**

#### **AND**

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

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

#### **WHEREAS**

(1) NABARD, being desirous of outsourcing the works relating to Annual Maintenance contract for VOF Caretaking Service, (hereinafter referred to as "**the said works**") of its premises at VIP Road, Chachal Assam, Guwahati-781006 (hereinafter collectively referred to as "the said Premises") for the period 01 April 2023 to 31 March 2025, had, vide its letter No. ....dated ....., issued a "Notice Inviting Tender" (hereinafter referred to as "the NIT") inviting bids for providing the said works at the said Premises. A copy of the NIT is annexed herewith as "Annexure 1" and to be read as part and parcel of this Agreement.

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

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

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

#### **NOW THIS INDENTURE WITNESSES AS FOLLOWS:**

1. The contract shall commence from 01 November 2022 and shall continue till 31 March 2025 unless it is curtailed or terminated by NABARD owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the requirements etc. NABARD shall pay a sum of **Rs..... lakh for the said period** to the Contractor for carrying out the said works in the said Premises as per the details given in **Scope of Work** in the tender. The rate will remain fixed throughout the entire period of contract i.e. till 31 March 2025 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 web based / app based 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 March 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. 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.
11. The Contractor shall attend to complaints relating to the said work received from the employees of the NABARD and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned.
12. The Contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. NABARD shall, in no way be responsible for settlement of such issues whatsoever.
13. NABARD shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the Contractor in the course of their performing the functions/duties, or for payment towards any compensation.
14. The Contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by it in NABARD. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case NABARD or its employee is made party and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to NABARD or any person authorized by NABARD, on demand. Further, the Contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.
15. It will be the responsibility of the Contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him in NABARD. It will be the responsibility of the contractor for disposal of debris to the approved dumping ground and NABARD will have no liability in this regard.
16. The Contractor shall provide suitable uniforms consisting of Shoes, Dress, 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.
17. The Contractor, wherever and whatever material is provided by NABARD, shall use it properly. Any improper use leading to wastage / pilferage shall be made good by the Contractor to NABARD.
18. NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, tools, equipment, machinery, Contractors vehicles or vehicles of the personnel of the Contractor. NABARD will not be under any liability to pay any compensation to the persons deployed by the Contractor if they sustain any injury etc., while discharging the duties in the said premises. The Contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to NABARD. The **CAR** policies are required to be at least for 1.25 times of the contract value.
19. The Contractor's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements, administrative/organizational matters as all are of confidential/secret nature.
20. The manpower deployed by the Contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD.
21. The Contractor shall ensure proper conduct of its personnel in the said premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.

22. The Contractor shall depute a coordinator who would be responsible for immediate interaction with the Officer-in-charge of Department of Premises, Security and Procurement, Head Office NABARD so that optimal services of the persons deployed by the Contractor could be availed without any disruption.
23. The Contractor shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. In case of delay in attending the work or providing the substitute in time shall attract a pre-estimated fine and NABARD will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD. Contractor shall maintain a proper Record/Register indicating reasons for not attending to any particular complaint within time schedule, failing which penalty as per Bank's decision shall be levied. The expected period of completion of the various items and the amount of deduction beyond that period for pending complaints as per tender conditions shall be applicable.
24. The Contractor, upon receiving a notice from NABARD, shall replace immediately any of its personnel who is found unacceptable to NABARD because of security risks, incompetence/conflict of interest/misconduct.
25. In case, the manpower deployed by the Contractor commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the Contractor will be liable to take appropriate disciplinary action against such persons, and if so required by NABARD, remove him/them from the said Premises.
26. The Contractor shall pay the manpower deployed in NABARD their wages in accordance with the Minimum Wages Act, 1948 as applicable in the State of Maharashtra/GoI, whichever is higher on a monthly basis. The Contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the manpower deployed in NABARD. The Contractor shall also pay statutory tax, wherever applicable.
27. The Contractor, as a taxable service provider, should have valid GST registration Certificate, PANCARD, etc, and must be registered with relevant government department and should attach copies of Certificates along with the Agreement. The Invoices / Bills / Challans should be serially numbered and it should contain the Name and address of Service Provider & Service Receiver, Description of service, etc.
28. The Contractor shall raise the bill along with attendance sheet in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. However, the Contractor must ensure that the salaries of their deployed staffs are released before the 7<sup>th</sup> day of the following month *in the presence of NABARD's representative*, irrespective of receipt of payment from NABARD.
29. The Tax Deduction at Source (TDS) shall be effected as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the Contractor by NABARD.
30. The Contractor shall also liable for depositing all taxes, levies, Cess etc. on account of carrying out the said work to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
31. The Contractor shall maintain all statutory registers under the applicable law. The Contractor shall produce the same, on demand, to NABARD or any other authority under law.
32. The Contractor on its part and through its own resources shall ensure that the goods, materials and equipment, etc. of NABARD are not damaged in the process of carrying out the said work and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If NABARD suffer any loss or damage on account of negligence, default or theft on the part of the employees /agents of the Contractor, then the Contractor shall be liable to compensate for the same. The Contractor shall fully indemnify NABARD against any such loss or damage. NABARD

shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

33. The Contractor will have to deposit a security amount (including EMD) of **Rs.....(Rupees.....)** for NABARD Assam Regional Office vide NEFT/ RTGS at the rate of 5% of the approved tender value. In case, the Agreement is further extended beyond the initial period, the security deposit would be retained.
34. In case of breach of any terms and conditions of this Agreement, the Performance Security Deposit of the Contractor will be liable to be forfeited by NABARD.
35. In case, the Contractor fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, NABARD is put to any loss/obligation, NABARD will be entitled to get itself adjusted out of the outstanding bills or the Security Deposit of the Contractor, to the extent of the loss or obligation in monetary terms. If the adjustment is not possible, then the same may be recoverable from the contractor.
36. In case any of documents furnished by the Contractor is found to be false at any stage, it would be deemed to be a breach of the terms of this Agreement making it liable for legal action besides termination of contract.
37. If the Contractor becomes insolvent or fails to observe or perform any condition of this Agreement then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said performance security deposit and recover from the contractor any loss suffered by NABARD on account of the Agreement being terminated.
38. The Contractor shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of NABARD.
39. If the services of the contractor are not found satisfactory, the contractor will be given one month 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.
40. On the expiry or early termination of the Agreement, the Contractor will withdraw all its personnel without in any way causing any damage to the said premises and the property therein and clear their accounts by paying them all their legal dues. The persons deployed by the contractor shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in NABARD. Resolution of disputes
- 41.1 This Agreement shall be governed by and construed in accordance with the laws of India.
- 41.2 Disputes or differences whatsoever, arising between NABARD and the Contractor shall be resolved amicably between NABARD's representative and the Contractor's representative.
- 41.3 In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be resolved as follows:  
*"Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Agreement or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties."*
- 41.4 The venue of the arbitration shall be at Guwahati.
- 41.5 The language of arbitration shall be English.

41.6 Work under the Agreement shall be continued by the Contractor during the arbitration proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the Agreement, no payment due or payable by NABARD to the Contractor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.

42. 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.
43. 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.
44. This agreement is being executed in duplicate, NABARD should keep the original and the Contractor shall keep the duplicate.
45. The Contractor shall bear the stamp duty on this agreement for both the original and the duplicate copies.

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

Signed, sealed and delivered  
By Shri \_\_\_\_\_

Signed, sealed and delivered  
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.....

## 14. Scoring Model of QCBS

**Scoring Model for deciding the L1 in case of multiple vendor found to be L1:**

S.no.	Description	Score
1.	<b>Legal Structure</b>	<b>20</b>
	Private/Public limited	20
	Partnership	15
	Proprietorship	10
2.	<b>Work Experience in the field of Caretaking</b>	<b>10</b>
	≥ 15 years	10
	≥ 10 < 15 years	5
	≥ 5 < 10 years	2
3.	<b>Average Turn Over during the last 3 years ending 31.03.2022</b>	<b>10</b>
	≥25 lakhs	10
	≥15 < 25 lakhs	5
	≥ 8.87 < 15 lakhs	2
4.	<b>No. of Assignments in Public/private institution (with supply of 3 and above manpower per year) handled in India in last 5 year (as on date of bid submission)</b>	<b>5</b>
	≥ 10	5
	≥ 5 < 10	3
	≥ 2 < 5	1
5.	<b>Maximum Executed Caretaking work for the last 5 years in a year.</b>	<b>5</b>
	≥ 50 Guest Houses/Flats	5
	≥ 25 < 50 Guest Houses/Flats	3
	≥ 5 < 25 Guest Houses/Flats	1
	<b>Total marks</b>	<b>50</b>

**Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model out of total 50 marks.**

Place :

Date : (Signature of the Tenderer) Address : Name and seal

**15.**

**CHECK LIST FOR SUBMISSION OF BID**

Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & Stamped checklist **with this tender document.**

**Please tick ( √ ) the box and ensure compliance:**

1. EMD of requisite amount is submitted as mentioned in Notice Inviting Tender (NIT)

EMD value: Rs.\_is submitted through \_\_\_\_\_Dated\_Drawn on  
\_\_\_\_\_ (Name of Bank)

Submitted

☐

2. Power of Attorney in favour of person who has signed the offer, in stamp paper of appropriate value. For Proprietary Organization, declaration for proprietorship submitted

Submitted

☐

Proprietorship

☐

3. Partnership Deed is case of Partnership firm and Articles of Association in case of limited company and AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-DULY NOTARIZED

Submitted

☐

Not applicable

☐

4. Original Bidding Document along with blank (un-priced) copy of price Bid/ Schedule of Rates and addendum, if any. Price is not filled up in this document, which needs to be mentioned in Price bid only.

Submitted

☐

5. All pages/documents are stamped and signed by the authorized signatory of the bidder.

Yes

☐

6. Price bid in original, duly filled in, signed and sealed in each page, and Calculation sheet (separate for each quoted service) submitted in separately.

Submitted

☐

7. Duly filled in Details of Specific Experience as per the format attached in the Bidding Document along with Documentary evidences comprising Work order and Completion certificate in support of meeting Experience criteria as per the NIT.

Submitted

8. Work Completion certificates from clients, in case work is already completed

Submitted

9. Financial statement along with the Annual Audited balance sheets and P&L Accounts/ IT returns for the last three years, as applicable.

Submitted

10. PAN NO. With documentary proof.

Submitted

11. ESI No. with documentary proof, if applicable

Submitted

12. PF No. with documentary proof, if applicable

Submitted

13. GST Number (GSTN) applicable under GST Act.

Submitted

14. Pre-Contract Integrity Pact for vendors quoting for Housekeeping services.

Submitted

**NOTE:** Documents, which are required to be submitted for the subject job, which are specifically mentioned in the Bidding Document.

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**NAME OF BIDDER** : \_\_\_\_\_

**COMPANY SEAL :** \_\_\_\_\_



**Part 2**

**Price Bid**

## Price Bid

### National Bank for Agriculture and Rural Development

#### **Annual Maintenance Contract for Caretaking services of VOF at VIP Road, Chachal, Assam, Guwahati – 781006 for NABARD, Assam Regional Office, Guwahati.**

<b>Part-A (To be filled by Tenderer) Monthly wage calculation sheet for workmen</b>					
Sr. No.	Description of work	Basis	Rate for AMC in Rs		Amount (in Rs) [Col 4 + Col.5]
			skilled	Unskilled	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
A	Minimum wages Rates		788.00	595.00	
B	Providing number of workmen as indicated in the scope of work in the tender document		1	1	
C	Minimum wages (as per central government or state government whichever is higher)Total basis + VDA for a month = 26 X minimum wages including VDA per day		20488.00	15470.00	35958.00
D	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-) shall be paid on reimbursement basis on production of requisite documents	12.50%	2561.00	1933.75	4494.75
E	EDLI on Basic Wages plus VDA	0.50%	102.44	77.35	179.79
F	Administrative Charges (EPF & EDLI) on basic wages plus VDA	0.50%	102.44	77.35	179.79
G	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-) shall be paid on reimbursement basis on production of requisite documents	3.25%	665.86	502.78	1168.64
H	Bonus [% of (C) shouldn't be less than 8.33% on basic wage and VDA]	8.33%	1706.65	1288.65	2995.30
I	<b>Sub-Total wages per month [C to H]</b>		<b>25626.39</b>	<b>19349.88</b>	<b>44976.27</b>
<b>Relieving Charges for 4 Days</b>					
AA	Minimum wages (as per central government or state government whichever is higher)Total basis + VDA for a month = 4 X minimum wages including VDA per day		3152.00	2380.00	5532.00

BB	EPF (The contributions are payable on maximum wage ceiling of Rs. 15000/-) shall be paid on reimbursement basis on production of requisite documents	12.50%	394.00	297.50	691.50
CC	EDLI on Basic Wages plus VDA	0.50%	15.76	11.90	27.66
DD	Administrative Charges (EPF & EDLI) on basic wages plus VDA	0.50%	15.76	11.90	27.66
EE	ESI (The contributions are payable on maximum wage ceiling of Rs. 21000/-) shall be paid on reimbursement basis on production of requisite documents	3.25%	102.44	77.35	179.79
FF	Bonus [% of (C) shouldn't be less than 8.33% on basic wage and VDA]	8.33%	262.56	198.25	460.82
GG	Sub Total (AA to FF)		3942.52	2976.90	6919.43
HH	Grand Total : [I plus GG]		29568.91	22326.78	51895.69
II	Total for 1 Skilled and 3 Unskilled		29568.91	66980.34	96549.25
Part B – Service charges (To be filled by the contractor)					
Sr. No.		Skilled	Unskilled	Amount	
AAA	No of Workmen	1	3		
BBB	Total wage based on the rates	29568.91	22326.78	51895.69	
CCC	Subtotal wage for 1 Skilled and 3 Unskilled workmen per month	29568.91	66980.34	96549.25	
DDD	Service charges: NB: It should be inclusive of management and supervisory charges including contractor's profit, cleaning materials, uniform, etc required on monthly basis. Percentage (%) rate to be quoted over minimum wages at Sr No. CCC	Percentage :		_____	
		Amount : [CCC x ____%]		_____	
EEE	Sub total AMC fees per month (Sr. No CCC + Sr. No DDD)				
FFF	GST @ 18% on Sr No EEE				
GGG	Grand Total (Sr.No EEE + Sr. No FFF)				

<b>Note :</b>	
1	GST as applicable will be paid extra
2	Wages indicated above are as per the Central Government minimum wages and are only indicative. The minimum wages quoted by the bidder must cover Central Government wage as indicated by Central Labour Commission or State Government of Assam, whichever is higher.
3	Rates quoted would be applicable for the entire period. However, revision in rates would be considered only if the minimum wages & taxes are revised

4	<b>The service charges should be more than 1%</b>
5	The Service Charges quoted above may include contractor's profit, 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.
6	The procedure mentioned at in General Instructions to the Tenderer, sub-para 4, shall be followed in the event of multiple L1 bidders after opening of Price Bids
7	VDA = Variable Dearness Allowance, ESI = Employee State Insurance, EPF = Employee Provident Fund, EDLI = Employee Deposit Linked Insurance Scheme

**Note: The filled calculation sheet should not be enclosed in Technical bid.**

**\*\***- As per the prevalent market rate/ Schedule of Rates as amended from time to time

**##**- the rate quoted by the bidder should be reasonable and workable.

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

Grand Total AMC Fee per  
month- (In words and  
figures)

#### **Important Notes:**

1. AMC charges shall be including of all taxes.
2. Monthly/ Quarterly/ Periodical payments will be made based on the bills submitted by the Contractor for caretaking services at VOF 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. Payments will be made only after producing the E-payment sheets (both in soft and hard form) and wage register for countersigning by NABARD and successful deposit/transfer of dues to EPFO & ESI (wherever applicable) including of any other statutory requirement in force from time to time.
3. For calculation of wage cost, bidder has to consider 26 days a month for manpower deployed and minimum wages for skilled, semiskilled and unskilled labours per day effective from 01 October 2022 (as amended from time to time by state government/ central government) in addition to statutory payments as per prevailing law.

