

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Department of Premises, Security and Procurement**

**Odisha Regional Office**

**Ankur 2/1, Nayapalli Civic Centre, IRC Village, Bhubaneswar -751015**

**Email: [dpsp.bhubaneswar@nabard.org](mailto:dpsp.bhubaneswar@nabard.org)**

**Tender Notice**

INVITATION OF\_TENDER FOR ANNUAL MAINTENANCE CONTRACT OF GARDENING AND LANDSCAPING WORKS AT OFFICE PREMISE AND QUARTERS OF NABARD AT BHUBANESWAR

Date of issue of tender document	<b>19<sup>th</sup> April 2023</b>
Pre Bid Meeting with bidders	<b>24<sup>th</sup> April 2023 at 11:00 AM</b>
<b>Last date and time for submission of tender</b>	<b>26<sup>th</sup> April 2023 by 1:00 PM</b>
Date and time of opening Technical Bids	<b>26<sup>th</sup> April 2023 at 3:00 PM</b>
Date of opening of Financial Bids	<b>27<sup>th</sup> April 2023 at 3:00PM</b>
Earnest Money Deposit (EMD)	<b>₹40,000.00 (Rupees Forty Thousand only)</b>

## NOTICE INVITING TENDER

Ref. No. NB. ODRO/ /DPSP/Prem-9/2023-24  
19<sup>th</sup> April 2023

Madam/Dear Sir

### **TENDER FOR ANNUAL MAINTENANCE CONTRACT OF GARDENING AND LANDSCAPING WORKS AT OFFICE PREMISE AND QUARTERS OF NABARD AT BHUBANESWAR**

1. National Bank for Agriculture and Rural Development (NABARD), Odisha Regional Office, Bhubaneswar invites e-tender through electronic bidding system for the captioned work. Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login NABARD's e-Procurement portal (<https://nabard.eproc.in/>).
2. Tenderers are requested to **submit their bids through e-tendering (e-bid)** mode by logging in to e-Procurement portal of NABARD (<https://nabard.eproc.in/>) for the aforesaid service 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**. Bids submitted by any other mode like sealed envelope or post or hand-delivery **will not be accepted**.
3. For more information regarding e-bid process and procedure of submission of e-bid, bidders may follow '**Bidding Manual**' available in 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, the details of which are given below:

<b>Name (Shri)</b>	<b>Telephone No.</b>	<b>Email</b>
Fairlin Jivin	0124-4302000 ext. 112	fairlin.jivin@c1india.com
Sachin Toraskar	0124-4302000 ext. 200	sachin.toraskar@c1india.com
Ujwala Shimpi	0124-4302000 ext. 114	ujwala.shimpi@c1india.com

4. The e-tender will be available to the bidders /contractors on e-Procurement portal of NABARD (<https://nabard.eproc.in/>) **from 19<sup>th</sup> April 2023, 11:00 AM** onward and also on NABARD's website (for reference purpose) through the following link - <https://www.nabard.org/Tenders.aspx?cid=501&id=24> as well as from Central Public Procurement Portal (CPPP) on the following link <https://eprocure.gov.in/eprocure/app>.
5. 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) available in the home page at NABARD e-Procurement portal. In case of any further guidance, help and support while submission of e-bids, the services of facilitation agency engaged by NABARD viz., M/S C1 India. Pvt. Ltd. may be availed.

6. The tenderer/bidder shall **submit two separate e-bids for the captioned work** i.e. **Part-I** Technical Bid and **Part – II** -Price Bid which should be complete in all respects. The same can be downloaded online from the NABARD's e-Procurement website viz. <https://nabard.eproc.in/>.
7. Instructions regarding Technical Bid, Price Bid, submission process and description & scope of works and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.
8. 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 (Annexure- E) in all phases of the contract. (<http://www.cvc.nic.in>)
9. **Earnest Money Deposit (EMD)** of ₹ 40,000/- (Rupees Forty Thousand Only) is to be paid to designated account No.NABADMN05 (IFSC: NBRD00000002). No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be 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
10. A **Pre-Bid meeting** is scheduled to be held on 24<sup>th</sup> April 2023 at 11:00 AM in the Conference Hall on **3<sup>rd</sup> Floor of Odisha Regional Office**, Ankur 2/1, Nayapalli Civic Centre, IRC Village, Bhubaneswar -751015. The clarifications being sought in the pre-bid meeting by email on [dpdp.bhubaneswar@nabard.org](mailto:dpdp.bhubaneswar@nabard.org). All the clarifications of the pre-bid meeting will be part of e-tender and will be updated and uploaded on NABARD's e-Procurement portal (<https://nabard.eproc.in/>) alongside NABARD website ([www.nabard.org](http://www.nabard.org)). Further, bidders/ representatives of bidders have to strictly follow COVID-19 related precautionary norms. In case of failure to do so, Bank, at its discretion, may prevent them from attending the meeting.

11. E-Tenders must be submitted online not later than 26<sup>th</sup> April 2023 by 1:00 PM. 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.
12. The Technical Bids will be opened online on 26<sup>th</sup> April 2023 at 3:00 PM in Conference Hall **on 3rd Floor of Odisha Regional Office**, Ankur 2/1, Nayapalli Civic Centre, IRC Village, Bhubaneswar -751015 in the presence of interested bidders who chose 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 letterhead for participating in the technical bid opening. Further, bidders/ representatives of bidders have to strictly follow COVID-19 related precautionary norms. In case of failure to do so, Bank, at its discretion, may prevent them from attending the meeting.
13. The Price Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of price bid shall be intimated separately to the technically qualified bidders only.
14. The Price Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.
15. NABARD does not bind itself to accept the lowest bid (L1). 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.
16. The decision of the bank shall be final and binding with regard to technical and price bids and the e-tendering process.
17. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.
18. Tenderers must ensure attachment of relevant documents, supporting the Pre-Qualification Criteria and Technical Document Sheets.
19. The bids shall remain valid and open for acceptance for 120 days from the date of opening of Price Bid.
20. Time of Completion: The work shall be completed **within 60 days** from the date of receipt of work order.

21. All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.
22. Liquidated damages for delay in completion of the works will be **levied at 0.25% of the value of work** for every week of delay or part thereof, subject to maximum of 5% on the incomplete value of the accepted tender.
23. 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 reserved the right to reject the tender.
24. NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD's e-Procurement portal and NABARD's website only.
25. Tenderer should inspect the existing site and other conditions up to their satisfaction before e-tendering/e-bidding.
26. Applications containing false and/or incomplete information are liable for rejection.
27. The work shall have to be done in strict coordination with the Bank as per directions issued and within the stipulated timeframe in an expeditious manner.
28. The successful bidder shall execute an 'Articles of Agreement' of work contract with NABARD in accordance with the standard / prescribed format within 15 days from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.

Yours faithfully,

-Sd-

(Kamalakanta Pattnaik)  
Deputy General Manager

## **TECHNICAL BID**

### **Annexure-I**

#### **Annual Maintenance Contract for Gardening & Landscaping works in the NABARD Office Building, Nayapalli, Officers and Staff Quarters at Chandrasekharpur, Bhubaneswar**

#### **A-SCOPE OF WORK**

The contractor shall carry out and complete the works in every respect in accordance with this contract and to the satisfaction of the Employer i.e. NABARD. The Employer may, in their absolute discretion and from time to time issue written instructions, if any change in the scope of work is necessary. The present scope of this contract in all the three premises of the Bank i.e. in the Officers' Quarters & Staff Quarters at Chandrasekharpur and Regional Office building at Nayapalli, is as under:

Maintenance of the existing garden, lawn which includes watering, trimming of trees, shrubs, plants, hedges, spreading of manure and garden earth, spraying of pesticides, replanting of seasonal flower plants in different seasons of the year, weeding out the wild grass and other wild vegetational growth at all locations in the premises at regular intervals, maintenance of flower beds, indoor / outdoor plants / trees, flower troughs, removal of garden related garbage from the premises and its disposal etc. complete as directed. The scope of the work is described below in more detail:

#### **1. Services :**

##### **A. Maintenance of lawn as under :**

- a) Regular watering of plants and lawns as and when required to keep them alive.
- b) Sweeping - Once a week in winter (2-3 times a week in summer.)
- c) De-weeding : Twice a month - Summer & winter ( Rainy season - As and when required depending upon intensity of weed growth)
- d) Mowing of lawn
- e) Rolling of lawn Once in a month
- f) Application of pesticides: 2-3 times a year (Anti termite treatment) and as and when pest infestation noticed.
- g) Application of Bio-Fertilizers and chemical fertilizers twice in a year .i.e June/ July, and January / February

##### **B. Maintenance of Plants as under :**

- a) Regular watering -daily
- b) Loosening of soil - Twice in a month
- c) De-weeding- as and when required
- d) Trimming : Bimonthly or quarterly
- e) Application of pesticides
- f) Application of Bio-Fertilizers / manure.
- g) Spraying of chemicals for maintaining free of insects, pests and other disease causing agents

- C. Maintenance of Ornamental plants (Ixora, Cycus, Thuja, Juniper, Agava etc) as under :
- Regular watering
  - Loosening of soil
  - De-weeding
  - Trimming
  - Application of pesticides
  - Application of Bio-Fertilizers and chemical fertilizers
- D. Maintenance of shrubs as under :
- Regular watering
  - Loosening of soil
  - De-weeding
  - Pruning
  - Application of pesticides
  - Application of Bio-Fertilizers and chemical fertilizers
- E. Maintenance of hedges as under :
- Regular watering
  - Loosening of soil
  - De-weeding
  - Gap filling: As and when required.
  - Cutting hedges to proper height maintaining good shape.
  - Application of pesticides
  - Application of Bio-Fertilizers and chemical fertilizers
- F. Maintenance of ground cover / edge as under :
- Regular watering
  - Loosening of soil
  - De-weeding
  - Cutting ground cover to proper thickness
  - Application of pesticides
  - Application of Bio-Fertilizers and chemical fertilizers
- G. Maintenance of seasonal flower beds {indicative varieties - Marigold (Inca & French), Salvia, Chrysanthemum, Dahlia, Astor, Zinia, Phlox, Plotulaca, Petunia, Pansy, Sunflower, Verbena etc. Fertilizer - 3 tractor loads to each staff Quarters & Officer qtrs.
- Regular watering
  - Loosening of soil
  - De-weeding
  - Stacking
  - Removal of dried /decayed flower
  - Application of pesticides
  - Application of Bio-Fertilizers and chemical fertilizers (Fertilisers-3 tractor loads to each, staff quarters and officer's quarters, one tractor load to office)

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

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

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

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

K. Maintenance of Creepers as under :

- a) Regular watering
- b) Loosening of soil
- c) De-weeding
- d) Staking
- e) Trimming
- f) Application of pesticides
- g) Application of Bio-Fertilizers and chemical fertilizers.

L. Withering / Decaying / Dying: As soon as shrubs / plants / potted plant / flowering plant / trees show signs of withering, decaying or dying, such plants shall be uprooted

and removed from the bed. In such case, the bed shall be prepared again and new healthy plants of selected / approved variety shall be planted again and maintenance shall be done as directed by the Bank.

M. Watering of plants / lawn: The contractor should arrange pipe, sprinkler, rotary sprinkler and any other necessary equipment for watering of plants / shrubs / lawn / flowering beds / potted plants etc. The water can be drawn from the sources already existing at the premises.

N. Besides, maintaining the existing garden and landscaping of the three premises of the Bank, the contractor shall have to undertake jobs for improving the aesthetic appeal and beautification of the premises by new plantations of both of seasonal and permanent nature with detailed planning, estimate and prior approval of NABARD.

O. Removal of Garden wastes like leaves, trimmed branches, dead plants, broken pots etc. and their disposal in the appropriate environment-friendly manner as per the city municipal rules and practice.

## 2. Requirement of Materials:

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

**B-Eligibility of Contractors-** All the contractors empanelled by NABARD, Odisha RO for the trade. Such empanelled contractors are communicated through available email, mobile phone, courier, speed post etc.

**C-Manpower Assessment-** For carrying out the jobs detailed above in all the three premises, the contractor has to deploy manpower as per details below:

<b>Total = Four Semi-skilled labours and One unskilled labours</b>
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Office-	01 semi-skilled labour (26 days per month)
Officers Quarter-	02 semi-skilled labour (26 days per month)
Staff Quarter-	01 semi-skilled and 01 unskilled labour (26 days per month)

on a regular basis for 26 days a month for all the three premises of the bank. The man-power as assessed above should be deployed in such a manner that no labour shall be required to work without a day's weekly rest and for more than 26 days a month.

For any extra occasional work of special nature the contractor has to supply extra man-power as and when required with prior approval, for which additional payment, as per rule, shall be made.

#### **D. Service and Material Cost-**

**Service Cost-** i) The normal maintenance, expansion and improvement work of the gardens shall be done by the manpower assessed and sanctioned as above. The wages of the labour shall be paid to the agency as per the rate to be quoted vide this tender without violating the statutory provisions applicable to contract labours.

ii) **The cost of additional services like removing and disposing the garden wastes shall be paid extra to the agency at the rate to be quoted vide this tender.**

**Material Cost-**i) The cost of materials like fertiliser, pesticides, hormones, oil cakes and similar materials of non-verifiable quantity shall be paid on monthly average basis at the rate to be quoted vide this tender.

ii) The cost of major materials of verifiable quantity like garden earth, manure, pots, plants shall be paid on actual basis at the rates to be quoted vide this tender. However, the cost of new plants shall be paid after 15 days of plantation in case of seasonal variety and 30 days of plantation in case of permanent variety on the basis of survival with discount of average 5% and 2% mortality rate respectively.

However, the bills for purchase of all materials should be obtained in the name of NABARD and same should be submitted along with the claim.

#### **E. Other Terms and Conditions.**

1. Before submitting the tender, the intending bidder should visit the sites and assess the actual work to be executed.
2. The agency will provide required manpower and material/tools to ensure that all the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
3. **The agency should own a nursery or have tie up arrangement with any reputed nursery within 30 km from NABARD Regional Office Bhubaneswar. Documentary proof of ownership of nursery or tie up with a nursery should be furnished at the time of submission of the bid.**

**3. Process of Selection-** The cost of manpower, cost of specified materials to be procured on average basis, cost of equipment/machinery, contractor's service charges and any other charge to be specified etc., as stipulated above shall form the primary components and the rate of specified materials to be procured on actual basis shall be the secondary components of the tender.

Award of the contract shall be decided on the basis of the proportionate weightage of the rates quoted for primary and secondary components by a committee duly appointed by the competent authority of NABARD.

**4. Details of Rate-** i) The rates quoted are firm and cannot be revised during the contract period except only as per statutory requirements like in case of minimum wage.

ii) The rates should be quoted by the agency strictly as per the proforma in Price Bid. The base rates quoted should include the cost of manpower and their uniform, cost of equipment/machinery/material, if any; and contractor's administrative/overhead charges and service charges/profit and any other charge to be specified, **exclusive** of all taxes. All other taxes including GST applicable on the base rates should be mentioned **separately**. Only the base rates quoted shall be considered for comparison. The rate quoted should be rounded off to the nearest rupee; if not done, shall be deemed to have been done so.

iii) (a) **Tie in Rates-** The sum total of the rates quoted for all the components shall be reckoned for comparing the lowest rate for awarding the tender. **In case of tie in rates quoted by various bidders the decision of the competent authority of NABARD for awarding the contract as per its procurement policy to one of such parties shall be final.**

iii) (b) **Selection Criteria for Awarding of Contract in case of Multiple L1 Bidders will be** (i) The work may be awarded by NABARD to the bidder having highest marks in the Quality and Cost Based Selection (QCBS) criteria among the L1 bidders. The criteria will include Legal Structure (20 Marks), work Experience (10 marks), Average turnover of last 3 years (10Marks), Number of works in public/ private institutions in last 7 years (5marks) and quantum of work in last 7 years (5Marks). (ii) In case multiple L1 bidders get same marks in QCBS also, then a Committee of officers from NABARD, Odisha Regional Office, will visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work can then be awarded to the bidder with highest marks. (iii) In case of multiple L1 bidders getting equal marks even after field visits, the final selection can be done based on the draw of lots, as may be decided jointly by the RO and select bidders, or by pulling the highest number from a box containing 30 numbers.

iv) **Reasonability of Rates** -The bidders shall take all care to ensure that the rates are quoted taking entire scope of the job and statutory obligations for engagement of contract labour into consideration. The competent authority of NABARD reserves the right to seek additional clarifications, if felt necessary, from any of the bidders to (i)

ensure successful performance of the contract and (ii) assess reasonability of administrative/Overhead expenses quoted to pre-empt any possibility of exploitation of labour. In case of non-satisfactory explanation the bid of such bidder/s may be rejected outright, their EMD may be forfeited and they may also be debarred from participating in the rebidding.

v) Minimum Administrative /Overhead charges including insurance and other risk coverage of workers quoted shall be more than 1%.

vi) Service charge quoted by the bidder should be workable. The service charge quoted shall be more than 2% will be considered as responsive and such bids shall be considered for further evaluation.

vii) The specification of uniforms to be provided to the labours shall be pant and shirt for gents labour and saree for women labour. The minimum cost of each set of uniform shall not be less than Rs.1000/ { Minimum 02 sets per year as indicated in point 5(ii) }

viii) The tenders with rates quoted less than the minimum rates specified at point number 4(v), 4 (vi) and 4 (vii) above shall be summarily rejected.

## 5. Discipline in Performance

i) **Experience** -All semi-skilled and unskilled labours should have the experience of doing work in their respective field in a similar building.

ii) **Wearing Uniform**- They must be in **proper uniform** during the duty hours. The contractor should provide adequate set of uniforms (minimum two sets per year) of quality fabric to the labours. The colour and design of the uniform shall be prescribed by the Bank. The uniform shall have to be properly maintained and worn by the labour properly cleaned.

iii) **Removal of Labours**- The contractor shall immediately remove a labour if asked for by the Bank on the grounds of non-performance of duty, incompetence, indiscipline, misconduct, indulging in illegal activities, causing damage to the property etc. Such labour should not be redeployed without prior clearance from the Bank.

However, if the contractor wishes to remove a labour he should do it with prior intimation to the Bank citing valid reason.

iv) **Compliance with Instruction of the Principal Employer**-The agency has to carry out the jobs as per instructions issued by the authorized officials of the Bank. In case of failure to do so the contractor has to compensate the expenses incurred by the Bank for carrying out the deficient job along with 15% extra towards penalty. Such amount shall be liable for recovery from any amount payable to the agency. But, repeated failures by the agency may render the contract liable for termination and forfeiture of RMD.

**6. Compliance with Labour Laws-** The agency is required to strictly comply with all the statutory requirements relating to labour like payment of minimum wages, ESI, PF, bonus, workmen compensation etc. and complying with all such requirements shall be the sole responsibility of the agency and NABARD, in no way, shall be liable for non-compliance with such statutory obligations.

i) In no case the minimum wage for the persons engaged should be less than the central or state rate whichever is higher, for a month. The contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the appropriate government.

ii) Besides the minimum wage EPF, ESI and bonus at the statutory rates has to be paid to all the contract labours.

iii) ***The tender shall be summarily rejected if the amount quoted, after providing for committed non-labour components in the tender like material charges, contractors administrative cost, contractor's profit and all the statutory recoveries like IT-TDS etc., is not sufficient to pay the statutory labour components like minimum wage, EPF, ESI, Bonus etc.***

***The present rate of statutory labour components as per central govt minimum wage are as follows-***

Minimum wage (Rs)	Unskilled-	Semi-Skilled	Skilled	Highly Skilled
	546	617	724	795
EPF	13%	On basic pay up to a ceiling of Rs.15000/		
ESI	3.25%	On Basic pay		
Bonus	8.33%	on minimum basic pay of Rs.7000 or basic minimum wage which is higher		

iv) The wage shall have to be directly transferred to the bank account of the worker by the contractor and the documentary proof of the same has to be attached with the bill claiming payment from NABARD in the subsequent month.

v) In case the contractor fails to pay the minimum wage to the workers NABARD shall directly pay the shortfall to the workers and shall recover the same from any amount payable to the contractor.

vi) Any complaint of undercutting the statutory dues of the labour by any means by the contractor shall be viewed seriously. Non-payment of minimum statutory dues by the contractor shall render the contract liable for summary termination.

vii) The Contractor shall have to maintain all the registers/records and display notices in the prescribed form as per statutory requirements and these shall have to be produced before the competent officials of NABARD for verification as and when required.

viii) After getting work order from NABARD the contractor has to get the license from the central government labour authorities for carrying out the job, within the stipulated period as per statutory requirements.

ix) The contractor would be responsible for the safety of persons employed by him and should take adequate insurance coverage for them, the documentary proof of which shall have to be produced. The Bank shall not carry any responsibility in case of any accident to his workers in the premises.

x) If, for any reason, NABARD is obliged, by virtue of the provisions of sub-section (1) of Section 12 of the Workmen's Compensation Act, 1923, to pay compensation to a workman employed by the contractor, in execution of the works, NABARD will recover from the contractor the amount of compensation so paid, and without prejudice to the rights of NABARD as the Principal Employer under subsection (2) of Section 12 of the said Act, NABARD will be at liberty to recover such amount or any part thereof by deducting if from the security deposit or from any sum due by it to the contractor under this contract or otherwise. NABARD shall not be bound to contest any claim made against it under subsection (1) of Section 12 of the said Act, except on the written request of the contractor and upon his giving to NABARD full security for all cost for which it might become liable in consequence of contesting such claim.

**7. EMD-**While submitting its tender the agency is required to pay refundable Earnest Money Deposit of **₹40,000.00 (Rupees Forty Thousand only) by e-payment only** into the **Current AC No.-NABADMNo5, IFSC-NBRD00000002 maintained with NABARD, Head Office, Mumbai.**

EMD is exempted for MSEs certificate holder as defined in MSE Procurement Policy issued by Government of India or bidders who are registered with Central Procurement Organizations.

The EMD shall stand forfeited in case the successful bidder fails to undertake the work within 2 days from the date of issue of the final work order.

**8. RMD-**The agency becoming successful in the bidding shall be required to keep a interest free security deposit 3% of the accepted value of tender (total value of the contract for one year), as performance /Initial Security Deposit within 3 (three) days from the date of issue of final work order and shall be refunded after 60 days from the expiry of the satisfactory AMC

period. While determining the RMD, the EMD already deposited with the Bank shall be taken into account. NABARD reserves the right to forfeit the security deposit/RMD, partly or fully, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to NABARD by the contractor or the persons engaged by him, or violating any of the terms and conditions of the contract.

9. **Duration of Contract**-The contract shall normally be up to twenty four months from the date of issuance of work order which can be renewed for another one year at the sole discretion of NABARD after review of the performance of the agency. However, NABARD reserves its rights to terminate the contract immediately on emergency basis without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to NABARD or to public interest or public order.

10. **Terms of Termination**- The agreement can be terminated by not less than two months' notice by the agency and one month's notice by NABARD, under normal circumstances.

11. **Mode of Payment**- All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the tender.

12. **Statutory Deductions**- Statutory TDS at the applicable rates shall be effected from all the payments by NABARD to the agency.

13. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The fees, if any, will be borne by NABARD.

14. The contractor should arrange to submit the detailed address (both present and permanent), telephone / mobile No. (if any) of all his workmen.

15. The successful bidder, in no case, shall assign or sublet the whole work or part thereof to any other agency/firm/individual.

16. NABARD reserves the right to cancel any/all of the tenders without assigning any reason therefor.

17. In case any dispute arising out of this contract/award of work between the NABARD and the agency, the decision of the Chief General Manager, NABARD, Bhubaneswar will be final and binding on the contractor.

18. All disputes are subject to Bhubaneswar jurisdiction only.

19. **Opening of Tenders**-The tenders will be tentatively opened by the competent authority of NABARD 60 minutes after the latest time prescribed for submission of the tender and the bidding agencies are free to remain present at the time of opening of tenders at NABARD Regional Office, Ankur 2/1, Nayapalli, Civic Centre, Bhubaneswar.

20. The tender should be signed on each page.

21. The tender has to be submitted strictly in the prescribed proforma as per Part 1 of Technical Bid and Part 2 of Price Bid. The Notice for inviting tender will also form part of the tender document.

22. The contractor should submit the monthly bill for each premises separately with due certificate of ACT/CT on duty.

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**ANNEXURE-II**  
**FORM OF TENDER**

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Odisha Regional Office  
“ANKUR”, 2/1, Nayapalli  
Civic Centre  
Bhubaneswar - 15

Dear Sir,

**Annual Maintenance Contract in respect of Gardening & Landscaping Works at NABARD Office Building, Nayapalli, Officers and Staff Quarters at Chandrasekharapur, Bhubaneswar**

Please refer to your Letter No.....dated ..... calling for tender for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-1 of your letter under reference, having visited and examined the sites of the work and having acquired the requisite information relating thereto affecting the tender, we hereby offer to execute the works specified in the said letter and quote our rate in the price bid and furnish other required information in the prescribed proforma as per details below-

1	<b>Name, Address, Contact No. of the Firm/Agency-</b>	
2	<b>Nature of Ownership of the Firm/Agency</b> (Proprietorship /Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate)	
3	<b>Income Tax PAN No.</b> (Attach self-attested photocopy)	
4	<b>GST Regd. No</b> (Attach self-attested photocopy)	

5	<b>Details of Bank Account</b> <ul style="list-style-type: none"> <li>Name of the Account holder</li> <li>Name of the Bank, Branch &amp; Place</li> <li>A/c type (Savings or Current)</li> <li>Account No</li> <li>IFS code</li> </ul> (Attach self-attested photocopy of a cheque)	
6	<b>Employee Provident Fund Regd. No.</b> (Attach self-attested photocopy )	
7	<b>Employee State Insurance Regd. No.</b> (Attach self-attested photocopy )	
8	<b>Brief history of the agency</b> (Attach separate sheet, if required with supporting documents)	
9	<b>Public/ Private Institutions which awarded work</b> to the agency during the last seven years (attach details)	
10	<b>Work Experience in the relevant field of work during the last 7 year–</b> (Attach supporting documents)	
11	<b>Average Turnover during the last 3 years</b> (Attach supporting documents)	

12	<b>Quantum of area of the building/work performed for the last seven years</b> (Attach supporting documents)	
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#### 8. Details of EMD:

Mode of Deposit	UTR No.	Date	Name of Bank	Amount
E-payment				

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures:- 1) Self-attested copy of the PAN card

2) Self-attested photocopy of a cheque

3) Contractor's Licence

4) GST certificate

5) Self-attested copy of the EPF Reg. No.

6) Self-attested copy of the ESI Reg. No.

7) Attach proof of Work Experience in the relevant field of work during the last 7 years.

8) Attach proof of Average Turn Over during the last 3 years

9) Any other relevant documents (Documentary proof of ownership or tie up with nursery with 30 km from NABARD Office Bhubaneswar.

## **PART-II**

### **PRICE BID**

**(Sealed envelope 2 containing Price Bid of tender document)**

## PRICE BID

### Tender for Annual Maintenance Contract for Gardening and Landscaping Works at NABARD Bhubaneswar Office Building, Officers Quarters and Staff Quarters

Name of the Agency:

#### 9. Rates Quoted Per Month (Amount in Rs)

Sl. No.	Description			QTY	Amount in Rs. for Unskilled	Amount in Rs. for semi-skilled
A	Providing 4 semi-skilled labour	Minimum Wages (Basic wages + Variable DA)	As per Central / State Govt. Order, whichever is higher	4 no.s		
B	Providing 1 unskilled labour	Minimum Wages (Basic wages + Variable DA)	As per Central / State Govt. Order, whichever is higher	1 no.s		
C	EPF Should not be less than 13% of basic wage (Maximum Rs. 15000/- pm )			13 %		
D	ESI Contribution (3.25% of minimum wages)			3.25 %		
E	Sub (Total A to D)					
F	Administrative charges @___% on E (Should be more than 1%)					

G	Service Charges @____% on E (should be More than 2%) which includes management & supervisory charges including Contractor's profit, uniform, Overheads and other charges					
H	<b>Total (E+F+G)</b>					
I	GST (as applicable on H)					
J	Any other taxes					
K	Total (H+I+J)					
L	<b>Grand Total</b>					
M	<b>Grand Total in Words</b>					

**Note:-**

1. Minimum wages (as per Central Govt. or State Govt. whichever is higher) inclusive of Special Allowance /VDA for unskilled labour as per prevailing arte.
2. 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.
3. The wage rates, EPF, ESI must be filled as per existing guidelines issues by statutory bodies and are subject to change according to guidelines issued by GoI or statutory bodies from time to time.
4. The Price Bid should be reasonable and workable considering the tender requirement and any bids not fulfilling the standard criteria will be out rightly rejected.
5. 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.

6. The Bids where price quote is not given against any of the items or having NIL charges will be treated INVALID.
7. For any clarification, bidders may contact Shri S N Roy, AGM, DPSP. (Contact No. : 0674-2374-306)

**Sd/-**

**(S N Roy)**  
**Asst. General Manager**

## Rate of Materials to be purchased on Actual Basis

Rate of Materials to be purchased on Actual Basis		
B	Garden Materials	Rate (Rs)
	Earth-(per tractor-load)	
	Manure (per tractor-load)	
	Pots (Mention both size and rate below )	
	Any other (specify)	
C	Plants	(Rate per plant grown on polythene packet)
	Seasonal	
	Marigold	
	Chrysanthemum	
	Dahlia	
	Portulaca	
	Pansy	
	Petunia	
	Lillium	
	Dynothos	
	Begunia	
	Astra	
	Salvia	
	Nostrasium	
	Torrenia	
	Hargoura	
	Inka	
	Jarberra	
	Any other variety	

<b>Permanent</b>		
	Ficus	
	Benjamina & Starlight	
	Croton	
	Palm	
	Dieffenbachia	
	Aglaonema	
	Cordyline	
	Dracaena	
	Monstera	
	Zamia	
	Exura	
	Hibiscus	
	Rose	
	Srilanka jasmine	
	Tagar	
	Pananus	
	Kamini	
	Malli	
	Almonda	
	Tuberose-Rajanigandha	
	Lily	
	Karabira	
	Lantina	
	Kathachampa-dwarf variety	
	Sugandhraj	
	Any other variety	

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

**Note:** The rate chart mentioned above will not be part of the Price Bid. However, this rate chart from all participating vendors will be taken as a reference for placing any orders from

राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019  
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019  
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

NABARD. While placing any orders, NABARD can follow the rate chart of any of the participating vendors for any future orders.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

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