बागवानी कार्यों के लिए वार्षिक रखरखाव
अनुबंध के लिए निविदा
(स्टाफ क्वार्टर्स एंव कार्यालय प्रांगण)

<table>
<thead>
<tr>
<th>निविदा जारी करने की तिथि</th>
<th>Date of Commencement of issue of tender</th>
<th>20/08/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>बयाना राशि</td>
<td>Earnest Money Deposit</td>
<td>रू. 27000/-</td>
</tr>
<tr>
<td>प्री टेंडर मीटिंग</td>
<td>Pre tender Meeting</td>
<td>1100 hours 31/08/2020</td>
</tr>
<tr>
<td>निविदा की प्राप्ति के लिए अंतिम तिथि और समय</td>
<td>Last date and time for receipt of Bids</td>
<td>1400 hours 10/09/2020</td>
</tr>
<tr>
<td>निविदा खोलने की तिथि और समय</td>
<td>Date and time of opening of tender bids.</td>
<td>1500 hours 10/09/2020 for technical bid 1100 hours 17/09/2020 for price bid</td>
</tr>
<tr>
<td>निविदा जमा करने का पटा</td>
<td>Address for submission of Bid</td>
<td>3rd Floor, NABARD, Lal Kothi, Tonk Road, Jaipur-302015</td>
</tr>
</tbody>
</table>

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

Technical Bid
REF.NO NB.DPSP.RRO/ 1800 /AMC/2020-21

20 August 2020

महोदय,

बागवानी कार्यों के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा (स्टाफ क्वार्टर्स एंव कार्यालय प्रांगण) – 01 ऑक्टबर 2020 से 30 सितंबर 2023

राष्ट्रीय कृषि और ग्रामीण विकास बैंक, राजस्थान क्षेत्रीय कार्यालय, बागवानी (स्टाफ क्वार्टर्स एंव कार्यालय प्रांगण में) के लिए पात्र निविदाकर्ताओं से दो भागों में मुलाकात निविदाएं आमंत्रित करता है निविदा में उल्लिखित नियमों और शर्तों के अनुसार | निविदाएं हमारी वेबसाइट www.nabard.org से मुफ्त में डाउनलोड की जा सकती हैं |

| निविदा जारी करने की तिथि | Date of Commencement of issue of tender | 20/08/2020 |
|बयाना राशि | Earnest Money Deposit | Rs. 27000/- |
|प्री टेंडर मीटिंग | Pre tender Meeting | 1100 hours 31/08/2020 |
|निविदा की प्राप्ति के लिए अंतिम तिथि और समय | Last date and time for receipt of Bids | 1400 hours 10/09/2020 |
|निविदा खोलने की तिथि और समय | Date and time of opening of tender bids. | 1500 hours 10/09/2020 for technical bid 1100 hours 17/09/2020 for price bid |

नाबार्ड के पास निविदा में उल्लिखित तारीखों को बदलने का अधिकार सुरक्षित है, जो कि उपरोक्त वेबसाइट पर, सुधिष्ट्र (corrigendum) के रूप में प्रदर्शित किए जाएंग।

कृपया ध्यान दें कि वाचित सभी जानकारी, निविदाकर्ताओं द्वारा निर्दिष्ट स्वरूपों में प्रदान करने की आवश्यकता है। निविदाकर्ताओं, निविदा की तैयारी और प्रस्तुत करने से संबंधित सभी लागतों को बहन करेगा | निविदा का परिणाम जो भी हो, किसी भी स्थिति में नाबार्ड किसी भी तरह के लागतों के लिए समीक्षा या उत्तरदायी नहीं होगा | इस टेंडर डायरूंड में बताए अनुसार टेंडर ऑफर के साथ अस्ट्रेस मनी जमा करनी होगी | ईएमडी के बिना प्राप्त प्रस्तावों को अस्वीकार कर दिया जाएगा।
निबिदा प्रस्ताव प्रस्तुत करने के लिए विनिर्देश (Specifications), नियम और शर्तें (Terms and Conditions),
कार्य का दायरा (Scope of Work) और प्रोफार्मा आदि निबिदा दस्तावेज और उसके परिशिष्ट / विवरण में वर्णित
है।
निबिदा प्रस्ताव को उन निबिदाकारों या उनके प्रतिनिधियों की उपस्थिति में खोला जाएगा जो उपर्युक्त निबिदा पर
निबिदा खोलने के लिए उपस्थित होना चाहते हैं।

भवदीय

(डॉ संजय कुमार)
उप महाप्रबंधक

संलग्नक –
1. General Instructions to the tenderer in the Annexure I
2. Scope of work are as indicated in the Annexure II
3. Terms & Conditions are indicated in Annexure III.
4. Format of Form of Agreement & indemnity Bond as indicated in Annexure IV
5. Instructions for filling the Price bid as indicated in Annexure V
6. Price bid (Annexure A and B)
Annexure I  General Instruction to the Tenderer

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

2. The envelopes containing the Tender document complete in all respects, duly signed by the tenderer in each page and sealed as necessary, should be dropped in the Tender Box kept in the third floor before 1400 hours on 10/09/2020.

Envelope: 1 should contain:

1. Technical bid
2. NEFT Receipt for EMD
3. Experience certificates
4. Bank details
5. Audit reports for 2017-18, 2018-19, 2019-20
6. Any other documents

Envelope 2 should contain only the price bid

Both the envelopes should be kept in a bigger envelope and the name of the tenderer, name of the work should be mentioned in the envelope.

3. Opening of Bid

Envelope 1 and Envelope 2 will be opened on separate dates. Price Bid (Envelope 2) of bidders will be opened only if found eligible in technical bid (envelope 1).

4. Selection of Bidder

- Bidder has to qualify in Technical Bid (submitted in Envelope 1). Envelope 2 of bidder will be opened only if eligible in Technical Bid.

- Selection will be based on Grand Total quoted at Annexure A of price bid by the bidder. Detailed calculation shall be compulsorily quoted at Annexure B of price bid.

5. The EMD of Rs. 27000.00 is required to be deposited through NEFT to the following account:

   Name of Account: National Bank for Agriculture and Rural Development
   Bank: NABARD
6. The EMD of the Contractor selected for award of the Annual Maintenance Contract will retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest.

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

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

9. Scope of work are as indicated in the Annexure II

10. Terms & Conditions are indicated in Annexure III.

11. Format of Form of Agreement & indemnity Bond as indicated in Annexure IV

12. Instructions for filling the Price bid as indicated in Annexure V

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

   (a) The Contract period will be for a period of 01/10/2020 to 30/09/2023 subject to annual review and renewal on satisfactory performance each year.

   (b) The contract period may be extended further depending upon the discretion of the Bank.

   (c) However, the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.

14. Validity of offer should be 90 days from the last date for receipt of quotation.

15. The rates may be quoted in the Price BID Annexure A & B

16. The address of the premises where the AMC is to be carried out are
<table>
<thead>
<tr>
<th>SI No</th>
<th>Details</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office premises</td>
<td>Nehru Place, Lal Kothi, Tonk Road, Jaipur</td>
</tr>
<tr>
<td>2</td>
<td>Staff Quarters</td>
<td>Balaji Mod, Model Town, Malviya Nagar, Jaipur</td>
</tr>
</tbody>
</table>

Signature of the authorized signatory of the contractor / Tenderer
## Basic information

### A. General Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the applicant organization/ vendor/ supplier/ service providers</td>
</tr>
<tr>
<td>2.</td>
<td>Address for communication and contact details</td>
</tr>
</tbody>
</table>
|3. | Telephone number (landline)  
Telephone number (mobile) |
<p>|4. | E mail ID |
|5. | Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.) |
|6. | Name of the proprietor/partners or directors in the organization |
|7. | Details of Registration — (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed) |
|8. | Whether empaneled with Government/Semi Government/ Municipal Authorities or other PSU and if so, give the details of the same and nature of contract (copy to be enclosed) |
|9. | Number of years of experience in the field/ trade. A list of important assignments may be _____ Years (as on |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Have you in the past carried out any works for NABARD? If yes, give details</td>
<td></td>
</tr>
<tr>
<td>11. Address of Jaipur Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.</td>
<td></td>
</tr>
<tr>
<td><strong>B. Financial Information</strong></td>
<td></td>
</tr>
<tr>
<td>1. Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)</td>
<td></td>
</tr>
<tr>
<td>2. GST No. (enclose copies of relevant documents)</td>
<td></td>
</tr>
<tr>
<td>3. Balance sheet and profit &amp; loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Average Annual Turnover OR Banker’s Solvency Certificate in proof of having adequate financial standing.</td>
<td></td>
</tr>
<tr>
<td>4. Annual turnover during the last three years</td>
<td>2017-18 (Rs. ............) 2018-19 (Rs. ............) 2019-20 (Rs.............)</td>
</tr>
<tr>
<td>5. Indicate if involved in any litigation at present in similar type of contracts</td>
<td></td>
</tr>
<tr>
<td>6. Any civil suit arisen in the contracts of works executed, if any, please give brief details</td>
<td></td>
</tr>
<tr>
<td>7. Number of supplementary sheets attached</td>
<td></td>
</tr>
<tr>
<td><strong>Place:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Signature of the Applicant</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Details of the Bank’s Account

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Vendor / Firm / Contractor</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Name of the Account Holder</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Registered Address of the Vendor / Firm</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Name of the Bank’s branch and Address</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Bank’s Code and Branch’s Code</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>IFSC Code of the Bank’s Branch</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Type of Account (Current/Saving/Cash credit)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>PAN Number</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Other details, if any</td>
<td></td>
</tr>
</tbody>
</table>

Note: A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed

(Signature and Full Name of the authorized person with seal on behalf of Firm/Agency/Contractor)

Place:

Date:
Annexure II

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
राजस्थान क्षेत्रीय कार्यालय, जयपुर

कार्यालय परिसर में बागवानी की देख रेख का वार्षिक रखरखाव ठेका - कार्य विवरण व शर्तें

1. उद्घाटन दरें पूरी ठेका अवधि अर्थात् 01 अक्टूबर 2020 से 30 सितंबर 2023 तक के लिए तक वैध रहेगी.
2. ठेकेदार ढैंक के 3, नेहरु प्लेस, टोकर रोड, जयपुर स्थित कार्यालय भवन में बागवानी की देखरेख के कार्य के लिए उत्तरदायी होगा.
3. ठेकेदार यथा उल्लिखित संपत्ति के लिए अनुभवी और कुशल माली / मालियों की सेवाएं उपलब्ध करवाएगा.
4. माली पौधों और बगीचे में पौधों की प्रकृति के अनुसार अपेक्षित घण्टो / समय में पानी छिड़केगे. समय समय पर घास की कटाई, मौसमी फूल लगाने का कार्य करना होगा.
5. यदि पौधों आदि को चूहों / कीटों से खतरा देखने में आए तो उसे तुरंत सहायक रेखपाल की जानकारी में लाये जाए और द्वारा आदि का प्रयोग किया जाए.
6. मालियों के कार्य के घंटे सामान्यतः प्रातः 09.00 से अपराह्न 05.00 बजे तक होगा. माली इन घंटों / समय में इस प्रकार कार्य करेंगे कि उनके सामान्य कार्य के घंटों के दौरान कार्य पूरा हो जाए. इस समय अवधि में कार्य पूरा न होने की रिथित में कार्य पूरा होने तक कार्य किया जाएगा. इस अतिरिक्त समय के लिए कोई अतिरिक्त भुगतान नहीं किया जाएगा.
7. आपात स्थिति में मालियों की एमरजेंसी के पूरा होने तक काम करना होगा जिसके लिए कोई अतिरिक्त भुगतान नहीं किया जाएगा.
8. ठेकेदार द्वारा नियुक्त किए गए माली सभी कार्य दिवसों में नाबार के रेखपाल अथवा बैंक द्वारा इस संबंध में प्राधिकृत किए गए किसी व्यक्ति को रिपोर्ट करेंगे.
9. अन्य संबंधित व आवश्यक कार्यों के लिए मालियों की सेवाएं बैंक की आवश्यकतानुसार उपलब्ध करवाई जाएगी.
10. उद्घाटन किए गए प्रभारों में मजदूरी, स्थानीय यात्रा प्रभार, कार्य के लिए औजार जैसे हंसिया, बड़ी कैंवस / कैंच, मैंटी, कुल्हडी, खुर्पी, फानी के पाउ, लान मोबर (lawn mower), गमलो आदि के किट का रख
रखाव, आकारिक प्रभाव, ठेकेदार का लाभ, अन्य प्रासांक व्यय तथा साप्ताहिक छुट्टी के दिनों /
अवकाश के दिनों आदि की मजदूरी भी शामिल होगी. नाबार्ड के तरफ से कोई भी औजार दिया नहीं जाएगा।

11. कार्य असंतोषजनक पाये जाने पर एक माह के नोटिस पर ठेका निरस्त किया जा सकेगा.

12. ठेकेदार से यह अपेक्षित है कि दर्दः उद्धर्त करने से पहले कार्य स्थल को देख ले और कार्य के प्रकार और
मात्रा को भली भाँति परख लें.

13. किसी भी शंका को दूर करने के लिए दर्दः उद्धर्त करने से पहले सांबंधित अधिकारी से मिल कर स्थिति स्पष्ट
कर ली जाए.

14. ठेकेदार उसके अधीन कार्य करने वाले सभी कर्मचारियों के लिए सभी वैधानिक प्रावधानों यथा ESIC, भविष्य
निधि, न्यूनतम मजदूरी, दूर्र्तना / मृत्यु बीमा, लाइफेस इत्यादि की अनुपालना के लिए जिम्मेदार होगा.

15. कार्य निषयदन / सेवा के दौरान ठेकेदार अथवा उसके किसी कर्मचारी को होने वाली किसी भी प्रकार की
हानि जिसमें मानव चोट आदि भी शामिल है, के लिए कोई क्षतिपूर्ति नहीं की जाएगी.

16. आवश्यकता पड़ने पर मालियों के छूट्टी के घंटों को सुबह और शाम के घंटों में बैंक द्वारा विभाजित किया
जा सकता है.

17. इस कॉन्ट्रैक्ट के अंतर्गत किए जाने वाले सभी भुगतान समय समय पर लागू आवश्यक वैधानिक कटियाँ
किए जाएंगे.

18. आपके वार्षिक टर्माऊंवर के आधार पर सेवा कर की प्रयोज्यता (applicability) के बारे में स्पष्ट रूप से
उल्लेख किया जाना गा. ऐसा न होने पर यह माना जाएगा कि आप सेवा कर के दायरे में आते हैं एवं
आपको सभी भुगतान इसी आधार पर ही किए जाएंगे.
आवासीय कॉलोनी में बागवानी की देखरेख का वार्षिक रखरखाव ठेका - कार्य विवरण व शर्तें

1. उद्देश्य दर्शन पूरी ठेका अवधि अर्थात 01 अक्टूबर 2020 से 30 सितंबर 2023 तक के लिए तक
वैध रहेगी. ठेकेदार बैंक के बाला जी मोड़, जगतपुरा रोड, जयपुर रिश्त आवासीय कॉलोनी में बागवानी
की देखरेख के कार्य के लिए उत्तरदायी होगा.

2. ठेकेदार यथा उल्लिखित संपत्ति के लिए आवश्यकतानुसार अनुभवी और कुशल माली / मालियों की
सेवाएं उपलब्ध करवाएगा.

3. माली पौधों और बगीचे में पौधों की प्रकृति के अनुसार अपेक्षित घटना / समय में पानी छिड़कर, समय
समय पर घास की कटाई, मौसमी फूल लगाने का कार्य करना होगा.

4. ठेकेदार को प्रवेश द्वार तथा विजिटिंग ऑफिसर्स प्लांटस में इन्दोर पौधों का रखरखाव भी करना होगा.
माली से यह अपेक्षा की जाती है कि वह नियमित अंतराल पर पौधों / पौधों को उनके स्थान से हटाकर
बाहर धूप में रखेंगे तथा बाद में उसे धूप से हटाकर उसके सामान्य स्थान पर रखेंगे.

5. ठेकेदार द्वारा सुधार रूप से कार्य करने के लिए एवं कालों का सुन्दर बनाने के लिये सप्ताह में एक
बार बैंक के अधिकारियों से मिलकर आगे के कार्य के लिये कार्य योजना बनाई जाएगी और उसको लागू
किया जाएगा.

6. यदि पौधों आदि को चूहों / कीटों से खतरा देखने में आए तो उसे सुरक्षायक रखवाल की जानकारी
में लाया जाए और द्वा आदि का प्रयोग किया जाए और उसका आवश्यक ट्रीटमेंट किया जाए.

7. मालियों के कार्य के घंटे सामान्यत: प्रात: 09.00 से अपरान्ह 05.00 बजे तक होंगे। माली इन घंटों
/ समय में इस प्रकार कार्य करेंगे कि उनके सामान्य कार्य के घंटों के दौरान कार्य भूल न हो जाए.
इस समय अवधि में कार्य पूरा न होने की रिश्तित में कार्य पूरा होने तक कार्य किया जाएगा। इस अतिरिक्त
समय के लिए कोई अतिरिक्त भुगतान नहीं किया जाएगा.

8. आपत्ति प्रति में मालियों को एमरजेंसी के पूरा होने तक काम करना होगा जिसके लिए कोई
अतिरिक्त भुगतान नहीं किया जाएगा.

9. ठेकेदार द्वारा नियुक्त किए गए माली सभी कार्य दिवसों में नाबालिग के सहायक रखवाल अथवा बैंक द्वारा
इस संबंध में प्राधिकृत किए गए किसी व्यक्ति को रिपोर्ट करेंगे.
10. अन्य संबंधित व आवश्यक कार्यों के लिए मालियों की सेवाएं बैंक की आवश्यकतानुसार उपलब्ध करवाई जाएंगी।

11. उद्धृत किए गए प्रभारों में मजदूरी, स्थानीय यात्रा प्रभार, कार्य के लिए औजार जैसे हंसिया, बड़ी कैंटी / कैंचा, मैटी, कुलह, खुर्पी, पानी के पाइप, लॉन मोवर (lawn mower), गमलो आदि के किट का रख रखाव, आकर्षक प्रभार, ठेकेदार का लाभ, अन्य प्राप्तिक व्यय तथा साप्ताहिक छटाई के दिनों / अवकाश के दिनों आदि की मजदूरी भी शामिल होगी। नाबार्ड के तरफ से कोई भी औजार दिया नहीं जाएगा।

12. कार्य असंतोषजनक जाने जाने पर एक माह के नोटिस पर ठेका निरस्त किया जा सकेगा।

13. ठेकेदार से यह अपेक्षित है कि दर्द उद्धृत करने से पहले कार्य स्थल को देख लें और कार्य के प्रकार और मात्रा को भली भांति परख लें।

14. किसी भी शंका को दूर करने के लिए दर्द उद्धृत करने से पहले संबंधित अधिकारी से मिल कर स्थिति स्पष्ट कर ली जाए।

15. ठेकेदार उसके अधीन कार्य करने वाले सभी कर्मचारियों के लिए सभी वैधानिक प्रावधानों यथा ESIC, भविष्य निधि, न्यूज़ तम मजदूरी, दुर्घटना / मृत्यु बीमा, लाइसेंस इत्यादि की अनुपालना के लिए जिम्मेदार होगा।

16. कार्य निष्पादन / सेवा के दौरान ठेकेदार अथवा उसके किसी कर्मचारी को होने वाली किसी भी प्रकार की हानि जिसमें मानव घोट आदि भी शामिल है, के लिए कोई क्षतिपूर्ति नहीं की जाएगी।

17. आवश्यकता पड़ने पर मालियों के क्षूरी के घंटों को सुबह और शाम के घंटों में बैंक द्वारा विभाजित किया जा सकता है।

18. इस कॉन्ट्रैक्ट के अंतर्गत किए जाने वाले सभी भुगतान समय समय पर लागू आवश्यक वैधानिक कटौतियों किए जाएंगे।

19. आफर्क्य वार्षिक टर्नओवर के आधार पर सेवा कर की प्रयोज्यता (applicability) के बारे में स्पष्ट रूप से उल्लेख किया जाना चाहिए। ऐसा न होने पर यह माना जाएगा कि आप सेवा कर के दायरे में आते हैं एवं आपको सभी भुगतान इसी आधार पर ही किए जाएंगे।

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

1) Distribution of manpower among Staff Quarters and Office Premises:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Details</th>
<th>Address</th>
<th>No. of manpower</th>
<th>Working Week</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office premises</td>
<td>Nehru Place, Lal Kothi, Tonk Road, Jaipur</td>
<td>01 skilled</td>
<td>Monday to Friday</td>
<td>On Saturday, worker shall attend to duty in Staff Quarters</td>
</tr>
<tr>
<td>2</td>
<td>Staff Quarters</td>
<td>Balaji Mod, Model Town, Malviya Nagar, Jaipur</td>
<td>04 (2 skilled and 2 unskilled)</td>
<td>Monday to Saturday</td>
<td>_</td>
</tr>
</tbody>
</table>

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

3) Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of the Bank. Supervisor should be appointed to ensure effective and proper work.

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

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

6) **The rate quoted for the said contract shall include the cost of manpower, cost of supervisor, cost of equipment/machinery/pipes/irrigation set for lawn by the agency to execute the job. No machinery, equipments, pipes etc. will be supplied by NABARD. Contractors have to arrange for seasonal flowers for which a small nursery bed needs to be prepared. Tubs, flower vase, fertilizer, seeds and plants will be paid extra.**

7) The work includes cutting, trimming, dewatering, pruning, watering, deweeding, manuring, preparation of nursery bed, ploughing, cutting of grass, shrubs, lawn mowing etc. No extra payment will be made for this even in the case of employment of extra workers. Extra payment will be made only for supply of
materials. Before carrying out any such activity approval shall be taken from NABARD.

8) Contractors shall provide necessary arrangement for watering of lawn, trees, shrubs, herbs, flower beds etc. Water and electricity will be provided by NABARD, but indiscriminate use of same is discouraged.

9) In case of requirement and in emergencies, the services should be provided on Sunday and Holidays also (for office and staff quarters), for which no extra payment will be made.

10) Contractor has to comply with all relevant statutory regulations and labour laws.

11) Payments

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

   b) The Contractor may ensure payment of minimum wages as stipulated by Ministry of Labour, Govt. of India and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor along with the monthly bills.

   c) Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month.

   d) The bill should be accompanied with documents/ certificates indicating payment details like wages, PF, ESI etc. duly signed by the contractor. Payment to workers to be made through bank only and necessary documents like copy of e-passbooks are to be submitted by the contractors. Attendance sheet of workers shall be enclosed with the bill. Bills without these documents will not be accepted for payment and the contract may be liable to be terminated and EMD/RMD will be forfeited.

   e) The work slips will be issued for extra works and they are to be submitted on a consolidated basis as a single bill in a month for settlement.

12) Period and Renewal:

   a) The Contract period will be for a period of 01/10/2020 to 30/09/2023 subject to annual review and renewal on satisfactory performance each year.
b) The contract period may be extended further depending upon the discretion of the Bank.

c) However, the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.

13) The rate is to be quoted minimum **three skilled and two unskilled workers** for providing regular maintenance works in all the aforesaid NABARD premises.

14) The vendor shall provide documentary proof on experience/ certificates to the satisfaction of NABARD for skilled labour employed.

15) The contractor shall ensure that only good quality materials is used for maintenance and repair work.

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

17) This contract is for the works to be carried out at our staff quarters and Office premises from inside and outside for all floors / height. Bank reserves the right to increase/ decrease in manpower supply from the agency.

18) The Bank also reserves the right/option to extend the validity of this Contract for a further period at the same rate, terms and conditions after completion of the said period as mentioned in para 12.

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

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

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

22) Every person engaged by the Contractor for works in the Bank’s premises shall be deemed to be Contractor’s employees and no such employees shall have any right to or claim against the Bank.
23) In case of strike resorted to by the employees of the Contractors, the Bank reserves the right to employ other Contractor’s workers, without any notice, for carrying out the maintenance work. In such cases, either the actual cost of such laborers or whole day basis shall be deducted from the Contractor’s bills or recovery will be made on the basis of actual amount paid to the other Contractor plus the applicable service charge.

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

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

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

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

This agreement made at Jaipur this _____________________day of ________ 2019 (in words) between the National Bank for Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Regional Office at 3, Nehru Place, Tonk Road, Jaipur – 302 015, herein after referred to as " NABARD’ (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART and ( this will undergo change when the party is partnership firm or Company) Shri............... son of ....... ....................... aged presently residing at __________ and carrying on similar work under the name and style of M/s ____________________and having their place of business at __________ hereinafter referred to as ‘ the party’ ( which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors ) of the OTHER PART.

WHEREAS the National Bank is desirous of outsourcing the work of ANNUAL MAINTENANCE CONTRACT FOR Gardening Work for Office Premises at NABARD at 3, Nehru Place, Tonk Road, Jaipur-302015 AND at NABARD Staff Quarters , Malviya Nagar Extension, Jagatpura Road, Jaipur-302017. (herein after referred to as the said premises )

AND WHEREAS the party has offered to undertake the work as per the scope of work and details indicated in the special instructions

AND WHEREAS the National Bank in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Electrical Maintenance work hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE

PARTIES:-

NABARD hereby awards the work of ANNUAL MAINTENANCE CONTRACT FOR GARDENING WORK – OFFICE PREMISES & STAFF QUARTERS in the said premises from 01.10.2020 to 30.09.2023 subject to annual review and renewal on satisfactory performance each year. The contract period may be extended further depending upon the discretion of the Bank.

As compensation for the work, the party shall be reimbursed an amount of ` __________/ (` ____________________________ only) per month, Basic Rate plus taxes as applicable.

2. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.
3. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, PF, ESIC etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party’s part in complying with these conditions or any other statutory requirements in connection with the Garden Maintenance work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of the Chief General Manager of the Bank.

(c) The party shall keep, at a conspicuous place in the said premises a complaint/suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of the Bank so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial/rectification measures as instructed by the Chief General Manager.

(d) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank’s furniture, fixture and fittings and other articles.

(e) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(f) If the Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. **However, in normal course the agreement can be terminated by the party by giving three month’s notice and by the Bank by giving one month’s notice.**

(g) On the expiry or earlier termination of this agreement the party shall remove himself and his employees/servants and agents from the premises and all articles belonging to him, or to his employees or agent.

(h) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.
(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding, charge of General Administration Department for the Rajasthan Regional Office at 3, Nehru Place, Tonk Road, Jaipur – 302015 and shall include, in respect of any powers exercisable by him or NABARD under this agreement any officers of the Bank designated by him in that behalf from time to time.

(j) Annexure I, II and III of the tender document giving terms and conditions of the contract shall form part of this agreement.

(k) This agreement shall be executed in duplicate. The Bank shall retain the original and party the duplicate. Stamp duty on original and duplicate shall be borne by the party.

IN WITNESS WHEREOF the National Bank has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written. Signed and delivered by the within named National Bank

................................. by the hand
of its authorised official

____________________
____ (Name and Designation) in the presence

of

(i)_____________________________________
(ii)_____________________________________

Signed and Delivered by Shri

-------------------------------------

-------------------------------------

In the presence of

(i)_____________________________________
(ii)_____________________________________

Signature of the authorized signatory of the contractor / Tenderer

Annexure I, II and III
**INDEMNITY BOND**

(On Rs. 100/- Stamp Paper)

KNOW all men by these presents that I, Shri.............................................................. of M/s. .............................................................. do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Registered Office at C-24, G Block, Bandra-Kuria Complex, Bandra (E) Mumbai-400051 and Regional Office at Lal kothi tonk road, Jaipur – 302015 and M/s.............................................................. having their office at .................................................. on this ............. day of...................... 2020.

WHEREAS NABARD have appointed M/s..............................................................as the Contractor for their proposed work relating to "Annual Maintenance Contract for Gardening work for Staff quarter and office premises– 2020-23".

**THIS DEED WITNESSETH AS FOLLOWS:-**

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

1. any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,
2. any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.
4. Any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage liability, civil or criminal action.

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

SIGNED AND DELIVERED BY THE AFORESAID M/s
IN THE PRESENCE OF WITNESS:
(1) ........................................
(2) ........................................

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

1. Quoted rates should be workable and reasonable and should include:
   
a. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time. The minimum wages must cover Central Government wage as indicated by Central Labor Commission. TDS will be deducted as per guidelines.

   b. ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
   c. Cost of equipment/machinery, if required
   
d. Allowance for maintenance of two sets of uniform.
   
e. Charges, if any, towards safe disposal of waste from NABARD premises in safe municipal dump
   f. Incidental expenses and all overheads and profits

2. The contractor should furnish Rate Analysis, along with the price-bid, for the rates quoted by him/her in this tender as per the format given in Annexure-B for rates under Schedule of Quantities in Annexure A.

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory of the contractor / Tenderer
Part II
PRICE BID
Price BID

SCHEDULE OF QUANTITIES

Annexure A

Annual Maintenance Contract for 2020-23 Horticulture works for Staff Quarters and Office premises

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Worker</th>
<th>Manpower Required</th>
<th>Unit Rate in Rs. (per Month)</th>
<th>Total Amount Per month in Rs.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance Contract for Horticulture</td>
<td>Skilled Worker</td>
<td>3</td>
<td></td>
<td></td>
<td>Unit rate per month in column D shall be that of 1 skilled labour as calculated in Annexure B, which is inclusive of ESI, EPF</td>
</tr>
<tr>
<td>Works</td>
<td>Unskilled Worker</td>
<td>2</td>
<td></td>
<td></td>
<td>Unit rate per month in column D shall be that of 1 un skilled labour as calculated in Annexure B, which is inclusive of ESI, EPF</td>
</tr>
<tr>
<td>Total (G)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total of 3 skilled and 2 unskilled labour per month</td>
</tr>
<tr>
<td>Service Charges, contractors profit, other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Shall not be less than 1% of ‘G’ above</td>
</tr>
<tr>
<td>overheads, machineries, uniform, etc. per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(H)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total (G+H)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Total Amount in Figures:

Total Amount in Words:

- GST (as applicable from time to time) will be paid extra on the rates quoted as above.
- Prices should be inclusive of all expenses incurred including pay, all taxes (other than GST), statutory charges or any other charges / tax levied by the state and Central govt.

Place:
Date:

Signature of the authorized signatory of the contractor / Tenderer
Name, address
**ANNEXURE B**

**Detailed Calculation (For 01 skilled labour for 08 hours of shift per day for one month)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details</th>
<th>Rate</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wage per day</td>
<td>------</td>
<td>--------------------------------------------</td>
<td>Wages per day shall not be less than the minimum wages prescribed by the Central Govt.</td>
</tr>
<tr>
<td>2</td>
<td>Wages per month (for 30 days)</td>
<td>------</td>
<td>Calculation: 30 X(1)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ESI on (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EPF on (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 6       | Grand Total                      |      |                                            |                                                                  |

**Detailed Calculation (For 01 unskilled labour for 08 hours of shift per day for one month)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details</th>
<th>Rate</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wage per day</td>
<td>------</td>
<td>--------------------------------------------</td>
<td>Wages per day shall not be less than the minimum wages prescribed by the Central Govt.</td>
</tr>
<tr>
<td>2</td>
<td>Wages per month (for 30 days)</td>
<td>------</td>
<td>Calculation: 30 X(1)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ESI on (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4 | EPF on (2) |  
6 | Grand Total |

Place:

Date:

Name, address and seal of the contractor

Signature of the authorized signatory of the contractor / Tenderer

Note

1. The above charges shall conform to Minimum Wages Act, 1948 for 8 hours duty in a day and six days in a week.
2. The rates will be revised as per minimum wages prescribed by the Labour Commissioner under Minimum Wages Act, 1948 from time to time, on the basis of the details provided in Annexure-B.
3. While quoting the amount please refer to the latest rates for EPF, ESI etc.
4. Whenever there is a change of minimum wages, ESI, EPF rates, the contractors have to inform NABARD accordingly.
5. If any bidder quoted less than the prescribed minimum wages or ESI/EPF rates, the rate will be equated to the minimum prescribed level to calculate the comparative statement for price bid analysis. The total amount thus calculated by NABARD will be final and binding to all bidders.