NB.KERALA/DPSP/ /AMC-Electrical Office/2020-21 22nd April 2021

NOTICE INVITING TENDER

M/s.

Dear Sir

Quotations for Annual Maintenance Contract for electrical work at NABARD Regional office –01.06.2021 to 31.03.2023

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/ tenders in two parts from all eligible bidders for Annual Maintenance Contract for electrical works at NABARD Regional Office –01.06.2021 to 31.03.2023 as per the terms and conditions contained in the Request For Proposal (RFP)/ Tender. The Bidding Document may be obtained from the Bank’s office located at Punnen Road, Statue Thiruvananthapuram – 695001. Tender can be downloaded from https://www.nabard.org/ free of cost. The other details are given below:

<table>
<thead>
<tr>
<th>Date of commencement of issue of Tender</th>
<th>22nd April 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of RFP document (non-refundable)</td>
<td>Document is available for download from <a href="https://www.nabard.org/free">https://www.nabard.org/free</a> of cost)</td>
</tr>
<tr>
<td>Last date for submission of tender</td>
<td>15:00hrs on 12th May 2021 at NABARD Office Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Date and time of opening of technical bid and price bid</td>
<td>16:00 hrs on 12th May 2021 at NABARD Office, Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Place of receiving and opening of tenders</td>
<td>NABARD Office Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td></td>
<td>Tele: 0471 2701653</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:trivandrum@nabard.org">trivandrum@nabard.org</a>, <a href="mailto:dpsp.trivandrum@nabard.org">dpsp.trivandrum@nabard.org</a></td>
</tr>
</tbody>
</table>

National Bank for Agriculture and Rural Development

Kerala Regional Office
National Bank for Agriculture and Rural Development, Kerala Regional Office, Punnen Road, Statue Thiruvananthapuram – 695001
Tel: 0471 2701600/2701700 • E-mail: trivandrum@nabard.org
<table>
<thead>
<tr>
<th>No. of envelopes (non-window, sealed) to be submitted</th>
<th>Two Envelopes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) Sealed envelope 01 containing technical bid</td>
</tr>
<tr>
<td></td>
<td>b) Sealed envelope 02 containing price bid</td>
</tr>
<tr>
<td></td>
<td>the sealed envelope should be with with subscribing “Annual Maintenance Contract for electrical work at NABARD Regional office – 01.06.2021 to 31.03.2023”</td>
</tr>
</tbody>
</table>

Bank reserves the right to change the dates mentioned in the tender which will be displayed, as corrigendum/amendment, at the above websites on which bidding documents are available.

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

Earnest Money has been exempted for the empaneled contractors who are eligible for participation of the said bid.

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

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

Yours Faithfully

[Signature]

Ramalingam K
Deputy General Manager
I- General Instruction to the Tenderer

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

2. The envelope containing the Tender document complete in all respects, duly signed by the tenderer and sealed as necessary, should dropped in the tender box kept at the reception before 15.00 hours on 12th May 2021.

3. To ensure due performance of the contract, Performance Security shall be obtained in the form of Account Payee Demand Draft of Fixed Deposit Receipt or Banker's cheque or Bank Guarantee from any commercial banks or online payment in an acceptable form to safeguard the Bank’s interest in all respects. The amount of Performance Security shall be 2% of the accepted value of the tender. This is to be deposited by the vendor within 15 days of intimation of acceptance of his tender. A specimen of Bank Guarantee in lieu of performance security is enclosed as Annexure -II.

4. In lieu of the 2% performance guarantee, Bank Guarantee as per the enclosed format at Annexure II is to be submitted within 15 days of intimation of acceptance of his tender.

5. 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.

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

7. Scope of work are as indicated in the II

8. Terms & Conditions are indicated in III.

9. General Specification as indicated in IV

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

(a) The Contract will be awarded to the agency only if the performance of the agency is found to be satisfactory during the initial three months.
(b) The Contract period will be for a period of 22 months, from 01 April 2021 to 31 March 2023.

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

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

Signature of the authorized signatory
II- Scope of work for Electrical works

(1) Providing the service of minimum on skilled electrician who is available at the site as per requirement to attend regular maintenance and repair / replacement of the electrical fitting in office.

(2) Providing the service of Electrician to maintain the LT/HT panel and yard

(3) Providing the service of Electrician for running and checking of the working of Diesel generator.

(4) Providing the service of Electrician for running, monitoring, adjusting the centralized air condition unit installed in the office premises.

I) General Conditions:

1) It shall be responsibility of the company to abide by all statutory regulations of State and Central Govt. Relating to electrical installations, labour contract etc. The firm shall also liaison with the electrical inspectorate of Govt. Of Kerala and also comply with the instructions and observations of the electrical inspectorate.

2) Your firm shall depute staff having valid electrical licence and competent personnel for the day to day operation and maintenance of electrical installations and Diesel Generator set in the Bank’s premises. Details of personnel to be engaged should be sent to this office along with copies of the license/qualification to enable us to forward the same to the Electrical Inspectorate for their reference and records.

3) Making available the services of your company for operation and maintenance of the total electrical installations, like diesel generator, electrical equipment associated with Lifts, ACs, Fire Pumps, Water Pumps etc., in the Bank’s premises.

4) The services are required for varying hours generally from Monday through Saturday. However, during emergency, the staff have to be present and attend to the work till the work is over.

5) The staff should report to the competent authority of the Bank on all the working days. However, if their services are required for attending to urgent works on other days (holidays, strike-days, etc.,) the services should be made available at the absolute discretion of NABARD.

6) For any breach of the terms and conditions, National Bank (NABARD) shall be at liberty to terminate the contract summarily with one month’s notice in the
7) Any complaints/defects related to electrical has to be attended by the contractor.

8) All complaints have to be entered in the complaint register maintained at Bank’s premises and their respective complaints are to be maintained in the order of date wise.

9) Though, the working hours are restricted to eight hours, the services should be rendered by your company during the need/emergency.

10) Complaints must be rectified at the bottleneck period.

11) Services must be made available throughout the month including Sundays and General Holidays.

II) Electrical Works

1. The services rendered in the Bank’s Premises under the contract shall include the entire electrical and electrical associated accessories.

2. Operation and maintenance of all electrical equipment like Transformer, Vacuum Circuit breakers, Air Circuit Breakers, Interlocking Systems, Electrical Switchgears, Panels, MCBs, Switches etc., in the Bank’s premises.

3. No extra charges will be paid for the operation and maintenance works indicated above.

4. The area should be maintained clean in order to avoid any hazards and should be free of debris, foreign materials, etc.

5. Repairing of electrical items/spares etc., and the same is/are to be fixed.

6. In the event of changing of items/spares, the contractors will have to provide samples for approval from Bank’s competent official and has to ensure that the same are being provided in the course of contract.

7. In case of works not included in the schedule of quantities, the contractor will submit his quotation and obtain approval from the Bank before execution of work. The work will be paid as per actual cost of materials and labour employed.

8. The materials etc., to be provided are to be from the approved list wherever possible. Any deviation has to be mentioned to the Bank’s Engineer.

9. Replacement of electrical items/spares will be provided by the bank and periodical cleaning of the light luminaries, fans etc. preferable once in a quarter.

10. In the event of supply of electrical items/spares by the contractor, the same will be reimbursed as per actual and labour charges on production of bill/s for purchase of items on prior approval by Bank’s technical officer/competent authority.
11. All replacements of electrical fittings/fixtures etc. shall be done only with the concurrence and written permission of the technical officer of the Bank.

12. Earthing of all electrical apparatus/panels and equipment installed in Sub-Station shall be checked for continuity of earth once in every 06 months. Earth pits are to be watered once every month.

13. All earth pits to be properly covered and checked for appropriate earth resistance. Earth readings to be checked once every month and same shall be recorded in the register.

14. Maximum resistance to earth is to be maintained around 2.0 Ohms.

15. Air Circuit Breaker which is mounted in Main Control Panel should never be de-activated at any point of time other than during maintenance period.

16. HT accessories are not supposed to be operated at any point of time other than the directions of competent authority.

17. Sealed panels/devices are not to be tampered. Penalties/charges levied by concerned authority like Electricity Board or Supplier/agencies are payable by contractor. In the event of seals tampered by any of the above, the same may be recorded in the register.

18. Daily Power consumption shall be recorded before activating all the panels. Reading of Maximum demand and power factor shall be recorded at 11.00 am and at 5.00 pm every day.

19. All DBs and Panels of floors shall be switched ON/OFF. No DBs must be switched on during the closure of Bank.

20. All panels except UPS and FIRE panels are to be switched off after closure of Bank.

21. All DBs on all floors are to be switched-on at 9.00 AM. Switching off DBs during the closure of office shall be ensured.

22. To be ensured that all Lights/fans are switched OFF before putting off the panel.

23. No fixtures/fittings are to be removed from one location to other location or interchanged.

24. Air conditioners in Auditorium is to be switched-on based on the instruction of the competent authority.

**III) DG Set**

1. AMF panel is to be activated every day.

2. Failing to the above condition, due to negligence and the losses effecting the bank, the contractor is responsible and sum equivalent will have to be repaid by the contractor or deducted/recovered from the contractor’s payment/deposit.
3. Diesel position should never fall below the minimum low-level indicator indicated in the Diesel tank.

4. Purchase of Diesel or replacement of spare/s etc., indicating the part numbers and bill/invoice details are to be entered in the log book.

5. Log book indicating the duration and intervals of DG operations are to be maintained indicating the consumption of diesel on day-to-day basis.

6. Battery voltage, Number of Hours, Temperature, Oil pressure etc., has to be entered in the log-book on day-to-day basis.

7. Batteries are to be filled with distilled water once every quarter during April/July/October/January.

8. It is the sole duty of contractor to maintain the appropriate voltage (not below 24 volts) and specific gravity of 1.20.

9. Battery terminals are to be applied with petroleum-jelly once every 03 months.

VI) Air Conditioners

1. AC units are to be switched-on, on all working days on all the floors as directed by bank.

2. Operations of AC units kept in various floors will have to be operated by the contractor.

3. Not to alter the programs or indications/readings which are pre-set in the AC control panel which are installed in AHU rooms.

4. Tampering of sealed units/compressors/acoustics/refrigerants/condenser pipes etc., which are in AHU rooms other than electrical fittings are strictly out of scope of this contract. However, in presence of competent authority, the technicians will have to co-ordinate as directed by competent official of Bank at times like break downs etc.

5. Problems, if any, are noticed/observed will have to be brought to the notice of the Bank immediately and same shall be entered in the register kept for AC complaints.

6. Appropriate temperature has to be maintained and ensured on all days and on all times or as required by bank. Day-to-day temperature log book shall be maintained.

7. Log book to be maintained indicating the temperatures recorded on two occasions @ 11.00 AM and 3.30 PM on all working days.

V) LIFTS

1. All the three lifts are to be operated and maintained and in the event of failure,
the same shall be rectified if it is electrical fault.

2. Passenger lifts should never be travelled to the basement area other than during maintenance period unless being directed by the competent authority.

3. Mono space lifts should never be operated for passenger travelling purposes. This lift is restricted only for services like taking stationery etc.

4. Not to alter the programs or indications/readings which are pre-set in the Lift control panel which are installed in machine rooms.

5. Tampering of sealed units/panel accessories etc., which are in machine room/panel other than electrical fittings are strictly out of scope of this contract. However, in presence of competent authority, the technicians will have to co-ordinate as directed by competent official of Bank at times like break downs etc.

6. Problems, if any, noticed/observed will have to be brought to the notice of the Bank immediately and same shall be entered in the register kept for LIFT complaints in the lift machine room.

7. Appropriate temperature has to be maintained and ensured on all days and on all times or as required by bank. Day-to-day temperature log book shall be maintained.

VII) Other services

1. To facilitate the operation of Public Address Systems kept in Conference Hall and Auditorium.

2. Water pumps/compressors etc are to be operated daily as and when required by the bank. Same shall be ensured for proper operations of the pumps/compressors.

3. Fire pumps and panels are to be charged once a week and checked for proper functions of motors/pumps/switch gears etc.

4. Any malfunctioning of the electrical items shall be brought to the notice of the Bank immediately.

5. Recording the reading of energy meter in the log book in the format prescribed by the Bank.

VIII) Safety and Tools

1. You should provide necessary tools, safety devices like gloves, shoes, and uniform at your cost to your staff

2. During the period of contract, you should invariably provide spanners, wrenches, hammer and other necessary tools in the Bank's Premises.

3. You shall provide a megger and earth tester to measure the IV values and also periodically testing the earthing of all electrical apparatus in sub station,
distribution panels installed in each floor. Earth resistance shall be measured for all the sub station earthing pits twice in a year.

4. The bank shall not be liable for any injury/disability that may be caused due to negligence while attending to the repair work. Services rendered will be purely on day-to-day basis and the bank shall not be responsible whatsoever in this regard other than payment of day-to-day labour charges.

5. The shall take necessary accidental insurance cover to his employees deputed by them for this service.

Place: 

Signature of the authorized signatory

Date: 

of the contractor / Tenderer
III- General Terms and conditions

1) If the agency have **ESI and PF membership** for its employees, the copy of the same is to be attached while submitting the tender. If the agency is not required to have ESI and PF then the agency should submit a declaration indicating the number of employees appointed by the agency.

2) Rates should include all Taxes, Duties, Octroi, Levies, GST, etc., in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account. **The rates will be considered for revision only in case of (i) revision of minimum wages and (ii) revision of statutory taxes like GST to the relevant extent.**

3) The document that are to be submitted mandatory along with the technical bid is as follows.
   - The Electrical contractors and the electrician deputed to undertake the maintenance work in the premises of NABARD should possess valid **Class A license** / wire man license authorized by the Kerala Electrical Inspectorate. The same should be mandatorily submitted along with the technical bid.
   - The highly skilled and skilled electrician should hold minimum of diploma in electrical works The same should be mandatorily submitted along with the technical bid.
   - Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of NABARD. The list of manpower available should be provided along with the tender

4) Supervisor should be available to ensure effective and proper work no separate payment will be made for the same.

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

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

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

8) The services shall be provided from Monday to Saturday, with weekly off on Sunday.
9) In case of requirement and in emergencies, the services should be provided on Holidays and Sunday if required on payment basis. The cost will be derived from the manpower cost quoted in the tender.

10) Payments

- The payment for deployment of manpower for electrical services in the office premise will be made on monthly basis, on submission of the bills for the same.
- The bill shall be certified by the Caretaker/Asstt. Caretaker and Protocol and Officer of our Bank
- Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month.
- The estimated expenditure for undertaking all types of minor repairs and replacement pertaining to plumbing, masonry work, plastering, painting, welding etc. in the entire office is to be submitted through NABARD prescribed work slip.
- The payment for the same will be made as per the actual work executed as specified in the respective approved works slip after joint inspection.
- The work slips are to be submitted on a consolidated basis as a single bill twice a month for settlement.

11) The Contract shall be valid for a period from 01.06.2021 to 31.03.2023. 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.

12) The rates quoted should include removal of the waste debris after any repairs out of premises on a monthly basis.

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

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

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

16) CAR policy for 1.225 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted to Bank within 15 days of the work order.
17) The Contractor may ensure that minimum wages as stipulated by Ministry of Labour, Govt. of India and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor on demand by the Bank.

18) 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.

19) 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.

20) 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 labourers 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.

21) Attendance Record: Daily 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.

22) The contractor will attend to the day-to-day complaints of the occupants and the work executed shall be to the satisfaction of the occupants and the bank.

23) If the services / repairs is not attended on the same day/ next day a pro-rata recovery will be effected. In addition to that any expenditure incurred by the bank for rectifying such defects will also be recovered from the contract amount.

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

25) The bank 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, National Bank (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.
Place:
Date:

Signature of the authorized signatory
IV General Specification

1) The agency has to employ **a minimum of 01Nos highly skilled electrician and 01Nos skilled electrician** on daily basis. The cost for the additional electrician other than the aforesaid numbers will be allowed case-to-case basis on prior written permission and the cost for the additional manpower will be derived from the cost quoted in this tender.

2) The duty hours will be in two 8hrs shifts (Monday to Saturday).

<table>
<thead>
<tr>
<th>Electrician</th>
<th>Shift</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly skilled</td>
<td>1st</td>
<td>from 07:00am to 03:00pm</td>
</tr>
<tr>
<td>electrician</td>
<td>shift</td>
<td></td>
</tr>
<tr>
<td>Skilled electrician</td>
<td>2nd</td>
<td>from 02:00pm to 10:00pm</td>
</tr>
</tbody>
</table>

*Electrical Maintenance Services:*  

a. The rate is to be on lump sum basis taking into consideration the nature of work, the extend of the premises, the equipment's to be maintained etc, for providing regular maintenance works in all the aforesaid NABARD Regional office building.

b. The agency intending to quote for the tender may visit the site and understand the requirements of NABARD before quoting.

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

d. The contractor shall furnish the bank with a copy of certificate of experience of electrician & biodata of their employees. The electrical maintenance services should be available as and when required by bank.

e. The electrician shall make all efforts to try to repair the defective fittings and replacing the articles should be taken only as the last resort after banks approval in the proforma formulated by the bank for the same.

f. The contractor shall ensure that only branded materials is used for maintenance and repair work. In case of replacement the purchase of the material by the contractor shall be done, only after taking approval from the Bank.
g. **The overhead charges at 15% will be applicable on submission of material supply receipt by the contractor for additional work not covered under scope of work**

h. The helper to be provided to assist the electrician depending on the requirement. The charges for helper or additional manpower would be made actual basis after assessing the requirement and depending upon the nature of work.

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

j. 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.

k. This contract is for the works to be carried out at our 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. The cost of scaffolding or any other necessary equipment’s for completing the work will be allowed based on the nature of work.

l. The aforesaid timing is tentative however, the electrician has to attend the work at different sites as per the instructions of the Bank as and when required.

Place :
Date :

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

1. Quoted rates should be workable and reasonable and should include:
   a. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time. **The minimum wages must cover HIGHER of Central or UT minimum wages as applicable.**
   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. Charges, if any, towards safe disposal of deffires from NABARD premises in safe municipal dump
   e. Cost of uniform
   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-II for rates quoted under Sl.No.1 under Schedule of Quantities.**

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory
Annexure I

FORM OF AGREEMENT

This agreement made the day of the month in the year BETWEEN , National Bank for Agriculture and Rural Development having its Head Office at, Plot No C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 and its Kerala Regional Office at punnen road, statue, Thiruvanthapuram(hereinafter referred to as the Employer / Bank) on the ONE PART; and *Shri ____________ S/D/O_____________resident of____________________________the sole proprietor of M/S __________________having office at the following address ..................................................* M/S ............................................

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

Whereas the Employer/Bank is desirous that certain works should be undertaken at their office mentioned and called for invitation to tender and the tender dated...............................furnished by the tenderer for the performance of such works has been accepted by the Employer on the terms and conditions as set out therein and inter alia others.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.
   a) Notice Inviting Tender
   b) General Rules and Instructions for the guidance of tenderers.
   c) The Tender, Letter of acceptanceto & the tenderer, if any, leading to and prior to acceptance letter.
   d) General conditions of contract and clauses of contract alongwith Annexures thereto.
Schedules consisting of scope of work, specification special conditions, etc

Place :
Date:
Name, address

Signature of the authorized signatory
Annexure II
Performance security Bank Guarantee format

To

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In consideration of National Bank for Agriculture and Rural Development (NABARD) having Head Office at C-24, G-Block, Bandra-Kurla Complex, P.O. Box No.8121, Bandra (E), Mumbai – 400 051 (hereinafter referred to as “Purchaser”) having agreed to

(type of work) at

(Place – HO/RO/TE) (hereinafter referred to as “Services”) from (hereinafter referred to as “Contractor”) on the terms and conditions contained in the RFQ (Ref. NO. Dated) and their agreement (hereinafter referred to as the “Contract”) and subject to the contractor furnishing a Bank Guarantee to the purchaser as to the due performance of the (hereinafter referred to as “Proposed Services”) as per the terms and conditions as set forth in the said contract and also guaranteeing the Proposed Services as per the terms and conditions of the said contract;

1) We, (Bank) (hereinafter called “the Bank”), in consideration of the premises and at the request of the contractor, do hereby guarantee and undertake to pay to the purchaser, forthwith on mere demand and without any demur, at any time up to 20 (validity date of BG) money or monies not exceeding a total sum of Rs-/ (Rupees only) as may be claimed by the purchaser to be due from the contractor by way of loss or damage caused to or would be caused to or suffered by the purchaser on failure of the contractor to provide proposed services as per the terms and conditions of the said contract.

2) Notwithstanding anything to the contrary, the decision of the purchaser as to whether the contractor has failed to provide Proposed Services as per the terms and conditions of the said contract will be final and binding on the Bank and the Bank shall not be entitled to ask the purchaser to establish its claim or claims under this Guarantee but shall pay the same to the purchaser forthwith on mere demand without any demur, reservation, recourse, contest or protest and/ or without any reference to the contractor. Any such demand made by the purchaser on the Bank shall be conclusive and binding notwithstanding any difference between the purchaser and the contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.
3) This Guarantee shall expire on 20 (validity date) without prejudice to the purchaser’s claim or claims demanded from or otherwise notified to the Bank in writing on or before the said date i.e 20.

4) The Bank further undertakes not to revoke this Guarantee during its currency except with the previous consent of the purchaser in writing and this Guarantee shall continue to be enforceable till the aforesaid date of expiry or the last date of the extended period of expiry of Guarantee agreed upon by all the parties to this Guarantee, as the case may be, unless during the currency of this Guarantee all the dues of the purchaser under or by virtue of the said contract have been duly paid and its claims satisfied or discharged or the purchaser certifies that the terms and conditions of the said contract have been fully carried out by the contractor and accordingly discharges the Guarantee.

5) In order to give full effect to the Guarantee herein contained, the purchaser shall be entitled to act as if we are purchaser’s principal debtors in respect of all the claims of the purchaser against the contractor hereby Guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with the above or any other provisions of this Guarantee.

6) The Bank agrees with the purchaser that the purchaser shall have the fullest liberty without affecting, in any manner, the Bank’s obligations under this Guarantee to extend the time of performance by the contractor from time to time or to postpone for any time or from time to time any of the rights or powers exercisable by the purchaser against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract, and the Bank shall not be released from its liability for the reasons of any such extensions being granted to the contractor for any forbearance, act or omission on the part of the purchaser or any other indulgence shown by the purchaser or by any other matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving the Bank.

7) The Guarantee shall not be affected by any change in the constitution of the contractor or the Bank nor shall it be affected by any change in the constitution of the purchaser by any amalgamation or absorption or with the contractor, Bank or the purchaser, but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern.

8) This Guarantee and the powers and provisions herein contained are in addition to and not by way of limitation or in substitution of any other guarantee or guarantees heretofore issued by the Bank (whether singly or jointly with other banks) on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and also for the same purpose for which this guarantee is issued, and now existing un-cancelled and the Bank further mention that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees heretofore issued by the Bank on behalf of the contractor.
heretofore mentioned for the same contract referred to heretofore and for the same purpose for which this guarantee is issued.

9) Any notice by way of demand or otherwise under this guarantee may be sent by special courier, telex, fax, e-mail or registered post to the local address of the Bank as mentioned in this guarantee.

10) Notwithstanding anything contained herein:

i) Our liability under this Bank Guarantee shall not exceed Rs. __________/- (Rupees ___________ only);

ii) This Bank Guarantee shall be valid up to ____________ (validity date);

iii) Unless actions to enforce the claims is filed on or before ____________ (Validity date) all rights under the said guarantee shall be forfeited and Bank shall be relieved and discharged from all liabilities thereunder.

iv) The Bank is liable to pay the Guaranteed amount or any part thereof under this Bank Guarantee only and only if the purchaser serves upon the Bank a written claim or demand on or before __________________________ (validity date)

11) The Bank has power to issue this Guarantee under the statute/ constitution and the undersigned has full power to sign this Guarantee on behalf of the Bank.

Date this ____________ day of ____________ 201 at ______.

For and on behalf of Bank
Price BID
Annexure I

Quotations for Annual Maintenance Contract for Electrical works at NABARD Regional Office – 01.06.2021 to 31.03.2023

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Location</th>
<th>Unit (A)</th>
<th>Rate per month (the total ‘G’ of annexure II) (B)</th>
<th>Total Amount A X B X 22 months = C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance Contract for Electrical works at NABARD Regional Office – 01.06.2021 to 31.03.2023</td>
<td>NABARD Regional Office, statue, Thiruvananthapuram</td>
<td>01 Highly skilled electrician</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01 skilled electrician</td>
<td></td>
</tr>
</tbody>
</table>

Total

Total Amount indicated in C in words..............................................................................................................................................................................
..............................................................................................................................................................................................................................

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

Total Amount in Figures:

Total Amount in Words :

Place :

Date :

Name, address :

Signature of the authorized signatory
## ANNEXURE II

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
<th>Highly Skilled () Per month</th>
<th>Skilled () Per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Minimum wages (as per Central Govt. or Kerala State Govt. <em>whichever is higher</em>) inclusive of Special Allowance / VDA. For One skilled electrician</td>
<td>=........(minimum wage for Skilled(रू707/-) and रू777/- for highly skilled as per Central Govt. or Kerala State Govt. <em>whichever is higher</em>) inclusive of Special Allowance / VDA ) X 26 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>EPF (Employer portion)</td>
<td>13 % on minimum wage (A) or upto maximum of रू21000/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>ESI Contribution</td>
<td>3.25 % on minimum wage(A) or upto maximum of रू15000/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Bonus</td>
<td>8.33 % of % on minimum wage (A)or upto maximum of रू21000/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Over head profits + Other Charges if any</td>
<td>......% ( to be indicated by the tenderer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Total (E+F)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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