

**NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT**
Department of Premises, Security and Procurement
Telangana Regional Office
1-1- 61, RTC 'X' Roads,
Musheerabad,
Hyderabad – 500020
Telephone: 040-27635351
Email: dpsp.tsro@nabard.org

निविदा - विद्युत रखरखाव सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध, आरटीसी
एक्स-रोड्स में नाबार्ड कार्यालय परिसर और अमीरपेट, हैदराबाद में स्टाफ क्वार्टर के लिए-
अवधि 01.04.2022 से 31.03.2024

**Tender for Annual Maintenance Contract for providing Electrical
Maintenance Services at NABARD Office Premises at RTC X-Roads, and
Staff Quarters at Ameerpet, Hyderabad for the
Period 01.04.2022 to 31.03.2024**

Date of issue of tender document	23.02.2022
Pre Bid Meeting with bidders	On 03rd March 2022 at 11 AM.
Due date for submission of tender	16th March 2022 by 2 PM
Date and time of opening technical bids	16th March 2022 by 4 PM
Date of opening of Financial Bid	Will be communicated later.
Earnest Money Deposit	Rs. 13000.00
Retention Money Deposit (RMD)	5% of the contract value will be deposited with NABARD as security deposit till the completion of the contract period. The amount will be refunded after completion of the contract period.

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NOTICE INVITING TENDER

Ref. No. NB.TSRO.DPSP/ **2141**/ AMC-Electrical / 2021-22 23 February 2022

M/s

Dear Sir

निविदा आमंत्रण सूचना - विद्युत रखरखाव सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध, आरटीसी एक्स-रोड्स में नाबार्ड कार्यालय परिसर और अमीरपेट, हैदराबाद में स्टाफ क्वार्टर के लिए- अवधि 01.04.2022 से 31.03.2024

Notice inviting Tender – Annual Maintenance Contract for providing Electrical Maintenance Services at NABARD Office Premises at RTC X-Roads, and Staff Quarters at Ameerpet, Hyderabad for the Period 01.04.2022 to 31.03.2024

National Bank for Agriculture and Rural Development (NABARD), Telangana Regional Office, Hyderabad invites tender from reputed agencies through single bid system in two parts from eligible bidders for the captioned services as per the terms and conditions contained in the tender.

2. Tender document may be downloaded from NABARD's **website: [www.nabard.org](https://www.nabard.org/Tenders.aspx?cid=501&id=24)**, (<https://www.nabard.org/Tenders.aspx?cid=501&id=24>). No separate hard copy of this tender shall be issued by NABARD.

3. The Contract period will be from 1st April 2022 to 31st March 2024 with a **provision of review of completion each year**. The same may be renewed for two more years (one year at each time), if services are found satisfactory as per mutual agreed terms and conditions. The renewal shall be on sole discretion of NABARD.

4. The bidder shall submit the bids for the captioned services i.e., Technical bid and Price/Financial bid, which should be complete in all respects. Sealed Bids in TWO separate sealed Envelopes indicating clearly 'Envelope - No.1 - Technical bid' and 'Envelope No.2 – Price bid', shall be submitted To Chief General Manager, NABARD, TELANGANA REGIONAL OFFICE, RTC 'X' ROADS, MUSHEERABAD, HYDERABAD – 500020 and Envelopes should also be super scribed **“Tender for Annual Maintenance Contract for Electrical Maintenance Services for NABARD, Telangana Regional Office Hyderabad.”**

5. Tenders may be submitted **not later than 14:00 hrs. on 16th March 2022**. Technical bids shall be **opened at 4.0 PM on 16th March 2022** at the Office of Chief General Manager, NABARD, Telangana Regional Office, RTC X Roads, Hyderabad – 500 020. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue. Representatives of the bidders may be present during the tender opening process. Price bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.

6. 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.

7. Earnest Money Deposit (EMD) of Rs 13000 (Rupees Thirteen Thousand Only) is to be posted through NEFT/RTGS as per details given below. Tender without EMD shall be rejected.

Payee Name	:	NABARD
Current Account No	:	NABADMN14
Name of the Bank	:	NABARD
IFSC Code	:	NBRD0000002

8. After depositing the EMD amount, the tenderers are advised to send an email to dpsp.tsro@nabard.org with the details of the transaction. **Tender without EMD shall be rejected. However, MSEs as defined in MSE Procurement Policy** issued by GoI or bidders who are registered with Central Procurement Organisations or empanelled with NABARD itself **are exempt from submitting the EMD**, a copy of the **registration certificate needs to be enclosed with the Technical Bid.**

9. A Pre-Bid meeting is scheduled to be held **on 03rd March 2022 at 11:00 AM** in the Conference Hall on 2nd Floor of Telangana Regional Office, 1 -1- 61, RTC 'X' Roads, Musheerabad, Hyderabad-500020. The clarifications being sought in the pre-bid meeting should be submitted in writing at least 2 working days prior to the date of pre-bid meeting by email on dpsp.tsro@nabard.org. All the clarifications of the pre-bid meeting will be part of tender and will be updated and uploaded on NABARD website (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.

10. Retention Money Deposit (RMD): The Successful Tenderer will be required to deposit 5% of the accepted value of tender (total value of the contract for one year), as Performance/Initial Security Deposit within 15 days of award of work and shall be

refunded after 60 days from the expiry of the satisfactory AMC period and will not bear any interest.. While determining the RMD, the EMD already with the Bank shall be taken into account. The Security Deposit will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.

11. The Price/Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of price/ financial bid shall be intimated separately to the technically qualified bidders only. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

12. Envelope no. 1 shall contain:

- a) “Technical bid” of tender with every page signed and stamped.
- b) Payment Receipt of EMD submitted.
- c) Power of attorney authorizing the person to sign the tender.

13. Envelope No.2 shall contain

- a. Price Bid.
- b. Calculation sheet (separate for each service) as prescribed in the tender.
- c. Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
- d. Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1 (technical Bid). Price Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by NABARD and have complied with all the requirements in tender document.

14. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

15. The **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, TSRO, 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.

16. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.

17. 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.

18. The decision of the bank shall be final and binding with regard to technical and price bids and the e-tendering process.

19. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

20. Tenderers must ensure attachment of relevant documents, supporting the Pre-Qualification Criteria and Technical Document Sheets.

21. The bids shall remain valid and open for acceptance for 3 months from the date of opening of Price Bid.

22. 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.

23. 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 website only.

24. Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the NABARD in any circumstances.

25. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to CHIEF GENERAL MANAGER, NABARD, TELANGANA REGIONAL OFFICE, RTC X ROADS, MUSHEERABAD, HYDERABAD, 500020 who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the last date of submission of the tender.

26. The successful bidder shall execute an 'Articles of Agreement' of work contract with NABARD in accordance with the standard / prescribed format (Annexure) enclosed within 15 days from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.

27. The pre – qualification criteria, terms and conditions, formats of “Technical Bid”, “Price/ Financial Bid” and Pre – Contract Integrity Pact are enclosed as Annexure.

28. For any clarification you may please contact Shri K Varaprasad, Manager) at 040-27685349.

Yours faithfully

-Sd-

(Bolla Sreenivasulu)

Deputy General Manager

Schedule of Events

Bid Document Availability	Tenderers are advised to download the tender from NABARD web site	
	From:	22nd February 2022
	To:	16th March 2022 by 2:00 PM
Earnest Money Deposit (EMD)	<p>The contractor shall deposit Earnest Money Deposit for an amount of Rs.13000/- (Rupees Thirteen Thousand Only) through NEFT/RTGS credited into our Bank Account, details mentioned in NIT</p> <p>If the bidder wants to claim exemption under MSME Procurement Policy of Govt. of India, the bidder has to submit documentary proof of registration as MSME with Central Procurement Organizations or NABARD itself.</p>	
RMD	5% of Contract Value	
Pre-Bid Meeting	03rd March 2022 at 11:00 AM	
Last Date of Submission of Tender	16th March 2022 by 2:00 PM	
Opening of Technical Bids	<p>16th March 2022 by 4:00 PM</p> <p>Authorized representatives of vendors may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the vendors' representatives.</p>	
Opening of Price Bids	<p>Price Bid will be opened on a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.</p>	
Contact Details: Address for communication and submission of bid	<p>Department of Premises, Security and Procurement NABARD, Telangana Regional Office, 1-1-61, R.T.C. 'X' Roads, Musheerabad, Hyderabad-500020</p>	

**TECHNICAL BID
(Part-I)**

DISCLAIMER

The information contained in this Tender Document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture & Rural Development (NABARD), Telangana Regional Office, Hyderabad is provided to the bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

2. This Tender Document is neither an agreement and nor an offer and its only invitation to bid by NABARD, Telangana RO, Hyderabad to any party other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this Tender Document is to provide the bidder(s) with information to assist them in formulation of their proposals. This Tender Document does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis regarding any information contained in the Tender Document and the meaning and impact of that information and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice. National Bank for Agriculture & Rural Development, Telangana RO Hyderabad makes no representation or warranty, express or implied, and shall incur no liability under any law, statute rules or regulations as to the accuracy, reliability or completeness of this Tender Document. NABARD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

3. The Tender Document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NABARD and any successful Bidder as identified by NABARD after completion of the selection process.

Signature, Seal and Stamp of tenderer

Pre-Qualification Criteria

The contractors should meet following qualification criteria:

Minimum 7 years' experience (as on 31.03.2021) in the field of Electrical Maintenance AMC Contracts, which include all the activities as listed in scope of work and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Offices.

2. The bidders should have carried out similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than the amount as given in following table:

S.No.	Experience Criteria	(Rs. Lakh)
1	One similar work during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. >>>> (80% of estimated tender value)	5.00
	OR	OR
2	Two similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. >>>> (50% of estimated tender value)	3.00
	OR	OR
3	Three similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. >>>> (40% of estimated tender value)	2.0

Note 1: to obtain the realistic value of work during the previous years, cost index @5% per year per work shall be added over the actual cost of executed works to calculate the value of works as on 31.03.2021.

Note 2: Similar works mean those works as indicated in Para 1 above.

3. The tenderers should have Annual Turnover as given in the following table during the last three years ending 31 March 2021 **supported with audited balance sheet** / profit & loss statement or a registered Chartered Accountant certified statement of accounts.

Sr. No.	Turn over Criteria	(Rs. Lakh)
1	Annual Turnover during each of the last three years ending 31.03.2021 should be	1.82

4. The tenderer should have their own office within the city / suburban areas of Hyderabad. If the contractor belongs to other city, a detailed write up on execution arrangements shall be submitted by the tenderer.

5. Tender shall be accompanied by a copy of each of the documents like -
- Company/Partnership Firm/Proprietorship Firm etc. Registration Certificate
 - Articles of Association/Memorandum of Association/ partnership deed/ any other relevant document showing composition of the firm
 - Documents supporting Address Proof (Both for Registered office Address as

- well as local office at Hyderabad)
- d) MSE Registration Certificate
 - e) PAN
 - f) GSTN Registration
 - g) Employee State Insurance (ESI) Act registration
 - h) EPFO registration,
 - i) Registration under Contract Labour Act/Labour Department
 - j) Particulars of bankers & Bank account details.
 - k) List of eligible work executed during last seven years
 - l) Details of works on hand (**Vendor should have at least one ongoing Electrical maintenance contract work in Hyderabad**)
 - m) Details of work/ service experience shall be supported by work orders and corresponding completion certificates.
 - n) The client-wise names of similar work(s), year(s) of execution of work (s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed format.
 - o) Audited final accounts of the business of the contractor for last 3 years (2018-19, 2019-20 and 2020-21) **duly certified by a Chartered Accountant / Certificate of Turnover issued by a Chartered Accountant** should be enclosed in proof of their credit worthiness and turnover for the last three years.
 - p) There shall not be any case pending with the police or in a court of law against the bidder or any of its employees deployed in any organization.
 - q) The bidder should submit an **undertaking that it has not been blacklisted by any authority/entity in India or abroad.**

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

7. The tenderers should have applicable Tax registrations (PAN, GSTN TIN, TAN, etc.) and also registration with Labour Dept., Provident Fund, ESIC, etc., supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable.

8. Tenderers should have a current bank account with a scheduled commercial bank. Intending applicants are required to furnish details about their firm/organization, experience, competence, etc.

9. The staff deployed by the firm at site should have adequate experience and knowledge in their respective works.

10. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.

11. If the space in the application form is insufficient for furnishing full details, such information should be supplied on a separate sheet duly signed by competent authority

12. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

13. The firms which do not fulfil prequalification criteria shall not be considered for

selection and award of work. NABARD reserves the right to verify any or all the documents furnished by the Tenderers with any authorities. NABARD also reserves the right to cancel any or all the applications without assigning any reason thereof.

Instructions for Filling the Tender

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. NABARD takes no responsibility for delay / loss in post or non-receipt of Quotations / Tender Documents by any reason.
3. Tenderers are advised to submit tender to NABARD Telangana Regional Office RTC X Roads, Hyderabad –500020, on or **before 14.00 hours on 08.03.2022. The Technical Bids will be opened at 1600 hours on 08.03.2022.** Revision in date and time, if any, would be conveyed.
4. Bids submitted by unauthorized agents through /FAX/Telegraphic bids shall not be entertained/ considered.
5. Rates should include all items pertaining to the Electrical works as mentioned in the tender and unless the same is done to the satisfaction of the NABARD's Engineer/ACTs, the bill will not be accepted.
6. Rates should be filled in the Tender neatly and no overwriting shall be made. Corrections, if any shall be authenticated by subscribing signature of the tenderer. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
7. When there is a difference between the rates in figures and in words, the rate that corresponds to the amounts worked out by the Contractor shall be taken as correct.
 - a. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - b. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.

DECLARATION BY THE CONTRACTOR

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

Place :

(Signature of the Tenderer)

Date

Name and Address Seal:

Format- Covering Letter by the Tenderer for Submission of BID

(To be submitted in Tenderer's own Letter head) No.

Date:

To

Shri Y K Rao
Chief General Manager
National Bank for Agriculture and Rural Development
Telangana Regional Office
Hyderabad

Dear Sir,

Submission of Tender under Annual Maintenance Contract for providing Electrical Maintenance Services at NABARD Office Premises at RTC X-Roads, and Staff Quarters at Ameerpet, Hyderabad for the Period 01.04.2022 to 31.03.2024

With reference to NABARD, TS RO's Tender Notice dated 2022, I/We offer our services for **Annual Maintenance Contract for providing Electrical Maintenance Services at office premises of NABARD Regional Office, RTC X Roads, and Hyderabad and Staff quarters at Ameerpet, Hyderabad for the period 01.04.2022 to 31.03.2024**. I/We understand that NABARD reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason there for.

I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of price bid of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We also agree to keep the earnest money valid during the entire period of validity of tender.

All the desired information in the prescribed format i.e. format of technical bid, price bid documents and certificates as required by NABARD, are enclosed herewith for NABARD's perusal.

Thanking

Yours faithfully

(Signature of Authorized person on behalf of the Firm / Agency / Tenderer)
(Tenderer's Seal)

Letter of Undertaking from the Tenderer

Shri Y K Rao
Chief General Manager
National Bank for Agriculture and Rural Development
Telangana Regional Office
HYDERABAD

Dear Sir,

Submission of Tender under Annual Maintenance Contract for providing Electrical Maintenance Services at NABARD Office Premises at RTC X-Roads, and Staff Quarters at Ameerpet, Hyderabad for the Period 01.04.2022 to 31.03.2024

1. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by you.
2. I / We have visited the Office Premises of NABARD and Staff quarters and familiarized/examined the scope of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
4. I/ We agree to deposit interest-free EMD along with tender's technical bid.
5. I/We agree to deposit all taxes, levies, Cess etc., on account of service rendered by me to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
6. I/We agree to pay all Government (Central and State) Taxes such as Income Tax, Surcharge, Cess, GST, etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same. The rates will be exclusive of all taxes (The payment shall be subject to TDS and taxes as applicable at the time of payment) and would remain firm for the entire Contract Period. Even if the contracts are extended, the rates will not be changed by us.

7. I /We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.
8. The rates quoted by me/us, are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever for the captioned period.
9. I/We further agree to pay the personnel deployed in NABARD premises, their wages in accordance with the relevant Minimum Wages Act, on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD
10. I/ We hereby certify that all the statements made and information supplied in the tender document and accompanying statements are true and correct.
11. Should this Tender be accepted, I / we hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Contract Document.

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

(i)

(ii)

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

Yours faithfully

(Name and signature of the tenderer)

Place:

Date:

FORMAT OF TECHNICAL BID

(A) Name of the firm and Composition of the Firm	
[Full particulars (whether the Tenderer is an individual /Proprietorship Firm partnership firm / company etc.) of the composition of the firm of Tenderers in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of Association /Power of Attorney/ any other relevant document.]	
(a.1) Registered Head Office Address	
(a.2) Local Office Address	
(a.3) Year of establishment/Registration and Act under which registered	
(B) Work Experience (Details of work experience supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience, if any, of carrying out works for NABARD / Public sector banks / Government department / Semi Govt. department / Other Public Sector Undertakings / private banks / Private sector / housing societies at any other Centre should also be given.	
(C) Credit worthiness of the Tenderer & Turnover during the specified period (Copies of IT deposit certificates (such as copy of deposited Form 16 or any such other certificate) along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed in proof of their credit worthiness and Turnover for the last three years ending 31.03.2021.)	
(D) Name(s) and address (es) of the Bankers and their present contact executives (Written information about the names and address of their bankers along with full details like names, postal address, e- mail IDs, telephone (landline & mobile No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.)	

(E) Details of Bank accounts (Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)	
(F) Name(s) and address (es) of the Clients and their present Executives (Written information about the names and address of their clients along with full details like names, postal address, e- mail IDs, telephone (landline & mobile No.s), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed) should be furnished.)	
(G) Litigation & civil suits (The Tenderer should furnish details of his involvement in any type of litigation with any of his present or past clients. He should also furnish the details of any civil suits pending against him or his workmen in any court of law.)	
(H) Whether registered with the Registrar of companies/ Registrar of firms. If so, mention number and date and attach a copy of registration	
(I) Details of Registration with Provident Fund, Labour Authorities, ESIC, if any.	
(J) Whether registered for GSTN/ service tax purposes. Please furnish relevant copies.	
(K) Whether registered in the panel of other banks and other financial institutions and if yes, furnish the details of registration viz. names, category and date of registration, etc.	
(L) MSE Registration Certificate, if applicable	
(M) Details of EMD and UTR no:	

Details of Key Administrative Personnel

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

List of important works executed by the firm during last 7 years with experience in executing works of similar nature i.e. annual maintenance contract of Electrical Maintenance services. Please arrange to provide value of job, approximate area of each contract where Electrical maintenance services was/ is being undertaken and the year of AMC along with copy of work orders, performance certificates / completion certificates.

Please note that the details furnished should be for Annual Maintenance Contracts of similar nature (Electrical Maintenance Services only)

Sl. No	Name of the work and Location	Nature of Work	Name & full postal address of the owner	Contract Amount (₹.)

List of important works on hand costing 2.00 lakh and above with experience in executing works of similar work i.e. annual maintenance contract of Electrical Maintenance Services.

Sl. No	Name of the work and Location	Nature of Work	Name & full postal address of the owner	Contract Amount (₹.)

Signature and Seal of the Bidder

Experience of Electrical Maintenance Services Personnel

1. List of **Electrical Maintenance** Personnel, giving details about their academic/technical qualifications, experience, etc. including that in the applicant's organization. (Please attach extra sheets if required).

Sl. No.	Name	Age	Qualification	Experience	Nature of works handled	Date from which employed in the organization	Any other relevant information

2. **List of available tools/ Equipment.** (Please attach extra sheets if required).

Sl. No.	Name of tools/ Equipment and Accessories	Total No. of units	No. of units can be spared for NABARD's work
(1)	(2)	(3)	(4)

3. Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favor.

4. No. of supplementary sheets attached.

Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions for the **Electrical Maintenance** Services AMC in the entire premises (both inside and outside) as indicated in NIT and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Further, We / I also declare that no prohibitive things/banned chemicals, which are harmful to human life, will be used.

(Signature of the Tenderer) / Authorized person on behalf of the firm/ organisation/vendor (Authorization letter/power of attorney to be enclosed, in case authorized person is signing the document)

Address:

Name and Seal:

Place:

Date:

CHECK-LIST FOR TECHNICAL BID

Sr. No.	Documents asked for	Whether Placed or Not
1.	A) Bid Security (EMD) of Rs. (Rupees in words) in the form of e-payment	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, Designation, address and office telephone numbers. If the bidder is a company/partnership firm, name designation, address and office telephone, numbers of Directors/Partners also.	
3.	Undertaking on own Letter-Head as per format prescribed in Appendix- II	
4.	Self-attested copy of the PAN card with copy of cancelled cheque for KYC compliance.	
5.	Self-attested copy of GSTIN Registration	
6.	Self-attested copy of valid Registration certificate of the Firm/company /agency.	
7.	Valid Contractor License issued by Government Telangana	
8.	Self-attested copy of valid Employees Provident Fund Registration number.	
9.	Self-attested copy of valid ESI Registration No.	
10.	Self-attested copy of valid License No. Under Contract Labour (R&A) Act, 1970.	
11.	Proof of experiences of last seven financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers as per	
12.	Annual returns of previous three years supported by audited balance sheet for FY 2020-21, 2019-20 and 2018-19.	

SCOPE OF WORK

The Contractor shall provide Electrical Maintenance Services/ Staff with Relievers as per the following requirements:

Location	No. of Staff/ Electrician required per day	Number of Days
NABARD, Telangana Regional Office at RTC 'X' Roads Musheerabad Hyderabad	01	22
NABARD O Staff Quarters at Ameerpet	01	26

1. The Annual Maintenance Contract (AMC) shall include day to day electrical repairs works necessary to maintain safe and uninterrupted electrical supplies at premises of NABARD in Hyderabad i.e. Telangana Regional Office at Musheerabad and residential colonies at Ameerpet, Hyderabad.
2. Contractor shall have valid electrical license from concerned authorities and any other registration required as per law.
3. Maintenance and repairs of all electrical wiring & cabling, telephone wiring, fittings and fixtures including water pumps at all two premises of Bank. Contractor shall also be responsible for switching on and off the ACs in office premises as per the time schedule provided by the Bank as well as operation of fire alarm panel & office lighting panel etc.
4. For smooth functioning the contractor will have to coordinate with other external agencies to whom AMC work assigned for centralized/ individual AC units, DG sets, Lifts etc.
5. The contractor will have to arrange for all types of tools & plants etc. at their own cost for undertaking such maintenance and repairs.
6. Extra Payment will be made for new wiring work, repair/replacement work of electrical equipment's i.e. fans, motors etc., other than routine servicing and will be paid for material to be used as per Bank's approved rates from time to time as per actuals as certified by Banks officials.
7. Attending to breakdown calls whenever required.

8. Attending works like operation, fuel filling, general upkeep etc. of DG (Diesel Generator) set owned by NABARD.
9. Comprehensive maintenance of EPABX installed at Residential colony located at Ameerpet staff quarters and Office premises.
10. Electrician services should be available in office premises from 9.00 am to 6.00 pm from Monday to Friday. In case of office exigencies electrician need to work on odd hours, holidays and Sundays also without any extra payment. The deployment of man **power should be in conformity to the prevalent provisions of labour and other laws**
11. Electrician services should be available for the residential colony from 9.00 am to 6.00 pm from Monday to Saturday. In case of office exigencies electrician need to work on odd hours, Sundays and holidays without any extra payment. The deployment of man power should be in conformity to the prevalent provisions of labour and other laws
12. Contractor shall ensure that HT Panels, ACBs, Transformer, LT Panels, Capacitor Panels and connecting cables/ducts are maintained in healthy and clean condition.
13. Monitoring on continuous basis, power factor, load (KW, KVA, KVAR), voltage, current, frequency and ensuring that these are maintained within limits to avoid penalty or damage to installation.
14. Maintaining log books for generator, lifts etc., for periodic maintenance and breakdown calls & verified by ACT/CT.
15. Attending and servicing Public Addressing (PA) system/Conference system installed in office and residential colony including general upkeep of any new public address system/conference system.
16. Repair and Maintenance of Hand dryers/Exhaust fans and other electrical fittings in toilet and washrooms.
17. If the services / repairs are not attended on the same day/ next day a pro-rata recovery will be effected as per Special conditions of the tender.
18. Quarterly checking of all the ceiling/exhaust fans.
19. Monthly cleaning of all the meter rooms/boards.
20. Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints and putting accessories as and when required.

21. Insulation resistance testing for all the conductors inside the flat and in the meter room for at least two to three flats in each building once a year. Measurement of earth resistance for all the available earth pits once a year.
22. Watering all the available earth pits monthly.
23. Checking of load current on the main incoming cable to each meter room monthly.
24. All the works mentioned above are indicative only. NABARD may assign any other work related to the main job which may come to notice or emerge in future.
25. Besides, the works of regular or periodic nature covered under AMC, the contractor may be asked to carry out other new jobs, for which payment shall be made at the rate as may be reasonably assessed in the following manner:
 - a. The list of standard materials commonly used along with its make, model and rates shall be approved by NABARD after proper market survey and on mutual consultation. The contractor shall have to use such materials as per approved rates only. The contractor shall be paid 15% extra over and above the claimed amount towards contractor's service/profit. However, the contractor has to furnish the original bills or invoice of the material procured by him. However, the bills for purchase of such materials should be obtained in the name of NABARD.
 - b. The work of replacement of bulbs and tube lights inside the flats are to be done by the residents at their own cost. No claim by the contractor in this regard will be entertained by the Bank unless instructed by the Bank.
 - c. Similarly, if the agency engages any additional labour on temporary basis for new jobs other than mentioned in the contract, on NABARD's instructions, the claim will be settled as per prevailing minimum wages. However, contractor's profit will not be allowed on this temporary labour supply.
26. 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.
27. The minimum cost of uniform shall not be less than Rs. 1000/- for two pairs in a year.

General Terms and Conditions

1. This is a tender of National Bank of Agriculture and Rural development. You are requested to read and understand the Notice Inviting tender and subsequent Corrigendum, if any, before submitting the tender.
2. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
3. The rates will be exclusive of all taxes (The payment shall be subject to TDS and taxes as applicable at the time of payment) and would remain firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account.
4. The Tenderer should arrange to obtain necessary insurance **cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (CAR policy)** for the employees of the Agency at own cost and should be responsible for the safety of persons employed by the Agency. The original Insurance Policy should be submitted to NABARD immediately after award of work. The **CAR** policies are required to **be at least 1.25 times of** the annual contract value.
5. The Tenderer has to enter into Articles of Agreement on non-judicial stamp paper (**cost of which has to be borne by you**) with the Bank within one month from the date of acceptance of this letter. The contents of the agreement will be given by the Bank.
6. Any change in the GST rate by the Central Government, the same will be applicable to the Agency and can be claimed in the bill.
7. The wages to be paid to the contract workers employed by the Agency should be as per the Minimum Wages Act, EPF Act, ESI Act, Bonus Act etc and any other statutory provisions. Any revision under the Minimum Wages Act by Central / State Government will be applicable to all contract workers employed by the Tenderer. A Separate letter should be addressed to the CGM indicating the revision in Minimum Wages Act and for renewal monthly maintenance contract amount as per the revised rates due to increase in Minimum Wages. All the statutory payments to the employees as per Annexure I or otherwise must be paid and proofs for the same must be submitted to the bank along with original monthly bill.
8. The Agency should ensure that manpower is always available to undertake all works as detailed in the scope of work as given in Annexure I.
9. The Agency should submit all KYC norms like Aadhar Card or any other Identity Proof, Contact No., for the staff posted by you in our staff quarters and office for the captioned AMC.
10. The Agency must submit EPF and ESI registration certificates to the bank within one month of acceptance of this work order. In case, the number of employees are less than mandatory recommendations by statutory bodies, the agency advised to take root of voluntary registration with EPFO and ESIC. EPF and ESI payment receipts must be submitted along with the original bill in order to process payment for bills submitted by you.
11. Salary to your staff shall be made through Bank Account by 07th of the

- following month and should not be linked with monthly AMC bill submitted to the Bank. A statement of PF, ESI, EPF deducted from the salary of staff should be submitted along with the original bill every month for our record.
12. Payment will not be made until the proof of payment for minimum wages, EPF, ESI, bonus, and CAR policy are submitted and the bill will be treated as incomplete, pending receipt of documents at our end.
 13. Statutory returns in respect of labour department, EPFO, ESIC etc. to be filed by the contractor as per the periodicity determined by statutory authorities and submit the same to NABARD.
 14. The bidder shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the Bank will not in any way be liable or responsible for any default / irregularities. Any penalty imposed on NABARD by any statutory authority on this account shall be directly recovered from contractor's any bill or earnest money deposited with NABARD. The contractor shall indemnify NABARD of any responsibility on this account and or any penalties shall be imposed on the Contractor's part.
 15. The payment will be made on monthly basis only on receipt of original bill along with the above documents and after deducting necessary statutory taxes from the bill. Payment will be made on monthly basis against bills to be raised separately for Office Building and Ameerpet Staff Quarters after satisfactory completion of the work for the month & certification of the same from our Protocol & Security Officer (P&SO) and Caretaker / Assistant Care Taker at NABARD, Office and NABARD, Staff quarters.
 16. If at any point of time, if there is any discrepancy in the wages paid to your staff is less than the Minimum Wages, the contract will be terminated immediately without giving any notice.
 17. The agency should comply with all the statutory requirements such as PF, ESI, Gratuity, Bonus, minimum wages, etc. NABARD shall not accept any liability in this regard.
 18. The bidder is not authorised to sublet the work to other agency without prior permission of the Bank.
 19. The submission of service reports along with the bill should be certified by P&SO and CT/ACT at Office and at Ameerpet Staff Quarters. The Agency should maintain a register for payment of salaries as per minimum wages for the staff who are working under this contract and the same will be verified on monthly basis by P&SO and Caretaker.
 20. Tax will be deducted at source from the amount payable as per rules.
 21. No escalation of rates will be allowed during the service of contract on any account. Further, request for any additional/advance payment will not be considered under any circumstances.
 22. You are required to **provide 1 electrician at NABARD Regional Office** building at RTC 'X' Road, Musheerabad for 22 days a month and **1 electrician at NABARD Staff Quarters, Ameerpet** for 26 days a month respectively for which the electrical license or certificate should be produced for the worker employed by you as and when demanded by the Office.
 23. The agency shall ensure that the worker employed by you should wear proper uniform in the premises of Bank or at Staff Quarters while carrying out their obligations, observe the standards of cleanliness, decorum, safety, good behavior and general discipline laid down by the Bank and the Bank shall be the sole judge as to whether or not the contractor and /or his employees have

observed the same. The contractor should provide adequate set of uniforms (minimum two sets per year) of quality fabric to the employees. The colour and design of uniform shall be prescribed by the bank. The uniform shall have to be properly maintained

24. Workers employed for AMC work should wear the identity card compulsory issued by the bank for the contract workers.
25. 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.
26. 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.
27. The agency shall personally and exclusively supervise or employ sufficient supervisory personnel, exclusively to supervise the work of your contracted workers so as to ensure that the services rendered are carried out to the satisfaction of the Bank.
28. The bidder shall be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence on your part or by your employees or agents.
29. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the NABARD Telangana RO Hyderabad.
30. The staff deployed shall not accept any gratitude or reward in any shape.
31. The contractor shall provide training at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract
32. That in the event of any loss occurred to NABARD Telangana RO Hyderabad, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the NABARD Telangana RO Hyderabad, the said loss can claim from the contractor up to the value of the loss. The decision of CGM/OIC NABARD, Telangana RO Hyderabad will be final and binding on the agency, respectively.
33. The contractor shall always post at site, experienced staff at site.
34. Payment must be made by the service providers through ECS/NEFT/any other electronic payment system. Under no circumstances payments will be made in cash. To ensure this, service provider will get a bank account opened for every engaged employee.
35. While submitting the bill for the next month, the services provider must file a certificate certifying the following:-
 - a. Wages of employees were paid as per minimum wages norm applicable has been credited to their bank accounts on (date)
 - b. ESI Contribution relating to workers amounting to Rs..... was deposited

on (date) (copy of the challan enclosed)

c. EPF contribution relating to workers amounting to Rs..... was deposited on (date) (copy of the challan enclosed)

d. The service provider is complying with all statutory Labour Laws including Minimum Wage Act.

36. The bank reserves the right to terminate the contract before completion of the period by giving one month's notice period, if the services rendered are unsatisfactory or for any other reason.
37. 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.
38. The contractor should arrange to submit the detailed address (both present and permanent), telephone / mobile No. (if any) of all his workmen.

DECLARATION BY THE CONTRACTOR

We / I have read and understood the special terms and conditions for the Electrical Maintenance Services AMC in the both the premises and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

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

Signature of the Tenderer: Name and Seal:

Place:

Date:

Annexure III

SAFETY CONDITIONS OF THE CONTRACT

SAFETY CODE

1. The contractor shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of contractor or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the contractor. The contractor shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.
2. The Contractor shall maintain in a readily accessible place first aid appliances including adequate supply of sterilized dressings and cotton wool.
3. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
4. It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. depending upon the nature of works Contractor is free to approach NABARD for any suggestion in this regard. However any lapse in this regard will be viewed seriously.
5. A penalty of ₹1,000.00 shall be levied for violation of safety norms including non-use of personal protective equipment. A penalty of ₹2,000.00 shall be levied if violation is repeated.
6. Penal action will also be taken if the contractor's supervisors and workmen do not wear the uniforms and photo identity cards issued by the contractor and thus pose a security risk to the safety of the Bank's establishments, its officers and the families of its officers residing in flats. The decision of the Bank in all such cases attracting penalties shall be final and binding on the contractor.
7. An adequate insurance coverage shall be arranged by the contractor for all employees/workmen against accident & the Bank shall not be responsible for any liability arising out of any accident / injury caused to the employees/workmen while executing the work.
8. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, cost charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the contractor.
9. Smoking and chewing pan/ tobacco are prohibited in the Office. As part of the contract, the contractor must satisfy the above mentioned safety requirements and must ensure at all the time that these are followed without any deviation.

Declaration by the Contractor

We / I have read and understood the Safety code for the Electrical Maintenance Services AMC in the entire Office premises and Staff Quarters, we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Signature of the tenderer with seal

Name and Seal

Place:

Date:

Address:

Annexure IV

INDEMNITY BOND

(On Rs .100/- Stamp Paper)

KNOW all men by these presents that I, Shri.....of
M/sdo hereby execute
Indemnity Bond in favor of National Bank for Agriculture and Rural Development
(NABARD), having their Telangana Regional Office at 1-1-61, RTC 'X' Roads,
Musheerabad, Hyderabad-500020 and M/s.....
having their office at on this day
of.....2021. *WHEREAS NABARD have appointed M/s*
..... as the Contractor for their proposed work relating
to“Annual Maintenance Contract for Services at office premises of NABARD Regional
Office, RTC X Roads, Hyderabad and Staff quarters at Ameerpet, Hyderabad for the
period 01.04.2022 to 31.03.2024.”

THIS DEED WITNESSETH AS FOLLOWS:-

I/We M/shereby 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/shas set his/their hands on thisday of 2022.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS:

(1)

(2)

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/service providers for effecting payment with phone nos.:-

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account Number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTN Number	
9	Contact Number (Phone/Mobile)	

Signature

Seal & Stamp

Please attach

- (1) One original cancelled cheque leaf of the above Bank account and
- (2) Copy of PAN Card
- (3) Allotment letter/registration letter under GSTN
- (4) Copy of address proof

Annexure VI

Organizational/Financial Profile of the Bidder

1	Constitution Proprietary/ Partnership/Private Ltd./Public Ltd.	
2	Date of Establishment	
3	Address for Communication Postal Telephone/Mobile Email	
4	Classification	Solution Provider/System Integrator Hardware/Vendor/Bidder / Software Developer, etc.
5	If Joint Venture, then specify names of Partners in the Service Support Co. JV	i) ii)
6	Others (please specify)	
7	Name(s) of Proprietor(s) / Partner(s) / Directors	Position/Designation
8	Number of Engineers/ Staff familiar with the Product/ Services offered.	
9	Total Number of Employees	
10	Number of locations where Service Support Centers are available.	

Business Figures for 3 years (copies of supporting documents to be enclosed)

Year	Sales turnover (₹. Lakh)	Net Profit (₹. Lakh)
Current Year		
Last Year		
Year Before Last		

List of reputed major Corporate Customers to whom the similar services were provided: *(Please furnish details in the following format. Important: Indicate the contract details of at least 3 years)*

Name and address of the Customer with phone number	Services Rendered	Year of Supply/ Service	Brief details of items supplied/ Services rendered	Approx. Value of order (Rs)	Whether the Customer is continuing under Warranty/AMC

IT returns for last 3 years (copies to be submitted)

Financial Year	

Signature, Stamp of Vendor/Bidder Name:

Annexure VII

List of Professional Staff

List of professional staff with the contractor, giving their qualification, experience, including that in the present organisation*

S No	Name	Age	Qualification	Experience	Nature of works handled	Name of the assignments handled	Date from which employed in current organization
1	2	3	4	5	6	7	8

*** Use separate/additional sheets as per the requirement**

Signature of the applicant with full address and office seal

Note: Indicate other points (including clients' certificates), if any, relating to your technical and managerial competency which you would like to bring to our notice.

Annexure VIII

UNDERTAKING

This is to certify that M/s (Name of the agency with address) has paid the contract labour employed for services of NABARD for the month of (Month with Year) as per statutory requirement and rules and laws in force related to payment of EPF, ESI, Bonus and provided weekly off.

Signature:

Name:

Date

PART- II

PRICE BID / Bill of Quantities

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Annual Maintenance Contract for providing Electrical Maintenance Services at office premises of NABARD Regional Office, RTC X Roads, Hyderabad and Staff quarters at Ameerpet, Hyderabad for the period 01.04.2022 to 31.03.2024.

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. Rates to be quoted based on the scope of works and specification/description of items as well as terms and conditions contained in the Tender Document. The rates to be quoted taking into consideration the details of scope of work given in the tender terms and conditions including special terms and conditions.

Sl. No.	Description	Details	Staff Quarters Ameerpet(Rs.) 26Days	Office Premises (Rs.) 22 Days
1	Minimum wages (as per Central Govt. or Telangana State Govt. whichever is higher) inclusive of Special Allowance /VDA .(As per prevailing law)			
2	EPF (Employer portion) (13% of A)	13%		
3	ESI Contribution (3.25% of A)	3.25%		
4	Bonus (8.33% of A)	8.33%		
5	Other charges/other statutory payments			
6	Sub Total (1+2+3+4+5) A			

7	Administrative/Overhead Charges including insurance & other risk coverage of workers (% of A)	Mention only in %		
8	Charges for Providing Amenities like uniform etc.	In %/ Rs		
9	Service Charges/Profit of the Contractor on amount at A (% of A)	Mention only in %		
10	Total of (7+8+9) - B			
11	Grand Total (Staff quarters and Office premises) Total (A+B) = C			
12	Amount in Rupees in words [Total (A+B) = C]	Rs.....	Rs.....	
13	Amount in Rupees in words	Rs.....	Rs.....	
14	GST as applicable			
15	Any other Tax.			

I/we declare that:

- a) The rates quoted are as per the conditions mentioned in this tender document.
- b) The Financial Bid is liable to be rejected if any of the above rates and percentage

are found not to be in compliance with the respective statutory laws.

Accepted all terms & conditions of price bid

Place
Date
Address

Signature of Tenderer
Name and Seal