NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,  
Maharashtra Regional Office, Pune

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QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR VOF & VEF MAINTENANCE FOR THE YEAR 2021-22

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NAME OF THE TENDERER : ____________________________________________

ADDRESS: _________________________________________________________

| Last Date of Submission of Quotation | 06 April 2021 | 14.00 hrs |
| Date of Opening of Tender           | 06 April 2021 | 15.00 hrs |
| Earnest Money Deposit               | Rs. 20000/- (Registered MSEs are exempted from payment of earnest money) |

FORM OF TENDER

Place

Date

The Chief General Manager
National Bank for Agriculture and Rural Development
Maharashtra Regional Office
54, Wellesley Road, Shivaji Nagar
Pune

Dear Sir

Having examined the Scope of work and the guidelines relating to Annual Maintenance Contract (AMC) for Visiting Officers' Flat (VOF) and Visiting Officers' Flat (VEF) for (a) 4 VOFs and 03 VEFs located at 459, NABARD Staff Quarters, Salisbury Park Pune : 411 037 and b) 09 VOFs located at 9-A, NABARD Officers Quarters, Boat Club Road, Pune 411 001 as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

Yours faithfully
MEMORANDUM

(a) Description of work/s:

Annual Maintenance Contract for (i) 4 VOFs and 03 VEFs located at 459, NABARD Staff Quarters, Salisbury Park Pune : 411 037 and

(ii) 09 VOFs located at 9-A, NABARD Officers Quarters, Boat Club Road, Pune 411 001

(b) Earnest Money: Rs. 20,000/-

2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default to pay to the National Bank for Agriculture and Rural Development amount mentioned in the said conditions.

3. I/We have deposited a sum of Rs. 20,000/- as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by National Bank for Agriculture and Rural Development.

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorized to sign

OR

Names of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of authorized signatory
(Signature and addresses of witnesses)

**ANNEXURE-I**

**Basic Information about the Contractor**

<table>
<thead>
<tr>
<th>A</th>
<th>Name &amp; Address of the Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Whether individual, company or partnership firm</td>
</tr>
<tr>
<td>C</td>
<td>Name &amp; Address of Director and/or partners (in case of company or partnership firm) or name &amp; address of the proprietor(s) in case of sole proprietorship firm <em>(Documentary evidence to be enclosed)</em></td>
</tr>
<tr>
<td>D</td>
<td>Experience (Use separate sheets wherever necessary) Guest house / catering / housekeeping services (particulars to be given with reference) <em>Quotation without documentary evidence will be rejected</em></td>
</tr>
<tr>
<td>E</td>
<td>Total number of employees presently employed by the applicant in the guest house maintenance &amp; catering contracts</td>
</tr>
<tr>
<td>F</td>
<td>Name of the Banker &amp; Branch with address &amp; phone number Bank Account No Account Type IFSC No</td>
</tr>
<tr>
<td>G</td>
<td>Provident Fund Code No ESI Code No Income Tax PAN No <em>(Copies of Documents to be attached)</em></td>
</tr>
<tr>
<td>H</td>
<td>Service Tax Registration No VAT/TIN Registration No, GST Registration <em>(Copies of Documents to be attached)</em></td>
</tr>
<tr>
<td>I</td>
<td>Whether applicant has been issued with a license under the Contract Labour Regulation &amp; Abolition Act? <strong>If so furnish the details</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>J</td>
<td>Is the agency an income tax assesse? <strong>If so, income tax return certificate for the last 3 years has to be attached</strong></td>
</tr>
<tr>
<td>K</td>
<td>Have the accounts of the firm/company has been audited for the previous years? <strong>If so furnish a copy of audited accounts of the previous 3 years</strong></td>
</tr>
<tr>
<td>L</td>
<td>Any other information the applicant may like to furnish</td>
</tr>
<tr>
<td>M</td>
<td>Signature of the applicant</td>
</tr>
<tr>
<td>N</td>
<td>Name of the applicant</td>
</tr>
<tr>
<td>O</td>
<td>Address</td>
</tr>
<tr>
<td>P</td>
<td>Place</td>
</tr>
<tr>
<td>Q</td>
<td>Date</td>
</tr>
</tbody>
</table>
ANNEXURE – II

SCOPE OF WORK

Maintenance, upkeep and all allied activities pertaining to the Bank’s Visiting Officers Flats (VOFs) situated at NABARD Officers Quarters, 9A, Boat Club Road, Pune 411 001 and NABARD Staff Quaraters, 459, Salisbury Park, Pune : 411 037.

<table>
<thead>
<tr>
<th>Location</th>
<th>VOF (No of Rooms)</th>
<th>VEF (No of Rooms)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NABARD Officers Quarters, 9A,</td>
<td>09</td>
<td>00</td>
<td>02 Chairman Suite / Rooms</td>
</tr>
<tr>
<td>Boat Club Road, Pune : 01</td>
<td></td>
<td></td>
<td>03 Executive VOFs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>04 Senior Officers VOFs</td>
</tr>
<tr>
<td>NABARD Staff Quarters,</td>
<td>04</td>
<td>03</td>
<td>04 VOF For Officers (Grade A to C)</td>
</tr>
<tr>
<td>459 Salisbury Park Pune</td>
<td></td>
<td></td>
<td>03 VEF For Group B and C</td>
</tr>
</tbody>
</table>

The Vendor / Service Provider who will offer the bids will have to deposit EMD of Rs. 20,000/- (Rupees Twenty Thousand only) using online funds transfer/National Electronic Funds Transfer (NEFT) to NABARD, and the details of the Bank account are as under:

<table>
<thead>
<tr>
<th>NAME OF ACCOUNT</th>
<th>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK NAME</td>
<td>NABARD</td>
</tr>
<tr>
<td>BRANCH NAME</td>
<td>HEAD OFFICE MUMBAI</td>
</tr>
<tr>
<td>IFS CODE</td>
<td>NBRD0000002</td>
</tr>
<tr>
<td>ACCOUNT NUMBER</td>
<td>NABADMN026</td>
</tr>
</tbody>
</table>

**Tenders without EMD will not be considered.** Earnest Money Deposit (EMD) is to be sent through online transfer (NEFT) 2 (two) days before the last date of submission of tender. The receipt of online transfer has to be attached with the Quotation. The EMD shall not bear any interest and such amount shall be forfeited in the event of any refusal or delay on part of the successful bidder to sign and execute the agreement for commencement of contract in case their bid is accepted and any sort of non-compliance with the terms of services agreed upon. The unsuccessful Vendor / Service Providers will be returned the E.M.D. within 15 days from the date of final decision of Bank regarding the contract except for exigencies beyond Bank’s control.

The Vendor / Service Provider selected through the tendering process will be required to give security deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) in favour of National Bank for Agriculture and Rural Development, payable at Mumbai refundable on expiry of contract after adjustment of any dues receivable from the Vendor / Service Provider. The EMD of the successful bidder will be converted into Security Deposit/Retention Deposit. The Security Deposit shall not bear any interest and such amount shall be forfeited in the event of any refusal or delay on part of the successful bidder to sign and execute the agreement/contract in case their bid is accepted and any sort of non-compliance with the terms of services agreed upon.
The contract shall include providing attendants 24X7 who will receive the guests, allot rooms as per instructions issued by the office, provide all amenities as indicated from time to time, provide bed-tea, breakfast/lunch/dinner/snacks (as per requirement) at the rate approved by the bank.

Maintenance of VOFs/VEFs will be ensured by proper cleaning, mopping, sweeping, change of linen periodically as advised by the bank for a hygienic and clean environment.

Maintenance of bathrooms, kitchen, other common areas in spotless and hygienic condition.

Attend to all repairs in VOFs/VEFs through CT/ACT attached to the respective premises.

The materials for cleaning the VOFs/VEFs will be supplied by the bank based on demand. The laundry charges for the bed linen and curtains will be borne by the bank on reimbursement basis.

Maintaining the occupancy records in the prescribed format and collecting the occupancy charges and remitting to the bank on fortnightly/monthly basis as decided by the bank.

Items required for catering will be procured by the agency and sufficient stock will be maintained at all times.

The bank shall provide all infrastructural facilities like space, furniture, linen, required utensils, crockery & cutlery, gas stove, gas connection etc. Cleaning material will be supplied by bank.

The items required for cleaning may be supplied by the contractor as furnished in Annexure-VI. No compromise in the quality of product will be entertained.

The details of scope of work to be undertaken by the contractor including the details of material to be supplied to the guests are furnished in Annexure-VII.

The eligibility criteria is furnished in Annexure VIII.

Signature of the tenderer __________________________

Address of the tender __________________________

_____________________________
The Agreement which would be entered by the successful tenderer with the National Bank is prescribed as follows:

**ARTICLE OF AGREEMENT**

This agreement made at Pune this _______ day of ___________ 2021 (in words) between the National Bank for Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 with its head office at Bandra Kurla Complex, Bandra East, Mumbai 400051 having its Regional Office at 54 Wellesley Road, Shivajinagar, Pune : 411 005, herein after referred to as "NABARD" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART and (this will undergo change when the party is partnership firm or Company) Shri ______________ son of _______________ aged ___ presently residing at ______ and carrying on similar work under the name and style of M/s ______________ and having their place of business at ______________ hereinafter referred to as 'the party' (which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the National Bank is desirous of outsourcing the work of ANNUAL MAINTENANCE CONTRACT FOR (a) 09 VOFs located at NABARD Officers Quarters, 9A, Boat Club Road, Pune : 411 001, (b) 04 VOFs and 03 VEFs located at NABARD Staff Quarters, 459, Salisbury Park, Pune : 411 037 (hereinafter referred to as the said premises).

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

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

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

NABARD hereby awards the work of ANNUAL MAINTENANCE CONTRACT FOR ((a) 09 VOFs located at NABARD Officers Quarters, 9A, Boat Club Road, Pune : 411 001, (b) 04 VOFs and 03 VEFs located at NABARD Staff Quarters, 459, Salisbury Park, Pune : 411 037 from 01.04.2021 to 31.03.2022. If the work rendered by the party is satisfactory then the bank may at its own discretion extend the contract for a period of one year.
or more on the same terms and conditions.

2. As compensation for VOF MAINTENANCE work, the party shall be reimbursed an amount of ` ______/ (` ________________________________ only) per month plus taxes as applicable. These rates shall be firm rates. No request for increase of rates shall be entertained by the Bank on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement.

3. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

4. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages as per Central Govt. Notification, PF, ESIC, Bonus etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party’s part in complying with these conditions or any other statutory requirements in connection with the VOF/VEF maintenance work.

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

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

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

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

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

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

(h) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.

(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding charge of Maharashtra Regional Office at 54, Wellesley Road, Shivajinagar, Pune and shall include, in respect of any powers exercisable by him or NABARD under this agreement any officers of the Bank designated by him in that behalf from time to time.

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

(k) Caterers will provide one cup of tea and fresh/cool water to the BMO at Boat club colony/Salisbury quarters.

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

Signed and delivered by the

Within named National Bank

By the hand of its authorized official

(Name and Designation)

In the presence of

(i) __________________________________________

(ii) __________________________________________
Signed and Delivered by Shri

In the presence of

(i) ________________________________

(ii) ________________________________
Schedule "A"

Terms & Conditions

1. In the said conditions hereinbefore mentioned, the officer in charge of the General Administration Department i.e. the Chief General Manager shall act on behalf of the Bank.

2. The said Conditions and appendix thereto shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said Conditions.

3. The agreement and documents mentioned herein shall form the basis of this Contract.

4. This Contract is for Annual Maintenance Contract for (a) 09 VOFs located at NABARD Officers Quarters, 9A, Boat Club Road, Pune : 411 001, (b) 04 VOFs and 03 VEFs located at NABARD Staff Quarters, 459, Salisbury Park, Pune : 411 037 as per the rates accepted and the governing conditions.

5. The party shall make good any damages to the property, during and after the completion of the Contract.

6. All payments by the Bank under this contract will be made only at Pune and by electronic mode.

7. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Maharashtra and Courts in Pune only shall have jurisdiction to determine the same.

8. That the several parts of this contract have been read by the party and fully understood by him.
ANNEXURE-III

General Instructions to Party

Sealed Tenders, should be addressed by name to Chief General Manager, Maharashtra Regional Office, National Bank For Agriculture and Rural Development, 54, Wellesley Road, Shivajinagar, Pune : 411 005 and super-scribed "ANNUAL MAINTENANCE CONTRACT FOR VOF/ VEF MAINTENANCE" and send so as to reach him not later than 02.00 p.m. on 06 April 2005. The tenderers should clearly indicate on each copy of the tender, under the full signature, whether it is original or duplicate.

No tender will be received after 02.00 p.m. on 06 April 2021 under any circumstances whatsoever.

Tenders will be opened on 06 April 2021 at 03.00 PM at his office by the Chief General Manager, National Bank for Agriculture and Rural Development, or any other officer designated for this purpose by him in the presence of other officials and the tenderers or their representatives, should they choose to be present.

Tender shall remain open for acceptance by the Bank for a period of Three Months from the date of opening the tender which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.

The tender forms should be filled in English and all entries must be made by hand and written in ink. If any of the above documents are missing or unsigned the tender may be considered invalid by the Bank at its discretion.

Rate should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after opening of the tender will be entertained.

Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.
The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender is liable to be rejected by the Bank.

The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

Intending tenderers shall pay an Earnest Money Deposit a sum of Rs. 20,000/- (Twenty Thousand only) by using online funds transfer/National Electronic Funds Transfer (NEFT) to NABARD, and the details of the Bank account are as under:

<table>
<thead>
<tr>
<th>NAME OF ACCOUNT</th>
<th>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK NAME</td>
<td>NABARD</td>
</tr>
<tr>
<td>BRANCH NAME</td>
<td>HEAD OFFICE MUMBAI</td>
</tr>
<tr>
<td>IFS CODE</td>
<td>NBRD00000002</td>
</tr>
<tr>
<td>ACCOUNT NUMBER</td>
<td>NABADMN26</td>
</tr>
</tbody>
</table>

**Tenders without EMD will not be considered.** Earnest Money Deposit (EMD) is to be sent through online transfer (NEFT) 2 (two) days before the last date of submission of tender. The receipt of online transfer has to be attached with the Quotation. The EMD shall not bear any interest and such amount shall be forfeited in the event of any refusal or delay on part of the successful bidder to sign and execute the agreement for commencement of contract in case their bid is accepted and any sort of non-compliance with the terms of services agreed upon. The unsuccessful Vendor / Service Providers will be returned the E.M.D. within 15 days from the date of final decision of Bank regarding the contract except for exigencies beyond Bank's control.

The Vendor / Service Provider selected through the tendering process will be required to give security deposit of Rs. 20,000/- (Rupees Twenty Thousand Only). The EMD of the successful bidder will be will be converted into Security Deposit/Retention Deposit. The Security Deposit shall not bear any interest and such amount shall be forfeited in the event of any refusal or delay on part of the successful bidder to sign and execute the agreement/contract in case their bid is accepted and any sort of non-compliance with the terms of services agreed upon.
Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or Bank Guarantee or insurance guarantee, cash or cheque. The Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand only) paid by the successful tenderers shall be held by the National Bank for Agriculture and Rural Development as security deposit for the execution and due fulfillment of the contract. No interest shall be paid on the said deposit. On expiry of contract after adjustment of any dues receivable from the Vendor security deposit will be refunded.

**The Earnest Money Deposit of the successful tenderer will be converted into the Security Deposit and retained with National Bank.** All compensation or other sum of money payable by the party to the Bank under the terms of this contract may be deducted from his security deposit if the amount so permits and the party shall, unless such deposit has become otherwise payable, within 10 days after such deduction make good in cash the amount so deducted.

On receipt of intimation from the Bank of the acceptance of his/their tender the successful tenderer shall be bound to implement the contract within 14 days thereof. The successful tenderer shall sign an agreement in accordance with the draft agreement along with other terms and conditions of the tender document.

The party shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the party rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the party.

The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making the tender on entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.

The successful tenderer must co-operate with the other contractor appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

The Bank will provide water and power required for the work free of cost at suitable points. The party should ensure that the water and power facility provided by the Bank are not wasted.
The Earnest Money Deposit of the successful tenderer will be forfeited if he fails to comply with any condition of the contract.

I/We hereby declare that I/We have read and understood the above instructions for the guidance to tenderers.

Signature of Tenderer : ____________________

Address : ________________________________

Date : __________________________
ANNEXURE-IV

OTHER CONDITIONS OF THE CONTRACT

In Construing these Conditions, the Specifications, and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires. Interpretation Clause are as under:

"The Bank" Shall mean National Bank for Agriculture and Rural Development and shall include its assigns and successors.

"The party" Shall mean M/s ___________________________________________________________________________ and shall include his/their legal representative, assigns or successors

"This Contract" shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.

"Notice in written notice shall mean a notice in writing, typed or printed Writing" charter sent (unless delivered personally or otherwise proved to have Been received) by registered post to the last known residential or Business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.

"Act of Insolvency" shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any Amendments/modifications thereto.

"The Works" shall mean work of VOF Maintenance, other areas, and allied works as specified in the scope of work and special conditions, for (a) 09 VOFs located at NABARD Officers Quarters, 9A, Boat Club Road, Pune : 411 001, (b) 04 VOFs and 03 VEFs located at NABARD Staff Quarters, 459, Salisbury Park, Pune : 411 037 s provided herein.

Words importing persons include firms and corporations. Words importing the singular only also include the plural and vice-versa where the context requires.
ANNEXURE-V

Covenants made by the party

1. The party shall conform to the provision of any Act of the Legislature relating to the works, and to the Regulation and Bye - Laws of any authority.

2. The party shall bring to the attention of the Bank all notices required by the said Acts, Regulations or Bye-laws to be given to any Authority and pay to such Authority, or to any Public Office all fees that may be properly chargeable in respect of the works, and lodged the receipts with the National Bank.

3. The party shall on request of the Bank immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank, be incompetent or misconduct himself, and such person shall not be again employed on the work without the permission of the Bank.

4. The whole of the works included in the Contract shall be executed by the party and the party shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof or interest therein without the written consent of the Bank.

5. The party 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 party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party 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.

6. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim for damages from any or all sums due or to become due to the party.
QUOTE / COMMERCIAL BID

Rate Quoted for the Annual Maintenance Contract for (a) 09 VOFs located at NABARD Officers Quarters, 9A, Boat Club Road, Pune : 411 001, (b) 04 VOFs and 03 VEFs located at NABARD Staff Quarters, 459, Salisbury Park, Pune : 411 037 as per the details indicated in the scope of work and the special instructions is Rs.__________ ( Rupees ------------------------only )per month plus taxes as applicable.

Signature:

Of the person authorized to make the quote

Name of the person authorized to make the quote: Company Stamp or Seal:
**ANNEXURE-VI**

**Detailed Scope of Work**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reception arrangements, maintenance and upkeep (a) 09 VOFs located at NABARD Officers Quarters, 9A, Boat Club Road, Pune : 411 001, (b) 04 VOFs and 03 VEFs located at NABARD Staff Quarters, 459, Salisbury Park, Pune : 411 037 with attached toilet &amp; bathroom along with balconies. Operation, maintenance and supervision of kitchen and dining hall which include every day dusting and serving food to the guests in the dining hall as well as rooms etc. Providing the services of trained and experienced cooks/helper well versed in preparation of North &amp; South and East Indian cuisines (veg. and non veg.). Continuous operation of kitchen including cleaning and maintenance of kitchen equipment and kitchen area provided by Bank. The cost of lunch and dinner will be paid by the occupants/ visitors @Rs.70/- per lunch/dinner (veg.) @Rs.90/- per lunch/dinner (non veg.) @Rs.40/- for breakfast, @Rs.6/- for dip tea and Rs.10/- for coffee. <em>Maintaining the accounting of stock register for the inventory items like curtains, linen, towels, cutlery, crockery, utensils, etc.</em> (The Bank will fix the menu of breakfast, lunch and dinner. Lunch/dinner/breakfast orders will be taken from guests and food served to them at appropriate times. Only quality (trade mark where available) ingredients like grains, cereals, grocery, spices, tea, coffee, etc. should be used in preparation. Beverages like soft drinks etc. will be charged on MRP. Regarding meals etc. the charges will be as per the list displayed in the VOF/VEF. The charges for all the above will be collected by the contractor from the guests before checking out of the VOF). <em>(NO ALCOHOLIC DRINKS ARE PERMITTED TO BE MADE AVAILABLE TO THE GUESTS BY THE CONTRACTOR)</em></td>
</tr>
</tbody>
</table>
| 2.     | i) Washing and Ironing of bed linens, bed covers, pillow covers, towels will be done at regular basis. These items should be changed upon every change of occupancy or on every third day of usage.  
ii) Dry cleaning of blankets: once in two months from a reputed dry-cleaner.  
iii) Dry cleaning of curtains: once in six months from a reputed dry-cleaner.  
iv) Shampoo cleaning of furniture upholstery and bedside rugs/carpets, etc. once in six months. |
3. **Supply of toilet kit per room:**
   VOFs: One toiletry kit containing one tooth brush, one small size tooth paste (soft), one bath soap (medium size), two shampoo sachet, one comb, coconut oil (50 ml), shaving gel (single use container) one disposable pack/small tube of face wash of good quality for lady officers, shaving razor, one disposable sachet /small tube of face scrub of good quality for lady officers, 01 talcum powder (50 gms), 01 aftershave lotion of very good quality (for CGM and above).

   **Charges for the same will be reimbursed by the Bank on production of bill and verification by nodal officer.**

4. **English newspaper in the occupied rooms on daily basis.**

   **Charges for the same will be reimbursed by the Bank**

5. **Supply of tea/coffee kit:**
   Total rates to be quoted by the contractor shall also include supply of good quality branded tea/coffee/sugar/milk sachets in each occupied room daily on payment basis.

6. **Provision of mosquito repellent machines (liquid refill) in each occupied room on daily basis.**

7. **Dress Code:**
   The workforce is required to observe a dress code which will include sky blue or any other approved color shirt, trousers, apron and black shoes, etc. Accordingly, the dresses will be issued by the contractor at his own cost at least twice a year.

**Note**

- ✔ The rates to be quoted excluding rates for Item Nos. 2, 3 & 4 which will be paid on reimbursement basis
- ✔ The Service Tax, TDS and other Govt. Taxes and duties will be deducted as per applicable rules.

Signature: ____________________________

Of the person authorized to make the quote: ____________________________

Name of the person authorized to make the quote: __________

______________________________________________________________Company

Stamp or Seal: ____________________________
NOTE

In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the matter shall be settled by arbitration in accordance with Indian Arbitration Act 1940, and any statutory modifications or reenactment thereof to the act in jurisdiction of Pune court.
Annexure VII

ELIGIBILITY CRITERIA

Service wise Minimum Eligibility Criteria for pre-qualification of tenderers is as follows:

The Bidding Firm/Company:-

1. Should have experience during the last 03 years of experience in the respective field in which bidder is quoting.

2. Should have successfully completed or currently providing services in last 03 Year, in the respective field, in which bidder is participating, for government institutions, Banks/FIs premises, reputed private organizations etc:
   
i. Three similar works whose value is not less than Rs. 3,86,000/-each or
   
ii. Two similar works whose individual value is not less than Rs. 4,83,000/- each or
   
iii. One similar work whose value is not less than Rs. 7,72,000/-

3. Work/Purchase orders and Completion certificates issued by the client should be enclosed and need to be produced before NABARD, whenever called for verification purposes.

4. Should have annual turnover of atleast Rs. 2,90,000/- individually in the last three years.

5. Should submit audited balance sheets / P&L account and Income Tax Return certificates for the last 3 financial years.

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