NB.KERALA/DPSP/21/5 /AMC-Electrical Office/2020-21

25th January 2021

NOTICE INVITING TENDER

M/s.

Dear Sir

Quotations for Annual Maintenance Contract for electrical work at NABARD Regional office – 01.04.2021 to 31.03.2023

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/ tenders in two parts from all eligible bidders for Annual Maintenance Contract for electrical works at NABARD Regional Office – 01.04.2021 to 31.03.2023 as per the terms and conditions contained in the Request For Proposal (RPF)/ Tender. The Bidding Document may be obtained from the Bank’s office located at Punnen Road, Statue Thiruvananthapuram – 695001. Tender can be downloaded from https://www.nabard.org/ free of cost. The other details are given below:

<table>
<thead>
<tr>
<th>Date of commencement of issue of Tender</th>
<th>28th January 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of RFP document (non-refundable)</td>
<td>Document is available for download from <a href="https://www.nabard.org/">https://www.nabard.org/</a> free of cost</td>
</tr>
<tr>
<td>Last date for submission of tender</td>
<td>15:00hrs on 17th February 2021 at NABARD Office Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Date and time of opening of technical bid and price bid</td>
<td>16:00 hrs on 17th February 2021 at NABARD Office, Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td>Place of receiving and opening of tenders</td>
<td>NABARD Office Punnen Road, Statue Thiruvananthapuram – 695001</td>
</tr>
<tr>
<td></td>
<td>Tele: 0471 2710653</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:trivandrum@nabard.org">trivandrum@nabard.org</a>, <a href="mailto:dpsp.trivandrum@nabard.org">dpsp.trivandrum@nabard.org</a></td>
</tr>
</tbody>
</table>

National Bank for Agriculture and Rural Development
Kerala Regional Office
National Bank for Agriculture and Rural Development, Kerala Regional Office, Punnen Road, Statue Thiruvananthapuram – 695001
Tel: 0471 2701600/2701700 • E-mail: trivandrum@nabard.org

Taking Rural India >> Forward

www.nabard.org
No.of envelopes (non-window, sealed) to be submitted

<table>
<thead>
<tr>
<th>Two (2) Envelopes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Sealed envelope 1 containing technical bid</td>
</tr>
<tr>
<td>b) Sealed envelope 2 containing price bid</td>
</tr>
<tr>
<td>Both the envelopes to be placed in one common outer sealed envelope with</td>
</tr>
<tr>
<td>subscribing “Annual Maintenance Contract for electrical work at NABARD Regional</td>
</tr>
<tr>
<td>office – 01.04.2021 to 31.03.2023”</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Yours Faithfully

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

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

2. The envelope containing the Tender document complete in all respects, duly signed by the tenderer and sealed as necessary, should be handed to the officer of DPSP available at 4th floor before 15.00 hours on 17th February 2021.

3. The Contractor selected for award of the Annual Maintenance Contract will have to remit an amount of Rs.10,000/- (Rupees Ten thousand only) as Security Deposit to NABARD. This amount shall be retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest.

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

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

6. Scope of work are as indicated in the II- Page 04 to 05

7. General Terms & Conditions are indicated in III.- Page 06 to 08

8. General Specification as indicated in IV – Page 09-10

9. Instruction for filling the Price Bid as indicated in V- Page -11

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

   (a) The Contract will be awarded to the agency only if the performance of the agency is found to be satisfactory during the initial three months.

   (b) The Contract period will be for a period of 24 months, from 01 April 2021 to 31 March 2023.

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

11. Form of Agreement as indicated in VI- page 12

12. The rates may be quoted in the Price BID Annexure I –page 13

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

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

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

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

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

(5) General Electrical Maintenance

   i. Periodical inspection of all the electrical fitting in all the office of NABARD. – Monthly basis
   
   ii. Undertaking all types of minor repairs pertaining to Electrical work like replacement of worn out switch, socket, fan, geyser, EB panel etc., in the entire NABARD Regional Office building on payment basis based on the nature of repair works.

(6) Maintenance of LT/HT

   i. Maintaining the LT/HT panel housed in the office premises- Monthly basis
   
   ii. Monitoring the power surges in the LT/HT panel and reporting the same on weekly basis in-order to ensure the harmonics in maintained and it does not fall below 0.9.
   
   iii. The electrician/operator located in NABARD office, shall be responsible for proper operation, management and maintenance of the LT/HT yard.
   
   iv. The HT/ LT operators’ service should also be made available during holidays, Sundays and during emergencies.

(7) Maintenance of 1 Diesel Generator at NABARD Regional Office

   i. Battery and water level check- Daily basis
   
   ii. Coolant and oil check up- Bi Monthly
   
   iii. Fuel maintenance – Daily basis
   
   iv. Procurement of fuel from time to time on separate payment basis
   
   v. Changing of the working mode from manual to automatic on need basis
   
   vi. Checking of terminal fitness, voltage, AMP etc – Daily basis
7. Maintenance of log book - To be submitted to the Officer in-charge on weekly basis

(8) Maintenance of Split Air-conditioning unit & Window AC

i. Checking the split air conditioning unit installed in the office premises – Bi weekly Basis

ii. Filling of gas in the air conditioners as and when required on separate payment.

iii. Cleaning of the filters of all the split air conditioning unit - Quarterly Basis

(9) Running of the Centralised Air-conditioning unit (AHU)

i. Switching ON all the AHU in all the floors before 9:00am

ii. Switching OFF all the AHU in all the floors after all the officers leave the premises. No extra payment will be made for waiting between 05:00PM to 8:00PM.

iii. In case the operator is required to wait beyond 08:00PM, Hourly remuneration will be provided in proportion to the quoted tender rate per electrician, for a period of 8hrs. The rate per hour will be derived from the contracted amount.

iv. The operator is to maintain a log book for monitoring the temperature at minimum 8 points in the office floors. The temperature log book is to be submitted to the officer in-charge on weekly basis.

(10) Any other work not covered above but related to Electrical works will also be attended by the Electrician, as and when the need arises.

(11) The Electricians services should be available as and when required by NABARD.

Place: 

Signature of the authorized signatory

Date: 

of the contractor / Tenderer

III- General Terms and conditions
1) The agency should have relevant **ISO certification**. The copy of the same should be attached with the technical bid.

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

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

4) The document that are to be submitted mandatory along with the technical bid is as follows.

   - The Electrical contractors and the electrician deputed to undertake the maintenance work in the premises of NABARD should possess valid class A license authorized by the Kerala Electrical Inspectorate. The same should be mandatorily submitted along with the technical bid.

   - Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of NABARD. The list of manpower available should be provided along with the tender

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

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

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

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

9) The services shall be provided from Monday to Saturday, with weekly off on Sunday.

10) In case of requirement and in emergencies, the services should be provided on Holidays and Sunday if required on payment basis. The cost will be derived from the manpower cost quoted in the tender.

11) **Payments**

    - The payment for deployment of manpower for electrical services in the office premise will be made on monthly basis, on submission of the bills for the same.
The bill shall be certified by the Caretaker/Asstt. Caretaker and Protocol
and Officer of our Bank

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

The estimated expenditure for undertaking all types of minor repairs and
replacement pertaining to plumbing, masonry work, plastering,
painting, welding etc. in the entire office is to be submitted through
NABARD prescribed work slip.

The payment for the same will be made as per the actual work executed
as specified in the respective approved works slip after joint inspection.

The work slips are to be submitted on a consolidated basis as a single bill
twice a month for settlement.

12) The Contract shall be valid for a period of two years i.e from 01.04.2021 to
31.03.2023. However, the Bank reserves the right to terminate the services of
the agency by giving one month notice if the services are found to be
unsatisfactory.

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

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

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

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

17) CAR policy and work man compensation insurance policy for 1.225 times the
contract value is to be taken by the agency for the workmen engaged and the same
is to be submitted to Bank within 15 days of the work order.

18) The Contractor may ensure that minimum wages as stipulated by Ministry of
Labour, Govt. of India and all other statutory payments thereof. The proof for
such payments/certificates shall be produced by the Contractor on demand by the
Bank.

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

20) Every person engaged by the Contractor for works in the Bank’s premises shall
be deemed to be Contractor’s employees and no such employees shall have any
right to or claim against the Bank.

21) In case of strike resorted to by the employees of the Contractors, the Bank
reserves the right to employ other Contractor’s workers, without any notice, for
carrying out the maintenance work. In such cases, either the actual cost of such
labourers or whole day basis shall be deducted from the Contractor’s bills or
recovery will be made on the basis of actual amount paid to the other Contractor plus the applicable service charge.

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

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

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

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

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

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

Place:

Date:

Signature of the authorized signatory
IV General Specification

1) The agency has to employ a minimum of 01Nos skilled electrician on daily basis and additional electrician as and when required. The cost for the same will be allowed case to case basis on prior written permission and the cost for the additional manpower will be derived from the cost quoted in this tender.

2) The duty hours will be from 08:30 hrs to 17:30 hrs.

3) **Electrical Maintenances Services**:

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

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

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

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

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

   f. The contractor shall ensure that only branded materials is used for maintenance and repair work. In case of replacement the purchase of the material by the contractor shall be done, only after taking approval from the Bank.

   g. **The overhead charges at 15% will be applicable on submission of material supply receipt by the contractor for additional work not covered under scope of work**

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

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

   j. After the completion of work the contractor shall ensure the removal of debris out of the premises to safe municipal corporation limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled. The cost for the same will be borne by the contractor.
k. This contract is for the works to be carried out at our quarters and Office premises from inside and outside for all floors / height. Bank reserves the right to increase/ decrease in manpower supply from the agency. The cost of scaffolding or any other necessary equipment’s for completing the work will be allowed based on the nature of work.

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

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

1. Quoted rates should be workable and reasonable and should include:
   a. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time. **The minimum wages must cover HIGHER of Central or UT minimum wages as applicable.**
   b. ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
   c. Cost of equipment/machinery, if required
   d. Charges, if any, towards safe disposal of debries from NABARD premises in safe municipal dump
   e. Cost of uniform
   f. Incidental expenses and all overheads and profits

2. The contractor should furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender as per the format given in Annexure-2 for rates quoted under Sl.No.1 under Schedule of Quantities.

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory
VI -FORM OF AGREEMENT

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

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

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

NOW IT IS HEREBY AGREED AS FOLLOWS:

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

Place :

Date :
Name, address

Signature of the authorized signatory
Price BID
Annexure I

Quotations for Annual Maintenance Contract for Electrical works at NABARD Regional Office –01.04.2021 to 31.03.2023

<table>
<thead>
<tr>
<th>Description of work</th>
<th>Location</th>
<th>Unit (A)</th>
<th>Unit Rate (B)</th>
<th>Total Amount AxB=C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance Contract for Electrical works at NABARD Regional Office –01.04.2021 to 31.03.2023</td>
<td>NABARD Regional Office, statue, Thiruvanthapuram</td>
<td>01</td>
<td>01</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount indicated in C in

Words ........................................................................................................................................
........................................................................................................................................

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

Total Amount in Figures:

Total Amount in Words:

Place:

Date:

Name, address

Signature of the authorized signatory