

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR PROVIDING
HOUSEKEEPING SERVICES FOR NABARD REGIONAL OFFICE FOR
THE PERIOD 01ST June 2021 TO 31ST MARCH 2023**



NABARD

**PART- 2
PRICE BID**

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD, KERALA REGIONAL OFFICE, PUNNEN ROAD,
THIRUVANANTHAPURAM, KERALA – 695001**

PRICE BID / Bill of Quantities

National Bank for Agriculture and Rural Development

**Annual Maintenance Contract for housekeeping services
at NABARD Regional Office Building**

Punnen Road, Statue, Thiruvananthapuram – 695 001

- **Description of Property:** NABARD Regional Office Building, Punnen Road, Statue, Thiruvananthapuram – Building with Basement, Ground and Seven Floors with three staircases etc.
- **Period of AMC – 01st June 2021 to 31 March 2023** (may be renewed if services are found satisfactory for further period of two years, one year at a time).
- **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 contained in the Annexures I, I(a) & II provided in the Technical Bid.

Sl.No	Description of Item	Quantity A	Rate / Month (Rs.) B	Amount per month AXB=C	Total Amount for 22 months (Rs.) CX22
A	Providing the services of one Supervisor (01 No.)(Semi-Skilled) to supervise and monitor the sweepers/ unskilled labourers engaged for the housekeeping AMC work for 07 days in a week with one day weekly off preferably Sunday. The supervisor to properly manage the AMC work as indicated in the scope and coordinate with Banks' ACT / CT / Officials etc., complete as directed. (The normal working hours are from 07.00 AM to 04.00 PM or as per the time scheduled by the bank)	01			
B	Providing the services of 09 sweepers / unskilled labourers (07 ladies and 02 gents) for carrying out	09			

	the cleaning and sweeping works as indicated in the scope of AMC works for 07 days in a week with one day weekly off preferably Sunday complete as directed. The sweepers / unskilled labourers is also to act as helpers for other staff as and when required and the normal working hours are from 07.00 AM to 04.00 PM or as per the time scheduled by the bank.				
C	Providing and supplying adequate quantity of Cleaning materials/ Chemicals/Consumables of standard materials of approved brand and make and for rental of heavy machineries for carrying out the works specified, etc. as complete as directed.	1 Lumpsum			
D	Sub Total (A+B+C)				
E	Add Contractor's / Agency's profit / overheads, etc.	1 Lumpsum			
F	Total (D+E)				
G	Add for GST				
H	Grand Total (F+G)				
Total Amount for 22months with GST - Rs.					
(Rs.....)					
(Total Amount for 22 Months with GST in words)					

Signature :

Name :

Address :

Phone No:

Date :

Seal :

Note :

1. The quote for items A & B shall be based on the information furnished in **Annexure II, which is to be enclosed with Price Bid.**
2. Rates are to be quoted inclusive of all prevailing taxes, levies like GST, etc. and as per scope of housekeeping work & BOQ and after visiting the site.
3. No escalation or increase in the rates will be given during the Contract period. 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. If a bidder / tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.
5. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by NABARD. If required, NABARD may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and tenderer/bidder shall have to furnish Rate Analysis for the scrutiny of rates by NABARD within stipulated time. NABARD reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.”
6. The contractor has to quote for all the items of BOQ. Incomplete BOQ will not be considered.
7. Before deployment of staff, their bio-data/ competence shall be verified by the Bank’s official in the beginning of AMC as well as on changing the staff/labour.
8. The contractor has to engage suitable agencies for specialised works etc. and bank reserves the right to recommend/approve a particular agency for these works. For façade cleaning, reputed agencies in the field may be engaged.
9. The contractor has to give satisfactory services for all works of AMC and bank reserves the right to remove/delete any particular work from the awarded AMC.
10. The contractor has to submit one monthly/quarterly bill, as the case may be.
11. Deductions will be done in the bill payments as per the applicable penalty clauses in the tender document.
12. The contractor will comply with Labour Laws requirements and maintain the muster roll and wage register etc. and produce the same in the NABARD office, if required. The contractor shall submit the necessary information/data to the concerned statutory authorities in the desired format.
13. The working hours as mentioned in price bid includes one hour lunch break.
14. EPF at 13% to be calculated on minimum wage per month or on maximum minimum wage up to ₹15,000 whichever is lower.
15. ESI at 3.25% to be calculated on minimum wage per month or on maximum minimum wage up to ₹21,000 whichever is lower.
16. Bonus at 8.33% to be calculated on minimum wage per month or on maximum minimum wage up to ₹21,000 whichever is lower.

Accepted all terms & conditions
of price bid

Place	:	
Date	:	(Signature of the Tenderer)
Address	:	Name and Seal