NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Jammu & Kashmir Regional Office, Jammu

“Quotations invited from Empaneled Vendors for Providing Catering Services and Maintenance of Visiting Officer’s Flat (VOF)/Visiting Employees Flat (VEF) at NABARD Gram, Channi Rama, Jammu – 180015.”

NAME OF BIDDER : __________________________

ADDRESS : __________________________
______________________________
______________________________
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THE OFFICER IN CHARGE
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
J& K Regional Office,
Near Saraswati Dham,
Railway Road, Railhead Complex,
Jammu - 180012

SCHEDULE OF QUOTATIONS:
i. Quotations document will be available from 29.06.2021 (0930 hours) to 06.07.2021 (1200 hours)
ii. Submission of Quotations on 06.07.2021 by 1400 hours
iii. Opening of Quotations at 1600 hours on 06.07.2021.
About us

National Bank for Agriculture and Rural Development (NABARD) is apex development bank set up by the Parliament through the National Bank for Agriculture and Rural Development Act, 1981, having its Head Office at Mumbai with a mandate for facilitating credit flow for promotion and development of agriculture, small-scale industries, cottage and village industries, handicrafts and other rural crafts.

Notice Inviting Quotations

1. Sealed quotations are invited for ‘Providing Catering Services and Maintenance of Visiting Officer’s Flat (VOF)/Visiting Employees Flat (VEF) at NABARD Gram, Channi Rama, Jammu – 180015’, from the contractors empaneled with NABARD for period from 01.08.2021 to 31.03.2024. There are a total of 06 guest rooms, reception area and pantry. The Bidders are advised to visit the site, conduct survey of the existing conditions so as to familiarize and satisfy themselves with the nature of works to be carried out and get all necessary clarifications from NABARD before quoting their rates. (Detailed scope of work has been indicated in Annexure I).

2. Interested parties can download the tender document from the website of NABARD (www.nabard.org) or can also obtain the same from DPSP, NABARD, Jammu. Sealed quotations addressed to Officer In Charge, NABARD Regional Office, NABARD Tower, Railway Station Road, Jammu needs to be deposited well in time in the tender box kept in DPSP of the National Bank’s regional office.

3. Contractors empaneled with NABARD JK RO under the service category “Catering Services” may only submit quotations for the work.

4. Sealed tenders in the prescribed tender form in two separate envelopes superscribed "Catering Services and Maintenance of Visiting Officer’s Flat (VOF)/Visiting Employees Flat (VEF))” addressed to “The Officer In Charge, National Bank for Agriculture and Rural Development, NABARD, J& K Regional Office, near Saraswati Dham,
Railway Road, Jammu- 180012” shall be deposited in the tender box kept for the purpose in the office upto 14.00 hrs on the due date mentioned as above. Note: Tenders submitted in a single envelope shall not be accepted and shall be returned unopened to the respective tenderers.

5. NABARD reserves the right to accept or reject any quotation, either in whole or in part and it is not binding on the part of the NABARD to accept the lowest or any other quotation. Quotations which do not fulfil all or any of NABARD's conditions or are incomplete in any respect, quotations with the bidder's own conditions other than those specified by NABARD are liable to be rejected.

6. Any discrepancies, omissions, ambiguities in the Quotation Documents, if any, or any doubt as to their meaning should be reported in writing to the “The Officer In Charge, National Bank for Agriculture and Rural Development, J&K Regional Office, near Saraswati Dham, Railway Road, Jammu 180012”, who will review the same and if it is felt that the information sought is not clearly indicated or specified, NABARD will issue clarifications to all the bidders which will become part of the quotation document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the quotation documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Quotation.

7. Validity of offer should be 90 days from the date of opening of Quotations. However, the rates quoted by the successful bidder would be firm up to the end of the contract period i.e. up to as 31/03/2024.

This Notice Inviting Quotation (NIT) shall also form part of the Quotation Document.

Sd/-

(Guriqbal Singh)
Deputy General Manager
Encl:

1. Annexure I – Detailed Scope of work
2. Annexure II- Eligibility of the bidder
3. Annexure III - Instructions to the bidder
4. Basic Information of the Contractor
5. Schedule of quantities.
Annexure I
Detailed Scope of Work

1) The caterer has to provide catering and maintenance services at the Visiting Officers’ Flats (VOFs) & Visiting Employees’ Flats (VEFs) situated at NABARD Gram Residential Complex, Near CRPF Transit Camp, Channi Rama, Jammu – 180015 (J&K) for a period from 01st August 2021 to 31st March 2024 or any renewal thereof.

2) The caterer shall attend all the guests accommodated in the VOFs and VEFs round the clock.

3) The caterer shall ensure that the entire premises i.e. Kitchen, Toilets & bathrooms and all rooms of VOFs & VEFs are kept clean and in hygienic conditions at all time and that the cutlery, crockery, utensils, etc. in which food and beverages are served are properly and hygienically cleaned.

4) The caterer shall serve the Tea, Coffee, Snacks, Lunch and Dinner to the guests in the VOFs and VEFs as per the rates indicated in the quotation by the caterer. The ingredients required for preparation shall be procured by the caterer from the markets at his own cost.

5) The caterer shall be responsible for changing of bed linen covers, bed sheets, etc. get them washed in an approved laundry and keep proper account of the same regularly. The washing charges may be indicated by the caterer in the quotation. Payment shall be made on receipt of the bills submitted by the caterer. The caterer will also be required to change the linen/towels, bed sheets, etc. with the change in occupancy and on every 4th day in case the same occupant stays in VOFs/VEFs for more than 03 days.

6) The caterer shall be responsible for maintenance of dead stock items provided in the VOFs & VEFs.

7) The caterer shall make good any loss to the National Bank on account of damages, theft, etc. in VOFs & VEFs or due to any reason whatsoever except normal wear & tear.

8) The caterer shall at his own expenses engage 01 person with cooking experience, for doing the aforesaid works. The person so engaged by the caterer shall have nothing to do with the Bank and shall not have any presumptive right of absorption in the service of the Bank or that in the service of subsequent caterer.

9) The caterer shall not levy from the officers/staff members staying in VOFs/VEFs any charges for attending them.

10) The Payment shall be made to caterer against the bill invoice raised.
11) Tax Deducted at Source (TDS) @ 2%, GST-TDS @ 2% (1% each for CGST-TDS & SGST-TDS) will be deducted at source on base charges under Section 194C of Income Tax Act of 1962 and under Notification No. 50/2018-Central Tax dated 13.09.2018 w.e.f. 01.10.2018 issued by Central Board of Direct Taxes (CBDT), GoI.

12) If the caterer vacates the premises allotted to him for running the VOFs/VEFs then he shall also return to the National Bank the various items of equipment, crockery, cutlery, linens, Bed sheets, towels, etc., in good condition subject to the normal wear and tear. The cost of equipment, crockery, cutlery, etc. which has been lost or damaged (expect of normal wear and tear) shall be recovered by the National Bank from the caterer's bills and the amount of aforesaid security deposit would also be adjusted against such recovery. The security deposits shall be liable to be forfeited by the National Bank if the caterer commits breach of any of the terms and conditions contained herein.

13) The caterer shall have to make his own arrangement of stay of his staff and his staff shall not use the toilets, bathrooms and rooms/beds of VOFs/VEFs.

14) A gas connection shall be provided by the Bank on the taking up of the work by the caterer. The refilling of the gas cylinders has to be ensured by the caterer at his own cost. On termination of the contract, the caterer shall surrender the gas connection with the filled cylinders.

15) The contractor shall ensure compliance with local laws including labour laws, etc. in force in respect of the catering & maintenance services and staff employed by him.

16) The Bank will supply/bear the expenses on cleaning materials.

17) The Bank will also supply the kits for its guests in VOFs/VEFs. The contractor will maintain a separate register for these items which should be verified by the Bank monthly.

18) The Bank will advise the caterer from time to time about the allotment of rooms and caterer will maintain proper record of arrival and departure of the allottees in prescribed form with date and time. Further, the caterer shall deposit the amount of rent realized from the occupant officers/employees of the VOFs and VEFs on a monthly basis.

19) The caterer shall be in-charge of the telephone and shall regulate the use of the same by keeping record of the calls made from the said telephone.

20) Nothing contained herein shall be considered as creating tenancy demise or license in respect of the said premises in favor of the caterer or his employees.

21) A suggestion/compliant book shall be provided at the VOFs & VEFs which should be made available on request and which shall be produced to the Bank when called upon to do so.
22) On termination of contract, the caterer shall hand over vacant and peaceful possession of VOFs, VEFs along with the materials provided by the Bank, failing which the Bank shall be entitled to obtain forcible possession without further notice to the caterer at caterers’ cost and risk.

23) The bank shall be entitled to terminate this agreement at any time in its absolute discretion by giving one months’ notice to the caterer.
Annexure II

ELIGIBILITY OF THE BIDDER

1. The contractors who have minimum 5 years of experience (ending 31.03.2021) in undertaking similar works and who fulfil the following criteria are eligible to Quotations:
   i. The Bidders should have applicable Tax registrations duly supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable and furnish copies of the same along with the Quotations.
   ii. Should have their own office within the city limits of Jammu

2. Bidders are requested to enclose the following documents in Envelope containing Quotations
   i. Copies of Work Orders and Completion Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies/Private Sector/ Housing Societies etc. “Similar Works” means experience in executing Catering & Maintenance Contracts in similar Government/PSU/PSBs Public Sector Banks/Autonomous Bodies/Private Sector/Housing Societies etc. having staff colony & guestrooms or such similar set-up.
   ii. Income Tax returns as a general service contractor.
   iii. References of clients/ particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives/officials.

3. Intending Bidders are required to submit their full bio-data giving details about their organization, experience, personnel in their organization, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.

4. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of Bidders to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.

5. I/We have read and understood fully the instructions contained herein above and are acceptable to us.

SEAL & SIGNATURE OF THE BIDDER PLACE

DATE:
Annexure III

INSTRUCTIONS TO THE BIDDER

1. All the pages of the Quotations Document shall be signed by the Bidder.
2. NABARD takes no responsibility for delay / loss in post or non-receipt of Quotations Documents.
3. The envelope containing Quotations should be properly sealed, addressed, duly superscribed as with name of work and due date of opening and should be dropped inside the prescribed Quotations Box in the Office of the Officer In Charge, National Bank for Agriculture and Rural Development, Jammu & Kashmir Regional Office, near Saraswati Dham, Railway Road, Jammu 180012. The last date of receipt of Quotations is 06.07.2021 (1400 Hrs).
4. Quotations submitted by unauthorized agents or FAX/Telex/ Telegrams/e-mails shall not be entertained.
5. Bidders are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works and scope of work etc. and get all clarifications as necessary from NABARD to their utmost satisfaction before quoting the rates.
6. If last date of receipt of Quotations and opening date happens to be a holiday, the submission and opening of Quotations / Quotations shall be shifted to next working day without any change of time and venue.
7. The Bidders should quote their rates strictly adhering to Terms and Conditions stipulated in the Quotations Document. Unsolicited correspondence after opening of the Quotations shall not be entertained. Conditional / Deviational Quotations may be rejected without making any reference to the Bidders.
8. The Quotations will be opened in the presence of such Bidders or their authorized representatives who choose to be present.
9. Rates should be filled in the Quotations neatly and as far as possible, no correction shall be made. 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, scrutiny of the Quotations shall be done as per NABARD’s guidelines.
10. Notwithstanding anything stated above, NABARD reserves the right to assess the Bidders capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
11. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor would be required to furnish Rate Analysis for scrutiny of the rates, as and when called for by NABARD.

12. Rates should include all Taxes (GST etc.), Duties, Octroi, Levies, Wages as per relevant Act etc. as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation, whatsoever, shall be entertained/_permitted/allowed during the contract period.

13. Monthly payment will be made based on bill submitted by the contractor and certified by the concerned Assistant Caretaker (ACT)/Caretaker (CT)/Site Supervisor or any other person authorised by NABARD to the effect that the complaints recorded in the Registers are attended to and as per the scope of the work. The Contractor has to get the Signature of the Assistant Caretaker (ACT)/Caretaker (CT)/Site Supervisor or any other person authorised by NABARD after completion of the respective and should submit all these with the bill.

14. Income Tax, Works Contract Tax and other taxes as applicable, will be deducted at Source from total payments due to the Contractors.

15. NABARD will not be under any liability whatsoever, to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability under the Employee Compensation Act or any accident at his (contractor’s) own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate NABARD with suitable Insurance cover in the event of any damage to persons or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workforce. The insurance policy may be obtained in the joint names of NABARD (to appear first) and the contractor’s respectively for the insured amount to the amount of at least 1.25 times of the Quotations amount and the original Insurance policy may be deposited in NABARD. The decision of NABARD in this regard shall be final and binding on the contractor. The insurance policy shall be work and site specific.

16. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.
17. The contractor shall deploy such minimum number of qualified and experienced staff as indicated in by the contractor to ensure that the work is attended to in time as per the scope of work of the Quotations, to the satisfaction of NABARD.

18. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules the contractor shall pay the personnel deployed in NABARD, their wages in accordance with the minimum Wages Act, 1948 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 in NABARD. Quotations/bids not complying with the minimum wages payment are liable to be rejected which will be ascertained on the basis of Section - IV submitted by the contractor. The contractor shall, for all intents and purposes, be the “Employer” within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD, nor have any principal and agent relationship with or against the NABARD. The contractor’s personnel shall not claim any benefit/ compensation / absorption / regularization of services under the provisions of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

19. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD shall not be responsible in any manner in the event of non-compliance with various labour laws in force by the contractor and the onus of compliance lies solely with the contractor. The contractor is advised to maintain attendance register of his staff employed/deployed at various sites and wage register for payment (at least minimum wages as per Central or State Govt., whichever is higher, shall be paid) with all records up to date as per the labour regulations. The contractor may be asked to submit to NABARD the monthly payment records to the staff employed by him. The contractor is advised to ensure that the payment is regularly credited to the bank account of the individual staff employed and pay-slips for respective payments are duly issued regularly. NABARD may ask for past pay-slips and payment records to be submitted along with the monthly bill. In case wages are required to be disbursed in cash,
the same may be done in the presence of authorized representative of NABARD as required as under relevant law.

20. Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The rates quoted by the contractor should be inclusive of employer's share of ESI & EPF contributions for this contract. The contractor should submit proof of payment (counterfoils), as and when called for by NABARD, towards ESI & PF with monthly bill & other documents such as registration number, photo card etc.

21. The Contractor should be responsible to fulfil all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.

22. The contractor shall ensure regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the Central Govt. from time to time and make available for inspection of the Bank the relevant records. However, rate quoted by the Contractor shall be firm and remain valid till the expiry of the contract period. The contractor should quote the rates accordingly so that the revision of wages during the currency of the contract can be done.

23. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. The Contractor shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength deployed is not able to perform satisfactorily as per the contract provision. The Contractor’s workmen should report to ACT/ Site supervisor as per timings mentioned in the Price bid/ Bill of Quantities. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty the time when contractor’s worker arrives & signs at site. The same shall also be signed by ACT & the same or copy shall be presented along with the Contractor’s monthly bill.
24. The Contractor shall abide by the requirements of Security from time to time and shall strictly follow the obligations required by NABARD.

25. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.

26. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet Officials for any clarifications and to receive instructions.

27. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NABARD. In the event of any damage / loss of life and property of NABARD, the contractor shall fully compensate NABARD for such damage/loss. The decision of NABARD in this regard shall be final and binding on the contractor.

28. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and/ or terminate the Contract forthwith, if necessary without any notice.

29. In case of any default or failure on Contractor’s part to comply with anyone / all of the Terms/ Conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.

30. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

31. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.

32. The workmen employed by the Contractor should abide by the Rules and Regulations prescribed by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the occupants of Visiting Officers/Executives Flats. The contractor shall provide photo identity card to its workers including the leave reserves. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.

33. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist NABARD fully in respect of any liaison with the Municipal or any other authority for necessary approval / permission
with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NABARD.

34. EXIT:
   i. First three months on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 30 days, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period.
   ii. NABARD shall have the right to terminate the contract on failure on part of contractor/service provider to discharge the designated work as per law by serving a one month notice. If the contractor wishes to end the contract before the conclusion of stipulated contract period, he may do so, by serving a three months’ notice in advance.

35. The Contractor should provide 2 sets of uniforms and one set of shoes of approved colour every year to the employees deployed in NABARD at his own cost.

36. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or is on leave.

37. On-site storage space will be provided to the Contractor. NABARD will not be responsible for contractor’s materials. The contractor may be required to vacate the storage space as per exigency without any extra cost to NABARD.

38. The contractor shall provide everything necessary for the proper execution of the works.

39. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof, without written permission of NABARD. While submitting the monthly bill for comprehensive maintenance bill, the contractors have to submit detailed information on the complaints received, pending and the reasons there for and likely date of attending the same. Bill will be considered for payment after receiving the statements. Contractor will not link payments to his labourers with the settlement of bills by NABARD.

40. VALIDITY OF QUOTATIONS: Not less than 90 Days from the date of opening of the Financial Bid.

41. If in the opinion of NABARD the work done by the contractor is not satisfactory, NABARD may decide, depending upon the merit of the work, to deduct such amount from the monthly bill amount, as it may deem fit.
42. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.

43. The Contractor shall extend necessary help to other Contractors engaged by NABARD under rate contract for their respective work.

44. The Contractor shall be required to furnish NABARD, as and when required, the following.
   i. The Power of Attorney, name and signature of his authorized representative, who will be in-charge of execution of this contract.
   ii. Wage Book, Muster Book pertaining to labourers engaged under this contract.
   iii. Validity of Insurance Policies, Labor Contract License relating to staff engaged at NABARD site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
   iv. The Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed, shall be borne by him.

45. 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 NABARD.

46. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. NABARD shall in no way be connected with such manpower and they shall have no claim whatever against NABARD.

47. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NABARD.

48. Notwithstanding anything contained therein, the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against NABARD. NABARD also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them. In case of delay in attending the work in time, NABARD will be at liberty to get the work done
through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD.

49. In case of any stoppage of work resorted to by the employees of the Contractors, NABARD reserves the right to employ workers from other sources, without any notice, for carrying out the maintenance work. In such cases, either the actual cost of such labourers on whole day basis shall be deducted from the existing Contractor's bills or recovery will be made on the basis of actual amount paid to the other contractor plus the service charges of 2% and any other tax, as applicable.

i. The contract shall be valid up to 31.03.2024. The bank also reserves the right/option to extend the validity of this contract for a further period not exceeding one (01) year at the same rates and on the same terms and conditions.

ii. Forfeiture clause: In case of negligence/dereliction of duty by contractor's staff, the contract shall be terminated without giving any notice and the security deposit shall be forfeited.

iii. Recovery of income tax, education cess, work contract tax and any other tax, as applicable & in force shall be deducted from the bills during the currency of the contract.

50. SAFETY CONDITIONS OF THE CONTRACT

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.

i. Smoking and chewing pan/tobacco/ gutkha/ any other drugs etc. are strictly prohibited in the building.

ii. For any job involving lighting of flames, use of heat source or temporary electrical connection, prior permission of NABARD's engineer or any person authorised by NABARD shall be taken before execution of the same. No jobs involving heat sources are permitted to be carried out without prior permission of NABARD.

iii. The contractor shall ensure that the persons deployed for the work are well conversant with the operation of fire extinguishers.

iv. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.
DECLARATION BY THE BIDDER

1. I/we hereby declare that I/we have read and understood fully the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.

2. I/we hereby confirm that the Quotations shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the financial bid.

3. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we ensure that only relevant entries asked for, are made in the Quotations documents. Entries other than the relevant entry shall make the Quotations invalid.

SEAL & SIGNATURE OF THE BIDDER

PLACE:

DATE:
# BASIC INFORMATION OF THE CONTRACTOR

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<th>S. No</th>
<th>Particulars</th>
<th>Bidder’s Response</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the Applicant/ Organization and address of Registered Office</td>
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<td>2.</td>
<td>Year of establishment</td>
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<td>3.</td>
<td>Type of the Organisation (like Sole Proprietorship, Partnership, Private Limited Company, Limited Company, or Cooperative Society, etc.)</td>
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<td>4.</td>
<td>Name of the Proprietor/ Partners/ Directors of the Organisation/ Firm</td>
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<td>5.</td>
<td>Details of Registration (Registration Certificate to be attached)</td>
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<td>6.</td>
<td>Whether registered/ empanelled for similar works with:</td>
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<td>a) Government/Semi-Government/ Municipal Authorities or any other Public Organisation (Yes/No)</td>
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<td>b) If yes, name of authority; and</td>
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<td>c) Since when</td>
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<td>7.</td>
<td>Details of experience in the field of general maintenance and housekeeping</td>
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<td>8.</td>
<td>a) Office Address</td>
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<td>b) Name &amp; designation of Officer-in-charge</td>
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9. a) Names of bankers with branch address

10. Yearly turnover of the Organisation during the last three years

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<tr>
<th>Year</th>
<th>Turnover (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>_______lakh</td>
</tr>
<tr>
<td>2018-19</td>
<td>_______lakh</td>
</tr>
<tr>
<td>2017-18</td>
<td>_______lakh</td>
</tr>
</tbody>
</table>

11. Details of registration with the office of the Regional Labour Commissioner, EPFO and ESI

12. Whether any Civil Suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details in the proforma given below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Employer</th>
<th>Nature of Work</th>
<th>Work order No and date</th>
<th>Present stage of Work</th>
<th>Value of contract (Rs)</th>
<th>Brief details of litigation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**SIGNATURE AND SEAL OF THE BIDDER**
SCHEDULE OF QUANTITIES

PREAMBLE to SCHEDULE OF QUANTITIES

A. Quoted rates should be workable and reasonable and should include:
   i. Payment to all the contract workers engaged by contractor on site as per
      minimum wages as notified by Regional Labour Commissioner from time to
      time (refer to Clauses (10) to (14) of General Instructions of this document) or
      as per minimum wage of Central Government whichever is higher.
   ii. ESI & PF benefits (Employer's contribution towards ESI & PF)
   iii. Any increase in minimum wages during the currency of the
        contract
   iv. Cost of equipment/machinery, if required
   v. Insurance (Both Workmen's Compensation and Contractor's All Risk policy)
   vi. Cost of two sets of uniform and one set of shoes per annum
   vii. Charges, if any, towards safe disposal of garbage from NABARD
        premises in safe municipal dump
   viii. Incidental expenses and all overheads and profits.

B. The contractor should, if asked for by NABARD, furnish Rate Analysis, along
   with the price-bid, for the rates quoted by them in this Quotations.

C. Rates shall have to be quoted both in words and figure.
Schedule of Quantities

Charges Towards Providing Catering Services and Maintenance of Visiting Officer’s Flat (VOF)/Visiting Employees Flat (VEF) at NABARD Gram, Channi Rama, Jammu – 180015
(The rates should be as per Minimum Wages Act of Central/State Government, whichever is higher).

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Work</th>
<th>Unit</th>
<th>Rate in Rs. (Both in figures &amp; words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monthly charges for Providing Catering Services and Maintenance of Visiting Officer’s Flat (VOF)/Visiting Employees Flat (VEF) at NABARD Gram, Channi Rama, Jammu – 180015</td>
<td>Lump sum charges per month in Rs.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Contractors Margin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Goods &amp; Services Tax (GST)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Rupees in words):

NOTE: Quotations will be evaluated on the basis of the lowest consolidated amount for all the schedules put together.

Signature of bidder with Seal and Date
Rate Chart for Food Items being served in the Officers’ Lounge of Visiting Officers Flats and Staff Canteen of Visiting Employees Flats:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars of items</th>
<th>Rates in Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tea/Coffee (per cup)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hot/Cold Milk (200 ml)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Breakfast (Bread Butter – four pieces)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Stuffed Paratha with Achar/Curd (02 pieces) Rs. 25/- per paratha for extra piece.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lunch/Dinner (Chapati, Plain Rice, Dal, Veg. Sabji/Chicken/Mutton, Salad, Dahi/Raita, Papad, etc.)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Juice per glass (200 ml)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cold Drink (200 ml)</td>
<td>MRP</td>
</tr>
<tr>
<td>8</td>
<td>Biscuit (Good Day)</td>
<td>MRP</td>
</tr>
<tr>
<td>9</td>
<td>Biscuit (Namkeen 50-50)</td>
<td>MRP</td>
</tr>
<tr>
<td>10</td>
<td>Snacks (Samosa, Sweet and Chips)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Vegetable Sandwich</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tea with 04 biscuits (branded)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Lemon Water (200 ml)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Dahi Lassi/Butter Milk/Chhach (200 ml)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Quarter plate Pakora (mix veg) – 150 gm with sauce</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Soup (Veg.)</td>
<td></td>
</tr>
</tbody>
</table>

[Note: Rates are inclusive of applicable taxes and service charges]
Rate Chart for Washing/Dry Cleaning of Bed/Linen Items in the Officers’ Lounge of Visiting Officers Flats and Staff Canteen of Visiting Employees Flats:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars of items</th>
<th>Rates in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bed Sheet Single</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bed Sheet Double</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pillow Cover Set</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Towel</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Quilt Single Bed</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Quilt Double Bed</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Curtain Single Piece</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Hand Towel</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Carpet</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Table Sheet</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Blanket-Single Bed</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Blanket-Double Bed</td>
<td></td>
</tr>
</tbody>
</table>

[Note: Rates are inclusive of applicable taxes and service charges]