

बागवानी कार्यों के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा (स्टाफ क्वार्टर्स एंव कार्यालय प्रांगण)



निविदा जारी करने की तिथि	Date of Commencement of issue of tender	02/06/2020
बयाना राशि	Earnest Money Deposit	Rs. 26000.00
प्री टेंडर मीटिंग	Pre tender Meeting	1100 hours 12/06/2020
निविदा की प्राप्ति के लिए अंतिम तिथि और समय	Last date and time for receipt of Bids	1400 hours 23/06/2020
निविदा खोलने की तिथि और समय	Date and time of opening of tender bids.	1500 hours 23/06/2020 for technical bid 1100 hours 25/06/2020 for price bid

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

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National Bank for Agriculture and Rural Development

तमिल नाडु क्षेत्रीय कार्यालय

48, महात्मा गाँधी रोड, पोस्ट बॉक्स संख्या.6074, नुंगम्बाक्कम, चेन्नई-600034. • टेली: +91 44 28304444 • फ़ैक्स: +91 44 28275732 • ई-मेल: chennai@nabard.org

Tamil Nadu Regional Office

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गाँव बढ़े >>तो देश बढ़े

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Part I

Technical Bid

REF.NO NB.DPSP.RRO/ 193 /AMC/2020-22
02 June 2020

महोदय,

बागवानी कार्यों के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा (स्टाफ क्वार्टर्स एंव कार्यालय प्रांगण)

- 1 जुलाई 2020 से 31 मार्च 2022

राष्ट्रीय कृषि और ग्रामीण विकास बैंक, राजस्थान क्षेत्रीय कार्यालय, **बागवानी** (स्टाफ क्वार्टर्स एंव कार्यालय प्रांगण में) के लिए पात्र निविदाकर्ताओं से दो भागों में मुहरबंद निविदाएं आमंत्रित करता है निविदा में उल्लिखित नियमों और शर्तों के अनुसार | निविदाएं हमारी वेबसाइट www.nabard.org से मुफ्त में डाउनलोड की जा सकती हैं |

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नाबार्ड के पास निविदा में उल्लिखित तारीखों को बदलने का अधिकार सुरक्षित है, जो कि उपरोक्त वेबसाइट पर, शुद्धिपत्र (corrigendum) के रूप में प्रदर्शित किए जाएंगे।

कृपया ध्यान दें कि वांछित सभी जानकारी, निविदाकर्ता द्वारा निर्दिष्ट स्वरूपों में प्रदान करने की आवश्यकता है। निविदाकर्ता, निविदा की तैयारी और प्रस्तुत करने से संबंधित सभी लागतों को वहन करेगा | निविदा का परिणाम जो भी हो, किसी भी स्थिति में नाबार्ड किसी भी तरह के लागतों के लिए जिम्मेदार या उत्तरदायी नहीं होगा |

इस टेंडर डॉक्यूमेंट में बताए अनुसार टेंडर ऑफर के साथ अर्नेस्ट मनी जमा करनी होगी | ईएमडी के बिना प्राप्त प्रस्तावों को अस्वीकार कर दिया जाएगा |

निविदा प्रस्ताव प्रस्तुत करने के लिए विनिर्देश (Specifications), नियम और शर्तें (Terms and Conditions), कार्य का दायरा (Scope of Work) और प्रोफार्मा आदि निविदा दस्तावेज और उसके परिशिष्ट / विवरण में वर्णित हैं।

निविदा प्रस्ताव को उन निविदाकारों या उनके प्रतिनिधियों की उपस्थिति में खोला जाएगा जो उपर्युक्त निविदा पर निविदा खोलने के लिए उपस्थित होना चाहते हैं।

भवदीय

ह

(सी एस नन्द)

उप महाप्रबंधक

संलग्नक –

1. General Instructions to the tenderer in the Annexure I
2. Scope of work are as indicated in the Annexure II
3. Terms & Conditions are indicated in Annexure III.
4. General Specification as indicated in Annexure IV
5. Instructions for filling the Price bid as indicated in Annexure V
6. Format of Form of Agreement & indemnity Bond as indicated in Annexure VI
7. Price bid (Annexure A and B)

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 familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.
2. The envelopes containing the Tender document complete in all respects, duly signed by the tenderer in each page and sealed as necessary, should be dropped in the Tender Box kept in the third floor **before 1400 hours on 23/06/2020.**

Envelope: 1 should contain:

1. Technical bid
2. NEFT Receipt for EMD
3. Experience certificate
4. Bank details
5. Audit report
6. Any other documents

Envelope 2 should contain only the price bid

Both the envelopes should be kept in a bigger envelope and the name of the tenderer, name of the work should be mentioned in the envelope.

3. Opening of Bid

Envelope 1 and Envelope 2 will be opened on separate dates. Price Bid (Envelope 2) of bidders will be opened only if found eligible in technical bid (envelope 1). Date of opening of Envelope 2 will be communicated to bidders through email, telephone, etc.

4. Selection of Bidder

- Bidder has to qualify in Technical Bid (submitted in Envelope 1). Envelope 2 of bidder will be opened only if eligible in Technical Bid.
 - Selection will be based on Grand Total quoted at Annexure A of price bid by the bidder. Detailed calculation shall be compulsorily quoted at Annexure B of price bid.
 - Contractors whose works were earlier found unsatisfactory shall not be considered for the tender.
5. **The EMD of Rs. 26000.00** is required to be deposited through NEFT to the following account:

Name of Account: National Bank for Agriculture and Rural Development

Bank : NABARD

Branch Name: Head Office, Mumbai

Account No (VAN) : NABADMN16

IFSC Code: NBRD0000002

After depositing the EMD amount, the tenderer is advised to send an email to dpsp.jaipur@nabard.org with the details of the transaction.

6. The EMD of the Contractor selected for award of the Annual Maintenance Contract will retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest.
7. 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.
8. Tenders containing tenderer's own conditions are liable to be rejected.
9. Scope of work are as indicated in the Annexure II
10. General Terms & Conditions are indicated in Annexure III.
11. General Specification as indicated in Annexure IV
12. Instructions for filling the Price bid as indicated in Annexure V
13. Format of Form of Agreement & indemnity Bond as indicated in Annexure VI
14. 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 period will be for a period of 01/07/2020 to 31/03/2022; however it will be reviewed every year.
 - (b) Validity of offer should be 90 days from the last date for receipt of quotation.
15. The rates may be quoted in the Price BID Annexure A & B
16. The address of the premises where the AMC is to be carried out are

SI No	Details	Address
1	Office premises	Nehru Place, Lal Kothi, Tonk Road, Jaipur
2	Staff Quarters	Balaji Mor, Model Town, Malviya Nagar, Jaipur

Signature of the authorized signatory of the contractor / Tenderer

Basic information

A. General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline) Telephone number (mobile)	
4.	E mail ID	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organization	
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empaneled with Government/Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract (copy to be enclosed)	
9.	Number of years of experience in the field/ trade . A list of important assignments may be indicated for the same along with supporting documents (copy of proof of completion/work order)	_____Years (as on 31/05/2020)
10.	Have you in the past carried out any works for NABARD? If yes, give details	
11.	Address of Jaipur Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	

B. Financial Information		
1.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
2.	GST No. (enclose copies of relevant documents)	
3.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
4.	Annual turnover during the last three years	2016-17 (Rs.) 2017-18 (Rs.) 2018-19 (Rs.)
5.	Indicate if involved in any litigation at present in similar type of contracts	
6.	Any civil suit arisen in the contracts of works executed, if any, please give brief details	
7.	Number of supplementary sheets attached	

Place:

Date:

Signature of the Applicant

Details of the Bank's Account

1.	Name of the Vendor / Firm / Contractor	
2.	Name of the Account Holder	
3.	Registered Address of the Vendor / Firm	
4.	Name of the Bank's branch and Address	
5.	Bank's Code and Branch's Code	
6.	IFSC Code of the Bank's Branch	
7.	Type of Account(Current/Saving/Cash credit)	
8.	Account Number	
9.	PAN Number	
10.	Other details, if any	

Note: A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed

(Signature and Full Name of the authorized person with seal on behalf of Firm/Agency/Contractor)

Place:

Date:

Annexure II

ÀãÓÈãè¼ã ðòŠãäÓã ,ããòÀ ØãÆã½ããè¥ã äãlãðãŠãÓã
°ãöðãŠ
Àã•ãÔ©ãã¶ã àãñ"ããè¼ã ðãŠã¼ããÆã¼ã, •ã¼ã¹ãìÀ

ðãŠã¼ããÆã¼ã ¹ãããÀÓãÀ ½ãò
°ããØãlãã¶ããè ðãŠãè °ñÇÆã
ÀñÇÆã ðãŠã lãããäÓãÀðãŠ
ACEãACEããlã YñðãŠã -
ðãŠã¼ããÆã äãlãlãÀ¥ã lã lãlãò

1. „Øðã °À ¹ãìÀãè YñðãŠã ,ãlããã£ã ,ã©ããÀãã 01 जुलाई 2020 Óãñ 31 ½ããðãÀ 2022 ðãðãŠ ðãñŠ äãÈãð ðãðãŠ lãò£ã ÀÖñãØããè.
2. YñðãñŠãÀ °ãöðãŠ ðãñŠ 3, ¶ãñÖÁ ¹ÈãñÖã, ÷òðãŠ Àãñü, •ã¼ã¹ãìÀ äãÔ©ãã ðãŠã¼ããÆã¼ã ¼ãlã¶ã ½ãòã °ããØãlãã¶ããè ðãŠãè °ñÇÆãÀñÇÆã ðãñŠ ðãŠã¼ããÆã ðãñŠ äãÈãð „lãÀãã¼ããè ÖãñØãã.
3. YñðãñŠãÀ ¼ã©ãã „ããÈãããÇÆãã Òãã¹ããããã ðãñŠ äãÈãð ,ã¶ãlã¼ãlããè ,ããòÀ ðãlãlãÈã ½ããÈããè / ½ããããÈã¼ããò ðãŠãè Öãñlããðã „¹ãÈã°£ã ðãŠÀlããðãã.
4. ½ããÈããè ¹ããò£ããñ ,ããòÀ °ãØããèðãñ ½ãñ ¹ããò£ããò ðãŠãè ¹ãÆðãòŠãããã ðãñŠ ,ã¶ãlãÖããÀ ,ã¹ãñãããããã Üã¥ããñ / Óã½ã¼ã ½ãñ ¹ãã¶ããè äãçèðãŠØãñ. समय समय पर घास की कटाई, मौसमी फूल लगाने का कार्य करना होगा.
5. ¼ãããã ¹ããò£ããñ ,ããããã ðãŠãñ ðãlãÖããã / ðãŠãèããñ Öãñ ÇÆããÀã °ñÇÆã¶ãñ ½ãñ ,ããð ðããñ „Öãñ ðãlãÀãã ÒãÖã¼ãðãŠ ÀÇÆã¹ããÈã ðãŠãè •ãã¶ãðãŠãÀãè ½ãñ लाया è •ããð और दवा आदि का प्रयोग किया जाए।
6. ½ããããÈã¼ããò ðãñŠ ðãŠã¼ããÆã ðãñŠ Üãããñ Öãã½ãã¶ã¼ãlã: ¹ãÆãlã: 09.00 Öãñ ,ã¹ãÀã¶ãÖ 06.00 °ããñ ðãðãŠ ÖãñØãã और ,ã¹ãÀã¶ãÖ 0100 से 0200 तक भोजन के लिए अवकाश रहेगा। ½ããÈããè f¶ã Üãããããã / Óã½ã¼ã ½ãò fÖã ¹ãÆðãŠãÀ ðãŠã¼ããÆã ðãŠãòØãñ äãðãŠ „¶ãðãñŠ Öãã½ãã¶ã¼ã ðãŠã¼ããÆã ðãñŠ Üããããã ðãñŠ °ãòÀã¶ã ðãŠã¼ããÆã ¹ãìÀã Öãñ •ããð. fÖã Öã½ã¼ã ,ãlããã£ã ½ãò ðãŠã¼ããÆã ¹ãìÀã ¶ã Öãñ¶ãñ ðãŠãè äãÔ©ãããããã ½ãò ðãŠã¼ããÆã ¹ãìÀã Öãñ¶ãñ ðãðãŠ ðãŠã¼ããÆã äãðãŠ¼ãã

**ÀãÓÈãè¼ã †ãðŠãäÓã ,ããöÀ ØãÆã½ããè¥ã äãlã†ãŠãÓã °ãö†ãŠ
Àã•ãÖ©ãã¶ã àãñããè¼ã †ãŠã¼ããÄÈã¼ã, •ã¼ã¹ãìÀ**

**ããlããÓããè¼ã †ãŠãüÈããñ¶ããè ½ãò
°ããØãlãã¶ããè †ãŠãè °ñÖã ÄñÖã †ãŠã
lããããÓãÄ†ãŠ ÀÖãÀÖããlã Ýñ†ãŠã -
†ãŠã¼ãÄ äãlãlãÄ¥ã lã lãlãö**

1. „@ðã °Àò ¹ãìÀãè Ýñ†ãŠã ,ãlããã£ã ,ã©ããÄã¼ã 01 जुलाई 2020 Óãñ 31 ½ããPãÄ 2022 lã†ãŠ †ãñŠ äãÈã† lã†ãŠ lãð£ã ÀÖãàØããè.Ýñ†ãñŠãÀ °ãö†ãŠ †ãñŠ °ããÈãã •ããè ½ããñüj, •ãØã¼ã¹ãìÀã Äãñüj, •ã¼ã¹ãìÀ äãÓ©ã¼ã ,ããlããÓããè¼ã †ãŠãüÈããñ¶ããè ½ãòã °ããØãlãã¶ããè †ãŠãè °ñÖãÄñÖã †ãñŠ †ãŠã¼ãÄ †ãñŠ äãÈã† „lãÄãã¼ããè ÓãñØãã.
2. Ýñ†ãñŠãÀ ¼ã©ãã „ããÈÈãããÖã¼ã Óãã¹ããã¶ã †ãñŠ äãÈã† ,ããlãlã¼ã†ãŠlãã¶ãìÓããÄ ,ã¶ãlã¼ãlããè ,ããöÀ †ãìSìãÈã ½ããÈããè / ½ããããÈã¼ããò †ãŠãè Óãñlãã†ã ,¹ãÈã°£ã †ãŠÀlãã†Øãã.
3. ½ããÈããè ¹ããð£ããñ ,ããöÀ °ãØããèPãñ ½ãñ ¹ããð£ããò †ãŠãè ¹ãÆ†ãðŠãã¼ã †ãñŠ ,ã¶ãlãìÓããÄ ,ã¹ãñãããã¼ã Üã¥ããñ / Óã½ã¼ã ½ãñ ¹ãã¶ããè äãöe;†ãŠØãñ. समय समय पर घास की कटाई, मौसमी फूल लगाने का कार्य करना होगा
4. Ýñ†ãñŠãÀ †ãŠãñ ¹ãÆlãñlã ´ãÀ lã©ãã äãlããã•ããããØã ,ããüãã¹ãSÓãÓãÄ ¹ãÈãðãóãÓã ½ãò f¶ã¼ãñÄ ¹ããð£ããò †ãŠã ÀÖãÀÖããlã ¼ããè †ãŠÀ¶ãã ÓãñØãã. ½ããÈããè Óãñ ¼ãÖ ,ã¹ãñããã †ãŠãè •ããlããè Óõ äã†ãŠ lãÖ äã¶ã¼ããã½ã¼ã ,ããlãÄãÈã ¹ãÄ ¹ãìSÈããò / ¹ããð£ããñã †ãŠãñ „¶ã†ãñŠ Ó©ãã¶ã Óãñ Öã†ãŠÀ °ããÖÀ £ãìã ½ãò ÀÖããñØãã lã©ãã °ãã ½ãò „Óãñ £ãìã Óãñ Öã†ãŠÀ „Óã†ãñŠ Óãã½ãã¶ã¼ã Ó©ãã¶ã ¹ãÀ ÀÖããñØãã.
5. Ýñ†ãñŠãÀ ´ãÄã ÓãìPããÁ Á¹ã Óãñ †ãŠã¼ãÄ †ãŠÀ¶ãñ †ãñŠ äãÈã† †lãã †ãŠãÈããñ¶ããè †ãŠãñ Óãì¶ãÀ °ã¶ãã¶ãñ †ãŠñ äãÈã¼ãñ Óã¼ããÖ ½ãò ††ãŠ °ããÀ °ãöã†ãŠ †ãŠñ ,ããã£ã†ãŠããã¼ãããñã Óãñ äã½ãÈã†ãŠÀ ,ããØãñ †ãŠñ †ãŠã¼ãÄ †ãŠñ äãÈã¼ãñ †ãŠã¼ãÄ ¼ããñãã¶ãã °ã¶ããfÄ •ãã†Øããè †lãã „Óã†ãŠãñ ÈããØãì äã†ãŠ¼ãã •ãã†Øãã.

6. 3/4 aad a' aadfaan , aadaa' +saan paiOana / +saeean Oan ceaiAa anceafaan 1/2 an , aat' laan „Oan laiAaia OaOa3/4 +sa A'ceai'aaEa +saee • aaf +saAae 1/2 an लाया è • aat' और दवा आदि का प्रयोग किया जाए और उसका आवश्यक ट्रीटमेंट किया जाए।
7. 1/2 aadEa3/4 aad +anS +sa3/4 A +anS Uaa'n Oaa1/2 aaf3/4 aia: 1aEaia: 08.00 Oan , a1aAfO 05.00 ° a• an la+saS OanOan और , a1aAfO 0100 से 0200 तक भोजन के लिए अवकाश रहेगा। 1/2 aEaae ffa Uaa'ana / Oa1/2 a3/4 a 1/2 ad fOa 1aE+saA +sa3/4 A +saAdan aat+saS „ aaf +anS Oaa1/2 aaf3/4 a +sa3/4 A +anS Uaa'ana +anS ° aOAaf +sa3/4 A 1aiAa Oan • aat. fOa Oa1/2 a3/4 a , alaada 1/2 ad +sa3/4 A 1aiAa fa Oanfaan +saee aaOcaaaia 1/2 ad +sa3/4 A 1aiAa Oanfaan la+sa +sa3/4 A aat+sa3/4 aa • aatOaa. fOa , aadlaaaA+akia Oa1/2 a3/4 a +anS aaEat +saanfA , aadlaaaA+akia 1/4 iOaiaaf faOae aat+sa3/4 aa • aatOaa.
8. , aa' aaiaa aaOcaaaia 1/2 ad 1/2 aadEa3/4 aad +saan +1/2 a• anfOaae +anS 1aiAa Oanfaan la+sa +sa1/2 a +saAfaa OanOaa aa• aOaaf +anS aaEat +saanfA , aadlaaaA+akia 1/4 iOaiaaf faOae aat+sa3/4 aa • aatOaa.
9. YnfanSaA 1aAa aaf3/4 ai+akia aat+S† Oat 1/2 aEaae Oa1/4 aae +sa3/4 A aaiOaad 1/2 an ffaa'aaia +anS OaOa3/4 +sa A'ceai'aaEa , acaiaa ° aot+saS 1aAa fOa Oaa'aaEa 1/2 ad 1aEaaaEa+saOsia aat+S† Oat aat+S Oaae i3/4 aad+akia +saan aaA1aan'A +saAdan.
10. , af3/4 a Oaa'aaaEaia la , aalaia3/4 a+sa +sa3/4 aanAa +anS aaEat 1/2 aadEa3/4 aad +saee Oanlaata ° aot+sa +saee , alaia3/4 a+saiafaaia , 1aE'aa +saAiaafA • aatOaae.
11. „ ®oia aat+S† Oat 1aE1/4 aadAad 1/2 ad 1/2 a• aiaEe , Ocaafaae3/4 a 3/4 aa'aa 1aE1/4 aadA , +sa3/4 A +anS aaEat , aad• aaA • aOaad OaaOa3/4 aa , ° ajae +saSaBaae / +saSaBaa , OaOaiaae , faisEOajaee , ceaiA'aae , पानी के पाइप, लान मोवर (lawn mower), Oa1/2 aEaan , aadaa' +anS aat+saS† +sa A'ceai A'ceaiia , aat+saO1/2 a+sa 1aE1/4 aadA , YnfanSaA +saEaa1/4 a , af3/4 a 1aEaOaaadOat+sa i3/4 a3/4 a laOaa Oaa'laaaO+sa ceia'aae +anS aafaaad / , ala+saiaia +anS aafaaad , aadaa' +saee 1/2 a• aiaEe 1/4 aae laaa1/2 aEa OanOaae. नाबार्ड के तरफ से कोई भी औज़ार दिया नही जाएगा।



Signature of the authorized signatory of the contractor / Tenderer

Annexure III - General Terms and conditions

1) Distribution of manpower among Staff Quarters and Office Premises:

S. No	Details	Address	No. of manpower	Working Week	Special Conditions
1	Office premises	Nehru Place, Lal Kothi, Tonk Road, Jaipur	01	Monday to Friday	On Saturday, worker shall attend to duty in Staff Quarters
2	Staff Quarters	Balaji Mor, Model Town, Malviya Nagar, Jaipur	03	Monday to Saturday	—

- 2) The agency should have the **ESI and PF membership** for its employees, the copy of the same is to be attached while submitting the tender.
- 3) 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 the Bank. Supervisor should be appointed to ensure effective and proper work.
- 4) The deployment of manpower may be flexible and can be changed as per the directions of the Bank.
- 5) In case of absentees of the labour, substitutes labour may be provided to carry out the work.
- 6) **The rate quoted for the said contract shall include the cost of manpower, cost of supervisor, cost of equipment/machinery/ pipes/ irrigation set for lawn by the agency to execute the job. No machinery, equipments, pipes etc. will be supplied by NABARD. Contractors have to arrange for seasonal flowers for which a small nursery bed needs to be prepared. Tubs, flower vase, fertilizer, seeds and plants will be paid extra.**
- 7) The work includes cutting, trimming, dewatering, pruning, watering, deweeding, manuring, preparation of nursery bed, ploughing, cutting of grass, shrubs, lawn mowing etc. No extra payment will be made for this even in the case of employment of extra workers. Extra payment will be made only for supply of materials.
- 8) Contractors shall provide necessary arrangement for watering of lawn, trees, shrubs, herbs, flower beds etc. Water and electricity will be provided by NABARD, but indiscriminate use of same is discouraged.

9) In case of requirement and in emergencies, the services should be provided on Sunday and Holidays also (for office and staff quarters), for which no extra payment will be made.

10) Contractor has to comply with all relevant statutory regulations and labour laws.

11) Payments

- The payment for deployment of manpower for up-keeping of the premise will be made on monthly basis and on submission of the bills for the same. The bill shall be certified by the Caretaker/Asstt. Caretaker and Protocol and Security Officer.
- Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month. The bill should be accompanied with documents indicating payment details like wages, PF etc duly signed by the contractor. Payment to workers to be made through bank only and necessary documents are to be submitted by the contractors.
- The work slips will be issued for extra works and they are to be submitted on a consolidated basis as a single bill in a month for settlement.

12) The Contract shall be valid for a period from 01/07/2020 upto 31.03.2022. 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 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 said period as mentioned in para 12.

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

15) CAR policy and work man compensation insurance policy for 1.25 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted within 15 days of the work order.

16) The Contractor may ensure payment of **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 along with the monthly bills.

17) 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.

18) 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.

- 19) 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 laborers 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.
- 20) Attendance Record: 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.
- 21) NABARD 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.
- 22) Breach of Terms and Conditions- For any breach of the aforesaid terms and conditions, or unsatisfactory work, 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

Signature of the authorized signatory of the contractor / Tenderer

Annexure IV General Specification

- 1) **The agency has to employ 2 Nos skilled & 2 Nos unskilled workers on daily basis and additional worker (s) as and when required with no extra charges.**
- 2) The duty hours will as below:

Location	Timing per Day	Duration
NABARD Staff Quarters.	0800 hr to 1700 hr (one skilled person and two unskilled) with provision of lunch time between 1300 to 1400 hr.	Monday to Saturday
NABARD Regional OfficeLal Kothi, Tonk Road	0900 hr to 1800 hr (one skilled person) with provision of lunch time between 1300 to 1400 hr.	Monday to Friday On Saturday, worker shall attend to duty in Staff Quarters

- 3) The rate is to be quoted minimum **two skilled and two unskilled workers for** providing regular maintenance works in all the aforesaid NABARD premises.
- 4) The contractor shall ensure that only good quality materials is used for maintenance and repair work.
- 5) The contractor shall make his own arrangement for tools, trolleys, pipes sprinklers, lawn mower, ladder etc. for executing the work
- 6) 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.
- 7) 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.

Signature of the authorized signatory of the contractor / Tenderer

Annexure 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 Central Government wage as indicated by Central Labor Commission. TDS will be deducted as per guidelines.**
 - 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. Allowance for maintenance of two sets of uniform.
 - e. Charges, if any, towards safe disposal of waste from NABARD premises in safe municipal dump
 - 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-B for rates under Schedule of Quantities in Annexure A.**

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory of the contractor / Tenderer

Annexure VI- FORMAT OF AGREEMENT TO BE SIGNED

This agreement made at Jaipur this _____ day of _____ 2019 (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 having its Regional Office at 3, Nehru Place, Tonk Road, Jaipur – 302 015, 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 _____ – 1)OFFICE PREMISES 2) STAFF QUARTERS, Office Premises at NABARD at 3, Nehru Place, Tonk Road, Jaipur-302015 AND at NABARD Staff Quarters , Malviya Nagar Extension, Jagatpura Road, Jaipur-302017. (herein after 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 Electrical Maintenance work 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 GARDENING WORK – OFFICE PREMISES & STAFF QUARTERS in the said premises from 01.07.2020 to 31.03.2022 subject to annual renewal based on performance. If the work rendered by you 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 the work, the party shall be reimbursed an amount of ` _____/ (` _____ only) per month, Basic Rate plus taxes as applicable.

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 ,PF, ESIC 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 Garden Maintenance work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of the Chief General Manager 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 mornings 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 Chief General Manager 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 Chief General Manager.

(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 Chief General Manager so considers that the situation so warrants then he 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 month's 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 General Administration Department for the Rajasthan Regional Office at 3, Nehru Place, Tonk Road, Jaipur – 302015 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.

IN WITNESS WHEREOF the National Bank has set its hands to these presents and a duplicate hereof through its authorised 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 authorised official

____ (Name and

Designation) in the presence

of

(i) _____

(ii) _____

Signed and Delivered by Shri

In the presence of

- (i) _____
(ii) _____

Signature of the authorized signatory of the
contractor / Tenderer

INDEMNITY BOND

(On Rs. 100/- Stamp Paper)

KNOW all men by these presents that I, Shri..... of M/sdo hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Registered Office at C-24, G Block, Bandra-KurIa Complex, Bandra (E) Mumbai-400051 and Regional Office at Lal kothi tonk road, Jaipur – 302015 and M/s.....having their office at on this day of..... 2020.

WHEREAS NABARD have appointed M/s.....as the Contractor for their proposed work relating to "**Annual Maintenance Contract for Gardening work for 2 premises– 2020-22**".

THIS DEED WITNESSETH AS FOLLOWS:-

I/We M/shereby do Indemnify, and same harmless NABARD against and from

1. any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,
2. any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.
4. Any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage liability, civil or criminal action.

IN WITNESS WHEREOF THE M/shas set his/their hands on thisday of 2020.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS:

- (1)
- (2)

Signature of the authorized signatory of the contractor / Tenderer

Part II PRICE BID

Price BID

SCHEDULE OF QUANTITIES

Annexure A

Annual Maintenance Contract for 2020-22 Horticulture works for Staff Quarters and Office premises– 2020-22

Description of work	Worker	Manpower Required	Unit Rate in Rs. (per Month)	Total Amount Per month in Rs.	Remarks
A	B	C	D	E (CXD)	F
Annual Maintenance Contract for Horticulture Works	Skilled Worker	2			Unit rate per month in column D shall be that of 1 skilled labour as calculated in Annexure B , which is inclusive of ESI, EPF
	Unskilled Worker	2			Unit rate per month in column D shall be that of 1 un skilled labour as calculated in Annexure B , which is inclusive of ESI, EPF
			Total (G)		Total of 2 skilled and 2 unskilled labour per month
Service Charges, contractors profit, other overheads, machineries, uniform, etc. per month (H)					
Grand Total (G+H)					

Total Amount in Figures:

Total Amount in Words :

- GST (as applicable from time to time) will be paid extra on the rates quoted as above.
- Prices should be inclusive of all expenses incurred including pay, all taxes (other than GST), statutory charges or any other charges / tax levied by the state and Central govt.
- The Service Charges, contractors profit, other overheads, machineries, uniform, etc. per month claimed in 'H' above shall not be less than 2%.
- If any bidder quoted less than the prescribed minimum wages or ESI/EPF rates, the rate will be equated to the minimum prescribed level to calculate the comparative statement for price bid analysis. The total amount thus calculated by NABARD will be final and binding to all bidders.

Place :

Date :

Signature of the authorized signatory of the
contractor / Tenderer
Name, address

ANNEXURE B

Detailed Calculation (For 01 skilled labour for 08 hours of shift per day for one month)

Sr. No.	Details	Rate	Total	Remarks
1	Wage per day			Wages per day shall not be less than the minimum wages prescribed by the Central Govt.
2	Wages per month (for 26 days)			
3	ESI on (2)			
4	EPF on (2)			
6	Grand Total			

Detailed Calculation (For 01 helper for 08 hours of shift per day for one month)

Sr. No.	Details	Rate	Total	Remarks
1	Wage per day			Wages per day shall not be less than the minimum wages prescribed by the Central Govt.
2	Wages per month (for 26 days)			
3	ESI on (2)			
4	EPF on (2)			
6	Grand Total			

Place:

Date:

Name, address and seal of the contractor

Signature of the authorized signatory of the
contractor / Tenderer

Note

1. The above charges shall conform to Minimum Wages Act, 1948 for 8 hours duty in a day and six days in a week.
2. The rates will be revised as per minimum wages prescribed by the Labour Commissioner under Minimum Wages Act, 1948 from time to time, on the basis of the details provided in Annexure-B
3. While quoting the amount please refer to the latest rates for EPF, ESI etc.
4. Whenever there is a change of minimum wages, ESI, EPF rates, the contractors have to inform NABARD accordingly.
5. The vendor shall provide documentary proof on experience/ certificates to the satisfaction of NABARD for skilled labour employed.