

# राष्ट्रीय कृषि और ग्रामीण विकास बैंक जम्मू और कश्मीर क्षेत्रीय कार्यालय, जम्मू

नाबार्ड स्टाफ क्वार्टर, नाबार्ड ग्राम, आवासीय कॉम्प्लेक्स, छत्री रामा, जम्मू-180015 के लिए सूची में सम्मलित ठेकेदारों से, नाबार्ड स्टाफ क्वार्टर की सामान्य व व्यापक रख रखाव के लिए नीविदाएं मंगाना।

बोलीदाता का नाम : \_\_\_\_\_

पता : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

मुख्य महाप्रबंधक  
राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
जम्मू-कश्मीर क्षेत्रीय कार्यालय  
निकट सरस्वती धाम, रेलवे रोड  
जम्मू-180012 के पास

## निविदाओं की अनुसूची:

- i) दीनांक 04 जून 2019 (9030 बजे) से 14 जून 2019 (दोपहर 1200 बजे) तक निविदा पत्र उपलब्ध होंगे।
- ii) दीनांक 14 जून 2019, दोपहर 1400 बजे तक निविदाएं प्रस्तुत की जाएं।
- iii) दीनांक 14 जून 2019 को साँय 1600 बजे को तकनीकी रूप से निविदाओं को खोलकर जांच की जाएगी तथा सफल बोली लगाने वालों को प्राइस बिड खोलने की तारीख से अवगत कराया जाएगा।

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

**“Quotations invited from Empanelled Vendors for General and Comprehensive  
Maintenance of NABARD Staff Quarters, NABARD Gram Residential Complex,  
Channi Rama, Jammu – 180015.”**

NAME OF BIDDER : \_\_\_\_\_

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE CHIEF GENERAL MANAGER**

**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 **04.06.2019 (0930 hours) to 14.06.2019 (1200 hours)**
- ii. Submission of Quotations on **14.06.2019 by 1400 hours**
- iii. Opening of Technical Bid at **1600 hours on 14.06.2019**. Date of opening of Price Bid shall be communicated to the successful bidders.

## **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 'GENERAL AND COMPREHENSIVE MAINTENANCE OF THE STAFF QUARTERS' of National Bank for Agriculture and Rural Development (NABARD), at NABARD Gram Residential Complex, Channi Rama, Jammu- 180015, from the contractors empaneled with NABARD for period from **01.08.2019 to 31.03.2021**. The Staff Quarters premises consists of 65 Flats spread over 08 Blocks of 04 floors each. 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](http://www.nabard.org)) or can also obtain the same from DPSP, NABARD, Jammu on payment of Rs. 500/- in form of Demand Draft drawn in favour of NABARD, Jammu. Sealed quotations addressed to CGM, 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. Tender documents downloaded from NABARD website to be necessarily accompanied with a DD for Rs. 500/- drawn in favour of NABARD, Jammu.
3. Contractors having experience in undertaking similar nature of work with like organizations and empaneled with NABARD JK RO may only submit Quotations for the work.
4. **EARNEST MONEY DEPOSIT:**  
The tenderer shall be required to deposit along with the tender document a sum of Rs. 20000/- with NABARD as earnest money, which is to be submitted by way of demand draft drawn in favour of NABARD, payable at Jammu. Earnest Money Deposit shall be refunded to those tenderers whose offers have not been accepted within 30 days of opening of Tender and in case of successful bidder it shall be retained as interest free security deposit for due performance of the obligations by the firm in terms of Contract.
5. No interest shall be paid by NABARD on Earnest Money Deposit. Tenders without Earnest Money shall be liable for rejection.
6. Sealed tenders in the prescribed tender form in two separate envelopes superscribed " GENERAL MAINTENANCE OF THE STAFF QUARTERS OF NABARD" "PART-1 (Technical Bid)" and " GENERAL MAINTENANCE OF THE STAFF QUARTERS OF NABARD" "PART-2 (Financial Bid)" addressed to "The Chief General Manager, 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. PART-1 of the tender shall contain Pre-qualification bid/Technical bid (Support Documents pertaining to Eligibility Conditions in Annexure II) along with the required EMD. PART-2 of the tender shall contain only the financial bid in the prescribed format.

Note: Tenders submitted in a single envelope shall not be accepted and shall be returned unopened to the respective tenderers.

7. The Technical Bid shall be opened on 14.06.2019 at 1600 hours in the presence of the Bidders or their authorized representatives who choose to be present. Date of opening of Price Bid will be communicated to the successful bidders.
8. 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.
9. 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 Chief General Manager, 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.
10. 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 **31/03/2021**.

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 III - Instructions to the bidder
3. Form of Quotations
4. Schedule of quantities.

## Annexure I

### Detailed Scope of Work

1. The staff quarters complex comprise of 65 flats, spread over eight (8) Blocks with open area all around the buildings. Quotations are being invited for general upkeep and comprehensive maintenance of the said complex which, inter alia, includes arrangement for cleaning, sweeping of common areas of flats, parking area, and inner roads etc., attending to complaints relating to electrical work, plumbing work and carpentry work in the Flats, at NABARD Gram Residential Complex, Channi Rama, Jammu - 180015. The components of various items of work are detailed below. The Bidders are advised to visit the site, conduct survey of the existing conditions so as to familiarize & satisfy themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates. The Bidder should have experience of working with nature of works as briefly mentioned below:

➤ **Sweeping, Cleaning & disposal of garbage etc.:-**

Sl. No	Work particulars	Frequency	Remarks
i	Collection of household garbage from each flat and their safe disposal	Daily	To be disposed off at a safe place/ approved municipal dump
ii	Sweeping & cleaning of open space & common areas in the residential Colony, pathways, drains, staircases, catch basins, all sewer lines and manholes, gully traps, sluice valve and wheel valve chambers, Parking spaces, etc., to keep them in proper hygienic conditions .	Daily	Garbage to be disposed off at a safe place/ approved municipal dump
iii	Cleaning of Bathrooms/Toilets in occupied flats/VOF/VEF.	Weekly	Cleaning materials will be provided by NABARD.
iv	Cleaning of Fans/Tube lights, dusting of net doors in occupied flats.	Monthly	--Do--
v	General cleaning and removal of cub-webs from staircases, passages, parking lots and other open spaces as also cleaning of vacant flats, pump room, community hall, guard room, transformer room, electric panel room, roof top etc.	-----Do-----	

- **Electrical Service:**  
Attending to general complaints related to electrical work in respect of electrical fittings/fixtures such as Tubes/bulbs/wiring/sockets, earthing, loose contacts, common installations in the quarters, geysers and all other such electrical items.
- **Plumbing Services:**  
Attending complaints related to plumbing lines, sanitary fittings, replacement of worn out parts, repairs, etc.
- **Carpentry services :**  
Attending all complaints related to carpentry, i.e., doors windows, pelmets, built in cupboards, other cabinets, repair and replacement of door closers, hinges, handles, etc. In case, services are required for additional number of days, payment shall be made on pro-rata basis.

### 3. Manpower requirement:

Sr. No.	Work Type	Manpower requirement	Timings
i	Sweeping/ cleaning	Three sweepers	For 08 hrs daily from Monday to Saturday (6 days a week) from 0800 hrs to 1600 hrs
ii	Electrical Service	One Electrician	For 08 hrs daily from Monday to Saturday (6 days a week) from 0900 hrs to 1700 hrs.
iii	Plumbing Services	One Plumber	-----Do-----
iv	Carpentry services	One Carpenter	For 08 hrs a day for 02 days a week (i.e. on Mondays and Saturdays) from 0900 hrs to 1700 hrs.

#### Note:

- a) The Contractor shall provide manpower and all required tools/ kits etc. for their use. All consumable materials will be provided by NABARD.
- b) The electrician, plumber and carpenter may be called to attend complaints in the Regional Office building of NABARD located at Railway Road, Jammu, if required, during their duty time. No extra charges shall be payable to the contractor, on this account. Further, contractor has to ensure that electrician, plumber and carpenter are available at call in case of exigencies.

4. The maintenance contractor shall maintain and update any or all registers/documents relating to maintenance work, as asked by NABARD from time to time, for attending complaints and upkeep of the said premises etc. More specifically,

Contractor shall maintain a 'Complaint Book' at site for recording of complaints by the residents requiring attention.

5. Contractor will maintain records of repairs undertaken, date wise, and materials used there against for the same, and submit the same to NABARD as and when required to do so.

## **Annexure II**

### **ELIGIBILITY OF THE BIDDER**

1. The contractors who have minimum 5 years of experience (ending 31.03.2019) 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 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 Chief General Manager, 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 **14.06.2019 (1600 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 / Deviatational 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 work on the formats enclosed/given for respective work and should submit all these with the bill.
14. Separate work orders will be issued by NABARD in respect of additional works which are not covered under the comprehensive monthly charges. The bills for the same are to be submitted within a period of one month after completion of the work. NABARD may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
  15. Income Tax, Works Contract Tax and other taxes as applicable, will be deducted at Source from total payments due to the Contractors.
  16. 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.
  17. 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.
  18. 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.
  19. 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.

20. 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.
21. 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.
22. 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.
23. 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.
24. 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.

25. The Contractor shall abide by the requirements of Security from time to time and shall strictly follow the obligations required by NABARD.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.
32. 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.
33. 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.
34. 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.

35. 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. The contract is liable for termination by giving one month's notice by either of the parties i.e., NABARD or the contractor.
36. The contractor shall provide mobile phone to the supervisor and number to be communicated to NABARD.
37. 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.
38. 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.
39. 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.
40. The contractor shall provide everything necessary for the proper execution of the works.
41. 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.
42. VALIDITY OF QUOTATIONS: Not less than 90 Days from the date of opening of the Financial Bid.
43. 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.
44. 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.
45. The Contractor shall extend necessary help to other Contractors engaged by NABARD under rate contract for their respective work.
46. 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.
- 47. 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.
- 48. 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.
- 49. 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.
- 50. 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.
- 51. 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 **31.03.2021**. 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/derelection 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.

## **52. 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:**

**A. FORM OF QUOTATIONS**

**CONTRACT FOR GENERAL & COMPREHENSIVE MAINTENANCE OF THE STAFF  
QUARTERS COMPLEX, NABARD Gram Residential Complex, Channi Rama, Jammu –  
180015**

Date: \_\_\_\_\_

**The Chief General Manager  
National Bank for Agriculture and Rural Development  
Jammu & Kashmir Regional Office  
NABARD Tower  
Near Saraswati Dham  
Railhead Complex  
Railway Road  
Jammu-180012.**

Dear Sir

1. Should this Quotations be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.
2. Our Bankers are:
  - (i)
  - (ii)
3. Address of the firm:

Tel. No:

Fax No.:

Mobile No(s):

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

Name of the person(s) authorised to sign the contract:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

4. I / We have examined and understood fully the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Quotations for the said works after having obtained the Quotations invited by you.
5. I / We have visited the site, examined the site of works specified in the Quotations Document and obtained the requisite information relating thereto as affecting the Quotations.

6. I / We hereby offer to execute and complete the works in strict accordance with the Quotations Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Quotations Document and the Annexure containing Terms and Conditions.
7. I / We agree to pay all Government (Central and/or State) Taxes such as trade tax, Excise Duty, Octroi, service tax etc. as applicable and other taxes prevailing from time to time and the rates quoted by us in the Quotations, are inclusive of the same.
8. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuations in the market rates, taxes or any other reasons whatsoever during currency of the contract period.

Yours faithfully

(SIGNATURE OF THE BIDDER)

PLACE :

DATE :

**NAME AND SEAL OF BIDDER**

### General Information

Sr. No.	Particulars	Details
1	Name of the Firm	
2	Name of Account holder	
3	Address of firm	
4	Name of Bank Branch and Address	
5	Bank Code & Branch Code	
6	IFSC CODE of Bank Branch	
7	Type of Account ( Saving/ current/ cash credit)	
8	Account Number	
9	PAN of firm	

**Note: Please also enclose a CANCELLED CHEQUE in respect of above account number**

**Signature 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 GENERAL MAINTENANCE (CLEANING OF COMMON AREA, ELECTRICAL, PLUMBING AND CARPENTRY SERVICES) - OF THE STAFF QUARTERS, NABARD Gram Residential Complex, Channi Rama, Jammu – 180015.**

(The rates should be as per Minimum Wages Act of Central/State Government, whichever is higher).

Sr. No.	Description of Work	Unit	Rate in Rs. (Both in figures & words)
1	(a) Monthly charges for <b>cleaning, sweeping</b> at Staff Quarters, NABARD Gram Residential Complex, Channi Rama, Jammu 180015 (b) <b>Cleaning Bathrooms/Toilets</b> in occupied flats/VOF/VEF on weekly basis. (c) <b>Cleaning of Fans/Tube lights, dusting of net doors</b> in occupied flats once in a month	Lump sum charges per month in Rs.	
2	Providing personnel for <b>electrical services</b> given in the scope of work and terms & conditions of this Quotation at Staff Quarters, NABARD Gram Residential Complex, Channi Rama, Jammu 180015.	Lump sum charges per month in Rs.	
3	Providing personnel for <b>plumbing services</b> given in the scope of work and terms & conditions of this Quotation at Staff Quarters, NABARD Gram Residential Complex, Channi Rama, Jammu 180015.	Lump sum charges per month in Rs.	
4	Providing personnel for <b>carpentry services</b> given in the scope of work and terms & conditions of this Quotation at Staff Quarters, NABARD Gram Residential Complex, Channi Rama, Jammu 180015.	Lump sum charges per month in Rs.	
5	<b>Goods &amp; Services Tax</b>		
6	<b>EPF/ESI contribution</b> (if applicable)		
7	<b>Contractors Margin</b>		
<b>Total</b>			
<b>(Rupees in words):</b>			

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**