



NB (ODI)/ 988 /AMC-Carpentry/2019-20

Date: 11-06-2019

Dear Sir,

Sub-Invitation of Quotation for Annual Maintenance Contract of Carpentry Works at Office Premise and Quarters of Nabard at Bhubaneswar

Sealed quotations in prescribed format are invited for providing Annual Maintenance Contract for Carpentry works at NABARD Office, Officers Quarters, Staff quarters Bhubaneswar at its Officers' and Staff quarters at Bhubaneswar on the terms and conditions stipulated in **Annexure-I** enclosed hereto.

We request you to forward your quotations and other particulars as per **Annexure-II**, latest by 3.00 p.m. on **21 June 2019**. Your quotation should be in a sealed cover, superscribed "Quotation for AMC of Carpentry Services of NABARD" and addressed to Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

Yours faithfully

(B Swain)
Asst General Manager

Encl-Annexure-I and II

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National Bank for Agriculture and Rural Development

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Annexure-I

Annual Maintenance Contract-Carpentry Job at NABARD Office Building, NABARD Officer's Quarters and NABARD Staff Quarters

A - Places of Work

- 1. NABARD Office Building at 2/1 Civic Centre, Nayapalli, Bhubaneswar.**
- 2. NABARD Officer's Quarters and NABARD Staff Quarters at Chandrasekharapur, Bhubaneswar**

B - Scope of work in general-

- a) Providing carpentry services for maintaining wooden, aluminium and similar type of fixtures and articles of NABARD office building at IRC Village Nayapalli and NABARD Officer's and Staff Quarters at Chandrasekharapur, Bhubaneswar as per instructions of the competent officials of NABARD, normally conforming to the CPWD specifications.
- b) Ensuring the proper functioning of the fittings and apparatus as mentioned above and carrying out the repairing immediately as when required. The labours of the contractor shall visit the sites every day. A register each shall be maintained at the sites where the staff or supervising officials can register their complaints and suggestions and the contractor shall attend to such complaints immediately. In case of repairs or implementing the suggestions involving any expenditure the same shall be carried out with prior approval of the competent authority of NABARD.

All the works mentioned above are indicative only. NABARD may assign any other work related to the main job which may come to notice or emerge in future.

C - Areas of Work.

NABARD Office Building, 72 flats in NABARD Officer's Quarters and 64 Flats in NABARD Staff Quarters along with common areas like community hall, staircase, terrace, security lodge, parking space, pump house etc.

D – Man Power Assessment

The assessment of man power for carrying out the job as detailed above has been approved as follows and the agency has to deploy labours accordingly-

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Two Carpenters (Semiskilled)

E - Working Days & Hours

All the days of a month. However, the labours as assessed above should be deployed in such a manner that no labour shall be required to work without a day's weekly rest and for more than 26 days a month.

F-Other Terms and Conditions

1. Before submitting the tender, the intending bidder should visit the sites and assess the actual work to be executed.
2. The agency will provide required manpower and tools to ensure that all the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
3. The rates should be quoted by the agency strictly as per the proforma in Annexure-II. These base rates quoted should include the cost of manpower, cost of equipment/machinery/material, if any; and contractor's service charges/profit and any other charge to be specified, exclusive of all taxes. All other taxes including GST applicable on the base rates should be mentioned separately. Only the base rates quoted shall be considered for comparison
4. **The Cost of Material-**The cost of material procured by the Contractor shall be paid extra at the prevailing market rate, on proper scrutiny of the claim, along with 15 % extra over and above the claimed amount towards contractor's service charge. Similarly, if the agency engages any additional labour on temporary basis other than mentioned in the contract, on instructions of NABARD, the amount will be settled as per prevailing minimum wages. However, contractors profit will not be allowed on this temporary labour supply.

Alternately, if the cost of the material procured or work performed by the Contractor is settled at RBI, CPWD/ SPWD schedule of rates, 15% extra towards contractor's profit will not be considered as this component is inbuilt in such rate/s.

5. The rates quoted are firm and cannot be revised during the contract period except only as per statutory requirements like in case of minimum wage.
6. Statutory TDS at the applicable rate shall be effected from all the payments by NABARD to the agency.
7. **Compliance with Labour Laws-** The agency is required to strictly comply with all the statutory requirements relating to labour like payment of minimum wages,

ESI, PF, workmen compensation, insurance, gratuity, bonus etc. applicable to security services and complying with all such requirements shall be the sole responsibility of the agency and NABARD, in no way, shall be liable for non-compliance with such statutory obligations.

- i) In no case the wage for the labours engaged shall be less than the minimum wage prescribed by the central or state government whichever is higher. The contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the central/state government. ***The quotation shall be summarily rejected if the amount quoted, after providing for all the components in the tender and after effecting all the statutory recoveries like IT-TDS, is less than the minimum wages notified by the central /state government at the prevailing rate.***
- ii) **The wage shall have to be directly transferred to the bank account of the worker by the contractor and the documentary proof of the same has to be attached with the bill claiming payment from NABARD.**
- iii) **Alternatively, if at all, the wage is required to be paid in cash by the contractor in exceptional cases the duly authenticated proof of such payment by cash and receipt by the worker shall have to be attached by the contractor to the bill claiming payment from NABARD. Such payment of wage by cash to the worker may be cross-checked by the authorised officials of NABARD.**
- iv) **In case the contractor fails to pay the minimum wage to the workers, NABARD shall directly pay the shortfall to the workers and shall recover the same from any amount payable to the contractor.**
- v) **The Contractor shall have to maintain all the registers/records and display notices in the prescribed form as per statutory requirements and these shall have to be produced before the competent officials of NABARD for verification as and when required.**
- vi) After getting work order from NABARD the contractor has to get the licence from the central government labour authorities for carrying out the job, within the stipulated period as per statutory requirements.
- vii) The contractor would be responsible for the safety of persons employed by him and shall obtain full insurance cover for them. The NABARD shall not carry any responsibility in case of any accident or loss of life to Contractors workers in the Banks premises.
- viii) If, for any reason, NABARD is obliged, by virtue of the provisions of sub-section (1) of Section 12 of the Workmen's Compensation Act, 1923, to pay compensation to a workman employed by the contractor, in execution of the works, NABARD will recover from the contractor the amount of compensation so paid, and without prejudice to the rights of NABARD as the Principal Employer under subsection (2) of Section 12 of the said Act, NABARD will be at liberty to recover such amount or any part thereof by deducting if from the security deposit or from any sum due by it to the contractor under this contract or otherwise. NABARD shall not be bound to contest any claim made against it

under subsection (1) of Section 12 of the said Act, except on the written request of the contractor and upon his giving to NABARD full security for all cost for which it might become liable in consequence of contesting such claim.

8. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The fees, if any, will be borne by NABARD.

9. The contractor should arrange to submit the detailed address (both present and permanent), telephone / mobile No. (if any) of all his workmen

10. All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation.

11. While submitting its quotation the agency is required to pay refundable Earnest Money Deposit of **Rs 2000/- (Rupees two thousand only)** through e-payment into the Current AC No- **917020012560731 (IFSC- UTIB0000381)** maintained with **Axis Bank , Chandrasekharpur**, Bhubaneswar. However, if, for any reason it is not possible the payment can be made by way of banker's cheque or DD drawn in favour of NABARD, Bhubaneswar payable at Bhubaneswar. The EMD shall stand forfeited in case the successful bidder fails to undertake the work within 2 days from the date of issue of the final work order.

12. The agency becoming successful in the bidding shall be required to keep an interest free security deposit of **Rs 10,000/- (Rupees ten thousand)** with NABARD till completion of the contract. In that case the EMD of the successful bidder shall be converted into Security Deposit and the balance amount of **Rs 8,000/-** shall be deposited by the agency within 3 (three) days from the date of issue of final work order. NABARD reserves the right to forfeit the security deposit, in whole or part, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to NABARD by the contractor or the persons engaged by him violate any of the terms and conditions of the contract. NABARD's decision is final in this matter.

13. The successful bidder, in no case, shall assign or sublet the whole work or part thereof to any other agency/firm/individual.

14. NABARD reserves the right to cancel any/all of the quotations without assigning any reason therefor.

15. In case any dispute arising out of this contract/award of work between the NABARD and the agency, the decision of the Chief General Manager, NABARD, Bhubaneswar will be final and binding on the contractor.

16. All disputes are subject to Bhubaneswar jurisdiction only.
17. The contract shall normally be up to 31 March 2020 which can be renewed subsequently at the sole discretion of NABARD after review of the performance of the agency. However, NABARD reserves its rights to terminate the contract immediately on emergency basis without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to NABARD or to public interest or public order.
18. The agreement can be terminated by not less than two months' notice by the agency and one month's notice by NABARD, under normal circumstances.
19. The sum total of the rates quoted for all the components shall be reckoned for comparing the lowest rate for awarding the tender. **In case of tie in rates quoted by various bidders the decision of the competent authority of NABARD for awarding the contract to one of such parties shall be final.**
20. The bidders shall take all care to ensure that the rates are quoted taking entire scope of the job and statutory obligations for engagement of contract labour into consideration. The competent authority of NABARD reserves the right to seek additional clarifications, if felt necessary, from any of the bidders to (i) ensure successful performance of the contract and (ii) pre-empt any possibility of exploitation of labour, at the quoted rate. In case of non-satisfactory explanation the bid of such bidder/s may be rejected outright, their EMD may be forfeited and they may also be debarred from participating in the rebidding.
21. The quotations will be tentatively opened by the competent authority of NABARD 30 minutes after the latest time prescribed for submission of the tender and the bidding agencies are free to remain present at the time of opening of quotations at NABARD Regional Office, Ankur 2/1, Nayapalli, Civic Centre, Bhubaneswar.

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ANNEXURE-II

The Chief General Manager
National Bank for Agriculture and Rural Development
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar - 751015

Dear Sir,

Quotation for providing Carpentry services to NABARD, Odisha RO, Bhubaneswar for its office building at 2/1 Civic Centre, Nayapalli, Bhubaneswar and NABARD Officer's Quarters and NABARD Staff Quarters at Chandrasekharpur

Please refer to your Letter No 988 dated 11/06/2019 calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-I of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

1	Name, Address, Contact No. of the Firm/Agency-	
2	Nature of Ownership of the Firm/Agency (Proprietorship /Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate)	
3	Income Tax PAN No. (Attach self-attested photocopy)	

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4	GST Regd. No (Attach self-attested photocopy)	
5	Details of Bank Account <ul style="list-style-type: none"> • Name of the Account holder • Name of the Bank, Branch & Place • A/c type (Savings or Current) • Account No • IFS code (Attach self-attested photocopy of a cheque)	
6	Brief history of the agency (Attach separate sheet, if required with supporting documents)	
7	Institutions which awarded work to the agency during the last 3 years (attach details)	

8.

Details of EMD:

Mode of Deposit	Instrument NO	Date	Name of Bank	Amount

9. Rates Quoted Per Month (Amount in Rs)

Sl No	Type of Charges	Specifications	Amount Quoted
I	Manpower Charges		

		Total of (I)	
II	Equipment Charges (if any)		
III	Material Charges (if any)		
IV	Any other Charge (Please Specify)		
V	Total-I to IV		
VI	Service Charges/profit of the contractor on amount at V	% of V (mention percentage here) ---->	
VII	Total – V+VI (both in figure and words)		
VIII	GST	% of VII (mention percentage here) ---->	
IX	Any other tax		
X	Grand Total		

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures-1) Self-attested copy of the PAN card

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- 2) Self-attested photocopy of a cheque
- 3) DD/Banker's Cheque
- 4) GST Registration
- 5) Any other relevant documents

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