



NB(ODI)/ 988 /GAD-17/2018-19

Date : 11/06/2019

All the empanelled contractors

Dear Sir,

Sub-Invitation of Quotation for Annual Maintenance Contract of Electrical Works at Quarters of Nabard at Bhubaneswar

Sealed quotations in prescribed format are invited for providing electrical services on Annual Maintenance Contract Basis to NABARD Odisha Regional Office, Bhubaneswar for its Officers' and staff quarters at Chandrasekharapur, 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 **24 June 2019**. Your quotation should be in a sealed cover, superscribed "Quotation For Electrical Works 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

Annexure-I

Annual Maintenance Contract-Electrical Works in NABARD Officer's Quarters and NABARD Staff Quarters

A - Place of Work

NABARD Officer's Quarters and NABARD Staff Quarters at Chandrasekharpur, Bhubaneswar

B-Eligibility of Contractors- All the contractors empanelled by NABARD for the trade. Such empanelled contractors are communicated through available email, mobile phone, courier, speed post etc.

C - Areas of Work.

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

D- Scope of work in general-

- a) Providing services for maintaining the electrical installations and fittings in the NABARD Officer's and Staff Quarters at Chandrasekharpur, Bhubaneswar as per instructions of the competent officials of NABARD, normally conforming to the CPWD specifications.
- b) Ensuring the proper functioning of the apparatus as mentioned above and carry out the repairing/replacement immediately as and when required. The labours of the contractor shall visit the site every day. A register each shall be maintained at the office where the staff or officials can register their complaints and suggestions and the contractor shall attend to such complaints immediately. In case of repairs or implementation of the suggestions involving any expenditure the same shall be carried out with prior approval of the competent authority of NABARD.
- c) Quarterly cleaning and checking of all the ceiling/exhaust fans.
- d) Monthly cleaning of all the meter rooms/boards.
- e) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints and putting accessories as and when required.
- f) Insulation resistance testing for all the conductors inside the flat and in the meter room for at least two to three flats in each building once a year.

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- g) Measurement of earth resistance for all the available earth pits once a year.
- h) Checking of load current on the main incoming cable to each meter room monthly.
- i) Besides, the works of regular or periodic nature covered under AMC, the contractor may be asked to carry out other new jobs, for which payment shall be made at the rate as may be reasonably assessed in the manner provided below.

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.

E - Man-Power Assessment

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

Two Electricians (Highly skilled)

The Contractor should have valid Licence related to his Contract and the workmen employed by the Contractor should also have the valid Licence (wire man's licence) and experience in their trade, the documentary proof of which have to be produced before NABARD.

F - 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.

G - The Cost of Material

(i) The contract is a **comprehensive** one which includes the cost of labour, equipment, overhead and service charges of the contractor, any other charge as may be specifically mentioned and shall also include the cost of specific materials as detailed below:

- a) Replacement of the items within the bank's premises (both inside and outside of the flats) like Damaged/defective 5/15A switches, sockets & Plugs; buzzer bells; ding- dong bells; 32A DP Switch; Resistance type Fan regulator; Ceiling rose; Electromagnetic FTL Chokes; Starters/holders for Tube light; Capacitors for Fans; 5/15A Kit-kat Fuse & base; 40/60/100/200W

Incandescent bulbs & Holders; Halogen lamp holder; Acrylic sheets for Switch boards; Telephone sockets; PVC conduit/ Casing Coping up to 2mtr.; Glass dome.

b) Replacement of Tube lights in common areas including Stair cases, pump houses, Dispensary, ACT office, Guest house (VOF) & Lifts of all the buildings.

c) Replacement of fan bearings as & when necessary in all the flats.

d) Screws/ nuts/ bolts/ wooden plugs/ saddle& spacers/Adhesive tapes/ tools & tackles etc. as may be necessary for the entire work.

e) Any other item (whether used inside the flat or outside) individually costing up to **Rs. 500/-** at market rate shall be deemed to have been included in the Comprehensive AMC charges. The list of such standard materials commonly used along with its make, model and rates shall be approved by NABARD after proper market survey and on mutual consultation. The contractor shall have to use such materials only.

(ii) The work of replacement of bulbs and tube lights inside the flats are to be done by the residents at their own cost. No claim by the contractor in this regard will be entertained by the Bank unless instructed by the Bank.

(iii) The cost of material or extra labour outside the purview of AMC procured by the contractor shall be paid extra in the following manner-

(a) The list of standard materials commonly used along with its make, model and rates shall be approved by NABARD after proper market survey and on mutual consultation. The contractor shall have to use such materials only. The contractor shall be paid 15% extra over and above the claimed amount towards contractor's service charge/profit. However, the contractor has to furnish the original bills or invoice of the material procured by him. The bills or invoice of such material shall be in the name of NABARD, Bhubaneswar.

(b) Similarly, if the agency engages any additional labour on temporary basis for new jobs other than mentioned in the contract, on NABARD's instructions, the claim will be settled as per prevailing minimum wages. However, contractors profit will not be allowed on this temporary labour supply.

H-Other Terms and Conditions

1. Before submitting the tender, the intending bidder should visit the sites and assess the actual work to be executed.

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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. In case of delay in attending the work in time, the bank will be at liberty to get the work done through any other agency and the cost thereof shall be recovered from the contractor at the discretion of the bank.

4. The rates should be quoted by the agency strictly as per the proforma in Annexure-II. The rates shall include **the cost of manpower, cost of equipment/machinery, and contractor's service charges/profit and any other charge to be specified along with all other taxes, except GST.** GST may be claimed by the agency separately at the applicable rate.

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 etc. 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 minimum wage for the persons engaged should be less than the central or state rate whichever is higher, for 26 days a month. The contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the appropriate government. ***The quotation shall be summarily rejected if the amount quoted, after providing for committed components in the tender like material charges, contractor's profit and all the statutory dues like IT-TDS etc, is not sufficient to pay the statutory labour dues.***

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 subsection (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. 5000/- (Rupees five 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. 20000/ (Rupees twenty 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. **15000/-** 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 under any unusual circumstance if 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.

22. The quotation has to be submitted strictly in the prescribed proforma as per Annexure-II.

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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 - 15

Dear Sir,

Quotation for providing electrical services on Annual Maintenance Contract basis to NABARD, Odisha RO, Bhubaneswar for its 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)

A-Regular Job			
SNo	Type of Charges	Specifications	Amount Quoted
I	Manpower Charges	2 Highly-skilled Labour	
II	Equipment Charges (if any)		
III	Material Charges (upto Rs 500/ per material)		

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IV	Any other Charge (Please Specify)		
V	Total-I to IV		
VI	Service Charges/Contractor's profit on amount at V	% of V (mention percentage here) ---->	
	Total – V+VI (both in figure and words)		
VII	GST	%	
VIII	Any Other tax		
IX	G Total		

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

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

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

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