

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
क्षेत्रीय कार्यालय: ई-5, अरेरा कॉलोनी

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संदर्भ सं. रावै.म.प्र.क्षे.का.(भोपाल)/ DPSP /
Dated 10 July 2020



National Bank for Agriculture and Rural Development

Regional Office: E-5, Arera Colony,
Bittan Market, Bhopal 462 016
Tel: +91 755 2463341, 2463369, 2466695
E-mail: bhopal@nabard.org Website:
www.nabard.org

/AMC - Elec.SS / 2020-21

M/s.

DEAR SIR,

NOTICE INVITING TENDER - ANNUAL MAINTENANCE CONTRACT FOR WORK OF MAINTENANCE OF ELECTRIC SUB STATION, OFFICE INTERNAL ELECTRICAL INSTALLATION AND WATER PUMP OPERATION IN THE M P REGIONAL OFFICE BUILDING FOR THE PERIOD OF THREE YEARS FROM DATE OF AWARD OF CONTRACT

1. Sealed tenders are invited from eligible bidders in a single Bid containing Terms & Conditions, Detailed Scope of work and Price Bid.
2. The Tender shall be prepared and submitted in sealed envelope containing terms and conditions, detailed scope of work and Financial Bid. The sealed envelope should be super scribed as "**ANNUAL MAINTENANCE CONTRACT FOR WORK OF MAINTENANCE OF ELECTRIC SUB STATION, OFFICE INTERNAL ELECTRICAL INSTALLATION AND WATER PUMP OPERATION IN THE M P REGIONAL OFFICE BUILDING FOR PERIOD OF THREE YEARS FROM AWARD OF CONTRACT**" and addressed to the Chief General Manager, NABARD, M P Regional Office, Bhopal.
3. Telegraphic, Fax and E-mail tenders will not be accepted. The full name, postal address, e-mail address and telefax / telephone number of the tenderer shall be written on the bottom left corner of the sealed envelope. Insertions, post scripts, additions and alterations shall not be valid unless confirmed by the tenderers signature. All copies of the tenders should be complete in all respects with all attachments/ enclosures/ annexure.

Eligibility Criteria

4. Sealed tenders are invited for **ANNUAL MAINTENANCE CONTRACT FOR WORK OF MAINTENANCE OF ELECTRIC SUB STATION, OFFICE INTERNAL ELECTRICAL INSTALLATION AND WATER PUMP OPERATION IN THE M P REGIONAL OFFICE BUILDING** by NABARD through the official web site of NABARD i.e. www.nabard.org under the head> Information Centre> Tender.
5. Intending tenderers shall pay as earnest money Deposit, a sum of Rs. 12,000/- (Rupees Twelve thousand only) through Electronic transfer/ direct credit to NABARD current account as per details given below:-

Account Name – NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,

A/c No - NABADMN04, IFSC – NBRD0000002,

Bank Name - NABARD and Branch Name - HEAD OFFICE, MUMBAI

Further, it may be noted that a **MSE firm**, registered as Micro & Small Enterprise as defined in MSE procurement policy issued by Gol or registered with central procurement organization is exempted from furnishing Earnest Money Deposit (EMC)) while submitting the tender if they produce a copy of valid MSE registration certificate along with the tender document. No interest is payable on EMD amount.

6. Tenderers are advised to use only the forms (tender papers) issued by the Bank. Any additional information may be submitted in separate pages. Each page of the forms shall be signed.
7. The tender duly sealed may be deposited in the 'Quotation Box' kept on the ground floor of NABARD R.O. Building, E-5 Arera Colony Bhopal and should be submitted on or before **15.00 hrs on 31 July 2020**. No tender will be received after the stipulated time and date under any circumstances whatsoever.

Part I – Technical Bid

8. Part I – contain the un-priced tender consisting of scope of works as specified and documents and commercial terms and conditions in envelope super scribing Part-I.
9. **Part I** of the tender as submitted shall contain the following :-
 - a) Proof of Deposit of Earnest money of a sum of Rs. 12,000/- into NABARD current account No - NABADMN04. The intending bidders may please note that a MSE firm, registered as Micro & Small Enterprise as defined in MSE procurement policy issued by Gol or registered with central procurement organization are exempted from furnishing Earnest Money Deposit (EMD) while submitting the tender if it produces a copy of valid MSE registration certificate along with tender document in Envelope -1 (i.e. Part-I-Technical Bid).
 - b) Work done certificate for having successfully executed /completed similar work for minimum 2 years duration in the last three years
 - c) List of deviation, if any, in technical specification.
 - d) Any other technical information the tenderer wishes to furnish.
10. The Tenderers are advised to visit the NABARD R. O. Building, E-5 , Arera Colony , Bhopal after obtaining prior approval and acquaint themselves of the site conditions before tendering.
11. All information, correspondence letters shall be addressed to the Chief General Manager, NABARD, M P Regional Office, Bhopal

Part II – Price/ Financial Bid

12. Part-II containing the price/financial bid is to be submitted along with the tender.
13. This part shall contain prices in Indian Rupees only as per format (Part II) both in figures and words. No other enclosure is permitted in Part II. Change of terms and conditions and technical deviations, if any, found in Part II of the tender will not be taken into account and will be treated as null and void.
14. The tenderer must use only the forms issued by the Bank to fill in the rates. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion.
15. Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No request for any change in rate or conditions after the opening of the part II tender will be entertained.
16. The rates quoted shall be firm and binding without any escalation whatsoever for three years (except for change in wage rates by Gol from time to time).

17. For any item, if the rate and amount do not tally with respect to the quantity, then the amount arrived on the basis of quoted rates shall only be acceptable and in case of variation of rates in the original and duplicate, the lower of the two rates will be considered for arriving at the total amount for that items

Pre-bid Meeting

18. A pre-bid meeting will be held at **15.00 hrs on 24 July 2020** in the Mini Conference Room of NABARD Regional Office, to provide necessary clarifications to the intending tenderers. No separate communication will be sent for this meeting. All the intending tenderers are advised to be present and study the tender documents besides obtaining necessary clarifications.

Opening of Tender

19. **The tenders will be opened on 31 July 2020 at 1530 hrs. in the presence of tenderers should they choose to be present.**
20. 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 Tender. NABARD also reserves the right to negotiate or partly accept any Tender or all Tenders received without assigning any reasons thereof. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NABARD for negotiation, etc. if required.
21. Tenders which do not fulfill all or any of the NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own conditions are liable to be rejected.
22. Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the Chief General Manager, M P RO, Bhopal who will review the questions and if it is felt that the information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender 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 Tender.
23. NABARD also reserves the right to divide and distribute the work to more than one Contractor at its sole discretion.
24. The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also of the following points.
25. Validity of offer should be 90 days from the date of opening of quotations.
26. The Successful Applicant shall furnish requisite Security Deposit to the Bank @ 5% of the annual contracted value. The Security Deposit should be paid before start of the work by the contractor in the form of Deposit to NABARD Account. No interest will be paid to the Contractor for the amount of Security Deposit during the period of agreement. EMD of the successful bidder will be adjusted towards Security Deposit and the balance amount if any, will have to be paid to Bank in the form as explained above.

27. Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract. The applicant shall be liable to compensate NABARD for any loss incurred to the Bank. The security deposit shall be returned within a reasonable time after the date of expiry of the contract subject to the contractor carrying out all obligations / operations as required under the contract.
28. NABARD reserves the right to recover any part or the whole of the amount of the security deposit for losses suffered by Bank due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation/ insolvency or change of composition. The decision of NABARD in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.
29. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy) for his employees and minimum coverage per incidence shall not be less than Rs 5.0 lakhs. Contractor should submit the Original policy to the bank within 7 days from the date of issue of Work order. NABARD will reimburse costs incurred by Contractor for payment of premium towards insurance cover of Rs 5 lakh per employee (for maximum 04 employees)
30. The successful tenderer will be issued with Acceptance of Tender / Work Order from NABARD.
31. This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

YOURS FAITHFULLY

(DR K V S PRASAD)
DEPUTY GENERAL MANAGER

Scope of work:

Scope of work and instructions for Contractor

1. The work includes providing services of a skilled wireman/electrician **round the clock** having valid license obtained from MP Electrical Inspectorate for and having experience of operation of Indoor electrical substation equipment, maintenance of electrical installation.
2. The contractor shall make his own arrangement for providing wiremen /electrician in the event of absence of his regular staff. In case of major failure, the contractor shall provide the required number of electricians / helpers / supervisors to rectify the fault immediately on receipt of written / oral communication from the bank.
3. The contractor shall have **valid contractor license** for the above jobs and ensure the provision of service as above without interruption during the entire period of contract. In the event of the Contractor's failure to ensure the uninterrupted service he is liable for all damages / loss the National Bank may incur and the National Bank can get the work done at his cost and consequence
4. The electrician/ wiremen deputed by the contractor shall be capable of minor repairs of all electrical gadgets like fans, exhaust fans, fittings, heaters, geysers, wiring, cabling, luminary fittings and related items. He should also have primary knowledge of functioning / operation / repair of H.T. Lines, transformers, H.T. OCB, ACB, L.T. Panels including AMF panel, PFC, DG set, AC systems (Central / Packaged / Ductable AC Units & Window AC) including microprocessor panels.
5. The wire man, in addition to maintenance of electrical substation, shall attend to maintenance of all internal electrical installation of office premises, internal telephone cabling, networking cable, inverter power supply system and also operate the water supply pumps, lighting system, fire alarm system, air-conditioning equipment's etc. and its power supply as and when required, as also all the work connected therewith and incidental thereto without any extra costs.
6. The contractor will ensure to keep substation in neat and clean condition, ensure to keep daily records of vital parameters like power factor reading, Transformer temperature reading, current, voltage reading etc. and also ensure to keep records of periodical testing like earthing test, insulation test, insulating oil breakdown test, condition of silica gel, bushing etc.
7. For any other replacement / works carried out with the prior approval for bank, Contractor shall be paid extra on the basis of market rates approved by the National Bank. The cost of the items/ spares will be reimbursed to the contractor as per market rates. **OR** the items will be supplied by the Bank.
8. Running and Operation of Package Unit Air Conditioning system of 126.5 TR capacity (5 nos 16.5 TR and 4 Nos. 11 TR) installed at Bank's Office Premises including maintenance of log book and informing the CT/ P&SO / Banks engineer at DPSP, in case of non proper running of AC system. The electrician/ wiremen posted at site should be capable of handling minor defects/ repairs in the microprocessor controller
9. The contractor shall make his own arrangement for the tools to be provided to wire man such as pliers, nose pliers, screw drivers of all sizes, soldering iron, hand gloves, etc., which are necessary and used in the work.
10. The Contractor shall test the installation and substation equipment from time to time at regular intervals and shall keep proper records of the tests performed and shall submit to the bank for record. The Contractor shall make his own arrangement for required equipment's such as megger, earth tester, electric tong tester, etc.

11. The payment shall be made by the bank to the Contractor once in a month by fund transfer. Contractor shall also ensure regular payments to his workers. Bank shall not be responsible / liable for any payments due to the workers from the Contractor. However, if any complaint is received from the workers about non-payment of their dues, Bank reserves the right to make direct payment to them, and recover any amount from dues payable to the Contractor.
12. Bank shall not be responsible for any injury or loss to the property of the Contractor or the worker for whatsoever reasons. Contractor shall indemnify the book against any injury or loss to the property or person employed by him.
13. Contractor shall be responsible / liable to Bank for any damages or loss caused to the property / equipment of the bank due to improper workmanship or negligence of his workers.
14. The contract may be terminated by the Bank at its option at any time during the period of contract without assigning any reason and giving notice.
15. The contract period will be for period of three years from award of contract.
16. The Contractor should obtain workman's compensation policy with the bank's name appearing first and his name appearing Second and deposit the same with the bank.
17. The Contractor should liaison with M.P. State Electricity Board in case of power failure /routine maintenance/shut down of power.
18. The Contractor should liaison with electrical Inspectorate and the contractor is responsible to obtain clearance / inspection Yearly certificate from inspectorate.
19. Topping up of oil in transformers, switch fuse units, HT oil circuit breakers and PT units. However, the cost of the oil will be reimbursed to the contractor.
20. Maintenance of logbook, indicating the number of breakdowns, voltage readings, current readings, generator operating hours, oil breakdown values, oil temperature value, earth resistance values, power factor readings, replacement of spares, HT meter readings, etc.
21. The off-load tap changer of the transformer should be operated and the voltage should be kept within the normal levels.
22. Operation and up-keep of HT oil switch fuse units, transformers, LT Air circuit breakers, relays, TPN switches etc., and other allied equipment.
23. Operation and maintenance of all the capacitors at the capacitor panel.
24. The contractor should maintain required breakdown strength and level of the dielectric oil. The contractor should arrange for testing breakdown strength of dielectric oil once in 12 months. If oil is unable to withstand 40 KV voltage rise in one minute, the contractor should arrange filtration of the oil. However, the filtration charges and oil top up will be paid extra to the contractor on market rates.
25. The earth resistance of the installation should be measured, recorded and reported to Banks Engineer/ Caretaker (CT) on a monthly basis.
26. The contractor/ electrician should arrange for pouring of water in all the earth pits.
27. Should attend to any other related electrical works detailed to the agency by the Banks Engineer/ Caretaker (CT) from time to time.
28. Should ensure that the HT yard room are kept clean and free from rubbish, grass, plants etc.
29. Should attend to any other new major/ minor works at Banks premises for which separate payment will be done.

30. The contractor should maintain three Neon Sign Boards, of which two Neon Sign Boards (English & Hindi) are installed in the Regional Office Building and one Neon Sign Board is located at Officer's Quarters, Sector 'A', Shahpura, Bhopal. The contractor should arrange for proper upkeep and maintenance of the Signboards including deep/ thorough cleaning of the same once in 3 months. Further, on receipt of complaint, the contractor may act immediately and undertake necessary repair/ correction as required after approval by NABARD. The material cost will be reimbursed by NABARD against receipts/ invoice.

Special conditions/instructions to the contractors:

1. All the electricians, required for efficient operation of the sub-station shall be qualified, experienced and holding valid licence in operating the sub-station and allied works. **The copies of these licenses should also be enclosed along with the offer.** If contract is awarded to the contractor then the original copy of the license will be produced before the Bank's official for verification.
2. The essential tools/ calibrated measuring instruments like Digital clamp meter, Meggar, Earth tester, Discharge rod, 11 kV rubber gloves, Hammer drill machine with bits, etc should be readily available with the electrician on site.
3. The electrician/s should be provided with mobile phone, to maintain contact round the clock.
4. The contractor/ their employees will report to CT/ P&SO / Bank's Offices and work to be carried out as per their instruction.
5. The contractor shall ensure that no person of doubtful character is in any way associated with the contractor
6. The watch and ward of the plant equipment and control connected with the above shall be responsibility of the contractor.
7. The contractor shall on request of bank's authority forthwith remove from the work, any person employed thereon by him in opinion of the bank had committed misconduct himself or misbehaved or is doubtful character. Such person shall not again be employed on the works without the prior permission of the bank's authorities.
8. The contractor shall adhere while execution of the contract to the relevant safety standards/codes of safety of ISI for various works. In the absences of such codes of practices, the contractor shall adhere to such safety measures as directed by the Bank's authorities.
9. The whole of the work included in the contract shall be executed by the contractor who shall not directly or indirectly transfer, assign or sub-let the contract to any part thereof no undertaking shall relieve the contractor from the full responsibility of the contractor.
10. AMC charges will be paid on monthly basis after service and payable within 2 weeks from the date of submission of bills enclosed with a certificate from the CT/ P&SO / Bank's engineer, that the work had been carried out satisfactorily.
11. The contract can be terminated by the Bank by giving one month's notice in writing to the contractor.
12. The contractor shall not remove from site any equipment, tools and material brought for the purpose of work without permission of Bank's authorities.
13. No spares shall be moved out of the premises without permission of the Bank's authorities.
14. Fair wages in accordance with the minimum wages stipulated by **Ministry of Labour, Government of India OR** the minimum wages as notified by Regional Labour Commissioner, Govt. of MP, **whichever is higher** shall be paid by the contractor to the staff labourers. Compensation to such staff shall be paid by the Contractor directly to their bank accounts and proof of payment shall be submitted to NABARD within 7 days of payment by NABARD to the Contractor.
15. The contractor should obtain workmen's compensation policy. The labour/workers employed by the contractor shall be covered by proper insurance cover at his/their own cost to take care of the risk involved in working in the multi-storied buildings.

16. If the Bank happens to suffer any loss or to face any action or inaction on the part of the Contractor(s) or his their labourers/ employees, the contractor(s) without demur and on demand by the Bank shall indemnify the Bank, at his/their own risk and cost.
17. The contractor before taking the operation and maintenance contract shall satisfy themselves that the entire installation is in order.
18. The Bank will recover Rs. 300/- (Rupees Three hundred only) per day per person in case of absence from duties.
19. All applicable, taxes will be deducted at source from amount payable to the contractor.

Safety Precautions:

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

1. Smoking is prohibited in the air-conditioned area including computer space.
2. Any job where welding etc is required or some work where lighting of flame is involved or some temporary electrical connections are to be made, such jobs should be done with the prior permission of the Bank's engineer.
3. It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. depending upon the nature of works. A first aid box should be maintained by the contractor at the premises for his workers. Contractor is free to approach the Bank for any suggestion in this regard. However, any lapse in this regard will be viewed seriously.
4. The contractor should ensure that his workers posted at the Bank's premises are well conversant with operation of fire extinguishers/ water pumps / bore well pumps etc.
5. The contractor shall take all precautions to avoid accident and probable causes of same. He must take utmost care regarding the safety of his workers posted at Bank's premises.
6. While carrying out works like using drill machines or any such item, bare wires without plug tops should not be inserted into the sockets for electrical power.
7. The wire men should take adequate safety measures (such as body grounding) while carrying out repairs on any electrical appliance.
8. Electrical connections in the chronic leakage areas should be de-energised until the rectification of the leakage problem is done.

Seal and Signature of the contractor

**National Bank for Agriculture and Rural Development
Madhya Pradesh Regional Office
E-5, Arera Colony, Bhopal**



**Quotation for ANNUAL MAINTENANCE CONTRACT FOR WORK OF
MAINTENANCE OF ELECTRIC SUB STATION, OFFICE INTERNAL ELECTRICAL
INSTALLATION AND WATER PUMP OPERATION IN THE M P REGIONAL OFFICE
BUILDING FOR PERIOD OF THREE YEARS FROM DATE OF AWARD OF CONTRACT**

PART I (TECHNICAL BID)

Name of Tenderer: _____

Address : _____

FORM OF TENDER

**ANNUAL MAINTENANCE CONTRACT FOR WORK OF MAINTENANCE OF ELECTRIC SUB STATION,
OFFICE INTERNAL ELECTRICAL INSTALLATION AND WATER PUMP OPERATION IN M P REGIONAL
OFFICE BUILDING FOR PERIOD OF THREE YEARS FROM DATE OF AWARD OF CONTRACT**

Place : Bhopal

Date :

The Chief General Manager

National Bank for Agriculture and Rural Development

E-5, Arera Colony

Bhopal-462016

Dear Sir

1. Should this tender be accepted, I/We hereby agree to abide by and fulfill 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 : _____

Mobile No. : _____

4. The names of the Partners of our firm are i)

ii)

5. Name of the partner of the firm authorized to sign i)

ii)

Name of the persons with power of Attorney to sign the contract i)

ii)

6. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by you.

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender,

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender 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 Tender Document and the Annexures containing Terms and Conditions.

9. In the event of being selected as the successful firm for the captioned AMC work, I / We agree to submit @ 5% of the tender amount of one year as security deposit, which will be refunded after the expiry of defect liability period and will not bear any interest and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I / We agree to pay all Government (Central and State) Taxes such as GST, Sales Tax, VAT, Excise Duty, Octroi, etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

11. I / We have **enclosed herewith** a) contractor licence and b) electrician licence.

12. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the entire contract period.

(NAME OF THE PERSON AUTHORISED TO SIGN AND SUBMIT THE TENDER)

_____ **OR**

II) _____ Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

PLACE :

YOURS FAITHFULLY

DATE :

NAME AND ADDRESS OF THE TENDERER

**(SIGNATURE OF THE TENDERER)
NAME AND SEAL**

Encl : valid Licence

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Description of work	:	<u>ANNUAL MAINTENANCE CONTRACT FOR WORK OF MAINTENANCE OF ELECTRIC SUB STATION, OFFICE INTERNAL ELECTRICAL INSTALLATION AND WATER PUMP OPERATION IN THE NABARD M.P. REGIONAL OFFICE BUILDING</u>
Contract Period	:	Three years from date of award of contract
Validity of offer	:	90 days from the date of opening of the tender

GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS

1. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor should furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
3. Rates should include all Taxes (including service tax), Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Contract period.
4. Materials used and the completed work should conform to relevant BIS Codes. BIS and CPWD Specifications and Method of Measurements shall be followed as applicable. However, in the absence of the same and / or in case of any discrepancy, the decision of NABARD will be final.
5. Monthly payment will be made in the case of Comprehensive maintenance works based on bill submitted by the contractors to the CT.
6. Separate work slips / work orders will be issued by the bank in respect of the items which are not covered under the comprehensive monthly charges. The contractors may raise the bills for the same within a month's period after completion of the work. The bank will be at its liberty to 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.
7. Any discrepancy in settlement of bills may be brought to the notice of the bank within a period of one month after the settlement of the bills. The bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
8. Income Tax, GST and other taxes as applicable will be deducted from total payment due to the Contractors.
9. All complaints covered under the comprehensive monthly maintenance contract are to be attended and other works for which work slips are issued, shall be attended after the issue of work slips. In case of emergency the complaint shall be attended immediately as per instructions of the Bank's CT / Engineer. 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 therefor shall be recovered from the contractor at the discretion of the bank.
10. The Contractor should have valid License relating to his Contract and the workmen (electrician/ wireman's license) employed by the Contractor should also have the valid License and experience in their trade.

11. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him. The WC policy coverage should be at the minimum value of Rs 5 lakhs and should be submitted to the bank in original within 7 days from the date of issue of Work order.
12. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
13. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Construction / Maintenance Contract and NABARD will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.
14. The Contractor is required to satisfy the Employer, as regards the wages paid to the labourers shall not be less than the Minimum fair wages notified by the Central/ State Govt. Agencies, whichever is higher. The Contractor shall also comply with the provisions of Contract, Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act 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 held responsible for any penalty on failure of compliance of any Labour Regulations. NABARD shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with the Laws in vogue.
15. The Contractor should be responsible to fulfill 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.
16. The contractor's workman shall be wearing uniforms super scribed with the firm's name along with identification cards during their working hours at the site.
17. 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.
18. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet NABARD's officials for any clarifications and to receive instructions, etc. at the site.
19. Any act of indiscipline / negligence / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD 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.
20. In case of any default or failure on Contractor's part to comply with all / any one 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.
21. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

22. 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.
23. The work should be carried out with least inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants etc.
24. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. 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 construction / maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NABARD.
25. The Contract can be terminated by NABARD on 15 days' notice if services are found to be unsatisfactory and if there is no improvement even after issue of three notices to the contractor.
26. On site storage space will be provided to the Contractor subject to its availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.
27. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any T & P materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P etc. at his cost during the execution of any work and remove them as soon as the work is completed.
28. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
29. Any defect which may appear within the Defect Liability Period of 12 months after the completion of work should be rectified by the Contractor at his cost and only thereafter the Security Deposit will be refunded to the Contractor.
30. All the pages of the Tender Document shall be signed by the Tenderer.
31. Bids are to be dropped in the tender box by hand only. Those submitted by unauthorised agents and FAX / Telex / Telegraphic bids shall not be entertained / considered.
32. Rates should include for removal of debris out of premises to the safe BMC limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the NABARD's Engineer/ Caretaker (CT), the Bill will not be accepted.
33. Income Tax, Works Contract Tax etc. And any other taxes as applicable will be deducted from any payment due to the Contractors.
34. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
35. If last date of receipt of Tender / Quotation and opening date is a holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.

36. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.
37. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
38. No advance shall be paid towards mobilisation and cost of materials.
39. Any replaced item shall be similar to the existing one.
40. 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.
41. The Contractor shall engage necessary qualified and experienced supervisory staff at his cost during the execution of the work for attending to day to day affairs.
42. The Contractor shall submit the bills along with the accepted and jointly recorded measurement sheets duly certified by the NABARD's Engineer.
43. Notwithstanding anything stated above, NABARD reserves the right to assess the Tenderer's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
44. The decision of NABARD in awarding the work shall be final and cannot be subjected to arbitration.
45. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and indisputable.
46. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.
47. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly **in words and figures**. If on checking, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
 - a) When there is a difference between the rates in figures and in words the rates which corresponds to the amounts worked out by the Contractor shall be taken as correct.
 - b) When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - c) When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.

48. The following points to be noted

- a) No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NABARD's staff and his employees against accidents from any cause and he shall indemnify NABARD against any claims for damage for injury to person or property, resulting from any such accidents with necessary Insurance cover.
- b) The Contractor should take necessary Insurance cover for his persons employed at site. (Third Party Insurance and Workmen's Insurance as per Rules).
- c) Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor at his risk and cost and if necessary, through suitable Insurance cover.

DECLARATION BY THE CONTRACTOR

We / I have read and understood all the instructions / conditions made above and we / I have taken into account the above Instructions / Terms and Conditions while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Seal and Signature of the contractor

**National Bank for Agriculture and Rural Development
Madhya Pradesh Regional Office
E-5, Arera Colony, Bhopal**



**Quotation for ANNUAL MAINTENANCE CONTRACT FOR WORK OF
MAINTENANCE OF ELECTRIC SUB STATION, OFFICE INTERNAL ELECTRICAL
INSTALLATION AND WATER PUMP OPERATION IN THE M P REGIONAL OFFICE
BUILDING FOR PERIOD OF THREE YEARS FROM DATE OF AWARD OF CONTRACT**

PART II (PRICE BID)

Name of Tenderer: _____

Address : _____

Quotation for Annual Maintenance Contract of Electrical Sub-station, Office Internal Electrical installation and Water Pump Operation at **NABARD's Regional Office** located at E-5, Arera Colony, Bhopal (for period of 3 years from date of award of contract)

Financial Bid					
S No		Minimum Number of Staff to be employed	Wages per Day\$ (Amt in Rupees)	Number of days p.a. for which wages to be paid	Wages per Annum (Amt in Rupees)
1.	Electrician -Skilled (to be available round the clock)	3		417(i.e.365+52)	
2.	ESIC @ 3.25%				
3.	EPF @ 12%				
4.	EDLI @ 0.50%				
5.	Administrative Charges (EPF & EDLI) @ 0.50%				
6.	Bonus @ 8.33%				
7.	GST (if applicable) #				
8.	Any other charges (if any) with explanation				
10.	Sub-Total –(B)				
11.	Add Service Charges –(C)				
12.	TOTAL (i.e. B + C)				

Bid Amount in words: _____

\$ The wages for **Skilled worker / Unskilled worker** will be as per latest wage rate notified under **Industrial Workers for Building Operations** as covered by the latest minimum wages by office of the Dy. Chief Labour Commissioner (CENTRAL), Ministry of Labour & Employment, Government of India for Category B as revised from time to time by CLC (C) **OR** the latest minimum wages as notified by Regional Labour Commissioner, Govt. of MP, **whichever is higher**.

In case GST is not applicable, kindly enclose declaration as regards non-applicability of GST

In addition to above NABARD will reimburse the following:-

a) costs incurred by Contractor towards providing 2 sets of uniforms and one set of shoes of approved colour every year for the employees deputed in NABARD. The Contractor will be reimbursed @ 1350/- per person, per annum for the same for maximum 04 employees of the Contractor.

b) costs incurred by Contractor for payment of premium towards insurance cover of Rs 5 lakh per employee (for maximum 04 employees),

Place:

Seal and Signature of the tenderer

Date: