

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Himachal Pradesh Regional Office, Shimla

**Tender / Invitation of Bids for
Providing Catering Services**

At

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Visiting Officers'/Employees flats, Sector-3, New Shimla- 171009**

NAME OF TENDERER : _____

ADDRESS : _____

THE CHIEF GENERAL MANAGER

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Block No 32, SDA Complex, Kasumpti, Shimla - 171009

A.The Scope of Work

- i) Maintenance, upkeep and all allied activities pertaining to the Bank's Visiting Officers flats(VOF) situated at Block 42, Sector 2, New Shimla, Shimla
- ii) The contract shall include providing attendant for **24X7** who will receive the guests, allot rooms as per the instructions from the office, provide all amenities as indicated from time to time, provide bed-tea, breakfast/lunch/dinner/snacks.
- iii) Maintenance of the VOFs will be ensured by proper cleaning, swabbing, change of linen periodically as advised by the bank for a hygienic and clean environment.
- iv) Maintenance of Bathrooms, kitchen, other common areas in spotless and hygienic condition.
- v) Attending to all repairs through ACT attached to the respective residential colonies.
- vi) The materials for cleaning the VOF will be supplied by the Bank. The laundry charges for the bed linen and the curtains will be borne by the Bank.
- vii) Items required for catering will be procured by the Agency and sufficient stock will be maintained at all times. The charges incurred on the bank's guest will be settled by the bank.
- viii) Maintaining the occupancy records in the prescribed format and collecting the occupancy charges and remitting to the bank on fortnightly/monthly basis as decided by the bank.

B. TERMS & CONDITIONS

- i) This Contract is for providing maintenance services at the Bank's visiting Officers' and visiting employees flats as per the rates accepted and the governing conditions.
- ii) All payments by the Bank under this contract will be made only at Shimla.
- iii) All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Shimla and Courts in Shimla only shall have jurisdiction to determine the same.
- iv) That the several parts of the agreement have been read by the Agency and fully understood by him.

C. GENERAL INSTRUCTIONS TO AGENCY

Sealed quotations should be addressed to The Chief General Manager, Block 32 SDA Complex ,Regional Office, Shimla-171009 “ **for the Maintenance of the Bank's visiting officers flats at Block 42, Sector-II, New Shimla.**

Quotations shall remain open for acceptance by the Bank for a period of **Six Months** from the date of opening which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.

The quotation forms should be **filled in English / Hindi** and all entries must be made **by hand and written in ink**. If any of the above documents are missing or unsigned the tender may be considered invalid by the Bank at its discretion.

Rate should be quoted both in figures and words in the space specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. 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 advice of any change in rate or conditions after opening of the tender will be entertained.

Each of the documents should be signed by the person or persons submitting the quotation in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any quotation with any documents not so signed is liable to be rejected.

The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender is liable to be rejected by the Bank.

The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any quotation and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

On receipt of intimation from the Bank, of the acceptance of his/their quotation, the successful tenderer shall be bound to implement the contract within 14 days thereof. The successful tenderer shall sign an agreement in accordance with the draft agreement along with other terms and conditions of the document.

The Agency shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the Agency rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the Agency.

The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making the quotation or entering into a

contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.

The successful tenderer must co-operate with the other contractor appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

The successful tenderer have to deposit the security amount as prescribed by the bank.

I/We hereby declare that I/We have read and understood the above instructions for the guidance to tenderers.

Witness

Signature of Tenderers : _____

Address: _____

Date: _____

D.OTHER CONDITIONS OF THE CONTRACT

In Construing these Conditions, the Specifications, and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

Interpretation Clause

- a. "The Bank" Shall mean National Bank for Agriculture and Rural Development and shall include its assigns and successors.
- b. "The Agency" Shall mean M/s _____ and shall include his / their legal representative, assigns or successors.
- c. "This Contract" shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.
- d. "Notice in writing" written notice shall mean a notice in writing, typed or printed charter sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known residential or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
- e. "Act of Insolvency" shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any amendments/modifications thereto.
- f. "The Works" shall mean the housekeeping work/Maintenance and all related work as detailed in the scope of work and special conditions at the Visiting Officers' Flats (VOF, VEF i.e. Visiting Executive Officers' flats and the SRAs which will be converted to VOF in future) as provided herein.

Words importing persons include firms and corporations. Words importing the singular only also include the plural and vice versa where the context requires.

Covenants made by the Agency.

1. The Agency shall conform to the provision of any Act of the Legislature relating to the works and to the Regulation and Bye - Laws of any authority.
2. The Agency shall bring to the attention of the Bank all notices required by the said Acts, Regulations or Bye-laws to be given to any Authority and pay to such Authority, or to any Public Office all fees that may be properly chargeable in respect of the works, and lodged the receipts with the Bank.
3. The Agency shall on request of the Bank immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank, be incompetent or misconducts himself, and such person shall not be again employed on the work without the permission of the Bank.

4. The whole of the works included in the Contract shall be executed by the Agency and the Agency shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof or interest therein without the written consent of the Bank.

5. The Agency shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of Agency or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the Agency. The Agency shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under any laws/enactments or otherwise and also in respect of any award of compensation of damages consequent upon such claims.

6. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the Agency.

Signature of Tenderers : _____

Address: _____

Date: _____

FORM OF TENDER (Part II)

Place:- Shimla

Date :-

The Chief General Manager

National Bank for Agriculture and Rural Development

Block 32, SDA Complex

H.P. Regional Office

Shimla – 171009

Dear Sir

QUOTE

We accept the term and conditions conveyed to us as per NABARD letter No. NB. HP RO. DPSP _____ 2018-19 dated 10 January 2019. Our rate Quoted for the maintenance of the Bank's Visiting Officers Flats at Block 42, Sector-II, New Shimla, Shimla as per the details indicated in the scope of work and the special instructions, is Rs _____ (Rupees _____ only) per month (Exclusive of GST and any other applicable taxes)

Signature & Stamp (Of the person authorised to make the quote)

Name of the person authorised to make the quote :-