

## सभी पात्र संस्थाएं

All Eligible Agencies

## महोदया / महोदय

Madam / Sir

नाबार्ड टावर, उस्मानपुरा, अहमदाबाद स्थित क्षेत्रीय कार्यालय और नाबार्ड विहार, नवरंगपुरा, अहमदाबाद के स्प्लिट एसी, कैसेट एसी और विंडो एसी के रखरखाव के लिए निविदा आमंत्रित करना

नाबार्ड 01/01/2026 से 31/12/2027 तक 02 वर्षों के लिए “नाबार्ड टॉवर, उस्मानपुरा, अहमदाबाद स्थित क्षेत्रीय कार्यालय और नाबार्ड विहार, नवरंगपुरा, अहमदाबाद के स्प्लिट, विंडो, कैसेट एयर कंडीशनर के रखरखाव” के लिए प्रतिष्ठित एजेंसी के साथ करार निष्पादित करने का इच्छुक है।

2. अनुरोध है कि आप इस निविदा दस्तावेज में उल्लिखित विस्तृत विनिर्देशों और अन्य आवश्यकताओं के अनुसार उक्त करार के लिए **एकल बोली प्रणाली** में गवर्नमेंट-ई-मार्केटप्लेस (जीईएम) के माध्यम से अपना प्रस्ताव प्रस्तुत करें। निविदा दस्तावेज <https://www.nabard.org> और GeM पोर्टल पर डाउनलोड के लिए उपलब्ध होगा।

3. केवल **GeM** पोर्टल के माध्यम से प्रस्तुत **निविदाएं ही स्वीकार की जाएंगी**। विलंब से प्राप्त या फैक्स / ईमेल / पोस्ट के माध्यम से प्राप्त निविदा स्वीकार नहीं की जाएगी और निरस्त कर दी जाएगी। जिन बोलीकर्ताओं की निविदाएं निर्धारित रूप में नहीं हैं, उनकी निविदाएं निरस्त कर दी जाएंगी।

**Invitation of Tender for maintenance of Split AC, Cassette AC and Window AC of NABARD Tower, Regional Office at Usmanpura, Ahmedabad and of NABARD Vihar, Navrangpura, Ahmedabad.**

NABARD intends to enter into contract with a reputed agency for “**Maintenance of Split, Window, Cassette type Air Conditioners of NABARD Tower, Regional Office at Usmanpura, Ahmedabad and of NABARD Vihar, Navrangpura, Ahmedabad for 02 Years w.e.f 01/01/2026 to 31/12/2027**”

2. You are requested to submit your offer through Government - e - Marketplace (GeM) in **single bid System** for the aforesaid contract as per the detailed specifications and other requirements as mentioned in this tender document. The tender document will be available for download at <https://www.nabard.org> and in GeM Portal.

3. Tenders submitted through **GeM portal only will be accepted**. Tender received late or received through fax/email/post will not be accepted and will be rejected. The tenders of the bidders whose tender is not in accordance with the prescribed manner, will be rejected.



4. GeM मानदंडों के अनुसार और बोली खोलने की तिथि से 03 माह के लिए बोली वैध और स्वीकृति के लिए खुली रहेगी।

5. नाबार्ड के पास बिना कोई कारण बताए किसी भी बोलीकर्ता की बोली को आंशिक या पूर्ण रूप से स्वीकार या अस्वीकार करने का अधिकार है।

6. बोलीकर्ताओं से अनुरोध है कि वे बोली प्रस्तुत करने से पहले नाबार्ड विहार, सेंट जेवियर कॉलेज कॉर्नर रोड के पास, एलिसब्रिज, नवरंगपुरा, अहमदाबाद और नाबार्ड गुजरात क्षेत्रीय कार्यालय (नाबार्ड टॉवर), म्यूनिसिपल गार्डन के सामने, उस्मानपुरा, अहमदाबाद में साइट का दौरा करें।

7. प्रस्ताव स्वीकारे जाने की तिथि से 07 दिनों के भीतर सफल बोलीकर्ता को संलग्न मानक प्रारूप के अनुसार नाबार्ड के साथ एक करार निष्पादित करना होगा।

4. The bid shall remain valid and open for acceptance for 03 months from the date of opening of the bid and as per norms of GeM.

5. NABARD reserves the right to accept or reject any/all tender(s) in part or whole of any bidder/bidders without assigning any reasons for doing so.

6. The bidders are requested to visit the site at NABARD Vihar, Near St. Xavier College Corner road, Ellisbridge, Navrangpura, Ahmedabad and NABARD Gujarat Regional Office (NABARD Tower), Opp. Municipal Garden, Usmanpura, Ahmedabad before bidding.

7. The successful bidder shall execute an agreement with NABARD in accordance with the standard format enclosed within 07 days from the date of acceptance of the offer.

भवदीय

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(अशोक कुमार)

उप महाप्रबंधक



## SCHEDULE OF EVENTS

|                                                                                                                                                  |                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of issue of Tender                                                                                                                          | <b>18 November 2025</b>                                                                                                                                                                                                                  |
| Account Details of National Bank for payment of Retention Money Deposit after awarding of contract<br><b>(RMD - 5% of total contract amount)</b> | Payee Name : <b>NABARD</b><br>Current Account No : <b>NABADMN02</b><br>Name of the Bank: <b>NABARD, Mumbai</b><br>IFSC Code : <b>NBRD0000002</b>                                                                                         |
| Last Date of Submission of Bids                                                                                                                  | <b>Up to 15.00 hrs. on 09 December 2025</b>                                                                                                                                                                                              |
| Pre bid meeting                                                                                                                                  | <b>16.00 hrs. on 25<sup>th</sup> November 2025</b>                                                                                                                                                                                       |
| Opening of Bids                                                                                                                                  | <b>15.30 hrs. on 09 December 2025</b>                                                                                                                                                                                                    |
| <b>Contact Details:</b><br>Address for Communication                                                                                             | NABARD , Gujarat Regional Office,<br>Department of Premises, Security and Procurement,<br>2nd Floor, NABARD Towers, Opposite Municipal<br>Garden, Usmanpura, Ahmedabad 380013<br>079-2755-4041/4024<br>email – dpsp.ahmedabad@nabard.org |



## Annexure-I

### **Tender for Maintenance of Split AC, Cassette AC and Window AC of NABARD Regional Office at Ahmedabad and NABARD Vihar, Navrangpura, Ahmedabad**

**Name of the Work** - Maintenance of Split AC, Cassette AC and Window AC of NABARD Tower, Regional Office at Usmanpura, Ahmedabad and of NABARD Vihar, Navrangpura, Ahmedabad

Estimated Cost - Rs.1.70 Lakh for 02 years.

#### **Scope and Description of work in general:**

1) The details of air conditioners being offered for AMC are as under:

| Sr. No. | Type of AC | Capacity (T) | Make      |
|---------|------------|--------------|-----------|
| 1       | Casette AC | 4T           | Daikin    |
| 2       | Casette AC | 4T           | Daikin    |
| 3       | Split AC   | 1T           | VOLTAS    |
| 4       | Split AC   | 1T           | VOLTAS    |
| 5       | Split AC   | 2T           | CARRIER   |
| 6       | Split AC   | 2 T          | HITACHI   |
| 7       | Split AC   | 1.5 T        | VOLTAS    |
| 8       | Split AC   | 1.5 T        | VOLTAS    |
| 9       | Split AC   | 2 T          | VOLTAS    |
| 10      | Split AC   | 2 T          | VOLTAS    |
| 11      | Split AC   | 2 T          | VOLTAS    |
| 12      | Split AC   | 1.5 T        | HITACHI   |
| 13      | Split AC   | 1.5 T        | LG        |
| 14      | Split AC   | 1.5 T        | VOLTAS    |
| 15      | Window AC  | 1.5 T        | AMTREX    |
| 16      | Window AC  | 1.5 T        | AMTREX    |
| 17      | Window AC  | 1.5 T        | VOLTAS    |
| 18      | Split AC   | 1.5 T        | VOLTAS    |
| 19      | Split AC   | 1.5 T        | VOLTAS    |
| 20      | Split AC   | 1.5 T        | VOLTAS    |
| 21      | Split AC   | 1.5 T        | VOLTAS    |
| 22      | Split AC   | 1.5 T        | VOLTAS    |
| 23      | Split AC   | 1.5T         | VOLTAS    |
| 24      | Split AC   | 1.5 T        | PANASONIC |
| 25      | Split AC   | 2T           | PANASONIC |
| 26      | Split AC   | 2T           | PANASONIC |
| 27      | Split AC   | 1.5 T        | VOLTAS    |



|    |          |       |            |
|----|----------|-------|------------|
| 28 | Split AC | 1.5 T | HITACHI    |
| 29 | Split AC | 1.5T  | VOLTAS     |
| 30 | Split AC | 1.5 T | HITACHI    |
| 31 | Split AC | 1.5 T | HITACHI    |
| 32 | Split AC | 1.5 T | SAMSUNG    |
| 33 | Split AC | 1.5 T | VOLTAS     |
| 34 | Split AC | 1.5 T | HITACHI    |
| 35 | Split AC | 1.5T  | HITACHI    |
| 36 | Split AC | 2T    | PANASONIC  |
| 37 | Split AC | 2T    | PANASONIC  |
| 38 | Split AC | 1.5 T | VOLTAS     |
| 39 | Split AC | 1.5T  | MITSUBISHI |

Thorough checking and servicing of each machine to be done **bi-monthly** including attending to breakdown on call as and when required.

2) The contractor shall take all necessary steps to keep the machine in running condition.

**Indicative Check of list for Bi-monthly preventive maintenance is as follows:**

- A. Clearing the filter with blower every service.
- B. Checking and sealing of drainage line for any possible leakage.
- C. Checking and clearing of ice formation if required.
- D. Speed regulation of blower at three different speeds.
- E. Check-up of capacitor of blower and compressor and ensure smooth operation.
- F. Measurement of Ampere readings to ascertain the soundness of the system.
- G. To properly check and set the thermal settings.
- H. To see whether the cooling effect is adequate.
- I. Overhauling of the AC with chemical washing process.
- J. Ensuring tightness of all electrical connections.
- K. Checking for unusual noise and odour.
- L. Fixing/replacing of screws, nuts, bolts, knobs, covers, etc., whenever required.
- M. The electrical connections of all Air Conditioners should be checked up during each service and replaced, if required, with good and standard quality product with prior approval of NABARD officials.

**ANNUAL MAINTENANCE SERVICES (ONCE A YEAR)**

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include:

1. Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high-pressure jet of water.
2. Greasing of blower motors and all moving parts.
3. Prevention of rusting of units.
4. The ACs installed are of Carrier, Hitachi, Daiken, Voltas & other Brand. In off season that is during the lien period of winter the contractor shall attend all the Air conditioner units for major attentions and keep the equipment ready for use for the next summer.



5. Checking operation of controls of the air- conditioners such as thermostat, relays, remote control etc.
  6. Checking air flow through the supply air grill, return air grill, condenser.
  7. Checking operation of the drive motors and fans.
  8. Checking air temperature at supply air grill, return air grill, Inlet air condenser, outlet air from condenser
  9. Checking Firmness of supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of air-conditioners etc. Anti-rusting Painting of the MS portion prone to rusting
  10. Replacement of any component of air conditioners found defective after the above checks and tests. The charges for replacement of component will be paid only after verification of NABARD Official.
- 4) **Cost of Material**-Supplying of materials may be required from time to time during AMC period. **Repair or replacement of materials shall be carried with prior approval of the estimates by NABARD as per the prevailing market rate and extra charges shall be paid for such materials.**
- 5) All machines shall be checked thoroughly prior to taking the machine under contract.
- 6) Contractor shall provide standby AC units in case of breakdown of AC unit lasts for more than 24 hours. Failing which, the contractor will be penalized at the rate of Rs.250/- per day per AC unit, which shall be debited from the bi-monthly AMC charges of the contractor.
- 7) **Payment** – Payment of bi-monthly service will be done after verification and will be settled by NEFT/RTGS only.

### **Eligibility of Contractors**

The intending bidding agency must fulfil the following criteria to be eligible to bid for the job:

1. The contractor must have executed minimum One work of similar in past **07 years** for Govt. agencies/Public Sector Undertakings/Reputed Pvt. Organisations for an amount not less than **Rs.51,000 per year** for AMC/Similar nature of works.
2. The contractor has to **enclose copies of work order** by the concerned organisations for whom the jobs have been executed along with any other relevant documents indicating all the above-mentioned aspects.
3. The contractor must have office in **Ahmedabad only**. (Document proof are to be attached).



**AMC of Split AC, Cassette AC and Window AC**

**Terms and Conditions -**

1. 39 Nos. AC (34 Nos. Split AC and 03 Nos. Window AC & 02 Cassette AC) will be covered under the AMC.
2. This maintenance service contract consists of preventive and corrective maintenance of equipment's as per rates mentioned and will have to be provided at our site.
3. Servicing has to be done on bimonthly basis and as and when needed by us within 24 hours of intimation by us. Apart from the regular service you are required to attend to any complaint registered with you within twenty-four hours of registering the complaint so as to keep the break down to a minimum.
4. Separate records for your visits, nature of repairs carried out, details of spare parts replaced are to be maintained and got authenticated by our authorized officials.
5. In case the unit or any part is to be taken out of the Bank's premises for repair, written communication is to be made to the Bank and proper approval has to be obtained before taking it out of Bank's premises.
6. All works entrusted to the contractor shall be completed within the time period specified by the Bank
7. The contract amount will be paid in bi-monthly installments by NEFT/RTGS. No advance payment shall be made. Payment will be made within 10 days from the date of receipt of bill.
8. Rates quoted include all taxes, duties, octroi, levies, wages as per act, etc. and are firm. No variation of rates will be allowed.
9. Rates Includes charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
10. Material used should conform to the technical specifications/makes approved by NABARD. All the materials need to be get approval from NABARD before use on works. Samples once approved will remain with NABARD till the completion of works. Samples rejected will have to be replaced for fresh approval. Materials and workmanship not corresponding in character and quality with approved samples will be rejected.
11. Individual service record should be maintained in respect of each unit covered under AMC and got signed by Bank's official and original copy should be submitted along with the bills.
12. All visits for the purpose of AMC should be done/made on working days only, unless specifically called by the officials of the NABARD as and when required.





13. The contractor shall take upon himself the whole risk of executing the work with his workmen and shall take an insurance policy for the workmen employed by him against accident and injuries while at work as required by the relevant rules. NABARD shall not pay any compensation in respect of any injury or death caused to the workers of the Contractor. It will be the sole responsibility of the Contractor
14. All payments towards AMC including refund of Security Deposit shall invariably be made through NEFT/RTGS. The eligible amount will be paid bi-monthly on satisfactory servicing. TDS at the applicable rate shall be effected on all the payments.
15. In case of dispute arising out of quality of work and time of completion, the decision of the Chief General Manager/OIC, NABARD, Gujarat Regional Office, Ahmedabad, shall be final. All disputes subject to Ahmedabad jurisdiction only.
16. For record purpose submit your PAN ID number with us.
17. The contractor must not be banned or barred from any Govt. Agencies/Public Sector Undertakings.
18. The rates quoted should be rounded off to the nearest rupee; if not so done, shall be deemed to have been rounded off to the nearest rupee.
19. The agreement can be terminated by not less than three months' notice by the contractor and one month's notice by NABARD, under normal circumstances. NABARD reserves the right to terminate the contract at any point of time by giving one month's notice or at any time without giving any notice, if the services rendered is found to be unsatisfactory.
20. The firm(s)/service providers should not be blacklisted by any Govt./PSU Organization.
21. Retention Money Deposit (RMD)-The contractor becoming successful in the bidding shall be required to keep an interest free security deposit of **5% of total tender amount** with NABARD till completion of the contract. In the event of any damage caused to the property of NABARD by the contractor or the persons engaged by him, or rendering deficient service under the contract or violating any of the terms and conditions of the contract, the RMD will be forfeited.

We accept all the above Terms and Conditions in all respects without any reservation.

Place:

DATE:

NAME and SEAL





**Basic Information**

|   |                                                                                                                                                                                                                         |  |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | <b>Name of the Firm/Agency -</b><br><b>Address -</b><br><b>Contact No. -</b><br><b>Email ID -</b>                                                                                                                       |  |
| 2 | <b>Nature of Ownership of the Firm/Agency</b> (Proprietorship /Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Reg. Certificate)   |  |
| 3 | <b>PAN No.</b><br>(Attach self-attested photocopy)                                                                                                                                                                      |  |
| 4 | <b>GST No</b><br>(Attach self-attested photocopy)                                                                                                                                                                       |  |
| 5 | <b>Details of Bank Account</b><br>Name of the Account holder <ul style="list-style-type: none"><li>Name of the Bank, Branch &amp; Place</li></ul>                                                                       |  |
|   | <ul style="list-style-type: none"><li>A/c type (Savings or Current)</li><li>Account No</li><li>IFS code</li></ul> (Attach self-attested photocopy of a cheque)                                                          |  |
| 6 | Experience in same field i.e. Details of Contract awarded in the recent past by any Govt. Agencies / Public Sector Undertakings/ Reputed Pvt. Agencies whose value is Rs. 51,000 & above.<br>(Attach documentary Proof) |  |

**FORM OF TENDER**  
**(On the letter head of the bidder)**

**Invitation of Tender for maintenance of Split AC, Cassette AC and Window AC of NABARD Regional Office at Ahmedabad and of NABARD Vihar, Navrangpura, Ahmedabad**

Place: Ahmedabad

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

The Chief General Manager  
National Bank for Agriculture and Rural Development  
NABARD TOWER  
Usmanpura  
Ahmedabad.

Dear Sir,

Having examined the schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation / tender, I/We hereby offer to execute the work specified in memorandum at the rates mentioned in the attached schedule of quantities and in accordance with the specification and instructions in writing and with such materials as are provided for and in all other respects in accordance with such conditions so far as they are applicable.

|    |                         |                                                                                                                                                         |
|----|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) | Description of work     | <b>Tender for Maintenance of Split AC, Cassette AC and Window AC of NABARD Regional Office at Ahmedabad and of NABARD Vihar, Navrangpura, Ahmedabad</b> |
| b) | Contract Period         | <b>01 January 2026 to 31 December 2027</b>                                                                                                              |
| c) | Retention Money Deposit | 5% of the total work order                                                                                                                              |

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and condition of contract annexed hereto so far as they may be applicable or vide fault thereof to forfeit any pay to NABARD, Ahmedabad the amount mentioned in the said conditions.

2. Our Bankers are:

(i) Bank Name & Branch \_\_\_\_\_

A/C No: \_\_\_\_\_

IFSC Code: \_\_\_\_\_

3. Names of the proprietor/partner of the firm authorized to sign:

i) \_\_\_\_\_

ii) \_\_\_\_\_



4. Names of the person hereby given the power of Attorney to sign the contract:

i) \_\_\_\_\_

ii) \_\_\_\_\_

5. Our PAN No. is \_\_\_\_\_. (Copy of PAN to be attached)

6. I / We have examined the NIT, Annexure I, Annexure II and Annexure III relating to the Tender for the said works after having obtained/received 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 Technical Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. **I / We agree to pay all Government (Central and State) Taxes such as GST etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.**

10. I / We agree to pay the worker/workers engaged as per the minimum wages declared by the authority under Contract Labor Rules Act 1970 from time to time and agree to pay the same with immediate effect.

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

Yours faithfully

(Seal & Signature of Contractor)

Date:

Place:



**Agreement - AMC (39 Air Conditioners as per list enclosed)**  
**at NABARD Tower & NABARD Vihar Colony**

**Articles of Agreement**

THIS agreement made at Ahmedabad this ..... day of December 2025 (.....December Two Thousand Twenty-Three) between the National Bank for Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at C-24, 'G' Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051 and Regional Office at NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad - 380 013, herein after referred to as "NABARD" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART

AND

..... hereinafter referred to as 'the Contractor' (which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS NABARD is desirous of entrusting Annual Maintenance Work of 39 ACs as specified in the scope of work installed at its Office Premises & NABARD Vihar colony at Ahmedabad (hereinafter referred to as the said premises)

AND WHEREAS the Contractor has offered to undertake the maintenance work as per the scope of work and details indicated hereafter

AND WHEREAS NABARD in consideration of the conditions and covenants to be observed by the contractor has agreed to permit the contractor to carry out the AMC work hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES: -

1. NABARD hereby awards the work of Annual Maintenance Contract for 39 ACs installed at its Office Premises & NABARD Vihar Colony at Ahmedabad as specified in the scope of work in the said premises from .....2023 to ..... 2025 (Details mentioned in the Annexure). Thereafter, it may be renewed at the discretion of NABARD on such terms and conditions as may be mutually agreed upon by NABARD and the Contractor.

2. As compensation for the work, the contractor shall be reimbursed an amount of Rs. ....../- plus GST as applicable, per annum for the maintenance of 39 ACs installed at NABARD Tower, Usmanpura and NABARD Vihar, Navrangpura as per terms and conditions. These rates shall be firm rates. No request for increase of rates shall be entertained by



NABARD on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement. NABARD shall pay the aforesaid sum as per the payment schedule given hereinafter.

3. The compensation shall be payable to the contractor by NABARD within 10 days from the date of receipt of the bill for the bi-monthly services which have been rendered to the satisfaction of NABARD.

4. (a) The contractor shall comply with the municipal and other laws, obtain licence, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, PF, ESIC etc. The contractor shall indemnify and keep indemnified NABARD against any lapse on the contractor's part in complying with these conditions or any other statutory requirements in connection with the said work.

(b) The contractor shall keep, at a conspicuous place in the said premises a complaint/suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of NABARD so deputed by him. The contractor shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons NABARD remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the contractor shall be obliged to take remedial / rectificatory measures as instructed by the Chief General Manager.

(c) The contractor shall ensure that no loss or damage caused by an act or default his part, or his employees and agents to the NABARD's furniture, fixture and fittings and other articles.

(d) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the contractor.

(e) If the Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the contractor shall not be entitled to any compensation in the event of such termination. **However, in normal course the agreement can be terminated by the contractor by giving three months' notice and by NABARD by giving one month's notice.**

(f) On the expiry or earlier termination of this agreement the contractor shall remove himself and his employees and agents from the premises and all articles belonging to him, or to his employees or agent.

(g) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.



(h) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding, charge of Gujarat Regional Office, Ahmedabad and shall include, in respect of any powers exercisable by him or NABARD under this agreement, any officers of NABARD designated by him in that behalf from time to time.

(i) This agreement shall be executed in duplicate. The Bank shall retain the original and contractor the duplicate. Stamp duty on original and duplicate shall be borne by the contractor.

IN WITNESS WHEREOF NABARD has set its hands to these presents and a duplicate hereof through its authorised official and the contractor has set his hands to these presents and the duplicate on the day/month and year first hereinabove written.

Signed and delivered by the  
Within named NABARD

.....

by the hand of its authorised official

\_\_\_\_\_  
(Name and Designation)

in the presence of

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

Signed and Delivered by Shri

-----  
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In the presence of

Witness

(i) \_\_\_\_\_

(ii) \_\_\_\_\_



**General conditions / Instructions to the Contractors**

1. The rates quoted and agreed by Contractor are final and include all taxes, duties, levies, wages as per Act, work contract tax, service charges, transportation, Octroi, Service Tax, VAT, GST etc. No variation of rates will be allowed.
2. Rate includes charges for removal of debris out of premises, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
3. Material used should conform to the technical specifications/makes approved by NABARD. All the materials have to be got approved from NABARD before use on works. Samples once approved will remain with NABARD till the completion of works. Samples rejected will have to be replaced for fresh approval. Materials and workmanship not corresponding in character and quality with approved samples will be rejected.
4. The items not covered in the schedule shall be paid on the basis of lowest market rates or the company's price list (to be made available by the contractor). No charges for wastage will be paid.
5. Income Tax, Surcharge and other taxes as applicable will be deducted from total payment due to the contractors.
6. Any act of indiscipline/misconduct/theft/pilferage on the part of any employee engaged by the contractor resulting in any loss to the bank in kind or cash will be viewed seriously and NABARD will have the right to levy damages or fine.
7. The contractor should not at any time do, cause any nuisance on the site or anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
8. NABARD will not be responsible for contractor's materials on site.
9. The work shall be carried out in close coordination with the concerned staff of NABARD and any other agencies involved, if any.
10. Notwithstanding anything herein contained the labourers, workmen, supervisors and other persons employed by the contractor for the purpose of the works shall for all purpose regarded as the contractor's labour and NABARD shall not be liable to make any payment or any contribution on account of them.





11. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of NABARD during execution of works. He would be responsible for the safety of persons employed by him.

12. The contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises.

13. NABARD shall not bear any responsibility in case of any accident to his worker in the premises due to no fault of Bank's working but merely due to negligence of his workers or lack of safety provided to them by the contractor.

14. The contractor shall ensure compliance of stipulations of Contract Labour and Regulation & Abolition Act 1970, Minimum Wages Act and other such Acts in force.

#### DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions made above and I agree to abide by the same.

Place:

Name & signature of the contractor

Date:

Address:

Seal:



## Schedule “A”

### **PAYMENT SCHEDULE AND TERMS & CONDITIONS**

**Rs ...../- (Rupees ..... only) plus taxes for 02 years.**

1. This maintenance service contract consists of preventive and corrective maintenance of equipments as per rates mentioned and will have to be provided at our site.
- 2) The contract amount will be paid at the end of each Bi-monthly service in six instalments by NEFT / RTGS. No advance payment shall be made. The amount will be paid on **proper submission of service records.**
- 3) Servicing has to be done on **bimonthly basis** and as and when needed by us within 24 hours of intimation by us. Apart from the regular service you are required to attend to any complaint registered with you immediately of registering the complaint so as to keep the break down to a minimum.
- 3) Our machine should not remain out of order for more than 24 hours for want of repairs. In case of delay in attending the complaints, deduction of Rs. 250.00 per day from the bill shall be made till the complaint is attended and rectified.
- 4) Separate records for your visits, nature of repairs carried out, details of spare parts replaced are to be maintained and got authenticated by our authorised officials.
- 5) NABARD reserves the right to terminate the contract at any point of time without assigning any reason therefor.

Place:

Name & signature of the contractor

Date:

Address:

Seal:

