



NB.TN/DPSP/ 797 /AMC-VEF-SBRQ/2019-20

26/02/2020

NOTICE INVITING TENDER

M/s.

Dear Sir

Quotations for Maintenance Contract for Visiting Employees Flat (VEF) at NABARD Staff Quarters at South Boag Road Chennai – (2020 -2022)

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/ tenders in two parts from all eligible bidders for Maintenance of Visiting Employees Flat (VEF) at NABARD Officers Staff at South Boag Road, Chennai as per the terms and conditions contained in the Request For Proposal (RFP)/ Tender. The Bidding Document may be obtained from the Bank's office located at No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34 on a non-refundable payment of Rs.500 by way of demand draft in favour of the Bank payable at Chennai or downloaded from <https://www.nabard.org/> free of cost. The other details are given below:

Date of commencement of issue of Tender	26/02/2020
Cost of RFP document (non-refundable)	Rs.500/- (Document is available for download from https://www.nabard.org/ free of cost)
Earnest Money Deposit (Bid Security)	Rs.10000/-
Last date for receipt of RFP queries	14:30 hrs on 16/03/2020 at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34
Last date and time for receipt of Bids	14:30 hrs on 17/03/2020 at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34
Date and time of opening of technical bid	15:30 hrs on 17/03/2020 at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34
Place of receiving and opening of tenders	NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34 Tele: 044-2830 4435

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राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

तमिल नाडु क्षेत्रीय कार्यालय

48, महात्मा गाँधी रोड, पोस्ट बॉक्स संख्या.6074, नुंगम्बाक्कम, चेन्नई-600034. • टेली: +91 44 28304444 • फ़ैक्स: +91 44 28275732 • ई-मेल: chennai@nabard.org

Tamil Nadu Regional Office

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I- General Instruction to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.
2. The envelope containing the Tender document complete in all respects, duly signed by the tenderer and sealed as necessary, should be dropped in the Tender Box kept in the Ground floor **before 14.30 hours on 17/03/2020.**
3. The Contractor selected for award of the Annual Maintenance Contract will have to remit an amount of Rs.10,000/- (Rupees Ten thousand only) as Security Deposit to NABARD. This amount shall be retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest.
4. 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 Quotation.
5. Tenders containing tenderer's own conditions are liable to be rejected.
6. Scope of work are as indicated in the II
7. Terms & Conditions are indicated in III.
8. General Specification as indicated in IV
9. Instructions for filling the Price bid as indicated in V
10. Format of Form of Agreement & indemnity Bond as indicated in VI
11. NABARD reserves the right to divide and distribute the work to more than one Contractor at its sole discretion. The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also the following points:
 - (a) The Contract will be awarded to the agency only if the performance of the agency is found to be satisfactory during the initial three months.
 - (b) The Contract period will be for a period of 24 months, from 01 April 2020 to 31 March 2022.
 - (c) Validity of offer should be 90 days from the last date for receipt of quotation.
12. The rates may be quoted in the Price BID Annexure I & II.

Signature of the authorized signatory of the contractor / Tenderer

II- General Terms and conditions

- 1) The agency should have the **ESI and PF membership** for its employees, the copy of the same is to be attached while submitting the tender.
- 2) The agency should have executed similar Contract with PSU/Central Govt. Dept. during the last three years. The document substantiating the same is to be attached with the bid.
- 3) Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of the Bank. The **list of manpower** available should be provided along with the tender.
- 4) Copy of **the income tax returns** for the previous three financial year's i.e 2018-19, 2017-18 & 2016-17 should be attached with the tender.
- 5) The manpower deployed by the agency should be able to read and write English, Hindi and Tamil.
- 6) The deployment of manpower may be flexible and can be changed as per the directions of the Bank.
- 7) The staff employed should have sufficient training and experience in similar works. They should be properly dressed in uniform at all times. Uniform should be provided by the agency and same is to be worn while catering to the guest.
- 8) In case of absentees of the labour, substitutes labour may be provided to carry out the work.
- 9) The rate quoted for the said contract shall include the cost of manpower cost of equipment/machinery need by the agency to execute the job.
- 10) The services shall be provided from 7days a week, the weekly off for the workers may be decided by the contractor without causing inconvenience to NABARD and guest.

11) Payments

- The payment for deployment of manpower for up-keeping of the premise will be made on monthly basis and on submission of the bills for the same. The bill shall be certified by the Asstt Caretaker/. Caretaker and Protocol and Security Officer of our Bank
- Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month. The bill should be accompanied with documents indicating payment details like wages, PF etc duly signed by the contractor.
- The payments for the toilet kit and the sachet should be claimed proportionate to the room occupancy on a monthly basis.
- The payment of the laundry charges will also be on monthly basis.

- 12) The Contract shall be valid for a period of two years i.e from 01.04.2020 to 31.03.2022. However, the Bank reserves the right to terminate the services of the agency by giving one month notice if the services are found to be unsatisfactory.
- 13) Points to be notes while quoting of rates
- i. The rate quoted should include wages as stipulated by Ministry of Labour, Govt. of India.
 - ii. The rates quoted should also include removal of garbage out of premises on a daily basis.
 - iii. The rate quoted for the toiletry kit and refreshment kit will be valid for the contract period and the rates will not be revised.
 - iv. The rate quoted toward undertaking laundry services of all the linen including bed sheet, towels, pillow cover, curtains, cushion cover etc per monthly basis.
- 14) The Bank also reserves the right/option to extend the validity of this Contract for a further period of 01 year at the same rate, terms and conditions after completion of the two year Contract.
- 15) Forfeiture clause in case of negligence/derelection of duty by Contractor's staff.
- 16) Appropriate Tax and other statutory requirements will be deducted from the bills at prevailing rates.
- 17) CAR policy and work man compensation insurance policy for 1.25 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted to Bank within 15days of the work order.
- 18) The Contractor may ensure that **minimum wages** as stipulated by Ministry of Labour, Govt. of India and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor on demand by the Bank. Minimum Wages: Rates quoted by the agency should be in accordance with the Contract Labour (Regulation and Abolition) Act 1970 / Minimum Wages Act, 1948 and inclusive of all statutory dues. Tender having quoted rates below the prescribed rates will be rejected. The rates should be all inclusive except the GST. Breakup of the Rates quoted is to be submitted to NABARD on demand.
- 19) The Contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of the officer-in-charge/security officer.
- 20) Every person engaged by the Contractor for works in the Bank's premises shall be deemed to be Contractor's employees and no such employees shall have any right to or claim against the Bank.
- 21) In case of strike resorted to by the employees of the Contractors, the Bank reserves the right to employ other Contractor's workers, without any notice, for carrying out the maintenance work. In such cases, either the actual cost of such laborers or whole day basis shall be deducted from the Contractor's bills

or recovery will be made on the basis of actual amount paid to the other Contractor plus the applicable service charge.

- 22) Attendance Record: Attendance of workers as indicated in the scope shall be maintained in the premises and the same shall be verified before settlement of bills. In case of absence, proportionate value of contract pertaining to the days of absence shall be deducted from the monthly payment.
- 23) Any discrepancy in the working of the items installed or provided in the VOF should be brought immediately to the notice of the Care taker/Assistant caretaker/Protocol Security Officer.
- 24) Any other works not covered under this contract shall not be carried out without approval of the bank and bank reserves the right to carry out extra work through other agency, if considered necessary
- 25) The bank reserves the right to recover from the bill of the contractor security deposit for any default / improper maintenance work in time which will be carried out through other agency at the cost and risk, if considered so by the bank, which shall be binding upon the Contractor at all time.
- 26) Breach of Terms and Conditions- For any breach of the aforesaid terms and conditions, or unsatisfactory work, National Bank (NABARD) shall be at liberty to terminate the Contract summarily with one month notice in the event of which the Contractor shall not be entitled for any compensation whatsoever

Signature of the authorized signatory of the contractor / Tenderer

III- General Scope of work

- (1) Providing the service of manpower for up keeping of the VEF, of NABARD located at South Boag Road, T Nagar.
- (2) The contract shall include providing workman at VEF who will receive the guests, allot rooms as per the instructions from the office, provide all amenities as indicated from time to time.
- (3) The Supervisor shall be available in the VEF/Medical flat for a period of 8hrs based on the occupancy condition. The timing for the same will differ as per the actual requirement.
- (4) When the guest checks-in, the Contractor/Contractor's staff shall immediately, attend to the guest, receive the guest, and allot the room specified by the designated officer of NABARD in the name of the guest. NABARD will reserve the rooms and intimate the Contractor through allotment advices duly signed by the designated officer. The contractor shall neither allot rooms on their own, for any reason nor disclose information relating to availability status to the guests.
- (5) Verify the identity of the guest and get the guest's name entered in the Guest Register to be provided by NABARD.
- (6) Accompany the guest to their room carrying his baggage to their room, leave their in the room, look for the guests comforts, keep fresh water, etc.
- (7) When the guest checks-out, separate bills for boarding and lodging are to be prepared and signed by the guest. Collected cash towards Room Rent will be deposited with NABARD Officials with proper paper work on the first day of each week. At the time of check-out, the Contractor shall ensure that the room occupied by the guest is in order with respect to assets/properties of the Bank. A quick check to be carried out before the guest leaves the VEF. At the time of guest moving out of the VOF or checking out, key should be collected. Carry the guest's baggage from the room to the vehicle. To ensure that the guest has not left behind in the room any of their belongings, and if any such belongings are found, to immediately inform NABARD officials for sending the same to the guest.
- (8) The Contractor's workman shall not seek any tips or favor from the guests for the services rendered. During stay, the guest's miscellaneous needs like laundry, medical etc., to be attended to. The charges for these services may be collected from the guest on actual basis, providing relevant bills. In cases where these services are to be rendered at Bank's cost, the same will be intimated to the Contractor by the NABARD officials.
- (9) VEF & Medical Flats at South Boag Road housed in B1,B2 ,C1,C3
 - 07Rooms +Toilets
 - 1 Kitchen
 - 4 Waiting Cum Dinning area

- (10) The workers should sweep & wet mop the common areas of VEF and Medical Flats – **Twice Daily**
- (11) The rooms are to be swept & Wet mopped – **Daily Basis**
- (12) The linen to be changed once in two days or during change in occupancy.
- (13) Dusting and removal of cobwebs etc. from the common areas – **Weekly**
- (14) Collection of garbage / waste from each room/common areas and disposal of the same – **Daily**
- (15) Cleaning the toilets in the rooms and common toilet on a - daily basis and as also whenever there is a change in guests occupying the VOF
- (16) The linen to be washed through laundry service and kept ready.
- (17) Maintenance of the VOFs/VEFs/Medical flat will be ensured by proper cleaning, swabbing, change of linen periodically as advised by the bank for a hygienic and clean environment
- (18) All guests are to be provided with a **Toiletry kit** containing necessary items/consumables on arrival at VOF/VEF & Medical Flat. The list of items to be provided in the kit are as below. An inventory register has to be maintained for the purpose.
 - Tooth Paste(Small)-1No
 - Tooth Brush- 1No
 - Soap (small)-1No
 - Shampoo sachet-1No
- (19) Basic kitchen utensils like tea cups, jugs, vessels, electric stove, bed sheets, pillow cover, towels, slippers etc are to be kept in safe custody and in case of damages to the item proportionate cost will be cut from the contractors bills.
- (20) The Contractor has to place a Suggestion/Complaint register in the front office for the guests.
- (21) 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
- (22) The identity of the occupants has to be ensured before allowing entry to the VEF/ Medical flat. The occupants will be carrying ID cards or copy of the ID cards.
- (23) Any other related works, as and when instructed.

Signature of the authorized signatory of the contractor / Tenderer

IV General Specification

- 1) The agency has to employ a minimum of **01Nos Unskilled** on daily basis and
- 2) The duty hours is as given below, however the staff is to be available for minimum 8hrs based on the requirement . The break-up of the timing in each quarters is as below

Location	No of Manpower	Timing
NABARD Visiting Employees flat, South Boag Road, T Nagar	1 Nos	Monday to Sunday 8am -6pm

- 3) The rate is to be quoted minimum **01Nos Unskilled** for providing regular maintenance works in all the aforesaid NABARD premises.
- 4) In case of emergency requirement contractor has to make the manpower available immediately and the cost for the same will be settle by deriving the per manpower rate from the quoted rate as per the nature of work that is to be executed and after analyzing the number of manpower utilized.
- 5) **Any items procured over and above the scope of work can be claimed with overhead charges at 15% will be applicable on submission of material supply receipt .**

Signature of the authorized signatory of the contractor / Tenderer

V - Instructions for filling the Price bid

1. Quoted rates should be workable and reasonable and should include:
 - a. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Labour Commissioner from time to time.
The minimum wages must cover the Central Government wage as indicated by the Central Labour Commission.
 - b. ESI & PF benefits (Employer's contribution towards ESI & PF). EPF/ ESI has to be paid to worker considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
 - c. Cost of tool/materials, if required
 - d. Allowance for maintenance of two sets of uniform and one set of shoes.
 - e. Charges, if any, towards safe disposal of waste from NABARD premises in safe municipal dump
 - f. Incidental expenses and all overheads and profits
2. The contractor should furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender **as per the format given in Annexure-2 for rates quoted under Sl.No.1 under Schedule of Quantities.**

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory of the contractor / Tenderer

VI- FORMAT OF AGREEMENT TO BE SIGNED

FORM OF AGREEMENT

(On Rs 200/- Stamp paper)

This agreement made onthe day of themonth in the year**BETWEEN**, National Bank for Agriculture and Rural Development having its Head Office at, Plot No C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 and its Tamil Nadu Regional Office at 48, Mahatma Gandhi Road, Post Box No.6074, Nungambakkam, Chennai-600034 (hereinafter referred to as the Employer / Bank) on the **ONE PART**; and *Shri _____ S/D/O _____ resident of _____ the sole

Proprietor (hereinafter called the Tenderer which terms shall also be called the Supplier or the Contractor of M/S _____ having office at the _____ following address.....

.....
*M/S
the partnership firm having an administrative / principal office at represented its Managing / duly authorised partner **OTHER PART**.

OR

* M/S**company / body** having its registered office at the following addressduly represented at.....duly represented by its constituted and authorised Managing Director, Shri.....and (hereinafter called the Tenderer which terms shall also be called the Supplier or the Contractor) on the **OTHER PART**.

NOW THEREFORE THIS AGREEMENT AGREE THAT

- 1) Tender documents containing following listed heads and annexures with the rates entered therein, shall be read and stamped forming part of this agreement and the parties hereto shall positively abide by and submit themselves to the conditions and specifications and perform the agreements on their part respectively in conditions contained.
- 2) We agree to executed with due diligence during the said contract period from2021- 31st March 2022
 - I) General instruction to the tenderer
 - II) Scope of work
 - III) Terms & Conditions
 - IV) General Specification
 - V) Instructions for filling the Price bid
 - VI) Price BID – Annexure I & II

- 3) The said Conditions and the Annexure thereto shall be read and construed as forming part of this agreement and the parties hereto respectfully abide by, submit themselves to the said condition and perform the agreements on their part respectively contained in said conditions.
- 4) All payments by the Employer under this contract will be made by e-payment only.
- 5) All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at CHENNAI and only court at CHENNAI shall have jurisdiction to determine the same.
- 6) This agreement shall be signed in duplicate; the original document shall be kept in the custody of the Employer and the duplicate with Contractor. Stamp duty shall be borne by the Contractor.
- 7) I/ We agree to pay all Government (Central and State) Taxes such as GST, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by me/us are inclusive of the same. I/ We agree that NABARD may deduct the applicable tax that prevail from time to time from our bills.

IN WITNESS WHEREOF the Employer has set its hand hereunto through its duly authorized official and the contractor has caused these presents under its common seal/by its duly authorized representative at the place and on the date and year first hereinabove written.

As witness our hands are affixed this day of 2020.

Signed and sealed by the said Employer in the presence of

.....
.....

Witness No. 1

Witness No. 2

Signed and Sealed by the said

.....
.....

Contractor in the presence of

Witness No. 1

Witness No. 2

Signature of the authorized signatory of the contractor / Tenderer

ANNEXURE C

INDEMNITY BOND

(On Rs. 100/- Stamp Paper)

KNOW all men by these presents that I, Shri..... of M/sdo hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Registered Office at C-24, G Block, Bandra-KurIa Complex, Bandra (E) Mumbai-400051 and Regional Office at No. 48, Nungambakkam High Road, Chennai – 600034 and M/s.....having their office at on this day of..... 2020.

WHEREAS NABARD have appointed M/s.....as the Contractor for their proposed work relating to "**Maintenance Contract for Visiting Employees Flat (VEF) at NABARD Staff Quarters at South Boag Road Chennai –2020 to 2022**".

THIS DEED WITNESSETH AS FOLLOWS:-

I/We M/shereby do Indemnify, and same harmless NABARD against and from

1. any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,
2. any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.
4. Any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage liability, civil or criminal action.

IN WITNESS WHEREOF THE M/shas set his/their hands on thisday of 2020.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS :

- (1)
- (2)

Signature of the authorized signatory of the contractor / Tenderer

Price BID

SCHEDULE OF QUANTITIES

Annexure I

Maintenance Contract for Visiting Employees Flat (VEF) at NABARD Staff Quarters at South Boag Road Chennai –(2020 -2022)

Description of work	Location	No of Manpower A	Per month rate B	Total Amount for a year AXB
<u>Maintenance Contract for Visiting Employees Flat (VEF) at NABARD Staff Quarters at South Boag Road Chennai</u>	NABARD Staff Quarters at South Boag Road T Nagar	1No		

SI No	Particulars	Unit	Rate per unit
1	Toiletry Kit	1No	
3	Laundry Charges @@	Lumpsum per month	

***GST 18%**(or as applicable from time to time) will be paid extra on the rates quoted as above.

@@ The number of linen to be washed on a monthly basis should be estimated by the contractor before quoting the same.

Place :

Date :

Name, address

Signature of the authorized signatory of the contractor / Tenderer

ANNEXURE II

Detailed Calculation (For 01 person for 8 hours of shift per day for one month)

Sl. No.	Details	Unskilled Worker
i.	Total Wages for a month inclusive of special allowance.	
ii.	ESI (.....% of (i))	
iii.	PF (.....% of (i))	
iv.	Others	
v.	Subtotal (A)	
vi.	Service charges/Contractor's profit and other overheads (.....% of (vii))	
vii.	Subtotal (B)	
viii.	GRAND TOTAL (A+B)	

Place:

Date:

Name, address and seal of the contractor

Declaration:

The above charges shall conform to Minimum Wages Act, 1948 for the said hours of duty in a day and seven days in a week. The rates will be revised as per minimum wages prescribed by the Labour Commissioner under Minimum Wages Act, 1948 from time to time, on the basis of the details provided in Annexure-1

Signature of the authorized signatory of the contractor / Tenderer