

संदर्भ संख्या : राबैं./राज.क्षे.का./डीपीएसपी/ Tender -1 / AMC-2017-18
/2017-18

28 फरवरी 2017

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प्रिय महोदय

हमारे कार्यालय परिसर / आवासीय कॉलोनी में विभिन्न कार्यों हेतु वर्ष 2017-18 के लिए वार्षिक रखरखाव हेतु कोटेशन

उपर्युक्त के संबंध में हम सूचित करते हैं कि हम हमारे कार्यालय परिसर / आवासीय कॉलोनी में विभिन्न कार्यों हेतु वर्ष **2017-18** अर्थात् **01 अप्रैल 2017 से 31 मार्च 2018** की अवधि के लिए वार्षिक रखरखाव ठेकों (Annual Maintenance Contracts) हेतु सूचीबद्ध किए गए ठेकेदारों / सेवा प्रदाताओं से कोटेशन आमंत्रित करते हैं. आप से अनुरोध है कि आप निम्न कार्य हेतु अपना कोटेशन हमें भिजवाने की व्यवस्था करें.

कार्य का विवरण		
परिसर / स्थान का विवरण	कार्यालय परिसर	आवासीय कॉलोनी
पता	3, नेहरू प्लेस, टोंक रोड़ जयपुर - 302015	बाला जी मोड़, जगतपुरा रोड़ मालवीय नगर विस्तार जयपुर - 302017

उपर्युक्त कार्य का विस्तृत विवरण (Scope of work) अनुलग्नक II में दर्शाया गया है. इस संबंध में अन्य नियम व शर्तें निम्न प्रकार हैं.

1. कोटेशन अनुलग्नक I में दिए गए प्रोफार्मा में प्रस्तुत किया जाना चाहिए.

2. आपका कोटेशन सीलबंद लिफाफे में हमें दिनांक **22 मार्च 2017 को अपरान्ह 03.00 बजे तक** प्राप्त हो जाना चाहिए. कोटेशन **मुख्य महा प्रबंधक, नाबार्ड, राजस्थान क्षेत्रीय कार्यालय, जयपुर-302015** को संबोधित हो तथा लिफाफे के ऊपर **ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS - OFFICE PREMISES & STAFF QUARTERS FOR THE YEAR 2017-18 कार्य हेतु कोटेशन** लिखा हुआ हो.
3. कोटेशन में आपके द्वारा प्रभारित की जाने वाली सभी प्रकार की दरों, करों व अन्य प्रभारों का स्पष्ट उल्लेख किया जाना चाहिए. आपका कोटेशन हमें प्राप्त होने के पश्चात् किसी भी प्रकार की राशि को सम्मिलित किए जाने के आपके किसी भी अनुरोध पर विचार नहीं किया जाएगा.
4. उपर्युक्त ठेके की अवधि के दौरान कोटेशन की राशि में किसी भी कारण से किसी भी प्रकार की बढ़ौत्तरी का कोई अनुरोध हमारे द्वारा स्वीकार नहीं किया जाएगा.
5. उपर्युक्त ठेके के संबंध में आपको पूरे वर्ष की ठेका राशि का 5% धरोहर राशि (Security deposit) के रूप में हमारे पास जमा करवाना होगा. इस राशि पर कोई ब्याज देय नहीं होगा. यह राशि ठेका अवधि के दौरान संतोषजनक कार्य निष्पादन की स्थिति में ठेका अवधि की समाप्ति के पश्चात् आपको लौटा दी जाएगी.
6. उपर्युक्त ठेके के अंतर्गत सभी प्रकार के भुगतान नियमानुसार आयकर व अन्य वैधानिक कटौतियों के पश्चात् ही किए जाएंगे.
7. कोटेशन की राशि भारत सरकार के न्यूनतम मजदूरी कानून के अनुरूप न होने की दशा में कोटेशन मान्य नहीं होगा ।

भवदीय

(डॉ. सुरेंद्र बाबू)

उप महाप्रबंधक

संलग्न : यथोक्त

अनुलग्नक /

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
Jaipur

QUOTATION FOR

ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL
WORKS AT OFFICE PREMISES & STAFF QUARTERS FOR THE YEAR 2017-18

NAME OF THE TENDERER: _____

ADDRESS _____

CHECK LIST

Tenderers are requested to submit the following :

1. Copy of the registration certificate for the following (Strike out the option that is not applicable)

a)	ESI	:	
b)	EPF	:	
c)	Service Tax	:	
d)	Income Tax	:	
e)	PAN No.	:	
f)	Sales Tax	:	
g)	Labour commission	:	

2. Contractor should follow C.L.(R & A) Act and Minimum Wages/labour Act. Contractor should indemnify NABARD for any liability arising out of operation of C.L.(R & A) Act and Minimum Wages/labour Act.
3. Relevant experience certificates
4. License from Competent Authority, wherever applicable.

The quotations are liable to be rejected if the above conditions are not complied with.

Place :

Date :

Name, Signature and Seal of the Contractor

FORM OF TENDER

Place:- Jaipur

Date:-

The Chief General Manager

National Bank for Agriculture and Rural Development

Rajasthan Regional Office

3, Nehru Place

Tonk Road

Jaipur - 302 015

Dear Sir

Having examined the Scope of work and the guidelines relating to ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS , Office Premises of National Bank for Agriculture and Rural Development (NABARD) at 3, Nehru Place, Tonk Road, Jaipur - 302 015 and its Staff Quarters located at Malviya Nagar Extn, Jagatpura Road, Jaipur-302017 as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

Yours faithfully

Name and Signature of the tenderer

MEMORANDUM

(a) Description of work/s: ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS, Office Premises of NABARD at 3, Nehru Place, Tonk Road, Jaipur-302015 AND at NABARD Staff Quarters , Malviya Nagar Extension, Jagatpura Road, Jaipur-302017.

(b) Earnest Money : ₹ 7200/-

2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the National Bank for Agriculture and Rural Development amount mentioned in the said conditions.

3. I/We have deposited a sum of ₹ 7200/- as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the National Bank for Agriculture and Rural Development.

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorised to sign

OR

Names of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of authorised signatory

(Signature and addresses of witnesses)

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT, JAIPUR

RECEIVED from _____ (Name of tenderer)

a sum of ₹ _____ (Rupees _____)

(in words) by Demand Draft being the Earnest Money Deposit on account of their tender for ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS , Office Premises of NABARD at 3, Nehru Place, Tonk Road, Jaipur-302015 AND at NABARD Staff Quarters , Malviya Nagar Extension, Jagatpura Road, Jaipur-302017.

For NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Date and Stamp _____

Signature of the tenderer _____

Address of the tender _____

The Agreement which would be entered by the successful tenderer with the National Bank is prescribed as follows:-

AGREEMENT

This agreement made at Jaipur this _____ day of _____ 2017 (in words) 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 Regional Office at 3, Nehru Place, Tonk Road, Jaipur - 302 015, 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 (this will undergo change when the party is partnership firm or Company) Shri..... son of aged presently residing at _____ and carrying on similar work under the name and style of M/s _____ and having their place of business at _____ hereinafter referred to as ' the party' (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 the National Bank is desirous of outsourcing the work of ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS, Office Premises of NABARD at 3, Nehru Place, Tonk Road, Jaipur-302015 AND at NABARD Staff Quarters , Malviya Nagar Extension, Jagatpura Road, Jaipur-302017. (hereinafter referred to as the said premises)

AND WHEREAS the party has offered to undertake the work as per the scope of work and details indicated in the special instructions

AND WHEREAS the National Bank in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Electrical Maintenance work hereinafter set out.

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

NABARD hereby awards the work of ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS in the said premises from 01.04.2017 to 31.03.2018. If the work rendered by you is satisfactory then the bank may at its own discretion extend the contract for a period of one year or more on the same terms and conditions.

2. As compensation for the work, the party shall be reimbursed an amount of ₹ _____/ (₹ _____ only) per month plus taxes as applicable. These rates shall be firm rates. No request for increase of rates shall be entertained by the Bank on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement.

3. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

4. (a) The party shall comply with the municipal and other laws, obtain license, 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 party shall indemnify and keep indemnified the Bank against any lapse on the party's part in complying with these conditions or any other statutory requirements in connection with the Electrical Maintenance work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of the Chief General Manager of the Bank

(c) The party 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 the Bank so deputed by him. The party 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 the National Bank 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 party shall be obliged to take remedial / rectification measures as instructed by the Chief General Manager.

(d) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank`s furniture, fixture and fittings and other articles.

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

(f) 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 party shall not be entitled to any compensation in the event of such termination. **However, in normal course the agreement can be terminated by the party by giving three month`s notice and by the Bank by giving one month`s notice.**

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

(h) 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.

(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding, charge of General Administration Department for the Rajasthan Regional Office at 3, Nehru Place, Tonk Road, Jaipur - 302015 and shall include, in respect of any powers exercisable by him or NABARD under this agreement any officers of the Bank designated by him in that behalf from time to time.

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

IN WITNESS WHEREOF the National Bank has set its hands to these presents and a duplicate hereof through its authorised official and the party 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 National Bank

.....

by the hand of its authorised official

(Name and Designation)

in the presence of

(i) _____

(ii) _____

Signed and Delivered by Shri

In the presence of

(i) _____

(ii) _____

Schedule "A"

Terms & Conditions

1. In the said conditions hereinbefore mentioned, the officer in charge of the General Administration Department i.e. the Chief General Manager shall act on behalf of the Bank.
2. The said Conditions and appendix thereto shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said Conditions.
3. The agreement and documents mentioned herein shall form the basis of this Contract.
4. This Contract is for ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS as per the rates accepted and the governing conditions.
5. The party shall make good any damages to the property, during and after the completion of the Contract.
6. All payments by the Bank under this contract will be made only at Jaipur.
7. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Jaipur and Courts in Jaipur only shall have jurisdiction to determine the same.
8. That the several parts of this contract have been read by the party and fully understood by him.

General Instructions to Party

Sealed Tenders, should be addressed by name to Chief General Manager, Rajasthan Regional Office, National Bank For Agriculture and Rural Development, 3, Nehru Place, Tonk Road, Jaipur - 302 015 and superscribed " ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS , Office Premises of National Bank for Agriculture and Rural Development (NABARD) at 3, Nehru Place, Tonk Road, Jaipur - 302015 and its Staff Quarters located at Malviya Nagar Extn, Jagatpura Road, Jaipur-302017" and send so as to reach him not later than **03.00 p.m. on 22nd March 2017**. The tenderers should clearly indicate on each copy of the tender, under the full signature, whether it is original or duplicate.

No tender will be received after 03.00 p.m. on 22nd March 2017 under any circumstances whatsoever.

Tenders will be **opened on 23rd March 2017 at 11.00 AM** at his office by Chief General Manager, National Bank For Agriculture and Rural Development, or any other officer designated for this purpose by him in the presence of other officials and the tenderers or their representatives, should they choose to be present.

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

The tender forms should be filled in English 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 columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing 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 tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any tender 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 tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

Intending tenderers shall pay an Earnest Money Deposit a sum of ₹ 7200/- by a Demand Draft drawn on a Schedule Bank which amount will be credited into the office of the National Bank For Agriculture and Rural Development. The Earnest Money Deposit will be returned to the tenderer if his tender is not accepted but without any interest.

Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or Bank Guarantee or insurance guarantee, cash or cheque.

The Earnest Money Deposit of ₹ 7200/- paid by the successful tenderers shall be held by the National Bank for Agriculture and Rural Development as partial security deposit for the execution and due fulfillment of the contract. No interest shall be paid on the said deposit.

The Earnest Money Deposit of the successful tenderer will be converted into the Security Deposit and retained with National Bank. The amount of Security Deposit to be maintained will be ₹..... The difference in the amount (₹.....) should be deposited with the National Bank by a demand Draft from a Scheduled Bank prior to the signing of the agreement. All compensation or other sum of money payable by the party to the Bank under the terms of this contract may be deducted from his security deposit if the amount so permits and the party shall, unless such deposit has become otherwise payable, within 10 days after such deduction make good in cash the amount so deducted.

On receipt of intimation from the Bank of the acceptance of his/their tender 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 tender document.

The party 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 party rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the party.

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 tender on 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 Bank will provide water and power required for the work free of cost at suitable points. The party should ensure that the water and power facility provided by the Bank are not wasted.

The Earnest Money Deposit of the successful tenderer will be forfeited if he fails to comply with any condition of the contract.

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

Signature of Tenderer : _____

Address: _____

_____ Date: _____

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 are as under :

"The Bank"	Shall mean National Bank for Agriculture and Rural Development and shall include its assigns and successors.
"The party"	Shall mean M/s _____ and shall include his/their legal representative, assigns or successors
"This Contract"	shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.
"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.
"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.
"The Works"	shall mean ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS as specified in the scope of work and special conditions, at Office Premises of National Bank for Agriculture and Rural Development (NABARD) at 3, Nehru Place, Tonk Road, Jaipur - 302015 and its Staff Quarters located at Malviya Nagar Extn, Jagatpura Road, Jaipur-302017" 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 party.

1. The party 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 party 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 National Bank.
3. The party 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 misconduct's 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 party and the party 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 party 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 party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party 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 Acts of Government 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 party.

QUOTE

Rate Quoted for the ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES & STAFF QUARTERS, AT Office Premises of NABARD at 3, Nehru Place, Tonk Road, Jaipur-302015 AND at NABARD Staff Quarters , Malviya Nagar Extension, Jagatpura Road, Jaipur-302017 as per the details indicated in the scope of work and the special instructions is ₹_____per month plus taxes as applicable.

Signature :-

Of the person authorised to make the quote

Name of the person authorised to make the quote :-

Company Stamp or Seal :-

अनुलग्नक II - Scope of work

NABARD, Rajasthan Regional Office, Jaipur

Annual Maintenance Contract for Electrical / Electro-mechanical works at Office Building and Staff Quarters

Scope of work and Terms & Conditions

- 1) The contractor shall provide the services of one electrician each at Office Premises & Staff Quarters separately having valid license and who will look after day to day complaint during the duty hours on all working days of the week in the Office Building and from Monday to Saturday in Staff quarters. The weekly off days shall be decided by the Bank. The contractor shall arrange for all necessary tools, ladders, drilling machines etc., required for the quality maintenance of the work. The contractor shall provide necessary screws, batten clips, fuse wires, insulation tapes etc., required for the repair works within the quoted rates. The contractor shall also provide and maintain all required tools, tackles and measuring instruments at site at his own cost.
- 2) The Electrician shall attend the duty timings as decided by the Bank. He shall collect complaints from the Assistant care taker or from the complaint book and attend the same on the same day and in any case within next 48 hours
- 3) All complaints shall be attended to immediately on receipt of the complaints / information. No complaint shall remain unattended for more than 24 hours. If any complaint is likely to take more time for its resolution, the same will be immediately brought to the notice of Assistant Caretaker / Protocol & Security Officer. The complaints of complicated nature and beyond the scope of work shall be reported back immediately to the Assistant Caretaker / Protocol & Security Officer.
- 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 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 contractor shall make his own arrangement for providing mechanics / wiremen / electrician and helper (as and when needed) 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.
- 6) 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 Bank.
- 7) All type of Electrical Maintenance works including repairs / preventive maintenance works shall be carried out by the electrician/wiremen on duty. This shall also include cleaning of all the electrical installations including meter boards, switch boards, staircase / compound area bulbs, tube lights, fans and fittings etc. in such a manner that all these equipment are thoroughly cleaned at least twice a year.
- 8) The testing of electrical installations shall be carried out as per the instructions of the Technical Officer of the Bank.

- 9) The contractor will provide experienced staff / workers in the eventuality of breakdown in the power system. He should restore the supply in the shortest possible time. It shall be the duty of the contractor to do liaison work with RSEB / JVVNL as and when necessary and required. No additional payment of any kind shall be made for such an eventuality. **The incidental charges to be paid to the RSEB / JVVNL by the contractor shall not be reimbursed by the Bank and shall be borne by the contractor.**
- 10) Cost of items required to be replaced during the course of maintenance contract will be paid separately to the contractor on submission of bills. For this purpose, contractor shall furnish to us rates of normal / routine items which are required on day to day basis as per Annexure I. Spare parts replaced shall be of standard quality and manufactured by leading brands and should have ISI mark certification. These rates will hold good for entire period of contract. No request for enhancement in the approved rates will be entertained under any circumstances during the currency of contract.
- 11) The work shall broadly include the following :
- i. Maintenance of Electrical Installations including geysers, fans, tube lights, heaters, blowers etc. in 116 nos. of Staff / Officers quarters including Visiting Officers' flats (VOFs), Visiting Employees' flats (VEFs), Single Room Accommodation (SRAs), dispensary, staircases, common areas, community hall, guard rooms, ACT office, compound / lawn lights, pump house etc. and any other electrical fittings and / or fixtures inside the periphery of NABARD Staff Quarters, Malviya Nagar Extension, Jagatpura Road, Jaipur. The rates also include cleaning of fans, tube lights and other electrical installations on half yearly basis.
 - ii. Maintenance of Electrical Installations in Bank's Office Premises (3, Nehru Place, Tonk Road, Jaipur) including lights in compound, pump house, staircases, computer centre, lifts etc. and maintenance of electric Sub-station which comprises of 11kv transformer, main panel, cables, indicator bulbs, ACB switches, lighting in sub-station including oiling, greasing, cleaning of HT OCB, transformer, main panel, cable alleys etc, oil level in HT OCB & transformer, maintaining a log book for maintenance operations (fortnightly basis) for each unit i.e. for cleaning, oil levels in OCB / transformer BDV, oil testing or from laboratory for its mandatory tests as per ISI standards etc. complete. The rate should include cost of changing minor parts viz. lubricants, nuts, bolts, cleaning materials, etc.
 - iii. Running and Operation of 160KVA Auto DG Set with AMF panel installed at Bank's Office Premises and maintenance of log book and works connected thereto.
 - iv. Running and Operation of Package Unit Air Conditioning system of 208TR capacity installed at Bank's Office Premises including maintenance of log book. The electrician/ wiremen posted at site should be capable of handling minor defects/ repairs in the microprocessor controller.
 - v. Maintenance of pump sets, submersible pump set of bore-well with complete electrical installation including starters, switches, cables etc. installed in Office Premises and Staff Quarters for various purposes. This includes monthly servicing of the motors like oiling, greasing, cleaning, replacement of worn out glands rubber bushes etc. This shall also include repair / servicing of the same. It will also include repair and replacement of wheel valve, non return valve and foot valve inside the pump house. The same needs to be attended on top priority basis as the same affects water supply system.

The above list of items / works is illustrative only and the maintenance contractor is supposed to carry out all the jobs related thereto.

Award of work will be finalised on the basis of rates furnished for maintenance of electrical installations and supply of spare parts as per Schedule I & II.

Special Instructions

- 1) The contractor will provide sufficient manpower to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank. In case of emergency, the contractor shall be required to post additional staff without any extra cost to the Bank.
- 2) The contractor will provide sufficient number of supervisors to ensure proper and effective supervision.
- 3) The manpower provided by the contractor should be available as per the following time schedule.

Office Premises	Monday to Friday	9.30 AM to 5.30 PM
Staff Quarters	Monday to Saturday	8.00 AM to 12.00 Noon and 3.00 PM to 7.00 PM

The timings may be flexible and could be changed / increased depending upon the quantum of work and requirement of Bank.

- 4) The contractor will provide necessary substitutes in case of absentees.
- 5) **All the workmen deployed under the contract should have valid Identity Card Issued by the Agency and should be in proper uniform having Agency/Firm/ Company's Name & Logo, embossed/ embroidered on it.**
- 6) In case the employees deputed by the contractor are absent, contractor should ensure to provide substitutes for smooth conduct of work. **In case no substitute is provided by the contractor, no payment will be made for that day. The amount will be deducted on a pro-rata basis. In addition, a penalty of equal amount will also be imposed which will be deducted from the bills of the contractor.**
- 7) NABARD may conduct surprise checks regarding availability of staff of contractor. In case contractor's staff is found absent during these surprise checks, they will be treated absent for that day. In such a case action as indicated at sr. no. 5 above may be taken by NABARD.
- 8) All staff must be suitably trained and experienced to perform duties entrusted to them, and must be in proper uniform at all times.
- 9) In the event of contractor's staff not attending to a specific item of work required under the contract, pro-rata amount will be deducted from contractor's bills.
- 10) In the event of breach of the aforesaid Terms & Conditions, NABARD shall be at liberty to terminate the contract summarily giving one month notice in the event of which you shall not be entitled for any compensation whatsoever.
- 11) The contractor should issue photo ID cards to all his staff and ensure that they carry the same with them while on work.
- 12) The contractor will be responsible for compliance to all statutory provisions which may be applicable viz. ESIC, Provident Fund, minimum wages, accident / death insurance, license etc. for coverage of all the employees under his charge.
- 13) The contractor / electrician deputed by the contractor shall be holding a valid license from the Electricity Department.
- 14) All the payments under this contract shall be subject to deduction of applicable Taxes and remittance thereof to concerned Government Department by NABARD.

- 15) The contractor should submit a copy of PAN Card issued by the Income Tax Department.
- 16) The contractors should quote their rates **excluding** Service Tax.
- 17) Contractors should specifically indicate in their quotations regarding applicability of Service Tax based on their Annual turn-over.
- 18) In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the matter shall be settled by arbitration in accordance with Indian Arbitration Act 1940, and any statutory modifications or reenactment thereof to the act in jurisdiction of Jaipur court.

Place :

Date :

Signature and Seal of the Contractor

Special terms & conditions

1. The Party shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract. The contract value quoted by the Party is inclusive of Employer's share of ESI & EPF contributions and no separate charges shall be payable by us on this account. Monthly payment will be done on production of proof of payment towards ESI & EPF(counterfoils) & other documents such as registration number, photo card etc. As per requirements of Contract Labour (Regulation & Abolition) Act 1970 , the payment of wages to the employees to be made by the contractor in presence of official of NABARD who will sign the payment register.
2. The staff deployed should be available 3 days prior to commencement of the contract to ensure smooth handing over / taking over from the existing contractor.
3. The Party should ensure payments to the labourers as per latest minimum wages act and also payment to be disbursed to the contract labour and supervisor in the presence of NABARD's representative on or before 7Th of every month irrespective of fact that previous monthly bill is paid or not by the NABARD.
4. The Party shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.
5. Mobile phone of the supervisor deputed on site may be intimated to us.
6. The Party should provide 2 sets of uniforms of approved color and quality to the employees deployed for the job at NABARD and also one pair of safety shoes , every year at your own cost.
7. The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD/residents of the colony during execution of works . The Party would be responsible for the safety of persons employed by the Party as also the safety of employees of NABARD / residents of the colony.
8. The Party shall take all precautions to avoid accident and causes of accident. The Party must be careful regarding safety during working of the Party worker in the premises/colony.
9. NABARD shall not bear any responsibility in case of any accident to the Party worker in the premises/colony due to no fault of NABARD's working but merely due to negligence of the Party worker or lack of safety provided to them by you.
