

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
GUJARAT REGIONAL OFFICE, AHMEDABAD



**Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at
Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura,
Ahmedabad 380009 for the period 01 June 2021 to 31 May 2023**

NAME OF THE TENDERER: _____

ADDRESS: _____

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
GUJARAT REGIONAL OFFICE, AHMEDABAD

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NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
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SCHEDULE OF EVENTS

Date of issue of Tender	02 April 2021
Earnest Money Deposit (EMD)	The Bidder shall deposit Earnest Money Deposit for an amount of Rs. 10,000/- which can be remitted by NEFT/RTGS into NABARD's bank account as per details given below.
Account Details of National Bank for payment of Earnest Money Deposit	Payee Name : NABARD Current Account No : NABADMN02 Name of the Bank: NABARD, Mumbai IFSC Code : NBRD0000002
Pre-Bid meeting	11.00 hrs. on 09 April 2021
Last Date of Submission of Bids	Up to 14.00 hrs. on 26 April 2021
Opening of Bids	15.00 hrs. on 26 April 2021 Authorized representatives of vendors may be present during opening of the technical Bids. Bids would be opened even in the absence of any or all of the vendors' representatives.
Contact Details: Address for Communication And submission of bid.	NABARD , Gujarat Regional Office, Department of Premises, Security and Protocol, 2nd Floor, NABARD Towers, Opposite Municipal Garden, Usmanpura, Ahmedabad 380013 079-2755-4021/4023

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

Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura, Ahmedabad 380009 for the period 01 June 2021 to 31 May 2023

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	Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura, Ahmedabad 380009
b)	Contract Period	01 June 2021 to 31 May 2023
c)	Earnest money Deposit	Rs.10,000/- (Rupees Ten Thousand Only) Payee Name : NABARD Current Account No : NABADMN02 Name of the Bank : NABARD, Mumbai IFSC Code : NBRD0000002

1. Should this quotation/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 Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions 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 Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We have paid interest-free Earnest Money Deposit (EMD) of Rs. 10,000/- by RTGS/NEFT to NABARD's Current Account No NABADMN02, IFSC Code NBRD0000002 and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

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

11. I / We agree to pay the worker/workers engaged as per the minimum wages declared by the authority under CLR act 1970 from time to time and agree to pay the same with immediate effect.

12. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the entire contract period except the difference of minimum wages mentioned at para 10 above and corresponding applicable tax.

Yours faithfully

(Seal & Signature of Contractor)

Date:

Place:

GENERAL INSTRUCTIONS

Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura, Ahmedabad 380009 for the period 01 June 2021 to 31 May 2023

1. Before quoting, the Contractors must clearly understand that they have fully acquainted themselves with the intent of:

- a. Form of Tender (page 4)
- b. General Instructions (page 6)
- c. General Terms & Conditions of Contract (Annexure-A) (page 9)
- d. Additional Conditions (Annexure-B) (page 13)
- e. Scope of work (Annexure-C) (page 15)
- f. Special Instructions (Annexure-D) (page 18)
- g. Safety Precautions (Annexure-E) (page 21)
- h. Declaration (Annexure-F) (page 22)
- i. Schedule of work (Annexure-G) (page 23)

2. The envelope containing the quotation should be properly sealed, addressed, duly super-scribed with name of work, should be addressed to Chief General Manager, NABARD and submitted in the prescribed Tender Box in the Department of Premises, Security and Procurement, 2nd Floor, NABARD Towers, Opp. Municipal Garden, Usmanpura, Ahmedabad - 380013. The last date of receipt of Tender is **26 April 2021 (before 14.00 hours)**. Tenders will be opened on the same date at 15.00 hours or at a later date convenient to NABARD.

3. All entries in the tender documents must be made in English. They must be based written in ink and must not be typed.

4. No tenderer can participate without having Tender issued by us. The tender / quotation document and as such tender documents / quotations are not transferable.

5. National Bank takes no responsibility for delay / loss in post or non-receipt of quotations / tender documents / bids etc.

6. Submission of the tenders / quotations shall be done by the tenderers as per instructions contained in special conditions of contracts of the tender document.

7. The envelope containing tender / quotation should be properly sealed, addressed, duly superscribed with name of work and the date of opening and should be submitted in the prescribed tender box in the Department of Premises, Security and Procurement, 2nd Floor, NABARD Towers, Opp. Municipal Garden, Usmanpura, Ahmedabad – 380013.

8. Bids made by agents and Fax / Telex / Telephonic bids shall not be entertained / considered.

9. The tenderer must quote his rates in the specified column in the pro forma 'Schedule of Work'. **Rate shall be written both in 'Figures and Words'**.

10. No alterations, additions or erasures in any of the tender documents are permitted and if any are made, the National Bank shall have the right to either discard such alterations, additions, erasures or to reject the whole tender as it may decide.

11. **Contractors** are advised to visit the site at their cost before quoting and doubts if any be got clarified from the concerned officer to familiarize themselves with the details of the works and site conditions, etc.
12. Rates should include all Taxes (including GST), Wages as per Act, etc. and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account, except the difference of minimum wages and corresponding applicable tax.
13. The rate quoted by the bidders shall be inclusive of the charges for labour, supervision, Tools and Equipment's, Taxes of any nature etc. and shall be as mentioned in the Schedule of Quantities/Scope of Work.
14. NABARD reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other tenders received in response to this Tender. The decision of NABARD in this regard shall be final and indisputable.
15. If last date of receipt of Tender / Quotation and opening date is a holiday then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.
16. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.
17. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
18. No advance shall be paid towards mobilization and cost of materials.
19. The decision of NABARD in awarding the work shall be final and cannot be subjected to arbitration.
20. NABARD also reserves the right of supersession of any of the conditions stipulated in the Tender Document.
21. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
22. When there is a difference between the rates in figures and in words the rates which corresponds to the amounts worked out by the Contractor shall be taken as correct.
23. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.

24. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.
25. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender
26. If the successful bidder refuses, withdraws or neglects to execute the Contract within the time frame specified by NABARD, Gujarat Regional Office, Ahmedabad, EMD shall be forfeited.
27. The contractor should have their own office in Ahmedabad, Gujarat. If the contractor belongs to other city, a detailed write up on execution arrangements shall be submitted by the tenderer.
28. NABARD reserves the right to verify any or all the documents furnished by the Tenderers with any authorities. NABARD also reserves the right to cancel any or all the applications without assigning any reason thereof.
29. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
30. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.
31. The firms which do not fulfil the requirements (terms and conditions) shall not be considered for selection and award of work.
32. The staff deployed by the firm at site should have adequate experience and knowledge in their respective works.
33. The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing
34. If a bidder / tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.
35. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by NABARD. If required, NABARD may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and tenderer/bidder shall have to furnish Rate Analysis for the scrutiny of rates by NABARD within stipulated time. NABARD reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.

GENERAL TERMS AND CONDITIONS

Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura, Ahmedabad 380009 for the period 01 June 2021 to 31 May 2023

1. The contractor shall make his own arrangement for all types of tools, implements, ladder etc. for executing the plumbing works.
2. For the storage of various materials required for the above work, the contractor shall arrange for his own lockable cupboard. He shall be given a space for keeping his cupboard if required.
3. In the case of works other than maintenance, not included in the schedule of quantities the contractor shall submit his quotations and obtain approval from the Bank before execution of work. But for urgent nature of works, the contractor shall execute the work without waiting for written approval. In such cases he shall be given rates as under:
4. Rate of the materials as per his purchase voucher (the cash vouchers should be from authorized stockist)
5. Rates should include removal of debris out of premises to the safe municipal limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, their bill will not be settled.
6. Materials used and the completed work should conform to relevant BIS Codes. BIS and CPWD Specifications and Method of Measurements shall be followed as applicable. However, in the absence of the same and / or in case of any discrepancy, the decision of NABARD will be final.
7. Monthly payment will be made in the case of Comprehensive maintenance works based on bill submitted by the contractors and certified by the caretaker of concerned premises to the effect that the complaints recorded in the registers have been attended.
8. Separate work slips / work orders will be issued by the bank in respect of the items which are not covered under the comprehensive monthly charges. The contractors may raise the bills for the same within a month's period after completion of the work. The bank will be at its liberty to reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
9. Any discrepancy in settlement of bills may be brought to the notice of the bank within a period of one month after the settlement of the bills. The bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
10. Income Tax-TDS, GST-TDS and other taxes as applicable will be deducted from total payment due to the Contractors.
11. The working hours to be observed by the contractors shall generally be as indicated in Annexure F. However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid.

12. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Construction / Maintenance Contract. NABARD will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

13. The Contractor shall comply with the provisions of Contract, Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD shall not be held responsible for any lapse of the vendor, if any, in complying with the provisions of any Labour Regulations, if applicable. NABARD shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with Laws.

14. The Contractor should be responsible to fulfill all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.

15. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet NABARD's Engineer with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.

16. Any act of indiscipline / negligence / misconduct / theft / pilferage on the part of any workers engaged by the Contractor resulting in any loss to NABARD in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary.

17. In case of any default or failure on Contractor's part to comply with all / any one of the Terms and Conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount(s) from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.

18. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

19. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.

20. The work should be carried out with least inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants etc.

21. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The Contractor shall assist NABARD fully in respect of any liaison with the Municipal or any other authority for necessary approval / permission with regard to the construction / maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NABARD.

22. The Contract can be terminated by NABARD on one month's notice if services are found to be unsatisfactory and if there is no improvement even after issue of three notices to the contractor.
23. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any T & P materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T & P etc. at his cost during the execution of any work and remove them as soon as the work is completed.
24. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
25. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
26. The Contractor shall maintain a register for the material issued and used at various site. The Contractor shall also produce weekly record of balance material in stock. The same shall be verified by the Bank's representative. Any shortages in or damage to the material will be contractor's responsibility and cost thereof will be recovered from the Contractor's bill. The Contractor's bill shall not be paid till he submits the record of material.
27. The contractor shall ensure that the regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the State Govt. from time to time and make available for inspection of the Bank the relevant records. However, rate quoted by the Contractor shall be firm and remain valid till the expiry of the contract period.
28. The contractor shall maintain a complaint register for each building and attend to the complaints registered, immediately. For the purpose of convenience the register may be kept in the custody of the security guards posted at the premises.
29. *The work slip/orders for carrying out works which are not covered under monthly charges for maintenance works will be issued by NABARD and such additional works shall be paid for extra.*
30. *The cost of replacements wherever applicable shall be paid for only on sanctioned work slips issued by NABARD to the Contractor. If any replacement is done without proper sanction, the same will not be considered for payment.*
31. *Need for replacement of any particular item shall be decided by Bank's representative and the Contractor should carry out the work without any dispute.*
32. *Whenever particular items of materials, fittings etc. are replaced at Bank's cost, the Contractor shall deposit such items like old fittings etc. with the ACT/CT of the colony till the settlement of the bill of extra items. All such removed old materials should be stacked safely at the specified location within the premises. After settlement of the bills, the contractor may take the old/scrap material. However, any useful materials like fittings, pipes etc. , which could be used, may be used in the repair/maintenance works with the approval of Site Supervisor/Bank's Engineer and for such items, the cost will not be paid to the Contractor.*
33. *Necessary tools and minor items like adhesives, screws, nails, nut & bolt, washer, bracket, clips, grease, mobil, M-seal, rubber for stopper, rubber buffer etc. as well as item/work costing individually up to Rs.100/- will be in the scope of the contractor.*

34. Contractor shall maintain a proper Record/Register indicating reasons for not attending to any particular complaint within 1-3 days, failing which penalty as per Bank's decision shall be levied.

35. INSURANCE

- a) Contractor shall take adequate insurance cover against injury and death, disability of his employee (including casual employees deputed at workplace), and contractor shall indemnify the EMPLOYER and hold the EMPLOYER harmless in respect of all and any expenses arising from any such injury and / or damages in respect of Workmen's Compensation and Risk of Accidents to contractor's own employees.
- b) The aforesaid insurance policy / policies shall not be cancelled till EMPLOYER has agreed to their cancellation.
- c) The Contractor shall prove to EMPLOYER from time to time that he has taken out all insurance policies referred to above and has paid the necessary premium for keeping the policies alive till the expiry of the defects liability period. Above instructions on insurance coverage will also be applicable to the sub-contractor, if any, of the contractor.

DECLARATION BY THE CONTRACTOR

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

Seal and Signature of the contractor

ADDITIONAL CONDITIONS

Special conditions/instructions to the contractors:

1. Change of plumber without prior permission of Bank is not permissible. In case of change of plumber, the original copy of the new plumber's license will be produced before the Bank's official for verification.
2. Liasoning with Municipal Corporation will be done by the contractor as and when required. The contractor should be competent to issue test report/other certificates required by these Organizations.
3. Any misguidance or dishonesty to the Bank such as in respect of highly inflated measurements of works, use of sub-standard material, charging the occupants for carrying out maintenance work in flats etc. will be viewed seriously and if required appropriate penalty for the above may be imposed by the Bank.
4. In case of major failure, the contractor shall provide the required number of plumbers, helpers and supervisors to rectify the fault immediately after receipt of complaint.
5. The Contractor shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the Officer-in-Charge of the Bank. Daily attendance of workers as indicated in the scope and in enclosed annexure shall be maintained by the Contractor with the authorised Bank's Officer which shall be verified at the time of scrutiny of bills for payment. For any absence of the plumber or helper deductions will be made from the lump-sum charges on pro-rata basis.
6. The Contractor shall abide by the requirements of Security Section from time to time and shall strictly follow the obligation required by the Bank.
7. The Contractor shall be deemed to have satisfied himself as to the nature of the site, local facilities, access and all matters and things in any way affecting the execution and completion of the Contract. No claims for extra charges shall be entertained in this behalf for any reason whatsoever.
8. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of Bank.
9. Notwithstanding anything contained therein the labour, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against the bank. The National Bank also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.
10. **Payment of Bills:** The contractor shall produce his bills in duplicate addressed to the Chief General Manager, NABARD, Gujarat Regional Office, Ahmedabad. The bill shall be paid by the bank after it has been verified by the bank's Caretaker / Technical Officer and found to be in order. Payment will be made strictly as per the attendance.

11. 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 labour on 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 service charges of 2%.

12. **Performance & Supervision:** To maintain the high standard of performance of installation and for taking day to day instructions, Contractor's representative must visit the Department of Premises, Security and Procurement at least once a week. This clause does not precludes instructions being given by the Bank in between the period.

13. The Contractor shall ensure carrying out all precautionary measures as indicated in Annexure-D

14. The successful tenderer shall submit the complete bio-data / details of his site representative to be deputed for the subject work.

15. **The tenderer is advised to understand the tender conditions and accordingly the authorised signatory should sign on all the pages of tender documents.**

SCOPE OF WORK

Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura, Ahmedabad 380009 for the period 01 June 2021 to 31 May 2023

The rates quoted for Maintenance shall include the following (Internal and External areas in the Premises):

1. Attending to all the complaints recorded in complaint register/received in writing relating to Civil, Water Supply and Sanitary Systems & Plumbing works and allied works and rectifying the defects wherever necessary including cost of minor materials (like adhesives, screws, nails, nut & bolt, washer, brackets, clips, grease, mobil, M-seal, rubber washer, wooden plugs, nails, screws, brackets, clamps etc.) as well as item/work costing individually **up to Rs. 100/-** replaced in the Office premises & Staff/Officer Quarters. All the old/unusable/scrap material (which will be created during repair/maintenance work) will be stacked by the contractor as advised by Caretaker.
2. Re-plastering of walls, ceilings, floors with suitable cement mortar to the required thickness including removal of old plaster upto 0.1 sqm at any one location related to maintenance works in the premises. For plastering more than 0.1 sqm, extra payment will be made. So, the contractor will engage the mason as and when required for plastering and other works.
3. Rectifying the defects and refitting the existing bib cocks, stop cocks, sink cocks, pillar cocks, valves etc. including cost of minor materials replaced.
4. Rectifying defects and refitting the existing handles pull chain, plungers, washers, water supply inlet and outlet connections, ball cocks and overflow pipe of flush tank including cost of minor materials replaced.
5. Rectifying defects and refixing existing water supply inlet and outlet connections, waste coupling, brackets, etc. of the wash basins including cost of minor materials replaced.
6. Rectifying defects and refitting the existing shower roses and anodized aluminium towel rods with brackets similar to existing ones, of required sizes and materials in bathrooms including cost of minor materials replaced.
7. Rectifying defects in disturbed MS/GI/CI clamps, wooden plugs, brackets etc. of existing PVC/AC/GI pipelines and specials including cost of minor materials replaced.
8. Making holes in stone/brick masonry and RCC wall of any size, roofs, chajjas etc. to facilitate plumbing works etc. and making good the same wherever necessary.
9. Filling the joints of traps (with M-seal etc.) and cracks/joints/holes of walls, ceilings, kitchen sink/platform, wash basin, bathrooms, toilets, side of the door frames, sills etc. with suitable sealant, adhesives, cement etc. and pointing of tiles.
11. Refitting the disturbed/fallen tiles in floors, walls, with suitable adhesive including cost of minor materials replaced.

12. Breaking any old floor, coba, PCC work, RCC work, brick work etc. wherever necessary, related to maintenance works.
13. Cleaning of drinking water/pipelines, OH and UG water tanks, rain water lines, waste and soil water pipes, bore well water lines including disconnecting and reconnecting the pipes as per requirements. Fittings and pipes, if change, will be paid extra.
14. Thoroughly Cleaning of manholes, gully traps, gutters etc. and sewer lines & storm lines and removing the silts, mud chokes in the lines below/above ground level for smooth functioning of sewerage/storm pipe /drain system inside the colony, once in a year (before monsoon) and disposing immediately the silts, mud, debris etc. to Municipal Corporation/Other relevant authorities dumping ground without causing nuisance to anybody for which extra payment will be made (for dumping) i.e. for once in a year only and to be done with all necessary chemicals, tools & machineries like suction pumps etc. complete as directed as well as liaisoning with Municipal Corporation/Other relevant authorities. The pipes/drains shall be cleaned upto the main drain/manhole of Municipal Corporation/Other relevant authorities which may be outside the colony and the same may be done as per Municipal Corporation /Other relevant authorities rules/regulations and for the required length to ensure proper flow of storm water/ sewage water. The cleaning or removal of choking in storm drains/sewer lines have also be done as and when required in addition to the annual cleaning referred to above and its cost may be included in monthly maintenance charges with all necessary chemicals, tools & machineries like suction pumps etc. complete as directed as well as liaisoning with Municipal Corporation and nothing extra will be paid in this regard for maintenance of the same.
15. Disconnecting and reconnecting plumbing connection in case of water heaters/geyser, electrical gadgets, wherever such electrical items are required to be replaced/ repaired.
16. Arresting leakage through window sills, etc. and arresting leakage in sanitary and water lines with sealant/caulking materials.
11. Eradicating weeds, shrubs, etc. and removal of plant growth in external and common areas of buildings and on/along plumbing lines periodically by pouring acid/saturated ammonium solution periodically. For external work which involves working at height more than 06 meters from ground i.e. more than 2 storeys, NABARD will pay only for scaffolding separately (not for jhulla, ladder etc.) and decision for erection of scaffolding will be taken by the Site supervisor/ACT.
17. Painting/white washing/colour washing of patches, related to the rectification/replacement works with matching coats.
20. Cutting, threading of GI/MS pipes of any sizes and jointing (including welding) and applying paint, wherever rectification/replacements are carried out.
21. Rectification of pipes and fittings of any materials (CI, GI, MS, AC, PVC etc.) and sizes, valves, taps, cocks, waste coupling, cowl etc. including cost of minor materials like GI specials, couplings, washers, stems, cowl etc. replaced and setting right dislocated pipelines in proper position/condition and arresting leakage.
22. De-watering any spaces related to maintenance works and upkeep of Office premises & Staff/Officer Quarters as necessary and making necessary arrangement in Office premises for keeping portable dewatering pump.
23. Maintenance works and minor repairs like crack filling, patch plaster of broken/damaged portion, etc. to open gutters/drains, platforms, pathways, courts, fencing and compound wall.

24. Earth work related to the maintenance/replacement works.

25. Minor PCC work, brick work, stone masonry work, plaster etc. in patches related to maintenance/replacement works for an area upto 0.1 sqm. For area above than 0.1 sqm, extra payment will be made.

The replacement of materials related to above, if any, required to be considered for payment and the works related to improvements, alterations and additions shall be paid for extra separately, subject to terms and conditions, at the rate as per actual site measurements or as approved by NABARD”.

SPECIAL INSTRUCTIONS

- 1. Plumber provided by the contractor shall be available from 09.30 AM to 6.00 PM on all working days at NABARD Tower, Usmanpura, Ahmedabad and from 09.00 AM to 05.00 PM on all days of the week (including Saturday, Sunday and Holidays) at NABARD Vihar, Navrangpura, Ahmedabad. The deployment of manpower may be flexible and could be changed depending upon the work.**
2. The contractor shall provide substitutes in case of absentees. **Penalty will be imposed in case of absences.** Contractor may take all necessary measures so that the work do not suffer on account of the absence of its staff and to avoid penalty.
- 3. The rate quoted by the contractor for the Plumbing work will include the cost of manpower and cost of tools / tackles, etc. only and the consumables upto Rs. 100/-.**
4. All plumbing staff must be suitably trained with experience in a similar building to perform duties entrusted to them, and must be in proper uniform at all times. The staff must be polite and may be trained for the behavior in the office
5. NABARD shall have the right to inspect the stock of materials supplied to you by NABARD as and when it may be fit and proper and you shall be liable to furnish proper accounts for the same.
6. NABARD shall not be responsible to the contractor's workers in any manner whatsoever. The behavior of the workers will be polite and no complaint in this regard shall be entertained. Contractor shall be responsible for any complaints in this regard.
7. NABARD will reserve its right to recover the loss of damage from you, if any, caused by your works during the period of performance of the work from any amount payable to you or otherwise NABARD's decision in this regard shall be final.
- 8. Payment for additional works and replacement/repair works not included in monthly maintenance charges shall be paid on the basis of current Rate Contract/Schedule of Rates (SR) as adopted by the Bank for Plumbing works plus taxes or as approved by NABARD.**
- 9. Payment for the additional/payable items, not covered as above, will be made as per Rate Analysis based on the market prices supported by documentary proof with a maximum of 15% towards contractor's overhead profit plus applicable taxes, etc. as applicable or from the quoted rates of lowest tenderer who has executed similar work recently. The final rates (inclusive contractor's profit) of the items will be finalized by NABARD.**
10. Contractor shall follow the prescribed formats/procedures for receiving complaints, receiving the work slips duly sanctioned and preparation of bills etc. as stipulated by NABARD from time to time.
12. The minimum nos. of labour and their duty hours and details of working days are mentioned in the respective Schedule of Quantities.
13. The responsibility of engaging sufficient skilled/semiskilled/unskilled works like plumbers, helpers, etc. lies with the Contractor for maintenance works, subject to minimum of labour mentioned in the Schedule of Works in view of timely attention and completion of the routine works within the given time frame.

14. Failure of staff to report for duty: All complaints shall be attended to immediately on receipt of complaints/information. If, however, a complaint remains unattended merely due to negligence of contractor's staff, the same shall be got done through a different agency at contractors cost and recovered from his bill.

15. Payments

a. Bill shall be submitted in duplicate in the 1st week of every month for the work carried out during the previous month.

b. The contract shall be valid for **2 years** as indicated in the work order. The bank also reserves the right / option to extend the validity of this contract for a further period not exceeding 1 year at the same rates and on the same terms and conditions.

c. Forfeiture clause: In case of negligence / dereliction of duty by contractor's staff the above contractor shall be terminated without giving any notice and the security deposit shall be forfeited.

d. Income Tax-TDS, GST-TDS as applicable shall be deducted from the bill during the currency of the contract.

16. It is responsibility of Contractor to provide necessary tools / tackles including safety gadgets and consumable like PVC tapes, fuse wires screws, batten, clips etc. required for the repair works within the quoted rates.

17. Contractor shall extend necessary help to other Contractors engaged by Bank under separate contract who are allowed to use permanent installations like plug power / lights for their respective work.

18. The contractor has to attend emergency complaints/other breakdowns as and when required during the contract period to ensure smooth functioning and availability of power supply and no extra charges for technical consultancy, labour, T&P etc. shall be paid for the same. Rates quoted by the tenderer should provide for such requirements.

19. The contractor will have to make his own arrangements for transporting the materials to the place of work including the formalities with the Government authorities, if any. Rates quoted by the tenderer should provide for such requirements.

20. Technical Inspection

All works executed or repairs carried out must be technically sound and acceptable to the bank. These works shall be inspected by the Bank's engineer before releasing any payments. The contractor should carry out the servicing and repair job to the satisfaction of the Bank's Engineer.

21. All works shall be carried out under the guidance of Bank's Engineer, Security Officer & CT/ACT in charge.

22. The monthly maintenance charges shall cover all sundry works and replacement of related minor materials for proper maintenance of the buildings and related services to the reasonably satisfactory level and the cost of each replaced item of work as per amount/ details mentioned in the respective Scope of Works and Bill of Quantities at one location for work will not be considered for extra payment, subject to provisions in the scope of works during the repair/replacements. The cumulative cost of such items shall be covered under amount quoted in maintenance charges. The decision of Bank is final in this respect and not disputable. However, works costing more than the

stipulated ceiling shall be paid extra and decision of NABARD in this regard shall be final and binding.

15. The property will be handed over to the Contractor for Plumbing works on 'as is where is' basis and the contractor shall be required to carry out pending works at his cost and continue to ensure proper service to a reasonably satisfactory level.

16. In case the Contractor is asked to remove the garbage that has been collected on account of other activities not belonging to contractor, the removal charges shall be paid separately.

NABARD reserves to change scope of work or the number of labour during the contract period.

Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions for the Plumbing AMC works in the entire Office premises / Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Further, we / I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Signature of tenderer/bidder

Name

Organization

Place

Address

Seal

Safety - Precautions

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

1. Smoking is prohibited at the workplace.
2. Any hot job (welding, soldering etc.) however small it may be or any job which involves open flame or using a hot source or temporary electrical connections shall not be done without prior permission from the Bank's Technical Officer. No jobs involving heating are permitted to be carried out after office hours, holidays and Sundays without prior permission.
3. It is entirely the responsibility of the Contractor to see that safety appliances such as safety belts, lift lines, helmets, rubber gloves, etc. depending on the job are made available to his staff at Contractor's cost. A first aid box should be maintained by the contractor at the premises for his workers. If the contractor needs any suggestion on the matter, he can approach the Bank's Officer-in-charge but any lapse on safety will be viewed seriously.
4. The Contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguisher.
5. 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.
6. The bank shall not carry any responsibility in case of any accident to his worker in the premise due to no fault of Bank's working but merely due to negligence of his workers or lack of safety provided to them by and the Contractor.

(ON THE LETTER HEAD OF THE BIDDER)

DECLARATION

To

The Chief General Manager
NABARD
Gujarat Regional Office
Ahmedabad

Sir,

1. I / We hereby declare that I/We have read and understood the General Instructions. General Conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1976 and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We hereby confirm that the quotations shall remain in force and valid for acceptance for a period of not less than 90 (Ninety) days from the date of opening of the tender.

Date :

Place :

Name of the firm/Agency _____

Seal & Signature of the Bidder

Note: Tenderers should note that any additions, deviations, clarifications, etc. which they would like to bring to the attention should invariably be put in a separate sealed covering letter. They should also make sure that only relevant entries asked for should be made within the tender documents. Entries other than the relevant entry shall make the tender invalid.

SCHEDULE OF QUANTITY

Annual Maintenance Contract for Plumbing Works at NABARD Tower (Office Premises) at Usmanpura, Ahmedabad 380013 & NABARD Vihar (Officer's Quarters) At Navrangpura, Ahmedabad 380009 for the period 01 June 2021 to 31 May 2023

S.No	Description		Amount per month in Rs.	
			(Amount in figures)	(Amount in words)
1	To attend to Plumbing Works from 09.30 AM to 06.00 PM from Monday to Friday at NABARD Tower, Usmanpura, Ahmedabad	Please Quote Lump Sum charges per month		
2	To attend to Plumbing Works from 09.00 AM to 05.00 PM on all days of the week (including Saturday, Sunday and Holidays) at NABARD Vihar, Navrangpura, Ahmedabad	Please Quote Lump Sum charges per month		
3	Cleaning of Overhead and Underground Tanks on half-yearly basis at NABARD Vihar and NABARD Tower.	Please Quote Annual Charges		
	GST (if applicable)	Indicate Percentage: _____ %		
	Total			

Place:

Signature of the Bidder

Date:

Name of the firm/Agency

Seal