

**National Bank for Agriculture and Rural Development,
HP Regional Office,
Block No.32, SDA Complex,
Kasumpti, Shimla-171009**



Tender for Annual Maintenance Contract for Providing Security Services at NABARD, HP Regional Office, Block No.32, SDA Complex, Kasumpti, Shimla-171009

PART II (Financial Bid)

PREAMBLE TO SCHEDULE OF QUANTITIES

The "Annual Maintenance Contract for Security Services & Security Guards for its office premises at HP Regional Office, Block No.32, SDA Complex, Kasumpti, Shimla-171009".

1. Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Schedule of quantities supersedes Technical specifications, General and Particular conditions of Contract in case there are any discrepancies between any of these sections.
3. Items are described to the best possible extent in schedule of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
4. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the quoted items, or the tender may be rejected at the discretion of NABARD.
5. Notes given in the Bill of Quantities should be read carefully before quoting the rates.
6. All quoted rates shall be inclusive of all taxes including goods and service tax, wages, etc. as per minimum wages Act etc. unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
7. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.
8. RATES TO BE FILLED IN BILL OF QUANTITIES

The tenderer is requested to fill up rates both in figures and words. If on check there are differences 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.

- (a) When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.

- (b) When the amount of an item 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 contractors in words shall be taken as correct.
- (c) 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.
9. The Bank do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
10. Before tendering, the tenderer shall assess himself the existing condition of the buildings and the site, level of the site and give due allowance in his item rate quotation for any provisions as necessary.

DECLARATION BY THE CONTRACTOR

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Place: Signature of Contractor (with Name and Seal)

Date: Address:

PART-II

FINANCIAL BID**Calculation sheet for supply of manpower with minimum wages (Cost per person per Month)**

Sl. No.	Particulars	Remarks	Rates / Percentage	Amount per month (Rs.) (for 30 days)
(A)	Basic Wages plus VDA	w.e.f. from 01 April 2021 as per Central Govt minimum wages act (for Himachal Pradesh being Area "C")		
(B)	EPF on Basic Wages plus VDA			
(C)	EDLI on Basic Wages plus VDA			
(D)	Administrative charges (EPF & EDLI) On Basic Wages plus VDA			
(E)	ESIC			
(F)	Bonus			
(G)	Sub Total {Sum of (A) to (F) }			
(H)	Relieving Charges 1/6 th on (A)			
(I)	Sub Total (G + H)			
(J)	Service Charges on (I)			
(K)	Total (I + J)			
(L)	GST on (K)			
(M)	Total Cost per person per Month (K+L)			

Note 1: - Rates shall be quoted as "Total Cost per person per Month".

Note 2: - For all calculation, there shall be 30 working days in a month and a year shall comprise of 12 months. The duty hours shall be 08 (Eight) hours per day i.e. as per Central Govt. Minimum Wage Act.

Note 3: - No change shall be allowed in this table.

Note 4: - Sl. No. A, B, C, D, E, & F above shall be paid as per Central Govt. Acts/Notifications including amendments.

Note 5:- Sl. No. B, C & D are restricted to Rs. 15,000/- as per EPF Act.

Note 6:- Basic Wages plus VDA at Sl No. A are as per Central Govt. Minimum Wages w.e.f. 01 April 2021 for Watch and Ward Duties without arms.

Note 7: - Rates quoted would be applicable for the entire period i.e. up to 31 March 2024. Quoted Service Charges should be workable and reasonable and should include incidental and all overheads and profits However, revision in rates would be considered only if the minimum wages & taxes are revised.

Note 8:- The Service Charges quoted above may include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like provision of uniforms to workers etc. These costs (or percentage) are to be solely decided by bidder for the purpose of this quotation at Sl. No. (H) above.

Note 9:- VDA=Variable Dearness Allowance, ESI= Employee State Insurance, EPF= Employee Provident Fund, EDLI= Employee Deposit Linked Insurance Scheme.

Date:

Signature of the tenderer with seal

Place

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