

साफ सफाई के कार्यों हेतु वार्षिक रखरखाव
के लिए निविदा
(ई- निविदा, GeM पोर्टल के माध्यम से)
नाबार्ड उत्तराखंड क्षेत्रीय कार्यालय, देहरादून
नाबार्ड, उत्तराखंड क्षेत्रीय कार्यालय



निविदा जारी करने की तिथि	Date of Commencement of issue of tender	07.02.2024 at 03:00 PM
बयाना राशे	Earnest Money Deposit	Rs. 42,000 /-
प्री टेंडर मीटिंग	Pre tender Meeting	NABARD, Uttarakhand Regional office, IT-42, IT Park, Sahastradhara Road, Dehradun-248013 14.02.2024 at 11.00 AM
ई - निविदा प्राप्त के लिए अंतिम तिथि और समय	Last date and time for receipt of e-tender	21.02.2024 at 04:00 PM
प्री-टेंडर इंटैग्रिटी पेक्ट प्राप्त के लिए अंतिम तिथि एवं समय	Last date and time for receipt of Pre-tender Integrity Pact	21.02.2024 at 04:00 PM
तकनीकी बिड खोलने की तिथि एवं समय	Date and time of opening of technical bids.	21.02.2024 at 04:30 PM
वित्तीय बिड खोलने की तिथि एवं समय	Date and time of opening of financial bids.	To be decided after opening of technical bid.

ई - निविदा डालने का वेब साइट	Website for submission of E-tender	https://gem.gov.in/
ई – निविदा प्रक्रिया के लिए संपर्क व्यक्ति	Contact Persons for e-tendering	Nitin Singh, Assistant Manager, NABARD Land Line- 0135- 2609016

NOTICE INVITING TENDER

REF.NO.NB.UKRO.2876.DPSP-319.2023-24
07.02.2024

महोदय/महोदया,

साफ़ सफाई (हाउसकीपिंग) कार्यों के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा – 01.04.2024 से 31.03.2025

राष्ट्रीय कृषि और ग्रामीण विकास बैंक, उत्तराखंड क्षेत्रीय कार्यालय, हाउसकीपिंग (कार्यालय प्रांगण में) के लिए नाबार्ड उत्तराखंड क्षेत्रीय कार्यालय के सूचीबद्ध विक्रेताओं से दो भागों में मुहरबंद निविदाएं आमंत्रित करता है निविदा में उल्लिखित नियमों और शर्तों के अनुसार।

निविदा जारी करने की तिथि	Date of Commencement of /issue of tender	07.02.2024 at 03:00 PM
प्री टेंडर मीटिंग	Pre tender Meeting	14.02.2024 at 11.00 AM
प्री टेंडर मीटिंग का पता	Address of Pre tender meeting	NABARD, Uttarakhand Regional Office, IT – 42, IT Park, Sahastradhara Road, Dehradun - 248001
निविदा की प्राप्ति के लिए अंतिम तिथि और समय	Last date and time for receipt of Bids	21.02.2024 at 04:00 PM

प्री इंटीग्रिटी पेक्ट जमा कराने की अंतिम तिथि व समय	Last date and time for receipt of pre integrity pact	21.02.2024 at 04:00 PM
तकनीकी बिड खोलने की तिथि एवं समय	Date and time of opening of technical bids.	21.02.2024 at 04:30 PM
वित्तीय बिड खोलने की तिथि एवं समय	Date and time of opening of financial bids.	To be decided after opening of technical bid.
निविदा प्रक्रिया के लिए संपर्क व्यक्ति	Contact Persons for tendering	Nitin Singh, NABARD (0135-2609016)

यह निविदा <https://gem.gov.in/> पर प्रस्तुत किया जाना है। निविदा फार्म नाबार्ड की वेबसाइट (<https://nabard.org> and <https://nabard.eproc.in/>) एवं CPPP पोर्टल से मुफ्त में डाउनलोड किया जा सकता है।

निविदा भाग - I (प्री-क्वालिफिकेशन बिड) और भाग -II (फाइनेंशियल बिड) <https://gem.gov.in/> पर ऑनलाइन प्रस्तुत करें। ऑनलाइन ई-टेंडर के अतिरिक्त अन्य किसी भी रूप में यथा पेपर/ फैंक्स/ ईमेल/ पोस्ट के माध्यम से प्राप्त निविदा स्वीकार नहीं की जाएगी और रद्द कर दी जाएगी।

नाबार्ड के पास निविदा में उल्लिखित तारीखों को बदलने का अधिकार सुरक्षित है, जो कि उपरोक्त वेबसाइट पर, शुद्धिपत्र (corrigendum) के रूप में प्रदर्शित किए जाएंगे।

कृपया ध्यान दें कि वांछित सभी जानकारी, निविदाकर्ता द्वारा निर्दिष्ट स्वरूपों में प्रदान करने की आवश्यकता है। निविदाकर्ता, निविदा की तैयारी और प्रस्तुत करने से संबंधित सभी लागतों को वहन करेगा। निविदा का परिणाम जो भी हो, किसी भी स्थिति में नाबार्ड किसी भी तरह के लागतों के लिए जिम्मेदार या उत्तरदायी नहीं होगा।

GeM पोर्टल के अनुसार जिन निविदाकर्ताओं को EMD से छूट प्राप्त नहीं है उन्हें इस टेंडर डॉक्यूमेंट में बताए गए टेंडर ऑफर के साथ रु° 42000/- की

अर्नेस्ट मनी (EMD), नाबार्ड के निम्नलिखित खाते में जमा करनी होगी ।
ईएमडी के बिना प्राप्त प्रस्तावों को अस्वीकार कर दिया जाएगा ।

Name of Account : National Bank for Agriculture and Rural
Development

Bank : NABARD

Branch Name : Head Office, Mumbai

Account No (VAN): NABADMN37

IFSC Code : NBRD0000002

EMD जमा करने के उपरांत EMD के विवरण को dpsp.dehradun@nabard.org पर भेजने का कष्ट करें। **इच्छुक निविदाकर्ताओं को, GeM पोर्टल पर निविदा डालने की अंतिम तिथि से पहले, नाबार्ड उत्तराखंड क्षेत्रीय कार्यालय के साथ प्री कांट्रैक्ट इंटीग्रिटी पेक्ट) राज्य के संबन्धित स्टांप एक्ट के अनुसार (निष्पादित करके GeM पोर्टल पर अनिवार्य रूप से अपलोड करना होगा। ऐसा न करने पर वे निविदा डालने के लिए पात्र नहीं होंगे तथा निविदा को खारिज कर दिया जाएगा ।**

निविदा प्रस्ताव प्रस्तुत करने के लिए तकनीकी विनिर्देश (Technical Specifications), नियम और शर्तें (Terms and Conditions), कार्य का दायरा (Scope of Work), परिवर्तन प्रारूप और प्रोफार्मा निविदा दस्तावेज और उसके परिशिष्ट / विवरण में वर्णित हैं।

निविदा प्रस्ताव को उन निविदाकारों या उनके प्रतिनिधियों की उपस्थिति में खोला जाएगा जो उपर्युक्त निविदा पर निविदा खोलने के लिए उपस्थित होना चाहते हैं।

भवदीय

(कृष्णा सिंह)

सहायक महाप्रबन्धक

Part - I

Technical Bid

Letter from the tenderer his letterhead

Place:- Dehradun

Date:-

The Chief General Manager

National Bank for Agriculture and Rural Development

Uttarakhand Regional Office, IT – 42, IT Park

Sahastradhara Road, Dehradun -248013

Dear Sir

TENDER FOR HOUSE KEEPING WORKS AT OFFICE PREMISES OF NABARD, UTTARAKHAND REGIONAL OFFICE, DEHRADUN

I/We have read and understood the Notice Inviting tender and contents in the tender document such as Eligibility criteria of applicants, Instructions to the applicants, Services to be rendered, Terms and Conditions of the contract, instructions etc. I/We do hereby declare that the information furnished by me/us in the in the tender documents are correct to the best of my/our knowledge and belief.

Name of the partner/
owner of the firm
authorized to sign:

OR

Name or person having Power of Attorney to sign the contract:

Seal and sign of the tenderer

Check List

Technical bid will be evaluated on these parameters.

Sr. No.	Description of Enclosure	Please ✓ or write
1	Type of Firm and Registration detail	
2	Registration (please submit requisite documents)	GST
		ESI
		EPF
2	Audit Report (please submit audit reports for these three years)	2020-21
		2021-22
		2022-23
3	Turnover: should be more than Rs. 6.30 lakh (please submit CA certificates)	2020-21
		2021-22
		2022-23
4	Experience in same field (Housekeeping / Cleaning services) during the last 7 years i.e. from January 2016 – December 2023 (Please submit experience certificate/ completion certificate)	3 works of Rs. 8.40 lakh each (per annum) or
		2 works of Rs. 10.50 lakh each (per annum) or
		1 work of Rs. 16.80 lakh (per annum)
5	Past Experience in the similar field.	Years
		Organization
6	If MSME mentioned please submit requisite documents	
7	Bank a/c details	
8	Copy of cancelled cheque	
9	PAN Detail	Enclosed copy

1. Previous Experience

- a) List of important works executed by the firm during last three years costing Rs. **8.40** Lakh (per contract per annum) and above with experience in executing works of similar work in organizations / institutes / training establishments etc. (Please attach extra sheets if required).

S. No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt. or Private body	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- b) List of important ON HAND works costing Rs. **8.40** Lakh (per contract per annum) and above in the field of Housekeeping / Cleaning services . (Please attach extra sheets if required).

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt. or Private body	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- c. List of available tools, Equipment. (Please attach extra sheets if required).

S. No.	Name of tools/ Equipment and Accessories	Total No. of units	No. of units can be spared for NABARD's work
(1)	(2)	(3)	(4)

1. Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favor.
2. No. of supplementary sheets attached for Part III.

Signature of the Tenderer with seal & date

Annexure I- General Instructions to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.

2. Selection of Bidder

- Bidder has to qualify in Technical Bid. Price bid of bidder will be opened only if found eligible in Technical Bid.
 - The PART-I (Pre-qualification Bid) of the tender shall contain Pre-Qualification bid; and terms & conditions in prescribed tender document. The PART- II of the tender shall contain only the financial bid in the prescribed format. No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.
 - Only those bidder are eligible to apply whose firm is registered with EPF and ESI.
 - Selection will be based on Grand Total quoted at the price bid by the bidder.
 - Preference shall be given to Public Sector Enterprises (PSEs), where quoted rates of PSEs are within 10% of the rates quoted by L1 bidder, other things being equal. Purchase preference may be granted to the Public Sector Enterprise at the lowest valid price bid.
 - The decision of NABARD will be final in selection of bidder.
 - **Contractors compulsorily should have their Main office/ Registered Office/ Principal Place of Business within the city limits of Dehradun, failing which the tender will be summarily rejected.**
3. The following procedure shall be followed in the event of multiple L1 bidders after opening of Price Bids:
 - a) In case of multiple L1 bidders, the final selection of bidder is done by GeM through system logic.
 4. The bidder should have experience of similar works during the last 7 years ending 31 December 2023

The annual turnover of the bidder during each of the last 3 years should be at least 30% (Rs. **6.30** lakh) of the estimated cost of tender.

The firm should have done at least:

- i) three similar works valuing not less than Rs. **8.40** lakh; or
- ii) two similar works valuing not less than Rs. **10.50** lakh; or
- iii) One similar work valuing not less than Rs. **16.80** lakh.

5. The estimated cost of the work is Rs. **21.00** lakh per annum.
6. The successful bidder has to deposit an amount @5% of the yearly tender amount as RMD. RMD will be released after the contract is over.
7. With reference to the clause 4, Section xiii, Sub-section 'm' of GeM GTC, the following categories of Sellers are exempted from furnishing Bid Security:
 - a) Micro and Small Enterprises who are manufacturer of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration / Udyog Aadhaar (as validated by Government from time to time) and through uploaded supporting documents.
 - b) Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).
 - c) KVIC, ACASH, WDO, Coir Board, TRIFED and Kendriya Bhandar.
 - d) Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid / RA has been invited.
 - e) Sellers/ Service Provider having annual turnover of INR 500 Crore or more, at least in one of the past three completed financial year(s)
 - f) Micro and Small Enterprises registered with NSIC for the Primary Product Category whose credentials are validated through NSIC database and through uploaded supporting documents.
 - g) Micro and Small Enterprises registered with DIC for the Primary Product Category whose credentials are validated through DIC database and through uploaded supporting documents.
 - h) Sellers / Service Providers holding BIS License for the Primary Product Category whose credentials are validated through BIS database and through uploaded supporting documents.

i) Central / State PSUs.

For non-exempted bidders, the EMD of Rs 42000.00 is required to be deposited through NEFT to the following account:

Name of Account : National Bank for Agriculture and Rural Development

Bank : NABARD

Branch Name : Head Office, Mumbai

Account No (VAN) : NABADMN37

IFSC Code : NBRD0000002

After depositing the EMD amount, the tenderer is advised to send an email to dpsp.dehradun@nabard.org with the details of the transaction.

8. 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 period will be for a period of **01/04/2024 to 31/03/2025** extendable for 2025-26 and 2026-27, one year at a time.
- (b) The contract period may be extended further depending upon the discretion of the Bank.
- (c) 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.
9. Validity of offer shall be 90 days from the date of opening of price bid. No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted.
- 10. Intending bidders have to arrange for execution of pre-contract Integrity Pact (as per relevant stamp act of the state) and uploading the same on GeM portal failing which the tender will be rejected.**
11. Tenders containing tenderer's own conditions are liable to be rejected.
12. The address of the premises where the AMC is to be carried out are:

SI No	Details	Address
1	Office premises	IT-42, IT Park, Sahastradhara Road, Dehradun - 248013

Signature of the authorized signatory of the contractor / Tenderer

Annexure II- Instructions for filling the Price bid

- i. Quoted rates should be workable and reasonable and should include:
 - a. Payment to all the contract workers engaged by contractor as per minimum wages as notified by Labour Commissioner, GoI from time to time or State Government of Uttarakhand, whichever is higher. **The minimum wages must cover Central Government wage as indicated by Central Labor Commission or State Government of Uttarakhand, whichever is higher. TDS will be deducted as per guidelines.**
 - b. ESI & EPF 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. Cost of equipment/machinery.
 - c. As per GeM portal guidelines, service charge should be minimum 3.85 %.
- ii. The contractor may be required to furnish **Rate Analysis**, along with the price-bid, for the rates quoted by him/her in this tender, if required.
- iii. The contractor is advised to visit the premises before quoting the rates and get all clarifications.
- iv. Rates shall have to be quoted in both words and figures.

Signature of the authorized signatory of the contractor / Tenderer

Annexure III- Basic information

A. General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline) Telephone number (mobile)	
4.	E mail ID	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organization	
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empaneled with Government/Semi Government/ Municipal Authorities or any PSU and if so, give the details of the same and nature of contract (copy to be enclosed)	
9.	Number of years of experience in the field/ trade . A list of important assignments may be indicated for the same along with supporting documents (copy of proof of completion/work	_____Years (as on 31/12/2023)

	order) Minimum 7 years of experience as on 31/12/2023.	
10.	Have you in the past carried out any works for NABARD? If yes, give details	
11.	Address of Dehradun Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
B. Financial Information		
1.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
2.	GST No. (enclose copies of relevant documents)	
3.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
4.	Annual turnover during the last three years (Pl. attach CA certificate)	2012-21 (Rs.) 2021-22 (Rs.) 2022-23 (Rs.)
5.	Indicate if involved in any litigation at present in similar type of contracts	
6.	Any civil suit arisen in the contracts of works executed, if any, please give brief details	
7.	Number of supplementary sheets attached	

Place:

Date:

Signature and seal of the Tenderer

Annexure IV- Details of the Bank's Account

1.	Name of the Vendor / Firm / Contractor	
2.	Name of the Account Holder	
3.	Registered Address of the Vendor / Firm	
4.	Name of the Bank's branch and Address	
5.	Bank's Code and Branch's Code	
6.	IFSC Code of the Bank's Branch	
7.	Type of Account (Current/Saving/Cash credit)	
8.	Account Number	
9.	PAN Number	
10.	Other details, if any	

Note: A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed

(Signature and Full Name of the authorized person with seal on behalf of Firm/Agency/Contractor)

Place:

Date:

Annexure V- General Terms and Conditions

1) Manpower requirement for Office Premises:

S. No	Details	Address	No. of manpower	Working Week	Special Conditions
1	Office premises	IT-42, IT Park, Sahastradhara Road, Dehradun	07 workers	Monday to Saturday at Office premises	Time of work: Office Premises: 0800Hrs to 1600Hrs

2) At least three female workers per day are to be deployed.

- 3) Bank will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep the bank indemnified against all losses of damages or liability arising out of or imposed in the course of employment of persons(s) by him.
- 4) The successful tenderer shall make regular and full payment of wages, salaries, PF and any other payment due to his employee(s) and furnish necessary proof.
- 5) If applicable, the successful tenderer shall obtain the necessary labor license from the Licensing Authority under the Contract labor (R&A) Act and Contract Rules framed there under and produce the same to the authorized representative of bank whenever asked to do so.
- 6) The successful tenderer shall comply with all acts, laws under Contract Labor (R&A) Act 1970 and EPF & EIS act, payments of wages act, minimum wages act or any other statutory rules regulations with their related amendments, by-laws applicable or which might become applicable with regard to the performance of work included herein or touching this contract from time to time and take such necessary steps as may be deemed necessary in this regard. The successful tenderer shall keep the bank indemnified against all penalties, claims and liabilities of every kind for any violation of such acts, Laws or Regulations etc. by him / her, his / her agents or his / her staff.
- 7) If at any time during the period of the contract, it is observed by the bank or by its authorized representatives that the services rendered by the tenderer's personnel are not to the satisfaction of the bank or any terms of the contract are violated, the bank reserves the right to terminate the contract by giving one month notice.
- 8) It shall be entirely, the responsibility of the successful tenderer to ensure that no unlawful act is done by his person(s) while on duty.

- 9) In case of loss of the Bank's property due to the negligence of carelessness of the person(s) deployed by the successful tenderer he will be responsible and shall make good the same.
- 10) The successful tenderer shall be solely responsible for settling / resolving any dispute/ claim of his / her personnel during the contract. No liability shall accrue to the bank under the circumstances during / after expiry of the contract.
- 11) The contractor shall indemnify bank against any payments to be made under and for observance of the above mentioned various laws and rules. In the event of there being any increase of workmen's compensation under any law or any additional payment or new liability under the labour laws being imposed on the contractor at any time, the additional expenditure incurred by the contractor shall be borne by the contractor and no claim will be considered and no claim will be entertained by bank on any account.
- 12) The contractor shall not subcontract the whole or any part of this contract to another person/ vendor.
- 13) All works shall be carried out in accordance with the provision of the Statutory acts and laws and bureau of Indian Standards regarding fire systems in India, electricity act, local laws and by-laws as amended up-to-date. Contractor shall be solely responsible for following and adhering to the proper fire and safety precautions while carrying out any job.
- 14) During the tenure of the contract, the contractor has to coordinate the work with other agencies working inside or outside. Also in case of emergency or major problems, the contractor has to provide complete support and assistance to any other agency or for jobs of electrical maintenance, lifts, display sign boards, DG set, etc.
- 15) 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.
- 16) 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.
- 17) The vendor has to supply all cleaning materials and equipment as mentioned in the scope of work.
- 18) The rate quoted for the said contract shall include the cost of manpower, cost of supervisor, cost of tools, equipment's, consumables, cleaning material etc. as mentioned in the scope of work.

19) Contractor has to comply with all relevant statutory regulations and labour laws.

20) Payment:

- The Party should ensure payments to the workers as per latest minimum wages act and other statutory regulations on or before 7th of every month irrespective of fact that monthly bill is paid or not by the NABARD.
- 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 Caretaker/Asstt. Caretaker and Protocol and Security Officer.
- The Contractor may ensure payment of 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 along with the monthly bills.
- 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/ certificates indicating payment details (i) , PF, ESI etc. duly signed by the contractor (ii) copy of e-passbooks of workers (iii) Attendance sheet. Payment to workers to be made through bank only and necessary documents like copy of e-passbooks are to be submitted by the contractors. Attendance sheet of workers shall be enclosed with the bill. Bills without these documents will not be accepted for payment and the contract may be liable to be terminated and EMD/RMD will be forfeited.

21) 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.

22) NABARD will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (CAR Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate NABARD in the event of any damage to person or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workforce. Contractors All Risk 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 within 15 days of the work order.

23) Mobile phone number of the supervisor deputed may be intimated to us.

- 24) The Party should provide uniforms of approved color and quality to the employees deployed for the job at NABARD and also safety shoes, at your own cost.
- 25) The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD 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.
- 26) 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.
- 27) NABARD shall not bear any responsibility in case of any accident to the Party worker in the premises 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.
- 28) **Period and renewal of contract**
- a) The Contract period will be for a period of **01/04/2024 to 31/03/2025**, extendable for two years at same rates, one year each at a time.
- b) The contract period may be extended further depending upon the discretion of the Bank.
- c) 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.
- 29) The contractor shall deploy his manpower three days in advance from the date of start of the contract to acquaint himself / his staff with the complete work at no extra cost to bank and take charge of complete system and inventory.
- 30) The contractor shall deploy his manpower for three days after the date of expiry of the contract to enable the incoming contractor and his staff to acquaint with the complete work and schematics at no extra cost to bank. Also the contractor will hand-over the items covered in scope of work in working order and the details of inventory of bank's incoming contractor as advised by the bank.

31) **Resolving Disputes**

In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the decision of Chief General Manager, NABARD, Uttarakhand Regional Office, IT-42, IT Park, Sahastradhara Road, Dehradun shall be final and binding upon the parties.

32) **Rates and Prices**

The rates will be firm and all-inclusive (taxes, duties, etc.) inclusive of service tax for the entire period of the contract. No additional charges on account of transportation of men and material, lunch, tea and conveyance etc. will be given. **In the case of any**

change of minimum wages and statutory charges, the vendor shall bring it into the notice of NABARD immediately.

33)The bank will be deducting the mandatory deductions i.e. taxes etc. from the payments due to the contractor.

34)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.**

35)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.

36)Penalty Clause

a. In case of absence of any person deployed for the purpose of this contract, if no suitable replacement is provided then deduction will be made from the payments to the successful tenderer

b. Non-attendance or non-rectification of the faults coming under the scope of work and terms and conditions of the contract will entitle the bank to get the job done from any other vendor at the risk and cost of the successful tenderer. The decision of the officer of the bank in this regard will be final and binding on the contractor.

c. In case of noncompliance of contract obligations and also in case of any damages, breakage and loss or theft to the building fittings, assets and equipment attributable to staff or labour deployed by the contractor, the contractor will be responsible for repairing / replacing the same at his cost failing which the actual cost incurred towards repair/ replacement with suitable penalty shall be imposed on the contractor by the bank.

d. In the event of any accident/ damage etc. caused due to negligence of staff deployed will be debited to the inefficiency of the contractor and he has to make good the loss.

e. 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.

f. 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.

37) Arbitration

For all disputes relating to this contract, Arbitration Conciliation Act will be applicable. The place of arbitration shall be Dehradun.

Declaration by the Contractors

I have read and understood all the instructions/ conditions give above and I have taken into account the above instructions/ conditions while quoting the rates.

Date :
Place :

Signature:
Name & Address:

Seal of the Contractor:

5. Scope of work for housekeeping services

- i. Sweeping /Mopping/wet-cleaning/scrubbing of cabins, rooms, dining area of lounge and canteen, etc. of Office building – **Daily basis**
- ii. Sweeping /Mopping/wet-cleaning/scrubbing of workstations, furniture, cupboards, etc. – **Daily basis**
- iii. Sweeping /Mopping/wet-cleaning/scrubbing of glass railings, glass windows, doors, etc. – **Daily basis**
- iv. Clearing and cleaning of litter bins and segregating dry and wet waste – **daily basis, in the morning**
- v. Sweeping of all staircases including the fire exit on **daily basis**.
- vi. Mopping/wet-cleaning/scrubbing of the staircase of Office building on - **daily basis**.
- vii. Cleaning of roof terrace and terrace once a **fortnight**
- viii. Sweeping of open area - **Daily basis**.
- ix. Clearing of garbage accumulated on **daily basis**.
- x. Removal of cobwebs (outside/inside) **weekly**.
- xi. Cleaning of Toilets of office – **minimum twice daily**
- xii. Weekly cleaning of motor rooms, basement of office building
- xiii. Any other related works, as and when instructed by NABARD.
- xiv. The vendor has to supply all cleaning materials and equipment for carrying out the said work.

*The quantity of cleaning material purchased and quantity of cleaning material used shall be duly recorded in the inventory register & shall be verified regularly by Caretaker and P&SO/any other Officer of the Bank.

6. (Pre-Contract Integrity Pact)

(in Rs. 200/- stamp paper)

INTEGRITY PACT

Between

National Bank for Agriculture and Rural Development (NABARD)

hereinafter referred to as “**The Principal**”

And

..... hereinafter referred to as “**The Bidder/Contractor**”

Preamble

The Principal intends to award, under laid down organizational procedures, Annual Maintenance contract/s for Housekeeping works at Office Premises of NABARD Uttarakhand Regional Office at Dehradun. The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is:

Dr. Sanjay Kumar Panda, IAS (Retd)

515, Ward No.3

Sideshwar Sahi

Cuttack City, Cuttack district

Odisha 753 008

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Uttarakhand Regional Office of the Principal, i.e., Dehradun.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(For & on behalf of the Bidder/Contractor)

(Office Seal)

(Office Seal)

Place _____

Date _____

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

7. FORMAT OF AGREEMENT TO BE SIGNED

Agreement

This agreement made at Dehradun this _____ day of _____ 2024 (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 IT-42, IT Park, Sahastradhara Road, Dehradun - 248013, 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 works of ANNUAL MAINTENANCE OF HOUSEKEEPING WORKS at NABARD Office Premises at IT-42, IT Park, Sahastradhara Road, Dehradun - 248013. (herein after 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 NABARD in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Housekeeping work hereinafter set out.

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

PARTIES:-

NABARD hereby awards the contract of ANNUAL MAINTENANCE OF HOUSE KEEPING SERVICES in the said premises from 01/04/2024 to 31/03/2025. The contract period may be extended further at same rates depending upon the discretion of the NABARD for FY 2025-26 and FY2026-27, one year at a time.

As compensation for the work, the party shall be reimbursed an amount of Rs. _____ / (Rs. _____ only) per month, Basic Rate plus GST as applicable.

2. 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 NABARD.

3. (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 work.

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

(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 NABARD 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 NABARD`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 NABARD 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 OIC for the Uttarakhand Regional Office at IT-42, IT Park, Sahastradhara Road, Dehradun-248013 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) Tender document giving terms and conditions of the contract, NIT, corrigendum, check list, price bid etc. of the tender documents shall form part of this agreement.

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

IN WITNESS WHEREOF the NABARD 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 NABARD

..... 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) _____

Signature of the authorized signatory of the contractor / Tenderer

8. 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 IT-42, IT Park, Sahastradhara Road, Dehradun – 248013 and M/s..... having their office at on this day of..... 2024.

WHEREAS NABARD have appointed M/s.....as the Contractor for their proposed work relating to “**Annual Maintenance of HOUSE KEEPING Services at NABARD Uttarakhand Regional Office, Dehradun**”.

THIS DEED WITNESSETH AS FOLLOWS:-

pI/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 2024.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS:

(1)

(2)

Signature of the authorized signatory of the contractor / Tenderer

Part – II

Price Bid

Price BID

Annual Maintenance Contract for Housekeeping services at NABARD Regional Office, Dehradun

	Particulars		Rates / Percentage	Unskilled (Amount in Rs.)
a	Unskilled			
i.	Basic Wages plus VDA	For 26 days (as per latest Central govt. minimum wages)	628	16328
ii.	EPF on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is Rs 15000pm)	12%	1800
iii.	EDLI on Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is Rs 15000pm)	0.5%	75
iv.	Administrative charges (EPF & EDLI) On Basic Wages plus VDA	% of (i) (max. limit of basic wage & VDA is Rs 15000pm)	0.5%	75
v.	ESIC	% of (i) (max. limit of basic wage & VDA is Rs 21000.00 pm)	3.25%	530.66
vi.	Bonus	% of (i) Shouldn't be less than 8.33% on basic Wage and VDA	8.33%	1360.12
	Sub Total			20,168.78
	Total for 7 Unskilled			141,181.46

b	Cleaning material in accordance with scope of work	On lump sum basis			
	Total				
	Service Charges on total above, (i.e. Service Charge to be quoted upto two decimal points in %age on total monthly amount, minimum 3.85%)				
	Grand total for 12 months				
	GST	As applicable			
	Grand Total				

Consolidated Cost for 12 months

S.No	Particulars	Rate / Percentage	Amount (in Rs)
1.	07 unskilled		
2.	Service charges (upto two decimal points)		
3.	GST		
	Grand Total		

Grand Total Amount for 12 months in Words:

- GST as applicable will be paid.
- Wages indicated above are as per the Central Government minimum wages and are only indicative. The minimum wages quoted by the bidder must cover Central Government wage as indicated by Central Labor Commission or State Government of Uttarakhand, whichever is higher.
- Rates quoted would be applicable for the entire period. However, revision in rates would be considered only if the minimum wages & taxes are revised.
- **As per GeM guidelines, the minimum service charges should be 3.85%.**
- The Service Charges quoted above may include contractor's profit, 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.

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

Place:

Date:

Name

Signature of the authorized signatory of the contractor / Tenderer
