



NB.KERALA/DPSP/ /AMC-Office Plumbing /2023-24

NOTICE INVITING TENDER

10 जनवरी 2024
10 January 2024
मेसर्स/ M/s

निविदा आमंत्रित करने की सूचना/ NOTICE INVITING TENDER

महोदय/ Dear Sir

01 अप्रैल 2024 से 31 मार्च 2026 की अवधि के लिए नाबार्ड क्षेत्रीय कार्यालय के लिए प्लम्बिंग सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध के लिए निविदा/ Tender for Annual Maintenance contract for providing Plumbing services for NABARD Regional Office for the period 01st April 2024 to 31st March 2026

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड), केरल क्षेत्रीय कार्यालय 01 अप्रैल 2024 से 31 मार्च 2026 की अवधि के लिए **नाबार्ड क्षेत्रीय कार्यालय** के लिए **प्लम्बिंग** सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध प्रदान करने का इरादा रखता है। इसके लिए तकनीकी-वाणिज्यिक पहलुओं और प्रतिस्पर्धी दरों के संबंध में जीईएम यानी तकनीकी योग्यता के तहत दो चरण-बोली प्रक्रिया का पालन किया जा रहा है। निविदा दस्तावेज 18 दिसम्बर 2023 से निविदा कॉलम के तहत हमारी वेबसाइट www.nabard.org से भी डाउनलोड किए जा सकते हैं। जीईएम पर पंजीकृत ठेकेदार केवल आवेदन कर सकते हैं।

National Bank for Agriculture and Rural Development (NABARD), Kerala Regional Office intends to award the **Annual Maintenance contract for providing Plumbing services for NABARD Regional Office for the period 01st April 2024 to 31st March 2026**. For this, a two stage-bidding process under GeM i.e. Technical

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

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National Bank for Agriculture and Rural Development

केरल क्षेत्रीय कार्यालय

राष्ट्रीय कृषि और ग्रामीण विकास बैंक केरल क्षेत्रीय कार्यालय, पुन्नेन रोड, स्टाट्यू, तिरुवनंतपुरम - 695001 टेलि: 0471 2701600/700 ई-मेल: trivandrum@nabard.org
Kerala Regional Office

National Bank for Agriculture and Rural Development, Kerala Regional Office, Punnen Road, Statue Thiruvananthapuram - 695001
Tel :- 0471 2701600/2701700 • E-mail: trivandrum@nabard.org

Qualification with respect to Techno-Commercial aspects, and Competitive Rates is being followed. Tender documents can also be downloaded from our website www.nabard.org under the tender column from **18 December 2023**. Contractors registered on GeM may only apply.

- 1) राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबाई) का केरल क्षेत्रीय कार्यालय पुन्नान रोड, स्टैच्यू, तिरुवनंतपुरम - 695001 में है। निविदा में अपेक्षित जनशक्ति की कुल संख्या और प्रदान की जाने वाली सेवाओं का अलग से विवरण दिया गया है। बोलीदाताओं को सलाह दी जाती है कि वे दरों का उल्लेख करने से पहले निविदा दस्तावेजों को ध्यान से देखें। बोलीदाताओं को सलाह दी जाती है कि वे स्थल का दौरा करें, मौजूदा स्थितियों का सर्वेक्षण करें ताकि किए जाने वाले कार्यों की प्रकृति और कार्यक्षेत्र से स्वयं को परिचित किया जा सके और अपनी दरों का उल्लेख करने से पहले नाबाई से आवश्यकतानुसार सभी स्पष्टीकरण प्राप्त कर सकें।

National Bank for Agriculture and Rural Development (NABARD) has its Kerala Regional Office at Punnen Road, Statue, Thiruvananthapuram – 695001. The total number of required manpower and the services to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. *The Bidders are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.*

- 2) निविदाएं केवल जीईएम पर लागू की जाएंगी। निविदा के भाग-I (तकनीकी योग्यता बोली) में तकनीकी योग्यता बोली, जेम को ईएमडी जमा करने के प्रमाण और निर्धारित निविदा दस्तावेज में नियम और शर्तें शामिल होंगी। निविदा के भाग-II में जीईएम में निर्धारित प्रारूप में केवल वित्तीय बोली होगी। वित्तीय बोली में कोई अन्य नियम और शर्तें नहीं होनी चाहिए। यदि निविदा दस्तावेज में कोई नियम और शर्तें निर्धारित की जाती हैं, तो निविदा को सरसरी तौर पर अस्वीकार कर दिया जाएगा।

Tenders will be applied on GeM **only**. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid, along with proof of having submitted EMD to GeM, and terms & conditions in prescribed tender document. **The PART– II of the tender shall contain only the financial bid in the prescribed format in GeM.** 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.

- 3) निविदा का भाग-1 (तकनीकी योग्यता बोली) सबसे पहले 31 जनवरी 2024 को जीईएम प्रक्रिया के अनुसार खोला जाएगा। तकनीकी योग्यता बोली/निविदा के आधार पर, पात्र बोलीदाताओं की प्रतिस्पर्धी दरों के लिए वित्तीय बोलियां (भाग-II) केवल खोली/विचार की जाएंगी।

The PART-I (Technical Qualification Bid) of the tender shall be opened first on **31st January 2024** as per GeM procedure. Based on the Technical Qualification bid/ tender, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened/considered.

- 4) नाबार्ड किसी भी निविदा को पूरी तरह से या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है और नाबार्ड की ओर से सबसे कम (एल 1) या किसी भी निविदा को स्वीकार करना बाध्यकारी नहीं है।

NABARD reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABARD to accept the lowest (L1) or any tender.

- 5) निविदाएं, जो नाबार्ड की सभी या किन्हीं शर्तों को पूरा नहीं करती हैं या किसी भी प्रकार से अधूरी हैं और नाबार्ड द्वारा निर्दिष्ट शर्तों के अलावा बोलीदाता की अपनी शर्तों के साथ निविदाएं अस्वीकृत की जा सकती हैं, उन्हें अस्वीकार कर दिया जाएगा।

Tenders, which do not fulfil all or any of the NABARD's conditions or are incomplete in any respect and tenders with the Bidder's own conditions other than those specified by NABARD, are liable to be rejected.

- 6) निविदा दस्तावेजों में कोई विसंगतियां, चूक, अस्पष्टता, यदि कोई हो, या उनके अर्थ के बारे में कोई संदेह, "मुख्य महाप्रबंधक, राष्ट्रीय कृषि और ग्रामीण विकास बैंक, केरल क्षेत्रीय पुनर्नेन रोड, प्रतिमा, तिरुवनंतपुरम - 695001" को लिखित रूप में सूचित किया जाना चाहिए, जो इसकी समीक्षा करेंगे और मांगी गई जानकारी यदि स्पष्ट रूप से इंगित या निर्दिष्ट नहीं है, तो मांगी गई जानकारी की समीक्षा करेंगे। नाबार्ड उन सभी बोलीदाताओं को स्पष्टीकरण जारी करेगा जो अनुबंध दस्तावेज का हिस्सा बन जाएंगे। निविदा प्रस्तुत करने की तारीख से तीन कार्य दिवसों से पहले निविदा दस्तावेजों में विसंगतियों, चूक, अस्पष्टता या उनके अर्थ के बारे में किसी भी संदेह को नाबार्ड के ध्यान में नहीं लाया जाता है तो नाबार्ड

जिम्मेदार नहीं होगा. बोली लगाने वाले का केरल में पंजीकृत कार्यालय होना चाहिए।

Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the “The Chief General Manager, National Bank for Agriculture and Rural Development, Kerala Regional at Punnen Road, Statue, Thiruvananthapuram – 695001” who will review the same and information sought if not clearly indicated or specified, NABARD will issue clarifications to all the Bidders which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Tender. **The bidder must have registered office in Kerala.**

- 7) बोलीदाता को ₹.14292/- (चौदह हजार दो सौ बयानवे रुपये) की राशि सीधे जेम खाते में जमा करके अग्रिम राशि जमा (ईएमडी) जमा करनी होगी। जीईएम द्वारा सफल बोलीदाताओं को काम सौंपे जाने के बाद असफल बोलीदाताओं के ईएमडी को वापस कर दिया जाएगा। एमएसएमई और अन्य पात्र संगठनों को प्रमाण प्रस्तुत करने पर प्रचलित सरकारी निर्देशों के अनुसार छूट दी जाएगी।

The Bidder shall deposit Earnest Money Deposit (EMD) amounting to ₹14292/- **(Fourteen thousand two hundred and ninety two only), by directly crediting the amount in GeM Account.** EMD of unsuccessful bidders would be refunded after the award of work to the successful bidders by GeM. MSME and other eligible organizations will be exempt as per prevailing Govt. instructions upon submission of proof.

- 8) प्रस्ताव की वैधता मूल्य बोली खोलने की तारीख से 90 दिनों की होनी चाहिए। हालांकि, सफल बोलीदाता द्वारा उद्धृत दरें अनुबंध अवधि के अंत तक यानी 31 मार्च 2026 तक दृढ़ रहेंगी, सिवाय इसके कि न्यूनतम मजदूरी संशोधित की जाती है और अनुबंध दरें संशोधित न्यूनतम मजदूरी दरों या जीएसटी / वैधानिक करों में परिवर्तन से अलग होती हैं और निविदा में कहीं और उल्लिखित अन्य नियमों और शर्तों के अधीन होती हैं।

Validity of offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period i.e. up to **31st March 2026** except only if the minimum wages are revised and contract rates are different from the revised minimum wage rates or change in GST / statutory taxes and **subject to other terms & conditions mentioned elsewhere in the tender.**

9) बोलीदाताओं द्वारा उद्धृत किया जाने वाला न्यूनतम सेवा शुल्क 3.85% है। 3.85% से कम सेवा शुल्क का उल्लेख करने वाले बोलीदाताओं को अस्वीकार कर दिया जाएगा।

The minimum Service charge to be quoted by bidders is **3.85 % and maximum upto 7%**. Bidders quoting service charges less than 3.85 % or more than 7% will be rejected.

10) निविदा आमंत्रित करने संबंधी यह सूचना (एनआईटी) भी निविदा दस्तावेज का हिस्सा होगी। इस निविदा दस्तावेज और जीईएम पोर्टल के नियमों / प्रावधानों के बीच विरोधाभास के मामले में, हमारे निविदा दस्तावेज में दिए गए नियमों / प्रावधानों को प्राथमिकता दी जाएगी। बोलीदाताओं को निविदा के सभी प्रासंगिक दस्तावेजों पर हस्ताक्षर करने और जीईएम पोर्टल (अतिरिक्त विवरण लिंक) में अपलोड करने की आवश्यकता होती है।

This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules / provisions of this tender document and those of GeM portal, preference shall be given to the rules / provisions given in our tender document. The bidders are required to sign all the relevant documents of the tender and upload in the GeM portal in additional details link.

भवदीय/Yours Faithfully,

(सजीव एस/ Sajeev S)

उप महाप्रबंधक/ Deputy General Manager

I- General Instruction to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.
2. The Tender document complete in all respects should be uploaded in the GeM portal on or before **15.00 hours on 31st January 2024.**
3. The Contractor selected for award of the Annual Maintenance Contract will have to remit an amount of ₹.14292/- (Rupees Fourteen thousand two hundred and ninety two only) as Security Deposit to GeM.
4. NABARD reserves the right to accept or reject any Tender, either in whole or in part without assigning any reasons for doing so and is not bound to accept the lowest or any Quotation.
5. Tenders containing tenderer's own conditions are liable to be rejected.
6. Scope of work are as indicated in the II
7. Terms & Conditions are indicated in III.
8. General Specification as indicated in IV
9. NABARD reserves the right to divide and distribute the work to more than one Contractor at its sole discretion. The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also the following points:
 - (a) The Contract will be awarded to the agency only if the performance of the agency is found to be satisfactory during the initial three months.
 - (b) The Contract period will be for a period of 24 months, from 01 April 2024 to 31 March 2026.
 - (c) Validity of offer should be 90 days from the last date for receipt of quotation.
10. The rates may be quoted in the Price BID Annexure I & II
11. The address of the premises where the AMC is to be carried out are

SI No	Details	Address
1	NABARD Regional office building	Punnen Road, Statue Thiruvananthapuram – 695001
2	NABARD Gardens	Dr Pai Road , Poojapura Thiruvananthapuram – 695012

Signature of the authorized signatory

II- Scope of work for Plumbing works

- (a) Removal of blockage from drainage lines/water supply pipes, gulley traps, nahani traps, man-hole/grease chambers, bottle traps, kitchen sinks and wash basins, urinals and W.C.S. Bidets. If removal and refixing of the connecting pieces, taps stop cock, valves etc., are required the same will have to be done without claiming any extra charges.
- (b) Keeping the rain water outlets on terraces, canopies free of debris, foreign materials to ensure quick flow of water from terraces.
- (c) Replacement of washers for bib taps, pillar taps, stop cocks, rubber gaskets for flushing cisterns, plunger washers for low level flushing tanks etc as and when required. The cost for the same is to be claimed through the worksip indicating the nature of work and the expenditure for the proposed repair /replacement work. The repairs indicated on the work slip is to be recommended by the caretakers and protocol security officers of NABARD.
- (d) Repairing of flushing cisterns including removal of syphons, bells and float valves and refixing them after repairs including any adjustment required for bell/plumber etc.
- (e) Disconnecting and reconnecting plumbing connection in case of water coolers, water purifiers, etc., whenever such electric gadgets are required to be replaced/repared.
- (f) Cementing of joints of various drainage lines, gaps between wash basins, urinals, water closets and that of walls, pointing of joints of fillers of floors and dado's, cementing of loose tiles in floors and dados, removal and refixing of leaky connections of G.I. Pipes and specials excluding cost of required white/grey cement and white lead and any other joining materials as may be required.
- (g) Minor civil repair works involving painting, plaster, brick works etc are to be undertaken as and when required.
- (h) Disconnecting and reconnecting suction and delivery connections of water pumps whenever the pumps are required to be taken away for repairs/replacement. Removal of air locks from suction lines/delivery lines as and when required.
- (i) Refixing of loose fixtures and fittings including supporting brackets such as wash basins, sinks, flushing cisterns, drain boards, towel rods, mirrors, glass shelves, soap holders, gratings and any other fixtures and fitting as existing in the properties including removal of existing fittings/fixtures without causing any damage. Grouting of new wooden gitties in cement mortar and refixing with new screws, removing where necessary.
- (j) Daily operation of water pumps, full way valves etc. to lift water from the sump to the overhead tank etc.
- (k) The Contractor will have to provide samples of fittings fixtures for approval of

Bank and has to ensure that the same are being provided in the course of contract.

- (l) In case of works not included in the schedule of quantities, the contractor will submit his quotation and obtain approval from the Bank before execution of work. The work will be paid as per actual cost of materials and labour employed.
- (m) The materials etc. to be provided should be from the approved list wherever possible. Any deviation has to be mentioned to the Bank's Engineer.

Place:

Signature of the authorized signatory

Date:

of the contractor / Tenderer

III- General Terms and conditions

- 1) If the agency have **ESI and PF membership** for its employees, the copy of the same is to be attached while submitting the tender. If the agency is not required to have ESI and PF then the agency should submit a declaration indicating the number of employees appointed by the agency.
- 2) Rates should include all Taxes, Duties, Octroi, Levies, GST, etc., in accordance with various statutory enactments and should be firm for the entire Contract Period. No increase in rates will be allowed during the entire Contract Period on this account. **The rates will be considered for revision only in case of (i) revision of minimum wages and (ii) revision of statutory taxes like GST to the relevant extent.**
- 3) The contractors should have experience of similar works during the last **7 years** (ending 31.03.2023) and who fulfill the following criteria are eligible to tender: -
 - a) Should have carried out **minimum 1 similar work** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **₹.5.71 lakh**.

OR
 - b) Should have carried out **minimum 2 similar works** with Govt/PSUs during last 3 years (ending 31.03.2023) with contract value (costing individually) not less than **₹.3.57 lakh**.

OR
 - c) Should have carried out **minimum 3 similar works** with Govt/PSUs during last 3 years (ending 31.03.2023) with annual contract value (costing individually) not less than **₹.2.87 lakh**.
 - d) The Bidders should have average Annual Turnover of **₹2.15 lakh** each year during the last three years ending 31 March 2023 supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.
 - e) MSME is exempted from the pre-qualification criteria
- 4) The Bidders should have average Annual Turnover of Rs.20.92 lakh each year during the last three years ending 31 March 2023 supported by audited balance sheet or a registered Chartered Accountant certified statement of accounts.

- 5) IT returns of last three consecutive financial years – 2020-21, 2021-22 & 2022-23.
- 6) The agency should mandatorily have a registered office in Kerala. (Supporting document of registered office to be submitted)
- 7) The document that are to be submitted mandatory along with the technical bid is as follows.
 - The Plumbing contractors and the plumber deputed to undertake the maintenance work in the premises of NABARD should possess valid class A license authorized by the Kerala Plumbing Inspectorate. The same should be mandatorily submitted along with the technical bid.
 - Sufficient manpower shall be provided by the Contractor to ensure that the items of works indicated in the scope of work are attended to and executed to the satisfaction of NABARD. The list of manpower available should be provided along with the tender
- 8) Supervisor should be available to ensure effective and proper work no separate payment will be made for the same.
- 9) The deployment of manpower may be flexible and can be changed as per the directions of NABARD.
- 10) In case of absentees of the labour, substitutes labour may be provided to carry out the work.
- 11) The rate quoted for the said contract shall include the cost of manpower (including supervisor), cost of equipment/machinery need by the agency to execute the job.
- 12) The services shall be provided from Monday to Saturday, with weekly off on Sunday.
- 13) In case of requirement and in emergencies, the services should be provided on Holidays and Sunday if required on payment basis. The cost will be derived from the manpower cost quoted in the tender.
- 14) Payments
 - The payment for deployment of manpower for plumbing services in the office premise will be made on monthly basis, on submission of the bills for the same.
 - The bill shall be certified by the Caretaker/Asstt. Caretaker and Protocol and Officer of our Bank
 - Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month.
 - The estimated expenditure for undertaking all types of minor repairs and replacement pertaining to plumbing, masonry work, plastering, painting, welding etc. in the entire office is to be submitted through NABARD prescribed work slip.
 - The payment for the same will be made as per the actual work executed as specified in the respective approved works slip after joint inspection.
 - The work slips are to be submitted on a consolidated basis as a single bill twice a month for settlement.

- 15) The Contract shall be valid for a period of two years i.e from 01.04.2024 to 31.03.2026. 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.
- 16) The rates quoted should include removal of the waste debris after any repairs out of premises on a monthly basis.
- 17) The Bank also reserves the right/option to extend the validity of this Contract for a further period of 01 year at the same rate, terms and conditions after completion of the two year Contract.
- 18) Forfeiture clause in case of negligence/derelection of duty by Contractor's staff.
- 19) Appropriate Tax and other statutory requirements will be deducted from the bills at prevailing rates.
- 20) CAR policy and work man compensation insurance policy for 1.225 times the contract value is to be taken by the agency for the workmen engaged and the same is to be submitted to Bank within 15days of the work order.
- 21) The Contractor may ensure that minimum wages as stipulated by Ministry of Labour, Govt. of India and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor on demand by the Bank.
- 22) The Contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of the officer-in-charge/security officer.
- 23) Every person engaged by the Contractor for works in the Bank's premises shall be deemed to be Contractor's employees and no such employees shall have any right to or claim against the Bank.
- 24) 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 labourers or whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other Contractor plus the applicable service charge.
- 25) Attendance Record: Daily attendance of workers as indicated in the scope shall be maintained on the premises and the same shall be verified before settlement of bills. In case of absence, the proportionate value of the contract pertaining to the days of absence shall be deducted from the monthly payment.
- 26) The contractor will attend to the day-to-day complaints of the occupants and the work executed shall be to the satisfaction of the occupants and the bank
- 27) If the services / repairs are not attended on the same day/ the next day a pro-rata recovery will be affected. In addition to that any expenditure incurred by the bank for rectifying such defects will also be recovered from the contract amount.
- 28) Any other civil maintenance works not covered under this contract shall not be carried out without approval of the bank and bank reserves the right to carry out extra work through other agency, if considered necessary
- 29) The bank reserves the right to recover from the bill of the contractor security deposit for any default / improper maintenance work in time which will be carried out through other agency at the cost and risk, if considered so by the bank, which shall be binding upon the Contractor at all time.

30) Breach of Terms and Conditions- For any breach of the aforesaid terms and conditions, or unsatisfactory work, National Bank (NABARD) shall be at liberty to terminate the Contract summarily with one month notice in the event of which the Contractor shall not be entitled for any compensation whatsoever

Place :

Date :

Signature of the authorized signatory

IV General Specification

- 1) The agency has to employ **a minimum of 01Nos skilled plumber** on a daily basis and additional plumber as and when required. The cost for the additional plumber will be allowed case-to-case basis on prior written permission and the cost for the additional manpower will be derived from the cost quoted in this tender.
- 2) The duty hours will be from 08:30 hrs to 17:30 hrs Monday to Saturday.
- 3) ***Plumbing Maintenances Services :***
 - a. The rate is to be on a lump sum basis taking into consideration the nature of the work, the extent of the premises, the equipment's to be maintained etc, for providing regular maintenance works in all the aforesaid NABARD Regional office buildings.
 - b. The agency intending to quote for the tender may visit the site and understand the requirements of NABARD before quoting.
 - c. In case of emergency requirement, he must make the manpower available immediately and the cost for the same will be settle by deriving the per manpower rate from the quoted rate as per the nature of work that is to be executed and after analyzing the number of manpower utilized.
 - d. The contractor shall furnish the bank with a copy of the certificate of experience of plumber & biodata of their employees. The plumbing maintenance services should be available as and when required by bank
 - e. The plumber shall make all efforts to try to repair the defective fittings and replacing the articles should be taken only as the last resort after banks approve the proforma formulated by the bank for the same.
 - f. The contractor shall ensure that only branded materials are used for maintenance and repair work. In the case of replacement, the purchase of the material by the contractor shall be done only after getting approval from the Bank.
 - g. **The overhead charges at 7% will be applicable on submission of material supply receipt by the contractor for additional work not covered under scope of work**
 - h. The helper to be provided to assist the plumber depending on the requirement. The charges for helper or additional manpower would be made actual basis after assessing the requirement and depending upon the nature of work.
 - i. The contractor shall make his own arrangement for tools and ladder etc. for executing the work
 - j. After the completion of work the contractor shall ensure the removal of debris out of the premises to safe municipal corporation limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the concerned officer, bill will not be settled. The cost for the same will be borne by the contractor.
 - k. This contract is for the works to be carried out at our quarters and Office premises from inside and outside for all floors / height. Bank reserves the right

to increase/ decrease in manpower supply from the agency. The cost of scaffolding or any other necessary equipment for completing the work will be allowed based on the nature of the work.

1. The aforesaid timing is tentative however, the plumber must attend the work at different sites as per the instructions of the Bank as and when required.

Signature of the authorized signatory

V - Instructions for filling the Price bid

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

Rates shall have to be quoted in both words and figures

Signature of the authorized signatory

FORM OF TENDER

Tender for Annual Maintenance contract for providing Plumbing services for NABARD Regional Office for the period 01st April 2024 to 31st March 2026.

Please Note: Works/Work here and elsewhere in the tender shall mean **Annual Maintenance contract for providing Plumbing services for NABARD Regional Office for the period 01st April 2024 to 31st March 2026.**

The Chief General Manager,
National Bank for Agriculture and Rural Development,
Kerala Regional Office,
Punnen Road,
Statue,
Thiruvananthapuram-695001

Dear Sir

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.

2. Our Bankers are: (i.)

(ii.)

3. Address of the firm :

Tel. No:

Fax:

Email:

Mobile No(s):

i) _____ ii) _____

Name of the person(s) authorised to sign the contract

i) _____ ii) _____

iii) _____

4. Name of the partner(s) of the firm authorised to sign the contract

i) _____ ii) _____

iii) _____

5. The names of the Partners/Directors of our firm are

i) _____ ii) _____

iii) _____

6. I / We have examined and understood the Scope of Works and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained 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 Financial Bid in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST, Income etc. as applicable and other taxes prevailing from time to time and the rates quoted by us in the tender are inclusive of the same.

10. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period (i.e. up to 31st March 2026) except only if the

minimum wages are revised and contract rates are lower than the revised minimum wage rates or change of GST.

11. I / We have already executed pre-bid pre-contract Integrity Pact as per the proforma given in the tender document (as per relevant stamp act of the state).

i) _____ ii) _____

iii) _

**NAME OF THE PERSON(S) AUTHORISED TO SIGN
AND SUBMIT THE TENDER**

Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with the Tender.

YOURS FAITHFULLY

(SIGNATURE OF THE BIDDER with Seal)

**NAME AND ADDRESS OF THE BIDDER
AND SEAL**

**DATE:
PLACE**

Annexure I

FORM OF AGREEMENT

This agreement made the day of the month in the year BETWEEN , National Bank for Agriculture and Rural Development having its

Head Office at, Plot No C-24, 'G' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 and its Kerala Regional Office at punnen road, statue , Thiruvanthapuram (hereinafter referred to as the Employer / Bank) on the ONE PART; and *Shri

_____S/D/O_____resident of _____the sole proprietor of M/S_____having office at the following address:-

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

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

Whereas the Employer/Bank is desirous that certain works should be undertaken at their office mentioned and called for invitation to tender and the tender dated.....furnished by the tenderer for the performance of such works has been accepted by the Employer on the terms and conditions as set out therein and inter alia others.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.
 - a) Notice Inviting Tender
 - b) General Rules and Instructions for the guidance of tenderers.
 - c) The Tender, Letter of acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
 - d) General conditions of contract and clauses of contract alongwith Annexures thereto.

Schedules consisting of scope of work, specification special conditions, etc

Place :

Name, address

Date :

Signature of the authorized signatory

PREAMBLE TO SCHEDULE OF QUANTITIES

The Annual Maintenance contract is for providing Plumbing services for NABARD Regional Office for the period 01st April 2024 to 31st March 2026.

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 Financial Bid, 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 Financial Bid 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.

(Name and Designation) of **Authorized Official**
Signature

Penalties

1. If in the opinion of NABARD, the work done by the contractor is not satisfactory, NABARD may decide, depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
2. The contractor shall vouch safe Bonafide, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed, shall be borne by him. The penalties mentioned in the Service Level Agreement (SLA) given in GeM portal shall be applicable.
3. **Forfeiture clause** : In case of negligence / dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice by the bank and the security deposit shall be forfeited.
4. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

I / We accept all the above Terms and Conditions in all respects without any reservation.

DATE:
PLACE:

Signature of the Bidder
NAME AND SEAL

Annexure II FINANCIAL BID: (To to be filled)

(Per Month Calculation (26 days) as per applicable category)

To be enclosed with price bid/s only. The filled in Annexure II should be uploaded along with the price bid in the location indicated for the same.

Sl. No.	Description	Details	Skilled (Rs.)
A	Minimum wages (as per Central Govt. or Kerala State Govt. whichever is higher) inclusive of Special Allowance / VDA.		832
B	Monthly	(A*26 days)	21632
C	EPF	EPF @13% on 'A' (On Max Limit 15000)	1950
E	Total for 01 Skilled labour	(B+C+D)	23582
G	Total manpower charges for 24 months	E*24	5,65,968
H	Service Charges (Monthly) minimum 3.85% and maximum 7%	Monthly amount in%	
I	Total Service Charges	H*24	
J	Total Charges	G+I	
K	GST	18 % of (J)	
L	Grand Total	J+K	

Note 1: - Rates shall be quoted as “Total Cost per Plumbing service”. GST will be paid as per the prevalent GST rates for the service.

Note 2: - For all calculation, there shall be 26 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. C, & D above shall be paid as per Central Govt. Acts/Notifications including amendments.

Note 5:-Basic Wages plus VDA at Sl No. A are as per Central Govt. Minimum Wages w.e.f. 01 October 2023 for Plumbing works (Skilled).

Note 7: - Rates quoted would be applicable for the entire period i.e. up to 31st March 2026. However, revision in rates would be considered only if the minimum wages & taxes are revised.

Note 8:- For Sl. No. (K) of financial bid, Service Charges claimed by contractor should 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, Overhead Profits, TDS deductions, management and supervisory charges including Contractor's Profit, materials required on monthly basis wherever the tender requires the contractor to bear the cost of materials, tools and equipment as per requirement, uniform for labours, other overheads, etc. Contractors are advised to quote service charges after due diligence which should be reasonable and workable.

If a bidder quotes impracticably low service charges i.e. less than or equal to 3.85%, the bid shall be treated unresponsively and will not be considered for further evaluation and will be disqualified. If a bidder quotes impracticably high service charges i.e. more than or equal to 7 % the bid shall be treated unresponsively and will not be considered for further evaluation and will be disqualified. Service charges should be written in % and in figures

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

Date:

Signature of the Bidder with seal

Place:

KYC: Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving / Current / Cash Credit)	
8.	Account Number	

Note: Please also enclose a CANCELLED CHEQUE in respect of above account number.

Signature of the Bidder with seal and date: