



NB (ODI)/ 988 /GAD-17/2019-20

Date-11-06-2019

Dear Sir,

Sub - Invitation of Quotation for AMC of Cleaning, Sweeping And Housekeeping Work at Office Premises and Quarters of Nabard at Bhubaneswar

Sealed quotations in prescribed format are invited for providing cleaning, sweeping and house-keeping services to NABARD Odisha Regional Office, Bhubaneswar for its office building at Nayapalli, and Officers' and staff quarters at Chandrasekharapur, Bhubaneswar on the terms and conditions stipulated in **Annexure-1** enclosed hereto.

We request you to forward your quotations and other particulars as per **Annexure-2**, latest by 3.00 p.m. on **21 June 2019**. Your quotation should be in a sealed cover, superscribed "Quotation for Cleaning, Sweeping and Housekeeping Job of NABARD" and addressed to Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

Yours faithfully

(B Swain)
Asst General Manager
Encl-Annexure-1 and 2

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
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Annexure-I

Annual Maintenance Contract-Cleaning & Sweeping of NABARD Office Building, NABARD Officer's Quarters and NABARD Staff Quarters

A-Places of Work

- 1. NABARD Office Building at 2/1 Civic Centre, Nayapalli, Bhubaneswar.**
- 2. NABARD Officer's Quarters and NABARD Staff Quarters at Chandrasekharapur, Bhubaneswar**

B-Scope of work in general-NABARD Office Building.

- 1. Toilets**-Around 14 in number (both ladies & gents)
 - (a) Keeping all the toilets including the walls, windows and all the fittings always clean.
 - (b) sweeping/mopping/wet-cleaning of floors and passage outside all the toilets
 - (c) Clearing and cleaning of litter bins, cleaning of mirrors etc. in all the toilets

All the above works at least twice daily.

- 2. Staircases**- Ground+ 3 floors
Sweeping of all staircases including the railings daily and mopping/ wet-cleaning/ scrubbing bi-weekly.
- 3. Roof terrace**-
Sweeping roof terrace-Fortnightly.
- 4. Open Area**-
Sweeping of open area- (area between the boundary walls and the office building) - Daily.
- 5. Conference Hall**
Sweeping of Conference Hall:-Daily,
And mopping/wet-cleaning/scrubbing-Bi-Weekly.
- 6. Lifting of garbage** from the office premises and dumping them in the public garbage bin of BMC and liaisoning with municipal authorities for lifting the garbage from the bin.

C - Scope of Work in General- NABARD Officer's Quarters and NABARD Staff Quarters, Chandrasekharapur, Bhubaneswar.

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(I) Area-72 flats in NABARD Officer's Quarters and 64 Flats in NABARD Staff Quarters along with common areas like community hall, staircase, terrace, security lodge, parking space, pump house etc.

(II) DAILY CLEANING WORKS:

Collection of house hold garbage from each flat in forenoon hours (i.e. say between 10.00 a.m. to 12.00 noon) and disposing the same off in the nearby public garbage bin/dumpyard of the BMC.

- 1- Sweeping and cleaning of all the open spaces within the colony such as lawn, garden area, foot path, road, shoulder portion of road, garage area, area surrounding each building, duct area of the buildings, entrance portico portion on both sides of buildings etc. say between 6.30 a.m. to 9.30 a.m. Cleaning the entire staircase of each building, landing portion of staircases, entrance lobby area of each flat, stilt / parking area & lobby of each building everyday (say between 2.00 p.m. to 2.30 p.m.) and any other common area . Removal of all the dry leaves, dried branches of plants / trees, polythene bags, sand, stone pieces, earth, broken bricks, moorum etc. or any other foreign materials / garbage falling on the open spaces every day.
- 2- Sweeping and cleaning of toilets in each flat every week.
- 3- Sweeping and cleaning of floors, toilets and bath rooms of all the common areas in both OQ & SQ, i.e. ACT/CT offices, pump rooms, area surrounding water pump room and sump, VOF, VEF, dispensaries, area surrounding the transformer yard, Residents Welfare Association room in the OQ and staff community hall in the staff quarters etc. everyday. Special attention should be given for ensuring optimum cleaning and hygiene of VOF and VEF
- 4- Except the above, the contractor may have to remove any other materials such as broken window glass, rusted wooden / iron door or window frames, broken parts of wooden doors or windows, broken branches of trees after cutting into pieces during storm or low pressure, broken glass bottles etc. from inside the colony campus along with the other garbage as indicated above.
- 5- The contractor should supply all the materials required for the above mentioned sweeping and cleaning work.
- 6- The contractor should arrange to put bleaching powder around all the manhole chamber, gully trap chamber surrounding each building at least once in every fortnight.
- 7- Lifting of garbage from all the premises in both the quarters and dumping them in the respective garbage bins and lifting the garbage from the bins either by liaisoning with municipal authorities or by making other private arrangements, so that perishable solid waste is not left to rot in the bins causing unhygienic condition in the premises.

(III) PERIODICAL CLEANING WORKS: -

1. Cleaning the open terrace area of each building both in officer's quarters and staff quarters once in every month.
2. Cleaning of all the floor, walls and OWC or EWC and seat cover of toilets / bath rooms in all the flats once in every week with toilet cleaner / toilet floor cleaner.
3. Cleaning of walls & ceilings of cobwebs, cleaning of fans, other inaccessible spots of each flat (such as bed rooms, hall, kitchen, balcony, ceiling area at the entrance lobby of each flat etc.) are to be done once in every three months in both the quarters.
4. Cleaning of floors, kitchen platform, tile dado of kitchen platform and sink, shelves below kitchen platform, wash basin dado etc. in other rooms to be done with mopping cloth, floor cleaner so as to remove any oil spot, sticking of any organic materials etc. once in a year.
5. The washing and cleaning of the netlons in all the flats once in every three months.
6. The vacant flats (if any) in both officer's quarters and staff quarters should be washed & cleaned once in every month. All the fans, cupboards, windows, kitchen, floors, toilets and baths etc should be cleaned properly.

(IV) SPECIAL CLEANING WORKS:

In case of a storm, thunder shower, high wind, low pressure etc. or even under normal circumstance, if any tree is uprooted or any tree branch is broken, then the contractor shall arrange to cut the tree or branches into pieces with axe or any other cutting tool and remove the same out of the colony campus at the earliest.

Separate payment shall be paid to the contractor on submission of bill after realistic assessment of the work done.

All the works mentioned at (B) and (C) are indicative only. NABARD may assign any other work related to the main job of cleaning and sweeping which may come to notice or emerge in future.

D - Man-Power Assessment

The assessment of man-power for carrying out the works as detailed above has been approved as follows and the agency has to deploy labours accordingly-

- 1) For Office premises- **3 labours (unskilled)** including, at least, **one woman** for cleaning the ladies' toilets.
- 2) For both the Quarters- **9 labours (unskilled)** and **1 supervisor (Semiskilled)**.

E-Working Days & Hours

1. Work at NABARD Office-

(I) **22** days a month since NABARD's office normally remains closed on Saturdays and Sundays. However, the agency may be required to deploy the labour to perform the job, if at any time, the office of NABARD remains open on such days including holidays. Extra payment for such extra duty hours shall be made as per statutory provisions.

(II) Working Hour: The manpower should be available on all the working days from 07.30 Hrs so as to complete the daily cleaning works by 9.30 AM. In the afternoon hour the man power should be available from 13.30 hrs till close of the office at 17.30 hrs. The deployment of manpower may be flexible and could be changed depending upon the work and prevailing office timings from time to time.

2. Works at NABARD Officer's Quarters and Staff Quarters, Chandrasekharpur-

(I) All the days of a month. However, the labours as assessed above should be deployed in such a manner that no labour shall be required to work without a day's weekly rest and for more than 26 days a month.

(II) Working Hour: Mentioned against different items of work in the "Scope of Work"

F - Other Terms and Conditions

1. Before submitting the tender, the intending bidder should visit the sites and assess the actual work to be executed.
2. The agency will provide required manpower and cleaning material to ensure that all the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
3. The rates should be quoted by the agency strictly as per the proforma in Annexure-II. These base rates quoted should include the cost of manpower, cost of equipment/machinery/material, if any; and contractor's service charges/profit and any other charge to be specified, exclusive of all taxes. All other taxes including GST applicable on the base rates should be mentioned separately. Only the base rates quoted shall be considered for comparison.
4. The cleaning materials to be provided are:
 - A) Phenyl
 - B) Deodorised detergent for mopping
 - C) Odonil

- D) Sanitary cubes
- E) Soft and Hard brooms
- F) Duster/wipers
- G) Mops
- H) Harpic
- I) Colin
- J) Brushes
- K) Liquid soap
- L) Toilet rolls/paper
- M) Buckets
- N) Mugs
- O) Cleaning powder
- P) Harpic Flushmatic Flush Tank blue cubes for all flush tanks in the toilets.

(Note: The aforesaid items will be of Hindustan Lever Ltd/ Reckit Benckiser or equivalent make)

5. The rates quoted are firm and cannot be revised during the contract period except only as per statutory requirements like in case of minimum wage.

6. Further, if any item other than normal cleaning material mentioned above is required to be procured by the agency on our instructions, the same will be settled on production of original invoice or bill and the agency will be eligible for 15% over and above the original bill amount towards contractor's service charge. Similarly, if the agency engages any additional labour on temporary basis other than mentioned in the contract, on our instructions, the amount will be settled based as per prevailing minimum wages. However, contractors profit will not be allowed on this.

7. Statutory TDS at the applicable rate shall be effected from all the payments by NABARD to the agency.

8. All housekeeping staff should have the experience of doing cleaning and sweeping works in a similar building and must be in proper uniform at all times.

9. **Compliance with Labour Laws**-The agency is required to strictly comply with all the statutory requirements relating to labour like payment of minimum wages, ESI, PF, workmen compensation etc. and complying with all such requirements shall be the sole responsibility of the agency and NABARD, in no way, shall be liable for non-compliance with such statutory obligations.

I) In no case the minimum wage for the persons engaged should be less than the central or state rate whichever is higher, for 26 days a month. The contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the appropriate government. ***The quotation shall be summarily rejected if the amount quoted, after providing for***

committed components in the tender like material charges, contractor's profit and all the statutory dues like IT-TDS, is not sufficient to pay the statutory labour dues.

- II) **The wage shall have to be directly transferred to the bank account of the worker by the contractor and the documentary proof of the same has to be attached with the bill claiming payment from NABARD.**
- III) **Alternatively, if at all, the wage is required to be paid in cash by the contractor in exceptional cases the duly authenticated proof of such payment by cash and receipt by the worker shall have to be attached by the contractor to the bill claiming payment from NABARD. Such payment of wage by cash to the worker may be cross-checked by the authorised officials of NABARD.**
- IV) **In case the contractor fails to pay the minimum wage to the workers NABARD shall directly pay the shortfall to the workers and shall recover the same from any amount payable to the contractor.**
- V) **The Contractor shall have to maintain all the registers/records and display notices in the prescribed form as per statutory requirements and these shall have to be produced before the competent officials of NABARD for verification as and when required.**
- VI) **After getting work order from NABARD the contractor has to get the licence from the central government labour authorities for carrying out the job, within the stipulated period as per statutory requirements.**
- VII) **The contractor would be responsible for the safety of persons employed by him. The Bank shall not carry any responsibility in case of any accident to his workers in the premises.**
- VIII) **If, for any reason, NABARD is obliged, by virtue of the provisions of sub-section (1) of Section 12 of the Workmen's Compensation Act, 1923, to pay compensation to a workman employed by the contractor, in execution of the works, NABARD will recover from the contractor the amount of compensation so paid, and without prejudice to the rights of NABARD as the Principal Employer under subsection (2) of Section 12 of the said Act, NABARD will be at liberty to recover such amount or any part thereof by deducting if from the security deposit or from any sum due by it to the contractor under this contract or otherwise. NABARD shall not be bound to contest any claim made against it under subsection (1) of Section 12 of the said Act, except on the written request of the contractor and upon his giving to NABARD full security for all cost for which it might become liable in consequence of contesting such claim.**

10. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. The fees, if any, will be borne by NABARD.

11. The contractor should arrange to submit the detailed address (both present and permanent), telephone / mobile No. (if any) of all his workmen

12. All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation.

13. While submitting its quotation the agency is required to pay refundable Earnest Money Deposit of **Rs 5000/ (Rupees five thousand only)** through e-payment into the Current AC No- **917020012560731 (IFSC- UTIB0000381)** maintained with **Axis Bank , Chandrasekharpur**, Bhubaneswar. However, if, for any reason it is not possible the payment can be made by way of banker's cheque or DD drawn in favour of NABARD, Bhubaneswar payable at Bhubaneswar. The EMD shall stand forfeited in case the successful bidder fails to undertake the work within 2 days from the date of issue of the final work order.

14. The agency becoming successful in the bidding shall be required to keep a interest free security deposit of **Rs 30000/- (Rupees thirty thousand)** with NABARD till completion of the contract. In that case the EMD of the successful bidder shall be converted into Security Deposit and the balance amount **of Rs 25000/ shall** be deposited by the agency within 3 (three) days from the date of issue of final work order. NABARD reserves the right to forfeit the security deposit, partly or fully, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to NABARD by the contractor or the persons engaged by him, or violating any of the terms and conditions of the contract.

15. The successful bidder, in no case, shall assign or sublet the whole work or part thereof to any other agency/firm/individual.

16. NABARD reserves the right to cancel any/all of the quotations without assigning any reason therefor.

17. In case any dispute arising out of this contract/award of work between the NABARD and the agency, the decision of the Chief General Manager, NABARD, Bhubaneswar will be final and binding on the contractor.

18. All disputes are subject to Bhubaneswar jurisdiction only.

19. The contract shall normally be up to 31 March 2020 which can be renewed subsequently at the sole discretion of NABARD after review of the performance of the agency. However, NABARD reserves its rights to terminate the contract immediately on emergency basis without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to NABARD or to public interest or public order.

20. The agreement can be terminated by not less than two months' notice by the agency and one month's notice by NABARD, under normal circumstances.

21. The sum total of the rates quoted for all the components shall be reckoned for comparing the lowest rate for awarding the tender. **In case of tie in rates quoted by various bidders the decision of the competent authority of NABARD for awarding the contract to one of such parties shall be final.**

22. The bidders shall take all care to ensure that the rates are quoted taking entire scope of the job and statutory obligations for engagement of contract labour into consideration. The competent authority of NABARD reserves the right to seek additional clarifications, if felt necessary, from any of the bidders to (i) ensure successful performance of the contract and (ii) pre-empt any possibility of exploitation of labour, at the quoted rate. In case of non-satisfactory explanation the bid of such bidder/s may be rejected outright, their EMD may be forfeited and they may also be debarred from participating in the rebidding.

23. The quotations will be tentatively opened by the competent authority of NABARD 30 minutes after the latest time prescribed for submission of the tender and the bidding agencies are free to remain present at the time of opening of quotations at NABARD Regional Office, Ankur 2/1, Nayapalli, Civic Centre, Bhubaneswar.

24 The quotation has to be submitted strictly in the prescribed proforma as per Annexure-II

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ANNEXURE-II

The Chief General Manager
National Bank for Agriculture and Rural Development
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar - 15

Dear Sir,

Quotation for providing cleaning and sweeping services to NABARD, Odisha RO, Bhubaneswar for its office building at 2/1 Civic Centre, Nayapalli, Bhubaneswar and NABARD Officer's Quarters and NABARD Staff Quarters at Chandrasekharpur

Please refer to your Letter No.988 dated 11/06/2019 calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-1 of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

1	Name, Address, Contact No. of the Firm/Agency-	
2	Nature of Ownership of the Firm/Agency (Proprietorship /Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate)	
3	Income Tax PAN No. (Attach self-attested photocopy)	
4	GST Regd. No	

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	(Attach self-attested photocopy)	
5	Details of Bank Account <ul style="list-style-type: none"> • Name of the Account holder • Name of the Bank, Branch & Place • A/c type (Savings or Current) • Account No • IFS code (Attach self-attested photocopy of a cheque)	
6	Brief history of the agency (Attach separate sheet, if required with supporting documents)	
7	Institutions which awarded work to the agency during the last 3 years (attach details)	

8. Details of EMD:

Mode of Deposit	Instrument NO	Date	Name of Bank	Amount

9. Rates Quoted Per Month (Amount in Rs)

SI No	Type of Charges	Specifications	Amount Quoted
I	Manpower Charges		
		Total of (I)	
II	Equipment Charges (if any)		

III	Material Charges (if any)		
IV	Any other Charge (Please Specify)		
V	Total-I to IV		
VI	Service Charges/profit of the contractor on amount at V	% of V (mention percentage here) ---->	
VII	Total – V+VI (both in figure and words)		
VIII	GST	% of VII (mention percentage here) ---->	
IX	Any other tax		
X	Grand Total		

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures-1) Self-attested copy of the PAN card

- 2) Self-attested photocopy of a cheque
- 3) DD/Banker's Cheque
- 4) GST Registration
- 5) Any other relevant documents

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