

**PART I (TECHNICAL/PQ BID)**  
**TO BE SUBMITTED IN SEPARATE SEALED**  
**COVER**

TECHNICAL / PQ BID DOCUMENT



**NABARD**

Name of work	Tender for Annual Maintenance of Centralized ACs, Split & Window and Tower Floor Standing ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati-781006
Last Date of submission of PO Bids	Till 15:00 hours on 29.03.2017
Date of Opening of PQ bid	15:30 hrs. on 29.03.2017
Venue for Submission and Opening of PQ bid	The Department of Premises, Security and Procurement (DPSP), NABARD, Assam Regional Office, G. S. Road, Dispur, Guwahati-781006.

**Note:** Any PQ bid with incomplete information will be rejected.

Signature of the Tenderer / Authorised Signatory

# NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Tender for Annual Maintenance of Centralized ACs, Split & Window and Tower Floor Standing ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati-781006.

## CONTENTS

Sl. No.	DESCRIPTION	Page Nos.	
		From	To
1	Schedule for Tender & Details of EMD and Tender fee	1	1
2	Notice for Inviting Tender	2	4
3	Proforma of Letter from the Bidder	5	7
4	<b>Scope of work, Specifications and Terms &amp; Conditions</b>	8	32
	Common Features	<b>8</b>	<b>15</b>
	Centralized ACs, Split & Window and Tower Floor Standing ACs	<b>16</b>	<b>28</b>
	Diesel Generator Sets	<b>29</b>	<b>32</b>
5	Common Instructions and General Conditions of Contract	33	39
6	Safety Conditions of Contract	40	41
7	Technical Bid - Annexure- I: Technical Bid (Basic information)	42	45
	Annexure- I(A): Details of Previous Experience	46	46
	Annexure- I(B): Details of works on hand	47	47
8	<b>Part-II</b> Annexure-II : Price Bid to be submitted in a Separate Envelop	48	49
9	Article of Agreement	50	52

TENDER SUBMITTED BY

---

---

# **NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

Tender for Annual Maintenance of Centralized ACs, Split & Window ACs and DG Sets of  
NABARD, Assam RO, Dispur, Guwahati-781006

## **SCHEDULE OF TENDER**

1. Tender document is available from 18 March 2017
2. Pre-tender Meeting of Tender by 3:00 hours on 24 March 2017
3. Last date of Submission of Tender : 29 March 2017
4. Opening of tender Part-I at 15:30 hours on 29.03.2017
5. This Tender consists of 52 pages.

## **PARTICULARS OF EMD AND TENDER FEE**

### **(COST OF TENDER DOCUMENT)**

Please indicate the details amount of EMD of Rs.15000/- and Tender Fee of Rs.1500/- directly credited into NABARD Accounts No.50200005819670 maintained with HDFC Bank bearing IFSC Code No. HDFC0001474, Nezone Plaza Christian Basti, Guwahati-781005.

Particulars	Amount (Rs.)	Details of		
		Deposit Receipt/ Transfer/UTR Number	Date	Bank & Branch
EMD				
Tender Fee				

Ref No. NB. Assam/ /DPSP-PREM.43/AMC/2016-17

17 March 2017

M/s

\_\_\_\_\_  
\_\_\_\_\_  
Madam / Sir,

**TENDER NOTICE - Annual Maintenance of Centralized ACs, Split and Window ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati-06**

National Bank for Agriculture and Rural Development (NABARD), Assam Regional Office, intends to award the Annual Maintenance contract for *Centralized ACs, Split & Window ACs and DG Sets* located at Guwahati. For this, a two stage bidding process i.e. Pre-qualification with respect to Techno-Commercial aspects and Competitive Rates is being followed. Tender documents must be downloaded from the website [www.nabard.org](http://www.nabard.org) under the head '**Annual Maintenance of Centralized ACs, Split & Window ACs and DG Sets of NABARD, Assam RO**' as no hard copy will be given from at our end. The firms downloading the application form and other documents related to the work from the website will have to pay non-refundable charges of Rs.1500/-(Rupees Two Thousand Five Hundred) by directly crediting into NABARD, Guwahati account given below:

Payee Name : NABARD, Guwahati  
Current Account No : 50200005819670  
Name of the Bank : HDFC Bank  
Address : NEZONE Plaza, Christian Basti, G. S. Road, Guwahati-05  
IFSC Code : HDFC0001474

2. Contractors having experience in undertaking similar nature of work at similar organizations only need may tender for the work.

3. The tenderers are advised to visit the site, conduct 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. The details location of the ACs and DG Sets are given below:

Particular	Number	Serving Area/Unit	Properties Location
1. Centralized ACs	2 Plants	Whole Office Premises Covering Six Floors	Office Building, G. S. Road, Dispur, Guwahati-781006
2. Split ACs	9 Units	9 Rooms	
3. Window ACs	2 Units	02 Rooms	
4. Tower Floor Standing AC	4 Units	02 Rooms	
DG Set	01 Unit	Whole Office Premises Covering Six Floors	

2

*Sign & Seal  
of Authorised Person*

Whole Office	Number	Serving Area/Unit	Properties Location
5. Split ACs	1 Unit	03 Rooms	Staff Quarters, Plot No. 3, Byelane 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-781006.
DG Set	1 Unit	20 Flats	
6. Split AC(s)	1 Unit	02 Rooms	Staff Quarters, Plot No. 4, Byelane 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-781006.
DG Set	1 Unit	20 Flats	

3. Sealed Tenders in two separate sealed envelopes in PART-I (Pre-Qualification Bid) and PART-II (Finance Bid) as specified below should be addressed to "The Chief General Manager, National Bank for Agriculture and Rural Development, Assam Regional Office, G. S. Road, Dispur, Guwahati-781006 and super-scribed '**Annual Maintenance of Centralized ACs, Split & Window ACs and DG Sets of NABARD, Assam RO**' The envelopes containing the Tender completed in all respects, duly signed by the tenderer and sealed as necessary, should be dropped inside the Tender Box available at the DPSP, 3<sup>rd</sup> Floor of NABARD, Assam Regional Office, G. S. Road, Dispur, Guwahati-781006, 15:00 hours on 29 March 2017. Late tenders shall not be accepted.

4. The PART-I (**Pre-qualification Bid**) of the tender shall contain Pre-Qualification Bid along with proof of having submitted EMD and Tender Fee and terms & conditions in prescribed tender document. The PART- II of the tender shall contain only the financial bid in the prescribed format.

5. Tenders submitted in a single envelope shall not be accepted and would be returned unopened to the respective bidders.

6. The PART-I (Pre- qualification Bid) of the tender shall be opened first on 29.03.2017 at 15:30 hours in the presence of tenderers or their authorized representatives who choose to be present. Based on the Pre-Qualification Bid / Tender, the financial bids (Part-II) for competitive rates submitted by such of the eligible bidders will only be opened / considered.

7. NABARD reserves the right to accept or reject any tender, **either in whole or in part and it is not binding on the part of the NABARD** to accept the lowest or any tender.

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

9. 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, NABARD, Assam Regional Office, G. S. Road, Guwahati-781006" who will review the same and information sought if not clearly indicated or specified. NABARD will issue clarifications to all the tenderers 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.

9. The tenderer shall deposit Earnest Money Deposit (EMD) amounting to Rs.15000/-/(Rupees Fifteen Thousand only) and tender fees of Rs.1500/-(Rupees One Thousand Five Hundred only) by directly crediting into the NABARD Account maintain with HDFC as detail mentioned above. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded within a reasonable period of time.

10. Validity of offer should be 60 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm till the end of the contract period.

11. The successful tenderer will be required to submit @ 2% of the quoted amount (**total value of the contract for one year**), as initial security deposit within 10 days of award of work, which will be refunded after the satisfactory expiry of defect liability period / contract and will not bear any interest. The Earnest Money Deposit of the successful tenderer shall be adjusted towards initial Security Deposit.

12. A **Pre-bid Meeting shall be held on 24.03.2017, 03:00 PM** in the office of NABARD. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any.

13. The Tender (NIT) should be signed on each page, seal and dated in all places provided for in the documents.

14. This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

(Rajashree K. Baruah)  
Chief General Manager

## FORM OF TENDER

(To be printed in letter head of Firm/Company/Contractor)

To,

The Chief General Manager,  
NABARD, Assam RO,  
Dispur, Guwahati- 781006

Madam,

### **Tender for Annual Maintenance of Centralized ACs, Split & Window ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati -781006**

1. Having examined the tender document relating to the works specified in the Tender Document (NIT) hereinafter set out, having visited and examined the site of the works specified in the said NIT and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified, at the rates mentioned in the Price Bid; in all respects of the tender and with such materials as are provided for, in accordance with such conditions in so far as they may be applicable.
2. I/ We hereby agree to execute and abide the terms and provisions given hereunder:

Sr.	Subject	Specification
i.	Description of work	Annual Maintenance of Centralized ACs, Split & Window ACs & and Tower Floor Standing ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati-781006
ii.	Tender Fees	Rs.1500/- (Rupees One Thousand Five Hundred) only.
iii.	Earnest Money Deposit	Rs.15000/- (Rupees Fifteen Thousand) only
iv.	Tenure of Contract	3 Years extendable for 1 Year.
v.	Initial Security Deposit	2% of value of accepted tender value for contract period.
vi.	Article of Agreement	I/We agree to execute 'Article of Agreement'.

3. Should this tender be accepted, I/ We hereby agree to abide by and fulfill the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable or in default thereof to forfeit the EMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said tender conditions.

*Sign & Seal  
of Authorised Person*

4. Our Banker's are:

- i) ..... Bank, .....  
Branch, ....., Guwahati
- ii) ..... Bank, .....  
Branch, ....., Guwahati
- iii) Type of account: **Savings/ Current account**
- iv) Bank Account No.:
- v) IFS Code of Bank and branch:

The names of partners of our firm are:

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

OR Name or person having Power of Attorney to sign the contract (certified copy of the Power of Attorney should be attached):

- i) \_\_\_\_\_

Name of the partner of the firm  
Authorized to sign:

5. I / We have examined and understood the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.

6. 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.

7. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.



8. I / We deposited interest free Earnest Money Deposit Receipts Receipt of (EMD) of Rs.15000 (Rupees Fifteen Thousand only) by directly crediting into NABARD, Guwahati Account No. 50200005819670 maintain with HDFC Bank, NEZONE Plaza, Christian Basti, G. S. Road, Guwahati-781005 (IFSC Code:HDFC0001474) and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

**9. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, service tax 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.**

9. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during currency of the contract period.

- i)
- ii)
- iii)

Yours faithfully,

Name of the Authorized Person(s)  
to sign the tender.

SEAL:

Date:

Place:

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

## COMMON FEATURES

of

Annual Maintenance Contract of Centralized ACs, Split & Window and Tower Floor Standing ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati-781006

Sr.	Particular	Features of AMC for ACs and DG Sets
1	Name of Work	Day to Day Operation with Annual Inspection Service and Comprehensive Annual Maintenance Contract of AC Plants, Split & Window and Tower Floor Standing ACs and DG Sets installed at NABARD, Assam Regional Office and Staff Quarters/SRAs, Guwahati-781006.
2	Sale of tender Document	<p>The blank tender document should be downloaded from our web site <a href="http://www.nabard.org">www.nabard.org</a>. Hard copy will not be provided from our end.</p> <p>Any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.</p>
3	Cost of Tender Document	<p>The tender fee of Rs.1500/- (Rupees one thousand five hundred only) which is non-refundable should be remitted into NABARD Current Account maintain with HDFC Bank, G. S. Road, Guwahati.</p> <p>Account No. 50200005819670 IFSC Code :HDFC0001474 Documentary evidence of deposit must be enclosed with technical bid.</p>
4	Earnest Money Deposit along with tender	<p>Rs.15000/- (Rupees Fifteen Thousand only) by remitting into NABARD Current Account maintain with HDFC Bank as detail given above.</p> <p>Documentary evidence of deposit must be enclosed with technical bid.</p>
5	Security Deposits	1. Total security deposit shall be 2% of the accepted tender cost (for 3 years) and shall

		<p>be deposited by the contractor within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money deposited shall be converted into initial security deposit.</p> <p>2. All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.</p> <p>3. Refund <b>of Security deposit</b>: Security deposit refundable without interest to the Contractor shall be refunded to the Contractor on the certification of Officer/ACT/CT concerned of NABARD in writing that the AMC period of 36 months has been completed satisfactorily.</p> <p>4. Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/ Contractor.</p> <p>5. No SSI units will be exempted from submission of Tender Fee, EMD and Security Deposit.</p> <p>6. Failure to deposit security deposit within the given time will attracts cancelation of award of work of AMC.</p>
6	Last date of submission of tender	<p>Tender documents, complete in all respect, addressing to Chief General Manager, NABARD, Assam RO, G. S. Road, Guwahati-781006 must be delivered / deposited in the Tender Box at 3<sup>rd</sup> Floor, DPSP Section, NABARD, Assam RO, Guwahati latest by <b>29 March 2017 at 03:00 PM</b>.</p> <p>The complete tender in a bigger envelope, containing two small envelopes, in which <b>one</b> envelope containing Technical bid having PQR documents, Tender Fee &amp; EMD, and <b>second</b> envelope containing <b>Financial bid</b> shall be submitted.</p>

7	The Tender Consist of two Parts	<p>The Tender is consisting of two parts:</p> <p><b>PART I - TECHNICAL BID</b></p> <p><b>PART II - FINANCIAL BID</b></p> <p>1. The technical bids will be opened first. In selecting technically suitable parties, the decision of NABARD will be final and binding. Financial bids of only those tenderers who qualify in the technical bid will be opened. Intimation will be sent to those tenderers who qualify in the technical bid. No correspondence in this regard will be entertained. Bids prepared by the tenderer shall contain all requisite information along with self-attested supporting documents as per details in Technical Bid-Part I.</p> <p>2. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also the company/firm stamp shall be placed under the signature of authorized person on each and every page of tender document.</p> <p>3. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.</p> <p>4. NABARD reserves the right to reject any tender/ bid wholly or partly without assigning any reason.</p> <p>5. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.</p> <p>6. While submitting the tender, any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender are liable to be rejected.</p> <p>7. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.</p> <p>8. Conditional Tenders would not be accepted, and are liable to be rejected.</p> <p>9. NABARD has right to verify the particulars furnished by the bidder independently.</p> <p>10. <b><i>The Tenderer who agrees that the rates submitted shall remain valid for acceptance for a period of 60 days from the date of opening of Technical Bid of tender shall only applied for.</i></b></p> <p>11. Tenderer shall take into account the cost of labour, loading/ unloading &amp; cartage, taxes etc. for providing the service at site i.e. NABARD Office Premises and Staff Quarters/SRA, Dispur, Guwahati-781006 while quoting the rates. In this regard no claim what so ever shall be entertained.</p>
---	---------------------------------	--

	<p>12. The interested bidder should inspect the AC plant before submitting their bids. The plants can be inspected on any working day between 11:00 hours and 17:00 hours with the authorized representative of NABARD i.e. ACT/CT/Officer-DPSP, NABARD, Assam RO, Guwahati. The tenderers must thoroughly inspect the systems and furnish their quotes in <b>as is where is</b> condition without stipulating any preconditions.</p> <p>13. The financial bids of the participants which are found to meet all the requirements as specified in the Technical Bid will alone be opened on a date which will be communicated at the appropriate time. Only the authorized representative of the firms will be presented during the opening of technical and financial bids.</p> <p>14. After opening of technical bids, if necessary a technical team may inspect the infrastructure of the firm for verification and further action.</p> <p>15. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Guwahati Court only.</p> <p>16. All the communication with respect to the tender shall be addressed to: <b>The Chief General Manager, National Bank for Agriculture and Rural Development (NABARD), Assam Regional Office, G. S. Road, Dispur, Assam, Guwahati-781006.</b></p> <p>17. The tenderers Should have well established servicing facility/Office in Guwahati, Assam. The tenderers should have valid bank solvency from its banker and submit a copy along with Technical Bid.</p> <p>18. <b>The firm should have been a profit-making organization for any two years ending 31-03-2014 (FY2013-14), 31-03-2015 (FY2014-15) and 31.03.2016 (2015-16).</b></p> <p>19. While applying for the tender document, the intending tenderers shall furnish proof of experience certificates, works completed/ awarded, valid work contract tax /service tax/ sales tax/ VAT/TIN, last three years audited financial statement and IT returns, etc.</p> <p>20. Technical bids without Tender Fee &amp; Earnest Money will be summarily rejected. Earnest Money Deposit of the unsuccessful bidders will be returned to them after completion of the tendering process without interest.</p> <p>21. Those who submit the tender and want to attend the tender opening event must carry authorization letter for permitting him/ her to attend the tender opening event. Without such letter he/she or representative will not be allowed to attend the Tender Opening Event. Only one representative will be allowed to attend Tender Opening</p>
--	---

		<p>event.</p> <p>22. The Chief General Manager, NABARD, Assam RO reserves the right to accept or reject the tenders in full or part thereof without assigning any reasons.</p> <p>23. <b>Self-attested copy of documentary proof as required above must be furnished along with technical bid Part-I and in case the required information and documents with the technical bid are not furnished, the tender shall be rejected.</b></p>
7	Date of opening of Technical Bid (Envelope-1)	The tenders (Technical Bid) containing PQR documents, etc. will be opened at NABARD, Assam Regional Office, G. S. Road, Guwahati on 29 March 2014 at 15:30 hours (3:00 P M). The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.
8	Date of opening of Financial Bid (envelope-2)	The date for opening of second envelope containing financial bid will be intimated to the qualified bidders.
9	Period of Contract	<b>The AMC Contract will be awarded for a period of three years from the date of awarding the contract. The period of AMC can be extended for another one year based on performance rating to the satisfaction of NABARD and at the same rate of contract.</b>
10	General Conditions of Contract.	<p>1. The Contractor is required to approach the NABARD, Assam RO, Guwahati for execution of agreement for the said work as per the prescribed proforma to be provided by NABARD on a non-judicial stamp paper of Rs.100/- within 10 days from the issue of the letter of award.</p> <p>2. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.</p> <p>3. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things</p>

		<p>necessary for the proper completion and maintenance of the Works.</p> <p><b>4. Labour:</b></p> <p>a.) The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the NABARD, Assam RO, Guwahati. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.</p> <p>b.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and NABARD shall not have any liability whatsoever in nature in regard to such workers/employees.</p> <p>c.) The Contractor shall pay to labour employed by him directly wages not less than fair wages as per Minimum Wages Act. Fair Wage' means wages, which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act of State Government or Central Government whichever is higher.</p> <p>d.) The Contractor shall, <i>in respect of labour employed by him</i>, comply with the Contractor Labour Regulation in regard to all matters provided therein.</p> <p>e) The Contractor shall indemnify and keep indemnified NABARD against:</p> <ol style="list-style-type: none"> <li>1. Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.</li> <li>2. Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.</li> <li>3. Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc.</li> </ol> <p><b>5. PAYMENT TERMS:</b></p> <p>The first payment would be made against AMC charges on completion of three months from the date of commencement of the contract and thereafter within the first one month from</p>
--	--	--

	<p>the end of half year. Half year means 6 months. The payment will be made on half yearly basis after satisfactory service provided by the firm during that period of AMC.</p> <p><b>6. Income Tax/WCT/VAT:</b></p> <p>Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.</p> <p><b>7. Review of Contract:</b></p> <p>The performance of the firm shall be reviewed in every half year and if the performance is not found satisfactorily, the contract will be terminated by giving on 30 days notice.</p> <p><b>8. Tool and Plants:</b></p> <p>The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by NABARD. The Contractor shall keep all required tools at site.</p>
	<p>9. The successful tenderer (on award of work) shall submit the details of contact person including his / her name, phone no., email ID &amp; FAX no. etc. who will be contacted by the NABARD as and when required during AMC period.</p> <p>10. The Competent Authority does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.</p> <p>11. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.</p> <p>12. Sales-tax/ VAT, service tax, purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the Contractor and NABARD will not entertain in its own any claim whatsoever in respect of the same. The bidder shall give the total price including of all of applicable taxes except service tax.</p> <p>13. Tender sent by fax/telex/electronically shall be ignored.</p> <p>14. NABARD shall mean the National Bank for Agriculture and</p>



		<p>Rural Development, Assam Regional Office, Guwahati-781006.</p> <p>15. The <b>contractor</b> shall mean the agency/firm/company to which the work is being awarded.</p> <p>Rates to remain firm during the tenure of contract of work as well as for the extended period, if any. No escalation in rates will be allowed under any circumstances.</p> <p>16. The contractor shall comply with all statutory norms and requirements in respect of the said work. The quantity can be increased or decreased.</p> <p>17. Service tax, levied by the Government will be paid to the contractor as per guidelines amended from time to time. The contractor should produce, to officer of NABARD who works in DPSP, receipts as a proof of deposit of the Service tax.</p>
--	--	--

*We hereby confirm our acceptance to the instructions as given above.*

Date:

*Signature of the Authorized Person*

Place:

Seal:

**1. Tender Documents (NIT) for Operation with Annual Inspection Service and Comprehensive Annual Maintenance Contract of AC Plants, Split & Window ACs installed at NABARD, Assam Regional Office and Staff Quarters/SRAs, Guwahati-781006.**

**I. Eligibility Criteria: Pre-Qualification Requirement (PQR) of bidders**

1. Manufacturers of the Semi hermetic screw compressors **OR** their authorized service providers for providing Annual Operation and Maintenance for central AC plants /manufacturers of Open type reciprocating compressors **OR** their authorised service providers for providing Operation and Maintenance for central AC plants **OR** a firm/company having undertaken at-least two similar works, in any of the previous three years. In other words, the service provider must be a firm/company engaged in maintenance of Air Conditioning Plants. The documentary proof along with details of the clients / organizations served should be enclosed with the tender in addition to copy of work order and contact details.

2. The Tenderer should have minimum experience of three years, in maintaining AC plants of total capacity of 2 x 110 **TR** (Air Cooled Chilling Packages with Screw Type Compressor) and above, with individual plant capacity of **110 TR and above**. *Details of the contract with documentary evidence to be submitted.* Photocopies of the completion certificates/award letters should be submitted along with the tender.

3. Experience of successfully carried out similar kind of Centralised Air Conditioning Annual Operation and Maintenance works within the last three years ending 31-03-2016, shall be of Minimum value as under:

Atleast One Annual Operation and Maintenance Work of minimum value of Rs.20 lakh / per year.

**OR**

Atleast Two Annual Operation and Maintenance Work of minimum value of Rs.15 lakh each /per year.

**OR**

Atleast Three Annual Operation and Maintenance Work of minimum value of Rs.10 lakh each / per year.

4. Work of similar nature means operation & maintenance Works of central Air Conditioning Plants comprising of operation of the AC plants by the qualified operators and preventive & breakdown maintenance of water cooled Screw/reciprocating type Chillers, AHUs, Pumps, Piping Works, ducting work etc. Documentary evidence for each similar work should contain performance certificate from client clearly indicating full details of nature of work, work order , client address, value of work as per work order and as per actual carried out, period of AMC work as per work order and as per actual.

5. For the purpose “Cost of AMC Work” shall mean gross value of the complete operation & maintenance works including the cost of consumable materials supplied by the contractor, but excluding those supplied free of cost. For the purpose of clause “Similar Works” means operation & maintenance Works of centralised Air Conditioning Plants comprising of operation of the AC plants by the qualified operators and preventive & break down maintenance of water cooled Screw Chillers, AHUs, Pumps, Piping Works, ducting work etc. Documentary evidence for each similar work should contain performance certificate from client clearly indicating full details of nature of work, work order no. and date, client address, value of work as per work order and as per actual carried out, period of AMC work as per work order and as per actual.
6. The existing AC Plant is constructed and comes into operation since April 2008. Presently, AC plant smoothly running and performance of AC Plant is satisfactory. The components / accessories of air conditioner plant are in working condition and reputed/ branded make.
7. The intending Tenderer, in case of authorized Distributor / Dealer shall possess valid authorized Distributorship / Dealership license from manufacturers. He shall enclose the copy of the same along with the tender in Technical bid.
8. The AMC is for operation, preventive as well as for breakdown maintenance of equipment and accessories fitted with air conditioner plant and Split & Window ACs installed at NABARD’s Office Premises and Staff Quarters/SRAs, Guwahati.
9. Preventive maintenance service would be carried out by the Service provider regularly to keep the equipment running in a trouble free condition during the period of contract. All the faults will be attended at site of Corporation. In case of a major fault, if the machine is required to be taken to the company workshop, as per site requirement the company shall provide a replacement unit till the time the AC equipment / accessories sent for repairs are positioned back.
10. The tender must be placed in a properly sealed bigger envelope addressed to Chief General Manager, National Bank for Agriculture and Rural Development (NABARD), Assam Regional Office, G. S. Road, Dispur, Guwahati-781006 and the said bigger envelope shall contain two sealed envelopes containing Technical Bid & Financial Bid respectively.
- 11. Scope of Work as detailed in Annexure-‘A’:**
- i) Scope of work for repairing, maintenance, overhauling and daily operation and running maintenance of AC Plant of capacity 110x2 TR, 11 Split ACs, 2 Window ACs and 4 Tower Floor Standing AC installed at Office Premises and Staff Quarters, NABARD, Assam RO, Guwahati-781006 .
  - ii) The first overhauling job is to be completed within a period of 45 Days from the date of handing over of the plant.

## 12. Other terms & conditions:

(i) During this period, the contractor will be liable for 03 overhauling of plant along with operation during the period of contract. The overhauling is supposed to be carried out at the start of the season/contract/ during the winter shutdown period. Plant may be kept shut only on Sundays / Holidays.

(ii) The contractor should deploy adequate number of skilled/ semi- skilled persons for operating the plants. The operators are to be competent and have experience in handling Air-conditioning Plants and Split & Window ACs.

### Experience of workmen should be as under:

Sl.No.	Description of workman	Experience of workman
1.	Skilled operator	The skilled operator should have at least 05 years of experience in operation and maintenance of Central AC Plant of Similar type and Split & Window ACs.
2.	Semi-skilled operator Helper	The semi-skilled operator/helper should have at least 03 years of experience in operation and maintenance of Central AC Plant of similar type and Split & Window ACs.

(iii) The contractor must ensure warranty provided by him for the supplied material and workmanship is 12 months after each yearly overhauling. If any material supplied by contractor or workmanship of contractor is found defective during this period, such defects would have to be removed by the contractor free of cost.

(iv) Any part taken out for repairing or changing or for any other purpose must be authorized by engineer in charge by valid gate pass.

(v) A logbook is to be maintained for keeping record of parts taken out / returned back for record purpose.

(vi) Arrangement of necessary tools, instruments and other necessary items for operation, maintenance and servicing work will be the sole responsibility of the contracting agency.

(vii) NABARD shall bear the cost of the consumable materials and spare parts. The contractor should intimate the essential and necessary spare parts well in advance during the contract period so as to facilitate to obtain approval & sanction for repairs/replacement as per requirement.

(viii) Any material supplied by the contractor should be of best quality and compatible with the AC plant, that to be certified by the competent authority of NABARD before use of the same in the plant.

(ix) Scrap generated out of replacement or during work is to be handed over to NABARD against written documentation.

(x) The contractor must ensure the comfortable conditions inside the Air-conditioned area while keeping the machine parameters normal.

(xi) During the process of overhauling or routine maintenance if any modification/improvement of plant is required to be undertaken that has to be cleared by the competent authority in writing.

(xii) The contractor will be liable to handover the plant in running condition with all the equipment serviceable at the end of contract or termination of contract.

(xiii) Supervision of personnel provided by the Contractor shall be his responsibility. The Contractor shall ensure the quality of job performed by his personnel and in case of any complaint, the Contractor shall have to replace the concerned personnel.

(xiv) As far as possible, the contractor will engage same manpower for the job defined in the work-scope so that there is continuity of work and the job quality does not suffer.

(xv) NABARD shall not be responsible for payment of wages and/ or any other emoluments to the personnel/workers of the Contractor so deployed and it shall be the sole responsibility of the Contractor to make payment to the said personnel/workers in time and the Contractor shall at all-time keep NABARD indemnified against any claim from its personnel/workers in this regard.

(xvi) All records, documents under various statutory provisions including ESI/PF/Disbursement of monthly Wages shall be maintained by the Contractor and shall be open for inspection by an authorized representative of NABARD and Government Agencies.

(xvii) The service provider shall at his own risk and cost ensure that his employees deployed to carry out the work of NABARD are insured against all attendant risks that may be associated with the job.

(xviii) Due to unprecedented rain if water enters central Air Conditioning plant room etc. the draining out of water and keeping the plant room clean and dry is the responsibility of the contractor.

(xix) The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for operation and maintenance of the Central AC plant.

(xx) In case any material/property of the NABARD is damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the CGM/ACT/CT or authorized Section Head of DPSP, NABARD. In such a case, the Contractor will be liable to replace the item at his own cost or NABARD shall have the right to recover the loss from the Contractor's bill. The decision of NABARD in this matter will be final.

### **13. Timing of operation of the Plant Operator deployment:**

1. **Timing of Operation:** As per requirement from 08.30 hours to 18.00 hours or equivalent hours. It may be required to run the plant beyond normal hours or on other non-working days due to exigencies of work or celebration and or exhibition days.

2. **Deployment of Operators:** Contractor should deploy sufficient numbers of manpower to complete the overhauling / repairing and maintenance jobs during the contract period and provide suitable number of skilled / semi-skilled staff for operation and maintenance of the plant.
3. **Total days of operation:** Normal working days in a week is 5 days. Saturdays, Sundays and holidays under negotiable instruments acts are observe as holidays. However, it may differ depending on exigencies of Office work.
4. Prior intimation will be given to the contractor for carrying out operation outside the office hours mentioned above.

**14. PENALTY:**

- i. Rs.400/- per day shall be deducted from the payment if complaints are not attended within the given period of time or within 12 hrs. from the time of lodging the intimation. After carrying out the repair, the service personnel shall submit the service report.
- ii. Rs. 2000/- per day shall be deducted from the payment if plant is not operated during the celebration/exhibition period or whenever required inspite of prior intimation given to the contractor for carrying out the operation of plant.

**15. Maintenance of Records:**

The Contractor has to maintain the following records:

- a) Attendance Register of the Staff
- b) Daily/ weekly/ monthly preventive and overhaul maintenance register cum-log book.
- c) Inspection Register

All the above mentioned Registers shall be checked by the ACT/CT of NABARD or by authorized representative of NABARD.

**16. Facility to be provided by NABARD:**

NABARD will provide the following free of cost to the Contractor

- a) Electricity for operation and repair/maintenance of Plant.
- b) Water

**17. Safety Clause:**

The contractor shall ensure necessary safety measures in compliance with standard norms and practices for operation and maintenance of AC Plant.

**18. PLANTS OPERATION - SPECIFIC DUTIES OF OPERATORS:**

- a) Routine operation of the system as per requirement.
- b) Seasonal starting and stopping of the system as per requirement.

- c) Taking all required readings regularly, maintaining the logbook record up to date with observations, if any.
- d) Operations like pump down, removing and charging refrigerant, purging, leak testing, evacuation and dehydration etc.
- e) Cooling water and chilled water system leakage detection in the plant.
- f) All other routine inspections to ensure smooth running of the plants as well as those which are otherwise related to satisfactory plant operations, viz., safety related checks.
- g) Performing all the operations according to standard methods, without damaging other working parts of the system.
- h) Maintaining operation logbook for the inspection of authorized officers ACT/CT.
- i) Taking adequate insurance cover against all risks for the persons deployed by the contractor.

***Signature of the Authorized Tenderer***

***with Seal:***

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,**  
Assam Regional Office,  
Guwahati-781006

## SCOPE OF WORK

### 1. The system comprises of the following equipment:

Sr.	Equipment
1	Make of Chilling Units – Clivet.
2	2 numbers of 110 TR Air Cooled Chilling Packages with Screw Type Compressor.
3	3 numbers of 11 KW Chilling Water Pumps.
4	15 numbers of Air Handling Units attach 15 numbers Condenser Pumps.
5	2 numbers of Electrical Panels.
6	11 Split ACs (2 under warranty) + 4 Tower Floor Standing ACs (2 under warranty) + 2 Window ACs. The AC units under company warranty also will be covered as soon as the warranty period expires.

**2. Scope of work under Day to Day Operation:** The successful tenderer will look after the overall operation and regular maintenance of 2 x 110 TR Air Cooled Units and associated equipments with HVAC system such as AHUs, Chilled Water Pumps, etc. along with the daily required maintenance of Split, Window and Tower Floor Standing ACs.

### 3. Scope of Work under Annual Inspection Service Contract for Air Cooled Screw Chilling Plant:

1. Quarterly inspection & servicing the plant and carrying out preventing maintenance.
2. Checking the refrigeration system, electrical system, mechanical equipment, airside for performance and ensuring the overall healthy condition of the plant.
3. Taking a set of readings and evaluating the same to ensure the satisfactory performance of the plant.
4. Checking the refrigeration control system for operation and adjusting the settings, if necessary.
5. Cleaning the Condenser Coils and Evaporator when necessary.
6. Cleaning the Chiller as and when necessary.



7. Checking oil level of the machine.
8. Checking performance of the total system.
9. Checking the control valve operation.
10. Attending to the plant when called upon.
11. Checking conditions and setting of the control panels, operating controls and safety controls to ensure optimum performance, reliability and replacement of the same, if necessary.
12. Repair of microprocessor control. The cost of spare parts and labour charges shall be borne by NABARD.
13. Reporting the healthiness of the site and suggesting improvement, if any.
14. Planned preventive maintenance checklist for air conditioning equipment needs to be carried out.
15. Checking of electrical & electronic controls and components in the chiller starter panel and replacement of the same if necessary. However, the incoming lines to control panels are excluded.
16. Annual checking of compressor oil and replacement of the same if found necessary.
17. Repairing / Overhauling the components of the equipment at site or at the service station including replacement of worn out parts of the Clivet Chiller Plant, when found necessary.
18. For any spare or for any break down on Clivet Chiller Plant, NABARD shall directly place an order to Clivet or to the approved vendor. The successful tenderer shall do all the coordination in this regard. In such circumstance, cost of spare parts and labour charges shall be borne by NABARD.

**Not covered under Annual Inspection Service Contract for Air Cooled Screw Chilling Plant are:-**

- 1) Nitrogen gas for pressurizing / pressure testing of the system, if done, then cost of spare parts and labour charges shall be borne by NABARD.
- 2) Replenishing the refrigerant as a result of leak from the system arising out of the standard wear and tear or otherwise, if done, then cost of spare parts and labour charges shall be borne by NABARD.
- 3) Supply and charging of refrigerant, if done, then cost of spare parts and labour charges shall be borne by NABARD.
- 4) For any spare parts for the Air Cooled Screw Chiller including Digital input output card, keypad, NC-25 mother board and any other electrical items, NABARD shall directly place an order to Clivet or to approved vendor. The successful bidder shall do all the coordination in this regard. In such circumstances, cost of spare parts and labour charges shall be borne by NABARD.

- 5) Day-to-Day maintenance and operation of the plant since it covered under the day to day maintenance and operation package and hence no extra cost shall be admissible for it.
- 6) Any repairs / overhauling of the high side of the plant, if done, then NABARD shall directly place an order to Clivet or to approved vendor. The successful bidder shall do all the coordination in this regard. The cost of the spare parts and labour charges shall be borne by NABARD.
- 7) Supply of materials and spare parts, if done, then NABARD shall directly place an order to Clivet or approved vendor. The successful bidder shall do all the coordination in this regard. The cost of spare parts and labour charges shall be borne by NABARD.
- 8) Painting of the equipment.
- 9) Any civil work.
- 10) Any electrical work.
- 11) Any other item not specifically included by the approved vendor.

**4. Supply of Work under Comprehensive Annual Maintenance Contract for the Low Side Job:**

1. Quarterly Inspection servicing of MCC Panel for the low side of the HVAC system.
2. Attending to all components whenever called upon and required spares as and when required.
3. Annual overhauling of the Condenser Pumps, Chilled Water Pumps including lubrication of bearings, tightening of motor terminals, inspection of bolts, which includes adjusting tension and replacing the worn out belts if necessary, proper adjustment of pumps and motors if necessary.
4. Annual overhauling of the motors of Condenser Pumps, Chilled Water Pumps.
5. Checking of the VFDs for its normal for its normal operation and carrying out repairing of the same as and when required.
6. Checking of the motorized valves, actuators and thermostats for its normal operation and carrying out necessary repairs as and when required.
7. Checking of the BTU meters for its normal operation and carrying out necessary repairs as and when required.
8. Pumps: To clean strainer as and when required.

**5. Division of Work on Daily, Monthly, Quarterly and Annually basis are given hereunder:**

**A. Daily Operations:**

- 1) To check the outer surfaces of chillers, AHUs, Fresh Air Openings and pumps.
- 2) To check oil levels and refrigerant pressures of chillers and DX units.
- 3) To check the water level of the chilled water system and replenish it, if necessary.
- 4) To purge the chilled water system to eliminate air from the system if necessary *viz. when air trapped is inside water line.*

- 5) To check air room temperature of all departments of all floors and maintain log book.
- 6) To check overall performance of the plants.
- 7) To check the crank heater / heaters of the compressors.
- 8) To maintain daily log book of the chillers in use.
- 9) To test leaks of the refrigerant system.
- 10) To clean the outer surface of MCC panel.
- 11) To look after, attend and maintain Split ACs, Window ACs and Tower Standing ACs as required so as to ensure they function properly.

### **B. Monthly Preventive Maintenance:**

1. Routine inspection and maintenance works of all the plants to be done in anyone of the working day.
2. All safety and indicating devices to be checked up.
3. Current & Voltage measurements for all the plants in full load.
4. Routine inspection and maintenance of all electrical items like Switches / Cables etc.
5. Cleaning of all the AHUs.
6. Cleaning of air filters and replacement whenever required.
7. Inspection of belts and adjustment / replacements if required.
8. Checking of AHU fan motor, Impeller, Impeller housing, shaft, bearing and replacement if required.
9. Recording various readings and calculating tonnage of plants, calculating the cooling efficiency.
10. Cleaning the cooling system.
11. Check up for possible leakages in the refrigeration system.
12. Checking of electrical panels.
13. Cleaning of micro Pre-filters.
14. Checking of cooling system, sprinklers, fan motors / fans and servicing/ replacement if required.

### **C. Quarterly Maintenance**

1. *To clean the electrical panel every.*
2. *To tighten electrical components related to AC system once in a quarter or whenever required.*
3. *To replace and rectify the defective electric components on time.*
4. *To check the electric circuits of AC plants and rectify the same.*
5. Cleaning of AHU cooling coils.
6. Lubrication of bearings of motors and other machinery.
7. Tightening of Belts.

8. Cleaning of Pot Strainers in water circuit.
9. Checking of safety control and switches / replacement if required.
10. Calibration of meters and gauges / replacement if required.
11. Cleaning of contact switches, checking of relays, timer etc. / replacement if required.
12. Cleaning of AHU outlet like diffusers, grills etc.
13. Cleaning of cooling coils.

#### **D. Half Yearly Maintenance (AHUs):**

1. To clean the cooling coils after.
2. To check and rectify blower pulley and motor pulley alignment as required at site.
3. To check the belt tension and replace the same, if necessary.
4. To lubricate motor and blower shaft's bearing from time to time.
5. To check the fire dampers, heating system and ducting.

#### **E. Annual: Overhauling of complete AC plant and accessories:**

Total plant overhauling shall be done once a year, preferably in winter. Prior permission shall have to be taken from the CGM, NABARD, Assam RO for the job. (The cost of required materials shall be borne by NABARD).

1. Condenser to be descaled on half yearly basis.
2. Compressor and accessories to be serviced.
3. All motor to be greasing and servicing.
4. Main electrical control panel to be serviced.
5. Control panel along with gauge to be serviced.
6. A.H.U. coil to be cleaning with suitable chemical.
7. Dumper and duct with diffusers to be serviced.
8. Air Cooling System and accessories to be serviced.
9. Any other part of the AC plant, not covered by the above, to be serviced also.

#### **7. Breakdown Maintenance:**

The firm has to attend to the unscheduled service calls as and when required for locating the faults and rectify the same within 04 hours. In case of any break down or any abnormal functioning of the equipment, the same has to be brought to the notice of the ACT/CT/Officer of DPSP, NABARD, Assam RO immediately and necessary remedial measures would be taken immediately as required / advised.

#### **8. General Conditions:**

1. No additional payment will be made for transportation of equipment from location of unit (NABARD's Premises) to parties work shop or delivery of the materials to NABARD Premises (its location) at any point of time.
2. The works of urgent nature should be attended immediately whether it is office hours or holidays for which no additional charges will be payable. If the party fails to maintain or to carry out the repairs of any defect to the satisfaction of the

office, then NABARD, in order to keep the A/C Plants running will undertake the works of getting it done through outside agency and cost incurred thereby will be deducted from the firm's bills.

3. All Compressors should be maintained in optimum condition. The compressors will be checked for proper functioning. The defective spares and consumables like oil will also be supplied by NABARD/the cost will be borne by NABARD as and when required.
4. Refrigerant gas will be provided as and when necessary by the Tenderer.
5. All such items should be original and no additional charges will be payable for these materials at any point of time.
7. The party must ensure availability of the spares in their stock to handle any break-down without delay.
8. The party shall make good all the losses occurred during servicing, overhauling, repairing and maintenance of plants.

### **9. Inclusions:**

The following routine maintenance work shall also be carryout by party with supply of consumable materials as and when required

1. All oils and greases for lubrication of compressors, fan bearings, motors bearings, pivots and other moving parts.
2. All refrigerant required for topping up.
3. All consumable filter elements/rolls.
4. All chemicals for the correct chemical treatment of the cooling tower and chilled water system and cleaning of filters and coiling coil.
5. All carbon brushes required to replace worn brushes in electric motors.
6. All electrical contact points required to replace worn electric contact points in switchgears, motor starter gears, electronic control gears and electric relays.
7. All electric fuses required to replace blown fuses.

### **10. Exclusions:**

1. Every effort will be made by the Contractor in servicing condenser and chilled water pumps and if they go beyond repair, they would be replaced by NABARD. However, the labour cost for replacement will be borne by the firm, under maintenance contract.
2. Works related to replacement of AHU, sheet metal panels, base tray and thermal insulation – materials will be provided by NABARD, work to be carried out by the Firm under AMC.
3. Works related to water piping – materials will be supplied by the NSIC and work will be done by the firm under AMC.
4. Works related to ducting, duct lining, false ceiling and masonry / steel structure works.
5. Replacement of Micro Pre filters in AHU. If replacement is necessary, the Micro Pre filters will be supplied by NABARD and the work will be done by the firm under AMC.
6. Replacement of electrical cablings, incoming power supply switches.

7. Any replacement required because of theft or fire.
8. Any modification, shifting, alteration to suit future requirements.
9. Any repairing/replacement of water distribution system, namely piping and valves.
10. Replacement of gear assembly & fan blade assembly.
11. Replacement of any equipment as a whole, e.g., pumps, condenser, shell & tube chiller motors, AHU cooling coil for AHU, compressor etc.

\*\*\*\*\*

## 2. Annual Maintenance Contract (AMC) for DG Sets with Panels at NABARD Office Premises and Staff Quarters/SRAs at Guwahati-781006

### I. Eligibility Criteria

1. The Firm/Company/Enterprise/Contractor intending to submit the tender should be either the OEM (Original Equipment Manufacturer) or its authorized dealers / service centers and or should have undertaken at-least two similar work, in any of the previous three years. The documentary proof along with details of the clients / organizations served should be enclosed with the tender in addition to copy of work order and contact details. *The similar type of work experience means the work of Operation & Maintenance/ Maintenance /Non-Comprehensive AMC /Comprehensive AMC of DG set not below 200 KVA to any Central/State Government Offices/ PSUs/Private units under a single order /contract.*
2. The authorization of the agencies/firm/contractor/service providers should be valid.
3. The Annual Turnover for the last three years (2013-14, 2014-15 & 2015-16) should not be less than Rs.10.00 lakh for each Financial Year.
4. The rates for Annual Maintenance Contract of DG sets in the prescribed proforma enclosed herewith.
5. Tenders received after the due date & time of submission will not be considered.
6. The rates quoted should remain valid for four months from the last date of submission of tender.

### II. SCOPE OF WORK

#### 1. Details of DG Sets

Sr.	Description	Make	Model	Location
(i)	250 KVA DG set with RPM 1500	Greaves Cotton Limited	TBD3V8	NABARD Office Premises, G. S. Road, Dispur, Guwahati-6
(ii)	30 KVA Kirloskar Diesel Engine Generator Set, Sound Proof, 3 Cylinders, 3 Phase, 75 L Fuel Tank, 1500 RPM, Speed 80 Ah Battery Capacity	Kiloskar	3R 1040	Staff Quarters/ SRAs, Plot No. 3 Sarumotoria, Dispur, Guwahati-781006
(iii)	30 KVA Kirloskar Diesel Engine. <b>Engine type:</b> Vertical, Four Cylinder, Air-Cooled, Four-Stroke Cycle, Compression Ignition Diesel Engine.	Kiloskar	H 494	Staff Quarters/ SRAs, Plot No. 4 Sarumotoria, Dispur, Guwahati-781006

#### 2. The scope of work shall broadly include but not limited to the following:

- 1) The Annual Maintenance works includes checking, servicing, maintaining and repairing, *as per requirement whenever necessary*, of one number of 250 KVA

of Greave Cotton Limited made DG set with AMF panel and two numbers of 30 KVA of Kiloskar made with its related works.

- 2) On sites visits of the DG Sets by the competent skill representative of the contractor / service provider to go through the details checkup of the DG Sets and their related peripherals/machines/instruments followed by submission of a countersigned inspection report (counter signed by NABARD's ACT/CT & P & SO) of the status of the machines prior to executing of 'Article of Agreement'.
- 3) During the servicing visit, the following works will be carried out by the tenderer's engineer / service representative:
  1. Checking and servicing of engine for smooth running, its unusual sound and color of smoke from exhaust and set it right in case of deviations. The engine shall be run on no load or at available load.
  2. Drain the Lube Oil from the Sump, Lube Oil Cooler etc. and clean the Sump Strainers as per the recommendation in the Operating Instruction Manual / Maintenance Chart.
  3. Renew Lube Oil and Filter Elements
  4. Checking & repairing of leaks i.e., of fuel, lubricating oil or coolant etc. if any.
  5. The air filters shall be cleaned periodically and changed as per the requirement.
  6. Carrying out valve tappets setting as and when required.
  7. Checking and repairing of Accessories drive, Turbo Charger and crankshaft end play, whenever required.
  8. Checking of alignment and alignment of Engine and Alternator as per requirement.
  9. Checking of throttle control & its setting.
  10. Check lube oil level and conditioning of lube oil, top up/refill if required.
  11. The oil filters shall be replaced whenever oil is changed.
  12. Refill the Sump with new Lube Oil and Prime the lubricating system (if required).
  13. Check and tighten as required, all external bolts.
  14. Replace the Fuel Filter Elements as per the manufacturer recommended procedure.
  15. Check and correct the tightening of all Hoses and Clamps.
  16. Diagnosis of various faults (i.e., in Engine, Alternator, control panel & AMF panel etc.) and its rectification at site.
  17. Engine safety viz., high water temperature gauge, oil pressure gauge, oil temperature gauge and high speed gauge shall be checked for their functions and repaired/replaced if required.
  18. Check and tighten engine bearer cap screws.
  19. Check and record engine performance parameters.
  20. Coolant level and conditioning of coolant shall be checked and refilled if required.
  21. Check fan and alternator drive belts and tightened/replaced as required.
  22. The governor shall be checked and tuned for proper functioning.
  23. Check and correct the tightening of terminals at Control Panel and EPU and checking EPU for proper functioning.



24. Checking of instrument on instrument panel including replacement as and when required.
25. Checking of rotating diodes assembly in brushless alternator including replacement as and when required.
26. Checking of wiring system and repairing/replacement as and when required.
27. Repair and Maintenance of Relays including contactors etc. in generator set, control panel and AMF panel.
28. Checking of battery terminal and de-sulphation and top up the distilled water if required.
29. Checking, fault finding and rectification in the electrical system associated with the engine.
30. General Maintenance of alternator.
31. Checking of mounting bolts.
32. Insulation testing of Alternator, once in six months.
33. All the maintenance works to be done as per the manufacturer's guidelines.
34. Descaling of radiator using suitable chemical as per the manufacturer's recommendation once every 12 months.
35. Any maintenance work not specifically mentioned above but required for the healthy operation of DG set will be considered part of the scope of work.

4) **SCOPE OF WORK EXCLUDED:**

1. Major overhauling/Top overhauling, Rewinding and bearing replacement of alternator, heavy labour for removing engine or alternator, crane transportation, supply of Diesel for DG set, replacement of major parts or repairs on breakdown of the DG set are to be paid/charged extra. *If any of these works is required to be carried out, it shall be done and carried out by the contractor, at the rate approved by NABARD.*
2. Force Majeure: The contractor shall be liable to perform of its obligations under or arising out of this contract, if such failure does not result from any force majeure, act of God, fire, industrial disputes, labour trouble, transportation embargo, existence of any state of Emergency, war, war like conditions, civil commotion, riot, inability to obtain any material, imposition of sanction and / or any measures taken by the Government whatsoever which rendered it impossible or impracticable for the contractor to perform obligations under this contract.

### III. TERMS & CONDITIONS

- 1) The Tenderer's service engineer shall visit the site for attending the generator sets not less than thirty six times during the contract period, ***minimum once in a month***, and shall inspect the DG Sets thoroughly along with checking of electrical side viz., Alternator, AMF control panel, etc. Each visit shall take place during 1<sup>st</sup> week of each month. *Complete servicing work must be carried out once in two months.* Moreover, the tenderer shall promptly attend urgent call for duty / visit requiring checking, servicing and repairing as and when required.

- 2) Besides the regular visits, the tenderer service engineer shall attend the complaints within 02 hours from the time of call/fax/email conveyed.
- 3) The contractor/service provider have to maintain visit register recording details of visitor with contact number, date & time and works attended on each and every visit which shall be countersigned by ACT/CT/ P & SO of NABARD and the registers shall be made available to Officers of DPSP, NABARD as and when demanded.
- 4) On completion of the job during each visit, the Service Engineer should submit a service report indicating details of the works done shall be submitted to NABARD, DPSP, Guwahati and the same will be acknowledged by officer concerned.
- 5) In the event of any emergency/ breakdown condition, the tenderer's representative/ Service Engineer should be available at the site within a reasonable time limit (i.e. in less than 04 hours) to extend the required assistance.
- 6) The **fault reported by the NABARD during the period of AMC shall normally be rectified within 24 hours** from the time of fault report conveyed. The tenderer will have to repair or replace parts in original which are defective within 24 hours to maintain the DG set functional. However in case of any unavoidable delay, the time extension may be granted on the request of contractor but at the discretion of Competent authority, NABARD.
- 7) However, if the contractor did not attend the complaint within the period specified above, a penalty @ Rs.100 per hour shall be levied on the contractor. For the non-rectification of fault as per time limit specified at 7 above, the penalty@ Rs.500 per hour shall be levied on the contractor.
- 8) The tenderer shall be solely responsible for the maintenance, repair and replacement of required parts etc. The dismantled parts shall be handed over by the tenderer to the NABARD.
- 9) The tenderer shall be responsible to arrange genuine spares of the Diesel Engine, Alternator and **AMF Panel** as and when required (i.e, during regular maintenance, servicing and in breakdown condition). Supply of any kind of material parts/ consumables i.e., lube oil/ coolant/filters etc. will be paid by the NABARD. The successful tenderer after the award of work shall submit the price list of spares / consumables (of original make) along with the discount offered and price reasonability certificate. The quoted rates should be valid throughout the AMC period.
- 10)The Service representative shall also submit recommendations from time to time during the AMC period regarding the routine maintenance of DG set and also to impart training to NABARD ACT/CT/Electricians regarding daily operation and maintenance of DG set and **AMF panel**.

**COMMON INSTRUCTIONS TO THE CONTRACTORS and GENERAL  
TERMS & CONDITIONS OF CONTRACT FOR ANNUAL MAINTENANCE CONTRACT OF**

**Centralised ACs, Split & Window and Tower Floor Standing ACs  
and  
DG Sets of NABARD's Properties located at Guwahati**

---

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor would be required to furnish Rate Analysis for scrutiny of the rates, as and when called for, by NABARD.
3. **Rates should include all Taxes** (VAT, IT, WCT etc.), Duties, Octroi, Levies, Wages as per relevant Act, etc. as applicable and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever shall be entertained during the contract period.
4. Payment will be made based on bill submitted by the contractor and certified by the concerned Assistant Care Taker/ Caretaker to the effect that the complaints recorded in the Registers are attended to as per the scope of the work. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/Caretaker) after completion of the respective work on the formats enclosed/given for respective work and should submit all these with the bill. Bills for Maintenance and repairs work should be raised separately.
5. Separate work orders will be issued by NABARD in respect of additional works which are not covered under the comprehensive periodical/half yearly charges. The bills for the same are to be submitted within a period of one month after completion of the work. NABARD may reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
6. Income Tax, Works Contract Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
7. 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 under the Employee Compensation Act or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk 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 with suitable Insurance cover 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. The insurance policy may be obtained in the joint name of NABARD (**to be appeared first**) and the contractors respectively for the insured amount to the amount of at least 1.25 times of the tender amount and the original Insurance policy may be deposited with NABARD. In case, no insurance policy furnished before commencement of

the work, NABARD will take the policy on behalf of the contractor and recover the amount of premium, interest on premium etc. from the contractor. The decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.

8. The contractor shall deploy such minimum number of qualified and experienced staff as indicated in the scope of work to ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of NABARD.

9. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and other prevailing Rules. The contractor shall pay the personnel deployed in NABARD, their wages in accordance with the minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed in NABARD. Tenders/bids not complying with the minimum wages payment are liable to be rejected which will be ascertained on the basis of Section-IV submitted by the contractor. The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD or have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

10. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948 and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD shall not be responsible in any manner in the event of noncompliance with various labour laws in force by the contractor and the onus of compliance lies solely with the contractor. The contractor is advised to maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Centre or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations. The contractor may be asked to submit the monthly payment records to the staff employed by him. The contractor is advised to ensure that the payment is regularly credited to the bank account of the individual staff employed and payslips for respective payments are duly issued regularly. NABARD may ask for past payslips and payment records to be submitted along with the monthly bill. In case wages are required to be disbursed in cash, same may be done in the presence of authorized representative of NABARD as required under relevant law.

11. The contractor should ensure payments to the labourers as per latest minimum wages act and also payment to be disbursed to the contract labourer and supervisor in the presence of the NABARD's representative on or before 7th of every month irrespective of the fact that previous monthly bill is paid or not by NABARD.

12. Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing

Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The rates quoted by the contractor should be inclusive of employer's share of ESI & EPF contributions for this contract. The contractor should submit proof of payment (counterfoils) as and when called for by NABARD towards ESI & PF with monthly bill & other documents such as registration number, photo card etc.

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

14. The contractor shall ensure regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the Central Govt. from time to time and make available for inspection of the Bank the relevant records. However, rate quoted by the Contractor shall be firm and remain valid till the expiry of the contract period. The contractor should quote the rates accordingly so that the revision of wages during the currency of the contract can be done.

15. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if contractor keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provisions.

The Contractor's workmen should report to ACT/ CT/Site supervisor as per timings mentioned in the Price Bid/ Bill of Quantities. A register will be kept at site on all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty the time when contractor's worker arrives & sign at site. The same shall also be signed by ACT & the same or copy shall be presented along with the Contractor's monthly bill.

16. The Contractor shall abide by the requirements of Security from time to time and shall strictly follow the obligation required by NABARD.

17. The Contractor should obtain necessary permissions that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.

18. The Contractor or his authorized representative should visit the site frequently as required by NABARD and meet Officials for any clarifications and to receive instructions.

19. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NABARD. The contractor shall fully compensate NABARD for such damage/loss. The decision of NABARD in this regard shall be final and binding.

20. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee

engaged by the Contractor resulting in any loss to NABARD or any of its clients in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary without any notice.

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

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

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

24. The work should be carried out with least inconvenience to the staff members of NABARD. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the staff. The contractor shall provide photo identity card to its workers including the leave reserves. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.

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

**26. EXIT:**

i. First three months on a trial basis. If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a notice period of 30 days, to improve his services. If the contractor fails to improve his services within the Notice Period, NABARD shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period.

ii. The contract is liable for termination by giving one month notice by the Bank and three month notice by the contractor.

27. The contractor shall provide mobile phone to the supervisor and number to be communicated to NABARD.

28. Contractors should provide 2 sets of uniforms and one set of shoes of approved colour every year for the employees deputed in NABARD at his own cost.

29. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or leave.

30. On-site storage space will be provided to the Contractor. NABARD will not be responsible for contractor's materials. The contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. Safe disposal of Building rubbish/garbage/waste material from NABARD premises in safe municipal dump will be the responsibility of the contractor.

31. The contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any Tools & Plants (T&P) or any other equipment, labour, etc.

32. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.

While submitting the bill for maintenance, the contractors have to submit detailed information on the complaints received, pending and the reasons therefor and likely date of attending the same. Bill will be considered for payment after receiving the statements. Contractor will not link payment to his employees/workers with the settlement of bills by NABARD.

33. **VALIDITY OF TENDER:** 90 Days from the date of opening of the Tenders.

34. 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.

35. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.

36. Contractor shall extend necessary help to other Contractors engaged by NABARD under separate contract for their respective work.

37. Contractor shall be required to furnish NABARD, as and when required, the following:

- i. The Power of Attorney, name and signature of his authorized representative, who will be in-charge of execution of this contract.

- ii. Wage Book, Muster Book pertaining to labourers /employees/ workers engaged under this contract.

- iii. Validity of Insurance Policies, Labour Contract License relating to staff engaged at NABARD site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.

- iv. Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed, shall be borne by him.

38. 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 NABARD.

39. The manpower deployed by the contractor for discharging the contractual obligations

under the contract shall be the employees of the contractor. NABARD shall in no way be connected with such manpower and they shall have no claim whatever against NABARD.

40. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NABARD.

41. Notwithstanding anything contained therein the labourers, workmen, supervisors and other persons employed by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against NABARD. NABARD also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.

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

42. In case of any stoppage of work resorted to by the employees of the Contractors, NABARD reserves the right to employ workers from other sources, without any notice for carrying out the maintenance work. In such cases, either the actual cost of such labourers on whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other contractor plus the service charges of 2% and any other tax, as applicable.

(1) **The contract shall be valid for two years:** The bank also reserves the right/option to extend the validity of this contract at the same rates and on the same terms and conditions.

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

(3) Recovery of income tax, education cess, work contract tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

43. The property shall be handed over to contractor for maintenance on as-is-where-is basis and the contractor shall be required to complete the pending work (if any), without any extra cost.

### **DECLARATION BY THE TENDERER**

1. I/we hereby declare that I/we have read and understood the General instructions, General Terms & Conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them. I / We accept all the above Terms & Conditions in all respects without any reservation.

2. I/we hereby confirm that the rates quoted in the tenders shall remain valid for acceptance by the Bank for a period of 90 days from the date of opening of the financial bid. The aforesaid period of three months may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.



3. I/we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

Place:

Signature of Authorized Signatory with

Date:

SEAL:

## **SAFETY CONDITIONS OF THE CONTRACT**

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.

### **A. General**

1. Smoking and chewing pan/ tobacco/ gutkha/ any other drugs etc. are prohibited in the building/working area.
2. For any job involving welding, soldering, lighting of flames, use of heat source or temporary electrical connection, prior permission from competent authority / designated engineer shall be taken before execution of the same. No job involving heat sources are permitted to be carried out after office hours, holidays and Sundays without prior permission.
3. It is entirely the responsibility of the contractor to see that safety appliances, as may be required for executing the assigned works, are made available to his staff at contractor's cost. If the contractor needs any suggestion on the matter, he may approach NABARD's Officer concerned for the same. Any lapse on safety will be viewed seriously.
4. The contractor shall ensure that the persons posted for the work are well conversant with the operation of ACs/DG Sets.
5. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.

### **B. Safety precautions of portable electrical appliances**

Precautions in handling portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for your attention and action to ensure that conditions and methods of usage conform to the safety of personnel and property.

1. Broken sockets / pin plug / loose connections: These conditions cause sparks which lead to fault conditions or electrical shock situations. Wires shall not be directly inserted into the sockets as the earth lead of the equipment inserted into the phase socket may give shock to the operator.
2. Polarity of phase / neutral and earth: certain appliances like Poroscope may give violent electrical shock during work if polarity conditions are not satisfied.
3. Joints in flexible cables: Usage of portable appliance is such that electrical and physical integrity of joint may be suddenly affected, leading to severe sparking and fire if combustible / inflammable materials are present near the joint. Perhaps this may not be noticed by the operator at all. So, the work should be carried out in presence of a Supervisor/helper and integrity of the cable should be ensured.

4. Appliance body grounding and system grounding: In absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase to earth fault during usage. All earth pins in sockets must have low impedance and mechanically firm earthing according to Indian Electricity Rules/BIS 3043 so that safety is assured to operators even under fault condition.

5. Water leakage: Water reduces efficiency of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation, switches in chronic leakage areas should preferably be de-energised until the rectification is done and contractor take clearance from NABARD designated engineer on the issue.

6. **Excavation / Addition / Alteration of the Building:** During excavations, alterations of the building, etc. every care shall be taken that electric shock or damages to cables, are avoided. De-energisation of circuits must be considered whenever required.

We/I agree to the safety conditions and to ensure compliance with the same fully.

Place:

Signature of Authorized Signatory with

Date:

SEAL:

**TECHNICAL BID**

(Basic Information)

Sr No	Particulars	Details to be filled by the tenderer	
1	<p>Name and Address of the organization.</p> <p>i. Address of Registered Office with telephone number and e-mail address.</p> <p>ii. Address of the office through which work with NABARD, Guwahati RO, Assam would be handled with telephone number and e-mail address.</p> <p>Also indicate the name of the authorized official with Designation:</p>		
2	<p>Type of Organization :</p> <p>(Proprietorship, Partnership / Company established under the Companies Act, 1956 and the date of incorporation).</p>		
3	<p>Name/s of the Proprietor/ Partners/ Directors of the Organization with telephone number and e-mail address.</p>		
4	<p>Details of Registration (Firm, Company etc.) Registering Authority, Date, number etc. (Not applicable for proprietorship).</p>		
5	<p>Presence in other cities of India and Branch/Office at Guwahati.</p>		
6	<p>Whether the tenderer is continuously in business at least for 3 years as on 31 March 2016.</p>		

Sr No	Particulars	Details to be filled by the tenderer			
7	i. Whether the tenderer has experience of similar work in Govt. institutions/ bodies/ establishments (including residential premises) or institute of repute?				
	ii. The tenderer should furnish three Reference Sites and the Referees may be requested by NABARD to testify about the performance of the tenderer to the Nabard's satisfaction. <i>(please furnish details of minimum of three clients, preferably Govt./ public sector clients availing the service).</i>				
8	Annual turnover of the tenderer for the last 3 years.  (Turn over should be not less than Rs.1 lakh in each year)	Financial Year	2013-14	2014-15	2015-16
		Turn over (Rs. Lakh)			
9	Name and address of the banker/s.				
10	Details of PAN issued to the firm/ company/ Contractor.				
11	Details of Income Tax Return filed for the last 03 years	Financial Year	2013-14	2014-15	2015-16
		Yes/No			
12	Details of Supervisory Infrastructure and Net-work of the firm/ company.				

Sr No	Particulars	Details to be filled by the tenderer			
		Financial Year	2013-14	2014-15	2015-16
13	Whether Audited Balance Sheet for last 3 Financial Years is available? (please enclose copies, including the latest IT Return for 2015-16)	Yes/No			
14	Details of Certificate from ESI Corporation (latest).				
15	Details of Certificate from EPF Organization under EPF and Miscellaneous Provisions Act, 1952 (latest).				
16	Details of Licence under Contract Labour (Regulation and Abolition) Act, 1970.				
17	Details of Registration Certificate for Service Tax.				
18	Indicate if involved in any litigation or any civil suits pending relating to the service provided. Attach a separate sheet if required. (give the details)				
19	Whether the tenderer is adhering to Minimum Wages Act, Private Security Agencies (Regulation) Act, 2005, other provisions relating to Provident Fund deduction or any other legal provisions relating to providing of the service				
20	The tenderer should submit solvency certificate certified by its banker/Proof of solvency.				

Sr No	Particulars	Details to be filled by the tenderer
21	The Bank Account details (Account Number and IFSC Code) where payments would be received by the Tenderer in respect of the deployed staff should be provided. Payments will be made through RTGS/ NEFT.	

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

Place:

Signature of Authorized Signatory with

Date:

SEAL:

Note: Copy of attested documents/certificates of the claims above must be enclosed.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

**Details of Previous Experience**

(Works of similar nature - Maintaining ACs, DG Set and or Electrical related works)

<b>Sl. No.</b>	<b>Duration of Contract</b>	<b>Nature of Services rendered</b>	<b>Name, full address and phone no. of the office/ institution under whom the work was carried out</b>	<b>Contract Amount (Rs.)</b>

Place:

Signature of Authorized Signatory with

Date:

SEAL:



**Annexure-I(B)**

**Details of Works on hand**

(Works of similar nature - Maintaining ACs, DG Set and or Electrical related works)

<b>Sl. No.</b>	<b>Duration of Contract</b>	<b>Nature of Services rendered</b>	<b>Name, full address and phone no. of the office/institution under whom the work was carried out</b>	<b>Contract Amount (Rs.)</b>

Place:

Signature of Authorized Signatory with

Date:

SEAL:

**FINANCIAL BID - PART : II**

(AMC for ACs, DG Sets)

*Amount in Rupees*

SI. No.	Description of work	Quantity	Rate for 6 months (in figure)	Rate for 36 months (in figure)
1	2	3	4	5 =Column 4 x 6
1.	<p><b>Centralized AC:</b> Maintenance (Routine &amp; Preventive) and breakdown maintenance of the air conditioning plant comprising of Annual Maintenance Contract of 2 x 110 TR Air Cooled Chilling Packages with Screw Type Compressor, Air Handling Units, Condenser Pumps, Chilled Water Pumps and Electrical Panels for a period of 3 years as per maintenance schedule attached. The spares required for maintenance of the systems including replacement for the defective parts as detailed under head exclusions in Annexure "A" shall be provided by NABARD.</p> <p><b>Split, Window and Tower Floor Standing AC:</b> Maintenance and breakdown and Annual Maintenance Contract of split, window and tower floor standing Air Conditioning installed in Office premises and Quarters.</p>	1 Job		
2.	Operational charges for running 2 x 110 TR AC plant by deputing suitable number of skilled operators during the Office working days. It is expected that normal working days will be approximately 252 days x 3 years. The operation period of the plant will be around 9 hours a day (Normally, operation hardly take place from the middle of November to middle of March).			
<b>Sub-Total</b>				

Amount in Words (Column No.5) Rupees \_\_\_\_\_ only.

Signature of the authorized Person  
with seal

## ANNEXURE-II

*Amount in Rupees*

Sr.	Description of work	Quantity	Rate for six month (in figure)	Rate for 36 Month (in figure)
1	2	3	4	5 = Column 4 x 6
1	<b>AMC for DG Sets:</b> Annual maintenance including all checks as recommended by the respective manufacturer of following capacity DG sets complete with replacement (fixing only) of defective parts during breakdowns, consumables etc during periodic servicing, conducting periodic servicing as per the manufacturer's recommendation excluding consumables and parts, p/f of minor consumables like battery water, grease, nut bolt set during routine AMC checks, AMC check once every month and attending unlimited breakdown calls or as per schedule of works enumerated in NIT whichever is beneficial to NABARD.	1		
a)	250 KVA DG set with RPM 1500	1		
b)	30KVA DG Set, Make Kirloskar, 1500 RPM	1		
c)	30 KVA DG Set, Make Kirloskar, 1500 RPM	1		
2	Descaling of radiator using suitable chemical as per the manufacturer's recommendation once every 12 months, for the following capacity DG sets:			
a)	250 KVA DG set with RPM 1500	1		
b)	30KVA DG Set, Make Kirloskar, 1500 RPM	1		
c)	30 KVA DG Set, Make Kirloskar, 1500 RPM	1		
<b>Sub-Total</b>				
<b>GRAND TOTAL</b>				

Amount in Words (Grand Total Column No.5) Rupees \_\_\_\_\_  
 \_\_\_\_\_ only.

Signature of the authorized Person  
 with seal

## ARTICLES OF AGREEMENT

(To be executed in Rs.200 Non Judicial Stamp Paper)

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2017 between the National Bank for Agriculture and Rural Development, a body constituted by the NABARD Act 1981 and having its Head Office at C-24, G Block, Bandra-Kurla Complex, Bandra(E) Mumbai-400051 with one of its Regional Office at G. S. Road, Dispur, Guwahati-781006 (hereinafter called as 'Employer') which expression shall, unless repugnant to the context mean and include its successors and assigns of the one \_\_\_\_\_ part \_\_\_\_\_ and

\_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "the Contractor") which expression shall unless repugnant to the context mean and include its successors and assigns of the other part.

WHEREAS The Employer is desirous of getting executed WORK of Tender for Annual Maintenance of Centralized ACs, Split & Window ACs and Tower Floor Standing ACs and DG Sets of NABARD, Assam RO, Dispur, Guwahati-781006 from \_\_\_\_\_ to \_\_\_\_\_ and has caused specifications and schedule of quantities describing the works to be done. The Employer to monitor, control and supervise the works and progress thereof.

### AND WHEREAS

The Contractor has agreed to execute the same subject to the provisions hereinafter contained and subject also to the instructions to the Bidders, common instruction and general conditions of contract, conditions enumerated in Tender Documents, specifications, schedule of quantities, all of which are hereinafter collectively referred to as 'the said conditions', and the Specification and Schedule of Quantities referred to above at or for the respective rates set out in the Schedule of Quantities annexed hereto and marked as Part-II, amounting to the sum as there under arrived at or such either sum as may become payable hereunder (herein under referred to as the said contract amount).

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT:-

1. In consideration of the said Contract Amount to be paid by the employer to the contractor at the time and in the manner set forth in the said conditions and in accordance with the schedule of payments, the Contractor shall upon completion subject to the said conditions execute and complete the work shown in the said Tender Document and described in the said Specifications (Part-I) and Schedule of Quantities (Part-II).

Signature of the authorized  
Person with seal

3. The said Conditions and the Annexures thereto shall be read and construed as forming part of this agreement and the parties hereto respectfully abide by, submit themselves to the said conditions and perform the agreements on their part respectively contained in said conditions.

4. Tender documents containing notice to the Contractors, Conditions of Contract, Annexures thereto, Special Conditions of Contract, Technical Specifications and Schedule of Quantities with the rates entered therein, shall be read and stamped forming part of this agreement and the parties hereto shall positively abide by and submit themselves to the conditions and specifications and perform the agreements on their part respectively in conditions contained.

5. This Contract is neither a fixed lump sum Contract nor an item rate Contract, but is a Contract to carry out work to be paid for according to actual measured quantities and rates contained in the Schedule of Quantities and probable quantities provided in the said Conditions.

6. The Employer reserves to itself the right of altering the drawing nature of the work through the Employer by adding to, reducing or omitting any items of work or having portions of the same carried out without prejudice to this Contract.

7. a) The contractors should have experienced and competent staff which will enable them to ensure proper quality check on the materials, and who will ensure that the Contractor will carry out proper tests as required by the specifications and will supervise the day-to-day working and execution of contract works.

b) If the Contractors have any doubt about the quality of any materials or any difficulty in supervision of the day to day work it shall be the duty of the Contractors to report the matter in writing forthwith to the Employer and for the time being, to suspend that portion of the work about which difficulty is experienced and the Contractors will abide by the direction of the Bank.

c) The Contractors covenant and warrant that completed items of work as well as the entire work on completion will be in conformity with the Specifications and the terms and conditions of Contract and will be of proper quality and description.

8. Time shall be considered as the essence of this Agreement and Contractor hereby agrees to execute the work as specified in the Tender Documents subject to the provisions of extension of time as contained in the said conditions.

9. The contract herein contained shall comprise not only the work mentioned above but all subsidiary works connected therewith within same site as may be ordered to be done from time to time by the Employer for the time being, even if such work may not be shown on the said Tender Document or described in the said schedule of specifications and quantities.

10. All payments by the Employer under this contract will be made at Guwahati by through ECS/EFT or Cheque.

11. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Guwahati and only court at Guwahati shall have jurisdiction to determine the same.

12. This agreement shall be signed in duplicate, the original document shall be kept in the custody of the Employer, the duplicate with Contractor. The stamp duty shall be borne and paid by the Contractor and Employer in equal proportion.

13. That the several parts of this contract have been read by the Contractor and fully understood by the Contractor. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank's Engineer.

IN WITNESS WHEREOF the Employer has set its hands hereunto and three duplicates hereunto through its duly authorized official and the contractor has caused these presents and three duplicates hereof under its common seal/by its duly authorized representative at the place and on the date and year first herein above written.

As witness our hands are affixed this day of \_\_\_\_\_ 2017.

Signed by the said

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Employer

In the presence of

Witness No.1 \_\_\_\_\_

Witness No.2 \_\_\_\_\_

Witness No.3 \_\_\_\_\_

Signed by the said

\_\_\_\_\_

\_\_\_\_\_ Contractor

in the presence of

Witness No.1 \_\_\_\_\_

Witness No.2 \_\_\_\_\_

Witness No.3 \_\_\_\_\_