



**निविदा
Tender**

नाबार्ड, असम क्षेत्रीय कार्यालय, गुवाहाटी के कार्यालय भवन और स्टाफ क्वार्टरों में मरम्मत / नवीनीकरण / रखरखाव कार्य के लिए ठेकेदारों / सेवा प्रदाताओं के पैनल के लिए निविदा

Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building, Staff Quarters and VOF and Event Management for NABARD, Assam Regional Office, Guwahati – 781006



परिसर, सुरक्षा और अधिप्राप्ति विभाग

Dept. of Premises, Security & Procurement (DPSP)

नाबार्ड असम क्षेत्रीय कार्यालय, NABARD, Assam Regional Office

जी एस रोड, दिसपुर, गुवाहाटी - 781 006.

G S Road, Dispur, Guwahati – 781 006.

Bid publishing date	27 September 2024
Date & time of Pre-Bid meeting	3.00 p.m. on 04 October 2024
Date of submission of tenders	Up to 2.00 p.m. on 18 October 2024



**निविदा आमंत्रण सूचना
Notice Inviting Tender**

NB.AS.RO/DPSP - 20/57082/2024-

27 सितम्बर 2024

प्रिय महोदय

नाबाई, असम क्षेत्रीय कार्यालय, गुवाहाटी में कार्यालय भवन और स्टाफ क्वार्टरों में मरम्मत / नवीनीकरण / रखरखाव कार्य के लिए ठेकेदारों / सेवा प्रदाताओं के फनेल के लिए निविदा

कृपया उपर्युक्त विषय पर हमारी निविदा निमंत्रण सूचना संलग्न है।

भवदीय

(एस हगखोल)
उप महाप्रबंधक

संलग्नक : यथोपरि

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Annexure-I

NOTICE INVITING TENDER

Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building, Staff Quarters and VOF and Event Management for NABARD, Assam Regional Office, Guwahati – 781006

NABARD, Assam Regional Office invites tender to prepare a panel of reputed contractors/service providers, valid for two years, for undertaking repairs / renovation / maintenance works / event management works in its Regional Office Building & Staff Quarters at Assam, Guwahati. The applicants can apply for one or more categories of work. For category of Trade items/work list please refer to **Annexure I**.

Fact Sheet

Sr. No	Particulars	Details
1	Date of Tender	26 September 2024
2	Selection Method	Empanelment of Contractor as per qualification criteria
3	Tender issued by	NABARD
4	Availability of Tender	Tender can be downloaded from https://www.nabard.org/ or CPPP Portal
5	Nodal Officer for Correspondence and Clarification	Shri S Hrangkhol, Deputy General Manager, DPSP (Tel : 0361 - 2313238)
6	Last date for submission of Pre bid queries	03.00 PM on 03 October 2024 by e-mail (dpsp.guwahati@nabard.org)
7	Last date of bid submission	Tenders must be submitted latest by 2.00 PM on 17 October 2024 in drop box kept at reception lobby, NABARD, Assam Regional Office, Guwahati.

NABARD reserves the right to accept or reject any or all tenders without assigning any reason thereof.



Important details in this regard are as under:-

1. Submission of Bids :

- Bidders are to submit their offers in sealed envelope. Applicants for empanelment should apply in the prescribed form, which, along-with all the other details, can be downloaded from the Banks' Website www.nabard.org.
- The applications duly filled in the prescribed proforma may be submitted in a sealed cover clearly subscribing it as “**Application for Empanelment of Contractors/Service Providers for (Trade to be indicated)**” to the Chief General Manager, DPSP, NABARD, Assam Regional Office, G S Road, Dispur, Guwahati – 781006.
- Already empanelled contractors also need to submit applications afresh.
- The Bank reserves the right to reject any or all the applications without assigning any reasons thereof.
- The tender documents can be downloaded from our website <https://www.nabard.org/> or CPPP Portal.
- Properly filled applications to be submitted after duly furnishing all the required information.
- Tenders to reach this office latest by **2.00 PM on 18 October 2024**. The tenders are to be dropped in the drop box kept at reception lobby of NABARD, Assam Regional Office, Guwahati. Bidders shall be solely responsible for submission of their tenders in physical form in drop box as indicated above.
- Tenders received through any other mode such as Courier / Post / E-Mail / Fax/ Telegraph, etc. shall not be entertained and shall be treated as invalid tenders.
- The tender documents shall be submitted in ‘Original’ to the Bank.

2. Part-I (Technical Bid) to contain the following :

- a. Notice Inviting Tender (Annexure-I)
- b. Form of Tender (Annexure-II)
- c. Checklist for Submission of Application(Annexure-III)
- d. Information & Instructions to Bidder(Annexure-IV)
- e. Pre-qualification criteria (Annexure-V)
- f. Trade wise list of items for Repair/Renovation/Maintenance Work(Annexure- VI)
- g. Scope of Activities (Annexure-VII)
- h. General Instructions to the applicants for Empanelment (Annexure - VIII)



- i. Basic Information (Annexure - IX)
- j. Previous Experience (Annexure - X)
- k. Technical and Skilled Personal(Annexure - XI)
- l. Contractor own letter head undertaking (Annexure - XII)
- m. Bank Account Details(Annexure - XIII)

3. Acceptance of Bids:

- The bids shall be accepted only in respect of those bidders whose tenders are in line with the requirements as per NIT, terms and conditions of the tender document & clarifications issued during pre-bid meeting, if any.
- The decision of the Employer in this regard shall be binding on the bidders and not open to question or appeals.

4. Any Conditional offer will not be accepted.

5. NABARD reserves the right to accept any or reject all the applications without assigning any reasons therefore. The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers. The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

6. NABARD makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

For any clarifications, you may contact DPSP personally or by sending e-mail at dpsp.guwahati@nabard.org.

Yours faithfully

(S Hrangkhoh)
Deputy General Manager



Annexure-II

Form of tender

Date :

To,
The Chief General Manager,
Department of Premises, Security and Procurement
National Bank for Agriculture and Rural Development
Assam Regional Office
G S Road, Opposite Assam Secretariat
Dispur, Guwahati – 781006.

Dear Sir,

“Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building, Staff Quarters and VOF and Event Management for NABARD, Assam Regional Office, Guwahati – 781006”

Having examined the tender document relating to the specified in the Memorandum hereinafter set out, having visited and studied the tender document as specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the tender specified in the said Memorandum, as mentioned in the tender; in all respects of the tender, in accordance with such conditions in so far as they may be applicable.

MEMORANDUM

Subject	Details
Description	Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building, Staff Quarters and VOF and Event Management for NABARD, Assam Regional Office, Guwahati – 781006
Location	NABARD, Assam Regional Office, Guwahati.
Duration of Empanelment	02 Years, extendable with half yearly review, if required, for two more year subject to satisfactory performance

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable.

Our Bankers 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:

VI. Valid GST No. & PAN No.

The names of partners of our
firm are:

(i)

(ii)

(iii)

Name of the partner of
the firm Authorized to
sign:

OR

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

Yours faithfully,

Signature of Tenderer with stamp E-mail id:



Annexure-III

CHECKLIST FOR SUBMISSION OF APPLICATION

Checklist is indicative only. Applicant is requested to go through the application proforma carefully before submission

Sr. No.	Particulars	Submitted (Yes/No)
1	The application duly filled submitted in a sealed envelope	
2	The application submitted on applicant's letterhead as per Annexure-VI	
3	Application superscribed as "Empanelment of Contractors/Service providers for Repair / Renovation / Maintenance works in Office Building, Staff Quarters and VOF and Event Management for NABARD, Assam Regional Office, Guwahati – 781006" on the cover and addressed to Chief General Manager, NABARD, Assam Regional Office, Guwahati – 781006	
4	Indicated on the top of the envelope the category and trade-code(s) in which empanelment is desired	
5	Submitted copies of Work orders, Completion Certificates in support of experience	
6	Submitted copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing	
7	Details of Labour License / Pest License / Electrical License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
8	Copy of Permanent Account Number (PAN) of the proprietor/ Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed	
10	Information duly furnished in Annexures III, IV & V alongwith supporting documents	
11	Bank details furnished in Annexure VII	
12	Copy of cancelled cheque	



Annexure-IV

Information & Instructions to Bidders

- 1) National Bank for Agriculture and Rural Development (NABARD), Assam Regional Office, Guwahati intends to prepare a panel of reputed contractors having specialization in the trades mentioned in Annexure I for undertaking repairs/renovation/maintenance work / event management in Office Building, Staff Quarters and VOF located in Guwahati. The office building is located at G S Road, Dispur, Guwahati – 781 006.
- 2) The empanelment shall be valid for a period of 2 years starting from **01 January 2025 to 31 December 2027** subject to annual review every year. If the performance and dealings of the Contractor/Service Provider is found to be unsatisfactory, Bank reserves the right to delete their name from the empanelled list.
- 3) The panel would be prepared under **four categories** i.e. works costing –
 - (i) up to Rs 2.00 lakhs (Category-I)
 - (ii) up to Rs.5.00 lakhs Category- II)
 - (iii) up to Rs.10.00 lakhs (Category- III)
 - (iv) Above Rs.10.00 lakhs (Category- IV)
- 4) The Contractors who are registered with the Government/Semi- Government Undertaking/s / Financial Institutions / Autonomous bodies / Reputed Corporate Sector institutions in the field of similar maintenance, supply and/or repair works as per the following criteria and having service set up at Assam, Guwahati wherefrom required quality after sales services can be provided, may apply in the prescribed form for the purpose. The contractors/service providers should meet the following minimum criteria **(Annexure V)**.



ANNEXURE V

PRE-QUALIFICATION CRITERIA

<u>Criteria</u>	Category-I (up to Rs.2 lakh)	Category-II (Rs. 2 lakh to Rs.5 lakh)	Category-III (Rs. 5 lakh to Rs.10 lakh)	Category-IV (Rs. Above 10 lakh)
(1) Minimum years of experience in works of similar nature	03 years	05 years	05 years	05 years
(2) EXPERIENCE: Experience of having successfully completed similar works during last five years ending 31 st March 2024 (i.e. works prior to 31 st March November 2017 will not be considered) should be either of the following				
	Three similar completed works each costing not less than Rs.2.00 lakh	Three similar completed works each costing not less than Rs.4.00 lakh	Three similar completed works each costing not less than Rs.10.00lakh	Three similar completed works each costing not less than Rs.20.00 lakh
	OR	OR	OR	OR
	Two similar completed works each costing not less than Rs.2.50 lakh	Two similar completed works each costing not less than Rs.5.00 lakh	Two similar completed works each costing not less than Rs.12.50 lakh	Two similar completed works each costing not less than Rs.25.00 lakh
	OR	OR	OR	OR
	One similar completed work costing not less than Rs.4.00 lakh	One similar completed work costing not less than Rs.8.00 lakh	One similar completed work costing not less than Rs.20.00 lakh	One similar completed work costing not less than Rs.40.00 lakh
(3) ANNUAL FINANCIAL TURNOVER : Average Annual financial turnover during each of the last 3 years, ending 31 March 2024, should be at least (Category- wise) :				
	Annual Financial turn-over of minimum Rs.5.00 lakh each year	Annual Financial turn-over of minimum Rs.10.00 lakh each year	Annual Financial turn- over of minimum Rs.25.00 lakh each year	Annual Financial turn-over of minimum Rs.50.00 lakh each year
(4) Technical competence	The firm should have adequate technically qualified and experienced staff in the category for which empanelment has been applied for.			
(5) SERVICE SET-UP	Having full-fledged service setup at Guwahati, Assam and have Registration and valid Licenses for related trades and GST Registration, etc. as required by Government of Assam and Government of India.			



Note: The following documents should invariably be attached along-with application in support of experience, establishment and financial capability:

- (i) Copies of Work orders, Completion Certificates in support of experience.
- (ii) Copies of Registration certificate, valid licenses for related trades and GSTIN Registration certificate.
- (iii) Copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing. For Category-I, the agencies can submit other documents instead of balance-sheets etc.
- (iv) The application duly filled in shall be submitted in a sealed envelope super subscribed as
“Empanelment of contractors/service providers for Trade wise Repair/Renovation/Maintenance/Event Management works”
on the cover and addressed to Chief General Manager, NABARD, Assam Regional Office, G S Road, Dispur, Guwahati **on or before 02:00 P.M., 17th October 2024. Already enlisted contractors also need to apply afresh.**
- (v) NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in **Annexure-VII**.
- (vi) The Bank reserves the right to reject any or all the applications without assigning any reason thereof.



ANNEXURE VI

Trade wise list of items for Repair / Renovation / Maintenance Work at NABARD, Assam Regional Office and Staff Quarters at Guwahati

TRADE/ITEMS OF WORK		Category -I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
		TRADE-CODE			
	SECTION: A (CIVIL WORKS)				
1	<p>General Civil, Plumbing, Sanitary & Carpentry works :</p> <p>(1) General repair & renovation works, minor structural repairs, plastering, water proofing works, flooring / dado work of Office Premises / Staff Quarters</p> <p>(2) Stoneworks such as Granite/ Marble/ Kadappa/ Tile works</p> <p>(3) Painting External and Internal</p> <p>(4) Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings and other ancillary structures</p> <p>(5) Repair, maintenance and construction of all types of internal roads & pathways</p> <p>Carpentry works :</p> <p>(1) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works</p> <p>(2) Ancillary civil related works connected with wooden, aluminium or steel works.</p> <p>(3) Supply and Repair of all types of wooden/steel dead stock articles/furniture such as chair, table, sofa set, cots etc. (Both Godrej and other than Godrej)</p> <p>(4) All types of wooden works related to interior decoration</p> <p>(5) All types of repairs & maintenance required for locks, mortise lock, nightlatch, steel cupboards and Aluminium door and window work,</p>	1(A)	1(B)	1(C)	1(D)



TRADE/ITEMS OF WORK		Category-I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
	<p>venetian blinds etc.</p> <p>(6) Mild steel or Aluminium Works- Fabrication/ Installation /Repair of partitions/doors/widows/grills etc.</p> <p>(7)Display systems viz. Board/ Nameplates/ metal letters/ flex banner printing, rubber stamps / Glowsign, LED & Neon signboards</p>				
2	<p>Specialized water proofing works</p> <p>(1) Specialized agencies / authorized applicators of Chemical / Membrane / Injection grouting/ other water proofing techniques</p> <p>(2) Terrace / basement / retaining wall/ RCC water tanks / toilet, bathrooms/ external wall waterproofing works</p>	2(A)	2(B)	2(C)	2(D)
3	<p>Supply & Installation of Modular kitchen</p> <p>1. SS 304 grade trolleys and baskets</p> <p>2. Marine plywood with lamination</p> <p>3. Installation of electric chimneys</p>	3(A)	3(B)	3(C)	3(D)
4	<p><u>Pest Controls Works</u> :</p> <p>(1) All types of pest & rodent control works, treatment for mosquito & snake nuisance, Gel treatment etc.</p> <p>(2) All types of anti-termite/bed bug treatment works.</p>	4(A)	4(B)	4(C)	4(D)
5	<p><u>Landscaping & Gardening</u></p> <p>(1) Maintenance of Plants and Garden in a systematic and scientific way</p> <p>(2) Regular Sprinkling of water on plants</p> <p>(3) Maintenance of Lawn including weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicide, sweeping and watering, etc. and patch work by planting the</p>	5(A)	5(B)	5(C)	5(D)



TRADE/ITEMS OF WORK		Category-I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
	<p>dob grass where dead.</p> <p>(4) Maintenance of Trees, shrubs and creepers through regular manuring, watering, hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water.</p> <p>(5) Maintenance of hedges</p> <p>(6) Curb stones along with roads and decorable pots in the campus shall be washed at least once a month.</p> <p>(7) Regular maintenance of potted plants</p>				
6	<p><u>Cleaning of Water Storage Tanks</u></p> <p>(1) Cleaning and Disinfection of Water Storage Tanks – Overhead plus underground Tanks once in 6 months</p>	6(A)	6(B)	6(C)	6(D)
7	<p><u>Housekeeping – Sweeping, Cleaning Related Works</u></p> <p>(1) Sweeping, Scrubbing, Cleaning, Wet cleaning, Mopping, etc of all Staircases, common areas, main areas, etc.</p> <p>(2) Removal of cobwebs from the ceilings and each and every corners.</p> <p>(3) Cleaning of terrace, lift room, pump room, dispensary, common area, Guard rooms, compound / lawn, pump house, roofs, parking area, vacant space, surrounding the building, common toilets, etc. and any other related fittings and fixtures.</p> <p>(4) Cleaning of choked pipes / drainage system and to all incidental or related works on a minimum regular interval or once in a month.</p> <p>(5) Removal of office/quarters waste on a daily basis and keeping the same in the designated areas inside the compound for enabling removal of the same by agency employed by GMC.</p> <p>(6) Cleaning of choked pipes/drainage system</p>	7(A)	7(B)	7(C)	7(D)



TRADE/ITEMS OF WORK		Category-I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
8	<p><u>Interior Decorationworks</u></p> <p>(1) Interior decoration works of 1st class finish such as Italian marble works/artificial stone works etc</p> <p>(2) Wooden/vinyl flooring works, carpets etc</p> <p>(3) Aluminium/wooden partition walls, Veneer/ laminate finishing works etc</p> <p>(4) Gypsum / Wooden / Fiber/ Glass/ Metal / Armstrong false ceiling/ partition works</p> <p>(5) Aluminium / PVC / Wooden window works</p>	8(A)	8(B)	8(C)	8(D)
9	<p><u>Specialised structural repair works :</u></p> <p>(1) Extensive structural repairs / retrofitting of Office Premises / Staff Quarters</p> <p>(2) Micro-concrete/Polymer modified mortar/injection grouting/fibre wrapping/ jacketing of structural members etc</p>	9(A)	9(B)	9(C)	9(D)
<u>SECTION: B (ELECTRICAL & ELECTRO-MECHANICAL WORKS)</u>					
10	<p><u>General Electrical works :</u></p> <p>(1) Electrical Wiring Work including additions/alterations to electrical installations including supply of Electrical Fixtures and Fittings viz. LED, Lights, TV, Fridge, Cooler, Water cooler, Air-conditioners, batteries etc. of Office Premises / Staff Quarters</p> <p>(2) Supply, installation, repairs and maintenance of electrical installations including panels, lighting, wiring, fittings, ceiling & exhaust fans, submersible pumps, monoblock pumps, storage & instant water heaters and other internal and external electrical installations etc</p>	10(A)	10(B)	10(C)	10(D)



TRADE/ITEMS OF WORK		Category -I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
11	Heating, Ventilation and Air Conditioning(HVAC) works : <ul style="list-style-type: none"> Repair/Service/Operation & Maintenance of Central AC Plant/Package AC/AHU/Central Chilled Water Plant/AHU Motors/Ventilation system Pumps / Pipings & Associated works, etc. including supply of spares. 	11(A)	11(B)	11(C)	11(D)
12	Fire & safety works : <ul style="list-style-type: none"> Supply/Installation/repair/servicing of Fire fighting & Protection System equipments and Repairs & maintenance of emergency/rescue equipment like Fire/Emergency Alarm System. 	12(A)	12(B)	12(C)	12(D)
13	Security System cum surveillance system works <ol style="list-style-type: none"> CCTV System Door frame metal detector system Hand held metal detector System Access Control System 	13(A)	13(B)	13(C)	13(D)
14	Telecommunication and networking works <ul style="list-style-type: none"> Supply, installation and maintenance of various Electrical, Electronics, Telecommunication and Electromechanical equipment including EPABX system, PA System, Office equipment like - Xerox, fax, LCD/DLP projectors, Stabilisers, franking, weighing machine, telephone instruments etc. 	14(A)	14(B)	14(C)	14(D)
15	HT Installations: <ul style="list-style-type: none"> Supply/Repair/ Servicing/ Operation and Maintenance of 11 kV sub-station equipment including all types of Transformers, HT/LT Switchgears and other electrical installations 	15(A)	15(B)	15(C)	15(D)
SECTION: C (EVENT MANAGEMENT WORKS)					



TRADE/ITEMS OF WORK	Category-I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
<p>16 Event Management:</p> <ul style="list-style-type: none"> • Supply of flower decoration, tents, carpets, mats etc. at Bank's function / campaign / seminars / exhibitions etc.: • Decoration, construction and preparation of Dias, stage, stalls, welcome gates, standees etc. at Bank's function / campaign / seminars / exhibitions etc.: • Supply of LED screens/walls, audio-visual equipment etc. at Bank's function / campaign / seminars / exhibitions etc. • Newspaper Advertisement, Advertisement in Local Media such as TV, FM Radio etc. • Photography and videography services along with video editing, short film / documentary making etc. • Branding, marketing and any other work related to the event to make the work complete and the event successful. 	16(A)	16(B)	16(C)	16(D)
<p>17 Printing & Banner Works: Printing of various publications/ booklets. Preparation of banners for special occasions.</p>	17(A)	17(B)	17(C)	17(D)
<p>18 Car providing vendors/services: Providing cars of suitable make/ category to office as per requirements.</p>	18(A)	18(B)	18(C)	18(D)
<p>19 Cartridge suppliers for office printers: Providing and replacing cartridges of required make and model in the printers in office.</p>	19(A)	19(B)	19(C)	19(D)
<p>20 Stationery paper and associated material suppliers: Providing office stationery paper and other</p>	20(A)	20(B)	20(C)	20(D)



TRADE/ITEMS OF WORK		Category-I (Up to Rs.2 Lakh)	Category- II (From Rs. 2 Lakh To Rs.5 Lakh)	Category-III (From Rs.5 Lakh To Rs.10 Lakh)	Category- IV (Above Rs.10 Lakh)
	stationery articles to office as per requirements.				
21	Computer hardware i.e. Printer, PC, Laptops, Mouse, Keypad, Camera, etc. Supply and maintenance of computer hardware at office and staff quarters.	21(A)	21(B)	21(C)	21(D)
22	Photocopy. Spiral binding, book binding: Providing photocopying services and spiral binding services to office	22(A)	22(B)	22(C)	22(D)
23	Scrap dealers, old newspaper dealers: Disposal of scrap material, newspapers and other dry waste from office.	23(A)	23(B)	23(C)	23(D)
24	Firefighting services, fire extinguisher refill, hydrants, fire engines, fire pumps etc.: Maintenance and upkeep of firefighting systems at office premises and staff quarter premises.	24(A)	24(B)	24(C)	24(D)
25	Architect: Providing Architectural services from various interior / exterior works at office and staff quarters. It may include preparation of cost estimates, tender documents and certification of works also, if required.	25(A)	25(B)	25(C)	25(D)



ANNEXURE VII

SCOPE OF WORK, SPECIFICATIONS AND TERM AND CONDITIONS

7.1 INTRODUCTION:

7.1.1 This Section deals with the scope of the work of Annual Maintenance Contract for Office Premises and Quarters at Plot No.3 and Plot No.4, Sarumatoria, Dispur, Guwahati – 781006. The location and the description of works is given below:-

Sr.No.	Locations	Description of Works
1	Office Premises at G S Road, Dispur, Guwahati – 781006	Annual Maintenance Contract, Civil, Plumbing & Sanitary, Carpentry, Housekeeping-Sweeping & Cleaning, Installation of Modular Kitchen, Pest Control Works, Landscaping & Gardening, Cleaning of Water Storage Tanks, Interior Decoration Works, Specialised Structural Repair works, Electrical and Electro-mechanical works like General Electrical Works, Heating, Ventilation and Air Conditioning Works, Fire & Safety Works, Security Systems cum surveillance system works, Telecommunications and networking works and HT Installations of NABARD, Assam RO
2	Officers & Staff Quarters, Plot No.3, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati – 781006	
3	Staff Quarters, Plot No.4, Bye Lane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati – 781 006.	

7.1.2 The contract would involve the above Annual Maintenance Works to include the following:

- (a) The contractor shall rectify the defects on the basis of instructions given by the NABARD Officers, authorized for the purpose and complaints lodged by occupant officers / staff in a complaint / suggestion register maintained by NABARD's Care Taker in the said premises.
- (b) All complaints shall be attended to immediately on receipt of the complaints / information.
- (c) No complaint shall remain unattended for more than 24 hours. If any complaint is likely to take more time for its resolution, the same will be immediately brought to the notice of Caretaker / Protocol & Security Officer.
- (d) The complaints of complicated nature and beyond the scope of work shall be reported back immediately to the Caretaker / Protocol & Security Officer.
- (e) The attendance of all the workers employed by the contractor should be for full time and they should attend the work promptly and ensure the quality of work.
- (f) The skilled workers (eg electrician, plumber) of the contractor should have valid license from the appropriate authority.
- (g) The contractor shall make his own arrangements for tools, safety equipment (hand gloves, helmets, etc) to be provided to his workers.



7.2 Civil, Plumbing and Sanitary Work

7.2.1 Broadly the work shall include the following:

- (1)** Maintenance of plumbing / sanitary installations in NABARD Office building including NABCONS Office, located at G S Road, Dispur, Guwahati – 781006 and any other related fittings and / or fixtures inside and outside but within the compound in the periphery of NABARD Office Premises Guwahati.
- (2)** Maintenance of plumbing & sanitary installations in 20 quarters and or Single Room Accommodations (SRAs) located at Plot No.3 and 44 quarters and or SRAs at Plot No.4, Byelane 2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006, dispensary, staircases, common areas, Community Hall, Guard Rooms, Compound / Lawn, Pump House, Roofs, etc. and any other related fittings and / or fixtures inside the periphery of NABARD Staff Quarters at the cited address.
- (3)** Removal of blockage from drainage lines / water supply pipes, gully traps, nahani traps, manholes / grease chambers, bottle traps, kitchen sinks, wash basins, urinals, WCs, Indian toilets, bath tubs and related sanitary fittings. If removal and re-fixing of connecting pipes / pieces, tap cock, pillar cock, stop cock, valves and CI fitting such as Eye Plug etc., are required, the same has to be done without claiming any extra charges (Scaffolding, if required will be paid separately). Extra ordinary blockages from drainage lines inside the pavements if done by calling Municipal Corporation plumber or outside party will be paid separately as per schedule or as approve by the Bank.
- (4)** Keeping the rain water outlets on terraces, canopies free of debris, foreign material etc., to ensure quick flow of water from terraces, etc.
- (5)** Replacement of washer including cost of washer for bib taps, pillar taps, stop cocks rubber gasket for flushing cistern and plunger washers for low lever flushing tanks.
- (6)** Repairing of flushing systems including removal of siphons, bell, float valves, provision of quarter pins, plunger washer, nut & bolts for siphon, “S” hooks, spindles for the ball cock etc., including removal & re-fixing of tanks with new accessories of appropriate sizes mentioned and making flushing tank in good working condition.
- (7)** Disconnecting and reconnecting plumbing connection in case of water heaters, geysers, boilers, coolers, electrical gadgets, whenever such electrical gadgets are required to be replaced / repaired.
- (8)** Cementing of joints of various drainage lines on ground, taps between wash basins, re-fixing of loose border patties of kitchen platforms, door sills, etc., removal and re-fixing of leaking connections of GI Pipes and specials including cost of required white / ordinary cement and white lead and any other jointing materials as may be required.
- (9)** Disconnecting and reconnecting suction and delivery connections of water pumps whenever the pumps are required to be taken away for repairs / replacement. Removal of air locks from suction lines / delivery lines as and when required and also from GI down take supply lines (Scaffolding above first floor will be paid as per schedule rates).
- (10)** Re-fixing of loose fixtures and fittings including supporting brackets such as washbasins, sinks, flushing cistern, drain boards, towel rods, mirrors, glass shelves, soap holders, nahani traps, gratings, ay other fixtures and fittings as existing in the properties including removal of existing fittings / fixtures without causing any damage. Grouting of new wooden plugs in cement mortars and refixing with new screws, removing where necessary.



- (11) The contractor will have to take approval of fittings fixtures from the Bank's Care Taker and has to ensure that the same are being provided in the course of the contract.
- (12) The contractor shall be required to do the cleaning of all the overhead / underground water tanks once in three months as per the rates to be approve separately and as directed by the Bank.
- (13) All replacements, fittings/fixtures, etc. irrespective of cost per item as per schedule rates shall be done only with the concurrence / written permission of the officer designated for this purpose by the Bank.
- (14) Payment shall be made as per the approved rates for replacement of fittings / fixtures, repairs separately on monthly basis in addition to the usual service charges for Plumber and Helper. **For this purpose, the contractor will provide to us rates of various items.** AMC for plumbing and sanitary works will be awarded on the basis of rates furnished to us for maintaining the plumbing and sanitary installations as well as supply of all replacements, fittings and fixtures. The rates will be approved in consultation with the contractor. These rates will hold good for entire period of contract. No request for enhancement in the approved rates will be entertained under any circumstances during the currency of contract.
- (15) The contractor shall provide the services of one plumber with helper at NABARD, Assam Regional Office and one plumber with helper at Staff Quarters who will look after day to day complaints for maintaining the plumbing and Sanitary Installations in the Bank's properties at Assam. In case of emergency works, plumbers will have to continue till the emergency is over. In case of emergency, they may be asked to work on days other than those specified in this contract without any extra charge. The weekly off days shall be decided by the Bank.
- (16) The contractor shall arrange for all necessary tools, tackles, ladders, drill machines, J-Hooks and measuring instruments required for the repair works within the quoted rates. The contractor shall also provide and maintain at his own cost all required tools, tackles and measuring instrument at site.
- (17) The charges quoted shall include wages, transportation, maintenance of kit containing all tools and equipment required for the work, incidental charges and contractors profits & overheads.
- (18) The contractor shall make his own arrangement for providing plumber and helper (as and when needed) on the day when the regular staff is absent. In case of major failure, the contractor shall provide the required number of plumbers / helpers / supervisors to rectify the fault immediately on receipt of written / oral communication from the Bank.
- (19) The plumber shall attend the duty timings as decided by the Bank. He shall collect complaints from the Care Taker or from the complaint book and attend the same on the same day and in any case **within next 48 hours.**
- (20) All complaints shall be attended to immediately on receipt of the complaints / information. No complaint shall remain unattended **for more than 24 hours.** If any complaint is likely to take more time for its resolution, the same will be immediately brought to the notice of Care Taker / Protocol & Security Officer. The complaints of complicated nature and beyond the scope of work shall be reported back immediately to the are Taker / Protocol & Security Officer.
- (21) The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of the Bank.
- (22) All types of Plumbing & Sanitary Maintenance Works including repairs / preventive



maintenance works shall be carried out by the Plumber on duty.

7.2.2 The rates quoted for the Comprehensive Maintenance Charges shall include the following
(Internal and External areas in the NABARD's Premises)

- (1) Attending to all the complaints recorded in complaint register/received in writing relating to Civil, Water Supply and Sanitary Systems & Plumbing works and allied works and rectifying the defects wherever necessary including cost of minor materials (**like adhesives, screws, nails, nut & bolt, washer, brackets, clips, grease, item / work costing individually up to Rs.100/-**) replaced in the premises. All the old / unusable / scrap materials (which will be created during repair / maintenance work) will belong to contractor and the contractor may give rebate for these scrap material in the monthly AMC charges as well as ensure removal of same after settlement of its material bill / extra items bill. In case the bill is raised. The contractor has to arrange for Pressure Pump also, if required for testing of leakages in the pipes of removing the blockages in water pipes.
- (2) Minor PCC work, brick work, stone masonry work, plaster etc. in patches related to comprehensive maintenance / replacement works for an area up to 0.1 sqm. Replastering of walls, ceilings, floors with suitable cement mortar to the required thickness including removal of old plaster up to 0.1 sqm at any one location related to comprehensive maintenance works in the premises. For plastering more than 0.1 sqm, extra payment will be made. So, the contractor will engage the mason as and when required for plastering and other work.
- (3) Rectifying the defects and refitting the existing bib cocks, stop cocks, sink cocks, pillar cocks, valves etc. (CI and PVC materials will not be allowed) including cost of minor materials replaced.
- (4) Rectifying defects and refitting the existing handles pull chain, plungers, washers, water supply inlet and outlet connections, ball cocks and overflow pipe of flush tank including cost of minor materials replaced.
- (5) Rectifying defects and re-fixing existing water supply inlet and outlet connection, waste coupling, brackets, etc of the wash basins including cost of minor materials replaced.
- (6) Rectifying defects and refitting the existing shower roes and anodized Aluminium / SS towel rods with brackets to existing ones, of required sizes and materials in bathrooms including cost of minor materials replaced.
- (7) Rectifying defects in disturbed MS/GI/CI clamps, wooden plugs, brackets, etc. of existing PVC / AC/GI pipelines and special including cost of minor materials replaced.
- (8) Replacing door sills, threshold of doors, with suitable material matching the existing one including cost of minor materials.
- (9) Making holes in stone / brick masonry and RCC wall of any size, roofs, chhajjas etc. to facilitate plumbing works, etc and making good the same wherever necessary.
- (10) Filling the joints of traps (with M-seal etc.) and cracks/joints/holes of walls, ceilings, kitchen sink/platform, wash basin, bathrooms, toilets, side of the door frames, sills, etc. with suitable sealant, adhesives, cement, etc. and pointing of files.
- (11) Refitting the disturbed/fallen tiles in floors, walls, with suitable adhesive including cost of minor materials replaced.
- (12) Closing the rat holes using broken glass pieces, rodenticides and PCC in the plinth protection



/ common areas as per requirement, periodically.

- (13) Breaking any old floor, brick bat coba, PCC work, RCC work, brick work, etc., wherever necessary, related to comprehensive maintenance works.
- (14) Cleaning of drinking water / pipeline, rain water lines, waste and soil water pipes, including disconnecting and reconnecting the pipes as per requirements. Fittings and pipes if change, will be paid extra
- (15) Thoroughly cleaning of manhole, gully traps, gutters etc. and sewer lines & storm lines and removing the silts, mud chokes in the lines below / above ground level for smooth functioning of sewerage / storm pipe / drain system inside the colony once in a year (before monsoon) and disposing immediately the silts, mud, debris, etc.
- (16) Disconnecting and reconnecting plumbing connection in case of water heaters/geysers, electrical gadgets, wherever such electrical items are required to be replaced / repaired.
- (17) Arresting leakage through window silts, etc and arresting leakage in sanitary and water lines with sealant / caulking materials.
- (18) Eradicating weeds, shrubs, et and removal of plant growth in external and common areas of buildings and in plumbing lines periodically without any extra cost such as scaffolding etc by pouring acid / saturated ammonium solution periodically. For external work which involves working at height more than 06 metres from ground i.e. more than 2 storeys, **NABARD will pay only for scaffolding separately (not for jhula, ladder, etc.)** and decision for erection of scaffolding will be taken by the Site Supervisor / CT.
- (19) Painting / white washing / colour washing of patches, related to the rectification / replacement works with matching coats.
- (20) Cutting, threading of GI/MS pipes of any sizes and jointing and applying paint, wherever rectification / replacements are carried out.
- (21) Rectification of pipes and fittings of any materials (CI, GI, MS, AC, PVC, etc) and sizes, valves, taps, cocks, waste coupling, cowl, etc. including cost of minor materials like GI specials, couplings, washers, stems, cowl, etc. replaced and setting right dislocated pipelines in proper position/condition and arresting leakage.
- (22) De-watering any space related to maintenance works and upkeep of premises as necessary.
- (23) Maintenance works and minor repairs like crack filling, patch plaster of broken/damaged portion, etc. to open gutters/drains, platform, pathways, courts, fencing and compound wall.
- (24) Earth work related to the comprehensive maintenance / replacement works.
- (25) The replacement of materials related to above, if any, required to be considered for payment and the works related to improvements, alterations and additions shall be paid for extra separately, subject to terms and conditions, at the rate as **per Rate Contract Works and / or Rate Analysis** based on the actual site measurements.



7.3 Carpentry Maintenance Work

7.3.1 Broadly the work shall include the following :

- 1) All carpentry related work in 20 quarters / Single Room Accommodations (SRAs) located at Plot No.3 and 44 quarters / SRAs at Plot No.4, Bye lane 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-781006, dispensary, staircases, common areas, Community Hall, Guard Rooms, Visiting Employees ' Flats (VEF), Compound / Lawn, Pump House, Roofs, etc. and any other related fittings and / or fixtures inside the periphery of NABARD Staff Quarters.
- 2) All carpentry related work in NABARD Office Premises including NABCON Office at Dispur, Guwahati-781006 and maintenance of all fittings and / or fixtures inside the periphery of NABARD Office Premises at G.S. Road, Dispur, Guwahati-781006.
- 3) Providing the services of skilled carpenter and semi-skilled helper as per requirement of the Bank.
- 4) Repair / replacement of fixtures & fittings at different locations.
- 5) Repair / replacement of wire mesh shuttles, doors, windows and almirahs.
- 6) Repairing / replacement of door closers (conventional series).
- 7) Repairing / replacement of beds and other furniture in VOFs / VEFs / SRAs.
- 8) Repairing / replacement of Godrej night latches.
- 9) Painting of name plates at Office Premises and Staff Quarters.
- 10) Replacement of glass panes.
- 11) Repair / replacement of Aluminium doors, windows, partitions (Fixed and openable).
- 12) The above list of items / works is illustrative only and the maintenance contractor is supposed to carry out all the jobs related hereto.
- 13) **General** : The rate of quoted for the Comprehensive Maintenance Charges shall include the following (**Internal and External in the Premises**) :
 - (1) Attending to all the Complaint mentioned in Complaint Register / Received in writing relating to carpentry and allied work and rectifying the defects wherever necessary including cost of minor materials **with necessary tools and minor items like adhesives, screws, nails, nut & bolt, washer, bracket, clips, grease, mobile, M-seal, rubber for stopper, rubber buffer etc. as well as item/work costing individually up to Rs.100/-** replaced in the premises. All the old/unusable/scrap material (which will be created during repair/maintenance work) will belong to contractor and the contractor may give rebate for these scrap materials in the monthly AMC charges as well as ensure removable of same after settlement of its material bill/extra items bill, in case the bill is raised.
 - (2) Repairing MS doors, gates by cutting and removing the damaged portions, replacing with suitable MS sections for frames, shutters, attending to necessary repairs and adjustments for easy operation of shutters using necessary fittings/fixtures similar to the existing one for filling up the holds, if any, in the frames. Replacement of MS sections, members and glass



will be paid extra as well as for arrangement of welding machines & welder. No payment will be made for nails, screws, adhesives etc.

- (3) Making holes in stone/brick masonry and RCC wall of any size, roofs, chhajjas, etc. to facilitate carpentry works and making good the same wherever necessary.
- (4) Rectifying and replacing peepholes, safety chains, hooks, hinges, aldrops, tower bolts, knobs handles, door stoppers, hold fasts, bearing, clamps, picture hooks, nails, screws, nylon rope and brackets for cloth drying arrangement etc., but costing more than Rs.50/- each with suitable material like the existing one. For a completely new work or old item replacement costing more than Rs.50/- each, extra payment will be made.

7.3.2 General Note:

Contractor has to get signature of the Caretaker / ACT in the enclosed formats after completing the work. In case of no signature against a work, payment shall not be done. If the signature is found to be forged / fabricated by the Contractor, suitable penal action shall be taken against the Contractor, which may lead to termination of the Contract.

7.3.3 DECLARATION BY THE CONTRACTOR:

We/ I have read and understood all the instructions, terms and conditions and scope of work and we / I have taken into account the above Instructions, terms and conditions and scope of work while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Place :

Date :

Seal and Signature of the contractor



7.4 Electrical Maintenance Work

7.4.1 The electrical maintenance work shall broadly include the following:

- (1) Maintenance of Electrical Installations including geysers, fans, tube lights, heaters, blowers, etc. in 20 quarters / Single Room Accommodations (SRAs) located at Plot No.3 and Plot No.4 - 44 quarters / SRAs, Bye lane 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati – 781006, dispensary, staircases, common areas, community hall, Guard Rooms, Visiting Employees' Flats (VEF), Compound / Lawn, Pump House, Roofs, etc. and any other related fittings and / or fixture inside the periphery of NABARD Staff Quarters.
- (2) Maintenance of Electrical Installation including geysers, fans, tube lights, heaters, blowers, all electrical panels, etc. in Office Premises including NABCONS Office at Dispur, Guwahati 781006 and / or fixtures inside the periphery of NABARD Office Premises at G S Road, Dispur, Guwahati – 781006. The cost of bidding for Electrical Maintenance shall exclude all LED Lights bulb, tube, etc. installed in the Office Premises so long as the same is under warranty service period.
- (3) Maintenance of **pump sets** with complete electrical installation including starters, switches, cables etc. installed in Staff Quarters and Office Premises for various purposes. This includes monthly servicing of the motors like oiling, greasing, cleaning, replacement of worn out glands rubber bushes, etc. This shall also include repair / servicing of the same. It will also include repair and replacement of wheel valve, non-return valve and foot valve inside the pump house. The same needs to be attended on top priority basis as the same affects water supply system.
- (4) All the Electrical repairs / replacement works necessary to maintain safe and uninterrupted electrical supplies to the individual flats and common areas including Visiting Employees' flats (VEFs), Single Room Accommodation (SRAs), dispensary, staircase, common areas, community hall, guard rooms, Care Taker office, compound / law lights, pump house etc. within NABARD's premises are covered under the Comprehensive AMC.
- (5) **The Scope of Comprehensive AMC Works includes :**
 - (i) Repairs of all standard electrical amenities provided inside the Bank's flats as well provided in common areas, like Damaged wiring / defective 5A / 15A switches, sockets & Plugs; buzzer bells; ding-dong bells; cut outs, DP Switches, Fan regulator Capacitors for Fans; Ceiling rose; Electromagnetic FTL Chokes (copper ballast); Starters / holders / Tubes, 5A/15A Kit-kat Fuse with base; bulb holders; Acrylic / Mica sheets for Switch boards; Telephone sockets; PVC conduit up to 2 mtr; Glass dome, Candle bulb in VOF, 11 W 2 pin PL lamp, CFL lamp (The make of the items so replaced should be strictly as per the list of approved makes given in the specifications, elsewhere. Where the approved makes are not available, the Make of such material should be as approved by NABARD's Care Taker). All the old/unusable/scrap material (which will be created during repair/maintenance work) will belong to contractor and the contractor may give rebate for these scrap materials in the monthly AMC charges as well as ensure removal of same after settlement of its material bill/extra items bill, in case the bill is raised.
 - (ii) Contractor has to take possession of the new fixtures those purchased by NABARD to carry out test checks / installation of these items at the location of old damaged / defective items viz. Tube fixtures / fans / geysers, etc.
 - (iii) Greasing of Fan bearings and painting of switch boards, fans on requirement basis only.
 - (iv) Screws / nuts / bolts / wooden plugs / saddle & spacers / Adhesive tapes / tools & tackles etc. as may be necessary for the entire work.
 - (v) Quarterly cleaning and checking of the ceiling / exhaust fans in VEF, common area / lift fans / Office Premises. Monthly cleaning of all the common area lighting / fan fixture and meter rooms / boards as well as cleaning of all the meter rooms / boards. The rates also include cleaning of fans, tube lights and other electrical installations on half yearly basis.
 - (vi) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections / joints, fans and putting accessories as and when required.
 - (vii) Minor repairs to Storage / Instant type Geysers, such as checking / replacement of thermostat, heating coil, wiring, safety valve, etc. inclusive of removing and refixing of



- Geysers, if required.
- (viii)** Removal of defective pedestal and ceiling fan, exhaust fans and refixing them back after repairing. Fixing new fans including the Exhaust fans/ Ceiling fans.
 - (ix)** Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing / oiling as required.
 - (x)** Repairs to Mercury / Sodium Vapour / Halogen / LED fittings mounted on the building poles including replacement of MV / Sodium / Halogen / LED lamps, accessories and repairs of cables.
 - (xi)** Insulation resistance testing for all the conductors inside the flat and in the meter room for at least two to three flats in each building once a year.
 - (xii)** Measurement of earth resistance for all the available earth pits once a year.
 - (xiii)** Watering all the available earth pits monthly.
 - (xiv)** Checking of load current on the main incoming cable to each meter room monthly.
 - (xv)** Any other Electrical Maintenance related works as per Bank's Care Taker's directions.
 - (xvi)** Details of the items for extra payment in case of new replacement : As and when necessary the following works shall be attended and carried out by the AMC agency on chargeable basis and payment will be made as per procedure mentioned in "Special Conditions" for the following items:
 - Point wiring for 5A/20A circuits.
 - Fans/Rewinding of fans.
 - Replacement of Geyser coils.
 - Replacement of Thermostats for the Geyser.
 - All types of MCBs / RCCBs / ELCBs.
 - Replacement of switch, plug and switch board unless otherwise mentioned any of the approved makes or brands shall be allowed to be used. Other specific equivalent brands with BIS mark may be allowed to be used, if approved by NABARD. The tenderer shall distinctly understand that it will not be their prerogative to insist on a particular brand from the list. Final selection will be done with the approval of the Bank.

The above list of items / works is illustrative only and the maintenance contractor is supposed to carry out all the jobs related thereto.

(6) The contractor will provide sufficient manpower with proper uniform to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank. In case of emergency, the contractor shall be required to post additional staff without any extra cost to the Bank. The contractor will provide sufficient number of supervisors to ensure proper and effective supervision. The weekly off to the Electrician shall be provided as per the provisions of relevant Act.

(a) The contractor shall provide the services of one each electrician having valid license with helper at Staff Quarters and at Office Premises and who will look after day to day complaint during all days of the week.

Office Premises	All Working Days	8.30 am to 5.30 p.m.(Monday to Friday) Other working days on demand
Staff Quarters	All days of the Week	7.30 am to 12.00 Noon and 3.00 pm to 7.30 pm

- (b) The contractor shall provide necessary screws, batten clips, fuse wires, insulation tapes etc. required for the repair works within the quoted rates.
- (c) The contractor shall arrange for all necessary tools, ladders, drilling machines etc., required for the quality maintenance of the work. The contractor shall also provide and maintain all required tools, tackles and measuring instruments at site at this own cost.
- (d) All complaints shall be attended to immediately on receipt of the complaints /



information. No complaint shall remain unattended for more than 24 hours. If any, complaint is likely to take more time for its resolution, the same will be immediately brought to the notice of Care Taker / Protocol & Security Officer.

- (e) The electrician / wiremen deputed by the contractor shall be capable of minor repairs of all electrical gadgets like fans, exhaust fans, fittings, heaters, geysers, wiring, cabling, luminary fittings and related items. He should have primary knowledge of functioning / operation / repair of H.T. Lines, transformers, H.T. OCB, ACB, L.T. Panels including AMF panel, PFC, DG set, AC systems (Central / Packaged / Ductable AC Units & Window AC, including microprocessor panels.
- (f) The contractor shall make his own arrangement for providing mechanics / wiremen / electrician and helper (as and when needed) in the event of absence of his regular staff. In case of major failure, the contractor shall provide the required number of electricians / helpers / supervisors to rectify the fault immediately on receipt of written / oral communication from the bank.
- (g) The contractor shall remove from work, any worker, who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of the Bank.
- (h) All type of Electrical Maintenance works including repairs / preventive maintenance works shall be carried out by the electrician / wiremen on duty. This shall also include cleaning of all the electrical installations including meter boards, switch boards, staircase / compound area bulbs, tube lights, fans and fittings etc. in such a manner that all these equipment are thoroughly cleaned at least twice a year.
- (i) The testing of electrical installations shall be carried out as per the instructions of Officer / CT of the Bank.
- (j) The contractor will provide experienced staff / workers in the eventuality of breakdown in the power system. He should restore the supply in the shortest possible time. It shall be the duty of the contractor to do liaison with Electricity Supply Company as and when necessary and required. No additional payment of any kind shall be made for such an eventuality. The incidental charges to be paid to the same by the contractor shall normally be borne by the contractor and will be considered for reimbursement by NABARD on case to case basis on production of invoice.
- (k) Cost of items required to be replaced during the course of maintenance contract will be paid separately to the contractor on submission of bill. For this purpose, contractor shall furnish to us rates of normal / routine items which are required on day to day basis and the same will be applicable after approval by the Bank. Spare parts replaced shall be of standard quality and manufactured by leading brand and should have ISI mark certification. These rates will hold good for entire period of contract. No request for enhancement in the approved rates will be entertained under any circumstances during the currency of contract.

7.4.2 General Note :

Contractor has to get signature of the Cartekar / ACT in the enclosed formats after completing the work. In case of no signature against a work, payment shall not be done. If the signature is found to be forged / fabricated by the Contractor, suitable penal action shall be taken against the Contractor, which may lead to termination of the Contract.



7.4.3 DECLARATION BY THE CONTRACTOR :

We / I have read and understood all the instructions, terms and conditions and scope of work and we/I have taken into account the above Instructions, terms and conditions and scope of work while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Place :

Date :

Seal and Signature of the Contractor

7.5 Specialized water proofing works

Water proofing of RO building Terrace (including terrace of head room/ lift room terrace), building's Front Porch terrace, 2nd Floor Open Terrace region: Providing and laying water proofing treatment on terrace head room/ lift terrace/ part of terrace of buildings where existing brick bat coba is in good condition, which shall include the following steps:

- (a) Prepare the terrace surface by removing the existing plaster and cement mortar up to the level of brickbat coba and clean the surface with hard wire mesh and wash with water jet to remove dust, oil etc.
- (b) Apply a neat polymer slurry mix using SBR based polymer compound such as Roff Bond Repair WO1, Tepcrete or equivalent conforming to IS 2645 over the surface at 1 litre chemical for 50Kg bag of cement and 20 litres of water or as specified by the manufacturer.
- (c) Fill the depressions on the surface with polymer modified cement mortar made with Roff bond repair WO1 or equivalent conforming to IS 2645, at 10 litre chemical, 125 kg zone II sand and 5-7 litre water for 50 kgs of cement or as specified by the manufacturer. The large depressions on the surface has to be filled with polymer modified cement concrete 1:2:4 (cement: zone II sand: broken bricks aggregates with nominal size 20mm) using polymer compound of approved make as per manufacturer specifications. About 15-20% of the area may be considered of these applications for the purpose of estimation.
- (d) Providing & applying fibre mesh with neat cement slurry with 3.0 kg of cement per sq. metre (approx.) complete including curing , material, labour T&P wastages etc. all complete as per specification, drawing and as directed by Engineer in charge.
- (e) Apply water proofing chemical coating in two layers (longitudinal an lateral directions) at 1 to 1.5mm thickness, using water proofing chemical compound of approved make such as Epoxy Coating of atul or dr Fixit make or equivalent as per manufacturer specification. Curing must be done only by placing a wet hessian at least up to 72 hrs after drying and thereafter by proper curing with water as specified by the manufacturer. The prepared surface should be wetted with water to achieve a saturated surface by drying condition before application of coating. The terrace so prepared shall be flooded with water for 7 days for testing.
- (f) supply & applying of two or more coats of PU coating of approved make for UV protection coating using other materials as per the approved make instruction of applying the item .
- (g) Providing, mixing and placing plain cement concrete 1:2:4 (1 part cement, 2 part coarse sand and 4 part 20 mm/ 12.50 mm mixed graded granite stone aggregate) 55 mm thick for Bed Concrete of required thickness for floors, admixed with water proofing compound of approved make such as Roff Hyproof WO2 or Tepcrete (at 140ml per 50Kg of cement) or equivalent conforming to IS 2645. including necessary from work by using mechanical / manual mixing as per work requirement including compaction and curing with finishing surface smooth using extra cement, making panel / markings etc all materials, labour, T&P, etc. all complete as per specification, drawing and as directed by Engineer in Charge. The screed should be cured for minimum of 3 days.

All the operations are to be done in order and as directed & specified by the Engineer in-charge. The quote should include all the necessary arrangements required for the proper completion of work such as rounding of junction walls and slabs, filling up of expansion/ structural joints with suitable chemicals, to match with the level of terrace and connecting the pipe with the rainwater drainage pipes outside with scaffolding/ jhulla as required, sealing of joints with suitable chemicals, including the charges of all the material used, removal of debris to outside the municipal limits etc complete as directed.

- (h) **Crack filling:** All the cracks except hair line cracks, should be opened up with cutting machine in "V" shape, clean with wire brush and washed and then to be filled up by polymer modified cementitious repair mortar such as Epoxy Crack filler coat R 03 & 05 or equivalent make as per manufacturer specifications including cost of materials, labour, curing removal of debris etc complete as directed by the Engineer.
 - Specialized agencies / authorized applicators of Chemical / Membrane / Injection grouting/ other water proofing techniques
 - Terrace / basement / retaining wall/ RCC water tanks / toilet, bathrooms/ external wall waterproofing works



7.6 Supply & Installation of Modular kitchen

- i. Supply and installation of Kitchen Wall unit and Bottom Unit as specified.
- ii. Supply and installing the Kitchen Baskets as per the specifications.
- iii. Providing shutters to the existing RCC shelf.
- iv. Supply and installing the Foldable shelf as per the specification.
- v. The aforesaid work should match the looks and quality of the sample installed in flat.

General Conditions

1. Though mentioned above, the scope of the work is not limited strictly to the areas/units mentioned, but is required to be carried out at any other locations other than those mentioned above as directed by the CONSULTANT/NABARD Engineer in charge.
2. Supply of manpower with tools and tackles etc., along with supervision to carry out the miscellaneous job as directed by the CONSULTANT/NABARD Engineer in charge.
3. All the job given to the agency shall be taken up on priority basis without any delay by mobilizing all the resources immediately at site.
4. If the job is delayed beyond the given schedule, NABARD shall be at its discretion to execute job through any other suitable agency at the risk and cost of the original agency.
5. There may be other contractor working inside/outside the flats simultaneously for carrying out other works. Cooperation and coordination between the contractors shall be maintained during execution of the work.

7.7 Comprehensive Pest Control Treatment in Bank's Premises

1. Contractors 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 include chargers for removal of all the debris generated out of pest control works and cleaning the site thoroughly.
3. Quoted rates should be workable and should include incidental and all overheads and profits. Rates should also include for any additional materials required for satisfactory execution of the work even if the same are not included in the scope of work. The contractor may be asked to furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
4. Rates should exclude all Taxes (including service tax), Duties, Octroi, Levies, cess, surcharge, VAT, Wages as per Act etc. and should be firm for the entire Contract period on any account.
5. Materials used and the completed work should conform to the stipulations as in the relevant IS Codes (Latest edition)/BIS and CPWD specifications shall be followed as applicable. However, in the absence of the same, the decision of NABARD will be final.
6. Payment will be made in the case of Comprehensive maintenance **works of pest, rodent and mosquito control** as per the annual maintenance contract based on the bills submitted by the contractor and certified by the concerned Assistant Caretaker/Caretaker of the Bank to the effect that, the work was executed satisfactory. Deduction will be made on pro rata basis or as decided by NABARD from the quarterly bill (or any other bill) of the



contractor, if his service are found unsatisfactory.

7. Any discrepancy in settlement of bills may be brought to the notice of the Bank within a period of one month of after the settlement of the bills. The Bank will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
8. Income Tax, VAT and other taxes including cess and surcharge etc. as applicable will be deducted from total payment due to the Contractors.
9. In case of delay in attending the work in time, the Bank will be at liberty to get the work done through any other agency and the cost thereof shall be recovered from the AMC contractor.
10. The Contractor should have valid Registration Certificate and permission from the Authorities concerned for carrying on Pest Control Services and the workmen employed by the Contractor should also have experience in their trade. Xerox copy of the valid pest control operator license issued by the competent authority may be enclosed to the tender document.
11. **The contractor should also have valid license from the concerned authorities to sell, stock or distribute the Insecticides.**
12. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy) **in the name of NABARD** and his employees at his cost and should be responsible for the safety of persons, employed by him. The policy in original should be submitted to NABARD.
13. **The working hours to be observed by the contractors shall generally be 9 am to 6 pm.** However, in the case of emergency, work will have to be continued till the same is completed and for which no extra charges will be paid. The weekly off-day for the contractor's workmen shall be other than Saturdays, Sundays and holidays.
14. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
15. The Contractor shall comply will all applicable Act, Rules, Regulations and Law(s) for entering into Maintenance Contract and NABARD will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.
16. The Contractor shall also comply with the provisions of Contract, Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act 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 held responsible for any penalty on failure of compliance of any Labour Regulations, NABARD shall have the authority to inspect the Wage Register and physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with the Laws in vogue.
17. The Contractor will 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.
18. The Contractor shall obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
19. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet NABARD's Engineer / concerned Officer at least once in a month or as and when required by the Bank for which no extra payment will be made.
20. The contractor should arrange to issue photo identity card for his employees for which no



extra payment will be made.

21. The contractor shall be fully responsible and shall compensate the Bank in the event of any damage to men 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 workmen. The decision of the Bank in this regard shall be final and binding.
22. The Contractor should not employ any person who is prohibited by Law from being employed from fulfilling obligations under this contract.
23. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to the Bank 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.
24. In case of any default or failure on Contractor's part to comply with all / any one of the Terms/conditions, the bank reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
25. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.
26. The Contractor 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.
27. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially on working hours, entry of the workers to the premises, interpersonal relation with the staff members, occupants etc.
28. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of the Bank. The fees and other statutory charges, if any, will be reimbursed to the contractor based on the original receipts produced to the Bank.
29. The Contract can be terminated by NABARD on 1 month notice if services are found to unsatisfactory.
30. On site storage space will be provided to the Contractor subject to its availability. The Bank 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.
31. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any T & P materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, fix and maintain all the safety kits, T & P etc. at his cost during the execution of any work and remove them as soon as the work is completed.
32. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it.
33. Any defect which may appear within period of contract, even after completion of the work, should be rectified by the Contractor at his cost. If the treatment is found ineffective, the treatment will have to be carried out again, free of cost, to the satisfaction of the Bank.
34. Successful tenderers shall submit a Demand Draft amounting to 2 % of the annual contract amount (including EMD) drawn on any Nationalized / scheduled Bank payable at Guwahati in favour of NABARD towards security deposit. The security deposit will be retained with the Bank to be refunded without any interest, on completion of contract period.
35. All the pages of the Tender Document shall be signed by the Tenderer.



36. Bids are to be dropped in the tender box by hand only. Those submitted by unauthorized agents and FAX/Telex/Telegraphic bids shall not be entertained / considered. The Bank takes no responsibility for delay / loss in post or non-receipt of quotations / tender documents.
37. If last date of receipt of Tender / Quotation and opening date is a holiday then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.
38. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviated Tenders may be rejected without making any reference to the Tenderers.
39. The Tenders will be opened in the presence of such Tenderers or their authorized representatives who choose to be present.
40. No advance shall be paid towards mobilization and cost of materials.
41. 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.
42. The Contractor shall engage necessary qualified and experienced supervisory staff at his cost during the execution of the work for attending to day to day affairs.
43. Notwithstanding anything stated above, NABARD reserves the right to assess the Tender's capability to perform the contract, should the circumstances warrant such assessment in the overall interest of Bank.
44. The decision of NABARD in awarding the work shall be final and cannot be subjected to arbitration.
45. The Bank reserves the right to accept / negotiate /reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and undisputable.
46. The Bank also reserves the right of supersession of any of the conditions stipulated in the Tender Document.
47. No tenderer will be allowed to withdraw his tender during the validity period. Sub-letting of the contract is not permitted.
48. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.
49. When there is a difference between the rates in figures and in words the rates which corresponds to the amounts worked out by him, the following procedure shall be followed.
50. When the amount an item is not worked out by the Contractor or it doesn't correspond with the rates written either in figures or in words, then the quoted by the Contractor in words shall be taken as correct.
51. When the rate quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.



52. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor at his risk and cost and if necessary, through suitable Insurance cover.
53. The contractor will submit the details of the pesticides / chemicals used by them for the work in advance for our verification.
54. The workers employed by the contractor can use the common facilities such as drinking water, toilet, etc., if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic conditions.
55. The location and Scope of works is given hereunder:

Location of Work	Detailed Scope of Work
<p>1. Office Premises, NABARD, G.S. Road, Dispur, Guwahati- 781006</p>	<ol style="list-style-type: none"> 1. The Office building is having Ground Floor and 1st to 6th floor having left and right wings on each floor. The Officers Lounge and Staff Canteen along with Dining area and kitchen for each are located in 1st floor and Executive Lounge at 2nd Floor with Dining area and kitchen. Built up Area is 76500sq.ft. and Usable Carpet area is 6000 sq.ft. having six floors. 2. The Contractor has to treat all the areas inside the Office building, as necessary and / or as directed by the Bank for treatment of ants (red & black), mosquitoes, rodents, cockroaches, bugs, spiders, silver fish, wasp lizards, etc. so as to keep the premises free from the above. The treatment shall be with odourless and non required). The treatment shall be with odourless and non toxic gel) bait treatment (Combined with odourless spray where required). The treatment shall be as far as possible odourless, herbal and not harmful to human beings. 3. The snake, rodent control treatment should be carried out by trapping, poison baits, fumigation, etc. in and around the premises to keep it free of rats and snakes. If after treatment also, rodents and snakes are found, additional treatment shall be carried out without any extra payment. Rodent control should commence with strategic placement of bait and at suitable interval of time to bring the rodent population under control. Subsequently, periodic visits / treatments should be made by the contractor to continue baiting as per the specification and keep constant vigil on rodent population. 4. The Contractor has to put necessary chemicals inside the drains, damp areas, manholes, sewer lines, etc. regularly to destroy the mosquito breeding. 5. For termite treatment, the contractor shall inspect all the areas in the office building regularly and report to the office such locations where termite treatment is required to be carried out. Termite treatment work will be taken up as an extra item of work as and when required and should not be loaded in the AMC charges for the said comprehensive pest control treatment work. 6. The Treatment to be carried out in the Kitchen / Pantry of lounge, Canteen, officers' Lounge etc., on every week and all other areas on every fortnight and the Contractor has to get the Signature of the ACT /CT after the completion of the Weekly and Fortnightly treatment works as per the prescribed format and should submit along with the bill.



	<p>7. All chemicals used at the time of treatment shall be of reputed make and shall not contain any banned chemicals that are harmful to human health.</p> <p>8. The work may have to be carried out during holidays also and hence prior permission shall be obtained from the Bank for these works.</p>
<p>2. Staff Quarters at Plot No.3 and Plot No.4, Byelane No.2, Dilip Huzuri Path, Sarumatoria, Dispur, Guwahati-781006</p>	<p>I. Scope of work for Pest Control (Fortnightly) – External Areas in the staff quarters:</p> <p>1. The Contractor has to treat all the areas inside the Housing Complex, as necessary and/or as decided by NABARD for treatment of ants mosquitoes, rodents, cockroaches, bugs, spiders, silver fish, wasps, lizards, etc. so as to keep the premises free from pests.</p> <p>2. Snake, rodent control treatment should be carried out by trapping, poison baits, fumigation, etc., in and around the premises to keep it free of rats and snakes. The contractor has to treat the termite mounds with required pesticides/chemicals inside the premises to get rid of the snake menace. If after treatment also rodents/snakes are found, additional treatment shall be carried out without any extra payment. Rodent control should commence with strategic placement of bait and at suitable interval of time to bring the rodent population under control. Subsequently, periodic visits/treatments should be made by the Contractor to continue baiting as per the specification and keep constant vigil on rodent population.</p> <p>3. Contractor has to put necessary chemicals inside the drains, damp area, manholes, sewer lines etc., regularly to destroy the mosquito breeding, every fortnight or more frequently as required/directed by the Bank.</p> <p>4. Contractor has to get the Signature of the ACT / CT after completion of the Fortnightly Spraying works as per the format enclosed and should submit with the bill along with the Declaration given in the format.</p>

7.7.1 General Note:

Contractor has to get signature of the Caretaker / ACT in the prescribed formats after completing the work. In case of no signature against a work, payment shall not be done. If the signature is found to be forged / fabricated by the Contractor, suitable penal action shall be taken against the Contractor, which may lead to termination of the Contract.

7.7.2 DECLARATION BY THE CONTRACTOR:

We/I have read and understood all the instructions, terms and conditions and scope of work and we/I have taken into account the above Instructions, terms and conditions and scope of work while quoting the rates. We/I accept all the above Terms and Conditions without any reservation, in all respects.

Place :

Date :

Seal and Signature of the contractor



7.8 Annual Maintenance Contract for Landscaping & Gardening at Office Premises and Quarters Plot No.3 & Plot No.4, Sarumotoria, Guwahati-6

7.8.1 Landscaping and Gardening Work:

1. The skilled gardeners should attend to the work in two shifts and take proper care of gardens at NABARD Office Premises-G.S. Road, Dispur, Guwahati-781006 and residential quarters/SRAs at Plot No.3 & Plot No.2, Bye Lane No.2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-781006.
2. The contractor will provide services of experienced and skilled gardener to the above mentioned property.
3. In order to carry out his work smoothly/efficiently and to beautify the colony, the contractor will meet with the bank officers once in a week and make action plan for the future and the same will be executed/implemented. The estimated cost of the required material such as plants, manure, seeds, etc. and ensuring of its supply will be approved by the bank. Necessary information on the same will be imparted / promulgated by the bank.
4. If there be anticipated danger to plants from rats / pets the same is to be informed to the assistant caretaker and complaint is to be lodged in the register.
5. The working hours of the gardeners will include 01 hours for lunch. The gardeners will work in such a manner that all jobs are completed within the working hours. In case a job is pending and not completed within the working hours, the gardeners will work till completion of the job. No extra payment will be made for the extra working hours.
6. In case of emergencies, the gardeners will work till the emergency is met and not compensation will be made for the same.
7. All the gardeners appointed by the contractor will report to NABARD caretaker or a person nominated for the purpose on all working days.
8. The services of gardeners should be made available for other additional related and required work as per the bank's requirement.
9. Agreed cost will include wages, local travel charges, maintenance of office toolkits such as scissors, spade, shovel, trowel, vase, etc., contingencies, profit of the contractor, other incidental expenditures and wages on weekly holidays / leave.
10. The contractors are expected to look at the work place, analyse the nature of work and judge the volume of work by visiting the buildings on any working day to know the amount of work involved before submitting their bids.
11. The contractor, before signing the contract agreement, should meet the concerned officer to assess the situation.
12. The contractor will be responsible for observance of all legislative provisions, ESIC, Provident Funds, life / accidental insurance cover, licenses etc. in respect of all his subordinates/workers.
13. The loss of cost including injury to personnel during the course of work will not be borne by NABARD, but at the cost of the Contractor.
14. If required, the duty hours of the gardeners may be split by the bank into morning and evening.



15. All the payments/emoluments mentioned in the contract are subject to legislative laws, Income Tax, Service Tax and Work Contract Tax whatever is applicable from time to time.

16. The contractor will take part in the local gardening competition as may be decided by NABARD, if felt required, at least twice in a year for the colonies and the office.

17. Location and Requirement of Manpower to be deployed:-

Location	Number of Skilled Staff	Working Hours
a) Garden Caretaker in NABARD, Assam Regional Office Premises, G.S. Road, Dispur, Guwahati-781006	One Skilled Staff	09.30 AM to 05.30 PM including 1 hour lunch time.
b) Residential Quarters / SRAs at Plot No.3 & Plot No.4, Byelane No.2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-781006.	One Skilled Staff	08.30 AM to 04.30 PM including 1 hour lunch time.

7.8.2 Scope of Work:

- 1) The gardener will sprinkle water on the plants in the garden at regular interval as required.
- 2) The contractor will also ensure provision of indoor plants at the Entry door, SRAs and quarters. The gardener is required to remove the flowers/plants from their place and put them under the sun at fixed interval and then after that put them back in their respective places.
- 3) The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicide, sweeping and watering, etc. and patch work by planting the doh grass where dead.
- 4) The maintenance of trees, shrubs and creepers include the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water. The creepers across wall are to be provided support by rope and other trees and shrubs by bamboo sticks as required.
- 5) The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings/cuttings dead/up-rooted plants etc.
- 6) The curb stones along with roads and decorable pots in the campus shall be washed at least once a month.
- 7) The Potted Plants are to be maintained at least at the present level of maintenance in the building, both inside the Corridors on all floors and around the buildings.

7.8.3. Other Seasonal Maintenance:

- 1) Pruning, cutting and dressing bushes and plants: pruning should be done at regular intervals, strictly ensuring no damage to the beauty & aesthetics of the hedges & plants on all sides.
- 2) Mow and prune the grass everywhere whenever required or at-least once in a month by keeping in aesthetically decent.
- 3) Planting of seasonal flower plants like marigold, dahlia, zinnia, etc. in each of the three seasons in a year at the places as may be demanded and decided by Competent Authority.



- 4) Planting additional trees plant as may be indented by Competent Authority.
- 5) Add pots with plants as indented by the Competent Authority as and when necessary.
- 6) Burn the waste, dried leaves, mowed grass etc., once in a week only in the presence and at the direction of an authorised official of National Bank (NABARD), at the designated place without affecting the live trees in any manner whatsoever/without causing any damage/inconvenience to the NABARD or Public in the surroundings.
- 7) Apply Insecticides/Pesticides to control pests and cure the insect infections. Organic pesticides like Neem oil can be sprayed periodically to prevent & cure contamination.
- 8) Provide suitable and seasoned bio-manure/gobar/compost/fertile red soil to be plants as and when necessary or at-least twice a year. Vermi-culture may be done in the garden to make the soil more fertile.
- 9) Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good red soil and levelled.
- 10)The contract or shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above.
- 11) All garden tools will be brought and maintained by the contractor at his own cost without charging extra cost.

7.8.4. Workers Related Matters:

- 1) The workers should have experience of gardening/landscaping to perform their duties satisfactorily. They (i.e. gardeners/supervisors) should be skilled, trained, strong, healthy and medically fit, alert, polite, courteous and able to perform their duties diligently. The said workers should be properly dressed and disciplined. Any discourteous behaviour on their part may lead to termination of the contract.
- 2) In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever, they shall not disturb/cause inconvenience to the officials, participants, campus residents, any third party or their property in any case.
- 3) The Contractor shall adhere to the provisions of applicable labour laws such as Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948, Employees State Insurance Act, Equal Remuneration Act, 1970 and rules made thereunder. The contractor has to ensure that the payment of minimum wages is made as per Central Government / Assam Government notifications whichever is higher.
- 4) The Contractor shall, at his own expense, arrange to take and maintain till the end of the contract period in the name of Contractor, an Insurance Policy towards Workmen's Compensation from any Insurance Corporation for any bodily injury and / or death etc. of the persons engaged for the maintenance work. On renewal of the contract the insurance policy is to be also renewed.
- 5) The Contractor, on the request of the Competent Authority shall immediately dismiss from the work any of the Contractor's workers/gardeners or any person/s engaged by them to carry out the above jobs, who in the opinion of the Competent Authority, may be unsuitable or incompetent for the work entrusted. Further if any of the workers/gardeners commits any misconduct, such person/s shall not be employed again by the Contractor without the permission of the Competent Authority. Suitable replacement to be made immediately.



- 6) The Contractor shall not engage any person with a criminal record / conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.
- 7) The Contractor shall submit the photographs, names, address, phone numbers/contact numbers of the persons deployed to work in the garden.
- 8) Workers' register will have to be used at work site for garden workers attendance.
- 9) The contractor shall provide gum-boots and hand gloves to the workers/gardeners as a protective measure for safety of the workers. The contractor shall also provide rain protective gears to the workers/gardeners during rainy season.
- 10) NABARD, Assam RO, Guwahati shall not accept any claim in the event of any worker / gardener sustaining any injury, damage or loss to either person or property either inside or outside NABARD's premises. If any person engaged by contractor is injured or rendered partially/permanently disabled/indisposed due to any reason such as disease, accident, fire etc. during the working hours, it shall be the sole responsibility of the contractor to take care of the man to pay necessary compensation in respect of such personnel as per relevant labour laws including all medical expenses, legal expenses etc. and NABARD, Assam RO, Guwahati does not hold any responsibility in this regard whatsoever.

7.8.5 Penalties in case of violation of the contract

- 1) Contractor has to compensate NABARD, in case of any default for dereliction of duty on their part in any manner in adhering to the terms and conditions as agreed to, equivalent to amounts chargeable forgetting the job done from outsiders at piece meal rates plus the office overheads for the time and energy of various officials and staff as may be decided by the Competent Authority.
- 2) Penalty upto Rs.600/- will be imposed for the following lapses:
 - a) Non-watering/partial watering of plants on any day.
 - b) Unscrupulous cutting of trees / plants and allowing them to die.
 - c) Non-replacement of dead plants.
 - d) Inadequate care of any plant leading to emaciation.
 - e) Garbage disposal without conforming to NABARD's stipulations as above.
 - f) Not following the instructions given by the Competent Authority.
- 3) In case the services are not found satisfactory, the Competent Authority shall be at a liberty to withhold any payment/s that may be due to the Contractor or till such time, such services are rendered to the satisfaction of the Competent Authority.
- 4) The Contractor shall keep the NABARD indemnified fully and without limit against all costs, Claims, damages, expenses, fines, losses, liabilities and penalties including attorney's cost, expenses accruing, incurred or suffered by the NABARD directly or indirectly arising on account of:
 - a) Failure by the Contractor to perform any of the obligations under this contract, in accordance with the provisions of this contract;



b) Any claim from any statutory authority or workers of the Contractor with respect to their terms of services, arising in relation to non-compliance by the Contractor with any matter set out herein;

c) Any act of commission or omission, negligence, fraud, forgery, dishonestly, misconduct or violation of any of the terms and conditions of this contract by the Contractors / workers.

d) Any offence mentioned in the Indian Penal Code 1860 including theft, robbery, extortion, misappropriation and the like (and its subsequent amendments including ones taking effect even after the effective date), or accident in relation to any assets or properties or documents or instruments of the Contractors which are, or are deemed to be, in custody of the Contractors;

e) any adverse claim/s or whatsoever nature made on the NABARD; and

f) any act of the contractors' workers in any manner whatsoever.

- 5 In case of failure in executing any assigned work/supply and also in case of defective, untimely, delayed execution, the NABARD, Assam RO, Guwahati is authorized to assess them in pecuniary terms and deduct such amount from the proceeds payable to the contractor as is deemed fit by the Competent Authority.

7.8.6 General Note :

Contractor has to get signature of the Caretaker / ACT in the prescribed formats after completing the work. In case of no signature against a work, payment shall not be done. If the signature is found to be forged / fabricated by the Contractor, suitable penal action shall be taken against the Contractor, which may lead to termination of the Contract.

7.8.7 DECLARATION BY THE CONTRACTOR :

We/I have read and understood all the instructions, terms and conditions and scope of work and we/I have taken into account the above Instructions, terms and conditions and scope of work while quoting the rates. We/I accept all the above Terms and Conditions without any reservation, in all respects.

Place :

Date :

Seal and Signature of the contractor



7.9 Annual Maintenance and Cleaning of Water

7.9.1 Storage Tanks in NABARD's Premises:

- Cleaning and Disinfection of Water Storage Tanks (1) Staff Quarters at Plot.No-3 and Plot No.-4 Bye lane 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati – 781006 and (2) Office Premises at G.S.Road, Dispur, Guwahati – 781006.
- The General Scope of Works to be attended by the contractor are hereunder:

Sr.No.	Scope of Works	
1	Office Premises, G.S. Road, Dispur, Guwahati-781006	Staff Quarters / SRAs, Sarumotoria, Dispur, Guwahati-781006
2	(a) Capacity of the Underground Water Tank at Office Premise :100000 litres. (b) Capacity of the Overhead Water Tank in Office Premise : 20000 litres.	(a) Capacity of the Underground Water Tank at Plot No.3, Sarumotoria, Guwahati :50000 litres. (b) Capacity of the Overhead Water Tank at Plot no.3 Sarumotoria, Guwahati :10000 litres. (c) Capacity of the Underground Water Tank at Plot No.4, Sarumotoria, Guwahati :50000 litres. (d) Capacity of the Overhead Water Tank at Plot no.4 Sarumotoria, Guwahati :10000 litres. (i) Group 'B' Quarter=10000 litres. (ii) Group 'C' Quarter = 12000 litres.

- The underground as well as overhead water storage tanks in Office Premises and Quarters area shall be cleaned and disinfected once in every 6 months, preferably in October and March.
- The Cleaning and disinfection operations of both underground and overhead tanks shall be arranged in such a way so as to cause minimum disturbance to the water supply system.
- When cleaning works are to be taken up in the Bank's residential quarters, the residents shall be informed of cleaning operations well in advance so as to facilitate them to store water during the period of non – supply of piped water.

7.9.2 Specification for cleaning of water storage tanks are as under:

7.9.2.1 R.C.C. Tanks:

- Empty the water storage tank, thoroughly scrape all the side by means of sand scrapper, wire brushed and remove scales and encrustations and wash the tank with clean water. Again clean the tank by using coir brush and clean water. Empty the tank and allow ti to dry for an hour or so.
- Apply a coat of cement slurry mixed with 1/2 kg of Gur per bag of cement and “ CICO” No. 1 water proofing compound at the rate of 1 kg per bag of cement with paint brush and allow ti to dry.
- Before re-commissioning the tank, the same shall be sterilized with bleaching powder or Milton's solution as per the direction / advice / norms of the local Municipals / Health Authorities.

7.9.2.2 M.S./ Others Tanks:

- Empty the water storage tank, thoroughly scrap all the scales by suing a fine brass/ copper brush. Remove all scales encrustations and moss formation and wash the tank with clean water. Again clean the tank by washing paper and clean water. Empty the tank and allow it to dry.



(2) After the surface is completely dry, apply a coat of Anticorrosive Bitumastic paint (potable quality) on both interior as well as exterior surfaces of tank and allow it to dry properly.

(3) Before re-commissioning the tank, the same shall be sterilized as in case of R.C.C. Tanks.

7.9.2.3 PVC/HDPE/Plastic Tanks:

(1) Empty the water storage tank, thoroughly clean all the sides by using coir brush if necessary, by soap water, remove all encrustations / moss formations and wash the tank with clean water. Again clean the tank with water and allow it to dry.

(2) Before re-commissioning the tank, the same shall be sterilized as in case of other tanks.

7.9.2.4 Cleaning of Open Walls, Drainage, Water Supply Mains, Terraces and Uprooting of Trees from Pipe Line:

(1) Desilting / Cleaning of open wells shall be done once in a year when the water level reached lowest level in a dry season.

(2) Drainage system (external) shall be flushed / cleaned using profuse water under pressure once in 3 years to avoid blockages and a run of Bleaching Power solution be given.

(3) Water supply ring mains may also be flushed once in 3 years to remove the limes / scales in the pipes, wherever possible.

(4) Terraces, Sunshades, storm water drains, mouth of rain water pipe on terraces weep holes in the compound wall, etc. shall be cleaned well before the onset of monsoon to obviate blockage to free flow of rain water.

(5) The trees grown on pipe lines and different places at the outside of the building may be uprooted by calling quotations. After uprooting, the places may be cleaned and then appropriate amount of coal tar may be used so that the growth of the trees can be stopped in future.

7.9.2.5 The tender must refer all the other terms and conditions enumerated in the common terms & conditions indicated in these documents.

7.9.2.6 General Note:

Contractor has to get signature of the Caretaker / ACT in the prescribed formats after completing the work. In case of no signature against a work, payment shall not be done. If the signature is found to be forged / fabricated by the Contractor, suitable penal action shall be taken against the Contractor, which may lead to termination of the Contract.

7.9.2.7 DECLARATION BY THE CONTRACTOR:

We / I have read and understood all the instructions, terms and conditions and scope of work and we / I have taken into account the above Instructions, terms and conditions and scope of work while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Place:

Date:

Seal and Signature of the contractor



7.10 Housekeeping – Sweeping, Cleaning Related work

- 1) Sweeping Cleaning, Wet Cleaning , Mopping, etc. in (1) Staff Quarters/SRAs at Plot No.3 and Plot No.4, Bye lane 2, Dilip Huzuri Path, Sarumotoria, Dispur, Guwahati-781006 and (2) Office Premises including NABCONS Office at G.S. Road, Dispur, Guwahati-781006.
- 2) The General Scope of Works to be attended by the contractor are hereunder:

Sr.No.	Scope of Works	
	Office Premises including NABCONS OFFICE, G.S.Road, Dispur, Guwahati-781006	Staff Quarter / SRAs, Sarumotoria, Dispur, Guwahati-781006
1.	Sweeping, scrubbing, Wet Cleaning and Mopping of all staircases	Sweeping, scrubbing, Wet Cleaning and Mopping of all staircases
2.	Sweeping, Scrubbing, Wet Cleaning and Mopping of Common Area.	Sweeping, Scrubbing, Wet Cleaning and Mopping of Common Area.
3.	Removing of Cobwebs from the ceiling in all areas.	Removing of Cobwebs from the ceiling in all areas.
4.	Cleaning of the terrace, lift room, pump room, dispensary, common areas, Guard Rooms, Compound / Lawn, Pump House Roofs, parking area, vacant space, surrounding the building, common toilets, etc. and any other related fittings & fixtures inside the periphery of Office Premises.	Cleaning of the terrace, lift room, pump room, dispensary, common areas, Guard Rooms, Visiting Employees Flat (VEF) Compound / Lawn, Pump House Roofs, etc.
5.	Cleaning of choked pipes / drainage systems and to attend all incidental or related works on a minimum regular interval of once in a month.	Cleaning of choked pipes / drainage systems and to attend all incidental or related works on a minimum regular interval of once in a month.
6.	Removal of Office waste from Office Premises on a daily basis and keeping the same in the designated areas inside the compound for enabling removal of the same by agency employed by GMC. Timely removal of waste must be ensured by the contractor.	Removal of Household waste from the flat on a daily basis and keeping the same in the designated areas inside the compound for enabling removal of the same by agency employed by GMC. Timely removal of waste must be ensured by the contractor.

7.10.1 Part I: Cleaning of Open Spaces:

- (1) The Work should be carried out in such a way so as to maintain high standard aesthetic and hygienic conditions in the Office Premises and Colonies /Staff Quarters.
- (2) Daily sweeping & mopping of the common areas, staircase within the buildings, sweeping of the open spaces (including lawns & gardens), pathways, passages, stilts, parking areas, without any dirt or dust including unwanted material thrown by the residents. Any portion of the NABARD blocks falling under common area shall be considered for sweeping / cleaning as per the requirement.
- (3) Daily cleaning and mopping of Dispensary, ACT's room, Sports Club room, Security Guard rooms including fans, geysers, furniture, toilets, bathrooms, doors and windows, lights, etc. in these places.
- (4) Daily cleaning and mopping of the entrance passage (including letter boxes and name boards) at ground floor ,staircases and passages at all floors in all building (including



- granite / Tile cladding on the walls).
- (5) Daily cleaning of Lift cars with wet cloth and removal of dust etc. from the floor, walls and bottom channel of lift gates at each floor with brush, etc. Care should be taken that lift gates do not malfunction on account of presence of dust or similar material.
 - (6) Monthly cleaning of terraces, common area doors, Lift rooms & top of parapets by removing algae deposits, silt/dust, weeds, shrubs, etc. Special care should be taken during the rainy-season to avoid water logging on account of non-cleaning. The periodicity will not be considered as a constraint in these type of works.
 - (7) Periodic removal of plants / shrubs as and when required from the outer walls / parapet / chajjas, etc. of the buildings and preventive measures for stopping growth of such plants.
 - (8) Monthly sweeping, mopping and cleaning of all vacant flats. The same should be got certified by the CT.
 - (9) Monthly – Removal of cobwebs from the staircases, passages, cleaning of pipes / conduits, windows staircases, etc.
 - (10) Quarterly cleaning & washing of the paver blocks in common area so that the area is free from dust, algae deposits to avoid slippery surfaces, especially during rainy season using bleaching powder. Special attention should be given to the entrance areas all the time.
 - (11) Keep all the Open / Storm water drain / pipe clean, such that water flow is free without any blockage or stagnation.
 - (12) All other works relating to the maintenance including sweeping, washing and cleaning, etc. as NABARD may specify from time to time.

7.10.2 Part II : Special cleaning works in the flats:

- 1) Weekly – Cleaning of toilets and bathrooms including basins and glass louvers using cleaning material of good quality.
- 2) Monthly – Cleaning the kitchen platform including modular furniture and storages
- 3) Quarterly – Cleaning of ceiling fans, lighting fixtures, chandeliers, exhaust fans, geysers, glass mirrors, cupboards (outside), wooden windows and grills, etc. with soft cloth.
- 4) Quarterly – Cleaning of sliding windows (both from inner and outer side including jhoola if required), windowpanes, grills, balcony railings, doors, ventilators, name plates, sign boards and letter boxes.
- 5) Quarterly – Removing the cobwebs from the wall, ceiling, pelmet and inaccessible spots by broom etc.
- 6) Quarterly – Through sweeping, mopping and cleaning works in the flat after carrying out the above cleaning works.
- 7) Half Yearly - Cleaning of Mosquito nets / netlon / metal screens.
- 8) Yearly – Thorough sweeping, mopping & cleaning works in all the rooms in the flats.

7.10.3 Part – III Other Requirements for Sweeping, Cleaning related work:

- 1) The work shall be carried out in proper workmanship manner as directed by the Bank.
- 2) The Contractor has to take the signature of the residents as token for work done in their flat etc. all complete as directed. The work to be done in following type of flats (along with periodicity).
- 3) The cleaning equipment and materials for the work will be of good quality and should be used after approval by the Care Taker / designated official of NABARD.
- 4) The Contractor will provide sufficient number of supervisors to ensure proper and effective supervision.
- 5) Sufficient number of lady sweepers may be deployed for cleaning of flats / VEF of under exclusive use by ladies.
- 6) The Manpower provide by you should be available form 07:30 Hours to 17:30 Hours. While majority of manpower will be deployed up to the close of office i.e. 17:15 Hours, a few personnel should be available up to 17:30 Hours.



- 7) The deployment of manpower and their timing may be flexible and could be changed / increased depending upon the quantum of work and requirement of Bank.
- 8) The contractor will provide necessary substitutes in case of absentees.
- 9) The rate quoted by you for the house keeping work will include the cost of manpower (including supervisors), cost of equipment / machinery / tools and the cost of cleaning material required for cleaning of Office Premises and Staff Quarters / SRAs.
- 10) The cleaning material to be provide are:

1. Deodorized detergent for mopping	6. Harpic	12. Mops
2. Odonil / Deodorant	7. Colin	13. Buckets
3. Sanitary cubes	8. Brushes	14. Mugs
4. Soft and Hard Brooms	9. Liquid soaps	15. Phenyl
5. Dusters / Wipers	10. Toilet rolls / papers	
	11. Cleaning powder	

- 11) The aforesaid items used for cleaning will be of reputed brand like Hindustan Lever Ltd. Or equivalent as approved by NABARD.
- 12) The cleaning and maintenance should be of very standards.
- 13) All staff must be suitable trained with experience in a similar building to perform duties entrusted to them, and must be in proper uniform at all times.

7.10.4 Additional Terms & Conditions:

- 1) All replacements, fittings / fixtures, works, supply, etc., irrespective of cost per item as per schedule rates shall be done only with the concurrence / written permission of the NABARD's Officer / CT designated for this purpose by the bank.
- 2) For any breach of the aforesaid terms & conditions, NABARD shall be at liberty to terminate the contract summarily given on month notice and also without assigning any reason in writing and the contractor shall not be entitled to any compensation in the event of such termination. The agreement can be terminated by the contractor by giving three month notice.
- 3) Payment shall be made as per the schedule of rates for replacement of fittings / fixtures and repairs separately on monthly basis in addition to the usual service charges for Carpenter and Helper. The cost of materials used while executing repairing / replacement will be paid as per the approved rates. For this purpose, the contractor will provide the list of rates of various items for approval of NABARD.
- 4) AMC for maintenance works will be awarded on the basis of rates furnished to us for maintenance as well as supply of all replacements, fittings and fixtures. The rates will be approved on consultation with the contractor. These rates will hold good for entire period of contract. No request for enhancement in the approved rates will be entertained under any circumstances during the currency of contract.
- 5) Income tax, works contract tax and all other statutory deductions shall be made from the total payment due to the contractor.
- 6) No request for increase of rate shall be entertained by NABARD on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement.
- 7) The Compensation shall be payable to the contractor by NABARD within 15 days from rendered to the satisfaction of NABARD.
- 8) The Contractor shall comply with the payment of statutory taxes and municipal and other laws, obtain license, permission as required under the contract labour laws minimum wages, PF, ESIC etc. The Contractor shall indemnify and keep indemnified NABARD against any lapse on the contractor's part in complying with these conditions or any other statutory requirements in connection with the housekeeping works.
- 9) The party shall keep, at a conspicuous place in the said premises a complaint / suggestion register in which complaints and suggestions register shall be open to inspection by the Chief General Manager or any other officers of the Bank so deputed by him. The party



shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the Chief General Manage.

- 10) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank's furniture, fixture and fittings, other articles and any other bank's properties.
- 11) This contact shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.
- 12) If the Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. However, in normal course the agreement can be terminated by the party by giving three months' notice and by the Bank by giving one month's notice.
- 13) On the expiry of this agreement the party shall remove himself and his employees/ servants and agents from the premises and all articles belonging to him, or to his employees or agent.
- 14) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.
- 15) The Contractor should arrange to obtain necessary insurance cover (workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, engaged by him. In the event of any loss or injury to the personnel in employment with the contractors / sub- contractors, the Employee and the Contractor shall recover directly from the Insurance Company and ensure that payment of the same is made to the affected parties. The policy in original shall be deposited with the Employer.
- 16) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the contractor.
- 17) On the expiry of earlier termination of this agreement the contractor shall remove himself and his employees and agents from the premises and all articles belonging to him, or to his employees or agent.
- 18) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.
- 19) The agreement shall be executed in duplicate. NABARD shall retain the original and party the duplicate, Stamp duty on original and duplicate shall be borne by the contractor.

7.10.5 Declaration

I/ We have read and detailed scope of work of contact explicitly mentioned above and accept the same to execute the contract, if awarded.

Place:

Date:

Signature of Contractor Name

Designation

Seal of the firm



7.11 Specialized structural repair works

1. Conducting structural audit including detailed visual inspection and non-destructive test using digital rebound hammer in the buildings of staff quarters of NABARD located at locations mentioned below:

Sr. No.	Location	No. of Buildings/ Blocks	No. of floor/ flats
	Office Premises G S Road, Dispur, Guwahati 781006	One block, Built-up area -76,500 Sq. ft.	G+6 floors
	Staff Quarters (Plot no.-3 / Type- B) Swahid Dilip Huzuri Path Sarumotoria Dispur	One block, Built-up area – 14,752 Sq. ft.	G+5 floors 20 flats
	Staff Quarters (Plot no.-4 / Type- B) Swahid Dilip Huzuri Path Sarumotoria Dispur Guwahati- 781006	One block, Built-up area – 14,752 Sq. ft.	G+5 floors 20 flats
	Staff Quarters (Plot no.-4 / Type- C) Swahid Dilip Huzuri Path Sarumotoria, Dispur Guwahati- 781006	One block, Built-up area – 12,624 Sq. ft.	G+3 floors 24 flats

2. Tentative details for the number of test to be carried out

Sl. No	Name of Test	Office	Quarters (Plot no.- 3 / Type- B)	Quarters (Plot no.- 4 / Type- B)	Quarters (Plot no.- 4/ Type- C)
1	Re-bound Hammer test	150 set	100 set	100 set	100 set
2	Ultra sound pulse velocity test	150 set	100 set	100 set	100 set
3	Core test	30 No.	20 No.	20 No.	20 No.
4	Half-cell potential test	30 No.	20 No.	20 No.	20 No.
5	Carbonization test	30 No.	20 No.	20 No.	20 No.
6	Chemical test	30 No.	20 No.	20 No.	20 No.

3. Structural audit shall be carried out as a qualitative assessment in accordance with latest guidelines of BIS (Bureau of Indian Standards). Visual health inspection of

buildings covering internal, external and common areas using light tapping hammer, marking in floor plans all the visible defects, deterioration and quantification. Preliminary report after conducting visual inspection is to be submitted by incorporating the findings in the aforesaid locations.

4. Assessment of damages of RCC members through NDT (Non-destructive Testing) with calibration chart for the site, through rebound hammer test, Ultrasonic Pulse Velocity test, Half Cell Potential test, carbonation depth test, core test, chemical test etc, necessity of which will be decided after inspection. The numbers given in the price bid is tentative and NABARD reserves the right to increase and decrease the number of test as per the joint inspection carried out by the representative of the agency and the officer in-charge / Banks Engineer of NABARD.
5. Finding the probable causes of damages, seepage / leakages and status of external plumbing installations.
6. Preparation of detailed report based on visual inspection, NDT, suggesting/ phasing out priority wise repair/ remedial and retrofitting measures.
7. Preparation of detailed estimate for proposed structural repairs of specialized nature with BOQ (Bill of Quantities) along with the rate analysis for the item of works proposed to be carried out for rectification procedure.

8. Pre-repair Planning

- a. Evaluation of methodology and repair strategy.
- b. Detailed estimation of quantities.
- c. Estimated value of project and Bill of quantities (BOQ)
- d. Preparation of Tender Documents.
- e. Assistance for Short listing of qualified bidders.
- f. Assistance for Pre-qualification of tenders (Bidders).
- g. Assistance for scrutiny of tenders & comparative statement.
- h. Project planning, Bar-chart, progress report, alternate arrangement for support system, safety etc.

9. During Repair

- a. Supervision of the repair works as per the structural audit report including day-to-day supervision, assuming full responsibility of the repair works based on the structural audit report, joint measurement, certification of bill, preparation of rate analysis.
- b. Any other services incidental to or connected with the said works usually and normally rendered by the consultants but not referred to in any of the items referred above

10. Post Repair

- a. Preparation of Checklist and checking before handover of site
 - b. Checking of building support system restoration.
 - c. Submission of Structural Fitness Certificate to the authority and providing Virtual completion Certificate along with support to RO till the completion of DLP.
11. Site visit after completion of repair works
12. Issue a structural fitness certificate after the satisfactory completion of the retrofit and rehabilitation works.

All the above scope of work are acceptable to me/us.

7.12 Heating, Ventilation and Air Conditioning (HVAC) works:

- Repair/Service/Operation & Maintenance of Central AC Plant/ Package AC/AHU/Central Chilled Water Plant/AHU Motors/Ventilation system Pumps / Piping & Associated works, etc. including supply of spares.

7.13 Fire & safety works:

- Supply/Installation/repair/servicing of Firefighting & Protection System equipment and Repairs & maintenance of emergency/rescue equipment like Fire/Emergency Alarm System.

7.14 Security System cum surveillance system works:

- CCTV System
- Door frame metal detector system
- Hand held metal detector System
- Access Control System

7.15 Telecommunication and networking works:

- Supply, installation and maintenance of various Electrical, Electronics, Telecommunication and Electromechanical equipment including EPABX system, PA System, Office equipment like - Xerox, fax, LCD/DLP projectors, Stabilizers, franking, weighing machine, telephone instruments etc.

7.16 HT Installations:

- Supply/Repair/ Servicing/ Operation and Maintenance of 11 kV sub-station equipment including all types of Transformers, HT/LT Switchgears and other electrical installations



ANNEXURE - VIII

General Instructions to the applicants for Empanelment

- NABARD, Assam Regional Office, Guwahati intends to prepare a panel of reputed contractors for undertaking maintenance, supply, and repairs/ renovation/ maintenance work of the Bank's properties at Assam, Guwahati. These works (which are likely to be executed) will have estimated cost from up to Rs.50 lakh from the empanelled agencies.
- The Contractor for any particular work shall be selected from the respective panel of the Bank through competitive bidding.
- **Applicants are required to indicate on the top of the envelope the trade-code and category in which they desire empanelment as per list enclosed.**
- **The applicants can apply for one or more trades/categories of empanelment, which may be clearly mentioned in Annexure – V & VI of the application document.**
- Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed proforma in order to be considered for empanelment.
- While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.
- The vendor must have own adequate technical set-up in Guwahati so that complaint / work may be attended to on time.
- The vendor must have sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
- The Bank reserves the right to inspect the facilities of the vendor/contractor to verify the genuineness and to ensure the conformity with the details given in the bid.
- Information furnished in the proforma will be kept confidential.
- The application form and each part of the proforma viz. (i) Basic Information (ii) Previous Experience and (iii) Technical Personnel and Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.
- If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
- Applications containing false or inadequate information are liable for rejection.
- NABARD, Assam Regional Office, Guwahati reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Bank in regard to selection of Contractors for empanelment will be final and binding.

ANNEXURE IX
Basic Information

1	Trade(s) Applied for (Mention Trade code from Annexure-I)	
2	The category for which application is being made (please tick relevant category):	
	I. Upto Rs.5.00 lakh	
	II. From 5.00 Lakh to Rs.10.00 lakh	
	III. From 10.00 lakh to Rs.25.00 lakh	
	IV. From 25.00 lakh to Rs. 50.00 lakh	
3	Name of the Organisation	
4	Type of the Organisation (Whether Sole proprietorship, Partnership, Private Limited, Limited or Co-operative Body, etc.)	
5	Name of the Proprietor/Partners or Directors in the Organisation	1. 2. 3. 4.
6	(i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. Etc. (ii) Details of Labour License / Pest License / Electrical License etc. (if any) obtained from the Competent Authorities (a copy to be enclosed).	
7	Experience in maintenance/ repair works/ effecting supply etc. [In operation since (years)]	_____ Years
8	Details of Banker' Solvency Certificate (if any) & Name & Address of the Bankers	
9	Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body (copy of PAN to be attached)	
10	Details of Registrations, if any, with (i) GST (ii) Registration with ESIC (iii) Registration with EPFO Enclose copies of relevant documents	
11	Annual turnover during the last three years.	2023-24 Rs. 2022-23 Rs. 2021-22 Rs.
12	I. Registered Office address, II. Contact number (Landline & Mobile) III. Fax number	



	IV. E-mail id V. Website address (if any) VI. Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
14	Whether any technical personnel are employed in the Organisation and if so, give details of their experience, qualification, etc.	
15	Indicate if involved in any litigation at present in similar type of contracts:	
16	Any Civil suit arisen in the contracts of works executed. If any, please give brief details.	
17	Number of supplementary sheets attached to Annexure-III	

Place :

Date :

Signature of the Applicant

ANNEXURE X

Previous Experience

1. List of important similar works executed by the Organization during the last 5 years :

Name of the Work	Name and address of the owner (Govt. or Semi-Govt/ Bank/ Public /Private Sector organization)	Nature & type of Works (in brief)	Location	The name & full address/contract number of the Officer under whom the work was carried out	Amount tendered
1	2	3	4	5	6

Duration	Work completion details (If work was left incomplete, or contract was terminated by either side, Give details thereof).	
Stipulated time	Actual time taken	Actual cost of work
7	8	9

2. List of important similar works on hand each worth Rs. _____ lakh and above.

Name of the Work	Name of the owner (Govt. or Semi- Govt/ Bank/ Public Sector organisation)	Nature & type of Works (in brief)	Location	Amount tendered
1	2	3	4	5

Time stipulated for completion	Present stage of work
6	7

3. Number of supplementary sheets attached to Annexure-IV.

Place :
Date :

Signature of the Applicant



ANNEXURE XI

Technical and Skilled Personnel

1. Name and other details of Technical and skilled Personnel in your employment :

Name	Qualification	Experience	Name of work handled	No. of years employed in your organization	Value of works handled
1	2	3	4	5	6

1. Indicate the name of specific person who will be involved with the NABARD if empanelled.
2. Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the Organisation.
3. Submit list of Tools and Plant, Instruments, Machinery etc. which can be readily deployed on site.
4. Number of supplementary sheets attached to Annexure-III.

Place :

Date :

Signature of the Applicant



ANNEXURE XII

To be submitted on Contractor's Letter Head

No.

Date :

To

**The Chief General Manager
NABARD, Assam Regional Office
G S Road
Dispur, Guwahati – 781006.**

Dear Sir,

**Empanelment of Contractors / Service Providers for Repairs/
Renovation / Maintenance work in Office Building, Staff Quarters and VOF**

**(write name of the trades & code number under which the
applicant wants to be empanelled)**

1. With reference to your advertisement in the Newspaper on _____ for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under “ _____ ” (write name of the trade(s) under which the applicant wants to be empaneled) trade, Category __, in your organization.
2. I am / We are already registered with “ ” (write the name of Govt./ Semi Govt./ Govt. Undertakings with which the Applicant is registered) under class/categoryand the maximum financial limit under the said class/category is Rs _____ I am / We are enclosing a copy of the certificate to this effect issued by them. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.
3. I/We have read the instructions appended to the proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and NABARD, Assam Regional Office, Guwahati on the basis of the information given by me/us will be treated as invalid.
4. I/We agree that the decision of NABARD, Assam Regional Office, Guwahati in selection of the Contractors will be final and binding on me/us.
5. All the information furnished under Annexures is correct to the best of my/our knowledge.
6. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.



7. I / We, therefore, request you to kindly do the needful to empanel me / us under “___” (write name of the trade/s under which the applicant wants to be empaneled) trade/s/ category_____.

Thanking You

Yours faithfully

(Signature of
Authorized person on
behalf of the Firm /
Agency / Contractor)

with seal



ANNEXURE-XIII

Details of Bank Account

Name of Firm	
Name of Account Holder	
Address of firm	
Name of Bank Branch and Address	
Bank Code & Branch Code	
IFSC Code of Bank Branch	
Type of Account (Saving/Current / Cash Credit)	
Account Number	
PAN of firm	
GSTIN of the firm	

(A COPY OF CANCELLED CHEQUE UNDER WHICH ACCOUNT OF THE VENDOR IS OPERATED MUST BE ENCLOSED)