

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
Raipur**

QUOTATION FOR

**ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL
WORKS AT OFFICE PREMISES AT NAYA RAIPUR FOR THE YEAR 2019-20**

NAME OF THE TENDERER: _____

ADDRESS _____

CHECK LIST

Tenderers are requested to submit the following :

1. Copy of the registration certificate for the following (Strike out the option that is not applicable)

a)	ESI	:	
b)	EPF	:	
c)	GST	:	
d)	Income Tax	:	
e)	PAN No.	:	
f)	Sales Tax	:	
g)	Labour commission	:	

2. Contractor should follow C.L.(R & A) Act and Minimum Wages/labour Act. Contractor should indemnify NABARD for any liability arising out of operation of C.L.(R & A) Act and Minimum Wages/labour Act.
3. Relevant experience certificates
4. License from Competent Authority, wherever applicable.

The quotations are liable to be rejected if the above conditions are not complied with.

Place :

Date :

Name, Signature and Seal of the Contractor

FORM OF TENDER

Place:- Raipur

Date:-

The Chief General Manager

National Bank for Agriculture and Rural Development
Chhattisgarh Regional Office, 1st and 2nd floor, Pithalia Complex,
Fafadih Chowk, KK Road, Raipur-492007

Dear Sir

Having examined the Scope of work and the guidelines relating to ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS in Office Premises of National Bank for Agriculture and Rural Development (NABARD) at Sector-24, Naya Raipur, Chhattisgarh as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance in all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

Yours faithfully

Name and Signature of the tenderer

MEMORANDUM

(a) Description of work/s: ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT , Office Premises of NABARD at Sector-24,Naya Raipur.

(b) **Earnest Money : Rs 13000/-**

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

3. I/We have deposited a sum of Rs13000/- by DD No. dtd.....as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the National Bank for Agriculture and Rural Development. If my tender is accepted, this amount will be adjusted against security deposit which will be 5% of annual contract value and balance amount if any will be submitted by us. We also know that this amount does not carry any interest.

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorised to sign

OR

Names of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of authorised signatory

(Signature and addresses of witnesses)

AGREEMENT

This agreement made at Raipur this _____ day of _____ (in words) between the National Bank for Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Regional Office at Sector 24, Naya Raipur, herein after referred to as " NABARD' (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART

M/s _____ and having their place of business at _____ hereinafter referred to as ' the party' (which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the National Bank is desirous of outsourcing the work of ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES at Sector 24, Naya Raipur. (hereinafter referred to as the said premises)

AND WHEREAS the party has offered to undertake the work as per the scope of work and details indicated in the special instructions

AND WHEREAS the National Bank in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Electrical Maintenance work hereinafter set out.

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

PARTIES:-

NABARD hereby awards the work of ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES from to If the work rendered by you is satisfactory then the bank may at its own discretion extend the contract for a period of one year or more on the same terms and conditions.

2. As compensation for the work , the party shall be reimbursed an amount of Rs _____/(Rupees _____ only) per month Basic Rate plus taxes as applicable. These rates shall be firm rates. No request for increase of rates shall be entertained by the Bank on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement.

3. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

4. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages ,PF,ESIC etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party's part in complying with these conditions or any other statutory requirements in connection with the Electrical Maintenance work.

(b) The quality of maintenance work shall be of good standard subject to the satisfaction of Bank's engineer.

(c) The party shall keep, a complaint/ suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the Chief General Manager or any other officers of the 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 Bank 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 Bank.

(d) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank`s furniture, fixture and fittings and other articles.

(e) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(f) If the Bank so considers that the situation so warrants then it shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. **However, in normal course the agreement can be terminated by the party by giving three month's notice and by the Bank by giving one month`s notice.**

(g) On the expiry or earlier termination of this agreement the party shall remove himself and his employees/servants and agents from the premises and all articles belonging to him, or to his employees or agent.

(h) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.

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

IN WITNESS WHEREOF the National Bank has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and

the duplicate on the day/month and year first hereinabove written. Signed and delivered

by the within named National Bank

..... by

the hand of its authorised official

(Name and Designation) in

the presence of

(i) _____

(ii) _____

Signed and Delivered by Shri

In the presence of

(i) _____

(ii) _____

Schedule "A"

Terms & Conditions

1. The said Conditions and appendix thereto shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said Conditions.
2. The agreement and documents mentioned herein shall form the basis of this Contract.
3. This Contract is for ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES as per the rates accepted and the governing conditions.
4. The party shall make good any damages to the property, during and after the completion of the Contract.
5. All payments by the Bank under this contract will be made only at Raipur.
6. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Raipur and Courts in Raipur only shall have jurisdiction to determine the same.
7. That the several parts of this contract have been read by the party and fully understood by him.

1 Statutory Compliances

2.1 The Contractor shall be fully responsible and shall indemnify NABARD with suitable Insurance cover 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 NABARD in this regard shall be final and binding.

The Contractor should arrange to obtain necessary insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to NABARD immediately after award of work.

The **CAR** policies are required to be at least for 1.25 times of the contract value.

NABARD will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should take necessary Insurance cover at his cost for his persons employed at site. The contractor should arrange to obtain necessary insurance cover (Workmen compensation policy and Contractors All Risk Policy) for the work at his cost and should be responsible for the safety of persons, employed by him.

In case, no insurance policy is furnished before commencement of the work, NABARD will take the policy on behalf of the contractor and recover the amount of premium, interest on premium etc. from them. The decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific.

NABARD will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the contractor. No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NABARD's staff and his employees against accidents from any cause and he shall indemnify NABARD against any claims for damage on account of injury to person or property, resulting from any such accidents with necessary Insurance cover.

Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.

2.2 The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Minimum Wages Act, 1948 on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD.

2.3 The contractor will be responsible for timely payment (by 05th of succeeding month) its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc. in respect of the persons deployed by them in NABARD. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.

2.4 The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the Bank will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

2.5 The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at Bank's premises and payslips for respective payments are duly issued regularly. NABARD will ask for present/past payslips and payment records related to ESI/PF to be submitted along with the monthly bill. In extraordinary case of wages being disbursed in cash, the same may be done in the presence of authorized representative of NABARD as required as under relevant law.

2.6 The contractor shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/compensation /absorption /regularization of services under the

provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

2.7 The Contractor should have valid license relating to his Contract **as per the existing laws and the workmen** employed by the Contractor should also have the experience in their trade.

3. Staff to be deployed by contractor

3.1 The contractor shall always retain experienced staff at site at least to the extent of strength as given in Annexure III (scope of work).

3.2 The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations.

3.3 The workers / staff employed should wear colour code uniforms displaying contractor firm's name. The Contractor should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behavior / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on contractor. The contractor is also required to submit the list of workers with photo ID, educational qualification, address proof, etc. before deputing the workers. An attendance register shall be maintained at site indicating number of persons deployed for the inspection by NABARD officials/representative.

3.4 The contractor will provide uniform (dress, shoes etc.)to his/her staff deployed.

3.5 Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD in kind or cash will be viewed seriously and NABARD will have the right to levy damages or fine and / or even terminate the Contract forthwith, if necessary.

3.6 No additional payment shall be made if contractor keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.

3.7 The personnel deployed 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 condition.

3.8 Before deployment of staff, their bio-data/ competence shall be verified by the Bank's representative in the beginning of AMC as well as replacement the staff/labour. You will provide plumbers, carpenters and helpers whose identity is duly verified by the Police, to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.

4. Settlement of bills

4.1 Monthly/ Quarterly/ Periodical payments will be made in the case of AMC works based on the bills submitted by the Contractor and certified by the concerned ACT/Bank's representative to the effect that the works / complaints recorded in the registers/software are attended and rectified as per the scope of the work. The Contractor has to get the Signature of the ACT/CT (Assistant Caretaker/ Caretaker) after completion of the respective works on the formats enclosed/given for respective work and should submit all these with the bill.

4.2 Any discrepancy in settlement of bills may be brought to the notice of NABARD within a period of one month after the settlement of the Bills. NABARD will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.

4.3 Income Tax and other statutory deductions, as applicable, will be made from total payment due to the Contractors.

4.4 No advance shall be paid towards mobilisation and cost of materials etc.

4. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.

General Instructions to Party

Sealed Tenders, should be addressed by name to Chief General Manager, Chhattisgarh Regional Office, National Bank For Agriculture and Rural Development, 1st and 2nd floor Pithalia Complex, KK Road, Fafadih Chowk superscribed " ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES of National Bank for Agriculture and Rural Development (NABARD) at sector 24, Naya Raipur and should be submitted so as to reach not later than 17.01.2019, 5.45PM. The tenderers should clearly indicate on each copy of the tender, under the full signature, whether it is original or duplicate.

No tender will be received after 17.01.2019, 5.45 PM under any circumstances whatsoever.

Tenders will be **opened on** 18.01.2019 3.00 PM at his office by Chief General Manager, National Bank For Agriculture and Rural Development, or any other officer designated for this purpose by him in the presence of other officials and the tenderers or their representatives, should they choose to be present.

Tender shall remain open for acceptance by the Bank for a period of 3 Months from the date of opening the tender which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.

The tender forms should be filled in English and all entries must be made by hand and written in ink. If any of the above documents are missing or unsigned the tender may be considered invalid by the Bank at its discretion.

Rate should be quoted both in figures and words in the columns specified. In case of discrepancy rates in figures will be final. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after opening of the tender will be entertained.

Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General

Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.

The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender is liable to be rejected by the Bank.

The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

Intending tenderers shall pay an Earnest Money Deposit a sum of Rs13000/- by a Demand Draft drawn on a Schedule Bank which amount will be credited into the office of the National Bank For Agriculture and Rural Development. The Earnest Money Deposit will be returned to the unsuccessful tenderer if his tender is not accepted but without any interest.

Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or Bank Guarantee or insurance guarantee, cash or cheque.

The Earnest Money Deposit of Rs.13000/- paid by the successful tenderers shall be held by the National Bank for Agriculture and Rural Development as partial security deposit for the execution and due fulfillment of the contract for contract period.. No interest shall be paid on the said deposit.

The Earnest Money Deposit of the successful tenderer will be converted into the Security Deposit and retained with National Bank. The amount of Security Deposit to be maintained will be 5%of contract value and the difference in the amount with EMD should be deposited with the National Bank by a demand Draft from a Scheduled Bank prior to the signing of the agreement. All compensation or other sum of money payable by the party to the Bank under the terms of this contract may be deducted from his security deposit if the amount so permits and the party shall, unless such deposit has become otherwise payable, within 10 days after such deduction make good in cash the amount so deducted.

On receipt of intimation from the Bank of the acceptance of his/their tender the successful tenderer shall be bound to implement the contract within 14 days thereof. The successful tenderer shall sign an agreement in accordance with the draft agreement along with other terms and conditions of the tender document.

The party shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the party rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the party.

The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making the tender on entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.

The successful tenderer must co-operate with the other contractor appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

The Bank will provide water and power required for the work free of cost at suitable points. The party should ensure that the water and power facility provided by the Bank are not wasted.

The Earnest Money Deposit of the successful tenderer will be forfeited if he fails to comply with any condition of the contract.

I/We hereby declare that I/We have read and understood the above instructions for the guidance to tenderers.

Signature of Tenderer : _____

Address: _____

Date: _____

OTHER CONDITIONS OF THE CONTRACT

In Construing these Conditions, the Specifications, and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires. Interpretation Clause are as under :

"The Bank"	Shall mean National Bank for Agriculture and Rural Development and shall include its assigns and successors.
"The party"	Shall mean M/s _____ and shall include his/their legal representative, assigns or successors
"This Contract"	shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.
"Notice in Writing"	written notice shall mean a notice in writing, typed or printed charter sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known residential or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
"Act of Insolvency"	shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act, _____ or the Provincial Insolvency Act or any amendments/modifications thereto.
"The Works"	shall mean ELECTRICAL / ELECTROMECHANICAL WORKS AT OFFICE PREMISES as specified in the scope of work and special conditions, at Office Premises of National Bank for Agriculture and Rural Development (NABARD) at sector 24, Naya Raipur

Covenants made by the party.

1. The party shall conform to the provision of any Act of the Legislature relating to the works, and to the Regulation and Bye - Laws of any authority.
2. The party shall bring to the attention of the Bank all notices required by the said Acts, Regulations or Bye-laws to be given to any Authority and pay to such Authority, or to any Public Office all fees that may be properly chargeable in respect of the works, and lodged the receipts with the National Bank.
3. The party shall on request of the Bank immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank, be incompetent or misconduct's himself, and such person shall not be again employed on the work without the permission of the Bank.
4. The whole of the works included in the Contract shall be executed by the party and the party shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof or interest therein without the written consent of the Bank
5. The party shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.
6. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the party.

QUOTE
TO BE ENCLOSED WITH BID

No	Description	Details	One skilled	Two Skilled
A	Minimum wages as per Central Govt. rules inclusive of Special Allowance/ VDA			
B	EPF (Employer portion) %			
C	ESI contribution%			
D	Other statutory payments \$			
E	Sub-Total (A+B+C+D)			
F	Add Contractor's Profit, Overheads and eligible material cost for consumables, etc- Service Charges			
G	Total(E+F)			
H	GST			
I	Grand Total(G+I)			

Bidder may specify particulars of the other statutory payments, if any. If the bidder doesn't quote for the other statutory payments, then responsibility of such payments will be borne by the bidder himself and NABARD will not be responsible for the same and will not entertain any claims thereon in this regard.

Rates to include

- i. Minimum wages forSkilled and Unskilled worker.
- ii. Uniform for worker with firm's logo on it.
- iii. ESI/EPF account
- iv. Overhead and contractor's profit

Scope of work

NABARD, Chhattisgarh Regional Office, Raipur

Annual Maintenance Contract for Electrical / Electromechanical works at Office Building **Scope of work and Terms & Conditions**

- 1) The contractor shall provide the services of **Two electricians at Office Premises** having valid license and who will look after day to day complaint during the duty hours on all working days of the week and in Saturdays in the Office Building. The contractor shall arrange for all necessary tools, ladders, drilling machines etc., required for the quality maintenance of the work. The contractor shall provide necessary screws, batten clips, fuse wires, insulation tapes etc., required for the repair works within the quoted rates. The contractor shall also provide and maintain all required tools, tackles and measuring instruments at site at his own cost.
- 2) The Electrician shall attend the duty timings as decided by the Bank. He shall collect complaints from the Assistant care taker or from the complaint book and attend the same on the same day and in any case within next 48 hours
- 3) 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 Assistant Caretaker / Bank's Engineer. The complaints of complicated nature and beyond the scope of work shall be reported back immediately to Bank's Engineer.
- 4) 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, DG sets, 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 and solar panels.
- 5) The contractor shall make his own arrangement for providing substitute 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.
- 6) 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.
- 7) 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.**

- 8) The testing of electrical installations shall be carried out as per the instructions of the Technical Officer of the Bank.
- 9) 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 work with CSPDCL as and when necessary and required. No additional payment of any kind shall be made for such an eventuality.
- 10) Cost of items required to be replaced during the course of maintenance contract will be paid separately to the contractor on submission of bills. For this purpose, contractor shall furnish to us rates of normal / routine items which are required on day to day basis as per Annexure I. Spare parts replaced shall be of standard quality and manufactured by leading brands 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.
- 11) The work shall broadly include the following :
 - i. Maintenance of Electrical Installations including geysers, fans, tube lights, heaters, blowers etc The rates also include cleaning of fans, tube lights and other electrical installations on half yearly basis.
 - ii. Maintenance of Electrical Installations in Bank's Office Premises including lights in compound, pump house, staircases, computer centre, lifts, maintenance of DG SET etc. and maintenance of electric Sub-station which comprises of 11kv transformer, main panel, cables, indicator bulbs, ACB switches, lighting in sub-station including oiling, greasing, cleaning of HT OCB, transformer, main panel, cable alleys etc, oil level in HT OCB & transformer, maintaining a log book for maintenance operations (fortnightly basis) for each unit i.e. for cleaning, oil levels in OCB / transformer BDV, oil testing or from laboratory for its mandatory tests as per ISI standards etc. complete. The rate should include cost of changing minor parts viz. lubricants, nuts, bolts, cleaning materials, etc.
 - iii. Running and Operation of 250KVA Auto DG Set with AMF panel installed at Bank's Office Premises and maintenance of log book and works connected thereto.
 - iv. Running and Operation of Package Unit Air Conditioning system installed at Bank's Office Premises including maintenance of log book. The electrician/ wiremen posted at site should be capable of handling minor defects/ repairs in the microprocessor controller.
 - v. Maintenance of pump sets, with complete electrical installation including starters, switches, cables etc. installed in 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.

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

Award of work will be finalised on the basis of rates furnished for maintenance of electrical installations and supply of spare parts as per Schedule I & II.

- 12) All repair work to be attended on priority , maximum within three days from date of issue of work-slip for routine repairs and five days for major repairs. Sufficient quantity of spares , commonly issued materials should be stored at site by contractor for expeditiously attending of work. Delay in attending work beyond stipulated time will attract penalty of `100/- per day for complaint delayed.
- 13) Penalty clause : In case of absence of workers (minimum specified in the scope of work, the amount will be deducted as below :-
If the contractor fails to deploy the number of manpower as required under the agreement/ tender and such absence of manpower in each category of workmen exceeds 15% or more of total man days in a month, then a penalty of Rs. 650.00 per day shall be imposed on the contractor for all absent days including 15% of absences during the month. The amount of penalty shall be adjusted from the amount payable to the contractor and shall not be deducted by the contractor from the wages payable to workmen.
- 14) Payment for additional works and replacement/repair works not included in monthly maintenance charges shall be paid on the basis of current Rate Contract/Schedule of Rates (SR) as adopted by the Bank.
- 15) Payment for the additional/payable items, not covered as above, will be made as per Rate Analysis based on the market prices supported by documentary proof with 15% towards contractor's overhead profit plus applicable taxes, etc. as applicable or from the quoted rates of lowest tenderer who has executed similar work recently. The rates of the items will be finalized by NABARD.
- 16) Contractor shall follow the prescribed formats/procedures for receiving complaints , receiving the work slips duly sanctioned and preparation of bills etc. as stipulated by NABARD from time to time.
- 17) Contractor shall maintain a proper Record/ Register indicating reasons for not attending to any particular complaint within time schedule , failing which penalty as per Bank's decision shall be levied. The expected period of completion of the various items and the amount of deduction beyond that period for pending complaints will be as under:

Nature of work	Time of completion	Penalty for delay(per complaints per day)
Outside work where scaffolding is required	5 days	Rs.100.00
Outside work where no scaffolding is required	3 days	Rs.100.00
Internal work	2 days	Rs.50.00
Other work	2 days	Rs.50.00

Special Instructions

- 1) The contractor will provide sufficient manpower 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.
- 2) The contractor will provide sufficient number of supervisors to ensure proper and effective supervision.
- 3) The manpower provided by the contractor should be available as per the following time schedule.

Office Premises	Monday to Saturday	10.00 AM to 6.00 PM(with one hour lunch break)

The timings may be flexible and could be changed / increased depending upon the quantum of work and requirement of Bank.

- 4) The contractor will provide necessary substitutes in case of absentees.
- 5) **All the workmen deployed under the contract should have valid Identity Card issued by the Agency and should be in proper uniform having Agency/Firm/ Company's Name & Logo, embossed/embroidered on it.**
- 6) In case the employees deputed by the contractor are absent, contractor should ensure to provide substitutes for smooth conduct of work. **In case no substitute is provided by the contractor, no payment will be made for that day. The amount will be deducted on a pro-rata basis. In addition, a penalty of equal amount will also be imposed which will be deducted from the bills of the contractor.**
- 7) NABARD may conduct surprise checks regarding availability of staff of contractor. In case contractor's staff is found missing during these surprise checks, they will be treated absent for that day. In such a case action as indicated at sr. no. 5 above may be taken by NABARD.
- 8) All staff must be suitably trained and experienced to perform duties entrusted to them, and must be in proper uniform at all times.
- 9) In the event of contractor's staff not attending to a specific item of work required under the contract, pro-rata amount will be deducted from contractor's bills.
- 10) In the event of breach of the aforesaid Terms & Conditions, NABARD shall be at liberty to terminate the contract summarily giving one month notice in the event of which you shall not be entitled for any compensation whatsoever.
- 11) The contractor should issue photo ID cards to all his staff and ensure that they carry the same with them while on work.
- 12) The contractor will be responsible for compliance to all statutory provisions which may be applicable viz. ESIC, Provident Fund, minimum wages, accident / death insurance, license etc. for coverage of all the employees under his charge.

- 13) The contractor / electrician deputed by the contractor shall be holding a valid license from the Electricity Department.
- 14) All the payments under this contract shall be subject to deduction of applicable Taxes and remittance thereof to concerned Government Department by NABARD.
- 15) The contractor should submit a copy of PAN Card issued by the Income Tax Department.
- 16) The contractors should quote their rates **excluding** GST.
- 17) Contractors should specifically indicate in their quotations regarding applicability of Service Tax based on their Annual turn-over.
- 18) In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the matter shall be settled by arbitration in accordance with Indian Arbitration Act 1940, and any statutory modifications or reenactment thereof to the act in jurisdiction of Raipur court.

Place :

Date :

Signature and Seal of the
Contractor

Special terms & conditions

1. The Party shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract. The contract value quoted by the Party is inclusive of Employer's share of ESI & EPF contributions and no separate charges shall be payable by us on this account.

Monthly payment will be done on production of proof of payment towards ESI & EPF(counterfoils) & other documents such as registration number, photo card etc. As per requirements of Contract Labour (Regulation & Abolition) Act 1970 , the payment of wages to the employees to be made by the contractor in presence of official of NABARD who will sign the payment register.

2. The Party should ensure payments to the labourers as per latest minimum wages act and also payment to be disbursed to the contract labour and supervisor. The Party shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.
3. Mobile phone of the electricians deputed on site may be intimated to us.
4. The Party should provide 2 sets of uniforms of approved color and quality to the employees deployed for the job at NABARD and also one pair of safety shoes , every year at your own cost.
5. The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD/residents of the colony during execution of works . The Party would be responsible for the safety of persons employed by the Party as also the safety of employees of NABARD / residents of the colony.
6. The Party shall take all precautions to avoid accident and causes of accident. The Party must be careful regarding safety during working of the Party worker in the premises/colony.
7. NABARD shall not bear any responsibility in case of any accident to the Party worker in the premises/colony due to no fault of NABARD's working but merely due to negligence of the Party worker or lack of safety provided to them by you.The Agency should take proper work men's insurance before deploying them in NABARD Premises.

8. All the payment to worker should be made through banking channel.
9. All the bills are to be supported with:-
 - i) Copy of payment advice to worker.
 - ii) ESI/EPF Challan
10. -Worker without uniform will not be allowed to work and returned home without attendance

Format for quoting the rates (Price Bid)

Annual Maintenance Contracts for Civil, plumbing and carpentry Services at Bank's Office Building at Naya Raipur, Sector24 for the period fromto.....

Tender Ref No. :dated.....

Name of Agency :

<u>No</u>	Description of Work	Rate per month	Amount for one year
<u>1</u>	Executing electrical and electro mechanical works by keeping minimum 02 electricians as per requirements of the site on all days of a month with 01 weekly off from 10.00 AM to 6.00 PM with necessary tools inclusive of insurance cost etc. The contractor and his/her staff will coordinate with Asst. Care Taker (ACT)/ Caretaker of the Bank/Bank's Engineer for effective execution of the works.		
<u>2</u>	Total Rates quoted		
<u>3</u>	Total rates quoted (Amt. in words)		

Seal and signature of the contractor

Declaration by the Contractor

I / We have read and understood the Scope of Work, all terms and conditions and requirements of NABARD as detailed in this document for the Electrical and Electro Mechanical AMC works in the entire Office premises and I /We have taken into account the above while quoting the rates.

I / We accept all the above points (scope of work and terms & conditions of NABARD and other conditions of work as detailed in NIT, without any reservation from our / my side, in all respects.

Signature of Authorized Signatory

Name

Designation

Name of Organization

Address

Date

Seal

