



**Tender for Annual Maintenance
Contract services for Photocopier services, Fire-
fighting system**

**NABARD, Maharashtra Regional
Office, Pune**



**Maharashtra Regional Office
54, Wellesley Road, Shivaji Nagar, Pune - 411005**

Date of issue of tender document	30 May 2019
Pre Bid Meeting with bidders	7 June 2019 at 11.00 am
Due date for submission of tender	21 June 2019 by 2.00 pm
Date and time of opening technical bids	21 June 2019 at 3.00 pm
Issue and Opening of BOQ/ price bid	Will be communicated

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Part 1- Technical bid

1. NOTICE INVITING TENDER

Ref.No. NB.MRO.DPSP/ 1215 / AMC/ 2019 -20

30 May 2019

M/s

Dear Sir

Notice inviting tender – Annual Maintenance Contract for various services for NABARD, Maharashtra Regional Office, Pune

NABARD invites tenders for Annual Maintenance Contract (AMC) for various services to be provided at its following three locations:

- a. Maharashtra Regional Office, 54, Wellesley Road, Shivaji Nagar, Pune 411005.
- b. NABARD Officers Quarters, Narangi Baug Lane, 9A Boat Club Road, Pune-411001.
- c. NABARD Staff Quarters, Salisbury Park, Gultekdi, Pune-411037.

This NIT (tender document) can be downloaded from our website at <https://www.nabard.org/English/Tenders.aspx>. No separate hard copy of this tender shall be issued by NABARD.

2. This contract will be for the year 2019-20 and is renewable (One year at each time) for 2020-21 and 2021-22 subject to the satisfactory performance of the contractor during 2019-20 and other mutually agreed terms and conditions of the contract.
3. Following services are to be provided under AMC:
 - a. Photocopier services
 - b. Fire -fighting system

AMC Contract shall be done for individual service. Bidder may quote for any or all of the above services individually in the Price bid.

4. You are requested to submit your offer in sealed envelope for the aforesaid work(s) as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document.

5. Sealed Bids in TWO separate sealed Envelopes indicating clearly ‘Envelop - No.1 - Technical bid' and 'Envelope No.2 – Price bid', shall be submitted to CHIEF GENERAL MANAGER, NABARD, MAHARASHTRA REGIONAL OFFICE, 54, WELLESLEY ROAD, SHIVAJI NAGAR, PUNE – 411005 and Envelops should also be super scribed “Tender for Annual Maintenance Contract for Various Services for NABARD, Maharashtra Regional Office Pune.” Last date for the submission of tender is 21 June 2019 by 2.00 pm and the technical bids shall be opened on same day at 3.00pm in our office premises. Representatives of the bidders may be present during the tender opening process. Price bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.

6. Bidder shall submit earnest money deposit (EMD) as per the amount mentioned here:

Services	Estimated Annual Cost (Rs.)	EMD amount (Rs.)
1.Photocopier services	5,00,000.00	10,000.00
2.Fire fighting	2,00,000.00	10,000.00

Bidder has to submit separate EMDs, as per above table, individually for all the services out of the 04 services, for which he is applying. EMD amount shall be credited to our Current Account as per the details given below:-

Payee Name : NABARD

Current Account No : 062102000005654 Name of the Bank :
IDBI BANK LTD.

Address : Aundh Branch, Pune.

IFSC Code : IBKLO000062

Payment receipt shall be enclosed in envelope-1. The Quotation without EMD shall be rejected out rightly. No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be refunded after the successful completion of the work, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.

7. Envelope no. 1 shall contain:

- a) “Technical bid” of tender with every page signed and stamped.
- b) Payment Receipt of EMD submitted.
- c) List of services for which vendor has quoted its price.
- d) Power of attorney authorizing the person to sign the tender.

Envelope No.2 shall contain

- a. Price Bid.
 - b. Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
 - c. Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1. Price Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by NABARD and have complied with all the requirements in tender document.
6. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.
 7. A pre-bid meeting will be held at **NABARD, MAHARASHTRA REGIONAL OFFICE, 54 WELLESLEY ROAD, SHIVAJI NAGAR, PUNE – 411005 at 11.00 am on 7 June 2019** with the prospective bidders, to clarify any issues pertaining to the tender. The bidders are expected to thoroughly read the tender document before being present for the pre-bid meeting, so as to understand all aspects of the work.
 8. The bids shall remain valid and open for acceptance for 03 months from the date of opening of Envelope No.1. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
 9. The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.
 10. The tender document must be filled in English. If any of the documents are missing or unsigned in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender will be rejected.

11. The tender may be rejected if any bidder proposes any deviation from the prescribed requirement NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
13. Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any , conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the NABARD in any circumstances.
14. NABARD does not bind itself to accept the lowest or any tender at all. NABARD also reserves the right to negotiate or partly accept any tender or all tenders received without assigning any reasons thereof.
15. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to CHIEF GENERAL
MANAGER, NABARD, MAHARASHTRA REGIONAL OFFICE, 54 WELLESLEY ROAD,
SHIVAJI NAGAR, PUNE, 411005 who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the last date of submission of the tender.
16. NABARD also reserves the right to divide and distribute the work to more than one tenderer at its sole discretion.
17. The successful bidder(s) shall execute an agreement at its own cost on non-judicial stamp paper of Rs.500/- with NABARD in accordance with the standard format provided by NABARD within 10 days from date of issue of work order.



18. For any clarification you may please contact Shri D. S. Sonawane (Manager) at 02025500109.

Sd/-

(U. D. Shirsalkar)
Chief General Manager

2. FORM OF TENDER

The Chief General Manager

National Bank for Agriculture and Rural Development

Maharashtra Regional Office

54, Wellesley Road, Shivaji Nagar

Pune - 411005

Dear Sir/Madam

Notice inviting tender – Annual Maintenance Contract for various services for NABARD, Maharashtra Regional Office, Pune

- 1 I / We have examined the Scope of Works, Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you and are submitting our offer for the following services:
 - a. _____
 - b. _____
 - c. _____ etc.
- 2 I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
- 3 I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
- 4 In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with NABARD as per the prescribed format.
- 5 I/ We agree to pay all applicable Government Taxes prevailing from time to time.



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

- 7 Should this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Name of the person authorized to sign and submit the Tender

I).....

II).....

Yours faithfully

Place

Date

Signature

Seal

3. PRE-QUALIFICATION CRITERIA

Service wise Minimum Eligibility Criteria for pre-qualification of tenderers is as follows:

The Bidding Firm/Company:-

1. Should have experience during the last 05 years of experience in the respective field(s) individually in which bidder is quoting.
2. Should have successfully completed or currently providing services in last 05 Year, in the respective field individually, in which bidder is participating, for government buildings, Banks/FIs premises, reputed private organizations etc:
 - i. Three similar works whose value is not less 40% each of the estimated annual cost mentioned in Table 1 below or
 - ii. Two similar works whose individual value is not less than 50% each of the estimated annual cost mentioned in Table 1 below or
 - iii. One similar work whose value is not less than 80% of the estimated annual cost mentioned in Table 1 below

Services	Estimated Annual Cost (Rs.)
1. Photocopier services	5,00,000.00
2. Fire fighting	2,00,000.00

3. Work/Purchase orders and Completion certificates issued by the client should be enclosed and need to be produced before NABARD, whenever called for verification purposes.
4. Should have annual turnover of at least 30% of the estimated annual cost (mentioned in Table 1 above) individually in the last three years in the each of the respective field in which the bidder is participating.
5. Should submit audited balance sheets / P&L account and Income Tax Return certificates for the last 3 financial years.
6. Should submit list of all tools and plants and Technical personnel employed.

Note: Any false and/or inadequate information may result in rejection of the tender.

4. GENERAL CONDITIONS OF THE CONTRACT

1. Tenderers are advised to visit the sites and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable, reasonable and should include incidental and all overheads and profits. The Tenderer will furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
3. Materials used should conform to relevant BIS Codes. BIS and CPWD Specifications and method of measurements shall be followed as applicable. However, in the absence of the same, the decision of NABARD will be final.
4. **Monthly/ Quarterly/ Periodical** payments will be made based on the bills submitted by the Contractor and certified by the concerned ACT/Site Supervisor 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.
5. 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.
6. Income Tax, GST-TDS and other taxes, as applicable, will be deducted from total payment due to the Contractors.
7. All works, complaints / instructions given by the respective authorities covered under the Annual Maintenance Contract are to be attended on the same day. In case of delay in attending the work in time, NABARD will be at liberty to get the work done through any other agency and the cost therefor shall be recovered from the Contractor at the discretion of NABARD.

8. If any work or material used at site is found to be unsound, imperfect or inferior from what is specified in the contract, the Contractor shall be advised to rectify or re-execute the work or remove the material as the case may be, within a reasonable time depending upon the nature of work. If the Contractor fails to do so, the work shall be got redone or rectified or the material replaced through any other agency at the risk and cost of the Contractor.
9. 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.
10. The Contractor should arrange to obtain necessary **insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (CAR 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 1.25 times of the contract value.
11. 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.
12. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Central Government **Minimum Wages Act, 1948** (amended time to time) 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. Contractor shall indemnify NABARD for this. Contractor shall present the proof of the same along with the bill.
13. The contractor will be responsible and ensure timely payment to 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 and under intimation/in the presence of NABARD officer. 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.

14. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules. 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.

The following requisites are to be fulfilled by the contractor:

- a. Time schedule of works.
- b. Presence of required number of the persons at the site as per contract.
- c. Maintain desired quality of the work as per specification

The penalties for not complying with the above are indicated in Special Conditions of contract.

15. 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.

16. The Contractor shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. NABARD shall not be responsible for any penalty on failure on the part of contractor to comply with any Labour Regulations. The contractor shall maintain attendance register of his staff employed at various sites and wage register for payment (at least minimum wages as per Center or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations. The contractor shall submit the monthly payment records to the staff employed by him.
17. **The contractor shall ensure that the payment is regularly credited to the bank account of the individual labour employed at Bank's premises and pay slips for respective payments are duly issued regularly. NABARD will ask for present/past pay slips 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.
18. The manpower deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NABARD. Necessary grooming should be done by the contractor before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously.
19. 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.
20. The Contractor or his authorised representative should visit the site as per requirement and meet NABARD's Engineer with prior appointment for any clarifications and to receive instructions, etc. at the site.
21. The Contractor's workmen should report to ACT/ Site supervisor as per timings mentioned elsewhere in this document.

22. 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.
23. 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.
24. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep NABARD indemnified against all claims whatsoever in respect of the manpower deployed by it in NABARD. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case NABARD or its employee is made party and is supposed to contest the case, NABARD will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to NABARD or any person authorized by NABARD, on demand. Further, the contractor will ensure that no financial or any other liability comes to NABARD or its employee in this respect of any nature whatsoever and shall keep NABARD or any employee of NABARD indemnified in this respect.
- a. For any dispute, the decision of NABARD shall be final and binding upon the contractor. However, any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled through court of law in Pune.

25. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
26. 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.
27. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.
28. The contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Contractor should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the NABARD. The Contractor shall assist the NABARD fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to the NABARD.
29. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside NABARD's residential/Office premises.
30. The engaged staff shall also undertake other specific work related with/without housekeeping works and other works during working hours as per instruction of ACT/Engineer, if required.
31. **Termination of agreement:** "If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a **notice period of 30 days**, to improve his services. If the contractor fails to improve his services within the Notice period, NABARD shall have the discretion to terminate the contract either in part or in whole, on any day after the expiry of the said notice period if

- a. in the opinion of the Bank (which shall not be called in question by the contractor and shall be binding on the contractor) the contractor fails or refuses to implement this agreement to the Bank's satisfaction and/or
 - b. the contractor commits a breach of any terms and conditions of this agreement and/or
 - c. the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or
 - d. for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or
 - e. There is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.
32. In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation, damages or otherwise.
33. In case the Contractor desires to terminate the Contract, he may do so by giving the Bank a notice period of one month.
34. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of the NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.
35. The Contractor shall provide all necessary Tools & Plants materials or any other equipment, materials, labour, etc. and no payment in this regard will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P,

etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to NABARD's property.

36. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD. But he can engage various licensed agencies/agencies for carrying out different works.
37. While submitting the monthly bill for AMC, the contractors have to submit all the required documents / statements as desired by NABARD. Contractor will not link payments to his labours with the settlement of his bill by NABARD.
38. It is the contractor's responsibility to coordinate with other service providers viz. companies, municipality etc. for completion of the work, if required and attending to the work along with liaisoning with local bodies including making payments to statutory bodies. Bank shall reimburse the payments for such works on production of valid receipts. No other charges for such works shall be payable.

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

Signature of the Tenderer:

Name and Seal:

Place :

Date :

Address :

5. SPECIAL CONDITIONS OF THE CONTRACT

1. If a bidder / tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.
2. NABARD does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by NABARD. If required, NABARD may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and tenderer/bidder shall have to furnish Rate Analysis for the scrutiny of rates by NABARD within stipulated time. NABARD reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.”
3. The appointed contractor is required to generate End of the Day (EoD) reports on status of works, labour deployed, etc. to the concerned officer of the Bank.
4. Contractor shall follow the prescribed formats/procedures for official documentation like registers, etc. as stipulated by NABARD from time to time.
5. Contractor shall maintain **job cards** and a proper Record/Register indicating reasons for not attending to any particular work time schedule. The periodicity and expected schedules are given in the scope of work. Time is the essence of the contract and for any pending/incomplete work as well as for any substandard work, the amount of deduction/penalty per week shall be calculated at 0.25% of the accepted tender amount, subject to a maximum of 5% of the accepted tender amount. The responsibility of engaging and maintaining adequate/sanctioned strength of workers lies with the Contractor in view of timely attention and completion of the routine works within the given time frame. In case of non-attendance or non-timely attendance or non-timely completion or below-standard carrying out of any work by the contractor, the Bank shall get the work satisfactorily carried out through its other agencies at the risk and cost of the contractor. Apart from making payments to the said other agencies from the dues of the contractor, the Bank shall also levy a penalty as above.
6. In case of emergency work, no extra payment for working in odd hour will be made.

7. The property will be handed over to the Contractor on 'as is where is' basis and the contractor shall ensure proper service to a reasonably satisfactory level.
8. NABARD reserves to change scope of work or the number of labours during the contract period.

Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions for the Photocopier services, Fire-fighting system AMC works in the entire Office premises / Colony (both inside and outside) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Further, we / I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Sign

Date & Place

Address

6. Scope of Work

1. Photocopier services

- a. Services shall include photocopying, spiral binding etc.
- b. You will install at your cost a high speed photocopying machine in our office premises.
- c. Bank will provide you the space and power supply at free of cost, while cost towards labour, Paper (standard quality Xerox paper (A4, A3) not less than 75 gsm), maintenance, repair and other consumables viz. ink, drum etc. will be borne by you. The job will have to be done at our office premises at 54, Wellesley Road, Shivajinagar, Pune 411 005 at your cost during office hours 9.30 hrs. to 18.00 hrs. with provision of lunch break for operator from 13.30 hrs. to 14.00 hrs.
- d. The services will be provided by you during office hours viz. 10.00 A.M. to 05.45 p.m. from Monday to Friday (except bank holidays) for day to day stray Xeroxing of documents, while for bulk Xeroxing of documents the work may be completed and submitted on following day or as per required time lines.
- e. The persons deputed by you to our office premises to carry out the work shall be well disciplined and maintain proper decorum in our office premises. Periodical rotation of the operator is to be ensured. His identity, background check details etc. shall be furnished as per the Bank's requirements.
- f. All work has to be done in strict confidence and utmost secrecy has to be maintained in regard to the matter given for Xeroxing and also regarding any affairs relating to the Bank.
- g. The operator deputed by you shall have to maintain a register for the purpose to be certified by the Bank's official on a day to day basis to enable settlement of bill on monthly basis.
- h. Your agency has to give uninterrupted service by way of providing substitute arrangement whenever necessary.
- i. In case of office exigencies your operator may require to sit late or come early or come even on holidays at times of exigencies, for which no additional charges levied by you.
- j. The payment will be made on monthly basis as per meter reading of machine and also for any extra work done at the premises of the contractor as required.

2. Fire Safety

1. Work Details are as under:

- a. The contractor shall be looking after and providing services for the annual maintenance contract of firefighting system including fire extinguishers etc. at "NABARD 54 Wellesley Road, Pune and 02 Residential Colonies of the Bank and keep the system upto date and operational all the time. The contractor should follow the instructions given by the concerned officer-in-charge/P&SO of Bank.
- b. The contractor shall arrange to operate the system once in a month regularly by checking all valves and joints and arrange to organize a mock drill once in a quarter. He should also make arrangement to train the office staff, security personal, other contract staff as well as electrician, regarding operation of system at the time of emergency.

2. Building Details:

No. of floors at office premises: Ground plus Four Floors situated at 54, Wellesley Road, Pune.

Boat Club Road Qtrs, Pune: 4 Buildings with Ground plus Three Floors.

Salisbury Park Qtrs, Pune: Ground + Four Floors.

Fire Protection System: Fire Extinguishers.

3. Equipments/ systems covered under the scope of works:

1. Fire Extinguishers:

Portable fire extinguishers to combat small fire in the initial/ incipient stage have been provided at various locations inside / outside the buildings.

Charges for refilling and hydraulic testing of fire extinguishers for annual servicing in your scope of work. No. and type of extinguishers is as under:

Location	Type of extinguishers	No. of extinguishers
1. Office remises	4kg dry chemical powder, ABC Type	52
	4kg Clean agent	01
2. Boat Club road	4kg dry chemical powder, ABC Type	24
3. Salisbury Park	4kg dry chemical powder, ABC Type	48

4. **RECORDS:** Contractor shall keep record of installed equipments. Inventory /materials and housekeeping of items/ equipments and store, contractor shall ensure that log report of all the works / jobs carried out and the performance / inspection reports by the persons deployed for the purpose of this contract is maintained at the premises of the Bank. This log report should be checked and counter signed by the contractor on a monthly basis and produces before the officer-in-charge/P&SO of the

Bank, whenever asked to do so. A monthly report of all the works / jobs carried out (preventive and breakdown maintenance jobs carried out) during the month should accompany the quarterly bill. Bills without this monthly report will not be entertained. The stationary required for maintaining these work records (inventory and log reports) will be provided by the contractor.

5. Tools Equipments and Uniforms

(a) Successful tenderer shall make available at site the requisite bare minimum tools. (b) Successful tenderer shall make available at site any tools and tackles including safety equipment's required to work with electricity, fire, refrigerant, gases under pressure, places at any height, depth, above false ceiling and in ducts and electrical safety equipment's and safety belts, helmets, shoes, rain / water protection equipment's etc. which may be required for the purpose of any job at no additional charge.

(c) The tenderer will provide identity Card to the person deployed by him for contract period.

The Bank will not be responsible for maintenance of the uniforms. In absence of these documents the bill could be withheld.

6.1 Bank will provide water and electricity for carrying out activities for this contract.

MAINTENANCE SCHEDULE

1. FIRE EXTINGUISHERS

A) Dry chemical powder extinguisher (Monthly)

Routine – Monthly

- i) Clean the body.
- ii) Clean and polish brass parts with metal polish.
- iii) Check nozzle and vent holes in the cap. iv)
Clean spring loaded piercer.

Quarterly

- i) Ensure that sealing disc is intact.
- ii) Check piercing mechanism for its proper working. iii) Replace the cartridge if there is a loss of more than 10% of its Contents. iv) Check the nozzle and clean it, if clogged.
- v) Remove the water, clean the body internally and refill it with clean fresh water.

Annually

- i) The extinguishers shall be subjected to Pressure Test. The Extinguishers shall be subjected to a gradually increased Pressure of 17.5 kg/cm and it shall withstand this pressure for 2 minutes.

And other necessary checks are also as under:

Routine - Monthly

- i) Check and lightly grease the threads in the cap. ii) Check vent holes and clean them, if necessary. iii) Check the nozzle for clogging.
- iv) Check the rubber hose if provided and apply French chalk powder externally. v) Check the washer in the cap.
- vi) Check and weigh the cartridge. If the weight is reduced by More than 10%, the cartridge shall be replaced. vii) Check the powder for caking for granulation.
- viii) Clean and polish the body with wax polish.

Annually

- i) Discharge Test once in a Year. If any of these extinguishers are found to be leaking, all the remaining extinguishers shall be subjected to Pressure Test. The extinguishers with, rusted body shall be subjected to the Pressure Test, without going in for the Discharge Test. During the Discharge Test, extinguisher shall expel 80% of its contents within 23 to 30 seconds and the jet shall project to a distance of 5 to 7.5 mts. All the extinguisher bodies to be subjected to a gradually increased pressure of 31.5 kgs./cm upto 2 minutes.

B) Carbon Dioxide Extinguisher (Monthly)

Routine - Monthly

- i) Clean the body, horn and its accessories.

Quarterly

- i) Weigh the extinguisher. If the weight of the contents is reduced by more than 10%, it shall be sent for recharging. ii) Clean and polish the body with wax polish.

iii) Check tube, horn, joints, locking pins. Apply French chalk powder for the tube externally.

Whenever the extinguisher is sent for recharging, it shall be ensured that the same is Pressure Tested by the gas recharging company.

7. Proforma for electronic payment



Annexure – PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/ service providers for effecting payment through ECS (e-payments)

Name and address of contractors/ service providers with phone nos.

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1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account number	
5	RTGS/ NEFT/ IFS Code	
6	Type of account (Savings, current, etc.)	
7	PAN Number	
8	VAT Number	
9	SERVICE TAX Number	

Signature

Please attach (1) a photocopy of one cancelled cheque leaf of the above Bank account and (2) copy of PAN card

8. Basic Information about Bidder

Sr. No.	Particulars	Details
1	Name of the Applicant/Organisation and address of their registered office	
2	Type of the Organisation (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc)	
3	Name of the Proprietor/Partners/Directors of the Organisation/Firm.	(a) (b) (c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm	
5	Experience in the field of Building Renovation works (Years)	
6	Technical personnel available in the organization (Details to be furnished in Part III)	
7	Address of office through which the proposed work of National Bank for Agriculture and Rural Development will be handled and the name and designation of the Officer-in-Charge	
8	Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached)	
9	Details of factory and its location, machinery, Technical Personnel employed	Attach a separate sheet
10	Yearly turnover of the company during last 3 years (Year-wise) – Attach balance sheet/P&L a/c statement and IT returns of the firm of last three years.	

11	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation	
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9. Work Experience

a) Previous Experience

List of important works done in last five years (as per the pre qualification criteria mentioned in this tender)

Sr. No.	Name & Location of work	Cost of work	Name of owner	Full address	Name of the contact person from owner's side for whome work was executed	Contact no. of the contact person of the owner (Mandatory)	Email id of the contact person (Mandatory)	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant information
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12

Note:- The supporting documents like experience certificate, completion certificate shall be enclosed mandatorily.



b) Ongoing Projects

List of important works on Hand.

Sr. No.	Name of work	Location of work	Name of owner	Full address	Name of the contact person from owner's side for whom work was executed	Phone no. of the contact person (Mandator y)	Email id of the contact person (Manda tory)	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant information
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12

Signature and Seal of the Tenderer

c) List of available Tools, Plants, available Machineries, Equipment, etc.

Sr. No.	Name of Tools/ Plant/Machinery/Equip- ment and Accessories	Total No. of units/sq.mt.	No. of units/sq.mt. can be spared for the proposed work

d) Technical personnel and special experience

a). List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

Sr. No.	Name	Age	Qualifications	Work experience	Nature of works handled

Signature and Seal of the Tenderer

**10. AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF
RS.100/-DULY NOTARIZED**

DECLARATION

I, _____ sole proprietor/partner/authorized
signatory of M/s. _____ sole
proprietorship/partnership firm/public/private limited company , having its principal place of
business/ registered office at.....(Full Address) do hereby

solemnly affirm and declare as under:-

That I am the sole proprietor of M/s _____

Or

That ours is partnership firm having partners as under:-

Full Name of partners.

(a)

(b)

(c)

(d)

Or

That ours is a private limited/public limited company incorporated in terms of the provisions of
the Companies Act,1956/Companies Act,2013.

(Delete which is not applicable while typing affidavit)

If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is
to be enclosed, if private limited/public limited company, Certificate of incorporation and



Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. depts. from participating in the tender as on date.

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Signature and Seal of the bidder

Signature and Seal of the Tenderer



3. I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of the Proprietor/ Managing Partner/Director with Seal
)

DEPONENT

Verified at on.....that the contents of paras 1 to 5 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

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Part – 2 : Price Bid

Bill of Quantities

Annual Maintenance Contract for various services for NABARD, Maharashtra Regional Office, Pune

Sr. No.	Item	Monthly AMC charges (All inclusive) (Rs.)
1	Photocopier services	
2	Fire safety	

Important Notes:

- 1. Vendor shall quote its rates only against the services it wishes to offer. All other rows shall be struck off.**
- 2. Vendor can quote its rates for more than one services.**
- 3. AMC charges shall be inclusive of all taxes, duties, charges etc.**
- 4. The contractor shall pay the personnel deployed in NABARD premises, their wages in accordance with the Minimum Wages Act, 1948 (amended time to time).**

