



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

Annual Maintenance Contract for

Name of Service/s :-----

**at NABARD Bhawan, DP-2, Sector-V, Salt
Lake, Kolkata-700091**



NABARD

**NABARD WEST BENGAL REGIONAL
OFFICE**

Phone No.033-40879600

**Last date of submission of AMC Tender
27.10.2020**

NOTICE INVITING TENDER FOR AMC

Sealed tenders are invited from eligible Contractors/Service providers for carrying out/ executing/providing Annual Maintenance Services by NABARD, West Bengal Regional Office at DP-2, Sector-V, Salt Lake, Kolkata-700091. The details are given below :

Sr No :	Name of Equipment	Quantity/Unit/Nos:	Make/ Capacity	Location
1	HVAC- VRF System	19 AHUs, 28 Out door units, 13 Casset units, 01 Ductile units. Scrubber-2, Air Washer-2,	LG	Ground to 8 th Floor.
2	Split AC	14 Nos, (1.5Ton-13, and 2.0 Ton-1)	LG	Basement, 3 rd to 6 th floors
3	UPS-Galaxy-5500	02 Nos (60 KVA each)	Schneider Electric	Basement
4	DG Set-300 KVA	01 No:	Cumins (Jacksons)	Ground floor-outside
5.	EPABX System	01 Set with 250 extension capacity	Matrix Eternity	1 st Floor
6	Access Control System- Honey well	ACS-04 Sets, 02 Boom Barrier, 02 Swing-P type , 04 Tripod gate , Long range Reader-2, Card Reader-22, 2 Door Controllers-11, Long range 2-Door controller-2	Honeywell, MCVIK	Entry/exit gates, Basement and Ground Floor Entry lobbies and Staircases Fire Doors
7	Public Address System and Conference System	01 set PAS (Speakers-266, Zone Controller-1, VGA- Matrix Switch-2, Amlifier-3), Conference System—3 set (Chairman & delegate unit-60, Dual Channel Power Amlifier-08, VGA- Matrix Switch-8, Cable Cubby, 24U Rack-03)	Heinrich	Ground to 8 th floors Conference system 6th and 7 th floors
8	Water Cooler cum Purifier	16 Nos (40 Litre Capacity)	Blue Star	Basement to 8 th Floors
9	CCTV Surveillance System	Digital Video Recorder-03, Cameras (Dome-03 and PTZ-41 Nos,)32” Samsung TVs-3, SMPS-Reputed-44, Dlink-Network switch-01	Honeywell	Basement to 8 th Floor, compound
10	Fire alarm /Smoke detector system	Smoke detector- 606, Heat detector-60, MCP-20, Hooter-20, Fire Alarm-20, Repeater Panel-1, Control Module-20, Monitor Module—20.	Siemens	Basement to 8 th Floor
11	Solar Energy System	123 Modules, Inverter-2	Vikram Solar, Lumax meter	Terrace
12	Solar Water Heater System	19 Modules, Pump, Tank (3200 Litres)	Photon	Terrace

Note : Contractors/Service providers may quote for the services to be provided by them from above types of equipment services and quote separately in the format given as schedule of Rates.

This is retendering being done for normal AMC, Spares/ replacement to be paid separately.

FORM OF TENDER

The Chief General Manager
NABARD, Regional Office,
Salt lake, Kolkata-700091

Place:

Date :

Dear Sir,

Name of Work : Providing Annual Maintenance services to different type of Equipments(building support/Automation/BMS systems) at NABARD, WB-RO, DP-2, Street- No: 11, Sector-V, Salt Lake, Kolkata-700091

Mode of Submission : Sealed tenders By hand in the tender box kept in NABARD Regional Office, at Ground floor, Plot No: 02, DP -Block, Sector-V, Salt Lake, Kolkata-700091. In exceptional case tenders/bid can be sent by email keeping in view the COVID-19 situation. In such cases Bank shall not be responsible for maintaining secrecy. No EMD is to be submitted alongwith the tender.

2. Having examined schedule of quantities relating to the work/ services specified in the memorandum hereinafter set out and having visited and examined the site of the work/s specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works/services specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects with instructions/conditions in writing referred to in tender and in all other respects in accordance with such conditions so far as they may be applicable.

3. 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.

4. Details of the Firm/ Company/ Individual

i. Name of our firm / Company / Individual :

ii. Address of our firm / Company/ Individual :

iii. Telephone No.: _____, Mobile No. _____

iv. E-mail address _____

v. a) Bank a/c no. is _____ with _____ Bank.

b) Type of account: Current A/c OR Saving A/c -----

c) IFSC Code of bank branch: _____ (For receiving payments against bills of works/services)

(ii) Address of bank branch: _____

5. The names of partners of our firm are (if applicable):

(i)

(ii)

Name of the partner of the firm authorised to sign tender / agreement

(Specimen Signatures)

OR

Names of person having Power of Attorney to sign the contract.

(Specimen Signatures) (Certified true copy of the Power of Attorney should be attached)

Yours faithfully

Signature of Contractor/Authorised person

(Signature and addresses of witnesses)

(1)

(2)

1. Basic details:-

Description of work/Services	Providing Annual Maintenance services to the Equipments at NABARD WB RO, DP-2, Sector-V, Salt Lake, Kolkata-700091
Tender Document will be available	From 30.09.2020 to 26.10.2020 at NABARD WB-RO, DP-2, Sector-V, Salt Lake, Kolkata-700091 (free of charge) or may be down loaded from our website : nabard.org/tenders and used.
Last date of Tender Submission	15.00 Hrs on 27.10.2020
Date & time of Opening Tender	15.30 Hrs on 28.10.2020
Bid Validity	60 days from the date of opening of bid & extendable by mutual consent

2. Eligibility Criteria

Following conditions must be fulfilled for evaluation of agency /bidder.(those who have submitted the documents in 1st bidding are not required to submit the same again-the same will be considered).

Sr No:	Certificates/Documents
1	Registration of firm, agency/Proprietorship : The intending bidder should be a registered firm in India as Proprietorship, Partnership, enterprises, OEM/Authorised dealer as applicable, registered under relevant Act and permitted/ capable of carrying out the subject work as stated above. They should also be registered with Central/State Govt, semi Govt/PSUs / Local Govt body etc
2	Registration of GST
3	PAN card with ITCC certificate for the last 3 years
4	License from appropriate authorities : if applicable
5	The firm should be a profit making entity for the past 3 years.
6	Average annual turnover of the agency for the last three years should not be less than Rs 25.00 Lakh per year.
7	(a) The agency should have minimum 3 (three) years of experience ending on 31/3/2020 towards providing annual maintenance services of multi storied office buildings (preferably Green building) of Central or State Govt/PSU/Autonomous body etc. (b) The firm should have done at least 03 similar works whose value is not less than Rs 3.00 to 4.00 lakh each individually.
8	Infrastructure - Physical and Manpower: (a) The firm should have proper infrastructure, experience and skilled/semiskilled/unskilled labourers to execute the said works at NABARD Regional Office at Salt Lake, Kolkata-91. (b) The organization should have necessary Materials, Tools and Tackles, equipments & machines for providing services.
9	The firm should have Office in Kolkata.

3. PERIOD OF CONTRACT:- One year wef 01.11.2020.

4. PAYMENT TERMS:-

- (a) Generally No advance payment will be entertained for any services/work at any stage of the work.
- (b) Half yearly bills of AMC shall be paid against the claim on satisfactory completion of services rendered for the period.
- (c) Applicable GST will be paid as claimed in the bills.
- (d) Income Tax and other taxes if any, will be deducted as per the rates in vogue. (present tax rate is @ 1.5% IT on actual value and 1% on actual value towards CGST TDS and 1% on actual value towards SGST TDS)

5. Liquidated Damages and Penal Provisions

In case vendor fails to perform services with the requisite quality within stipulated time schedule, the Bank shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages or imposing penalty, the quantum of liquidated damages per week shall be 0.25% of the bid price, subject to a maximum of 5% of the accepted tender / bid amount. The fraction of a week's delay will be taken as a delay of one week.

If the damage is made to the Bank's property by any of the workers/personnel deployed by the contractor then recovery will be made from the amount payable to the contractor.

6. SCOPE OF WORK :

Services : 1.Four numbers preventive service/maintenance on Quarterly basis including cleaning etc.

2. Compulsory Emergency visits on call within shortest possible response time for maintenance and repairs including replacement of spare parts.

3. Reporting the work/services done to NABARD Care Taker/Official.

4. Keeping the equipment in working/operational condition so as functioning of office is not hampered.

5. Any incidental services work which may be required to keep the equipments/machine/Systems in normal functional/operational position.

6. Replacement of materials, spare parts, batteries, distilled water and other consumables etc costing upto Rs 1000/- per month (Rs 3000/- per quarter) are covered under the AMC and no payment will be made for these upto this limit.

7. Other than above, for indicative guidance, following have been mentioned :

Sr No:	Name of Equipment	Some of the Indicative services
1	HVAC - VRF System	Sensors, Belt, Canvax, Lugs, Motor repairing, Cleaning, PCB, VFD etc
2	Split AC	Gas, Fuse, Capacitor, Power plug, cleaning etc
3	UPS-Galaxy-5500	Distilled Water,, Battery terminals, Batteries, Looping wires, cleaning etc
4	DG Set-300 KVA	Battery terminals, Battery wires, Battery water,, Lubricant, Filters etc

5.	EPABX System	Battery, Jack and connectors, 3 Digit number settings, additional intercom numbers, cleaning etc
6	Access Control System-Honey well	Card Reader, replacement, repairs, Adopter, Magnet for door lock,, emergency door, hooter, software, cleaning etc
7	Public Address System and Conference System	VGA connector, Micro phones, Hand mic, SMPS Charger, adjustment of amplifier, cleaning etc
8	Water Cooler cum Purifier	Gas connections pipe, overflow pipe, Filters,compressor, internal cleaning etc.
9	CCTV Surveillance System	SMPS, RJ-45 connector, Power connector, Cleaning.
10	Fire alarm /Smoke detector system	Location connection in software, cover, cleaning, Hooters etc.
11	Solar Energy System	BNC Jack, DC wire, AC Wire, conduits, earthing, cable tie, Water cleaning, dusting etc
12	Solar Water Heater System	Rubber Gasket, nut bolt, Ball valve, Motor, sensor, Cleaning by water, Dusting etc

Replacement of Materials/Consumables : Replacement of materials, spare parts, batteries, distilled water and other consumables etc costing more than Rs 1000/- per month (Rs 3000/- per quarter) will be paid on actual basis as per the following formula: Actual cost plus 20% towards transport, loading/unloading, delivery, profit etc plus GST as applicable.

Details of the Building- Genral information :

Plot Area= 43564 sq ft

1	Total building area in sq. ft.	76000 sq.ft. (Approx.) [including corridor, lift lobby, main passage] plus basement-27000 sq ft, non-FSI and terrace areas.
2	No. of floors	Basement, Ground plus 8 floors
3	Total occupancy	120 Approx
4	No. of staircases,	01 main and other Fire exit staircase (Basement to terrace)
5	Type of flooring in occupied areas	Vitrified Tiles in majority areas. In VIP/Sr Executive Chambers/areas, Conference Hall etc- Wooden floorings
6	No. of Toilets	VIP toilets : 03 , Gents: 20 Ladies: 19 , Handicapped : 05
7	Water Tanks	Overhead: 3 (1 fire+2 drinking) Underground : 4 (2 fire and 2 domestic)
8	No. of workstations	Approx. (78 + 36) on 3 rd to 5 th floors
9	No. of Conference Room / Cabins etc (one is carpeted and some have	Conference Rooms: 01, Auditorium-01 Meeting Rooms : 05

	vitrified flooring)	
10	Total ducts	12 for drainage, rain water and water supply lines
11	Canteen and lounge	Staff Canteen, Officers Lounge, Executive lounge. Pantry on each floor .
12	Area of Garden/greenery/Land scapes	1200 Sq ft
13	HVAC - VRF	Ground to 8 th Floor (28 outdoor units-18 to 22 HP, AHU-19 Nos: 1500 cfm to 12600 cfm, 13 Cassete Type , ductile-1 Ceiling AC units)
14	Fire Fighting System	2 Main Pump-60 HP, 01 Diesel Pump-60 HP and 01 Jockey Pump-15 HP, Hydrants, wet risers, sprinklers, Valves and related items etc
15	Solar System	Solar Photo voltaic Power system 40 KW (123 Modules) and Water heating system (19 Modules)

NABARD Bhawan premises includes front & rear wings in all the floors, compounds, basement, external boundary walls, terraces, substation/s, dry transformer, DG sets, security cabins, walkways, driveways & open spaces.

7. **Site Visit**

The bidder must obtain for himself at his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for the execution of the same and must examine the building and inspect the site of the work/services on Saturdays in view of COVID-19 situation with prior intimation to know the nature and extent of work/services and acquaint himself with all local laws, regulations and practice.

8. RIGHT TO ACCEPT OR REJECT TENDER

The acceptance of a tender will rest with the NABARD who do not bind themselves to accept the lowest tender and reserve to themselves authority to reject any or all the tenders received without assigning any reasons. They also reserve the right of accepting the whole or any part of the tender and the Bidders shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the bidder are liable to be rejected.

Preference will be given to original Equipment Manufacturer followed by authorized dealer and then to others (authorized agencies/service providers) subject to reasonableness of the rates quoted for services. The OEM will not be allowed to sublet the contract to authorized dealer. The decision of the NABARD shall be final, conclusive and binding on the Bidders.

No accommodation/space for stay or storage space for personnel or materials will be

provided to any of the contractors.

9.TERMINATION OF CONTRACT

- (a) If the services of the contractor are not found satisfactory they will be issued one month notice for improvement by the NABARD Kolkata. If satisfactory improvement is not found even after this notice, a final one month notice will be issued to the contractor/service provider by the NABARD to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligation.
- (b) In case the contractor is required to (or decide otherwise) to discontinue the contract, they should give at least three months' notice to NABARD and shall remain essentially working for the said period of notice, till alternate arrangements are made.
- (c) In case or situation, beyond the control of either party, the contract may be terminated with mutual consent by giving one month notice.
- (d) The NABARD in any/either situation will not be under any obligation to pay compensation or make good the payment for the notice period, for which services are not rendered.
- (e) The contractor will remove all his labourers and equipments/tools/tackles from the premises of NABARD Kolkata and return all the Equipments/fixtures and other items, facilities etc owned by NABARD once the contract period is over or terminated.

DECLARATION BY THE CONTRACTOR

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

Place :

Date :

Seal and Signature of the contractor

National Bank for Agriculture and Rural Development, WB RO, Kolkata

Schedule of Rates

**Providing Annual Maintenance Contract Services in Office Premises at :
NABARD Regional Office Building , DP-2, Sector-V, Salt Lake, Kolkata-91**

Name of Equipment Service :

Sr No:	Description/Particulars	Quantity	Unit Rate	Amount per Year for Quantity in Rs
1				
Total Amount in Rs				

GST as applicable will be paid extra.

Note : If any Contractor wants to quote for services of more than one item/equipments, then separate form (this format-Schedule of rates) may be used for individual services (1 to 12) mentioned on page-1 of tender

Price may be quoted for normal Services (1 to 5 and 7) mentioned in scope of works :

Material/consumables costing more than Rs 1000/- per month will be paid extra on actual basis as mentioned on page-7 Scope of the work.

Place :

Date :

Sign and Address of Contractor