

NABARD Odisha Regional Office
Ankur 2/1, Nayapalli Civic Centre,IRC Village,Bhubaneswar -751015
Email:dpsp.bhubaneswar@nabard.org

Ref. No. NB.OD.RO/ 1317 /DPSP/Cleaning-Sweeping tender/2023-24

Date: 05.03.2024

Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharpur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar

National Bank for Agriculture and Rural Development (NABARD) invites **e-tenders** for Annual Maintenance Contract for Cleaning and Housekeeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharpur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar for the period from 01.04.2024 to 31.03.2026 (subject to annual review of quality of services and if found satisfactory). Eligible Firms may log on to Government e- Market Place (GeM), Official website of NABARD i.e. www.nabard.org or the Central Public Procurement Portal i.e. <https://eprocure.gov.in> to download the Tender Document for **submitting the same duly filled on GeM by 20.03.2024**

Date of issue of tender document	05.03.2024
Date and time of pre bid meeting	11.03.2024, 11.00 AM
Due date and time for submission of tender documents	20.03.2024, 03.00 PM
Date and time of opening of technical bids	20.03.2024, 04.30 PM
Date and time of opening of financial bids	Will be informed later
RMD	5% of final quoted amount as Security Deposit shall have to be deposited with NABARD, till the Defect Liability Period of 1 year from day of the completion of the contract period.

Sign and Seal of tenderer

Notice Inviting Tender

Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharapur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar

1. NABARD invites e-Tenders from Vendor / Service Providers of repute & experience to provide For Cleaning and Housekeeping of NABARD Odisha RO Premises, Nayapalli Bhubaneswar-751015.
2. The contract shall be initially upto 31.03.2026 and it could be renewed for a longer period at the discretion of NABARD. However, continuance of contract will be subject to Performance Review done on an annual basis by appropriate authority/committee of NABARD during the agreement period.
3. Interested Vendor / Service Providers may download the tender document from any one of these following options – Government e- Market Place (GeM), NABARD's website www.nabard.org or Central Public Procurement Portal <https://eprocure.gov.in>
4. It may be noted that the tendering will be a two bid system. The vendors/services providers are required to submit their bids, containing both technical aspects (along with Integrity Pact) and the item wise price. Integrity Pact (IP) (to be executed on nonjudicial stamp paper of Rs. 200/- as per format given duly signed and stamped by the bidder. **Tenders submitted without IP will summarily be rejected.** The bid along with all annexure's attachments, documents etc shall be submitted online on GeM Portal.
5. **The EMD of Rs. 1,35,000/-** is required to be deposited through NEFT to the following account. (calculated based on 01 year estimated expenditure)

Account Name	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Name of Bank	NABARD
Name of Regional office	Odisha
Account No.	NABADMN05
IFSC No.	NBRD0000002

6. **After depositing the EMD amount, the tenderers are advised to send an email to dpsp.bhubaneswar@nabard.org with the details of the transaction. The EMD of unsuccessful bidders will be returned.**
7. MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations or empanelled with NABARD itself are exempt from submitting the EMD, a copy of the registration certificate needs to be submitted with Bid documents.
8. Further, it may be noted that those Vendor / Service Providers / firms, whose technical bid will be found suitable, as per our prequalification criteria, which are given in Annexure I will only be identified for further tendering process.
9. The likely annual payment for all services together, to be worked out as per the quotes by the vendors, will form the basis for selection of the Vendor.
10. Retention Money Deposit (RMD) of 5% accepted value of the tender to be deposited within 15 days of issue of work order. The EMD of successful bidder will be adjusted with RMD amount. **The RMD will be released after completion of Defect Liability Period of One Year and will not bear any interest.** The Security Deposit will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.
11. **The bidder should have Registered Office in Odisha. Otherwise, the bid may not be considered.**

12. The Pre-qualification criteria, format of “Technical Bid”, Scope of Work, Terms and Conditions, Pre- Contract Integrity Pact and format of “Price Bid” and covering letter (Appendix-I) are enclosed with this tender document.
13. NABARD reserves the right to accept or reject any or all offers without assigning any reasons whatsoever and its decision shall be final and binding to all.

Address for Communication

The Chief General Manager
National bank for Agriculture and Rural Development (NABARD)
Odisha Regional Office
Ankur, Nayapalli, Bhubaneswar-751015.

PRE-QUALIFICATION CRITERIA**The contractors should meet following qualification criteria:**

1. Minimum 07 years' experience (as on 31.03.2023) in the field of Cleaning and sweeping, which include all the activities as listed in scope of work and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Office.
2. The bidders should have carried out similar works during last 7 years (ending 31.03.2023) with annual contract value (costing individually) not less than the amount as given in following table:

Experience criteria	Amount (Rs. Lakh)
1 similar work during last 7 years (ending 31.03.2023) with annual contract value (costing individually) not less than Rs. >>>>	54.00
Or	
2 similar works during last 7 years (ending 31.03.2023) with annual contract value (costing individually) not less than Rs. >>>>	33.00
Or	
3 similar works during last 7 years (ending 31.03.2023) with annual contract value (costing individually) not less than Rs. >>>>	27.00
Note 1: to obtain the realistic value of work during the previous years, cost index @5% per year per work shall be added over the actual cost of executed works to calculate the value of works as on 31.03.2023.	
Note 2: Similar works mean those works as indicated in scope of work in Annexure III	

3. The tenderers should have Annual Turnover as given in the following table during the last three years ending **31 March 2023** supported with audited balance sheet / profit & loss statement or a registered Chartered Accountant certified statement of accounts.

Turn over Criteria	Amount (Rs. Lakh)
Annual Turnover during last three years ending 31.03.2023 should be	54.00

4. Contract will be given to the tenderer who has their registered own office within the city/ suburban areas of Bhubaneswar and are able to establish the same fact. Tenderers failing to establish their registered office in Bhubaneswar will be summarily rejected.
5. Tender shall be accompanied by a copy of each of the documents listed below-
 - i. Proprietorship Firm/Partnership Firm/Company Registration Certificate
 - ii. MSME Registration Certificate
 - iii. Registration under Contract Labour Act/Labour Department
 - iv. Registration under Shops and Establishments Act.
 - v. Articles of Association/Memorandum of Association/ partnership deed/ any other relevant document showing composition of the firm
 - vi. List of eligible work executed during last seven years.
 - vii. PAN Card
 - viii. Income Tax and GSTN Registration
 - ix. Registration under Employees Provident Funds and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948.

- x. An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax.
 - xi. Particulars of bankers & Bank account details.
 - xii. Details of work experience shall be supported by work orders and corresponding completion certificates.
 - xiii. The client-wise names of similar work(s), year(s) of execution of work (s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed format.
 - xiv. Details of works on hand
 - xv. Audited final accounts of the business of the contractor for last 3 years duly certified by a Chartered Accountant/certificate of turnover issued by a Chartered Accountant should be enclosed in proof of their credit worthiness and turnover for the last three years.
 - xvi. If required, original certificates shall be produced for verification by the tenderer and will be returned after verification.
 - xvii. The tenderers should have applicable Tax registrations (PAN, GSTN TIN, TAN, etc.) and also registration with Labour Department, Provident Fund, ESIC, etc., supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable.
 - xviii. Tenderers should have a current bank account with a scheduled commercial bank.
6. NABARD reserves the right to verify any or all the documents furnished by the Tenderers with any authorities. NABARD also reserves the right to cancel any or all the applications without assigning any reason thereof.
 7. Intending applicants are required to furnish details about their firm/organization, experience, competence, etc.
 8. The firms which do not fulfil prequalification criteria shall not be considered for selection and award of work.
 9. Tenderers who fail to submit the following certificates from current/last employer(s) will be treated as ineligible and such bids will be summarily rejected.
 - i. Successful Completion of last work
 - ii. Employer's satisfaction with the current work in hand
 - iii. Self-Certification that No show cause/blacklisting has been issued by any employer in the past.
 - iv. An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax.
 - v. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.
 - vi. If the space in the application form is insufficient for furnishing full details, such information should be supplied on a separate sheet duly signed by competent authority.
 - vii. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

10. Instructions for Filling the Tender

- All the pages of the Tender Document shall be signed by the Tenderer.
- NABARD takes no responsibility for delay/non submission/non uploading of QUOTATIONS/ Tender Documents on the website for whatsoever reasons.
- The last date of submission of e-Tender on GeM Portal is on or before **3.00 PM on 20.03.2024 and Bids will be opened at 04.30 hours on 20.03.2024.** Revision in date and time, if any, would be duly communicated.

- Bids submitted by unauthorized agents and Offline/FAX/Telegraphic bids shall not be entertained/ considered.
- Rates should include all items/works pertaining to the AMC for Cleaning and Sweeping of NABARD Odisha RO Premises, Nayapalli 751015 and its residential colonies at BDA colony. Chandrasekharpur Bhubaneswar 751016 as mentioned in the tender and unless the same is done to the satisfaction of the NABARD's Engineer or any other authorized official of NABARD, the bids will not be accepted.
- Rates should be filled in the Tender neatly and no overwriting shall be made on the uploaded documents. Corrections, if any shall be authenticated by subscribing signature of the tenderer. The rates quoted should be written legibly in words and figures. **If ANY differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed.**
- When there is a difference between the rates in figures and in words the rate that corresponds to the amounts worked out by the Contractor shall be taken as correct.
- When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then **the rate quoted by the Contractor in words shall be taken as correct.**
- When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.

11. DECLARATION BY THE CONTRACTOR

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

Place :

(Signature of the Tenderer)

Date

Name and Address

Seal:

FORMAT OF TECHNICAL BID

(A) Name of the firm and Composition of the Firm	
Full particulars (whether the Tenderer is an individual /Proprietorship Firm / Partnership Firm / Company etc.) of the composition of the firm of Tenderers in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of Association /Power of Attorney/ any other relevant document.)	
(a.1) Registered Head Office Address and Address in Bhubaneswar	
(a.2) Year of establishment/Registration and Act under which registered	
(B) Work Experience (Details of work experience supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience, if any, of carrying out works for NABARD / Public sector banks / Government department / Semi Govt. department / Other Public Sector Undertakings / private banks / Private sector / housing societies at any other Centre should also be given.)	
(C) Credit worthiness of the Tenderer & Turnover during the specified period (Copies of IT deposit certificates (such as copy of deposited Form 16 or any such other certificate) along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed in proof of their credit worthiness and Turnover for the last three years ending 31.03.2023.)	
(D) Name(s) and address(es) of the Bankers and their present contact executives (Written information about the names and address of their bankers along with full details like names, postal address, e- mail IDs, telephone (landline & mobile No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.)	
(E) Details of Bank accounts (Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)	
(F) Name(s) and address(es) of the Clients and their present Executives (Written information about the names and address of	

their clients along with full details like names, postal address, e- mail IDs, telephone (landline & mobile No.s), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed) should be furnished.)	
(G) Litigation & civil suits (The Tenderer should furnish details of his involvement in any type of litigation with any of his present or past clients. He should also furnish the details of any civil suits pending against him or his workmen in any court of law.)	
(H) Whether registered with the Registrar of companies/ Registrar of firms. If so, mention number and date and attach a copy of registration	
(I) Details of Registration with Provident Fund, Labour Authorities, ESIC, if any.	
(J) Whether registered for GSTN/ service tax purposes. If so, also furnish relevant copies.	
(K) Whether registered in the panel of other banks and other financial institutions and if yes, furnish the details of registration viz. names, category and date of registration, etc.	
(L) MSME Registration Certificate, if applicable	

1. Details of Key Administrative Personnel

Sl. No	Name	Designation	Qualification	Professional Experience	No. of years associated with the firm

PREVIOUS EXPERIENCE

List of important works executed by the firm during last 7 years with experience in executing works of similar nature i.e. Contract for Cleaning and sweeping. Please arrange to provide value of job, approximate area of each contract where for Cleaning and sweeping was/ is being undertaken and the year of Contract/AMC along with copy of work orders, performance certificates / completion certificates.

Please note that the details furnished should be for Annual Maintenance Contracts of similar nature and not for the installation/construction/project works.

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount (Rs)

List of important works **on hand** costing Rs.5.60 lakh and above with experience in executing works of similar work i.e. annual maintenance contract for Cleaning and sweeping of NABARD Odisha RO Premises, Nayapalli, Bhubaneswar 751015.

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount (Rs)

Details of Personnel with Experience for Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters of NABARD Odisha Regional Office

List of Personnel experienced in Cleaning and sweeping, giving details about their academic/technical qualifications, experience, etc. including that in the applicant's organization. (Please attach extra sheets if required).

Sl. No.	Name	Age	Qualification	Experience	Nature of works handled	Date from which employed in the organization	Any other relevant information

- **The Contractor shall make arrangements for equipments as the situation demands.**
- Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favour.
- No. of supplementary sheets attached.

Declaration by the Contractor

We / I have read and understood the terms and conditions for the General Maintenance, Cleaning and Housekeeping of NABARD Odisha RO as indicated in Notice Inviting Tender (NIT) 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.

Place :

Date :

(Signature of the Tenderer) / Authorised person on behalf of the firm /vendor:

(Authorization letter/power of attorney to be enclosed, in case authorised person is signing the document)

Address

Name and Seal:

Signature of the Tenderer with seal & date

CHECK-LIST FOR TECHNICAL BID

Sr. No.	Documents asked for	Whether Placed (Yes/No)
1.	A) Bid Security of Rs. (Rupees in words) in the form of e-payment	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, Designation, address and office telephone numbers. If the bidder is a company/ partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Undertaking on own Letterhead as per format prescribed	
4.	Self-attested copy of the PAN card with copy of cancelled cheque for KYC compliance.	
5.	Self-attested copy of GSTIN Registration	
6.	Self-attested copy of valid Registration number of the Firm /agency.	
7.	Valid Contractor License issued by Government of Uttar Pradesh	
8.	Self-attested copy of valid Employees Provident Fund Registration number.	
9.	Self-attested copy of valid ESI Registration No.	
10.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
11.	Proof of experiences of last seven financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers	
12.	Annual returns of previous three years supported by audited balance sheet for FY 2022-23, 2021-22 and 2020-21. If audited financial statements for FY 2020-21 are not available, then audited financial statements for FY 2019-20 may be submitted along with 2020-21 and 2021-22 statements	
13.	Signed and scanned copy of Pre-Contract Integrity Pact mentioned Appendix-IV on Rs. 200 Stamp Paper. (Hard copy to be attached with Technical Bid)	
14	Proof of having an establishment in Bhubaneswar or suburbs in Bhubaneswar	
15	A self declaration by the contractor that his/her firm has not been blacklisted/issued any show cause notice by the current/previous employer in the past 07 years	
16.	An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax to be submitted.	

Scope of work

1. Cleaning/Sweeping/ Maintenance (Office)

- i. Cleaning of all toilets (both ladies and gents) and passage outside the toilets including sweeping/mopping/wet cleaning of floors, clearing and cleaning of litter bins, cleaning of mirrors etc. minimum four times daily or more. Cleaning of washbasin and W/C from inside and out with specified chemicals and soap four times during their shift and whenever else need arises.
- ii. Cleaning (sweeping/mopping) of the passage outside the toilets thrice daily. As per previous experience the cleaning materials required at Office is about Rs.25000/-. All cleaning tools and material shall be provided by the contractor will be at MRP only on produce of original receipt/bill (no extra cost would be considered). The material of BIS standard has to be kept with ACT one month in advance.
- iii. Sweeping and mopping would automatically include cleaning cobwebs, flooring, wall tiles and skirting in the said areas.
- iv. Sweeping and wet sponge cleaning all staircases twice daily and mopping / wet cleaning/scrubbing bi-weekly.
- v. Cleaning of roof terrace at least once fortnightly or as per requirement and washing as directed by the Bank engineer/ACT.
- vi. Daily sweeping of parking space (ground floor) and weekly washing and drying.
- vii. Sweeping of open areas and pedestrian strips twice daily and washing as directed by the Bank engineer/ACT.
- viii. Cleaning of all the glasses of windows of all the floors (Ground+ 3 Floors) at Office Premises (Monthly). Contractor shall provide for all jhulla and abseiling kit etc. for cleaning of windows.
- ix. Proper safety equipment as per relevant IS Codes should be used by the agency for cleaning glasses of the windows including material for cleaning.
- x. Cleaning as per the need in all above places. No extra payment will be made for the same.
- xi. Any other cleaning works in the office building as per the instructions of the Bank. If the works are not attended on the same day/ next day a pro-rata recovery will be effected as per Special conditions of this tender.
- xii. Collection of waste and disposal on daily basis.
- xiii. Keeping towels/Replacement of tissues in each toilet (ladies/gents), cleaning and changing of towels every day in all toilets and providing hand wash liquid soap in each and toilet, of high quality (BIS Mark).
- xiv. Cleaning of all workstations, Senior officers' cabin, computers, key boards, printers other related items at Office premises on daily basis before start of office hours.
- xv. Providing water and tea to al staff.
- xvi. If the above services are not attended as per the above mentioned time period pro-rata recovery will be effected as per the Special conditions of the tender.
- xvii. If required serving water and tea to al staff in Office on all working days.

1.1 Special Instruction:

- i. You will provide sufficient manpower both males and females as well as supervisor to ensure that the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank, so that first sweeping / cleaning is completed before 9.00 AM in the morning.
- ii. Supervisor must ensure proper and effective supervision of the cleaning work as specified in the tender document.
- iii. Sufficient number of lady sweeper may be deployed for cleaning of ladies toilets.

- iv. The manpower provided by you should be available from 07-30 Hrs to 19.30 Hrs with proper splitting of work hours. While majority of the manpower will be deployed upto the close of Office i.e. 17.15 Hrs, a few personnel should be available upto 19.30 Hrs. The deployment of manpower may be flexible and could be changed depending upon the work requirements. The deployment of manpower should be in conformity to the prevalent provisions of labour and other laws.
- v. The contractor to provide substitute in case of absentees.
- vi. The rate quoted by the contractor for the AMC work will include the cost of manpower (including supervisors), cost of equipment/machinery/brooms, mops, sticks, gloves, gum boots etc. and the cost of cleaning and other materials.
- vii. The cleaning materials of high quality (BIS Mark) to be provided are:
 - Phenyl solutions
 - Deodorized detergent for moping
 - Room Fresheners in Bathrooms
 - Urinal screen mats.
 - Naphthalene balls
 - Sanitary cubes
 - Toilet Rim Blocks
 - Liquid soap
 - Any other cleaning material required.
- viii. The staff must be suitably trained and must be in proper uniform all the time.
- ix. The housekeeping staff shall be responsible for cleaning of the washrooms/toilets to ensure that the same is spic-and-span.

2.Cleaning/Sweeping/Maintenance/(Quarters)

- i. Collections of waste from each flat and disposal on daily basis.
- ii. Sweeping and cleaning of all the open spaces within the colony such as lawn, garden area, foot path, road, shoulder portion of road, garage area, area surrounding each building, duct area of the buildings, entrance portico portion on both sides of buildings etc., say between 6.30 a.m. to 9.30 a.m. Cleaning the entire staircase of each building, landing portion of staircases, entrance lobby area of each flat, stilt / parking area & lobby of each building everyday (say between 2.00 p.m. to 2.30 p.m.) and any other common area. Removal of dry leaves, dried branches of plants/trees, polythene bag, sand, stone pieces, earth broken bricks, moorum etc. or any other foreign material/garbage falling on the open spaces every day.
- iii. Daily sweeping of all open areas garden etc.
- iv. Sweeping and cleaning of floors, toilets and bath rooms of all the common areas in both OQ & SQ, i.e. ACT/CT offices, pump rooms, area surrounding water pump room and sump, VOF, VEF, dispensaries, area surrounding the transformer yard, Residents Welfare Association room, staff community hall in the staff quarters and other common areas etc. everyday. Special attention should be given for ensuring optimum cleaning and hygiene of VOF and VEF.
- x. As per previous experience the cleaning materials required at Officers and Staff Quarters are about Rs.30000/-. All cleaning tools and material shall be provided by the contractor will be at MRP only on produce of original receipt/bill (no extra cost would be considered). The material of BIS standard has to be kept with ACT one month in advance. The cleaning materials of high quality (BIS Mark) to be provided are:
 - Phenyl solutions
 - Deodorized detergent for moping
 - Room Fresheners in Bathrooms
 - Urinal screen mats.

- Naphthalene balls
 - Sanitary cubes
 - Toilet Rim Blocks
 - Liquid soap
 - Basin brush
 - Broom
 - Tissue paper
 - Any other cleaning material required.
- v. Daily Cleaning of Common toilets.
 - vi. Cleaning of terrace weekly.
 - vii. Any other item of cleaning work as advised by ACT / other Bank officials.
 - viii. Monthly cleaning of vacant flats / SRAs / Storeroom.
 - ix. Weekly cleaning of toilets in all residential occupied flats.
 - x. Cleaning of Fans, cobwebs inaccessible spots and Netlon mesh – Quarterly.
 - xi. Cleaning of Room in occupied flats - Yearly.
 - xii. Cleaning, sweeping, mopping of vacant flats and make them ready for possession as and when required.
 - xiii. If the above services are not attended as per the above mentioned time period pro-rata recovery will be effected as per Special conditions of this tender
 - xiv. Cleaning, Sweeping and mopping would automatically include cleaning cobwebs, tiles flooring, walls, wall tiles, windows, railings and skirting in the said areas.
 - xv. Cleaning of Toilets and Bathrooms once in week in all occupied flats. This work will be carried out by the regular sweepers. The work includes all activities required for cleaning.
 - xvi. Except the above, the contractor may have to remove any other materials such as broken window glass, rusted wooden / iron door or window frames, broken parts of wooden doors or windows, broken branches of trees after cutting into pieces during storm or low pressure, broken glass bottles etc. from inside the colony campus along with the other garbage as indicated above.
 - xvii. Lifting of garbage from all the premises in both the quarters and dumping them in the respective garbage bins and lifting the garbage from the bins either by liaising with municipal authorities or by making other private arrangements, so that perishable solid waste is not left to rot in the bins causing unhygienic condition in the premises.

2.1 PERIODICAL CLEANING WORKS: -

- i. Cleaning the open terrace area of each building both in officer's quarters and staff quarters once in every month.
- ii. Cleaning of all the floor, walls and OWC or EWC and seat cover of toilets / bath rooms in all the flats once in every week with toilet cleaner / toilet floor cleaner.
- iii. Cleaning of walls & ceilings of cobwebs, cleaning of fans, other inaccessible spots of each flat (such as bed rooms, hall, kitchen, balcony, ceiling area at the entrance lobby of each flat etc.) are to be done once in every three months in both the quarters.
- iv. Cleaning of floors, kitchen platform, tile dado of kitchen platform and sink, shelves below kitchen platform, wash basin dado etc. in other rooms to be done with mopping cloth, floor cleaner so as to remove any oil spot, sticking of any organic materials etc. once in a year.
- v. The washing and cleaning of the netlons in all the flats once in every three months.
- vi. The vacant flats (if any) in both officer's quarters and staff quarters should be washed & cleaned once in every month. All the fans, cupboards, windows, kitchen, floors, toilets and baths etc should be cleaned properly.

2.2 Special Instructions

- i. Contractor to provide as many workers and at least one supervisor in colony for above work as may be required to complete the above works to the satisfaction of NABARD.
- ii. Contractor to supervise the above work on a daily basis.
- iii. Contractor to provide substitute in case of absentees.
- iv. Contractor shall provide necessary registers to keep record of day to day progress of work.
- v. The above list is illustrative and not exhaustive.

3. Cleaning of water tank at Office and Quarters

- Mechanised cleaning and disinfecting the water tanks by using scientific methods like Mechanised effective dewatering using pumps and extracted water must be drained to nearest drain.
- Sludge removal which includes cleaning of floor, roof and walls of the tank with high pressure water pumps.
- Removal of algae/fungus which sticks to the inner side of the tank using vacuum cleaners.
- Duly approved eco-friendly & non-toxic anti-bacterial spraying to kill germs & bacteria in the tanks.
- UV radiation treatment for destroying the floating spores of germs and invisible bacteria.
- Disinfection of pipelines (O/H tanks to tap) to break the beds of bacteria.
- Any other more useful & advanced methods or procedures can be deployed for cleaning and disinfecting.
- Periodicity of Cleaning- Normally once every three months. Additionally, as and when specifically advised.

4. Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions of the tender 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.

Signature of tenderer

Description of Properties

NABARD Office premises, Nayapalli, Bhubaneswar

The premise consists of Commercial building consisting of East and West Wings used for Official purposes. It has Ground + 3 floors and common / open area with additional rooms DG Set operation, Store rooms, Record rooms, Parking Space for Two wheelers and four wheelers etc.

Officers' Quarters, Chandrasekharpur, Bhubaneswar

- 3 blocks of 12 flats each of 3 BHK with ground floor + 2 floors
- 3 blocks of 12 flats each of 2 BHK (8 flats in block 10 which is exclusive of VOFs and Medical flat) with ground floor + 2 floors
- 6 VOFs and one Medical Flat in block 10 (VOF numbers are subject to modification) iv) Security rooms, Dispensary, ACT room, 2 wheeler and 4 wheeler parking, garden area, children's park area, pump house etc.

Staff Quarters, Chandrasekharpur, Bhubaneswar

- 3 blocks of 12 flats each of 2 BHK with ground floor (Parking) + 3 floors vi) 1 blocks of 12 flats of 1 BHK with ground floor (parking) + 3 floors
- 1 block of 14 flats of 1 BHK (Block A excluding two VEFs) with Ground floor + 3 floors with 2 VEFs (VEF numbers subject to modification with proposed plan for addition of medical flat
- Security rooms, garden area, children's park area, pump house, Community hall etc.

Description of Water tanks

NABARD Office Building at 2/1 Civic Centre, IRC Village, Nayapalli, Bhubaneswar-

- Underground tank- capacity 27177 ltr
- 2 Overhead Tanks- Combined Capacity 18734 ltr

NABARD Officer's Quarters, HIG BDA Complex, Chandrasekharpur-

- Underground tank- capacity 88314 ltr
- 24 Overhead Tanks -3 compartments of 2000ltr each in every water tank- Combined capacity 2000 ltr x 3 compartments x 24 tanks=144000 Itr

NABARD Staff Quarters, Chandrasekharpur, Bhubaneswar

- Underground tank- capacity 98968 ltr
- 5 Overhead Tanks -Combined capacity 18472 ltr * 5 =92360 ltr.

Format- Covering Letter by the Tenderer for Submission of BID

(To be submitted in Tenderer's own Letter head)

No.

Date:

To

The Chief General Manager
National Bank for Agriculture and Rural Development (NABARD)
Odisha Regional Office
NABARD Regional Office, Ankur Nayapalli,
Bhubaneswar, Odisha -751015.

Dear Sir,

Submission of BID under Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharpur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar for the period 01.04.2024 to 31.03.2026.

With reference to NABARD, Odisha RO's Tender Notice dated 2024,

- I/We offer our services for Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharpur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar for the period 01.04.2024 to 31.03.2026.
- I/We understand that NABARD reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefor.
- I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of price bid of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. We also agree to keep the earnest money valid during the entire period of validity of tender.
- All the desired information in the prescribed format i.e. format of technical bid, price bid documents and certificates as required by NABARD, are enclosed herewith for NABARD's perusal.

Thanking You

Yours faithfully

(Signature of Authorized person on behalf of the Firm / Agency / Tenderer)
(Tenderer's Seal)

Letter of Undertaking from the Tenderer

The Chief General Manager
National Bank for Agriculture and Rural Development (NABARD)
Odisha Regional Office
NABARD Regional Office, Ankur Nayapalli,
Bhubaneswar, Odisha -751015.

Dear Sir,

Annual Maintenance Contract for Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharapur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar for the period 01.04.2024 to 31.03.2026 (subject to annual review of quality of service and if found satisfactory)

I / We have examined the Scope of Work , Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works/service after going through the tender document published by NABARD, Odisha RO

I/We have visited the office premises and staff quarters of NABARD Odisha Regional Office, Bhubaneswar and familiarized/examined the Scope of Work specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

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

I/We agree to deposit all taxes, levies, Cess etc., on account of service rendered by me to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

I/We agree to pay all Government (Central and State) Taxes such as Income Tax, Surcharge, Cess, GST, etc. and other taxes prevailing from time to time. The rates will be exclusive of all taxes (The payment shall be subject to TDS and taxes as applicable at the time of payment) and valid for the currency of the contract. Even if the contracts are extended, the rates will not be changed by us.

I /We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.

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 for the captioned period.

I/We further agree to pay the personnel deployed in NABARD premises, their wages in accordance with the relevant Minimum Wages Act, on a monthly basis. I/We shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD

I/ We hereby certify that all the statements made and information supplied in the tender document and accompanying statements are true and correct.

Should this Tender be accepted, I /We hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Contract Document.

Name of the person authorized to sign and submit the tender:

(I)

(II)

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

Yours faithfully

(Name and signature of the tenderer)

Place:

Date:

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractor/ service provider for effecting payment by NABARD

1	Name of the account holder (As appearing in the Bank account)	
2	Address of the Account Holder	
3	Name of the Bank	
4	Name of the Branch	
5	Account number	
6	RTGS/ NEFT/ IFS Code	
7	Type of account (Savings, current, etc.)	
8	PAN Number	
9	GSTIN Number	
10	Email id	
11	Contact Number	

Signature

Please attach:

- A photocopy of one cancelled cheque leaf of the above Bank account
- Copy of PAN card
- Allotment letter / registration letter under GSTIN.

Part II
PRICE BID / Bill of Quantities
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Annual Maintenance Contract for Cleaning and sweeping of Office Premises and Staff Quarters (Located at BDA Colony Chandrasekharapur Bhubaneswar) of NABARD Odisha Regional Office Premises, Nayapalli Bhubaneswar

1. **Rates to be quoted** based on the Scope of Work and specification/description of items as well as terms and conditions contained in the Tender Document. The rates to be quoted taking into consideration the details of scope of work given in the tender terms and conditions including special terms and conditions.

Regular Workers				
Sl. No.	Particulars		Rates / Percentage	
			03 supervisor (Semi-skilled)	23 Cleaning Staff (Unskilled)
A	Basic Wages plus VDA per day as per Chief Labor Commissioner (Central), GOI minimum wage order/corrigendum notification issued from time to time (Current rate is as per the Corrigendum effective from 01.10.2023)		709.00	628.00
B	No. of Days – (26 working days at Quarters and 22 working days at Office)			
C	Basic Wage + VDA for one month (A x B)			
D	EPF on basic wages plus VDA (12%)	Restricted to maximum wage ceiling of ₹15,000/-		
E	EDLI on Basic Wages plus VDA (0.5%)			
F	Administrative charges (EPF & EDLI) On Basic wages plus VDA (0.5%)			
G	ESI @ 3.25% to be paid for employees with wages upto Rs. 21,000/-			
H	Total Remuneration of one person (C+D+E+F+G) for one month			
I	Total Remuneration of 03 Supervisor and 23 unskilled workers			
J	Contractor Service Charge (<i>include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like cleaning material purchase, provision of required uniforms as per the terms and conditions to workers etc</i>) (upto 02 decimal places)			-----%
K	Monthly Cost for 03 Supervisor and 23 unskilled regular workers including Contractor Service Charges (I+J)			

L	GST Charges @ 18% on K <i>*GoI Amendments in CGST/SGST rates during contract period will be accepted statutory norms.</i>	
M	Total Cost for One Month inclusive of all charges and taxes	
N	Total Cost Per Annum including Service Charge and GST in figures	
O	Total Cost Per Annum including Service Charge and GST in words	

- **Rates shall be quoted as “Total Cost per Annum”.**
- *For all calculation, there shall be 22 working days in a month at Office and 26 working days in a month at Officers and Staff Quarter and a year shall comprise of 12 months. No change shall be allowed in this table.*
- *Minimum wages, ESI, EPF etc. above shall be paid as per Central Govt. Acts/Notifications including amendments/ modification.*
- *EPF is calculated on Basic Wage.*
- *Basic Wages plus VDA at Sl. No. A are as per Central Govt. Minimum Wages w.e.f. 01 October 2023 and will be revised as per amendments in due course.*
- *Rates quoted would be applicable for the entire period i.e. up to 31 March 2026. However, revision in rates would be considered only if the minimum wages & taxes are revised.*
- *The Service Charges quoted above may include premium towards insurance cover for the workers employed, premium towards third-party insurance cover, other incidental administrative costs like cleaning material purchase, provision of required uniforms as per the terms and conditions to workers etc. These costs (or percentage) are to be solely decided by bidder for the purpose of this quotation. Contractors should quote service charges after due diligence which should be reasonable and workable.*
- ***A tentative cost of cleaning material per month for Office is Rs.25000/- and Officers and Staff Quarters is Rs.30000/-. The expenditure will be reimbursed by Bank on the MRP only on produce of original receipt/bill (no additional cost like transportation, profit, labour charge etc. will be considered). The service charge quoted will be applicable for total purchase in a month. Contractor will need to provide indent for monthly requirement at least 15 days earlier.***
- *The service charge should be reasonable as per prevailing market rates. The minimum service charges in the procurement of Manpower Outsourcing service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) and shall not exceed 7.00%. The service charges thus quoted shall be between 3.85% and 07.00%. The service charges thus quoted shall be between 3.85% and 07.00%. **Bids with Service Charges less than 3.85% may be summarily rejected by NABARD.***
- ***In case of 02 or more L1/ similar lowest bids, the final selection of bidder is done by GeM through system logic.***
- *The rates have to be quoted by excluding GST even if the contractor is not registered with GSTIN. The rates will be compared only after comparing rates with taxes while evaluation of the price bids.*
- ***Before deployment of staff, their bio-data/competence shall be verified by the Bank’s official in the beginning of AMC as well as on changing the staff/labour.***
- *The contractor has to submit one bill on monthly basis. Deductions will be done in the bill payments as per the applicable penalty clauses in the tender document.*

I/we declare that:

The rates quoted are as per the conditions mentioned in this tender document. The Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws.

Accepted all terms & conditions of price bid.

Place

Date

(Signature of the Tenderer)