



**National Institute of Bank Management,  
Pune**

**e-Tender**

**For**

**Annual Maintenance Contract of  
Sanitary, Plumbing, Carpentry And Other Allied Works  
at NIBM Campus, Pune**

**(Ref No. NIBM/e-Tender-05/2023-24 dated August 28, 2023)**

**2023 – 2024**

**National Institute of Bank Management (NIBM)  
NIBM Post Office, Kondhwe Khurd  
Pune – 411 048**

**Website: <https://www.nibmindia.org>  
Telephone: 0091 20 2671 6000 (EPABX)  
Email: [purchase@nibmindia.org](mailto:purchase@nibmindia.org)**

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## NOTICE INVITING TENDER

National Institute of Bank Management (NIBM) was set up in 1969 by the Reserve Bank of India (RBI), in consultation with the Government of India as an apex level Institute for Training, Consultancy and Research in Banking Industry. The Institute has a self-contained campus with complete residential and educational facilities in Pune and is in the process to empanel service providers for its various requirements.

The Institute is inviting **e-Tenders for Annual Maintenance Contract of Sanitary, Plumbing, Carpentry and Other Allied Works at NIBM Campus, Pune** from reputed firms based in Pune. **Two-bid system (Separate Technical Bid and Financial/Price Bid)** shall be adopted for this tender.

The terms and conditions for tender are as mentioned below:

1. The details of tender notification can be downloaded from the home page - <https://www.tenderwizard.com/NIBM> under the heading "***Tender of NIBM***".
2. New vendors must obtain the user-id and password to take part in the tender process by clicking the "***Enrolment***" link on the homepage of the website. The one-time vendor registration fee of Rs.500/- has **to be paid to Tender Wizard** by using the provided e-Payment link. Supported modes of payment are Credit Card, Debit Card and Internet Banking. Vendor Registration is valid for 1 year.
3. For further details/help on e-Tender participation, please contact Tender Wizard on :
  - Telephone: 080 - 40482100 (Bangalore) & Sanjay KC – Pune - Mumbai & Maharashtra (09665721619), Email : [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com).
  - Other Support Email IDs: [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ambasa@etenderwizard.com](mailto:ambasa@etenderwizard.com), [abhishek.ps@etenderwizard.com](mailto:abhishek.ps@etenderwizard.com).
4. The tender document can be downloaded from NIBM's e-Tendering website <https://www.tenderwizard.com/NIBM> by paying **Rs.1,000/- using the online payment gateway provided on the above website.**
5. An amount of **Rs.1,000/- (non-refundable)** towards cost of tender documents should be paid **through online payment gateway provided on the NIBM's e-Tendering web site.**
6. The Technical Bid should be accompanied by payment of **Rs.25,000/- (Rupees Twenty five thousand only)** towards Earnest Money Deposit (EMD) **to be deposited with NIBM through online payment gateway provided on the NIBM's e-Tendering web portal. No exemption from EMD payment shall be granted.**
7. The offers are invited from reputed and experienced individuals/firms/agencies/companies, preferably established and functioning in and around Pune city with sound financial background having valid licenses/sanctions and **experience in this field for a minimum period of five years** along with institutional /organizational performance report.
8. For any clarification on the tender terms & conditions, scope of work etc. (Annexure I to IV) in respect of the subject tender, please contact Junior Engineer (Civil), NIBM 020 2671 6397 / 2671 6386.
9. All bidders are requested to check our e-tender website regularly for any update/corrigendum, etc. with respect to this tender. No separate / individual notification will be made in such cases.

10. The Bid forwarding letter (Annexure - V) along with separate Technical Bid (PART-I) and Financial Bid (PART-II) along with all supporting documents submitted with the tender should be signed by the person authorized to do so and should be stamped with the seal of the firm.
11. **Tenders should be submitted only through e-Tender portal. Vendor must obtain the Tender Acknowledgement copy as a proof of his successful submission.**
12. The important dates for the tender process are as follows:

Sr No.	Activity		Date
(i)	Date of Tender Notice	:	August 28, 2023
(ii)	Submission of Online Pre-bid Queries, if any, by the vendors	:	September 01, 2023 up to 12:30 p.m.
(iii)	Last date for Tender Submission	:	September 07, 2023 up to 05:30 p.m.
(iv)	Date and time for opening of Technical Bid	:	September 08, 2023 at 11:00 a.m.
(v)	Date and time for opening of Financial/Price Bid	:	September 12, 2023 at 11.00 a.m.

13. The Director, NIBM, Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason, and is not bound to accept the lowest tender or any tender, it may receive. Incomplete or conditional offers will not be accepted. The decision of the Director, NIBM, Pune, in this regard shall be final and binding on all.
14. In the event of any dispute arising in the matter, the decision of the Director, NIBM shall be final and binding on both parties.

Thanking you

Yours faithfully

Chief Administrative officer

Enclosures:

- Tender Annexures I to IV
- Bid forwarding letter Annexure V with formats
  - o Technical Bid - PART - I
  - o Financial Bid - PART - II

## ANNEXURE - I

### ELIGIBILITY CRITERIA

- 1) The contracting agency/firm/company should have **minimum experience of five years as on 31/07/2023** in similar type of Civil Maintenance and Allied Services. Preference will be given to agencies for experience with Public Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, or any other commercial training centers, etc. The tenders of the contracting agency/firm/company with inadequate experience are liable for rejection.
- 2) Tender received without EMD or lesser amount will be summarily rejected. No exemption will be granted. The EMD shall be forfeited to NIBM Pune, if tenderer withdraws his tender after opening of the tender.
- 3) The tender rates shall be valid for at least 6 (Six) months after the date of publication of the tender. Tender valid for a shorter period shall be liable for rejection.
- 4) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.
- 5) Team of NIBM Pune may visit the sites of bidders to inspect the present sites of the contract(s) to receive on the spot information regarding the quality of workmanship and services rendered, etc.
- 6) The successful tenderer will have to deposit a Performance **Security Deposit of Rs.1,00,000/- (Rupees One Lakh only)** either through RTGS payment or by Demand Draft to NIBM. This deposited amount shall be refunded after 60 days from completion / termination of the contract.
- 7) The tenders of the contracting agency / firm / company not in possession of valid statutory sanctions / registrations are liable for rejection.
- 8) The successful tender will have to make an agreement with NIBM, Pune on terms and conditions of the contract on a non-judicial stamp paper, the cost of which will be borne by the contracting agency / firm / company.

## ANNEXURE - II

### **SPECIAL CONDITIONS FOR TECHNICAL AND FINANCIAL BID**

Tenderer will be qualified technical bidder if the following conditions are fulfilled:

1. Minimum 35 marks out of 50 marks allotted for technical criteria evaluation.
2. Tenderer will not be allowed to submit any further information after opening the tender.
3. The original copies of the document required for the purpose of tender as mentioned for Technical Bid as per PART- I (Form- I) may be verified by the official of the NIBM within 3 days from the date of opening of the tender, if any original document is not available for the verification then the marks for the concerned item will be subtracted by the Selection Committee.
4. If any tenderer declares or files misleading statement, misrepresentation then he will be disqualified from the process of selection.
5. NIBM will prepare merit list of eligible tenderers according to their marks of technical evaluation and financial evaluation of bid.
6. The officials of NIBM may conduct site visit at the work place of tenderer on suitable dates for verifying the office set up, premises of the clientele to obtain feedback of services etc of the concerned employer.
7. NIBM reserves right to select a tenderer on the basis of above-mentioned criteria from out of the successful bidders as per merit list of the above.
8. Although the contract period for the tender is one year as mentioned in the tender document, Director, NIBM shall have power to extend the contract up to maximum of 3 years (one year at a time) to the selected tenderer subject to satisfactorily services and fulfillment of contractual obligations in a satisfactory manner. Annual rate revision will also be considered by the Institute at the time of extension.

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## **ANNEXURE - III**

### **I. General Terms and Conditions of Contract:**

#### **ANNUAL MAINTENANCE CONTRACT OF SANITARY- PLUMBING, CARPENTRY AND OTHER ALLIED WORKS AT NIBM CAMPUS**

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, it shall be, for the purpose of this contract, be known as “the Agency” and the National Institute of Bank Management (NIBM) shall be known as “the Institute”.
2. The civil maintenance and allied services are required to be offered to the Institute as directed by the Institute.
3. The agency will be required to offer these services in the campus of the Institute at Kondhwe Khurd, Pune. The agency will use the space so provided for rendering the services only and will have no tenancy right over the space so provided.
4. During the currency of this agreement, the contract can be terminated during the operative period by giving one month’s notice in writing by either party.
5. The Institute however still reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or without assigning any reasons. For this purpose, the Institute shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Institute shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard.
6. If on account of non-renewal of the contract and/or termination of this contract, the agency has to terminate its employees, then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance of legal reimbursements, agency itself shall be liable for all the costs and consequences.
7. On termination of the contract, the agency shall discontinue the use of the premises and hand-over peaceful possession of the Institute’s premises together with its fixtures and articles therein in good condition. The Tenderer shall have no tenancy rights on the space provided.
8. The successful Tenderer shall have to submit an INDEMNITY BOND on non-judicial stamp paper duly registered. The cost of which will be borne by the contracting agency / firm / company. The format of Agreement will be provided by the Institute. This indemnity bond has to be submitted by the Tenderer immediately to the Institute on accepting the tender.
9. The Agency shall at all time keep the Institute effectually indemnified and insured against all actions, suits, proceedings, losses costs, damages, claims and demands in any way arising out of any reasons.
10. The Agency shall be given a suitable place during the contract period to maintain its office as well as for storing the material required to provide the services to the Institute as per the contract. The place so provided should be used only for the performance of the duties and not for any other purpose. The Tenderer shall not be allowed to carry away any material/ item out of NIBM Campus without the permission of the Institute’s authorized representative.

11. The Agency shall co-operate with the other Agencies working in the Institute's campus.
12. All the workmen employed by the Agency should be between 18 to 58 years of age and medically fit to work. A complete list of the workers / supervisors together engaged by the Agency together with the detailed bio-data, copy of their Aadhar Card, latest photograph along with mandatory Police Verification should be submitted to the Institute before they are deputed at the Campus by the Agency, based on which the identity cards shall be issued.
13. The Institute reserves the right to reject any particular workman placed/employed under the contract in the Institute's premises.
14. The Agency shall issue proper identity cards with latest photograph to his workmen. Any changes should be informed to the Institute immediately.
15. The workmen engaged by the Tenderer shall not have any right/claim over the various facilities enjoyed by the Institute's staff members.
16. The workmen employed by the Agency attending work at the Institute under the contract must have highest standard of honesty.
17. In case of lapse on part of the workmen of the Agency, the Agency should take corrective disciplinary action against such workmen. In case the Agency fails to take any action against the defaulter, the Institute reserves its right to take any suitable/legal action against the Agency.
18. The payment of the service charges for the services rendered will be made on monthly basis by Bank Transfer only.
19. The information regarding the monthly payment of wages, statutory benefits etc., paid to the workmen shall be submitted by the Agency to the Institute in the prescribed format along with the monthly invoice.
20. The Agency must submit bills within first 7 days of every month and payment will be made within 10 days from the date of receipt of the bills, subject to submission of all required compliance documents by the Agency. The Agency should make payment to its workers on or before 7<sup>th</sup> day of the Month without fail, irrespective of receipt of monthly bills from the Institute. All deductions due to the Institute shall be made from such bills.
21. While making payment of the bills, the Institute will make the following deductions:
  - a. The Income Tax Deduction at Source as per the Government regulations.
  - b. GST or other Tax Dues, subject to submission of compliance reports.
  - c. The amount equivalent to any damage/loss etc. done by the workmen employed by the Agency to carry on the job at NIBM.
  - d. Any other charges, fines, penalties and such other deductions.
  - e. Any other claims made by the employees of the Agency against the Institute in its capacity as a principal employer.
22. The Agency shall be responsible for the safety of his workmen and should follow all rules and regulations pertaining thereto. In case of any damage to property or accident to the workmen deployed in the Institute's premises, the Agency shall be responsible and should take out necessary personal insurance policies for this purpose. The Agency should indemnify the Institute from any claims arising from the above. Obtaining the



necessary licenses as per Contract Labour Act, if applicable, is the sole responsibility of the Agency.

23. The Head of the Agency or their senior responsible official shall visit the Institute at least twice a week and contact the person authorized by the Institute to look into civil maintenance matters. Any deficiencies in the services and any matter of escalation should be rectified immediately or wherever required in coordination with Labour Office / PMC / Government Office, etc. by the agency, when such issues are pointed out by such authorized person/s of the Institute.
24. The Agency shall not transfer or assign to or share benefit of this agreement with anyone else without the Institute's consent in writing.
25. The Agency shall, at all times, keep the Institute effectually indemnified against all sections, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the Agency.
26. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Institute and the Agency or their authorized representatives. Director, NIBM will be the final authority in resolving such disputes.
27. The rates quoted by the Agency in the tender shall be deemed to have taken into account all the conditions mentioned above.

## **II. The Agency's Responsibility**

28. The Agency shall be responsible to deliver the maintenance services at all stage as per the quality of work expected as per the standards laid down and explained to the Agency.
29. The Agency shall ensure that it obtains an appropriate license under the Contract Labour (Regulation & Abolition) Act, 1970 as applicable, for providing manpower at NIBM, from appropriate Office of the Labour Commissioner in Pune and file regular returns as required under the Act. In the event the Agency does not obtain a license or does not renew the license on its expiry, this agreement shall automatically stand terminated. In the event of such a termination, the Institute shall not be liable to pay any compensation whatsoever, to the Agency.
30. The Agency shall ensure that it fully complies with and observe all the provisions of the Contract Labour Act (Regulation and Abolition) 1970, Minimum Wage Act 1948, Payment of Wages Act 1935, Employees Provident Fund and Miscellaneous Provisions Act 1952, Registration under PWD/CPWD/MSEDCL/MSETCL, Gratuity Act 1972, the E.S.I. Act, and such other statutory enactments / rules and regulations laid down by the Govt. or local body in force / coming into force which may apply to this agreement and any liability on account of non-compliance or violation thereof shall be the Agency's responsibility.
31. The workmen employed by the Agency shall be its own employees on payroll and the Institute shall in no way be responsible or liable for their wages, salaries, bonus, gratuity or any compensation notice pay, etc.
32. The Agency shall regularly make payment to the Provident Fund, Employee Pension Scheme, Employee State Insurance Contribution, Employee Deposit Linked Insurance Scheme, Gratuity and all other statutory dues like GST that may become due or payable by the Agency for the workers employed by it and maintain all such records as may be

statutorily required and present the same to the officers of the Institute as and when required. Proof of the same will have to be deposited by the Agency along with its monthly bills without fail.

33. The Agency will have to maintain registers / records as mentioned below as required under the provisions of various Acts and complete the formalities prescribed there under. The Institute shall not be responsible in any way for any breach of these rules and regulations by the Agency. The contract is liable to be terminated if breach of rules and regulation is found after the award of contract.
  - a. The attendance muster-cum-wages register of persons engaged during the month should be duly signed by the individual employees and counter-signed by the representative of the Agency and the Institute.
  - b. All employees have to be paid wages, special allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant rules.
  - c. All the employees have to be extended coverage under EPF / ESIC scheme and appropriate deductions are to be made under PF/EPF/ESIC Act.
  - d. Appropriate deductions are to be made towards Professional Tax and Income Tax from the salary wages paid and remit the same to the authorities concern, if any.
  - e. All deductions are affected from the salary / wages as per the provision of the Payment of Wages Act.
  - f. The following registers are required under provisions of various Acts and to be maintained up-to-date in the prescribed format, kept available in the premises of the Institute for inspection of any statutory authority, on demand, for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.
  - g. The License under the provisions of Contract Labour (R&A) Act, if applicable, have to be obtained / renewed and kept operative at all times.
34. The employees should be supplied with proper uniforms, safety shoes and all safety gadgets by the Agency at its own cost. The workers should use these uniforms in clean condition and properly ironed.
35. The Institute shall accept no claim in the event of any of the Agency's workmen sustaining any injury, damage or loss to either person or property either inside or outside the Institute premises. The Agency should provide insurance cover as per Workmen's Compensation Act to all its workers.
36. All the workmen in the employment of the Agency working in the Institute shall abide by the disciplinary procedures/rules and regulations laid down by the Institute from time to time.
37. In the event the Agency is provided with any material or equipment belonging to the Institute, the Agency undertakes to return the same in good condition, failing which the Agency shall be responsible for the cost of the same.
38. All employees employed by the Agency shall be technically qualified and experienced for handling their respective assigned civil maintenance activities.

39. The Agency shall deploy the following number of workmen for rendering satisfactory services on all days:

<b>Sr. No</b>	<b>Designation</b>	<b>Category</b>	<b>Qualification and Field Experience</b>	<b>No. of Personnel</b>
01	<i>Carpenter</i>	<i>Highly Skilled</i>	<ul style="list-style-type: none"> <li>• Minimum ITI - Carpenter with more than 5 years' experience.</li> <li>• <b>OR,</b></li> <li>• 10<sup>th</sup> Class Pass with preferably more than 7 years' experience.</li> </ul>	01
02	<i>Plumber</i>	<i>Highly Skilled</i>	<ul style="list-style-type: none"> <li>• Minimum ITI - Carpenter with preferably more than 5 years' experience.</li> <li>• <b>OR,</b></li> <li>• 10<sup>th</sup> Class Pass with preferably more than 7 years' experience.</li> </ul>	02
03	<i>Helper / Assistant for Carpenter and Meson</i>	<i>Semi-Skilled</i>	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> Class Pass with preferably more than 3 years' experience.</li> </ul>	02
			Total =	05

The Institute reserves the right to reduce the number of workmen under intimation to the Agency, at any point of time. In case, the Agency reduces the number of workmen employed, the Institute has to be informed well in advance or otherwise, the Institute reserves the right to impose penalty to the extent of the salary of the absent workmen from the monthly payable billing amount. Both Carpenter & helper and both Plumbers should not be on leave at any given point of time.

40. The Institute will not allow any of the staff except Plumbers of the agency to stay in the Campus premises unless it is an emergency. Their presence, however, should not cause any nuisance to normal functioning of the Institute. The workmen engaged by the Agency should observe the discipline and should see that the decency and decorum is maintained during the course of their employment.
41. The Agency shall deploy sufficient number of workmen as stated above to ensure rendering satisfactory services round the clock in three (First, General, Second) shift basis including shift-wise relievers, as may be required by the Institute. The Institute reserves its right to reduce or increase the number of the workmen from time to time depending upon the requirement on actual basis. The Agency shall not have right to claim compensation or damages from the Institute on account of reduction of employees at any time.
42. The Agency shall deploy only those workers who are courteous, trained, well-mannered and disciplined. They shall abide by the disciplinary procedures, rules & regulations, guidelines, Standing Instructions laid down by the Institute and shall strictly follow these instructions.
43. The Agency shall take suitable measures in the event of any of its personnel failing to observe discipline and decency in the Campus as may be brought to the knowledge of the Agency and shall make immediate replacement of such personnel who are observed habitually indulging in commissions & omissions of acts which would render the services of the Agency ineffective. In case of failure to do so on the part of the

Agency, the Institute will be at liberty to restrict the entry of such personnel inside the Campus and on such event, necessary deduction shall be effected from the monthly bills of the Agency.

44. The workers / staff of the Agency shall have no presumptive right of absorption in the services of the Institute. In order to give effect to this, the Agency shall incorporate suitable clause in the appointment orders to be issued to its workers/staff.
45. In case the workers engaged by the Agency have any grievance, they will take it up with the Agency without any disturbance on the Campus. If the Agency's workers were to resort to agitation resulting in damage to the Institute's property or hindrance to its work, the Agency would be liable to pay damages to the Institute. Further, such action by the Agency's workforce would result in termination of the contract.
46. The Agency shall at all times indemnify the Institute against all claims for compensation under the provisions of any law for the time being in force/brought into force, by or in respect of any workmen employed by the Agency in carrying out the contract and against all costs and expenditures incurred by the Institute in connection therewith. The Institute shall be entitled to deduct any amount due, from the Agency, from all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto.
47. In the event of the contract being terminated or upon its expiry, the Agency shall relocate its employees to any other site, which it may have. In the event the Agency terminates the services of the employees on account of non-renewal of this contract or on account of termination of this contract for any reason whatsoever, then it shall be the sole responsibility of the Agency to terminate the services of its employees in a legal manner by paying them notice salary and retrenchment compensation along with other legal dues. Any liability on account of non-payment of the aforementioned dues would rest exclusively upon the Agency and the Institute shall not be liable for consequences arising therefrom. The workers engaged by the Agency shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the Institute.
48. The Institute may ask for services not included in the package. Rates for such items / services will be mutually decided.
49. While submitting tender, Agency should explicitly state the emoluments and other facilities payable to its workers at all levels (pay + special pay, medical facilities, P.F., Gratuity, Bonus, Leave etc.) and method of making such payments and making such facilities available.
50. The amounts specified hereinabove are to be inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to workmen or payment of their legal dues that may be incurred by the Agency. The Agency shall not be entitled to make any demands, monetary or otherwise, apart from the prices as per Financial Bid or as agreed by the Institute during the term of this contract.
51. The salary and benefits payable to workers/supervisors are to be arranged through Bank Transfers only.
52. **Confidentiality:** Both NIBM and the Agency shall hereby undertake that under no circumstances whatsoever they shall disclose any Confidential Information belonging to the other like guest information, events of the Institute and others, if declared confidential to which they might have access during the association with one another in terms of this contract, except to the extent that is already in public knowledge/domain.

The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of contract and thereafter for a period of two years from the date of termination for whatever reason.

53. **Termination Clause:** The Contract can be terminated by either party by giving one-month notice. The Institute reserves the right to terminate the contract without notice if it deems necessary or that terms of the contract are not followed by the Agency.

54. **Force Majeure:** For purposes of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Institute or Agency's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc. or other events beyond reasonable control.

If force majeure situation arises, the affected party shall promptly notify the other party in writing of such condition and cause thereof. Unless otherwise directed by the Institute in writing, the Agency shall continue to perform its obligations under contract as far as possible. The decision of the Institute in this regard should be final and binding on the Agency and will not be open to question before any court/forum in any proceedings.

68. **Applicable law:** The Court of jurisdiction shall be Pune only for all purposes.

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## ANNEXURE - IV

### SCOPE OF WORK AND SPECIFICATIONS – CIVIL MAINTENANCE

#### I SPECIAL TERMS AND CONDITIONS FOR SERVICE CONTRACT OF PLUMBING AND CARPENTRY SERVICES ON ANNUAL CONTRACT BASIS AT NIBM, KONDHWA, PUNE - 411 048

- 1) Plumbers are provided with G-Type accommodation subject to availability and consent of the Institute's Management to ensure their availability to meet the maintenance requirements on 24 x 7 basis and the vendor shall be responsible for deployment of manpower (plumbers) on 24x7 basis.
- 2) The work shall be carried out in accordance with the tender conditions, and relevant ISI manuals / instructions as per instructions of the JE(C) / Departmental Head.
- 3) All the tools, machineries and the equipment related plumbing and carpentry, etc. required to carry out the maintenance works shall be arranged by the Agency.
- 4) The work shall be carried out in accordance with the tender conditions, and relevant ISI manuals / instructions as per instructions of the JE(C) / Departmental Head.
- 5) The consumables like, pipes, tapes, nails, plywood etc. and other material required to replace damaged civil infrastructure shall be supplied by the Institute. The Agency shall hand-over the damaged parts to the Institute.
- 6) While carrying out the work as per instructions, if the Agency decides to claim any particular work as extra item, prior written approval from the JE(C) / Departmental Head, to carry out such works as extra item must be obtained by the Agency. Any claim for extra item without proper approval shall not be accepted.

#### **Major Operations & Maintenance of Civil Works (Carpentry, Plumbing & Masonry):**

- 1) The Institute at present has One WTP of 2 lakh liter capacity, One STP of 50 KLD capacity, Water tank for storing PMC water of three lakh liter capacity, Five Executive Level Hostels, Up to 50 Residential Buildings, Three Cafeterias, Five Institutional Buildings, and Lecture Hall buildings. The Tenderer's responsibility would be carrying out the routine and preventive maintenance and operation work of the existing systems and equipment.
- 2) Details of Plumbing and Carpentry-related accessories are indicated below. Continuous satisfactory operation and performance of these equipment including related accessories is under the scope of the Agency.

**III. DETAILS OF CIVIL (PLUMBING AND CARPENTRY) INFRASTRUCTURE / EQUIPMENTS AT NIBM CAMPUS:**

1.	Residential buildings – The Institute has up to 50 residential buildings have 95 quarters. In these quarters Faculties, Staff & Students are staying. All the buildings have some carpentry equipment (such as wardrobe, tables, Book racks, doors & windows, etc.) & Plumbing equipments (such as wash basin, W.Cs, taps, aqua guards & all types of pipe lines including GI, PVC , CPVC, UPVC, etc.).
2.	Office Buildings – The Institute has 3 Office buildings, 8 lecture halls, 3 Cafeteria, Multi-Purpose hall, gym, Library etc. which is full of office furniture and plumbing systems, etc.
3.	Hostels – The Institute has 5 executive hostels of 150 executive rooms having all the executive carpentry and plumbing systems.
4.	Pump houses, Well – water supply system (up to 300 PVC water tanks are in use) and Filtration Plant.

- 3) The Agency will deploy the manpower for operation and maintenance of civil carpentry & plumbing equipment as fixed or as per shift on “Round the Clock” basis throughout the year for all days of the year including Sundays & Public Holidays. There must be minimum 15 minutes overlapping between two shift worker to get familiarize with the status of on-going work / Equipment.

**A. GENERAL CONDITIONS**

- 01 The Agency must obtain for itself on its own responsibility and at its own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint itself with all local conditions, means of access to the work, nature of work and all matters appertaining thereto.
- 02 Immediately, on receipt of intimation from the Institute about the acceptance of tender, the successful Agency will execute the work as per the instructions of Estate Department and the written acceptance of the tender will constitute a binding contract between the Institute and the Agency so tendering. It will be the responsibility of the Agency to thoroughly examine the PLUMBING AND CARPENTRY installations in all respects before taking over and bring to the notice of NIBM any short coming or short supply in the installations being handed over. Once taken over, it will become the sole responsibility of the Agency to guarantee completion and effective functioning of the systems.
- 03 In the event of refusal to carry out work by the successful Agency on any grounds, its earnest money / security deposit shall be forfeited.
- 04 If it is observed that due to poor maintenance / unsatisfactory work, any part or equipment is found damaged / required to be replaced, the same will have to be attended and replaced by the Agency at its own cost. In this regard the Institute’s decision will be final.
- 05 The Agency and the Institute shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled through Arbitration or through Court of Law within the jurisdiction of Pune. The resultant contract will be interpreted under Indian Laws.

- 06 It shall be the responsibility of the Agency to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Agency) at the Institute and the Institute shall have no liabilities in this regard.
- 07 For all intents and purposes, the Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged in the Institute under this contract. The workers deployed by the Agency in Campus shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against the Institute.
- 08 The Agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to workers engaged by it. The Institute shall, in no way, be responsible for settlement of such issues whatsoever.
- 09 The Institute shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the Agency in the course of their performing the functions / duties, or for payment towards any compensation.
- 10 The Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to the Institute to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 11 In case, the Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, the Institute shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- 12 If any worker wants to go on leave, they shall inform well in advance to the officer-in-charge of Maintenance at the Institute and alternative proper arrangements shall be made by the Agency.
- 13 Cost of any consumables and other components required in case of emergency shall be reimbursed to the Agency against production of cash memo/invoice. The Agency has to take prior approval of the Institute before doing such type of work.
9. In every case in which, by virtue of the provision of the aforesaid acts or the rules, NIBM is obliged to pay any amount of wages to the personnel employed by the Agency in execution of the work or to incur any expenditure in providing welfare, health & safety amenities required to be provided under the aforesaid act and rules or to incur any expenditure on account of contingent liability of NIBM due to the Agency's failure to fulfill his statutory obligation under the aforesaid act or the rules, NIBM shall be at liberty to withhold from the bills of the Agency the amount of the wages as paid or the amount of expenditure so incurred, and without prejudice to the rights of NIBM. NIBM shall be at liberty to recover such amount or part thereof by deducting it from Security Deposit and / or from any sum payable by NIBM to the Agency. The decision of NIBM regarding the amount actually recoverable from the Agency as stated above shall be final and binding on the Agency.
10. The Agency shall not employ any person below the age of 18 years. The Agency shall indemnify NIBM from and against all claims and penalties which may be suffered by NIBM by reason of any default on the part of Agency to observe and / or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment or modification of the same.



11. The Agency shall at all time indemnify NIBM against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequences of any accident, injury sustained by any labour / servant or person in its employment and engaged in the performance of contract. If any such accident occur which may involve any such liability under the Act, NIBM shall be at liberty to withhold such amount from the bills of the Agency and also deposit the same with Commissioner under the W.C. Act.
12. The Agency shall be responsible for the compliance with the provisions of the hours of the employment regulation in respect of the staff employed by him in the manner decide upon by the appropriate authority.

**C. DUTIES AND RESPONSIBILITIES OF THE AGENCY:**

1. The Agency shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Agency to promote a civilly safe workplace free from unauthorized exposure to civil hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and to the NIBM's property.
2. The Agency shall be responsible for taking good care of all specialized equipment, tools and tackles used for its maintenance activities. It should bring to the notice of NIBM personnel the repair and maintenance works that are required to be undertaken from time to time. In case any damage is caused to the equipments due to the gross negligence of any of the employees of the Agency, Agency undertakes to indemnify the Institute for such damages. The amount of damages quantified at the discretion of the Institute shall be final & binding on the Agency. The Institute shall be at liberty to deduct such amount of damages from any dues payable to the Agency.
3. The Agency shall ensure that the employees engaged in plumbing and carpentry maintenance activities in the premises shall, while working, take all reasonable care in handling the internal as well as external items and the Agency shall be solely responsible for the safety and security of all such fixtures and equipments and installations. If it is found that any such items of fixtures, equipments and installations are damaged and or missing due to the negligent of the employees of the Agency, the Agency shall take the responsibility of making good the same failing which, NIBM reserves its right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Agency.
4. It will be the responsibility of the Agency to store the materials purchased & provided to them, if any, are kept in safe custody and they shall keep a proper record of its receipts, stock, disposals, etc. which shall be subject to inspection & verification by the authorized representative of the Institute.
5. The quality of work at all stages should be as per the standards laid down and explained to the Agency by the Institute. There cannot be any compromise in the quality of the work and it shall be the responsibility of the Agency to ensure that the standards laid down from time to time are strictly maintained.
6. The Agency will give a declaration as per draft letter (ANNEXURE I) attached that it has read and understood the above conditions and the same shall remain binding upon it in case the work is entrusted to it.
7. The amounts specified hereinabove are inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to workman or payment of their legal dues that may be incurred by the Agency and the Agency shall not be entitled to make any other demands

monetary or otherwise from the Institute during the term of this contract. **It is expressly agreed that in the event there is a revision of minimum wages or special allowance, then the amount payable in clause hereinabove shall be suitably modified.**

8. The Agency itself must have a qualified engineer (either Diploma or BE in Engineering) and should have working experience of handling such jobs. The Agency must have staff who hold a valid government license to carry out plumbing maintenance works throughout the tenure of the contract.
9. The Agency shall be responsible for taking good care of all equipments. They will employ Plumbers and carpenters who are qualified ITI's related trade with NCTVT and worked at least for two years. The Agency will have to intimate the details of persons employed at NIBM along with a passport size photograph.
10. The Agency shall employ required number of employees for carrying out the jobs specified in the tender.
11. The Agency should furnish the maintenance schedule every week.
12. All personnel employed by the Agency shall be medically fit and in good health.
13. All the licenses, permits etc. from statutory authorities required for running of this contract will be in the name of the Institute. However, all formalities required for obtaining / renewing them will be done by the Agency on behalf of the Institute.

#### **D. SCOPE AND STYLE OF WORK**

A brief list of works to be carried out under contract of maintenance of Plumbing and Carpentry installations within the Campus (Day-to-Day maintenance) is as under:

1. Attending & solving all the day-to-day complaints received from the Institutional buildings, Hostels and Residential Blocks in the campus.
2. Maintenance of the entire installations on 2 shift basis. Contractor will employ workmen with qualifications and experience as mentioned in Contractor's Responsibilities.
3. Day to day maintenance of entire installations including replacement and repairs to sanitary and plumbing and furniture items.
4. Maintaining daily log sheet of each and every installation.
5. Arranging all major components requiring repair/replacement with prior consent and approval of the authorized NIBM engineer.(Only cost of the components shall be reimbursed. The effort involved in procurement and replacement charges shall be deemed to have been included in the contracted amount of this contract).
6. The agency shall guarantee prompt repairs/replacement of components referred under (4) above to minimize interruption. In all probability the Agency will be required to arrange repair and/or replacement of such damaged components the same day.
7. Maintain on site minimum and one month's inventory of all consumables, hardware's and other small components within the contracted amount.
8. To furnish to the concerned NIBM Engineer, details of important inventory, necessary to be maintained on site for ensuring smooth functioning of the system.

- 9 Attending and solving all the day-to-day complaints received from the Institutional buildings, hostel buildings and residential blocks (Guest Houses) in the campus.
10. In case of development of faults in the plumbing / sanitary / carpentry anywhere in the campus; rectifying the same by using necessary tools and tackles (required special, if any) owned by the contractors.
11. All the Plumber's / Carpenter's jobs shall normally be carried out as and when instructed by the Engineering Services Department without charging any extra amount under the maintenance contract although the work asked to be carried out is new. Refusal to carry out any such or other works shall mean violation of contract terms and NIBM shall be free to terminate the contract and the extra expenditure incurred by the Institute due to such refusal shall be recovered through the security deposit of the contractor.
12. Periodical cleaning and checking of all the installations owned by the Institute.
13. Getting the services of the supplier/erection agency during the guarantee period for rectification, major break down and proper functioning of the equipment and system.
14. Starting and closing of water pumping for Spray Pond etc. as and when required.
15. To visit each office cabin and each hostel room and note the complaints about Furniture and Plumbing installations and attend to these complaints and take the signature of the occupants.
16. The Agency will ensure that unusable junk materials are not allowed to be kept in working rooms. Under such eventuality, it will report the matter to the Institute's JrEngineer (Civil), who in turn will take suitable action including reporting the matter.
21. All the log-book registers will be arranged by the Agency. Logbook register duly paged and bound will be as per practice of reputed firms and will be maintained in good condition by the Agency.
22. All the necessary tools and other materials, required for operation and performance monitoring of Plumbing and Carpentry Equipment should be kept by the Agency in a cupboard under the control of Plumber and Carpenter. Required testing instruments / tools like Plumbing & Carpentry tool kit, spanner, pliers, Hammer, Drill Machine, grinder machine, Cutting pliers & Screw drivers, pipe range, Solvent, First Aid Box, Artificial respirator etc. should always be available with Plumber and Carpenter. All these tools are necessarily to be provided by the Agency.
23. All the workers should always wear shoes; during duty, wearing any sort of chappals will not be permitted by the Institute. Timely safety training also carried out by the Agency for workers.
24. In case of any Manpower (Skilled or Non Skilled) being on leave, the Agency will immediately take advance action and provide substitution so that minimum manpower as indicated above is not reduced on any day. In case a particular shift duty worker does not turn up due to any reasons, the earlier duty person will continue to make sure that civil complaints never remains unattended.
25. During emergency / urgency or if required by the Institute, the Agency need to deploy the manpower and worker need to work beyond normal working hours or on public holidays till particular equipment is restored back into normal satisfactory condition and the

Agency will be always responsible, during the entire period of contract for satisfactory performance of entire system (including accessories) with minimum down time.

26. The Agency will arrange and maintain separate log-book register for services / maintenance of various fittings as indicated above. Special care is to be taken by the Agency for replacement of taps, pipes, and all other plumbing and carpentry consumable items supplied by the Institute, wherein clear record for replacement should be maintained and got countersigned by the Institute's Engineer. All defective materials should be handed over by the Agency to the Institute's Engineer or his representative. Record of work done for services / maintenance repairs etc. will be recorded by the Agency's engineer in the registers. These registers should be always with updated records and should be produced to the Institute's engineer on weekly basis or as and when required by him.
27. The Agency should arrange and maintain sufficient stock of spares, especially consumable issued by the Institute at site which can be kept by the Agency in cupboards to be arranged by them. Similarly, all necessary tools & instruments required for the purpose of servicing / maintenance; routine testing etc. should be arranged by the Agency and should be available at site at all times.
28. The Agency will be fully responsible for safety of its workers / employees at all times. The Agency will also be responsible for all the safety precautions at all the times especially during servicing / preventive maintenance and repairs of work on height etc.
29. Any deficiency or defect noticed during work or in joint inspection with another agencies technician, will be notified by the Agency's plumber/Carpenter immediately to the Institute's Engineer.
30. The Agency will be responsible at all times during the entire period of contract for satisfactory performance of various fittings/installations more than 95 % uptime. If same is not maintained, then 10% of amount of monthly bill against respective head will be deducted from the bill.
31. The Agency will coordinate and arrange the annual inspection of installations by civil inspector of PWD (State or Central Government) or any other statutory authorities as may be required. Inspection fees / DG electricity duty will directly be paid by the Institute.
32. In case of development of faults in the system anywhere in the Campus; finding out the reasons of faults by using necessary equipment owned by the Agency and resolve issue urgently by own OR external authorized agency and report the same to JE(Civil) / Departmental Head.
33. All the Plumber and Carpentry jobs shall normally be carried out as and when instructed by the JE(C)/ Departmental Head without charging any extra amount under the maintenance contract although the work asked to be carried out is new. Refusal to carry out any such or other works shall mean violation of contract terms and the Institute shall be free to terminate the contract and the extra expenditure incurred by the Institute due to such refusal shall be recovered through the Tenderer's bills.
34. Checking and cleaning all the water related fixtures in residence, hostels and Institute as and when instructed.
35. The scope of work mentioned in the tender document is only indicative. All routine operations related to civil equipment or any minor civil works within Institute premises shall be carried out by the workmen as and when instructed.

### **E. MAINTENANCE SCHEDULE:**

A brief maintenance schedule is given below. The Agency will have to observe the schedule strictly for carrying out routine and preventive maintenance work.

#### **(PLUMBING WORK)**

<b>Sr.</b>	<b>Job description of preventive maintenance</b>	<b>Plumbing work</b>
1	Resolve all assigned maintenance work complaints	Daily
2	Inspection of overhead water tanks at Residences & Hostels	Daily
3	Inspection of overhead water tanks at Institutional & Hostels	Daily
4	Inspection of water taps & other plumbing installations in residences	Twice in a month
5	Inspection of sewerage system & other sanitary installations in residential buildings	Once in a month
6	Inspection of water taps & other plumbing installations in hostels & institutional buildings	Twice in a month
7	Inspection of sewerage system & other sanitary installations in hostels & institutional buildings	Once in a month
8	Testing of all inlet & outlet connections	Quarterly
9	Inspection of all water coolers	Weekly
10	Inspection of Well pipe line	Once in a month
11	Inspection of PMC pipe line	Once in a month
12	Inspection of common toilet block & pantries at all institutional buildings	Daily

.....

#### **(CARPENTRY WORK):**

<b>Sr.</b>	<b>Job description of preventive maintenance</b>	<b>Carpentry work</b>
1	Resolve all assigned maintenance work complaints	Daily
2	Inspection of floor springs at Dining hall & Hostels	Once in a month
3	Inspection of Door closer at Institutional & Hostels	Once in a month
4	Inspection of Office furniture	Twice in a month
5	Inspection of furniture in hostels & institutional buildings	Once in a month
6	Inspection of aluminum door installations in hostels & institutional buildings	Twice in a month
7	Inspection & servicing of locks/ latches/ hardware in hostels & institutional buildings	Once in a month
8	Inspection & repairing of all hostel beds, mirrors & fly wire shutters	Quarterly
9	Inspection of all signage at NIBM campus	Once in a month
10	Servicing & Oiling of all door hinges of classroom doors	Quarterly
11	Servicing & Oiling of all door hinges of other than classroom doors	Half yearly
12	Servicing & Oiling of all sliding doors of hostel wardrobes and aluminum windows	Quarterly

#### **F. LIST OF TOOLS AND TACKLES TO BE PROVIDED BY THE AGENCY AT SITE:**

The Agency has to provide following tools and tackles for day to day operation and routine maintenance of Civil and Carpentry work. The agency shall check serviceability of equipment once a month and submit the report to Estate Department of the Institute.

<b>S.N.</b>	<b>Description</b>	<b>Qty</b>	<b>Remark</b>
01	General Tools, Set of screw drivers, pliers, strippers, ring and D spanners, hammers with tool bag etc...	02 Sets	With each Plumber and Carpenter while on duty.
02	Hacksaw frame (Mini + Standard)	2 sets	Plumber + Carpenter + Mason
03	Die Set	1 set	Plumber
04	Oil Can	2 sets	Plumber + Carpenter
05	Plane	1 set	Carpenter
06	Spirit Level	2 sets	Each Set for Plumber & Carpenter
07	Measuring Tape (Steel)	2 sets	Each Set for Plumber & Carpenter
08	Nail Puller	1 Set	Carpenter
09	Wood Chisel / Stone Chisel	1 Set	Carpenter
10	Pipe Wrench (Required Size)	1 Set	Plumber
11	Air Gun	2 sets	Plumber + Carpenter
11	All required machineries like drill machine, Grinder, cutter Machine etc...	2 Set	Each Set for Plumber & Carpenter

**Rs.1,000/- per month will be deducted from the monthly bill of the Agency if the required tools and tackles as mentioned above are not provided by the agency.**

#### **G. PENALTY:**

1. In case of unauthorized absence of worker, the Institute reserves the right to impose penalty to the extent of the salary of the absent workmen from the monthly billing amount payable.
2. In case of any damage to the property / equipment / installation by worker of an agency, the Agency shall take the responsibility of making good the same failing which, the Institute reserves its' right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Agency
3. Penalty from Rs. 100/- to Rs. 1,000/- will be imposed on the Agency in case of unsatisfactory work or delay in completion/attending of daily maintenance activities.
4. The Agency's employees will wear proper uniforms and shoes provided by the Agency at its own cost while on duty. Any employee found improperly dressed or unsatisfactory in performance would be asked to leave the premises. The Agency will provide immediate replacement in such cases; appropriate penalty will be imposed by deduction of proportionate payment from the monthly bill of the Agency.

#### **H. MISCELLANEOUS**

1. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, NIBM, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, NIBM whose decision will be final and binding on the Agency.

2. If the Dispute is not resolved through the reference made to the Director, NIBM, a reference of the same shall be made to an Arbitrator to be appointed by the Director NIBM Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Arbitrator to be appointed is a Competent Officer of NIBM in the discretion of the Director NIBM Pune.
3. The quoted rate of the contracting Agency shall be deemed to have taken into account all the conditions mentioned above. The Agency shall visit the Institute's premises and properly assess the scope of work. It shall be presumed that the Agency had inspected the premises and made proper assessment and requirements. Once the rate is quoted and accepted, then subsequently, the Agency shall not raise any dispute that the rate quoted was less without considering the actual requirements.
4. The penalties towards certain lapses of the Agency on account of inadequate manpower, non-compliance of statutory requirements, non-performance and unsatisfactory services, non wearing of uniform, non-display of identity card, misuse of any place including hostel room/ entry of unauthorised person, non-receipt of call by substation attendant, non-switching on / off water pumps and electricity, pilferage / damage / loss to NIBM in any manner etc. would be imposed by the Institute. The Institute's decision in this regard will be final and binding on the Agency.

**ANNEXURE – V**

Date: .....

The Director  
National Institute of Bank Management  
NIBM Post Office  
Kondhwe Khurd  
Pune 411048

Dear Sir,

**Sub: TENDER FOR PROVIDING CIVIL MAINTENANCE AND ALLIED SERVICES**

**Ref: Tender Notice - NIBM/e-Tender-05/2023-24 dated August 28, 2023**

With respect to the e-Tender published on the NIBM's website, we hereby submit our tender in the required forms after carefully understanding all the terms and conditions of the tender/ contract as mentioned herein.

We have understood the terms and conditions and accept the same without any alterations / modifications. We agree to adhere to the requirements of work as prescribed by NIBM Pune. We understand that NIBM is not bound to accept the lowest or any tender received by the Institute.

We declare that presently our firm is not blacklisted/ineligible for corrupt/ fraudulent practices by any Central/ State Govt. departments. All information given/ declarations made in our tender are correct. We will ensure that all necessary rules & regulations of the Institute are complied with under all circumstances.

Thanking you

Yours faithfully

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

**Enclosures in Separate covers:**

- 1. Technical Bid - PART – I with Form I, II & III**
- 2. Financial Bid - PART – II with Form IV**



**PART - I**  
**TECHNICAL BID.**

**Form- I**

<b>PROFILE OF AGENCY/FIRM/COMPANY</b>						
<b>Sr. No</b>	<b>Particulars</b>					
<b>1.0</b>	Name of the Agency/ Firm/Company					
1.1	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.)					
1.2	Registration Number of the Agency/ Firm/Company					
1.3	Year of Commencement of Business					
1.4	Registered Address					
1.5	Communication Address (in Pune)					
<b>2.0</b>	GST Number (Submit copy of GST certificate)					
2.1	Name in which GST registration has been obtained					
<b>3.0</b>	PAN (Submit copy of PAN card)					
<b>4.0</b>	<b>Bank Details:</b>					
4.1	- Account No.					
4.2	- Name of the Account					
4.3	- Name and address of the Bank					
4.4	- IFSC of the Bank					
<b>5.0</b>	Name of the Authorised Contact Person					
5.1	Designation of Authorised Contact Person					
5.2	Mobile No. of the Contact Peron					
5.3	Alternate Contact Number/s					
5.4	Email id of the Contact person					
<b>6.0</b>	<b>Statutory Registrations</b> (Photocopies to be attached)					
6.1	Registration number of the firm (As per Shop and Establishment Act)					
6.2	Registration number under the Contract Labour Act.					
6.3	Registration number under Labour Welfare Act.					
6.4	RPFC - Registration number					
6.5	ESI – Registration number					
<b>7.0</b>	<b>Financial Capabilities</b> (Photocopies to be attached)					
7.1	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2020-2021 along with gross taxable income declared in income tax returns.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">F.Y. Gross Income</td> </tr> <tr> <td></td> <td style="text-align: center;"> <ul style="list-style-type: none"> <li>• 2020-2021</li> <li>• 2021-2022</li> <li>• 2022-2023</li> </ul> </td> </tr> </table>		F.Y. Gross Income		<ul style="list-style-type: none"> <li>• 2020-2021</li> <li>• 2021-2022</li> <li>• 2022-2023</li> </ul>
	F.Y. Gross Income					
	<ul style="list-style-type: none"> <li>• 2020-2021</li> <li>• 2021-2022</li> <li>• 2022-2023</li> </ul>					

7.2	<b>Last three years audited statement of Accounts by C.A. from FY 2020-21 giving following details:</b>			
	Particulars	2020-2021	2021-2022	2022-2023
7.2.1	Annual Turnover			
7.2.2	Net Profit			
7.2.3	Fixed Assets/ Investments/Cash and Bank balance including (FDRs) as at 31.03.2023. Confirmation certificate from Bank is required to be produced.			
7.2.4	Capital Accounts (closing balance as on 31.03.2023)			
<b>8.0</b>	List of present and past clients, as per the <b>Form - II.</b> Existing manpower deployed in such services (along with letters from these firms)			
9.0	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.			
10.0	Any other relevant information			

Signature of Authorized Person  
Seal of Bidder/Agency/Firm/Company

Date: .....

**Check List of documents to be submitted along with the Tender**

1. Registration number under Labour Welfare Act.
2. PAN No.
3. RPFC - Registration number
4. ESI – Registration number
5. GST – Registration number
6. IT Returns for last 3 years

**FORM - II**

<b>List of Important Clients where similar Civil Maintenance Services have been undertaken in last five years (2019 to 2023)</b>					
Sr. No	Name of the Organisation/ Company	Type of Work	No. of Workers engaged	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact number/ Email)
1					
2					
3					
4					
5					

*\*Please attach copies of Purchase/ Work Orders*

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date: .....

**PART – II**  
**FINANCIAL / PRICE BID**

**FORM - IV**

**CIVIL MAINTENANCE AND ALLIED SERVICES ON CONTRACTUAL BASIS**

**‘STATEMENT OF WAGES’**

Sr.	Particulars	Skilled
<b>A</b>	Basic Wages & Special Allowance (Attach documentary evidence)	
A1	Basic Wages	
A2	Sp. Allowance / Variable DA	
A3	Additional / Project Allowance	
	<b>Total A</b>	
<b>B</b>	Allowances / Employee Benefits ( <b>Attach Govt. order/rule copy, in support</b> ) – <b>enter details below:</b>	
B1	HRA ( ___ % of A)	
B2	P.F. ( ___ % of A)	
B3	E.S.I. ( ___ % of A)	
B4	Other Statutory Payments, if any (Amount _____ or its % ( _____ ))	
B4.1		
B4.2		
	<b>Total B</b>	
<b>C</b>	<b>Total A + B</b>	
<b>D</b>	<b>Service Charges (Lumpsum or %)</b>	

**GST / Taxes Extra, as applicable: .....%**

**Benefits to be paid Annually**

1	Bonus at _____ % on A above
2	Leave at _____ % on A above
3	Gratuity at _____ % on A above
4	Paid Holiday at _____ % on A above

**Note: Uniforms of good quality, washing allowance as per rules and safety gadgets are to be provided by the Tenderer at his own cost to all the workmen engaged by him.**

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date: .....

## DECLARATION

### (To be submitted along with Financial Bid)

On the basis of the work to be carried out, we estimate that it will require 5 (Five) Nos. of workmen in NIBM daily to execute the said work. We agree to provide for the above-mentioned number of workmen in each category on daily basis and also increased number of workmen, if any, as per requirement of NIBM and it shall be binding on us to pay wages to workmen which shall not be less than the Minimum Wages as prescribed by the government under Minimum Wages Act and other statutory benefits to the workmen on the number of man day basis.

We enclose herewith our charges for carrying out the monthly work of **ANNUAL MAINTENANCE CONTRACT OF SANITARY, PLUMBING, CARPENTRY AND OTHER ALLIED SERVICES ON CONTRACTUAL BASIS** from the date of issue of our Work Order as per the break-up given in the attached **Form IV**. We shall ensure that the amount which relates to the payment to be made to the workmen shall be passed on to the workmen and remitted to the concerned authorities for compliances of the necessary statutes (e.g. PF, ESI etc.).

We also agree that the charges would be paid to us on the basis of actual presence of the Number of workmen working on any given day and the man day basis charges shall be worked out on the basis of considering 26 working days in a month.

We have noted that the rise in Special Allowance declared by the Govt. Authorities in January and July each year shall be paid to the workmen along with other direct/indirect benefits by us and then reimbursed by NIBM subsequently.

We also understand that the Gratuity, Bonus, Leave/Holiday payments and leave with wages shall be reimbursed, as per the attached Statement 'A' on actual payment basis as and when the same is incurred by us. Further, we agree to raise the bill for leave with wages in March for the previous year.

**We further quote that over and above the total amount of the monthly wage bill, we shall charge the monthly service charges as quoted in Form IV, at the rate of –**

- **Lump-sum of Rs..... per month**
- OR,**
- **.....% of (Mention the Component) i.e. Rs .....**

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date: .....