



**NATIONAL INSTITUTE OF BANK MANAGEMENT  
PUNE**

**e-TENDER**

**FOR**

**PROVIDING OF ELECTRICAL MAINTENANCE AND ALLIED SERVICES**

**(Ref No. NIBM/e-Tender-04/2023-24 dated June 13, 2023)**

**2023 – 2024**

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

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## INDEX

Sr. No.	Particulars	Page Nos.
1.	Notice Inviting Tender	03
2.	Annexure – I : Eligibility Criteria	05
3.	Annexure – II : Special Conditions for Technical and Financial Bid	06
4.	Annexure – III : General Terms and Conditions of Contract <b>ELECTRICAL MAINTENANCE AND ALLIED SERVICES</b>	07
5.	Annexure – IV : Scope of Work and Specifications – Electrical Maintenance	14
6.	Annexure – V : Letter to be submitted by the Tenderer along with the tender with Forms I to IV	21
<b>PART I – TECHNICAL BID</b>		
7.	Form – I: Profile of Tenderer- Agency/ Firm/Company	22
8.	Form – II: List of Clientele	25
9.	Form – III: Evaluation Sheet (For Office Use)	26
<b>PART II – FINANCIAL BID</b>		
10.	Form – IV: Financial/Price Bid and Declaration	28

## 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 “Electrical Maintenance and Allied Services”** 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 Tenderwizard.com** 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 onn :
  - 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.1000/- using the online payment gateway provided on the above website.
5. **The tenderers will have to pay the earnest money of Rs.25,000/- (Rupees Twenty Thousand only)** through online payment gateway provided on NIBM's e-Tendering Website.
6. 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.
7. 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 (Electrical), NIBM / HoD – at 020 2671 6397 / 2671 6386.
8. 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.
9. 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.

10. **Tenders should be submitted only through e-Tender portal. Vendor must obtain the Tender Acknowledgement copy as a proof of his successful submission.**
11. The important dates for the tender process are as follows:

<b>Sr No.</b>	<b>Activity</b>	<b>Date</b>
(i)	Date of Tender Notice	: June 13, 2023
(ii)	Submission of Online Pre-bid Queries, if any, by the vendors	: June 19, 2023 at 12.30 p.m.
(iii)	Last date for Tender Submission	: June 26, 2023 at 3.00 p.m.
(iv)	Date and time for opening of Technical Bid	: June 26, 2023 at 3.30 p.m.
(v)	Date and time for opening of Financial/Price Bid	: June 28, 2023 at 11.00 a.m.

12. 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.
13. 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 31/05/2023** in similar type of Electrical 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) 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 site (Receipt of the same to be enclosed with Technical Bid in a separate envelope).**
- 3) 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.
- 4) 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.**
- 5) 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.
- 6) 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.
- 7) 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.
- 8) The successful tenderer will have to deposit a Performance **Security Deposit of Rs. 1,00,000/- (Rupees One Lakh only)** by **online payment to NIBM or Demand Draft.** The security deposited shall be refunded after 60 days from completion/termination of contract.
- 9) The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations are liable for rejections.
- 10) 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. Payment of Rs.1,000/- for the cost of tender.
2. Earnest Money Deposit by Demand Draft of Rs.25,000/- (Rupees Twenty five thousand only) **deposited with NIBM through online payment gateway provided on the NIBM's e-Tendering web site.**
3. Minimum 35 marks out of 50 marks allotted for technical criteria evaluation.
4. Tenderer will not be allowed to submit any further information after opening the tender.
5. 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.
6. If any tenderer declares or files misleading statement, misrepresentation then he will be disqualified from the process of selection.
7. NIBM will prepare merit list of eligible tenderers according to their marks of technical evaluation and financial evaluation of bid.
8. 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.
9. 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.
10. 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.

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## ANNEXURE - III

### General Terms and Conditions of Contract: 'ELECTRICAL MAINTENANCE AND ALLIED SERVICES'

1. The electrical maintenance and allied services are required to be offered to the Institute as may be directed by NIBM.
2. 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.
3. The contract will be for a period of **one-year**, extendable up to maximum of 3 years based on annual performance evaluation every year by NIBM. Annual rate revision will also be considered by NIBM at the time of extension.
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 Tenderer shall discontinue the use of the premises and handover peaceful possession of the Institute's premises together with its fixtures and articles therein in good condition.
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 NIBM. This indemnity bond has to be submitted by the Tenderer immediately on NIBM accepting the tender.
9. The Tenderer 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 Tenderer 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 Tenderer shall have no tenancy rights on the space provided. The space provided shall have to be vacated immediately on expiry/termination of the contract. Tenderer should hand over the vacant space and peaceful possession of the space provided.
12. Residential accommodation shall not be provided by the Institute to the workmen of the Tenderer.
13. The Tenderer shall cooperate with the other Tenderers working in the Institute's campus.
14. All the workmen employed by the Tenderer should be between 18 to 58 years of age and medically fit to work. A complete list of the workmen engaged by the Tenderer together with the detail bio data, latest photograph along with mandatory Police Verification should be submitted to the Institute by the Tenderer.
15. The Tenderer shall issue proper identity cards with latest photograph to his workmen. Any changes should be informed to the Institute immediately.
16. The Institute reserves the right to reject any particular workman placed/employed, under the contract in the Institute's premises.
17. The workmen engaged by the Tenderer shall not have any right/claim over the various facilities enjoyed by the Institute's staff members.
18. All the workmen employed by the Tenderer should be well mannered and should be in proper uniform.
19. The workmen employed by the Tenderer attending work of the Institute under the contract must have highest standard of honesty.
20. In case of lapse on part of the workmen of the Tenderer, the Tenderer should take corrective disciplinary action against such workmen. In case the Tenderer fails to take any action against the defaulter, the Institute reserves its right to take any suitable/legal action against the Tenderer.
21. The information regarding the monthly payment of wages, statutory benefits etc., paid to the workmen shall be submitted by the Tenderer to the Institute in the prescribed form along with the monthly bill.
22. The payment of the service charges for the services rendered will be made on monthly basis by Bank Transfer only.
23. The Tenderer 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. Tenderer 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.
24. 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 Tenderer 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 Tenderer against the Institute in its capacity as a principal employer.



25. The Tenderer 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 Institute's premises, the Tenderer shall be responsible and should take out necessary personal insurance policies for this purpose. Tenderer should indemnify NIBM for any claims arising from the above. The necessary licenses etc., as per contract labour law, if applicable, shall be obtained by Tenderer.
26. The Head of the agency or a senior responsible official shall visit the Institute at least twice a week and contact the person authorized by the Institute to look into electrical maintenance matters. Any deficiencies in the services and any matter of escalation should be rectified immediately or wherever required in coordination with MSEDCL by the agency, when such issues are pointed out by such authorized person/s of the Institute.
27. The rates quoted by the Tenderer in the tender shall be deemed to have taken into account all the conditions mentioned above.
28. On termination of the contract, the agency shall discontinue use of and hand over peaceful possession of the Institute's premises together with fixtures and articles therein, in good condition.
29. The agency shall not transfer or assign to or share benefit of this agreement with anyone else without the Institute's consent in writing.
30. 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.
31. 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 Tenderer or their authorized representatives. Director, NIBM will be the final authority in resolving such disputes.

#### **I. TENDERER'S RESPONSIBILITY**

32. The Tenderer shall be responsible to deliver the maintenance services at all stage as per quality of work expected as per the standards laid down and explained to the agency.
33. The Tenderer **MUST have a valid electrical PWD/CPWD/ MSEDCL/ MSETCL license.**
34. 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 then, 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.
35. The Tenderer 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.

36. The workmen employed by the tenderer shall be its own employees on payroll of tenderer and the Institute shall in no way be responsible or liable for their wages, salaries, bonus, gratuity or any compensation notice pay, etc.
37. The Tenderer 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.
38. The Tenderer 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 Tenderer. 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 countersigned by the representative of the Tenderer and NIBM.
  - 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 remitted to concerned authorities 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. , to the authority as per rules.
39. The employees should be supplied with proper uniforms, safety shoes and safety gadgets by the agency at its cost. The workers should use these uniforms in clean condition and properly ironed.
40. 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 Tenderers should provide insurance cover as per Workmen's Compensation Act for all its workers.
41. All the workmen in the employment of the Tenderer working in the Institute shall abide by the disciplinary procedures/rules and regulations laid down by the Institute from time to time.

42. 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.
43. All employees employed by the agency shall be technically qualified and experienced for handling electrical maintenance activities.
44. The agency shall deploy the following number of workmen for rendering satisfactory services on all days:

<i>Designation</i>	<i>No. of Personnel</i>
<u>Electrician – Skilled Category</u> <ul style="list-style-type: none"> <li>• Minimum ITI - Electrical with more than 5 years' experience &amp; PWD Lineman License, Preferable. OR,</li> <li>• 10<sup>th</sup> Class Pass with more than 7 years' experience and PWD Lineman License, mandatory.</li> </ul>	4
Total	4

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, 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 billing amount payable. Not more than 25% should be on leave at any given point of time.

45. The Institute will not allow any employees of the agency to stay in the campus premises unless it is an emergency or absolutely necessary. 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 are maintained during the course of their employment.
46. The Tenderer shall deploy sufficient number of employees/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 NIBM. The NIBM reserves its right to reduce or increase the number of the workmen from time to time depending upon the requirement on actual basis. The Tenderer shall not have right to claim compensation or damages from the NIBM on account of reduction of employees at any time.
47. The Tenderer shall deploy workers who are courteous, trained, well-mannered and disciplined. The personnel deployed by the Tenderer should observe at all times during the contract period, strict discipline and should see that the decency and decorum are maintained during the course of their working. They shall abide by the disciplinary procedures; rules, regulation, guidelines, Standing Orders laid down by the NIBM and shall strictly follow the instructions given by the representative or officer in charge of the NIBM from time to time.
48. The Tenderer shall take suitable measures in the event of any of his personnel failing to observe discipline and decency in the campus as may be brought to the knowledge of the Tenderer and shall make immediate replacement of such of the personnel who are habitually indulging in commissions & omissions of acts which would render the services of the Tenderer ineffective. In case of failure to do on the part of the Tenderer, the Institute will

be at liberty to restrict the entry of such personnel inside the campus and in such an event, necessary deduction shall be effected from the monthly bills of the Tenderer.

49. A complete list of workers / supervisors together with detailed bio-data, photographs, etc. should be submitted to the Institute before they are employed, based on which the identity cards will be issued.
50. NIBM reserves right to accept / reject any particular worker / supervisor placed on duty at the Institute.
51. The workers / staff of the Tenderer shall have no presumptive right of absorption in the services of the Institute. In order to give effect to this, the Tenderer shall incorporate suitable clause in the appointment orders to be issued to its workers/staff.
52. 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 NIBM property or hindrance to its work, the agency would be liable to pay damages to NIBM. Further, such action by the agency's workforce would result in termination of the contract.
53. 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.
54. If in the course of execution of this contract by the agency, any minor or major damage is caused by the agency or its workmen to the persons or property of the Institute after joint investigation by the 'Institute' and the 'Tenderer' any claims arising therefrom shall be recovered, settled and dealt with directly from the agency. The agency shall render all assistance and cooperation to the Institute if any enquiry is held thereon.
55. In the event of the contract being terminated or upon its expiry, the Tenderer shall relocate his employees to any other site, which he may have. In the event the Tenderer 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 responsibility of the Tenderer to terminate the services of its employees in a legal manner by paying them notice salary and retrenchment compensation alongwith other legal dues. Any liability on account of non-payment of the aforementioned dues would rest exclusively upon the Tenderer and the Institute shall not be liable for consequences arising therefrom.
56. NIBM may ask for services not included in the package. Rates for such items/ services will be mutually decided.
57. While submitting tender, Tenderer 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.

58. The amounts specified herein above 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.
59. The salary and benefits payable to workers/supervisors are to be arranged through Bank transfers only.
60. On award of work, the agency shall deposit with the Institute a Security Deposit of **Rs.1,00,000/- (One Lakh only)** which shall bear no interest. This deposit shall be paid by way of demand draft. The Institute shall have the right to deduct, out of the above deposit any amount which the caterer may become liable hereunder and shall refund the balance amount, if any, to the agency 60 days after the termination /completion of the term of the contract.
61. The agency shall submit bills on monthly basis. Bill should be tax invoice. All deductions due to the Institute shall be made from such bills. Bills, if in order, will be settled within 15 days from the date of receipt of the service/material and the bill along with all supporting documents, if any
62. The agency have to comply with KYC (Know your Customer Document) norms. Tenderer has to enclose Certified Copy of Tax, PAN Card No. etc. Income Tax, as applicable from time to time will be deducted while making every payment. Compliance of GST or any other tax as applicable will be the responsibility of the agency.
63. **Confidentiality:** Both NIBM and the contracting firm 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.
64. **Termination Clause:** The Contract can be terminated by either party by giving one-month notice. NIBM reserves the right to terminate the contract without notice if it deems necessary or that terms of the contract are not followed by the contracting firm.
65. **Force Majeure:** For purposes of this clause, "Force Majeure" means an event beyond the control of the Tenderer/ firm and not involving NIBM or Tenderer/ firm'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 NIBM in writing, the Tenderer/ firm shall continue to perform its obligations under contract as far as possible. The decision of NIBM in this regard should be final and binding on the Tenderer/ firm 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 – ELECTRICAL MAINTENANCE

#### **I Special Conditions**

- 1) The work shall be carried out in accordance with the tender conditions, C.P.W.D/P.W.D. specifications and relevant ISI manuals / instructions and as per instructions of the JE(E)/ Departmental Head.
- 2) **Annual inspection / approval of the entire installation or part thereof from the local electrical inspector (PWD/CPWD) or any other statutory body shall be the responsibility of the Tenderer. This work also includes annual testing of electrical installations and submission of Test Reports required for Annual Inspection.**
- 3) **The Tenderer should have satisfactorily carried out at least three AMC jobs for 22/33KV Substation comprising of HT/LT Panels, Transformers, DG sets, and all other electrical installations in institutions, banks, major hotels and commercial complexes or multistoried office buildings with a minimum connected load of 500 KW or more.**
- 4) All the tools, equipment, electrical test meters, etc. required to carry out the maintenance works shall be arranged by the Tenderer.
- 5) The consumables like, electrical insulation tapes and other material required to replace damaged electrical parts equipment, bulbs, tube light fittings etc. shall be supplied by NIBM. The Tenderer shall hand over the damaged or burnt parts to the Institute.
- 6) While carrying out the work as per instructions, if the Tenderer decides to claim any particular work as extra item, prior written approval from the JE(E)/ Departmental Head, to carry out such works as extra item must be obtained by the Tenderer. Any claim for extra item without proper approval shall not be accepted.

#### **II Major Operation & Maintenance of Electrical Substation Equipment:**

- 1) NIBM at present has One HT supply point at 22 KV Four Pole Structure and One LT supply (at Residential campus). There are one distribution transformers of the 500 KVA ratings and 22KV RMU for catering electricity to entire NIBM Campus including Hostels, Admin buildings, Lecture halls Housing Complex. 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 Substation Equipment with its related accessories are indicated below. Continuous satisfactory operation and performance of these equipment including related accessories is under the scope of Tenderer.

## DETAILS OF ELECTRICAL SUBSTATION EQUIPMENTS AT NIBM CAMPUS:

1.	22 KV Metering point of MSEDCL is in open HT yard (Near Substation) This yard contains Four Pole Structure, 22KV strain insulators, 22KV/400A, 3 Phase gang operated horizontal make/break type off Load Air Break switch complete with all the accessories including 60A drop out fuse, 22 KV pin insulators, lighting arrestors, plate earth stations with G.I. strip for earthing and 22 KV, 3C x 120 Sq.mm. XLPE Cable. etc.	1 Set.
2.	Crompton Greaves R.M.U (SF6) ,22KV	1 Set.
3.	22/0.433 KV, 500 KVA Delta Star Distribution Transformers	1 Nos.
4.	Incomer MCCB 800A Panel	1 Set
5.	LT Panels	1 Sets
6.	250 KVA / 320 KVA D.G. Set with 'AMF' panel and 24 volts battery. (Operation and day to day routine and preventive maintenance only. However, it is expected that the Tenderer's personnel are capable of fault finding in the control logic of AMF panels and DG Sets.) <b>DG Set service contract for all DG sets has been awarded to the authorized service agency.</b>	2 Sets
7.	L.T. Underground Cable distribution system.	Entire Power and Emergency Supply Network.
8.	Street / Pathway and boundary lighting	24 W LED /70 /100/150 W LED and 20 W CFL fixtures etc
9.	Solar Water Heating System (all hostels)	Total Capacity of about 7000 LPD.
10.	Pump houses, Well – water supply system and Filtration Plant.	Various water pumps from 0.5 H.P. to 7.5 H.P.
11.	ICC Dish TV network of 160+ connections and telephone /EPABX cabling network	Entire network.
12.	LAN and UPS cable system etc.	Entire network.
13.	Internal electrification at all the buildings at NIBM.	Distribution boards at various buildings, Power, Normal and Emergency Supply arrangements through MCB DBs.
14.	Various gadgets, equipment, panels, teaching aids at the NIBM buildings.	Routine maintenance of TVs / L / Gym and Kitchen Equipment etc.

- 3) Tenderer will deploy the manpower for Operation of Substation Equipment 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 Electricians to get familiarize with the status of Equipment.

- 4) **The responsibility of NIBM towards power supply lies up to 22 KV metering kiosk of MSEDCL, local electricity authority (in HT four pole yard located nearby). From there onwards responsibility of power supply for various equipment / accessories / controls etc. including power supply within Substation Building ties with Tenderer. In case of power failure due to certain faults on 22 KV HT line or at the premises of four pole structure, liaisioning with MSEDCL to get the power supply restored will also be the responsibility of the Tenderer.**
- 5) The Electrician/Tenderer also responsible for keeping all the equipment in clean and tidy condition. He will also carry out general cleaning of all equipment including Electrical panels on regular basis.
- 6) Tenderer will ensure that unusable junk materials are not allowed to be kept in substation rooms. Under such eventuality, he will report the matter to the NIBM Engineer (Electrical), who in turn will take suitable action including reporting the matter.
- 7) **All the logbook registers will be arranged by Tenderer. Logbook register duly paged and bound will be as per practice of reputed firms and will be maintained in good condition by Tenderer.**
- 8) **All the necessary tools and other materials, required for operation and performance monitoring of Substation Equipment should be kept by Tenderer in a cupboard under the control of Electricians. Required testing instruments / tools like Tong tester, Electrical tool kit, Millimeter, Insulation tester (megger), Test lamp, Line tester, insulated Cutting pliers & Screw drivers, Torque Wrench, First Aid Box, Artificial respirator etc. should always be available with Electricians. All these tools are necessarily to be provided by the Tenderer.**
- 9) Substation Electricians should always wear shock proof shoes; during duty, wearing any sort of chappals will not be permitted by NIBM. Timely safety training also carried out by tenderer for Electricians.
- 10) **In case of any Electrician being on leave, Tenderer 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 Electrician does not turn up due to any reasons, the earlier duty person will continue to make sure that Electrical substations Equipment never remains unattended.**
- 11) Tenderer will be always responsible, during the entire period of contract for satisfactory performance of entire system (including accessories) with minimum down time. During emergency or breakdown nature of work, especially for Substation equipment & various HT/LT panels, Tenderer's along with related technicians should be available immediately even though it may be beyond normal working hours or on public holidays till particular equipment is restored back into normal satisfactory condition. Response time for attending routine complaints should not exceed 4 hours. In case of receipt of routine complaint by Tenderer on late evening, it should be positively attended next day but with temporary restoration of power supply to the affected area.
- 12) Defective/ worn out components should be replaced only by genuine and original parts. OEM or its authorized dealer's invoice should be submitted as proof of using genuine parts for reimbursement. In case OEM's does not exist by any chance or production of components have been stopped by OEM; then only use of components of other reputed make will be permitted with prior approved of concerned engineer of NIBM.



- 13) Preventive Maintenance and servicing of major equipment & accessories etc. should be done by Tenderer on holidays in a planned manner in consultation with concerned engineer of NIBM.
- 14) Major servicing & overhauling of equipment like DG sets, HT/LT panels should be done by Tenderer once in a year. This work should be planned and done during holidays. There is separate AMC (Single Point Service Contract) for all the Two DG sets and their B check is being carried out as per the OEM's recommendations. Servicing of LT breakers from OEM, HT/LT relay testing, transformer oil filtration and DG set servicing will be arranged by NIBM as and when required as per the schedules however getting the said work done will be the responsibility of the Tenderer.
- 15) In case any repair / services of particular equipment of electrical installation is to be carried out by Tenderer through OEM (or their authorized dealer), all the arrangements including tools, spares etc. will be the total responsibility of Tenderer.
- 16) Tenderer will arrange and maintain separate logbook register for services / maintenance of various installations as indicated above. Special care is to be taken by Tenderer for replacement of lamps; tube lights, chokes, and all other consumable items supplied by NIBM, wherein clear record for replacement should be maintained and got countersigned by NIBM Engineer. All defective materials should be handed over by Tenderer to NIBM Engineer or his representative. Record of work done for services / maintenance repairs etc. will be recorded by Tenderer in the registers. These registers should be always with updated records and should be produced to NIBM engineer on weekly basis or as and when required by him.
- 17) Tenderer should arrange and maintain sufficient stock of spares, especially consumable issued by NIBM at site (Substation) which can be kept by Tenderer 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 Tenderer and should be available at site at all times. Ladders for street light servicing will be arranged by NIBM.
- 18) **Tenderer will be fully responsible for safety of his workers / employees at all times. Tenderer will also be responsible for all the safety precautions at all the times especially during servicing / preventive maintenance and repairs of substation equipment and Electrical Panel Boards etc.**
- 19) EPABX system, Online UPS system, Air Conditioning System, Water purifier system will be checked by Tenderer's Electrician along with respective OEM/ specialized Tenderer and same will be recorded by Tenderer's Electricians. Any deficiency or defect noticed during such joint inspection / servicing will be notified by Tenderer's Electricians immediately to NIBM Engineer.
- 20) Each Electrician in general shift duty should always have a toolkit with him containing necessary tools including measuring tape, for routine servicing/maintenance works (This is in addition to the tools, which should be available with substation shift operator) Other instruments like Tong tester, Multimeter, insulation tester (megger), earth megger etc. should be always available with Tenderer. Rs.2000.00 per month will be deducted from the monthly bill if the required tools and tackles as mentioned above are not provided by the agency.
- 21) Tenderer will be responsible at all times during the entire period of contract for satisfactory performance of various 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.

- 22) Maintenance of earth pits including watering them at regular intervals and measuring earth resistance of individual earth pits as also earth grids. Measuring IR values of HT/LT switchgear and cables and submitting annual test reports to NIBM.
- 23) The Tenderer will coordinate and arrange the annual inspection of installations by electrical 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 NIBM.

**The Tenderer has to provide following tools and tackles for day-to-day operation and routine maintenance.**

S.N.	Description	Qty	Remark
01	Set of screw drivers, pliers, strippers, line testers	04	Available with each electrician when on duty.
02	Line Tester for Helpers	04	all time
02	Megger 1000 Volts	1 set	all time
03	Megger 5000 Volts	1 set	As and when required
04	Earth Tester 0-10-100 Ohms	1 set	As and when required
05	Clamp Meter 1 Amp to 750 Amps A.C./D.C.	1 set	all time
06	Crimping Tool 1.5sq.mm to 16 sq.mm	1set	all time
07	Crimping Tool 25 sq.mm to 400 sq.mm	1 set	As and when required
08	Krone Tool	1 set	all time
09	Spanner sets (Ring, D spanners and Box Spanner) and hammers.	2 complete sets	all time
09	Specific Gravity Hydrometer	2 sets	all time
10	LED Torch	2 sets	all time
11	Hand gloves for HT/LT Work	1 set	all time

- 24) A brief list of works to be carried out under contract of electrical maintenance of installations within the NIBM campus by providing electricians and helpers are:
- Attending & solving all the day to day complaints received from the Institutional buildings, hostel buildings and residential blocks in the campus.
  - Checking and changing of fan regulator, fan knob, fan switches etc.
  - Checking and changing of broken acrylic sheet boards, lamps switches, tube switches combined switch sockets.
  - Changing and checking of tube, tube holder, tube starter choke etc.
  - Finding reasons of short circuits in electrical equipment and rectifying the same.
  - Changing of burnt wires, two pin tops, three pin tops, switches, table lamp, bed switches, fuses etc.
  - Checking & changing of Pest-O-Flash tubes, starter, choke etc.
  - Checking of voltage stabilizers, finding out reasons of faults.
  - Checking & changing of battery of emergency lamps.
  - Checking of burnt coil, thermostat contactor, finding out the reasons of fault by using necessary test meters in all kitchen equipment.
  - Changing of chokes of street lights.
  - Changing of all water pumps motors and finding out the reasons of faults by using necessary test meters and other equipment.

## 25) **Responsibility of Tenderer**

- will be responsible for satisfactory operations and performance monitoring of substation equipment including DG sets. He will also test run both DG sets at least once in a day to ensure their readiness for smooth operation at the time of mains power failure. In case of any abnormality, he will immediately report the matter to his Tenderer for further action. Similarly, any malfunctioning in the system will be immediately reported by him to JE (Electrical), NIBM for suitable corrective action; irrespective of time of occurrence of malfunctioning / abnormality in the system.
- 22 KV Panel Board, Main Incomer. Panel, DG control panel etc. including checking physical condition of Transformers, DG sets etc. Any abnormality in the system including time of Switch On/Off of particular item will be clearly recorded by him in the logbook register.
- will check streetlights & availability of power supply to all the Buildings including pump house. In case of power failure, he will ensure that the required DG sets are immediately switched "On".

26) Changing of fused bulbs, tube lights in the Institutional buildings, hostels, common staircases in residential buildings and for street lights in the campus.

27) Maintenance of all the MDBS, DBS in the buildings as well as electrical panels in pump rooms (about six numbers).

### **M.D.B.S.**

- a) Cleaning of dust etc.
- b) Providing and applying of petroleum jelly to fuses, rotary switches, connector's etc., at the period of 3 months.
- c) Checking and correcting of loose connections.

### **D.B.S.**

- a) Cleaning of dust etc. in all institutional buildings.
- b) Providing and applying of petroleum jelly to fuses, rotary switches contactors etc., at the period of 3 months.
- c) Checking and correction of loose connections.

### **Electrical Panels in all Pump Rooms, Solar System in Hostels, sewage treatment plant.**

- a) Cleaning of dust etc.
- b) Providing and applying of petroleum jelly to fuses, rotary switches, Tenderers etc., at the period of 3 months.
- c) Checking and correcting of loose connections.

28) **In case of development of faults in the system anywhere in the campus; finding out the reasons of faults by using necessary test meters and other equipment owned by the Tenderer and resolve issue urgently by own OR external authorized agency and report the same to JE(Electrical) / Departmental Head.**

29) Adjusting times switches of street lights from time to time according to change in the season.

30) Checking of all electrical equipment's owned by the Institute whenever instructed and changing of minor parts like burnt coils thermostats, switches, belts etc.

- 31) In case of power failures due to MSEDCL line faults, LT High meter bill issue, Meter shifting work etc. the worker / employee deployed by tenderer will liaise with MSEDCL personnel, and get the power restored in campus.
- 32) Periodical cleaning of all the electrical light fixtures, fans, street lights etc., and periodical checking, testing of all the electrical equipment by Tenderer.
- 33) All the wiremen and electrician's jobs shall normally be carried out as and when instructed by the JE(E)/ 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 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 Tenderer's bills.
- 34) Servicing and cleaning of electric heaters, boilers, geysers in residence, hostels and Institute as and when instructed.
- 35) Incidental minor works of telephone cables and power supply cable within campus and also replacement of defective telephone instruments as and when instructed.
- 36) Routine operations of Diesel Generator Set. All the routine checking of batteries of D.G. Set, Lubricant Oils, Temperature, Oil Pressure, Speed etc., and also maintaining Diesel supply of D.G. Set for uninterrupted and smooth running of D.G. Set.
- 37) The scope of work mentioned in the tender document is only indicative. All routine operations related to electrical equipment or any minor electrical works within Institute premises shall be carried out by the workmen as and when instructed.

## ANNEXURE – V

Date: .....

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

Dear Sir,

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

**Ref: Tender Notice - NIBM/e-Tender-04/2022-23 dated June 13, 2023**

With respect to the Tender published in NIBM 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.**

<b>Earnest Money Deposit (EMD)</b>	<b>Rs.25,000/- (Rupees Twenty five thousand only) to be deposited with NIBM through online payment gateway provided on the NIBM's e-Tendering web site</b>
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**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>	<b>GST Number</b> (Submit copy of GST certificate)	
2.1	Name in which GST registration has been obtained	
<b>3.0</b>	<b>PAN</b> (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	

Sr. No	Particulars			
5.0	Name of the Authorised Contact Person			
5.1	Designation of Authorised Contact Person			
5.2	Mobile No. of the Contact Person			
5.3	Alternate Contact Number/s			
5.4	Email id of the Contact person			
6.0	<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			
6.6	PWD/ MSEDCL/MSETCL Electrical Tenderer License ( <b>Class A or B</b> ) ** is <b>Mandatory</b>			
7.0	<b>Financial Capabilities</b> (Photocopies to be attached)			
7.1	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2019-2020 along with gross taxable income declared in income tax returns.	F.Y.	Gross Income	
		• 2019-2020		
		• 2020-2021		
		• 2021-2022		
7.2	<b>Last three years audited statement of Accounts by C.A. from FY 2018-19 giving following details:</b>			
	<b>Particulars</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
7.2.1	Annual Turnover			
7.2.2	Net Profit			
7.2.3	Fixed Assets/ Investments/Cash and Bank balance including (FDRs) as at 31.03.2022. Confirmation certificate from Bank is required to be produced.			
7.2.4	Capital Accounts (closing balance as on 31.03.2022)			

8.0	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 the Contract Labour Act.
2. Registration number under Labour Welfare Act.
3. PAN No.
4. RPFC - Registration number
5. ESI – Registration number
6. GST – Registration number
7. IT Returns for last 3 years
8. PWD/ MSEDCL/MSETCL Electrical Tenderer License (Class A or B) <b>** is Mandatory</b>



**FORM -II**

<b>List of Important Clients where similar Electrical Maintenance Services have been undertaken in last five years (2018 to 2023)</b>					
<b>Sr. No</b>	<b>Name of the Organisation/ Company</b>	<b>Type of Work</b>	<b>No. of Workers engaged</b>	<b>Period of Contract (mm/yy to mm/yy)*</b>	<b>Name of Person/ Reference (Contact number/ Email)</b>
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**  
**ELECTRICAL MAINTENANCE AND ALLIED SERVICES ON CONTRACTUAL BASIS**  
**'STATEMENT OF WAGES'**

Sr. No.	Particulars	Skilled
<b>A</b>	Basic Wages & Special Allowance (Attach documentary evidence)	
A1	Basic Wages	
A2	Sp. Allowance / Variable DA	
	<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</b> (Lumpsum or %)	

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

**Benefits to be paid Annually**

1	Bonus % on A above	
2	Leave % on A above	
3	Gratuity % on A above	
4	Paid Holiday % 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 4 (Four) 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 **ELECTRICAL MAINTENANCE AND 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 –**

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

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date: .....