

Tender for Annual Maintenance Contract for Electrical Maintenance

**Bankers Institute of Rural Development, NABARD, Krishna Nagar
Road, Bondel, Mangaluru-575008**



BANKERS INSTITUTE OF RURAL DEVELOPMENT

(An establishment of NABARD under academic collaboration with BIRD, Lucknow)

Krishna Nagar Road, Bondel, Mangaluru -575008

Ph: 0824-2888502, Email-id: bird.mangaluru@nabard.org

Date of issue of tender document	12 March 2025
Pre Bid Meeting with tenderers	20 March 2025
Due date and time for submission of tender	02 April 2025, 5.00PM
Date and time of opening technical bids	03 April 2025, 10.00AM
Date of Financial Bid Opening	15 April 2025



BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU
(ISO 9001-2015 Certified)

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NOTICE INVITING TENDER

161854
 Ref. No. BIRD (M)/ / A-2 / DPSP / 2024-25

Dated: 12 March 2025

To,

M/s

Madam/Dear Sir,

Tender for Electrical Maintenance at Bankers Institute of Rural Development (BIRD), Mangaluru Campus

National Bank for Agriculture and Rural Development (NABARD), is a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

2. NABARD invites e-bids for providing Electrical Maintenance at one of its Training Establishments namely Bankers Institute of Rural Development (hereinafter referred to as "BIRD") situated at Krishna Nagar Road, Bondel, Mangaluru from reputed agencies.
3. For this, a two stage-bidding process under GeM i.e. Technical Qualification with respect to Techno- Commercial aspects and Competitive Rates is being followed. Tender documents can also be downloaded from our website www.nabard.org as well as on CPPP portal under the tender column. Contractors registered on GeM only may apply.
4. The total number of required manpower and the services to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.
5. Tenders will be applied on GeM only. The PART-I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid, along with proof of having submitted EMD; and terms & conditions in prescribed tender document. The PART- II of the tender shall contain only the financial bid in the prescribed format in GeM.



6. The PART-I (Technical Qualification Bid) of the tender shall be opened first on GeM as per procedure. The selection of bidder will be as per Quality and Cost Based Selection (QCBS). The work can then be awarded to the bidder having highest marks in QCBS among the L1 bidders. A ratio of 30:70 ratio has been fixed for technical: financial evaluation. (Format of Scoring Model enclosed as Annexure). Based on the Technical Qualification bid / tender, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened / considered.

7. Last date for submission/receipt of tender(s) is **02 April 2025 till 05:00 PM**. Tenders received after stipulated date/ time shall not be entertained. Technical bid will be opened online on **03 April 2025 at 10:00 AM** by BIRD, Mangaluru in its office in the presence of tenderers or their authorized representatives who wish to be present. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time.

8. The bidder shall hold valid license under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Contract Labour (Regulation and Abolition) Central Rules, 1971 and shall fulfil all conditions required under the Act/Rules as amended from time to time.

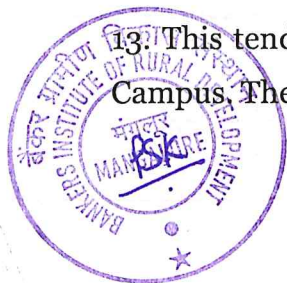
9. The bidder shall, irrespective of number of persons employed, be registered under the relevant provisions of Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 respectively and the bidder shall be registered with Income Tax and Goods & Services Tax (GST) authorities.

10. An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax to be submitted.

11. Bids quoted with administrative/service charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection. Bids, if not submitted in Bank's approved bid format shall be treated as invalid and are liable for rejection.

12. The Financial Bid of only those tenderers, who fulfil the technical bid requirements, will be opened. The Financial Bid shall be opened at a later date after the detailed evaluation of Technical Bid.

13. This tender is to identify the tenderer for electrical maintenance for BIRD, Mangaluru Campus. The shortlisted tenderer will not automatically get award of final work and assigned



work will be awarded to the tenderer complying with all the specifications and Terms & Conditions stipulated to the satisfaction of BIRD, Mangaluru. BIRD, Mangaluru reserves its right in this regard. Selected Tenderer shall have to execute an agreement with BIRD, Mangaluru as per the Terms & Conditions of BIRD, Mangaluru. Draft Agreement Enclosed.

14. Non-compliance of any of the conditions mentioned above by the bidder will amount to non-eligibility for the service for which tender has been invited and such bids shall be summarily rejected.

15. The tenderer must enter Pre-contract Integrity Pact (ANNEXURE-VIII) at his own cost on an Rs.200/- non judicial stamp paper with the Bank as per the format given, to become eligible to participate in the tender. Independent Monitor Shri Jagdeep Kumar Ghai, P&TA, FS (Retd.), has been appointed as monitor for this Pact in consultation with the Central Vigilance Commission. **It would be a preliminary qualification and bid documents will not be considered or will be rejected in the absence of the Integrity Pact. The hard copy of the Integrity Pact must be submitted to BIRD, Mangaluru before the due date for submission of tender. BIRD, Mangaluru reserves the right to outrightly disqualify the bids submitted by the tenderers, whose integrity pact (in hard copy) are not received within the due date of submission of tender.**



(Baidya Nath Singh)

Deputy General Manager



SCHEDULE OF EVENTS

Bid Document Availability	Bidding document can be downloaded from website.	
	Website	http://gem.gov.in/ www.nabard.org www.birdmangaluru.in
	From	12 March 2025
	To	02 April 2025
Earnest Money Deposit (EMD)	The tenderer shall deposit Earnest Money Deposit/Bid Security deposit for an amount of Rs.1,10,000/- (Rupees One Lakh Ten Thousand only)	
Account details for depositing EMD	Payee Name : NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT Bank Name: NABARD Branch Name: Head Office, Mumbai Account Number: NABADMN22 IFSC Code: NBRD0000002	
Pre-Bid meeting	20 March 2025 at 10.00 AM	
Last date of submission of Tender	02 April 2025 until 5.00 PM	
Date, Time & Venue of Opening of Technical Bids	03 April 2025 at 10.000 AM at BIRD, Mangaluru	
Date, Time & Venue of Opening of Financial Bids	15 April 2025 at 11:00 AM at BIRD, Mangaluru	
Contact Details:	Joint Director, BIRD, Krishna Nagar Road, Bondel, Mangaluru 575008	
Telephone No:	0824 – 2888511/530	



PART-I

TECHNICAL BID



INSTRUCTIONS TO TENDERERS

1. GENERAL:

The present tender is being invited for Electric Maintenance under which the tenderer shall provide uniformed and trained personnel and will use its best endeavours to ensure safe and timely electric maintenance in entire campus including offices premises, hostel blocks, residential flats and common areas. The detailed SCOPE OF WORK is given in ANNEXURE-I.

The Campus houses Academic Block, Admin Block, Hostel, Trainee's Lounge, Staff Canteen, JD's Residence and Residential buildings. The tender is being floated by BIRD, Mangaluru for the above campus. The successful tenderer would be required to execute an agreement with NABARD/BIRD, Mangaluru through Joint Director, BIRD, Mangaluru, wherein BIRD, Mangaluru is a confirming party in the agreement and the selected tenderer is required to raise the bills along with the certificates as mentioned in this tender documents.

2. ELIGIBILITY CRITERIA:

The Tenderer should have experience of working with nature of works as briefly mentioned below:

Internal & External Electrical works : (i) Repair & Maintenance of all electrical low tension (LT) and high tension (HT) installations (ii) Repair, Maintenance of monobloc, centrifugal & submersible water pump - sets (iii) Maintenance and repair of street lights, flood lights and other indoor / outdoor luminaires, wall mounted and ceiling fans (iv), meter panels and LT panels (v) replacement of old defective materials / equipment's which are beyond economic repair with new ones (vi) Maintenance and repair of earthing system and lightning arrestors.

2.1 Tenderer should have a valid license of Class I Electrical contractor from Government of Karnataka state and Registration Certificate indicating legal status.

2.2 The Tenderer should have a minimum experience of at least 3 years in providing AMC services in Electrical Maintenance to major Banks/Institutions/ Government Departments /PSUs/Autonomous Bodies/ Corporate Bodies. This may include training establishments of Banks, Central Govt., Financial Institutions & Educational Institutes of National importance recognized by Ministry of Education (MoE) and name appearing on website of MoE. The Tenderer's experience period of 3 years shall be reckoned as on 31 December 2024.

2.3 The tenderers should have average Annual Turnover of not less than Rs. 8.00 lakh during the last three years ending 31 March 2024 (i.e. 2021-22, 2022-23 and 2023-24) supported by audited balance sheet or a certified statement of accounts by a



2.10 BIRD-Mangaluru reserves the right to verify any or all the documents furnished by the Tenderers with any authorities. BIRD-Mangaluru also reserves the right to cancel any or all the applications without assigning any reason thereof.

2.11 Intending Tenderer are required to furnish details about their firm / organization, experience, competence etc.

2.12 While deciding upon the selection of Tenderers, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.

2.13 The application form should be signed by a person on behalf of the Firm / Organization, who is duly authorized to do so.

2.14 If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed and stamped.

2.15 Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

2.16 Track record of the tenderer shall be clean without any involvement in illegal activities or financial frauds. There shall not be any case with the Police/Court/Regulatory/Appellate authorities against the tenderer.

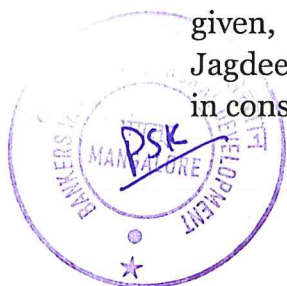
2.17 The tenderer must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority.

2.18 The tenderer must not have been suspended/delisted/blacklisted by any organization, on any grounds. The tenderer should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract.

2.19 If the performance of the tenderer is/has been found to be unsatisfactory for any reasons, whatsoever, in any organization, then NABARD BIRD Mangaluru reserves the right to reject the bids submitted by such tenderer.

Documentary evidence in support of the above shall be submitted along with technical bid.

2.20 The tenderer must enter Pre-contract Integrity Pact (ANNEXURE-VIII) at his own cost on an Rs.200/- non judicial stamp paper with the Bank as per the format given, to become eligible to participate in the tender. Independent Monitor Shri Jagdeep Kumar Ghai, P&TA, FS (Retd.), has been appointed as monitor for this Pact in consultation with the Central Vigilance Commission. **It would be a preliminary**



registered Chartered Accountant. Further, Copies of Income Tax Return filed for last three financial years to be submitted with technical bid documents.

2.4 Earnest money deposit (EMD)- While submitting its quotation the contractor is required to pay refundable earnest money deposit of Rs.1,10,000/- (Rupees One Lakh Ten Thousand only) by e-payment only into the Current A/C no. - NABADMN22, IFSC- NBRD0000002 maintained with NABARD, Head office Mumbai. Certificate in case of MSME to be submitted to claim the exemption for EMD.

2.5 Retention money deposit (RMD)- The Tenderer becoming successful in the bidding shall be required to keep an interest free security deposit of Rs.1,10,000 (Rupees One Lakh Ten Thousand Only) with BIRD-Mangaluru till completion of the contract. BIRD-Mangaluru reserves the right to forfeit the security deposit, partly or fully, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to BIRD-Mangaluru by the tenderer, or the persons engaged by him, violating any of the terms and conditions of the contract.

2.6 The tenderers should have applicable Tax registrations (PAN, TIN, TAN, GST, EPF and ESIC etc) supported by documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable and furnish the same along with technical bid documents. The tenderer should have complied with all the conditions of Contract Labour Act.

2.7 Work Experience Details, service provided to Government Departments /PSUs/Autonomous Bodies/ Corporate Bodies (Copies of Purchase Orders and completion certificates as required by the Technical Bids received from Government Departments / PSUs / Autonomous Bodies / Corporates during each of the last seven years) should be enclosed / uploaded with clearly indicating the annual payment given to the tenderer. Names and addresses of clients along with details regarding nature, amount and period of the contracts shall be furnished along with Technical Bid. Certificates from the clients regarding the value, quality and duration of service rendered during the last three years shall be submitted to corroborate the details mentioned in ANNEXURE-III.

2.8 Pre-Contract Integrity Pact as per the format given in Annexure VIII in ₹200/- stamp value paper to be submitted in hard copy to BIRD Mangaluru campus on or before 02 April 2025 before 05 pm. Bid submitted in GeM is subject to rejection if Integrity Pact is not submitted in hard copy before the specified date.

2.9 The tenderer shall be based at Mangalore or have a representative establishment at Mangalore. Tenderer must furnish documentary proof for the same.



submission of a tender not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in rejection of his/her bid.

3.7 The tenderer shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

4 ONE BID PER TENDERER:

Each tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a tenderer or if any of the partners in a joint venture or any one the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5 COST OF BID:

The tenderer shall bear all costs associated with the preparation and submission of their bid and the BIRD, Mangaluru will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6 VISIT TO PREMISES AT BIRD, MANGALURU:

The tenderers are advised to visit BIRD, Mangaluru Campus and acquaint themselves with the site and operational system. The costs of visiting shall be borne by the tenderer. It shall be deemed that the tenderer has undertaken a visit to the campus of the BIRD, Mangaluru and is aware of the operational conditions prior to the submission of the tender documents.

7 CLARIFICATION OF TENDER DOCUMENT:

7.1 In case the tenderer has any doubt about the meaning of anything contained in the Tender document, he/she shall seek clarification from the Office of BIRD, Mangaluru during the pre-bid meeting scheduled on **20 March 2025 at 10:00 AM**. Any such clarification, together with all details on which clarification had been sought, may be issued as corrigendum to the tender document.

7.2 Except for any such written clarification by the BIRD, Mangaluru which is expressly stated to be an addendum to the tender document issued by the Office of the Joint Director, BIRD, Mangaluru, no written or oral communication or explanation by any other employee of the BIRD, Mangaluru shall be taken to bind or fetter the BIRD, Mangaluru under the contract.

8 LIST OF DOCUMENTS TO BE ENCLOSED:

8.1 At the time of submitting technical bid, the tenderers are required to enclose/upload photocopies of the following documents (Documents in original should be produced for verification as and when it is required by BIRD, Mangaluru, failing which their bids will be summarily / out rightly rejected and will not be considered for any further correspondence):-



qualification and bid documents will not be considered or will be rejected in the absence of the Integrity Pact. The hard copy of the Integrity Pact must be submitted to BIRD, Mangaluru before the due date for submission of tender. BIRD, Mangaluru reserves the right to outrightly disqualify the bids submitted by the tenderers, whose integrity pact (in hard copy) are not received within the due date of submission of tender.

2.21 The Tenderer shall apply only through their authorized signatories.

3. OTHER INSTRUCTIONS:

3.1 The tenderer shall provide 24x7 service for electric maintenance.

3.2 Bidding firms/companies shall have current account in a scheduled commercial bank.

3.3 (a) Memorandum of Understanding shall be provided in case the Tenderer is a Joint venture/Consortium/Partnership.

(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;

(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

(d) The tenderer shall submit full details of his ownership and control or, if the Tenderer is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.4 Each Tenderer is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If BIRD, Mangaluru subsequently finds to the contrary, it reserves the right to declare the Tenderer as non-compliant and declare any contract if already awarded to the Tenderer to be null and void.

3.5 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

3.6 The tenderer is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or



tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after opening of Technical Bid of the tender. The Bank is not bound to assign any reason for rejecting the tender.

- After prima facie scrutiny, if any of the tenderer is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.
- Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.
- No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period, the EMD amount received from such tenderers shall be forfeited.
- Notwithstanding anything stated above, BIRD, Mangaluru reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of BIRD, Mangaluru.

9 BID PRICES:

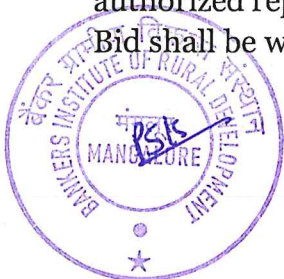
9.1.1. Tenderer shall quote the rates in Indian Rupees for the Service and Administrative charges for the entire contract on a 'single responsibility' basis such that it covers tenderer's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the electrical maintenance services at BIRD, Mangaluru.

9.1.2. The remuneration payable to the workers shall be commensurate with the minimum wages notified by Chief Labour Commissioner (Central), Ministry of Labour & Employment, GOI at any point in time. All the existing statutory requirements such as ESI / EPF, GST, Group Insurance, other taxes, etc. shall be dealt with as per existing laws / instructions. The offers of those prospective tenderers which do not meet the statutory requirements are liable to be rejected.

9.1.3 Rates should be filled in the Tender neatly and no overwriting should be made. Corrections, if any shall be authenticated by subscribing signature of the tenderer. The rates quoted should be written legibly in words and figures. If in check, differences are observed between the rates given by the tenderer in words and figures or in the amount worked out by him, scrutiny of the tender shall be done as per BIRD Mangaluru's guidelines.

9.1.4. Conditional bids/offers will be summarily rejected.

9.2. **FORM OF BID:** The Form of Bid shall be completed in all respects and duly signed and stamped by the authorized and empowered representatives of the Tenderer. If the Tenderer is a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participants thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of the relevant power of attorney shall be attached.



- i. Registration Certificate as per existing norms (indicating the legal status – Company/ Partnership firm/ Proprietorship Concern, etc.). KYC documents as stated in Annexure X to be submitted.
- ii. Valid license of Class I Electrical contractor from Government of Karnataka state
- iii. Copy of GST Registration Certificates.
- iv. Copy of PAN Card.
- v. Copies of Income Tax Return filed for last three financial years.
- vi. Copies of Annual Turnover details in Rupees for the last three Financial Years (2021-22, 2022-23 and 2023-24) including audited balance sheet and Profit & Loss Account.
- vii. Valid Registration Certificate issued by Competent Authority of Labour Dept (Labour License)
- viii. Work Experience Details, service provided to Government Departments /PSUs/Autonomous Bodies/ Corporate Bodies (Copies of Purchase Orders and completion certificates as required by the Technical Bids received from Government Departments / PSUs / Autonomous Bodies / Corporates during each of the last seven years) should be enclosed / uploaded with clearly indicating the annual payment given to the tenderer.
- ix. A Short profile of the organization.
- x. Bid Security (Earnest Money Deposit) for an amount of Rs.1,10,000/- or Certificate in case of MSME.
- xi. Pre-Contract Integrity Pact on Rs.200/ on non-judicial Stamp Paper.
- xii. Self-attested copy of valid Provident Fund Registration Number.
- xiii. Self-attested copy of valid ESI Registration Number.
- xiv. Copy of Power of Attorney for authorized signatory.

8.2 The Financial Bid should contain Preamble of the tender document.

NOTE:

BIRD, Mangaluru will obtain reports on past performance of the tenderer from their clients and evaluate the said reports before opening of the Financial Bid of the tender. If any tenderer is not found to possess the required eligibility for participating in the



10 SUBMISSION OF TENDER:

10.1 The last date of receipt of Tender is on or before **02 April 2025 till 05:00 PM** and Technical Bids will be opened on **03 April 2025 at 10:00 AM**. Tenders received after stipulated date/ time shall not be entertained. Tenderers are requested to make note of dynamic time being displayed on e-Procurement portal of BIRD, Mangaluru to ensure that the bids are submitted on time. Late tenders will not be accepted under any circumstances.

10.2 The tenderer should submit his tender well in advance so that last minute technical glitches can be avoided and BIRD, Mangaluru will not be responsible for failure of submission of tender by the tenderer in this regard. "No extension of time will be permitted if the tenderer is facing difficulty or facing technical issues in uploading the document at the flag end of the time specified for closure of tender".

10.3 BIRD, Mangaluru may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the BIRD, Mangaluru and the Tenderer will be the same.

11 BID OPENING AND EVALUATION:

11.1 The authorized representatives of the BIRD, Mangaluru will electronically open the Technical Bids on GeM portal.

11.2 The bid of any tenderer who has not complied with one or more of the conditions prescribed in the terms & conditions will be summarily rejected.

11.3 Conditional bids will also be summarily rejected.

11.4 Subsequently, the selected technical bids will be evaluated as per information furnished by tenderer and eligibility criteria.

11.5 Financial bids of only the technically qualified tenderers will be opened for evaluation in the presence of qualified tenderers.

11.6 Right to accept any Bid and to reject any or all Bids:-

11.6.1 The BIRD, Mangaluru is not bound to accept the lowest or any bid and may at any time by notice in writing to the tenderers terminate the tendering process.

11.6.2 The BIRD, Mangaluru may terminate the contract if it is found that the tenderer is blacklisted on previous occasions by any of the Govt. Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings/GeM portal, etc.

11.6.3 The BIRD, Mangaluru may terminate the contract in the event of the successful tenderer failing to furnish the Performance Security or failing to execute the agreement.



9.3. DURATION OF CONTRACT: The contract may be valid initially for **Twenty-Three (23) months i.e. from 01st May 2025 to 31st March 2027** and the Joint Director, BIRD Mangaluru reserves the right to curtail or to extend the validity of contract on the same rates and terms & conditions for such period as may be agreed. However, if for any reason the contract is terminated by any of the parties, the tenderer shall provide his services till BIRD, Mangaluru makes another or alternate arrangement.

9.4. BID SECURITY: The tenderer shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.1,10,000/- (Rupees One Lakh Ten Thousand only). The Bid Security may also be directly credited in our Account, the details of which are:-

Payee Name : NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT
Bank Name : NABARD
Branch Name : Head Office, Mumbai
Account Number : NABADMN22
IFSC Code : NBRD0000002

Note: MSE's as defined in MSE Procurement Policy issued by GoI or Tenderers who are registered with central Procurement Organization are exempt from submitting EMD. Documentary proof in this regard needs to be enclosed in the Technical Bid.

9.4.1 No interest shall be paid on the EMD submitted by the tenderers. EMD of unsuccessful tenderers would be refunded after the award of work to the successful tenderers.

9.4.2 Tender for which the EMD amount has not been received in our bank account will not be accepted by BIRD, Mangaluru except in case of MSEs as defined in MSE Procurement Policy issued by GoI or tenderers who are registered with Central Procurement Organizations. Such exemption shall be given only on submission of documentary proof.

9.4.3 The EMD of successful tenderer shall be retained by BIRD, Mangaluru towards Retention Money Deposit (RMD). The quantum of RMD shall be 5% of the annual contract amount. The successful tenderer has to submit the balance amount of security deposit within 10 days from the issue of work order. RMD will be refunded after the expiry of the contract period. RMD will not bear any interest.

9.4.4 The Bid Security will remain valid for a period of ninety (90) days beyond the final tender completion period.

9.4.5 EMD of the unsuccessful tenderers will be returned to them at the earliest after expiry of the final bid validity.

9.4.6 EMD shall be forfeited if the tenderer withdraws his/her bid during the period of Tender validity.

9.4.7 EMD shall be forfeited if the successful tenderer refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the BIRD, Mangaluru.



12 SELECTION PROCESS

The selection of the bidder will be as per Quality and Cost Based Selection (QCBS), as per availability on GEM portal at the time of bid creation. The details of methodology to be adopted for selection of bidder (in case of QCBS) are as under:

Definition: In QCBS, initially the quality of technical proposals is evaluated/ scored as per the criteria announced in the tender document. Only those bona fide bids that have achieved at least the minimum specified qualifying score in quality of technical proposal are considered further. Subsequently, the commercial bids of those bidders who technically qualify through the process indicated above, are opened. A final combined score is arrived at by giving pre-defined relative weightages for the score of quality of the technical proposal and the score of financial proposal. A ratio of 30:70 has been fixed for technical: financial evaluation.

The technical evaluation of bid will be on evaluation matrix attached with the tender document as Annexure XI. The maximum marks for evaluation matrix are 100 and qualifying marks is 70%. The bidder has to achieve qualifying marks in each criterion as well as an overall 70% mark otherwise the bidder will be disqualified during technical evaluation.

13 AWARD OF CONTRACT:

13.1 The BIRD, Mangaluru will award the contract to the successfully evaluated tenderer whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions incorporated in the bidding document.

13.2 The BIRD, Mangaluru will communicate the successful tenderer by an e-mail/ letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of the contract called the Work Order) shall prescribe the amount which the BIRD, Mangaluru will pay to the tenderer in consideration of the execution of work/services by the tenderer as prescribed in the contract.

13.3 The successful tenderer will be required to execute an agreement in the form specified in ANNEXURE-VII within a period of 7 days from the date of issue of the Work Order.

13.4 The successful tenderer shall be required to furnish a Performance Security within 15 days of intimation of acceptance of the contract.

13.5 A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.



13.6 The EMD of the successful tenderer may be converted into RMD / Performance Security and shall not carry any interest whatsoever. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the tenderer accordingly.

13.7 Failure of the successful tenderer to comply with the requirements of the above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

14 MISCELLANEOUS:

14.1 Notwithstanding anything stated above, BIRD, Mangaluru reserves the right to assess the tenderer's capability and capacity to perform the contract, should the circumstances warrant such an assessment in the overall interest of BIRD, Mangaluru.

14.2 The decision of BIRD, Mangaluru, to award the work shall be final.

14.3 BIRD, Mangaluru reserves the right to accept / negotiate / reject any Tender either in whole or in part without assigning any reasons therefor whatsoever and without entering into any further correspondence and hence, BIRD, Mangaluru shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of BIRD, Mangaluru in this regard shall be final and undisputable.

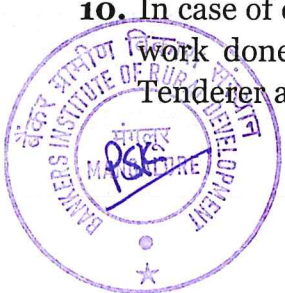
14.4 BIRD, Mangaluru also reserves the right of supersession of any of the conditions stipulated in the Tender Document.



Bankers Institute of Rural Development, Mangaluru

General Terms and Conditions

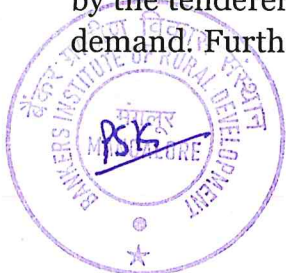
1. Comprehensive Electricals Maintenance Contract for a contract period of 23 months **from 01 May 2025 to 31 March 2027**. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The Tenderer should furnish price bid elaborative details for scrutiny of the rates by BIRD, Mangaluru, if required.
3. Rates should include all Taxes, GST, EPF, ESI and Minimum Wages in accordance with various statutory enactments and should be firm for the entire Contract Period. No escalation of rates will be allowed for the entire Contract Period on any account except changes in Minimum Wages.
4. Materials used should conform to relevant BIS Codes. BIS and CPWD Specifications and method of measurements shall be followed as applicable. However, in the absence of the same, the decision of BIRD, Mangaluru will be final.
5. Monthly payments will be made in the case of Comprehensive Maintenance Works based on the bills submitted by the Tenderer and certified by the concerned ACT / Site Supervisor to the effect that the complaints recorded in the Registers are attended and as per the scope of the work. The Tenderer has to get the Signature of the ACT (Assistant Caretaker) after completion of the respective work on the formats enclosed / given for respective work and should submit all these with the bill (Annexure XII along with the bill). The tenderer will have to submit the proof of depositing employee's contribution towards EPF and ESI of each employee in every month.
6. Separate work slips / work orders will be issued by BIRD, Mangaluru in respect of the items which are not covered under the Integrated Comprehensive Maintenance Contract as well as for additional works. The Tenderer may raise the bills for the same within a period of one - month after completion of work. BIRD-Mangaluru will be at liberty to reject any claim made after the stipulated time period. The bills for the works carried out without proper work slip / work order will be rejected and no further representation will be entertained.
7. Any discrepancy in settlement of bills may be brought to the notice of BIRD, Mangaluru within a period of one month after the settlement of the Bills. BIRD, Mangaluru will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
8. Additional works and replacement / repair works shall be paid as per the rates approved by the BIRD, Mangaluru. The items not covered by the approved rate shall be paid as per price bid elaborative details based on the market prices supported by documentary proof (only for items not available on GeM portal). The price bid elaborative details shall be submitted by the Tenderer for scrutiny and approval of BIRD, Mangaluru.
9. TDS, GST-TDS and other taxes, as applicable, will be deducted from total payment due to the Tenderers.
10. In case of delay in attending the work in time, BIRD-Mangaluru will be at liberty to get the work done through any other agency and the cost thereof shall be recovered from the Tenderer at the discretion of BIRD-Mangaluru.



11. The Tenderer should have valid license relating to his Contract and the workmen employed by the Tenderer should also have the valid license and experience in their trade. Electrical Tenderers shall submit a copy of license along with tender. In case, the tenderer does not hold an electrical license, they should indicate the name of their associates who have such license and directly responsible to all electrical work etc, as well as acceptance letter from their associates in this regard.
12. The Tenderer should arrange to obtain necessary insurance cover (Workmen Compensation policy and Tenderers All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him. A copy of Insurance Policy obtained should be submitted to BIRD-Mangaluru within 01 month of award of contract. The Tenderer should also furnish Police Verification Reports of his employees deployed in BIRD M within 01 month from the date of award of contract.
13. The Tenderer shall be fully responsible and shall compensate BIRD with suitable Insurance cover in the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Tenderer or his agents and / or his employees or workmen. The decision of BIRD-Mangaluru in this regard shall be final and binding.
14. The tenderer will be responsible for timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, etc. The Tenderer shall be responsible to fulfil all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central Govt as per latest GLC orders.
15. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
16. The Tenderer shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the Institute will not in any way be liable or responsible for any default / irregularities / penalties on the Tenderer's part.
17. The tenderer shall, for all intents and purposes, be the "Employer" within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in BIRD, Mangaluru and the manpower so employed and deployed in BIRD, Mangaluru shall remain under the overall control and supervision of the tenderer. The persons deployed by the tenderer in BIRD, Mangaluru shall not have claims of Master and Servant relationship (implicitly or explicitly) between him / her / them and BIRD, Mangaluru nor have any principal and agent relationship with or against the BIRD, Mangaluru. The tenderer's personnel shall not claim any benefit / compensation / absorption / regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
18. The Tenderer shall comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and States) that may be enforced from time to time by the Appropriate Authorities. BIRD, Mangaluru shall not be responsible for any penalty on failure on the part of tenderer to comply with any Labour Regulations. The tenderer is advised to maintain attendance register of his staff employed at various sites and wage



- register for payment (at least minimum wages as per Center or State Govt. whichever is higher shall be paid) with all records up to date as per the labour regulations.
- 19.** The manpower deployed by the tenderer should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of BIRD, Mangaluru. Necessary grooming should be done by the tenderer before posting the staff at site. He shall also comply with the provisions of all labour legislations. Receipt of any complaint in this regard shall be viewed seriously. No additional payment shall be made if tenderer keep more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision. The tenderer must post employees with minimum experience of 03 years in electrical works. Any change in the staff deployed should be informed well in advance to BIRD M and ensure their police verification and fulfilment of minimum experience criteria before posting in BIRD Mangaluru.
 - 20.** The Tenderer or his authorized representative should visit the site as per requirement and meet ACT (Assistant Caretaker)/authorised person with prior appointment for any clarifications and to receive instructions, take measurements, etc, at the site.
 - 21.** The Tenderer's workmen should report to ACT/ authorised person of BIRD Mangaluru. A register will be kept at site at all the locations showing attendance on day to day basis and which will be countersigned by the security guard on duty at the time when tenderer's worker arrives & signs at site. The same shall also be signed by ACT/ authorised person & the same or copy shall be presented along with the Tenderer's monthly bill.
 - 22.** The workers / staff employed should wear uniforms. The Tenderer should not employ any person who is prohibited by Law from being employed for fulfilling obligations under this Contract. Any indecent behaviour / suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be imposed on tenderer. The tenderer is also required to submit the list of workers with photo ID, educational / technical qualifications, address proof, police verification report, etc. before deputing the workers.
 - 23.** Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the tenderer resulting in any loss to BIRD, Mangaluru in kind or cash will be viewed seriously and BIRD, Mangaluru will have the right to levy damages or fine and / or even terminate the Contract forthwith, if necessary.
 - 24.** In case of any default or failure on Tenderer's part to comply with all / any one of the Terms / Conditions, BIRD, Mangaluru reserves the right to take necessary steps to remedy the situation including, inter - alia, the deduction of appropriate amount / s dues otherwise payable to Tenderer and / or by taking recourse to appropriate from recovery proceedings. The tenderer shall keep BIRD, Mangaluru indemnified against all claims whoever in respect of the manpower deployed by in BIRD-Mangaluru. In case any employee of the tenderer so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the tenderer to contest the same. In case BIRD -Mangaluru or its employee is made party and is supposed to contest the case, BIRD-Mangaluru will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the tenderer to the BIRD-Mangaluru or any person authorized by BIRD-Mangaluru, on demand. Further, the tenderer will ensure that no financial or any other liability comes to



BIRD-Mangaluru or its employee in this respect of any nature whatsoever and shall keep BIRD-Mangaluru any employee of BIRD –Mangaluru indemnified in this respect.

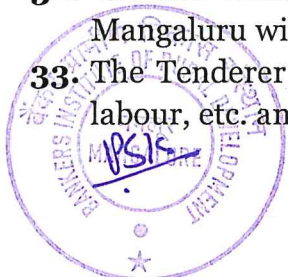
(a) Any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996 or any modification thereof. The arbitration shall be conducted by sole arbitrator appointed by BIRD-Mangaluru and the award made in pursuance thereof shall be binding on the parties."

(b) The venue of the arbitration shall be at Mangaluru.

(c) The language of arbitration shall be English.

(d) Work under the contract shall be continued by the tenderer during the arbitration proceedings unless otherwise directed in writing by BIRD-Mangaluru and unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

25. The Tenderer should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
26. The personnel deployed by the Tenderer can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
27. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Tenderer should abide by the Rules and Regulations maintained by BIRD-Mangaluru in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.
28. The tenderer shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Tenderer should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the BIRD-Mangaluru. The Tenderer shall assist the BIRD-Mangaluru fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Tenderer based on the original receipts produced to the BIRD-Mangaluru.
29. The Tenderer shall ensure that the employed staff shall not undertake any private work inside BIRD Campus during working hours.
30. The engaged staff shall also undertake other specific work related with / without maintenance works during working hours as per instruction of ACT / Engineer, if required.
31. If the services of the tenderer are not found to be satisfactory, the tenderer will be given a notice, with a notice period of 30 days, to improve his services. If the tenderer fails to improve his services within the Notice period, BIRD-Mangaluru shall have the discretion to terminate the contract either in part or in whole, any day after the expiry of the said notice period. Bidder may terminate the contract by giving **three months** prior notice in writing.
32. On site storage space will be provided to the Tenderer subject to availability. BIRD-Mangaluru will not be responsible for Tenderer's materials.
33. The Tenderer shall provide necessary Tools & Plants, materials or any other equipment, labour, etc. and no payment in this regard will be made by BIRD-Mangaluru. The Tenderer



49. Force Majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God, etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

50. The personnel engaged should project an image of utmost discipline. They should be above the ages of 18 yrs. NO UNDERAGE / MINOR (below 18 years of age) SHALL BE DEPLOYED UNDER ANY CIRCUMSTANCES. The entire responsibility for such lapse shall be that of the tenderer.

51. The BIRD, Mangaluru shall not be under any obligation for providing employment to any of the worker of the tenderer after the expiry of the contract. The BIRD, Mangaluru does not recognize any employee employer relationship with any of the workers of the tenderer.

52. If as a result of post payment audit any overpayment is detected in respect of any work done by the tenderer or alleged to have done by the tenderer under the tender, it shall be recovered by the BIRD, Mangaluru from the tenderer.

53. The tenderer will have to submit the proof of depositing employee's contribution towards EPF and ESI of each employee in every month.

54. PAYMENT

54.1 The payment shall be made as per the Latest Wage Rates as notified by the Office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India from time to time.

54.2 The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the tenderer and based on the attendance sheets of the tenderer duly verified, attested by the officer nominated by BIRD, Mangaluru and other supporting documents. No other claim on whatever account shall not be entertained by BIRD, Mangaluru. The Tenderer will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.



(a) Payment must be made by the tenderer through ECS/NEFT/any other electronic payment system. A copy of the payment must be submitted along with the monthly claims. Under no circumstances payments will be made in cash. To ensure this, the tenderer will get a bank account opened for every engaged employee.

(b) The tenderer must ensure that the entitled wages of the employee are credited to their bank account within the 5th of every month. The service provider will not be given any relaxation in this matter.

(c) While submitting the bills for the month, the tenderer must submit following documents:-

(i) Signed wage Slips of all the employees working in BIRD, Mangaluru indicating the breakup of salary credited to his/her employees.

(ii) ESI Contribution (copy of the challan to be enclosed)

(iii) EPF contribution (copy of the challan to be enclosed)

(iv) Attendance Sheet.

(v) Bank statement/transaction deals regarding payment of wages.

(vi) Monthly work report along with pending works as per format given in Annexure XII .

55. OBLIGATION OF THE TENDERER:

The tenderer shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The tenderer shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the tenderer in respect thereof, which may arise.

56. DISPUTE RESOLUTION

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole arbitrator appointed by the Joint Director, BIRD, Mangaluru.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.



(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the tenderer shall continue to be made in terms of the contract. Arbitration proceedings will be held at Mangaluru only.

57. JURISDICTION OF COURT:

The courts at Mangaluru shall have the exclusive jurisdiction of all disputes, if any, arising out of this agreement between the parties.

58. EXIT:

58.1 The contract is liable for termination by giving one month's notice by BIRD, Mangaluru and three months' notice by the tenderer. However, the contract may be terminated by BIRD, Mangaluru without allowing notice period, if the quality of the work is found not to be satisfactory. **The Security Deposit under these circumstances will be forfeited.**

58.2 The contract can be terminated on the following grounds:

- a) Failure to pay salary in time (As indicated in the company policy if not indicated within 5th of every month)
- b) Failure to maintain necessary provisions which may result in poor quality of services.
- c) Failure to meet any of the statutory conditions (EPF, ESI, Minimum wages etc.)
- d) Failure to meet/submit performance guarantee/deposit or any other conditions indicated in T&C of the contract.
- d) Failure to adhere to the Terms & Conditions of the contract.

59. Note: The property shall be handed over to tenderer on as-is-where-is basis and the tenderer shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) the tenderer shall not give excuse such as so and so work should have been done by the previous AMC tenderer and is not within their scope.

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

Place :

Signature of the Tenderer

Date :

Name and Seal

Address:



ANNEXURE-I SCOPE OF WORK

Electrical Works –

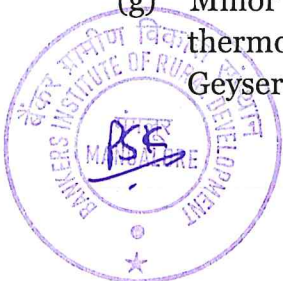
- (a) Electrical Maintenance
- (b) Liaisoning with MESCOM

1. Comprehensive Maintenance Works

All the Electrical repairs/replacement works necessary to maintain safe and uninterrupted electrical supplies to Office Buildings, Hostel Blocks, residential flats and common areas including lobbies, Staircases, pump house, VOFs, Canteen & Lounge Building, Dispensary, Security post etc., within BIRD's Campus are covered under the Comprehensive AMC.

The AMC provider will provide 3 qualified electricians to work in 3 shift basis (24*7) as decided by BIRD-Mangaluru to provide services as per scope of works as given below:

- (a) Replacement/repairs of all standard electrical amenities provided inside BIRD Campus which includes office buildings, residential flats, common areas etc. like damaged wiring/defective 5/15A switches, sockets & Plugs; buzzer bells; call bells; cut outs, DP Switches upto 32 A, Resistance type Fan regulator, Capacitors for Fans, Ceiling rose, Electromagnetic FTL Chokes (copper ballast); Starters/holders/Tubes upto 40 W, 5/15A Kit - kat Fuse with base; bulb holders; Vapour/halogen lamp holders; Acrylic/Mica sheets for Switch boards; PVC conduit/Casing Capping, Glass dome., Candle bulbs in VOF, 11 W 2 pin PL lamp, CFL lamp, tube light fittings of glow sign boards, light fittings etc. Replacement/repairs of above items will be reimbursed on submission of bills by the tenderer.
(The make of the items so replaced should be strictly as per the list of approved makes given in the specifications, elsewhere. Where the approved makes are not available, the Make of such material should be as approved by BIRD's Official).
- (b) Tenderer has to take possession of the new fixtures purchased by BIRD - to carry out test checks/installation of these items at the location of old damaged/defective items viz : DOL starters/Tube fixtures/fans/geysers /, etc.
- (c) Greasing of Fan bearings and painting of switch boards, fans on requirement basis only.
- (d) Screws/nuts/bolts/wooden plugs/saddle & spacers/Adhesive tapes/tools & tackles etc. as may be necessary for the entire work.
- (e) Quarterly cleaning and checking of the ceiling/exhaust fans in VOF, common area. Monthly cleaning of all the common area lighting/fan fixture and meter rooms/boards as well as cleaning of all the meter rooms/boards.
- (f) Routine preventive maintenance works such as checking, cleaning, tightening of electrical wiring connections/joints, fans and putting accessories as and when required.
- (g) Minor repairs to Storage/Instant type Geysers, such as checking/replacement of thermostat, heating coil, wiring, safety valve etc. inclusive of removing and re-fixing of Geysers, if required.



- (h) Removal of defective pedestal and ceiling fans, exhaust fans and re-fixing them back after repairing, fixing new fans including the Exhaust fans/Ceiling fans.
- (i) Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing/oiling as required.
- (j) Repairs to Mercury/Sodium vapor/Halogen fittings mounted on the building/poles including replacement of MV/Sodium/Halogen lamps, accessories and repairs of cables.
- (k) Insulation resistance testing for all the conductors inside the flat and in the meter room for at least two to three flats in each building once a year.
- (l) Measurement of earth resistance for all the available earth pits once a year.
(Works at (k) and (l) will be carried out in consultation with BIRD's engineer/Officer).
- (m) Watering all the available earth pits monthly.
- (n) Checking of load current on the main incoming cable to each meter room monthly.
- (p) In case of power failure, the tenderer should restore the supply in the shortest possible time
- (q) Any other Electrical Maintenance related works as per the directions of Bank's Engineer/Officer.
- (r) Maintenance of complaints register and log register on daily basis.
- (s) Maintaining electrical stock register on daily basis.
- (t) **Tenderer should assess the stock requirements on regular basis and inform ACT/Authorised Person well in advance (preferably 30 days) to facilitate purchase of necessary items required for repair/replacement through GeM portal. In no case the complaint should go unattended due to absence of materials.**

Details of the items for extra payment in case of new replacement:

Efforts will be made by BIRD Mangaluru to procure the electrical appliances through GeM portal. The installation of electrical appliances will be the integrated part of AMC.

Only in case of non-availability of items on GeM portal, the following works shall be attended and carried out by the AMC agency on chargeable basis and payment will be made for the following items:

- a. Point wiring for 5/20A circuits.
- b. Fans/Rewinding of fans.
- c. Replacement of Geyser coils.
- d. Replacement of Thermostats for the Geyser.
- e. All types of MCBs/RCCBs/ELCBs.
- f. Halogen Lamps/CFL.
- g. Mercury Light fixtures/Metal halide/SPMV etc.
- h. Mercury lamps
- i. Replacement of complete switch board
- j. Supply of new cables/motor starters for water pump sets etc.
- k. Capacitor type fan regulator/Step
- l. PVC conduit & Casing capping beyond 2 metre length.
- m. Any other items not included in AMC.



Tentatively list of approved make of material is given below. Final selection will be done with the approval of BIRD-Mangaluru.

LIST OF APPROVED MAKE OF MATERIALS/TRADE

<u>Sr. No</u>	<u>Item/Make</u>	<u>Make or brand</u>
1	Switches, sockets, holders and ceiling or rose etc.	Anchor or equivalent
2	Tube lights, Bulbs, Halogens/Mercury bulbs	Philips or Equivalent
3	MCB/RCCBS/ELCBs	Legrand or equivalent
4	Wires	Finolex, Polycab or R RKabel
5	Casing capping & PVC conduits	Precision or equivalent
6	Switchboards	Presto teak or equivalent
7	Kit-Kat Fuses(porcelain)	Anchor or equivalent
8	Fan regulators	Asian, Crompton or equivalent.
9	FTL Choke (copper ballast)	Philips or equivalent
10	Bearings	SKF or Equivalent
11	Contactors	Siemens, L & T

II) Electrical Works - (b) Maintenance of water pumps

The scope of work includes the comprehensive maintenance of all water supply pumps and accessories including the de - watering pumps, if any (but excluding the Submersible pumps inside the ground).

1. The scope of work quoted under comprehensive maintenance includes :

- 1.1 Monthly servicing like oiling, greasing, cleaning, replacement gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn out rubber bushes, cleaning of starter and switch contacts, oiling/greasing of the moving parts of the switch and starters, testing of over load, and call back services between the period as stated in the BOQ. The monthly servicing, as above, shall be carried out by qualified/skilled technician and the report thereof, shall be submitted to Bank with the monthly bill. The bill shall be withheld till submission of such reports.
- 1.2 Monthly servicing shall be undertaken in the last week of the month. The tenderer shall maintain a record regarding the servicing etc. The same shall be verified by BIRD's representative.
- 1.3 The comprehensive maintenance shall include repairs and replacement of non-return valve, gate valves and foot valve inside the pump house. The work includes complete works related to suction line including foot valve etc. It also includes the replacement of starter parts like over load relays/tenderers, solenoid coil, timer, fuses, screws etc. and repairs/rewinding of pump motor, replacement of bearings, pump bushes, impellers shaft, shaft keys, motor fan etc. whenever required. In case, new cable and new starters are provided, then bank will pay for these items.
- 1.4. All tools and machinery required for routine works, preventive maintenance. etc. such as pliers, cutter, screw drivers, spanner set, blower, drill machine, megger,



earth tester, pipe wrench etc. shall be provided by the tenderer. No extra payment will be made for the same.

- 1.5. The tenderer shall ensure that all two pump sets are kept in working conditions throughout the month. The tenderer shall ensure that each of the two pumps is made standby at least every two weeks. The tenderer should repair the pumps within a period of maximum 7 days in case of major breakdown. It may be ensured that at no point of time both the operational pump and the standby pump be non - operational simultaneously.
- 1.6. BIRD-Mangaluru will not accept any liability for any mishap accident caused while working at its Campus.
- 1.7. The breakdown calls are to be attended on an emergency basis without any extra charge. Additional manpower during monsoon seasons or in case of emergency as necessary shall be deployed by the agency at no additional cost.
- 1.8. All the major repairs/rewinding/overhauling of pump sets/motors shall be done by reputed/authorized agencies with prior information to Bank. Replacement of the pump/motor, when required, shall be borne by BIRD-Mangaluru.
- 1.9. The working hours to be observed for operation of the pumps by the tenderers shall be as per BOQ. However in case of emergency, work will have to be continued till the same is completed for which no extra payment shall be made. In case of the breakdown of pump set the tenderer should be in position to get them repaired by deploying experienced plumbers, electricians etc., as may be deemed necessary.

II) Electrical Works - (c) Liaising with MESCOM

All liaising with MESCOM shall be undertaken by the Tenderer on behalf of BIRD, Mangaluru. The charges incurred will be reimbursed on submission of bills.

Safety Precautions for electrical maintenance operations:

As a part of the contract, the tenderer must satisfy the under mentioned safety requirements and must ensure at all times that these are followed without any deviations.

1. Any job where welding etc. is required or some work where lighting of flame is involved or some temporary electrical connections are to be made, such jobs should be done with the prior permission of BIRD'S ACT/Officials.
2. It is entirely the responsibility of the tenderer to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. Depending upon the nature of works. A first aid box should be maintained by the tenderer at the premises for his workers.

Tenderer is free to approach BIRD-Mangaluru for any suggestion in this regard. However any lapse in this regard will be viewed seriously.



Declaration by the Tenderer

We/I have read and understood the Scope of Work for the Comprehensive Maintenance works for Civil Works, Electrical Works and Specialised works in the entire Office Premises/Premises of the Colony/BIRD-M Campus) and we/I have taken into account the above while quoting the rates. We/I accept all the above points without any reservation from our/my side, in all respects.

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

Place

Signature of the tenderer

Date

Name and Seal:

Address

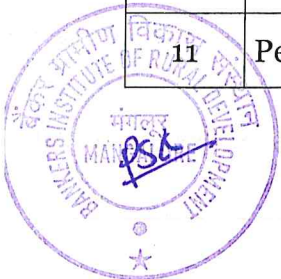


ANNEXURE-II

Photo

BASIC INFORMATION OF THE TENDERER

Sr.No	Particulars	Details
1	Name of the Applicant/Organisation and address of the registered office	
2	Year of Establishment	
3	Type of the Organisation (Whether Sole Proprietorship/Partnership/ Private Limited/ Limited or Cooperative Body etc.)	
4	Name of the Proprietor/Partners/Directors of the Organisation/Firm	
5	Details of Registration (Whether Partnership firm, Company, etc.)- Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm	
6	Whether registered with Govt./Semi- Govt./Municipal Authorities or any other public organization and if so, in which class and since when?	
7	Experience in the field of electrical maintenance of similar campuses/training establishments etc.	
8	Qualified personnel available with the organization	
9	Adequate and satisfactory evidence to indicate the financial capacity of the Organization to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank or Certified copies of balance sheet and Income Tax clearance certificate for the last three years shall be attached).	
10	Yearly turnover of the company during the last 3 years	2021-22 Rs. 2022-23 Rs. 2023-24 Rs.
11	Permanent Account Number (PAN)	



12	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.	
13	Details of registration with the office of the Regional Labour Commissioner (RLC)-Central, EPFO and ESI	
14	Whether any Civil Suit/litigation arisen in the contracts executed during the last ten years/being executed now. (If yes, please furnish the details in the pro-forma given below:)	
15	Whether suspended/delisted/blacklisted by any organization on any grounds? (If yes, please furnish the details:)	
16	Whether the tenderer has rescinded/abandoned any contract awarded by any of this client before the expiry of the prescribed period of contract. (If yes, please furnish the details:)	

Sr. No.	Name of the Work & the Employer	Nature of Work	Work Order No. & Date	Present Stage of Work	Value Contract (Rs.)	Brief details of litigation, if any

SIGNATURE AND SEAL OF THE TENDERER

DATE:

PLACE:



ANNEXURE-III

PREVIOUS EXPERIENCE

i) List of important works executed by the firm during last three years with experience in executing works of similar nature i.e. Electrical maintenance contract for training institutes/ establishments. Please arrange to provide value of job, approximate area of each contract where electrical maintenance services was / is being undertaken and the year of contract along with copy of work orders, performance certificates / completion certificates. **Please note that the details furnished should be for electrical maintenance contracts only.**

Sr. No.	Name of the Work & Location	Nature of the Work	Name & Full Postal Address of the owner	Contract Amount (Rs.)

ii) List of important works ON HAND:

Sr. No	Name of the Work & Location	Nature of the Work	Name & Full Postal Address of the owner	Contract Amount (Rs.)
(1)	(2)	(3)	(4)	(5)

AMC/Completion Period	Present Stage of Completion With reasons for delay, if any	Any Other information
(6)	(7)	(8)

SIGNATURE AND SEAL OF THE TENDERER

DATE:

PLACE:



ANNEXURE-IV

PERSONNEL AND EXPERIENCE

A) List of Personnel, giving details about their qualifications, experience, etc.

Sr. No	Name	Age	Qualification	Experience	Nature of Works handled	Date from which employed in the Organisation	Any Other remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

SIGNATURE AND SEAL OF THE TENDERER

DATE:

PLACE:



ANNEXURE-V
BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU
CHECK-LIST FOR TECHNICAL BID

Sr. No	Document to be uploaded	Whether enclosed or Not
1	Bid Security / EMD	
2	Copies of Annual Turnover details in Rupees for last three Financial Years (2021-22, 2022-23 and 2023-24) including audited balance sheet and Profit & Loss Account	
3	Undertaking on own Letter-Head as per format prescribed in Annexure-VI.	
4	Self-attested copy of the PAN card.	
5	Self-attested copy of GSTIN.	
6	Self-attested copy of valid Registration number of the Firm /agency.	
7	Self-attested copy of valid Employees Provident Fund Registration number.	
8	Self-attested copy of valid ESI Registration Number	
9	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
10	Proof of experiences of last three financial years along with satisfactory performance certificates from the concerned employers.	
11	Annual IT returns of previous three years (2021-22, 2022-23 and 2023-24)	
12	Signed Copy of Pre-Contract Integrity Pact mentioned in Annexure-VIII on Rs.200/- Stamp Paper.	
13	Short profile of the Organisation	
14	Self-attested copy of Power of Attorney	
15	Valid license of Class I Electrical contractor from Government of Karnataka state	
16	Duly filled Annexures with stamp and signature at appropriate places	



**ANNEXURE-VI
(ON THE LETTER HEAD OF THE AGENCY)
UNDERTAKING**

The Joint Director
Bankers Institute of Rural Development
Krishna Nagar Road
Bondel
Mangaluru 575 008

Dear Sir

Tender for Annual Electrical Maintenance for a period from 01 May 2025 to 31 March 2027 (23 months)

1. I / We have examined the Scope of Works, specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by you, vide your tender invitation letter noDt
2. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto.
3. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.
4. I / We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.
5. The rates quoted by me / us are firm and shall not be subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever for the captioned period.
6. Should this Tender be accepted, I / We hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Contract Document.

NAME OF THE PERSON AUTHORISED
TO SIGN AND SUBMIT THE TENDER

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

PLACE:

YOURS FAITHFULLY

DATE:

(SIGNATURE OF THE TENDERER)



ANNEXURE-VII

(in ₹1000/- stamp value paper)

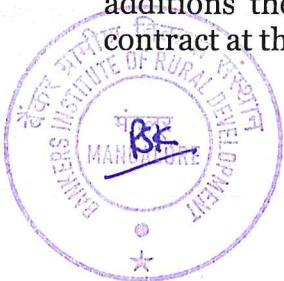
BANKERS INSTITUTE OF RURAL DEVELOPMENT, MANGALURU

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____ (Month) _____ (Year) between National Bank for Agriculture and Rural Development (NABARD) through the Joint Director, Bankers Institute of Rural Development, Mangaluru (hereinafter called "the BIRD, Mangaluru" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called "the contractor " which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Annual Maintenance Contract for Electrical Maintenance services at BIRD-Mangalore agreement to its Campus situated at Krishna Nagar Rd, Bondel, Mangaluru, Karnataka 575008, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns the conforming party to the agreement.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Notice inviting Tender and the terms and conditions contained in the Tender.
 - b. Letter of acceptance of award of contract
3. In consideration of the payments to be made by the BIRD, Mangaluru to the Contractor as hereinafter mentioned, the Contractor hereby covenants with BIRD, Mangaluru to execute the Annual Maintenance Contract for Electrical Maintenance services at BIRD-Mangalore agreement w.e.fas per the provisions of this Agreement.
4. The BIRD, Mangaluru hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement, the contract price of being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract, or otherwise as prescribed by law.



5. Contractor has to submit an affidavit on stamp paper of Rs.200/- that he has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax or any other statutory compliance from time to time.

6. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the contractor) Name and Address of the contractor. Telephone No.	Signature of Authorized Signatory of Bankers Institute of Rural Development, Mangaluru
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

(On a Rs.1000/- Non- Judicial stamp paper)



ANNEXURE-VIII

(On a Rs.200/- Non- Judicial stamp paper)

INTEGRITY PACT

Between

National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as **“The Principal”**

And

..... hereinafter referred to as **“The Bidder/Contractor”**

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

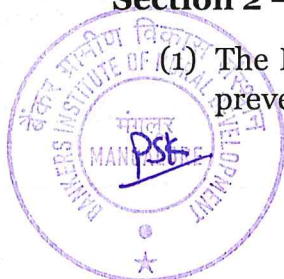
(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the



following principles during participation in the tender process and during the contract execution :

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.



Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitors appointed for NABARD is Shri Jagdeep Kumar Ghai, P&TA, FS (Retd), Flat 1032, A Wing, Vanashree Society, Sector 58 A&B, Palm Beach Road, Nerul, Navi Mumbai – 400706. Email: jkghai@gmail.com



- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NABARD has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after



the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

 (For & On behalf of the Principal)
 (Office Seal)

 (For & on behalf of the Bidder/contractor)
 (Office Seal)

Place _____

Date _____

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)



ANNEXURE-IX

FORMAT FOR CLIENT'S REPORT (ON CLIENT'S LETTER HEAD)

Performance details of the Firm: M/s

Located at:

Sl. No.	Description	Response
1	Work order/reference No.	
2	Gross Value of the Contract (in Rupees)	
3	Date of commencement of Contract	
4	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	
5	Reason for delay (if any) and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	Comments on the capabilities of the firm (indicate grading)	
a.	Quality of services provided by the firm	Outstanding/Very Good/ Good/Satisfactory/Poor
b.	Technical proficiency/competence	Outstanding/Very Good/ Good/Satisfactory/Poor
c.	Integrity and reliability of the partners/proprietors of the firm	Outstanding/Very Good/ Good/Satisfactory/Poor
d.	Integrity and reliability of the Personnel deployed	Outstanding/Very Good/ Good/Satisfactory/Poor
e.	Dealings in the execution of the work, adherence to schedule and time	Outstanding/Very Good/ Good/Satisfactory/Poor
7.	Did the firm go for arbitration?	
8.	Any other information in your view will help us in making our decision.	

Signature of the Reporting Officer Place
(Office Seal)

Place:

Date:



Annexure X -KYC documents to be enclosed

1. Individuals –

(a) Certified copies of documents to be obtained for proof of identity:

- i. Passport, or
- ii. Driving license, or
- iii. UID document (Aadhaar Card) or proof of having Aadhar, or
- iv. Voter's Identity Card issued by Election Commission of India, or
- v. Job card issued by NREGA duly signed by an Officer of State Govt., or
- vi. Letter issued by the National Population Register containing details of name and address.

(Self-attested copy of any one of the documents specified in sl. No.1.(a) (i) to (vi) above to the satisfaction of BIRD-M)

OR

The KYC Identifier with the explicit consent to download records from CKYC portal

AND

- vii. Permanent Account Number (PAN) OR Form No. 60 and
- viii. Self-attested one recent photograph

(b) Certified copies of documents to be obtained for proof of address:

where the OVD furnished by the vendor does not have updated address, the following documents or the equivalent e-documents thereof shall be submitted for the purpose of proof of address:

- i. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
- ii. property or Municipal tax receipt;
- iii. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
- iv. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation;

the customer shall submit OVD with current address within a period of three months of submitting the documents specified at 'b (i to iv)' above



2. Sole Proprietorship –

(a) Certified copies of following documents:

Any two of the following documents or the equivalent e-documents thereof as a proof of business/activity in the name of Proprietary firm to be obtained:

- i. Registration certificate including Udyam Registration Certificate (URC) issued by the Government
- ii. Certificate/license issued by the Municipal authorities under Shop and Establishment Act
- iii. Sales and Income Tax returns
- iv. CST/VAT/GST certificate
- v. Certificate/registration document issued by Sales Tax/Service Tax/Professional tax authorities
- vi. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT (Director General of Foreign Trade) or License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a Statute
- vii. Complete Income Tax Return (not just acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by IT authorities

AND

- i. Permanent Account Number (PAN) of the firm
- ii. Copy of utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof

(b) Beneficial Owner /Proprietor and Power Attorney Holder :

- i. KYC documents of Proprietor as given in point no. 1(a) above
- ii. A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf.
- iii. Any OVD, relating to person, holding an attorney to transact on the behalf of firm containing the details of his identity and address and self-attested latest photograph

3. Company –

(a) Certified copies of following documents:

- iv. Certificate of Incorporation
- v. Memorandum & Articles of Association
- vi. Permanent Account Number (PAN) of the Company



- vii. The names and latest self-attested photographs of the Directors/ relevant persons holding senior management position / holding control of the Company
- viii. Permanent Account Number (PAN)/Director Identification Number of the Directors
- ix. Audited Financial Statements of Company
- x. Bank Account Statement of Company (min. of last 6 months)
- xi. Latest share holding pattern
- xii. The address of the registered office and the principal place of business of the company, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof
- xiii. Copy of FCRA certificate, if applicable and copy of latest FCRA return

(b) Beneficial Owner and Power of Attorney Holder:

- i. KYC Identifier or Self-attested copy of any OVD, relating to the Key Person / Director/ Beneficial Owner of the company containing the details of his identity and address and self-attested latest photograph
- ii. A resolution from the Board of Directors (BoDs) and power of attorney granted to its managers, officers or employees to transact on its behalf
- iii. KYC Identifier or any OVD, relating to the Managers, Officers or Employees, as the case may be, holding an attorney to transact on the company's behalf containing the details of his identity and address and self-attested latest photograph

4. Partnership firms - Certified copies of following documents:

(a) Certified copies of following documents:

- i. Registration certificate
- ii. Partnership deed
- iii. Permanent Account Number (PAN) of the partnership firm
- iv. The names and latest self-attested photographs of all the Partners of the Firm
- v. Audited Financial Statements of the Firm
- vi. Bank Account Statement of Firm (min. of last 6 months)
- vii. The address of the registered office and the principal place of business of the firm, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof



(b) Beneficial Owner and Power Attorney Holder:

- i. KYC Identifier or Self-attested copy of any OVD, relating to the Partners of the firm containing the details of his identity and address and self-attested latest photograph
- (ii) A resolution of the firm and power of attorney granted to its authorized person to transact on its behalf.
- (iii) KYC Identifier or any OVD, relating to person, holding an attorney to transact on the behalf of firm containing the details of his identity and address and self-attested latest photograph

5. Registered Societies/ Trusts/ Foundations/ NGOs/NPOs

(a) Registered Society/Trust/Foundation/NGO:

- (iv) Registration certificate
- (v) Copy of Trust deed/AoA/ Society rules and Bye laws certified by Chairman/President/ Secretary/Settlor/Trustee of the Trust/Foundation/NGO
- (vi) Permanent Account Number (PAN) or Form No.60 of the Society/Trust/ Foundation/ NGO
- (vii) The names and latest self-attested photographs of all Executive/Managing/Governing Body members, beneficial owners, trustees, settlor, protector, if any and authors of the Trust/Foundation/NGO
- (viii) Audited Financial Statements of the Society/ Trust/Foundation/NGO
- (ix) Bank Account Statement of Society/ Trust/Foundation/NGO (min. of last 6 months)
- (x) The address of the registered office and the principal place of business of the Society/ Trust/Foundation/NGO, if it is different from the registered office with supporting documents like Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old) OR rent agreement, for address proof
- (xi) Copy of FCRA certificate, if applicable and copy of latest FCRA return
- (xii) Copy of registration on DARPAN portal of Niti Aayog

(b) Beneficial Owner and Power Attorney Holder:

- viii. KYC Identifier or Self-attested copy of any OVD, relating to the Principle/Key Person/ Beneficial Owner of the Trust/Foundation/NGO containing the details of his/her identity and address and self-attested latest photograph
- ix. A resolution of the Board of the Trust/Foundation/NGO and power of attorney granted to its authorized person to transact on its behalf.
- x. KYC Identifier or any OVD, relating to person, holding an attorney to transact on the behalf of Trust/Foundation/NGO containing the details of his identity and address and self-attested latest photograph.



6. Accounts of unincorporated association or a body of individuals

Certified copies of each of the following documents or equivalent e-documents thereof:

- i. Resolution of the Managing Body of such unincorporated association or Body of individuals.
- ii. Copy of rules and Bye laws certified by Chairman/President/Secretary
- iii. Permanent Account Number (PAN) or Form No. 60 of the unincorporated association or body of individuals
- iv. List of Managing Committee members and their self-attested latest photographs
- v. Utility bills viz. Electricity, Water, Telephone bills, etc. (not more than two months old)
OR
- vi. Rent agreement of the entity, as proof of address
- vii. Bank account statement (min. of last 6 months)
- viii. Power of attorney / Committee resolution for persons authorized to act as authorized signatories with specimen signatures/document showing the name of the person authorized to act on behalf of the entity with Self-attested latest photographs of the authorized person
- ix. KYC Identifier or any OVD, relating to beneficial owner, Managers, Officers or Employees, as the case may be, holding an attorney to transact on its behalf.
- x. Any other documents as may be required by NABARD to collectively establish the legal existence of such an Association or Body of individuals.

7. Accounts of Hindu Undivided Family (HUF)

Documents to be submitted for proof of identity of Karta (Account should be in the name of HUF)

- a. Self-attested copy of any OVD or the equivalent e-document thereof containing the details of his (Karta's) identity and address
OR
The KYC Identifier with the explicit consent to download records from CKYCR and
- ii. Permanent Account Number (PAN) OR Form No. 60 in the name of HUF
- iii. Self-attested latest photograph of Karta
- iv. Copy of Income Tax Returns
- v. List of Co-parceners in the HUF
- vi. Authorization given to Karta by the said co-parceners to transact on their behalf
- vii. Where the OVD furnished by the customer does not have updated address, the following documents may be obtained as proof of address Utility bills viz. Electricity,



Water, Telephone bills, etc. (not more than two months old) OR rent agreement for address proof

viii. Bank a/c statement (min. of last 6 months)

AND

8. KYC requirement for staff/personnel of Vendors engaged in fiduciary relationship with NABARD

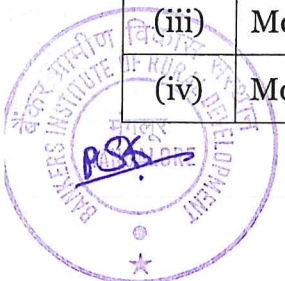
- i. KYC documents/information in respect of Vendors as per the category/type of vendor viz., Sole Proprietary Firm, Partnership Firm, Company etc. as indicated above
- ii. As regards to the staff / personnel deployed by vendors at NABARD, certified copies of documents indicated at sr. no. 1 above for 'Individual' category may be furnished
- iii. Besides above, identity particulars of the staff/personnel along with details of their job profile/designation etc. and latest photographs, duly certified by the key person of the vendor on the letter head of the vendor may be furnished.

9. Any other KYC documents as instructed by RBI from time-to-time basis.



Annexure XI**Evaluation Matrix for Evaluation of Technical BID (QCBS)**

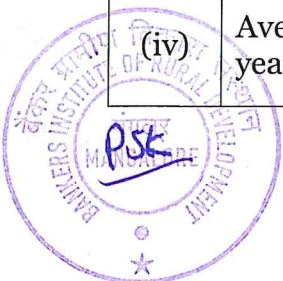
S.NO	Particulars	Sub-Marks	Marks Obtained by the Agency
1	Legal Structure	10	
(i)	Private/Public Ltd	10	
(ii)	Partnership	7	
(iii)	Proprietorship/ Trust/Society	5	
2	Years of Registration	10	
(i)	More than 15 years	10	
(iii)	More than 10 years but less than 15 years	7	
(iii)	More than 5 years but less than 10 years	5	
(iv)	Less than 5	3	
3	Work Experience in relevant field (Electrical Service)	10	
(i)	Work Experience in Electrical Services for more than 10 years	10	
(ii)	Work Experience in Electrical Services for more than 7 years	7	
(iii)	Work Experience in Electrical Services for more than 5 years	5	
(iv)	Work Experience in Electrical Services for less than 5 years	0	
4	Number of Manpower on Minimum Wages on Roll (in one single order for electrical maintenance services) of Agency	10	
(i)	More than 20	10	
(ii)	More than 15 but less than 20	7	
(iii)	More than 10 but less than 15	5	
(iv)	More than 5 but less than 10	3	



(v)	Less than 5	0	
5	Working experience with PSBs /Govt institutions/RBI/SBI, PSUs	10	
(i)	Working experience with RBI/NABARD/SIDBI/Exim Bank/NABFID/IFSCA	10	
(ii)	Working experience with GoI/ Central Govt/ PSUs/Autonomous Bodies/ State Govt/ State Govt Agencies	7	
(iii)	Working experience with Public Sector Banks/Nationalised Banks/ SBI	5	
(iv)	Working experience other than mentioned in 3 (i) & (ii)	3	
6	Registered office	5	
(i)	Registered office in Mangaluru or in state of Karnataka	5	
(ii)	Registered office in the state of Karnataka	3	
(ii)	Registered office in other states	0	
7	License of Class I Electrical contractor	10	
(i)	License of Class I Electrical contractor from Government of Karnataka state	10	
(ii)	License of Class I Electrical contractor from Govt of other state	0	
8	Number of work orders for similar works in last three years	10	
(i)	Should have carried out minimum 1 similar work with Govt/PSUs/similar institutions during last 3 years (ending 31.12.2024) with contract value (costing individually) not less than 80% of estimated annual tender value i.e. Rs. 17.60 lakh	10	
(ii)	Should have carried out minimum 2 similar works with Govt/PSUs/similar institutions during last 3 years (ending 31.12.2024) with contract value (costing individually) not less than 60% of estimated annual tender value i.e. Rs. 13.20 lakh	7	



(iii)	Should have carried out minimum 3 similar works with Govt/PSUs/similar institutions during last 3 years (ending 31.12.2024) with contract value (costing individually) not less than 50% of estimated annual tender value i.e. Rs. 11.00 lakh	5	
8	Submission of All Documents/ Application in Prescribed format as per tender documents	5	
(i)	Submitted all supporting documents as mentioned in tender document and submitted the information as per format given in the tender document	5	
(ii)	Not Submitted the supporting documents as mentioned in tender document and not submitted the information as per format given in the tender document (even if one mandatorily document mentioned in tender document)	0	
9	Submission of EMD and Integrity Pact	10	
(i)	Submitted the Mandatorily Pre-Contract Integrity PACT and EMD (except exempted categories) submitted on time	10	
(ii)	Not Submitted	0	
10	CA Certified Annual Turnover for last three years	10	
(i)	Average CA Certified Turnover of last three years more than Rs.24 lakh	10	
(ii)	Average CA Certified Turnover of last three years more than Rs. 16 lakh but less than Rs.24 lakh	7	
(iii)	Average CA Certified Turnover of last three years more than Rs. 8 lakh but less than Rs. 16 lakh	5	
(iv)	Average CA Certified Turnover of last three years less than Rs. 8 lakh	0	



Note: The maximum marks for evaluation matrix is 100 and qualifying marks is 70%. The bidder has to achieve qualifying marks in each criteria as well as overall 70% marks otherwise the bidder will be disqualified during technical evaluation.



Annexure XII

Monthly report to be submitted by the tenderers through ACT/ authorised person along with the monthly AMC bill.

(For Electrical works)

Month:

Name of the Tenderer:

AMC work for

No. of pending complaints at the end of the previous months	No. of complaints lodged during the month	Total of columns (1+2)	Complaints rectified during the month	Complaints pending at the of the end month Col. (3-4)
1	2	3	4	5

Details and Reasons and Actions proposed for the pending complaints.

SL	Com. No	Flat No. & Name	Nature of complaint	Remarks

Signature of Tenderer:

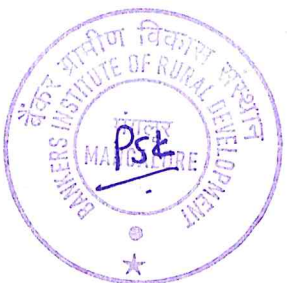
Signature of ACT:

Date:

Date:



PART-II
FINANCIAL BID



PREAMBLE

- 1) Quoted rates should be workable and reasonable and should include incidental and all overheads and profits.
- 2) **Bids quoted with managerial and administrative charges less than or equal to the applicable TDS (IT-TDS and/or GST-TDS) would be treated as unresponsive and invalid, which are liable for rejection.**
- 3) In case the rates quoted are found unreasonable and do not conform to the specifications or stipulations given in the tender document, the financial bids submitted would be rejected outright and the final decision in this regard will be that of BIRD Mangaluru.
- 4) Managerial and Administrative Charges claimed by contractor should include Contractor's Profit, materials required on monthly basis wherever the tender requires the contractor to bear the cost of materials, tools and equipment as per requirement, other overheads, etc. Contractors may be advised to quote service charges after due diligence which should be reasonable and workable.
- 5) The rates quoted SHOULD NOT include Goods and Services Tax. GST, as applicable, shall be paid depending upon the rate decided by Government of India from time to time.
- 6) Rates shall have to be quoted both in words and figures.
- 7) BIRD, Mangaluru does not bind itself to accept abnormally low bids. The rates quoted by the tenderer should be able to demonstrate the capability of the tenderer to deliver the contract at the offered price. Abnormally low bids will be subject to analysis by BIRD, Mangaluru. If required, BIRD, Mangaluru may call written clarification from the tenderer, including detailed price analysis of the Financial Bid. BIRD, Mangaluru reserves the right to reject the bid, if the bid is found to be abnormally low to deliver/perform the contract.
- 8) The proof of statutory payments such as Minimum Wages, EPF and ESI to contract workers for the preceding month are to be produced by contractors for settlement of bills of succeeding month. BIRD, Mangaluru, in no way, shall be liable for non-compliance with statutory obligations.
- 9) An affidavit to the effect that bidder has not defaulted in payment of statutory dues like EPF/ESI/Service Tax and Income Tax to be submitted.
- 10) Contractors shall, wherever applicable, pay Gratuity and Bonus at Govt. approved rate to his eligible employees and the same is payable to contractor on reimbursement basis on production of proof of payment.
- 11) No escalation or increase in the rates will be given during the contract period. The rates will be considered for revision only in case of:-

- i. Revision of minimum wages.



- ii. Revision of statutory taxes like GST to the relevant extent.
- 12) Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter/matrix out of total 100 marks.
- 13) In case multiple L1 bidders get same marks in QCBS also, then the Purchase Committee of BIRD, Mangaluru shall, at their discretion, visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work then shall be awarded to the bidder with highest marks.
- 14) The bid not adhering to the above-mentioned directions is liable to be rejected.**

DECLARATION BY THE TENDERER

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

SIGNATURE AND SEAL OF TENDERER:

DATE:

PLACE:



shall supply, fix and maintain all the scaffoldings, jhulla, T & P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to BIRD-Mangaluru's property.

34. The Tenderer shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of BIRD-Mangaluru. But he can engage various licensed agencies/agencies for carrying out different works.
35. While submitting the monthly bill for comprehensive maintenance bill, the tenderers have to submit detailed information on the complaints received, pending and the reason thereof and likely date of attending the same. Bill will be considered for payment after receiving the statements. Tenderer will not link payment to his labours with the settlement of bill by BIRD-Mangaluru.
36. It is the tenderer's responsibility to coordinate with other service providers viz. electric power supply companies, municipality etc. for attending to the complaints along with liaisoning with local bodies including making payments to statutory bodies. Bank shall reimburse the payments for such works on production of valid receipts. No other charges for such works shall be payable.
37. Validity of Offer: 90 days from the date of opening of the Tenders.
38. The Tenderer has to ensure at least one of his staff is available day & night on rotation basis.
39. Smoking is strictly prohibited inside BIRD-Mangaluru campus.
40. Additional Terms and Conditions, Special conditions, Safety conditions as stated in attached sheets.
41. The tenderer shall provide training at his own cost to ensure satisfactory performance of his liabilities and responsibilities under the contract.
42. That in the event of any loss occasioned to the BIRD, Mangaluru, as a result of any lapse on the part of the tenderer which will be established after an enquiry conducted by the BIRD, Mangaluru, the said loss will be claimed from the tenderer up to the value of the loss. The decision of the Joint Director, BIRD, Mangaluru will be final and binding on the agency.
43. The BIRD, Mangaluru shall have the right, within reason, if any person employed by the tenderer is considered to be undesirable or otherwise, to inform the tenderer and tenderer shall replace such person immediately.
44. The tenderer shall be responsible for maintaining all property and equipment of the BIRD, Mangaluru entrusted to it.
45. The personnel will have to report to the BIRD, Mangaluru at least 15 minutes in advance of the commencement of the shift to collect necessary instructions and to complete all other required formalities as approved by BIRD, Mangaluru.
46. **Penalty Clause:** In case the tenderer fails to commence/execute the work as stipulated in the agreement, BIRD, Mangaluru reserves the right to impose the penalty as detailed below:-
 - i) 5% of cost of order/agreement per week, up to four weeks' delays.
 - ii) After four weeks delay, BIRD, Mangaluru reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other tenderer(s). The difference in the cost, if any will be recovered from the defaulting tenderer and also shall be black listed for a period of 2 years from participating in such



type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

iii) The services provided may be reviewed by the “Committee” constituted respectively by BIRD, Mangaluru. If the committee is of the view that the services provided by the tenderer is not up to mark or does not meet the statutory requirements of the contract, the committee may prescribe a penalty in the range of 5 % to 20 % of the contract value of that month. The decision of BIRD, Mangaluru shall be final and binding on the tenderer in this regard. The tenderer shall not pass on the burden of penalty to the workers deployed by him/her and should ensure payment of minimum wages to the workers irrespective of the penalty. If no development is seen even after imposing penalty, BIRD-M shall black-listed the tenderer for a period of 5 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

47. The tenderer shall comply with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”.

a) The tenderer shall be solely responsible for full compliance with the provisions of the “sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013” in case of any complaint of sexual harassment against its employees within the premises of BIRD, Mangaluru. The complaint will be filed before the internal complaints committee constituted by the tenderer and the tenderer shall ensure appropriate action under the said act in respect of the complaint.

b) Any complaint of sexual harassment from any aggrieved employee of the tenderer against any employee of BIRD, Mangaluru shall be taken cognizance of by the Regional Complaints Committee constituted by BIRD, Mangluru.

c) The tenderer shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the tenderer, for instance any monetary relief to BIRD, Mangaluru employee, if sexual violence by the employee of the tenderer is proved.

d) The tenderer shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

48. Requirement of Secrecy: The tenderer shall not disclose directly or indirectly any information, materials and details of BIRD, Mangaluru’s infrastructure/systems/equipment’s, etc., which may come to the possession or knowledge of the tenderer during the course of discharging contractual obligation in connection with this tender, to any third party and shall at all times hold the same in strictest confidence. The tenderer shall treat details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The tenderer shall not publish, permit to be published, or disclose any particulars of the works in any trade of technical paper or elsewhere without previous written consent of BIRD, Mangaluru.

