

January 27, 2017



**National
Institute of
Bank
Management**

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
Telephone : 0091-20-26716000 (EPABX) □ Fax : 0091-20-26834478
E-mail : nibmweb@nibmindia.org □ Website : www.nibmindia.org

**Lt Col Ranvir Singh (Retd)
Head
Administrative Services**

Dear Sir

**Sub : Annual maintenance contract for Providing plumber and helper
on daily wages for providing maintenance services for Sanitary and
Plumbing Installation at NIBM Campus, Pune for the year 2017-18**

National Institute of Bank Management (NIBM) is an apex level institute for Teaching, Consultancy and Research in Banking Industry. NIBM is an autonomous institute established by Reserve Bank of India and Public Sector Banks.

We wish to invite quotations for providing plumber and helper on daily wages for providing maintenance services for sanitary plumbing installations at NIBM campus, Pune. Sealed quotations in the prescribed forms along with the detailed information of the agency addressed to the Director, National Institute of Bank Management, Kondhwe Khurd, P O NIBM, Pune 411 048 should be deposited in the tender box kept in Room No. 1109, First Floor, Block I at NIBM between 2.00 p.m. and 5.00 p.m. on any working day or can be e-mailed to fdc@nibmindia.org on or before February 6, 2017.

You are requested to submit your quotation for the work mentioned above.

Annexure (I) General Terms and Conditions

Annexure (II) Scope of the work and specifications

In addition, the following two forms are also to be filled and deposited in the tender box.

Form (A) – Prescribed form indicating various informations about your agency.

Form (B) – Quotation form

The Quotation form shall be submitted based on the following terms and conditions :

- 1) The Quotation form in a sealed cover superscribed **“Tender for Providing Plumber and Helper on Daily Wages for providing maintenance services for Sanitary & Plumbing installations”** should be deposited in the Tender Box kept in Room No. 1109, First Floor, Block I, NIBM, Kondhwe Khurd, Pune 411 048, on any working day between 0900 hrs. and 1500 hrs. or can be e-mailed to fdc@nibmindia.org on or before February 6, 2017. The form should be accompanied with DD of Rs.100/- (non-refundable) in favour of **“National Institute of Bank Management”**, payable at Pune.

- 2) The duration of contract shall be one year subject to the conditions mentioned in the General Terms and Conditions extendable up to maximum of 3 years (one year at a time) based on annual performance evaluation every year by NIBM.
- 3) The tenders shall remain valid for a period of 6 weeks from the date of opening.
- 4) NIBM reserves the right to reject the tender without assigning any reason thereof.
- 5) **PLEASE NOTE THAT NO QUERIES WILL BE ENTERTAINED WITHOUT PRIOR APPOINTMENT.** For any queries, you are required to take prior appointment by calling-up Telephone No. **26716000** Ext. **397** between **2.30 p.m. to 5.00 p.m.** on working days (**Monday to Friday**).

Thanking you

Yours faithfully



Lt Col Ranvir Singh (Retd)
Head
Administrative Services

ANNEXURE I

GENERAL TERMS AND CONDITIONS OF CONTRACT

- 1) This is a contract wherein the contractor shall provide all the material and labour required to carryout the job except to the specific reference as enumerated in Annexure II of this tender.
- 2) The contract will be for a period of one year, extendable upto maximum of 3 years based on annual performance evaluation every year by NIBM.
- 3) The contract is terminable by two month's notice from either side.
- 4) The Institute however still reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or without assigning any reasons. The Institute will be the sole judge in this regard.
- 5) The successful Contractor will have to enter into a legal agreement on non-judicial stamp paper with the Institute, the cost of which will be borne by the agency/firm/company.
- 6) The Contractor shall have to submit an INDEMNITY BOND on non-judicial stamp paper duly registered as per the draft. This indemnity bond has to be submitted by the Contractor immediately on NIBM accepting the tender.
- 7) Institute will provide the basic equipment/material to provide better services.
- 8) The Contractor shall not be allowed to carry away any material/item out of NIBM Campus without the permission of the Institute's authorised representative.
- 9) The Contractor shall be given a suitable place during the contract period to maintain its office as well as for storing the material required to provide the services to the Institute as per the contract. The place so provided should be used only for the performance of the duties and not for any other purpose.
- 10) The Contractor shall have no tenancy rights on the space provided. The space provided shall have to be vacated immediately on expiry/termination of the contract. Contractor should hand over the vacant space and peaceful possession of the space provided.
- 11) Residential accommodation shall not be provided by the Institute to the workmen of the Contractor.
- 12) The Contractor shall cooperate with the other Contractors working in the Institute's campus.
- 13) The Contractor shall abide by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Government of Maharashtra Rules, 1971.
- 14) The workmen engaged by the Contractor shall not have any right/claim over the various facilities enjoyed by the Institute's staff members.
- 15) All the workmen employed by the Contractor should be well mannered and should be in proper uniform.
- 16) All the workmen employed by the Contractor should be above 18 years of age and medically fit to work.
- 17) The workmen employed by the Contractor attending work of the Institute under the contract must have highest standard of honesty.



- 18) A complete list of the workmen engaged by the Contractor together with the detail bio-data and latest photograph should be submitted to the Institute by the Contractor. Any changes should be informed to the Institute immediately.
- 19) The Contractor shall issue proper identity cards with latest photograph to his workmen.
- 20) The Institute reserves the right to reject any particular workman placed/employed, under the contract in the Institute's premises.
- 21) In case of lapse on part of the workmen of the Contractor, the Contractor should take proper action against such workmen. In case the Contractor fails to take any action against the defaulter, the Institute reserves its right to take any suitable/legal action against the Contractor.
- 22) The information regarding the monthly payment of wages, statutory benefits etc., paid to the workmen shall be submitted by the Contractor to the Institute in the prescribed form.
- 23) The payment of the service charges for the services rendered will be made on monthly basis by RTGS only.
- 24) While making payment of the service charges, the Institute will make the following deductions :
 - a) The income tax deduction at source as per the Government regulations.
 - b) The amount equivalent to any damage/loss etc. done by the workmen employed by the Contractor to carry on the job at NIBM.
 - c) Any other charges, fines, penalties and such other deductions.
- 25) The rates quoted in the tender shall be for the complete item and shall include sales tax, excise duty, octroi and any other taxes and duties or other levies levied by Central Government, State Government or any local authorities. These rates shall be firm for one year and shall not be subject to any variations due to increase in material prices or, labour wages, or any other conditions whatsoever. The rates shall include transportation, loading and unloading, freight charges, etc.
- 26) The contractor shall be responsible for the safety of his workmen and should follow all rules and regulations pertaining thereto. In case of any damage to property or persons, the contractor shall be responsible and should take out necessary personal insurance policies for this purpose. Contractor should indemnify NIBM for any claims arising from the above. The necessary licences etc., as per contract labour law shall be obtained by contractor. Contractor should indemnify NIBM for any claims arising from the above. The necessary licences etc., as per contract labour law shall be obtained by contract.
- 27) Any dispute arising regarding the job contract including the interpretation or the scope or working thereof, the decision of the Director of the Institute shall be final and binding on the contractor.

The rates quoted by the contractor in the tender shall be deemed to have taken into account all the conditions mentioned above.



SCOPE OF WORK AND SPECIFICATIONS

- 1) Plumber and helper should report to the Estate Department each day at the scheduled time. However, if their services are required for attending urgent works the services of plumber and helpers should be made available at the absolute discretion of NIBM.
- 2) The charges quoted should include wages, transportation charges, maintenance of kit containing all tools and equipments required for the work, incidental charges and contractor's profit and overhead.
- 3) The services rendered under the contract shall include the following items of work :
 - a) Removal of chokages from drainage, rain line/water supply pipes, gully traps, nahani traps, manhole, grease chambers, bottle traps, kitchen sinks, wash basins urinals and WCs (European, Indian and Orissa) bidets, bath tubs, water coolers, if removal and refixing of the connecting pieces, taps, stop cock, valve etc. are required the same will have to be done without claiming any extra charges.
 - b) Replacement of all types of washers and gland packing including the cost of washers and gland packing for bib taps, pillar taps stop cocks, rubber gaskets pins and gland packing for flushing cisterns.
 - c) Repairing of flushing cisterns including removal of syphons bells and float valves and refixing them after repairs including any adjustment required for bell plumber etc.
 - d) Disconnecting and reconnecting plumbing connection in case of water heater, geysers, boilers, coolers, electric gadgets, whenever such electrical gadgets are required to be replaced/repaired.
 - e) Cementing of joints of various drainage lines, gaps between wash basins sinks and that of walls, pointing of joints of tiles of floors, and dados, cementing of loose tiles in floors and dados, removal and refixing of leaky connections of G.I. pipes and specials including cost of required white/gray cement and white lead and any other jointing material as may be required.
 - f) Disconnecting and reconnecting suction and delivery connections of water pumps whenever the pumps are required to be taken away for repairs/replacement, removal of air locks from suction lines/delivery lines as and when required.
 - g) Refixing of loose fixtures and fittings including supporting brackets such as was basin, sinks, flushing cistern, drain board, towel rods, mirrors, glass shelves, soap holders, nahani traps gratings and any other fixtures and fittings as existing in the campus including removal of existing fittings/fixtures without causing any damage, grouting of new wooden getties in cement mortar and refixing with new screws, removing where necessary.
 - h) Repairing of damaged (broken) PVC, CI pipe line including caulking of joints, including necessary excavation back filling etc. complete.
 - i) All the damages to the walls, floors, false ceilings, ducts, etc. during the execution of work, must be repaired by the contractor to match the original at his cost.



- j) All the tools, scaffolding material required for the execution of the work shall be arranged by the contractor through his own sources.
- k) In case if the work is required to be carried out outside normal working hours of the Institute and on holidays so as not to interfere with Institute's working, then no extra payment shall be made towards such odd hours' working.

A handwritten signature or set of initials, possibly 'KJ', written in black ink.

FORM (A)

DETAILED INFORMATION ABOUT THE AGENCY

NOTE : IF THE INFORMATION ASKED FOR IN THESE TWO SHEETS IS NOT COMPLETELY GIVEN BY THE FIRM, THEN THE TENDER SHALL BE DISQUALIFIED.

- 1) Name of the Agency : _____

- 2) Registered Address of the Agency : _____

- 3) Telephone / Mobile / Pager No.: _____

- 4) Established on : _____

- 5) Name of the Partners and their addresses (if it is in partnership firm)
 - a) _____

 - b) _____

 - c) _____

- 6) Name & Address of the Proprietor: _____
(if Proprietary Firm) _____

- 7) Registration Nos. of the firm
 - a) Shop & Establishment* : _____
 - b) Provident Fund* : _____
 - c) Employees State Insurance*: _____

- 8) Name of Bankers and Branch:
 - a) _____
 - b) Name with addresses _____

***Attach Photocopies of the Certificate/Document for 7(a), 7(b) and 7(c)**



9) Names and references of the Establishment where similar services were provided by the Contractor :

Sr . No.	Name of the Institution / Organisation / Private Units / Individuals	Name of the Person Incharge with Designation & Contact Tel. No.	Value of the Contract Per Month (Rs.)	Services From	Rendered To
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

FORM (B)

QUOTATION FORM

Part I

Providing the services of one plumber and one helper for maintaining the plumbing and sanitary installation in the NIBM Campus at Kondhwe Khurd, Pune 411 048. The charges quoted shall be for deputing experienced plumbers and helpers to the campus for seven working days in a week and shall generally follow the working hours from 9.00 a.m. to 6.00 p.m. except for the emergency works when the plumbers will have to attend the work beyond the working hours.

	<u>Unit</u>	<u>Rate</u>
Plumber	Per day	
Helper	Per day	

Contractor's Stamp and Signature

