



**राष्ट्रीय बैंक स्टाफ महाविद्यालय**  
**NATIONAL BANK STAFF COLLEGE**  
**(ISO:9001:2008 Certified Institution)**

सैक्टर - एच,  
एल.डी.ए.कालोनी,  
कानपुर रोड,  
लखनऊ - 226 012  
फैक्स : 0522-2421035  
फोन:2421052,2421041,2421065  
ई-मेल : nbsc@nabard.org

**Sector-H**  
**L.D.A. Colony,**  
**Kanpur Road,**  
**Lucknow 226 012**  
**Fax : 0522-2421035**  
**Phone : 2421052, 2421041, 2421065**  
**e-Mail : nbsc@nabard.org**  
**वेबसाइट-[www.nbsc.in](http://www.nbsc.in)**

NBSC/LKO./ 1559-1571 /PR-21/NBTC Renovation/2011-12

30 September 2011

M/s. ....(Only for Civil Contractors empanelled with NBSC)

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.....  
.....

Dear Sir

**Notice Inviting Tender - Repairs/Replacement of MS windows at National Bank Training Centre (NBTC), Sitapur Road, Lucknow**

1. You are invited to tender for above work for the National Bank Staff College as described in these documents.
2. The entire work estimated to cost **Rs.1,78,680/- (Rupees One Lakh Seventy Eight Thousand Six Hundred Eighty only)** is to be completed within **30 days from the 10th day of award of work.**
3. The tender is issued only to the civil contractors of Category II & III empanelled with NBSC. The tender document can also be downloaded by empanelled contractors from our websites [www.nabard.org/tenders](http://www.nabard.org/tenders) or [www.nbsc.in](http://www.nbsc.in).
4. The completed tenders addressed to Shri R. Amalorpavanathan, Principal, National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012 shall be deposited in the tender box kept for the purpose on the Ground floor in the Principal's secretariat **upto 3.00 PM on 10 October 2011** and will be opened at 3.30 p.m. on the same day in our office in the presence of tenderers or their authorized representatives who may be present.
5. The Earnest Money amounting to **Rs.3,600/- (Rupees Three Thousand Six Hundred only)** in the form of Demand Draft payable to National Bank Staff College, Lucknow should accompany the tender in the sealed envelope. All tenders received within the stipulated time will be opened but the tenders which are received without Earnest Money will be rejected. Earnest Money in the form of cheque will not be accepted. The Earnest Money of the successful tenderer shall be

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retained towards security deposit/retention money. Earnest Money deposit will not carry any interest.

6. Tenders received after the above time and date will not be accepted.
7. National Bank Staff College does not bind itself to accept the lowest or any tender and reserves the right to reject, negotiate any or all the tenders received and also to split the work without assigning any reason.
8. The tender shall be valid for at least 90 (Ninety) days from the date of opening of price bid.
9. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect are liable for rejection.
10. Rates in the price bid must be quoted both in words and figures and in case of any discrepancy; rates quoted in words will prevail.
11. The tender documents should be signed on each page by the tenderer or his duly authorized representative. Any overwriting, correction or cancellations should be duly authenticated with seal. Tender documents should be accompanied by a certified true copy of an absolute power of attorney in favour of signatory to the documents.
12. Any discrepancies, omissions, ambiguities or conflicts in contract document or any doubts as to its meaning should be brought to the notice of the Bank. The Bank will review these and where information sought is not clearly indicated or specified, will issue a clarifying bulletin to all tenderers which will form part of the Contract Document. The Bank will not be responsible for any oral instructions.
13. The Contract shall be binding on the tenderer as soon as the acceptance of the tender is communicated to the tenderer by the Bank.

Yours faithfully

(D.D. Garg)  
Assistant General Manager

Encl. : Form of Tender, General Conditions, Schedule of fiscal aspects, Schedule of Quantity

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**NATIONAL BANK STAFF COLLEGE,**

**LUCKNOW**

**FORM OF TENDER**

Place : Lucknow  
Date : \_\_\_\_\_

The Principal  
National Bank Staff College  
Sector 'H', LDA Colony  
Kanpur Road  
**Lucknow 226 012**

Dear Sir,

Having examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects with the specifications and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, and in all other respects and in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

1	Description of works	Repairs/Replacement of MS Windows at NBTC, Sitapur Road, Lucknow
2	Estimated Cost	Rs.1,78,680/- (Rupees One Lakh Seventy Eight Thousand Six Hundred Eighty only)
3	Earnest money	Rs.3,600/- (Rupees Three Thousand Six Hundred only)
4	RMD	5% as retention money deposit (RMD) will be deducted from each Running Account bill
5	Time allowed for completion	30 Days from tenth day of written order to commence work or from the date the site is handed over, whichever is later.

- 2 Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the National Bank Staff College the amount mentioned in the

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said conditions.

3 I/We have deposited a sum of Rs.3,600/- (Rupees Three Thousand Six Hundred only) as Earnest Money with the National Bank Staff College, Lucknow, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the National Bank Staff College, Lucknow.

4 Our bankers are :

(i)

(ii)

The names of partners of our firm are

(i)

(ii)

Name of the partner of the firm authorized to sign

OR

Name of person having Power of Attorney to sign the contract.  
(Certified true copy of the Power of Attorney should be attached)

Yours faithfully

\_\_\_\_\_  
( Signature of Contractor )

(Signature and addresses of witness)

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### General Terms and conditions

1. The defects liability period shall be one year from the date of virtual completion.
2. The RMD@5% shall be deducted from the bill of contractor which will be released after completion of defects liability period.
3. Tax deduction at source as per rules would be deducted from the payments.
4. The contractor will follow all the applicable labour laws.
5. The contractor will take insurance cover for all the skilled/unskilled persons employed by him.
6. The quoted rates shall be inclusive of carting away debris to nearest municipal dump & cleaning the floors ,doors, windows, glasses etc.
7. The EMD of **Rs.3,600/-** (Rupees Three Thousand Six Hundred only) shall be deposited by demand draft payable to **National Bank Staff College**.
8. All materials shall be got approved from Bank before start of work.
9. Measurements shall be taken according to IS:1200 unless otherwise specified.
10. Any extra item required for proper completion of work shall be got approved from the Bank & shall be paid on actual cost of labour & materials plus 15% towards overheads & profit.
11. The dispute, if any, shall be resolved as per Arbitration & Reconciliation Act.
12. No payment shall be made for defective work.
13. The contractor will submit bill with measurement sheets, wherever applicable. No bills, without measurements shall be accepted.
14. The quoted rates shall remain valid for 90 days for acceptance.
15. The quantities in the SOQ are indicative & can increase or decrease during execution of work, no claim on this account shall be admissible.
16. The contractor will quote rates according to SOQ, incomplete or partly filled tenders shall be rejected.
17. The total time allowed for completing the work is **30 days** from the tenth date of issue of work order. Contractor may carry out work in shifts excluding night. **There will be no extension of time on any account.**
18. **Liquidated Damages** : Liquidated damages will be levied @**0.25%** of the contract value per **week** subject to a maximum of 5% of value of contract
19. Repainting and other renovation work is also under progress on site. **The contractor has to coordinate with other contractors already working on site .**
20. The bank reserves the right to accept any or all the bids without assigning any reason.

Date :

Place :

Signature of agency with seal

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### SPECIFICATIONS

- i. The entire work shall be done in first-class manner. **The contractor shall deposit with the Bank at his own cost, sample of items for approval prior to commencement of work. Sample area shall be prepared and the shall be got approved by the Bank.**
- ii. The contract should include the cost of erecting scaffoldings from inside and outside, centering, if required, hire charges for any tools, materials, labors, marking out and clearing of site, etc.
- iii. The contractor will keep record of material brought to site and get it inspected before use.



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## APPENDIX

### SCHEDULE OF FISCAL ASPECTS

S No	Item	Details
1	Earnest Money Deposit	Rs. 3,600/- (Rupees Three Thousand Six Hundred only) to be deposited with tender
2	Possession of site	Immediately on award of work
3	Time of completion	Within 30 days from tenth day of issue of work order
4	Liquidated Damages	0.25% of the contract value per week subject to a maximum of 5% of value of contract
5	Minimum value of work for interim bill	Rs.1,00,000.00 (Rupees One Lakh only)
5(a)	Payment of interim bill	Within one month from the date of receipt of bill
5(b)	Payment of final bill	Within three months from the date of receipt of bill
6	Minimum interval between submission of interim bills	30 (thirty) days.
7	Retention money/security deposit bills	05 (Five) percent of value of work shown in bills
8	Release of retention money	The retention amount shall be refunded after one year from the date of virtual completion, subject to satisfactory rectification of defects, if any
9	Defects liability period	12 (Twelve) months from the date of virtual completion

**EMPLOYER**

**CONTRACTOR**

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## **SCHEDULE OF QUANTITIES**

### **Preamble :**

The rates quoted shall include the following :

- i. Removal and carting away all the debris from Employer's premises after cleaning the floors etc. with water
- ii. All articles or furniture, equipment etc. shall be protected by covering with polythene sheet or tarpaulin etc. and the furniture rearranged and floors cleaned and mopped after the day's work.
- iii. The work shall be carried out both during/after working hours and even on holidays if situation so warrants.



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### Schedule of Quantities

**Repairs/Replacement of MS Windows at National Bank Training Centre (NBTC), Sitapur Road, Lucknow**

S.No.	Item Description	Unit	Qty	Rate Rs.	Amount Rs.
1	Providing and fixing T-iron frames for doors, windows and ventilators of mild steel Tee-sections, joints mitred and welded with 15x3 mm lugs 10cm long embedded in cement concrete blocks 15x10x10 cm of 1:3:6 (1 cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size) or with wooden plugs and screws or with dash fastener or rawl plugs and screws or with fixing clips or with bolts and nuts as required including fixing of necessary butt hinges and screws and applying a priming coat of approved steel primer.	Kg	1800		
2	Discount for buyback of old iron frames	Kg	1500		
3	Removing broken glass panes and P/F new glass panes with putty and nails wherever necessary: Float glass panes of thickness 5 mm Approved Make : Modiguard / Saint Gobain	Sqm	125		

### Special conditions:

1. The sample of each item shall be approved by bank.
2. The contractor should properly co-ordinate the work with other contractors. Repainting and other renovation works are already under progress on site.

**Note:** The Contractors in their own interest may visit the site and see the scope of work including the actual quantity of work before quoting the rates

Date:

Place

SIGNATURE OF CONTRACTOR

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