



REF.No.NB.PD/AMC / CIVIL / 2007-08

04 APRIL 2007

M/s.

DEAR SIR,

**NOTICE INVITING TENDER – REPAINTING OF STAIRCASE AREAS AT NABARD HO BUILDING, BKC, MUMBAI**

We invite you to tender for the captioned work. The Tender Document is enclosed herewith and may also be obtained from the Premises Department, National Bank for Agriculture and Rural Development (NABARD), 2<sup>nd</sup> Floor, A Wing, Bandra-Kurla Complex, Bandra (East), Mumbai: 400051, **OR** the documents may be downloaded from NABARD web site [www.nabard.org](http://www.nabard.org).

The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates. Sealed Tender in the prescribed Tender Document should be addressed by name to Shri RB Haranal, Chief General Manager, Premises Department, National Bank for Agriculture and Rural Development, 2<sup>nd</sup> Floor, Bandra-Kurla Complex, Bandra (East), Mumbai: 400 051 and super scribed **“REPAINTING OF STAIRCASE AREAS AT NABARD HO BUILDING, BKC, MUMBAI”**.

The envelope containing the priced Tender completed in all respects, duly signed by the tenderer and sealed as necessary, should be dropped inside the Tender Box available in the Premises Department, A Wing before **14-30 Hours on 17.04.07** and late Tenders shall not be accepted.

The Tenders will be opened on the same date i.e. **17.04.07 at 15-00** hours in the presence of the tenderers or their authorised representatives who choose to be present. NABARD reserves the right to accept or reject any Tender, either in whole or in part without assigning any reasons for doing so and does not bind to accept the lowest or any Tender. NABARD also reserves the right to negotiate or partly accept any Tender or all Tenders received without assigning any reasons thereof. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NABARD for negotiation, etc. if required.

Tenders, which do not fulfill all or any of the NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own conditions are liable to be rejected.



Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the Chief General Manager, Premises Department, NABARD who will review the questions and if it is felt that the information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the date of submission of the Tender.

NABARD also reserves the right to divide and distribute the work to more than one Contractor at its sole discretion.

The tenderers are advised to ensure strict observance of commercial aspect of this Tender and also of the following points.

- (a) The time period allowed for execution of work will be 01 Month from tenth day of issue of Work Order or date of H/O of site whichever is later.
- (b) Validity of offer should be 90 days from the date of opening of price bids.
- (c) The tenderer shall enclose a demand draft amounting to Rs 2000.00 (Rupees Two Thousand Only) drawn on any scheduled commercial Bank payable at Mumbai, in favour of National Bank for Agriculture and Rural Development towards Earnest Money Deposit (EMD), failing which the tender will be rejected. The EMD shall not bear any interest. In case tenderer backs out from his offer submitted to the Bank, at any stage, his EMD shall be forfeited by the Bank.

A Pretender Meeting has been arranged on **13.04.07 at 14-30 hours** in the Premises Department, 2nd Floor, A wing, National Bank for Agriculture and Rural Development. You are also invited to attend the meeting after visiting the site to satisfy yourself regarding queries and doubts, if any.

This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

YOURS FAITHFULLY

**(P. K. BHARDWAJ)**  
**ASSISTANT GENERAL MANAGER**  
**PREMISES DEPARTMENT**



## **LETTER OF SUBMISSION OF TENDER FROM THE CONTRACTOR**

THE CHIEF GENERAL MANAGER  
PREMISES DEPARTMENT  
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
PLOT NO. C-24, 'G' BLOCK  
BANDRA-KURLA COMPLEX  
BANDRA (EAST)  
**MUMBAI - 400 051**

DEAR SIR

### **REPAINTING OF STAIRCASE AREAS AT NABARD HO BUILDING, BKC, MUMBAI**

- (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.
- (2) I/ We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender,
- (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 Annexure containing Terms and Conditions.
- (4) I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, VAT, Excise Duty, Octroi, service tax, income Tax, Surcharge, Cess etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same. Rates are inclusive of all taxes and valid for the currency of the contract.
- (5) The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
- (6) Should this Tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.



**NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT**

NAME OF THE PERSON AUTHORISED TO SIGN AND SUBMIT THE TENDER I) \_\_\_\_\_

II) \_\_\_\_\_

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

**PLACE :**

**YOURS FAITHFULLY**

**DATE :**

**NAME AND ADDRESS OF THE  
TENDERER**

**(SIGNATURE OF THE TENDERER)**



## **NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

### **REPAINTING OF STAIRCASE AREAS AT NABARD HO BUILDING, BKC, MUMBAI**

#### **GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS**

1. Contractors 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 contractor shall furnish rate analysis for scrutiny of the rates by NABARD, if required.
3. Rates should include all Taxes, Surcharges, Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.
4. The work shall be carried out in accordance with the latest CPWD specifications. If CPWD specifications for a particular item of work is not available latest BIS code shall be applicable. Decision of the Bank shall be final and binding in this regard. Materials used should conform to relevant BIS Code. Method of Measurements shall be followed as per BIS code as applicable. However, in the absence of the same and / or in case of any discrepancy, the decision of NABARD will be final.
5. Income Tax, VAT, service tax and other taxes/ levy/ cess as applicable will be deducted from total payment due to the Contractors.
6. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
7. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Construction / Maintenance Contract and NABARD will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.
8. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NABARD shall not be held responsible for any penalty on failure of the any Labour Regulations.
9. The Contractor should be responsible to fulfill all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.
10. The Contractor shall be fully responsible and shall compensate NABARD 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 Contractor or his agents and / or his employees or workmen. The decision of NABARD in this regard shall be final and binding.

11. The contractors should not employ any person who is prohibited by law from being employed for fulfilling obligations under this contract.
12. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary.
13. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount / s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
14. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.
15. The work should be carried out with least inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants etc..
16. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.
17. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any T & P materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NABARD. The Contractor 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 the bank's property.
18. Retention money @ 5% of the gross value of the work done and claimed will be deducted from each running bill and final bill. This amount shall not bear any interest, and will be refunded after the expiry of defect liability period of 12 months from the date of virtual completion of work., provided the contractor has satisfactorily carried out rectification of defects pointed out during the defect liability period, to the entire satisfaction of the Bank,. Notwithstanding which, the amount will be utilized for rectification of the said defects at contractor's risk and cost. Retention money together with EMD shall not exceed 5% of the gross value of the work done. If the work is not completed satisfactorily and/or within the stipulated time, Bank shall be at liberty to take action as deemed fit, by means of reviewing



tenedrer's eligibility to remain on the panel of the Bank. Bank's decision in this regard shall be final.

19. All the works mentioned under the scope of this contract shall be carried out within a period of 01 Month which shall be reckoned from 10<sup>th</sup> day of issue of Work Order or date of H/O of site whichever is later, failing which liquidated damages shall be levied on the contractor and will be recovered from the amount due to him @ 0.25% or part thereof of the accepted tender value per week of delay subject to a maximum of 5% of the value of the work.
20. **Validity OF OFFER:** 90 Days from the date of opening of the Tenders.
21. All the pages of the Tender Document shall be signed by the Tenderer.
22. The Envelope containing Tender / Quotation should be properly sealed, addressed, duly super scribed with name of work and due date of opening and should be submitted in the prescribed Tender Box in the Office of the Chief General Manager, Premises Department, National Bank for Agriculture and Rural Development, Post Box No. 8121, Plot No.C-24, 'G' Block, Bandra-Kurla Complex, Bandra (East), Mumbai: 400 051. The last date of receipt of Tender is on or before 2.30 p.m. on 17.04.07. Tenders will be opened on the same date i.e. on 17.04.07 at 3.00 p.m. or at a later date/ time as may be notified by NABARD.
23. Bids submitted by unauthorised agents and FAX / Telex / Telegraphic bids shall not be entertained / considered.
24. Rates should include for removal of debris out of premises to the safe BMC limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the NABARD, the Bill will not be accepted.
25. The Contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
26. The Contractor should take necessary Insurance cover at his cost for his persons employed at site. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy and Contractors All Risk Policy) for the work at his cost and should be responsible for the safety of persons, employed by him. The Contractor shall be fully responsible and shall indemnify NABARD 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 Contractor or his agents and / or his employees or workmen or due to any accident etc. The insurance policy may be obtained in the joint name of NABARD and the contractors (NABARD's name to appear first) for the insured amount of 1.25 times of the tender amount and the original may be deposited to NABARD. In case no insurance policy furnished before commencement of the work, NABARD will take the policy on behalf of the contractor and recover the amount of premium, interest on premium etc. from them. The decision of NABARD in this regard shall be final and binding. The insurance policy shall be work and site specific.



27. NABARD 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, NABARD shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and indisputable.
28. The quoted tender of the firm, once accepted by NABARD shall form a binding contract even if no formal agreement is executed.



**DECLARATION BY THE CONTRACTOR**

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.

**PLACE :**

**DATE :**

**ADDRESS :**

**(SIGNATURE OF THE TENDERER)**

**NAME AND SEAL**

**PARTICULARS OF EMD ENCLOSED**

**DD NO DATE AND BANK**

**AMOUNT**

**PAN NO OF THE FIRM**



<b>Repainting work in stair case areas at NABARD HO Building, Bandra Kurla Complex, Mumbai</b>					
<b>Sr No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate (Rs)</b>	<b>Amount( Rs)</b>
1	Repairs to plaster of thickness 12 mm to 25 mm in patches of area 2.5 sqm and under using cement mortar 1:4 ( 1 cement : 4 coarse sand) including cutting the patch in proper shape and preparing the surface of the walls complete including disposal of rubbish to the dumping ground outside the building.	200	sqm		
Rate in Words :					
2	Painting over Walls / ceilings with two or more coats of first quality plastic emulsion paint of Asian Paints or equivalent brand and manufacturer to give even shade including removing the old paint , applying a coat of primer, surface preparation with cement based Birla level plast putty, complete as per manufacturers specification	1000	sqm		
Rate in Words :					
3	Painting with synthetic enamel paint of approved brand and manufacturer to give even shade ;				
a)	in wood works : with removing old paint, putty, priming coat etc.	450	sqm		
Rate in Words :					
b)	in metal works : with removing old paint, putty, priming coat etc.	50	sqm		
Rate in Words :					
4	Painting with textured exterior paint "Sandtex Matt" of M/S Snowcem India Ltd. or equivalent of approved brand and manufacturer to give and even shade for old work (two or more coats on existing cement paint surface applied @ 3.28 ltr/ 10 sqm);	1700	sqm		



	Rate in Words :			
		TOTAL	AMOUNT	RS.
	Total amount in words .....only			
Place :			Sign of Firm,s representative with stamp	
Date:			.....	