



Ref.No.NBGuj/ / Estate /2008-09
13 February 2008

M/s

Dear Sir

Notice inviting quotation for Providing and fixing wooden shutters in loft areas at NABARD Vihar Officers Quarters

1. NABARD, Gujarat Regional Office intends to engage a contractor having experience in Providing and fixing wooden shutters in loft areas at NABARD Vihar Officers Quarters, Navrangpura, Ahmedabad to be executed as per scope of work & specifications indicated in Annexure I. The estimated cost of the work is Rs 5.38 lakh. You are requested to send your bid/detailed proposal on item rate basis.

2. The quotations should be submitted in two separate sealed envelopes one containing documents in support of the experience and financial status which should be superscribed as " Criteria" and the other envelop containing price bids superscribed "**Bids for wooden shutters in loft areas** "

3. The quotation should be addressed by name to Shri B. S. Shekhawat, Chief General Manager, Gujarat Regional Office , National Bank for Agriculture and Rural Development, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380 013 and should reach our office **latest by 17:00 hours on 26 Febraury 2008.**

4. An amount of Rs 10,800 /- is required to be paid along with quotation towards Earnest Money Deposit (EMD) in the form of Demand Draft or Pay Order in favour of National Bank for Agriculture and Rural Development drawn on any schedule Bank and payable at Ahmedabad. Quotations submitted without EMD are liable for rejection. In addition to above, an amount to the tune of 5% of the gross value of the work will be deducted towards Retention Money Deposit (RMD) and the same will be released along



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with EMD after six months from the settlement of final bill with a satisfactory certificate from our officers.

5. The quotations will be opened at 11:30 hours on 27 February 2008 in presence of the representative of the contractors who chose to be present during that period / time. You may visit our site on any working day between 11:30 hours and 13:30 hours except Saturdays, Sundays and holidays to ascertain the nature and scope of work in consultation with Estate Department and PSO /Care taker at site.

(Lalita Venkatesan)
Deputy General Manager
Encl: as above



LETTER OF SUBMISSION OF QUOTATION FROM THE CONTRACTOR

THE CHIEF GENERAL MANAGER
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD TOWER,
Opp. Municipal Garden
Usmanpura
Ahmedabad- 380013

DEAR SIR

Quotation for Providing and fixing wooden shutters in loft areas at NABARD Vihar Officers Quarters

(1) I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Quotation for the said works after having obtained the Quotation invited by you.

(2) I / We have visited the NABARD Vihar Officers Quarters, examined the loft areas specified in the Quotation Document and acquired the requisite information relating thereto as affecting the Quotation;

(3) I / We hereby offer to execute and complete the works in strict accordance with the Quotation 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 Quotation Document and the Annexure ii containing Terms and Conditions.

(4) I / We enclose herewith interest-free Earnest Money Deposit (EMD) for Rs. 10800/--(Rupees Ten Thousand Eight hundred only) by Demand Draft payable at Ahmedabad in favour of National Bank for Agriculture and Rural Development and the sum shall be forfeited in the event of our withdrawal of Quotation before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by the Bank after accepting our Quotation.

(5) I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax, VAT etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

(6) 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.

(7) Should this Quotation 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.

NAME OF THE PERSON

AUTHORISED TO SIGN AND SUBMIT

THE QUOTATION

I) _____



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II) _____
Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Quotation.

PLACE : YOURS FAITHFULLY

DATE :

NAME AND ADDRESS OF THE

**CONTRACTOR
(SIGNATURE OF THE CONTRACTOR)**

NAME AND SEAL

NABARD



Annexure II

TERMS AND CONDITIONS

1. Annual turnover of the firm submitting quotations should not be less than Rs.20 lakhs.
2. The firm submitting quotation should have experience of similar works during last 5 years and should have successfully completed at least one or two similar jobs (wood work / furniture works) during last 5 years the value of each such job should not be less than Rs.5 lakhs each. Documents indicating the work done should be submitted in support of the claim.
3. The quotations should be submitted in two separate envelopes one containing documents in support of the experience and financial status which should be superscribed as "Criteria" stipulated at condition No.1 & 2 above and the other envelop containing price bids superscribed "providing and fixing wooden shutters"
4. The envelopes containing Pre-qualification Criteria will be opened first and those contractors who will be found complying with the criteria will only be considered for Price Bids.
5. Income Tax, etc. as applicable will be deducted from any payment due to the Contractors.
6. No advance shall be paid towards mobilization and cost of materials.
7. No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NABARD's staff and his family members against accidents from any cause and he shall indemnify NABARD against any claims for damage for injury to person or property, resulting from any such accidents with necessary Insurance cover.
8. The Contractor shall engage necessary qualified and experienced supervisory staff at his cost during the execution of the work for attending to day to day affairs.
9. The Contractor should have necessary Contract License and comply with the Labour Laws as applicable.
10. Notwithstanding any thing stated above, NABARD reserves the right to assess the Contractor's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
11. The decision of NABARD in awarding the work shall be final and can not be subjected to arbitration.
12. NABARD reserves the right to accept / negotiate / reject any Quotation 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 quotations received in response to this Quotation. The decision of NABARD in this regard shall be final and indisputable.



13. NABARD also reserves the right of supersession of any of the conditions stipulated in the Quotation Document.
14. The cost submitted will be final and include all taxes, duties, service charges, VAT, transportation, Octroi etc. No increase in the cost will be considered under any circumstances.
15. The quantities mentioned in the quotation may either increase or decrease depending on site conditions and no additional rates are allowed for the increase/decrease in the quantities of work under any circumstances.
16. The validity period of quotations is two months from the date of opening of quotations.
17. All payments will be made by a/c payee cheque payable at Ahmedabad after satisfactory completion of the work.
18. Workmanship should be of high quality and to the satisfaction of the Bank , if otherwise, no payments will be made.
19. The work should be **completed in two months or 60 days** from the seventh day of issue of work order and the work area should be cleaned after the work is completed.
20. Damages occurred to existing material / works at the time of execution of proposed work shall be made good by the contractor to the satisfaction of Bank at his cost.
21. Payment will be made as per actual measurements after joint measurements /inspection by our bank's official and certification of work quality by the Bank.
22. Bank reserves the right to accept/reject any or all quotations without assigning any reason.
23. Contractors are required to follow the latest safety code at the time of work and Bank will not take any responsibility for the damages, if any; occurred at the time of execution of work.
24. All the items mentioned in the quotation may be carried out as per the latest specifications prescribed by BIS/ ISI / ISO.
25. NABARD takes no responsibility for delay / loss in post or non receipt of Quotations Documents.

SPECIAL CONDITIONS

1. The Contractor may have to perform the work as per the specifications of the manufacturers or as per the CPWD Specification .
2. Liquidated damages per week will be recovered equivalent to 0.25% of estimated cost for subject to a maximum of 5% of the accepted tender amount will be recovered. Bank reserves the right to take over the site and entrust the work to any other agency by giving prior written notice during the stipulated



time limit of completion, if the progress is not found satisfactory and without giving any notice after expiry of stipulated time of completion.

3. An amount equivalent to 5% of the gross amount of each Running bill shall be deducted and this amount shall be released after the defect liability period of six months i.e. six months from the date of settlement of final bill. The retention money shall be refundable on receipt of application for the refund, subject to a no objection / clearance certificate from the Estate Section of the Bank.

4. The minimum amount of interim certificate is Rs 1,00,000/- and the period honouring interim certificate after receipt of bills on the basis of joint measurements is 15 days.

5. It is the duty of the Contractor to engage efficient staff / supervisor at site to take instructions.

6. The maximum time of 05 days shall be given to the Contractor for working in each flat.

7. The quantities given in the tender are approximate, however. rates indicated in the quotation are strictly valid. Any quantity may vary to any extent without causing claim for any extra item. Rate of each item is self -supporting.

8. Material of ISI /BIS Standards shall be used in consultation with Banks Engineer and the work involved calls for a high standard of workmanship combined with speed.

9. In case of any dispute the issue shall be referred to NABARD, HO, Mumbai and its decisions are final & binding on both the parties.

10. The Contractor shall, within twenty four hours of occurrence of any accident on, or about the site, or in connection with the execution of the works, report such accidents to the appropriate authority of NABARD WHEREVER SUCH REPORT IS REQUIRED BY LAW. THE CONTRACTOR WILL INDEMNIFY THE EMPLOYER FROM ALL ACCIDENT CASES.

11. First Aid box facility at an easily accessible place shall be provided by the Contractor as per the Labour Laws or authority where work is carried out.

12. The Contractor shall pay rates of wages and observe hours of work and conditions of employment to the existing rules under the Minimum Wages Act and he is responsible to ensure that he pays his workmen/women wages which are not lower than the Minimum prescribed by Union Govt. and State Govt. in the area of work.

13 The Contractor shall indemnify the employer against all claims which may be made against the Employer by any member of the Public, or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense arrange to effect and maintain, until the virtual completion of the work/contract with any Nationalised General Insurance Company a policy in the joint names of the Employer and the Contractor against such risks and deposit such policy or policies with NABARD from time to time during the currency of work. The contractor shall also indemnify the Employer, against all claims which may be made upon the Employer, whether under the Workmen' s Compensation Act or any other statute in force during the currency of contract or at a common law in respect of any Employees of the contractor or any sub -contractor and shall at his own cost expense effect and maintain until virtual completion of contract, with" any National General Insurance company" a



policy of insurance in joint names of the employer & contractor against such risks and deposit such policy with Bank.

14. The contractor shall also indemnify the employer in respect of any costs, charges or expenses arising out of any claim or proceedings at law and also in respect of any award of compensation of damages arising there from.

15. The Contractor shall be entirely responsible for the safety of his or his sub-contractor's works and shall thoroughly indemnify the Employer against any claim/mishap/injury, etc. to the life or limb of the workers, or third party.

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 :

(SIGNATURE OF THE CONTRACTOR)

NAME AND ADDRESS OF THE CONTRACTOR:

NAME AND SEAL

GAD - ESTATE

Bill of quantities

Providing wooden Shutters to loft areas at NABARD Vihar, Ahmedabad

S.NO	Description of work	Quantity	Unit	Rate	Amount
1	Providing and fixing prelaminated openable double shutters with flat pressed particle board like Novapan of 12 mm IS marked with one side decorative and other side balancing lamination Grade 1 Type 11 exterior grade IS make for loft shutters . The Approximate size of each shutter would be atleast 18" and may vary upto 24" in width to maintain the unifromity in width as per the site requirements. The height of the shutter would be Approximately 23" to 24" or as per the site requirements. The shutters are fixed to a frame consisting of Indian second class teak wood of size App 3" X 1 1/4" with vertical supports. The shutters will be provided with a leaping wooden patti on all the four sides to match the wooden frame. The work also includes providing other fittings and fixtures like brass piano hinges, ball catch, manual stoppers, M.S.Handles , screws, adhesives etc. complete as directed by the Banks Engineer and as per the site requirements including providing french polish to the wooden frame and patti.	250.00	Sqm		
				Total	
	Total in words rupees				

Name, Signature, Seal & Address of Contractor

Date:

Place: