

**Bank's Empanelled Vendors only**

**Supply of Annual stationary items at NABARD, Head Office, Mumbai**  
**from Bank's Empanelled Vendors only**



**Head Office**

**Department of Premises, Security and Procurement**  
**Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051**

Date of issue of tender document	5 <sup>th</sup> March 2025
Pre Bid Meeting with bidders	10 <sup>th</sup> March 2025 at 11.00 am
Due date for submission of tender	17 <sup>th</sup> March 2025 by 2.00 pm
Date and time of opening tenders	18 <sup>th</sup> March 2025 at 2.00 pm
Opening of BOQ/ price bid	Will be communicated separately

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## 1. Notice Inviting Tender

Ref. No. NB.HO. DPSP/156653/ Admin-Stationary/2024 -25

Dated 05<sup>th</sup> March 2025

M/s

Dear Sir

### **Notice inviting tender – Supply of annual stationary items at NABARD, Head Office, Mumbai from Bank's empanelled vendors only**

1. National Bank for Agriculture and Rural Development (NABARD) intends to procure annual stationary items for the FY2025-2026 for its Head Office, Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 and therefore, invite offer from the empanelled vendors/firms for the same work. The bidder shall submit two separate bids for the work - Technical Bid and Financial Bid. The same can be downloaded from the [NABARD Website](http://www.nabard.org).
2. The interested empanelled tenderers can submit their bids offer in sealed envelope along with duly signed copies of all relevant documents etc., in support of their technical & financial bids in hard copy in the tender box at Ground Floor, NABARD, HEAD OFFICE, MUMBAI only within the prescribed time limit.
3. Bids submitted by un-authorized agents and FAX / Telex / Telegraphic bids/E-Mail shall not be entertained/considered.
4. The tender document is also available on NABARD website [www.nabard.org](http://www.nabard.org). No physical copy shall be provided by NABARD.
5. Earnest Money Deposit (EMD) of Rs 28,500/- (Rupees Twenty Eight Thousand Five Hundred Only) towards Earnest Money Deposit (EMD) shall be directly credited to NABARD account as detailed below –

Name of Account	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	NABARD
BRANCH NAME	HEAD OFFICE, MUMBAI
IFSC code	NBRD00000002
Account Number	NABADMN07

6. Counterfoil/ receipt/transaction detail for the same has to be enclosed with the tender. The Tender without EMD shall be rejected out rightly. No interest is allowed on the EMD.
7. MSE registered vendor are exempted for EMD. For this they need to submit valid MSE registered certificate.
8. Bidder shall submit Power of attorney authorizing the person to sign the tender.
9. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.

10. Properly filled tenders as Technical Bid (Part-I) and Price Bid (Part-II) shall be submitted , duly furnishing all the required information.
11. Interested empanelled vendors may download the tender document from NABARD's website [www.nabard.org](http://www.nabard.org)
12. Before filling up the tenders, the bidders may note the following:
  - a. The bids shall remain valid and open for acceptance for **90 days** from the date of opening of Technical Bid . If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
  - b. **Time of Completion:** Time is the essence of the contract. The stationary items shall be supplied within **10 days** from the date of work order.
  - c. The tenderer should quote the rates in figures as well as in the words. The rate for each item should be worked out and the requisite total amount shall be calculated accordingly.
  - d. The tenderers must include in their tender prices quoted all duties, royalties, GST, cess and sales tax, excise duty, works contract tax or any other taxes or local charges, transportation charges, labour charges etc. if applicable. No extra claim on this account will be entertained in any case.
  - e. The tender document must be filled in English. If any of the documents are missing or un-signed in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, otherwise the tender will be rejected.
  - f. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.
  - g. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
  - h. The quantities of various items given in the schedule of quantities are approximate. The quantities of items may vary. Bank reserves the right to omit / delete any item(s) from the schedule at the time of work order. Vendor will be paid for the actual items supplied at the office duly verified by the concerned official of the bank.
  - i. If the rate quoted by the vendor for any item / items are not workable or abnormally lower than the market rate, the full and final payment of the vendor will be settled after the satisfactory execution of these item.
  - j. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to **CHIEF GENERAL MANAGER, DPSP, NABARD, Head Office, Plot No.C-24, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051** who will review the questions and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of

the Tender 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 the scheduled pre-bid meeting of the tender. NABARD also reserves the right to divide and distribute the work to more than one tenderer at its sole discretion.

- k. For any clarification, you may please contact Shri Jignesh T Zala (Assistant General Manager) at Mobile No. 9408223344.

13. **A pre-bid meeting has been arranged at NABARD Head Office, BKC at Ground Floor DPSP A wing -400051 on 10<sup>th</sup> March 2025 at 1100 hrs.** in presence of Bank's Officials to guide the tenderers about the items to be procured and clarify the questions of the prospective bidders. **The samples of all the items to be procured by the bank will be shown to all the bidders participating in the pre bid meeting. Therefore, all the vendors are requested to participate in the scheduled pre-bid meeting.** The vendors are advised to satisfy themselves about the overall feasibility of items to be supplied by them. The clarifications being sought in the pre-bid meeting may be submitted in writing at our Office or to [dpsp@nabard.org](mailto:dpsp@nabard.org) at least two working days prior to the date of pre bid meeting. The clarifications given in pre bid meeting will also form part of tender document and will be uploaded on the website. NABARD reserves the right to revise the Price Bid or any other document after pre-bid meeting, if required, and same will be uploaded on website.

Sd/-

(Manoj Kumar Gupta)

Deputy General Manager

## **2. FORM OF TENDER**

To:  
The Chief General Manager,  
Department of Premises, Security and Procurement  
National Bank for Agriculture and Rural Development  
Head Office, Mumbai – 400051

Date:

Dear Sir,

### **Notice inviting tender – Supply of annual stationary items at NABARD, Head Office, Mumbai**

Having examined the tender document relating to the items specified in the Memorandum hereinafter set out, having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to supply stationary items specified in the said Memorandum within the time specified, at the rates mentioned in the Price Bid; in all respects of the tender and with such stationery items as are provided for, in accordance with such conditions in so far as they may be applicable.

<b>Subject</b>	<b>Specification</b>
Description of work	Notice inviting tender – Supply of annual stationary items at NABARD, Head Office, Mumbai
Location	“NABARD Head Office, B.K.C, 400051
Earnest Money Deposit	Rs. 28,500/-
Time allowed for completion of the work	The time of completion for the total project shall be 10 days from the date of issue of work order.
Clarification	Bidders have to submit the detailed rate analysis with justification, if required by the Bank.
Terms of payment for Installation	1. No advance payment. 2. 100% payment after supply of all stationary items.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said Conditions of the tender annexed hereto in so far as they may be applicable or in default thereof to forfeit the EMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said tender conditions.

Our Bankers are:

- i) ..... Bank, ..... Branch, ....., Mumbai
- ii) Type of account: Savings / Current account
- iii) Bank Account No. :
- iv) IFS code of Bank and branch :

The names of partners of our firm are:

Name of the partner of the firm authorized to sign:

OR

Name or person having Power of Attorney to sign the contract (certified copy of the Power of Attorney should be attached):

Yours faithfully,

Signature of Tenderer with stamp

### 3. Specifications of Stationery items

**Brief description of the proposed stationery items to be supplied:**

Sno.	Items	Specifications with Bilingual NABARD logo and name imprinted
1	Paper Folders	Brown colour of size A4
2	Cloth bound covers	Full size:12"x16"
3	Cloth bound covers	Half file size: A4
4	White covers	Half file size: A4-plane
5	White Cover	Size :11"x5"
6	White window covers	11"x5"
7	Spring File	Yellow colour of Size: 11"x14"
8	Box File	Size: 11"x14"
9	File Boards	Red colour of size 10"x14"

**The scope of work shall include the following:**

The vendor must bear in mind that all the items shall be supplied strictly in accordance with the specifications made by the Bank and also in compliance of the requirement of the local public authorities and any other Acts/Rules/Regulations and no deviation on any account will be permitted.

- The Vendor shall supply all the stationary items strictly in accordance with details, and instructions of the Bank's officer. If in the opinion of the Bank's officer, nominal changes have to be made to suit the condition and with the prior approval in writing of the Bank, they desire the Vendor to carry out the same, the Vendor shall carry out the same without any extra charge.
- The tenderer must obtain for himself on his own responsibility and at his own expense, all the information which may be necessary for the purpose of making a tender and for entering into a contract. The Bank's decision in such cases shall be final and shall not be open to arbitration.
- The vendor shall not be entitled to any compensation for any loss suffered by him on account of delays in supplying the stationary, whatever may be the cause of delays.

## 4. GENERAL INSTRUCTION TO BIDDERS

### 1. Instructions to Bidder

**Please note that part-1(Technical Bid) is invariably to be submitted with the tender failing which the tender shall be rejected.**

- The tenderers advised to submit the tender strictly based on the General Conditions of the Contract and Technical Specifications contained in the tender documents, and not to stipulate any deviations. If acceptance of the terms and conditions given in the tender documents has any price implications, the same should be considered and included in the quoted price.

### Submission of Tender

#### a. Part I – Technical Bid

- This part shall contain the covering letter, un-priced tender consisting of complete technical specification and commercial terms and conditions. Part I of the tender as submitted shall also contain the following: -
- Earnest Money Deposit in form of Bank Deposit OR Bank Guarantee in favour of NABARD, Mumbai as per the attached format and issued by a Nationalized / scheduled bank.
- Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the tender documents.
- List of deviations, if any, in commercial terms and conditions.
- List of deviations, if any, in technical specification.
- Any other technical information the tenderer wishes to furnish.

#### b. Part II - Price Bid

- This part shall contain prices in Indian Rupees only as per format (Part II). No other enclosure is permitted in Part II. Change of terms and conditions and technical deviations, if any, found in Part II of the tender will not be considered and will be treated as null and void. The tenderer shall carefully check the specifications and shall satisfy himself that the items offered is suitable as per the enclosed Technical Specifications and shall take full responsibility for the same.
- **The applicant should also produce original documents for verification if called for. Failure to attach requisite documents with application will render applicant not eligible for qualification of bid without any intimation.**
- The duly filled application form shall be submitted in a sealed envelope in hard copy to ground floor, NABARD, Head Office, Mumbai after duly filled and signed on each page of tender. Incomplete tender liable to be rejected.
- Price bid shall be opened of only those contracting firm who are qualified in pre-qualification in response to the application received for this notice.
- Application containing false and/ or incomplete information is liable for rejection and consequences.
- The tenders shall be signed by the person/persons on behalf of the Organization having necessary Authorization/Power of Attorney to do so. (Copy of Power of Attorney/Memorandum of Association shall be furnished along with application).
- Tenders containing false and/or incomplete information are liable for rejection.
- The applicant must have successfully completed the work according to the eligibility criteria under pre-qualification criteria.
- In case L-1 bidder quotes abnormally low rates the bank may ask such bidder to submit the rate analysis of the item with justification. Failure to which, bid may be considered non-responsive and liable for rejection.



- **The rates for each item as per scope of work shall be quoted by the applicant in the Price bid. The quotations will be evaluated on the on the item wise basis. Banks reserves the right to award work as per its sole discretion.**

#### **Taxes**

- The prices quoted for supply of equipment shall be deemed to have included all taxes, custom duty, excise duty, GST or any other taxes/duties imposed by /State Government/ Local Bodies/ Central Government, charges for labor, transport, insurance charges for transit, shipment, packing, freight from the factory to the destination site, handling, clearing, installation, and commissioning charges, insurance charges for storage, erection, testing and commissioning, CAR policy (1.25 times the Contract Value), workmen compensation and third party liability etc. to commence from the 10 days after the date of Work Order from NABARD till the System is finally handed over to NABARD.

#### **Lowest Tender Not Necessarily To Be Accepted**

1. NABARD is not bound to accept any or all tenders or to assign any reason for non-acceptance.
2. The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though NABARD may elect to modify/withdraw the tender.

#### **Right to Accept Part Tender**

NABARD reserves the right to accept the tender either in whole or in part at the same prices quoted by the tenderer.

- a. **SCHEDULE OF QUANTITIES :** The Schedule of the Quantities unless otherwise stated shall be deemed to have been prepared in accordance with the standard procedure of the Bank and shall be considered to be approximate and no liability shall attach to the Bank's Officer for any error that may be discovered therein.
- b. **SUFFICIENCY OF SCHEDULE OF QUANTITIES:** The Vendor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender, and of the prices stated in the Schedule of Quantities and/or Schedule of Rates and prices, which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper supply of stationery items.
- c. **REMOVAL OF DEFECTIVE items:** The Bank's Officer shall, during the supply of items have power to order in writing from time to time within such reasonable time as may be specified in the order, of any stationery items which, in the opinion of the Bank's Engineer are not in accordance with the specifications or the instructions of the Bank's Officer and the substitution of proper stationery items and the removal and and the Vendor shall forthwith carry out such order at his own cost.

#### **Mobilization Advance**

No advance payment shall be made.

#### **Terms of Payment**

1. No advance payment.
2. 100% payment after supply of stationery items.

#### **DECLARATION BY THE VENDOR**

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.

(SEAL & SIGNATURE OF THE TENDERER)  
ADDRESS:

Place:  
DATE:

## **Bank's Empanelled Vendors Only**

### **5.Pro-forma of furnishing the Payment details**

#### **Tender for Supply of annual stationary items at NABARD, Head Office, Mumbai from Bank's Empanelled Vendors**

Name of the Agency		
Contact Details	Name	
	Email	
	Phone No	
PAN details (enclose copy of PAN)		
GST Number (enclose copy of GST registration)		
Address of principle place of business in the state as per GST registration certificate	Address	
	City	
	PIN	
	State	
Bank account number		
Account Name		
Type of the account		
Name & Address of Bank		
IFSC Code ( <b>enclose copy of cancelled cheque</b> )		

Name of the Agency:

Date:

Place:

Signature with seal:

**PROFORMA OF EMD CREDIT DETAILS**

**(EMD details to be filled by bidders)**

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**Supply of Annual stationary items at NABARD, Head Office, Mumbai**  
**from Bank's Empanelled Vendors only**

लेखा का नाम NAME OF THE ACCOUNT	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
बैंक का नाम BANK NAME	NABARD
शाखा का नाम BRANCH NAME	HEAD OFFICE, MUMBAI
आईएफएस कोड IFS CODE	NBRD0000002
खाता संख्या ACCOUNT NUMBER (वैन VAN)	NABADMN07

Name of depositor	
Mode of transfer – Online (NEFT / RTGS)	
UTR No.	
Transaction date	
Amount deposited	
<b>** Attach Bank Statement showing amount debited from account, on or before last date of submission of tender.</b>	

Date:

Place:

Signature with seal:

## **Bank's Empanelled Vendors Only**

### **Part-II(Price Bid )**

**Supply of annual stationary items at NABARD, Head Office, Mumbai from  
Bank's Empanelled Vendors**

<b>Sno.</b>	<b>Items with Bilingual NABARD logo and name imprinted as per Bank's Specifications</b>	<b>Quantities</b>	<b>Rate</b>	<b>Amount</b>
1	Paper Folders(Nos.)	10000		
2	Cloth bound covers-full size(Nos.)=12'*16'	4500		
3	Cloth bound covers-half file size(Nos.)= A4	5000		
4	White covers-Half file size(Nos.) A4-plane	5000		
5	White Cover 11"x5"(Nos.)	9400		
6	White window covers 11"x5"(Nos.)	5300		
7	Spring File(Nos.)	6500		
8	Box File(Nos.)	2200		
9	File Boards(Nos.)	2600		
10			Amount	
11			CGST@9%	
12			SGST@9%	
13	<b>Total Amount(Including GST)</b>			