

**Limited Tender for**  
**Providing and Fixing Wooden Wardrobes in**  
**existing Masonry open space in Staff Quarters at**  
**Housefed complex, Phase – X, Sector -64, Mohali**



**Punjab Regional Office**

Plot No. 3, Sector -34-A, Chandigarh – 160022  
Email: [chandigarh@nabard.org](mailto:chandigarh@nabard.org), [dpsp.punjab@nabard.org](mailto:dpsp.punjab@nabard.org)

**Important Dates and Time**

<b>Date of Issue of Tender</b>	20 Dec 2024
<b>Pre-Bid Meeting with Bidders</b>	24 Dec 2024 at 03:00 P.M. at NABARD, Punjab Regional Office, Plot No. 3, Sector -34-A, Chandigarh – 160022
<b>Last date and time for receipt of Bids</b>	09 Jan 2025 till 02:00 P.M.
<b>Address for submission of Tender</b>	Tender Box at Ground Floor, NABARD, Punjab RO, Plot No. 3, Sector -34-A, Chandigarh – 160022
<b>Date and Time of Opening of Bids</b>	09 Jan 2025 at 03:00 P.M.

**Note:** Any change in above schedule, on account of reasons, whatsoever, shall be informed to the bidders by e-mail. Tenderers are advised to periodically check their e-mails for latest updates related to this Tender.



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20<sup>th</sup> December 2024

To,

Empaneled Vendors,  
Empaneled under the category - Civil Works

Dear Sir,

**NOTICE INVITING TENDER**

**हाउसफेड कॉम्प्लेक्स, फेज़- X, सेक्टर -64, मोहाली के स्टाफ क्वार्टर में चिनाई वाली खाली जगह में लकड़ी की अलमारी उपलब्ध कर फिक्स करने के लिए**

**FOR PROPOSED Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali**

1. नाबार्ड, पंजाब क्षेत्रीय कार्यालय, चंडीगढ़, " हाउसफेड कॉम्प्लेक्स, फेज़- X, सेक्टर -64, मोहाली के स्टाफ क्वार्टर में चिनाई वाली खाली जगह में लकड़ी की अलमारी उपलब्ध कर फिक्स कराना" चाहता है। क्षेत्रीय कार्यालय इस कार्य के लिए सिविल कार्यों के तहत सूचीबद्ध ठेकेदारों/फर्मों से सीमित/ऑफ़लाइन प्रस्ताव आमंत्रित करता है। आपसे अनुरोध है कि उपरोक्त कार्य के लिए अपना प्रस्ताव निविदा दस्तावेज़ में उल्लिखित विस्तृत विशिष्टताओं और अन्य नियमों व शर्तों के अनुसार प्रस्तुत करें। निविदा दस्तावेज़ में विशेष रूप से उल्लिखित विस्तृत विनिर्देशों और अन्य आवश्यकताओं के अनुसार उपरोक्त कार्य के लिए आपका प्रस्ताव सीलबंद लिफाफे में प्रस्तुत करें।

NABARD, Punjab Regional Office, Chandigarh, intends to undertake "Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali". The Regional Office invites limited/offline offer from the empaneled contractors/firms empaneled under civil works for the same work. You are requested to submit your offer for the aforesaid work as per detailed specifications and other terms & conditions mentioned in the tender document. The offer may be submitted in a sealed envelope for the aforesaid work as per detailed specifications and other requirements as mentioned more specifically in the tender document.

2. निविदा दस्तावेज़ नाबार्ड की वेबसाइट [www.nabard.org](http://www.nabard.org) पर भी उपलब्ध है और इसे केवल इच्छुक पात्र बिड लगाने वालों द्वारा संदर्भ के लिए डाउनलोड किया जा सकता है।

The tender document is also available on NABARD website [www.nabard.org](http://www.nabard.org) and can be downloaded for reference, only by interested eligible bidders.

3. एकल सीलबंद लिफाफा मुख्य महाप्रबंधक, नाबार्ड, पंजाब क्षेत्रीय कार्यालय, प्लॉट नंबर 3, सेक्टर 34-ए, चंडीगढ़ - 160022 के पते पर जमा करें और लिफाफे के ऊपर "स्टाफ क्वार्टर्स, हाउसफेड कॉम्प्लेक्स, फेज़ - X, सेक्टर -64, मोहाली में सूचीबद्ध विक्रेता से चिनाई वाली खाली जगह में लकड़ी की अलमारी उपलब्ध कर फिक्स कराने के लिए कोटेशन" भी लिखें।

**Single Sealed Envelope** shall be submitted to **CHIEF GENERAL MANAGER, NABARD, PUNJAB REGIONAL OFFICE, Plot No. 3, Sector 34-A, Chandigarh – 160022** and Envelope should also be super scribed "**Quotation for Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali**".





4. सीलबंद कोटेशन जमा करने की अंतिम तिथि 09 जनवरी 2025 अपराह्न 02:00 बजे तक है।

**Last date for the submission of sealed quotations is 09<sup>th</sup> Jan 2025 till 02:00 P.M.**

5. वित्तीय बिड में शामिल होगा: मात्राओं की विधिवत मूल्य निर्धारण अनुसूची

Financial Bid shall contain: Duly Priced Schedule of Quantities

6. कोटेशन 09 जनवरी 2025 को दोपहर 03:00 बजे खोली जाएंगी।

**The Quotations will be opened on 09<sup>th</sup> Jan 2025, at 03:00 P.M.**

7. बोलियों/कोटेशन में कोई भी शर्त नहीं होनी चाहिए और प्राप्त ऐसी किसी भी सशर्त बिड को अस्वीकार कर दिया जाएगा।

Bids/quotations shall not contain any condition and any conditional bids shall be rejected out rightly.

8. निविदाएं भरने से पहले, बिड लगाने वाले निम्नलिखित बातों पर ध्यान दें:

Before filling up the tenders, the bidders may note the following:

बिड खुलने की तारीख से 3 महीने तक स्वीकृति के लिए खुली और वैध रहेंगी।

The bids shall remain valid and open for acceptance for 3 months from the date of Opening of Bid.

कार्य संपूर्णता का समय: प्रस्तावित कार्य को पूरा करने का समय कार्य आदेश जारी होने के 10वें दिन से 60 दिन होगा।

Time of Completion: The time of completion of the proposed work shall be 60 days from the 10<sup>th</sup> day of issue of work order.

कार्यों के पूरा होने में देरी के लिए निर्णीत हर्जाना: प्रति सप्ताह निर्णीत हर्जाने की मात्रा अनुमानित लागत का 0.25% होगी, जो स्वीकृत निविदा राशि के अधिकतम 5% के अधीन होगी। एक सप्ताह के अंश की देरी एक सप्ताह की देरी के रूप में लिया जाएगा।

Liquidated damages for delay in completion of the works: The quantum of liquidated damages per week shall be 0.25% of the estimated cost, subject to a maximum of 5% of the accepted tender amount. The fraction of a week's delay will be taken as a delay of one week.

9. नाबार्ड बिना कोई कारण बताए किसी भी फर्म/फर्मों के किसी भी/सभी कोटेशन को आंशिक या संपूर्ण रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

**NABARD reserves the right to accept or reject any/all quotations/s in part or whole of any firm / firms without assigning any reasons whatsoever.**

10. सफल बिड लगाने वाले को कार्य आदेश जारी होने की तारीख से 14 दिनों के भीतर संलग्न मानक प्रारूप (करार की नियमावली) के अनुसार संशोधित गैर-न्यायिक स्टॉप पेपर पर अपनी लागत पर नाबार्ड के साथ समझौता निष्पादित करना होगा। गलत और/या अधूरी जानकारी वाले आवेदन अस्वीकार किए जाएंगे।

The successful bidder shall execute an agreement with NABARD at his cost on non-Judicial stamp paper as amended in accordance with the standard format enclosed



(Articles of Agreement) within 14 days from the date of issue of work order. Applications containing false and/ or incomplete information are liable for rejection.

11. बोलियां/कोटेशन/कार्य का दायरा आदि संबंधित किसी भी मुद्दे को स्पष्ट करने के लिए संभावित बिड लगाने वालों के साथ 24 दिसंबर 2024 को अपराह्न 03.00 बजे नाबार्ड, पंजाब क्षेत्रीय कार्यालय, प्लॉट नंबर 3, सेक्टर - 34-ए, चंडीगढ़ - 160022 में बिड-पूर्व बैठक आयोजित की जाएगी। बिड लगाने वालों से अपेक्षा की जाती है कि वे बिड-पूर्व बैठक में उपस्थित होने से पहले इस दस्तावेज़ को अच्छी तरह से पढ़ कर आएँ, ताकि कार्य के सभी पहलुओं को समझ सकें।

A pre-bid meeting will be held at **NABARD, PUNJAB REGIONAL OFFICE, Plot No. 3, Sector – 34-A, Chandigarh** – 160022 at 03.00 pm on **24<sup>th</sup> Dec 2024** with the prospective bidders, to clarify any issues pertaining to the bids/quotations/scope of work etc. The bidders are expected to thoroughly read this document before being present for the pre-bid meeting, to understand all aspects of the work.

12. ठेकेदारों को सलाह दी जाती है कि वे साइट सर्वेक्षण करें और समग्र कार्य की संतोषजनक गुणवत्ता को सुनिश्चित करें। बिड-पूर्व बैठक में मांगे जाने वाले स्पष्टीकरण हमारे कार्यालय में लिखित रूप में प्रस्तुत किए जाएँ या बिड-पूर्व बैठक की तारीख से कम से कम दो कार्य दिवस पहले [dpsp.punjab@nabard.org](mailto:dpsp.punjab@nabard.org) पर मेल किए जाएँ। बिड-पूर्व बैठक में दिए गए स्पष्टीकरण भी निविदा दस्तावेज़ का हिस्सा बनेंगे और वेबसाइट पर अपलोड किए जाएंगे। यदि आवश्यक हो, तो नाबार्ड को प्री-बिड मीटिंग के बाद प्राइस बिड को संशोधित करने का अधिकार है और इसे वेबसाइट पर अपलोड किया जाएगा।

The contractors are advised to conduct a site survey and satisfy themselves about the overall quality of work. The clarifications being sought in the pre-bid meeting may be submitted in writing at our office or mailed to [dpsp.punjab@nabard.org](mailto:dpsp.punjab@nabard.org) at least one working day 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.

13. बिड के संबंध में प्रचार करना सख्त मना है और प्रचार करने वाले ठेकेदारों द्वारा प्रस्तुत की गई बिड अस्वीकार कर दी जाएंगी।

Canvassing in connection with bids is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.

भवदीय,

हस्त/-  
(आर के जौहरी)  
उप महाप्रबंधक





## Form of Tender

### **The Chief General Manager**

National Bank for Agriculture and Rural Development  
Punjab Regional Office  
Plot No.3, Sector -34-A  
Chandigarh - 160022

Dear Sir,

### **Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali”**

1. Having examined the tender document relating to the works specified in the Memorandum hereinafter set out, 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, at the rates including all applicable taxes mentioned in the Price Bid, in all respects of the tender and with such materials as are provided for, in accordance with such conditions in so far as they may be applicable.

#### **2. MEMORANDUM**

<b>Sr. No.</b>	<b>Subject</b>	<b>Specification</b>
<b>a</b>	<b>Description of works</b>	PROVIDING AND FIXING WOODEN WARDROBES IN EXISTING MASONRY OPEN SPACE IN STAFF QUARTERS AT HOUSEFED COMPLEX, PHASE – X, SECTOR -64, MOHALI <b>FROM EMPANELED CONTRACTORS</b>
<b>b</b>	Time allowed for completion of the work	The time of completion for the work shall be Sixty days from the 10 <sup>th</sup> day of issue of work order.
<b>c</b>	Retention Money Deposit (RMD)	5% from every RA bill.

Shall this tender be accepted, I/We hereby agree to abide by and fulfill 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 RMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said tender conditions.

All the above conditions are acceptable to me/ us.

Yours faithfully,

Signature of the Applicant

Full address

Contact number and email



## 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 shall be workable and reasonable and shall include incidental and all overheads and profits. The contractor shall furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
3. Rates shall be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.
4. Materials used shall conform to relevant codes.
5. The tenderers must include in their tender prices quoted for all duties royalties, GST, cess and sales tax or any other taxes or local charges, transportation charges, installation charges, labour charges etc. if applicable. No extra claim on this account will in any case be entertained.
6. The quantities of various items given in the schedule of quantities are approximate. The quantities of work may vary at time of allotment / execution of work. Bank reserves the right to omit / delete any item(s) of work from the schedule at the time of allotment / execution of work. Contractor will be paid for the actual work done at the site duly verified by the concerned official of NABARD.
7. The successful bidder shall execute an agreement on non-judicial stamp paper with NABARD in accordance with the standard format enclosed (Articles of Agreement) within 14 days from date of issue of work order.
8. The Site is located at Block No. 18, 19 & 20 at Staff Quarters, Housefed complex, Phase – X, Mohali. Bidders must get acquainted with the proposed and other conditions carefully before tendering. No request of any change in rates or conditions for want of information on any particular issue shall be entertained after receipt of tenders.
9. Rates quoted are written in figures and words correctly. If there are differences in the rates indicated in words and figures or in the amount worked out by the tenderer, the following procedure shall be followed:
  - a) When there is difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the bidder shall be taken as correct.
  - b) When the amount of an item is not worked out by the bidder or it does not correspond with the rate written either in figures or in words, then the rates quoted by the bidders in words shall be taken as correct.
  - c) When the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the finally worked out amount.
10. Corrections and Erasures





All corrections, and alterations in the entries of tender papers should be signed and dated in full by the bidder.

11. **In case of multiple L1 bidders** (Methodology used for deciding the L1 in case of tie (multiple L1 bidders)  
In case the lowest tendered amount of two or more tenders is the same, such lowest tenderers will be asked to submit sealed revised offer in the form of letter mentioning percentage above/ below the tendered amount including all sub sections/sub heads, as the case may be, but the revised percentage quoted above/below the tendered amount or on each sub section/ sub head should not be higher than the percentage/ amount quoted at the time of submission of tender. The lowest tender shall be decided on the basis of revised offers. In case any of such tenderer refuses to submit the revised offer, then it shall be treated as withdrawal of his tender before acceptance. If the revised tendered amount of two more contractors received in revised offer is again found to be equal, the process of re-tendering has to be followed. The tenderers who didn't submit the revised offer, shall not be allowed to participate in the re-tendering process.
12. The wardrobes are to be prepared on site at Staff Quarters, Housefed complex, Phase – X, Mohali.
13. Prices for extra: The Contractor may, when authorized and shall, when directed, in writing by the Bank, add to, omit from or vary the works shown upon the drawings, or described in the specification, or included in the schedule of Quantities, but the contractor shall make no addition, omission or variation without such authorization or direction. No claim for an extra work shall be allowed unless it shall have been executed with the prior approval and concurrence of the Bank.
14. Work shall be executed using makes / brands of materials / chemicals stipulated/Specifications in the tender. Wherever contractors propose to use equivalent make, the same shall be done with prior approval of Bank.
15. Any damages caused to any of the furniture/fitting/wall finish or any other Bank's property during the execution (dismantling / demolition / fixing / installation / laying etc.) shall be made good by the Contractor matching to the aesthetics of the room at no additional charge.
16. The tenderer should note that the tender drawings and other documents describing each item in the schedule are only indicative in nature and cannot be taken as complete in detail and finishes. Being tender for interior works which calls for workmanship and finish including use of good quality materials of high standard, it is expected that the tenderer should understand the intent of the tender drawings and specifications and provide for materials, workmanship, finishes and accessories appropriately so as to deliver the product of high standards in keeping with the function for which it is intended. No claim from the contractor at a later date will be entertained for his failure to understand this condition. The decision of the Bank in respect of the quality of material, type of work, workmanship, finish etc., shall be final and binding on the contractor. The contractor's claim for not providing in his tender for such materials, workmanship and finish cannot be entertained.





17. The successful tenderers shall include, in the quoted price, all allied civil works such as chasing in wall, drilling holes etc. to support the frames, partitions, make the surface good after grouting etc.
18. Neat housekeeping at all times is the responsibility of the successful tenderer, who shall also ensure that the removal of debris, waste materials etc. from the site at their own cost and the same shall be organized at regular basis.
19. Extreme care has to be taken during the painting of the nearby area. There should not be any traces/stains of the paint/primer on any of the fitting/mesh/wooden frame/fitting of door. Care should also be taken so that minimum wooden dust/saw dust accumulated inside the flat and maximum cutting and grinding work carried out outside the flat. This work should be carried out with the co-ordination with Caretaker/Assistant Caretaker/Bank's Official and before start of work for any of the Block, Vendor need to inform the Bank' official to ensure that all the goods kept in the area of work have been removed. If there is any claim by the resident for stains/defacing on/of goods due to paint/saw dust or related work vendor need to get it cleaned as per the satisfaction of the resident. If any of the fitting gets faded or stains due to paint/coating/grinding or related work, contractor need to replace them with same specification or same rate without any charges.
20. Any carcasses / cabinets to be made should be built at the designated area to the contractor after ascertaining the dimensions of the area where the cabinets need to be fixed. Any work of similar nature will not be carried out in the flat/residence causing disturbance to the occupant of the flat.
21. Wastage: Contractor should visit the site, assess the quantum of work, including the wastage of material to meet the specifications of the work and quote his/her rate (inclusive GST) accordingly. Contractors need to plan his work to minimize the wastage. Claim regarding non-consideration of the factors as per site conditions and technical specification will not be entertained by the Bank.
22. Specifications and Method of Measurements shall be followed as applicable. However, in the absence of the same and/or in case of any discrepancy, the decision of NABARD will be final.
23. Income Tax, Goods and Service Tax (GST), Works Contract Tax and other taxes, etc. as applicable will be deducted from total payment due to the Contractor as per the statutory requirements.
24. Contractor shall arrange to obtain necessary insurance cover (Workmen compensation policy) for his employees at his cost and shall be responsible for the safety of persons, employed by him.
25. The entire work is required to be completed as specified in the tender.
26. 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.

27. **The contractor shall obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.**
28. Tenderers are instructed to put their Firm's endorsement on each page of the Tender Document, as a token of their perusal.
29. No alterations or additions are to be made by the Tenderer to the text of the schedule of these Tender papers.
30. The work shall be carried out under the supervision of Banks official/representative. Tenderers should note that their Tenders shall remain open for consideration for a minimum period of 60 days from the last date for opening of Financial Bid/opening of Tender.
31. The lowest bidder will be decided on the total estimates for the given work i.e. by totalling all rows of price bid table.
32. The Contractor or his authorized representative shall visit the site frequently as required by NABARD and meet NABARD's Official/Engineer with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.
33. **The Contractor shall engage qualified technical personnel/supervisor in respective Engineering field/s to supervise the work on daily basis as per the specifications and instruction of the Bank's Official/Engineer.** The supervisor shall maintain daily log book for the work done at site flat wise and get it certified on weekly basis by the Bank's Official/Engineer. The supervisor has to ensure that the work is being undertaken as per the bar chart/work schedule submitted at the time of acceptance of work. Weekly report of the work status is required to be submitted by contractor that shall be followed by review of work on site by NABARD Office.
34. The contractor shall be fully responsible and shall compensate NABARD with suitable Insurance cover (**All risk policy or Third party Insurance**) 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.
35. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD or neighbourhood 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.
36. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / conditions, NABARD reserves 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.

37. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.
38. The Contractor shall not at any time do, cause or permit any nuisance on the site/do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
39. The contractor by his own expenses and risk shall shift any furniture, other fixtures etc. if any in the area of work carefully and without any damage to a convenient place under intimation to the Bank for the convenience of work and shall reinstall the same in old place after completion of work.
40. The work shall be carried out with least inconvenience to the occupants. The workmen employed by the contractor shall 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.
41. The contract can be terminated by NABARD if services are found to be unsatisfactory and if there is no improvement even after issue of two such notices to the contractor.
42. The Contractor shall provide everything necessary for the proper execution of the works. No payment in this respect will be made by NABARD.
43. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
44. Any defect which may appear within the **Defect Liability Period** of one year after the Virtual completion of work shall be rectified by the Contractor at his cost and only thereafter the Security Deposit (RMD) will be refunded to the Contractor.
45. The RMD shall not bear any interest. If the Tenderer withdraws his Tender before expiry of the validity period of the Tender or if the Contractor fails to execute / complete the works satisfactorily or contractor commits breach of any of the terms and conditions of the contract, NABARD has the right to forfeit the RMD. This forfeiture is independent of the liquidated damages provided for the contract.
46. Retention Money Deposit: Retention Money Deposit (RMD) shall be deducted @ 5% of the value of work done from every running bill and shall be refunded after expiry of defect liability period of one year after the date of virtual completion of the work provided the Contractor has satisfactorily carried out all the rectification works and attended to all defects to the satisfaction of NABARD.
47. No mobilization advance will be given to contractor.



48. **Defect Liability period:** One year from the date of Virtual Completion of works certified by NABARD.
49. **Liquidated Damages:** 0.25% of the accepted Tender Value per week or part of the week subject to maximum of 5% of the value of work.
50. **PAYMENT:** The contractor shall be entitled to receive payments on submission of interim bills of amount more than Rs. 2.00 lakhs only during execution of work. The contractor shall submit interim bills only after working out the appropriate measurements jointly recorded with NABARD officials at site in the Measurement Book (MB), this is not only to regulate correctness of quantity but also to facilitate expeditious settlement of the bills. The interim bills submitted by the contractor will be paid by NABARD after all the statutory deductions viz. RMD @ 5%, GST, TDS, Work Contract Tax etc. as applicable.
51. NABARD reserves the right to accept/negotiate/reject any Tender either in whole or in part without assigning any reasons thereof whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest of any other Tenders received in response to this Tender. The decision of NABARD in this regard shall be final and undisputable.
52. The Contractor shall submit the bills along with the accepted and jointly recorded measurement sheets duly certified by the NABARD's Official/Engineer.
53. The Contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force.
54. The bids shall remain valid and open for acceptance for 3 months from the date of opening of Price Bid.
55. Period of Commencement will be 10 Days from the date of letter of issue of work order.

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 without any reservation, in all respects.

PLACE:

DATE:

(SIGNATURE OF THE TENDERER)





## **SPECIAL CONDITIONS**

1. The Tender is strictly on Item Rate basis
2. NABARD takes no responsibility for delay/loss in post or non-receipt of Tender Documents.
3. Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NABARD before quoting the rates.
4. Rates shall include for removal of debris out of premises to the safe limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the NABARD's official/Engineer, the Bill will not be accepted/paid.
5. The Contractor shall make necessary arrangement for watch and ward of his materials, Machines etc. stored for the execution of the work at his own risk and cost and NABARD will not be responsible on any account.
6. If the last date of receipt of Tender is a holiday, then submission of Tenders shall be shifted to next working day without change of time and venue.
7. The Tenderer shall quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional /deviational tenders may be rejected without making any reference to the Tenders.
8. No Tenderer will be allowed to withdraw his Tender during the validity period. Also, subletting of the Contract is not permitted.
9. Rates shall be filled in the Tender neatly and no corrections shall be made. Use of whitener and over writing is prohibited.
10. Damage to Persons and Property, Insurance etc., if any
  - 10.1 The contractor shall be responsible for all injury, to the workers, persons, animals or things and for all damages to the structural and /or decorative part of property which may arise from the operations or neglect of himself or of any sub-contractor or of any or a sub-contractor's employees, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with carrying out of this contract. The clause shall be held to include inter-alia, any damage to buildings whether immediately adjacent or otherwise, and any damage to roads, streets, foot paths or ways as well as damages caused to the buildings and the works forming the subject of this contract by rain, wind or other inclemency of the weather. The contractor shall indemnify the Employer and hold harmless in respect of all and any expenses arising from any such injury or damages to the person or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts on compensation or damage consequent upon such claim.
  - 10.2 The contractor shall reinstate all damages of every sort mentioned in this clause so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property of third parties. The contractor shall affect the necessary insurance and indemnify the





employer entirely from all responsibility in this respect. The contractor shall also be responsible for anything, which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this contract.

10.3 NABARD shall be at liberty to deduct the amount of any damages, compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any such due to or to become due to the contractor.

**11. The contractor at his cost and risk shall shift/displace the furniture/fixtures etc. as per the needs to facilitate the job during the timing of work and shall re-shift the goods at its initial place without any damage. No extra charges will be paid for it.**

12. The Contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force.

13. 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.

14. The Contractor shall submit the bills along with the accepted and jointly recorded measurement sheets duly certified by the NABARD's Official/Engineer. The payment will be made as per actual work done and actual measurement taken after the work.

15. The Contractor shall have necessary Contract License and comply with the Labour Laws as applicable.

16. Notwithstanding anything stated above, NABARD reserves the right to assess the Tenderer's capability and capacity to perform the contract, if the circumstances warrant such assessment in the overall interest of NABARD.

17. The decision of NABARD in awarding the work shall be final and cannot be subjected to arbitration.

18. NABARD also reserves the right of supersession of any of the conditions, stipulated in the Tender Document.

19. NABARD reserves the right of altering the nature of work by adding to or omitting any items or work or having portions of the same carried out by the contractor.

20. NABARD reserves the right to award similar/additional works incidental to existing work to the L1 party at the L1 rates as decided in this tender process depending upon the banks requirement.

21. The L1 rates emerged from the tendering process for the said work will be valid for a period of one year from the date of issue of work order.

## **22. Settlement of Disputes/ Arbitration**

Dispute or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the Bank's representative and the agency's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Chandigarh.





### 23. Disclaimer

a) The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers.

b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.

**d) Bank makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.**

### 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 TENDERER)

NAME AND SEAL

ADDRESS:



## SAMPLES FOR APPROVAL

### Approved make of Materials:

S. No	Material	Make
1	Plywood	Greenply/Century/Kitply or approved equivalent
2	Hardware Fitting	Hettich/Godrej/Dorma/ebco/Grohe/Hafele/Dorset or approved equivalent
3	Paint /melamine Polish	Asian/Nerolac/Berger or approved equivalent
4	Laminate	Greenlam/Century/Merino/Royale touche/Formica/New mika or approved equivalent
5	Adhesive	Pidilite / 3M / Asian paints or approved equivalent
6	Cement (OPC-43 Grade)	Ultratech, Ambuja, ACC or approved equivalent
7	White cement-based putty	JK Cement, Birla, Asian, Ultratech or approved equivalent

In case of unavailability of any material of specific make an equivalent make can be used only after a written approval of NABARD official/Engineer. The preference of make /brand of the material listed above will be decided by the Bank.

Contractor, before supply of material shall show the samples of all the materials to the bank/consultant and get it approved.

However, it shall be noted that approval from National Bank shall not relieve the Contractor of his responsibility and any damage to the property or any loss of life due to the negligence in this regard shall be at the Contractor's account.

XXXXXXXX





## TECHNICAL SPECIFICATIONS

### Wooden Cupboard Shutter and Shelves in existing masonry opening.

#### Material:

Plywood: -Marine grade plywood conforming to IS:710 of approved make.

Marking: Each plywood bound shall be legibly and indelibly marked or stamped with the following on the face of board near one corner.

(a) Indication of the source of manufacture

(b) Type of plywood

Decorative **laminat**e of 1.00 mm thickness and white balancing laminate of 0.8 mm thickness shall conform to IS: 2046

**Adhesive:** Adhesives used for bonding shall be conforming to IS 848.

**Lipping:** Lipping at the edges of the shutters and frame shall be of 2nd class teak wood and painted with Synthetic enamel paint (SEP) of approved make after priming. Lipping, where specified, shall be provided on all edges of the shutters, shelves, and carcasses. Lipping shall be done with battens of 2nd class teakwood or as specified. Joints shall not be permitted in the lipping.

**Wooden Frame:** - Kiln seasoned and chemically treated hard wood battens: The timber for shutter frame shall be got approved by the Official -in -Charge before being painted, oiled or otherwise treated and before fixing in position. Frames shall be fixed to the abutting masonry or concrete with holdfasts or metallic fasteners as specified. After fixing, the jamb posts of the frames shall be plugged suitably and finished neat. A minimum of three hold fasts shall be fixed on each side of frames one at centre point and other two at 30 cm from the top and bottom of the frames.

#### Details of work:

Work comprises of P/F of shutters and shelves in the existing masonry opening for cupboard up to full height of the cupboard with plywood conforming to IS 710 with laminates on both sides as specified in BOQ. The front should be covered with frame and it should be provided with orientation to facilitate the fixing of SS Piano hinges. Both frame and shutter should be laminated on both sides as specified. Each cupboard shall have 02 shelves of full width and 01 more shelf along with 2 drawers with space provided to hang clothes as depicted in the drawing. All the edges of the shutter and panelling should be sealed with 2nd class teak wood lipping and painting with SEP after priming with wood primer. Adhesive to be used should be of approved make and conform to IS 848. Looking Glass is to be fixed on the outer side on one of the shutters of thickness 5/6 mm.

Even though in finishing items, the number of coats of paint / polish are mentioned, the contractor shall note that the entire surface be finished in top class while handing over, including, if necessary, additional coat of painting/polishing etc. without any extra cost.



## Electricity and storage

Bank will provide the electricity at free of cost to the Vendor however he should make his own arrangement for drawing the power from the existing source of power supply to the work site like power cable of suitable length and capacity etc. The materials should be stored at designated places which may be at any location inside the residential premises of the Bank.

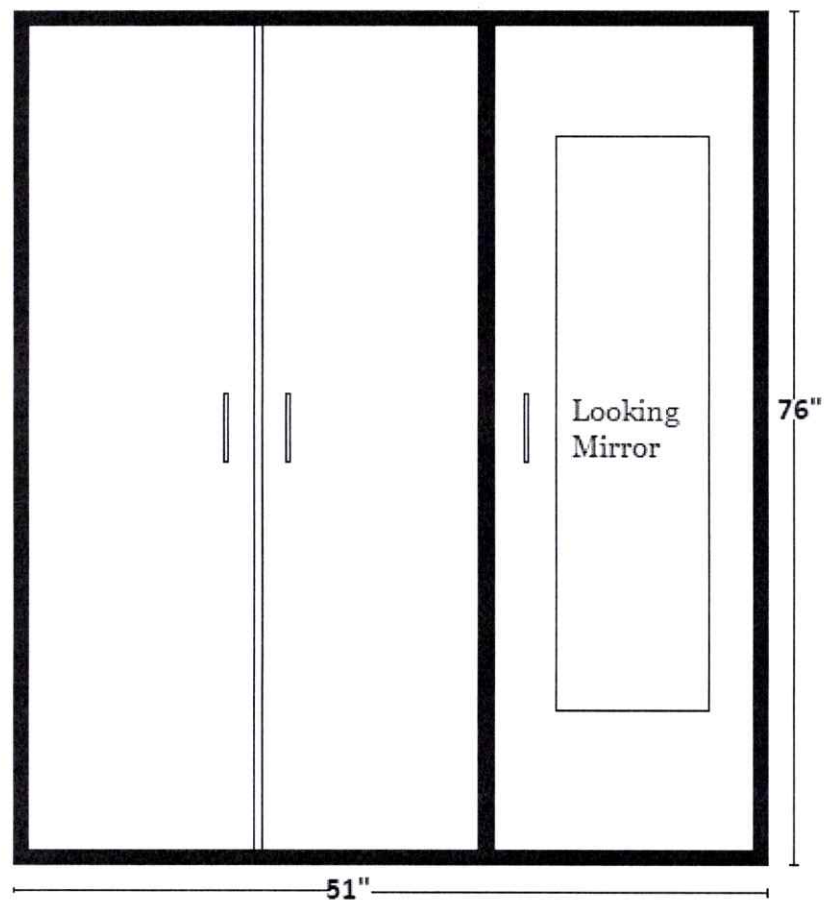
## Handles

The handles should be of 150 mm size chromium plated brass handles of approved make, pattern and finish.



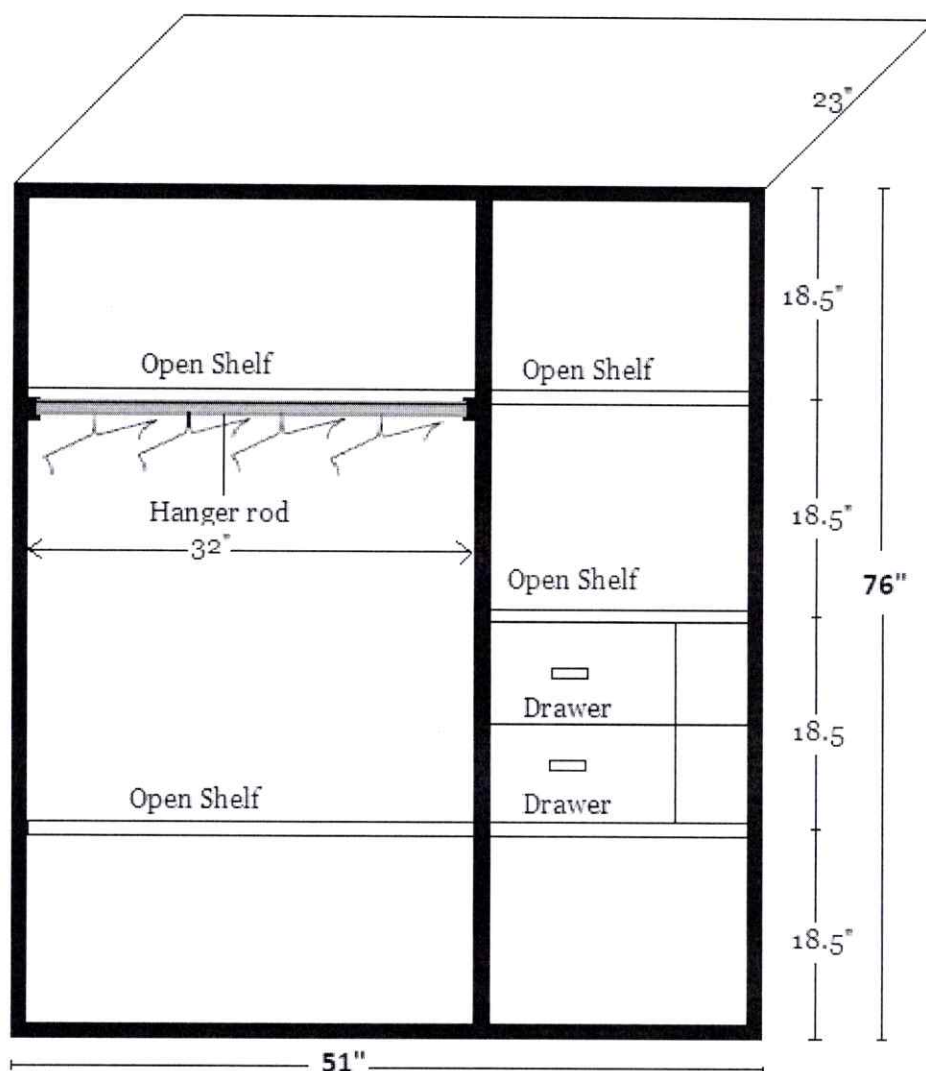


## Typical drawing of Cupboard



FRONT ELEVATION





Note: Tentative dimensions are mentioned in the BOQ. Contractor should refer the drawing for idea of layout and carry out the work after carrying out detailed measurements at site.





## **SAFETY CODE**

1. As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must ensure at all time that these are followed without any deviation.
2. Smoking and chewing pan/tobacco/gutkha, consuming alcohol any other drugs etc by persons deployed by Contractor are strictly prohibited in the building premises.
3. The Contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding the safety during working of his staff in the premises/site.
4. It is entirely the responsibility of the contractor to follow the safety procedures depending upon the nature of works and the Contractor is free to approach NABARD for any suggestion in this regard. However, if there is any lapse in following the safety procedures, the same will be viewed seriously.
5. An adequate insurance cover shall be arranged by the Contractor for all employees/workmen against accident & the Bank shall not be responsible for any liability arising out of any accident / injury caused to the employees/workmen while performing the work and Bank should be kept indemnified from any such eventualities.

### **Declaration by the Contractor:**

We / I have read and understood the Safety code for the said contract and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Signature:

Place:

Date:

Name and Seal:



## **Proforma for Electronic Payment**

Details of Bank Account to be furnished by the contractor/service provider for effecting the payment through ECS (e-payment).

Name and address of contractor/service provider with phone No.:

<b>Sr. No.</b>	<b>Details required</b>	<b>Information furnished</b>
1	Name of the account holder (as appearing in the Bank account)	
2	Name of the Bank	
3	Name of the branch	
4	Account number	
5	RTGS/NEFT/IFS code	
6	PAN No.	
7	GST No.	

Please attach.

- i. Photocopy of one cancelled cheque leaf of the above Bank Account
- ii. Copy of PAN Card
- iii. Copy of GST No
- iv. Copy of Registration of the Firm





**करार का अनुच्छेद**  
**ARTICLES OF AGREEMENT**  
(On Non- Judicial **stamp** paper)

यह करार का अनुच्छेद 2024 के----- माह के ----- वें दिन राष्ट्रीय कृषि और ग्रामीण विकास बैंक जिसका प्रधान कार्यालय प्लॉट न. सी 24, जी ब्लॉक, बान्द्रा कुर्ला कॉम्प्लेक्स, बांद्रा (ईस्ट) मुम्बई 400 051 में स्थित है और इसका पंजाब क्षेत्रीय कार्यालय, प्लॉट न. 3, सेक्टर 34-ए, चंडीगढ़ में स्थित है। (इसके बाद इसे नियोक्ता / बैंक कहा गया है) एक पक्ष और मैसर्स -----में स्थित है (जिसे इसके बाद आपूर्तिकर्ता अथवा ठेकेदार कहा जायगा) दूसरे पक्ष के बीच यह करार निष्पादित किया गया है।

ARTICLES OF AGREEMENT made on this ..... day of ..... (month) ..... between the National Bank for Agriculture and Rural Development (NABARD) (hereinafter called "the Employer") and having its Head Office at C-24, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai-4000051 of the one part and M/S..... (hereinafter called "the Tenderer" or "the contractor") and having its registered office at ..... of the other part.

जबकि नियोक्ता हाउसफेड कॉम्प्लेक्स, फेज़- X, सेक्टर -64, मोहाली के स्टाफ क्वार्टर में चिनाई वाली खाली जगह में लकड़ी की अलमारी उपलब्ध कर फिक्स कराने का काम निष्पादित करने का इच्छुक है और प्राइस बिड के खंड के अनुसार किए जाने वाले निर्दिष्ट और वर्णित कार्य को नियोक्ता के निर्देशन में करने के लिए इच्छुक है।

WHEREAS the Employer is desirous of getting executed the work of Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali". and as per the clause of price bids showing and describing the work to be done under the direction of the Employer.

और जबकि उक्त प्राइस बिड पर पार्टियों की ओर से हस्ताक्षर किए गए हैं।

AND WHEREAS the said Price Bid have been signed by on behalf of the parties hereto.

और जबकि निविदाकार प्राइस बिड और अनुबंध की शर्तों (जिनमें से सभी को सामूहिक रूप से इसके बाद "उक्त शर्तों" के रूप में संदर्भित किया जाता है) में निर्धारित शर्तों के अधीन, उक्त तकनीकी विशिष्टताओं पर दिखाए गए कार्य को निष्पादित करने के लिए सहमत हो गया है, और प्राइस बिड में संबंधित दरों को शामिल किया गया है, जो उसमें आने वाली राशि या ऐसी अन्य राशि है जो उसके तहत देय होगी (इसके बाद "उक्त अनुबंध राशि" के रूप में संदर्भित)।

And Whereas the Tenderer has agreed to execute upon and subject to the conditions set forth in the Price Bids and Conditions of Contract (all of which are collectively hereinafter referred to as "the said conditions") the work shown upon the said technical specifications, and included in the Price Bid at the respective rates



therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as "the said contract amount").

अब इस बात पर निम्न तरह से सहमति है:-

NOW IT IS HEREBY AGREED AS FOLLOWS:-

इसके बाद उल्लिखित विचार में, निविदाकर्ता संलग्न शर्तों के अधीन, मात्रा की अनुसूची और उक्त शर्तों में वर्णित या संदर्भित अनुबंध में दिखाए गए कार्यों को पूरा करेगा।

1. In consideration hereinafter mentioned, the Tenderer will upon and subject to the conditions annexed, carry out and complete the works shown in the contract, described by or referred to in the Schedule of Quantities and in the said conditions.

2. नियोक्ता निविदाकार को उक्त अनुबंध की राशि या उक्त शर्तों में निर्दिष्ट समयावधि और तरीके से राशि देय होगी।

2. The Employer shall pay the Tenderer the said contract amount or such sum as shall become payable at the times and in the manner specified in the said conditions.

3. उक्त शर्तें और उसके परिशिष्ट और उसके साथ संलग्न दस्तावेजों को इस समझौते के भाग के रूप में पढ़ा और समझा जाएगा और पार्टियों को क्रमशः उक्त शर्तों और पत्राचार का पालन करना होगा, और अपनी ओर से समझौते का पालन करना होगा। यह करार और इसमें उल्लिखित दस्तावेज़ इस अनुबंध का आधार बनेंगे। जारी किए गए निविदा दस्तावेज और कार्य आदेश भी इस समझौते का हिस्सा होंगे।

3. The Said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreement on their part respectively in the said conditions and the documents contained herein. This Agreement and documents mentioned herein shall form the basis of this contract. The Tender document and work order issued will also form part of this agreement.

4. यह संविदा हाउसफेड कॉम्प्लेक्स, फेज़- X, सेक्टर -64, मोहाली के स्टाफ क्वार्टर में चिनाई वाली खाली जगह में लकड़ी की अलमारी उपलब्ध कर फिक्स करने के कार्य के लिए आइटम रेट का कांट्रैक्ट है और शेड्यूल ऑफ रेट में निर्धारित दरों पर मापी गई मात्रा के अनुसार और संभावित मात्राओं के अनुसार या उक्त शर्तों के अनुसार इस कार्य के लिए भुगतान किया जाएगा।

4. This contract is an item rate contract for carrying out the work of Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali and to be paid for according to actual measured quantities at the rates contained in the Scheduled of Rates and probable quantities or as provided in the said conditions.





5. निविदाकार नियोक्ता द्वारा नियुक्त अन्य सभी ठेकेदारों के कार्यों के लिए हर उचित सुविधा प्रदान करेगा और ऐसे कार्यों के पूरा होने के बाद नियोक्ता की किसी भी संपत्ति को उनके या उनके लोगों द्वारा किए गए किसी भी नुकसान की भरपाई करेगा।

5. The Tenderer shall afford every reasonable facility for the works of all the other Contractors, who are engaged by the Employer and shall make good any damage done by them or their people to any of the Employer's property after the completion of such works.

6. नियोक्ता इस अनुबंध पर किसी भी पूर्वाग्रह के बिना अपने विवेक से किसी अन्य ठेकेदार एजेंसी को नियुक्त करके किसी भी वस्तु या कार्य को जोड़कर या हटाकर कार्य की प्रकृति को बदलने का अधिकार सुरक्षित रखता है। अनुबंध में नियोक्ता से लाभ की हानि/काम करने के अवसर की हानि का दावा करने का कोई अधिकार नहीं होगा।

6. The Employer reserves to itself the right of altering the nature of work by adding to or omitting any items or work or having portions of the same carried out by engaging any other contractor agency at its sole discretion without prejudices to this contract. The contract shall not have any right to claim loss of profit/loss of opportunity to work from the Employer.

7. नियोक्ता को यह अधिकार होगा कि वह इस संविदा पर प्रतिकूल प्रभाव डाले बिना किसी भी कार्य को जोड़कर अथवा हटाकर अथवा उक्त कार्य के किसी भाग को किसी और से कराकर कार्य के स्वरूप में बदलाव कर सकता है।

7. The Employer reserves to itself the right of altering the drawings & nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.

8. नियोक्ता के पास बिना कोई कारण बताए किसी भी समय निविदा एवं उक्त पुरस्कृत कार्य ठेकेदार को दिया हुआ रद्द करने का अधिकार सुरक्षित है।

8. The employer reserves the right to cancel the tender & the said awarded work to the contractor at any point of time without citing any reasons.

9. निविदाकार को अंतिम बिल के साथ "कोई अन्य दावा नहीं हेतु प्रमाणपत्र" जमा करना होगा और एक बार नियोक्ता द्वारा अंतिम बिल का निपटान हो जाने के बाद, निविदाकर्ता को किसी भी निविदा से संबंधित या गैर-संबंधित कार्य हेतु दावा करने का कोई अधिकार नहीं होगा।



9. The Tenderer shall have to submit the “no other claims certificate” along –with the final bill and once the final bill is settled by the Employer, the Tenderer will not have any right to claim for either any tender related or non-related work.

10. कार्य अवधि को इस अनुबंध का मूल तत्व माना जाएगा, निविदाकार इसके द्वारा निविदा में निर्धारित 2 महीने के भीतर काम पूरा करने के लिए सहमत है, जिसकी गणना कार्य आदेश जारी होने की तारीख के 10 वें दिन से की जाएगी, फिर भी नियोक्ता द्वारा अनुमत समय के विस्तार का प्रावधान है।

10. Time shall be considered as the essence of this contract, the Tenderer hereby agrees to complete the entire work within 2 months as prescribed in the tender, which shall be reckoned from 10th day of the date of issue of work order subject nevertheless to the provision for extension of time as permissible by the Employer.

11. इस समझौते से उत्पन्न होने वाले या किसी भी तरह से जुड़े सभी विवादों की सुनवाई चंडीगढ़ में होगी और केवल चंडीगढ़ में आपसी सहमति से दोनों पक्षों द्वारा नियुक्त एकमात्र मध्यस्थ के पास ही इसे निर्धारित करने का अधिकार क्षेत्र होगा।

11. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Chandigarh and only the sole Arbitrator as appointed by both the parties upon mutual consent in Chandigarh shall have the jurisdiction to determine the same.

12. यह समझौता दो प्रतियों में निष्पादित किया जा रहा है, नाबार्ड को मूल प्रति अपने पास रखनी होगी और ठेकेदार को उसकी डुप्लीकेट प्रति अपने पास रखनी होगी।

12. This agreement is being executed in duplicate, NABARD should keep the original and the Contractor shall keep the duplicate.

13. इस कांट्रैक्ट के सभी पक्षों को निविदाकर्ता द्वारा पढ़ लिया गया है और पूरी तरह से समझ लिया गया है। इसके साक्ष्य में, नियोक्ता ने अपने विधिवत प्राधिकृत अधिकारियों के माध्यम से इन उपस्थित साक्षियों के समक्ष हस्ताक्षर किए हैं और निविदाकर्ताओं द्वारा अपनी मोहर यहाँ लगा दी गई है और इसकी दो डुप्लीकेट प्रतियों पर इसकी ओर से ऊपर लिखित दिन, माह और वर्ष को और स्थान पर एग्जीक्यूट/हस्ताक्षर करेंगे।

13. That the all parties of this contract have been read and fully understood by the tenderer. In WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized officials and the Tenderers has caused its common seal to be affixed hereunto the said two duplicates here of to be executed on its behalf, the day and year first herein above written.





हस्ताक्षरित, मुद्रांकित और प्रदत्त

Signed, sealed and delivered

श्री/By Shri \_\_\_\_\_ द्वारा

नाबार्ड के लिए/ की ओर से

For & on behalf of NABARD

उपस्थित साक्षी/In the presence of

1.....

2.....

हस्ताक्षरित, मुद्रांकित और प्रदत्त

Signed, sealed and delivered

श्री/by Shri \_\_\_\_\_ द्वारा

ठेकेदार के लिए और उसकी ओर से

विधिवत् प्राधिकृत हस्ताक्षरकर्ता

the duly authorized signatory for &  
on behalf of the Contractor

उपस्थित साक्षी /In the presence of

1.....

2.....

**Note: Bank reserves the right to modify the contents of the Articles of the Agreement before the agreement is entered with the contractor.**



## INDEMNITY BOND

(to be submitted by the successful bidder)

(On Non-Judicial Stamp Paper)

Known by all men by those present that I, Shri ..... of M/s ..... do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (NABARD), having their Regional Office at Plot No. 3, Sector 34-A, Chandigarh – 160022 and M/s ..... having their registered office at..... On this .....day of ..... 2024.

Whereas NABARD have appointed M/s ..... as the Contractor for their proposed work relating to “Providing and Fixing Wooden Wardrobes in existing Masonry open space in Staff Quarters at Housefed complex, Phase – X, Sector -64, Mohali”.

THIS DEED WITNESSETH AS FOLLOWS:-

I/We, on behalf of M/s ..... hereby do indemnify to keep NABARD and its Employees harmless against and from any third party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, for our negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us, any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any of our sub-contractor/s if any, servants or agents

any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of land in the course of employment of any workmen/employee.

Any act or omission of mine/ours or sub-contractor/s, if any, our/their servants or agents which may involve any loss, damage, liability, civil or criminal action.

Signed, sealed and delivered

By Shri \_\_\_\_\_

the duly authorized signatory for &  
on behalf of the Contractor  
In the presence of

1.....

2.....





## VIRTUAL COMPLETION CERTIFICATE

Having executed the work in terms of the contract, we hereby certify and affirm that we have virtually completed the contracted works on \_\_\_\_\_.

We hereby certify that the work has been executed wholly to our satisfaction and with materials and workmanship in accordance with the contract.

We do certify further that we have executed the work in accordance with the applicable laws and without any transgression of such laws.

Signature of the Contractor:

Place:

Date:

Name:

Address:

Seal:



## No Claim Certificate

To

### The Chief General Manager

National Bank for Agriculture and Rural Development

Punjab Regional Office

Plot No.3, Sector -34-A

Chandigarh - 160022

Dear Sir

Sub: Contract No.\_\_\_\_\_type of work\_\_\_\_\_

We have received the sum of Rs.\_\_\_\_\_  
(Rupees\_\_\_\_\_only) from you in full and final  
settlement of all the payments due to us for the supply of/execution of\_\_\_\_\_ under  
the abovementioned contract agreement between us and the Bank. We hereby  
unconditionally and without any reservation whatsoever, certify that with this  
payment, we shall have no claim whatsoever, of any description, on any account,  
against you, against aforesaid contract agreement executed by us. We further declare  
unequivocally that with this payment, we have received all the amounts payable to us,  
and have no dispute of any description, whatsoever, regarding the amounts worked  
out as payable to us and received by us, and that we shall continue to be bound by the  
terms and conditions of the contract agreement as regards performance of the  
contract.

Yours faithfully

Contractor

Place:

Date:





## Letter of Authorization to Bid

(LETTER TO THE BANK ON THE COMPANY'S / FIRM'S LETTER HEAD)

Ref No:

Date:

To

The Chief General Manager

Punjab RO, Sector 34 A, Chandigarh-160022.

Dear Sir,

Subject: Authorization Letter for attending opening of bid documents

Ref: Tender no/name.....

We \_\_\_\_\_ (name of the company) have submitted our bid for participating in Bank's Tender dated \_\_\_\_\_ for \_\_\_\_\_. We also confirm having read and understood the terms of Tender as well as the conditions & requirements.

As per the terms of Tender, we nominate Mr. \_\_\_\_\_, designated as \_\_\_\_\_ of our company to participate in the bidding process. NABARD shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr. \_\_\_\_\_ on behalf of the company in the bidding process. We agree and understand that NABARD may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	Name of Authorised Representative
Name –	Designation of Authorised
Company / Organization –	Representative
Designation within Company / Organization –	Signature of Authorised
Address of Company / Organization –	Representative
	Verified by



# Financial Bid: Schedule of Quantities





S. No	Description of Items	Qty.	Unit	Rate (Rs.)	Total (Rs.)
1.	<p><b>Wooden Cupboard-</b> Providing and fixing 19 mm thick Marine Grade Plywood Conforming to IS 710 of approved make in existing Masonry open space of required size with front shutter, shelves, drawers and frame as per site conditions, (approximate dimensions of vacant area available: Breadth = 51", Depth = 23", Height = 76", Total shutter doors = 3 in No., Total Drawers with locks and channel left + right – 02 in No., Number of shelves to be provided = 02 nos. of full breadth and 01 no. of breadth = 15" approx.) with 1.00 mm thick decorative laminate of approved make, texture and shade on exposed face of cupboard shutters and 0.8 mm thick balancing laminate shall be fixed on all faces (inner) of cupboard shelves, drawers and unexposed face of shutters with stainless steel piano hinges ( all along the edge of shutter ). The frame shall be made of Kiln seasoned and chemically treated hard wood battens 38 x 75 mm. The edges to be finished with 2nd class teak wood lipping of 21 X 5 mm painted with synthetic enamel paint complete. Cover moulding with 2nd class teak wood lipping to be provided of size 12 x 75 mm on outer part as per site condition as directed by the official-In-Charge.</p> <p>P/F 20 mm dia Stainless Steel Closet rod.</p>	26.92	Sqft		



	<p>P/F magnetic catcher in shutters: Double strip horizontal type. Total 06 per wardrobe. (02 per shutter)</p> <p>P/F chromium plated brass handles of 150 mm size in shutters. Total 03 per wardrobe.</p> <p>P/F looking glass of 60" x 12" (approximate size) of thickness 5/6 mm on one of the shutters.</p> <p><b>(Only front elevation area shall be measured in Sqft. for payment).</b></p>				
2.	<p>Providing and applying white cement-based putty of average thickness 1 mm of approved brand and manufacturer inside the existing Masonry open space to prepare the surface even and smooth.</p> <p>Carrying out Painting of the existing Masonry open space with 2 or more coats of synthetic enamel paint of approved brand and manufacture of required colour to give an even shade as per site condition as directed by the official-In-Charge.</p> <p>Carrying out repair of the wall surface damaged while executing wood work with CM 1:4 (1 Cement : 4 fine Sand) in line and level followed by applying white cement based putty of average thickness 1 mm of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete and Distempering outside with 1st quality acrylic distemper (ready mixed) having VOC content less than 50 gms/litre, of approved manufacturer, of required shade</p>	1	L.S		





	and colour complete, as per manufacturer's specification.				
	<b>Total Amount for 1 wardrobe (excluding GST)</b>				

**Total Amount for 1 wardrobe (excluding GST) – Rs. \_\_\_\_\_**

**Total Amount for 27 Wardrobes (excluding GST) – Rs. \_\_\_\_\_**

<b>Sr. No.</b>	<b>Description of items</b>	<b>As per detailed estimate</b>
<b>1</b>	<b>Cost of work for 27 wardrobes</b>	
<b>2</b>	<b>Add GST- 18%</b>	
	<b>Grand Total</b>	

**Total amount in words:**

Note –

1. The contractor has read all the terms and conditions of the tender and quoted the rates accordingly.
2. The contractor has to submit the Rate Analysis of all the items to the bank if required.
3. Good quality workmanship has to be ensured.
4. For all dismantling/removal items, the cost of dismantling and its disposal at the designated place shall be included. No extra charges will be paid.
5. The make/brand of the main items have been mentioned in the tender.

**Accepted Terms and Conditions**

**(Sign of Authorized Bidder)**

**Name**

**Stamp**

**Address**

**Date -**



