

RFQ for the work of
‘Providing Wooden Storage Cabinet with Glass for Crockery at NABARD
House Executive Quarters, BKC, Mumbai’



Department of Premises, Security and Procurement,
NABARD Head Office, Gr. Floor, A-Wing, C-24, G- Block,
Bandra Kurla Complex, Bandra (E), Mumbai-400051
dpsp@nabard.org

Date of issue of RFQ document	11th April 2023
Site visit pre-bid meeting	21st April 2023 (11 AM)
Due date for submission of quotations	02nd May 2023(2 PM)
Date and time of opening quotations	02nd May 2023(3 PM)



Request for Quotations (RFQ)

Ref. No. NB.DPSP / Premises/

/ NH/ Display-Cupboard / 2023-24

11th April 2023

To,

EMPANELLED CONTRACTORS

in Category-II & above (Trade-1) (General Civil, Sanitary, Plumbing and Carpentry works)

Dear Sir,

Tenders for Providing Wooden Storage Cabinet with Glass for Crockery at NABARD House Executive Quarters, BKC, Mumbai

Sealed Tenders in single part are invited for **Providing Wooden Storage Cabinet with Glass for Crockery at NABARD House Executive Quarters, BKC, Mumbai** – 400 051.

Sealed Tenders in single part are to be addressed to ‘The Chief General Manager’, Department of Premises, Security & Procurement, ‘G’ Block, Plot No. C-24, Bandra Kurla Complex, Bandra (E), Mumbai – 400051 and need **to be submitted on or before 2 PM on 02nd May 2023.**

2. The scope of work are as per the BOQ enclosed (Price Bid).
3. The terms and conditions are as follows:
 - i. An Earnest Money Deposit (EMD) of Rs. 10,200/- (Rupees Ten Thousand Two Hundred only) must be deposited by electronic mode only (NEFT/RTGS) as per the Bank account details indicated in Annexure-I. Cheques/ DDs shall not be accepted. The duly filled in Annexure-I must be submitted with the bids. **MSME are exempted from EMD (Valid MSME certificate is to be submitted).**
 - ii. Bids without EMD will not be considered. The EMD of the unsuccessful bidders will be refunded. The EMD of successful bidder will be refunded only after completion of the work and Defect Liability Period (DLP). The DLP shall be one year from the submission and acceptance of **Virtual Completion Certificate**

(Annexure-IV) and will be forfeited if the bidder backs out from the work or failed to rectify the defects during the DLP.

- iii. The work is to be completed within 45 days from the 7th day of issue of the work order.
- iv. The rates may be quoted strictly as per the attached schedule of quantities. You may inspect the site before quoting to confirm yourself about the nature and scope of work.
- v. All necessary tools & plants, manpower, cables, wires, consumables, etc. for the work shall be arranged by the contractor.
- vi. The quoted price shall be inclusive of all taxes, GST, freight, insurance premium, etc. Nothing extra will be paid over and above the rates quoted by the contractor on this account.
- vii. Full Payment will be made after satisfactory completion of the work. It may be noted that no advance will be paid. Payments will be made after deduction of applicable taxes at one go.
- viii. The payment will be released through electronic fund transfer only. All the bidders should submit the details such as Bank details, GST and PAN details in Payment details proforma **(Annexure-II)**. Duly filled Annexure-II is to be submitted along with sealed quotation.
- ix. The Contractor shall be fully responsible and shall indemnify NABARD with suitable Insurance cover in the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workmen. The decision of NABARD in this regard shall be final and binding. Contractor will have to submit the copy of the Contractors all Risk insurance policy for the values of work indicated in the award letter along with an undertaking on his letter head to the effect that contractor is responsible for any accidents or casualties at the site as per the proforma enclosed **(Annexure-III)**.
- x. The Contractor should 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.

- xi. Successful bidder has to execute an agreement with 10 days from the date of award letter.
- xii. The personnel deployed by the Contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
- xiii. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.
- xiv. All the rates must be quoted in figure for each of the item, neatly and all the corrections shall be initialed. No conditional rebate will be accepted.
- xv. If on check, differences are observed between the rates given by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - a. When there is a difference between the rates in figures and in words the rates which corresponds to the amounts worked out by the Contractor shall be taken as correct.
 - b. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - c. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.
- xvi. Defect Liability Period (DLP) shall be one year after the date of virtual completion of the work.
- xvii. Security Deposit / Retention money deposit shall be deducted @ 5% of the value of work done from bill and shall be refunded after expiry of defects liability period. The EMD of successful contractor shall be adjusted within the security deposit. No interest will be paid on EMD, Security Deposit/ Retention Money. No mobilization advance will be given to contractor.

- xviii. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
- xix. The contractor will clear the site by removing the debris, balance materials, etc. from the site. The certification in this regard shall be taken from the ACT and shall be attached with the Final Bill.
- xx. NABARD reserves the right to place order for all or only some of the items or to change the quantities of the items. NABARD also reserves the right to accept or reject any quotation without assigning any reasons thereof.

Yours faithfully

(Vikas Mittal)
Deputy General Manager

Encl.: 1. BOQ (Price Bid)
2. EMD Credit details proforma (Annexure-I)
3. Payment details proforma (Annexure-II)
4. Declaration by contractor for taking insurance cover for the workers at site (Annexure-III)
5. Virtual Completion Certificate(Annexure-IV)

PRICE BID/ B.O.Q.

**Providing Display Cupboard (16 nos.) in Drawing Room of NABARD House
flats**

S.No.	PARTICULARS	QTY	UNIT	RATE	AMOUNT
A.	Display Cupboard				
1	<p>1. Wooden Storage Cabinet with Glass for Crockery etc. having size of 1.80 mtr.(width) x .9 mtr.(height) x .5 mtr.(depth), with 3 nos. drawers, and 2 nos. double flap glass doors with auto-closure hinge arrangement with frame as per the direction.</p> <p>2. Display Cupboard shall have 19 mm thick both side balancing lamination factory pressed BWP grade marine ply as per IS 710, with Shelf/drawer/door flap having 12 mm thick marine plywood conforming to IS: 710 of the cabinet, with decorative veneer (4 mm) on side and front of the display cupboard (including flap, drawer) with appropriate molding on the corner and The bottom of the lowest drawer shall be minimum 75 mm above the floor level etc. complete as per the direction.</p> <p>3. The drawer front shall have a back cover secured to it to make it box type. The drawer shall have an arrangement on the sides to seat it on the telescopic channel with auto-closure arrangement and an arrangement by a locking</p>	16	Nos.		

	<p>mechanism to stop it when fully pushed in/out.</p> <p>4. 1 mm Sun-mica on the shelf and back of the cabinet over the prescribed plywood as per approved shade, float glass (4 mm) shall be fixed on the flap door (3 nos.) with necessary fittings, Telescopic drawer channel 500 mm long in each drawer (3 nos.), with stainless steel fancy handle on drawer and doors with stainless steel butt hinges, Each drawer of the cabinet shall be removable but shall be fitted with a positive stop to prevent inadvertent withdrawal. The drawers may be fitted with an automatic check to prevent rebound, etc. complete as per the direction.</p> <p>5. Providing and applying two coats of an approved wood preservative for anti-termite treatment to wooden surface as per manufacturer's specifications and as directed.</p> <p>6. French spirit polishing : Two or more coats on new works including a coat of wood filler of approved brand and manufacture of required color to give required shade: Two or more coats on new work over an under coat of suitable shade with ordinary paint of approved brand and</p>			
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	manufacture and as per the direction.				
	7. All necessary hardware's, wooden members with required thickness for fixing telescopic channel rails and filling the gaps shall be included in the quoted rate.				
Sub Total (A)					
B.	Total in Rs. (A)				
C.	GST @ 18%, as applicable in Rs.				
D.	Grand Total in Rs. (B + C)				

Total in words (Rupees)

Accepted all terms and conditions given in notice inviting quotation Ref. No. NB.DPSP / Premises/ / NH/ Display Cupboard / 2022-23 of date:

Date:

Place:

Signature with seal:

Proforma of EMD credit details (Annexure-I)

Providing Display Cupboard (16 nos.) in Drawing Room of NABARD House flats

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

(EMD details to be filled by bidders)

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

Date:

Place:

Signature with seal:

Pro-forma of Payment details (Annexure-II)

**Providing Display Cupboard (16 nos.) in Drawing Room of NABARD House
flats**

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 (enclose copy of cancelled cheque)		

Name of the Agency:

Date:

Place:

Signature with seal:

Annexure-III

Declaration by contractor for taking insurance cover for the workers at site

**The Chief General Manager,
Department of Premises, Security & Procurement
Head Office – BKC, Bandra (East)
Mumbai – 400 051**

Dear Sir,

Providing Display Cupboard (16 nos.) in Drawing Room of NABARD House flats

With respect to the captioned work and the quotation dated _____ submitted by me, I, Shri/ Smt. _____, proprietor of M/s _____ hereby submit that, all necessary insurance covers for any accidents or any other eventualities for the work on site have been taken by me and NABARD will not be held responsible for the same. I will be solely, held responsible in case any accidents or causalities occur at the site for this work.

(For M/s _____)

Name: _____
Seal of contractor)

(Signature &

Date:

Place:

Annexure - IV

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 :