NOTICE INVITING TENDER

Dear Sir

Tender for Annual Maintenance contract for providing housekeeping services for NABARD Gardens Staff Quarters, Dr. Pai Road Poojapura, Thiruvanthapuram for the period 01st April 2021 to 31st March 2023

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/tenders in two parts from all eligible bidders, Tender for Annual Maintenance contract for providing housekeeping services for NABARD Gardens Staff Quarters, Dr. Pai Road, Poojapura, Thiruvanthapuram for the period 01st April 2021 to 31st March 2023 as per the terms and conditions contained in the tender.

2. The tender Document may be obtained from the Bank’s office located at National Bank for Agriculture and Rural Development. Kerala Regional Office, Punnan Road, Statue Thiruvananthapuram – 695001 or downloaded from https://www.nabard.org

3. Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login NABARD’s eProcurement portal (https://nabard.eproc.in/)

4. Tenderers are requested to submit their bids through e-tendering (e-bid) mode by login eProcurement portal of NABARD (https://nabard.eproc.in/) for the aforesaid Tender as per detailed technical specifications and other requirements as mentioned specifically elsewhere in this e-tender document. For this purpose, tenderers will be required to register themselves on e-Procurement portal of NABARD and create user ID and Password. For more information regarding e-bid process and procedure of submission of e-bid, bidders may follow ‘Bidding Manual’ available on e-Procurement portal of NABARD or seek assistance of Help Desk / Support Team of M/s C1 India Pvt. Ltd., the facilitating agency, engaged by NABARD for e-procurement process (contact details are given on next page).
5. The e-tender will be available to the bidders/contractors on e-Procurement portal of NABARD (https://nabard.eproc.in/) for download from 12:00 PM on 18th March 2021 and also on NABARD’s website (for reference purpose) https://www.nabard.org/ as well as from Central Public Procurement Portal. There will be no charges for downloading the tender documents from the website. However, hardcopy of the tender document issued by NABARD shall be charged at Rs.500/- (Rupees Five Hundred Only). Reference copy of the same can be downloaded from website for free. The amount is to be remitted through e-transfer towards the cost of the tender document, to be directly credited in NABARD’s Account No. NABADMN30 and IFSC Code No: NBRD0000002.

6. Tenderers are advised to submit e-tender (e-bids) through eProcurement portal of NABARD (https://nabard.eproc.in/) only, after carefully following the instructions related to systems and procedures as indicated on the link and step-wise tutorials (Vendor Guide) provided for submission of e-bids. Tenderers can upload their tender documents directly from their PC in the designated folder created for them in On-line Bid form. Please refer the section on uploading various Tender documents in the help guide provided in the Bidding Manual (Vendor Guide) available in the home page at NABARD e-Procurement portal. In case of any further guidance, help and support while submission of e-bids, NABARD has engaged M/s C1 India Pvt. Ltd. As a facilitating agency who have created exclusive ‘Help Desk’ / ‘Support Team’ for facilitation of bidders. Their contact details are mentioned as under:

   i. Fairlin Jivin 0124-4302000 ext 112, email- fairlin.jivin@ctindia.com
   ii. Ujwala Shimpi 0124-4302000 ext 114, email id- ujwala.shimpi@ctindia.com
   iii. Saranraj Niacker 0124-4302000 ext 110, email id- saranraj.naicker@ctindia.com
   iv. All the email to be CC marked to dpsp.trivandrum@nabard.org
   v. Any clarification with regards to the tender or tender uploading may also be contacted at 0471-2701673/654/643

7. The tenderer/bidder shall submit two separate e-bids for the captioned Tender i.e. Technical Bid and Financial Bid which should be completed in all respect. The same can be downloaded online from the NABARD’s e-Procurement website viz. https://nabard.eproc.in.

8. Instructions regarding Technical Bid, Financial Bid, electronic bid (e-bid) submission process and description & scope of work and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.

9. It must be noted that the only Bidders who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process. Tenderer must implement Integrity Pact (IP) in the prescribed format (Schedule H) in all phases of the contract. (http://www.cvc.nic.in)

10. **e-Tenders must be submitted online not later than 12:00PM on 10th March**
2021. Tenders received after stipulated date and time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time.

11. The Technical Bids will be opened online on **10th March 2021 at 03:00pm** at NABARD Kerala Regional Office in presence of the interested bidders who choose to be present or in any eventuality, on the date and time as decided by NABARD. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorization letter from the respective bidder on their letterhead for participating in the technical bid opening.

12. The Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of Financial Bid shall be intimated separately to the technically qualified bidders only.

13. The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

14. NABARD does not bind itself to accept the lowest bid (L1).

15. The decision of the bank shall be final and binding with regard to technical and financial bids and the e-tendering process. Notice

16. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

17. The bids shall remain valid and open for acceptance for 3 months from the date of opening of price/financial bid.

18. All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.

19. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm/firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserves the right to reject the tender.

20. NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD’s e-Procurement portal, NABARD’s website only.

21. Earnest Money Deposit (EMD) - The EMD of ₹31720/- is to be be directly credited in NABARD’s Bank Account No. NABADM30 and IFSC Code No: NBRD0000002. The copy of the deposit challan is to be uploaded onto the portal.

22. EMD is exempted for MSEs certificate holder for manpower category as defined in
MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations.

23. PRE-CONTRACT INTEGRITY PACT: Pre-contract Integrity Pact as per the format given below may be filled and submitted along with the Technical Bid, failing which the tender will not be considered. The pre Contract integrity pact soft copy is to be uploaded on the web site & hard copy is to be submitted to NABARD Regional Office, Punnen Road, Statue, Thiruvanthapuram. To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder. The Name of the Independent External Monitor (IEM) Shri Pramod Kumar Sangewar, IRSS (Retd.) H. No. 12-5-65/1, Flat No. log Sri Harsha Sethuram Unique Vijayapuri Colony, South Lalaguda Secunderabad 500017 Telangana State

Yours Faithfully

Ramalingam K
Deputy General Manager