



**National Bank for Agricultural and Rural Development**

West Bengal Regional Office

DP-2, Sector-5, Salt Lake, Kolkata-700091

Tel.: 033 4087 9600 \* Fax: 0361 2235657

Email: [dpsp.kolkata@nabard.org](mailto:dpsp.kolkata@nabard.org) \* Website: [www.nabard.org](http://www.nabard.org)

**(For empaneled vendors only) Tender for repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata- 700091.**

Name of the Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Last date and time for submission of tender: **11:00 hours on 29 September 2023**

### **IMPORTANT DATES AND POINTS**

<b>Sl. No.</b>	<b>Description</b>	<b>Remarks</b>
1	Starting Date and time of issue of Tender Documents	18 September 2023
3	Last Date and Time for submission of Tender Document	29 September 2023 up to 11:00 AM
5	Date and Time of opening bid	29 September 2023 at 02:00 PM
7	Validity of Bid	90days from the date of opening of bid
8	Date of Completion of the work	60 days from the date of issue of Work Order.
11	Bid documents will be available at website only	<a href="http://www.nabard.org">http://www.nabard.org</a> CPP Portal
12	Address for Submission of Bid Documents	The Chief General Manager, NABARD, West Bengal Regional Office, DP-2, Sector-5, Salt Lake, Kolkata- 700091

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**निविदा आमंत्रण सूचना**  
**(सिविल कार्यों के लिए नाबार्ड के साथ सूचीबद्ध वेंडरों के लिए)**  
**NOTICE INVITING TENDER**  
**(For Vendors empaneled with NABARD for Civil works)**

संदर्भ सं. राबै. कोल/ डीपीएसपी/ /वीओएफ मरम्मत कार्य/ 2023-24 दिनांक 18 सितंबर 2023  
Ref. No. NB.Kol/ DPSP / /VOF repairing works / 2023-24 Date:18 September 2023

महोदया/ महोदय,  
Dear Sir/Madam,

**नाबार्ड, पश्चिम बंगाल क्षेत्रीय कार्यालय, कोलकाता- 700091 में आगंतुक अधिकारी फ्लैट (वीओएफ), कार्यपालक लॉन्ज, लॉबी क्षेत्र आदि के मरम्मत एवं पुनः रंगाई कार्यों के लिए निविदा**  
**Tender for repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata- 700091.**

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड) उपरोक्त कार्य के लिए सूचीबद्ध वेंडरों से नाबार्ड, पश्चिम बंगाल क्षेत्रीय कार्यालय, कोलकाता- 700091 में आगंतुक अधिकारी फ्लैट (वीओएफ), कार्यपालक लॉन्ज, लॉबी क्षेत्र आदि के मरम्मत एवं पुनः रंगाई कार्य के लिए निविदा आमंत्रित करता है।

National Bank for Agriculture and Rural Development (NABARD) invites empaneled vendors to tender for the captioned work. National Bank for Agriculture and Rural Development intends to invite tenders for **repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata- 700091.**

आपसे अनुरोध है कि इस निविदा दस्तावेज़ में अन्यत्र विशेष रूप से उल्लिखित विस्तृत विनिर्देशों और अन्य आवश्यकताओं के अनुसार उपरोक्त कार्य के लिए अपना प्रस्ताव सीलबंद लिफाफे में जमा करें। यह निविदा हमारी वेबसाइट <https://www.nabard.org/English/Tenders.aspx> और सीपीपीपी पोर्टल से डाउनलोड किया जा सकता है।

You are requested to submit your offer in sealed envelope for the aforesaid work as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document. This tender document can be downloaded from our website at <https://www.nabard.org/English/Tenders.aspx> and CPPP portal.

सीलबंद प्रस्ताव निम्न प्रकार से जमा किया जाना चाहिए:-  
Sealed offers should be submitted as follows:

तकनीकी सह मूल्य बोली एक ही लिफाफे में जमा की जानी चाहिए। लिफाफे को मुख्य महाप्रबंधक, पश्चिम बंगाल क्षेत्रीय कार्यालय, डीपी-2, सेक्टर-V, साल्टलेक, कोलकाता- 700091 को संबोधित किया जाना चाहिए और उस पर लिखा होना चाहिए “ **नाबार्ड, पश्चिम बंगाल क्षेत्रीय कार्यालय, कोलकाता- 700091 में आगंतुक अधिकारी फ्लैट (वीओएफ), कार्यपालक लॉन्ज, लॉबी क्षेत्र आदि के मरम्मत और पुनः रंगाई कार्यों के लिए निविदा।** ” निविदा दिनांक 29 सितंबर 2023 को पूर्वाह्न 11:00 बजे तक जमा किया जाना चाहिए।

The Technical cum Price bid should be submitted in a single envelope. The envelope should be addressed to The Chief General Manager, West Bengal Regional Office, DP-2, Sector- 5, Salt Lake,

Kolkata- 700091 and superscribed “**Tender for repairing and repainting works of Visiting Officers’ Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata- 700091**”. The tenders should be submitted not later than 11:00 hrs. on 29 September 2023.

### लिफाफे में होगा

#### Envelope shall contain:

क. व्यक्ति को निविदा पर हस्ताक्षर करने के लिए अधिकृत करने वाला मुख्तारनामा।

a. Power of attorney authorizing the person to sign the tender.

ख. बोलियों में किसी भी प्रकार की कोई शर्त नहीं होगी और किसी भी सशर्त बोलियों को अस्वीकार कर दिया जाएगा।

b. Bids shall not contain any condition whatsoever and any conditional bids shall be rejected.

ग. बोली को दिनांक 29 सितंबर 2023 को अपराह्न 2:00 को खोला जाएगा।

C. Bids shall be opened on 29 September 2023 at 02:00 PM.

यदि निविदाएँ प्राप्त करने या खोलने की अंतिम तिथि नाबार्ड के लिए अवकाश होता है, तो ऐसी स्थिति में स्थान व समय में परिवर्तन किए बिना अगले कार्य दिवस को निविदाएँ प्राप्त किए जाएंगे एवं खोले जाएंगे।

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.

निविदाएँ भरने से पहले, बोलीदाता निम्नलिखित बातों पर ध्यान दें :-

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

क. बोली, खोलने की तिथि से 03 महीने तक वैध एवं स्वीकृति के लिए खुली रहेंगी। यदि बोलीदाता उक्त अवधि की समाप्ति से पहले अपनी निविदा वापस ले लेता है या निविदा के नियमों और शर्तों में कोई संशोधन करता है जो बैंक को स्वीकार्य नहीं है, तो बैंक किसी अन्य अधिकार या उपाय पर प्रतिकूल प्रभाव डाले बिना बोलीदाता के बयाना राशि को जब्त करने के लिए स्वतंत्र होगा।

a. The bids shall remain valid and open for acceptance for **03 months** from the date of opening of bid. If the bidder 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 of the bidder.

ख. समापन का समय: (60 दिन): कार्य प्रारंभ करने की तिथि कार्य आदेश जारी करने की तिथि से होगा। कार्य को कार्य प्रारंभ करने की तिथि से 60 दिन के अंदर पूरा करना होगा।

**b. Time of Completion: (60 days): Date of commencement shall be from the date of issue work order.** The work shall be completed within **60 days** from the date of commencement.

ग. बोलीदाता को दरें अंकों के साथ-साथ शब्दों में भी उद्धृत करनी चाहिए। प्रत्येक वस्तु के लिए दर की गणना की जानी चाहिए और अपेक्षित कुल राशि की गणना तदनुसार की जानी चाहिए। ठेकेदार द्वारा वस्तु की दरें निविदा में उद्धृत दरें अंकों एवं शब्दों में सही-सही भरी जानी चाहिए ताकि दरों, अंकों एवं शब्दों में कोई विसंगति न हो। हालांकि, यदि शब्दों और अंकों में भरी गई दरों में कोई विसंगति पाई जाती है, तो शब्दों में उद्धृत दरों को सही माना जाएगा।

C. The bidder 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. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates, figures and words. However, if a discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.

घ. बोलीदाताओं को अपनी निविदा कीमतों में सभी शुल्क जैसे- रॉयल्टी, जीएसटी, उपकर और बिक्री कर, कार्य अनुबंध कर या किसी अन्य कर या स्थानीय शुल्क, परिवहन शुल्क, श्रम शुल्क आदि, यदि लागू हो, को शामिल करना होगा। किसी भी स्थिति में इस संबंध में कोई अतिरिक्त दावा स्वीकार नहीं किया जाएगा।

d. The bidders must include in their tender prices quoted for all duties royalties, GST, cess and sales tax, works contract tax or any other taxes or local charges, transportation charges, labour charges etc. if applicable. No extra claim on this account will in any case be entertained.

ङ. निविदा दस्तावेज़ अंग्रेजी में भरा जाना चाहिए। यदि मूल्य बोली में कोई भी दस्तावेज़ गायब है या हस्ताक्षर रहित है, तो निविदा को अमान्य / अस्वीकृत माना जाएगा। तकनीकी बोली के मामले में, अधूरे या गायब दस्तावेजों का विवरण बोलीदाता को सूचित किया जाएगा और बोलीदाता को सूचित करने के 4 दिनों के भीतर उन सभी दस्तावेजों को जमा करना होगा, अन्यथा निविदा खारिज कर दी जाएगी।

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/ rejected. In case of technical bid, the details of incomplete or missing documents will be intimated to the bidder and the bidder has to submit all those documents within 4 days after communicating the same, otherwise the tender will be rejected.

च. नाबार्ड के पास, कोई कारण बताए बिना, किसी भी फर्म / फर्मों की किसी भी / सभी निविदाओं को आंशिक या सम्पूर्ण रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

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.

छ. निविदाओं के संबंध में प्रचार करना सख्त वर्जित है और प्रचार-प्रसार का सहारा लेने वाले बोलीदाताओं द्वारा प्रस्तुत की गई निविदाएँ अस्वीकार कर दी जाएंगी।

g. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable to rejection.

ज. नाबार्ड न्यूनतम या किसी भी निविदा को स्वीकार करने के लिए बाध्य नहीं है। नाबार्ड कोई कारण बताए बिना किसी भी निविदा या प्राप्त सभी निविदाओं पर बातचीत करने या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है।

h. NABARD does not bind itself to accept the lowest or any tender at all. NABARD also reserves the right to negotiate or partly accept any tender or all tenders received without assigning any reasons thereof.

झ. नाबार्ड अपने विवेक के आधार पर कार्य को एक से अधिक बोलीदाताओं को बांटने का अधिकार भी सुरक्षित रखता है।

i. NABARD also reserves the right to divide and distribute the work to more than one bidder at its sole discretion.

अं यदि दो या दो से अधिक निविदाकर्ता समान/ बराबर राशि उद्धृत करते हैं, तो उन निविदाकारों को दरों को संशोधित करने का एक और अवसर दिया जाएगा।

j. In case two or more tenderers quote identical/ equal amount, one more opportunity will be given to those tenderers to revise the rates.

ट. **आभासी समापन :** समापन की आभासी तारीख वह तारीख होगी जब कार्य निविदा में निर्धारित अनुबंधों के तहत पूरी तरह से पूरा कर लिया जाएगा और बैंक के संबंधित अधिकारियों द्वारा कार्य निष्पादन को स्वीकार कर लिया जाएगा।

k. **Virtual completion:** The virtual date of completion will be the date on which the work is completed in all respects as laid out in the contract and performance of the system accepted by the concerned officers by the Bank.

ठ. **त्रुटि दायित्व अवधि:** त्रुटि दायित्व अवधि एक वर्ष के लिए होगी और आभासी समापन की तारीख से शुरू होगी। त्रुटि दायित्व अवधि के भीतर दिखाई देने वाली कोई भी त्रुटि, नियोक्ता को बिना किसी अतिरिक्त लागत के, ठेकेदारों द्वारा ठीक की जाएगी। बैंक से इस तरह के नोटिस के 10 दिनों के भीतर ऐसा करने में विफल रहने की स्थिति में, नियोक्ता, किसी अन्य फर्म के माध्यम से ऐसे सुधार कार्य करवा सकता है और बैंक द्वारा किए गए व्यय की वसूली ठेकेदारों को देय किसी भी धनराशि से की जाएगी और यह ठेकेदार के जोखिम पर होगा।

।. **Defect liability period:** The Defects Liability Period shall be for a period of **one year** and shall commence from the date of virtual completion. Any defect that may appear within the Defects Liability Period, shall be rectified by the Contractors without any extra cost to the Employer. In case of failure to do so within 10 days from such notice from the Bank, the Employer may get such rectification works carried out through any other firm and expenditure incurred by the Bank shall be recovered from any money due to the Contractor at the cost and risk of the contractor.

ड. किसी भी स्पष्टीकरण के लिए आप कृपया तीसरी मंजिल पर परिसर, सुरक्षा और खरीद विभाग के अधिकारियों से संपर्क कर सकते हैं।

m. For any clarification you may please contact officials of Department of Premises, Security and Procurement at 3<sup>rd</sup> floor.

ह/- Sd/-

(अमित कुमार दास / Amit Kumar Das)  
उप महाप्रबंधक / Deputy General Manager

**National Bank for Agricultural and Rural Development**

West Bengal Regional Office

DP-2, Sector-5, Salt Lake, Kolkata-700091

Tel.: 033 4087 9600 \* Fax: 0361 2235657

Email: dpsp.kolkata@nabard.org \* Website: www.nabard.org

**(For empaneled vendors only) Tender for repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata- 700091.**

Name of the Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Last date and time for submission of tender: **11:00 hours on 29 September 2023**



## **FORM OF TENDER**

To,  
The Chief General Manager,  
NABARD, WB RO,  
DP-2, Sector- 5  
Salt Lake, Kolkata- 700091

Respected Madam,

**Tender for repairing and repainting works of Boundary walls, Ramp walls etc. at NABARD West Bengal Regional Office, Kolkata- 700091.**

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 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**

Sl. No.	Subject	Specification
a.	Description of work	Repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata-700091.
b.	Time allowed for completion of the work	The time of completion for the total project shall be 60 days from the date of issue of work order
c.	Defect Liability Period	1 year from the date of virtual completion
d.	Bid validity	90 days from the date of opening of price bid
e.	Security Deposit	The successful bidder have to submit a security deposit @5% of the tender amount after awarding of the work and before commencement of work. The same shall be released after successful completion of Defect Liability Period (DLP). The security deposit will be interest free.

3. Should 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 EMD (if any) and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said tender conditions.

4. Our Banker's are:

i) ..... Bank, ..... Branch, .....,  
Kolkata

- ii) ..... Bank, ..... Branch, .....,  
Kolkata
- iii) Type of account: **Savings/ Current account**
- iv) Bank Account No.:
- v) IFS Code of Bank and branch:

The names of partners of our firm are:

i)

\_\_\_\_\_

ii)

\_\_\_\_\_

iii)

\_\_\_\_\_

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

i)

\_\_\_\_\_

Name of the partner of the firm  
Authorized to sign:

Yours faithfully,

Signature of Bidder with stamp

**A. SPECIAL INSTRUCTIONS TO THE CONTRACTORS**

1. The tenders shall be signed by the person/persons on behalf of the organization having necessary Authorization/ Power of Attorney to do so. Each page of the application shall be signed.
2. Tenders containing false and/ or incomplete information are liable for rejection.
3. The contractor must have qualified and experienced professionals in the respective discipline.
4. The rates for each item as per scope of work shall be quoted by the applicant in the Price bid .
5. Financial bids of only those contractors qualified in the Technical bid will be opened for selection of contractor.

**B. 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. The quantities indicated in the BOQ are only tentative and shall be executed only at the sole discretion of NABARD.
3. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor should furnish Rate Analysis for scrutiny of the rates by NABARD, if required.
4. Rates should include all Taxes, Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.
5. Materials used should conform to relevant BIS/International Codes.
6. 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.
7. Income Tax, Works Contract Tax and other taxes etc. as applicable will be deducted from total payment due to the Contractor.
8. The Contractor should have valid License relating to his Contract and the workmen employed by the Contractor should also have the valid License and/ or experience in their trade.
9. The Contractor should arrange to obtain necessary insurance cover (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him.

The Contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated Sub-Contractor or any employee or either, whether such injury or damage arises from carelessness, accident or any other cause whatever, in any way connected with the carrying out of this Contract. This liability under this clause shall be held to include inter alia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and other structures and works forming the subject matter of this Contract. The contractor shall also be responsible for any damage caused to the buildings and other structures and works forming the subject matter of this Contract by frost, rain, wind or other inclemency of weather. The Contractor shall indemnify and keep indemnified **NABARD** and hold him harmless in respect of all and any loss and expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any Statute or otherwise and also in respect of any award of compensation or damages consequent upon such claim. **The contractor shall, at his own expense, effect and maintain till issue of the completion certificate under this contract, with an insurance company approved by NABARD, an All Risks Policy for insurance for an amount equal to 125 % of the amount of the contract**

**including earthquake risk in the joint names of NABARD and the contractor ( the name of the former being placed first in the policy) against all risks as per the standard all risk policy for contractors and deposit such policy or policies with the employer before commencing the works.** The Contractor shall reinstate all damage of every sort mentioned in this Clause, so as to do delivery of the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties. The Contractor shall also indemnify and keep indemnified **NABARD** against all claims which may be made against the Employer by any person/ member of the public or other third party in respect of anything which may arise in respect of the works or in consequence thereof and **shall at his own expense arrange to effect and maintain, until the completion of the Contract, with an Insurance company approved by the employer a policy of Insurance in the joint names of NABARD and the Contractor ( the name of the former being placed first in the policy) against such risks and deposit such Policy or Policies with NABARD before commencement of the work.** The minimum limit of coverage under the policy shall be as defined elsewhere under General instructions to the tenderer. The Contractor shall also similarly indemnify the Employer against all claims which may be made upon **NABARD** whether under the **Workmen Compensation Act** or any other statute in force during the currency of this contract or at Common Law in respect of any employee of the Contractor or any Sub-Contractor and **shall at his own expenses effect and maintain, until the completion of the Contract, with an Insurance company approved by the employer a policy of Insurance in the joint names of NABARD and the Contractor( the name of the former being placed first in the policy) against such risks and deposit such Policy or Policies with NABARD from time to time during the currency of the Contract.** In default of the contractor ensuring as provided above, the employer may so ensure and may deduct the premiums paid from any money due or which may become due to the contractor.

The Contractor shall be responsible for any liability which may be excluded from the Insurance Policies above referred to and also for all other damages to any person, animal or property arising out of and incidental to the negligent or defective carrying out of this Contract, whatever may be the reasons due to which the damage shall have been caused. He shall also indemnify and keep **NABARD** indemnified in respect of all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any award of compensation or damages, arising therefrom. Without prejudice to other rights of **NABARD** against contractor in respect of such default, **NABARD** shall be entitled to deduct from any sums payable to the Contractor the amount of any damage, compensation, costs, charges and other expenses paid by the employer and which are payable by the contractor under this clause. The contractor shall upon settlement by the insurer of any claim made against the insurer pursuant to a policy taken under this clause proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the money received from the insurer in respect of such damage shall be paid to the contractor and the contractor shall not be entitled to any further payments in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.

The contractor, in case of re-building or reinstatement after damage shall be entitled to such extension of time for completion as **NABARD** may deem fit, but shall, however, not be entitled to reimbursement by **NABARD** of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

10. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
11. The entire work is required to be completed as specified in the tender.
12. 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. NABARD shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with Laws.
13. The Contractor should be responsible to fulfill all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.
14. The Contractor should 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.
15. The Contractor or his authorized representative should visit the site frequently as required by NABARD and meet NABARD's Engineer with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.
16. 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.
17. Any act of indiscipline/ misconduct/ theft/ pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD 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.
18. The contractor by his own expenses and risk shall shift furniture, wall pictures/ frames, fire extinguishers, clocks, 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 the work.
19. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any 'T & P' and materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, and maintain all the scaffoldings, jhulla, T & P etc. at his cost during the execution of any work and remove them as soon as the work is completed.

20. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.
21. Any defect which may appear within the **Defect Liability Period** after the Virtual completion of work should be rectified by the Contractor at his cost and only thereafter the Security Deposit will be refunded to the Contractor.
22. Defects Liability Period:  
One year from the date of Virtual Completion of works certified by NABARD.
23. Validity of Tender Rates:  
3 months from the date of opening of Price Bid.
24. Payment:  
  
The contractor shall be entitled to receive payments on completion of the assigned work. The contractor shall submit bill only after working out the appropriate measurements jointly recorded with NABARD at site in the Measurement Book (MB). This is not only to regulate correctness of quantity but also to facilitate expeditious clearing of the bills.
25. There are 8 rooms of Visiting Officers' Flat at 8<sup>th</sup> floor of NABARD Bhawan in Salt Lake along with dining area and lobby. In the rooms there is wooden flooring which needs to be replaced with vitrified tiles flooring through this tender. Also the Gypsum false ceiling needs repairs and painting. Some minor repairs may also required in bathroom. The contractor shall be required to obtain approval from the Engineer-in-charge of the vitrified/ wall tiles before fixing. The work shall be carried out in one VOF room at a time. After completion of the works in one room, work shall be started in the next room in such a manner that VOF remains in running condition other than the room in which the work is going on.

We accept all the above Terms and Conditions in all respects without any reservation.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Seal: \_\_\_\_\_

### **C. LIST OF APPROVED MAKE OF MATERIALS/ TRADE**

1. Unless otherwise mentioned any one of the approved makes or brands shall be allowed to be used. Other specific equivalent brands with BIS mark may be allowed to be used if approved by NABARD.
2. The tenderer shall distinctly understand that it will not be their prerogative to insist on a particular brand from the list. Final selection will be done with the approval of NABARD.
3. Wherever contractor proposes to use equivalent makes (i.e. other than specified), the same shall be done after prior approval of the Employer/ Architect. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall be entertained in this regard.
4. If the schedule of quantities prescribes a particular brand of materials or fittings, the same shall be considered while quoting the rates.

### **LIST OF PREFERRED MAKE / BRAND ALL WORKS**

<b>Sr.No.</b>	<b>LIST OF NOMINATED MATERIALS &amp; SUPPLIERS</b>	<b>SUGGESTED MAKE LIST</b>
1.	POP Punning/ Putty	Gyproc / India Gypsum / Birla/ JK
2.	Interior Paint	Asian paints (Apolite Premium Emulsion)
3.	Exterior Paint	Asian paints (Apex Dust proof)
4.	Synthetic enamel paint	Asian paints
5.	Cement	Ultra tech
6.	Vitrified tiles (Size 1200 mm x 1200 mm or above)	Kajaria/ Johnson /Nitco
7.	Ceramic glazed wall tiles (600 mm x 600 mm or above)	Kajaria/ Johnson /Nitco
8.	False Ceiling Gypsum board	Gyproc/ Armstrong/ USG Boral

**Note:** Any other brand having similar specifications and quality can also be used but under information to Bank's Engineer-in-charge of the works.



## **VIRTUAL COMPLETION CERTIFICATE**

## **ANNEXURE**

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:

## **Price Bid**

### **National Bank for Agricultural and Rural Development**

West Bengal Regional Office

DP-2, Sector-5, Salt Lake, Kolkata-700091

Tel.: 033 4087 9600 \* Fax: 0361 2235657

Email: [dpsp.kolkata@nabard.org](mailto:dpsp.kolkata@nabard.org) \* Website: [www.nabard.org](http://www.nabard.org)

**(For empaneled vendors only) Tender for repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata- 700091.**

Name of the Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Due date and time for submission of tender:

Last date and time for submission of tender: **11:00 hours on 29 September 2023**

**Bill Of Quantity for repairing and repainting works of Visiting Officers' Flat (VOF), Executive lounge, Lobby area etc. at NABARD West Bengal Regional Office, Kolkata-700091**

SR. NO	DESCRIPTION	UNIT	QTY.	RATE (Rs.)	AMOUNT (Rs.)
1	<b>DISMANTLING WORKS</b>				
	Dismantling tile work in floors and walls laid in cement mortar including stacking material & disposal of rubbish to the municipality dumping area and preparation of surface in all respect for laying new tiles.  For any thickness of tiles.	SQM	325		
	Amount in words :				
2.	<b>PUTTY</b>				
	Providing and 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.	SQM	90		
	Amount in words :				
3.	<b>FLOORING</b>				
	Providing and laying Vitrified tiles in floor in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, laid on 20 mm thick cement mortar 1:4 (1 cement: 4 coarse sand) jointing with grey cement slurry @3.3 kg/sqm including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only. Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, leveling system and rubber mallet for placing the tiles gently and easily.  Glazed vitrified floor tiles (premium quality) polished finish of size: Size of Tile 800 x 800 mm or above	SQM	250		
	Amount in words :				
4.	<b>CLADDING WORKS</b>				
	Providing and fixing 1 <sup>st</sup> quality ceramic glazed wall tiles conforming to IS: 15622 (thickness to be specified by the manufacturer), of approved make, in all colours, shades of any size as approved by Engineer-in-Charge, in wall, skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete Size of tiles :matching the existing tiles in cladding	SQM	75		
	Amount in words :				
5.	<b>DISMANTLING OF FALSE CEILING</b>				
	Dismantling aluminium/ Gypsum partitions, doors, windows, fixed glazing and false ceiling including disposal	SQM	60		

	of unserviceable material to the municipality dumping area and stacking of serviceable material within 50 meters lead as directed by Engineer-in-charge.				
	Amount in words :				
<b>6.</b>	<b>FALSE CEILING</b>				
	<p>Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sqm (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia x 50mm long with 6mm dia bolts, other flange of cleat fixed to the angle hangers of 25x10x0.50 mm of required length with nuts &amp; bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia x 230 mm long G.I. wire at every junction, including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450 mm centre, with 25mm long dry wall screws @ 230 mm interval, including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c, including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes , finishing with jointing compound in 3 layers covering upto 150 mm on both sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Engineer in Charge but excluding the cost of painting with :</p> <p>12.5 mm thick tapered edge gypsum plain board conforming to IS: 2095- (Part I) :2011 (Board with BIS certification marks)</p>	SQM	60		
	Amount in words :				
<b>7.</b>	<b>PLASTERING WORKS</b>				
	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq.meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground, all complete as per direction of Engineer-in-Charge.		1200		
	Amount in words :				

SR. NO	DESCRIPTION	UNIT	QTY.	RATE (Rs.)	AMOUNT (Rs.)
8.	<b>REMOVAL OF OLD PAINT</b>				
	Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	SQM	500		
	Amount in words :				
9.	<b>INTERIOR PAINTING WORKS</b>				
	Wall painting with premium acrylic emulsion paint of interior grade, having VOC (Volatile organic Compound ) content less than 50 grams/ litre of approved brand and manufacture, including applying additional coats wherever required to achieve even shade and colour. [Asian paints (apcolite premium emulsion ) or equivalent]	SQM	50		
	Two or more coat				
	Amount in words :				
	<b>TOTAL AMOUNT</b>				
	<b>GST @ _____</b>				
	<b>GRAND TOTAL</b>				
	<b>Grand total amount in words :</b>				

**Place:**

**Date:**

**Name, Seal & Address of the contractor:**