Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai (only for empaneled vendors)

Department of Premises, Security and Procurement,
National Bank for Agriculture and Rural Development (NABARD)
No.48, MG Road, Tamil Nadu Regional Office
Nungambakkam, Chennai – 600034

ISSUED TO

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<th>19-03-2021</th>
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<td>26-03-2021 (11:00 hours)</td>
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*BOQ (civil & Electrical)*
NOTICE INVITING TENDER

Dear Sir

Invitation to bid for “Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai” (only for empaneled vendors)

National Bank for Agriculture and Rural Development (NABARD) invites sealed offers/tenders in two parts from all eligible bidders for the “Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai” as per the terms and conditions contained in the Tender / Request For Proposal (RFP). The Bidding Document may be downloaded from Bank’s website https://www.nabard.org/ free of cost. The other details are given below:

| Date of commencement of issue of Tender | 19 March 2021 |
| Tender document | Document may be downloaded from https://www.nabard.org/ free of cost |
| Earnest Money Deposit (Bid Security) | Rs.20,000/- |
| Pre-Bid meeting | 11:00 hrs on 26/03/2021 at at NABARD Office, No. 48, Uthamar Gandhi Road, Nungambakkam, Chennai-34 |
| Last date and time for receipt of Bids | 14:00 hrs on 09/04/2021 |
| Date and time of opening of technical bids | 15:00 hrs on 09/04/2021 |
| Place of receiving and opening of tenders | NABARD Regional Office, Tamil Nadu Tele: 044-2830 4651 Email: chennai@nabard.org dpsp.chennai@nabard.org |
| No. of envelopes (non-window, sealed) to be submitted | Two (2) Envelopes |
| a) Sealed envelope 1 containing technical bid+EMD /BG |
2. It may be noted that NABARD reserves the right to change the dates mentioned in the Tender which will be displayed, as corrigendum/amendment, at the above websites on which bidding documents are available.

3. Please note that all the information desired needs to be provided by the bidder in the formats specified by the Bank. The bidder shall bear all the costs associated with the preparation and submission of the bid and NABARD will, in no case, be responsible or liable for such costs, regardless of the conduct or outcome of tendering process.

4. The Earnest Money Deposit transfer/transaction details must accompany with tender offers as specified in this tender document. EMD amount should not be mixed with commercial bid. It should be contained in envelope-1 with the technical bid. Offers received without EMD will be rejected. The details of Bank account are furnished below:

| लेखा का नाम / Name of Account : National Bank for Agriculture and Rural Development |
| खाता संख्या / Account Number (VAN) : NABADMN21 |
| बैंक का नाम / Bank Name : NABARD |
| शाखा नाम / Branch Name : HEAD OFFICE, MUMBAI |
| IFS कोड / IFS Code : NBRD0000002 |

5. The technical specifications, terms and conditions, various formats and proforma for submitting the tender offer are described in the tender document and its enclosures/annexures.

6. The tender offer will be opened in the presence of the bidders or their representatives who choose to attend the opening of tender on the above mentioned date, time and place.

7. NABARD reserves the right to accept/reject the tender/bids without assigning any specific reason.

Yours faithfully,

Debabrata Mitra
Deputy General Manager
FORM OF TENDER

Shri. S Selvaraj
The Chief General Manager
National Bank for Agriculture and Rural Development,
48, M.G.Road, Nungambakkam
Chennai 600 034

Dear Sir/Madam

"Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai" (only for empaneled vendors)

1. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you.

2. I / We have visited the site, examined the site for works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

3. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

4. I / We enclose herewith transaction details for remittance / transfer of interest-free Earnest Money Deposit (EMD) for Rs 20,000/- (Rupees Twenty Thousand Only) by NEFT. The sum shall be forfeited in the event of our withdrawal of tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Quotation.

5. In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with NABARD as per the format given at Annexure B.

6. I/ We agree to pay all Government (Central and State) Taxes such as GST etc. and other taxes prevailing from time to time and the rates quoted by me/us are inclusive of the same.

7. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, any other reasons whatsoever.

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

1. Our Bankers are: (i.)

   (ii.)

2. Address of the firm:
   Tel. No:
   Fax:
   Email:
   Mobile No(s):

i) __________________ ii) __________________ ii) __________________

Name of the person(s) authorized to sign the contract

i) __________________ ii) __________________

iii) __________________

3. Name of the partner(s) of the firm authorized to sign the contract

i) __________________ ii) __________________

iii) __________________

4. The names of the Partners/Directors of our firm are

i) __________________ ii) __________________

iii) __________________
NAME OF THE PERSON(s) AUTHORISED TO SIGN AND SUBMIT THE TENDER

Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with the Tender.

YOURS FAITHFULLY

(SIGNATURE OF THE TENDERER with Seal)

NAME AND ADDRESS OF THE TENDERER AND SEAL

DATE:
PLACE:
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Instructions to the Contractors for furnishing Individual details in prescribed Proforma

1. The contractors are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, space capacity, competence and adequate evidence of their financial standing, etc. in the enclosed form (Proforma-1, 2,3 & 4) which will be kept confidential.

2. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.

3. Any letter or document accompanying the proforma shall be submitted in duplicate.

4. Tenders containing false and/or inadequate information are liable for rejection.

5. While filling up the proforma with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than Rs. 4,00 lakhs.

6. Clarifications if any required may be obtained from the Department of Premises, Security and Procurement (DPSP), National Bank for Agriculture and Rural Development, 48, Mahatma Gandhi Road, Nungambakkam, Chennai 600034.

7. While deciding upon the selection of contractors for participating in the Price bid, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items. Also, emphasis will be given to the applicants who have executed majority of the similar works.

8. Decision of the Bank in regard to selection of contractors for selecting them for price bidding will be final. The Bank is not bound to assign any reason therefore.

9. Each page of the tender document shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.

Signature:

Seal:
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

GENERAL INSTRUCTIONS TO THE CONTRACTORS

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. General Civil/ Specialized Contractors having minimum experience and qualification as given below shall be eligible for participating in the tender:

   ➢ The contractor should have experience of similar works (civil construction contract of multistoried building & interior renovation) during the last 7 years

   ➢ The annual turnover of the contractor during each of the last 3 years should be at least Rs 5 lakhs (Last three years income tax returns, audited balance sheet, profit & loss account sheet to be attached along with the technical bid)

   The contractor should have done at least
   i. Three similar works whose individual value is not less than Rs 4 lakhs
   ii. Two similar works whose individual value is not less than Rs 5 lakhs
   iii. One similar work whose value is not less than Rs 8 Lakhs

3. Quantities indicated in the BOQ are only tentative and shall be executed only at the sole discretion of NABARD.

4. 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.

5. Rates should include all Taxes, Goods and Service tax (GST), 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.

6. Materials used should conform to relevant BIS Codes. BIS and CPWD 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 shall be final.

7. The rates shall be inclusive of costs of all materials, labour, tools & tackles, taxes, etc., and all costs and expenses which may be required in for the completion of the work described, together with all general risks involved, liabilities and obligations set forth or applied in the documents on which the tender is based.
8. General directions and description of works and materials given elsewhere in the
tender documents are not necessarily being repeated in the bill(s) of quantities. A
reference shall be made to the other documents for the full information/details.

9. Unless otherwise specified in the description of items of work in bills(s) of
quantities the rates shall be for all heights and levels.

10. Income Tax (TDS), Goods and Service tax (GST) and other applicable taxes as per
statutory provisions will be deducted from total payment due to the Contractors.

11. The Contractor should arrange to obtain necessary insurance cover (CAR policy
(for 1.25 times of the value of the work) including Third party Liability
and Workmen Compensation policy) at his cost for his employees as well as
for any third party for any losses due to him during the execution of the work. The
contractor shall be responsible for the safety of persons employed by him.

12. All the Standard Conditions of the Contract shall be binding on the parties as per
Indian Contract Act and prevailing Rules.

13. The Contractor shall comply with all the applicable Acts, Rules, Regulations and
Law (s) for entering into Construction / Maintenance Contract and NABARD will
not in any way be liable or responsible for any default / irregularities / penalties
on the Contractor's part.

14. 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 or failure of 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.

15. 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, Workmen
Compensation, if any, etc. in connection therewith shall be on the Contractor's
account and payable by the Contractor.

16. 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.
17. 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.

18. The Contractor or his authorized representative should visit the site regularly as required by CONSULTANT/NABARD and meet them with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.

19. The Contractor shall be fully responsible and shall compensate 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.

20. House keeping the area of work and surrounding shall have to be carried out on daily basis.

21. Agency shall provide personal protective equipment (PPE) to its entire workforce.

22. The Contractor shall indemnify the Employer against any losses as per format given at Annexure C.

23. 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.

24. In case of any default or failure on Contractor's part to comply with all/any one of the Terms/Conditions, NABARD reserves to itself 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.

25. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

26. 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.

27. The work should be carried out with least inconvenience to the officers. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by CONSULTANT & NABARD in the premises, especially in respect of
working hours, entry of the workers to the premises, interpersonal relation with the occupants etc.

28. The Contract can be terminated by NABARD on 15 days' notice if services are found to be unsatisfactory and if there is no improvement even after issue of three notices to the contractor.

29. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of NABARD. NABARD will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NABARD. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.

30. The Contractor shall provide everything necessary for the proper execution of the works. NABARD will not supply any Temperature and Pressure (T & P) materials or any other equipment, labour, etc. and no payment in this respect will be made by NABARD. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, T&P etc. at his cost during the execution of work and remove them as soon as the work is completed.

31. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.

32. The tenderer shall guarantee that the work shall be free from any defects whatsoever for a period of 12 months Defects Liability Period (warranty) from the date of completion/commissioning of the work. Any defect which may appear within the Defect Liability Period of 12 months after the completion of work should be rectified by the Contractor at his cost and only thereafter the Security Deposit/ RMD will be refunded to the Contractor.

33. RETENTION MONEY DEPOSIT (RMD)/ SECURITY DEPOSIT (SD): Five percent (5%) of the gross value of the work done and claimed in the Bills shall be deducted towards Retention Money Deposit. Thus deducted RMD in each RA bill shall be taken into account and adjusted towards Security Deposit while settling the Final Bill. The Security Deposit will not bear any interest and will be refunded after Defects Liability Period of 12 months from the date of Virtual Completion of works, provided the Contractor has satisfactorily carried out all the rectification works and attended to all defects to the satisfaction of NABARD. Warranty for the electrical fittings like MCBs, wire and cables shall be for 12 months from the Virtual completion of work.
34. Any defects or shortcomings found during execution of work and during the defects liability period from the completion of the entire work shall be attended/rectified by the tenderer 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.

35. **CERTIFICATE OF VIRTUAL COMPLETION OF WORKS:** The Contractor shall report in writing to the Employer in the form of a Certificate as per the format given at **Annexure A**, as and when the works are completed in all respects. The Employer shall, after due verification of the works, issue to the Contractor a certificate to be called "**Virtual Completion Certificate**" (VCC) as per format given at **Annexure C**. The defects liability period shall commence only from the date of actual completion.

36. **VALIDITY OF OFFER: 90 Days** from the date of opening of the price bid.

37. **LIQUIDATED DAMAGES:** 0.25% of the work value of the accepted tender per week or part of the week subject to maximum of 5% of the value of work.

38. **PAYMENT OF CONTRACTOR’S BILL:**

   a. The Contractor shall be entitled under the Interim Certificates, payment against the checked bills for the work done not prior to 20 days from the date of issue of the work order subject to the actual work being executed in accordance with the contract, and reasonable scrutiny by NABARD. The Contractor shall submit interim bills only after working out the appropriate measurements jointly recorded with consultant/NABARD at site in the measurement book (MB). This is not only to regulate the correctness of the quantity but also to facilitate expeditious clearing of the bills. **The Minimum value of Interim Bill shall not be less than Rs 3.00 Lakhs.**

   b. Interim Bills submitted by the Contractor will be paid by NABARD after all the statutory deductions viz. RMD @ 5%, TDS, GST-TDS and other statutory deductions etc., as applicable.

39. **COMPLETION PERIOD:** The work should be completed within **45 days from** the day of issue of work order.

40. **DELAY AND EXTENSION OF TIME:** If, in the opinion of the Employer the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by the dispute with adjoining or neighboring owners or public authorities arising
otherwise than through the Contractor's own default or (d) by the works or delays of other Contractors or tradesmen engaged or nominated by the Employer and not referred to in the Schedule of Quantities and/or Specifications or (e) by reason of Employer's instructions, or (f) by reason of civil commotion, local commotion of workmen or strike or lockout affecting any of the building trades or (g) in consequence of the Contractor not having in due time necessary instructions from the Employer for which he shall have specifically applied in writing, ahead of time, giving the Employer reasonable time to prepare such instructions, the Employer shall make a fair and reasonable extension of time for completion of the Contracted works. In case of such strike or lockout, the Contractor shall, as soon as may be, given written notice thereof to the Employer, but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably be required to the satisfaction of the Employer to proceed with the work.

41. ARBITRATION:

All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof this contract or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination foreclosure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to the Employer hereinafter mentioned be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided. For the purpose of appointing the sole Arbitrator referred to above, the Employer will send within thirty days of receipt of the notice, to the contractor a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed from the following categories of Arbitrators:

a) Retired High Court/Supreme Court judge who have experience in handling Arbitration Cases.
b) Member of Council of Arbitrators
c) Fellow of the Institution of Engineers
d) Eminent Retired Chief Engineer from State/Central PWD/Public sector Undertaking of good reputation and integrity
e) Fellow of Indian Institute of Architects

The contractor shall on receipt of the names as aforesaid, select any one of the persons name to be appointed as a sole Arbitrator and communicate his name to the Employer within thirty days of receipt of the names. The Employer shall thereupon without any
delay appoint the said person as the Sole Arbitrator. If the contractor fails to communicate such selection as provided above within the period specified, the Competent Authority should make the selection and appoint the selected person as the Sole Arbitrator.

If the Employer fails to send to the contractor the panel of three names as aforesaid within the period specified, the contractor shall send to the Employer a panel of three names of persons who shall all be unconnected with either party. The Employer shall on receipt appoint him as the Sole Arbitrator. If the Employer fails to select the person and appoint him as the Sole Arbitrator within 30 days of receipt of the panel and inform the contractor accordingly, the contractor shall be entitled to appoint one of the persons from panel as the Sole Arbitrator and communicate his name to the Employer.

If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid. The work under the Contract shall, however, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issued notice to both the parties fixing date of the first hearing. The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.

The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his Sole discretion.

The award of the Arbitrator shall be final and binding on the both the parties.

Subject to aforesaid the provisions to the Arbitration Act. 1996 or any statutory modification or re-enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceeding under this clause.

The Employer and the contractor hereby also agree that arbitration under clause shall be condition precedent to any right to action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.
I/we accept all the above Terms and Conditions in all respects without any reservation.

Place:  
Date:  
Signature:  
Name & Seal:  
Address:
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

TERMS AND CONDITIONS

1. The Tender is strictly on Item Rate basis.

2. All the pages of the Tender Document shall be signed by the bidder.

3. The Envelope containing Tenders should be properly sealed, addressed, duly super scribed with name of work. The tenders should be submitted in two parts as Techno-Commercial Bid (Part-1) and Price Bid (Part-2) separately in two sealed envelopes. These two envelopes should be duly super scribed Tender for "Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai” in Part-1: Techno-Commercial Bid & Part-2: Price Bid respectively and should be submitted in the Tender box provided at the Ground Floor of National Bank for Agriculture and Rural Development, 48, M.G. Road, Nungambakkam, Chennai 600034. The last date of receipt of tender is on or before 14:00 hours on 09/04/2021.

4. The Part-1 (Techno-Commercial bid) of the tender shall be opened at 15:00 hours on 09/04/2021 in the presence of bidders/their authorized representatives, who choose to be present.

5. The Price Bids (Part-2) of those bidders whose Techno-commercial bid are in line with the requirements and acceptable to the employer as per the Notice Inviting Tender and terms and conditions of the tender document (technically qualified bidders) shall only be opened at 16.00 hours on 09/04/2021. The decision of the Employer in this regard shall be binding on the bidders and not open to question or appeals.

6. Bids submitted by unauthorized agents and FAX / Telex / Telegraphic bids shall not be entertained / considered.

7. Bidders 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 may be necessary from CONSULTANT/ NABARD before quoting the rates.

8. Rates should include for removal of debris out of premises to the safe Municipal limits, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the CONSULTANT & NABARD, the bill will not be accepted.

9. Quantities mentioned in the schedule of quantities may vary to any extent or may be deleted without assigning any reasons and as such, the rates quoted should be firm, workable, reasonable and should include all kinds of Taxes as applicable, overheads and profit etc. No separate charges for carriage or labour would be made. There is no question of extra payment above the quoted rate
under any circumstance. In case of any variation in quantity or value, the same
will not be made as a subject matter for dispute by the bidder.

10. The contractor shall at the instructions of the Employer within such time as
notified, open up for inspection any work and should the contractor refuse or
neglect to comply with such instructions, the Employer may employ other
workman to open the same. Such work if it is found not in accordance with
approved specifications, or the instructions, expenses of opening up and
redoing, if required, shall be borne by and recoverable from the Contractor from
any money due or which may become due to the contractor.

11. The successful tenderer is bound to carry out any or all items of work necessary
for the completion of the job even though such items are not included in the
quantities and rates

12. The Contractor shall make necessary arrangement for watch and ward.

13. The bidders should 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/Deviation Tenders may be
rejected without making any reference to the bidders.

14. No bidder will be allowed to withdraw his Tender during the validity period.

15. Rates should be filled in the Bidders Schedule of Quantity in the Price–Bid
(Part-2) neatly and no correction shall be made. Corrections, if any should be
duly authenticated by the signing authority. The rates quoted should be written
legibly in words and figures. 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.

i. 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.

ii. 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.

iii. When the rates quoted by the Contractor in figures and in words tally, but
    the amount is not worked out correctly, the rate quoted by the Contractor
    shall be taken as correct and not the amount.

16. No advance shall be paid towards mobilization and cost of materials.

17. No compensation shall be admissible for any loss suffered by the Contractor
during the execution of the work. It shall be the Contractor's sole responsibility
to protect NABARD's staff and his employees against accidents from any cause
and he shall indemnify NABARD against any claims for damage for injury to
person or property, resulting from any such accidents with necessary Insurance cover.

18. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor at his risk and cost and if necessary, through suitable Insurance cover.

19. The contractor has to make his own arrangement of stay for his employees.

20. 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.

21. The agency shall engage a qualified and experienced supervisor who can understand the instructions given by engineer-in-charge/consultant and can read & interpret the specifications and execute the job accordingly for attending to day to day affairs.

22. The Contractor shall submit the bills along with the accepted and jointly recorded measurement sheets duly certified by the CONSULTANT & NABARD's Engineer.

23. The Contractor should have necessary Contract License and comply with the Labour Laws as applicable.

24. Notwithstanding anything stated above, NABARD reserves the right to assess the bidder’s capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.

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

26. NABARD reserves the right to accept / negotiate / reject any Quotation either in whole or in part without assigning any reasons therefore whatsoever and without entering into any further correspondence and hence, NABARD shall be under no obligation to accept the lowest or any other Quotations received in response to this Quotation. The decision of NABARD in this regard shall be final and indisputable.

27. NABARD also reserves the right of supersession of any of the conditions stipulated in the Quotation Document.

28. The contractor shall require shifting some of the wires, cables and other electrical items, etc., to some other places within the office premises during the time of work and may also be required to place them in the appropriate place after completing the work. No extra payment will be made for those works.

29. There will be other works being carried out by various contractors in the said office premises. Hence Care should be taken not to damage
any other works and also to coordinate with the other work contractors.

30. Measurement Book: The payment for all works done and for all materials supplied shall be made on the basis of detailed measurements recorded in MBs.

31. Testing of Materials: The contractors are required to submit samples of various materials, items, fittings, etc. for the approval of the Consultant/ Bank. The materials of brand names, if any, given in the contract shall only be selected.

32. Final bill: The final bill has to be submitted by the contractors as early as possible after the completion of the work along with completion of recording the final measurements and Necessary Certificate from the appropriate authority may be produced.

33. Co-ordination and Monitoring: The contractor's site supervisor/ engineer will be coordinating and monitoring the project and report the progress to NABARD on weekly basis.

34. Site order book: Site order book shall be maintained on the site for issuing instructions to the contractor in the course of day to day supervision of the work.

35. Hindrance register: A hindrance register shall be maintained at the site to have a record of hindrances in the progress of work which may result in delays.

DECLARATION BY THE BIDDER

I / We hereby declare that I/We have read and understood the above instructions to the bidders and that the same are binding on me /us.

Date: 

Signature of Bidder: 

Place: 

Seal: 

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NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai

Scope of the work

a) Removal of existing partition.
b) Providing solid partition one side veneer finish and one side laminated finish.
c) Providing solid partition both side laminated finish.
d) Providing Solid Partition both Side Veneer Finish.
e) Providing wall paneling with corian finish.
f) Providing full height glazed partition with glass door fixing.
g) Providing and fixing Vitrified Flooring.
h) Providing wall paneling.
i) Providing gypsum ceiling.
j) Providing ply wood false ceiling with veneer finish
k) Making and fixing conference table.
l) Providing and applying emulsion paint.
m) Providing TV unit ledge box with corian finish
n) Removing and re-fixing light fittings and light points wiring work.
o) Removing and re-fixing of cables, sockets and 6/16 amps with wiring.
p) Providing data and voice cable laying.
q) Supply and fixing of conference type Public Address system.
r) Reorienting the existing AC ducts.

General Conditions

a) Though mentioned above, the scope of the work is not limited strictly to the areas/units mentioned, but is required to be carried out other than those mentioned above as directed by the Consultant/PMC/NABARD Engineer in charge.

b) Supply of manpower with tools and tackles etc., along with supervision to carry out the miscellaneous jobs as directed by the Consultant/PMC/NABARD Engineer-in-charge.

c) All the jobs given to the agency shall be taken up on priority basis without any delay by mobilizing all the resources immediately at site.

d) If the job is delayed beyond the given schedule, NABARD shall be at its discretion to execute job through any other suitable agency at the risk and cost of the original agency.

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: 
Name and Seal: 
Address:
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
TESTS & INSPECTION

1. The Agency shall carry out all tests, if required, to establish the quality of material conforming to the relevant standards/ codes degree of performance, described in tender document. The test procedure and acceptance criteria, if not specified in the tender documents, shall be as decided by the Consultant/PMC/NABARD Engineer-in-charge. Such tests either on the field or at outside laboratories shall be carried out by the agency at their own cost.

2. The work on the field including satisfactory storage of material is subject to inspection at all times by the Consultant/PMC/NABARD Engineer-in-charge. The agency shall carry out all instruction given during inspection and shall ensure that the work is carried out according to the provisions of the tender and other technical documents furnished to him from time to time during the performance of the work. Test procedures and acceptance criteria of all work, if not already described in the tender document, shall be as per direction of Consultant/PMC/NABARD Engineer-in-charge.

3. Any material brought to site, if rejected by engineer-in-charge; the same shall be removed from the site, rectified and re-tested, where applicable as per directions of engineer-in-charge at agency’s own cost. Inspection and acceptance of work/materials by the owner/engineer-in-charge shall not relieve the agency from any of his responsibilities under this contract.

5. It shall be entirely the agency’s responsibility to provide all types of personal protective equipment to all the labour, provide construction equipment, tools & tackles necessary to perform the work in a workman like and efficient manner and completion of the jobs as per the time schedule indicated. Agency shall procure the material in sufficient quantities in line with the progress schedule for the work.

6. The engineer-in-charge may reject any materials as a result of any tests thereof notwithstanding the manufacturers’ certificate. He may also reject cement which has deteriorated owing to inadequate protection from moisture or due to intrusion of foreign matter or other causes. Any material which is considered defective by the engineer-in-charge shall not be used and shall be promptly removed within 24 hours from the site by the agency at their own expenses. The agency/ firm shall coordinate with the electrical agency if any, for timely completion of the work and also to avoid repair/duplication of works. Special conditions of contract shall be read in conjunction with general condition of contract.

Place:                              Signature:
Date:                              Name and Seal:
Address:
TECHNICAL SPECIFICATIONS

Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai

Detailed Classifications and specification of Interior Work

1. Dismantling

Dismantling should be done using power operator without disturbing existing structure like wall, Door etc.,

The removed materials should be stacked in the location specified by the client without disturbance to the routine work of the department. The removed materials should be disposed as specified in BOQ Necessary barricades are to be provided to avoid any untoward incidents of the occupants in the adjoining area dust should not be accumulated and the area should be cleaned before closure of the day's work.

2. Vitrified Tiles Flooring

The specifications in respect of material and execution process for vitrified tiles shall be strictly in accordance with the description of items in the BOQ as under

Vitrified Tiles: "Providing and Fixing 600x600 mm vitrified floor tiles with cement based high polymer modified quick-set tile adhesive (Water based) conforming to IS: 15477, in average 3mm thickness, matching the existing shade conforming to IS:15622, of approved brand & manufacturer, in all colors and shade, including grouting of joints with white cement and matching pigments etc., the basic cost of the tiles taken as Rs. 659.72/sq.m."

3. Partition Work & Joinery in wood work:

i. The contact surface between internal frame and skinning shall be glued with approved adhesive in addition to fixing with necessary screws etc.

ii. After preparing proper surface of skinning by sand papering etc., the laminates or veneers shall be fixed on it with the help of approved adhesive.

iii. Framework for full height partition shall be rigidly fixed to the floor, walls and ceiling soffit. The partition height shall be measured up to bottom of false ceiling and framing members/ply going above shall not be measured.

iv. Any portion that are warped or found with other defects are to be replaced. The whole of the work is to be framed and finished in a workman-like manner in accordance with the detailed drawings and the direction of PM / Architect and whenever required, fitted with all necessary metal ties, straps, screws, adhesive, etc., joinery work generally to be finished with fine sand / glass paper.
v. All joints shall be standard mortise and tendon, dowel, or cross halved screws, nails, etc., will be of standard iron or wire. Tendons should fit the mortise exactly.

vi. Nailed or glued butt joints will not be permitted.

vii. Wherever screw heads are on finished surface those will be sunk and the hole plugged with a wood plug of the same wood and grain to match the color.

4. Timber:

The timber shall be of the best of its kind available, properly seasoned and of mature growth. It shall be free from decay and insect attack, saps, warps, cracks, knots & knot holes and any other defects which may affect the looks or harm the strength of the member. All the timber shall be seasoned as per CPWD Specifications.

i. All the wood be used shall be properly seasoned, of natural growth and shall be free from worm holes, loose or dead knots or other defects, sawn square and shall not suffer warping splitting or other defects. White cedar, Malaysian Sal both of 1st quality.

ii. All internal frame work shall be treated with approved wood preservative and with fire retardant treatment paint. Wood shall be treated for resistance to pests.

iii. All wood brought to the site be clean it shall not have any preservative or other coating / covering.

iv. All rejected, decayed, bad quality wood shall be immediately removed from site.

v. All the dimensions mentioned for T.W members are finished sizes.

vi. All exposed T.W to receive polish and should be of 1st Quality Indian T.W

5. Plywood:

i. Unless otherwise stated, only BWR / BWP grade plywood boards shall be used. Plywood shall comply with standards and specifications. Face veneers may be either commercial or decorative on both sides or one side commercial and the other decorative. Type of face veneer and grade of plywood boards shall be, as specified.

ii. CROSS GRAIN/ LONG GRAIN FLEXIPLY: - Shall have flexibility and high bending quality. It can be cold formed to curve surface requirements. Made of gurjan species, exclusively with phenolic resin and conditioned to undergo any sort of rigorous climatic changes such as alternate wetting and drying. Shall not iii) require any external heat or water sprays which are the conventional for post forming. Marine plywood shall generally conform to IS 71 0-1980, bonded with phenol formaldehyde, B.W.P/BWR grade.
Commercial plywood shall generally conform to IS : 303 bonded with Phenol formaldehyde, MR grade.

6. **Hardware and Metals:**
   
i. All the screws / bolts with nuts to be used shall have oxidized finish (unless required otherwise of approved shape, size and quality.

   ii. Fittings shall be only SS, or Brass and suitable for heavy duty unless specified otherwise.

   iii. Samples of all hardware are required to be got approved in advance.

   iv. The agency should cover - up and protect the brass surface against oxidation by suitable material veneer as necessary and subsequently clean it away at the same time of handing over.

   v. All hardware shall be fitted with good workmanship without the surrounding edges being damaged.

7. **Laminate:**
   
i. All laminate shall be 1 mm thick of approved make or as directed.

   ii. The contractor shall get the sample showing the surface texture pattern and color approved, by Employer / Architect.

8. **Veneer:**
   
i. Veneer may be of Oak, Teak or any other approved wood with required shade and finish of BIS Standards IS1328

   ii. Veneer ply thickness 4mm

   iii. Face veneer thickness 0.55mm

   iv. Base ply thickness 3.5mm

   v. Density 680kg/cbm

   vi. Borer proof and termite resistant
9. Glass:

i. Toughened glass to be approved manufacture, complying with I.S 3548 - 1960, or as per approved quality and sample, to be of the qualities specified and free from bubbles, air holes, waviness and other defects.

ii. In cutting glass, proper allowance shall be made for expansion

iii. Glass for mirror shall be silvering quality (S.Q) Conforming to I.S 3458 - 1958 or as approved sample and quality.

iv. On completion, all glass surfaces shall be cleaned inside and out, all cracked, scratched glass/mirror shall be replaced.

10. GYPSUM WITH WOODEN FALSE CEILING:

i. False ceiling shall be of 12mm thick tapered edge gypsum board conforming to IS 2095 part I with frame work made of special sections power pressed from M.S sheet and galvanized in accordance with zinc coating of grade 350 as per IS:277.

ii. And it consisting of angle cleats of size 25mm wide x 1.6mm thick with flanges of 22mm and 37mm at 1200mm centre to centre one flange fixed to the ceiling with dash fastener 12.5mm dia x 40mm long with 6mm dia bolts to the angle hangers of 25x25x0.55mm of required length and other end of angle hanger being fixed with nuts and bolts to G.I. channels 45x15x0.9mm running at the rate of 1200mm centre to centre.

iii. The ceiling section 0.5mm thick button wedge of 80mm with tapered flanges of 26mm each having clips of 10.5mm at 450mm centre to centre shall be fixed in a direction perpendicular to G.I. channel with connecting clips made out of 2.64mm dia x 230mm long G.I. wire at every junction including fixing the gypsum board with ceiling section and perimeter channels 0.5mm thick 27mm high having flanges of 20mm and 30mm long.

iv. The perimeter of ceiling fixed to wall/ partition with the help of rawl plugs at 450mm centre to centre with 25mm long drive all screws @ 230mm interval including jointing and fixing to a flush finish of tapered and square edges of the board with recommended filler, jointing tapes finisher and two coats of primer suitable for board as per manufacturers specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts, made with frame of perimeter channels suitably fixed.

v. It including cost of all materials, labour, machinery, T & P, sampling and testing with all leads, lifts, and delifts, for all materials complete in all respects as per drawings, requirements, specification and as directed by the Authorized Architect firm for this work/ NABARD’s Engineer.

vi. Frame work shall be supplied by the same manufacturer/ brand as of Gypsum Board.
11. WOODEN FALSE CEILING:

Supply and Fixing of 12 mm thick BWR Ply with 4mm thick veneer finish, with Providing and fixing wooden false ceiling using 12mm thick BWR ply wood finished 4mm thik veneer on one side with melamine polish as per the instructions of the Architect. The wooden false ceiling rate shall be inclusive of providing framework, adequate supports using 50mmx50mmx3mm aluminium extrusions (Flat side 600mm c/c arch side 150mm c/c) with necessary countersunk heavy duty screws, hardware and adhesives etc; and polished teakwood edge beadings to be provided as directed. 4mm thick veneer finish basic rate: 2000/sq.m

12. MELAMINE FINISHES:

Glossy - Apcolite Natural wood finish clear glossy is a premium quality melamine’s coating specially formulated as a protective and decorative finishing clear coating for wood. The finish shall be smooth & glossy.

Sand the surface along the grains with Emery Paper No>180 or with a suitable grade sand paper. Brush the surface free of loose dust. Fill the wood using Acolyte Wood Filler. Remove excess filler immediately after applications. Allow 2-3 hours of drying before sanding with Emery Paper No 240 or 280. If desired, apply Apcolite Wood Stains by ragging after filling step of mix it in Apcolite Natural Wood Finish up to 20% by volume and apply by spraying after Sealer Coat. In application by ragging allow a drying time of 5-10 minutes in between coats and 30-60 minutes before over coating with finish coats. Apply a coat of Apcolite Natural Wood. Finish Clear Sealer. After overnight drying smooth sand with Emery Paper No.320 and wipe the surface free of loose dust. Apply Apcolite Natural Wood Finish Clear Glossy as follows. Ensure that the surface to be coated is free from loose matter. Apcolite Natural Wood Finish Clear Glossy is a two component system consisting of base and hardener. These should be mixed in the recommended ratio. The two components should be mixed in a glass, plastic or enameled container. Allow the mixture to stand for 30 minutes and then apply by brushing or spraying using the recommended thinner for consistency adjustment. The mixture of base and hardener should be used within 8 hours. To enhance gloss and decorative value Apcolite Natural Wood Finish Clear Glossy can be buffed using suitable buffing mops but only after 48 hours of application.

Matt:

Apcolite Natural Wood Finish Clear mat is a premium quality melamine is coating specially formulated as a protective and decorative finishing clear coating for wood. Finish shall be smooth & matt.

Send the surface along the grains with Emery Paper No.180 or with a suitable grade sand paper. Brush the surface free of loose dust. Fill the wood using Apcolite Wood Filler. Remove excess filler immediately after applications. Allow 2.3 hours of drying, before sanding with Emery Paper No. 240 or 280. If desired, apply Apcolite Wood Stains by
ranging after filling step or mix it in Apcolite Natural Wood Finish up to 20# by volume and apply by spraying after Sealer Coat. In application by ragging allow a drying time of 5 - 10 minutes in between coats and 30-60 minutes before over coating with finish coats. Apply a coat of Apcolite Natural Wood.

wipe the surface free of loose dust. Apply Apcolite Natural Wood Finish Clear Goosy as follows. Ensure that the surface to be coated is free from loose matter. Apcolite Natural Wood Finish Clear Glossy is a two component system consisting of base and hardener. These should be mixed in the recommended ratio. The two components should be mixed in a glass, plastic or enameled container. Allow the mixture to stand for 30 minutes and then apply by brushing or spraying using the recommended thinner for consistency adjustment. the mixture of base and hardener should be used within 8 hours.

12. PAINTING OIL / ENAMEL / PLASTIC EMULSION ETC.:

Ready mixed oil paint, plastic emulsion paint, ready mixed synthetic enamel paint, Aluminum paint, etc., shall be brought in original containers and in sealed tins. If for any reason thinner is necessary the brand and quantity of thinner recommended by the manufacturer or as instructed by the Employer / Architects shall be used.

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. Makes: Asian, Nerolac, ICI.

The surface shall be prepared as specified above and cost of approved primer shall be applied. After 24 hours, drying approved of specified quality paint shall be applied evenly and smoothly. If required filler putty coating may be given to give smooth finish. Each coat shall be allowed to dry out thoroughly and then lightly rubber down with sand paper and cleaned of dust before, the next coat is applied. Number of coats shall be as specified in the item and if however, the finish of the surface is not uniform additional coats as required shall be applied to get good and uniform finish at no extra cost. After completion no hair marks from the brush or clogging of paint puddles in the corners of panel angles of moldings shall be left on the work. The glass pans floor etc., shall be cleaned of stains.

When the final coat is applied, if directed, the surface shall be rolled with a roller or if directed it shall be stippled with stippling brush.

13. Wall Paper of good quality of water proof, Moisture-Proof, nontoxic, washable, no pollution, public hazards
Detailed Classifications and specification of Electrical Work

1. Separate neutral must be taken for each circuit, where they are at heavy capacity.

2. The physical and electrical continuity shall be maintained throughout the conduit systems.

3. Wires of any two branch circuits connected to different phases must be drawn in separate conduits.

4. 50 mm. dia. and height MS inspection boxes of 14 SWG thick having smoothed external finish shall be provided to facilitate removal and replacement of wires wherever required.

5. Strands of wires shall not be cut for connecting terminals. The terminals shall have sufficient cross sectional area to take all strands. At all bolted terminals, flat washers of large area and approved steel shall be used.

ALL STRAIGHT JOINTS THROUGH INSULATED TUBE LUGS – CRIMPED

6. Only certified wiremen and cable jointers shall be employed to do jointing work. All wires and cables shall bear the manufacturer's label and shall be brought to site in original packing. For all internal wiring, PVC Insulated wires of 650 V grade shall be carried out in loop system and no joints shall be allowed in the length of the conductors. If the use of joints/connections is unavoidable due to any reason prior permission, in writing shall be obtained from the Consultants/ Clients. No wire shall be drawn into any conduit, until all work of any nature, that may cause injury to wire is completed. Care shall be taken in pulling the wires into the conduits. The conduits shall be thoroughly cleaned of moisture, dust, dirt or any obstruction by forcing compressed air through the conduits.

7. LOAD BALANCING

Balancing of circuits in three phase's installation shall be planned before the commencement of wiring and shall be adhered to.

8. CIRCUIT WIRING

The following shall be deemed to be included in the point wiring:-

a. Switches and Manufacturing mounting box.

b. Ceiling rose or terminal connector as required

c. Bushed conduit, G.I. sleeves where cables or pipes passes through wall etc.

d. Earth wire from three pin socket outlet point/fan regulator to common earth including earth dolly except the earth wire from the first tapping point of live wire to the final distribution board.

e. All fixing accessories such as clips, rails screws, rawl plugs, wooden plugs etc. as required.
f. Connections to ceiling rose, connector socket outlet, lamp holder, switch and fan regulator etc.
g. Looping the same switch board interconnections between points on the same circuit.
h. Providing fish wire in conduits while recessed circuiting works undertaken.
i. The Chases in the wall shall be neatly made and in ample dimensions to permit the conduit to the fixed in the manner desired. In case of buildings under construction, conduits shall be buried in the wall before plastering. These shall be grouted and covered with cement and mortar, neatly finished at the plane of the unplastered brick work and scratched for providing key to the plaster and cured. Under no circumstances, finished plastered surfaces shall be allowed to be chased for the conduit work. Before taking up chasing of the wall, the routes shall be marked and got approved by Consultants. In case of exposed brick / rubble masonry work, special care shall be taken to fix the conduit and accessories in position along with the building work.

9. COLOUR CODING OF WIRES

Colour coding of wire shall be carried out as detailed below:

PHASES RED
YELLOW
BLUE

NEUTRAL BLACK (OR) GREY

EARTH GREEN

The minimum diameter of the conduits shall be 25 mm. only.

The following sizes of PVC insulated multi-stranded copper conductor wires shall generally be followed throughout:

a. From the final switch to individual outlets 1.5 sq.mm
b. From Distribution Boards to First Switch Board and subsequent switchboards 2.5 sq.mm
c. All 15A socket (Only Phase & Neutral) 4.0 Sq.mm.
d. Earth wire throughout for Lighting. 1.5 Sq.mm.
Conduits for power and lighting shall be separate and shall not be mixed. All Control switches (5 AMPS & 15 AMPS Capacity) used in point wiring, whether surface mounted or concealed type shall conform to IS 3854 and carry ISI Mark distinctly. All switches and socket outlets shall be mounted in a suitable sized MS Box with ample space for connection and disconnection of wires. All socket outlets shall invariably have their third earth pin connected to main grounding / earthing grid.

10. SWITCHES AND ACCESSORIES

(a) All switches shall be placed in the live conductor of the circuit and no single pole of fuse shall be inserted in the earthed neutral conductor of the circuit.

(b) Single pole switches (other than for multiple control) carrying not more than 15 Amps may be of the piano key type/ moulded plat type and the switch shall be ‘ON’ when the knob is down.

(c) The switch box shall be placed in the live conductor of the circuit and no single pole of fuse shall be inserted in the earthed neutral conductor of the circuit.

(d) Single pole switches (other than for multiple control) carrying not more than 15 Amps may be of the piano key type/ moulded plat type and the switch shall be ‘ON’ when the knob is down.

(e) The switch box shall be made of metal on all sides, except on the front. In the cases of cast iron boxes wall thickness shall be at least 3mm. and in case of welded mild steel sheet boxes the wall thickness shall not less than 18 gauge for boxes up to a size 20 cm x 30 cm. above this size 16 gauge MS boxes shall be used. Except where otherwise stated 3mm. thick phenolic laminated sheets shall be fixed on the front with aluminium alloy/ brass/cadmium plated iron screws as approved by Site Engineer/PMC.

11. To facilitate drawing of wires in the conduit, GI Fish wire of 16 SWG shall be provided while laying recessed conduit.
12. Point wiring shall include all works necessary to complete wiring of a switch circuit of any length from the tapping point on the distribution circuit to the following (via the switch).
   a) Ceiling rose or contractor (in the case of ceiling / exhaust fan points)
   b) Back plate (in case of fluorescent fitting with down rods etc.)
   c) Socket outlet (in the case of socket outlet points)
   d) Lamp holder (in case of wall brackets, bulk head and similar fittings).
   e) All civil works like chipping, making good the damages, drilling holes in walls etc., are to be done by the contractor only.

13. The following shall be deemed to be included in the point wiring:
   a) Switch
   b) Ceiling rose or connector as required
   c) Any special or suitable round block for neatly housing the connector and covering the fan hook in case of fan point.
   d) Bushed conduit, MS. Sleeves where cables or pipes passes through wall etc.
   e) Earth wire from three pin socket outlet point/fan regulator to common earth including earth dolly.
   f) All wood or metal blocks, boards and boxes sunk of surface type, including those required for mounting fan regulator but excluding those under the main distribution switch gear.
   g) All fixing accessories such as clips, rails screws, rawl plugs, wooden plugs etc. as required.
   h) Connections to ceiling rose, connector socket outlet, lamp holder, switch and fan regulator etc.
   i) Looping the same switch board interconnections between points on the same circuit.
   j) Providing fish wire in conduits while recessed circuiting work is undertaken.

14. LENGTH PER POINT

The term "Length per point" in point wiring in the case of the fan and light points shall mean the distance between the switch and ceiling rose, connector or back plate, lamp holder depending upon the fitting, measured along the run of wiring irrespective of the number of wires in the run.
In the case of socket outlet points, the length shall mean the distance between the socket outlet and the tapping point of live wire on the nearest switch board.

15. MEASUREMENT OF POINT WIRING

Points shall be measured in numbers, irrespective of the length of the circuits.
Points on the basis of length per point inclusive of circuit mains shall be classified as under:
a) Average point : Length per point not exceeding 10 M.

b) Special point for Light, Fan and 5A socket outlet points : Length per point exceeding 10 M

The rate for average point shall be on a per point basis.

For special points, the extra length of wiring over and above the length of Meters specified shall be measured and paid for. Rate for the same shall be given in the offer separately.

In case of points with more than on light point controlled by the same switch, they shall be measured on a set basis (i.e.) Two lights controlled by one switch shall be considered a set and so on. The distance between the first point and subsequent point shall not be more than 5 mts. In case of more than two lights controlled by one switch only the average distance between light points shall be considered.

The minimum size of pipe shall be 25mm. dia only. The wall thickness shall 2mm. only. The chases in the wall shall be neatly made and in ample dimensions to permit the conduit to be fixed in the manner desired. In case of buildings under construction, conduits shall be buried in the wall before plastering. These shall be grouted and covered with cement and mortar, neatly finished at the plane of the unplastered brick work and scratched for providing key to the plaster and cured. Under no circumstances finished plastered surfaces shall be allowed to be chased for the conduit work. Before taking up chasing of the wall the routes shall be marked and got approved by Engineer. In case of exposed brick/rubble masonry work, special care shall be taken to fix the conduit and accessories in position along with the building work.

16. CLEARANCE AND SAFETY
For every electrical switchboard, control panel, power control centres etc., that require back access the space behind the equipment shall generally be 1,000 mm. but in no case be less than 762mm. This space shall also be adequate to permit at least a 90 Deg. opening of doors or hinged panels. In such cases where back clearances are provided, there shall be a passage-way from either end of the equipment clear to a height of 1800mm. Where the equipment are not required to be attended from the back, if equipment shall be placed along the wall/structure having clearances less than 200mm.

For all switch boards, control panels, power control centres, a clear space of not less than 1000 mm. shall be provided in front of the equipment. In case, where the equipment is provided with draw out unit, a minimum clearance of 2,000 mm shall be provided.

For all electrical equipment a minimum clearance headroom of 500mm shall be provided.

(a) All motors located away from the feeding and control panels and for which control desk of position not within visible location, shall be provided with readily accessible and easily operated, locally mounted lockable type 'stop' pushbuttons in the control circuits.
(b) All electrical equipment operating on 415 V or higher voltage shall be provided with caution notice boards of approved type and shall be affixed permanently in a conspicuous position. Where a group of equipment is located within a switch / control room or within a fenced area, the notice board shall be fixed at the entrance.

(c) All moving parts of the equipment which are exposed and liable to cause hazard to the operating and maintenance personnel shall be suitably protected by metallic guards.

(d) In front of all the switch boards rubber mats shall be provided for personnel safety.

(e) Open type control panel or open type busbars shall not be installed inside the plant building.

(f) In accordance with the requirement of the Indian Electricity Rules, the following shall be provided:
   i. Danger Boards and shock treatment charts in two languages viz. English and Tamil.
   ii. 750mm wide tested rubber mats of thickness not less than 19mm shall be provided in front of all switchboards and control panels.

17. TESTING AND COMMISSIONING

The inspection and testing shall be carried out in accordance with Indian Electricity Rules 1956 and IS 732 (PART – 3) Inspection and Testing of Installation by the Contractor in the presence of Architect/ Consultant/ Engineer in charge's representative. In the event of defects being found, these shall be rectified as soon as practicable and the installation retested free of cost.

(a) Some of the Test and Inspections to be carried out are:

1. General inspection of complete installation with respect to conformity with Bureau of Indian Standards and Indian Electricity Rules general workmanship (Earthing, cables, bolt, connections etc.)

2. Testing of Insulation Resistance of all cables and wires.

3. Testing of Earth continuity path


(b) Lighting circuits to be tested for resistance to earth in the following manner:

1. All switches 'ON' with consuming devices in circuit.
2. All switches ‘ON’ with consuming devices removed the IR values between poles and E.
3. All switches ‘ON’ with consuming devices in position the IR between poles and E.
4. Testing the earth resistance of earth pits and full earthing grid as a whole.
5. Test specified by manufacturer's for particular equipment.
6. Check for 'DANGER BOARD' sign wherever required and
shall be supplied and erected at free of cost.

7. All Panels and DBs shall be subjected to High Voltage Test (2500 Volts for one minute) and Megger Test and Test Report shall be submitted by the Contractor before dispatch of the panel.

18. SAMPLE SUBMISSION FOR APPROVAL OF MAKES.

Contractor, before supply of material should show the samples of makes of all the materials to the bank and get it approved.

**Detailed Classifications and specification of HVAC (Ducting) Work**

1. **GI DUCTS**
Supply, installation, testing & commissioning of Rectangular aluminum Ducting made of lock-forming quality AL; complying with IS standards and with necessary supports as per specification. All the ducts shall be supplied as Box type and no ducting works are permitted at site (except small connections). Duct sheet shall be of GSS with a minimum Zinc coating of 120 GSM.
   a. 22 Gauge
   b. 24 Gauge
   c.

2. **THERMAL INSULATION FOR DUCTS**
Supply and fixing of Thermal Insulation with Class "O" with Antifungal micro ban, closed cell, elastomeric, nitrile rubber, dust free, fiber free, and CFC free insulation. Thermal insulation shall be fixed on for the whole duct.

3. **AIR TRANSMISSION DEVICE**
Supply, Installation, testing and commissioning of Air grillers / Diffusers for air conditioned areas fabricated out of extruded Aluminum, Powder coated sections, with color matching to interiors and collar Damper for the supply Air.
   1. 4" Continuous grill for Supply and Return Air
   2. Supply and Fixing Of Collar Damper with size of supply air collar for the above grilles.
   3. Foam Density 60kg/m3
   4. Aluminum thickness 80 microns
   5. Thermal conductivity 0.02 W/m.k
   6. Fire Rating BS 476 part 6 & 7 Class 0 ASTM E-84 Class A
   7. Compressive Strength 0.25 MPa
   8. Bending Strength 2 MPa
   9. Water Absorption 0.25%
   10. Maximum Wind Velocity 13-20 m/s
   11. Maximum Running Temperature 120 Degree Celsius
General Builder's Technical Specifications

1) CIVIL WORKS

A. P.C.C. (Plain cement Concrete Brick Jelly concrete) 1:4:8

Cement concrete/ **Brick Jelly concrete** 1:4:8 (1 cement, 4 sand, 8 hard blue granite metal/brick jelly 40mm graded) laid in layers not exceeding 15cm. in depth & well consolidated, curing all complete.

B. P.C.C. (Reinforced Cement Concrete) 1:2:4/1:1.5:3

Using 1 cement, 2/1.5 sand and 4/3 blue granite metal 20mm and down gauge well consolidated, curing all complete.

C. Water proofing compound

   a) Remove the existing damaged pressed clay tiles, brick jelly and bed mortar and expose up to the parent concrete slab. Check for cracks, if any, and if so pressure grout the same using micro fine cement or low viscous epoxy resin based on the crack width and close the crack using polymer modified mortar.

   b) Acid wash and water wash the surface and allow the surface to dry. Mix the part A and Part B of the polymeric water proofing membrane (Brush bond manufactured by M/s Fosroc Chemicals or equivalent) and apply two coats, the second layer after the first one dries up completely.

D. Brick Work

   a. Supplying and laying locally available best table moulded bricks of approved quality (but not less than 50 kg/sq.cm. crushing strength) in 230mm brick work in C.M 1:5 (1 cement, 5 sand)

   b. 115 mm thick brickwork using locally available best table moulded bricks of approved quality (but not less than 50 kg/ sq.cm. Crushing strength in C.M 1:6 (1 cement, 6 sand) and reinforced with two numbers of 6mm dia. MS rods at every fourth course embedded for partition.

E. Plastering

   a. Prepare surfaces and plaster with cement mortar 1:4 (1 cement 4 sand) 12/15mm thick to ceiling sides and soffit of beams and columns and other interior and exterior cement mortar.

   b. Prepare surface and plaster with cement mortar 1:4 (1 cement 4 sand) 12/15mm thick to all interior faces of walls including RCC surfaces continuous to masonry.

   c. Prepare surface and plaster with cement mortar 1:4 (1 cement, 4 sand) 20mm thick to all external faces of brick walls including RCC surfaces continuous to masonry in all levels.
d. Plastering with CM 1:3 mixed with water proofing compound as per manufacturer specification for toilet and terrace.

F. Flooring

a. Providing and laying ceramic tile for toilet cum bathrooms and vitrified tile for the remaining flooring and skirting of approved quality, size and colour in flooring approved quality, size and colour in flooring set in CM 1:3 with water proof as mentioned in BOQ of 12-15 mm thick with thin joints, so as to form a true and even surface and joints finished neatly with cement mixed with matching pigments all complete as directed.

b. Providing and laying glazed tiles of approved quality, size and colour in wall dado set in CM 1:3 of 12 mm thick with thin joints, so as to form a true and even surface and joints finished neatly with cement mixed with matching pigments all complete as directed. (7′ for toilets and 2′ for kitchen and service areas)

II) **PAINTING WORKS**

a. The entire painting work shall be done in first class manner. The contractor shall use readymade paints of best quality and of approved manufacturers such as Jotun, Shalimar Paints, Jenson & Nicholson, Nerolac, Asian Paints, ICI Paints, Berger Paints etc of appropriate grade as per Annexure "A" to this specification.

b. The Contractor will not be permitted to carry out any mixing at site except for addition of thinners for thinning the paint which shall be carried out in the presence of Bank’s Staff. The contractor shall deposit sample panels of paints at his own cost for approval prior to commencement of work with the Bank. The colour shades of the paint approved by the Bank only shall be used. For outside painting, **sample area shall be prepared and the shade got approved.**

c. Rates shall be inclusive of doing plaster patch work (not exceeding 0.1 sqm. for each patch) and also making up the broken arises edge of walls, columns, beams, sills, ceiling, etc. so as to match the existing surface.

d. Special care shall be taken by providing suitable covers, tarpaulins etc. to prevent dust nuisance and for protecting furniture and costly equipment from stains. The work shall be carried out without any inconvenience to the occupants, the rates quoted shall include covering of furniture and for handling and re-arranging the furniture etc. and any damage to property caused by the Contractor shall be made good by the Contractor at his cost. The painting work in residential buildings shall be done in a sequence to complete all works required to be done, in as short a time as possible, in each flat.

e. The contractor has to wash and clean the floors after his work in the area that has been completed.
f. No further coat shall be applied, till previous coat has completely dried.
g. Additional coats shall have to be given without any extra cost, if instructed by the Bank, over and above the number of coats prescribed till the surface presents smooth and uniform finish.
h. After day's work is over, stains of paint over floor, fittings, furniture, glass panes etc. shall be thoroughly removed.
i. The contractor should include the cost of erecting scaffoldings, for painting the building from inside and outside.
j. Care should be taken to paint electric wiring on batten for which no extra payment will be made.

k. Mode of Measurements for Painting Work

All measurements shall be in metric units. Length and breadth to be measured, correct to a centimeter. Deductions in measurements to be regulated as follows:
For Acrylic paint, Oil Paint, Snowcem, French polish and Flat Paint / Plastic Emulsion Paint etc.,
(a) No deduction shall be made for opening less than 0.5 sqm. and no addition made for jambs, sills, reveals therein etc.
(b) Openings exceeding 0.5 sqm. shall be deducted and jambs, soffits, sills etc. measured.

I. Painting for Interior Surfaces:

Acrylic Paint: The paint shall be of approved manufacturer and shade.

(i) Preparation of Surfaces: The surface that has to receive the paint is to be scrubbed to make the surface smooth without undulation. Minor hairline cracks are to be filled by making V groove and smoothing the same with birla wall care putty. No extra payment will be made for the same.

(ii) Preparation of Paint: The paint shall be prepared strictly according to the manufacturer's instructions and specifications.

(iii) Application of Paint:
After proper surface preparation the coat of acrylic paint is to be applied of approved brand and shade uniformly by using soft bristle brush to match with the existing paint surface.

III) Patch Repairing:-

The Patch repairs shall generally be carried out as under:
i. Patches should be marked properly on the surface and all loose plaster of the cracked portion shall be removed as directed by the Engineer.

ii. The surface to be patched shall be wetted thoroughly and if plain, shall be recked or roughened up by hacking.
iii. The plastering shall be done as directed. The finishing coat shall match with the adjoining surface. The rate quoted shall include all types of finishing and no extra payment shall be admissible.

iv. The cement mortar used shall be 1:4 (one part cement to four parts of sand by volume) and the work shall be done as directed by the Engineer.

v. The patches thus repaired shall be cured adequately and shall be got approved from the Engineer before proceeding further.

vi. Wide cracks in plaster, if any due to separation of brick work from the concrete or wood work or between two masonry panels or diagonal cracks shall be grooved as directed, filled with 1:2 cement plasters with the addition of "Groutex" or "Expandex" and surface finished with plaster of Paris. No payment will be made for this operation.

vii. Minor cracks in plaster due to separation of brick work from the concrete or wood work or between two masonry panels or diagonal cracks shall be grooved as directed, filled and finished with "SNOW FILLA" or suitable material approved by NABARD. The rates quoted for respective items shall be inclusive of this operation.

SAMPLE SUBMISSION FOR APPROVAL OF MAKES.
Contractor, before supply of material should show the samples of makes of all the materials to the bank and get it approved.

Place:
Date:

Signature:
Name and Seal:
Address:
**MAKES OF MATERIALS**

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 tender 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 proposed 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.

**ELECTRICAL MAKE OF MATERIALS**

<table>
<thead>
<tr>
<th>S.No</th>
<th>ITEM</th>
<th>MAKES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CABLES ISI MARK,11000V (GRADE)</td>
<td>ANCHOR, POLYCB, SUNCAB.</td>
</tr>
<tr>
<td>2</td>
<td>WIRES: 660V GRADE ISI MARK</td>
<td>ANCHOR, POLYCB, SUNCAB.</td>
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<td>3</td>
<td>ERW M.S.CONDUITS ISI MARKS</td>
<td>MOTI, GEMINI, ISI MARK</td>
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<tr>
<td>4</td>
<td>CASING CAPPING &amp; ACCESSORIES</td>
<td>MOTI, GEMINI, ISI MARK</td>
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<tr>
<td>5</td>
<td>TRUNKINGS &amp; TRUNKLINKS</td>
<td>MK, MOTI, GEMINI, ISI MARK</td>
</tr>
<tr>
<td>6</td>
<td>PVC CONDUITS</td>
<td>MOTI, GEMINI, ISI MARK</td>
</tr>
<tr>
<td>7</td>
<td>5A/6A PLATE TYPE SWITCHES</td>
<td>ANCHOR ROMA, NORTH WEST, MK &amp; SOCKETS, ISI MARK</td>
</tr>
<tr>
<td>8</td>
<td>CEILING ROSES, HOLDRES</td>
<td>ANCHOR.</td>
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<td>9</td>
<td>BUZZERS, BELLUSH, BELLS</td>
<td>MK, ANCHOR.</td>
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<tr>
<td>10</td>
<td>ELETRICAL FITTINGS</td>
<td>PHILIPS, WIPRO, CROMPTON,ELENERVICE</td>
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<td>11</td>
<td>FANS AND EXHAUST FANS</td>
<td>CROMPTONS, GEC.</td>
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<tr>
<td>12</td>
<td>INDUSTRIAL SOCKETS</td>
<td>MK, CROMPTON, MDS, SIEMENS, C&amp;S</td>
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<td>13</td>
<td>15A SWITCH, SOCKETS</td>
<td>MK, ANCHOR ROMA, NORTH WEST,</td>
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<td>14</td>
<td>16A DP SWITCHES WITH FUSE</td>
<td>ANCHOR.</td>
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<tr>
<td>15</td>
<td>GEYSERS/WATER HEATER</td>
<td>SPHERE HOT, RACOLD, USHA.</td>
</tr>
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<td>16</td>
<td>TELEPHONE WIRES</td>
<td>DELTON, FINOLEX.</td>
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<td>S.No</td>
<td>ITEM</td>
<td>MAKES</td>
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</tr>
<tr>
<td>1</td>
<td>Wood</td>
<td>Teak wood</td>
</tr>
<tr>
<td>2</td>
<td>Grid Ceiling</td>
<td>Armstrong / Daikin</td>
</tr>
<tr>
<td>3</td>
<td>Gypsum board</td>
<td>India Gypsum Ltd / La gyp / equivalent</td>
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<tr>
<td>4</td>
<td>Veneer</td>
<td>Uro / Garnet</td>
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<tr>
<td>5</td>
<td>Granite</td>
<td>Black colour g-20, Tiger black</td>
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<tr>
<td>6</td>
<td>Laminate</td>
<td>Merino / Greenlam / Asis / Century</td>
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<tr>
<td>7</td>
<td>Glass</td>
<td>Saint Gobain, Modi guard</td>
</tr>
<tr>
<td>8</td>
<td>Flush door</td>
<td>Greenply / Asis / IDEAL PLY, Assam Prestige make</td>
</tr>
<tr>
<td>9</td>
<td>Marine plywood</td>
<td>Century Shiny / Swing</td>
</tr>
<tr>
<td>10</td>
<td>Commercial plywood</td>
<td>Century Shiny / Swing / Assam top / Green line / Trojan</td>
</tr>
<tr>
<td>11</td>
<td>Door closer</td>
<td>Ozone / Dorma / Ebco</td>
</tr>
</tbody>
</table>

NOTE: Apart from the above makes, any further equivalent make as approved by the Client, can also be used with prior permission from the Client.
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Make</th>
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<tbody>
<tr>
<td>12</td>
<td>Floor spring / Patch fittings</td>
<td>Ozone / Dorma / Ebco</td>
</tr>
<tr>
<td>13</td>
<td>Furniture hardware</td>
<td>Dorset / Godrej / Ebco / Hettich</td>
</tr>
<tr>
<td>14</td>
<td>Workstation</td>
<td>Nilkamal / Durian / featherlite / Space wood</td>
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<tr>
<td>15</td>
<td>Chairs</td>
<td>Nilkamal / Durian / featherlite / Space wood</td>
</tr>
<tr>
<td>16</td>
<td>Melamine coat</td>
<td>Asian or equivalent</td>
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<tr>
<td>17</td>
<td>Putty</td>
<td>Asian / Birla putty / Jk putty</td>
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<tr>
<td>18</td>
<td>Paints</td>
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<td>19</td>
<td>Texture</td>
<td>Terraco / Novatex</td>
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<td>20</td>
<td>Adhesive</td>
<td>Fevicol SH , Araldite</td>
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<td>21</td>
<td>Tile Adhesive</td>
<td>Ultre Tile fix / MYK Laticrete / ACC / Equivalent</td>
</tr>
<tr>
<td>22</td>
<td>Mortise locks</td>
<td>Godrej / Dorset/Monarch</td>
</tr>
<tr>
<td>23</td>
<td>Glass Partition frame</td>
<td>Jeb partition/infra partition frames</td>
</tr>
<tr>
<td>24</td>
<td>Cylindrical lock</td>
<td>Godrej / Dorset/Monarch</td>
</tr>
<tr>
<td>25</td>
<td>Carpet</td>
<td>Shaw/Stainmaster/Dupont,Tuffex or Equivalent</td>
</tr>
</tbody>
</table>

**NOTE:** Apart from the above makes, any further equivalent make as approved by the Client, can also be used with prior permission from the Client.

Signature of the Contractor/Tendered (With Seal)
SPECIAL INSTRUCTIONS TO BIDDERS

1. Scope of Supply of Water and Electricity by NABARD
Only power and water will be supplied at free of cost as per the following: Power will be supplied free of cost at the nearest available source. However, Agency shall make their own arrangements for tapping and distribution at their own cost. Water will be supplied, free of cost, at the nearest available source at one point. However, Agency shall make their own arrangements for tapping and distribution at their own cost.

2. Scope of Supply of Materials by the Agency
All materials, consumables, testing appliances, construction equipment, tools & tackles, skilled, unskilled manpower, supervision necessary for completing the work shall be procured and supplied by the Agency at their own cost for timely completion of job in all respects to the entire satisfaction of Engineer-in-Charge.

3. Payment Terms

i. Payments will be made against Running Accounts Bills certified by Consultant/PMC/NABARD’s Contact Person for this job/ his nominated representative within 15 Days from the date of receipt of the certified bill by the Disbursement Section of NABARD.

ii. Running Account Bills and the Final Bill (against this work order) shall be submitted by the Contractor together with the duly signed measurements sheet(s) to Consultant/PMC/NABARD’s contact Person for this job/ his nominated representative in duplicate for certification. The Bills shall also be accompanied by quantity calculations in support of the quantities contained in the bill, actual/theoretical, wherever applicable duly certified by Consultant/PMC/NABARD’s Contact Person for this job/ his nominated representative.

iii. All Running Account payments shall be regarded as on account payment(s) to be finally adjusted against payment of the Final Bill (against this Work Order). Payment of Running Account Bill(s) shall not determine or affect in any way the rights of Consultant/PMC/NABARD under this Contract to make the final adjustments of the quantities of material, measurements of work and adjustments of amounts etc., in the Final Bill (against this Work Order)

The Final Bill (against this WO) shall be submitted by the Contractor within one month of the date of completion of the work fully and completely in all respects. If the Contractor fails to submit the Final Bill (against this WO) accordingly, Consultant/PMC/NABARD’s Contact Person for this job/ his nominated representative, may make the measurement
and determine the total amount payable for the work carried out by the Contractor and such a certification shall be final and binding on the Contractor. Consultant/PMC/NABARD’s Contact Person for this job/his nominated representative, my take the assistance of an outside party for taking the measurement, the expenses of which shall be payable by the Contractor.

iv. Payment of the Final Bill (against this WO) shall be made within 30 days from the date of receipt of the certified bill by the Disbursement Section of NABARD.

5. Rate is inclusive all taxes and No additional amount will be paid by NABARD to the contractors. NABARD will deduct the statutory taxes that are applicable from time to time from the tendered value.

6. The bidders shall visit the site and fully understand the scope of the work before quoting for the work. Clarifications and doubts, if any shall be got clarified from the Bank’s Engineer/PMC Engineer.

7. Statutory payment if any, required to be paid to Authorities, on behalf of NABARD for any aspect of the work shall be reimbursed on producing relevant receipts. No payment shall be made without producing receipts.

8. The work shall be done strictly following decorum and discipline with least inconvenience to the residents.

9. Debris shall be periodically removed from the site. Debris/ waste materials shall be removed from the premises periodically during the progress of the work. The scrap/ waste shall not be accumulated/ dumped in the premises.

10. Special care should be taken not to leave unfinished work overnight, and safety arrangement to be provided all around the work area while work is executed at all time.

11. The specifications/ list of approved makes shall be strictly adhered to. If any item is not available as per the list of makes specified, approval has to be obtained for equivalent make, after having produced proof of non-availability of the item in the market.

12. The contract is strictly on item-rate basis. The quantities as executed, measured and accepted for payment shall be settled as per rates quoted. No escalation in rates for whatsoever reasons shall be entertained.

13. The old materials shall be carefully dismantled and removed before installing the new system.

14. The total amount quoted for the items of work in the schedule, less the buyback amount if any shall only be taken for arriving at the L1 bidder.
15. Notwithstanding any insufficiency in detailing the scope of the work, the work is deemed to be done on turnkey basis strictly adhering to specification and instructions of the Bank from time to time and also conforming to prevalent BIS/ NBC norms.

16. The cost for travel and other arrangements for witnessing the tests by the Bank's Engineer/Consultant at the vendor's works shall be borne by the Contractor.

17. As directed by the Bank/consultant, the contractor has to carry out the work late/ work on Saturdays/ Sundays/ Holidays with prior approval so as to ensure smooth flow and timely completion of the work.

18. Permission, if any required, from the local statutory authorities / bodies shall be obtained by the contractor at his own cost.

19. The replacement of existing metering panels and cabling are to be carried out after taking the consent of the residents on any day and same has to be completed on the same day and re-commissioned to avoid any power supply disruptions to the residents.

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:  
Name and Seal:  
Address:
SPECIAL CONDITIONS OF THE CONTRACT

s) The work has to be carried out only by Electrical contractors who are authorized by the Tamil Nadu Electrical Inspectorate, and possessing valid license.

t) After completion of electrical works, the contractor should test the installations in presence of client/consultant.

u) Contractor should produce the samples of wires, power cable, , MCBs, and fuses and get the same approved by consultant before proceeding with work.

v) Inspection will be conducted by NABARD/consultant at every stage of work. The contractor will proceed with the work only after getting the clearance from consultant.

w) The panels shall be fabricated only after getting the drawings approved by consultant. The same will be inspected by consultant at fabricator’s works and witness the routine tests as per IS. The panels can be dispatched to site only after the consultant clears the same.

x) Agency shall have contact telephone number to contact any time inclusive of out of office hours and holidays. The agency supervisor shall meet Consultant/PMC/NABARD Engineer-in-charge on every working day morning between 9.30 am and 10.00 a.m. without fail.

y) Metallic scaffolding as and when required has to be arranged by the agency for carrying out jobs at all elevations at their own cost and no additional claims shall be entertained on this account. Wooden scaffolding is not permitted in the outer areas.

z) Agency will require to work in coordination to the working of the Office. No extra payment will be made for idle labour.

aa) The entire jobs at all stages are subject to the inspection and approval by job engineer and carry out the jobs along with the other agencies.

bb) Agency shall ensure the presence of their supervisor at the job site continuously during the execution of the job failing which the work permit shall be withdrawn and the jobs suspended.

cc) Agency shall mobilize necessary material, manpower etc., for carrying out the jobs within two days of intimation. Agency shall mobilize material in sufficient quantities in line with the schedule of the work.

dd) Agency shall maintain documents giving details of gate entries/other relevant details for the material supply.

ee) Agency should strictly adhere to the safety rules and regulations.

ff) Agency shall record the measurements only on NABARD approved format.
gg) All measurements sheets and other attachments submitted along with the bill shall carry the bill number and date clear description of job carried out and its location.

hh) The contractor shall bring to site all the necessary tools and tackles necessary for the work including field instruments.

ii) Contractor shall employ one site engineer/supervisor who will be responsible for all the activities at site and the necessary experienced labour force.

jj) Contractor shall bring to the attention of the consultant in case there is any discrepancy in the items mentioned in the tender.

kk) The contractor has to inform the client about the area which they are going to work on day to day basis before switching off the power supply.

ll) The contractor should bear it in mind that they will doing the work in a working environment and suitable care should be taken not to disturb the same.

mm) The contractor shall follow the safety codes as per IS-5216-1982 while carrying out the electrical works

nn) All the necessary civil works connected with this work are included in the scope of work and no extra claim shall be entertained.

oo) The work shall be done in strict coordination with the Bank’s Engineer/consultant Engineer and the Bank’s Care Taker (CT) of the premises, as per the schedule/shutdown sequence, etc. provided by the Bank/consultant.

Bidders to note that all the works specified in this tender/bid shall be executed in living condition. Prior permissions have to be obtained from the NABARD wherever necessary. Work execution shall be carried out within the timings specified by the NABARD. Special sanction shall be taken from the owner for working beyond standard working hours. Bidders quoted rates shall be deemed to have taken care of the aspects and no extra claim at later date shall be entertained on this account.

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: 
Name and Seal: 
Address:
SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.

2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.

3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.

4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding ladder.

5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.

6. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.

7. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.

8. Workers employed on mixing and handling material such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.

9. Those engaged in welding works shall be provided with welder's protective eye shields and gloves.

10. (i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint. (ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.

11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.

12. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
13. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free form defects. All workers shall be provided with helmet, Safety Shoes and Safety belts.

Signature of the Contractor
ANNEXURE A

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.

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: 

www.nabard.org
Taking Rural India >> Forward
ANNEXURE B

ARTICLES OF AGREEMENT

(On Rs. 200/- Stamp Paper)

THIS AGREEMENT is made at Chennai on this ...... day of 2021

BETWEEN

ARTICLES OF AGREEMENT made on the ...............of..................2021 between the National Bank for Agriculture and Rural Development, a body constituted by the NABARD Act 1981 and having its Head Office at C-24, G Block, Bandra-Kurla Complex, Bandra (E) Mumbai-400051 and Regional Office at 48, M.G. Road, Nungambakkam, Chennai – 600034 (hereinafter called the 'Employer') which expression shall, unless repugnant to the context mean and include its successors and assigns of the ONE PART.

AND

Shri./M/s...........................................................(Individual/Proprietorship/partnership firm/Company) incorporated/registered under ..................................Act, ........ or R/o, and having its (place of business or Office) at ..............................................................,hereinafter referred to as 'Vendor' (which expression shall unless repugnant to the context meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the NABARD is desirous of carrying out the work of "Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai" and has caused specifications describing the work to be done and prepared by Tamilnadu Regional Office, NABARD, Chennai.

AND WHEREAS the Vendor has visited the site and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid, General Conditions of Contract, Special Conditions, Technical Specifications, the said drawings, the Schedule of Quantities and Bidders Schedule of Quantities 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 thereunder (hereinafter referred to as "the said contract amount").
NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY
AND BETWEEN THE PARTIES:-

1. In consideration of the said Contract amount to be paid at the times and in the
manner set forth in the said conditions, the vendors shall upon and subject to the
said conditions annexed, carry out, execute and complete the supply/work shown
in the contract, described by or referred to in the schedule of quantities and in the
said conditions.

2. 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 agreements on their part respectively in the
said conditions and the documents contained herein.

3. The Scope of work and all the terms and conditions as enumerated in this tender
is part and parcel of this agreement and binding on the parties. The vendor shall
ensure that all items of work specified in the scope of work is attended to. In case
of difference between the tender document and this agreement, the agreement will
prevail.

4. This Agreement and documents mentioned herein shall form the basis of this
contract.

5. Tender documents containing notice to the Contractors, Conditions of Contract,
Appendix thereto, Special Conditions of Contract, Technical Specifications and
Schedule of Quantities with the rates entered therein, shall be read and stamped
forming part of this agreement and the parties hereto shall positively abide by and
submit themselves to the conditions and specifications and perform the
agreements on their part respectively in conditions contained.

6. NABARD reserves to itself the right of altering the nature/quantum of the work by
adding to or omitting any items having portions of the same carried out without
prejudice to this Contract.

7. The Vendor shall provide to NABARD a security deposit of Rs.................
(Rupees Only) (Interest Free).

8. In case of breach of any terms and conditions attached to this contract, the Security
Deposit of the Vendor will be liable to be forfeited by NABARD besides annulment
of the contract.

9. In case any of the documents furnished by the Vendor is found to be false at any
stage, it would be deemed to be a breach of terms of Contract making him/her
liable for legal action besides termination of contract.
10. The NABARD shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

11. This contract is an item rate contract for the complete work to be paid for according to necessary works carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.

12. All payments by the NABARD under this contract will be made only at Chennai.

13. Time shall be considered as the essence of this Agreement and Contractor hereby agrees to complete the work within 45 days from the day of issue of work order, notwithstanding the provisions of extension of time as contained in the said conditions.

14. The Vendor shall afford every reasonable facility for carrying out all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.

15. The Vendor shall indemnify and keep indemnified, defend and hold good NABARD, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.

16. The Vendor shall ensure proper conduct of its personnel in NABARD's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

17. NABARD shall not be responsible for any damages, losses. Claims, financial or other injury to any person/s engaged by Vendor in the course of their performing the functions/works, or for payment towards any compensation.

18. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/job on the next day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed below reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.

19. NABARD reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
20. DISPUTE RESOLUTION

(a) In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with the Chief General Manager, NABARD, RO, Chennai and the same will be binding on the Vendor.
(b) In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.
(c) If the dispute cannot be resolved through consultations between the Parties within 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Chennai. The language of arbitration shall be English.
(d) The award of the arbitrator/s so appointed shall be final and binding on the parties.
(e) Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by NABARD. No payment due, or payable by NABARD, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof

21. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said security deposit and recover from the Vendor any loss suffered by NABARD on account of the contract being terminated.

22. This agreement is being executed in duplicate, NABARD shall keep the original and the Vendor shall keep the duplicate.

23. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.

24. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.
IN WITNESS WHEREOF the NABARD and Vendor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF the NABARD has set its hand to these presents through its duly authorized official and the Vendor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE:
SIGNED AND DELIVERED BY the National Bank for Agriculture and Rural Development by the hand of.................................................................

Signature
Name & Designation

In the presence of..................................................

Signature:
Name & Address:

Signed and sealed by the vendor by the

Hand of Shri/Smt. .................................................................and duly constituted attorney. If the Vendor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association. If the vendor is signing by the hand of power of attorney, then whether a company or individual to be specified:

Signature of the Vendor
Name of the authorized official Address:

In presence of Shri/Smt. ..................................................

Signature:
Name & Address:
ANNEXURE C

Letter of Indemnity and Undertaking
(to be submitted by the successful bidder)
(On Rs. 100/- Stamp Paper)

To

The Chief General Manager
National Bank for Agriculture and Rural Development (NABARD),
48, M.G.Road, Nungambakkam
Chennai 600 034

Dear Sir

Subject:

WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as ‘NABARD’) has expressed desire to avail

___________(type of procurement) at___________(place) as per the Schedule hereunder written and which are hereinafter for brevity sake referred to as_________, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the______________(bidder) hereby declare and certify that we are the rightful owners/ licensees of the said article/ service/ solution offered for sale to NABARD and that the sale of the said article/ service/ solution to NABARD by us and the use thereof by NABARD does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.
We, the said (bidder) hereby agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to NABARD and will defend the same at our cost and consequences and will pay or reimburse NABARD, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said __________________________ (bidder) hereby also agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

SCHEDULE

(Please list all the hardware/software supplied to NABARD for providing this service)

Yours faithfully

(Name and Designation) of Authorized Official
Annexure – D

Letter of Authorization
(to be given by bidder)

To

The Chief General Manager
National Bank for Agriculture and Rural Development (NABARD),
48, M.G.Road, Nungambakkam
Chennai 600 034

Dear Sir

Subject:

We ___________________________ (name of the company) have submitted our bid for participating in Bank’s RFP/Tender dated _______ for _____________________________. We also confirm having read and understood the terms of RFP/Tender as well as the scope of work & requirements.

As per the terms of RFP/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, failing which we will forfeit the EMD. We agree and understand that NABARD may debar us from participating in future tenders for any such failure on our part.

<table>
<thead>
<tr>
<th>Signature with company seal</th>
<th>Name of Authorised Representative</th>
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<tbody>
<tr>
<td>Name –</td>
<td>Designation of Authorised Representative</td>
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<tr>
<td>Company / Organization –</td>
<td>Signature of Authorised Representative</td>
</tr>
<tr>
<td>Designation within Company / Organization –</td>
<td>Verified by</td>
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<td>Address of Company / Organization –</td>
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</table>
### PROFORMA-1

#### a) GENERAL DETAILS ABOUT THE CONTRACTOR

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Information to be filled up by the Contractors</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Contractor/Organisation and address of the Registered Office</td>
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<td>2</td>
<td>Year of establishment</td>
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<td>3</td>
<td>Type of the Organisation (whether Sole Proprietorship, Partnership, Private Limited or Co-operative body, etc.)</td>
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<td>4</td>
<td>Name of the Proprietor/Partner/Directors of the Organisation/Firm:</td>
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<td>5</td>
<td>Details of Registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration Number</td>
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<td>6</td>
<td>Whether registered with Government/Semi-Government/Municipal Authorities or any other Public Organisation and if so, in which class and since when?</td>
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<td>7</td>
<td>Experience in the Relevant field</td>
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<td>8</td>
<td>Areas of business activities other than construction, if any and place of business</td>
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<td>Address of business activities other than construction, if any and place of business</td>
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<td>9</td>
<td>Address of office through which the proposed work of the Bank will be handled and the name and designation of the Officer-in-charge</td>
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<td>10</td>
<td>Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said construction work with names of Bankers and their full addresses (Income-tax clearance certificate and Audited Balance Sheet and Profit and Loss Account for past three years should be attached)</td>
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<td>11</td>
<td>Yearly turn-over of the Organisation during last three years (Rs.)</td>
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<td>12</td>
<td>Whether any Civil Suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details. in the table given below:</td>
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<tr>
<td>Sr. No. (1)</td>
<td>Name of the project and Employer (2)</td>
<td>Nature of work (3)</td>
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Note: Income-tax clearance certificate and Audited Balance Sheet and Profit and Loss Account for past three years should be attached separately.

b) Number of supplementary sheets attached for Proforma-1:

Signature of the Contractor
PROFORMA-2: Construction capability and previous experience

a) List of important Projects executed by the contractor costing Rs. 4 lakhs and above “Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai”

<table>
<thead>
<tr>
<th>Sr. No. (1)</th>
<th>Name of the Project and Location (2)</th>
<th>Nature of work involved in the contract (e.g. residential, offices, industrial, etc. and No. of storeys)* (3)</th>
<th>Name and full postal address with phone Numbers of the owner. Also indicate whether Govt. or Semi-Govt. or Private Body (4)</th>
<th>Contract Amount (Rs.) (5)</th>
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<th>Completion Period</th>
<th>Whether work was left incomplete or contract was terminated from either side? Give full details</th>
<th>Any other relevant information</th>
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<tr>
<td>Stipulated (6)</td>
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<td>Actual (7)</td>
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*Note: Certificates from the clients should be furnished*

Signature of the Contractor
b) List of important projects ON HAND costing Rs. 4 lakhs and above "Interior Refurbishment of Mini Conference hall in Second floor at NABARD Regional office, Chennai"

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Project and Location (2)</th>
<th>Nature of work involved in the contract (e.g. residential, offices, industrial, etc. and No. of storeys)* (3)</th>
<th>Name and full postal address <strong>phone Numbers</strong> of the owner Also indicate whether Govt. or Semi-Govt. or Private Body (4)</th>
<th>Contract Amount (_) (5)</th>
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<td>Actual (7)</td>
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* Note: Work orders from the clients should be furnished

Signature of the Contractor
c) REFERENCES

Please give reference with full postal address of two persons (Engineers, Architects or top officials of an Organization for whom you have executed construction works of importance), who may be directly contacted by the bank or by the Bank's Architects/Consultant about the ability, competence or capability of your Organization.

(i) Reference-1:

(ii) Reference-2:
PROFORMA-3: Technical personnel and special experience

a). List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

<table>
<thead>
<tr>
<th>Sr. No. (1)</th>
<th>Name (2)</th>
<th>Age (3)</th>
<th>Qualifications (4)</th>
<th>Work experience (5)</th>
<th>Nature of works handled (6)</th>
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<td>Name of the Projects handled, costing more than Rs. 7.50 lakhs (7)</td>
<td>Date from which employed in your organisation (8)</td>
<td>Indicate special experience such as Advanced Construction Management techniques like CPM/PERT and indicate projects in which such techniques were employed (9)</td>
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b) No. of supplementary sheets attached for Proforma-3:

Signature of the Contractor
PROFORMA-4
DETAILS OF GSTIN OF THE CONTRACTOR

In order to enable us to report the details of the GST collected from you in the GST returns submitted by us, we request you to furnish your GSTIN (Goods and Services Tax Identification Number) in the following format, along with a self-attested photocopy of the GSTIN allotment communication.

<table>
<thead>
<tr>
<th>S. No</th>
<th>GSTIN Details</th>
<th>Details to be filled up by customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Customer</td>
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<td>2</td>
<td>Customer ID</td>
<td></td>
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<td>3</td>
<td>Account No.</td>
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<td>4</td>
<td>PAN</td>
<td></td>
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<tr>
<td>5</td>
<td>GST Identification Number (GSTIN)</td>
<td></td>
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<tr>
<td>6</td>
<td>TAN</td>
<td></td>
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<tr>
<td>7</td>
<td>Composition Scheme (Please indicate)</td>
<td>(Yes / No)</td>
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<td>8</td>
<td>Nature of service rendered- as given the registration certificate issued by the authorities</td>
<td></td>
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<tr>
<td>9</td>
<td>Constitution of Business (Pl. Tick)</td>
<td>Company</td>
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<tr>
<td>10</td>
<td>Address of principal place of business in the state as per GST registration certificate</td>
<td>Address</td>
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<tr>
<td></td>
<td></td>
<td>City</td>
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<td></td>
<td></td>
<td>PIN</td>
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<td></td>
<td></td>
<td>State</td>
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<tr>
<td>Multiple GST registration ** (If Yes, Please fill the following details)</td>
<td>(Yes / No)</td>
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<tr>
<td>GST Identification Number (GSTIN)</td>
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<tr>
<th>Address of principal place of business in the state as per GST Registration certificate</th>
<th>Address</th>
<th>City</th>
<th>PIN</th>
<th>State</th>
</tr>
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<tr>
<th>GST Identification Number (GSTIN)</th>
<th>Address</th>
<th>City</th>
<th>PIN</th>
<th>State</th>
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<tr>
<th>Address of principal place of business in the state as per GST Registration certificate</th>
<th>Address</th>
<th>City</th>
<th>PIN</th>
<th>State</th>
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</thead>
</table>

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<tr>
<th>11 Location</th>
<th>SEZ/STP/DTA</th>
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</table>

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<tr>
<th>12 Contact details</th>
<th>Name</th>
<th>E-mail ID</th>
<th>Phone No.</th>
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<tr>
<th>Name of the Authorized Signatory/Primary Holder</th>
<th>Signature</th>
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<tr>
<th>Name of the Authorized Signatory/Joint Holder 1</th>
<th>Signature</th>
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<table>
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<tr>
<th>Name of the Authorized Signatory/Joint Holder 2</th>
<th>Signature</th>
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</table>

** In case of multiple GST Registration number, applicant may detail the GST registration of particular state for every transaction or else the default address mentioned in the form shall be selected by the bank for issuance of invoice.
Bank Account Details for ECS Payments
Details to be furnished by the Tenderers/contractors/Service Provider/Firm

1. Name of Contractor/Firm/Co./Service Provider with Address

2. Name of the Bank of the Contractor/Service Provider

3. Bank Branch and Address

4. Title of Account where payment is required -:
   Exact wording of the account

5. Account No.

6. Type of Account
   Savings/Current/Overdraft/Cash Credit
   Advances/NRE Savings/Credit Card

7. MICR No. of the Bank branch
   (along with a cancelled copy of the cheque)

7. IFSC / RTGS / NEFT No.

Place:
Date:

Yours faithfully

Name and Address of the Tenderer/Contractor/Firm/Co./Service Provider

(Signature of the Tenderer/Contractor/Firm/Co./Service Provider)
Address and Seal

Note: Enclose a copy of PAN & Cancelled Cheque
ANNEXURE – IV

CHECK LIST FOR SUBMISSION OF BID

Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped checklist with this bid document.

Please tick (/ ) the box and ensure compliance:

1. Validity of offer is up to 90 days from the date of opening of Price Bid.
   
   Yes [ ]

2. Power of Attorney in favour of person who has signed the offer, in stamp paper of appropriate value. For Proprietary Organization, declaration for proprietorship submitted

   Submitted [ ] Proprietorship [ ]

3. Partnership Deed is case of Partnership firm and Articles of Association in case of limited company.

   Submitted [ ] Not applicable [ ]

4. Bid Compliance Statement (confirmation for no deviation stipulated in Bid) enclosed.

   Submitted [ ]

5. Original Bidding Document along with blank (un-priced) copy of price Bid/Schedule of Rates and addendum, if any. Price is not filled up in this document.

   Submitted [ ]

6. All pages/documents are stamped and signed by the authorized signatory of the bidder.

   Yes [ ]
7. Price Part in original, duly filled in, signed and sealed in each page, submitted in separately sealed envelope.

Submitted

8. Duly filled in Details of Specific Experience as per the format attached in the Bidding Document along with Documentary evidences comprising Work order and Completion certificate in support of meeting Experience criteria as per the NIT.

Submitted

9. Financial statement along with the Annual Audited balance sheets and P&L Accounts for the last three years.

Submitted

10. PAN NO. with documentary proof.

Submitted

11. ESI No. with documentary proof.

Submitted

12. GSTIN Number.

Submitted

NOTE: Documents, which are required to be submitted for the subject job, which are specifically mentioned in the Bidding Document.

SIGNATURE OF BIDDER: ________________________________

NAME OF BIDDER : ________________________________

COMPANY SEAL : ________________________________