NOTICE INVITING TENDER

Ref.No. NB.TSRO.HYD/2285/DPSP/AMC/ 2020-21  26 February 2021

M/s

Madam/Dear Sir

Notice inviting Tender - Annual Maintenance Contract for Gardening and Horticulture services for NABARD, Telangana Regional Office and Staff Quarters, Ameerpet, Hyderabad

NABARD invites tenders for Annual Maintenance Contract (AMC) from reputed agencies for Gardening and Horticulture services to be provided at its following two locations:

a. Telangana Regional Office, RTC X roads, Musheerabad, Hyderabad-500020.

b. Krishi Vihar, NABARD Officers Quarters, Ameerpet, Hyderabad-500016.

This NIT (tender document) can be downloaded from our website at https://www.nabard.org/English/Tenders.aspx. No separate hard copy of this tender shall be issued by NABARD.

2. The Contract period will be for 2 years from 1st April 2021 to 31st March 2023 with a provision of review on completion each year. The same may be renewed for two more years (one year at each time), if services are found satisfactory as per mutual agreed terms and conditions. The renewal shall be on sole discretion of NABARD.

3. You are requested to submit your offer in sealed envelope for the aforesaid work as per detailed specifications and other requirements as mentioned more specifically elsewhere in this tender document.

Sealed Bids in TWO separate sealed Envelopes indicating clearly “Envelope - No.1 - Technical bid’ and ’Envelope No.2 – Price bid’, shall be submitted to CHIEF GENERAL MANAGER, NABARD, TELANGANA REGIONAL OFFICE, RTC ‘X’ ROADS, MUSHEERABAD, HYDERABAD – 500020 and Envelopes should also be superscribed “Tender for Annual Maintenance Contract for Gardening and Horticulture Services for NABARD, Telangana Regional Office Hyderabad.”

Last date for the submission of tender is 18th March 2021 by 2.00 pm and the technical bids shall be opened at 4.00 pm on the same day in our office premises. Representatives of the bidders may be present during the tender opening process. Price bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.
4. Bidder shall submit Earnest Money Deposit (EMD) as per the amount mentioned here:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Services</th>
<th>EMD Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gardening and Horticulture- Staff Quarters at Ameerpet and Office Premises at Musheerabad</td>
<td>Rs. 25,000/-</td>
</tr>
</tbody>
</table>

EMD is exempted for MSEs Certificate holder for manpower category as defined in MSE procurement policy issued by GOI or bidders who are registered with Central Procurement organisations or empanelled with NABARD itself.

Payment receipt shall be enclosed in envelope-1 (Technical bid). The Quotation without EMD shall be rejected out rightly. No interest shall be paid on the EMD thus collected.

EMD of the successful bidder shall be refunded after the successful completion of the work, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder.

EMD amount shall be credited through e-transfer to our Account as per the details given below:-

<table>
<thead>
<tr>
<th>NAME OF THE ACCOUNT</th>
<th>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK NAME</td>
<td>NABARD</td>
</tr>
<tr>
<td>BRANCH NAME</td>
<td>HEAD OFFICE, MUMBAI</td>
</tr>
<tr>
<td>IFS CODE</td>
<td>NBRDo0000002</td>
</tr>
<tr>
<td>ACCOUNT NUMBER (VAN)</td>
<td>NABADMIN14</td>
</tr>
</tbody>
</table>

5. All the bidder who are unsuccessful in price bid but qualified the Technical bid will be empanelled for the respective categories. Separate quotations/bids will be called from these empanelled vendors for future works which are not covered under this maintenance contract as and when necessary.

6. **Envelope no. 1 shall contain:**

   a) "Technical bid" of tender with every page signed and stamped.
   b) Payment receipt of EMD submitted, if applicable.
   c) Power of attorney authorizing the person to sign the tender.
   d) Checklist duly signed.

**Envelope No.2 shall contain**

   a. Price Bid.
   b. Calculation sheet (separate for each service) as prescribed in the tender.
   c. Envelope No.2 shall not contain any condition whatsoever and any conditional bids shall be rejected.
   d. Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1 (technical Bid). Price Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by NABARD and have complied with all the requirements in tender document.
7. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.

8. The EMD of successful tenderer shall be retained by NABARD towards Security Deposit (SD). The quantum of security deposit shall be 5% of the annual contract amount. The successful tenderer has to submit the balance amount of security deposit within 10 days of issue of work order. Security Deposit will be refunded after the expiry of the contract period. SD will not bear any interest.

9. A pre-bid meeting will be held at NABARD, TELANGANA REGIONAL OFFICE, RTC X ROADS, MUSHEERABAD, HYDERABAD – 500020 at 11.00 am on 05th March 2021 with the prospective bidders, to clarify any issues pertaining to the tender. The bidders are expected to thoroughly read the tender document before being present for the pre-bid meeting, so as to understand all aspects of the work.

10. The bids shall remain valid and open for acceptance for 03 months from the date of opening of Envelope No.1. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.

11. The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.

12. The tender document must be filled in English. If any of the documents are missing or unsigned in price bid, the tender shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender will be rejected.

13. The tender may be rejected if any bidder proposes any deviation from the prescribed requirement NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm/firms without assigning any reasons for doing so.

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

15. Before quoting, the tenderer shall inspect both the sites, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations/restrictions if any, conditions affecting accommodations and movement of personnel etc., required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the NABARD in any circumstances.
16. NABARD does not bind itself to accept the lowest or any tender at all. NABARD also reserves the right to negotiate or partly accept any tender or all tenders received without assigning any reasons thereof.

17. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to THE CHIEF GENERAL MANAGER, NABARD, TELANGANA REGIONAL OFFICE, RTC X ROADS, MUSHEERABAD, HYDERABAD, 500020 who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the last date of submission of the tender.

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

19. The successful bidder(s) shall execute an agreement at its own cost on non-judicial stamp paper of Rs.200/- with NABARD in accordance with the standard format provided by NABARD within 10 days from date of issue of work order.

20. For any clarification you may please contact Shri Lohith P (Assistant Manager) at 040-27685369.

(J S Upadhyay)
General Manager