

Tender for Supply and Installation of Illuminated NABARD Logo at NABARD House, Senior Executive Residence, BKC, Mumbai

**For empanelled
contractors only**



**Department of Premises, Security and Procurement,
NABARD Head Office
Gr. Floor, A-Wing, C-24, G Block,
Bandra Kurla Complex, Bandra (E) Mumbai – 400 051
dpsp@nabard.org**

Last date for submission of quotation: 07th March 2025

Name of the Empanelled Contractor	
Address of the Empanelled Contractor	
Contact Person & Mobile/ Telephone No.	

REF. NO. NB. DPSP /151855/SITC of NABARD Logo – NABARD House/2024-25

Date: 25th February 2025

The Empanelled Contractors

(as per list)

Dear Sir,

1. निविदा आमंत्रण सूचना

I. NOTICE INVITING TENDER

Notice Inviting Tender for Supply and Installation of Illuminated NABARD Logo at NABARD House, BKC, Mumbai

1. NABARD intends to undertake the work of “Supply and Installation of Illuminated NABARD Logo after replacement of existing Acrylic based existing NABARD logo at NABARD House, BKC, Mumbai” and therefore, invite offer from the empanelled contractors. The bidder shall submit Tender for the work.
2. Applicants are requested to submit their offer in sealed envelope for the aforesaid work as per terms and conditions and other requirements as mentioned more specifically elsewhere in this quotation document. Last date for submission of Tender is **07.03.2025**.
3. **Time of Completion: The time of completion for the total work shall be 01 months from the date of issue of work order.**
4. NABARD reserves the right to accept or reject any /all quotation/s in part or whole of any firm / firms without assigning any reasons for doing so.
5. **The bidders are advised to conduct a site survey and satisfy themselves about the overall feasibility of work.**
6. The Tender shall be accepted only in respect of those bidders whose quotations are in line with the requirements as per the quotation document, and if the same is acceptable to NABARD. The decision of NABARD in this regard shall be binding on the bidders and not open to questions or appeals.
7. Quotations received later than the time and date prescribed, on account of any reason whatsoever as also telegraphic and faxed quotations shall not be considered.

Sd/-

(R K Agrawal)

Deputy General Manager

II. FORM OF QUOTATION

The Chief General Manager,
Department of Premises, Security and Procurement
National Bank for Agriculture and Rural Development
Head Office,
Mumbai – 400051

Date:-

Dear Sir,

Notice Inviting Tender for Supply and Installation of Illuminated NABARD Logo at NABARD House, BKC, Mumbai

1. Having examined the quotation document relating to the works specified in the Memorandum hereinafter set out, having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the quotation, I/We hereby offer to execute the works specified in the said Memorandum within the time specified, at the rates mentioned in the Price Bid; in all respects of the quotation and with such materials as are provided for, in accordance with such conditions in so far as they may be applicable.

2. MEMORANDUM

S. No.	Subject	Specification
I	Description of work	Notice Inviting Tender for Supply and Installation of Illuminated NABARD Logo at NABARD House, BKC, Mumbai
II	Estimated Cost	Rs. 2,20,000/-
III	Time allowed for completion of the work	The time allowed for completion of total project is 1 months reckoned from the date of issue of work order.
IV	Retention Money Deposit (RMD)/ Security Deposit (SD)	Security Deposit (SD) / Retention money deposit (RMD) shall be deducted @ 5% of the value of work done from bill (subject to maximum of 5% of actual values of Works carried out) and it shall be refunded after expiry of defect liability period of one year after the date of virtual completion of the work, provided the Contractor has satisfactorily carried out all the rectification works and attended to all defects to the satisfaction of NABARD. No interest will be paid on Security Deposit/Retention Money. No mobilisation advance will be given to contractor.

3. Should this quotation be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said conditions of the quotation annexed hereto as far as they may be applicable or in default thereof, to pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said quotation conditions.

4. I/We agree to pay Government all applicable taxes prevailing from time to time.

Our Bankers are:

- i) Bank, Branch,, Mumbai
- ii) Bank, Branch,, Mumbai
- iii) Type of account : Savings / Current account
- iv) Bank Account No.:
- v) IFS code of Bank and branch:

The names of partners of our firm are:

- i)
- ii)
- iii)

Name of the partner of the firm

Authorized to sign:

OR

Name or person having Power of

Attorney / Authorisation letter to sign the contract

Yours faithfully,

Signature of Tenderer with stamp

III. GENERAL CONDITIONS

- a. 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 the rates.
- b. 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.
- c. Rates should include all Taxes, Duties, Octroi, Levies, Wages as per Act, etc. and should be firm for the entire Work period. No escalation in rates will be allowed for the entire work period on any account.
- d. Retention Money Deposit (RMD)/ Security Deposit (SD): Security Deposit (SD) / Retention money deposit (RMD) shall be deducted @ 5% of the value of work done from bill (subject to maximum of 5% of actual values of Works carried out) and it shall be refunded after expiry of defect liability period of one year after the date of virtual completion of the work, provided the Contractor has satisfactorily carried out all the rectification works and attended to all defects to the satisfaction of NABARD. No interest will be paid on Security Deposit/Retention Money.
- e. Materials used should conform to relevant BIS/IS Codes.
- f. The items not covered in the Schedule of Quantities of the Quotation shall be paid at CPWD rates/ the rates as per Rate Analysis based on the market prices supported by documentary proof with 15% towards Contractor's Overheads and profit plus GST, as applicable. The Rate Analysis shall be submitted by the Contractor for scrutiny and approval of NABARD.
- g. Income Tax, Goods and Service Tax, Works Work Tax and other taxes etc. as applicable will be deducted from total payment due to the Contractor, in the form of TDS.
- h. The entire work is required to be completed as specified in the quotation.
- i. The Contractor shall be fully responsible and shall compensate NABARD 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.
- j. 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.
- k. The work should be carried out with least inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants etc.
- l. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of NABARD. However, NABARD may assist the Contractor in respect of any liaison with the Municipal or any other authority for necessary approval / permission with regard to the construction/maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NABARD.
- m. The Work 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.
- n. On-site storage space will be provided to the Contractor subject to availability.
- o. The Contractor shall provide all necessary items/equipment etc. for the proper execution of the works.
- p. The Contractor shall not directly or indirectly transfer, assign or sublet the Work or any part of it, without written permission of NABARD.

- q. Any defect which may appear within the Defect Liability Period (one year after the Virtual Completion of work) should be rectified by the Contractor at his cost.
- r. **Defects Liability Period:** One year from the date of issuing Virtual Completion of works certified by NABARD.
- s. **Payment Terms:** No Mobilization advance shall be paid. Full and final payment shall be paid post satisfactory completion of work.
- t. The quotations shall be signed by the person/ persons on behalf of the organisation having necessary Authorisation/ Power of Attorney to do so. Each page of the application shall be signed and sealed.
- u. Quotations containing false and/ or incomplete information are liable for rejection.
- v. The applicant shall quote the rates for each item in the Price bid as per scope of work.
- w. Quotations with specific conditions/Conditional quotations shall be rejected.

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

Place :

DATE :

Seal and Sign of the contractor

IV. SPECIAL CONDITIONS OF CONTRACT

1. The Quotation is strictly on Item Rate basis.
2. The Contractor may sign all the pages of the Quotation Document.
3. NABARD takes no responsibility for delay/loss in post or non-receipt of Quotation Documents.
4. Bids submitted by un-authorized agents and FAX / Telex / Telegraphic bids/E-Mail shall not be entertained/considered.
5. Contractors 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 necessary from NABARD before quoting the rates.
6. Rates should include for removal of debris out of premises to the safe limit, removing stains, cleaning the site thoroughly and unless the same is done to the satisfaction of the NABARD's officials, the Bill will not be accepted.
7. The Contractor shall make necessary arrangement for watch and ward of his materials, tools, machines etc. stored for the execution of the work at his own risk and cost and NABARD will not be responsible on any account.
8. If the last date of receipt of Quotation is a holiday, then submission of Quotations shall be shifted to next working day without change of time and venue.
9. The Contractors should quote their rates strictly adhering to Terms and Conditions stipulated in the Quotation Document. Unsolicited correspondence after opening of the Quotation shall not be entertained. Conditional / deviational quotations may be rejected without making any reference to the Contractors.
10. No Contractor will be allowed to withdraw his Quotation during the validity period. Subletting of the Work is not permitted.
11. Rates should be filled in the Quotation neatly and as far as possible, no correction shall be made. 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.
 - a. When there is a difference between the rates in figures and in words the rates which corresponds to the amounts worked out by the Contractor shall be taken as correct.
 - b. When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - c. When the rates quoted by the Contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the Contractor shall be taken as correct and not the amount.
12. No advance shall be paid towards mobilization and cost of materials.
13. 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.
14. The Contractor should have necessary Work License and comply with the Labour Laws as applicable.
15. Notwithstanding anything stated above, NABARD reserves the right to assess the Contractor's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
16. The decision of NABARD in awarding the work shall be final and cannot be subjected to arbitration.

17. 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 undisputable.
18. NABARD also reserves the right of super session of any of the conditions, stipulated in the Quotation Document.
19. Validity of Rates quoted by the contractor may be extended further with mutual consent of NABARD and the contractor.

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 OF THE CONTRACTOR)

NAME and SEAL

ADDRESS:

VI. SCHEDULE OF QUANTITIES/ PRICE BID

Notice Inviting Tender for Supply and Installation of Illuminated NABARD Logo at NABARD House, BKC, Mumbai

S.No	Description of works	Unit	Qty	Rate/Unit (in Rs)	Amount (in Rs.)
1.	<p>NABARD [108"(width) x 144"(Height)] Acrylic 3D Letters:</p> <p>a) Body: Aluminium 3.5" built-up box letters</p> <p>b) Facia: 8mm Translucent acrylic with 3M day-night film</p> <p>c) Back 3mm ACP base (thali)</p> <p>d) Lighting: LT/Osram LED module 5 years warranty</p> <p>e) Waterproof LED power driver 5 yrs warranty</p> <p>f) Necessary electrical works including wiring from main Distribution box to LED logo with timer.</p> <p>Including Installation & Gondola Charges with necessary scaffolding if required.</p> <p>Removal of Existing NABARD Logo and surface preparation for matching with the wall shall also be included while quoting the rates.</p> <p>Background shall be white in colour. Hence, elastomeric painting in white colour shall also be done before installing the illuminated NABARD logo.</p>	Nos.	1		
2.	Add CGST @ 9% on S.No. 1				
3.	Add SGST @ 9% on S.No. 1				
4.	Grand Total (S.No. 1+2+3)				

Note:

- The Quoted rate shall be workable and inclusive of all material and labour cost as well as contractor profit, overheads/Income Tax as applicable. Covering the area with protection sheet while carrying out the work. Any other work incidental or connected to the works such as drilling, framing, fixing and wiring is also covered for complete installation, testing and commissioning of illuminated logo.
- The contractor should have valid GST registration. While raising final bill, the contractor should write their GSTIN number in the Tax Invoice and should clearly indicate applicable SGST/ CGST amounts payable.

3. The contractors should visit site and assess site conditions and scope of work before quoting the rates.
4. The contractor should clean the work area on daily basis and remove all the debris of work as and when instructed by NABARD.
5. The work shall be awarded to the vendor quoting the lowest price (L-1) for the work and meeting the specifications and terms and conditions as specified in the document inviting quotations.
6. The contractor has to quote for all the items in the price bid/quotation. Incomplete price bids shall be rejected.
7. Existing position, where illuminated NABARD Logo is proposed to be installed is attached along with proposed size of the illuminated logo. In addition to it, ratio of the NABARD Logo in Grid and colour combination is also attached.

Accepted all terms & conditions.

Place:

Date:

(Name, Address and Seal of the contractor)

Pro-forma of Payment details (Annexure-I)

Notice Inviting Tender for Supply and Installation of Illuminated NABARD

Logo at NABARD House, BKC, Mumbai

Name of the Agency		
Contact Details	Name	
	Email	
	Phone No	
PAN details (enclose copy of PAN)		
GST Number (enclose copy of GST registration)		
Address of principle place of business in the state as per GST registration certificate	Address	
	City	
	PIN	
	State	
Bank account number		
Account Name		
Type of the account		
Name & Address of Bank		
IFSC Code (enclose copy of cancelled cheque)		

Name of the Agency:

Date:

Place:

Signature with seal:



Existing logo that is required to be replaced/removed with new illuminated Logo of NABARD.



Proposed design of the Illuminated NABARD Logo that is required to be installed after replacing the existing Acrylic based NABARD Logo.

Ratio of Proposed NABARD Logo

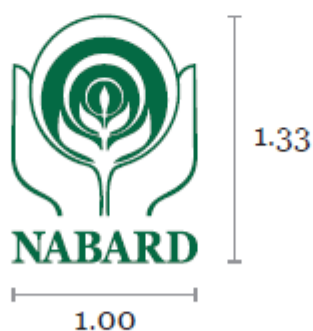
CORPORATE IDENTITY MANUAL

LOGO UNIT

1.2 Logo Ratio



C:100 M:55 Y:100 K:00 #006A44



The correct ratio of the logo, as indicated above, is 1:1.33.
Under no circumstances, the aspect ratio of the logo is to be altered or modified.

Ratio of Proposed illuminated NABARD Logo in Grid Format

CORPORATE IDENTITY MANUAL

LOGO UNIT

1.1 Logo Grid



C:100 M:55 Y:100 K:00 #006A44



No modification, alteration, colour or font change, providing outline or shadow to the logo is permitted. The signing authority and bill passing authority will be held responsible for dereliction of duty if there is any violation of these instructions. The grid is for illustrative purpose only. Do not use logo with the grid.