



**REQUEST FOR PROPOSAL (RFP)**  
**FOR ENGAGEMENT OF ARCHITECT/CONSULTANT FOR**  
**RECTIFICATION OF SEEPAGE IN FLATS,**  
**INTERNAL RENOVATION WORKS OF FLATS**  
**AND COMPLETE RENOVATION**  
**AT NABARD STAFF QUARTERS, DAMODAR PARK, GHATKOPAR (W),**  
**MUMBAI**

<b>Tender Schedule</b>	
Date of Issue of Tender	03.01.2025
Date of Pre-Bid Meeting	09.01.2025 11.00AM
Last Date of Submission of Bid	13.01.2025 upto 03.00 PM
Date of opening of Technical Bid	14.01.2025 03.00 PM
Date of Opening of Financial Bid	Will be communicated

**Department of Premises, Security and Procurement**  
**National Bank for Agriculture and Rural Development**  
**Head Office, Bandra Kurla Complex, Bandra (E)**  
**Mumbai – 400 051**

<b>DISCLAIMER</b>
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**The bid is invited by NABARD to receive response from the bidders for engagement of Architect/Consultant. The contents and information provided in this bid are meant to provide general information that may be useful to the PMCs in formulation of their proposal. The selected bidder will be required to execute an agreement with NABARD that will govern the rights, duties and obligations between NABARD and the successful bidder. Accordingly, no contractual obligation whatsoever shall arise from the bid process unless and until a formal contract is signed and executed by NABARD with the selected PMC.**

**NOTICE INVITING TENDER**

**RFP for Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai**

1. NABARD intends to engage Architect/Consultant for the captioned work. Accordingly, we invite bids through online mode through CPP portal in two bid system from eligible consultants.
2. The bid document is available on NABARD website [www.nabard.org](http://www.nabard.org) and CPP Portal for download. No physical copy shall be provided by NABARD and submitted to NABARD.
3. Interested bidders can upload their bids along with duly signed scanned copies of all relevant documents etc., in support of their Technical Bid (Part-I) & Financial Bid (Part-II) on the website CPP Portal only within the prescribed time limit. The evaluation of bids will be based on online bids submitted by bidders.
4. An Earnest Money Deposit (EMD) of ₹61,500/- (Rupees Sixty-One Thousand and Five Hundred Only) amount should be remitted to NABARD through RTGS/ NEFT as per the details given in Annexure-II on or before 13.01.2025. Counterfoil/ receipt/transaction detail for the same must be enclosed with the technical bid of the bid document. The bid without EMD shall be rejected outrightly. No interest is payable on the EMD.
5. It may be noted that it will be a two bids system tendering wherein the first bid will be 'Technical Bid' and second bid will be the 'Financial Bid'. Bidders are advised to submit e-tender (e-bids) through CPP Portal only, after carefully following the instructions related to systems and procedures as indicated in the CPP Portal.
6. Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login CPP Portal.
7. Technical Bid (Section-I) i.e., shall contain;
  - a. Notice Inviting bid
  - b. Earnest Money Deposit receipt of ₹61,500/- (Rupees Sixty-One Thousand Five Hundred Only)
  - c. Form of bid
  - d. Bid documents (Technical Bid)

- e. Annexure I to Annexure X
8. Financial Bid (Section-II)) shall contain:
- a. Duly filled in Price Bid.
9. A pre-bid meeting will be convened at 11.30 AM on 09.01.2025 at Conference Hall, 'A' Wing, Ground Floor, Department of Premises, Security and Procurement, NABARD Head Office, BKC, Mumbai. Clarifications if any on the bid may be sought from NABARD on or before 08.01.2025 by email to [dpsp@nabard.org](mailto:dpsp@nabard.org). All queries will be clarified during pre-bid meeting.
10. Last date for submission of the bid is 03.00 PM on 13.01.2025. Technical Bid of the bid document will be opened at 03.00 PM on 14.01.2025.
11. Technical Bid should be accompanied by EMD and Integrity Pact (IP). The bid without EMD & IP will be summarily rejected. EMD should be remitted through NEFT/ RTGS as per the details mentioned in the Annexure-II and IP should be submitted as per Annexure-III.
12. Validity of the bids shall be 3 months from the date of opening of Technical Bid.
13. Financial Bid will be opened at a later date which will be communicated separately.
14. Before submitting the bid, bidders are advised to visit the site and location as mentioned at "selection criteria" (Part II of Technical Bid) of bid document and assess themselves about the location.
15. The successful bidder shall execute an agreement with NABARD at his cost on non-judicial stamp paper as per the article of agreement in the bid document (Annexure-IV) within 14 days from the date of issue of work order failing which the bidder's EMD may stand forfeited.
16. NABARD reserves the right to amend / withdraw any of the terms and conditions in the bid Documents or to reject any or all bid without giving any notice or assigning any reason thereof. NABARD also reserves the right to accept or reject any or all bids in full or part without assigning any reason whatsoever.

Yours faithfully

**Sd/-**

**(M K Gupta)**

Deputy General Manager

Department of Premises Security and Procurement

National Bank for Agriculture and Rural Development (NABARD)

**FORM OF BID**

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

Date:

Dear Sir,

**RFP for Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai**

1. Having examined the bid 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 bid, I/We hereby offer to execute the services specified in the said memorandum within the time specified, at the rates mentioned in the Financial Bid in all respects of the bid and with such materials as are provided for, in accordance with such conditions in so far as they may be applicable.

2. Memorandum

<b>S. No</b>	<b>Key Components</b>	<b>Details</b>
1	Name of the Project	Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai
	Location	NABARD Staff Quarters at Damodar Park, Ghatkopar (W), Mumbai
2	Bid issued by	NABARD
3	Procurement Stage	Two Stage <ul style="list-style-type: none"> <li>• Technical Bid (Section-I)</li> <li>• Financial Bid (Section-II)</li> </ul>
4	Earnest Money Deposit (EMD)	₹61,500/- (Rupees Sixty-One Thousand and Five Hundred Only)

3. Should this bid be accepted, I/We hereby agree to abide by and fulfil the terms and conditions of the bid annexed hereto.

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 to sign the contract

(Certified copy of the Power of

Attorney should be attached):

Yours faithfully,

Signature of Bidder with stamp

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### **FINANCIAL BID [Section-II]**

## **TECHNICAL BID [Section-I]**

### **Part-I: Background Information**

#### **1. About NABARD:**

National Bank for Agriculture and Rural Development (NABARD) was established on 12 July 1982 by an Act of the Parliament. NABARD is an AIFI (All India Financial Institution) of GOI. NABARD is mandated for providing effective credit support, institutional development and technology support, small scale industries, cottage and village industries, handicrafts and other rural crafts and other allied economic activities in rural areas with a view to promote integrated rural development and securing prosperity of rural areas, and for matters connected therewith or incidental thereto.

NABARD, with its Head office at Mumbai (Bandra-Kurla Complex), has 31 Regional Offices located in States and Union Territory, a cell at Srinagar, 04 Training Establishments in the Northern, Eastern & Southern parts of India and 423 District Development Managers (DDMs) functioning at district level.

#### **2. Proposed Works at NABARD:**

Building No.-5 at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai is currently under occupation by NABARD's officers and staff. Building No.-5 comprises of 5 blocks i.e. 5A, 5B, 5C, 5D and 5E. NABARD shall be undertaking the following works in these blocks:

- a. Rectification of Seepage in Flats:** Seepage is observed in most of the flats from the external dead walls and terraces of all blocks. The cause for this seepage shall be assessed and available remedies shall be presented to address the reasons of seepage. As per the remedy approved by NABARD, rectification of seepage shall be undertaken.
- b. Internal Renovation Works of Flats:** Multiple flats in the blocks require renovation to provide amenities as indicated by NABARD and to address various issues pertaining to ageing/obsolescence of the amenities.
- c. Complete Renovation:** Any other work incidental to beautification of premises and repairs arising due to functional obsolescence/ageing of services like landscaping, roads/pathways, plumbing system, electrical/wiring system, waste water pipelines, sewers or any other work as per the requirement of NABARD.

**Part-II: General Terms, Conditions, and Instructions**

**A. Eligibility Criteria for the Architect/ Consultant**

S.No.	Description
1.	The contractor/firm must have their head office in Mumbai/Thane/Navi Mumbai. Proof of registration of office and address of office shall be submitted/uploaded with the bid.
2.	Minimum Average Annual Turnover of the bidder (For the last 3 years ending 31.03.2024) - ₹9.20 Lakhs (Documentary evidence in the form of certified Audited Balance Sheets and Profit and Loss Statement of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be submitted/uploaded with the bid)
3.	<p>The bidder should have experience of providing consultancy services related to civil and electrical works during the last 7 years as on 31.03.2024.</p> <p><b>Following documents should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Copy of work order (s) /Contract document(s), and</li> <li>2. Completion Certificate (s)/ Copy of duly certified bill (s)/Invoice from client.</li> </ol>
4.	<p>Experience of having successfully completed similar* works in Govt./PSU/PSBs/Autonomous Sector during last 7 years (ending 31.03.2024) should be either of following:</p> <ol style="list-style-type: none"> <li>a. one similar completed works whose individual work value is costing not less than ₹6.50 Crore.</li> </ol> <p align="center">OR</p> <ol style="list-style-type: none"> <li>b. two similar completed works whose individual work value is costing not less than ₹4.10 Crore.</li> </ol> <p align="center">OR</p> <ol style="list-style-type: none"> <li>c. three similar completed works whose individual work value is costing not less than ₹3.25 Crore.</li> </ol> <p><b>Following documents should be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Copy of work order (s) /Contract document (s) and</li> <li>2. Completion Certificate (s)/ Copy of duly certified bill(s)/Invoice from client.</li> </ol> <p><b>Definition of Similar Works:</b> Similar work means providing project management consultancy services related to civil and electrical works.</p> <p>* <u>Similar nature work cost /project cost submitted by the bidder will be considered inclusive of taxes</u></p>
5.	The applicant should have at least 01 Qualified Architects and 02 Qualified Technical Staff (having minimum 2 years' experience in planning, designing & execution of civil & electrical works) on their regular establishment for not less than 1 year and necessary office with supporting staff for being always available for consultation/furnishing required services.

	Organizational set up of the firm including names, qualifications and experience of partners/ Associates and staff to be enclosed as per the enclosed format. <b>(Annexure-X)</b>
6.	Senior level officers or Directors or Key Resource Persons or Proprietor is registered as a fellow or a member of any of the Indian Institute of Architects or Institution of Engineers or any such Professional body related to the Consultant's field of working. The registration with the above professional body should be active during the currency of the tendered work.  Copy of membership certificate or identity card to be enclosed
7.	The contractor shall submit copies of Balance Sheet and Profit & Loss a/c of the firm for the last three years (ending 31.03.2024) duly certified by a Chartered Accountant should be enclosed as proof of their credit worthiness and turnover for the last three years.
8.	EMD amount of ₹61,500/- (Rupees Sixty-One Thousand Five Hundred Only) in case not seeking exemption. (Payment may be made as per details in Annexure-II and payment details should be submitted/uploaded)  Valid MSE/Udyam Aadhar Certificate against the Works if seeking exemption from EMD (Registration should be submitted/uploaded)
9.	Signed and stamped Integrity Pact on ₹200 non-judicial stamp paper <b>(Annexure-III)</b> . Integrity pact – The tenderer has to enter into the Integrity pact at his own cost on ₹200/- non judicial stamp paper with Bank as per the format given to become eligible to participate in the tender. It would be a preliminary qualification and bid documents will not be considered in the absence of the Integrity Pact.
10.	Registration Certificate as per existing norms (indicating the legal status – Company / Partnership firm/ Proprietorship Concern, etc.)
11.	Copy of GST Registration Certificates and Copy of PAN Card
12.	Copies of Income Tax Return filed for last three financial years ending 31.03.2024.
13.	The contractor should submit undertaking stating that his / their/her firm is not blacklisted in NABARD/ Govt. / Semi Govt. institutions on company's letter head. The undertaking/affidavit should be of latest date and in original <b>(Annexure-VII)</b> .
14.	All applicants should fill the pre-qualification criteria as per the format <b>(Annexure-V)</b>
15.	Details of projects handled by PMC (completed in last 7 years) giving date of start, date of completion, cost of project and delay, if any, attributable to PMC. <b>(Annexure-VIII)</b>
16.	List of projects in hand with PMC with description of projects, cost, time limit, targets etc. Details of time and cost overrun. Name and address and contact no. of the authority responsible. <b>(Annexure-IX)</b>

**B. Scope of Services to be rendered by the Architect/Consultant:**

1. Providing comprehensive Project Management Consultancy services for rectification of seepage in flats, internal renovations works of flats and complete renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai.
2. As per NABARD's instructions, visiting site and carrying out detailed survey and investigations for the works.
3. Assessing the cause of seepage in the flats of all blocks. Based on the assessment, offering remedies available to address the reasons of seepage, and the same shall be presented to NABARD for choosing a remedy for granting approval.
4. Assessing condition of various aesthetic and service-related infrastructure such as sanitary and water supply, electrical installations including lifts, roads/pathways, landscaping and gardening, and any other as required by NABARD and the same shall be presented to NABARD for approval of works to be undertaken for complete renovation of quarters.
5. Preparing 2-D & 3-D detailed sketch with dimensions, as per requirements of the Bank.
6. Preparing drawings with alternative schemes, preparing presentations wherein the details of the scheme of work shall be explained in detail before officials and/or senior management of NABARD. Any doubt that may arise thereof shall be clarified and changes, if any, suggested in the proposed design may be incorporated or deleted as found suitable, to meet the requirements of NABARD and to enable NABARD to select the design and the scheme.
7. Preparation of final comprehensive design and drawings (including 2D & 3D drawings).
8. Preparation of comprehensive draft BOQ as per the alternatives approved by NABARD.
9. Preparing preliminary project cost estimate with detailed specifications on the final design and scheme and preparing report on the merits of the selected scheme, to enable NABARD to take a decision on the designs and the scheme as a whole and approve the same.
10. Preparing final BOQ of the project with cost estimate and detailed specifications and also rate analysis after incorporating necessary corrections, if any, as suggested by NABARD based on draft BOQ and preliminary estimate.
11. Conducting discussions/ deliberations, etc. with officials/ top management/ representatives of NABARD with respect to the projects, if required by the Bank.
12. After approval of estimated project cost by NABARD, preparing separate draft tender documents for (i) Rectification of Seepage in Flats; (ii) Internal

Renovation Works of Flats; & (iii) Complete Renovation, for approval of NABARD.

13. After approval of these draft tender documents by NABARD, along with any corrections suggested by the Bank, preparing final tender documents for the proposed remedial works.
14. Assist NABARD during tendering process and for selection of contractors/vendors.
15. Extend the guidance and support to the selected L1 bidder and as per the requirements of NABARD.
16. Perform the duty of day-to-day monitoring of the work and update NABARD about progress of the project periodically.
17. Ensure the quality and workmanship of the various elements of the project during implementation and report to NABARD.
18. Arrange progress review meetings as per the requirement the Bank between NABARD officials and contractors, preparation of the minutes of the meetings and circulate the minutes to all the concerned parties for compliance.
19. Appoint qualified technical personnel(s) as Resident Engineer at site at consultant's own cost and risk, for day-to-day supervision, quality control, project management, receiving instruction from NABARD/ Consultant for compliance, taking and recording measurements and verifying the bills submitted by the contractor at site.
20. Preparing the rate analysis of extra/ substitute items, if any, with respect to CPWD Delhi Schedule of Rates/ as per market rate with rate analysis and due recommendations and submitting to NABARD for its approval.
21. Certifying the running account bills and final bills submitted by the contractors and recommending to NABARD for eligible payment to them within reasonable time.
22. Issuing virtual completion certificate after completion of project and submitting the final sets of 2D drawings of the completed work (as-built drawings) with soft copies, as per the requirement of NABARD.
23. Coordinate activities for achieving the milestones of each stage of execution by ensuring quality control of the projects as a whole.
24. Any other services incidental to or connected with the said works usually and normally rendered by architect and not referred to in any of the items referred to above.

The duties and functions of the Consultants mentioned above are only indicative and not exhaustive.

### **C. Payment Terms and Conditions:**

The total fees payable shall be based on initial estimated cost or accepted tender value or actual cost of work, whichever is least. The payment for the works, (i) Rectification

of Seepage in Flats; (ii) Internal Renovation Works of Flats; & (iii) Complete Renovation, will be made separately as per the following terms on production of the requisite documents. TDS and other statutory deductions, as applicable, shall be deducted while settling the bills. No advance payment would be made. Payment would be made to the consultant based on satisfactory performance of work at NABARD as per the details given below:

**Phase I:**

<b>Milestone</b>	<b>%age of total fee payable</b>	<b>Remarks</b>
After final submission of concept design plan, drawings, preliminary estimates for the work.	10%	The fees payable in this phase will be worked out on the basis of initial estimated cost i.e., preliminary estimate.
After preparation and submission of final tender documents for the work and after approval by NABARD.	10%	
After Scrutiny of bids, selection of the contractor and after acceptance of work order by the contractor.	15%	

**Phase II:**

<b>Milestone</b>	<b>Percentage of total fee payable</b>	<b>Remarks</b>
After successful completion of about 50% work (i.e., based on settlement of bill cumulatively valued at 50% of the accepted tender cost) as awarded to the contractor and after certification of contractor's bill by the consultant to that extent.	25%	The fees payable will be worked out on the basis of initial estimated cost or accepted tender value, whichever is least.
After successful completion of entire work as awarded to the contractor and after certification of final bill of the contractor by the consultant. (i.e., based on virtual completion certificate issued by the bidder/ consultant and after its approval by NABARD)	25%	The fees payable will be worked out on the basis of initial estimated cost or accepted tender value or actual cost of work, whichever is least.
After completion of Defect Liability Period (one Year from the date of virtual completion of the project) after the contractor has rectified the defects observed and confirmed by consultant	15%	

and approved by NABARD during DLP (Defect Liability Period).

**D. General Terms and Conditions:**

1. Applications containing false and/or incomplete information are liable for rejection.
2. The fees/charges for rendering the services as per scope of work shall be quoted by the applicant.
3. Decision of the Bank in regard to determining the selection of the applicant/Consultants shall be final. The Bank is not bound to assign any reasons therefor and reserve the right to reject any or all offers.
4. Before quoting the fees, the Consultant shall visit and inspect the site and shall make his own assessment about the projects.
5. The bidder has to submit Non-Blacklisting Declaration (**Annexure-VII**).
6. Evaluation Criteria: Bids shall be evaluated based on **Quality cum Cost Based Selection (QCBS)** methodology. The weightage for the ‘Technical Parameters’ is 70% and the weightage for the ‘Quoted Price’ is 30%. The maximum marks to be allocated against various sub-sections under ‘Technical Parameters’ shall be as hereunder:

**‘Technical Score’**

Description	Criteria	Marks	Weightage
Past experience of the Consultant (as on 31.03.2024)	More than 7 years	30	30
	5-7 Years	20	
	3-5 Years	10	
	Less than 3 years	0	
Number of Architects and technical staff (civil & electrical) available with the Consultant	More than 7	40	40
	6-7	30	
	4-5	20	
	Less than 4	10	
Overall financial strength of the Consultant in terms of turnover (Turnover figure for last three years as on 31.03.2024)	More than 100 Lakh	30	30
	50-100 Lakh	23	
	25-50 Lakh	17	
	Less than 25 Lakh	10	
<b>Total Maximum Marks</b>		<b>100</b>	<b>100</b>

- i. Technical Score of the bidders will be evaluated using the following formula.

$$\text{Technical Score} = [(T_{bidder} / T_{high}) \times 70]$$

$T_{bidder}$  stands for actual marks secured by the bidder,

$T_{high}$  stands for highest marks secured by any bidder, &

Technical score shall be calculated up to two decimal places.

- ii. Evaluation of Financial Bid: Financial score of the bidders will be evaluated using the following formula.

$$\mathbf{Financial\ Score = [(L_1 / L_{bidder}) \times 30]}$$

$L_1$  stands for lowest rate quoted by the bidder,

$L_{bidder}$  stands for rate quoted by the bidder, &

Financial Score shall be calculated up to two decimal places.

- iii. Combined Evaluation of Technical & Financial Bids: The technical and financial scores of each bidder will be added to compute a composite bid score.

$$\mathbf{Composite\ bid\ score = Technical\ Score + Financial\ Score}$$

The bidder securing the highest composite bid score will be selected for awarding the consultancy work. In the event of two or more bids having the same highest composite bid score, the bid scoring the highest marks against 'Technical' criteria will be recommended for awarding the consultancy services. In the event of two or more bids having the same highest marks against 'Technical' criteria, then the bidder having higher experience will be recommended for awarding the consultancy services.

Accepted all terms & conditions.

Date:-

Place:-

(Signature)

Name, address and seal of the consultant

### **Part-III: Additional Terms and Conditions**

**Following additional terms and conditions shall apply to the evaluation process:**

- 1. Bidder warranties** - By submitting a response, bidder represents and warrants to NABARD that, as on the date of submission:
  - i. The bidder has fully disclosed to NABARD in its responses all information which could reasonably be regarded as affecting in any way NABARD's evaluation of the response.
  - ii. All the information contained in the Bidder's Response is true, accurate, complete, and not misleading in any way.
  - iii. No litigation, arbitration or administrative proceeding is presently taking place in the name of bidder.
  - iv. No litigation, arbitration or administrative proceeding is pending or to the knowledge of the bidder threatened against or otherwise involving the bidder which could have an adverse effect on its business, assets, or financial condition or upon NABARD's reputation if the response is successful.
  - v. The bidder will immediately notify NABARD of the occurrence of any event, fact or circumstance which may cause a material adverse effect on the bidder's business, assets or financial condition, or NABARD's reputation or render the bidder unable to perform its obligations under the agreement, if any or have a material adverse effect on the evaluation of the responses by NABARD; and
  - vi. The bidder has not and will not seek to influence any decisions of NABARD during the evaluation process or engage in any uncompetitive behaviour or other practice which may deny legitimate business opportunities to other bidders.
  
- 2. Confidentiality** - Bidder must keep confidential any information received from or about NABARD as a result of or in connection with the submission of the response. All information contained in the response, or in subsequent communications shall be deemed confidential and may be used only in connection with the preparation of bidder's response. Unless expressly agreed in writing prior to submissions, responses are not confidential and may be used by NABARD in whole or part. NABARD, however, will not disclose the information provided by bidder in a response other than to its affiliates or to its professional advisors, unless required otherwise by any provisions of law.
  
- 3. Disclaimer** - While all reasonable care has been taken in compiling this response document, the figures, documents, and details are presented in good faith; and no warranty or guarantee (express or implied) is given by NABARD as to the completeness or accuracy of the response or any information provided in or in connection with it, to the maximum extent permitted by law.
  - a. NABARD, its officers, employees, and agents will not be liable in any way whatsoever for any loss, damage, cost, or expense (including without limitation

- any liability arising from any fault or negligence on their part) arising from the evaluation process; and
- b. Each bidder releases and indemnifies NABARD from all claims, suits, demands, proceedings, actions, liabilities, damages, and costs which may arise under statute, law, equity or otherwise arising from, whether directly or indirectly, or in connection with the evaluation and selection process.
- 4. NABARD's right to verify** - NABARD reserves the right to conduct survey of any of the bidders' sites or obtain other evidence of facilities, resources, and managerial, financial and bidder performance abilities prior to announcing the successful bidder or awarding an agreement under this evaluation process.
- 5. Termination / suspension of evaluation process** - NABARD reserves the right to suspend or terminate the bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the bidder or any third party. Bidders will be notified if any suspension or termination occurs, but NABARD is not obliged to provide any reasons.
- 6. Other Rights** - Without limiting its rights under any other clause of this evaluation process or at law, and without liability to the bidder or any third party, NABARD may at any stage of the evaluation process:
- Request additional information from the bidder.
  - Change the structure and timing of evaluation process.
  - Vary or extend the timetable of the evaluation process.
  - Vary the terms and conditions of the evaluation process.
- 7. Non-Reliance by Bidder** - Bidder, by submitting a response acknowledges that:
- It does not rely on any information, representation, or warranty, whether oral or in writing or arising from other conduct, other than that specified in this BID or otherwise provided by NABARD in writing.
  - It has made its own inquiries as to regarding the risks, contingencies and other circumstances that may have an effect on the bidder's response as well as the accuracy, currency or completeness of such information.
- 8. Precedence of Documents** - If there is any inconsistency between the terms of this BID and any of its appendices, schedules, or attachments then, unless the contrary is explicitly stated in this BID, the terms of the BID will prevail to the extent of any inconsistency.
- 9. Earnest Money, Initial Security Deposit and Retention Money Deposit**
- Earnest Money Deposit** - The bidder must submit his bid with Earnest Money Deposit of ₹61,500/- (Rupees Sixty-One Thousand and Five Hundred Only) in the form of Direct Deposit in the Bank through NEFT/RTGS as per details indicated in **Annexure-II** and submit a copy of transaction receipt along with the technical bid. Bids not accompanied by EMD shall be rejected. Should the Invitation to BID be withdrawn or cancelled by the Bank, which shall have the right to do so at any time, EMD

will be returned. EMD of the unsuccessful bidder will be returned after award of the work to successful bidder.

- ii) **Security Deposit** - The EMD submitted by the successful bidder with whom the agreement is executed, shall be reckoned as security deposit. No interest shall be paid on this security deposit. EMD / Security Deposit will be forfeited if the bidder withdraws the contract after award or opening of tender with the reasons only pertaining to the bidder and in the case if bidder is violating the conditions of contract which leads to termination of the contract. The security deposit will be returned to the bidder/ consultant after completion of project in all aspects and after defect liability period (DLP).

#### 10. **Signing of Contract Agreement:**

- i) The general instructions to the bidder and special conditions, herein before referred to, Conditions of Contract and payment terms, scope of works enclosed with this document and the subsequent correspondence exchanged between NABARD and the bidder shall be the basis of the Purchase Order/final contract to be entered into with the successful bidder.
- ii) The bidder shall go through the terms and conditions given herewith and his offer shall be strictly in line with the terms specified therein. No deviation from the terms and conditions specified shall be acceptable.
- iii) On receipt of intimation from NABARD of the acceptance of his/their bid, the successful bidder shall be bound to implement the Contract and within 14 days thereof, the successful bidder shall sign an agreement in accordance with the articles of agreement. Notwithstanding the signing of the agreement, the written acceptance by NABARD of a bid in itself will constitute a binding contract between NABARD and the person so bidding, whether such agreement is or is not subsequently executed. The stamp duty charges will be borne by the consultant.
- iv) The bidder shall not sublet any portion of the work except with the written consent of NABARD. In case of breach of these conditions, NABARD may serve a notice in writing on the bidder rescinding the contract whereupon the security deposit shall stand forfeited to NABARD, without prejudice to his other remedies against the bidder.

**11. Pre-Contract Integrity Pact** - Bidder may ensure to execute a pre-contract integrity pact (duly stamped) as per **Annexure-III** of BID along with the bid which is required as per directions of the Central Vigilance commission.

**Important Note** - Prospective bidders are requested to submit a duly signed and stamped 'Integrity Pact' on a ₹200/- Stamp Paper. Compliance to 'Integrity Pact' is mandatory and shall be the pre-qualification criteria. Non-submission of 'Integrity Pact' or submission in different format (other than the prescribed one) and not duly authenticated by authorized signatory shall disqualify the prospective bidder at the initial stage and their "Technical/Price bids" shall not be opened.

**12. Governing Laws and Dispute Resolution** - The BID and selection process shall be governed by and construed in accordance with the laws of India and shall be subject to exclusive jurisdiction of courts in Mumbai only. Disputes or differences whatsoever, arising out of the BID process shall be resolved hereunder:

- i) All disputes and differences of any kind whatsoever, arising out of or in connection with the BID (to be executed with the successful bidder at subsequent stage) shall be resolved amicably.
- ii) In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then such unsettled dispute or difference shall be referred to arbitration by sole arbitrator mutually agreed in accordance with the Arbitration and Conciliation Act, 1996.
- iii) If no agreement is arrived at within 30 days from the date of notice as to who shall be the sole arbitrator, NABARD shall send to the bidder a list of three names of persons who shall be presently unconnected with NABARD. Bidder/ Consultant shall on receipt of the names as aforesaid, select any one of persons so named to be appointed as sole arbitrator and communicate his name to NABARD within 30 days on receipt of the names. NABARD shall thereupon without delay appoint the said person as the sole arbitrator.
- iv) If the bidder fails to select the person as sole arbitrator within 30 days of receipt of the panel and inform NABARD accordingly, NABARD shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to the bidder.
- v) If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever, another person shall be appointed by NABARD from the above list of persons. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.
- vi) The award shall be final and binding on both the parties.
- vii) It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrator shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be a reasoned award. It is hereby agreed that the Arbitrator shall not have powers to order any interim measures whatsoever during the course of arbitration.
- viii) The fees, if any, of the Arbitrator shall initially be paid in equal proportion by each of the parties. The cost of the reference and of the award including the fees, if any, of the Arbitrator shall be directed to be finally borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator as the case may be in the award.
- ix) The place of arbitration shall be at Mumbai.
- x) The language of the proceedings shall be in English.

xi) **Services shall continue to be rendered not withstanding any reference or dispute to the arbitration:**

It is specially agreed that the bidder/ consultant shall continue to render its services provided herein with all due diligence, professional skill, and tact notwithstanding that any matter, question or dispute has been referred to arbitration.

Accepted all terms & conditions.

Date:-

Place:-

(Signature)

Name, address and seal of the consultant

**Format of VIRTUAL COMPLETION CERTIFICATE to be issued by the Architect/Consultant**

Having executed the work in terms of the tender, we hereby certify and affirm that the Contractor M/s..... have virtually completed the contracted works.

We hereby certify that ..... work has been executed completely to our satisfaction and with materials, workmanship and specifications in accordance with the tender.

We do certify further that the Contractor executed the work in accordance with the applicable laws and without any transgression of such laws.

Signature of the Consultant:

Place :

Date :

Name :

Address :

**PROFORMA OF EMD CREDIT DETAILS**

**RFP for Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai**

**(EMD details to be filled by bidders)**

NAME OF THE ACCOUNT	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	NABARD
BRANCH NAME	HEAD OFFICE, MUMBAI
IFSC CODE	NBRD0000002
ACCOUNT NUMBER (VAN)	NABADMN07

Name of the depositor	
Mode of transfer – Online (NEFT / RTGS)	
UTR No.	
Transaction date	
Amount deposited	
<b>** Attach Bank Statement showing amount debited from account, on or before last date of submission of bid.</b>	

Date:

Place:

Signature with seal:

**PRE-CONTRACT INTEGRITY PACT**

**(To be submitted on ₹200/- non-judicial stamp paper)**

Between

**National Bank for Agriculture and Rural Development (NABARD)**  
hereinafter referred to as “**The Principal**”

And

..... hereinafter referred to as “**The Bidder/Contractor**”

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for “**Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai**”. The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder(s)/Contractor(s)**

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the

following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
- e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process.

### **Section 4 - Compensation for Damages**

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Retention Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 - Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 - Equal treatment of all Bidders / Contractors/ Subcontractors**

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

### **Section 7 - Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 - Independent External Monitor**

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is-

**Shri Jagdeep Kumar Ghai, P&TA, FS (Retd)**

Flat 1032, A Wing, Vanashree Society,

Sector 58 A&B, Palm Beach Road,

Nerul, Navi Mumbai, Pin-400706.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word '**Monitor**' would include both singular and plural.

### **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

### **Section 10 - Other provisions**

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the principal, i.e. Mumbai.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

\_\_\_\_\_  
(For & On behalf of the Principal)  
(Office Seal)

\_\_\_\_\_  
(For & On behalf of the Bidder/Contractor)  
(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness 1:

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2:

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLES OF AGREEMENT**

(On a ₹200/- Non- Judicial stamp paper)

ARTICLES OF AGREEMENT made on this ..... day of ..... (month) ..... between the National Bank for Agriculture and Rural Development (NABARD) (hereinafter called “the Bank”) and having its Head Office at C-24, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400051 of the one part and M/s ..... (hereinafter called “the bidder or the consultant”) and having its registered office at ..... of the other part.

WHEREAS the Bank is desirous of getting executed “**Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai**” and has caused the technical and financial bids of the bid document showing and describing the scope of work to be done under the direction of Bank.

AND WHEREAS the said terms and conditions have been signed by or on behalf of the parties hereto.

AND WHEREAS the Bidder has agreed to execute upon and subject to the conditions set forth in the *Technical & Financial bids and Conditions of Contract, work order* (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said scope of works, 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 there under (hereinafter referred to as “the said contract amount”).

NOW IT IS HEREBY AGREED AS FOLLOWS: -

1. In consideration hereinafter mentioned, the Bidder will upon and subject to the conditions annexed, carry out and complete the works shown in the bid document, described by or referred to in the scope of works and in the said conditions.
2. The Bank shall pay the Bidder the said contract amount or such sum as shall become payable at the times and in the manner specified in the said conditions.
3. 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 agreement on their part respectively in the said conditions and the documents contained herein.
4. This Agreement and documents mentioned herein shall form the basis of this bid document.
5. This bid document is an contract for carrying out the work of “**Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal**

**Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai”** and to be paid according to actual measured quantities at the rates contained in the Schedule of Quantity of Consultancy Services and probable quantities or as provided in the said conditions.

6. The Bank reserves to itself the right of altering the nature of work by adding to or omitting any items of work or having portions of the same carried out by engaging any other consultant (bidder) / agency at its sole discretion without prejudice to this contract. The bidder shall not have any right to claim loss of profit / loss of opportunity to work from the Bank.
7. The bidder shall have to submit the “no other claims certificate” along with the final bill and once the final bill is settled by the Bank, the bidder will not have any right to claim for either any tender related or non-related work.
8. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only the sole Arbitrator as appointed by both the parties upon mutual consent in Mumbai shall have the jurisdiction to determine the same.
9. That all parts of this bid document have been read and fully understood by the bidder.

IN WITNESS WHEREOF the Bank has set its hands to these presents through its duly authorized officials and the bidder has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates here of to be executed on its behalf, the day and year first herein above written. (If the consultant is a company)

Signature Clause

SIGNED AND DELIVERED by the  
National Bank for Agriculture and  
Rural Development by the hand of  
Shri \_\_\_\_\_  
(Name & Designation)  
In the presence of:  
Witness #1  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Witness #2  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_

SIGNED AND DELIVERED by the  
bidder  
  
Shri \_\_\_\_\_  
(Name & Designation)  
In the presence of:  
Witness #1  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
witness #2  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_

**PRE-QUALIFICATION OF PMC**

**Basic Information**

1.	Name of the applicant/bidder/firm Address of the Registered Office. (With Contact Nos, Email ID & Contact Person) Address of office in Mumbai/Navi Mumbai/Thane. (With Contact Nos, Email ID & Contact Person) Enclose the proof	
2.	Year of establishment	
3.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) c) enclose certified copies of document as evidence	
5.	Details of registration – Whether Partnership firm, Company etc. Name of Registering Authority, Date and Registration number (Enclose certified copies of document as evidence)	
6.	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7.	a. No. of years of experience in the field and details of work in any other field. b. Whether ISO certified, furnish the details.	
8.	Address of the registered/office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge. (ENCLOSE ADDRESS PROOF)	
9.	[a] Yearly turnover of the organization during last 3 years (year wise) and furnish audited	

	balance sheet and Profit & Loss A/c (Audited) for the last -3- years. [b] Committed turnover in 2021-2022 2022-2023 2023-2024 #Certificate of annual turnover (past -03- years) issued by Chartered Account to be enclosed	
10.	Name & Address of Bankers --- ANNEXURE-VI	
11.	PAN No. (ENCLOSE COPY PAN CARD)	
12.	GST No. (ENCLOSE COPY)	
13.	Work Executed/Completion. Detailed description in --- ANNEXURE-VIII	
	a. Three similar jobs completed works each costing not less than ₹3.25 Cr. OR b. Two similar completed works each costing not less than ₹4.10 Cr. OR c. One similar completed work costing not less than ₹6.50 Cr. (Enclose work completion certificate from client)	
14.	Work in Hand. Detailed description in --- ANNEXURE-IX	
15.	Details of Key Personnel Permanently employed in the firm. Detailed description in ANNEXURE-X	
16.	Furnish the names of -3- responsible persons along with their designation, address, Tel.No., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the performance of your organization.	
17.	Signed and stamped Integrity Pact on ₹200/- non-judicial stamp paper (ANNEXURE-III)	
18.	Undertaking that the firm is not blacklisted on company's letter head (ANNEXURE-VII)	

**PRO-FORMA OF FURNISHING THE PAYMENT DETAILS OF BIDDER**

Name of the Bidder		
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 ( <b>enclose copy of cancelled cheque</b> )		

Name of the Consultant:

Date:

Place:

Signature with seal:

**Annexure-VII**

**NON-BLACKLISTING DECLARATION**

(To be submitted on Company's Letter Head)

Date:

To

The Chief General Manager  
National Bank for Agriculture and Rural Development  
NABARD Head Office, BKC, Mumbai.

**Sub: Declaration for Non-Blacklisting – Engagement of Architect/  
Consultant for Rectification of Seepage in Flats, Internal Renovation  
Works of Flats and Complete Renovation at NABARD Staff Quarters,  
Damodar Park, Ghatkopar (W), Mumbai**

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/  
agency of Central/ State Government of India or any other country in the world/ Public  
Sector Undertaking/ any Regulatory Authorities in India or any other country in the  
world for any kind of fraudulent activities.

Yours Faithfully,

Signature of the Bidder and Seal

**Work ‘EXECUTED’ as Project Management Consultant on works of similar nature (of value not less than ₹3.25 Crs) over the last 07 years (as of 31.07.2024)**

<b>Project Name</b>	<b>Name of address of Client</b>	<b>Description of work</b>	<b>Contract No.</b>	<b>Value of work (Rs,)</b>	<b>Date of issue of Work Order</b>	<b>Stipulated period of completion</b>	<b>Actual date of completion</b>

Notes:

1. Information must be filled up specifically in this format.
2. Documentary proof of work orders and performance certificates from the clients needs to be attached. Extra sheets may be attached, if required

**Annexure-IX****Work 'IN HAND' as Project Management Consultant on works of similar nature (of value not less than ₹3.25 Crs):**

<b>Project name</b>	<b>Name of address of Client</b>	<b>Description of work</b>	<b>Contract No.</b>	<b>Value of work (Rs.)</b>	<b>Date of issue of Work Order</b>	<b>Stipulated period of completion</b>	<b>Actual date of completion</b>

Note:

1. Information must be filled up specifically in this format.
2. Documentary proof of work orders from the clients needs to be attached. Extra sheets may be attached, if required.

**Details of key personnel, giving details about their technical qualification & experience including that in your establishments**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Nature of Works Handled</b>	<b>Name of The Projects Handled</b>	<b>Date from which Employed In your Organisation</b>	<b>Indicate Details of Experience To similar Projects</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

**Notes:**

1. Information must be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour. Extra sheets may be attached, if required.

**FINANCIAL BID [Section-II]**

**(To be submitted online through CPP Portal)**

To,  
The Chief General Manager  
National Bank for Agriculture and Rural Development  
NABARD Head Office, BKC, Mumbai.

**RFP for Engagement of Architect/Consultant for Rectification of Seepage in Flats, Internal Renovation Works of Flats and Complete Renovation at NABARD Staff Quarters, Damodar Park, Ghatkopar (W), Mumbai**

1. We refer to your Notice Inviting Tender No. NB.HO.DPSP/DPG/116417/Engagement of Consultant/2024-25.
2. We have read the requirement and have understood them fully. We have quoted our Professional Fee for rendering the above services for the captioned works as percentage of the approved estimated cost of projects or accepted tender value or actual cost of work, whichever is less, in the BoQ format uploaded on CPP portal.
3. We understand that the cost of items, if any, to be directly purchased by the Bank will not be included in the cost of the project for the purpose of calculating professional fee.

Thank you.

Your faithfully,

(CONSULTANT/ARCHITECT) WITH SEAL

Date:

Place:

**Note:**

\* Before quoting the fees, the consultant shall visit and inspect the site and shall make his own assessment about the projects.

\* The professional fees to be quoted by the bidder excludes applicable GST. TA/DA and other charges will not be payable.

**\* Fee quoted by the bidder shall be inclusive of all cost as well as profit, overheads. TDS and other statutory deductions will be applicable against the payment.**