



NB/UK/RO/DPSP/

/DPSP-326/2019-20

17th January 2020

Dear Sir

Notice Inviting Tender – Annual Maintenance Contract for Gardening, Electrical Maintenance (HT & LT) and Plumbing & Sanitary Works at NABARD Uttarakhand Regional Office, Plot no. 42, IT Park, Sahastradhara Road, Dehradun - 248013 for the period 01/03/2020 to 31/03/2021

1. National Bank for Agriculture and Rural Development (NABARD), Uttarakhand Regional Office, Dehradun - 248013 invites tenders from **empanelled agencies only** for gardening, Electrical Maintenance (HT & LT) and Plumbing & Sanitary Works at its RO premises for the period 01st March, 2020 upto 31st March, 2021.
2. The contract is renewable for two more years (one year at a time) FY 2021-22 and FY 2022-23 subject to the satisfactory performance of the contractors/agencies and on the same terms and conditions of this contract.
3. We invite you to submit tender for the captioned works. The offer shall be in two parts, viz Technical Bid and Price Bid.
4. The successful tenderer has to enter into **Integrity Pact** at his own cost on a Rs. 200/- non judicial stamp paper with the Bank as per the format enclosed.
5. You will be required to remit EMD amount of Rs. 17,500/- (Rupees Seventeen Thousand Five Hundred Only) through electronic mode (NEFT/RTGS only) in the below-mentioned current account maintained by NABARD. Tenders without EMD will be rejected.

Name : NABARD
Bank Account Number : 093010200002301
Type of Bank Account : Current Account
Name of the Bank : Axis Bank
Name and address of branch : 74, New No. 250/466, Shri
Ram Arcade, Rajpur Road,
Dehradun, Uttarakhand
M.I.C.R Number : 248211002
I.F.S.C number : UTIB0000093

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राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

प्लॉट नम्बर-42, आई.टी. पार्क, सहस्रधारा रोड, देहरादून -248001 • टेली: +91 135 2607741 • फैक्स: +91 135 2607743 • ई मेल: dehradun@nabard.org
Plot no-42, IT Park, Sahastradhara Road, Dehradun-248001 • Tel.: +91 135 2607741 • Fax: +91 135 2607743 • E-mail: dehradun@nabard.org



6. Tenderers are advised to visit the office building premises as stated above, to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from the Bank before quoting their rates.
7. Part-I of the tender will be Technical Bid, while Part-II shall be the Price Bid.
 - (a). The Technical Bid (Part-I), containing proof of remittance of EMD, may be submitted in a sealed envelope superscribed “**Part I: Technical Bid**”.
 - (b). The Price Bid (Part-II) shall be submitted separately in a second sealed envelope superscribed “**Part II: Price Bid**”.
 - (c). The above two envelopes may be enclosed in another bigger sealed envelope superscribed “**Tender – Annual Maintenance Contract for the Gardening, Electrical Maintenance (HT & LT) and Plumbing & Sanitary Works Maintenance Housekeeping services at NABARD Uttarakhand RO Building for the period 01/03/2020 to 31/03/2021**”.
 - (d) The sealed tender in the prescribed tender document should be addressed to ‘**Chief General Manager, NABARD, Uttarakhand Regional Office, Plot No. 42, IT Park, Sahastradhara Road, Dehradun – 248013**’
8. The envelope containing the tender/s complete in all respects, duly signed by the tenderer and sealed as necessary, should be dropped in the tender box available in the Ground Floor, NABARD Uttarakhand RO Premises latest by 12:00 PM on 7th February 2020.
9. Late tenders will not be accepted under any circumstances and shall be returned un-opened.
10. The Technical Bids will be opened on 7th February 2020 at 02:30 PM at the above address in the presence of the tenderers or their authorised representatives who choose to be present. **Opening of Price Bid shall be done on the same day or at a later date which shall be intimated after scrutiny of the documents submitted by tenderers in the Technical Bid.** It may be noted that Price Bid envelopes shall be opened only in respect of those tenderers who have complied with the requirements as laid down in **Technical Bid**. The decision of the Bank in this regard shall be final. In the event of intending tenderer’s failure to satisfy the Bank, the Bank reserves the right to reject the tender and not to open the price bid.

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11. Incomplete Technical Bid i.e. without EMD , Integrity Pact, documents required under Pre-Qualification Criteria, Information on Pre-Qualification Criteria, Letter of Undertaking, Client Certificates, Special Conditions of the Contract, Safety Code, Annexures I and II, Proforma for Electronic Payment, signed copies of General Terms & Conditions, Instructions for filling the tender, Scope of Works and Articles of Agreement, will stand disqualified from further participation in the tendering process.
12. If the last date of receipt of 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.
13. The tender will be rejected if any bidder proposes any deviation from the prescribed requirement. NABARD reserves its right to accept or reject any tender, either in whole or in part, without assigning any reasons for doing so. NABARD does not bind itself to accept the lowest or any tender at all. Tenderer shall have to furnish Rate Analysis for the scrutiny of rates by NABARD, if required.
14. Tenders which do not fulfill all or any of NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own special conditions are liable to be rejected.
15. The successful bidder shall execute an agreement and Integrity Pact with NABARD at his cost on non- judicial stamp paper at prevailing rates in accordance with the standard format enclosed within 14 days from the date of issue of work order failing which bidders EMD may stand forfeited.
16. 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 Uttarakhand Regional Office, Plot no. 42, IT park, Sahastradhara Road, Dehradun – 248013 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 five working days prior to the date of submission of the tender.
17. Tenderers are advised to ensure strict observance of commercial aspect of the tender and note the following points:

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- **The Contract period will be from 01st March 2020 to 31st March 2021.** The same may be renewed for two more years (one year at a time) i.e. FY 2021-22 and FY 2022-23 and if services are found satisfactory as per mutual agreed terms and conditions. The renewal shall be on sole discretion of NABARD.
 - Validity of offer will be for 90 days from the date of opening of price bids.
 - 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.
18. You may visit NABARD RO to seek required clarifications, if any, or may contact NABARD, DPSP (Premises Section) for the same.
19. This Notice Inviting Tender (NIT) shall also form part of the tender document.
20. The rates shall not be subjected to revision on account of fluctuations in market rates, taxes or any other reasons whatsoever during the contract period, and any revision shall be considered only on contract renewal subject to mutual consultation with the eligible agencies.
21. NABARD reserves its right to accept or reject any tender, either in whole or in part, without assigning any reasons for doing so. The decision of the Bank in this regard shall be final. In the event of intending tenderer's failure to satisfy the Bank, the Bank reserves the right to reject the tender.
22. A pre-bid meeting has been arranged on **30th January 2020 at 03:00 PM** at 'Mini-Meeting Room, 4th Floor, NABARD Regional Office, Plot no. 42, IT Park, Sahstradhara Road, Dehradun – 248013. You may attend the meeting after understanding the terms and conditions to seek required clarification, if any.
23. For any further clarification, the applicant may contact on 0135-2609016 during office hours.

24.

Yours faithfully,

-sd-

(K. S. Kumaraswamy)
Deputy General Manager

Encl: Tender Document

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