

TENDER DOCUMENT FOR

**Supply and Fixing of Mesh Doors at main entrance of flats at NABARD
Adhikari Niwas, PAS Road, Kolkata - 700033 and NABARD Officer's
Quarter, Susham Apartment, 112, NSC Bose Road, Ranikuthi, Kolkata -
700040**

| Tender schedule | |
|------------------------------------|-----------------------------|
| Issue of Tender | 05.03.2024 |
| Pre-Bid Meeting | 12.03.2024 on 11.00 Hrs. |
| Last date for submission of Tender | 19.03.2024 up-to 11.00 Hrs. |
| Opening of Price Bid | 19.03.2024 at 14:30 Hrs. |



NABARD

Department of Premises, Security and Procurement

**NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT REGIONAL OFFICE, WEST BENGAL, KOLKATA
- 700091**

FORM OF TENDER (Declaration by the bidder)

The Chief General Manager
NABARD
West Bengal Regional Office,
DP-2, Sector-V, Salt Lake, Kolkata-91

Place:
Date:

Dear Sir,

**Supply and fixing of Mesh Doors at main entrance of flats at
NABARD Adhikari Niwas, PAS Road, Kolkata - 700033 and
NABARD Officer's Quarter, Susham Apartment, 112, NSC Bose
Road, Ranikuthi, Kolkata - 700040**

I/ We having examined the conditions of contract, specifications and schedule of quantities, and having satisfied myself/ourselves as to the location of the site conditions, I/We hereby offer to execute the above works at the respective rates which I/We have quoted for the items of the schedule of quantities and in accordance in all respects with the specifications and instructions in verbal/writing referred to in conditions of tender , Schedule of Quantities with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

Address of the firm _____

Tel. No:

Mobile No.:

E-mail ID

| | |
|--|-----------|
| The names of the Owners/ Partners of our firm/company are | i) _____ |
| | ii) _____ |
| Name of the persons of the firm, authorized to sign | i) _____ |
| | ii) _____ |
| Name of the persons with power of Attorney to sign the contract /documents | i) _____ |
| | ii) _____ |

2. In the event of this tender been accepted, I/We agree to deposit 5% of accepted tender value as security deposit with NABARD before community the work. This security deposit

shall carry no interest. It shall be released to the contractor on successful completion of the defect liability period of 12 months after completion of the work. I/We do hereby bind myself/ourselves to forfeit the aforesaid deposit in the event of our refusal to take up or fail to start the work within a period of 10 (Ten days) from the date of issue of Work Order.

3. I/We further agree to complete the work within 30 days from the 10th day of issue of work order by Bank (NABARD).

4. I/We agree not to employ Sub-Contractors other than those that may be approved by you.

5. I/We agree to pay applicable Income Tax, CGST-TDS, SGST-TDS, any other tax levied by the Central/State/Local Government/body, as prevailing from time to time, on such items for which the same are leviable and the rates quoted by me/us are inclusive of the same. GST will be charged extra at applicable rates over and above the rates/amount quoted by us.

6. I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender. I/we also agree that the works may be split in two parts to suite the area of specialization/practice/experience of contractors.

7. I/We submit the duly completed Tender Documents in the prescribed tender form in envelope as detailed in Notice Inviting Tender to the Chief General Manager, National Bank for Agriculture and Rural Development, West Bengal Regional Office, DP-2, Sector-V, Salt Lake, Kolkata-700091

Thanking you,

Yours faithfully

Place:

Date:

Signature of the contractor

Name and address of the contractor with seal

PRE-QUALIFICATION CRITERIA

This tender is only for contractors empaneled with NABARD. No further prequalification is required. There is no EMD and tender fees for this tender.

Place:

Date:

Signature of the Applicant

Details of Bank Account

| | |
|--|--|
| Name of Firm | |
| Name of Account Holder | |
| Address of firm | |
| Name of Bank Branch and | |
| Address | |
| Bank Code & | |
| Branch Code | |
| IFSC Code of Bank | |
| Branch | |
| Type of Account (Saving / Current / Cash Credit) | |
| Account Number | |
| PAN of firm | |

Place:

Date :

Signature seal of the Agency

General Conditions and instructions to bidders

1.0 LOCATION

1.1 The site is located NABARD Adhikari Niwas, PAS Road, Kolkata - 700033 and NABARD Officer's Quarter, Susham Apartment, 112, NSC Bose Road, Ranikuthi, Kolkata - 700040 (Supply and fixing of Mesh Doors for main entrance at all flats in the staff quarters)

1.2 Bidders must get acquainted with the proposed and other conditions carefully before tendering. No request of any change in rates or conditions for want of information on any particular issue shall be entertained after receipt of tenders.

1.3 Site Visit

The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for the execution of the same and must examine the building and inspect the site of the work to know the nature and extent of work and acquaint himself with all local laws, regulations and practice. The work mainly constitute supply and fixing of mesh doors with wooden frame in all the doors of the flats in the quarters.

2. SUBMISSION OF TENDER

2.1 The Sealed tender in the prescribed tender form shall be superscribed as "Supply and Fixing of Mesh Doors at main entrance of flats at NABARD Adhikari Niwas, PAS Road, Kolkata - 700033 and NABARD Officer's Quarter, Susham Apartment, 112, NSC Bose Road, Ranikuthi, Kolkata – 700040" and may be submitted /dropped in tender box at reception of NABARD office DP-2, Sector-V, Salt Lake, Kolkata-700091.

The tenderer shall sign each page of the tender document.

2.2 You are requested to quote strictly as per the terms and conditions, specifications, standards, given in the tender document/schedule and not to stipulate any deviations. However, deviations, if unavoidable, should be indicated separately.

If on check there are differences between the rates quoted by the bidder in words and in figures or in the amount quoted by him, the following procedure shall be followed:

i) When there is a difference between the rates in figure and in words, the rates which correspond to the amount worked out by the bidder shall be taken as correct.

ii) When the amount of the item is not worked out by the bidder or it does not correspond with the rate written either in figure or in words, then the rate quoted by the bidder in words shall be taken as correct.

i) When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as

correct and not the worked-out amount.

2.3 Corrections and Erasures

All corrections, and alterations in the entries of tender papers should be signed in full by the bidder. Corrections with fluid and overwriting are not permitted.

2.4. The tender shall contain the name and place of business of person or persons making the tender and shall be signed by the bidder with his usual signature. Partnership firms shall furnish the full names of all Partners in the tender. It should be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by Corporation shall be signed by an authorized representative, and a Power of Attorney or any proof of Attorney on their behalf shall accompany the tender.

2.5 The Contractor should note that unless otherwise stated the tender is strictly on actual measurement basis at the unit/schedule rate quoted by the contractor and his/their attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to minor extent thus altering the aggregate value of the Contract. No claim shall be entertained on this account.

4.0 **VALIDITY**: Tenders submitted by bidders shall remain valid for acceptance for period of 01 Month from the date of opening of tender. The bidders shall not be entitled during the period of validity, without the consent in writing of NABARD to revoke or cancel his tender or to vary the tender given or any terms thereof.

5.0 RIGHT TO ACCEPT OR REJECT TENDER

5.1 The acceptance of a tender will rest with the NABARD who do not bind themselves to accept the lowest tender and reserve to themselves authority to reject any or all the tenders received without assigning any reasons. They also reserve the right of accepting the whole or any part of the tender and the Bidders shall be bound to perform the same at the rates quoted.

6. WATER AND ELECTRICITY

Electricity will be made available to the contractor at existing available point in premises for the work without any charge. They have to make arrangement for use at the appropriate point/site. Water will be made available free of cost at site at the existing point, the contractor has to make his own arrangement for use in the work at appropriate point. Misuse of power and electricity have to be taken care of.

8. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY

The Contractor shall provide everything necessary for the proper execution/completion of the works according to the true intent and meaning of the description/Specifications and Schedule of Quantities taken together whether the same may or may not be particularly shown or described therein, provided that the same can be inferred there from and if the Contractor finds any discrepancy in the description, he shall immediately refer the same in writing to the NABARD who shall decide which shall be followed and their decision shall be final and binding on all parties.

9. DEFECTS AFTER COMPLETION

Any defect which may appear within the "Defects Liability Period" for a period of 12 months after the Virtual Completion of the work and responsibility for making good at their own cost of the latent/patent imperfections or defect becoming apparent during this period arising in the opinion of the Bank's Engineer from materials or workmanship not in accordance with the Contract, shall upon the directions and writing of the Bank's Engineer and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his cost, unless, the Bank's Engineer in consultation with the NABARD shall decide that he ought to be paid for such amending and making good and in case of default the NABARD may employ and pay other persons to amend and make good such defects, or faults, and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the Contractor and such damage, loss and expenses shall be recoverable from him by the NABARD or may be deducted by the NABARD upon the Bank's Engineer Certificate in writing from any moneys due or that may become due to the Contractor or the NABARD may in lieu of such amending and making good by the Contractor, deduct from any money due to the Contractor a sum, to be determined by the Bank's Engineer, equivalent to the cost of amending such works, and in the event, the amount retained under relevant Clause being insufficient, recover the balance from the Contractor.

10. DELAY AND EXTENSION OF TIME

If in the opinion of the Bank's Officer/Engineer, the works be delayed.

- a) by force majeure or
- b) by reason of any exceptionally inclement weather or
- c) by reason of proceedings taken or threatened by the dispute with adjoining or neighboring owners or public authorities arising otherwise than through the Contractor's own default or

- d) by the works or delays of other Contractors or tradesmen engaged or nominated by the NABARD and not referred to in the Schedule of Quantities and/or Specifications or
- e) by reason of NABARD's instructions, or
- f) by reason of civil commotion, local commotion of workmen or strike or lock-out affecting any of the building trades or
- g) in consequence of the Contractor not having in due time necessary instructions from the NABARD Bank's Engineer for which he shall have specifically applied in writing, ahead of time, giving the Bank's Engineer reasonable time to prepare such instructions, the Bank's Engineer shall make a fair and reasonable extension of time for completion of the Contracted works. In case of such strike or lock-out, the Contractor shall, as soon as may be, given written notice thereof to the Bank's Engineer, but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably be required to the satisfaction of the Bank's Engineer to proceed with the work. The Contractor shall take all practicable steps to avoid or reduce any delay in the execution and completion of the works.

11. Keeping Site Clean

The contractor shall at all times keep the Site clean and hygiene especially in view of Corona virus threat and shall dispose off all rubbish, packaging materials and offensive material in a manner as per local Municipal Corporation requirements immediately after the completion of the work and as approved by the NABARD. Their personnel should observe all standard operating procedure (Mask, distancing, Hand wash etc.) of COVID-19 at the contractor's cost.

12. Mobilization Advance

No mobilization advance will be given to the Contractor. However, one RA bill as stipulated will be allowed (if required) after completion of sizeable quantity (50%) of finished work.

13. Terms of Payment

100% of the unit rates shall be paid in the Running bill, against installation/completion of the executed items and successful tests as prescribed are carried out and recorded progressively and to the satisfaction of the Bank's Engineer. The RA bill should not be less than 50% of the value of work awarded to the Contractor except in the final bill which will be the balance amount of the total work less the amounts paid in RA bills. Only one RA bill is allowed.

- a) Retention money- 5% of the RA bill will be deducted each time.
- b) Applicable taxes will be added/deducted in /from the bills of 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.

Seal and Signature of the contractor

Place:

Date:

[Validate](#)[Print](#)[Help](#)**Item Rate BoQ**

Tender Inviting Authority: NABARD, West Bengal Regional Office

Name of Work: Making and fixing of Wooden Door with required specifications for PAS Road and Susham Apartment

Contract No:

| | |
|---|--|
| Name of the Bidder/ Bidding Firm / Company : | |
|---|--|

PRICE SCHEDULE

| Sl. No. | Item Description | Quantity | Units | BASIC Unit RATE In Figures To be entered by the Bidder in Rs. P | TOTAL AMOUNT Without Taxes in Rs. P | TOTAL AMOUNT With Taxes and GST | TOTAL AMOUNT In Words |
|---------|---|----------|-------|--|--|---------------------------------------|--------------------------|
| 1 | Making and Fixing of Wooden Door with required specifications for PAS Road | | | | | | |
| | Making and fixing of wooden mesh door of size 78 inches X 39 inches and of thickness 3 cm of premium quality teak wood free of any termite or pest etc. The top, middle, side, and bottom frame wood patti of the door should be 3 inches wide. The above door will be fixed on a wooden frame of 3 inchX1.25 inch with heavy-duty stainless-steel hinges. On the above door, a stainless-steel mosquito mesh will be fixed with the help of 1 inch X 0.5-inch wooden bit The door will have all accessories like door closure, inside tower bolts (2 nos) handles (2 nos inside and outside), door stopper. All accessories to be heavy duty and should be approved by bank's caretaker before fitting. The door will be finished complete with wooden polish. The sample door is already fitted in the community hall at ground floor. | 24 | Nos | | | | |

| | | | | | | | |
|------------------------------|---|----|-----|--|--|--|--|
| 2 | Supply and fixing of Wooden Door with required specifications for Susham Apartment | | | | | | |
| | <p>Making and fixing of wooden mesh door of size 80 inches X 38 inches and of thickness 3 cm of premium quality teak wood free of any termite or pest etc. The top, middle, side, and bottom frame wood patti of the door should be 3 inches wide. The above door will be fixed on a wooden frame of 3 inchX1.25 inch with heavy-duty stainless-steel hinges. On the above door, a stainless-steel mosquito mesh will be fixed with the help of 1 inch X 0.5-inch wooden bit. The door will have all accessories like door closure, inside tower bolts (2 nos) handles (2 nos inside and outside), door stopper. All accessories to be heavy duty and should be approved by bank's caretaker before fitting. The door will be finished complete with wooden polish. The sample door is already fitted in the community hall at ground floor.</p> | 32 | Nos | | | | |
| Total in Figures | | | | | | | |
| Total amount in Words | | | | | | | |
| | | | | | | | |

Place:

Date:

Signature of Contractor with Seal:

Name:

Address of Contractor

Mobile No:

Email address: