



REF. NO. NB. DPSP /2574/ RFQ-Fixed Asset Inventory Management Services /2023-24

12 March 2024

M/s \_\_\_\_\_

Dear Sir,

## I. NOTICE INVITING TENDER

### Request for Quotation for Fixed Asset Inventory Management Services at NABARD Head Office and 06 Staff Quarters, Mumbai

1. National Bank for Agriculture and Rural Development (NABARD) intends to undertake Fixed Asset Inventory Management Services at NABARD Head Office and 06 Staff Quarters, Mumbai and invites e-tender through electronic bidding system. The bidder/System Integrator shall submit two separate E-bids for the work - Technical Bid and Financial Bid. The same can be downloaded from the website of Central Public Procurement Portal (CPPP) and NABARD Website.
2. The interested tenderers can upload their bids along with duly signed scanned copies of all relevant documents etc., in support of their technical & financial bids on the website of CPPP only within the prescribed time limit. The evaluation of Tender will be based on online bids submitted by the tenderers.
3. The tender document is available on NABARD's website [www.nabard.org](http://www.nabard.org) OR Central Public Procurement Portal i.e. <https://eprocure.gov.in> for download. No physical copy shall be provided by NABARD and submitted to NABARD.
4. Properly filled tenders as Technical Bid (Part-I) and Price Bid (Part-II) shall be uploaded online, duly furnishing all the required information.
5. It may be noted that it will be a 02 bid system tendering wherein the 1st bid will be 'Technical Bid' and 2nd bid will be the 'Price Bid'. Tenderers are advised to submit e-tender (e-bids) through e-Procurement portal (<https://eprocure.gov.in>) only, after carefully following the instructions related to systems and procedures as indicated in CPPP, after carefully following

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Department of Premises, Security and Procurement

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the instructions related to systems and procedures as indicated in CPPP. In case of any further guidance, help and support while submission of e-bids, NABARD has engaged Ms. Trusha Sonawane as a Facility Management Personnel for facilitating e-tendering services on CPPP portal. The contact details are mentioned as under:

Contact details for online e-tendering support –

Sr.no.	Name of Person	Contact no.
1	Ms. Trusha Sonawane	022-26539464 (Extension-112) e-Mail : fmp.cppp@nabard.org

- Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login CPPP.
- Instructions regarding Technical Bid, Price Bid, submission process and description & scope of works and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.
- Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) is to be paid to designated account as mentioned below. Counterfoil/ receipt/transaction details for the same has to be uploaded with the tender. No interest shall be paid on the EMD thus collected. EMD of the successful bidder shall be converted to Initial Security Deposit, whereas EMD of the unsuccessful bidders will be refunded upon the issuance of work order to and acceptance of the same by the successful bidder. The EMD of the successful bidder shall be returned after submission of Performance Bank Guarantee in full as per the Proforma in **Annexure-D**.

<b>Name of Account</b>	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
<b>BANK NAME</b>	NABARD
<b>BRANCH NAME</b>	HEAD OFFICE, MUMBAI
<b>IFSC code</b>	NBRD0000002
<b>Account Number</b>	NABADMN07

- The Tender without EMD shall be rejected. If the bidder wants to claim EMD exemption, the bidder has to submit documentary proof of registration as MSE as defined in MSE

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Procurement Policy of Govt. of India or registration with Central Procurement Organizations or empaneled with NABARD itself.

10. Integrity pact – The tenderers have to submit the Integrity pact at his own cost on Rs. 200/- non judicial stamp paper as per the format in **Annexure-E** in the tender document 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. Bank has appointed Independent Monitor **Shri Jagdeep Kumar Ghai, P&TA, FS (Retd)** (Hereinafter referred to as Monitor) for this in consultation with the Central Vigilance Commission. It must be noted that the only Bidders who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process. Tenderer must implement Integrity Pact (IP) in the prescribed format in all phases of the contract.
11. **Pre-Bid Meeting:** A pre-bid meeting of the intending tenderer will be held at 11:00 hrs on 15 March 2024 to clarify any points / doubts raised by them in respect of the tender. No separate communication will be sent for this meeting. All the intending tenderers are advised to study the tender document and to be present in the above meeting. All the points/ conditions/ specifications requiring clarifications shall be given in writing addressed to, The Chief General Manager, DPSP, NABARD HO, Mumbai on [dpsp@nabard.org](mailto:dpsp@nabard.org) at least two working days prior to the date of pre bid meeting. These issues will be discussed and clarifications if any, will be published on NABARD website. Any such clarifications will form part of the tender. The tenderers are expected to get all the issues clarified during the above meeting and, should strictly desist from deviating from NABARD's tender conditions/specifications in their tender (Part – I and Part –II).
12. E-Tenders must be submitted online not later than 10.00 hrs on 25 March 2024. Tenders received after stipulated date and time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on on e-Procurement portal of NABARD to ensure that the bids are submitted on time.
13. The Technical Bids will be opened online on 26 March 2024 at 10.00 hrs in the presence of interested bidders who chose to be present or in any eventuality, on the date and time as decided by NABARD. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorization letter from the respective bidder on their letterhead for participating in the technical bid opening.
14. The Price Bid shall be opened at a later date after detailed evaluation of the technical bid. The

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- date of opening of price bid shall be intimated separately to the technically qualified bidders only.
15. The Price Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected. In case of multiple L1 bidders, standard procedure laid down by NABARD will be adopted to identify L1.
  16. NABARD does not bind itself to accept the lowest bid (L1). NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever.
  17. The decision of the bank shall be final and binding with regard to technical and price bids and the e-tendering process.
  18. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.
  19. Tenderers must ensure attachment of relevant documents, supporting the Pre- Qualification Criteria and Technical Document Sheets.
  20. All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.
  21. The bids shall remain valid and open for acceptance for 90 days from the date of opening of Price Bid.
  22. Time of Completion: The work shall be completed within 45 days from the 10<sup>th</sup> date of acceptance of Work Order.
  23. Liquidated damages for delay in completion of the works will be levied at 0.25% of the value of the accepted tender for every week of delay or part thereof, subject to maximum of 5% on the incomplete value of the accepted tender.
  24. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserves the right to reject the tender.
  25. NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD's e-Procurement portal and NABARD's website only.
  26. Tenderer should inspect all the properties (Office and Staff Quarters) and other conditions up to their satisfaction before e-tendering/e-bidding.
  27. Applications containing false and/or incomplete information are liable for rejection.
  28. The work shall have to be done in strict coordination with the Bank as per directions issued

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and within the stipulated timeframe in an expeditious manner.

29. The successful bidder shall execute an 'Articles of Agreement' of work contract with NABARD in accordance with the standard / prescribed format within 14 days from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.
30. Estimated cost for the captioned work is Rs. 15,00,000/- exclusive of taxes.

Yours faithfully,

Sd/-

(Sunil Kumar Jha)

Deputy General Manager

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