



**NATIONAL INSTITUTE OF BANK MANAGEMENT,
PUNE.**

LIMITED TENDER DOCUMENT

FOR

**Providing and fixing of pre-coated galvanized iron profile sheets for
existing roof of cafeteria at NIBM, Campus, Pune.**

To
NIBM PUNE CAMPUS

Receipt No & Date of Issue: _____

Tender form issued to _____

Time schedule for Tender process:

Date of Publication of Tender Notification	14.12.2018
Sale of Tender Document Commences from	14.12.2018
Last Date for Sale of Tender Document	Up to 12.00 Pm on 20.12.2018
Last Date for receipt of duly Filled in Tenders	Up to 04.00 pm on 20.12.2018
Date and Time of the Opening Tenders	04.30 pm on 20.12.2018

Note: This tender document contains **9 pages** and bidders are requested to sign on all the pages and enclose according to Technical Bid / Price Bid. The Technical bid & the Price bid should be sealed by the bidder in separate covers duly subscribed & both these sealed covers are to be put in a bigger / outer cover which should also be sealed & duly super scribed as **“Providing and fixing of pre-coated galvanized iron profile sheets for existing roof of cafeteria”**

**National Institute of Bank Management, NIBM Post Office,
Kondhwe Khurd, Pune – 411 048, India**
Telephone: 0091-20-26716000
E-mail: estate@nibmindia.org
Website: <http://www.nibmindia.org>

Seal and Signature

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PREAMBLE / INTRODUCTION

National Institute of Bank Management (NIBM) was established in 1969 by the Reserve Bank of India, in consultation with the Government of India, as an autonomous apex institution for research, training, education and consultancy in bank management. Its mandate is to play a proactive role of “think-tank” of the banking system.

TENDER NOTICE:

NIBM invites sealed Tenders under two Bid systems **for Providing and fixing of pre-coated galvanized iron profile sheets for existing roof of cafeteria at NIBM, Campus, Pune.** to NIBM Pune as per the quantity and specification mentioned in Price Bid. The tender bids duly-filled in all respects enclosing necessary documents may be addressed to **The Director, National Institute of Bank Management**, NIBM Post Office, Kondhwe Khurd Pune 411 048, INDIA Telephone: 0091-20-26716000 so as to reach on or before **04.00 pm on 20th December, 2018** and the tender may be submit to the Purchase Section of NIBM, Pune Campus.

Technical Qualifying Criteria:

1. The Firm should have all the necessary registrations of the Govt. under the Shops and Establishment Act, PAN Number, GST, Excise Duty (If applicable) etc. (enclose the documents)/ CPWD, KPWD, & PSU or Reputed Organization who have carried out the similar nature of work.
2. Firm should enclose IT Return for the latest year.
3. **The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation.**

COST OF TENDER DOCUMENT

1. The cost of tender document is **Rs.300/-** (Non - refundable). The tender document can be obtained by paying the fees through Cash or Demand Draft/Banker's Cheque drawn in favour of NIBM payable at Pune.
2. The Tender Document purchased at NIBM office is not transferable to any other bidder, since the document issued to the particular bidder.

EARNEST MONEY DEPOSIT (EMD)

- I. Technical Bid should contain Earnest Money Deposit (EMD) of an amount of **Rs.5,000/-** in the form of Demand Draft/Bankers Cheque drawn on any Nationalized Bank in favour of NIBM and payable at Pune. EMD will not bear any interest.
- II. If the EMD is not enclosed, the Tender offer will be summarily rejected.
- III. Cheque will not be accepted towards EMD.
- IV. The Earnest Money Deposit/Security Deposit will be forfeited if:
 - a) Tenderer withdraws his tender or backs out after acceptance.
 - b) Tenderer fails to remit the Security Deposit.

- c) Tenderer violates any of the conditions prescribed in the Tender Document.
- d) Tenderer revises any of the terms quoted, during validity period.

TENDER TERMS & CONDITIONS:

1. The rate offered must be filled in the proforma of the tender form. Any correction should be initialed by the tenderer in the price bid attached with this document and it is not compulsory to quote all the items mentioned in the price bid.
2. Tender Document fee is **Rs.300/-** per document. No tenderer shall submit more than one tender form.
3. Last date of receipt of sealed tender documents is **20th December, 2018 up to 04.00 pm.**
4. Tenderer shall enclose a demand draft/pay order of any Scheduled Bank an amount of **Rs.5000/-** in favour of NIBM, payable at Pune as the non-interest bearing Earnest Money Deposit. Tender document without EMD shall be rejected.
5. The EMD of unsuccessful bidders will be refunded within 15 working days of opening of price bid except lowest 2 bidders. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents / supplied materials required will alone be considered as qualified Tenderers after the technical evaluation. The tenders of such qualified Tenderers alone will be considered for "Opening the Price Bid in Envelope B". **For the items mentioned in Price Bid the lowest Total price quoted for each item is the criterion for selection.** However NIBM reserves the right of placing the orders to any of the Tenderers.
6. The successful tenderer will have to deposit 5% of the total bid amount as security deposit. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the Purchase Order by a Demand Draft in favour of NIBM, payable at Pune at any branch of Scheduled Bank failing which the Purchase Order will be treated as cancelled and the EMD amount will be liable to be forfeited. No interest will be paid for security deposit
7. The rate quoted in the price bid must be inclusive of all taxes and F.O.R. NIBM Office premises and these rates will be valid for 60 days from the date of opening of tender document.
8. No tenderer will be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him will be forfeited and he will be disqualified from participating in any future tender of the Institute.
9. Rates should be offered unconditionally and if rates are submitted with any condition the tender liable to be rejected.
10. Tenders with incomplete information subjective and conditional offers as well as partial offers will be liable for rejection.

11. If the tenderer fails to complete the job within scheduled time, the Institute will have right to complete the job within scheduled time limit from any other alternate sources and the contract will be liable to be terminated and the Security Deposit will be liable to be forfeited. The Institute will have the right to impose penalty for the delay to complete the job and also to recover the excess amount, the Institute has been forced to pay to complete the job from the alternate sources from any dues payable to the supplier.
12. NIBM reserves the right to reject any or all tender documents without assigning any reason thereof.
13. The agency should enclose self-attested copies of GST registration, letter of allotment of PAN/PAN Card under the Income Tax Act failing which tender will be liable to be rejected. Tenderer will have to produce all these original documents at any time demanded by the Institute.
14. Payment of the supply will be released after verification and satisfactorily completion of order.
15. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.
16. If any malafide intention is observed by NIBM, the agency shall not be eligible for further tenders.
17. NIBM Pune reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/ extension of delivery date at any time before placing the purchase order.
18. The successful bidder will have to **Provide and fix the pre-coated galvanized iron profile sheets for existing roof of cafeteria at NIBM, Campus, Pune ordered within 6 days** from the date of issue of the work order, failing which the firm will have to bear the entire cost of the alternate arrangement or the fine as decided by the NIBM.
19. **Defective Liabe Period:** Defective Liabe Period is one year from the date of completion of the work. The defective work shall be replaced by the agency without any additional charge during guarantee period of supplied items. The replacement will have to be carried out within 7 days of the intimation being received from the Institute.
20. The interested agency is free to inspect the place of installations on any working day from Monday to Sunday during 10.00 am to 5.00 pm.
21. In the event of failure of the successful tenderer to **Providing and fixing of pre-coated galvanized iron profile sheets for existing roof of cafeteria at NIBM, Campus, Pune** within the stipulated time, without prejudice to other remedies under the contract, a penalty equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per week up to a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Director, NIBM Pune to grant extension of time with penalty/without penalty.

- 22.** In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Director NIBM – Pune will be binding on the supplier.
- 23.** In case of any dispute the Jurisdiction of Court will be Pune.
- 24.** The bidders/tenderers may question the bidding conditions, bidding process and/or rejection of its bid as per the Rule of the general financial Rule 2017.

PART – I TECHNICAL BID

Registration Details (whichever is applicable and attach copy):

Name of the Tenderer : _____

Name of the Company/Agency: _____

Address : _____

: _____

: _____

: _____

Pin Code No. : _____

Tel. No. : _____

Mobile No. : _____

Fax No. : _____

Email. : _____

Status of the Company : _____

(Pls. Tick mark as applicable): Proprietor/Partnership/Company

Sl. No.	Registration Under	Valid		Copy Enclosed Yes / No
		From	to	
1	Firm/Company Registration			
2	PAN Card No.			
3	GST Registration			
4	IT Return – 2017 – 18,			
5	List of Clients			
6	Copy of Contractor Registration Certificate			
7	This tender document contains 9 pages and bidders are requested to sign on all the Pages. Technical bid & Price bid should be sealed by the bidder in separate covers.			

Details of EMD (to be attached with the Tender Document):

EMD Amount	Rs.5,000/-
In favour of & payable at	NIBM payable at Pune.
DD / Pay Order No. & Date	
Drawn on (name of the Bank)	

Last Date of issuing of Tender: up to 12.00 PM, 20th Dec. 2018.

Last Date of Submission of Tender: on or before 04.00 PM 20th Dec. 2018.

Opening of Tender : 04.30 PM on 20th December 2018.

Note:

Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

Date: Signature with full name & Seal of the Tenderer

Place:

National Institute of Bank Management, Pune

PART – II PRICE BID

Specification & Quantity Required

Name of the work: Providing and fixing of pre-coated galvanized iron profile sheets for existing roof of cafeteria at NIBM, Campus, Pune

S.No.	Description of Item	Unit	Qty.	Rate	Amount
1	Dismantling roofing including ridges, hips, valleys and gutters etc., and stacking the material within 50 metres lead of: Asbestos/FRP/Existing sheet of cafeteria (Approx. Qty) Including cost of material & labor charges	Sqm.	298.00		
2	Providing and fixing precoated galvanised iron profile sheets of make JSW/TATA etc. (size, shape and pitch of corrugation as approved by Engineer-in-charge) 0.50 mm (+ 0.05 %) total coated thickness with zinc coating 120 grams per sqm as per IS: 277, in 240 mpa steel grade, 5-7 microns epoxy primer on both side of the sheet and polyester top coat 15-18 microns. Sheet should have protective guard film of 25 microns minimum to avoid scratches during transportation and should be supplied in single length upto 12 metre or as desired by Engineer-in-charge. The sheet shall be fixed using self drilling /self tapping screws of size (5.5x 55 mm) with EPDM seal, complete upto any pitch in horizontal/ vertical or curved surfaces, excluding the cost of purlins, rafters and trusses and including cutting to size and shape wherever required. (Approx. Qty)	Sqm.	298.00		
3	Providing and enamel painting with approved color with one coat of primer and two coat of enamel paint for the existing structural steel frames of roofing including cost of all material and labour charges.	Sqm.	300.00		
	Total				
	CGST %				
	SGST %				
	Grand total				

Scope of work: Following work also included in the scope of work, no extra cost to be paid.

1. Silicon sealant to be applied wherever necessary.
2. Providing and making with cement based high polymer modified quick set adhesive strip of required size on existing terrace with silicon sealant including a coat of water proofing wherever water may be enter in to the roof.
3. Required supporting steel for roof work also included in the work.
4. Errection of existing roof may be erected and modify as per requirement and any work for this and placing at required place and fixing with bolt nut also included in the work
5. If any additional minor civil required also to be carried out without any extra cost.
6. If any requirement for this work may be carried out without any extra cost.

Note:

Supply and installation as per directions of Engineer in-charge.

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Further, we agree to provide minimum one year free service from the date of supply and installation.

Date:

Signature with full name & Seal of the Tenderer

Place: