

राष्ट्रीय सहकारी विकास निगम के नई दिल्ली
स्थित कार्यालय भवन में सभी तलों के
वर्क स्टेशन के नवीयन कार्य हेतु निविदा
दस्तावेज

**TENDER DOCUMENT FOR RENOVATION
WORKS OF WORK STATION AT ALL
FLOORS AT NCDC, H.O., NEW DELHI**

निविदा की लागत : निःशुल्क
Cost of Tender Document : Free of Cost

राष्ट्रीय सहकारी विकास निगम
प्लॉट सं. 4, सिरी इंस्टीट्यूशनल एरिया, हाऊज खास, नई दिल्ली - 110016
वेबसाइट : <http://ncdc.in>

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
4, Siri Institutional Area,
Hauz Khas, New Delhi- 110 016.
Website: <http://ncdc.in>

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पूर्व अर्हता बोली

PREQUALIFICATION BID

राष्ट्रीय सहकारी विकास निगम
4, सिरी इंस्टीट्यूशनल एरिया, हौज खास,
नई दिल्ली - 110016
(सामान्य प्रशासन विभाग)

निविदा सूचना

1. राष्ट्रीय सहकारी विकास निगम (एनसीडीसी), प्लॉट संख्या 4, सिरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली (110016), स्थित अपने मुख्यालय भवन में सभी तलों के वर्क स्टेशन के नवीयन कार्य हेतु मुहरबंद निविदाएं आमंत्रित करता है। निविदाएं प्रेषित करने वाली फर्म के निम्नलिखित मापदंड पूरे होने चाहियें :-
 - क) उपरोक्त फर्म को पिछले तीन वर्षों के दौरान एक कार्य कम से कम रु. 6.00 लाख का या दो कार्य कम से कम रु. 3.0 लाख अथवा तीन कार्य 2.5 लाख के, इसी प्रकार के केंद्र अथवा राज्य सरकार / सार्वजनिक क्षेत्र के उपक्रमों / सरकारी उपक्रमों /स्वायत्त निकाय / ख्याति प्राप्त निजी संगठनों में करना आवश्यक है।
 - ख) उपरोक्त फर्म का पिछले लगातार तीन वित्तीय वर्षों के दौरान, हर साल कम से कम रुपये 50.00 लाख का वार्षिक वित्तीय कारोबार (वर्ष 2014-15,2015-16,2016-17) होना आवश्यक है (सम्बन्धी वित्तीय कागजात जिसमे की वार्षिक टर्नओवर , नफ़ा और नुकसान खाते की पूर्ण जानकारी चार्टर्ड अकाउंटेंट द्वारा सत्यापित कर संलग्नित किया जाना आवश्यक हैं)।
 - ग) उपरोक्त फर्म केंद्रीय लोक निर्माण विभाग, राज्य के लोक निर्माण विभाग/रेल मंत्रालय/ बैंक / सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त शासन की किसी भी संस्थान से पंजीकृत होना आवश्यक है।
 - घ) उपरोक्त फर्म के पास वैध जीएसटी नंबर होना आवश्यक है।
2. निविदा दस्तावेज (गैर हस्तांतरणीय) एनसीडीसी कार्यालय से निःशुल्क में 10.00 बजे से 5.00 बजे तक 27.11.2017 तक किसी भी कार्य दिवस पर प्राप्त किया जा सकता है। निविदा दस्तावेज एनसीडीसी वेबसाइट [http // ncdc.in](http://ncdc.in) से डाउनलोड भी किया जा सकता है।
3. "राष्ट्रीय सहकारी विकास निगम", नई दिल्ली के पक्ष में देय - निविदा बयाना डिमांड ड्राफ्ट /पे ऑर्डर के रूप में रुपये 15,000 / (पंद्रह हजार रुपये) की राशि देनी होगी। बयाना बिना निविदाओं को अस्वीकार कर दिया जाएगा।
4. निविदा विधिवत भरी हुई पूर्व अर्हता बोली और मूल्य बोली बयाना राशी के साथ , मुख्य लिफाफे पर कार्य के नाम के साथ राष्ट्रीय सहकारी विकास निगम (एनसीडीसी), प्लॉट संख्या 4, सिरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली (110016) में 28.11.2017 को अपराह्न 3.00 बजे तक अधोहस्ताक्षरी के कार्यालय में प्रस्तुत किया जाना चाहिए। पूर्व अर्हता बोली उसी

दिन अपराह्न 3.30 बजे खोली जाएगी । केवल उन कंपनियों की मूल्य बोली खोली जाएगी जिनकी पूर्व अर्हता बोली निविदा दस्तावेज में उल्लेख पात्रता मापदंडों के अनुसार स्वीकार्य होना पाया जाता है। मूल्य बोली खोलने की तारीख और समय अलग से तय की जाएगी और फैक्स अथवा ईमेल के द्वारा सूचित कर दी जाएगी।

5. निगम को यह अधिकार है कि वह किसी भी निविदा को स्वीकार या बिना कोई कारण बताए सभी निविदाओं को अस्वीकार कर सकता है।

(अभिषेक मेहता)
उप निदेशक (सामान्य प्रसाशन)

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
4, SIRI INSTITUTIONAL AREA,
HAUZ KHAS, NEW DELHI-110016**

TENDER NOTICE

Sealed item rate tenders are invited for “**Renovation Works of Work Station at all floors at NCDC, H.O., New Delhi** at above mentioned address as per schedule of quantities. The quoting firm should have:

1. Experience of having successfully completed similar / civil works during the last 3 years in Central Govt. / State Govt., Central Govt. PSUs, autonomous bodies and private organizations of repute and should have carried out at least one similar / civil work costing not less than Rs.6.00 lakh or two similar / civil work costing not less than Rs.3.0 lakh or three similar / civil work costing not less than Rs.2.5 lakh each during last 3 years.
2. The firm should have annual turn over of Rs.50.00 lakh in each year during last three years i.e. for the years 2014-15, 2015-16, 2016-17 (Enclose copies of financial statements including turnover, profit & loss accounts of the firm duly signed by C.A.)
3. The firm shall be registered with CPWD/State PWD/Railways/ Banking institutions/PSU's/ autonomous bodies of repute.
4. GST registration no.

Tender document (non-transferable) can be obtained from the NCDC office, **Free of Cost** , on any working day upto 27.11.2017.The tender document can also be down loaded from website <http://ncdc.in>

The earnest money of **Rs.15,000/- (Rupees fifteen thousand only)** in the form of demand draft of a scheduled bank in favour of “National Cooperative Development Corporation” and payable at New Delhi will have to be furnished along with the tender.

The tender in sealed cover must reach NCDC office upto 3.00 P.M. on 28.11.2017 in two covers (i.e. EMD & Prequalification bid in first cover & price bid in second cover). The prequalification bids will be opened on the same date at 3:30 PM in the presence of bidders / their representatives. The price bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of price bid shall be fixed and intimated to the eligible firms separately.

The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.

(Abhishek Mehta)
Dy. Director(GA)

PARTICULARS OF THE FIRM

1. Name of the Contractor/firm
2. Date of incorporation of the firm
3. Office Address
4. Tel.No./Mobile No.
5. Fax No./E.Mail
6. Name/Residential Address/Phone No. of the contact person .
7. Whether proprietary/partnership
8. Name & Address of partner, if any
 - i)
 - ii)
9. Total turn over of the firm during :-
 - 1. 2014-15=**
 - 2. 2015-16=**
 - 3. 2016-17=**
10. Details & Qualification of professionals, skilled manpower available with the firm
11. GST No.
12. Earnest Money D.D.No.....Date.....
Bank.....
Amount.....

13. Any other information, the firm may like to furnish (Registration with any other Govt. Agency etc.)

Please attach separate sheet/s, if required)

Signatures _____
Name & Address _____
of the firm _____
with seal _____

DETAILS OF EXPERIENCE OF THE SIMILAR/ CIVIL WORKS DONE DURING THE LAST THREE YEARS

Sl. No.	Brief details of the work	Name & address of the owner	Amount		Date of completion		Name & phone no. of the contact person
			As per contract	Actual			

Important Note:

Please attach copies of award letters & also performance certificates as proof of above information.

Signatures _____
Name & Address _____
of the firm _____
with seal _____

TERMS & CONDITIONS

1. ELIGIBILITY OF THE CONTRACTOR

The quoting firm should have:-

1. Experience of having successfully completed similar / civil works during the last 3 years in Central Govt. / State Govt., Central Govt. PSUs, autonomous bodies and private organizations of repute and should have carried out at least one similar / civil work costing not less than Rs.6.00 lakh or two similar / civil work costing not less than Rs.3.0 lakh or three similar / civil work costing not less than Rs.2.5 lakh each during last 3 years.
2. The firm should have annual turnover of Rs.50.00 lakh in each year during last three years i.e. for the years 2014-15, 2015-16, 2016-17 (Enclose copies of financial statements including turnover, profit & loss accounts of the firm duly signed by C.A.)
3. GST registration no.
4. The firm shall be registered with CPWD/State PWD/Railways/ Banking institutions/PSU's/ autonomous bodies of repute.
5. The Tenderer should deposit an EMD of Rs.15,000/- (Rupees Fifteen thousand only) by Bank Draft drawn on any scheduled bank in favour of "National Cooperative Development Corporation" and payable at New Delhi.

2. GENERAL

1. Rate should be quoted both in figures & in words in English in the schedule of quantities of price bid. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
2. All pages of the tender document are to be signed and stamped by the tendering firm. The tender other than in the prescribed form shall not be accepted.
3. The NCDC reserves the right to negotiate for any reduction in the rates or change of specifications with the lowest tenderer / tenderers.
4. Conditional offers shall not be accepted. The NCDC reserves the right to reject any one or all the tenders without assigning any reasons.

3. SCOPE OF WORK

Renovation Works of Work Station at all floors at at NCDC Head Office, 4-Siri Institutional Area, Hauz Khas, New Delhi as per schedule of quantities.

4. COMPLETENESS OF TENDER

All Miscellaneous civil works shall be carried out within the overall details/ specifications / drawings/ instructions for complete item mentioned in the schedule of quantities and CPWD specifications. **The tenderer should in his own interest visit the site and familiarize himself with the site conditions before tendering.**

5. RATES

- A) **The contractor/ quoting firm is requested to quote the rates strictly in accordance with present BOQ enclosed at Annexure III.** The rates of items of schedule of quantities should be inclusive of cost of all material & labour, T&P, transportation, loading, unloading, all taxes / duties on material & labour, wastage etc for **all leads, lift & levels** complete.
- B) The rates quoted should be firm and final till completion of the work. No escalation in cost on account of increase in cost of materials, labour & all taxes etc. shall be considered by the Corporation.

6. VALIDITY

The rates/offer shall be valid for **120 days** from the date of opening of the tenders as given in the tender notice.

7. TIME OF COMPLETION

The work has to be completed within **90 days** from the date of award of work.

8. DEFECT LIABILITY PERIOD

The defect liability period shall be 6 months from the date of final completion of the said work.

9. PENALTY FOR NOT COMPLETING THE WORK IN TIME

In case the contractor fails to complete the work within the stipulated time or extended time, a penalty @ Rs.5000/- (Rupees five thousand only) per week may be imposed on the contractor. The penalty amount, if any, shall be recovered from any amount due for payment to the contractor. However, the penalty shall not exceed 10% of the Contract value. Besides, imposing penalty as above, the balance work may be got done by any other agency at the risk and cost of the contractor, after giving a single notice.

10. EXTENSION OF TIME FOR COMPLETION

If the Contractor shall desire an extension of time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other grounds, he shall apply in writing to the owner with full details, within 30 days of the date of the hindrance on account of which he desires such extension as aforesaid. The contractor shall nevertheless constantly make his endeavors to prevent delay and shall do all that may

reasonably be required to the satisfaction of owner to proceed with the work. NCDC shall, if in its opinion (which shall be final) reasonable grounds for extension exist, grant such extension of time as may, in its opinion be necessary or proper. The contract will be treated to be alive irrespective of time extension given or not unless it has been terminated with a notice under relevant clause. No compensation shall be payable by the owner to the contractor for any extension of time.

11. EARNEST MONEY:

The tender should be accompanied with earnest money amounting to Rs. 15,000/- (Rupees fifteen thousand only) in the form of demand draft in favour of National Cooperative Development Corporation payable at New Delhi. **THE TENDERS WITHOUT EARNEST MONEY SHALL BE REJECTED.** EMD will be refunded to unsuccessful tenderer after award of work. EMD of the Successful bidder will be adjusted in the Security deposit being deducted from the bills.

12. RIGHT TO ACCEPT OR REJECT THE TENDERS:

The NCDC reserves the right to accept any or reject all the tenders without assigning any reason whatsoever.

13. ACCEPTANCE OF THE OFFER BY THE CONTRACTOR:

After receiving the confirmed offer from NCDC, the contractor will give his acceptance and execute an agreement on stamp paper of requisite value within ten days from the date of receiving the confirmed order. **IN CASE THE CONTRACTOR FAILS TO EXECUTE THE AGREEMENT WITHIN TEN DAYS AS ABOVE, THE OFFER FOR THE WORK IS LIABLE TO BE CANCELLED AND THE EARNEST MONEY SHALL BE FORFIETED.** In such particular case, the owner is free to award the offer to other party. Please note that the scope of work and terms and conditions etc. will form part of the agreement.

14. DEDUCTION AND REFUND OF SECURITY DEPOSIT:

10% amount of the contract amount as security deposit will be deducted from the bills (i.e. running & final bill), after adjustment of earnest money deposit. Such deposit will be liable to forfeiture in whole or in part in the event of any breach or non-performance of the contract. The security deposit will be refunded / released after one month of expiry of the defect liability period, provided that the security deposit is not otherwise forfeited due to breach of contract etc.

15. TERMINATION OF THE CONTRACT:

NCDC may without prejudice to its rights against the contractor for breach of any of the terms and conditions OR unsatisfactory performance of the contract may terminate the contract by giving **fifteen days single notice** in writing, besides any other action it may deem fit in the circumstances of the case.

16. MOBILISATION & ADVANCE AGAINST MATERIAL

No advance for mobilization or against material will be given to the contractor.

17. ASSIGNMENT AND SUBLETTING

The said work shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein nor, shall take a new partner, without written consent of the owner. Non-compliance by the contractor of this clause will mean default in performance of contract.

17.a WORK SCHEDULE

All the work of renovation is to be done on Sundays and holidays or in evening hours only without disturbing the office work at any instance of time. The laminated top formation work can be done on working days subjected to prior permission of the same and work to be done at designated place only. The contractor shall keep Owner and its staff indemnified from and against any liability for damages on account of noise or other disturbances created while carrying out the work and from and against all claims, demands, proceedings, costs, charges and expenses whatsoever in regard to or in relation to such liability.

18. PAYMENT

Running bill(s) may be considered for payment depending upon the progress of the work amounting to not less than **Rs.2,00,000.00**. Final payment will be made within 30 days from the date of completion of the work subject to satisfactory performance. **The contractor/ executing firm will use only those 25mm thick commercial board and 1.00 mm thick laminated sheet for laying which have been shortlisted by the Corporation from the samples submitted by the contractor in the price range, brand range and specifications specified in the schedule of quantities at Annexure-III. Only in that condition the bill will be considered for payment when the contractor/ executing firm submits the bills of 1.00 mm thick laminated sheet, purchased in original from the manufacturer/dealer, to the Corporation, subjected to be verified by the Engineer in Charge.**

19. DEDUCTION OF GST AND INCOME TAX ETC.

GST and Income tax or any other statutory taxes as per the Central/State Govt. rules will be deducted from the bills.

20. ELECTRICITY

The electricity shall be provided free of cost at a fixed point to the contractor. The contractor shall at his own cost provide the electrical wires/ cables of sufficient length as required for completing the work etc. beyond the fixed point.

22. VARIATION CLAUSE

NCDC reserves the right to omit any of the item(s) & increase or decrease the quantities of items to any extent given in the schedule and no claim in this regard shall be entertained.

23. RATES FOR EXTRA ITEMS, DEDUCTION ITEMS, DEVIATION ITEMS, SUBSTITUTED ITEMS:

The net cost of sub-head of works at the contract rates will not vary by more than 50% on account of deviations in quantities but an individual item within above limit may vary up to 100%. When the variations are within the above limits, the contract rates will apply. Deviation or variations beyond these limits shall be brought to the notice of owner by the contractor a month earlier to execution stage and to proceed to execute the deviation quantities on getting owner's approval and the rate allowable would be worked out on the basis of market rates of materials and labour (rates as per the notification of Delhi Govt. labour Deptt.) plus fifteen percent for Contractor's profit & overheads. For the operation of this clause, sub-heads will be strictly as indicated in the Schedule of Quantities.

The priorities of working out the rates would be as under:

i) If the rates for the additional, altered or substituted work are specified in the contract for the work, the contractor is bound to carry out the additional, altered or substituted work at the same rates as are specified in the contract for the work.

ii) The rates will be derived from the rates for a similar class of work as are available in the contract to the extent the same is relevant to its part and for components beyond it at market rates of materials and labour (as per minimum wages of Govt. of NCT, Delhi). Books of analysis of rates, schedule of rates of CPWD will be referred to identify the components or parts of similar class of work.

iii) In case of other items where no components is directly derivable from schedule of rates, market rates of material and labour (minimum wages of Govt of NCT Delhi, labour deptt) as ascertained by the owner / CPWD analysis of rates shall be taken as the basis allowing only 15% margin for contractor's profit, supervision and overheads. The contractor will submit a rate analysis based on the market rates, original bill, vouchers etc. in connection with determination of such rates. Value of all variations will be intimated to the owner / Engineer-in-Charge in writing 7 days ahead of likely date of execution to obtain owner's consent in principle to execute the item. The opinion of the owner as to current market rates of materials and the quantum of labour involved per unit of measurement will be final and binding on the contractor.

24. ARBITRATION:

Except where otherwise provided in contract all questions and disputes arising out of or relating to the contract, design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after completion or abandonment thereof shall be referred to the sole Arbitration of the person appointed by the Managing Director, NCDC. There will be no objection to any such appointment that the Arbitrator so appointed is an owner's representative that he had to deal with the matter to which the contract relates and that in the course of his duties as owner's representative he had expressed views on all or any of the matter in dispute or difference. Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996 or any statutory

modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceedings under this clause. It is also a term of the contract that the party invoking Arbitration shall specify the dispute to be referred to Arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The award of the Arbitrator shall be final and binding on both the parties. The venue of Arbitration shall be Delhi and only Delhi Court will have jurisdiction in the matter. The fees, if any, of the Arbitrator shall be required to be paid before the award is made and published and will be paid equally by the parties. The costs of the reference and of the award including the fees, if any, of the Arbitrator shall be at the discretion of the Arbitrator.

25. Execution of Agreement by successful bidder:

In consideration of the amounts to be paid at the agreed rates, at the time and in the manner set and subject to the conditions mentioned herein below the contractor shall execute and complete the work shown in accordance with the drawings, description of items and technical specifications mentioned thereof. The successful bidder shall have to execute an agreement incorporating terms, conditions and schedule of quantities given in the Bid within fourteen days of issue of letter by the owner communicating acceptance of his bid. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of bid shall be considered as cancelled. The agreement will be on format as per Tender Document and will be on a stamp paper of Rs.100/- or as per the legal requirement of the contract in New Delhi.

Signature of contractor -----
Name & Address _____
of the firm _____
with seal _____

AGREEMENT

Articles of Agreement made this ----- **Two thousand Seventeen** between National Cooperative Development Corporation (hereby known as NCDC) having its registered office at 4, Siri Institutional Area, Hauz Khas, New Delhi hereinafter called "owner" (which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to include its successor or successors and assigns) of one part AND M/s. -----, hereinafter called "the Contractor" of the other part and where as owner has caused the specifications of the items & schedule of quantities, terms and conditions etc. describing the work to be done as per quotation containing four pages and NCDC award letter No. **NCDC:-----**, the objectives of which have been assigned by or on behalf of the parties here to

NOW it is hereby agreed as follows:

1. The owner reserves to himself the right of altering the quantities and nature of work by adding or deleting any item of work or having a portion of the same carried out by the owner or otherwise and such alterations and variation shall be carried out without prejudice to this contract.
2. The said contract comprises the work above mentioned and all subsidiary works connecting their within the same site as may be ordered to be done from time to time even though such works may not be described in the terms and conditions, scope of work etc. of the tender document.
3. The said scope of work, terms and conditions etc., the work award letter and letter No. ----- hereto shall be read and construed as forming integral part of this agreement and the parties here to shall abide by, submit themselves to the conditions and perform the agreement on their part respectively in such conditions as contained.
4. Disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in New Delhi.
5. Several part of this contract have been read by/to us and fully understood by us.

As witness whereof, we set our hands

Signed by Contractor
Name
Address

Signed by the owner
Name
Address

Witness

Witness

1.

1.

2.

2.

मूल्य बोली

PRICE BID

Schedule of quantities

Name of work **Renovation Works of Work Station at all floors at at NCDC Head Office, New Delhi**

Amount in Rs.

S.no.	Item Description	Unit	Qty.	Rate	Amount(Rs.)
	IMPORTANT NOTES: for all the items listed below.				
A	The tender rates should include supply of all materials, labour , T&P, rigid MS tubular double scaffolding, platform, hand railing, safety measures unless otherwise mentioned including the cost of transportation, loading, unloading, stacking, storing and also all types of taxes, labour cess, duties, levies, octroi etc. complete as required for the work.				
B	The tender rates shall hold good for all works of every section at all levels, leads, lifts and heights including multiple staging / scaffolding wherever required etc. complete. Nothing extra shall be payable unless or otherwise specified				
1.	Dismantling of existing works stations, table top boards including disposal of dismantled unserviceable materials at contractors owns place as per the instructions of engineer in charge.	Sq m	200.00		
2.	Providing, fabricating and fixing work stations table tops as per the existing design with 25mm thick commercial board non decorative type with second class teak wooden beading, of size (25x4)mm all around the corner with lacquer polishing using fevicol, nails/ screws etc .The cost is also inclusive of providing & fixing of 1.00 mm thick laminated sheet on top and bottom of the commercial board with fevicol and other accessories as required complete as per the instructions of the engineer in charge. Note: 1. (Top finished area of the work station will be measured for payment purpose.) 2. 25mm thick commercial board non decorative type make: Green ply, Sonear, Garnett, or ISI equivalent. 3. 1.00 mm thick laminated sheet make: green lam, garnett , Virgo lam or any ISI equivalent. subjected to approval of engineer-in-charge	Sq m	200.00		

3.	Auto spray duco paint painting (two or more coats) to give an even shade on work stations drawers inside and out sides along with all exposed surfaces, after washing and cleaning the surface with sand paper or washing agents and applying required necessary coats of putty, primer duco based. The cost is also inclusive of repair / welding, realignment etc. of drawers/ other parts etc. All Complete in all respects as per the instruction of engineer in charge. Note: 1.make of ducopaint-Asian, ICI or equivalent. Subjected to approval of engineer-in-charge 2. (Top finished area of the work station will be measured for payment purpose.)	Sq m	200.00		
	Total amount(Rs.)				

Amount in words Rupees _____

Signature of contractor _____

Name & Address _____

of the firm _____

with seal _____