

राष्ट्रीय सहकारी विकास निगम के पुणे स्थित  
क्षेत्रीय कार्यालय भवन का नवीयन  
हेतु निविदा दस्तावेज

**TENDER DOCUMENT FOR  
RENOVATION OF REGIONAL OFFICE  
PREMISES AT NCDC PUNE**



निविदा की लागत

Cost of Tender Document

:

:

निःशुल्क

Free of Cost

राष्ट्रीय सहकारी विकास निगम

5, बी जे रोड , पुणे - 411001

ईमेल : [ro.pune@ncdc.in](mailto:ro.pune@ncdc.in)

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

5, B.J Road,,

Pune – 411 001.

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NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
REGIONAL DIRECTORATE, PUNE

No.NCDC:3-5/2021(PUN)

Date : 24/08/2022

**NOTICE TENDER**

National Cooperative Development Corporation, 5, B.J. Road, Pune-411001 invites sealed tenders from contractors for the “ **Renovation of office premises at NCDC, Pune** ”

**ESSENTIAL CRITERIA**


1. Experience of having successfully completed at least one similar/ civil works costing not less than 12.00 lakh or atleast two similar / civil works costing not less than 7.50 lakh or atleast three similar /civil works costing less than 4.80 lakh in central Govt./ State Govt., Central Govt. PSUs, autonomous bodies and private organizations of repute.
2. The firm should have annual turnover of Rs. 40 lakh in any three year during last five years i.e. for 2019-20, 2020-21, 2021-22 ( enclose copies of financial statements including turnover, profit and loss accounts of the firm duly signed by CA.
3. The Firm shall be registered with CPWD, State PWD/Railways/MES/BSNL/Banking institutions/Autonomous bodies of repute.
4. Valid GST registration .

The tender document ( non-transferable) can be obtained from the NCDC office, free of cost from 10.00 AM to 5.00 PM on any working day upto **10<sup>th</sup> September 2022** . The tender document can also be down loaded from NCDC website <http://ncdc.in>.

The tender (duly filled in and signed and stamped on each page) containing two envelopes i.e. prequalification bid and price bid separately in sealed covers for said work must be submitted to the office up to 3.00 PM on **15<sup>th</sup> September 2022** . The prequalification bids will be opened on same day 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 opening of price bid shall be fixed and intimated to the eligible firms separately.

The tender should be accompanied with Bid Security declaration .

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

  
Regional Director

पूर्व अहर्ता बोली  
Prequalification Bid

### PARTICULARS OF THE CONTRACTOR/FIRM.

1.	Name of the contractor/Firm address	
2.	Telephone/Mobile number	
3.	E.mail address	
4.	Date/year of commencement of business	
5.	Registration certificate of appropriate class of CPWD/state PWD/Railways/MES/BSNL/PSU's.	
6.	Latest Income Tax assessment form issued by IT Dept. is to be enclosed.	
7.	Whether proprietary /partnership	
8.	Name and Address of partner, if any	
9.	PAN No. & GST No. of Contractor/Firm. Photocopy of PAN/GST certificate is to be enclosed.	
10.	Details and Qualification of professionals , skilled manpower available with the contractor/Firm	
11.	Details of work orders executed during last three years ( attested copies of the orders to be enclosed)	
12.	Turnover of the contractor/firm in the financial years	
13.	Any other relevant information	

Signature of the Contractor/Firm

( Name and address of the contractor /firm  
with seal )

**DETAILS OF EXPERIENCE OF THE SIMILAR CIVIL WORKS  
EXECUTED 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 certificate as proof of above information.

**Signature of the Contractor/Firm**

( Name and the address of the Contractor/Firm with seal )

## **GENERAL TERMS & CONDITIONS. :**

### **ELIGIBILITY CRITERIA**

1. Experience of having successfully completed at least one similar/ civil works costing not less than 12.00 lakh or atleast two similar / civil works costing not less than 7.50 lakh or atleast three similar /civil works costing less than 4.80 lakh in central Govt./ State Govt., Central Govt. PSUs, autonomous bodies and private organizations of repute .
  2. The firm should have annual turnover of ₹ 40.00 lakh in any three year during the last five years 2019-20,2020-21,2021-22 (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 (Central Public works Department)/ State PWD/ Railways/ Banking institutions/ autonomous bodies of repute.
  4. Valid GST registration Number.
- The limited Tenders super scribed with "Renovation of office premises at 5, B.J.Road, Pune may be address and submitted to the Regional Director, National Cooperative Development Corporation, 5, B.J.Road, Pune—411001.
  - \* The tender should sealed and rates should be quoted both in figures and words in English in the price bid. Corrections, if any shall be made by crossing out , initialing, dating and re writing.
  - \* The rates should be exclusive of all applicable taxes but inclusive of transportation costs/cartage, loading and unloading cost, stacking and placing, material labor etc.at all leads and levels ll complete as per instructions.
  - The Corporation reserves the right of accept any or reject all the tenders without assigning any reasons thereof submission of bids in any other format/conditional tenders will lead to rejection of tender.
  - **Validity of the tender** – The validity of the tender shall be three months from the date of submission of tender.
  - **Completion of work** - The entire work of " Renovation of office premises at 5, B.J.Road, Pune must be completed within 45 days from the date of award of work.
  - NCDC will not reimburse any charges for losses/damages suffered by the firm while execution of said work at any stage.



- The tender should be duly filled and signed on each page and submitted along with the following documents:

A) Attested / photocopy of the GST registration issued by appropriate authority.

- **Security Deposit** : Security deposit @ 10% of the billed amount will be deducted from the bills of the contractor / successful bidder. 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.
- **Defect Liability period** : The defect liability period shall be six months from the date of completion of the said work.
- **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 @ 5,000/- (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 should 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.
- **Extension of time for completion** : The contractor shall ensure timely of the renovation work. If the Contractor shall desire an extension of time for the work on the ground of this having been unavoidably hindered in its execution or 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 many, in its opinion be necessary or proper. The contract will be treated to be live 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.
- **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 ANY CONTRACTOR FAILS TO EXECUTE THE AGREEMENT WITHIN SEVEN DAYS AS ABOVE , THE OFFER FOR THE WORK IS LIABLE TO BE CANCELLED. 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.
- **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 day single notice** in writing, besides any other action it may deem fit in the circumstances of



the case.

- **Mobilization & advance against material** : No advance for mobilization or against material will be given to the contractor
- **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.

The contractor shall be solely and exclusively responsible for engaging for employing persons for the execution of work. All persons engaged by the contractor shall be on contractor's pay roll and paid by contractor. All disputes or difference between the contractor and his/their employees shall be settled by contractor.

NCDC has absolutely no liability whatsoever concerning the employees of the contractor. The contractor shall indemnify owner against any loss or damage or liability arising out of or in the course of his/their employing persons or relation with his/their employees. The contractor shall make regular and full payment of wages and on any complaint by any employee of the contractor or his sub contractor regarding non-payment of wages, salaries or other dues, owner reserves the right to make payments directly to such employees or sub contractor of the contractor and recover the amount in full from the bills of the contractor and the contractor shall not claim any compensation or reimbursement thereof.

The contractor shall comply with the Minimum Wages Act applicable to the area of work site with regard to payment of wages to his employees and also to employees of his sub contractor.

The Contractor shall advise in writing or in such appropriate way to all his employees and employees of sub-contractors and any other person engaged by him that their appointment/employment is not by NCDC but by the contractor and that their present appointment is only in connection with the construction contract with owner and that therefore, such an employment/appointment would not enable to make them eligible for any employment/appointment with the NCDC either temporarily or/and permanent basis.

- **Night & Sunday work** : All the works shall be executed in strict conformity with the provisions of the contract documents and with such explanatory details drawings, specifications and instructions as may be furnished from time to time to the contractor by Engineer in charge /site in charge , whether mentioned in the contract or not. The contractor shall be responsible for ensuring that works throughout as executed in the most proper and workman-like manner with the quality of the material and workmanship in strict accordance with the specifications and to the entire satisfaction of the Engineer-in-charge/Site-in-charge.

The completion of work may entail working in monsoon also. The Contractor must maintain the necessary work force as may be required during monsoon and plan to execute the job in such a way the entire project is completed within the contracted time schedule. No extra charges shall be payable for such work during monsoon. It shall be the responsibility of the contractor to keep the construction work

site free from water during and off the monsoon period at his own cost and expenses.

Subject to any provision to the contrary contained in the contract, none of the permanent work shall save as hereinafter provided, be carried on during the night or on Sundays ( locally recognized as day of weekly rest) without permission in writing of the concerned local authority as well as NCDC except when the work is unavoidable or absolutely necessary for the saving life or property or for safety of the works in which case the contractor shall immediately inform owner. If night work of temporary formations or preparations etc. is necessary to complete the work in time. Owner's prior permission shall be obtained in addition to that of the concerned/local authority. Night work and Sunday work shall not entitle the contractor to any increase in rates. All work at night shall be carried out without unreasonable noise and disturbances/nuisance. 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.

- **Contractor to indemnify the owner :** The contractor shall indemnify the owner and every member, office and employee of the owner, also the Engineer-in-charge/Site-in-charge and his staff against all the actions, proceedings, claims, demands, costs, expenses, whatsoever arising out of or in connection with the works and all actions., proceedings, claims, demands, costs, expenses which may be made against the owner for or in respect of or arising out of any failure by the contractor in the performance of his obligations under the contract. The contractor shall be liable for or in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor or his sub contractor and contractor shall indemnify and keep indemnified the owner against all such damages, proceedings, costs, charges, and expenses whatsoever in respect thereof or in relation thereto.
- **Payment :** as the time of completion is less, only the running bill will be considered for payment. Final bill payment will be made within 30 days from the date of completion of the work subject to satisfactory performance.
- **Completion of work and completion certificate :** As soon as the work is completed in all respects, the contractor shall give notice of such completion to the site in charge or the owner and within thirty days of receipt of such notice the site in charge shall inspect the work and furnish the contractor with a certificate of completion indicating.
  - A) defects, if any , to be rectified by the contractor
  - B) Items, if any, for which payment shall be made in reduced rates,
  - C) The date of completion.
- **Deductions of GST and Income Tax :** Income Tax, GST or any other statutory taxes as per the central/state Government , rules will be deducted from the bills.
- **Electricity :** The electricity will 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.

- **Water** : Sufficient quality of potable water is available at site for use in construction works. The contractor shall store the said potable water in its own temporary storage tanks.  
The contractor will be solely responsible for doing the further job of laying the pipelines, electric cables, motors, panels, switches, tanks etc and also for licensed plumber , Fitter, electrician, etc to maintain these arrangements for completing the work at his own cost.
- **Variation Clause** : NCDC reserves the right to omit any of the item(s) & increase or decrease the qualities of items to any extent given in the schedule and no claim in this regard shall be entertained.
- **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 corporation by the contractor a month earlier to execution stage and to proceed to execute the deviation quantities on getting corporation 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 Maharashtra 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 Maharashtra ). 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 Maharashtra , 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 Engineer-in-Charge in writing 7 days ahead of likely date of execution to obtain corporation 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.

- **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.

- **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 Pune. .

**Signature of the Contractor/Firm**

**(Name & Address of the Contractor/firm with seal)**



## AGREEMENT

Articles of agreement made this ----- Two thousand twenty two between National Cooperative Development Corporation ( hereby known as NCDC) having its registered office at 5, B.J.Road, Pune-411001 hereinafter called as "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 "the contractor" of the other part and where as owner has caused the specifications of the items and 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 objective 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 Pune.
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

Witness

1.

2.

\_\_\_\_\_  
Signed by the owner

Name

Address

Witness

1.

2.

मूल्य बोली  
FINANCIAL BID



### NCDC Work Schedule of Quatntities

S.NO	Description of Item	Unit	Quantity	Rate
	<b>Sub-Head -1 : Demolition work</b>			
1	Demolition of existing waiting area partition	sqm		
2	Demolition of Existing partition: record room	sqm		
3	Removal of Old Partition table	nos	1	
	<b>Sub-Head-2: Civil Work</b>			
1	Providing and fixing of full black Granite on 14 steps of size (0.3 x 1m).	RMT	14	
	<b>Sub -Head-3: Wood Work</b>			
1	Providing and fixing of 12mm Plywood Partition of size 3.4 x 3 mtrs (finished with same paint as wall)	sqm	10.2	
2	Providing and Fixing of Plywood boxing for conduits of wiring: 10mm plywood boxing on beams finished with exterior paint (same as ceiling) 5.3m length x 0.9m(w)idthx 0.6m ht (4.77+6.36= 11.13 x 2 nos = 22.26 sqm)	sqm	22.26	
3	Providing and fixing of Pantry shelf or cupboard.0.6m x 0.6m x 1.5m (12mm plywood finished in white laminate) 4 shelf plates in 12 mm plywood, (0.55m x 0.55m)finished in laminate.	nos	1	
4	Providing and fixing of pantry Area partition, with openable PVC Door. 12mm Plywood (3m x 3m) and (1.5m x3m) partitioning sizes. Finished with exterior wall paint.	sqm	13.5sqm	
5	Providing and fixing of Partiton wall between ladies toilet in 12mm plywood, 2.2m x 1.8m( 12mm Ply wood, finished with lipping patti of 5" width and 1.8m ht + natural polish)	sqm	3.96	
6	Providing and fixing of Backdrop wall in 12mm plywood for Reception are. Finished with laminate.(1.5m x 2.1m)	sqm	3.6	
7	Making and fixing of new reception table in 12mm plywood,(1.5m x 0.6m) .Finished with polishing and laminate.	nos	1	
8	Providing and fixing of Pelmate, with 10mm plywood,5" in ht, finished with same paint as ceiling.	mtrs	18	

9	Providing and fixing of soft board of size 3.00x 0.9m finished with maroon felt cloth	sqm	2.7	
10	Making and Providing of U Shaped conference room table in 12mm plywood finished with wooden finished laminate and natural polish. With NCDC letters in brass of 5" height on either sides of table. Size: (0.5m x 4.7m) x 2 and (0.5m x 1.8m).	sqm	10.8	
	<b>Sub-Head-4: Furniture</b>			
1	Providing Revolving chairs in entire office	nos	8	
2	Providing stackable chairs	nos	20	
3	Providing waiting area two seater couch in black colour	nos	3	
4	Providing board room chairs for delegates	nos	15	
5	Providing and fixing of modular furniture. Main table size: runner table size: (0.6mX1.8m) (0.45mx1m)	nos	14	
	<b>Sub-Head -5: Finishing Work</b>			
1	Providing and fixing of wooden tone PVC Flooring for all cabins and board room	sqm	95	
2	Providing and fixing of wooden horizontal blinds	sqft	615	
3	Providing 2 coats of exterior white paint on all walls, ceilings and the existing cabin partitions (putty work required to level surfaces)	sqm	400	
4	Providing and fixing of new glass panes of 4mm with cleaning and oil painting of window stays.	sqm	615	
5	Removal of black film from partition glass	sqm	7.5	
6	Washing of external surfaces with water jet	sqm	200	
	<b>Sub-Head- 5: Electrical Work</b>			
1	Providing and fixing of copper wiring after removal of all existing wiring from wall and ceiling surfaces	mtrs	125 m approx (as per dwg)	
2	Providing and Fixing of [5 amps ,3 points, 3 switches(per cabin)]x 7 nos. (Legrand switches) WITH AIR CONDITION WIRING	nos	7 switch boards (3pts(5amps) 3 switches) x 7 cabins	
3	Providing and fixing of Net Gear (16 port , Multi gigabit)Ethernet plus switch.	1 nos	16 port unit	
4	Providing and fixing of LAN Wiring after removal of existing wiring	mtrs	65	
5	Providing and fixing of concealed piping for lighting, after chiselling ceiling for conduiting as per pipe size	mtrs	12.9	
6	Providing and fixing of LED lighting (2' x 2' drop ceiling lights)(directors cabin+board room)	nos	16	

7	Providing and fixing of LED Wall lightng	mtrs	3	
8	Providing and fixing of LED Tubelights in entire office	nos	20	
9	Providing and fixing of Ceiling fans in entire office	nos	11	
10	Providing and installing Mist fans in waiting area	nos	2	