

निविदा दस्तावेज/TENDER DOCUMENT

(नियम, शर्तें एवं ड्राइंग्स/Terms, Conditions & Drawings)

Tender for Minor Civil/Plaster/Painting and Allied works at Annex Building -Standard Building Premises ,Dr.D.N.Road,Fort ,Mumbai.

(Empaneled Vendors Under Respective Category)

विज्ञापन की दिनांक/ Date of Advertisement	16-06-2023
प्रस्तुत करने की अंतिम दिनांक / Last Date of Submission	30-06-2023 by 15:00 Hrs
खुलने की दिनांक Opening Date	30-06-2022 by 15:30 Hrs
कार्य अवधि/Time Period of Work	कार्य आदेश प्रदान करने की दिनांक से 14 दिन 21 days from award of Work Order
प्रस्तुत किए जाने वाले दस्तावेज/ Documents to be provided	Empanelled vendors under respective category
बयाना जमा राशि/Earnest Money Deposit	रु./Rs.1,200.00. मात्र (सेन्ट्रल बैंक ऑफ़ इंडिया के पक्ष में मांग ड्राफ्ट जो थाइन पर देय हो/ Rs.1,200.00(Rupees Twelve Hundred Only) DD In favor of Central Bank Of India, Payable at Mumbai.
MSME firms are exempted from EMD/Tender Fees corresponding registration documents to be submitted	
संपर्क व्यक्ति/Contact person name	Mr.Budhhi Prakash Jatwa –Chief Manager Mr.Amarnath .V – Architect.
बोलियां जमा करने का स्थान / Place of submission of Bids & opening of bids	Mumbai Metropolitan Zonal Office, 346 Standard Building, Dr.D.N.Road, Fort, Mumbai-400023 Tel No: 022-22047229, 4034
E-mail id for correspondence	cmhrdmmzo@centralbank.co.in archmmzo@centralbank.co.in

प्रस्तुतकर्ता/SUBMITTED BY:

ठेकेदार का नाम/NAME OF CONTRACTOR :

पता/ADDRESS :

जीएसटी विवरण/GST DETAILS :

MMZO/BSD/ARCH/2023-24:

16-06-2023

Reg.- Tender for Minor Civil/Plaster/Painting and allied works at Annex Building -Standard Building Premises ,Dr.D.N.Road,Fort ,Mumbai.

Sealed quotations will be received by the Deputy Zonal Manager ,Mumbai Metro Politan Zonal Office (MMZO),346 Standard Building,Dr.D.N.Road ,Fort Mumbai, **up to 3:00 p.m. on 30-06-2023 (date of submission) and will be opened on the same day at 3.30 p.m.**नियम एवं

शर्तें/ Terms and conditions:

1. प्रतिस्पर्धात्मक दर प्रस्तुत करने के पूर्व वेंडर साइट का निरीक्षण करें/ The vendor has to inspect the site before offering the competitive quote.
2. आंचलिक कार्यालय द्वारा फायनल भुगतान समय पर एवं संतोषपूर्वक कार्य पूर्ण होने के उपरांत किया जाएगा. सभी भुगतान नेफ्ट के माध्यम से किए जाएंगे / The final payment will be made by the Zonal Office on satisfactory and timely completion of work. All payments will be made through NEFT.
3. बैंक के पास किसी भी समय बिना कोई कारण बताए अनुबंध रद्द करने/ आंशिक अथवा पूरी तरह परिवर्तित करने का अधिकार सुरक्षित है. यदि कंपनी द्वारा वांछित मानक/मरम्मत/रखरखाव एवं इंस्टालेशन के मानदंड और उल्लिखित समय सारणी का अनुपालन और नहीं किया गया है तो बैंक के पास इंस्टालेशन/रखरखाव आदि के लिए देय राशि से किसी भी राशि तक कटौती/अर्थ दंड लगाने का अधिकार भी सुरक्षित है./ The Bank reserve the right to terminate / modify the contract partly or fully, anytime without assigning any reason whatsoever. The Bank also reserves the right to deduct / forfeit any amount as deemed fit, payable for the installation / maintenance in case the required standards / specification of repairs / maintenance and installations are not kept / maintained and time schedule as laid down is not adhered to by the Company.
4. वेंडर को कार्य पूर्ण होने का प्रमाण पत्र प्रबंधक वास्तुविद अथवा बैंक के किसी प्रतिनिधि से जो कार्य को सुपरवाइज़ कर रहा है द्वारा विधिवत हस्ताक्षरित प्रमाण पत्र लेना होगा/ The vendor is also required to get the work completion certificate duly signed by the Architect or any representative of the Bank supervising the work.
5. प्रभारी अधिकारी के विधिवत रूप से हस्ताक्षरित कार्य पूर्ण होने के प्रमाण पत्र सहित इनवाइस की प्रति (जीएडी) विभाग आंचलिक कार्यालय को कार्यालयीन रिकार्ड के लिए प्रस्तुत की जानी चाहिए/The copy of the invoice along with the work completion certificate duly signed by Officer in charge has to be submitted with the Zonal Office (BSD) for the office record.

6. बैंक के पास बिना कोई कारण बताए किसी अथवा सभी निविदा/कोटेशन को स्वीकार अथवा रद्द करने का अधिकार सुरक्षित है/The Bank reserves the right to accept or reject any or all the tenders / quotations, without assigning the any reasons for doing so.
7. निविदा/कोटेशन में दशाई गई दर में सामग्री/मजदूरी/परिवहन इत्यादि शामिल होना चाहिए एवं बैंक इस संबंध में अन्य किसी व्यय के लिए जिम्मेदार नहीं होगा. यह दर निविदा/कोटेशन की प्रस्तुति की दिनांक से 6 माह के लिए वैद्य होगी./ The rates quoted in the tender / quotation should include all charges for material, labour, transportation and taxes, etc. and Bank shall not be responsible for any other expenses in this connection. The rates shall be valid for minimum 6 months period from the date of submission of the tender / quotation.
8. निविदकर्ता से अनुरोध है कि वे निविदा फॉर्म पर हस्ताक्षर करें अन्यथा निविदा/कोटेशन रद्द किया जा सकता है/ The tenderer is requested to sign the tender form, otherwise the tender / quotation is likely to be rejected.
9. कोई भी अग्रिम प्रदान नहीं किया जाएगा. बैंक की संतुष्टि के अनुसार कार्य पूर्ण होने पर फायनल इनाइस प्राप्त होने की दिनांक से एक सप्ताह के अंदर भुगतान किया जाएगा/No advance shall be paid. Payment shall be done only on completion of the work to the satisfaction of the Bank with in one week from the receipt of the final invoice.
10. सामग्री को स्टोर करने की जिम्मेदारी वेंडर को अपनी लागत पर करनी होगी/The storing of material shall be the vendor's responsibility at his cost.
11. वेंडर वर्कमेन कंपनसेशन एक्ट, कांटेक्ट लेबर, शॉप एंड एस्टब्लिशमेंट, पॉलिसी ऑफ इंश्योरेंस, फायर इंश्योरेंस सहित सभी लागू लेबर लॉ के अनुपालन के लिए जिम्मेदार होगा. उक्त का दावा किसी भी प्रकार से कभी भी आप इसे बैंक से दावा नहीं किया जा सकेगा/The vendor shall be responsible and liable for compliance of all applicable labour laws including Workmen's Compensation Act, Contract Labour, Shops & Establishment, Policy of Insurance, Fire insurance. At no time shall you claim the above from the Bank.
12. वेंडर को कार्य करते समय इस बात का खयाल रखना होगा कि परिसर, इलेक्ट्रिकल केबल इत्यादि का नुकसान न हो. यदि कोई नुकसान होता है तो वेंडर को इस आपनी लागत पर ठीक कराना होगा./The vendor shall take care that the work is carried out without causing damage to the premises, electrical cables, etc. Any damage caused shall be rectified by the vendor at his own cost.
13. वेंडर को उसके द्वारा नियुक्त कर्मचारियों की विश्वसनीयता, सद्भाव आचरण एवं ईमानदारी का ध्यान रखना होगा. वेंडर द्वारा अथवा अन्य एजेंसी जानबूझकर अथवा लापरवाही से कार्य किए जाने से होने वाले नुकसान की भरपाई आपको करनी होगी/The vendor shall vouch for safe, bonafide conduct and fidelity of the staff employed by him. Any damages caused willfully or in negligence to the work executed by him or other agencies shall be borne by him.

14. साइट पर कार्य के लिए प्रयुक्त होने वाली सभी सामग्री की निगरानी की जिम्मेदारी वेंडर की होगी/ Watch and ward in respect of all materials / equipment at the site for use in work shall be the vendor's responsibility.
15. **रु.1,200.00 मात्र की बयाना राशि सेन्ट्रल बैंक ऑफ इंडिया के पक्ष में आहरित मांग ड्राफ्ट जो थाइन पर देय हो के माध्यम से जमा की जानी होगी/Earnest Money Deposit (EMD) of Rs. 1,200/- (Rupees Twelve Hundred only) is to be paid through DD favoring Central bank of India, payable at Mumbai.**
16. कार्य आदेश की प्राप्ति से (02) सप्ताह के भीतर कार्य पूरा करना होगा. इसमें किसी भी प्रकार के विलंब के लिए प्रोजेक्ट की लागत का 1 प्रतिशत प्रति सप्ताह के हिसाब से दंड लगाया जाएगा जो अधिकतम प्रोजेक्ट की लागत के 10 प्रतिशत के अधीन होगा/The work has to be completed within maximum two (02) weeks from getting the confirmed work order. Any delay beyond this period will attract a penalty of 1% of the cost of the project per week subject to maximum 10% of the cost of the project.
17. कार्य की पूर्ण होने की दिनांक से 6 महीना तक की गारंटी होगी. बिल की राशि का 5 प्रतिशत बैंक द्वारा 6 महीना की दोष देयता को पूरा करने के लिए अपने पास रखा जाएगा/The work shall be guaranteed for a period of 6 Month from the date of completion. 5% of the bill shall be retained by Bank till the completion of defect liability period of 6 Months.
18. किसी भी कारण से विलंब से प्राप्त एवं ई मेल/टेलीग्राफिक निविदाओं पर विचार नहीं किया जाएगा/ Tenders received late on account of any reason whatsoever and e-mail / telegraphic tenders will not be entertained.
19. प्रत्येक निविदा के साथ निविदा मांग ड्राफ्ट जो पर देय हो के माध्यम से बयाना जमा राशि संलग्न होना चाहिए. निविदाएं जो निविदा की लागत एवं मांग ड्राफ्ट के माध्यम से बयाना जमा राशि के साथ संलग्न नहीं होंगे उन्हें गैर उत्तरकारी मानकर रद्द किया जाएगा/ EMD by Demand Draft payable at Mumbai must accompany each tender and the tenders not accompanied by the Cost of Tender and EMD by Demand Draft are liable to be rejected as NON-RESPONSIVE.
20. बैंक न्यूनतम निविदा को स्वीकार करने के लिए बाध्य नहीं है एवं बैंक के पास किसी भी अथवा सभी निविदाओं को स्वीकार अथवा रद्द करने का अधिकार सुरक्षित है/ The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all tenders.
21. कोट की गई दर में बिना बढ़ोत्तरी के कोई बदलाव नहीं होगा एवं 6 माह तक बाध्य रहेंगी/The price quoted shall be firm and binding without any escalation whatsoever for six months.

22. (A) तकनीकी एवं दर सारणी अनुबंध I में दर्शाई गई है/ the technical specification & rate schedule is placed at: Annexure-I

भवदीय/Yours faithfully,

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Deputy Zonal Manager

ल ऑफ़ क्वांटिटि के लिए प्राक्कथन/PREAMBLE TO THE BILL OF QUANTITIES

प्रस्तावित कार्यालय परिसर में प्रस्तावित कार्य निविदा के आवरण पृष्ठ (पृष्ठ नं. निविदा के आवरण पृष्ठ (पृष्ठ संख्या 1) में उल्लेखानुसार करना होगा. प्रस्तावित कार्य की गुणवत्ता में सर्वश्रेष्ठ कारीगरी होना चाहिए। ठेकेदार को यह सुनिश्चित करना चाहिए कि प्रोजेक्ट के लिए सामग्री की सूची में उल्लिखित सामग्री श्रेष्ठ गुणवत्ता की हो.

The work proposed to be carried out at the proposed Office premises as mentioned on the cover page (page no.1) of the tender The quality of work proposed should have **the best** workmanship. The contractor should ensure that only the first quality materials mentioned in the list of material is purchased for the project.

1. कार्य इस तरह से किया जाए कि स्वरूप में कोई गड़बड़ न हो.

The work should be carried out in such a way that the structure is not disturbed.

2. निविदा प्रस्तुत करने से पहले विनिर्देशन में किसी भी अंतर/विसंगति को को प्रभारी इंजीनियर के साथ स्पष्ट किया जाना चाहिए। प्रभारी इंजीनियर को कार्य के दौरान मूल अवधारणा के अनुरूप एक उचित सीमा तक विनिर्देश को संशोधित करने की स्वतंत्रता होगी; निविदाकर्ता को ऐसा कार्य बिना अतिरिक्त लागत के करना होगा.

Any difference / discrepancies in the specification should be clarified with the Engineer in charge before submitting the tender. The Engineer in charge will have the liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work; the tenderer should carry out such work without any extra cost.

3. किसी भी बड़े संशोधन के मामले में ऐसी वस्तुओं को अतिरिक्त मद के रूप में माना जाएगा. ऐसी मदों का भुगतान का इंजीनियरिंग दर / बाजार दर विश्लेषण के आधार पर किया जाएगा. सामग्री और श्रम की कुल लागत का 15% निविदाकर्ता के लाभ के रूप में माना जाएगा.

In case of any major modification such items will be considered as extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. 15% of the total cost of material and labour will be considered as tenderer's profit.

4. ठेकेदार को सुचारु कार्य प्रवाह के लिए साइट पर नियुक्त अन्य ठेकेदार के साथ समन्वय करना होगा.

The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

NOTE:

The building is occupied by the Bank. The work needs to be carried out as per the instruction of the Bank time schedule. Further, the work needs to be carried in phase wise. The Contractor should prevent the external glazing and the flooring with plastic sheets and P.O.P. sheet respectively.

1. The contractor should obtain necessary permission from the BMC any Government Authority if required along with the security deposit amount, the security amount will be reimbursed to the contractor.
2. The Contractor needs to clean the site on day-to-day basis.

BILL OF QUANTITIES:

Note:

1. Rates to be quoted by the tenderers in the item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figure and in words. However, if a discrepancy is found between the rate written in figures and rate written in words then the rate which correspond with the amount worked out by the contractor shall be taken as correct.
2. If the amount of an item is not worked out by the tendered, or it does not correspond with the rate written either figures or in words, then the rate quoted by the tenderer in words shall be taken as correct.
3. Where the rate quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct, not the amount.
4. The work needs to be carried out as per the time schedule instructed by Bank.
5. All other office furniture, office equipment, flooring, false ceiling etc. to be cover with plastic sheet or required packing materials
6. Any damages done by the contractor will be recovered from the contractors.
7. Cleaning to be done on day-to-day basis.
8. Electrician and one supervisor should be posted in working day to avoid any office disturbance and maintain the office smoothly.

(NOTE: The rates should be inclusive of all applicable taxes **but exclusive of GST and Only GST as Applicable would be paid as per actuals**)

SCHEDULE OF BILL OF QUANTITIES

NOTE : The Height of the ceiling is 16 feet/18 feet and the rates should be inclusive of all required preparatory works such as scaffolding ,working platforms etc.)

SNO	ITEM & SPECIFICATION	UNIT	QTY	RATE(Rs.)	AMOUNT(Rs.)
1.1	Remove loose damaged plaster/concrete from wall /beam/slab, cleaning and preparing the surface as directed including the joints of masonry junction, wherever necessary as in the form of major cracks, deboned etc (Internal Plaster). Rate including cutting edges of marked areas using cutter /grinder as directed by C.E and disposing off debris from site at approved location at own cost. The rate to also including the necessary scaffolding and preparation works.	Sq.Ft	3000		
1.2	Providing and stitching masonry cracks using helibar system or equivalent by chasing cracks, fixing helibar @min 500mm on either side of the cracks masonry applying bond coat of helibond, repointing using lime mortar as directed by engineer in charge.	Rft.	200		
1.3	Providing and applying PREMIX Polymer modified mortar 1:5:15 in layer using polymer latex over prepared RCC Column/beam/Slab as directed and leveling up to old profile of concrete including curing complete up to 25mm thick polymer including curing complete up to 25mm thick polymer, including rusticide and bode coat etc .as directed by Engineer in charge.	Kg	100		
1.4	Providing and applying sand faced PREMIX READY TO USE PLASTER approximately 25mm thick in 2 coats plaster for internal area in patches. Rate to include bonding adhesive at old to new plaster edges.	Sq.Ft	3000		
1.5	Painting two or more coats with acrylic emulsion paint of Asian (Royale), I.C.I. (Velvet Touch) brand, or equivalent to give an even shade, including one or more coats of lime/cement-based putty and primer, on the walls of hall/ceiling , Surface to be cleaned, sanded, leveled and repaired, on old and new work.	Sq. ft	6000		
1.6	Providing and fixing in position aluminum louvered window with anodised aluminum frame of approved make and of size 40mm x 20mm x	Sq. ft	150		

	2.0mm (wt. 0.605 kg/Rm) including adjustable aluminum frame, 4 to 6mm thk. frosted glass, fixtures and fastenings etc. complete as directed by by Engineer In Charge				
	TOTAL				
	ADD GST APPLICABLE				
	GRAND TOTAL				

(RUPEES IN WORDS : RUPEES _____ ONLY)

Confirmation of Acceptance of Tender terms and conditions

(To be signed by the bidder and enclosed along with their offer in a separate envelope)

We have studied the terms and conditions of Tender Enquiry including General and Special terms and conditions, the specifications, lay-out drawings, Schedule of Quantities, Commercial terms and conditions, Approved Makes, etc.

We are accepting all terms and conditions of the Tender without any deviation.

Offer with any deviations from the Tender Enquiry are likely to be rejected.

We also understand that the order / s will be placed in the name of principals only and not in the name of their dealer/s. Our quotation is based on the above.

Date: _____

**SIGNATURE OF TENDERER
WITH RUBBER STAMP**

DECLARATION

I / We hereby declare that I / We have read and understood the Terms and Conditions of the contract, Specifications, Drawings, Schedule of Quantities etc. and hereby agree to abide by them. In token thereof, I / We have signed below and at the end of the Schedule of Quantities, failing which the tender is liable to be rejected.

I / We understand that our Tender will not be considered if the rates for items are not written both in FIGURES and WORDS.

I / We hereby confirm that only the relevant entries asked for, have been made within the Tender documents issued to us. I / We also confirm that in the event of any entry in this Tender document other than the relevant entry or condition shall make this Tender invalid.

Date : _____

**SIGNATURE OF TENDERER
WITH RUBBER STAMP**