



# Institute for Development and Research in Banking Technology (IDRBT)

Castle Hills, Road No.1, Masab Tank, Hyderabad – 500057,

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Tender Notice No. IDRBT/EST/NGR/26.1/3816/2012-13

March 19, 2013

## **Tender for Renovation of Wash Rooms in Hostels (5<sup>th</sup> to 7<sup>th</sup> floor), Executive Facilities Center Building, IDRBT**

1. Institute for Development and Research In Banking Technology (IDRBT), Masabtank, Hyderabad – 500057 invites sealed tenders in two bid system for the following composite work and services as detailed in Para 2 hereinafter.
2. Details of the construction work:

Name of work	Approximate estimated cost. Rs. In lakhs	E.M.D. Rs. in lakhs	Cost of Tender document Rs.	Period of completion	Last Date & time of Receipt & opening of tender
Renovation of Wash Rooms in Hostels (5th to 7th floor) EFC Building, IDRBT	40 Lakhs	80,000	1000/-	Five months	<b>1400 hrs April 15, 2013</b>

3. **Brief Description of the Work:** The work consists of dismantling flooring in the wash rooms and dado and all plumbing and sanitary fittings and fixtures including UPVC / GI pipes, ventilators and door shutter etc in the existing wash rooms (56 nos. - 44 ordinary, 4 VVIPs (optional), 8 VIPs spread over in three floors in EFC Building, IDRBT) and redoing the PCC flooring with tiles after water proofing treatment and dado including supply and fixing of all plumbing and sanitary fittings and fixtures, UPVC / GI pipes and repainting to walls / ceiling and doors, etc.
4. Tender is open to all experienced and reputed contractors registered with MES, State and Central PWD, Railways, any other Govt. / Public Sector Undertaking / reputed Industrial Establishment or others who are eligible as per para 5.
5. **Eligibility Criteria**

The intending tenderers will have to fulfill the following eligibility criteria in order to qualify in technical bid. They should produce verifiable proofs of their claims to the eligibility criteria:

- i) Latest Solvency Certificate from Scheduled/ Nationalized banks for a minimum amount of Rs. Twenty Lakhs. The Certificate should not be more than six months old on the date of submission of tenders.
- ii) Average annual financial turnover during the last 3 years ending 31<sup>st</sup> March of the year 2012, should be at least Rs.30.00 lakhs per annum. Attested copy of audited balance sheet and profit & loss account to be attached as supporting documents.

iii) Proof of experience of having successfully completed similar works during the last 5 years, ending month previous to the one in which applications are invited. Experience required is one of the following :-

a) Three similar completed works, each costing not less than an amount of Rs.10.00 lakhs.

OR

b) Two similar completed works, each costing not less than an amount of Rs.20 lakhs

OR

c) One similar completed work costing not less than an amount of Rs.40.00 lakhs.

Note :- For the above purpose, 'similar works' means Construction of Civil works for residential Buildings with allied works.

6. Contractors who are interested to take up the work can submit their request for tender documents in the office of The **Asst. General Manager (Estate)** from March 28, 2013 to April 12, 2013 up to 1600 hrs. on all working days, either in person or through post. Applications received after the specified date and time will not be accepted. Applications for tender documents must be accompanied by DD for Rs. One thousand only (Rs 1000/-) (Non-refundable) from any Nationalized / Scheduled bank in favour of "Institute for Development and Research In Banking Technology (IDRBT)" payable at Hyderabad towards the cost of tender documents
7. Tender documents will be given in printed form to be collected physically by interested parties on a written application either in person or by an authorized representative only. The application is to be addressed to:

**ASSISTANT GENERAL MANAGER (ESTATE)**  
**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN**  
**BANKING TECHNOLOGY (IDRBT)**  
**(Established by Reserve Bank of India)**  
**CASTLE HILLS, ROAD NO. 1**  
**MASABTANK, HYDERABAD**

8. **Tenderers are required to submit filled up and completed tender documents in original as Technical Bid (part I) and Price Bid (part II) in duplicate in a sealed cover, as mentioned below:**

9.1 **Sealed Envelope No. 1, the Technical Bid (part I), should contain the following:**

9.1.1. Earnest Money Deposit for tender of Rs.80,000/- (Rupees Eighty Thousand only) in the form of Demand Draft / certified Cheque drawn in favour of "Institute for Development and Research In Banking Technology (IDRBT),Hyderabad.

9.1.2. Details filled up as per Format at Annexure – A along with Form of Tender duly filled in.

9.1.3. Two hard copies of Part I (Conditions of Contract), duly stamped with tenderer's seal and signed on each page.

9.1.4. All submittals – as per instructions to Tenderer, Tender Conditions, and Addendums (if any) and as per list mentioned below, failing which the tender will not be considered:

(a) Details and supporting documents (self attested) as called up in format at Annexure 'A'

(b) Prescribed E.M.D for tender.

(c) Part I, corrigendum / addendum issued, if any, duly stamped and signed on each page in token of acceptance thereof.

9.1.5. This envelope shall be super scribed "Envelope No 1 – (TECHNICAL BID) for the work of Renovation of Wash rooms in EFC Building, IDRBT".

**9.2 Sealed Envelope No. 2, the Priced Bid (Part II), should contain the following:**

- 9.2.1 Two hard copies of the Priced Bill of Quantities; Part II in original, duly filled in, stamped and signed on each page by the tenderer.
- 9.2.2 Unit rates shall be quoted against each item of BOQ. The item rates quoted must be written in figures as well as in words against each item. In case of discrepancy between the two, those written in words shall take precedence. The item rate quoted should correspond to the "units" given under unit column.
- 9.2.3 Commercial or technical conditions or clarifications of any sort shall not be indicated by the tenderer in Envelope No. 2; otherwise the tender shall be rejected.
- 9.2.4 This envelope shall be superscribed "Envelope No. 2 – (PRICE BID) for the work of Renovation of Wash rooms in EFC Building, IDRBT, Hyderabad
10. Both envelopes 1 & 2 should be put in another single double sealed cover [Envelope 3] and sealed with sealing wax and addressed to the Accepting Officer at the address given below: and dropped in the tender **box before 1400 hrs on April 15, 2013.**

**ASSISTANT GENERAL MANAGER (ESTATE)  
INSTITUTE FOR DEVELOPMENT AND RESEARCH IN  
BANKING TECHNOLOGY (IDRBT)  
(Established by Reserve Bank of India)  
CASTLE HILLS, ROAD NO. 1  
MASABTANK, HYDERABAD - 500057**

**10.1 *Tenderers who are not interested in tendering for this work, shall return all the tender documents to the Accepting Officer, for records, with "BLANK TENDER" prominently written on the cover.***

**10.2 *The sealed envelope 3 containing envelope 1 and envelope 2, shall be superscribed with the following details:-***

**NAME OF THE WORK,  
OPENING DATE AND TIME,  
TENDER NOTICE No.**

11. Envelope-3 [the completed sealed tender as per above instructions] shall be cast in the tender box kept at the reception of Institute for Development and Research In Banking Technology (IDRBT), Masabtank, Hyderabad – 500057 before the scheduled time and date for receipt of tender. The address, contact nos. of the bidder should be clearly mentioned on Envelope-3.
12. Envelope – 1 (TECHNICAL BID) will be opened at 1600 hrs on 15 April 2013 in the presence of such of those tenderers or their Authorized representatives who chose to be present. In case of change in the times of opening of technical bid, all the bidders should be informed about change in schedule.
13. Envelope – 2 (PRICE BID) of the technically acceptable tenders shall be opened subsequently and intimation to this effect will be communicated to such tenderers. Interested and technically qualified tenderers who wish to be present, can be present at the time of opening of the Price Bid.
14. The tender shall be valid for a period of 60 days from the scheduled date of submission of the tender.
15. IDRBT shall not be bound to accept lowest tender and reserves the right to reject any **or** all the Tenders without assigning any reason.
16. The tenderers are advised to visit the site at IDRBT, making prior appointment with the Accepting Authority, IDRBT, Hyderabad giving sufficient time. Tenderers shall be deemed to have full knowledge of all relevant documents, site etc., whether they have inspected them or not.
17. A **pre-bid meeting** will be held at IDRBT on **12 April 2013 at 1100 hrs**. Interested tenderers may participate to seek any clarifications on the tender documents.

**18.** The following requirements shall be **strictly complied with**

- i) Tenderers shall affix their signature and seal on all pages of the tender documents and all the enclosures accompanying the tender documents before submission of the tender.
- ii) All tender documents received shall be filled, signed with seal and submitted in the original only, failing which tenders will not be considered.
- iii) Tenderers shall ensure that their tender is dispatched well in advance, so that it reaches the office of the AGM (Estate) or should be deposited in the tender box as mentioned in Para 10, before the time & date stipulated in tender documents.

**19.** **The tender will be evaluated and accepted on overall basis.**

Yours faithfully  
**For Institute for Development and Research  
in Banking Technology (IDRBT)**

**Asst General Manager (Estate)  
Issuing & Accepting Officer**

**PROFILE OF THE TENDERER**

**ANNEXURE - A**

1. Name & address of the Tenderer :
- Tel No :
- E-mail :
- Fax No :
- Mobile (of Contact Person) :
2. Legal status of the tenderer  
(Proprietary/Partnership/Company/PSU- :  
Attested copy as supporting document  
like affidavit, partnership deed, memorandum  
of articles of association as applicable to be attached)
3. Name of the Authorized Signatory :  
(power of attorney to be attached if  
tender is signed by person other than  
Director, Partners or Proprietor)
4. PAN No. for Income Tax  
(Attested copy to be attached) :
5. Service tax registration No.  
(Attested copy to be attached) :
6. Latest Banker's Solvency Certificate  
(Attested copy to be attached) :

Name of the Bank and Branch	Bank's reference and date	Value Rs. In lakhs

7. Details of Financial Turnover during the last 3 years:-

Year	Amount (in Rs.Lakhs)	Reference of supporting documents & attachment nos.
2009-10		
2010-11		
2011-12		

8. Details of satisfactorily completed similar works performed during the last three years (attested copies of completion certificates issued by clients to be attached). Attach a separate sheet if necessary.

Name of client/ Company	Name of work and contract No.	Details of nature of works executed	Actual Date of start and completion*	Period stipulated as per contract	Value of the contract completed*	Full contact details of Company / Client	Remarks

\* Only details of completed contracts are to be entered.

9. At any time in the last three years has your firm been assessed for and paid liquidated damages after completion of a project under a construction contract?

YES / NO

If yes, give details:

10. Details of E.M.D. for tender:

Amount in Rs.....  
DD NO/ BG No.& Date .....  
Name of the Bank .....

11. Enclose attested copies of Income Tax returns for the last three financial years ending 31<sup>st</sup> Mar 2012.

12. **DECLARATION:**

I / We declare and confirm that:

- a) All information and attachments submitted in Annexure - A are true and correct.
- b) I / We are aware that any information provided herein found to be false at a later stage will result in the rejection of my / our tender even if it is the lowest tender.

**SIGNATURE OF  
AUTHORISED SIGNATORY**

(SEAL)

**Name of Authorised Signatory** :

**Date** :