



**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN
BANKING TECHNOLOGY**
(Established by Reserve Bank of India)

**TENDER
FOR
PAINTING AND POLISHING WORKS**

Last date of Submission: 30.11.2022 before 15.00 hours (3.00 PM)

Tender Documents Submitted by:

M/s _____

Date:

TENDER NOTICE FOR PAINTING & POLISHING WORKS**Purpose:**

IDRBT, the premier Institute of Banking Technology in the country, invites Sealed Tenders, in two bid / cover (Technical & Price) from Agencies / Contractors **having registered with Reserve Bank of India or any other Public Sector Banks / PSUs** in the respective categories for providing **“PAINTING & POLISHING WORKS”** at **“Institute for Development and Research in Banking Technology, Hyderabad”** (hereinafter referred to as IDRBT/ Institute).

Invitation:

The bidders desirous of taking up the work of painting & polishing for IDRBT are invited to submit their Technical and Price bids in the prescribed format in response to this invitation. The criteria and the actual process of evaluation and subsequent selection of the successful bidder will be entirely at the Institute’s discretion. We seek proposal from bidders who have the necessary experience, capability & expertise in the relevant work adhering to Institute requirement outlined in this Tender.

This Tender document is not an offer by IDRBT, but only an invitation to receive responses from the bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized official(s) of IDRBT with the successful bidder.

NOTICE INVITING TENDER. (NIT)		
Sl No	Details	Description
01	Name of the Work.	PROVIDING PAINTING & POLISHING WORKS AT IDRBT
02	Nature of works.	Polishing of existing wooden doors and painting of wall & Ceilings.
03	Eligibility of the contractor.	Agencies / Contractors having registered with Reserve Bank of India or any other Public Sector Banks / PSUs. Copy of the registration should be enclosed along with the tender documents.
04	Validity of the Offer.	90(Ninety) days.
05	Time allowed for completion.	21 (Twenty One) days.
06	Defects liability period.	12 (Twelve) months.
07	Earnest Money Deposit. (EMD).	Rs 3,500.00 (Rupees Three Thousand and Five Hundred only). To be submitted in the shape of DD in favor of IDRBT, Hyderabad and should have validity of minimum 90 days. Tender documents without EMD will be rejected. Also <u>“Please note that incomplete tenders / tenders with conditions will be rejected and the EMD will be forfeited”.</u>
08	Payment terms	Only First and Final Bill after completion of the work.

09	Total Security Deposit Amount.	5% of the total value of work done will be deducted from the bill. The same will be refunded after completion of defects liability period of 12 months.
10	Date of downloading tender documents from Institute's web site.	From 10.00 hours of 23.11.2022.
11	Clarifications if any.	Any clarification in this regard may be sought from the Estate Department, IDRBT through email ID allestate@idrbt.ac.in / Phone no. 040-23294182 / or in person.
12	Last Date of submission of bids along with EMD.	On or Before 15.00 hours of 30.11.2022.
13	Place of submission of tender documents	IDRBT, Door No: 10-3-311, Road No: 1, Castle Hills, Masab Tank, Hyderabad – 500 057.
14	Date of opening of Price bid	Will be intimated to the pre-qualified contractors, after scrutiny of the technical bid.
15	Bidder's Contact Details	Name of Agency, Contact Person, Mailing address with Pin Code, Telephone number, Fax number, Mobile number and E-MAIL ID.
16	Validity of the Bid	90 (Ninety) days from the last date of submission of the bid.
17	The Institute reserve it's rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.	
18	<u>It is not mandatory on the part of the Institute to award the work on the lowest bidder. The Institute may use its discretion as it deems fit to award the work to any of the bidder without assigning any reason whatsoever. In the event of any bidder backing out, their EMD will be forfeited.</u>	
19	EMD shall be forfeited, in case the eligible bidder withdraws his bid or the details furnished in Annexures are found to be incorrect or false during the tender evaluation process or if the bidder gives conditional acceptance to IDRBT offer or if the bidder does not accept the contract awarded by the Institute.	

The tender documents can be downloaded from the websites <https://idrbt.ac.in/tenders.html> from 10.00 hours of 23.11.2022. Interested bidders have to download the bid documents from the above site and submit the tender physically in the prescribed pro-forma. Further, all the physical copies of supporting documents shall be submitted by the bidders along with the tender document downloaded from the website complete in all respects and dropped in the tender box available at the Security office, Main Gate entrance, IDRBT Campus, Door No: 10-3-311, Road No.1, Castle Hills, Masab Tank, Hyderabad-500057 before the late date and time mentioned above.

IMPORTANT: It is mandatory that the bidder shall sign and certify with seal on each page of the tender documents including all supporting documents. (sequentially numbered as a token of having read and understood the terms & conditions contained therein and submit the same along with the technical bid). The bidder should fill up the information in clear and legible terms. Wherever, the prices are to be quoted, they shall be written in figures and in words as well. No additions/ modifications/ deletions in the tender documents and other related supporting documents shall be entertained during the tender process.

1. PRE-QUALIFICATION ELIGIBILITY CRITERIA FOR TECHNICAL BID

- 1.1. The Bidder hereinafter also called Contractor should be a Registered with **Reserve Bank of India or any other Public Sector Banks / PSUs** in the appropriate category. **Contractors registered for Civil & Interior works are eligible to quote for this work.**
- 1.2. The financial net worth of the bidder shall not be negative during any of the previous three financial years.

2. INSTRUCTIONS TO BIDDERS

- 2.1. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to know the scope of the work.
- 2.2. Time is essence of the contract and the work should be completed in all respects in **21 (Twenty-one) days** only.
- 2.3. The Tender Document must be signed by the authorized signatory or by a person holding a Power of Attorney authorizing him/her to do so and such Power of Attorney must be submitted along with the Tender.
- 2.4. Omission, neglect or failure on the part of the bidder to obtain requisite reliable and full information on any matter affecting his tender, shall not relieve the bidder, from any liability in respect of the contract.
- 2.5. EMD shall be forfeited, in case the eligible bidder withdraws his bid or details furnished in the bid are found to be incorrect or false during tender evaluation process or the bidder gives conditional acceptance to the IDRBT offer or if the bidder does not accept the contract awarded by IDRBT
- 2.6. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any /all the tender/s without assigning any reason whatsoever.
- 2.7. The bidders shall submit documentary evidence in support of the above pre-qualification criteria. Bids with all information and supporting documents by way of copies of work orders, proof of services rendered in other establishments / organizations etc. to establish their credentials and track record for fulfilling the experience, financial and ranking system requirements, alone will be considered.
- 2.8. The bidder should not have been black-listed by any organization on any grounds.
- 2.9. IDRBT reserves the right to use in-house information for assessment of capability of bidders. The decision of IDRBT regarding the tender will be final and binding.
- 2.10. If the performance of the bidder is / has been found to be unsatisfactory for any reasons, whatsoever, in any organization, then IDRBT reserves the right to reject the bids submitted by such bidders.
- 2.11. Please note that the Part I would be opened first to analyze the credentials, experience and capability of the firm/organization to provide Polishing & Painting works at IDRBT. The price bids of only such bidders, who are found eligible, as per the specifications in Part I, would be opened for further consideration.

- 2.12. Bidders are advised to understand the magnitude of the job involved before submitting the bids. They are advised to visit the Institute for the purpose and pre-bid site inspection, queries and discussion can be made any time during the working hours (9.00 am-5.30 pm) on any working day (Monday to Friday). No clarification or claims will be entertained after submission of the bids.
- 2.13. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
- 2.14. Issuance of tender or submission of tender by itself shall not make the bidder eligible for selection.
- 2.15. IDRBT shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation of bid.
- 2.16. Canvassing in any form by the agency directly or by any other agency / person on their behalf may lead to disqualification of their bid.
- 2.17. Please note that falsification/suppression of information shall lead to the disqualification of the tenderer.
- 2.18. The Tender documents need to be initialed /signed by the authorized representative along with the seal of the company.
- 2.19. Details of employees of IDRBT related to the Tenderer, and his/her association with the IDRBT, if any, should be stated explicitly and furnished in a separate sheet along with Part I.

3. SCOPE OF WORK

The painting & polishing works need to be executed at the office Buildings of IDRBT at all levels.

4.1 Conditions related to Statutory Compliance: -

4.1.1 The firm/organisation must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e, various Acts relating to payment of **Minimum Wages as per Government of Telangana**, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time.

4.2 General Conditions: -

4.2.1 The contract either in full or in part shall not be sublet or assigned by the bidder to others under any circumstances.

For all disputes arising out of non-adherence of any terms stipulated above, the DGM – Admn. & Accounts of the Institute is the appellant authority and his decision would be final. However, the legal jurisdiction for all matters would be Hyderabad.

Certificate:

I/We have deposited a sum of Rs. 3,500.00 as Earnest Money with the IDRBT which is not to bear any interest. Should I / We fail to execute the Contract when called upon to do so I/ We do hereby agree that this sum shall be forfeited by me/us to IDRBT.

Further, having examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications and instructions in writing referred to in conditions of tender.

Signature of Bidder with Seal

BILL OF QUANTITIES

Name of the work: Polishing in High Gloss / Matt finish Melamine Clear polish on wood work.

Sl No	Description of work	Unit	Qty	Rate in Rs	Amount in Rs
01	<p>Polishing in High Gloss / Matt finish Melamine clear polish on wood work in required color / wooden shade texture with following process in the sequence as detailed below:</p> <ol style="list-style-type: none">1. The surface to be polished is rubbed with sand paper 80 / 120 no. and then with sand paper 160/180 nos.2. Applying two coats of sealer with spray gun and allowing sufficient drying time for 1st coat and 2nd coat is allowed to dry for 8 to 12 hours.3. On drying of sealer coat, wet rubbing with emery cloth of finer grading with water to remove excess sealer layer and make the surface further smooth after this wet rubbing, then surface is applied with special grade melamine fillers to fill all the small and big holes / grooves etc. Filler coat to be allowed to dry for 4 to 6 hours on which again a light wet rubbing is done this surface is further allowed to dry for 12 hours.4. On this, 1st coat of melamine polish is applied with spray gun using melamine clear polish and melamine thinner in required proportion. This 1st coat is allowed to dry for 24 hours then this dry surface is again fine wet rubbed smooth, which is further allowed to dry for 12 hours. The final melamine polish is applied with compressor pressure spray gun using melamine clear polish and melamine thinner mixed in required proportion complete as per direction. (Final coat to be done in 1 or 2 layers without gap of time.) <p>The work is required to be completed in all respects by following above steps.</p>	Sqm	185		
				Total	
				Discount if any	
				Final Amount	
Amount in words:					

Note: All applicable taxes, except GST should be included in the quoted price.

Date:

Place:

(Signature of the Contractor)