



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

---

**TENDER**  
**FOR**  
**PROVISION OF ALUMINIUM WINDOWS**  
**AT GROUND FLOOR OF EFC BUILDING**  
**IN THE CAMPUS OF IDRBT**

**Last date of Submission: 06.03.2024 before 15.00 hours (3.00 PM)**

**Tender Documents Submitted by:**

**M/s** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:**

**TENDER NOTICE FOR PROVISION OF ALUMINUM SLIDING WINDOWS IN THE GROUND FLOOR OF EFC BUILDING IN THE CAMPUS OF IDRBT.****Purpose:**

Institute for Development and Research in Banking Technology , Hyderabad ( hereinafter referred to as IDRBT/ Institute ), the premier Institute of Banking Technology in the country, invites Sealed Tenders, in **two bid / cover (Technical & Price)** from Agencies / Contractors **empaneled with Reserve Bank of India / Public Sector Banks / PSUs** in the respective categories (Civil & Interior works ) for proposed **“Provision of Aluminum sliding windows by removing the existing MS windows in the ground floor of EFC building”** within the institute’s campus.

**Invitation:**

The bidders desirous of taking up the work of “Provision of Aluminum sliding windows by removing the existing MS windows in the ground floor of EFC building” 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.

<b><u>NOTICE INVITING TENDER. (NIT)</u></b>		
SI No	Details	Description
01	Name of the Work.	Provision of Aluminum sliding windows by removing the existing MS windows in the ground floor of EFC building.
02	Nature of work.	Provision of Aluminum {3 (Three) track sliding} windows by removing the existing MS windows along with necessary granite cladding on all four side of the window in the ground floor of EFC building within the campus of IDRBT.
03	Eligibility of the contractor.	Agencies / Contractors empaneled with <b>Reserve Bank of India / Public Sector Banks /PSUs</b> . Copy of the empanelment to be enclosed along with the tender documents.
04	Validity of the Offer.	90(Ninety ) days.
05	Time allowed for completion.	30 ( Thirty ) days.
06	Defects liability period.	12 ( Twelve ) months.
07	Earnest Money Deposit. (EMD).	<b>Rs 6,000.00 (Rupees Six Thousand only)</b> . To be submitted in the shape of DD in favor of <b>“IDRBT, Hyderabad”</b> and should have validity of minimum 90 days. Tender documents without EMD will be rejected. Also <b>“Please note that incomplete tenders / tenders</b>

		<b><u>with conditions will be rejected and the EMD will be forfeited”.</u></b>
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 29.02.2024.
11	Clarifications if any.	<b>Any clarification in this regard may be sought from the Estate Department, IDRBT through email ID <a href="mailto:allestate@idrbt.ac.in">allestate@idrbt.ac.in</a> / Phone no. 040-23294182 / or in person.</b>
12	<b>Last Date of submission of bids along with EMD.</b>	<b>On or Before 15.00 hours of 06.03.2024.</b>
13	<b>Place of submission of tender documents</b>	<b>IDRBT, Door No: 10-3-311, Road No: 1, Castle Hills, Masab Tank, Hyderabad – 500 057.</b>
14	Bidder’s Contact Details	Name of Agency, Contact Person, Mailing address with Pin Code, Telephone number, Fax number, Mobile number and e-mail id etc.
15	Validity of the Bid	90 (Ninety ) days from the last date of submission of the bid.
16	<b>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.</b>	
17	<b><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></b>	
18	<b>EMD shall be forfeited, in case the eligible bidder withdraws his bid or the details furnished 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.</b>	

The tender documents can be downloaded from the websites <https://idrbt.ac.in/tenders.html> from 10.00 hours of 29.02.2024. Interested bidders have to download the bid documents from the above site and submit the tender physically in the prescribed pro-forma. 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 to be 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 empaneled with **Reserve Bank of India / Public Sector Banks / PSUs** in the appropriate category. **Contractors empaneled 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 are advised to visit the Institute to see the sample work done to understand the scope of the work.**
- 2.2. Time is essence of the contract and the work should be completed in all respects in **30 (Thirty) 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 conditions 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 scope of work is provision of aluminum window by removing the existing MS window, provision of granite stone cladding, making good of the walls etc, as per the tender specifications complete in all respects at all levels and as directed by IDRBT.

### **4. General Conditions: -**

- 4.1.1 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.



## BILL OF QUANTITIES

**Name of the work:** Provision of Aluminum sliding windows by removing the existing MS windows in the ground floor of EFC building within the campus of the Institute.

SI No	Description of work	Unit	Qty	Rate in Rs	Amount in Rs
01	<p>Supply, providing &amp; fixing of 3 (Three) track Aluminum windows consists of two glass shutters and one S S mesh shutter as per the following specifications &amp; as per the sample work done at site complete in all respects and as directed by the Institute.</p> <ul style="list-style-type: none"><li>➤ Size of the Window: 2.95 X 1.65 meters</li><li>➤ Thickness of outer frame / section (3 track): 1.5 mm thick.</li><li>➤ Thickness of the internal shutters section: 1.2 mm thick.</li><li>➤ Thickness of the glass: 5 mm thick</li><li>➤ Thickness of the granite: 18 to 20 mm thick.</li></ul> <p>The scope of work is inclusive of dismantling the existing MS window, disposal of debris from the institute's area excluding parts of MS windows (buy back rate to be offered), making good of the walls by matching internal &amp; external finish of the walls (which including plastering and painting) and provision of granite wall cladding {(on all four sides of the wall with one side edge moulding) (no joint is permitted, gangsaw size, width of the granite stone is 30 cm)}. The window shutters should have proper locking system. Approval to be obtained for the material such as make of aluminum sections, glass, SS mesh, thickness &amp; colour of granite to be used at site before commencement of work. Making necessary temporary safety / security arrangements after removing the MS window is also in the scope of work.</p> <p><b><u>Note: Only internal dimensions will be measured to arrive at total quantity of work done.</u></b></p>	Sqm	35		
				Total	
				Discount if any	
	<b>Buy Back rate</b> for old MS windows complete as per site conditions.			<b>L S (-) Rs</b>	
				Final Amount	
Amount in words:					

Note: The applicable GST will be paid over and above the quoted price.

Date:

Place:

( Signature of the Contractor)