

INSTRUCTION TO BIDDER

(1) Introduction:

Tenders are invited by RNSB Rajkot for civil works for bank building of Rajkot Nagrik Sahkari Bank Ltd., Doraji Branch, Dhoraji,
The tenders are invited in two bid systems i. e. technical bid and Price bid.

(2) Preparation of the bid:

Tenders shall consist of two (2) parts

- (i) Technical Bid
- (ii) Price Bid

2 (i). The Technical Bid

The Technical bid shall be submitted in original at required place. The technical bid shall contain all the documents as listed below.

The technical bid shall contain,

1. Earnest money deposit in demand draft (DD) of bank favored, 'Rajkot Nagarik Sahkari Bank Ltd' payable at Rajkot
2. A certificate from the client for satisfactory completion of one single work of similar type and amounting not less than Rs.38.50 lacks or two similar type and amounting not less than Rs.19.50 lacks in any government, semi-government, or local self government which is completed in last three years.
3. G.S.T. registration and PAN no with detail.

2 (ii). Price Bid

The Price bid shall contain the bidder's quoted price in required format.

(2) Submission, receipt and opening of bids

- The original technical bid, along with the required supporting documents, shall be placed in a sealed envelop clearly marked "TECHNICAL BID". Similarly, the original price bid shall be placed in another sealed envelop clearly marked "PRICE BID" and with a warning "DO NOT OPEN WITH TECHNICAL BID ". Both the envelope shall be placed in to an outer envelope and sealed. The outer envelopes shall bear the submission address and title of the project.
- If the price bid is not submitted by the bidder in a separate envelope and duly marked as indicated above. This will constitute grounds for declaring both the Technical and Price bid as non- responsive.
- First the Technical bid shall be opened and evaluated. After such evaluation, for those bidders only who have been found qualified, the other part of their tender i.e. Price bid shall be opened.
- If the invitee finds necessary, inspection of the work, certificate for which has been submitted along with the technical bid, executed by the qualified bidder shall be carried out. If the invitee finds unsatisfactory work/inferior quality of the work/poor workmanship, the bidder shall be disqualified.

Even though the bidder meets the qualifying criteria, they can be disqualified if they have:

- Made misleading or false representation in the form, statements and attachments submitted in proof of the qualification requirements; and/or
- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

EVALUATION CRITERIA

1. Financial criteria
 - a) An average annual turnover of last three years should not be less than **Rs. 50 lacks**
 - b) The minimum working capital should not be less than **Rs. 20 lacks**. A bank certificate in this connection shall have submitted.
2. Experience criteria
 - a) **The bidder should have done this kind of work experience of minimum one project of similar nature & type and magnitude of work /project cost not less than Rs.38.50 lacks or two similar nature & type of work cost not less than 19.50 lacks in last three years.**

All rights reserved with the INVITEE for deciding qualification of the bidders, the decision of the INVITEE shall be final. NO claim on account shall be entertained.

CONDITIONS FOR THE BIDDER

1. Bidder shall have to submit a list of machinery available with them. Required to satisfaction carry out the work under consideration. This list shall be an important document for tender evaluation purpose. On award of the contract, the contractor shall have to deploy all the machinery on site as per the list.
2. Bidder shall go through all documents before quoting rates provide for necessary cost as may be included in either bill or material or specification.
3. Bidder shall give prices in percentage rate basis in English. Entries will be made in ink and sign all the corrections.
4. The bidder shall sign each of the tender documents.
5. Work shall be done at night and day without extra charge, if necessary.
6. Contractor shall provide for stacking materials in such a way as to facilitate rapid checking of quantities.
7. Contractor shall pay all the local charges relating to the execution of the work.
8. Contractor shall arrange for all temporary electric connections / and required water, and all cost / deposit etc will be arranged and borne by the contractor.
9. Unauthorized extra work shall not be paid. Quantity sheets and drawing is both are to be considered jointly and the Architect/ site engineer is the final authority for the interpretation.

10. Site instruction shall be deemed for proper execution, and shall be carried out without extra charge.
11. Order book with numbered pages shall be kept on site. Contractor shall carry out all the instructions properly.
12. The offer should be submitted by registered post/ speed post / courier/ only, to reach invitees office on or before the date and time as specified in the Memorandum of the project.
13. The offer document should contain EMD as specified in the Memorandum of the project.
14. Price Bid of those bidders who are not found to be eligible and compitant will not be considered.
15. The Bidder is expected to study the site, surrounds, strata, salability, Architects Drawings and all other aspects and bid with full knowledge of all relevant information.
16. Successful Bidder shall have to enter in an Agreement with the Invitee at his own expense within ten days of Letter of Intent (LOI) and the Bidder shall be deemed to be bound by the LOI comprising of all parts of the Offer Documents.
17. In case the Bidder delays or refuses to enter in the Agreement with the Invitee within stipulated time, the EMD of the bidder shall be forfeited and the Invitee shall have the right to invite fresh offers or enter into an Agreement with any other party.
18. The contractor shall execute all the work in best possible manner and inline, level and as per the drawings and specifications given by RNSB / Officer(s) of the work and project Architects.
19. The Contractor shall work under the guidance of the site engineer, RNSB/ Officer(s) of the work for the Project and the Officers shall have all the powers to reject the work which is not executed as per standard of the work.
20. The Invitee shall have the right to cancel the contract if the work is not satisfactorily executed or not improved / rectified ever the written notice from the RNSB / Officer(s) of the work.
21. All labor / materials / machinery / services required for the construction of the project will be arranged by and paid by the Contractor at his own risk and expense.
22. The Contractor shall take care of the safety of the labor / materials / machinery on entire site, including parts already completed, and shall be responsible for all thefts, accidents, injuries, defects, death etc. to the labor(s) / others, and shall indemnify the Invitee and the Project Architects against any loss due to the same / any of his acts. The Contractor shall obtain all necessary Insurance Policies and shall keep them in force at his cost.
23. The Contractor shall inform the Invitee immediately, whenever there is any change in the firm constitution, address or contact of his firm.

24. Drawings enclosed with the Offer Documents are preliminary for understanding the work; actual work should be carried out as per the working Drawing and Specifications released for the work, with revisions, if any.
25. The Contractor shall submit Fortnightly Reports of the Progress of the work on site as per the Performa provided by the RNSB / site engineer.
26. The Contractor will arrange for all materials, labors, supply, finance and management, and the Invitee will not be responsible for any of these in any manner.
27. The Contractor will inform the invitee well in advance its schedule for the upcoming work, so that the invitee / Architect may schedule from the will not absolve the Contractor of its responsibility for Quality Control or compliance only after the completion of the Guarantee Period.
28. The Security Deposit for all items with bank Guarantee will be released only after the completion of the Guarantee/ defect liability Period.
29. Joint tenders shall not be considered.
30. The rates quoted in the tender shall include all. Charges of scaffolding lift any tool & plants, expenditure for carrying out the work.
31. The rates quoted in the tender Applicable G.S.T. will be paid by bank separately in each running bill
31. The contractor must co-operate with Site engineer / architect, appointed by RNSB. So that entire work shall proceed smoothly with least possible delay and to the satisfaction of the RNSB.
32. The contractor shall remove all debris etc. wash & clean the floors at his own cost and hand over the site in proper manner on the completion of the work.
33. The contractor may be allotted the whole or part of work mentioned in this tender & the same should be acceptable & binding to the contractor as is the tender for that portion has only been handwritten.
34. No extra shall be paid, quantity sheets and drawing both to be considered jointly and site engineer / architect, RNSB is final authority for the interpretation.
35. Contractors shall submit samples of the work for the approval of the RNSB officer / Architect before commencing the bulk of work. The rest of the work shall be completed only on the serviceability on the contractors.
36. The serviceable materials materials out of the dismantled materials will be property of RNSB / Employer and shall be properly stacked by the Contractors.
37. The contractors shall give his permanent account number (from the income tax department.)
38. The contractors may be required to make his own arrangement for water and electricity for the work.
39. The RNSB will not be accepting the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason on whatsoever.

40. Any damage done to the property of the RNSB during execution of the work shall be responsibility of the contractor & it shall be made good by firm at this cost to the entire satisfaction of RNSB / Architect.
41. The architect / site engineer/ RNSB shall have full power to get the material or workmanship etc. inspected & tested by an independent agency for its soundness & adequacy at the cost of contractor.
42. All work shall be carried out as per PWD & RNB general specification on building and interiors with instruction of engineer-in-charge/Architect.
43. All legal matters are subject to RAJKOT Jurisdiction.

Signature of bidder

Date: