

## FORM OF TENDER

Ref No.P&E/ADM-1/21-218/OAM/2019-20

Place: Trivandrum

Date: 06.02.2020

To,

The Managing Director

Kerala state cooperative Bank Ltd (KSCB Ltd)

Vikas bhavan PO, Palayam, Trivandrum-695033

Sir,

Having Examined the conditions of contract ,specifications and schedule of quantities relating to the Project of roofing in the memorandum hereinafter set out and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the Project of roofing in the said memorandum within the time 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.

### MEMORANDUM

- 1
- |                                |   |   |
|--------------------------------|---|---|
| a) Description of works        | : | Providing and Fixing Polycarbonate roofing in front of Cobank Tower building of KSCB Ltd. |
| b) Earnest Money Deposit (EMD) | : | Rs 7000 / -   |
| c) Cost of Tender form         | : | Rs 600+ 12% GST   |
| d) Percentage to be deducted   | : | 2.5% from running account bills from the bill.  |
| e) Initial Security Deposit    | : | 5% (ISD + EMD)  |
| f) Time allowed for completion | : | 10 days from the date of written order to commence the work                               |

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Bank, the amount mentioned in the said conditions.
  
3. I/We have deposited a sum of ..... (Rupees.....)  
Only as Earnest Money in favour of the Managing Director, KSCB Ltd, Thiruvananthapuram in the form of DD/Pay order issued by a nationalised / Scheduled Bank, payable at Trivandrum which amount 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 the Kerala state co-operative bank Ltd.

Yours Faithfully,

Signature of Bidder

(Signatures and addresses of witnesses)

(i)

ii)

## KERALA STATE CO-OPERATIVE BANK LTD

Palayam, Vikasbhavan (P.O), Thiruvananthapuram - 695003

Ph No. 0471 - 2547350 / 2547228

Website: [www.keralacobank.com](http://www.keralacobank.com)



### NOTICE INVITING TENDER

The Kerala State Co-operative bank Ltd invites competitive item rate open bid from the registered bidders of State for PWD/CPWD/Experienced contractors for the project “Providing and fixing polycarbonate roofing in front of cobank tower building of KSCB Ltd”.

S.No	Name of work	Earnest Money Deposit (EMD)	Tender Submission Fee	Period of completion	bid submission closing date and time	Last date and time of receipt of a relevant document as mentioned (NIT) by speed post	Date and time of opening of the tender bid
1	Providing and fixing polycarbonate roofing in front of cobank Tower building of KSCB Ltd	Rs 7000/-	Rs 600/- +12% GST	10 days	20-02-2020 03:00pm	20-02-2020 03:00pm	20-02-2020 04:00pm

The last date for submission of tenders will be at **3.00 pm on 20<sup>th</sup> February 2020**. Technical bid will be opened at **4.00 pm on 20<sup>th</sup> February 2020** and the financial bid will be opened on 20<sup>th</sup> February 2020 at 4.00 pm. For more details regarding the tender for the work can be had from **Assistant Engineer KSCB Ltd (Ph: 0471 2547228)** during working days. The Bank reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

1. A bid submission fee shall be remitted through Pay order/DD Payable at Trivandrum during the time of bid submission.
2. Method of preparation of bids
  - a) Separate technical and financial bids should be submitted.
  - b) Envelope containing bid security shall be marked as technical bid and rates duly quoted shall be marked as financial bid.
  - c) Bidders shall clearly specify on the top of the envelope either "Tender for Providing and fixing polycarbonate roofing in front of Cobank tower building of KSCB Ltd". That cover should contain Technical and Financial bid separately. All envelopes should be addressed to The Managing Director, KSCB Ltd. The bidder's address shall be mentioned on the left-hand corner of all envelopes. All envelopes (Technical/Financial bid) shall be properly sealed with wax/PVC tape, enclosed in a covering envelope which shall also be properly sealed with wax/PVC tape. The Bank will summarily reject the bid, which is not submitted as mentioned above.
  - d) Tenders will not be opened if all envelopes are not properly sealed.
  - e) Bidder shall be bound by all the terms/conditions and specifications are detailed in the tender documents.
  - f) Conditional tenders are liable to be summarily rejected (Bidder should not add any condition)
  - g) Bid documents to be submitted on or before **20/02/2020 at 3:00 pm** at Cobank Tower of KSCB Ltd@Trivandrum
3. Preliminary Agreement of Vendors in technical bid Registration and EMD Exemption Certificate (if any) shall be submitted. More details on EMD & Cost of Tender documents/bid submission fee are mentioned in this document. **The Preliminary agreement and Tender documents should be in the same as in Annexure.**
4. The bid shall be opened on **20/02/2020, 4:00pm** at P&E Dept/ Cobank Tower of KSCB Ltd , in presence of bids /representatives who wishes to attend at the above address, if tender opening date happens to be holiday or non -working day due to any other valid reason the tender opening process will be done on the next working day at the same time and same place.
5. Tenders/bids are to be accompanied with the preliminary agreement executed in Kerala stamp paper worth as per prevailing stamp paper rules in force. Tenders

/bids received without a copy of vendor's license, preliminary agreement shall be summarily rejected and the EMD will be forfeited to Kerala state co-operative bank Ltd. Further details can be had from **Assistant Engineer KSCB Ltd (Ph: 0471 2547228) during working days.**

6. Vendors should find the Bill of Quantity (BOQ), Preliminary Agreement, NIT and Tender Documents. The item rate BOQ record the agreed rate item -wise /rate-wise shall be submitted.
7. The rate of the quantity of any item executed excess of agreed quantity will be paid such that estimate rate or rate quoted by the Vendor whichever is less.

**Managing Director**

**KSCB Ltd**

## GENERAL CONDITIONS

**Name of Project: Providing and Fixing Polycarbonate roofing in front of Cobank Tower building of KSCB Ltd**

1. **The Kerala state co-operative bank Ltd has right to accept or reject any or all Bids** at any time prior to the award of tender without assigning any reason whatsoever and without they are by incurring any liability to the affected bidder or bidders on the grounds for the BANK's action.
2. The cost of tender forms once paid will not be refunded. Cost of the tender form mentioned should be remitted through Pay order/Demand Draft Payable at Trivandrum for participating in the tender. The rates quoted should be only in Indian currency. Tenders in any other currency are liable for rejection.
3. Intending tenderers should submit their tenders before the stipulated time on the due date and time. No tender received after the specified date and time will not be accepted on any account.
4. The tenders will be opened on the appointed day and time in the office of the undersigned. If tender opening dates happen to be a holiday or non working day due to any other valid reason the tender opening process will be done on the next working day at the same time and same place.
5. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any deposited by him will be forfeited to the Kerala state co-operative bank Ltd or such action was taken against him as the Kerala state co-operative bank Ltd thinks fit.
6. The final acceptance of the tenders exclusively with the Kerala state co-operative bank Ltd – who do not bind themselves to accept the lowest (L1) then Kerala state co-operative bank Ltd can issue a work order to L2 tender.
7. Communications of acceptance of the tender normally constitute a concluded contract. Nevertheless, the successful tenderer shall execute an agreement for the due fulfilment of the contract within the period to be specified by the Kerala state co-operative bank Ltd. **Bidders should watch the website of the bank regularly before submission date because any corrigendum related to the project will be uploaded only through the website, [www.keralacobank.com](http://www.keralacobank.com).**
8. The successful tenderer shall, before signing the agreement and within the period specified by the Kerala state co-operative bank Ltd , deposit a sum equivalent to 5 per cent of the value of the contract as security for the satisfactory fulfilment of

the contract, less the amount of earnest money deposited by him along with his tender.

9. The security deposit shall, subject to the conditions specified herein, be returned to the vendor after the expiration of the contract, but in the event of any dispute arising between the Kerala state co-operative bank Ltd and the vendor. The Kerala state co-operative bank Ltd shall be entitled to deduct out of the deposits or the balance thereof until such dispute is determined the number of such damages, cost, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Kerala state co-operative bank Ltd to the vendor. In all cases where there is a guarantee for the goods supplied, the security deposit will be released only after the expiry of the guarantee period.
10. The Bidder is expected to examine all instruction, forms, terms, conditions and specification in the bid document. Failure to furnish to all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.
11. **The signing of Bids:** The bidder shall submit with duly signed on each and every page at tender document establishing the conformity of bid to the bid documents to be executed by the bidder under the tender. The bidder is advised to keep a photocopy (at his own cost) of the bid documents for his own reference.

## 12. **Scope, Location and Duration**

Whereas the scope and location as per annexure I. Duration of the warranty for the project for one year from the date of signing the agreement by both parties.

## 13. **Service Level Agreement**

A Service Level Agreement shall be executed (one year), signed between the Kerala state co-operative bank Ltd and the selected vendors in stamp paper worth as per the prevailing stamp paper rules in force.

## 14. **Method for Preparation of Bids**

- (a) Separate Technical and Financial Bids should be submitted for the Providing and Fixing Polycarbonate roofing in front of Cobank Tower building of KSCB Ltd.
- (b) Envelope containing Bid security shall be marked as Technical Bid and rates duly quoted shall be marked as Financial Bid as per tender policy.

15. The Bidder shall have to submit the following documents along with the Technical Bid.

- (a) Recently get Performance/contract orders of similar work form Govt/PSUs etc
- (b) EMD / Tender Fee exemption certificate or the Correspondent DDs.
- (c) PAN Card & GST Registration Certificate, if required
- (d) Bidder's profile duly filled.
- (e) Notice Inviting Tender.
- (f) Bid Form.
- (g) Instruction to Bidders.
- (h) General Conditions
- (i) Letter of Authorization for Authorized Signatory (if other than the Licence Holder) & attending the bid opening.

16. The Bidder shall have to submit the following documents along with the Commercial Bid:

- (a) The schedule of Quantities as per the specifications and the most competitive prices offered in respect of the items therein as per Annexure.
- (b) Agreement in appended form duly executed and signed in stamp paper worth as per the prevailing stamp paper rules in force.

17. All disputes arising out of or touching this agreement shall be subject to the exclusive jurisdiction of the courts at Thiruvananthapuram only.

18. Mode of Payment

No advance payment will be made. Payment will be made only after successful completion of work based on the daytoday assessment.

**Managing Director**

**KSCB Ltd**



**Agreement**

Articles of agreement executed on this the.....day of .....Two Thousand Twenty between the Managing Director, Kerala state co-operative bank Ltd of the one part and Shri..... (Name and address of the tenderer) hereinafter referred to as the “the bounden” of the other part.

WHEREAS in response to the tender Notice No. ....dated ..... the bounden has submitted to the Kerala state co-operative bank Ltd a tender for the project “Providing and Fixing Polycarbonate roofing in front of Coabnk tower building of KSCB Ltd”. specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the Kerala state co-operative bank Ltd a sum of Rs..... as earnest money for execution of an agreement undertaking the due fulfilment of the contract in case his/their tender is accepted by the Kerala state co-operative bank Ltd.

Now THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the Kerala state co-operative bank Ltd and the contract for .....is awarded to the bounden, the bounden shall within .....days of acceptance of his/ their tender execute an agreement with the Kerala state co-operative bank Ltd incorporating all the terms and conditions under which the Kerala state co-operative bank Ltd accepts his/ their tenders.
2. All sums found due to the Kerala state co-operative bank Ltd is under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the Kerala state co-operative bank Ltd may deem fit.
3. In witness whereof Shri..... (Name and Designation) for and on behalf of the Managing Director, Kerala state co-operative bank Ltd and..... The bounden have herein to set their hands the day, month and year shown against their respective signatures.

Signed by Shri..... date.....

Date:

In the presence of witnesses:

1. Shri.....Date.....

2. Shri.....Date.....

Signed by Shri.....Date.....

In the presence of witnesses:

1. Shri.....Date.....

2. Shri.....Date.....

Signed by Shri.....Date.....

## Bidders Profile

I/We hereby declare that the information furnished above is true and correct.

Place: \_\_\_\_\_ Signature of the Bidder/ Authorized signatory

Date: \_\_\_\_\_ Name of the Bidder:- .....

1	Name of the Bidder/firm	
2	Name and designation of the person submitting the tender	
3	Address of the Firm	
4	Mobile and Landline No.	
5	Registration & incorporation particulars of the firm: (Please attach attested copies of documents of registration/incorporation of the firm with the competent authority as required under business law)	
i	Proprietorship	
ii	Partnership	
iii	Private Limited	
iv	Public Limited	
6	Name of Proprietor/Partners/Directors	
7	Bidder's Bank & A/c Nos.	
8	Permanent Income Tax No & Income Tax Circle (Please attach a copy of PAN Card / valid NOC Certificate)	

## Bill of Quantities

**Name of Project: Providing and Fixing Polycarbonate roofing in front of Cobank Tower building of KSCB Ltd.**

Sl No	Particulars	Quantity	Rate (Rs.) (Excl. GST)
1. 1	Providing and fixing with polycarbonate Sheet manufactured by G.E Plastic/Equivalent 4mm thick solid (nearest available thick or above), light transparent (Laser light brand) and fixing over the R.C.C structure by fixing 1 <sup>1</sup> / <sub>2</sub> "X 1" GI rectangular tube frame vertically and horizontally at cmc/c. The sheet shall be fixing using self-drilling of size /self-tapping screw with EPDM seal complete up to any pitch in horizontal/vertical/curved structure , filling the polycarbonate sheet joints with silicon sealant and painting the GI/steel frame with suitable MRF epoxy/enamel paint one coat over a cover of iron primer etc, including conveyance, loading, unloading, scaffolding, labour work/charge and complete.	60SqM	
1. 2	Refixing existing roofing structure on concrete structure with additional Anger bolt, silicon sealant, EPDM seal etc including conveyance, loading, unloading, scaffolding, labour work/charge and complete.	100SqM	
<b>Sub Total (1.1+1.2)(A)</b>			
<b>GST@Work Contract Rate(B)</b>			
<b>TOTAL(A+B)</b>			

Place:

Name of the Bidder-----

Date:

Sign & Seal-----