

# **TENDER DOCUMENT**

FOR INTERNAL PAINTING/  
WHITEWASH OF 200 ROOMS,  
LOUNGES AND CORRIDOR  
AT NALANDA HOSTEL AT  
NADT, NAGPUR

TENDER NO. NADT/PAINTING/NAL./15-16  
DATED: 05/11/2015



## **NATIONAL ACADEMY OF DIRECT TAXES**

MINISTRY OF FINANCE,  
GOVERNMENT OF INDIA  
CHHINDWARA ROAD, NAGPUR-440030  
(MAHARASHTRA)

Tel : 0712-2581489

Visit us at : [www.nadt.gov.in](http://www.nadt.gov.in)

**NATIONAL ACADEMY OF DIRECT TAXES**  
CHHINDWARA ROAD, NAGPUR-30  
(MAHARASHTRA)

**SECTION - I**

**LIMITED TENDER ENQUIRY**

TENDER NO. NADT/ PAINTING/NAL./15-16

Dated : 05.11.2015

Name of Work	<b>Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT, Nagpur</b>
Last Date & Time for receipt of Bid	<b>18/11/2015 up to 04:00 P.M.</b>
Time and Date of Opening of Bid	<b>18/11/2015 at 05:00 P.M</b>
Place of Opening of Bid	<b>Conference Hall in Administrative Building, NADT, Nagpur</b>
Officers from whom the tender documents can be obtained and submitted.	<b>Dy. Director (Infra.), NADT Chhindwara Road, Nagpur-440030 (Maharashtra)</b>

Notice Inviting Tender

TENDER NO. NADT/ PAINTING/NAL./15-16 DATED: 5/11/15

Sealed tenders are invited under Limited Tender from capable and experienced firms/Companies/Concerns/Contractors for **Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur** as specified in the bid document.

SL.NO	Item Description	Qty.(app.) in Sqrs. Metres	Estimated cost	EMD	Cost of Tender document
1.	Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur	20,520	Below Rs. 5 lakh	Rs. 25,000/-	Rs.1,000/-

Tender document shall be sold from 05.11.2015 to 18.11.2015 on any working days during 10.00 a.m. to 4.00 p.m. The last date for submission of tender document shall be up to 18.11.2015 till 4:00 p.m. The bid shall be opened on 18.11.2015 at 05:00 P.M. The tender documents along with instructions and terms & conditions can be collected from the O/o Deputy Director (Infra.),NADT, Chhindwara Road, Nagpur- 440030 on payment of Rs.1,000/- (Rupees One thousand only) towards application fee (non-refundable) in form of DD drawn on a scheduled Bank drawn in favour of the ZAO, CBDT, NAGPUR. The tender notice and documents can also be downloaded from the web site [www.nadt.gov.in](http://www.nadt.gov.in), [incometaxindia.gov.in](http://incometaxindia.gov.in) and [cpp.gov.in.](http://cpp.gov.in), in such cases the application fee of Rs.1,000/- should be submitted in form of DD at the time of opening of bid. The interested and eligible Company/Firm /Concern/Contractor may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. 25,000/-(Rs. Twenty five thousand only), in form of a Demand Draft/Banker's Cheque drawn in favour of the ZAO, CBDT, NAGPUR and other requisite documents on or before 18.11.2015 upto 04.00 p.m. in the Tender Box kept in the office of Deputy Director (Infra.), NADT, Chhindwara Road, Nagpur- 440 030. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

NADT reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, NADT, Nagpur in this regard shall be final and binding on all.

Sd/-  
**Deputy Director (Infra),  
National Academy of Direct Taxes,  
Chhindwara Road, Nagpur- 440 030.**

## **Section -II**

### **INSTRUCTIONS TO BIDDERS**

- 1 This Invitation for Bids is to reputed registered firms/ Companies/Concerns/Contractors in India capable of carrying out the subject work as per schedule and having experience of similar works preferably in government departments/Public Sector Units. The firm should have proper infrastructure to execute the said work at Nagpur.
- 2 The bidder should have experience of having successfully completed two similar works costing not less than Rs.2 lakh or one similar work costing not less than Rs. 4 lakhs during the last three financial years. The bidder should attach the work order as evidence. Similar work means painting the buildings etc.
- 3 The National Academy of Direct Taxes, Nagpur, hereinafter will be referred to as **“NADT”** or **“Contractee”** and the successful bidder shall be referred to as the **“Contractor”**.
- 4 The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents.
- 5 Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
- 6 The bidder is required to fill up all the format as provided in Section-I of the Bid Document.
- 7 At any time prior to the deadline for submission of bids, the Contractee may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.
- 8 All prospective bidders who have given their mailing address at the time of obtaining the bid document, will be notified of the amendment which will be binding. The amendment will also be available in the NADT website [www.nadt.gov.in](http://www.nadt.gov.in).
- 9 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Contractee, at its discretion, may extend the deadline for the submission of bids.
- 10 The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.

11 The Bid should be submitted in the prescribed Proforma given in Section-I of this document and its supporting documents and shall also include the following:

- a. Profile of the business concern in the proforma prescribed (Annexure-I)
- b. Documentary evidence to prove condition mentioned in (2) above.
- c. A copy of PAN card.

12 Prices shall be quoted in Indian rupees only.

13 **Sealing and Marking of Bids:**

- a. The Bid along with EMD instrument should be placed in one sealed envelope super-scribed **“Bid for Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur”** and should be addressed to the **Dy. Director (Infra.)**, National Academy of Direct Taxes, Chhindwara Road, Nagpur – 440030. The bidder’s name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- b. If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the bid’s misplacement or premature opening.
- c. The Bid document submitted should be serially page numbered and contain the table of contents with page numbers.

14 **Deadline for Submission of Bids:**

Bids must be received by the Contractee at the address specified not later than the time and date specified in the Invitation for Bids.

15 **Modifications and Withdrawal of Bids:**

- a. The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.
- b. The Bidder’s modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids.
- c. Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity

specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

**16 Opening and Evaluation of Bids:**

- a. The Contractee will open all Bids on the appointed date, time and venue.
  - b. During evaluation of the bids, the Contractee may, at its discretion, ask the Bidder for any clarification of its bid.
  - c. No bidder shall contact the Contractee on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the Contractee it should be done in writing.
  - d. Any effort by a Bidder to influence the Contractee in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
  - e. If there is discrepancy between words and figures, the bid price quoted in words would be considered as the bid price.
  - f. The Contractee will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid.
- 17 The Contractee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Contractee's action.
- 18 The "Bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
- 19 The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
- 20 The Bid document filed by the bidder shall be typed or written in indelible ink.

- 21 It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
- 22 The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling the tender and for entering into a contract for the execution of the same and must inspect and examine the site of work and acquaint himself with all local laws, regulations and practice.
- 23 The Courts of India at Nagpur will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- 24 Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- 25 Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a Certificate of Authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Purchaser may outright reject any bid not supported by adequate proof of the signatory's authority).

**Read and accepted.**

Signature and stamp of  
Bidder or Authorized Signatory

## **SECTION-III**

### **TERMS OF CONTRACT**

#### **GENERAL TERMS AND CONDITIONS:**

1. No alteration should be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. Every bidder shall deposit an **Earnest Money Deposit (EMD) of Rs.25,000/-** in the form Bankers Cheque/A/c Payee Demand Draft of a recognized bank in favour of '**ZAO, CBDT, Nagpur**'. The EMD shall be placed in sealed cover any bid not accompanied by the EMD will be summarily rejected. The EMD amount will be forfeited, if the successful bidder fails to accept the award of work within the time fixed by the Contractee and/or to sign the contract on terms contained in the bid document and/or fails to furnish the Performance Bank Guarantee. The EMD of the successful Bidder will be refunded only after the furnishing of valid Performance Bank Guarantee. For the other Bidders, the EMD will be returned within 10 days of the completion of the evaluation of bids. No interest will be payable on this deposit.
3. The successful bidder will be required to deposit a **Performance Bank Guarantee @ 10%** of the value of the contract as security for due fulfillment of the contract. It should be valid till the expiry of six months after the date of award of contract. The bank guarantee must be submitted within 4 days from date of issue of work order. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder during the pendency of the contract.
4. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
5. In the event of bid being accepted, It will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
6. The terms and conditions of contract given in **Section-III** along with the Instructions to Bidders in **Section II** should be signed and returned in the envelope while submitting bid, otherwise the tender will be rejected.
7. All above conditions will be enforced, unless written order of Contractee is obtained relaxing any specific condition in any specific instance.

8. The Contractee does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.

### **SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT**

1. The Contractor shall use readymade paints of best quality of approved manufacturer of appropriate grade to this specification.
2. Special care shall be taken by providing suitable covers to prevent dust nuisance and for protecting furniture and costly equipment from stains. The work shall be carried out without any inconvenience to the occupants. The contractor has to remove stains of paint over floor, fittings, furniture, etc. and clean the area after the work in the area is over.
3. All measurements shall be in metric units.
4. If on measurements taken in accordance with above it is found that the quantity of works thus ascertained is greater than the amount specified for the work in the Scope of Work then the net rates as specified in the original tender shall determine the valuation of extra work where extra work is of a similar character and executed under similar conditions as the works priced therein.
5. Any defects, shrinkages, settlement or other faults which may appear within the 'Defect Liability Period' which will be 6 months after the virtual completion of work will be rectified and made good by the Contractor at his own cost within reasonable time. In case of failure on the part of the contractor to rectify the defects then the charges paid to other person to do the same will be recovered from the Contractor.
6. The work shall not be treated as complete until the Contractee has certified in writing that they have been virtually completed and 'Defect Liability Period' shall commence from the date of virtual completion mentioned in such certificate.
7. No Mobilization advance will be given to the Contractor.
8. Entire payment of contract shall be made after Certificate of completion is given to the contractor and upon submission of bill. TDS will be made as per provisions of the Income Tax Act, 1961 on payments made.
9. The contractor shall indemnify Contractee against all costs, charges, expenses, actions, proceedings, demand and risks caused to or incurred by the contractor or its servants, agents or representatives by reason of or in connection with bonafide discharge of the functions and duties as specified in the contract.

10. The contractor shall ensure that no laws or rules such as Labour laws, Minimum wages Act etc. enacted by the Central governments, State government or local authorities are violated. In case of violation of any laws and rules as stated above, the Contractor shall be wholly responsible and NADT shall not be responsible in any manner for such violation of laws and rules, if any.

### **ACKNOWLEDGEMENT**

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the **Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur** is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

### **UNDERTAKING**

I/We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for **Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur** as per scope of work specified in the Section-V of the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit of a sum of **Rs. 25,000/-** as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit Performance Guarantee in the proforma given in this bid document within 04 days of the acceptance of my/our bid. I/we hereby agree that the above sum of earnest money shall be forfeited by **NADT**.

**Read and accepted.**

Signature and stamp of the Bidder  
or Authorized signature

Date:

Place:

## **SECTION-IV**

### **SCOPE OF WORK**

#### **Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur.**

1. The contractor shall be required to paint the 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur with paints of the approved make/brand to give an even shade.

2. The contractor shall be required to apply two or more coats on old work.

3. For the above purpose, the approximate area to be covered for the painting and the type of paint to be used are mentioned below.

Item No	Description	Quantity (Sq. mtr.)	Approved make or brand of paint
1	Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur	20,520	Asian, Nerolac or Dulux (Distemper)

4. NADT shall decide the colour shade to be used for painting. Samples are required to be shown to Addl. Dir (P&E)(Infra) for selection by the contractor for this purpose before the start of the work.

5. The contractor shall complete the work and hand over the building in fit-to-be occupied condition within 25 days of the award of the contract. The contractor shall start the work within four days of the receipt of letter for the award of the contract.

## SECTION-V

### FINANCIAL BID

Sl .No.	Item Description	Qty.(app.) in sq.meters	Rate per Sq. Mtr.		Total Amount	
			IN FIGURES	IN WORDS	IN FIGURES	IN WORDS
1.	Internal Painting/ whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur	20,520				
2.	<b>Total Bid Amount</b>					

**Certified that :**

1. The above rates are as per specification terms & condition mentioned in the tender.
2. The rates are inclusive of all taxes and duties, insurances etc. what so ever.

(Signature of Tenderer)  
with seal

## **SECTION-VI** **TENDER FORM**

(On the letter head of the concern submitting the bid)

To

**The Director General (Trg)**  
**National Academy Of Direct Taxes,**  
**Chhindwara Road,**  
**Nagpur 440030**

**Ref.: Tender No.**

**Dated**

**Sir,**

1. I/We hereby offer to execute the work of Internal Painting/whitewash of 200 rooms, lounges and corridor at Nalanda Hostel at NADT Campus, Nagpur as specified in Section IV of the Bid/tender document and agree to hold this offer open for a period of 30 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued.

2. I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the Scope of work as mentioned in Section IV and agree to fully abide and fulfill all the terms and conditions of this contract as mentioned in this document.

3. Bankers cheque /Crossed Bank Drafts in favor of the **ZAO, CBDT, Nagpur** as mentioned below is enclosed towards Earnest Money Deposit :

(i) DD No. of \_\_\_\_\_ for **Rs. 25,000/-**

4. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

5. I/We hereby further agree to complete the work within 25 days from the award of work order.

6. I/We hereby agree to pay Sales/Service Tax, VAT, Income Tax, Work Contract Act, Octroi, duties, levied by the government, as prevailing from time to time, on such items for which the same are leviable, and the rates quoted by me/us are inclusive of the same.

7. I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

8. I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order upon me/ us.

Yours faithfully,

(Signature of bidder)

Dated this \_\_\_\_ day of \_\_\_\_\_ of 2015

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Company Seal

## ANNEXURE-1

### PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern :  
Proprietary/Partnership/Private/  
(support with documents) Govt./Others (Specify)  

---

---
3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN :
11. Experience (certificate/work order enclosed) : Yes/No
12. Has the bidder been debarred or blacklisted: Yes/No
13. Name of the Head of the  
Organization/Managing Director :

Date:

Place

Signature of Authorized Signatory