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**NATIONAL BACKWARD CLASSES FINANCE AND
DEVELOPMENT CORPORATION**
(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)
5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016

NOTICE FOR RENOVATION OF OFFICE SPACE THROUGH GeM PORTAL

Tender No.: NBCFDC/Admn./Reno./2024-25/
24/01/2025

Dated:

NBCFDC is an apex Corporation under Ministry of Social Justice & Empowerment, Govt. of India. The Corporation is a Company not for profit under section 8 of Companies Act, 2013 with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in self employment ventures and skill development through its Channel Partners on Pan India basis.

NBCFDC invites tender through Government e-Marketing (GeM) only from reputed, experienced and financially sound agencies to carry out proposed renovation work measuring area approx. 1428 Sq.fit at Regd. Office of NBCFDC at 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016. The quantum of requirement of renovation work has been given in BOQ which may increase or decrease during the period of contract. Bids have to be submitted through GeM Portal subject to the following Technical Eligibility Criteria and terms & conditions. The proposed renovation work is to be completed in time bound manner.

The selection of the bidders for the tender will be through Quality & Cost Base Selection (QCBS) in the ratio of 70:30 for the technical and financial parts of the bids, respectively and through GeM Portal in the attached formats.

Important events & its dates are as follows:

Tender Fee (Non-refundable)	Rs. 4720/- (inclusive of GST) Exempted for related MSME Entities.
Earnest Money Deposit with tender –interest free Refundable	Rs. 2,17,500 (Two Lakh Seventeen Thousands Five Hundred only). Exempted for related MSME Entities
Estimated Cost	Rs. 43.50 Lakh (inclusive of GST)
Bid Publishing dates	24.01.2025
Bid document download start date	24.01.2025
Bid document download end date	07.02.2025
Pre bid meeting	30.01.2025 (1500 Hrs.)

Last date & time for submission of Technical Bid & Financial Bid	07.02.2025 (1600 Hrs.)
Date of opening of Technical Bid	07.02.2025 (1630 Hrs.)
Presentation	10.02.2025 (1500 Hrs.)
Date of opening of Financial Bid	12.02.2025
Bid validity period	180 Days
Bid address to:	GENERAL MANAGER (HR& ADMIN) NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION (A Govt. of India Undertaking, Ministry of Social Justice & Empowerment) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 E-mail: suresh.sharma@nbcfdc.gov.in
Bid Component	1) Technical Bid- with all the Annexures and supporting documents. 2) Financial Bid- as per the prescribed format 3) Proof of Tender Fee & Earnest Money Deposit.
Bank Account Details (for Tender Fee, EMD & SD)	NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION A/c. No. 1445101026928 Canara Bank Branch: Hauz Khas Market, New Delhi – 110016 IFSC Code: CNRB0001445.

1. Scope of Work

The scope of work covers within the time line specified in the tender/bid documents. The brief scope of work comprises of, but not limited to the following:

- i. Dismantling of existing work
- ii. Civil Work
- iii. Ceiling works,
- iv. Partition/Wall Covering Works
- v. Glass Work
- vi. UPVC Windows
- vii. Flooring work
- viii. Paint Works

- ix. Electrical Works,
- x. Air-conditioning works
- xi. Fire Prevention works
- xii. LAN
- xiii. CCTV
- xiv. Interior & Furniture Works
- xv. Other as per BOQ etc.

Bidder may also be assigned with any other additional/ related/independent work apart from the above scope of work during the contract period. The rates of the said work shall be as per the approved BOQ heads and including of all types of labour, experts, technical professionals etc. For additional items/work, if any, the contractor should get the approval of NBCFDC before carrying out the work. The maximum variation of work shall be within the permissible limit of 10% of the contract value.

2. Project Cost:

The contractor shall not claim any escalation in the contract rate for rise in the prices of labour/material etc. during the completion of work and shall complete the work at the contracted rate.

Estimated Project cost (including GST) Rs. 43.50 Lakh (Rupees Forty Three Lakh Fifty Thousand only)

3. Deposits:

a. Tender Fee

Bidders shall submit non-refundable Tender fee of INR 4,720/-[(4000+720 (GST@18%)] (Rupees Four Thousand Seven Hundred Twenty Only) via RTGS/NEFT/electronic mode to NBCFDC Bank Account. Bidders' agencies having certificate of MSME in related field & on submission of proof will be exempted from Tender Fee.

b. Earnest Money Deposit (EMD):

- a) The Bidder shall furnish refundable EMD of **2,17,500 (Rupees Two Lakh Seventeen Thousands Five Hundred only)** in favour of "NBCFDC". Validity of EMD should not be less than 180 days of opening of bid.
- b) No interest shall be paid on EMD.
- c) The bidder should submit his Complete Bank Account detail for refund of EMD.
- d) As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of EMD should furnish documentary proof / certificate in support of the claim for EMD exemption issued by the appropriate authority of Government of India.
- e) EMD of unsuccessful bidders will be refunded within 30 days from the date of finalization of Bidder to undertake the Renovation work.
- f) The Successful Bidder's EMD will be discharged upon the Bidder signing the LOA/Agreement after furnishing Performance Bank Guarantee.
- g) Agencies having certificate of MSME shall exempted on submission of proof.

- h) The EMD may be forfeited either in full or in a part, at the discretion of NBCFDC, on account of one or more of the following:
- I) The Bidder withdraws their Bid during the period of Bid Validity of 180 days.
 - II) Bidder does not respond to request for clarification of their Bid.
 - III) Bidder fails to co-operate in the Bid evaluation process, and
 - IV) In case of a successful Bidder, the said Bidder fails: to sign the Agreement in time; or fails to furnish Performance Guarantee.

c. Performance Bank Guarantee/Security Deposit:

The successful bidder will provide Performance Security Deposit @ 5% of the contract value by way of Bank Guarantee issued by a Scheduled Commercial Bank or to deposit by way of Demand Draft in favour of "NBCFDC, New Delhi" or directly to the Bank a/c of NBCFDC . The performance guarantee should be submitted within 07 days of issue of the LOA and be valid for a period of six months.

4. Payment Terms:

The payments would be released in 05 (Five) following installments which will be subject to actual work completion as per following:

Installment	Deliverables	Percentage
1 st	Issue of L O A . (against Security Deposit and submission of order placed for purchasing & supply of items)	10%
2 nd	After completion of 50% and submission of first running bills of work subject to verification of work by Architect	35%
3 rd	After completion of 75% and submission of second running bills of work subject to verification of work by Architect	20%
4 th	After completion of 100% work and submission of final running bills of work subject to verification of work by Architect and submission of completion certificate, including deductions and LD, if any.	30%
5 th	On completion of stipulated defect liability period and or deduction/adjustment, if any along with No-Objection Certificate (NOC).	05%

- a) NBCFDC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- b) The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- c) In case of any dispute, decision of competent authority of NBCFDC will be final and binding on each Bidder
- d) Financial Bid should give the detailed cost break-up or per piece cost of article or service provided
- e) NBCFDC reserves the right to increase or decrease scope of work as per requirement. NBCFDC can withdraw any activity/article/service cost/payment with be accordingly proportionately increased or reduced

5. Confidentiality of Documents

Bidder shall treat the Bidding documents and contents therein as private and confidential and shall not use the Bidding document for any other purpose.

6. Taxes & Duties

As per tender /bids documents, the rates quoted by the contractor are inclusive of the GST and the contractor shall have to deposit the taxes and duties with respective tax authorities. The onus is on the contractor.

7. Defects Liability period:

Defect liability shall be withhold 5% of total project cost and remain with 06 months after the date of virtual completion and handover of premises to NBCFDC. However, warranty period of brought items to remain valid as per supplier terms for which relevant invoices to be submitted to NBCFDC by Contractor. GST at applicable rates will be levied on Defect Liability (if any). During this period, if any item or construction is required to be repaired or renovated, Agency shall liable to do so. If fail, NBCFDC shall repair or renovate that item/area and amount will be adjusted from Agency kept for the purpose as Defects Liability.

In case of non-availability of specified quality items in the market as per BOQ, the delay of supply shall intimated by the contractor and such type of delay can be considered to condone by the competent authority of NBCFDC in unavoidable circumstances.

8. Liquidated Damages

Time is essence of contract and the total completion period stipulated is 60 days from the date of issue of Letter of Award (LoA). For delays beyond this period, NBCFDC may resort to get the work done by alternate means at the risk and cost of the contractor and also to other positive measures including but not limited to black listing of the contractor.

Liquidated damages @ 0.5% of the contract price for each week or part of a week of delay, up to a maximum of 5% of the value of the delayed in services/goods undelivered on

evaluation by Architect with GST at applicable rates. The authority for waiver/exemption for liquidated damages based on the merits of the case will be MD, NBCFDC.

9. Completion Schedule

The project is to be completed within 60 days in all respect from date of issue of LoA by NBCFDC. Agency shall also have produced a detailed plan with completion schedule during presentation.

10. Applicable Law and Jurisdiction of Court

The contract shall be governed in accordance with the applicable Laws of India and will be subject to the exclusive jurisdiction of Courts at Delhi.

11. Arbitrations

In case, a dispute or difference arises, between the parties about the terms and conditions of this LoA or pertaining to any other dispute relating to this LoA, and if both the parties to the dispute fail to get the dispute settled themselves, then any of the party shall have a right to get the dispute settled under the Arbitration and Conciliation Act, 1996, including any statutory modifications, amendments, re- enactments thereof from time to time by reference to a sole arbitrator, to be appointed by the Managing Director of NBCFDC to decide the disputed matter. The award of the Arbitrator shall be final and binding on both the parties. Such arbitration shall be conducted in English language. Arbitration proceedings will be conducted in New Delhi. The fees and other incidental expenses incurred by the Arbitrator for conducting proceedings shall be borne by both the parties in equal share. The courts in Delhi shall have the jurisdiction.

12. Force Majeure:

In case of strike, accident or other unforeseen contingencies, NBCFDC reserves the rights to cancel/modify the LoA without liability for any compensation or claim of any description.

13. Other Terms & Conditions

- a) Bidders should be very careful for uploading of BOQ and its rates which shall be limited only on the heads of BOQ uploaded. Once rates are quoted shall not be allowed to change. If any changes in BOQ or any other act undertaken by the bidder due to which tender require uploading again, shall be liable to pay penalty.
- b) The job needs to be carried out in the existing office building premises as referred above.
- c) The contractor shall execute the whole and every part of the work in the most substantial and workman like manner and both as regards materials and otherwise in every respect in strict accordance with the specifications in the tender document. The Contractor shall also confirm exactly fully and faithfully to the designs, drawings and instructions in writing in respect of the work assigned by the architect/Engineer-In-charge.

- d) Firm has to complete the work as per the scope of work successfully within shortest possible time along with quality of work.
- e) The bidder should have to submit non-insolvency certificate.
- f) Firm should arrange all the necessary items of their own for executing the work along with safety measures of its workers'.
- g) Firm has to take utmost care while working inside the office premises. In case of any type of causality, incidence with workmen whether knowingly or unknowingly the full onus shall lie on the contractor.
- h) Other terms & conditions and penalties etc. shall applicable as per GeM agreement.

TENDER FOR RENOVATION
(BID NO. GEM/2025/B/5866017 DT. 24/1/2025)

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