

**TENDER DOCUMENTS FOR FACELIFTING, RENOVATION AND SPECIAL REPAIR**

**OF APEX BANK BUILDING, NEW MARKET, BHOPAL (MP)**



**M. P. RAJYA SAHAKARI BANK MYDT. (H.O.)**

**T. T. NAGAR, NEW MARKET**

**BHOPAL (M.P.)**

**PIN-462003**

**Madhya Pradesh Rajya Sahkarita Maryadit Bank  
New Market, Bhopal M.P.**

**RENOVATION FACELIFTING & SPECIAL REPAIR  
OF APEX BANK BUILDING, NEW MARKET, BHOPAL (MP)**

**APPENDIX 1**

**TENDER DOCUMENT**

For Percentage Rate only in works departments and other

Departments similar to work departments

(Effective from 24/04/2018)

OFFICE OF THE MANAGING DIRECTOR, APEX BANK

N.I.T. Date : **24/04/2018**

Agreement Number and Date : -----  
**Name of Work** : RENOVATION, FACELIFTING AND SPECIAL REPAIR  
OF APEX BANK BUILDING, NEW MARKET, BHOPAL (MP)

Name of Contractor :- -----

Probable Amount of Contract  
(Rs. In Figure) : Rs. Three Crores Twenty Five Lakh Only  
(Rs. In Words) : Rs. 3,25,00000.00 only

Contract Amount  
(Rs. In Figure) : -  
(Rs. In Words) : -

Stipulated Period of Completion : 12 months from the date of work order

APPENDIX 2  
TENDER DOCUMENT  
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SECTION – 1

Notice Inviting Tender

**Madhya Pradesh Rajya Sahkarita Maryadit Bank  
New Market, Bhopal M.P.**

**RENOVATION, FACELIFTING & SPECIAL REPAIR WORK  
OF APEX BANK BUILDING, NEW MARKET, BHOPAL (MP)**

Dated **24/04/2018**

Online percentage rate bids for the following works are invited from registered contractors and Firms of repute fulfilling registration criteria:

S. No. /Pkg/ Code	Name of Work	District (s)	Probable Amount Contract (Rs. in lakh)	Period of Completion
1	Renovation, Face-lifting & Special Repair Of Apex Bank Building, New Market, Bhopal (MP)	Bhopal	Rs.325.00	12 Months

1. Interested bidders can view the detailed NIT in the website <http://mpeproc.gov.in>.
2. The details of N. I. T. can be viewed on our website;---[www.apexbank.in](http://www.apexbank.in)
3. The Bid Document can be purchased only online from 04/05/2018 10.30AM to 24/05/2018 05.30 PM.
4. Amendments to NIT, if any, would be published on website only, and not in newspaper.

Managing Director

Apex Bank

Bhopal

**Notice Inviting Tender**  
**Madhya Pradesh Rajya Sahkarita Maryadit Bank**  
**New Market, Bhopal M.P.**  
**OFFICE OF MANAGING DIRECTOR, APEX BANK, BHOPAL**

**FIRST CALL**

Bhopal

Dated 24/04/2018

Online percentage rate bids for the following works are invited from registered contractors and Firms of repute fulfilling registration criteria:

S. No. /Pkg/ Code	Name of Work	District (s)	Probable Amount of Contract (Rs. in lakh)	Earnest Money Deposit (EMD) (In Rupees)	Cost of Bid Document	Category of Contractor	Period of Completion
1	2		3	4	5	6	7
1	Renovation, Face-lifting & Special Repair Of Apex Bank Building, New Market, Bhopal (MP)	Bhopal	325.00	3.25 Lakh	10000/-	Registered under centralized Registration	12 Months

- All details relating to the Bid Document(s) can be viewed and downloaded free of cost on the website <http://mpeproc.gov.in>
- Bid Document can be purchased after marking online payment of portal fees through Credit/Debit/Cash card/Internet Banking.
- At the time of submission of the Bid the eligible bidder shall be required to:
  - pay the cost of Bid Document;
  - deposit the Earnest Money;
  - Submit a check list;
  - Submit an affidavit.
  - Submit EPF Registration
  - Submit GST RegistrationDetails can be seen in the Bid Data Sheet
- ELIGIBILITY FOR BIDDERS:**
  - At the time of submission of the Bid the bidder should have valid registration with the Government of Madhya Pradesh, PWD/CPWD in the appropriate class. However, such bidders who are not registered with the Government of Madhya Pradesh and are eligible for registration can also submit their bids after having applied for registration with appropriate authority.
  - The bidder would be required to have valid registration at the time of signing of the Contract.
  - Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.
- Pre-qualification** – Prequalification conditions, wherever applicable, are given in the Bid Data Sheet.
- Special Eligibility** - Special Eligibility Conditions, if any, are given in the Bid Data Sheet.

**Managing Director**  
**Apex Bank**

## SECTION 2

### INSTRUCTIONS TO BIDDERS (ITB)

#### A. GENERAL

##### 1. SCOPE OF BID

The detailed description of work, hereinafter referred as 'work', is given in the Bid Data Sheet.

##### 2. General Quality of Work:

The work shall have to be executed in accordance with the technical specifications specified in the Bid Data Sheet/Contract Data and shall have to meet high standards of workmanship, safety and security of workmen and works.

##### 3. PROCEDURE FOR PARTICIPATION IN E-TENDERING

The procedure for participation in e-tendering is given in the Bid Data Sheet.

##### 4. ONE BID PER BIDDER

4.1 The bidder can be an individual entity or a joint venture. The requirement of joint venture is given in the Bid Data Sheet.

4.2 No bidder shall be entitled to submit more than one bid whether jointly or severally. If he does so, all bids wherein the bidder has participated shall stand disqualified.

##### 5. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid, and no claim whatsoever for the same shall lie on the Government.

##### 6. Site Visit and examination of works

The bidder is advised to visit and inspect the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the work. All costs in this respect shall have to be borne by the bidder.

#### B. BID DOCUMENTS

##### 7. CONTENT OF BID DOCUMENTS

The Bid Document comprises of the following documents:

1. NIT with all amendments.
2. Instructions to Bidders, bid data sheet with all Annexure
3. Conditions of Contract:
  - i. Part I General Conditions of Contract and Contract Data with all Annexure and
  - ii. Part II Special Conditions of Contract.
4. Specifications
5. Drawings.
6. Priced Bill of Quantities
7. Technical and Financial Bid
8. Letter of Acceptance
9. Agreement and
10. Any other Document(s), as specified.

8. The bidder is expected to examine carefully all instructions, conditions of contract, the contract data, forms, terms and specifications, bill of quantities, forms and drawings in the Bid Document. Bidder shall be solely responsible for his failure to do so.

9. **Pre-Bid Meeting (where applicable)**

Wherever the Bid Data Sheet provides for pre-bid meeting:

9.1 Details of venue, date and time would be mentioned in the **Bid Data Sheet**. Any change in the schedule of pre-bid meeting would be communicated on the website only, and intimation to bidders would not be given separately.

9.2 Any prospective bidder may raise his queries and/or seek clarifications in writing before or during the pre-bid meeting. The purpose of such meeting is to clarify issues and answer questions on any matter that may be raised at that stage. The Employer may, at his option, give such clarifications as are felt necessary.

9.3 Minutes of the pre-bid meeting including the list of the questions raised and the responses given together with any response prepared after the meeting will be hosted on the website.

9.4 Pursuant to the pre-bid meeting if the Employer deems it necessary to amend the Bid Document, it shall be done by issuing amendment to the online NIT.

10. **Amendment of Bid Documents:**

10.1 Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.

10.2 All amendments shall form part of the Bid Document.

10.3 The Employer may, at its discretion, extend the last date for submission of bids. By publication of the same on the website.

**C. PREPARATION OF BID**

11. The bidders have to prepare their bids online, encrypt their Bid Data in the Bid Forms and submit Bid Seals (Hashes) of all the envelopes and documents related to the Bid required to be uploaded as per the time schedule mentioned in the key dates of the Notice Inviting e-Tenders after signing of the same by the Digital Signature of their authorized representative.

12. **Documents comprising the bid**

The bid submitted online by the bidder shall be in the following parts:

**Part 1** – This shall be known as **Envelope A** and would apply for all bids. **Online Envelop A** shall contain the following as per details given in the Bid Data Sheet:

- i) Registration number or proof of application for registration and organizational details in format given in the bid data sheet.
- ii) Payment of the cost of Bid Document;
- iii) Earnest Money; and
- iv) An affidavit duly notarized.
- v) EPF Registration
- vi) GST Registration

**Part 2** – This shall be known as online **Envelope B** and required to be submitted only in works where pre-qualification conditions and/or special eligibility conditions are stipulated in the Bid Data Sheet. **Online Envelop B** shall contain a self-certified sheet duly supported by documents to demonstrate fulfillment of pre-qualification conditions.

**Part 3** – This shall be known as online **Envelope C** and would apply to all bids. **Envelop C** shall contain financial offer in the format prescribed format enclosed with the Bid Data Sheet.

### **13. Language**

The bid as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be in English or Hindi. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English. In such case, for the purposes of interpretation of the bid, such translation shall govern.

### **14. Technical proposal**

14.1 Only, in case of bids with pre-qualification conditions defined in the Bid Data Sheet, the Technical Proposal shall comprise of formats and requirements given in the Bid Data Sheet.

14.2 All the document/information enclosed with the technical proposal should be self-attested and certified by bidder. The bidder shall be liable for forfeiture of his earnest money deposit, if any document/information are found false/fake/untrue before acceptance of bid. If it is found after acceptance of the bid. The bid sanctioning authority may at his discretion forfeit his performance security/guarantee security deposit, enlistment deposit and take any other suitable action.

### **15. Financial bid**

- i. The bidder shall have to quote rates in format referred in bid data sheet, in overall percentage, and not item wise. If the bid is in absolute amount, overall percentage would be arrived at in relation to the probable amount of contract given in NIT. The overall percentage rate would apply for all items of work.
- ii. Percentage shall be quoted in figures as well as in words. If any difference in figures and words is found, lower of the two shall be taken as valid and correct.
- iii. The bidder shall have to quote rates inclusive of all duties, taxes, royalties and other levies; and the Employer shall not be liable for the same.
- iv. The material along with the units and rates, which shall be issued, if any, by the department to the contractor, is mentioned in the bid data sheet.

### **16. Period of validity of bids**

The bids shall remain valid for a period specified in the Bid Data Sheet after the date of "close for bidding" as prescribed by the Employer. The validity of the bid can be extended by mutual consent in writing.

### **17. Earnest money deposit (EMD)**

17.1 The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), in the amount specified in the Bid Data Sheet.

17.2 The EMD shall be in the form of Fixed Deposit Receipt of a scheduled commercial bank, issued in favour of the name given in the Bid Data Sheet. The Fixed Deposit Receipt shall be valid for six months or more after the last date of receipt of bids. However other form(s) of EMD may be allowed by the employer by mentioning it in the bid data sheet.

17.3 Bid not accompanied by EMD shall be liable for rejection as non-responsive.

17.4.1 EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.

17.5 EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement after furnishing the required Performance Security.



- 17.6 Failure to sign the contract by the selected bidder, within the specified period, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

**D. SUBMISSION OF BID**

18. The bidder is required to submit online bid duly signed digitally, and Envelop 'A' in physical form also at the place prescribed in the bid data sheet.

**E. OPENING AND EVALUATION OF BID**

**19. Procedure**

- 19.1 Envelope 'A' shall be opened first online at the time and date notified and its contents shall be checked. In cases where Envelope 'A' does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelop B and/or C of such bid shall not be opened.
- 19.2 Wherever Envelope 'B' (Technical Bid) is required to be submitted, the same shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelope 'B'. Envelope 'C' (Financial Bid) of bidders who are not qualified in Technical Bid (Envelope 'B') shall not be opened.
- 19.3 Envelope 'C' (Financial Bid) of bids shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelope 'C'.
- 19.4 After opening Envelope 'C' all responsive bids shall be compared to determine the lowest evaluated bid.
- 19.5 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability. In all such cases reasons shall be recorded.
- 19.6 The Employer reserves the right of accepting the bid for the whole work or for a distinct part of it.

**20. Confidentiality**

- 20.1 Information relating to examination, evaluation, comparison and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until final decision on the bid.
- 20.2 Any attempt by a bidder to influence the Employer in the evaluation of the bids or contract award decisions may result in the rejection of its bid.

**F. AWARD OF CONTRACT**

**21. Award of Contract**

The Employer shall notify the successful bidder by issuing a 'Letter of Acceptance' (LOA) that his bid has been accepted.

**22. Performance Security**

- 22.1 Prior to signing of the Contract the bidder to whom LOA has been issued shall have to furnish performance security of the amount, in the form and for the duration, etc. as specified in the **Bid Data Sheet**.
- 22.2 Additional performance security, if applicable, is mentioned in the **Bid Data Sheet** and shall be in the form and for the duration, etc. similar to performance security.

**23. Signing of Contract Agreement**

- 23.1 The successful bidder shall have to furnish Performance security and additional performance security, if any and sign the contract agreement within 15 days of issue of LOA.

- 23.2 The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Employer to the contractor for commencement of work.
- 23.3 In the event of failure of the successful bidder to submit Performance Security and additional performance security, if any or sign the Contract Agreement, his EMD shall stand forfeited without prejudice to the right of the employer for taking action against the bidder.

#### **24. Corrupt practices**

The Employer requires that bidders observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy, the Employer:

- i. may reject the bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- ii. may debar the bidder declaring ineligible, either indefinitely or for a stated period of time, to participate in bids, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

For the purposes of this provision, the terms set forth above are defined as follows:

- a. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b. "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c. "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d. "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

**[End of ITB]**

## Bid Data Sheet

GENERAL		
SR. No.	PARTICULARS	DATA
1	Office Inviting Tender	Office of Managing Director, Apex Bank, Bhopal
2	NIT No.	
3	Date of NIT	<b>24/04/2018</b>
4	Bid document download available from date & time	<b>04/05/201810:30AM</b> <b>24/05/201805:30 PM</b>
5	Website link	<a href="http://www.mpeproc.gov.in">http:// www.mpeproc.gov.in</a>
SECTION 1 - NIT		
NIT CLAUSE	PARTICULARS	DATA
2	Portal Fees (also known as processing fee)	As notified in E-Tendering Website
3	Cost of Bid Document	<b>Rs. 10000/-</b>
	Cost of Bid Document Payable at	<b>Bhopal</b>
	Cost of Bid Document In favor of	Office of Managing Director, Apex Bank, Bhopal
4	Affidavit Format	As per 'Annexure- B'
5	Pre-qualifications required	Yes
	If Yes, details	As per' Annexure- C'  (Evaluation by <b>officer in charge, Apex Bank</b> who will intimate reasons to disqualified bidders)
6	Special Eligibility	NO
	If Yes, details	As per 'Annexure -D'
7	Key dates	As per 'Annexure -A'

## Bid Data Sheet

SECTION 2 - ITB		
ITB CLAUSE	PARTICULARS	DATA
1	Name of the 'Work'	Renovation, Face-lifting & Special Repair  Of Apex Bank Building, New Market, Bhopal (MP)
2	Specifications	As per 'Annexure – D'
3	Procedure for participation in e-tendering	As per 'Annexure – E'
4	Whether Joint Venture is allowed.	ALLOWED  NOT
	If yes, requirement for Joint Venture	As per 'Annexure – F'
12	<b>Envelope-A</b> containing :  i. Organizational details as per 'Annexure G  ii. Cost of Bid Document  iii. EMD  iv. An affidavit duly notarized as per 'Annexure- B'  should reach in physical form in the office of :	<b>At the Office Of the Managing Director, Apex Bank,  New Market, Bhopal</b>   <b>On or before 28/05/2018 5.00 PM</b>
14	<b>Envelope-B</b> Technical Proposal	As per 'Annexure - H' and Annexure - I (Format I-1 to I-5)
15	<b>Envelope-C</b> Financial Bid	As per 'Annexure - J '
	Materials to be issued by the department	As per 'Annexure - K'
16	Period of Validity of Bid	<b>120 Days</b>

### Bid Data Sheet

ITB CLAUSE	PARTICULARS	DATA
17	Earnest Money Deposit	Rs325000/-
	Forms of Earnest Money Deposit	DD
	FDR must be drawn in favour of	<b>M. P. RAJYA SAHAKARI BANK MARYADIT.</b>
21	Letter of Acceptance (LoA)	As per 'Annexure -L'
22	Amount of Performance Security	<b>5% of Contract Amount for Road and Bridge works;</b> <b>5% of the Contract Amount for building works.</b>
	Additional Performance Security, if any	Equal to an amount arrived at, by multiplying the contract amount with difference of percentage between percent rates (below/minus) of successful bid and fifteen percent (below/minus), considering bid rates less than fifteen percent below PAC, to be unworkable and shall require additional performance security (guarantee).
	Performance Security in the format	As per 'Annexure- M'
	Performance Security in favor of	Managing Director, Apex Bank, New Market, Bhopal  By DD
	Additional performance security as per clause 22.2 of ITB valid up to	Till stipulated time of completion plus three months

## Annexure – A

(see Clause 1, 7 of Section 1 –NIT)

### KEY DATES

Sr.No	Works Department Stage	Bidders Stage	Start		Expiry		Envelopes
			Date	Time	Date	Time	
1	-	Tender Purchase - Online	04/05/2018	10:30	24/05/2018	17:30	
2		Pre -Bid meeting	NA				
3		Bid Submission Online	25/05/2018	17:30	25/05/2018	17:30	
4		Physical Submission (Original EMD and other document)	28/05/2018	10:30	28/05/2018	17:30	
5	Mandatory Submission Open (Envelope-A)	-	29/05/2018	12:30			Envelope-A
6	Technical Proposal Open (PQ Envelope-B)	-	29/05/2018	15:30			Envelope-B
7	Financial Bid Open Envelope-C	-	31/05/2018	12:30			Envelope-C

**Note:** Original earnest money (as per bid data sheet) deposit, demand draft for the cost of bid document and affidavit shall be submitted by the bidder so as to reach the office as prescribed in bid data sheet, at least one calendar day before specified start time and date in Key-Dates for opening of Technical proposal as per Key-Dates in bid data sheet.