



**NAYA RAIPUR DEVELOPMENT AUTHORITY**

**Tender document for the  
Providing & Fixing Display Boards at various  
location in Naya Raipur for Rajyotsav - 2016**

**TENDER DOCUMENT(Part-I)**

**NIT No: 117/ Display Board /EEC-IV/CE (E)/NRDA/2016-17,**

**Naya Raipur, Dated: 19.10.2016**

**Issued by:**

Chief Executive Officer,  
Naya Raipur Development Authority (NRDA)  
Paryavas Bhawan, North Block Sector- 19,  
Naya Raipur- 492 002, Chhattisgarh  
Tel No: + 91 771 2512500; Fax No.: +91 771 2512400.  
Website: [www.nayarapur.gov.in](http://www.nayarapur.gov.in)

## Tender Document Contains

- (a) Only schedule "A" and Section-I of schedule "D" are to be filled & signed by the tenderer
- (b) All the certificates as per pre qualification criteria shall be appended with relevant forms of schedule "D"

### 1. NRDA F-1 (Attached herewith, to be submit along the tender)

#### Part (A)

- a) Short term NIT
- b) Detailed NIT

#### Part (B)

##### a) Schedule-A

- (i) Cost Abstract
- (ii) Bill of Quantities


- b) Schedule-B –NIL
- c) Schedule-C –NIL
- d) Schedule-D

#### Section-I..... Technical tender forms

- (i) Letter of Technical Tender
- (ii) Tenderer's Information Sheet
- (iii) Check list for Technical tender evaluation

#### Section –II .....Scope of work

- e) Schedule-E
- f) Schedule-F

	<p>NAYA RAIPUR DEVELOPMENT AUTHORITY Paryavas Bhawan, North Block, Sector- 19, Naya Raipur- 492 002, Chhattisgarh. Tel No: + 91 771 2512500; Fax No.: +91 771 2512400. Website: <a href="http://www.nayarajpur.gov.in">www.nayarajpur.gov.in</a></p>
<b>Short Tender Notice</b>	
NIT No: 117./ Display Board /EEC-IV/CE (E)/NRDA/2016-17, Naya Raipur, Dated: 19/10/2016	
<p>Sealed tenders are invited from <b>Eligible Contractors</b> for the work of <b>“Providing &amp; Fixing Display Boards at various location in Naya Raipur for Rajyotsav - 2016 ”</b>. Estimated cost of tender is INR 1,97,400.00 with EMD of INR 4,000.00 for a time period of <b>05 Days</b> . Eligibility and qualification criteria are available in the detailed NIT. Detailed NIT &amp; Tender documents can be downloaded from the website <a href="http://www.nayarajpur.gov.in">www.nayarajpur.gov.in</a>. Last Date and Time of bid submission is by <b>15.00hrs on 24.10.2016</b>. <b>Amendment in tender, if any, will only be uploaded on the website and shall not be published in any newspaper.</b></p>	
नया रायपुर – मेरा रायपुर	Chief Executive Officer

Signature of Contractor.....

Signature of NRDA.....

## NAYA RAIPUR DEVELOPMENT AUTHORITY (NRDA) RAIPUR, CHHATTISGARH

### DETAILED NIT

**NIT No: 117/ Display Board /EEC-IV/CE (E)/NRDA/2016-17,**

**Naya Raipur, Dated: 19.10.2016**

**Last date and time for submission of tenders: 1500 hrs on 24.10.2016**

- Item Rate Tenders are invited in the prescribed tender documents by the Chief Executive Officer, Naya Raipur Development Authority (NRDA), Raipur Chhattisgarh from experienced contractors who are having experience of similar work done with any Govt./ Private organization, Who fulfill the prequalification criteria,
- The detailed NIT is as under:-**

Name of work	Providing & Fixing Display Boards at various location in Naya Raipur for Rajyotsav – 2016.
Estimated Cost (INR)	<b>1,97,400.00/-</b>
EMD (In INR)	<b>4,000/-</b>
Time allowed including rainy season	<b>05 Days</b>
Cost of Tender (In INR)	<b>500.00</b>
Tender to be uploaded on NRDA website.	<b>20-10-2015</b>
Last Date and time of submission of Tender	<b>24-10-2016 at 15.00 Hrs</b>
Date and time of opening of Tender	<b>24-10-2016 at 16.00Hrs</b>

Intended eligible Tenderers may obtain further information from the office of the Chief Engineer(Engg.), NRDA, and may inspect the Tender Document in Office of the Chief Engineer(Engg.), NRDA, resettlement colony, behind police station, Naya Rakhi, Naya Raipur from 11 AM to 4 PM on all working days.

- Pre Qualification Criteria** -To be eligible under the contract, the intending tenderer should meet the following mandatory criteria:

<b>A</b>	From the Contractor's/Agencies working in the field of designing of flex, providing and fixing of display boards/hoardings.
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The tender document for the above work is available on NRDA's websites: [www.nayaraipur.gov.in](http://www.nayaraipur.gov.in)

Tender documents can be purchased from the office of the office of Employer, Paryavas Bhawan, North Block Sector- 19, Naya Raipur- 492 002, Chhattisgarh, Phone: 0771-2971000 on all working days.

- Two envelope Tender procedures shall be followed. Tenderer has to submit two sealed envelopes containing the documents as detailed below simultaneously, enclosed in a **Third Envelope duly mentioned in the top the name of work, NIT No. and firm address.**

<b>ENVELOPE-1</b>	EMD & Cost of tender in the prescribed format
<b>ENVELOPE-2</b>	Technical & price Tender consisting of the documents/certificate in proof of prequalification criteria PART ONE (NRDA F-1) including schedule-A (priced BoQ).

Signature of Contractor.....

Signature of NRDA.....

All the two envelopes shall be put in a third envelope which shall be dully sealed. **All the 3 envelopes shall be super-scribed with the Name of Work and Name of intending tenderer. Respective envelopes shall also be marked as envelope 1 and envelope 2 as detailed above.** Tenders who do not conform to the specified requirements will be held non-responsive. Initially, only the **envelope-1(EMD & Tender cost)** shall be opened, if found responsive then the **envelope-2** (Technical & priced BoQ tender) shall be opened at the date and time given in the Tender Document in presence of the tenderer who wish to be present. The Contract shall be awarded to the tenderer whose tender has been determined to be the lowest evaluated as per tender conditions.

5. All Tenders must be accompanied with the :
  - a) **Earnest money** as mentioned in the Para 2 above. The Earnest money shall be payable in favor of *Chief Executive Officer NRDA*, in the form of a **Bank Draft payable at Raipur/ Bank Guarantee Operatable / Encashable at Raipur with their local branch address, drawn from a nationalized bank/ Scheduled Bank. Bank Draft and Bank Guarantee shall be valid for a period of 3 (three) months and 6 (Six) months respectively from the date of submission of tender**
  - b) **Cost of tender** as mentioned in the Para 2 above. The Cost of tender money shall be payable in favor of *Chief Executive Officer NRDA*, in the form of a **Bank Draft payable at Raipur drawn from a nationalized bank/ Scheduled Bank** which shall be valid for a period of **3 (Three) months** from the date of submission of tender. Tenders shall be submitted at the address below on or before due date. Tenders received after the due date or time for tender submission (Late tenders) will either not be accepted or if inadvertently accepted, will not be opened and shall be rejected and returned back to the tenderer subsequently.
6. Tenders shall be submitted at the address below on or before due date. Tenders received after the due date or time for tender submission (Late tenders) will either not be accepted or if inadvertently accepted, will not be opened and shall be rejected and returned back to the tenderer subsequently.
7. (a) NRDA reserves full rights to reject any or all the tenders without assigning any reason, and to seek any further information from the tenderers. The selection shall be at the entire discretion of NRDA and the NRDA's decision in this respect shall be final and binding. Further NRDA reserves right to split the contract in two or more parts. This shall be at the entire discretion of NRDA and NRDA's decision in this matter shall be final and without appeal.  
(b) The competent authority on behalf of NRDA does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
8. Tenders shall be valid for 30 days from the last date of submission of the tender. NRDA will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation or delivery of Tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance/ intent, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the NRDA, then the NRDA shall, without prejudice to any other right or remedy, be at liberty to forfeit entire amount of Earnest Money as aforesaid.
9. **Clarification/ amendments, if any shall be uploaded on website only.**
10. Period for completion of work as mentioned above at Para 2 is inclusive of rainy season.
11. Approved hard copy of the standard document is available in the office of the Chief Engineer(Engg.), NRDA and could be seen on any working day during office hours at the following address:-  
**Chief Engineer (Engg), NRDA ,1st Floor, Paryavas Bhawan, North Block Sector- 19, Naya Raipur- 492 002, Chhattisgarh,Phone: 0771-2971000.**
12. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders, as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general, shall themselves at their own cost obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect the execution of work and shall incorporate the cost of such effects while quoting the tender, A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed, The tenderer shall be responsible for arranging and maintaining at his own cost all materials tools & plants, water, electricity, access facilities for workers and on all other services required for executing the work unless otherwise specifically provided in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Signature of Contractor.....

Signature of NRDA.....

13. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
14. The successful tenderer shall be required to execute an agreement on a non judicial stamp paper of appropriate value with the **Chief Engineer (Engineering), NRDA** in the Proformas annexed to the tender document, immediately after the issue of letter of acceptance/ award by the NRDA. The cost of non judicial stamp paper shall be borne by contractor. In the event of failure on the part of the successful tender to sign the agreement within 3 days, the entire earnest money will be forfeited and tender shall be cancelled.
15. While submitting the tender the contractor shall clearly and legibly write his full mailing address including PIN code, Telephone/ mobile no./ Fax Numbers/ e-mail address etc for communication purposes and shall inform the Engineer in Charge about any change from time to time in his postal/ mailing address. The communication shall be dispatched only at the contractor's such latest informed address and NRDA shall in no way be responsible for non-receipt of correspondence by the contractor.
16. If it is found that the contractor has misrepresented that facts or has attempted to secure or has secured the work by misrepresenting the facts or by submitting false or forged documents then the Entire Earnest Money submitted by the contractor , shall be liable to be absolutely forfeited and such contractor/ individuals shall also be liable to be prosecuted for cheating/ forgery/ fraud etc as per law.
17. **Bill of quantities is enclosed with tender document, the rate shall be quoted against each item separately in figures as well as in words**  
During price Tender evaluation, the Employer will correct arithmetical errors on the following basis:
  - a) if there is a discrepancy between words and figures, following procedure shall be followed:
    - i. the unit price which correspond to the total price for the item worked out by the Tenderer shall be followed;
    - ii. If the total price of an item is not worked out by the Tenderer or it does not correspond with the rates written either in words or figures then the rate quoted by the Tenderer in words shall be taken as correct.
  - b) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected;
  - c) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
  - d) The unit wise amounts will be rounded to the nearest rupee
  - e) The tendered rates of items against which no rate or price is entered by the tenderer will be taken as zero and the price of the same shall be deemed to have been covered by the rates/ amount quoted in other items.
18. The tender document shall be written legibly and free from erasure, overwriting or conversion of figure. Any correction where unavoidable shall be made by crossing out, rewriting and attestation by the tenderer.
19. All royalties be paid by the contractor as also all tolls, duties, local and other levies including sales tax, service tax, insurances & workman compensation act etc.
20. The contractor shall pay not less than the minimum wages to labours engaged by him on the work.
21. Department reserves the right to take up the work departmentally or to award any work on contract in the vicinity without prejudice to the terms of contract.

**Chief Executive Officer, NRDA**  
**Naya Raipur Development Authority (NRDA)**  
Paryavas Bhawan, North Block Sector- 19,  
Naya Raipur- 492 002, Chhattisgarh  
Tel No: + 91 771 2511500;  
Fax No.: +91 771 2511400.  
Website: [www.nayaraipur.gov.in](http://www.nayaraipur.gov.in)

Signature of Contractor.....

Signature of NRDA.....

**SCHEDULE– D**  
**Section-I**  
**Technical Tender Forms**

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## Schedule-D

### Section I - Tender Forms Technical

This Section contains the forms which are to be completed by the Tenderer and submitted as part of this form NRDA F-1.

#### Table of Forms

LETTER OF TECHNICAL TENDER.....	2
TENDERER'S INFORMATION SHEET .....	3
CHECK LIST FOR TENDER EVALUATION .....	4

Signature of Contractor.....

Signature of NRDA.....



## (i) Letter of Technical Tender

Date: \_\_\_\_\_

To:

Chief Executive Officer,  
1<sup>st</sup> Floor, Utility block, Capitol Complex, Sector-19,  
Naya Raipur- 492 002, Chhattisgarh  
Tel No: + 91 771 2511500; Fax No.: +91 771 2511400

Ref for NIT no:-----

**Subject:** Name of the work:- -----

Dear Sir,

I/We, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the Tender Document, including Addendum if any, minutes of meeting, clarification to the queries etc.
- (b) I/We offer to execute the subjected under in conformity with the Tender Documents and the addendums.
- (c) I/We have satisfied ourselves as to the location of the site and working conditions, examined the requirements of NRDA and have obtained all the information necessary for the successful and timely completion of the work.
- (d) I/We have submitted the Earnest Money Deposit as specified in the tender document which will not bear any interest and shall be subjected to forfeiture on following defaults.
  - (i) if we withdraw our Tender during the period of tender validity as specified in Detailed NIT para 9 or
  - (ii) if we have given the false documents in support of qualification with the technical tender.
- (e) My/Our Tender shall be valid for a period of 90 days from the date fixed for the tender submission deadline in accordance with the Tender Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) I/We are not participating, as Tenderers, in more than one Tender in this Tendering process, in accordance with the Tender Document;
- (g) My/our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by NRDA, Raipur;
- (h) I/We understand that this Tender, together with your written acceptance thereof included in your letter of acceptance, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- (i) I/We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.
- (j) I/We hereby pay the Earnest Money Deposit of required amount in the form of a demand draft on a nationalized bank (-----Bank Name and address) and operatable at Raipur in favour of the 'Chief Executive Officer, NRDA, Raipur' or deposited in the form of Cash in the O/o the CE(E) / CEO, NRDA vide M.R.no.-----dated.-----) for the said amount and the above D.D / M.R. is attached.
- (k) I/We hereby declare that, the entire work including Addendum/ Corrigendum, if any, shall be completed in all respect within the time limit specified in the NIT.

Signature: -----

Signed by: -----(Name)

Date:

Signature of Contractor.....

Signature of NRDA.....

## (ii)Tenderer’s Information Sheet

Tenderer’s Information		
<b>Tenderer’s legal name</b>		
<b>Tenderer’s legal address</b>		
<b>Tenderer’s authorized representative</b> (name, address, telephone numbers, fax numbers, e-mail address)	Name:	Address:
	Telephone : Fax :	E-Mail:

**Details of the office closest to Raipur (if available)**

1.	Address of Office	
2.	Telephone :	Contact :
3.	Fax :	E-Mail :

Signature of Tenderer

Date:\_\_\_\_\_

Signature of Contractor.....

Signature of NRDA.....

## (vi) CHECK LIST FOR TECHNICAL TENDER EVALUATION

Name of the Agency:					
S. No	Document	Details	Enclosed at annexure		
			Page No		
			From	To	
1	Tender Document Cost(DD/Cash)	<b>Details of DD/Cash</b>			
		Amount			
		If deposited in cash in NRDA office then M.R. No.			
		Name of the Bank & Branch			
		Date			
		D.D no & Photo copy attached	Yes	No	
2	Earnest Money Deposit (EMD)	Amount			
		Form of EMD	<b>DD/Cash</b>		
		If deposited in cash in NRDA office then M.R. No.			
		Issuing Bank & Branch			
		No & Date Photo copy attached	Yes	No	

Note: The above check list only provides for those documents which are mandatory for the tender participation criteria. Tenderers are required to append, other documents also with the tender as required in the detailed NIT or elsewhere in the NRDA F-1.

Signature of Tenderer

Date: \_\_\_\_\_

Signature of Contractor.....

Signature of NRDA.....

# **SCHEDULE– D**

## **Section-II**

### **Scope of work**

Signature of Contractor.....

Signature of NRDA.....

## Works Requirement

### A. SCOPE OF WORK

The broad scope for the proposed work such as

**Providing & Fixing Display Boards at various location in Naya Raipur for Rajyotsav – 2016 as per the direction of the Engineer-in-charge.**

**SCHEDULE– D**  
**Section-IV**  
**General Conditions of Contract**

Signature of Contractor.....

Signature of NRDA.....

## General Conditions of the Contract

1. Work will be executed as per drawings provided and as per orders of the competent authorities received from time to time which will be binding on the contractors. No claim for the change or modification in drawings and estimate by the competent authority or delay in supply of them will be payable.
2. Item and quantities may vary ( upto + or - 100%) according to the requirement of the programme and the site condition, and as per orders of the competent authorities received from time to time, for which no extra claim will be payable, except for the item rate of the work executed.
3. The Engineer in charge will have full power if required for removal from the premises of the site of all materials, which are in his opinion are not accordance with the specification and in case of defaults.
4. The contractor shall strictly follow the condition laid down the minimum wage act. He shall also compile with the labour laws, which may be current information, which are required from time to time.
5. The contractor shall make adequate arrangement for the safety of the labourer and protection and precaution for preserving their health during the execution of the work. He will be responsible for any accident that take place at his work site and adequate compensation for the same will be have to be paid by him as directed by the competent authority. No claim what so ever in this respect will be entertained by the department.
6. The contractor shall employ sufficient number of skilled and experienced labour to the job in order to achieve proportionate progress in time given to the work. During execution of work if his any mistri or labour if found avoiding instruction to follow he shall be turn out at once from the site.
7. During execution of work any item which is provided in the bill of quantity is not required to be done due to change of specification, contractor will have no claim what so ever that item is not got done through him.
8. All royalties be paid by the contractor as also all tolls, duties, local and other levies Including sales tax, service tax, insurances & workman compensation act etc as Applicable.
9. No transportation charges shall be paid separately for transportation of materials and other things to the programme site.

Signature of Contractor.....

Signature of NRDA.....

# **SCHEDULE- E**

## **Reference to General Conditions of contract.**

Signature of Contractor.....

Signature of NRDA.....



**SCHEDULE-E**

**Reference to General Conditions of contract:**

**Name of Work: Providing & Fixing Display Boards at various location in Naya Raipur  
for Rajyotsav – 2016**

- (i) Estimated cost of work : Rs. 1,97,400.00/-
- (ii) Earnest Money : Rs. 4,000.00/-
- (iii) Performance Guarantee : Nil
- (iv) Security Deposit : Nil

Signature of Contractor.....

Signature of NRDA.....

# **SCHEDULE- F**

## **General Rules & Directions**

Signature of Contractor.....

Signature of NRDA.....

## SCHEDULE-F

### GENERAL RULES & DIRECTIONS:

Officer inviting tender

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3:

See below

### Definitions:

2(v) Engineer-in-Charge

**Executive Engineer ( EEC-IV), NRDA or Any Officer Appointed by CEO, NRDA**

2(viii) Accepting Authority

**Chief Executive Officer, NRDA**

2(xii) Department

**Naya Raipur Development Authority**

### Clause 1

**Deleted**

### Clause 2

**Deleted**

### Clause 2A

Whether Clause 2A shall be applicable

**No**

### Clause 5

Number of days from the date of issue of letter of Work Order for reckoning date of start

**Immediate**

Time allowed for execution of work:

**05 Days**

### Clause 16

Competent Authority for deciding reduced rates.

**Chief Engineer (Engineering), NRDA**

Signature of Contractor.....

Signature of NRDA.....