



**National Handloom Development Corporation Limited
(A Government of India Undertaking)**

Corporate office:

Wegmans Business Park, tower 1, Plot No. 3,
Sector Knowledge Park – 3, Surajpur Kasna road,
Greater Noida – 201 306

TENDER DOCUMENT

FOR

**SELECTION OF CONTRACTOR CUM DESIGNER FOR CONSTRUCTION
OF INTERIOR WORKS AT SHOP NO. 02, SANTUSTHI SHOPPING
COMPLEX, NEW DELHI**

Notice Inviting Tender

1. National Handloom Development Corporation Ltd (NHDC), a Govt. of India Undertaking, Ministry of Textile, invites online bids through two stages (Eligibility criterion/Technical Bid and Financial Bid) for “Selection of contractor cum designer for construction of interior works at shop no. 02, Santusthi shopping complex, New Delhi”.
2. The tender document may be downloaded from www.nhdc.org.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

S. No.	Particulars	Details
1	Date of Issue of Tender Document	31/12/2019 at 1400 Hrs
2	Pre bid meeting date and Time (NHDC, Greater Noida)	08/01/2020 at 1130 Hrs
3	Starting Date and Time for Submission of Bid/Tender	10/01/2020 at 1700 Hrs
4	Last Date and time for submission of Tender	20/01/2020 at 1700 Hrs

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors/Bidders are advised to follow the instructions provided in the “Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>” in the Annexure - A. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document

4. Bidders shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Office of Development Commissioner for Handlooms .

5. Intending tenderers are advised to visit National Handloom development Corporation’s website www.nhdc.org.in and **CPPP site <https://eprocure.gov.in/eprocure/app>** regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. EMD and Bid document cost:

Cost of Bid document	INR 1000/- (Indian Rupees One Thousand only) in the form of DD from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida.
Earnest money deposit	INR 50,000/- (Indian Rupees Fifty Thousand only) in the form of DD from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida.

7. If Tender/Application not accompanied with EMD and Bid document fee is liable to be rejected. The Hard Copy of original instruments in respect of EMD and Bid document fee must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. MSME/NSIC registered firms are exempted for EMD and Bid document fee payment.

**National Handloom Development Corporation,
Wegmans Business Park, Tower 1, 4th Floor,
Sector Knowledge Park – 3, Surajpur Kasna Road,
Greater Noida – 201306**

8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

9. Submission of Bids:

The bids shall be submitted online in two parts, viz., Eligibility Criterion and Financial Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

9.1 **Cover – I** Fee/Eligibility Criterion: technical Bid (Check list):

The following documents are to be self-attested and furnished by the Bidder along with Fee/EMD as per the bid document (As applicable):

- a) Scanned Copy of all document as per Eligibility Criterion and Annexure V of tender document
- b) Scanned copy of document as a proof for payment of EMD and Bid Document Fee.

9.2 **Cover – II** Financial Bid (Check list):

The following documents are to be self-attested and furnished by the Bidder as a part of Financial Bid as per the bid document (As applicable):

- a) Scanned copy of Financial Bid of the tender document.

INTRODUCTION

National Handloom Development Corporation Limited (NHDC) was set up in February 1983 as a Public Sector Undertaking by the Government of India as an autonomous body under the Companies Act 1956 in pursuance of the imperative need for a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all action covering the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State upgrading the technology in the Handloom Sector & improving productivity.

OBJECTIVE

The objective of this Tender document is to invites lump sum basis Selection of contractor cum designer for construction of interior works at shop no. 02, Santusthi shopping complex, New Delhi.

PROJECT OVERVIEW

NHDC is desirous to open Flagship Handloom Store at Shop No. 02, Santusthi Shopping Complex. Santusthi Shopping Complex is situated near ITDC Hotel Samrat & Ashok in New Willingdon Camp, Air Force Station, Lok Kalyan Marg, New Delhi. Flagship Store will have exclusive Handloom product which will showcase India's premium Handloom weaving heritage. These Stores shall have all kinds of handloom products made from Cotton, Silk, Wool, Jute/Coir, Linen having GI Tag, Handloom Mark/ Silk mark etc. Product range in the stores shall be Sarees, Dress materials, Shawls, Stoles, Home furnishing etc. The Total Area of Shop is 413 Square Feet (width is 15.6 ft. and Depth is 26.6 ft. and Height 9 ft.)

THE SCOPE OF WORK:

Planning and Designing Phase:

- To prepare concept plan, detail drawings, material specification, structural design & drawing (if required), Service drawings,
- Cost estimation for walls and ceilings, modular workstation, CCTV, Security Systems, Fire Detection, air conditioning,
- Sanitary works , electrical work , UPS and IT server room and false ceiling and
- Other ancillary work as per requirement with periodic site supervision as and when required.
- Preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities (BOQ) as per **ANNEXURE VII (B) in Excel Format.**

Construction and Execution Phase:

- Proposed Store space with a total are of 413 Sq. ft. requires construction works/Decoration Works as per the NHDC approved design and drawings, to make it Showcase the Premier Handloom Products in line with other renowned showrooms.
- Monitor, Supervise, arrange and procure all resources and Items etc. for the Construction works.
- All construction/Decoration works of the Proposed Flagship Stores shall be in accordance of Standard Quality.
- The scope of work also includes all such items of works, which are not covered in the tender document, however, essentially required to make building completely functional including approval from statutory authorities.

ENGAGEMENT OF DESIGNER CUM CONTRACTOR FOR INTERIOR DECORATION WORK FOR FLAGSHIP HANDLOOM STORE.

PART-I (A)

1) Document required to submit by the applicants before filling up of application form (**Eligibility Criterion: Technical Proposal**)

Eligibility criteria: Technical Proposals of Designer cum Contractor for construction of interior decoration works:

1. Registration as contractor with any government body.
2. The agency having its office in New Delhi with minimum 05 years of experience in relevant field and having completed at least 3 (Three) nos. similar works of Interior of shops/complexes etc with single project of value not less than 25 Lacs (Each) in last 3 years for Govt./ Semi Govt./ Corporate houses. The completed projects should have had the scope of design on for walls and ceilings, modular workstation, CCTV, security systems, fire detection, air conditioning and sanitary works , electrical work , UPS and IT server room and false flooring and Construction works.(Supporting documents must be furnished in respect of work already executed)
3. Agency should have average Annual Turnover of Rs. 01 core in last 03 years including 2018-19.
4. Authorize person on behalf of the organization's / firms having necessary authorization/ power of attorney. Each page of application shall be signed (copy of power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification, if asked).
5. Applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personnel in their organization, proven competence to handle major works, in house computer aided facilities etc. in the enclosed Proforma.
6. The Tender must be accompanied with registration certificate of Firm, EPF, ESIC, PAN card with IT return for last 3 year and, GST registration certificate, and filing annual service tax returns, if any.
7. Tender contain copies of all the enclosures separately.
8. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Proforma and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
9. The applicants must have at least one On Roll qualified graduate Architects having experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation based on current schedule of rates of New Delhi CPWD and Non- Schedule items if required based on market rate analysis.(Proof of employee must be submitted)
10. Earnest money of Rs 50,000/- to be deposited along with the technical bid in the form of a Demand Draft / Pay Order from a Scheduled Nationalized Bank in favor of National Handloom Development Corporation Ltd, payable at Greater Noida. Any tender, which is not accompanied by the Earnest Money Deposit, shall be summarily rejected. The EMD of unsuccessful bidders shall be refunded without any interest, MSMSE/NSIC/DIC registered firm are exempted for EMD.

OTHERS

While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include separate sheet in the prescribed format, in respect of services to be rendered by the consulting firm.

The applicant is required to take instruction from NHDC and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by NHDC and making preliminary estimates of cost.

To prepare working drawings, structural drawings including, services drawings- electrical, sanitary, firefighting and all other drawings for various trades required for completion of the particular project.

The prospective applicants can also visit the work site to understand the nature and scope of work with prior intimation to NHDC at their own expense.

Entire work under the scope of composite tender including major and all minor components shall be executed under one agreement

The bid document consisting of the design, drawings, schedule of quantity, terms and condition, plans, specifications, the schedule of quantities of various types of items etc to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents.

Material and other resources used in the construction works shall be of prevailing Indian standard quality. The Agency must submit the quality certificates. In case, quality certificates are not available or are incomplete or when material quality differs from standard specifications, such materials shall not be used in the construction.

NHDC authorization is mandatory about the procurement of material required for the Construction work towards the quantity/quality received via Annexure VII-B from Shortlisted bidder. Procurement of all items will be decided upon approval of NHDC.

Any defective material used in the work shall be replaced by the Contractor at his own expense. Necessary care and precautions shall be taken so as not to cause any damage to the structure during any such removal and replacement. Any faulty fabrication pointed out at any stage of work, shall be made good or replaced by the Contractor at his own cost.

Loading and transportation shall be done in compliance with transportation rules.

Under normal circumstances, the working hours for Construction works are 09:00 AM to 06:00 PM. Every Staff, labour must have valid ID cards etc.

NHDC reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion

NHDC will not provide its services in the form of Manpower, Material or any other way except the space as per **PROJECT OVERVIEW**.

Note: NHDC project site is placed under the jurisdiction of Indian Air Force. All Materials, Machines and Manpower shall be deputed in way that none of them violates the prescribed norms of Defence establishment.

FINANCIAL BID

Financial Bid shall be duly filled up as per annexure – VII (A) and VII (B) in Excel Format. Only Annexure-VII (A) will be considered for Financial Evaluation. Annexure VII (B) is also required to duly filled, but not considered for Financial Evaluation. The fee shall be exclusive of service tax/GST and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.

FRAUD PREVENTION POLICY

(1) **Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s):** The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with NHDC. They agree and undertake to observe the principles/provisions as laid down in “Fraud Prevention Policy” of NHDC

a. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of NHDC’s employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.

b. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of NHDC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of NHDC, for purpose of competition or personal gain or pass on to others any information or document provided by NHDC as part of the business relationship, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.

e. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform NHDC of same without any delay.

(2) **Disqualification from tender process and exclusion from future contracts:** If the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of “Fraud Prevention Policy” of NHDC in any other form such as to put their reliability or credibility, in question, NHDC, other than taking recourse available under law, shall be entitled to disqualify the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) from undertaking any transaction with NHDC and/or declare the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.

(3) **Damages:** If NHDC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to Clause (2), NHDC shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent Performance Bank Guarantee.

HOLIDAY- LISTING CLAUSE:

“Notwithstanding anything contained in this agreement, NHDC’s policy for Holiday- Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, NHDC at its sole discretion reserves

the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.

Integrity Pact shall form part of tender as well as agreement and it shall be executed and annexed to the agreement.

Public Procurement Policy for Micro and Small Enterprises (MSEs) order, 2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME) shall also be part of this tender and agreement subsequently.

ARBITRATION:

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated NHDC. The provisions of Arbitration & Conciliation Act-1996 shall apply to such arbitration proceedings. The venue of arbitration shall be NEW DELHI

FORCE MAJEURE

Neither party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting party's control even after exertion of best of efforts to prevent such failure, which may include but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any government authority, delay in obtaining licenses or rejection of proposal under the statutes, fire or floods.

PERFORMANCE SECURITY DEPOSIT

Within 7 days of the receipt of the notification of award (LOA) from NHDC, the successful Bidder shall furnish a performance security for an amount of 5% (Five percent) of the Value of total Consultancy fees of Consultant. The Performance Security shall be valid for at least 90 (ninety) days beyond the completion of contract period and shall be denominated in Indian rupees and shall be a Bank Guarantee/Demand Draft/Fixed Deposit Receipt in favour of National Handloom Development Corporation Limited, payable at Greater Noida, issued by a Nationalized bank in India. Performance Deposit will be forfeited, if any deviation is found against Terms and Conditions of Tender Document.

SUBMISSION OF TENDER

Invites online bids through two stages (Eligibility criterion/Technical Bid and Financial Bid) against "Tender for Selection of contractor cum designer for construction of interior works at shop no. 02, Santusthi shopping complex, New Delhi.". The tender document may be downloaded from www.nhdc.org.in (for reference only) and to apply kindly visit CPPP site <https://eprocure.gov.in/eprocure/app> . Hard Copy of EMD and Bid Document fee to be submitted at Following Address:

National Handloom Development Corporation Ltd (NHDC)
4th Floor, Wegmans Business Park,
Knowledge Park – 3,
Surajpur kasma Road
Greater Noida - 201306, India

PRE BID CONFERENCE

The NHDC shall organise a Pre Bid Conference on 08/01/2020 at 11.30 in the O/o NHDC,

GreaterNoida. Prospective bidders are free to raise their queries during the meeting and responses will be to all the prospective bidders by way of hosting amendments/ clarifications on the website i.e. at www.nhdc.org.in and NIC CPPP.

E-mail queries can also send to tender@nhdc.org.in.

EVALUATION CRITERIA

In the first stage, offers will be evaluated against the stipulated eligibility criteria. Offers not complying with the eligibility criteria will be rejected. The Agency/Firms, who comply with the eligibility criteria and evaluation criteria, will be short-listed in technical evaluation. The evaluation for shortlisting may include getting opinion from the previous clients, visiting their projects, if necessary. In the event of large number of responses, NHDC may shortlist a minimum of 3 (Three) Agencies/Firms by scoring method on the basis of details furnished by them

SR.NO	CRITERIA	WEIGHTAGE
a)	Experience in qualifying works during last 5 years	Upto 05 years- 15 Mark > 05 – 20 marks
b)	Experience in works undertaken for Central/state government organizations or Central/state government undertaking or Autonomous bodies or PSU Banks / PSU financial Institutions. during last 5 years	Upto 03 – 10 Marks > 03 – 15 Mark
c)	Client certificate & recommendations	Upto 03 – 05 Marks > 03 – 10 Marks
d)	Organizational set up including staff strength, infrastructural facilities (Details to be attached) Consultant / Associates including in-house capabilities for various services (Details to be attached)	10 Marks
e)	Planning and Designing Phase: Main thematic vision, Originality of the concept, Aesthetics and innovation, Quality and Efficiency of design and facilities planned (write up)	15 marks
f)	Construction and Execution Phase: Speed , ease of construction, sustainability, cost towards maintenance (Write up)	30 Marks

OPENING& COMPARISON OF FINANCIAL BIDS

Financial Bids will be opened and compared (after the technical evaluation is completed) for those Bidders whose technical bids reach the minimum threshold standards (i.e. 70 marks) and Bid Security has been deposited. The Financial Bids will be opened, in the presence of Bidders' representatives who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidders' representatives who are present

shall sign a register evidencing their attendance. The name of Bidder, Bid Prices, etc. will be announced at the meeting. NHDC may even ask bidders to sign on one another's bids to ensure complete transparency.

Evaluation of Financial Bids

- The Financial Bids of the technically qualified bidders will be evaluated.
- The Evaluation process proposed for Financial Bid will be based on the following formula for determining the Financial Score:

$$Sf = 100 * Fm / F$$

Where Sf means financial score, Fm means lowest price offered and F means the price of the proposal under consideration.

Selection of Implementing Agency

This shall be based on the Quality and Cost Based Selection (QCBS) method where the Technical score (Tb) is given a weight of 0.7 i.e. (70%) and financial score is given a weight of 0.3 i.e. (30 %):
Final Score of the bid = (0.7 x Tb) + (0.3 x Sf)

Where Tb is the Technical Score and Sf is the Financial Score of the bidder under consideration.

The bid with the highest final score calculated in this fashion shall be considered as the best value bid. In case of a tie, the bid that scored a higher Technical score (Tb) will be considered the best value bid and ranked as R1. Similarly other bids will be ranked as R2, R3..... Rn.

NEGOTIATION WITH THE R1 BIDDER

NHDC will negotiate with R1 bidder, only over the selection and procurement of BOQ in quantity as well as quality wise.

TIME OF COMPLETION

The work shall be completed in all respects within 30 days from the date of award of work, exclusive of mobilization period of 5 days. The tender shall remain valid for a period of 180 Calendar days from the date of opening of the financial offer of the tender.

VARIATIONS

NHDC reserves the right to increase or decrease the scope of work on any or all items or change the nature of work involved in any or all items of the contract, subject to limitations laid down. The contractor shall have no claim for loss of anticipated profits or for any other reason whatsoever on account of these variations.

ITEMS OF WORK FOR COMPLETION

The contractor is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Instructions such as

additional items and their quantities will be issued in writing by the consultant designer in consultation with NHDC.

LICENCE AND PERMITS

Licence and permits for all materials under government control shall be obtained by the Contractor directly. The supervisor may assist the Contractor in this respect to the extent possible. It is the responsibility of the contractor to meet all transport charges and other expenses that may be incurred in this connection.

INSURANCE

Before commencing the execution works, the Contractor, without limiting his obligations and responsibilities under the contract, shall insure against his liability for any material or physical damage, loss or injury which may occur to any person including any employee of NHDC or a member of the general public, by or arising out of the execution of the work in carrying out of the contract. Unless otherwise stipulated elsewhere in this contract, it shall be obligatory for the contractor to obtain the insurance cover under the following policies:-

- a) Contractor's all risks Insurance Policy to cover the following:
 - i. Entire contract value including cost of materials supplied by the employer, if any, for the period of including extension of time period.
 - ii. Third party insurance to cover for any damages to third party. This shall be up to the period of completion of work only.
- b) Insurance Policy to cover contractor's liability under Workmen's Compensation Act 1923, Minimum Wages Act 1948, Contract Labour (Regulation and Abolition) Act 1970 and other relevant Acts listed elsewhere. This shall be for the period of completion of work.
- c) Insurance cover against damage, theft, all calamities or any other loss of all materials and equipment brought to site for which advance payment is claimed - limit of liability not less than the value of such materials at any stage of the contract. The contractor shall insure against all such liabilities and shall continue such insurance during the whole of the time when any person employed by him are on the works. Premium for all Insurance policies shall be paid by the contractor and shall NOT be reimbursable.

The contractor shall produce to NHDC all certificates of Insurance. These certificates shall be fully executed.

The contractor shall obtain written certificates of similar certificates from all sub-contractors, if any, and thereby assume responsibility from failure of any of the sub-contractors to obtain adequate insurance protection in connection with their work.

FAILURE OF INSURE

If the contractor fails to comply with the terms of this condition, NHDC may affect the Insurance and deduct the expenses from any moneys that may be or become payable to the contractor or may at his option, refuse payment of any certificate to the contractor until the contractor complies with this condition.

TAXES

The contractor shall include in his rates for the various items, the amount of GST, on loose furniture, duties and any other taxes or levies legally payable on materials and equipment forming part of the works. Appropriate Income Tax; Sales Tax & other applicable Taxes will be deducted from each R. A. Bill and Final Bill of the contractors.

DELAYS

The contractor shall pay NHDC such sums stipulated as liquidated damages for each day. (Rs.1500/- per day). Sundays and holidays inclusive that the works remain incomplete after the contract date for completion or any extended time as may be granted by the Architect, provided that the total amount payable by way of damages shall not exceed 10% (ten percent) of the total contract amount.

DEFECTS

The defects Liability period shall be of 6 (six) calendar months from the date of virtual completion.

Contractor to Make Good All Defects

The Contractor shall make good, at his own cost and to the Specifications of the Architect, all defects, shrinkage, settlement or other faults, arising in the opinion of the Architect from work or materials not being in accordance with the drawing of Specifications or Schedule of Quantities or the Specifications of the Architect, which may appear within six months after completion of work.

Maintenance During Defects Liability Period

Any defects noticed and brought to the attention of the contractor shall be promptly attended to by the Contractor expeditiously within a period of 15 days from the date of intimation. Otherwise the Employer will get the defect rectified through other Agency and the cost of the same will be deducted from the Contractors Retention Money.

METHODS OF MEASUREMENT

For measuring all work, the standard method of measurement in accordance with the standards laid down by the Bureau of Indian Standards shall be adopted unless otherwise specified. In the event of by dispute with regard to the mode of measurement of the work executed, the decision of the Architect shall be final and binding.

SCHEDULE OF SERVICES TO BE RENDERED.

Sr.No.	Description of Item	Time Schedule
1	To Plan and prepare conceptual design and drawings as per requirement of NHDC and after obtaining the consent by the Competent Authority for this purpose time to time if any changes required in the planning what so ever be entertained. (Stage-I).	Within 03 days of allotment of work
2	To Prepare working Drawing, design and specifications of various items of work as per scope of work and getting the approval of the committee and NHDC and to supply at least 10 sets of drawing on convenient scale. (Stage-II).	Within 5 days of allotment of work.
3	To Prepare schedule of quantities and detailed estimate of various items of work as per scope of work based upon approved specification and drawings at prevailing market rate with complete justification of item rate and total cost of the project after obtaining the approval of NHDC. (Stage-III)	Within 07 days of allotment of work
6	To visit the site of work to regularly inspect and evaluate the progress of work and manage Construction sites staff and labour and insure that the work at site proceeds in accordance with contract documents/drawings and to exercise time and quality control, to give suggestion regarding work during execution, and to prepare revised drawing if required, any during the work execution. (Stage-IV)	Regular Work (Construction Supervision and Management)
7	Complete Construction Works as per Tender document. Submission of completion report and handing over the Finished/ready building/Premises to the client. (Stage-V)	Within 30 days of completion of work. (Exclusive of mobilization period of 5 days)

SCHEDULE OF PAYMENT SHALL BE AS FOLLOWS;-

Stages	Description of Item	Payment Schedule
1	Taking clients instructions, preparation and approval by owner (NHDC) of sketch designs for interior/exterior works including submission of approximate preliminary cost estimate of works & plans as required.	20% of fee
2	Preparing/Submission of detailed cost estimate supported with analysis of rates for non-schedule items, for owner's approval, & BOQ and submitting the same as required.	20% of fee
6	On settlement of final bill of construction works & on receipt of completion/occupation certificates & completion of tendered works' in all respect.	60% of fee

ANNEXURE-I

Details of works executed (please mention only such works which qualify for the category/ class for which you have applied)

S.No.	Name of work	Work Executed for name of the organization with address, concerned office & telephone no.)	Nature of work (in brief	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons

ANNEXURE-II

Details of the major works in hand (please mention only such works which qualify for the category/ class for which you have applied)

Sl. No.	Name Of work	Work executed for (name of the organization with address, concerned office & telephone no.)	Nature of work (in brief).	Location of the work	Actual value of the works	Stipulated time for completion	Remark if Any

ANNEXURE-III

Furnish the names of three responsible clients/ persons for whom the major works have been carried out by the applicant with address and telephone number who will be in a position to clarify about the quality as well as past performance of your organization

S No	Name of the official	Organization	Address	Contact Numbers

ANNEXURE-IV

Registration/ Empanelled with government/ Public Sector / Institution

S. No.	Name of the organization	Name of the organization

ANNEXURE-V

Firm shall provide their details as per the following:

S. No.	Particulars	Details to be filled in by the Agency/Firm
1	Name of the Firm	
2	Registration No of the Firm	(Attach copy)
3	Date of incorporation of the Firm. State whether it is Partnership/ Proprietorship Firm	(Attach copy)
4	Registered Office of the firm/agency with Phone/Mobile No and e-mail id	
5	Name of contact person with Phone/ Mobile No and e-mail id	
6	PAN of the Firm/Agency (Attach copy)	(Attach copy)
7	Goods & Service Tax (GST) Registration No	(Attach Copy)
8	Whether the Agency is an IT Assesse and have filed its income tax returns for the last three assessment years- YES/ NO	(Attach copy of IT Returns)
9	EPF Registration Number (Attach copy)	(Attach copy)
10	ESI Registration Number (Attach copy)	(Attach copy)
11	Whether the Firm has minimum 05 years' experience as per Scope of work (Yes/No)	(Attach copy of experience/order/proof etc)
12	Banker of Service Provider with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')	
13	Financial Turnover of last 03 years	2016-17:- 2017-18:- 2018-19

ANNEXURE VI

(Format for Affidavit)
(On the letterhead of the Agency duly stamped and signed)

TO WHOMSOEVER IT MAY CONCERN

This is certify that our Agency:

1. Does not owe any money beyond 60 days to any other agency.
2. Has not been blacklisted/de-listed by any of the Central /State Government /Public Sector Undertakings /Public Sector Banks/any regulatory institution in the past 3 years.
3. Does not have any legal, civil, criminal, taxation and other cases pending against the Agency that may have an impact affecting or compromising the delivery of services required.

(AUTHORISED SIGNATORY)

NAME:

DESIGNATION:

ANNEXURE VIII

Format of Bank Guarantee

BG No.

Date:

1. In consideration of you, National Handloom Development Corporation Ltd., A Government of India Undertaking, Ministry of Textiles, Wegmans Business Park, 4th Floor, Sector Knowledge Park – 3, Surajpur Kasma Road, Greater Noida- 201306 (hereinafter referred to as the

“Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) having agreed to receive the proposal of **[Name of company]**, (hereinafter referred to as the

“Bidder” which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns), for “selection of agency for -----” for [name of assignment] pursuant to the Tender Document dated [date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as “Documents”), we [Name of the Bank] having our registered office at [registered address] and one of its branches at [branch address] (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of relevant clause of the Tender Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the Tender Document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [in figures] ([in words]) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said tender Document.

2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the Tender Document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the Tender Document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said Tender Document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the

claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the Tender Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said Tender Document for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [in figures] ([in words]).

4. This Guarantee shall be irrevocable and remain in full force for a period of 90 (Ninety) days from the Proposal Due Date and a further claim period of thirty (30) days or for such extended period as may be mutually agreed between the Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable until all amounts under this Guarantee have been paid.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Tender Document or to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said Tender Document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Tender Document or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.

10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the

Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by [name of bank]

By the hand of Mr. /Ms. [name], it's [designation] and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Annexure - A

Instructions to Bidders for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1. REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender

ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail

in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.