

**THE HP STATE COOPERATIVE BANK LTD;
HEAD OFFICE, THE MALL,
SHIMLA-171001**

TENDER DOCUMENT

FOR

**“Repair, Renovation and Construction of Washrooms at Head
Office Building, The Mall, Shimla”**



Sealed tenders are invited for Repair and Renovation of Existing eight numbers of washrooms and conversion of lift portion into four numbers of female washrooms at Head Office Building, The Mall, Shimla Himachal Pradesh. The Bids in this regard should reach in the office of Assistant General Manager, HP State Co-operative Bank, Head Office, The Mall, Shimla on or before 18.02.2025 up to 2:00 PM in clearly marked on the envelope **"Confidential: Tender for Repair, Renovation and Construction of Washrooms at Head Office The Mall Shimla"**. The bids will be opened on the day following the last date of receipt of tender in the Bank's Head Office, The Mall, Shimla, in the presence of the bidders (if present) by the Committee constituted for the purpose. The application forms can be downloaded from the official website of hpsc.com and should be submitted along with all the required documents.

The Bank reserves the right to accept or reject any / all bids without assigning any reason at any stage.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK

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The General Manager, HP State Co-operative Bank invites sealed tenders rate in 2 cover system for under mentioned work from registered firms/contractors of HPPWD, HPJSV, CPWD, HIMUDA & BSNL etc. **having GST number** for the work.

Sr. No	Name of work	Estimated Amount	Period	EMD
1	Repair, Renovation and Constructions of eight numbers of Existing washrooms and conversion of lift portion into four numbers of female washrooms etc at Head Office Building, The Mall, Shimla - 01.	Rs.29,68,103.25	6 months	Rs. 1,55,000/-

KEY DATES:

2	Date of Online Publication download start date	29.01.2025	10:00 AM
3	Date of Pre bid Meeting	10.02.2025	02:00 PM
4	Bid Submission start date	30.01.2025	11:30 AM
5	Bid Submission close date	18.02.2025	02:00 PM
6	Date of opening of Bids	20.02.2025	02:30 PM

Interested firms/contractors can submit the bid on or before the last date and time mentioned above. The tender must be accompanied with an earnest money of **Rs. 1,55,000/- (Rupees One Lac Fifty Five Thousand Only)** in the shape of FDR duly pledged in the name of General Manager HP State Coop. Bank Ltd. The tender without earnest money or short or not in form specified above will be rejected straightway.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK

1. Request for sealed tenders

Sealed tenders are invited from registered firms/contractors of HPPWD, HPI&PH, CPWD, HIMUDA & BSNL etc. **having GST number** for "Repair and Renovation of Existing eight numbers of washrooms and conversion of lift portion into four numbers of female washrooms etc at Head Office Building, The Mall, Shimla, Himachal Pradesh". Hence, 12 nos of washrooms will be built and repaired.

2. Introduction

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) is an Apex Scheduled State Cooperative Bank working since 1954. The HPSCB is one of the fastest growing Co-operative bank in India having 238 branches and 24 extension counters spread across six districts i.e. Chamba, Shimla, Mandi, Sirmour, Kinnaur and Bilaspur of the State. The HPSCB Ltd. offers a full range of financial products and services including deposit acceptance, loan disbursement, mobile and internet banking etc.

The bank mainly caters to the needs of the farmers directly by advancing loans under various schemes or through the Cooperative Societies viz. Primary Agricultural Cooperative Societies, District Federations, Tehsil Unions and Apex Cooperative Societies etc. Apart from this, the bank also caters to the needs of individuals and Government employees/Companies.

3. Instructions to the Bidders

3.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by The Himachal Pradesh State Cooperative Bank Ltd on the basis of this TENDER.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of HPSCB Ltd. Any notification of preferred bidder status by The Himachal Pradesh State Cooperative Bank Ltd shall not give rise to any enforceable rights by the Bidder. HPSCB Ltd may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of HPSCB Ltd.
- d) This TENDER supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e) The price charged for the services provided under the contract by the Bidder shall in no event exceed the lowest price at which the said Bidder provides the services of identical description to any person/organizations including Govt. agencies/PSUs/State Govt. / Central Govt.

3.2. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the TENDER documents carefully. Submission of the bid shall be

deemed to have been done after careful study and examination of the TENDER document with full understanding of its implications.

- b) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected.

Bidders must:

- Include all documentation specified in this TENDER.
- Follow the format of this TENDER and respond to each element in the order as set out in this TENDER.
- Comply with all requirements as set out within this TENDER.

3.3. Pre-Bid Clarifications

- a) The queries should necessarily be submitted in the following format, three days before the date of Pre-bid meeting:

Sr. No	TENDER Document Reference Page Number	Content of TENDER requiring Clarification(s)	Points of clarification
1.			
2.			
3.			

- b) HPSCB Ltd shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the HPSCB Ltd.

3.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the HPSCB Ltd will Endeavour to provide timely response to all queries. However, HPSCB Ltd makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does HPSCB Ltd undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, HPSCB Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder} modify the TENDER Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the HPSCB Ltd website.
- d) Any such corrigendum shall be deemed to be incorporated into this TENDER.

In order to provide prospective Bidders reasonable time for taking the corrigendum into account, HPSCB Ltd may, at its discretion, extend the last date for the receipt of Proposals.

3.5 Tenure of the Contract

The purchase contract will be valid for one year with effect from signing of contract between HPSCB Ltd and selected bidder.

3.6 Key Requirements of the Bid

Right to Terminate the Process

- a) HPSCB Ltd may terminate the Tender process at any time and without assigning any reason. HPSCB Ltd makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This TENDER does not constitute an offer by HPSCB Ltd. The bidder's participation in this process may result HPSCB Ltd selecting the bidder to engage towards execution of the contract.

3.7 Tender Document Fees

TENDER can be downloaded free of cost from the Banks website.

3.8 Earnest Money Deposit (EMD)

- a) Bidders shall submit the EMD amount of **Rs. 1,55,000/- (Rupees One Lac Fifty Five Thousand Only)** in the form of a FDR issued by any branch of HPSCB duly pledged in the name of General Manager, HPSCB Ltd, payable at The Mall Shimla, and should be valid for 90 days from the date of publication of the tender notice.
- b) EMD of all unsuccessful bidders would be refunded by HPSCB Ltd within 1 month or on 30th day of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee or equivalent.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
 - A modification or withdrawal of bid after the deadline of submission of bid (s) and during the validity of bid (s).
 - Refusal by the bidder (s) to accept an arithmetical error or otherwise appearing on the face of bid (s).
 - Failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents.
 - Failure on the part of the successful bidder to deposit performance security.
 - Failure on the part of the successful bidder to execute the contract as per terms and conditions in the tender documents.
 - No interest shall be payable on the EMD amount
 - If the Bidder withdraws or amends it's tender or impairs or derogate from the tender in any respect within the period of tender.
- f) The EMD should be enclosed with the technical bid.

3.9 Submission of Proposals

- a) The Response to Technical Bid and Financial Bid should be submitted in separate sealed envelopes super-scribed with TENDER subject, ref. no. and last date of receiving quotation. Both the sealed envelopes are to be put in a bigger cover which should also be sealed and super scribed in the same manner.
- b) Please Note that Rates should not be indicated in the Technical Bid but should only be indicated in the Commercial Bid.

3.10 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal issued by the Contractor / Firm.

3.11 Preparation of Proposal

Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the TENDER process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by HPSCB Ltd to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. HPSCB Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.12. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

3.13 Consortium

No consortium, subletting or hiring services of other company/firm for execution of this job shall be allowed.

3.14 Evaluation Process

- a) HPSCB LTD shall constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by HPSCB Ltd shall evaluate the responses to the TENDER and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the TENDER shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Proposal Evaluation Committee may recommend for rejection of any or all proposals on the basis of any deviations.
- e) Each of the responses shall be evaluated as per the criteria and requirements specified in this TENDER.

4. Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of Tender.

4.1. Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive, if Proposals:
 - Are not submitted in as specified in the TENDER document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details.
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the TENDER
- With lesser validity period In case of rejection of bid, HPSCB Ltd shall notify the concerned bidder along with reasons of rejection.

- b) All responsive Bids will be considered for further processing as below. HPSCB Ltd will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this TENDER document. The decision of the Committee will be final in this regard.

4.2. Financial Bid Evaluation

- a) The Financial Bids of technically qualified bidders in technical evaluation criteria will be opened on the prescribed date.
- b) The bidder which has the lowest qualifying financial bid will be declared as L1 and may be considered.
- c) Errors & Rectification: If there is any discrepancy between words and figures in the financial bid, the amount in words will prevail.

5. Appointment of Successful Bidder

5.1. Award Criteria

HPSCB Ltd will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.

5.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

HPSCB Ltd reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for HPSCB Ltd action.

5.3. Notification of Award

Prior to the expiration of the validity period, HPSCB Ltd will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, HPSCB Ltd may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, HPSCB Ltd will notify each unsuccessful

bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

5.4. Signing of Contract

After HPSCB Ltd notifies the successful bidder that its proposal has been accepted, HPSCB Ltd shall enter into a contract, incorporating all clauses and the proposal of the bidder between HPSCB Ltd and the successful bidder.

5.4.1. Extension of Service Level Contract:

The Bank reserves the right to extend the validity of contract in case it is needed so. However, it will be through mutual consent with the selected bidder and on the same rates and terms & conditions for a maximum of two years, one year at a time upon the satisfactory performance of the services.

5.6. Failure to Agree with the Terms and Conditions of the TENDER

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER/proposal of the bidder shall constitute sufficient grounds for the annulment of the award, in which event HPSCB Ltd may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, HPSCB Ltd shall invoke the EMD of the selected bidder.

6. Scope of Work

Bidder is required to execute the Repair and Renovation of Existing eight numbers of washrooms and conversion of lift portion into four numbers of female washrooms at Head Office Building, The Mall, Shimla as per specifications mentioned in **Financial Bid.**

7. Eligibility Criteria

- (i) Bidder should be registered of HPPWD, CPWD, HPJSV etc. **having GST number** for the work.
- (ii) The firm/bidder/vendors must have the experience in the similar field with the Govt. Department / Institution at least three years. Relevant documents i.e. work order/ supply order and work completion order should be attached with Technical bid.
- (iii) The Firm/bidder should not be black listed or defaulter from any of Govt. Department / Institutions, a declaration in this regard should be attached with Technical bid, Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.
- (iv) Average Annual financial turnover of last three years should not less than 50 Lacs. Certificate along with positive net worth in the regard issued from the Chartered Accountant should be attached with Technical Bid and ITR of last three years shall be also attached.

8. Time Period:

The successful bidder shall be able to complete the project within a period of Six months from the date of signing service level agreement. In case of failure to complete the task within the stipulated period, the period may be extended, if required, through mutual consultations.

9. Service Level Agreement

Successful bidder shall provide services as per SLA matrix, which defines maximum acceptable response as well as rectification time for resolving the problem.

10. Payment Terms:

1. The Payment shall be made on quarterly basis as per measurement and subsequent calculation of quantities of the work carried-out. Tax at source as applicable shall be deducted from the rates quoted by the parties.

11. Governing Law and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of this tender document or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, in that event, the same shall be referred for arbitration under section 72,73 of the HP Cooperative Societies Act, 1968 (Act No 3 of 1969) to Registrar Cooperative Societies, HP for decision and his decision will be final and binding on the parties. The selected bidders will become B class nominal membership of the bank by depositing of Rs.500. The venue of the arbitration shall be Shimla.

12. Term and Conditions:

1. HPSCB Ltd will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.
2. The Bidder to note that the rates quoted should be inclusive of **GST** with loading, unloading and transportation etc. i.e with F.O.R. delivery of required material in all leads and lifts. The rates shall be firm and final. Nothing extra shall be paid on any account.
3. The Bank retains the right to assign / not to assign any product or service even if it has called the rates for any service / product.
4. The bank will not make any payments over and above those as quoted in the tender document.
5. The contractor shall submit photocopies of Enlistment/Registration documents, valid GST registration certificate, PAN.
6. The enlistment of the contractors should be valid on the last date of submission of bids. In case the last date of opening of bid is extended, the enlistment of contractor should be valid on the original date of opening of tender.
7. Sample of all material to be used on work should be got approved from the Engineer-in-charge in advance before actual use on work and any or all of the material which are available as per Indian Standard in the market should confirm Bureau of Indian Standards.
8. Time allowed for carrying out the work will be 6 (Six) months from the 20th (Twentieth) day after the date of issue of letter of award of work.
9. The site for the work shall be made available at the time of execution.
10. Money due to contractor in any other work or earnest-money of the previous call of the other work shall not be adjusted towards earnest money.
11. The envelope shall be super scribed with Name of work, Name of Bidder on it. In case the eligibility credentials are not found in order at any stage i.e. before award of work or during execution of the work or after completion of the work, the bidder will be debarred from tendering in Himachal Pradesh State

- Cooperative Bank for three years including any other action as deemed fit by the authorities of the Bank.
12. The tender in which rates are to be quoted should be properly bound and sealed. Loose/spiral bound submission shall be rejected outrightly. In case of any correction/addition/alteration/omission in tender document, the same shall be treated as non-responsive and shall be summarily rejected.
 13. Every page of the tender shall be signed by the bidder with stamp (Seal) of his firm/organization and shall be submitted in the sealed envelope as a complete tender. Cutting and overwriting should be avoided, however, if any, shall be signed.
 14. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of the access to the site. The accommodation they may require and in general, shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder 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 Bidder shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, access facilities for workers and on all other services required for executing the work unless otherwise specifically provided for in the tender/award. Submission of tender by a bidder implies that he has read this notice and all other 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 work.
 15. The competent authority on behalf of Bank does not bind himself to accept the lowest or any other tender, and reserves to him reject any or all the received tenders without assigning any 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 bidder, shall be summarily rejected.
 16. The competent authority on behalf of the Bank reserves with himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
 17. Any item, if observed inexpedient for execution shall not be got executed. The work being of repair/renovation, quantities of execution may increase or decrease depending upon the requirement arising during actual execution and the same shall be paid proportionately to the rates quoted.
 18. Extra item, if any, if observed expedient for execution shall be executed only after obtaining approvals and as per direction of Engineer in Charge and shall be paid as per scheduled rates / prevailing market rates after ascertaining/analyzing the same and after the approval of the authority. No claim above the rate approved by the authority shall be entertained.
 19. The payment shall be made as per measurement and subsequent calculation of quantities of the carried-out work.
 20. Conditional tenders will not be entertained and shall summarily be rejected.
 21. **Performance Security:** Performance security will be obtained from the successful contractor on the award of the contract and which will be 5-10% of the value of the contract and should be in the shape of FDR duly pledged in the name of General Manager HP State Co-operative Bank and may be refundable on

- the satisfaction of services certified by the concerned Committee. In case of any breach/non compliance of orders the same can be forfeited.
22. Alternative bids shall not be considered. Only one tender can be applied by the person/firms/bidder or in partnership. Failure to comply this condition will attract the cancellation of participation of concerned firm and forfeiture of EMD.
 23. Bidders should submit technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly super-scribed. Cover-I contain all required technical documents along with EMD and Cover-II contain only financial bid. Both these sealed covers shall be put in a bigger cover which shall be sealed and duly super-scribed and captioned as, **"Repair and Renovation of eight numbers of existing washrooms and conversion of lift portion into four numbers of female washrooms etc at Head Office Building, The Mall, Shimla"**.
 - The **First Envelope** must contain the Technical proposal and must be super scribed in bold letters as **"TECHNICAL BID"**, and shall contain the documents as prescribed in the Check list for Technical Bid.
 - The **Second Envelope** must contain the Financial proposal in the prescribed Performa given at **annexure-1** (should be submitted in separate sealed cover not with the technical bid) duly filled in and must be super scribed in bold letters as **"FINANCIAL BID"**. Financial bids only of the technically acceptable offers shall be opened for further evaluation and ranking before awarding the contract. No conditional bid shall be accepted. Rate quoted should be inclusive of all taxes /charges including GST.
 24. The firm/ bidder are required to attach copy of first page of Bank Pass Book /statement.
 25. It is mandatory to attend the pre bid meeting and Interested firms/bidders etc, who are not able to attend pre bid meeting on admissible reasons can inspect the site on any working day between 10:00 AM to 5:00 PM before the closing date of tender and take participation in Tender.
 26. **Dismantled Material Govt. Property:** The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as Government's property and such materials shall be disposed off to the best advantage of Government according to the instructions issued by the Engineer-in-Charge.
 27. **Work to be Executed in Accordance with Specifications, Drawings, Orders etc.:** The contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall comply with the provisions of the contract and with the care and diligence execute and maintain the works and provide all labour and materials, tools and plants including for measurements and supervision of all works, structural plans and other things of temporary or permanent nature required for such execution and maintenance in so far as the necessity for providing these, is specified or is reasonably inferred from the contract. The Contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of construction. Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.
 28. **Deviations/ Variations Extent and Pricing:** The Bank shall have power (i) to make alteration in, omissions from, additions to, or substitutions for the original specifications, drawings, designs and instructions that may appear to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other

reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him by the Engineer-in-Charge and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided.

29. **Action in case Work not done as per Specifications:** All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the authorities of the Bank's and their authorized subordinates in charge of the work and all the officers, and the contractor shall, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing, present for that purpose. Orders given to the Contractor's agent shall be considered to have the same force as if they had been given to the contractor himself. Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.
30. Contractor shall be Liable for any kind of damages, defects in building during execution of work at site.
31. **Hire of Plant & Machinery:** The contractor shall arrange at his own expense all tools, plant, machinery and equipment (hereinafter referred to as T&P) required for execution of the work
32. **Employment of Technical Staff and employees:** Contractor shall provide the Employment of Technical Staff and employees for the execution of work at site.
33. No time extension shall be given without any valid reason or major circumstances for successful bidder during execution of work at site for which bidder will be required to brought to the notice of Bank in writing within stipulated time, if the reasons stated are found genuine and reasonable. The decision of the Bank authorities in this regard would be final. If the same instructions are not followed, it will attract the forfeiture of EMD/performance security and other action accordingly

Sd/-
General Manager
HP STATE CO-OPERATIVE BANK

ANNEXURE-I

Detail of Technical Bid:-

PARTICULARS OF THE FIRM/BIDDER

1. Name of the firms/Contractor: _____
2. Head/Regd. Office address: _____

3. Office Address: _____
4. Type of Organization: individual / Partnership / Incorporated
5. Copy of firms/ company's registration: _____
6. Amount of EMD deposited
 - a. FDR Number: _____
 - b. Bank Detail: _____
 - c. Amount: _____
7. Period of validity of Tender: _____
8. Supporting documents in connection
With experience attached (yes/no)
10. Detail of supporting _____
Document enclosed: _____
11. Name and address of the
Authorized signatory/contact _____
Person for this Tender: _____
12. Whether letter of Authority for
Attending bid opening enclosed with
Tender: _____
13. _____ Whether _____ PAN _____ co
py attached (Yes/No) _____
14. GST certificates attached (Yes / No) _____
15. Proof of income tax registration (Yes / No) : _____
16. Copies of ITRs for the last 3 years (yes / No) : _____
17. Turnover with positive net worth of the firm/bidder (yes / No):

18. Time schedule for accomplishment of Job: _____
19. Relevant additional information, if any,
(Use extra sheet if necessary): _____
20. Copy of first page of Bank Pass book / statement (Yes / No): _____
21. Undertaking as per annexure --- (yes / no)

Annexure - II

Financial Proposal Template

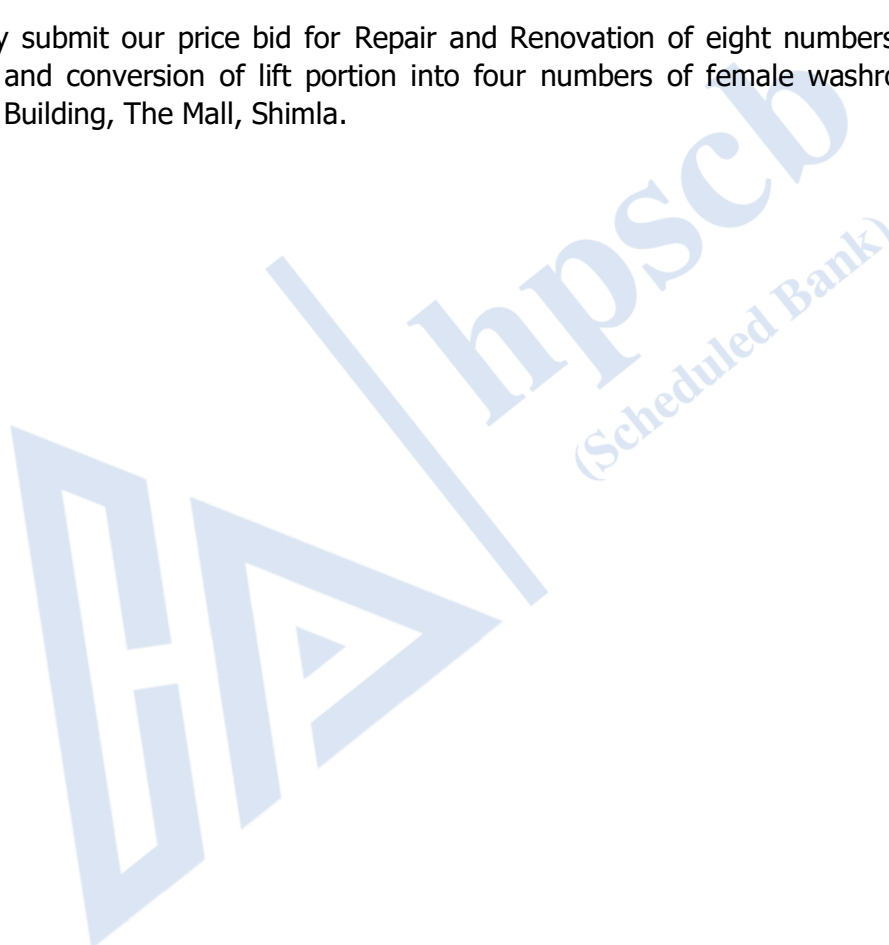
To,
General Manager
The HP State Cooperative Bank Ltd
Head Office, The Mall Shimla-171001,

Dear Sir,

I/We hereby submit our price bid for Repair and Renovation of eight numbers of Existing washrooms and conversion of lift portion into four numbers of female washrooms etc at Head Office Building, The Mall, Shimla.

Date:

Location:



THE HP STATE COOPERATIVE BANK LTD

HEAD OFFICE THE MALL

SHIMLA-1

Financial Bid

Name of work: Repair and Renovation of eight numbers of Existing washrooms and conversion of lift portion into four numbers of female washrooms etc at Head Office Building, The Mall, Shimla-01.

SCHEDULE OF QUANTITY

Sr. No.	Item Description	Qty	Unit	Rate in figures and words	Amount
	Civil Work				
1	Dismantling tile work in floors and Walls laid in cement mortar including stacking material within 50 metres lead.	270	Sqm		
2	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead :	20.00	each		
3	Demolishing brick work manually/ by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge.	31.70	Sqm		
4	Half brick masonry with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level : Cement mortar 1:3 (1 cement :3 coarse sand)	40.80	Sqm		
5	15mm cemet plaster on rough side of single or half brick wall finished with a floating coat of neat cement of mix : 1:3 (1 cement: 3 fine sand)	205.88	Sqm		
6	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string courses, fillets, columns, pillars, piers, abutments, posts and struts etc. above plinth level up to floor five level, excluding cost of centering, shuttering, finishing and reinforcement :1:1.5:3 (1 cement : 1.5 coarse sand) : 3 graded stone aggregate 20 mm nominal size)	2.40	Cum		
7	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in charge.	6.71	Cum		

8	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete upto plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more. as per direction of Engineer-in-Charge.	158.04	Kg		
9	Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, including welding and bolted with special shaped washers etc. complete. Hot finished welded type tubes as per direction of Engineer-in-Charge.	2681.64	Kg		
10	Providing and fixing roofing consist of 0.8 mm thick galvanized steel deck sheet conforming to IS 277:1992 used as permanent shuttering over which MS wire mesh 3mm laid at 100x100 mm grid including edge trim covered with concrete. This metal deck will be supported on structural steel beam with shear studs. (Structural steel like Beam, column, joists etc. & concrete of different grade as per design will be paid separately).	12.16	Sqm		
11	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length (hold fast lugs or dash fastener shall be paid for separately). Sal Wood	0.6675	Cum		
12	Providing and fixing panelled or panelled and glazed shutters for doors, windows and clerestory windows fixing with butt hinges of required size with necessary screws, excluding panelling which will be paid for separately, all complete as per direction of Engineer-in charge.(35 mm thick shutters)Kiln seasoned and chemically treated hollock wood (Note:- Butt hinges and necessary screws shall be paid separately)	38.04	Sqm		
13	Providing and fixing glazed shutters for doors, windows and clerestory windows using 4 mm thick float glass panes, including ISI marked M.S. pressed butt hinges bright finished of required size with necessary screws.	13.68	Sqm		

14	Providing and fixing ISI marked, IS : 1341, M.S. heavy weight butt hinges with necessary screws etc. complete :125x90x4.00 mm	48.00	nos		
15	Providing and fixing ISI marked, IS : 1341, M.S. heavy weight butt hinges with necessary screws etc. complete :75x60x3.10 mm	60.00	nos		
16	Providing and fixing aluminium sliding door bolts, ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868), transparent or dyed to required colour or shade, with nuts and screws etc. complete : 300x16 mm	16.00	Nos		
17	Providing and fixing chromium plated brass 100 mm mortice latch and lock with 6 levers and a pair of lever handles of approved quality with necessary screws etc. complete.	16.00	No		
18	Providing & Fixing decorative high pressure laminated sheet of plain / wood grain in gloss / matt/ suede finish with high density protective surface layer and reverse side of adhesive bonding quality conforming to IS : 2046 Type S, including cost of adhesive of approved quality.1.5 mm thick. as per direction of engineer in charge	48.72	Sqm		
19	Providing and fixing High Density Board Made from solid grade compact high pressure laminate as per IS:2046 and EN 438 manufactured under high specific pressure > 5 MPa and temperature 120°C with bunch of kraft papers impregnated with thermosetting phenolic resin and decorative papers made of cellulose fiber, impregnated with thermosetting melamine resin which provides superior scratch, abrasion, heat, chemical, impact, graffiti and moisture resistance along with anti-bacterial properties including all fittings. Design no. as specified by Arch. / Engr. in suede finish. Size of panels to be as per drawing.	9.72	Sqm		
20	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :1:5:10 (1 cement : 5 coarse sand): 10 graded stone aggregate 40 mm nominal size)	6.02	Cum		

21	Centering and shuttering including strutting, propping etc. and removal of form for Shelves (Cast in situ):,	17.68	Sqm		
22	Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades,laid on 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including grouting the joints with white cement and matching pigments etc., complete. (Size of Tile 600x1200 mm in walls) or as per direction of Enigneer-in-Charge.make : Kajaria	342.68	Sqm		
23	Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colors and shades, laid on 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including grouting the joints with white cement and matching pigments etc., complete. Size of Tile 600x600 mm (In attic toilet floor) or as per direction of Enigneer-in-Charge.	49.12	Sqm		
24	Providing and laying gang saw cut 18 mm thick, mirror polished and pre polished machine cut granite stone of required size and shape of approved shade, colour and texture in footpath, flooring cut granite stone of required size and shape of approved shade, colour and texture in footpath, flooring in road side plazas and similar locations, laid over 20mm thick base of cement mortar 1:4 (1cement : 4 coarse sand) including grouting the joints with white cement mixed with matching pigment, epoxy touch ups etc. complete as per direction of Engineer-in-Charge With granite stone of area less than 0.50 sqm Granite of any colour and shade	6.08	Sqm		

25	Providing and fixing floor mounted, white vitreous china single piece, double traps syphonic water closet of approved brand/make, shape, size and pattern including integrated white vitreous china cistern of capacity 10 litres with dual flushing system, including all fittings and fixtures with seat cover, cistern fittings, nuts, bolts and gasket etc including making connection with the existing P/S trap, complete in all respect as per directions of Engineer-in-Charge. (Make: CERA/Hindware)	12.00	Nos		
26	Providing and fixing wash basin with C.I. brackets, 15 White Vitreous China Wash basin size 630x450 mm with a pair of 15 mm C.P.brass pillar taps mm C.P. brass pillar taps, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require as per direction of Enigneer-in-Charge. (Make: CERA/Hindware)	16.00	Nos		
27	Providing and fixing white vitreous china pedestal for wash basin completely recessed at the back for the reception of pipes and fittings. as per direction of Enigneer-in-Charge.	16.00	Nos		
28	Providing and fixing stainless steel kitchen of Single bowl of approved standard (ISI make) with drain board with C.I brackets and stainless steel plug 40mm, including painting of fittings and brackets, cutting and making good the walls wherever required:1160x510mm with bowl depth 200mms required as per direction of Engineer-in-Charge.	4.00	No		
29	Providing and fixing 8 mm dia C.P. / S.S. Jet with flexible tube upto 1 metre long with S.S. triangular plate to European type W.C. of quality and make as approved by Engineer - in - charge. (Make: CERA / Hindware or equivalent)	12.00	Nos		

30	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply, including all CPVC plain & brass threaded fittings, i/c fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per direction of Engineer in Charge. Concealed work, including cutting chases and making good the walls etc. (15 mm nominal outer dia Pipes)	200.56	Rmt		
31	Providing and fixing P.V.C. waste pipe for sink or wash basin including P.V.C. waste fittings complete. Semi rigid pipe (40 mm dia)	20.00	Nos		
32	Providing and fixing 600x450mm beveled edge mirror of superior glass (of approved quality) complete with 6 mm thick hard board ground fixed to wooden cleats with C.P. brass screws and washers complete as per direction of Engineer-in-Charge.	16.00	Nos		
33	Providing and fixing toilet paper holder : C.P. brass (Make: CERA /Hindware or equivalent)	12	Nos		
34	Providing and fixing unplasticised PVC connection pipe with brass unions : 15mm nominal bore	32.00	Nos		
35	Providing and fixing PTMT liquid soap container 109 mm wide, 125 mm high and 112 mm distance from wall of standard shape with bracket of the same materials with snap fittings of approved quality and colour, weighing not less than 105 gms.	16.00	Nos		
36	Providing and fixing PTMT towel ring trapezoidal shape 215 mm long, 200 mm wide with minimum distances of 37 mm from wall face with concealed fittings arrangement of approved quality and colour, weighing not less than 88 gms.	16.00	Nos		
37	Providing & fixing white vitreous china water less urinal of size 600 x 330 x 315 mm having antibacterial /germs free ceramic surface, fixed with cartridge having debris catcher and hygiene seal.	4.00	Nos		
38	Providing & fixing chrome plated brass battery based infrared sensor operated Urinal Sensor, having water inlet from back side.	4.00	Nos		

39	Providing and fixing C.P. brass stop cock of standard design and of approved make conforming to IS:8931.	40.00	Nos		
40	Providing and fixing mineral fibre false ceiling tiles at all heights of size 595X595mm of approved texture, design and pattern. The tiles should have Humidity Resistance (RH) of 99%, Light Reflectance > 85%, Thermal Conductivity k = 0.052 - 0.057 w/m K, Fire Performance as per (BS 476 pt - 6 &7) in true horizontal level suspended on interlocking T-Grid of hot dipped all round galvanized iron section of 0.33 mm thick (galvanized @120 gsm) comprising of main T runners of 15x32 mm of length 3000 mm, cross T of size 15x32mm of length 1200 mm and secondary intermediate cross T of size 15x32 mm of length 600 mm to form grid module of size 600x600 mm suspended from ceiling using galvanized mild steel item (galvanised@80gsm) 50 mm long 8mm outer diameter M-6 dash fasteners, 6 mm diameter fully threaded hanger rod up to 1000 mm length and L-shape level adjuster of size 85x25x2 mm, spaced at 1200 mm centre to centre along main 'T'. The system should rest on periphery walls /partitions with the help of GI perimeter wall angle of size 24x24X3000 mm made of 0.40 mm thick sheet, to be fixed to the wall with help of plastic rawl plug at 450 mm centre to centre & 40 mm long dry wall S.S. screws. The exposed bottom portion of all Tsections used in false ceiling support system shall be pre-painted with polyester baked paint, for all heights. The work shall be carried out as per specifications, drawings and as per directions of the engineer-incharge. with 16 mm thick beveled tegular mineral fibre false ceiling tile (NRC 0.55 to 0.6)	49.38	Sqm		
41	Providing and fixing on wall face unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion, (i) Single socketed pipes.				
a	75 mm diameter	54.00	Rmt		
b	110 mm diameter	65.36	Rmt		

42	Providing and fixing on wall face unplasticised - PVC moulded fittings/ accessories for unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion. Coupler				
A	Coupler				
i	75 mm diameter	40.00	Nos		
ii	110 mm diameter	20.00	Nos		
B	Single tee with door				
i	75 mm diameter	16.00	Nos		
ii	110 mm diameter	12.00	Nos		
C	Bend 87.5°				
i	75 mm diameter	16.00	Nos		
ii	110 mm diameter	18.00	Nos		
D	Bend 45°				
i	75 mm diameter	20.00	Nos		
ii	110 mm diameter	20.00	Nos		
E	Floor Trap				
i	75 mm diameter	20.00	Nos		
43	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade :Two or more coats on new work over and under coat of suitable shade with ordinary paint of approved brand and manufacture as per direction of Engineer-in-charge	100.00	Sqm		
44	Providing and fixing powder coated telescopic drawer channels 300 mm long with necessary screws etc. complete as per directions of Engineer- in-charge. as per direction of Engineer-in-charge	16.00	one set		
45	Providing and fixing 19mm thick water proof commercial board ISI mark in shelves/box for cupboard as with butt joints & fixing with nails & screws etc. complete as per direction of Engineer-in-charge	46.20	Sqm		
46	Providing and fixing 1.00mm thick coloured or plain approved lamination sheet (sunmica) on boards/ply wood sheets. as per direction of Engineer-in-charge	50.40	Sqm		
47	Providing and fixing chromium plated brass handles with necessary screws etc. complete:125 mm	36.00	No		

48	Providing and fixing magnetic catcher of approved quality in cupboard / ward robe shutters, including fixing with necessary screws etc. complete. Triple strip vertical type as per direction of Engineer-in-charge	40.00	No		
49	Providing and fixing stainless steel Auto soft close Cabinet hinges for shutters as per direction of Engineer-in-charge	40.00	No		
50	Constructing masonry Chamber 120x120x100 cm inside, in brick work in cement mortar 1:4 (1 cement : 4 coarse sand) for sluice valve, with C.I. surface box 100 mm top diameter, 160 mm bottom diameter and 180 mm deep (inside) with chained lid and RCC top slab 1:2:4 mix (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size) , i/c necessary excavation, foundation concrete 1:5:10 (1 cement : 5 fine sand : 10 graded stone aggregate 40 mm nominal size) and inside plastering with cement mortar 1:3 (1 cement : 3 coarse sand) 12 mm thick, finished with a floating coat of neat cement complete as per standard design :With common burnt clay F.P.S.(non modular) bricks of class designation 7.5 as per direction of Engineer-in-charge	1.00	No		
51	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	3.29	cum		
	Electrical Work				
52	Wiring for light point / fan point / exhaust fan / call bell point with 1.5 Sq. mm. PVC insulated heat resistant flame retardant (HRFR) and low smoke single core (flexible) copper conductor cable in PVC casing & capping and earthing the light point with 1.5 Sq.mm. HRFR/PVC insulated single core copper conductor cable as required as per direction of Engineer-in-Charge.	30.00	No		

53	Wiring for light plug with 2x1.5 Sq. mm. PVC insulated heat resistant flame retardant (HRFR) and low smoke single core (flexible) copper conductor cable in PVC casing & capping along with 1 No.1.5 Sq.mm. HRFRLS/PVC insulated single core copper conductor cable for earthing as required as per direction of Engineer-in-Charge.	200.00	Mtr		
54	Wiring for power plug with 2x4 Sq. mm. PVC insulated heat resistant flame retardant (HRFR) and low smoke single core (flexible) copper conductor cable in PVC casing & capping along with 1 No.4 Sq.mm. HRFRLS/PVC insulated single core copper conductor cable for earthing as required as per direction of Engineer-in-Charge.	120.00	Mtr		
55	Supplying and fixing metal box of 180mmx100mmx60mm deep (nominal size) on surface/recess with suitable size phenolic laminated sheet cover in the front including providing and fixing 5 pin 5/6 amps socket outlet and 5/6 amps, piano type switch, connections, painting etc. as required as per direction of Engineer-in-Charge.	24.00	No		
56	Supplying and fixing of following way, single pole and neutral sheet steel MCB distribution board, 240 volts, on surface / recess, complete with tinned copper bus-bar, wireset, neutral link, earth bar, din-bar, detachable gland plate, blanking plate, cable, identification labels interconnections, phosphatized and powder painted, including earthing etc. as required:-Single door-4 way as per direction of Engineer-in-Charge.	2.00	No		
57	Supplying and erection of 6 amps. to 32 amps. Rating, 10 KA breaking capacity, 240 volts, 'C' curves, miniature circuit breaker of following poles in the existing MCB DB complete with connections etc. as required:-Single pole. Cat-A as per direction of Engineer-in-Charge.	14.00	No		
58	Supplying and erection of 40/50/63 amps rating, 10 KA breaking capacity, 240 volts, 'C' curves, miniature circuit breaker of following poles in the existing MCB DB complete with connections etc. as required:-Double pole. Cat-A as per direction of Engineer-in-Charge.	2.00	No		

59	S/F Led Tube light of siesta or its equivalent approved make of complete with connections etc as required capable in all respects. Led tube 8 watt as per direction of Engineer-in-Charge.	24.00	No		
60	S/F Led Bulk head of siesta or its equivalent approved make of complete with connections etc as required capable in all respects. Led Bulk head 12 watt as per direction of Engineer-in-Charge.	12.00	No		
61	Providing and installation exhaust fan of following sizes in the existing opening, including making the hole to suit the size of the above fan, making good the damages, connections, testing and commissioning etc. as required: of Approved Make Exhaust Fan, Light duty, (Domestic) 300 mm sweep	12.00	No		
GRAND TOTAL					

Signature of Bidder

Annexure-III**Check list of Technical bid (Envelope –I)**

The technical bid should contain following documents (self attested) sealed in separate cover. The financial bid will be open only of those bidders who qualify the technical parameters based on the following documents. All the documents must contain in envelope –I

Sr. No.	Document required	Attached at page no.
1	EMD	
2	Copy of GST certificate	
3	Copy of PAN No.	
4	Copy of Registration with PWD/CPWD/HPJSV etc.	
5	Copy of Authorization	
6	Undertaking as per Terms & Condition	
7	Copy of Tender documents duly signed each page	
8	Copies of ITR as required	
9	Copy of turnover as required	
10	Copy of 1 st page of Bank passbook / Statement	
11	Undertaking regarding Annexure -IV	
12	Experience Certificates (Relevant Document)	

Note: All paper should be self attested.

Signature of Bidder

Annexure-IV

UNDERTAKING

I _____ (Name & address of the firm / Bidder) hereby declare that I have read the tender document thoroughly and understand the scope of work before quoting the rate of each items. I further declare that I have visited the site / sites as mentioned in the tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the authorities of the Bank and for any violation penalty can be imposed on me as per the term & conditions of Tender document and prevailing law.

Signature & Address of the Bidder