

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

**TENDER DOCUMENT**

**FOR**

**"Repair & Renovation work of Branch office Narkanda, Shimla"**

Sealed tenders are invited for "**Repair & Renovation work of Branch office Narkanda, Shimla.**"

The Bids in this regard should reach in the office of Assistant General Manager, HP State Cooperative Bank, Head Office, The Mall, Shimla on or before **09.02.2026** up to **11:30 AM** in clearly marked on the envelope "**Confidential: Repair & Renovation work of Branch office Narkanda, Shimla.**"

The bids will be opened on **09.02.2026** at **01:00 PM** 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 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 systems 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 work of Branch office Narkanda, Shimla"	<b>Rs.16,28,384.36</b>	<b>One (1) month</b>	<b>Rs. 81,420/-</b>

### KEY DATES:

2	Date of Online Publication download start date	30.01.2026	10:00 AM
4	Bid Submission start date	30.01.2026	02:00 PM
5	Bid Submission close date	09.02.2026	11:30 AM
6	Date of opening of Bids	09.02.2026	01:00 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. 81,420/- (Rupees Eighty One Thousand Four Hundred and Twenty Only)** in the shape of Accounts Payee Bank Draft in favour of General Manager, HP State Cooperative 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 having GST number and registration of HPPWD, HPJSV, CPWD, HIMUDA & BSNL etc. for the work of **"Repair & Renovation work of Branch office Narkanda, Shimla."**

## **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 banks 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.
- f) Contractors are advised to make a site visit to the Branch Office Narkanda of HP State Cooperative bank in order to assess the civil works and electrical works required to be done as per actual site requirement and submission of amount in this regard in the tender document and to have an idea about execution of the work in a time bound manner of one month positively.

### 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 last date of BID submission:

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 work contract will be valid for one year i.e. the validity of per item wise rates shall 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 Earnest Money Deposit (EMD)**

- a) Bidders shall submit the EMD amount of **Rs. 81,420/- (Rupees Eighty One Thousand Four Hundred and Twenty Only)** in the shape of Accounts Payee Bank Draft in favour of General Manager, HP State Cooperative Bank Ltd.
- 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 its 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.

### **3.8 Submission of Proposals**

- a) The Response to Technical Bid and Financial Bid should be submitted in separate sealed envelopes super-scribed with TENDER Name. 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.

### **3.9 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.

### **3.10. 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.

### **3.11 Consortium**

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

### **3.12 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 criterions 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
  - 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.

### 5.6. 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 & Renovation work of Branch office Narkanda, Shimla" as per specifications mentioned in **Financial Bid**.

### 7. Eligibility Criteria

- (i) Bidders should be registered firms/contractors of HPPWD, HPJSV, CPWD, HIMUDA & BSNL 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. Relevant documents i.e. copy of work order/ supply 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.

### 8. Time Period

The successful bidder shall be able to complete the project within a period of **One (1) month from the (3<sup>rd</sup>) third day after the date of award of work**. 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

The Payment shall be made as per the actual measurements of works executed and subsequent calculation of quantities. 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 bidder shall have to take the "**B class nominal membership**" of the bank by depositing of **Rs.500**. The venue of the arbitration shall be at 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 **18% 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 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 one **(1) month from the 3<sup>rd</sup> (Third) day after date 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 out rightly. 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 and payment pertaining to installation of electrical items would be done as per the invoices of the item installed, labour charges plus 15% Contractor Benefit.
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 Accounts Payee Bank Draft in favour of General Manager, HP State Cooperative Bank Ltd., and may be refundable after recording of the completion certificate for the work by the concerned Committee, without any interest. 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 "**Confidential: Repair & Renovation work of Branch office Narkanda, 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. Dismantled Material Bank's Property: The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as Bank's property and such materials shall be disposed off to the best advantage of Bank according to the instructions issued by the Engineer-in-Charge.

26. **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 workman like 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.

27. **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.

28. **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.
29. Contractor shall be Liable for any kind of damages, defects in building during execution of work at site.
30. **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.
31. **Employment of Technical Staff and employees:** Contractor shall provide the Employment of Technical Staff and employees for the execution of work at site.
32. 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.
33. The rates should be quoted taking into consideration the required scaffoldings, i.e. inclusive, firm and final in all respects.
34. **FORCE MAJEURE:** The contractor will not be considered in default if delay in completion of the work occurs due to causes beyond its control including but not limited to delay in completion of the work occurs such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots, and acts of unsurpassed power. In the event of delay due to such causes, the completion schedule will be extended for a length of time equal to the period of FORCE MAJEURE.

Sd/-  
 General Manager  
 HP STATE CO-OPERATIVE BANK  
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**ANNEXURE-I**

**DETAIL OF TECHNICAL BIDS**

**PARTICULARS OF THE FIRM/BIDDER**

1. Name of the firms/Contractor: \_\_\_\_\_
2. Office Address: \_\_\_\_\_
3. Type of Organization: Individual/Partnership/Incorporated\_\_\_\_\_
4. Details of EMD deposited:
  - a. Demand Draft Number: \_\_\_\_\_
  - b. Amount: \_\_\_\_\_
5. Supporting documents in connection with experience attached (yes/no): \_\_\_\_\_
6. Copy of firms/ company's registration: \_\_\_\_\_
7. Copy of PAN (Yes/No): \_\_\_\_\_
8. GST certificates attached (Yes / No): \_\_\_\_\_
9. Relevant additional information, if any,  
(Use extra sheet if necessary): \_\_\_\_\_
10. Copy of first page of Bank Pass book / statement (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 item wise bids for "Repair & Renovation work of Branch office Narkanda, Shimla".

Date:

Location:

**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

<b>Sr. No.</b>	<b>Document required</b>	<b>Attached (Yes/No)</b>
1	EMD	
2	Copy of GST certificate	
3	Copy of PAN No.	
4	Copy of Registration with PWD/CPWD/HPJSV etc.	
5	Self-declaration regarding not black listed from Govt. Department / Institutions etc.,	
6	Copy of Tender documents duly signed each page	
7	Copy of 1 <sup>st</sup> page of Bank passbook / Statement	
8	Undertaking regarding Annexure -IV	
9	Experience Certificates (Relevant Document)	

**Note: All paper should be self-attested.**

**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 item. 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**



### FINANCIAL PROPOSAL TEMPLATE

**Name of work: "Repair & Renovation work of Branch office Narkanda, Shimla".**

#### **SCHEDULE OF QUANTITY**

<b>SR.NO.</b>	<b>PARTICULARS</b>	<b>QTY</b>	<b>UNIT</b>	<b>Rate in figures and words</b>	<b>Amount</b>
<b>1</b>	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 in cement mortar	0.39	cum		
<b>2</b>	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. (For thickness of tiles above 10mm to 25 mm)	78.30	sqm		
<b>3</b>	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead: (Of area 3 sq. metres and below)	3.00	each		
<b>4</b>	Dismantling aluminium/ Gypsum partitions, doors, windows, fixed glazing and false ceiling including disposal of unserviceable surplus material and stacking of serviceable material within 50 meters lead as directed by Engineer-in-charge	51.43	sqm		
<b>5</b>	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in charge for Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix)	4.58	cum		
<b>6</b>	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead upto 50 m and lift upto 1.5 m, as directed by Engineer-in-charge. All kind of soils	0.65	cum		
<b>7</b>	Brick work 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 in all shapes and sizes in Cement mortar 1:4 (1 cement: 4 coarse sand)	4.72	cum		

8	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-Kajaria (Size of Tile 600mm x600mm)	52.14	sqm		
9	Providing and laying Duro stone vitrified tiles 8 mm thick (any size) in grey/coloured or of approved shade in skirting risers of steps, walls and dados and landing laid on a bed of 12mm thick cement mortar 1:3 "(1 cement: 3 sand) laid over and jointed with neat cement slurry finished with flush pointing in white cement mixed with pigment of required shade to match the shade of tiles complete.	31.75	sqm		
10	Providing and fixing 10mm thick anti-skid water proof stain and impact resistant heavy duty vitrified tiles Nitco or equivalent 600x600mmx10mm / any size manufactured of approved shade and colour in flooring, treads of steps and landings laid over 12mm thick cement mortar 1:3 (1 cement: 3 sand) jointed with cement slurry mixed with pigment to match the shade of tiles as required complete.	11.97	sqm		
11	Providing and fixing 1.5 mm - 2mm thick PVC/linoleum Flooring plain or coloured, carbed or mosaic/metalled finish laid with approved adhesive on sub-floor	29.08	sqm		
12	Providing and fixing wall panelling in imported pine wood planks of approved quality (any size) including plywood (ISI marked bearing CM/L no.) lining in 9mm thick commercial ply complete including nails and fevicol etc.	97.72	sqm		
13	Providing and fixing false ceiling at all heights with integral densified calcium silicate reinforced with fibre and natural filler false ceiling tiles of Size 595x595 mm of approved texture, design and patterns having NRC (Noise Reduction coefficient) of 0.50 (minimum) as per IS 8225:1987, Light reflectance of 85% (minimum). Non-combustible as per BS:476 (part-4), fire performance as per BS:476 (part 6 &7), humidity resistance of 100%, thermal conductivity < 0.043 W/m K as per ASTM 518:1991,in true horizontal level suspended on interlocking metal T-Grid of hot dipped galvanised iron section of 0.33mm thick (galvanized @ 120 grams per sqm including both sides) comprising of main T runners of size 24x38 mm of length 3000 mm, cross - T of size 24x32 mm of length 1200 mm and secondary intermediate cross-T of size 24x32 mm of length 600mm to form grid module of size 600 x 600 mm, suspended from ceiling using galvanised mild steel items (galvanizing @ 80 grams per sqm) i.e. 50 mm long, 8 mm outer diameter M-6 dash fasteners, 6 mm dia fully	97.77	sqm		

	threaded hanger rod upto 1000 mm length and L-shape level adjuster of size 85x25x25x2 mm. Galvanised iron perimeter wall angle of size 24x24x0.40 mm of length 3000 mm to be fixed on periphery wall / partition with the help of plastic rawl plugs at 450 mm center to center and 40 mm long dry wall S.S screws. The work shall be carried out as per specifications, drawing and as per directions of the Engineer-in-Charge.				
<b>14</b>	Providing wood work in frames of false ceiling partitions etc. sawn and put-up in position. 2nd class Kail wood.	1.00	cum		
<b>15</b>	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	0.09	cum		
<b>16</b>	Fixing chowkhats in existing opening including embedding chowkhats in floors or walls cutting masonry for holdfasts, embedding hold fasts in cement concrete blocks of size 15 x 10 x 10 cm with cement concrete 1:3:6 (1 cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size), painting two coats of approved wood preservative to sides of chowkhats and making good the damages to walls and floors as required complete, including disposal of rubbish to the dumping ground, all complete as per direction of Engineer-in-Charge : for door chowkhats	2.00	each		
<b>17</b>	Providing and fixing ISI marked flush door shutters conforming to IS: 2202 (Part I) decorative type, core of block board construction with frame of 1st class hard wood and well matched teak 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters (35 mm thick including ISI marked Stainless Steel butt hinges with necessary screws)	3.15	sqm		
<b>18</b>	Providing and laying cement concrete in retaining walls, return walls, walls (any thickness) including attached pilasters, columns, piers, abutments, pillars, posts, struts, buttresses, string or lacing courses, parapets, coping, bed blocks, anchor blocks, plain window sills, fillets, sunken floor etc., up to floor five level, excluding the cost of centering, shuttering and finishing :1:2:4 (1 Cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size)	4.03	cum		
<b>19</b>	Providing and fixing white vitreous china pedestal type water closet (European type W.C. pan) with seat and lid, 10 litre low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device (handle lever), conforming to IS: 7231, with all fittings and fixtures complete, including cutting and making good the walls and floors wherever required with W.C. pan with ISI marked white solid plastic seat and lid	2.00	each		

20	Providing and fixing wash basin with C.I. brackets, 15 mm dia CP Brass single hole basin mixer of approved quality and make, including painting of fittings and brackets, cutting, and making good the walls wherever required (White Vitreous China Wash basin size 550x400 mm with a 15 mm CP Brass single hole basin mixer)	2.00	each		
21	Providing and fixing white vitreous china pedestal for wash basin completely recessed at the back for the reception of pipes and fittings.	2.00	each		
22	Dismantling W.C. Pan/wash basin of all sizes including disposal of dismantled materials i/c malba all complete as per directions of Engineer-in-Charge	2.00	each		
23	Dismantling of flushing cistern of all types (C.I./PVC/Vitreous China) including stacking of useful materials near the site and disposal of unserviceable materials within 50 metres lead	1.00	each		
24	Providing and fixing 18 mm thick gang saw cut, mirror polished, premoulded and prepolished, machine cut for kitchen platforms, vanity counters, window sills, facias and similar locations of required size, approved shade, colour and texture laid over 20 mm thick base cement mortar 1:4 (1 cement : 4 coarse sand), joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing to edges to give high gloss finish etc. complete at all levels Area of slab over 0.50 sqm Granite	1.22	sqm		
25	Providing and fixing Stainless Steel A ISI 304 (18/8) kitchen sink as per IS:13983 with C.I. brackets and stainless steel plug 40 mm, including painting of fittings and brackets, cutting, and making good the walls wherever required. 510x1040 mm bowl depth 250	1.00	each		
26	Providing and fixing P.V.C. waste pipe for sink or wash basin including P.V.C. waste fittings complete.32 mm dia	3.00	each		
27	Providing and fixing C.P. brass angle valve for basin mixer and geyser points of approved quality conforming to IS: 8931:15mm nominal bore	13.00	each		
28	Providing and fixing 600x450 mm bevelled 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	2.00	each		
29	Providing and fixing G.I. pipes complete with G.I. fittings including trenching and refilling etc. External work, 15 mm nominal dia	120.00	rmt		
30	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	2.00	each		

<b>31</b>	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.	2.00	each		
<b>32</b>	Providing and fixing toilet paper holder: C.P. brass (Make: CERA /Hindware or equivalent)	2.00	each		
<b>33</b>	Providing and fixing uplasticised PVC connection pipe with brass unions: 15mm nominal bore	11.00	each		
<b>34</b>	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.	3.00	each		
<b>35</b>	Providing and fixing C.P. brass stop cock of standard design and of approved make conforming to IS:8931.	4.00	each		
<b>36</b>	Providing and fixing high pressure PVC spigot and socket, waste and ventilating pipes ISI marked including fixing with approved adhesive etc. complete. Phinolex/D-Plast make.				
	110mm dia	30.00	rmt		
	75mm dia	30.00	rmt		
<b>37</b>	Providing and fixing PVC bend ISI marked complete including fixing with approved adhesive etc. complete. Phinolex/D-Plast make.				
	<b>Plain bends</b> 75mm nominal size	5.00	each		
	110mm nominal size	5.00	each		
	<b>Door bends with caps</b> 75mm nominal size	5.00	each		
	110mm nominal size	5.00	each		
<b>38</b>	Providing and fixing PVC moulded fittings/accessories for PVC sewerage pipes including jointing with seal ring conforming.				
	75 mm dia Tee	5.00	each		
	110 mm Dia Tee	5.00	each		
<b>39</b>	Providing and fixing PVC floor trap ISI marked of self-cleansing design including fixing with approved adhesive, including cost of cutting and making good the walls and floors etc complete. Phinolex/D-Plast make. 75 mm	5.00	each		
<b>40</b>	Providing and fixing C.P. brass long body bib cock. 15 mm nominal bore	2.00	each		
<b>41</b>	Providing and fixing PVC collars ISI marked i/c fixing with approved adhesive etc complete including carriage of material in all leads and lifts				
	110 mm dia	5.00	each		
	75 mm dia	5.00	each		
<b>42</b>	Providing and fixing ISI marked oxidised M.S. sliding door bolts with nuts and screws etc. complete: 250x16 mm	2.00	each		

<b>43</b>	Providing and fixing ISI marked oxidised M.S. tower bolt black finish, (Barrel type) with necessary screws etc. complete: 150x10 mm	4.00	each		
<b>44</b>	Providing and fixing kitchen sink mixer with necessary fittings.	1.00	each		
<b>45</b>	Providing and fixing high density polyethylene water storage loft tank with cover, conforming to ISI: 12701, colour of opaque white or as approved by Engineer-in-charge. The rate includes making necessary holes for inlet, outlet & over flow pipes. The base support i/c fittings & fixtures for tank shall be paid separately.	1000.00	per litre		
<b>46</b>	12 mm cement plaster of mix: 1:4 (1 cement: 4 fine sand)	19.20	sqm		
<b>47</b>	Providing and fixing in position collapsible steel shutters with vertical channels 20x10x2 mm and braced with flat iron diagonals 20x5 mm size, with top and bottom rail of T-iron 40x40x6 mm, with 40 mm dia steel pulleys, complete with bolts, nuts, locking arrangement, stoppers, handles, including applying a priming coat of approved steel primer.	5.20	sqm		
<b>48</b>	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete	225.89	kg		
<b>49</b>	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	1029.85	kg		
<b>50</b>	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete	8.32	sqm		
<b>51</b>	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete	8.32	sqm		
<b>52</b>	Wall painting with premium acrylic emulsion paint of interior grade, having VOC (Volatile Organic Compound) content less than 50 grams/ litre of approved brand and manufacture, including applying additional coats wherever required to achieve even shade and colour: two coats	8.32	sqm		
<b>53</b>	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade: One or more coats.	106.58	sqm		
<b>54</b>	French spirit polishing: Two or more coats on new works including a coat of wood filler	109.48	sqm		

<b>55</b>	Electrical installation inclusive of cost of material, labour charges, and contractor benefit as per actual site requirement.	1	Lump Sum		
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**Signature of Bidder:**

**Name and Address of Bidder:**

**Contact No:**

**Email address:**

**PAN:**

**GST No:**

**Note: All pages should be self-attested.**