

Tender for the supply and installation of furniture to NABFINS Ltd. branches across India.

TENDER SCHEDULE

1.	DATE OF ISSUE OF TENDER	<i>05th May 2025</i>
2.	PRE-BID MEETING	<i>20th May 2025</i>
3.	LAST DATE AND TIME FOR SUBMISSION OF TENDERS	<i>30th May 2025</i>
4.	DATE AND TIME OF OPENING OF TECHNICAL BIDS	<i>31st May 2025</i>
5.	DATE AND TIME OF OPENING OF FINANCIAL BIDS	<i>6th June 2025</i>

1. Notice Inviting Tender

Ref. No. NABFINS/Admin/001

05-05-2025

Tender for supply & installation of furniture for NABFINS Branches

NABFINS limited, intends to award the tender for **supply & installation of furniture for NABFINS Branches located across India**. For this, a two stage bidding process, i.e. Technical Qualification with respect to Techno-commercial aspects and Competitive Rates is being followed. Tender documents can also be downloaded from our website www.nabfins.org under the tender column.

- 1.** Tenders will be applied in two part. The PART – I (Technical Qualification Bid) of the tender shall contain Technical Qualification bid, along with proof of having submitted EMD; and terms & conditions in prescribed tender document. **The PART – II of the tender shall contain only the Financial Bid in the prescribed format.** No other terms & conditions should be there in the Financial Bid. If any terms & conditions are stipulated in the tender document, the tender shall summarily be rejected.
- 2.** The PART – I (Technical Qualification Bid) of the tender shall be opened on *date & time* as per procedure. Based on the Technical Qualification bid/ tender, the Financial Bids (Part – II) for competitive rates of eligible bidders will only be opened/considered.
- 3.** NABFINS reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABFINS to accept the lowest (L1) or any tender.
- 4.** Tenders, which do not fulfil all or any of the NABFINS 's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by NABFINS, are liable to be rejected.

5. Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the “Deputy General Manager, NABFINS Limited, 14th Cross K R Road BSK 2nd Stage, Karnataka -560070” who will review the same and information sought if not clearly indicated or specified, NABFINS will issue clarifications to all the tenderers which will become part of the Contract Document. NABFINS will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABFINS before 03 (three) working days prior to the date of submission of the Tender.
6. The tenderer shall deposit **Earnest Money Deposit (EMD) 2% of the estimated cost of procurement i.e. Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)**, by directly crediting the amount in our Current Account as per the details given below, failing which, the Tender shall be rejected. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded after the award of work to the successful bidder. We request you to give us a copy of the acknowledgement crediting our Account along with tender document failing which the tender will not be considered for acceptance. MSME registered bidders will be exempted as per prevailing Govt. instructions upon submission of proof.
7. The details of account of NABFINS are furnished below: -

Name of the Account	NABFINS Limited
Bank Name	State Bank Of India
Branch Name	Jayanagar 3rd Block
IFS Code	SBIN0003286
Account Number	32635856611
	(through NEFT/ RTGS only)

8. Validity of offer should be 90 days from the date of opening of the Financial Bids. However, the rates quoted by the successful bidder would remain firm until the end of contract and shall not be subjected to variations on account of fluctuations in market rates, taxes or any other reasons whatsoever.
9. The successful tenderer will be required to submit **@5%** of the accepted value of tender, as **Retention Money Deposit (RMD)** within 15 days of award of work, which will be reckoned towards the Security Deposit and shall be refunded after 01 year from the date of the satisfactory completion of work order and will not bear any interest. The Earnest Money Deposit (EMD) of the successful tenderer shall be adjusted towards the RMD.

10. The Security Deposit will be liable to be forfeited in case the contractor commits any breach of any terms & conditions of the contract or fails to complete the work/ service.

11. A Pre-Bid Meeting shall be held on *20-05-2025 at 1500 hrs* in the office of NABFINS Limited, 14th Cross KR Road BSK 2nd Stage, Karnataka -560070. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any. **The representative attending the meeting should carry the Letter of Authorization from their organisation as per Annexure-II.**

Yours faithfully,

--Sd--

(Ipsa Akankshya)

Deputy General Manager

PART – I
TECHNICAL BID

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2. Pre-Qualification Criteria

To be submitted along with EMD of ₹ 1,50,000/-

Instructions to the Tenderers for furnishing information as a part of Pre-Tender qualifications eligibility criteria

- 1.** The work involved is **supply and installation of furniture to NABFINS Ltd. branches across India.** The tenderers are advised to visit the site, conduct survey of the existing arrangements to familiarise themselves with the nature of work to be carried out and get all clarifications as necessary from NABFINS before quoting their rates.

The Contractors should be an authorised dealer of the furniture manufacturing company, proof of which needs to be submitted, failing which the bid of the tenderer may be rejected. Tenderer should have experience of similar works during the last 3 years (ending 31.03.2025) and who fulfil the following criteria are eligible to tender: -

- a.** Should have carried out **minimum 01 similar work** with Govt./ PSUs/Banks during the last 03 years (ending 31.03.2024) with contract value (costing individually) not less than **₹ 50.00 lakh.**

OR

Should have carried out **minimum 02 similar works** with Govt./ PSUs/Banks during the last 03 years (ending 31.03.2024) with contract value (costing individually) not less than **₹ 25.00 lakh.**

OR

Should have carried out **minimum 03 similar works** with Govt./ PSUs during the last 03 years (ending 30.11.2024) with contract value (costing individually) not less than **₹ 20.00 lakh.**

- b.** The tenderers should have average Annual Turnover of ₹ 100.00 lakh each year during the last 03 years ending 31 March 2024 supported by audited balance sheet or a registered Chartered Accountant statement of account.
- c.** The tenderers should have applicable registrations (PAN, GST, etc.) supported with documentary evidence and licenses, permissions, approvals issued by appropriate authorities, wherever applicable and furnish copies of the same with tender (with the Pre-Qualifying Bid). Tenders without required documents will be summarily rejected.

- d. Tenderers are requested to submit the following documents in **PART – I** (Technical Bid) for examining their qualification/ suitability. Opening of **PART – II** (Financial Bid) will be subject to satisfying the prescribed eligibility criteria: -
- i. Copies of Work Orders and Satisfactory Completion certificates from clients for executing similar works for Central/ State Government offices/ Public Sector Undertakings/ Public Sector Banks/ Autonomous Bodies, etc. **during the last 03 (three) years.** “Similar Works” means experience in executing Work Order for supply of furniture in similar Govt./ PSUs/ Public Sector Banks/ Autonomous Bodies, etc. having registered office or such similar setup in Bangalore.
 - ii. IT Returns of last 03 (three) consecutive financial years – 2021-22, 2022-23 and 2023-24.
 - iii. Information in Section – I, & II as per enclosed proforma.
2. Intending tenderers are required to submit their full bio-data giving details about their organisation, experience, adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
 3. **The Tenderer must have their registered office within the city limits of Bangalore otherwise the tenderer will not be eligible to participate.**
 4. While deciding upon the selection of contractors, emphasis will be laid on the ability and competence of tenderers to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structures of the items.
 5. If required, the NABFINS will obtain reports on past performance of the tenderer from his clients and bankers and evaluate the said reports before opening of the PART – II (Financial Bid) of the tender. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/ or his performance reports received from his/ her clients/ bankers are found not satisfactory, the NABFINS reserves the right to reject his offer and even after qualifying the PART – I (Technical Qualification Bid) of the tender, PART – II of the tender will be rejected. NABFINS is not bound to assign any reason for rejecting the tender.
 6. After scrutiny of Part – I (Technical Qualification Bid), if any of the tenderers is found not satisfying the required eligibility criteria, the tender submitted by him/ her will not be processed further and will be rejected.
 7. Applications containing false and/or inadequate information are liable for rejection.

8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
9. Clarifications, if any required, may be obtained from admin@nabfins.org or office address NABFINS Limited (NABFINS), 3072,14th Cross K R Road BSK 2nd Stage, Bengaluru, Karnataka -560070.

I/ We have read and understood the instructions contained herein above and are acceptable to us.

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

Section – I: Basic Information

S. No.	Particulars	Bidder's response
A	General Information	
1	Name of the Tenderer/ Agency/ Contractor	
2	Date of Establishment	
3	Registered Office Address 1. Postal Address 2. Telephone/ Mobile No. 3. Email	
4	Name and Designation of In- charge through which the proposed work of the NABFINS will be handled.	
5	Type of Agency (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Cooperative Body, etc.) (copy of supporting documents to be enclosed)	
6	Name of Proprietor/ Partners/ Directors, etc.	
7	Details of Registration a. Whether Partnership firm, company, etc. b. Registering Authority c. Date of Registration d. Registration No. (copy to be enclosed)	
8	Whether registered/ empanelled for similar works/ service with a. Govt./ Semi-Govt./ Municipal Authorities or any other public organisation b. If Yes, Name of organisation c. And, since when?	
9	Work details – a. Work of ₹ 50.00 lakh or more b. Work of ₹ 25.00 lakh or more c. Work of ₹ 20.00lakh or more	
10	Have you in the past carried out any works for NABFINS? If Yes, give details.	

B	Financial Information	
11	Annual Turnover of last 03 years (copies to be submitted) a. FY 2021-22 b. FY 2022-23 c. FY 2023-24	
12	Permanent Account Number (PAN) (copy to be enclosed)	
13	Goods & Services Tax Registration No. (GSTIN) (copy to be enclosed)	
14	Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last 05 (five) years (Yes/ No)? If Yes, then please give details.	

Note: Please attach self-certified copies of the following documents:

1. Latest Income Tax clearance certificate
2. Audited Balance Sheet and Profit & Loss Account for the past 03 (three) years.

Authorised Signatory

Signature & Seal of Tender

Section – II: Details of Bank Account

S. No.	Particulars	Details
1	Name of Firm/ Vendor/Tenderer	
2	Name of Account Holder/Tenderer	
3	Address of Firm/ Vendor	
4	Name of the Bank	
5	Bank Branch name and address	
6	IFS Code	
7	Type of Account (Savings/ Current, etc.)	
8	Account Number	

Note: Please enclose a CANCELLED Cheque in respect of the above-mentioned account number.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

3. Furniture specifications

S. No.	Furniture	Specifications	Qty in Office Premises
1	Revolving Chari (Mid Back)	<ol style="list-style-type: none"> 1. Central Tilt Synchro with Upright Locking. 2. Nylon star base 3. Moulded foam seat and back with fabric upholstery 4. Fixed armrest 5. Overall Dimension: 680 L x 680 W x 910/1010 H 6. Seat Dimension: 470 W x 450 D x 530 H (eff.), 53 thk. 7. Backrest Dimension: 480 W x 630 H, 480 H (eff.) 8. Base Type: Nylon Matt finish, Black 9. Caster / Foot Caps: Nylon Matt finish, Black 10. Gas lift: MS Chrome Plated Cylinder, Powder coated assembly 11. Seat Cover/Back Cover: Crepe Fabric 12. Packaging size: L 640 x W 270 x H 610 	5
2	Revolving (High Back)	<ol style="list-style-type: none"> 1. Moulded foam back and seat upholstered with fabric 2. Center tilt synchro with upright locking. 3. Adjustable Armrest. 4. Overall Dimension: 680 L x 680 W x 1035/1135 H 5. Seat Dimension: 470 W x 490 D x 440/540 H (eff.), 65 thk. 6. Backrest Dimension: 470 W x 745 H, 595 H (eff.) 7. Base Type: Nylon Matt finish, Black 8. Caster / Foot Caps: Nylon Matt finish, Black 9. Gas lift: Chrome Plated Cylinder with Powder coated housing assembly 10. Seat Cover/ Back Cover: Crepe fabric 11. Packaging size: 750 L x 270 W x 610 H 	2
3	Office Table (Model : 1800 x 900)	<ol style="list-style-type: none"> 1. Knock-down Assembly. 2. Pre Laminated Top made of particle board with edge band. 3. Detachable Pedestal on casters. 4. Decorative profile for good look. 5. Overall Dimension: 1800 W x 900 D x 750 H 6. Table Top Dimension: 1800 W x 900 D x 18 thk. 7. Frame Dimension: 790 W x 830 D x 732 H 8. Table top: Pre Lam. Particle Board, PVC edge band all around, 2 thk. 9. Modesty panel: Pre Lam. Particle Board, 18 thk. , PVC edge band all around, 2 thk 10. Side/ Gable end: Pre Lam. Particle Board, 25 thk. , PVC edge band all around, 2 thk. 11. Leveler / Plinth Screw / Foot Cap: Leveler, STD 12. Packaging size: 940 W x 1860 D x 140 H 13. No of ply of Packing box: Corrugated, 5 Ply 14. Bursting strength of box: 12 KG/CMSQ Minimum 15. Table Top: Highland Pine, Classic Walnut. 16. Foot Caps/ Leveler: STD 	2

		<p>17. Gable End: Highland Pine, Classic Walnut</p> <p>18. Modesty Panel: Highland Pine, Classic Walnut</p>	
4	Office Table (Model : 1200 x 600)	<ol style="list-style-type: none"> 1. Knock-down Assembly 2. Pre Laminated Top made of particle board with edge band 3. Detachable Pedestal on casters. 4. Decorative profile for good look. 5. Overall Dimension: 1200 W x 600 D x 750 H 6. Table Top Dimension: 1200 W x 600 D x 18 thk 7. Frame Dimension: 1090 W x 530 D x 732 H 8. Table top: Pre Lam. Particle Board, PVC edge band all around, 2 thk 9. Modesty panel: Pre Lam. Particle Board, 18 thk., PVC edge band all around, 2 thk. 10. Side/ Gable end: Pre Lam. Particle Board, 25 thk., PVC edge band all around, 2 thk. 11. Leveler / Plinth Screw / Foot Cap: Leveler, STD 12. Packaging size: 650 W x 1260 D x 140 H 13. No of ply of Packing box: Corrugated, 5 Ply 14. Bursting strength of box: 12 KG/CMSQ Minimum 15. Table Top: Highland Pine, Classic Walnut. 16. Foot Caps/ Leveler: STD 17. Gable End: Highland Pine, Classic Walnut 18. Modesty Panel: Highland Pine, Classic Walnut 	5
5	Office Almira Large (Grey)	<ol style="list-style-type: none"> 1. Body and Door Made of 0.8 mm thick (22 Gauge) Powder coated CRCA Sheet 2. Back & Shelves made of 0.6 mm thick (24 Gauge) Powder coated CRCA Sheet 3. Four shelves provided making 5 equal compartments for storage 4. High quality three way locking mechanism and Traditional Solid Handle 5. Completely Knock Down Design with Solid Welded Legs 6. Width (cm) 90 7. Depth (cm) 51 8. Height (cm) 197 9. Packaging size: Standard 3 Ply Almirah packaging 	2
6	3 Door Pedestal	<ol style="list-style-type: none"> 1. Pedestal made of 18mm thick pre laminated particle board. 2. Drawer is provided with full of extension telescope drawer slide with central lock. 3. Locking facility available with duplicate key 4. Nylon twin wheel caster for easy movements 5. Colour: Walnut colour/weather brown (which should be match with Table) 6. Dimension: W410 x D-480 xH-660 	2

7	Plastic Chair	<ol style="list-style-type: none"> 1. High-quality virgin plastic build for lasting durability 2. Ergonomic design ensures prolonged sitting comfort 3. A glossy finish on the chair adds an appealing touch 4. 125 kg weight capacity for secure and stable sitting 5. Perfect for living rooms, offices, cafes, and outdoors 6. Width (cm) 59.3 7. Depth (cm) 61 8. Height (cm) 84.5 	15
	Total Quantities		33

Note: -

1. The above-mentioned quantity is required per branch. Similarly, we have a total requirement for 44 branches across India.
2. The tenderer shall enclose a copy of authorised dealership certificate of the furniture items supplied by them.
3. The tenderer shall invariably attach the brochures having detailed specifications of the models quoted along with the Technical Bid.
4. Furniture is to be installed at NABFINS Branch Offices across India.
5. The addresses of the location are as under:

S. No.	Location	Address
1	NABFINS Branch Offices Across India	Will be shared once we finalized the location.

6. Rate per furniture to be provided for comparison all the comparison shall happen based on the per unit cost inclusive of everything provided by vendor.
7. The above quoted rates shall be inclusive of all Taxes, Customs Duty, Excise Duty, Local Levies, Works contract tax, GST, Insurance, Transportation to site, Loading, Un-loading, Commissioning, Testing, properly handing over, Installation, including provision of all necessary manpower, etc.
8. The Supplier/ Contractor in their own interest may visit the site and see the scope of work including the actual quantity of work before quoting the rates.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

4. Instructions to the Tenderer

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. NABFINS takes no responsibility for delay/ loss in non-receipt of Tender documents.
3. Intending tenderers shall deposit as **Earnest Money Deposit (EMD) a sum of ₹1,50,000/- (Rupees One Lakh Fifty Thousand only)** by crediting the amount into the current account of the NABFINS Limited, the details of which are given below: -

Name of the Account	NABFINS Limited
Bank Name	State Bank Of India
Branch Name	Jayanagar 3rd Block
IFS Code	SBIN0003286
Account Number	32635856611
	(through NEFT/ RTGS only)

4. The Earnest Money will be returned to the tenderer if his/ her tender is not accepted but without any interest, after finalisation of work order. In no case EMD shall bear any interest. Under no circumstances, EMD will be accepted in the form of fixed deposit receipts or bank or insurance guarantee or cheque.
5. The EMD of ₹ 1,50,000/- (**Rupees One Lakh Fifty Thousand only**) paid by the successful tenderer shall be held by NABFINS as security for the execution and due fulfilment of the Contract. No interest shall be paid on the said deposit. In case of unsuccessful bidders, the EMD will be refunded only on award of Contract to the successful bidder. The EMD / Initial Security Deposit (ISD) will not bear any interest. If the tenderer withdraws his tender before expiry of the validity period of the tender or if the tenderer fails to execute / complete the works satisfactorily, NABFINS reserves the right to forfeit the EMD / ISD.
6. “**Retention Money Deposit (RMD) of 5%** of accepted value of the tender shall be directly credited to our current account (details given above in S. No. 3) by the successful tenderer within 15 days of intimation to him of acceptance of tender. The EMD already furnished shall be taken into account while determining the RMD. In other words, EMD shall become a part of RMD. The RMD will be liable to be forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work. This forfeiture is independent of the liquidated damages provided for in the Contract.
7. The RMD will be released after **01 (one) year** from the expiry of the satisfactory completion of the last work order.

8. The Tender/ Quotation shall be submitted as per procedure of as PART- I (Technical qualification Bid) and PART-II (Financial Bid).
9. Bids submitted by unauthorized agents and FAX / Posts shall not be entertained.
10. Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NABFINS before quoting the rates.
11. If last date of receipt of Tender / Quotation and opening date is a holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day without any change of time and venue.
12. If any of the documents is missing or unsigned, the tender may be considered invalid and may be rejected by the NABFINS at its discretion.
13. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.
14. No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such tenderers shall be forfeited.
15. The Financial Bid should contain not only the rates but also the value of each item of work entered. The rates quoted in the tender shall be for the complete item including supply, installation, assembling on-site/ testing and commissioning (if any) on-site. The rates shall also include all charges for storing, watch & ward, reinstating and making good the damaged work if any to its original finish, etc. The rates quoted shall be deemed to be for finished work to be measured at site. The rates quoted in the tender shall include all charges for packing, transport, loading, unloading, unpacking and for delivery at site.
16. Time allowed for carrying out the work shall be strictly observed by the tenderer. The work shall throughout the stipulated period of the contract be proceeded with all due diligence.
17. The work allotted to the successful Bidder is to be completed **within 21 days** from the date of issue of work order.
18. Payment will be release upon complete supply of all items specified in the PO (Purchase order) and the installation of furniture. for partial supply **NO** payment will be released. only upon completion of the entire supply and installation the entire amount will be released.

19. Tenderer shall provide all the guarantee/ warranty of the furniture supplied by them to respective branched along with delivery challans.
20. The tenderer shall guarantee that the work shall be free from any defects whatsoever for a period of 01 year Defects Liability Period (warranty) from the date of successful completion of the work. In case of any defect arising out of whatsoever nature, the successful bidder shall make necessary arrangements for rectification of these defects or replace the items within a week at his own cost.
21. Notwithstanding anything states above, NABFINS reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABFINS.

Declaration by the Tenderer

1. I/ we hereby declare that I/we have read and understood the general instruction, general conditions of the contract, detailed specifications, etc. and hereby agree to abide by them.
2. I/ we hereby confirm that the tender shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the financial bid.
3. I/ we also note that any additions, clarifications, etc. which we would like to bring to your attention are put in a separate sealed covering letter. I/ we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

5. Special Instructions to the Tenderer and General Terms & Conditions of the Contract

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of works and be familiar with the site conditions before quoting.
2. **The Tenderer must have their registered office within the city limits of Bangalore.**
3. Rates should include all Taxes viz. - GST, duties, levies, etc. as per relevant act, as applicable. Under no circumstances, prices escalation whatsoever shall be entertained during the contract period.
4. NABFINS will not be under any liability to pay any compensation to the persons deployed by the contractor (i.e. Tenderer) if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate NABFINS in the event of any damage to person or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workforce.
5. Any damages caused to the building/ premises during the execution of the work shall be made good by the contractor and if necessary, through suitable insurance cover at his/ her cost.
6. In case of any default or failure on Contractor's part to comply with all/ any one of the Terms & Conditions, NABFINS reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount(s) from dues otherwise payable to Contractor and/ or by taking recourse to appropriate recovery proceedings.
7. If any dispute arises on any matter concerning this contract, the decision of NABFINS shall be final and binding.
8. The work of loading, unloading, installation, etc. of the furniture at the required site should be carried out with least inconvenience to the staff members of NABFINS.
9. Validity of Tender: 90 days from the date of opening of the Financial Bid.

10. The Contractor shall at his own cost/ expenses provide for all the transportation, labour charges for loading, unloading, installation, etc. which are required for the successful execution of the work.

11. (a) The Tender is neither an agreement nor an offer and is only an invitation by the NABFINS to the interested parties for submission of their bids/ offers.

(b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABFINS is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

(c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his/ her own analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.

(d) NABFINS makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. NABFINS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

I/ We accept all the above Terms & Conditions in all respects without any reservation.

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

6. Indemnity

1. The tenderer shall, at its own expense, defend and indemnify NABFINS against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Bidder's) employees or agents. or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of the Bidder and against any and all claims by employees, workmen, contractors, sub- contractors, suppliers, agent(s), employed/engaged otherwise working for the Bidder, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.
2. The tenderer shall indemnify, protect and save NABFINS and hold NABFINS harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings (Including reasonable attorney fees), relating to or resulting directly or indirectly from –
 - i. an act or omission of the Tenderer, its employees or its agents in the performance of the services provided by this contract.
 - ii. breach of any of the terms of this Tender or breach of any representation or warranty by the Tenderer.
 - iii. use of the deliverables and or services provided by the Tenderer.
 - iv. infringement of any patent, trademarks, copyrights etc., or such other statutory infringements in respect of all components provided to fulfil the scope of work.
3. The Tenderer shall further indemnify NABFINS against any loss or damage to NABFINS 's premises or property, NABFINS 's data, loss of life, etc., due to the acts of the Bidder's employees or representatives. The successful Vendor/Bidder is required to submit a "Letter of indemnity and undertaking" as per the prescribed format within 30 (thirty) days of intimation of acceptance of tender

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

7. Form of Tender

Deputy General Manager
NABFINS Limited
No 3072,14th cross BSK 2nd Stage,
Bangalore-560070

Dear Sir,

Tender for supply & installation of furniture at NABFINS's Branches across India.

1. Should this tender be accepted, I/ We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.
2. Our Bankers are:
 - i. _____
 - ii. _____
3. Address of the Firm:
 - i. Tel. No.: _____
 - ii. Mob. No.: _____
 - iii. Email: _____

Name of the person(s) authorised to sign the contract

- i. _____
 - ii. _____
4. Name of the partner(s)/ director(s) of the firm authorised to sign the contract are:
 - i. _____
 - ii. _____
 5. I/ We have examined and understood the Scope of Work and schedule of quantities and Terms & Conditions relating to the Tender for the said works after having obtained the tender invited by you.
 6. I/ We have visited the site, examined thereof works specified in the Tender document and acquired the requisite information relating thereto as affecting the Tender.

7. I/ We hereby offer to execute and complete the works in strict accordance with the Tender documents at the rates quoted by me/ us in the attached Bill of Quantities in all respected as per the Terms & Conditions and Scope of Works described in the Tender document and the Annexures containing Terms & Conditions.
8. I/ We enclose herewith interest-free Earnest Money Deposit (EMD) receipts of ₹ ₹ **1,50,000/- (Rupees One Lakh Fifty Thousand only)** by e-payment and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and/ or in case of breach of contract in the event of our failure to execute the Contract when called upon to do so by accepting our Tender. I/ We agree that EMD shall not bear any interest.
9. I/ We agree to pay all Government (Central & State) taxes such as trade tax, excise duty, GST, etc. as applicable and the rates quoted by us in the tender are inclusive of the same.
10. The rates quoted by me/ us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever.

Name of the person(s) authorised to sign and submit the Tender

Documentary proof in respect of Letter of Authority/ Power of Attorney enclosed along with the Tender.

Yours faithfully

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

Annexure-I

Specimen of Letter of Authorisation

(to be given by bidder/tenderer)

To,
Deputy General Manager,
NABFINS Limited,
No 3072,14th cross BSK
2nd State, Bangalore-560070

Dear Sir,

Subject: Letter of Authorisation

We, _____ (*name of the company/ firm*) have submitted our bid for participating in the NABFINS's Bid/Tender dated ____ for _____. We also confirm having read and understood the terms & conditions of the Bid/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender, we nominate Mr./ Ms. _____, designated as _____ of our company/ firm to participate in the bidding process. NABFINS shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr./ Ms. _____ on behalf of the company in the bidding process, failing which we will forfeit the EMD. We agree and understand that NABFINS may debar us from participating in future tenders for any such failure on our part.

Signature & Company Seal

Name

Name of Authorised Representative

Designation

Designation of Authorised Representative

Company/ Organisation

Address

Signature of Authorised Representative

Verified by

Annexure - II

Specimen of Letter of Indemnity and Undertaking

(To be submitted on ₹ 100/- stamp paper by the successful bidder)

Deputy General Manager
NABFINS Limited
No. 3072,14th cross BSK 2nd Stage
Bangalore-560070

Dear Sir,

Sub: NABFINS 's Notice Inviting Proposal for Supply and Installation of furniture items for NABFINS Branch Premises.

In consideration of NABFINS limited, (hereinafter referred to as ' NABFINS ') agreed to purchase furniture for the various functions as per the Schedule hereunder written and which are hereinafter for brevity sake referred to as 'the said furniture package', subject to our furnishing declarations submit indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the _____ (*Tenderer/ Contractor*) hereby declare and certify that we are the rightful owners/ licensees of the said furniture offered for sale to NABFINS and that the sale of the said furniture to NABFINS by us and the use thereof by NABFINS does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy Rights Act.1957 or any other Act for the time being in force.

We, the said Tenderer/ Contractor hereby agree to indemnify and keep indemnified and harmless NABFINS, its Officers, Servants, Agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of said furniture supplied by us to NABFINS and will defend the same at our cost and consequences and will pay or reimburse NABFINS, its officers, Servants, Agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems”

We the said Tenderer/ Contractor hereby also agree to indemnify and keep indemnified and harmless NABFINS, its Officers or servants or agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered

by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed/engaged or otherwise working for us. In respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Schedule

(Please list all the furniture supplied to NABFINS for providing this service)

- (i)
- (ii)
- (iii)

Yours faithfully,

Authorised Signatory

(Name & Designation) of Authorised Official

Annexure – III
Articles of Agreement

THIS AGREEMENT is made at Bangalore in this _day of _____2025

BETWEEN

NABFINS Limited, a body corporate having its Head office at No 3072,14th cross BSK 2nd Stage Bangalore-560070, hereinafter referred to as " NABFINS " (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the **ONE PART**

AND

M/s. _____, a firm/ company registered/ incorporated under the Companies Act, 1956 Act and having its registered office at _____, Bangalore-.....(GST No. – _____; PAN no. – _____) hereinafter referred to as the **“Vendor/Contractor”** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, liquidators, administrators and assigns) of the **OTHER PART**.

(NABFINS and the Contractor are collectively hereinafter referred to as “the parties”)

WHEREAS

1. NABFINS is desirous of carrying out the work of supply and installation of Furniture as indicated in furniture specifications and financial bid of tender document at NABFINS Office Premises situated across India (as per list enclosed), had issued a “Notice Inviting Tender” (hereinafter referred to as “the NIT”) dated ~~15 Mar 2025~~ inviting bids for providing the said works at the said premises.
2. The Contractor had, vide its letter dated _____, submitted its Tender for undertaking the said works at the said Premises.
3. NABFINS, vide its Work Order letter no. __dated _____(month) 2025 has selected the Contractor for carrying out the said works at the said premises.
4. The parties hereby, agree, record and confirm the various items and conditions for carrying out the said works as mentioned in the NIT, scope of work, terms & conditions and special terms & conditions of the tender document (*hereinafter referred to as “the said conditions”*) at the said premises hereinafter appearing.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors/contractors shall upon and subject to the said conditions execute and complete the work shown upon the said location and described in the said specifications and the schedule of quantities.
2. NABFINS shall pay the vendor/contractor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3. In the said conditions herein before mentioned, the Deputy General Manager, NABFINS Ltd, Bangalore shall act on behalf of the NABFINS Limited.
4. The said conditions shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said conditions.
5. The agreement and documents mentioned herein shall form the basis of this Contract.
6. This contract is neither a fixed lump sum Contract nor a Piece Work Contract but is a Contract to carry out the work in respect of Supply, and installation of furniture items as mentioned in furniture specifications and financial bid at NABFINS Limited, to be paid for according to actual quantities at the rates contained in the Schedule of Rates and Probable quantities provided in the said Conditions.
7. NABFINS reserves to itself the right of altering the quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.
8. Time shall be considered as the essence of this Contract and the Vendor/contractor hereby agrees to complete the delivery and installation work within 30 days from the date of issue of formal purchase order.
9. All payments by NABFINS under this contract will be made only at Bangalore.
10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Bangalore and only Courts in Bangalore shall have jurisdiction to determine the same.

11. That the several parts of this contract have been read by the Vendor/contractor and fully understood by the Vendor/contractor.

IN WITNESS WHEREOF NABFINS and Vendor/contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF NABFINS has set its hand to these presents through its duly authorized official and the Vendor/contractor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE:

SIGNED AND DELIVERED BY the NABFINS Limited by the hand

Of Shri _____

(Name and Designation) in the

Presence of _____

Address _____

Signed and sealed by the vendor/contractor by the hand

of Shri _____

and duly constituted attorney.

(If the Vendor/contractor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association)

(If the vendor/contractor is signing by the hand of power of attorney, then whether a company or individual to be specified)

PART – II
FINANCIAL BID

8. Preamble to Bill of Quantities/ Financial Bid

“Supply & installation of furniture at Branch office (as per the list) Premises for NABFINS’s across India.

1. Preamble to bill of quantities/ financial bid form a part of the bill of quantities/ financial bid for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Items are described to the best possible extent in the bill of quantities. However, should there be any clarifications required about any item, the same should be done by the bidder prior to quoting final rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
3. If no rate/amount is mentioned against any of the items in Bill of Quantities, the same shall be considered to be covered in the total quoted price of all articles, or the tender may be rejected at the discretion of NABFINS.
4. Notes given in the Bill of Quantities should be read carefully before quoting the rates.
5. All quoted rates shall be inclusive of all taxes including goods and service tax (GST) and transportation costs, installations costs or any other costs, unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
6. Income Tax, Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.
7. Rates to be filled in Bill of Quantities – The tenderer is requested to fill up rates both in figures and word. If on check there are differences between the rates given by the contractor in words & figures or in the amount worked out, the following procedure shall be followed:
 - a. When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the contractor shall be taken as correct.
 - b. When the amount of an item not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.

- c. When the rates quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
- 8.** The NABFINS do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

Declaration by the Contractor/Tenderer

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

9. In case of multiple L1 bidders

(Methodology used for deciding the L1 in case of tie (multiple L1 bidders))

- 1.** In case the lowest tendered amount of 02 (two) or more tenders is the same, such lowest tenderers will be asked to submit sealed revised offer in the form of letter mentioning percentage above/ below the tendered amount including all sub-sections/ sub-heads as the case may be, but the revised percentage quoted above/ below the tendered amount or on each sub-section/ sub-head should not be higher than the percentage/ amount quoted at the time of submission of tender.
- 2.** The lowest tender shall be decided on the basis of revised offers. In case any of such tenderer refuses to submit the revised offer, then it shall be treated as withdrawal of his/ her tender before acceptance and 50% of earnest money shall be forfeited.
- 3.** If the revised tendered amount of 02 (two) or more tenderers received in revised offer is again found to be equal, the process of re-tendering has to be followed. The tenderers whose earnest money is forfeited because of non-submission of revised offer, shall not be allowed to participate in the re-tendering process.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

**Supply and Installation of Furniture for NABFINS
Branch Premises located across India.**

10. Financial Bid

S. No.	Type of Furniture	Detailed Specifications	Total Qty (nos.) (A)	Rate per unit inclusive of GST and all other costs (₹) (B)	Total Amount (₹) (A x B)
1	Revolving Chari (Mid Back)	<ol style="list-style-type: none"> 1. Central Tilt Synchro with Upright Locking. 2. Nylon star base 3. Moulded foam seat and back with fabric upholstery 4. Fixed armrest 5. Overall Dimension: 680 L x 680 W x 910/1010 H 6. Seat Dimension: 470 W x 450 D x 530 H(eff.), 53 thk. 7. Backrest Dimension: 480 W x 630 H, 480 H(eff.) 8. Base Type: Nylon Matt finish, Black 9. Caster / Foot Caps: Nylon Matt finish, Black 10. Gas lift: MS Chrome Plated Cylinder, Powder coated assembly 11. Seat Cover/Back Cover: Crepe Fabric 12. Packaging size: L 640 x W 270 x H 610 	5		
2	Revolving (High Back)	<ol style="list-style-type: none"> 1. Moulded foam back and seat upholstered with fabric 2. Center tilt synchro with upright locking. 3. Adjustable Armrest. 4. Overall Dimension: 680 L x 680 W x 1035/1135 H 5. Seat Dimension: 470 W x 490 D x 440/540 H(eff.), 65 thk. 6. Backrest Dimension: 470 W x 745 H, 595 H(eff.) 7. Base Type: Nylon Matt finish, Black 8. Caster / Foot Caps: Nylon Matt finish, Black 9. Gas lift: Chrome Plated Cylinder with 	2		

		Powder coated housing assembly 10. Seat Cover/ Back Cover: Crepe fabric 11. Packaging size: 750 L x 270 W x 610 H			
3	Office Table (Model : 1800 x 900)	1. Knock-down Assembly. 2. Pre Laminated Top made of particle board with edge band. 3. Detachable Pedestal on casters. 4. Decorative profile for good look. 5. Overall Dimension: 1800 W x 900 D x 750 H 6. Table Top Dimension: 1800 W x 900 D x 18 thk. 7. Frame Dimension: 790 W x 830 D x 732 H 8. Table top: Pre Lam. Particle Board, PVC edge band all around, 2 thk. 9. Modesty panel: Pre Lam. Particle Board, 18 thk. , PVC edge band all around, 2 thk 10. Side/ Gable end: Pre Lam. Particle Board, 25 thk. , PVC edge band all around, 2 thk. 11. Leveler / Plinth Screw / Foot Cap: Leveler, STD 12. Packaging size: 940 W x 1860 D x 140 H 13. No of ply of Packing box: Corrugated, 5 Ply 14. Bursting strength of box: 12 KG/CMSQ Minimum 15. Table Top: Highland Pine, Classic Walnut. 16. Foot Caps/ Leveler: STD 17. Gable End: Highland Pine, Classic Walnut 18. Modesty Panel: Highland Pine, Classic Walnut	2		
4	Office Table (Model : 1200 x 600)	1. Knock-down Assembly 2. Pre Laminated Top made of particle board with edge band 3. Detachable Pedestal on casters. 4. Decorative profile for good look. 5. Overall Dimension: 1200 W x 600 D x 750 H 6. Table Top Dimension: 1200 W x 600 D x 18 thk 7. Frame Dimension: 1090 W x 530 D x 732 H 8. Table top: Pre Lam. Particle Board, PVC edge band all around, 2 thk 9. Modesty panel: Pre Lam. Particle Board, 18 thk., PVC edge band all around, 2 thk.	5		

		<p>10. Side/ Gable end: Pre Lam. Particle Board, 25 thk., PVC edge band all around, 2 thk.</p> <p>11. Leveler / Plinth Screw / Foot Cap: Leveler, STD</p> <p>12. Packaging size: 650 W x 1260 D x 140 H</p> <p>13. No of ply of Packing box: Corrugated, 5 Ply</p> <p>14. Bursting strength of box: 12 KG/CMSQ Minimum</p> <p>15. Table Top: Highland Pine, Classic Walnut.</p> <p>16. Foot Caps/ Leveler: STD</p> <p>17. Gable End: Highland Pine, Classic Walnut</p> <p>18. Modesty Panel: Highland Pine, Classic Walnut</p>			
5	Office Almira Large (Grey)	<p>1. Body and Door Made of 0.8 mm thick (22 Gauge) Powder coated CRCA Sheet</p> <p>2. Back & Shelves made of 0.6 mm thick (24 Gauge) Powder coated CRCA Sheet</p> <p>3. Four shelves provided making 5 equal compartments for storage</p> <p>4. High quality three way locking mechanism and Traditional Solid Handle</p> <p>5. Completely Knock Down Design with Solid Welded Legs</p> <p>6. Width (cm) 90</p> <p>7. Depth (cm) 51</p> <p>8. Height (cm) 197</p> <p>9. Packaging size: Standard 3 Ply Almirah packaging</p>	2		
6	3 Door Pedestal	<p>1. Pedestal made of 18mm thick pre laminated particle board.</p> <p>2. Drawer is provided with full of extension telescope drawer slide with central lock.</p> <p>3. Locking facility available with duplicate key</p> <p>4. Nylon twin wheel caster for easy movements</p> <p>5. Colour: Walnut colour/weather brown (which should be match with Table)</p> <p>6. Dimension: W410 x D-480 xH-660</p>	2		
7	Plastic Chair	<p>1. High-quality virgin plastic build for lasting durability</p>			

		2. Ergonomic design ensures prolonged sitting comfort 3. A glossy finish on the chair adds an appealing touch 4. 125 kg weight capacity for secure and stable sitting 5. Perfect for living rooms, offices, cafes, and outdoors 6. Width (cm) 59.3 7. Depth (cm) 61 8. Height (cm) 84.5	15		
	Total		33		
	Total Amount in Words:				

Note: -

1. The above-mentioned quantity is required per branch. Similarly, we have a total requirement for 57 branches across India.
2. The above quoted rates shall be inclusive of all Taxes, Customs Duty, Excise Duty, Local Levies, Works contract tax, GST, Insurance, Transportation to site, Loading, Un-loading, Commissioning, Testing, properly handing over, Installation, including provision of all necessary manpower, etc.
3. The Supplier/ Contractor in their own interest may visit the site and see the scope of work including the actual quantity of work before quoting the rates.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

Penalty Clause for Damaged or Delayed Deliveries

In the event that the Supplier fails to deliver the goods to the designated branch within the agreed timeline or delivers goods that are damaged, the following penalties shall apply:

1. **Delay in Delivery:**

- A penalty of **1% of the total invoice value per day** of delay shall be imposed, subject to a maximum of **10% of the total invoice value**.
- If the delay exceeds **10 days**, the Buyer reserves the right to **cancel the order** and procure the goods from an alternative source at the risk and cost of the Supplier.

2. **Delivery of Damaged Goods:**

- If goods are found to be damaged upon delivery, the Buyer reserves the right to **reject the goods** and demand **replacement** within **7 working days** at no additional cost.
- If the Supplier fails to replace the damaged goods within the stipulated time, a penalty of **5% of the invoice value of the damaged goods** shall be levied for each week of non-compliance, up to a maximum of **20%**.
- Repeated instances of damaged deliveries (more than 3 in a 6-month period) shall be grounds for **review and possible termination of contract**.

3. **Inspection and Acceptance:**

- All goods delivered shall be subject to **inspection upon receipt**. Acceptance of goods does not waive the Buyer's right to claim for concealed damage discovered at a later date.

4. **Force Majeure:**

- Penalties shall not apply in cases of **force majeure** events such as natural disasters, strikes, or other unforeseeable events beyond the Supplier's control, provided timely notice is given.