



NATIONAL INSTITUTE OF DESIGN
A Statutory Institute Under DPIIT
Ministry of Commerce & Industry
Government of India
Paldi, Ahmedabad 380 007
Phone: 079 2662 9500, 079 2662 9600
Web Site: www.nid.edu

NIT No : 04/2020-21 dated 27.08.2020

Tender document for “Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad” (Including labor, materials, tools, plants, scaffolding etc. complete)

Client :

National Institute of Design
Paldi, Ahmedabad 380 007 India
Tele : 079 26629500, 079 26629600



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A STATUTORY INSTITUTE UNDER DIPP
MINISTRY OF COMMERCE & INDUSTRY
GOVERNMENT OF INDIA
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NOTICE INVITING e - TENDER

National Institute of Design (NID) invites on line tenders (through e-tendering) from established & reputed firms / bidders for Empanelment of contractors for “Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad”

Tender Notices & Tender documents are available on Government of India Central Public Procurement Portal www.eprocure.gov.in, www.nprocure.com and www.nid.edu. Any modification / corrigendum etc. in the tender will be available on this website. Tender document can be viewed only on www.nid.edu & www.eprocure.gov.in.

Sr. No.	NIT No.	Name of work & Location	Estimated cost put to bid in Rs.	EMD in Rs.	Duration of contracts	Last date & time of bid, EMD, e-tender processing fees online submission	Time & date of online opening of technical bid.
1	2	3	4	5	6	7	8
1	04/2020-21	“Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad”	23.00 Lakh	46,000/-	2 months	10.09.2020 up to 15.00 hrs. Non refundable e-tender fees Rs. 1000/-	10.09.2020 at 17.00 hrs

NID reserves the right to accept or reject any or all the offers without assigning any reason.



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Date: 27.08.2020

NOTICE INVITING e-TENDER (NIT)

NID,Ahmedabad invites online applications Two bid system from experienced, reputed and eligible Contractors/ Agencies for “Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad” as per schedule as under:

Tendering Document No	04/2020-21 dated 27.08.2020
Name of the Work	“Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad”
Brief Scope of Work	“Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad”
Estimated Cost	Rs. 23,00,000.00 (Rupees Twenty Three Lacs Only)
Duration of Contracts	2 Months (Two Months)
Earnest Money Deposit	Rs. 46,000/- (Rupees Forty Six Thousand Only)
Non-refundable cost of Tender document	Rs. 1000.00 (Rs One Thousand Only) in the form of DD/PO in favour of NID Payable at Ahmedabad
Last date & time of submission of Online Tender	Upto 10.09.2020 by 15.00 Hrs
Period during which hard copy in original of EMD, Cost of Tender Document, Letter of Acceptance of tender conditions unconditional other document as per NIT shall be submitted.	before and up to 15.00 Hrs on 10.09.2020 in the office of: Chief Administrative Officer, General Administration , NID, Paldi, Ahmedabad -380 007
Date & Time of online Opening of technical Tender	10.09.2020 at 17.00 Hrs.
Date & Time of Opening of Financial Tender	To be intimated later
Validity of offer	60 days from the date of opening of financial bid
Pre-Tender Meeting	NA

QUALIFYING REQUIREMENT FOR BIDDER:

The bidder who wishes to participate in the bidding shall satisfactory establish that he fulfill the qualifying requirements stipulated here under and Joint ventures are not accepted:

Estimated cost put to tender (Rs. in lakh)	Average Annual Turnover during last 3 years ending 31.03.2019 (Rs. in lakhs)	Proof of having experience of Miscellaneous civil works as per brief scope of works successfully completed during last 5 years ending previous day of last date of submission of application as detailed below: (bidders should fulfill either of three options)			Bank Solvency value of (Rs in Lakh)
		Single work of value (Rs in Lakh)	Two works, each of at least value of (Rs in Lakh)	Three work, each of at least value of (Rs in Lakh)	
23.00 Lakhs	23.00 Lakhs	18.50 Lakhs	11.50 Lakhs	9.50 Lakhs	10 Lakhs

Similar Works for this purpose means “ **The applicant should have executed similar exposed concrete works which includes fair finish expose RCC works, Civil works which includes Earthwork, Concrete work, RCC, Brick work, Finishing works,** etc.. Similar works in Institutional area is more preferred. The bidder must fulfill the requirements under sub-head “Parameters of bidding” also.

1.0

- a) The past experience in similar nature of work should be supported by certificates issued by client. In case the bidder has executed the work(s) under a private sector, the value of the work shall be reflected in the TDS of the Corresponding year(s) and shall submit requisite Proof/ TDS certificate for the same as and when required.
- b) The value of free issue of materials by client shall be taken in to account while evaluating completion cost of project. The value of such materials incorporated in the project should be certified by the Client.
- c) “The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.”
- d) Should not have incurred any loss during the last three years ending 31st March 2019.
- e) In addition to the above, the applicant has to submit the following documents/information's:-
 - a. Submit valid GST Registration Number
 - b. Submit valid copy of PAN Card.
 - c. Submit EPF Registration Certificate.
 - d. Bank Solvency certificate for the value of at least Rs 10.00 lakhs.
 - e. Completion certificate from the clients.
 - f. Sufficient manpower and resources to carry out such works.
 - g. Complete Name and mailing address of the applicant along with Telephone numbers, Mobile Numbers and E-mail address.
 - h. Information regarding the Constitution of the applicant/firm e.g. Proprietors,

Partnership, Private etc. along with proof of the same such as copies of registration Certificate of Incorporation /Partnership deed etc.

- i. Details of projects executed supported by copies of completion certificates/agreement/LOI etc.
- j. Details of key Personnel on roll and their qualification and experiences
- k. Details of Litigations, if any

The tender document can be downloaded from website www.nprocure.com and www.eprocure.gov.in. It can only be viewed on NID website www.nid.edu. "Corrigendum, if any, to this NIT would appear only on above web sites.

- 2.0 The intending tenderer must read the terms and conditions carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the documents required.
- 2.0(A) Information and Instructions for Tenderers posted on Website(s) shall form part of Tender Document.
- 3.0 The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending tenderer. But the tender can only be submitted after uploading the mandatory scanned documents a) Demand Draft / Pay order towards cost of tender document b) Demand Draft/Pay Order against EMD & All other documents shall be as per Notice Inviting e-tender.
- 4.0 Set of Contract/Tender Documents:
The following documents will constitute set of tender documents:
 - a) Notice Inviting e-Tender.
 - b) Quoting Sheet for Tenderer / Bill of Quantities
 - c) General Conditions of Contract
 - d) List of Approved Makes / Technical specifications
 - e) Acceptance of Tender Conditions
 - f) Corrigendum, if any.
- 5.0 The tenderers are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
- 6.0 After submission of the tender the tenderer can re-submit revised tender for any number of times but before the last date and time of submission of tender as notified.
- 7.0 When it is desired by NID to submit revised financial tender then it shall be mandatory to submit revised financial tender. If not submitted then the tender submitted earlier shall become invalid.
- 8.0 On opening date, the tenderer can login and see the tender opening process.
- 9.0 Contractor can upload documents in the form of JPG format and PDF format.
- 10.0 Contractor to upload scanned copies of all the documents including valid GST Registration /EPF registration/PAN NO. as stipulated in the tender document.
- 11.0 If the contractor is found ineligible after opening of tenders, his tender shall become invalid and cost of tender document and processing fee shall not be refunded.
- 12.0 If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the contractor the tender shall become invalid and cost of tender document and processing fee shall not be refunded.
- 13.0 Notwithstanding anything stated above, NID reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of NID. In case, tenderer's capabilities and capacities are not found satisfactory, NID reserves the right to reject the tender.
- 14.0 Certificate of Financial Turn Over: At the time of submission of tender, the tenderer shall upload Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover of last 3 years or for the period as specified in the tender document and further details if required

may be asked from the tenderer after opening of technical tenders. There is no need to upload entire voluminous balance sheet.

- 15.0 Technical Specifications, GCC of Maintenance works 2020– as per CPWD norms.
- 16.0 List of Documents to be scanned and uploaded within the period of tender submission:
- a) Demand Draft/Pay Order or Banker's Cheque of any Nationalized / Scheduled Bank against EMD (In favour of National Institute of Design payable at Ahmedabad)
 - b) Demand Draft/Pay Order or Banker's Cheque of any Scheduled Bank towards cost of Tender Document.
 - c) Letter of Transmittal – Section III
 - d) Appendix I – Condition of Contracts
 - e) Appendix II – Acceptance of Tender conditions
 - f) Form A – Financial Information
 - g) Form B – Bank solvency certificate
 - h) Form C – Details of all works of similar works successfully completed works during last during last 5 years ending previous day of last date of submission of application
 - i) Form D – Projects Under Execution or Award
 - j) Form E – Performance report of works referred to in forms C & D
 - k) Form F - Structure & Organization
 - l) Form G – Details of Technical & Administrative personnel to be employed for the work
 - m) Form H – Details of Plant Machinery and Equipment likely to be used in carrying out the work
 - n) Form I – GST Registration Details
 - o) Power of Attorney of the person having digital signature for signing/submitting the tender.
 - p) All pages of all the Corrigendum (if any) duly signed by the authorized person.
 - q) Valid GST Registration/ EPF registration/PAN NO.
- 21.0 In case of any query, please contact on 079-26629676/26629778 during Office hours.



NATIONAL INSTITUTE OF DESIGN
PALDI, AHMEDABAD

To,

Subject: "Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad"
(Including labor, materials, tools, plants, scaffolding etc. complete)

GENERAL CONDITIONS

Dear Sirs,

- 1) NID takes great pleasure in inviting you to quote for the above mentioned work. The Boundary wall is located at south side of NID, Ahmedabad.
- 2) The work will be carried out as per Institute's requirement after approval of competent authority. Bidder shall submit / quote their rates accordingly.
- 3) The work will be awarded only to the L1 agency (Technically qualified) during the contract period.
- 4) During the period of contract, no price escalation will be granted for any items of the approved tender.
- 5) The draft for the conditions of Contract is attached herewith for study and reference. The type of work, finishes and various conditions to be observed while quoting the work are also attached h/w. The site should be seen by the Contractor thoroughly before quoting. It is also desirable for the contractor to visit the site for availability of space for stacking the material etc. CPWD Technical specification will be preferred.
- 6) The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to collect all information that he considers necessary for proper assessment of the prospective assignment.
- 7) The bidders shall have to deposit an Earnest Money Deposit (EMD) along with the submission of tender documents through a pay order of any Nationalized / Scheduled bank in favor of "National Institute of Design" payable at Ahmedabad.
- 8) NID reserves the right to reject any or all the tenders without assigning any reason to do so.
- 9) The bidder shall have experience of carrying out similar works and shall produce attested documents for the same.
- 10) The bidder shall get done the specialized work given in BOQ through specialized agencies approved by NID.

11) The date of commencement of the work shall be within two weeks from the date of letter of intent / work order.

12) NID will provide electricity & water for execution of works for that 1% Electrical & Water charges will be deducted from each bill

Yours faithfully,
Chief Administrative Officer
General Administration

APPENDIX-I

Date of commencement	:	Within 15 (fifteen) days of issue of work order to commence the work.
Duration of Contracts	:	2 months
Defects liability period	:	12 (twelve) months from completion of the work and handing over to NID
Liquidated Damage for delay completion	:	Point five percent (0.5%) per week of the contract value or part thereof subject to maximum five percent of the contract value
Security Deposit	:	Ten percent (10%) will be deducted from the gross value of the work done against each RA Bill
Electricity & Water charges	:	1% Electricity & Water charges will be deducted from each bill
Period of final settlement	:	3 (three) months from the date of submission of final bill.
Performance Guarantee (PG)	:	Five percent (5%) of the total contract value including EMD in the form of DD/PO
Labour Cess	:	If applicable, would be paid at the applicable rate by the approved bidder and Voucher / challan must be submitted to NID. No separate charges would be paid for labor cess; it should be included in the rate
Release of Performance Guarantee and Security Deposit	:	On completion of defects liability period of 12 months from the date of completion of work / handing over to NID whichever is later duly certified by NID – Without Interest

NID reserves the right to accept or reject any or all the offers without assigning any reason.

There must be two separate offers (Technical and Commercial). Both the offers must be submitted at the same time, giving full particulars on website www.nprocure.com on or before 15.00 hours on 10.09.2020. Please note that identical hardcopy of only technical offer in sealed envelopes must be submitted on or before 17.00 hours on 10.09.2020 at NID's address, Offers received after the date and time specified in this tender will not be accepted. Commercial offer must be submitted online on www.nprocure.com only.

Commercial offer submitted online only will be considered and if submitted in any other form will be not considered and rejected. NID reserves the right to accept or reject any or all the offers without assigning any reason

SECTION III
INFORMATION REGARDING ELIGIBILITY
LETTER OF TRANSMITTAL

To
Chief Administrative Officer
General Administration
NID, Paldi
Ahmedabad

Subject: "Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad"
(Including labor, materials, tools, plants, scaffolding etc. complete)
NIT No. : 04/2020-21

Sir,

Having examined the details given Tender documents for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms A to I and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Technical team of NID, Ahmedabad to approach the Bank for issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Technical team, NID, Ahmedabad to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures:
Seal of bidder

Date of submission:

Signature(s) of
Bidder(s).

ACCEPTANCE OF TENDER CONDITIONS

From: (On the letter head of the company by the authorized officer having power of attorney)

To,
Chief Administrative Officer
General Administration
NID, Paldi,
Ahmedabad

Sub: "Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad"
(Including labor, materials, tools, plants, scaffolding etc. complete)
NIT No. : 04/2020-21

Sir,

- i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work after visited the site of work at NID premises and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
- iii) I/We have viewed and read the terms and conditions of this GCC carefully. I/We have downloaded all the documents forming part of the tender document:
 - a) Notice Inviting e-Tender.
 - b) Quoting Sheet for Tenderer / Bill of Quantities
 - c) Appendix – I Condition of Contract
 - d) Appendix – II Acceptance of Tender Conditions
 - e) Tender Drawings
 - f) Approved Makes, (Technical Specifications – CPWD specifications will be follow)
 - g) Corrigendum, if any.
- iv) I/we have uploaded the mandatory scanned documents such as cost of tender document, EMD and other documents as per Notice Inviting e-tender AND I/We agree to pay the cost of tender document, EMD and other documents in physical form in the form and manner as described in NIT.
- v) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay NID, Ahmedabad, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.
- vi) If I/we fail to commence the work within 15 days of the date of issue of Letter of Award and/or I/we fail to sign the agreement as per Clauses of Contract and/or I/we fail to submit security deposit per Clauses of Contract, I/we agree that NID, Ahmedabad shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yours faithfully,

(Signature of the tenderer with rubber stamp)

Dated _____

Contract for Works

Tender for the work of: - ... Submission of bids for the work of Tender for “Construction of Exposed RCC retaining boundary wall at Southside of NID Ahmedabad” (Including labor, materials, tools, plants, scaffolding etc. complete)

TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the NID Authority within the time specified., schedule of quantities and in accordance in all respect with the specifications, designs, drawing and instructions of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

We agree to keep the tender open for thirty/ forty five/ sixty/ ninety (30/45/60/90) days from the due date of its opening in case of single bid system / Ninety(90) days from the date of opening of technical bid in case tenders are invited on 2 bid/envelop system/ One hundred twenty(120) days from the date of opening of technical bid in case bids are invited on 3 bid/envelop system for specialized work (strike out as the case may be) and not to make any modification in its terms and conditions.

I/We agree that the said NID Authority or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/ We agree that NID Authority or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee/Security Deposit absolutely. The said Performance Guarantee/Security Deposit shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause of the tender form.

Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in NID in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor

FORM 'A'
FINANCIAL INFORMATION

I. Financial Statements – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Years

(i) Gross Annual turnover on construction works. (ii) Profit/Loss

II. Financial arrangements for carrying out the proposed work.

III. Solvency Certificate from Bankers of the bidder in the prescribed Form "B".

Signature of Chartered Accountant with Seal

Signature of Bidder(s).

FORM "B"

FORM OF BANKERS' CERTIFICATE

This is to certify that to the best of our knowledge and information that M/s./ Sh..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement Upto a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

- (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

Signature of Bidder(s)

FORM 'C'
 DETAIL OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE
 LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH.....

Sr.No.	Name of work/project and location	Owner or sponsoring organization	Cost of work	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending/in progress with details*	Name and address/ telephone number of officer to whom reference can be made	Remarks
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

FORM 'D'
PROJECTS UNDER EXECUTION OR AWARDED

Sr.No.	Name of work/project and location	Owner or sponsoring organization	Cost of work	Date of commencement as per contract	Stipulated date of completion	Upto date percentage of the progress of work	Slow Progress if any and reasons thereof	Name and address/ telephone number of officer to whom reference can be made	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Bidder(s)

FORM 'E'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS "C" & "D"

1. Name of work/project & location
2. Agreement no.
3. Estimated cost
4. Tendered cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report

(1) Quality of work	Very Good/Good/Fair/Poor
(2) Financial soundness	Very Good/Good/Fair/Poor
(3) Technical Proficiency	Very Good/Good/Fair/Poor
(4) Resourcefulness	Very Good/Good/Fair/Poor
(5) General Behavior	Very Good/Good/Fair/Poor

Dated:

Executive Engineer or Equivalent

FORM "F"

STRUCTURE & ORGANISATION

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no./e-mail address.
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)

Organization/Place of registration

Registration No. with class category, if any

- 1.
- 2.
- 3.

5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization
7. Was the bidder ever required to suspend construction for a period of more than six months continuously after he commenced the construction? If so, give the name for the project and reasons for suspension of work.
8. Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details
10. Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
11. In which field of Civil Engineering , the bidder has specialization and interest?
12. Any other information considered necessary but not included at above.

Signature of Bidder(s)

FORM 'H'

DETAILS OF PLANT MACHINERY AND EQUIPMENT LIKELY
TO BE USED IN CARRYING OUT THE WORK

S.No.	Name of equipment	Nos.	Capacity or type	Age	Condition	Ownership status			Current location	Remarks
						Pre- ntly owned	Leased	To be purch- ased		
1	2	3	4	5	6	7	8	9	10	11

LIST OF MATERIALS OF APPROVED BRAND

Sr.No	Materials	Brand / Make
1	Cement – OPC	ACC, Ambuja, Ultratech, JK Laxmi Super, Binani 43 / 53 G – as approved by NID
2	Reinforcement – TMT	Tata / Sail / VIZAG marked as approved by the NID
3	Structural steel – All types of sections	Tata / SAIL / VIZAG marked as approved by the NID.

NID / Engineer- In charge reserve the right to choose any one of the makes of materials and his decision is final & binding to.

FORM 'I'

Mandate Form Contractors/Vendors/Suppliers
(For Making Payments through RTGS/NEFT)

1	Particulars of Contractors/Vendors/Suppliers :	
	(a) Name of Contractors/Vendors/Suppliers	
	(b) Address	
	(c) Mobile No.	
	(d) E-mail ID	
	(e) PAN No. (Please attached copy of PAN Card)	
	(f) GST No.	
2	Particulars of Bank Account :	
	(a) Name of the Bank	
	(b) Name of the Branch	
	(c) Branch Code	
	(d) Address	
	(e) City Name with Pin Code	
	(f) Telephone No.	
	(g) NEFT/IFSC/RTGS Code	
	(h) 9 Digit MICR code Appearing on the cheque book	
	(i) Category of Account	
	(j) Contractors/Vendors/Suppliers Name as per Bank Account	
	(k) Type of Account	
	(l) Account No.	
	(m) Copy of Cancelled Cheque	

* Changes, if any, in above is to be intimated within seven days.

- Encl.: 1) Copy of PAN Card, GST Registration
2) Copy of Cancelled Cheque

Date: _____

(Signature)

Place: _____

(Authorized Signatory Name & Designation with Seal)