



CAO/EST/EXT/2025-26/200

November 03, 2025

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
Telephone: 0091-20-26716000 (EPABX)
E-mail: nibmweb@nibmindia.org □ Website: www.nibmindia.org

Soni Philip
Chief Administrative Officer

Dear Sir/Madam,

Sub: Inviting Sealed Quotations for Supplying JCB (Back hoe loader/excavator), Tractor with trolley and other machinery on AMC basis at NIBM campus, Pune.

National Institute of Bank Management (NIBM) is an apex level institute for Education, Training, Consultancy and Research Work in the Banking Industry. NIBM is an autonomous institute established by the Reserve Bank of India and other Public Sector Banks in India.

NIBM invites sealed quotations in the prescribed format for **Supplying JCB (Back hoe loader/excavator), Tractor with trolley and other machinery on AMC basis at NIBM campus, Pune.** Your quotation should be addressed to 'The Director, National Institute of Bank Management, Kondhwe Khurd, NIBM Post Office, Pune 411 048.' Quotations should be submitted at the Purchase / Stores at NIBM Main Building between 10.00 a.m. to 5.00 p.m. on any working day (Mon-Sat) **on or before November 15, 2025 (except Bank Holidays).**

1. Terms for tendering quotation are as follows:

- a) Quoted rates should be inclusive of cost of all the materials, labour cost, GST, all taxes, royalties, cost of fuel, operator, duties, etc. complete. Nothing extra shall be paid separately. No bidder shall contract other than contact person on any matter relating to his bid from the time of the bid opening to the time of issue of work order. Any effort by the bidder to influence the NIBM's bid evaluation, bid comparison or contract award decision, may result in the rejection of his bid. Decision from competent authority shall be final and binding to bidder in all the matters relating to this work.
- b) Quotation should be sent only in sealed envelope on or before November 15, 2025 with subject title 'Quotation for Renovation of two washroom units near bus garage at NIBM campus, Pune, Only Quotations in Sealed Envelope either hand-delivered or submitted through Post / Courier and received before due date will be considered. Quotations sent by email / fax shall not be considered.
- c) The site visit is mandatory to understand the site requirements and detail scope of work. The arrangement for site visit can be made on **November 08, 2025 at 11.30 am** with prior appointment of JE (Civil) of NIBM at NIBM at 020-69046100 / 690246103 or through EPABX 020-69046000. The attached site visit form jointly signed by NIBM officials and agency as per annexure to be submitted along with quotation. Failure to undertake a site visit will result in the automatic rejection of the submitted quotation.
- d) **Penalty Clause:** If the agency is not coming in given scheduled time or within 1-2 days for work or if you leave work in half complete stage or not working properly, the penalty will be charged i.e. deducted 1.0% to 10% per day from bill amount.
- e) NIBM has the right to accept the quotation, in total and/or alter the given quantity numbers. NIBM reserves the right to accept or reject all or any quotation/tender without assigning any reason thereof.

2. Payment Terms are as follows:

- a) No advance or part-payments shall be made.
- b) Payment terms, delivery schedule must be mentioned in clear terms and conditions of the works / services.

c) **The payment shall be made subject to GST compliance as below:**

- **GST retention clause:** The Institute shall be entitled to retain GST component of each payment payable to the service provider / vendor until the GST amount is reflected in GSTR 2B. In cases, where the service provider / vendor has collected applicable GST and not deposited the same with the GST/Tax Department due to which the Institute loses the GST credits, the Institute shall reserve the right to recover such losses from the service provider / vendor along with applicable interest and penalty.
- **Blacklisting:** The Institute has all the right to cancel / terminate the contract on an immediate basis and withheld the balance payment payable if the service provider / vendor is blacklisted or its rating (as per the rating system announced by the government for GST compliance) is downgraded below accepted level due to noncompliance or its actual or alleged act, failure to act, error, or omission in the performance.
- **Indemnity Clause:** The service provider / vendor agrees to defend, indemnify and hold harmless the institute with respect to any claim arising from the service provider / vendor's actual or alleged act, failure to act, error, or omission in the performance of its obligation under this agreement / work order or any governing law or regulation including relating to the GST law.

Thanking you.

Yours sincerely,



Soni Philip
Chief Administrative Officer

- Encls. : (i) Format for Quote
(ii) Site Visit Form
(iii) GST Information Form to be submitted along with Quote - duly stamped & signed
(iv) Vendor Details Form to be submitted along with Quote - duly stamped & signed

REQUEST FOR PROPOSAL

SUPPLYING JCB (BACK HOE LOADER/EXCAVATOR), TRACTOR WITH TROLLEY AND SOIL COMPACTOR (ROAD ROLLER) ETC. ON AMC BASIS AT NIBM

PART I: GENERAL INFORMATION

1. SPECIFICATIONS/ EQUIPMENTS:

Sr. No	Type of equipment and capacity	Make/ Brand
(i)	1.5 to 2 Ton capacity Hydraulic Excavator	JCB 3DX ecoXpert or equivalent model of Backhoe Bucket Capacity- 0.26 cum Max Operating Weight- 8000 Kg, Engine Power- 55 kw
(ii)	Tractor with Trolley: Min 6 Ton trolley Capacity of size – 3.6m(L) x 1.8m (W) x 0.61m (H)	Mahindra ARJUN 555 DI Tractor or Equivalent with trolley of given capacity.
(iii)	Soil compactor/Road roller: 10 Ton Static Road Roller, 45 HP	Mahindra ARJUN 555 DI Tractor or Equivalent with trolley of given capacity.
(iv)	Mini Excavator:	JCB 37C HD or Equivalent make
(v)	Walk Behind Roller (Double Drum/ Baby Road Roller)	CASE/Volvo or Equivalent
(vi)	Plate Compactor with Clutch System and 5HP Engine)	Honda/Greeves or Equivalent
(vii)	Hydraulic Skylift Crane with Cage and Telescopic Boom	ACE/SCHWING STETTER or Equivalent
(viii)	Bob Cat (Skid-Steer Loaders)	S770 or Equivalent

2. **REQUIREMENT OF EQUIPMENTS/ SPECIFICATION/ SCHEDULE.** The contractor shall deploy the machines/ equipments as per BOQ with all accessories and these equipments shall be made functional in all respects within **1/2 days as and when required by the Institute after** placing of final work order. All the equipment mentioned in the BOQ will be arranged by the contractor under his own arrangement with- out any extra cost. The trial run of the equipments will be the sole responsibility of the contractor.
3. **Placement of order.** The purchase order will be placed on L1 bidder as identified on detail evaluation and scrutiny by internal committee.
4. This RFP is being issued with no financial commitment and the NIBM reserves the right to change or vary the quantity at any stage. NIBM also reserves the right to withdraw the RFP or Supply Order before delivery of Machinery, should it become necessary at any stage.
5. **PERIOD:** The contract will be for a period of three-year, subject to annual review of satisfactory services.
6. **The bid shall have the following eligibility Criteria: -**
- (a) Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **10 lakhs.**
 - (b) Experience of supplying machinery on AMC based or as and when required basis service during last **three** years, up to ending last day of month previous to the month of bid submission start date, should be either of the following:
 - (i) Similar type completed works during last financial year costing not less than 2 lakh.

(c) **Condition of the Equipment/Machinery:**

- (i) The equipments to be provided under this agreement shall preferably be new buy/shall not be more than 07 years as on date of issue of Supply Order. Copy of Purchase Voucher (GST TAX INVOICE) should be submitted along with bid documents and Department may verify the authenticity of the same from concerned authorities.
 - (ii) The bidder should have minimum 50% of Own Equipment (Copy of Purchase GST TAX INVOICE) proposed to be hired in his firm's name equipment has under: -
The successful bidder has to produce the original documents to EPO for verification of the vintage before induction of equipment.
 - (iv) The machinery, hours run and condition of the equipment will be verified immediately on induction to the work site to confirm if the equipments meet the tender/bid conditions.
 - (v) Department may verify the authenticity of the documents from concerned authority at any time during the bidding stage as well as contract period and if found forged / falsified, the bid shall be treated as non bonafied / contract shall be cancelled. Under such circumstance, EMD/Performance Security shall be forfeited and the bidder / contractor shall be black listed for a period of not less than two years. In case of enlisted contractor, amount equal to EMD / Performance Security Deposit, as the case may be, shall be called for from the contractor or recovered from the Standing Security Deposit held with the Department.
 - (vi) **The successful tenderer will have to deposit a Performance Security Deposit of Rs. 20,000/- (Rupees Three Lakh Fifty Thousand only) by online payment to NIBM. The security deposited shall be refunded after 60 days from completion / termination of contract.**
 - (vii) **The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations are liable for rejections.**
 - (viii) **The successful tender will have to make an agreement with NIBM Pune on terms and conditions of the contract on a non-judicial stamp paper, the cost of which will be borne by the contracting agency/firm/company.**
7. The agency will be required to offer these services in the campus of the Institute at Kondhwe Kurd, Pune. The agency will use the space so provided for rendering the services only and will have no tenancy right over the space so provided.
 8. Bidders are required to mention the rate with GST inclusive of all costs, royalty and road tax etc. charges and other associated charges.
 9. **Product.** The bidder should quote **specific make, model** and other relevant details of the items for which rates are quoted, irrespective of whether specifications are mentioned with the make/ model or not. **In the absence of above information, a quotation may be rejected by the quotation opening board.**
 10. The rates quoted will remain valid for twelve months from the date of opening of quotation for repeat/option clause.
 11. Responsibility of maintaining the tracked excavator will be of the vendor.
 12. **Diesel and other Lubricants.** The L1 vendor will be responsible for provision of diesel and other lubricants for machinery in use will have to be ensured by agency before use. No representation with regards to damage to equipment will be entertained by the user.
 13. **Transportation and Taxes:** The firm/agency will make its own arrangement to pay all taxes including transit insurance and other taxes as applicable, the cost thereof and will be responsible for defect free delivery of Machinery at destination.

PART II

TERMS AND CONDITIONS

SUPPLYING OF HYDRAULIC EXCAVATOR WITH BUCKET AND ROCK BREAKER, TRACTOR WITH TROLLEY AND SOIL COPACTOR (ROLLER)

1. SERVICES TO BE PROVIDED BY THE CONTRACTOR

- (a) **OPERATOR:** The operator, mechanic or any manpower required to run the equipments shall be provided by the contractor agency without any extra cost. The operator must be in possession of valid license and shall have experience of about 3-5 years in operating the plant/equipments in hills/plains and Municipal areas.
- (b) **The operator should have valid license for operating the respective equipment.**
- (c) **MAINTENANCE AND REPAIRS:** During the period of hiring, all tools, spare parts, mechanic etc. are to be provided by the contractor agency. All expenditure towards maintenance of equipment, repair charges, cost of spare parts etc. shall be borne by the contractor and inclusive in the unit or Hourly rates quoted by the contractor in BOQ.
- (d) **LUBRICANTS:** Lubricants required from time to time to keep machine on road shall be provided by the contractor agency including that for change of oil and other components. Sufficient stock should be made available at site by the contractor on his own arrangement.
- (e) **PROVISION OF FUEL:** Diesel required from time to time to keep machine operational shall be provided by the contractor agency at the location of equipment as requirement.
- (f) **PLACING OF EQUIPMENT.** Contractor to place the equipment at the location as per ground requirement, as deemed fit by Estate or Maintenance Supervisor/Technical Assistant/Jr. Engineer as and when required. Any equipment not recommended by the representative of department due to low Performance or high Fuel and Oil consumption shall be replaced by the contractor at no additional cost to the department. Such equipments shall be treated as equipment not positioned and made functional and shall attract suitable penalty.
- (g) **OFF OPERATION PERIOD:** Particular equipment should not be off operational for more than 30 minutes during working period of 8 Hours a day and maximum up to 1 Hours total in consecutive 3 Days, including closed holidays.
- (h) **PENALTY FOR OFF OPERATION:**
 - i. In case the off Operation more than 30 Minutes in Day (During 8 working hours) or 1 Hour exceed the 3 Consecutive days specified in Para 8 above, penalty at the rate of 10% of the basic rate shall be levied per equipment per day for number of hours/times exceeding that specified above, considering 8 working hours per day. Any damages occurring to the equipments during its operation will be sole responsibility of the firm/contractor. On occurrence of major damages, another equipment in good condition will be provided by the contactor immediately without any extra cost on this account.
 - ii. If the agency is not coming in given scheduled time or within 1-2 days for work or if you leave work in half complete stage or not working properly, the penalty will be charged i.e deducted 1.0% to 10% per day from bill amount.
- (i) **RETURN OF PLANT & EQUIPMENTS:** On completion of work, Estate or Maintenance Supervisor/Technical Assistant/Jr. Engineer will issue a completion certificate/receipt for the

work and further the contractor will be permitted by Jr. Engineer/Estate Officer in writing to take away the equipments under his own arrangement and at his Risk and Cost.

- (j) **IDLING CHARGES:** No idling charges will be paid to the contractor in case of equipments remaining idle during or after Operation/Work including on holidays or due to natural calamities and extremely adverse weather condition/circumstances beyond the control of the unit.

2. MAINTENANCE OF DAILY RECORD

- (a) Log book for each equipment registration number wise shall be opened. Daily hour run by equipments shall be entered in the log book. Log book shall be signed daily by representative of contractor and representative of the department/Institute as detailed by Jr. Engineer/Estate Officer. Monthly summary of log book shall be submitted for monitoring progress & release of payment.
- (b) Final bill will be prepared duly supported by log book.

3. REPLACEMENT OF EQUIPMENT AND OPERATORS

- (a) If at any stage Jr. Engineer/Estate Officer finds that the equipments are not giving the desired output, contractor has to change the equipment immediately on written instructions within 15 days of receipt of such instructions.
- (b) If Jr. Engineer/Estate Officer feels that operator is not skilled to do the job, contractor without any dispute has to change the operator on written instructions within 15 days of receipt of such instructions.

4. TERMINATION OF CONTRACT: Accepting Officer has the right to terminate the contract by giving one month notice to the contractor in case equipments are no more required or due to any other reasons or due to unsatisfactory performance on the part of the contractor. The contractor shall have no claim or right to represent on this account.

PART III - STANDARD CONDITIONS

1. **Law.** The contract shall be considered and made in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract.** The contract will come into effect the date the Contract Agreement is uploaded on GeM portal. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration at District Court, Shivajinagar Pune.
4. **Non-disclosure of Contract documents.** Except with the written consent of the Institute, other party shall not disclose the contract or any provision, location or design of work being undertaken.
5. **Bidder should quote specific make model and other relevant details of the items for which rates are quoted irrespective of whether specifications are mentioned with the make/ model or not in the absence of above information a quotation may be rejected by the quotation opening board.**

6. Standard Conditions of Quotation. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Institute. Failure to do so may result in rejection of the Bid submitted by the Bidder.
7. Payment Terms. The payment will be made as per the following terms, on production of the requisite documents: -
 - (a) 100% payment on completion of the hours run (including desired output norms as mentioned in RFP) to the satisfaction of Supervisor/Technical Asst/Jr. Engineer.
 - (b) Payment shall be made after inspection, testing of all log books and verification of desired output.
 - (c) Part payment for partial hours run can be made at the request of vendor, however, it shall be at the sole discretion of Jr. engineer/ accepting officer (based on progress of work at site).
 - (d) "PAYMENTS WILL BE MADE ONLY THROUGH ELECTRONIC FUND TRANSFER (RTGS/NEFT) OR THROUGH CHEQUE. PLEASE ENSURE BANK ACCOUNTS IN AUTHORISED BANK TO AVOID ANY INCONVENIENCE".
 - (e) Deduction of GST. GST will be paid by the successful vendor at the end as per Govt of India orders from time to time.
10. No insurance charge will be paid by the department. No responsibility and no liability for the Machinery in transit/operation or for the rejected machinery lying inside Institute premises for whatsoever reason.
11. The NIBM Officers/Representatives reserves the right to inspect the Machinery to a second inspection by any authority nominated by him or to inspect the machinery himself, and may reject them if not found conforming to the laid down specifications, within in a period of six months from the date of acceptance by the normal inspecting authority mentioned above, even if the Machinery have been accepted, passed and paid for. The supplier shall replace such Machinery with the Machinery of correct specifications within a period of one month on receipt.

PART-IV
FINANCIAL / PRICE BID

APPROVED MAKE/BRAND FOR REQUIRED MACHINERY/EQUIPMENT

Sr. No.	Type of equipment and capacity	Qty	Unit	Rental Rate (Per Hour)	GST In %	Total rate (Per Hour) incl. GST
(i)	Hydraulic Excavator/JCB: Make/ Brand: JCB 3DX ecoXpert or equivalent model of Backhoe Bucket Capacity- 0.26 cum Max Operating Weight-8000 Kg, Engine Power- 55 kw					
(ii)	Tractor with Trolley: Min 6 Ton trolley Capacity of size – 3.6m(L) x 1.8m (W) x 0.61m (H) Make/ Brand: Mahindra ARJUN 555 DI Tractor or Equivalent with trolley of given capacity.					
(iii)	Soil compactor/Road roller: 10 Ton Static Road Roller, 45 HP Make/ Brand: Mahindra ARJUN 555 DI Tractor or Equivalent with trolley of given capacity.					
(iv)	Mini Excavator: Make/ Brand: JCB 37C HD or Equivalent make					
(v)	Walk Behind Roller (Double Drum/ Baby Road Roller) Make/ Brand: CASE/Volvo or Equivalent					
(vi)	Plate Compactor with Clutch System and 5HP Engine) Make/ Brand: Honda/Greeves or Equivalent					
(vii)	Hydraulic Skylift Crane with Cage and Telescopic Boom Make/ Brand: ACE/SCHWING STETTER or Equivalent					
(viii)	Bob Cat (Skid-Steer Loaders) with all the tools Make/ Brand: S770 or Equivalent					
	Total=					

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

Form I

<u>PROFILE OF AGENCY/FIRM/COMPANY</u>		
Sr.	Particulars	Details
1.0	Name of the Agency/ Firm/Company	
1.1	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.)	
1.2	Registration Number of the Agency/ Firm/ Company	
1.3	Year of Commencement of Business	
1.4	Registered Address	
1.5	Communication Address (in Pune)	
2.0	GST Number (Submit copy of GST certificate)	
2.1	Name in which GST registration has been obtained	
3.0	PAN (Submit copy of PAN card)	
4.0	Bank Details	
4.1	- Account No	
4.2	- Name of the Account	
4.3	- Name and address of the Bank	
4.4	- IFSC of the Bank	
5.0	Name of the Authorised Contact Person	
5.1	Designation of Authorised Contact Person	
5.2	Mobile No. of the Contact Person	

Sr. No	Particulars	Details
6.0	Statutory Registrations (Photocopies to be attached)	
6.1	Registration number of the firm (As per Shop and Establishment Act)	
7.0	Financial Capabilities (Photocopies to be attached)	
7.1	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2022- 2025 along with gross taxable income declared in income tax returns.	<u>Gross Income</u>
	• 2022-2023	
	• 2023-2024	
	• 2024-2025	
8.0	Bidder Turnover Certificate (CA Approved) (Minimum 50% average annual turnover of the contract value for the past three years)	
9.0	OEM Certificates of the product, dealer ship certificate from certified dealers	

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

Check List of Statutory Registrations to be submitted/uploaded along with the Tender

1. Registration number under the Shop and Establishment Act.
2. Registration number under the Contract Labour Act
3. GST – Registration Number
4. PAN Number
5. IT Returns for last 3 years along with CA-certified Annual Turnover Certificate for last 3 years

FORM – II
PARTICULARS OF TOOLS, PLANT AND MACHINERY

Sr. No.	Item	Date of Purchase	Quantity	Estimated Value	Company Make/Model
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

National Institute of Bank Management, Pune

Site Visit Form

With respect to the RFQ published by NIBM, I / We hereby submit my / our quotation in a required format.

Before submitting our offer, I / We have visited the site under consideration on ____ / ____ /20____, in presence of Mr. _____, _____ to understand the total requirement.

Checklist:

1. Scope of work as mentioned in tender documents aligned with the site requirement/condition
2. Availability of site
3. Site accessibility / feasibility
4. Water and Electricity – arrangement
5. Labour / Material provisions

Sign for NIBM

Seal & Signature of Vendor

Form to be filled for getting registration on NIBM vendor list

Sr. No	Particulars	Details
1	Name of the Vendor	
2	Name in which GST registration has been obtained	
3	GST No (supported by GST certificate)	
4	PAN (supported by scanned copy of PAN card)	
5	Bank Details	
	- Account No	
	- Name of the Account	
	- Name and address of the bank branch	
	- IFSC of the bank branch	
6	Name of the Contact Person	
7	Mobile No. of the Contact Person	
8	Email id of the Contact person	

GST INFORMATION FORM

Date: _____

To
Chief Administrative Officer
NIBM
Pune 411048.

Dear Sir/Madam

I / We, _____, owner / proprietor of M/s _____
_____, located at _____
_____, having GST No _____

confirm that the GST billed / charged by me/us in my/our invoices and thereafter paid to me/us by NIBM, will be uploaded by me/us on the GST portal, Form No Trans 1, under NIBM's GST No 27AAATN0040P1ZJ within 15 days of raising the invoices so that NIBM is able to claim GST credit in time.

I/We also undertake to pay / allow NIBM to recover/to reimburse the GST amount in case the same is not paid by me/us to the Government under NIBM's GST No within 15 days of raising the invoices.

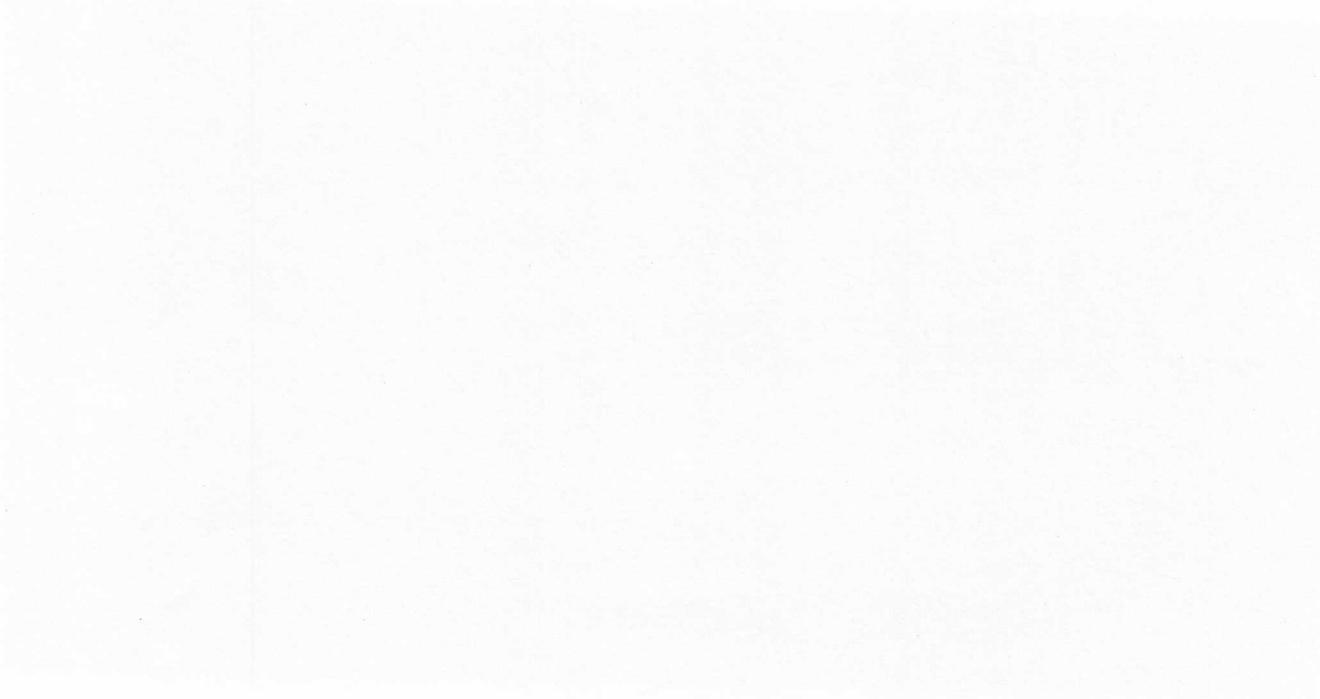
Thanking you,

Authorised Signatory
(Name & Signature with office seal)

Hydraulic Excavator/JCB:

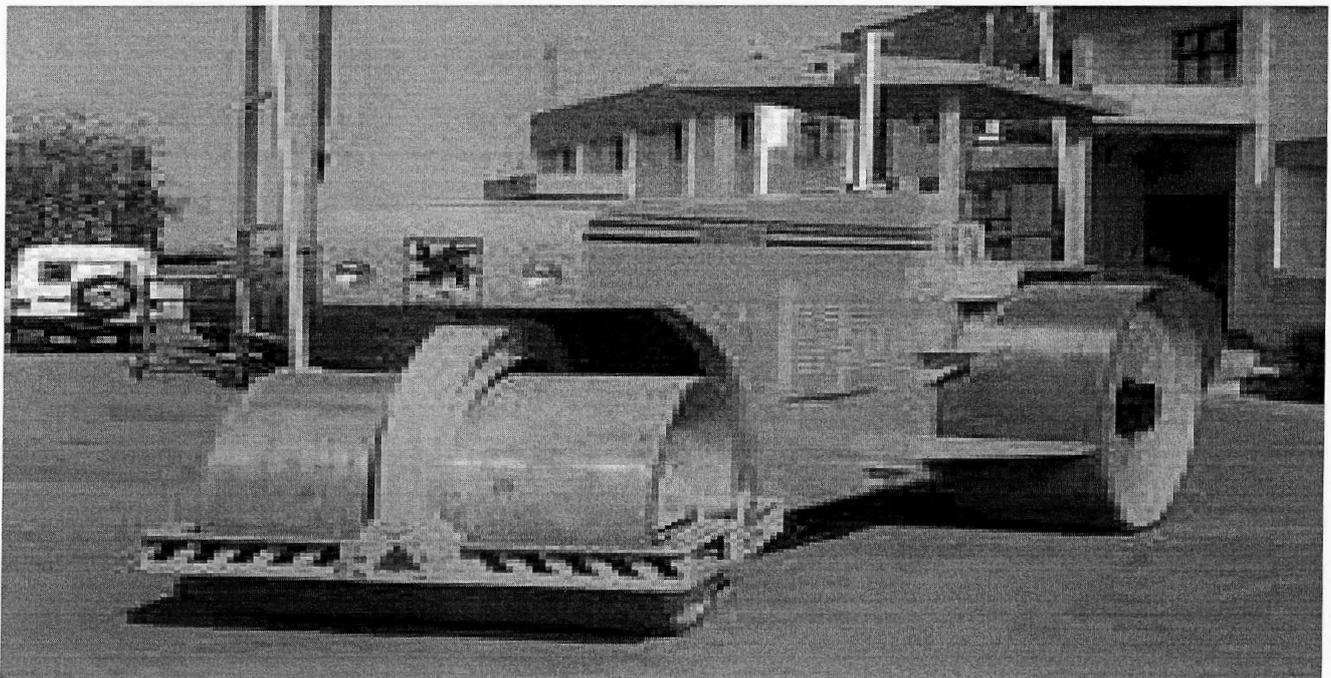


Tractor with Trolley:

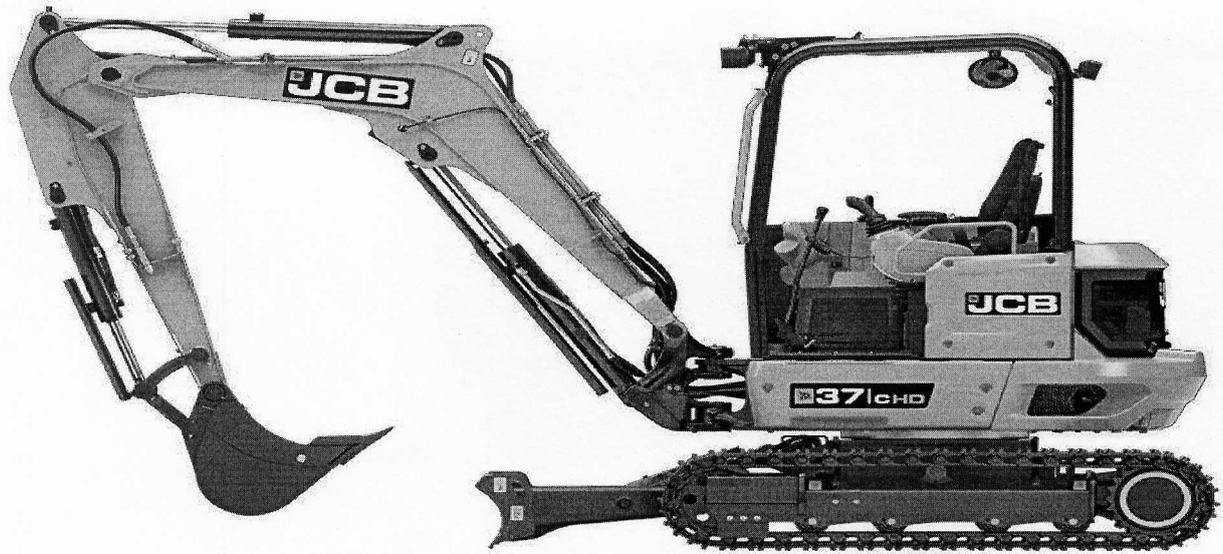




Soil Compactor/Road Roller:



Mini Excavator:



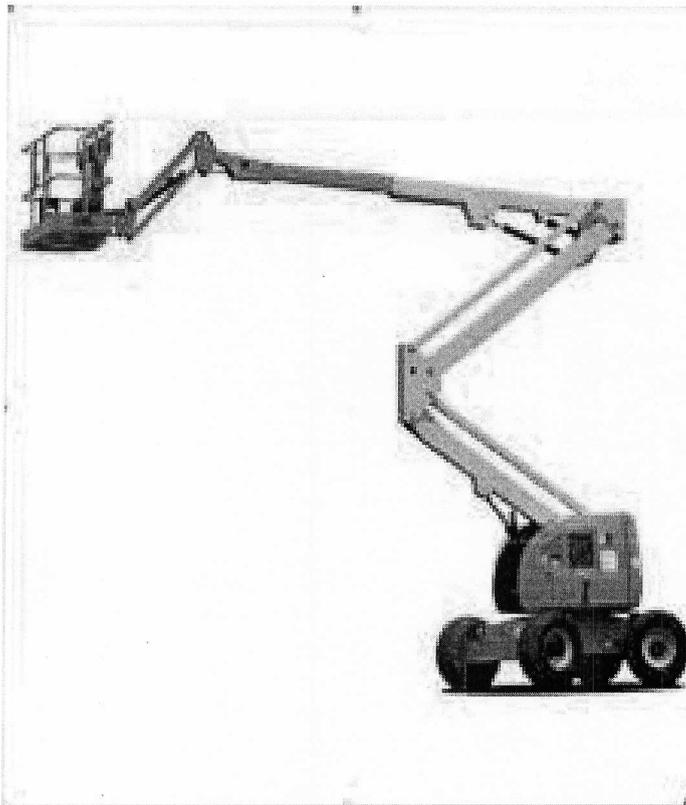
Walk Behind Roller (Double Drum-Baby Road Roller):



Plate Compactor:



Hydraulic Sky lift Crane with Cage and Telescopic Boom:



Bob Cat ((Skid-Steer Loaders)

