

National Productivity Council
Utpadakta Bhawan,
5-6, Lodhi Road Institutional Area
New Delhi- 110003

Tender Notice

Dated: -17.07.2025

Cost of Tender Document: FREE

Bid No.Admin/1/2023-ADMN_HQ_NPC

**TENDER FOR WORK OF WATER PROOFING TREATMENT IN THE ROOF OF
SEVERAL ROOMS ON THE BACKSIDE OF NPC HQ BUILDING, NEAR (NPC
CANTEEN)**

National Productivity Council invites sealed tender from bidders for water proofing treatment in the roof of several rooms on the backside of NPC, HQ Building, near (NPC Canteen) Contractor should have valid P.W.D/C.P.W.D registration.

The detailed tender document can be downloaded from NPC's Website from https://www.npcindia.gov.in/NPC/User/Notification_Tender.

The tender documents Technical & Financial Bids in separate sealed envelopes with Technical or Financial written should be enclosed in a larger envelop and must be deposited in Tender box up to 31.07.2025 (4.00 pm)

The envelop titled Technical Bid should contain copy of the tender document duly stamped and signed and Technical bid in format at Annexure-1 along with EMD of Rs.7,000/- in form of Demand Draft. The Financial Bid must be submitted in format at Annexure-2.

No tender will be accepted after 31.07.2025 (4.00 pm). The envelop should mention **"Tender for Repair/Renovation of the roof of several rooms on the backside of NPC, HQ Building, near (NPC Canteen)."**

Critical Date Sheet

Bid Document Publishing Date	17.07.2025 (3.00 pm)
Bid Document Downloading Start Date	17.07.2025 (4.00 pm)
Inspection of the area	21 st July, 2025 to 25 th July, 2025 (10.00 am to 3.00 pm on Monday to Friday)
Bid Submission End Date	31.07.2025 (4.00 pm)



SCOPE OF WORK:

The scope of work for water proofing treatment in the roof of several rooms on the backside of NPC, HQ Building, near (NPC Canteen) is as follows:

Sl. No.	Description
1	Providing and laying water proofing treatment on the roofs by removing existing crack & damaged plaster making surface good with proper slope.
2.	Applying stone aggregate 25 mm, including finishing with cement
3.	Applying second layer cement slurry plaster mixed with water proofing cement compound.
4.	Applying third layer of cement compound providing gola in cement concrete cement including finishing with cement plaster .

The prospective bidders are advised to visit the site before submitting quotations and may make their own assessment of requirement.

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MAJOR TERMS AND CONDITIONS:

1. The bidder should have an Office in Delhi or NCR.
2. Average annual financial turnover of the Bidder during the last three years, ending March 2025 should not be less than Rs.10 lakhs.
3. The firm should have an experience of at least 03 years in Government entities or Government organizations for similar work. Valid documents showing 03 years' experience in Government entities or Government organizations from the bidders are required.
4. The Bidder should have Goods and Service Tax (GST) registration.
5. The Bidder shall file a self declaration that they have not been blacklisted/debarred by any department of Central Govt./State Govt./PSU/Autonomous Organizations.
6. It is the responsibility of the bidder to read all terms and conditions of this tender carefully before filling the tender.
7. Rates should be quoted for water proofing treatment in the roof of several rooms on the backside of NPC, HQ Building, near (NPC Canteen) in National Productivity Council Head Quarters located at Utpadakta Bhawan, 5-6 Lodhi Road Institutional Area, New Delhi-110003.
8. The format of bids is enclosed with terms and conditions. The bid shall be deposited in the Tender Box placed in Reception, Ground Floor of the Head Quarters of National Productivity Council by 31.07.2025 (4.00 pm). The amount quoted should be inclusive of all applicable taxes.
9. The area can be inspected on any working days from 21st July, 2025 to 25th July, 2025(10.00 am to 3.00 pm on Monday to Friday)
10. The National Productivity Council reserve the right to accept or reject summarily any or all tenders as a whole or any part thereof, without assigning any region whatsoever.
11. Bid must be accompanied with Earnest Money Deposit (EMD) of Rs.7, 000- (Rupees Seven Thousand only) in form of Demand draft in favour of National Productivity Council payable at New Delhi. Bidders registered with MSME/NSIC are exempted from payment of EMD. EMD of unsuccessful bidders will be returned after award of bid. The EMD of successful bidder will be retained as performance security to be returned after completion of work. MSME/NSIC bidders who are exempted from EMD if successful will be required to deposit performance security of Rs.7, 000/- to be returned after completion of work. No interest will be paid by NPC on EMD or Performance Security.



Annexure-1**TECHNICAL BID**
(On Letter Head of Bidder)

Sr no	Particulars	Details
1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	Name of the Proprietor/Partners/Directors	
4.	Contact Number	Land line:- Mobile:-
5.	Pan Card & Aadhar Card (attach photocopy)	
6.	Email id	
7.	GST Number (enclose a copy)	
8.	Turnover of last 3 financial years i.e. FY-2022-23, FY 2023-24 and FY 2024-25 (enclose CA certificate or copies of Balance Sheet and Trading A/C)	
9.	Bank Account Details	
10.	Valid documents showing 03 years' experience in Govt. entities or Govt. organizations	(attached copies of work orders)
11.	EMD Details	No. _____ Date _____ Drawn on _____

Signature _____

Designation _____

Seal of the bidder _____



Annexure-2

FINANCIAL BID

(On Letter Head of Bidder)

Sr. No.	Description (scope of work)	(Amount quoted in Rupees)
1	Lum Sum Quotation for work as per Scope of Work (A)	
2	Applicable taxes (B)	
	Grand Total = (A+B)	

Amount in words (Rupees.....
only)

Signature_____

Designation_____

Seal of the bidder_____

Abhay