



TENDER DOCUMENT
OF
INTERIOR FURNISHING WORK FOR G.M OFFICE &
F.I.O AT
I.R.C VILLAGE BHUBANESWAR.

ARCHITECT

TECHNO ARCH

**Plot No - 71/7, Jadupur, Near City Bus Stand, Bhubaneswar
751019**

Ph.0674-2551479, Mobile. 9437189632

NOTICE INVITING TENDER

Sealed item rate tenders in duplicate are invited on behalf of the General manager, G.M office, Bhubaneswar , from the **Contractors having valid Empanelment with the Indian Bank / Allahabad Bank & successfully completed similar type of work of individual contract value not less than Rs.10.00 lac during last 5 years** for the work of INTERIOR DECORATION/ FURNISHING WORK OF PREMISES FOR INDIAN BANK AT G.M OFFICE & FIO, **BHUBANESWAR.(ODISHA)**

01. Issue of tender documents : Dt. 27/ 07 /2020 to 10/08 /2020
up to 12.00 PM
02. Last date of receipt of tender : 10 /08/2020 up to 4.30 PM
document
03. Date & Time of opening : 10/ 08/2020 at 4.30 PM
04. Place of submission of bids : INDIAN BANK, GM office, I.R.C Village,
Bhubaneswar.
05. Date of commencement : 7 days from issue of work order.
06. Date of completion of work : 45 days from issue of work order.
07. Retention percentage : 10 % (Ten percent) from final bill.
08. Earnest money deposit : Rs. 15,000/- (Rupees Fifteen thousand only)
09. Security deposit : @ 2 % of contract / EMD .
10. Release of retention money/ earnest money : The Earnest money deposited shall not carry any interest and will be refunded to unsuccessful tenderers after allocation of work order.
The Earnest money of successful tenderer will be release after completion of work and certification of final bill .
Retention & Security money after 14 days from defect liability period.
11. Liquidated damages for non completion of work within the date of completion : Rs. 10,000/- (Rupees Ten Thousand only) for every week if the work remains unfinished after the date of completion or the date extended subject to maximum of 10% of the value of work.
12. Defect liability period : 12 months from the date of completion certificate issued by the Bank Architect.
13. Cost of tender document : Rs.2000/- (Rupees Two thousand only)
The tender document in duplicate to be obtained from office of consultant only on working days from 10.00 AM to 5.00 PM

14. Interested bidder may obtain further information from the office of consultant / Bank Architect.

15. Bank reserves the right to reject wholly or part of any or all tenders received without Assigning any reason whatsoever, Also Bank reserves the right to split the work and place the order to more than one party.

16. ANY FREAK RATE OF INDIVIDUAL ITEM ON HIGHER SIDE ARE LIABLE FOR NEGOTIATION.

G.M
For & On Behalf of
INDIAN Bank
Bhubaneswar.

SUBMISSION OF TENDER

The tenders are to be submitted in separate envelopes each sealed and clearly identified as to envelope number and contents as indicated below. All the envelopes shall be contained in a large envelope “**Tender for INTERIOR DECORATION/ FURNISHING WORK OF PREMISES FOR INDIAN BANK AT G.M OFFICE & FIO, BHUBANESWAR.(ODISHA)**” and are to be submitted at **GM office of Indian Bank , 1st floor, I.R.C Village , Bhubaneswar.**

ENVELOPE MARKED NO.1.

Envelope marked No.1 shall contain the following documents.

- 1) Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates.
- 2) Earnest money deposit furnished in the form of Crossed Demand Draft/ Banker's Cheque drawn in favor of **Indian Bank** and payable at Bhubaneswar for the amount indicated in the Notice of Invitation to Tender.
- 3) Copy of work order / completion certificate for work of individual contract value not less than Rs.10.00 lac

Note =The contractors should provide proper documentary proof in support of satisfactory completion of similar works in terms of Letter of award, Completion certificate from the clients indicating the date of commencement, date of completion & estimated & actual cost of execution failing which it may be treated that they have not completed such works. In case the experience certificate is issued by a private Architect / the employer, that certificate should be supported by TDS certificate by the employer.

Applications containing false and/or inadequate information will be liable for rejection.

The tender will be rejected if any one documents above said is absent.

ENVELOPE MARKED NO.2

Envelope marked No.2 shall contain the priced Tender Volume

ENVELOPE MARKED NO.3

Envelope marked No.1 & 2 shall be put in large envelope of adequate size marked No.3 which shall be properly sealed. This envelope which shall be endorsed on the outside face "**Tender for INTERIOR DECORATION/ FURNISHING WORK OF PREMISES FOR INDIAN BANK AT G.M OFFICE & FIO, BHUBANESWAR.(ODISHA)**

GENERAL INSTRUCTIONS TO TENDERERS

- 1) The term "Employers" or "Bank" shall mean "INDIAN Bank ", or its authorized representatives at The GM Office, Bhubaneswar.
- 2) The term "Architect(s)" shall mean "M/s.Techno Arch. who are the Architect Consultant to the Employer for this project & having office at Plot No. 71/7, Jadupur, Near Dumuduma City Bus stand, Bhubaneswar.or its authorised representatives.
- 3) The term "Contractor" shall mean the successful tenderer to whom the Contract shall be awarded.
- 4) The "Works" shall mean the Interior works comprising of **Interior Furnishing work of for INDIAN BANK at GM OFFICE & FIO BHUBANESWAR.**
- 5) The Contractor should quote the rates in figures and words. Any corrections or Over-writing should be initialed by the Contractor.
- 6) The Contractor should submit the tenders with seal, signature and date on each Page.
- 7) Tender should be submitted in sealed covers with all requisite documents as desired with the top of the envelope superscribed as "SEALED TENDER for **Interior Furnishing work for INDIAN BANK at GM OFFICE & FIO BHUBANESWAR.**
- 8) The Contractors should submit the cost of the main items as per tender specifications. Further modification after awarding of the contract shall be not allowed unless there is specific instruction by the Bank/Architect to change specifications.
- 9) The contract is time-bound and the works are to be completed within the time limit specified in the notice inviting tenders. This is a working branch and the contractor has to work with no or minimum obstruction to its regular services.
- 10) **Additional Performance Security shall be deposited by the successful bidder when the bid amount is seriously unbalanced i.e. less than the estimated cost by more than 10%. In such an event , the successful bidder will deposit the additional performance security to the extent of the differential cost of the bid amount & 90% of the estimated cost .(Additional Performance Security = 90% of the Estimated Cost – Bid Amount)**

11) Additional Performance Security shall be deposited by the successful bidder when the bid amount is front loaded i.e. if the quoted value is 25% higher than the estimated rates, the bid shall be evaluated as unbalanced bid and additional performance security of 10% shall be retained on the amount of quoted value.

12) The additional performance security as per clause 10 & 11 shall be furnished by the bidder before execution of the work in shape of Demand Draft or Fixed Deposit Receipt at any Nationalised bank pledged in favour of INDIAN Bank , Bhubaneswar which will be over and above the performance security.

13) The Contractor shall be penalized if the work is not completed within the scheduled time, the Bank will be entitled to charge liquidated damages @ Rs. 10000/- (Rupees Ten Thousand only) for every week if the work remains unfinished after the date of completion or the date extended subject to maximum of 10% of the value of work.

14) The decision of Employer and the Architect is final and binding.

TERMS & CONDITION

1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.

2) Any damage to the work before the site is handed over, is to be replaced or made good at the expense of the contractor to the entire satisfaction of the Architect/Bank.

3) Income Tax, Other Tax as applicable shall be deducted at source as per the Income Tax Act / Rules.

4) The quantities indicated are subject to change. The payment of the bill shall be made as per the actual measurement as certified by the architect but not exceeding the total value quoted in the tender form.

5) The Architect or any officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the competent authority of the employers and that of the Architect.

6) Incase of failure to take up the work even after accepting the work order, or leaving the work incomplete, or for defective work not rectified , or violation of the terms and conditions, the earnest money deposit will be fortified.

7) For any item of work not covered or any unforeseen items of work, payment will be made according to the rates approved for similar nature of work, the costing done by the Architect, as per current PWD schedule of rates, or as per analysis of material cost, labour rate and profit to the Contractor at 10%. The Contractor must obtain prior approval in writing before undertaking such additional works.

8) The tenderers shall sign each & every page of the tender documents including the drawings attached here to.

9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in words shall be taken as final.

10) The Contractor shall make their own arrangement at their own cost for storing materials, plants, tools etc. The employers will not be liable for security of the Contractor's materials.

11) No tools or plants will be issued by the bank.

12) The Employer / Architect reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.

13) In case of breach of contract by the Contractor for slow progress of works or any other claim of damage, the Employer or the Architect may have the power to rescind the contract without furnishing further reasons thereof.

14) The Architect shall have the power to ask the contractor to furnish the sample/ color / test certificate from any Govt. /Authorized agent for any materials used/ to be used in the Works, the expenditure of which is to be borne by the Contractor.

15) The Employer shall be not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the Contractor or any sub-contractor.

16) On completion of the Works, all rubbish, debris, materials, tools, Laborers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear & in usable condition within 3 days of completion of the works. Failing this, the employer may dispose the materials at the cost of the contractor.

17) In case of any dispute, the matter will be referred to the G.M, INDIAN BANK , G.M Office, Bhubaneswar.

18) Final Payment after completion of Project. Interim payment will be done with the certificate of Architect for value not less than Rs. 5 lacs only or as decided by the Bank.

19) The rates quoted in the tender shall exclude GST but include all excise tax, octroi & other taxes, no escalation of rates will be allowed under any circumstances.

SPECIAL TERMS AND CONDITIONS

1. Completion Period : 45 Days
2. Date of Commencement : 7 days from the date of issue of the work order or the date on which the contractor is instructed to take possession of the site, or the date of your acceptance of the work-order , which ever is later.
3. Defect Liability Period : One year after actual completion of work.
4. Total security deposit (TSD) : 10 % of the executed value of the work
5. Limit of variation :100% without any change in price if work is done within six months of the contract and with prior consent of Architect / Consultant.
6. Additional items : For items where unit rates are not available, contractor shall provide proper cost break-up and proceed only after approval/consent. Any sample to be made for approval Shall be at the Contractor's cost.
7. Validity of tender tender. : Three month after the opening of the
8. Rules/ Regulations : The contractor shall have there responsibility of complying with the local shops/establishments Act and other labor/ minimum wages Act and shall keep all such records/ accounts on payment of wages / attendance as deemed necessary.
9. Arbitration As per the standard arbitration clause under the jurisdiction of Odisha.
10. Organization : The contractor shall employ competent / qualified supervisor /Engineer-in-charge who shall be responsible for the day to day work and coordinate as necessary with the Architect's supervisor. Any workman found guilty of misconduct/theft shall remove from the site.
11. Damage to property any damage to the Bank's property during the work period will be recovered from the contractor.
12. Deduction **Income tax, at source as per Act.**

13. Terms of payment Final Payment after completion of Project. Interim payment will be done with the certificate of Architect for value not less than Rs. 5 lacs only or as decided by the Bank.
14. Billing Procedure All measurements shall be recorded in Duplicate on standard measurement sheets Prepared jointly by the Architect's Site Engineer & the Contractor's Representatives duly signed by them. All Bills shall be submitted along with this Checked measurement sheets.
15. Time schedule of work The Contractor must submit before the Commencement of work, a Bar chart showing the date of commencement & the date of completion of each item of Work as mentioned in the Schedule of Quantities.
- 16) Release of TSD : 100% after the Defect liability period. Retention money will not bear any interest.
17. General The rates should be quoted considering necessary Scaffolding & staging work, Removal of debris as & when necessary, In view of restriction of Local concern Authority.

TECHNICAL SPECIFICATION OF MATERIAL TO BE USED

1. Synthetic Plastic Emulsion : Berger, Asian, J & N
2. False ceiling : Gypsum India
3. Floor tiles : Johnson's/ NITCO.

- 4. Laminates : Sunmica , Farmica , Virgo, Green Lam .
- 5. Smoked Mirror/Glass : Modiguard , Saint Govind
- 6. Floor Spring : Godrej, Dorma
- 7. Texture wall finish : Spectrum
- 8. Locks : Godrej, Doorset
- 9. Hardware : Harrisson, Earl Bihari.
- 10. Nails, Screws etc. : Nettle fold or equivalent
- 11. Adhesive : Fevicol SH.
- 12. Aluminium section : OEL, JINDAL
- 13. Vertical Blinds : Vista Leover, MAC
- 14. Ply : Kitply , Saburi , Century , Green (IS710 Grade)
- 15. Block Board : Kitply , Saburi , Century, Green (IS 1659)

FORM OF TENDER

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Dear Sirs

Ref:.....

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- 1) I/We refer to the tender notice issued by your Consultant M/s. Techno Arch, Plot No.71/7, Jadupur, Near Dumuduma City Bus stand, BHUBANESWAR on your behalf for thein connection with the above.

- 2) I/We do hereby offer to perform provide execute complete and maintain the works in conformity Bill of Quantities for the sum of RS.....(Rupees.....) only at the respective rates quoted in the bill of quantities.
 - 3) I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions subject to above, I/We do hereby agree should this tender be accepted in whole or part off:
 - 4) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto:
 - 5) Complete the works within 30 days stipulated in two or three shifts if considered necessary by the Consultants at no extra cost to the Owner.
 - 6) I/We have deposited the earnest money of RS.....which we note will not bear any interest and is liable to forfeiture,
 - i) If the offer is withdrawn within the validity period of acceptance.
or,
 - ii) If the contract is not executed with 7 days from award of contract.
or,
 - iii) The acceptance of this tender shall constitute a binding of contract and any failure as mentioned in Clause.4 shall constitute a breach of contract by us and the tender accepting authority shall be entitled to have the work executed at our risk and cost and to claim extra cost/expenditure incurred by them from us.
5. Unless and until a formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute as a binding contract.
6. I/We understand that you are not bound to accept the lowest any tender received.
7. I/We have independently considered the amount of liquidated damages in the Appendix to the General conditions of the Contract and agree that it represents fair estimate of the loss likely to be suffered by you in the event of the works not being completed in time.

8. Our Bankers are:-

- I)
- II)

The names of Partners/Directors of the firm Authorized to sign

Yours faithfully,

Name of person having power of Attorney to sign the contract.

(Certified true copy of the Power of attorney should be attached.)

Signature of the Contractor

CONTRACT AGREEMENT FORMAT

This agreement made on this _____ day of the month of ____ in the year two thousand Nineteen (____. 2020) BETWEEN, INDIAN Bank a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, _____, amongst others a G.M Office, INDIAN Bank , I.R.C Village , Bhubaneswar , Odisha represented by its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART ;

AND

M/s. _____ duly represented by one of its Proprietor/Partner _____, aged _____ years, S/o Shri _____, residing at _____ and having their office at _____ (hereinafter called the Contractor) of the Other part.

WHEREAS THE Bank is desirous of undertaking theand has accepted the tender opened on _____ .2020 submitted by the contractor & the

contractor has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
 - a) The Tender Document comprising Notice inviting the tender , General rules & Instruction to tenderers, General Conditions of the Contract, Special; conditions , Appendix 1 to .. , Priced schedule of quantities, Tender Drawings.
 - b) Corrigendum to tender document if any.
 - c) Letter from contractor dt. _____ in response to the negotiation meeting discussions held on _____
 - d) Letter of Acceptance issued to contractor by Bank – letter No. _____ dt.
 - e) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.
3. In consideration of the payments to be made by the Bank to the Contractor the Contractor hereby covenants and agrees with the Bank to execute, complete and perform the works in conformity in all respects with the Tender document as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

For & on behalf of the
Contractor with seal

For & on behalf of the
INDIAN Bank with seal

