

**TENDER DOCUMENT FOR  
Interior Furnishing, Electrical Installation,  
Air Conditioning works for Indian Bank  
Head Office Main Building 1st Floor,  
at Rajaji Salai Chennai.**

**Through electronic mode only**

**PART-A  
TECHNICAL BID**

**CO:EST:TNDR:SKR:001:2020-21**

**Date: 27.11.2020**

**ARCHITECT:**

**TSO Design Commune Pvt Ltd.,**

**N.No.16,O.No.42, Ground Floor South West Boad Road,**

**T.nagar, Chennai-17.**



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## FORM OF TENDER

To,  
Assistant General Manager (P&E),  
Indian Bank Corporate Office,  
Premises, Estate & Expenditure Dept,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.

Dear Sir/s,

**Sub:** “Interior Furnishing, Electrical Installation, Air Conditioning works for Indian Bank Head Office Main Building 1st Floor, at Rajaji Salai Chennai.”

Having duly examined the tender documents including the drawings, specifications, designs bill of quantities relating to the works specified in the under written memorandum and having visited / inspected the site of the said works and having acquired all the requisite information relating there to as affecting this tender, I/We hereby offer to execute the works specified therein at the rates specified in the Bill of quantities **(while submitting Price Bid)** and in accordance, in all respects, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender, the Articles of Agreement, Special Conditions, if any, the Bill of quantities and Conditions of Contract and with such materials are as specified, by and in all other respects in accordance with such conditions in the Bill of quantities and conditions of contract so far as applicable.

Thanking You,

Tenderers Name & Signature

Date and Company Seal:



### NOTICE INVITING TENDER (e-Tender)

Indian Bank, Corporate Office, Estate Department, Chennai invites online tender under 2 bid system from reputed and resourceful bidders for executing “Interior Furnishing, Electrical Installation, Air Conditioning works for Indian Bank Head Office Main Building 1st Floor, at Rajaji Salai Chennai.”

1.	Name of Work	Interior Furnishing, Electrical Installation, Air Conditioning works for Indian Bank Head Office Main Building 1st Floor, at Rajaji Salai Chennai.
2.	Estimated cost of work	Rs. 117 lakh
3.	Period of completion	75 days reckoned from the 7 <sup>th</sup> day of issue of the work order or handing over of site whichever is earlier.
4.	Validity of Tender	90 days from the date of opening
5.	Earnest Money Deposit (EMD)	Rs.2,34,000/- (Rupees Two Lakh Thirty Four Thousand only)
6.	Initial Security Deposit (ISD)	2% of the Bid Amount (Including EMD amount)
7.	Retention Money (RM)	5% against each RA bill
8.	Total Security Deposit EMD+ISD+RM	7% of the cost. (50% will be released after 15days of payment of the final bill and the balance 50% will be released after the Defect liability Period of One year).
9.	Value of work per Interim Payment	Rs.25,00,000/- (Rupees Twenty Five Lakhs Only)
10.	Tender Documents	The Tender Documents can be downloaded from the Bank's website <a href="http://www.indianbank.in">www.indianbank.in</a> and e-procurement portal: <a href="https://www.tenderwizard.com/indianbank">https://www.tenderwizard.com/indianbank</a>
11.	Cost of Tender documents	<b>free of cost.</b>
12.	Liquidated Damages	1% for delay per week of the contract value subject to maximum of 10% of contract value.



13.	Pre-bid Meeting	On 08.12.2020 at 3.30 PM at Indian Bank, Corporate office, Premises, Estate & Expenditure dept, 1 <sup>st</sup> floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014.  All interested bidders can send their queries through email before the prebid date and get their queries clarified during the pre-bid meeting.
14.	Last date of submission of Tenders	18.12.2020- 15.00hrs, at Indian Bank, Corporate office, Premises, Estate & Expenditure dept, 1 <sup>st</sup> floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014
15.	Date of Opening of Technical bid	18.12.2020- 16.00hrs, at Indian Bank, Corporate office, Premises, Estate & Expenditure dept, 1 <sup>st</sup> floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai- 600014
16.	Date of Opening of Financial bid (e-tender)	Will be intimated later to the qualified Tenderers only.
17.	Defect Liability Period	12 Months from the date of Virtual Completion of work.
18.	Bank Account Details (for EMD)	Bank/Branch: Indian Bank, Harbour Branch IFSC : IDIB000H003 A/c Name : HO Expenditure Dept A/c Number : 432438421

**Note:**

1. The Final Financial price bid will be decided through Online Reverse Auction through the e-Auction portal: <https://www.tenderwizard.com/indianbank>.
2. The bank reserves the right to reject any or all tenders/bids without assigning any reason.
3. The rates quoted by the Tenderer shall be based only on the specifications and





conditions of the tender documents.

4. Bank is not liable to make any payment to tenderers either for inspection of site or for preparation to submit the tender/bid, regardless of the conduct or outcome of the bidding process.
5. Bank reserves the right to cancel the tender of the bidder who fails to submit their tender in the prescribed format of bank.
6. The final bidding will be done through Reverse Auction.
7. The Companies who are registered with Micro, Small & Medium Enterprises and also those having valid NSIC certificate under Government Store Purchase Programme having certificate clearly indicating the amount of “Quantitative Capacity Per Annum” (amount of Quantitative Capacity Per Annum shall be more than the estimated cost of work) are exempted from the submission of Tender document fee/EMD on submission of requisite proof in the form of valid certification from MSME and NSIC.

ASSISTANT GENERAL MANAGER (P & E)

Indian Bank, Corporate Office

Premises, Estate & Expenditure Dept,

First Floor,

No. 254-260, Avvai Shanmugam Salai,

Royapettah, Chennai – 600014

Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)



Pre Qualification  
Document  
For The Proposed  
Interior Furnishing, Electrical Installation,  
Air Conditioning works for Indian Bank  
Head Office Main Building 1st Floor,  
at Rajaji Salai Chennai.



**SUB:** Interior Furnishing, Electrical Installation, Air Conditioning works for Indian Bank Head Office Main Building 1st Floor, at Rajaji Salai Chennai.

The intending bidders shall fulfill the following minimum eligibility **Criteria for pre-qualification** bidding for the above jobs: -

**A. 1.0 EXPERIENCE**

S.no	Eligible Work	Value – Rs. in Lakhs
1	Three similar completed works each costing not less than	46.8
2	Two similar completed works each costing not less than	58.5
3	One similar completed work each costing not less than	93.6

In the Last five years ending 31.3.2020

2.0 Similar work shall mean “Executing Civil, Interior, Electrical, Modular Furniture, HVAC” including the scope of work mentioned above, executed in India.

Eligible bidders have to submit the TDS certificate issued for the PQ work executed by them along with the Technical bid.

3.0 **TURNOVER:** Average annual turnover from the works for the last three years ending 31st March 2020 should not be less than **Rs. 58.50 Lakhs** as per the audited balance sheet.

4.0 **Profit / Loss:** - Eligible Tenderer should be a Net Profit making firm and should not have made losses in the last three continuous financial years.

Certificate(s) from Chartered Accountant / Statutory auditors specifying the net worth of the Applicants, as at the close of the preceding financial year,

5.0 **Solvency Certificate:** - The contractor should have a solvency of the amount of **Rs.46.80 Lakhs** duly certified by any Scheduled Bank **obtained on or after 01.04.2020.**

1.0 Interested parties meeting the above Tender criteria can download the tender document from banks website [www.indianbank.co.in/tenders/etender](http://www.indianbank.co.in/tenders/etender) or <https://www.tenderwizard.com/indianbank> and submit experience profile, proof of





meeting the above criteria, attested copies of completion/work in progress certificates from the clients, audited certified balanced sheet for the last 3(three) years, EPF /GST, Registration as Contractor with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., through online mode <https://www.tenderwizard.com/indianbank>. Application not accompanied by any of the above documents and EMD will be rejected at the discretion of Indian Bank.

- 2.0 No Joint Venture or consortium of firms shall be allowed.
- 3.0 Indian Bank reserves the right to verify the authenticity of the documents submitted by the contractors. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason what so ever maybe.
- 4.0 The Panel of pre-qualified contractors shall be initially valid for three year. However Indian Bank reserves the right to curtail or extend at its sole discretion.

Duplicate copy to be submitted by Superscribing “**Tender document for PROPOSED FURNISHING OF 1ST FLOOR AT INDIAN BANK, HEAD OFFICE BUILDING, 66, RAJAJI SALAI, CHENNAI 600001**” at the below mentioned address upon the bank’s request.

Assistant General Manager (P&E)  
Indian Bank Corporate Office,  
Chennai – 600014  
Tel: 044-28134307, 4401,4498



## **SECTION I**

### **INSTRUCTIONS TO TENDERERS**

#### **General**

#### **1.0 SCOPE OF TENDER BID**

- 1.1 The Employer, as defined in the Tender document, hereinafter called "the Owner," wishes to receive tender documents.
- 1.2 Throughout these bidding documents, the terms "bid" and "tender" and their derivatives ("bidder"/"tenderer"), "bidered /tendered", "bidding"/"tendering", etc. are Synonymous. Day means calendar day. Singular also means plural.
- 1.3 The approximate Estimated Value of the works is as indicated in the tender document

#### **2.0 ELIGIBLE TENDERERS**

- 2.1 This Invitation to Tender bid is open to all experienced and reputed civil, interior furnishing, electrical & air conditioning work contractors whether Individual or Sole Proprietor, Partnership firm, Private limited, or Public limited Company who satisfy the qualifying criteria. Joint ventures are not accepted.
- 2.2 The tenderers are required to forward the documents as indicated in the tender documents.

#### **3.0 QUALIFYING CRITERIA**

As given in Page No. 8 of this tender document.

Additional Requirement : Even though the tenderers meet the above qualifying criteria, they are liable to be disqualified if they have

- (a) Made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- (b) Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- (c) Their business banned by any Central Govt. Department/Public Sector Undertakings or Enterprises of Central Govt.
- (d) Not submitted all the supporting documents or not furnished the relevant details as per the prescribed format.



(e) Any one of the partners ( in case of partnership firm) or any Directors in case of pvt ltd., or public ltd firm being convicted by a Court of law.

- 3.1 Tenderer shall submit the general information about them as per ProformaNo-I
- 3.2 Tenderer shall submit the list of major plant & machinery available with the firm as per Proforma No.- II

#### 4.0 SITE VISIT

- 4.1 The tenderer is advised to visit **(upon prior approval)**, and examine the Site of Works and its surroundings and obtain for itself on its own responsibility and cost all information that may be necessary for preparing the bid and entering into a contract for construction of the Works.
- 4.2 The tenderer and any of its personnel or agents will be granted permission by the Employer/Owner to enter upon its premises and lands for the purpose of such visit **(upon prior approval)**, but only upon the express condition that the tenderer, its personnel, and agents, will release and indemnify the Employer/Owner and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
- 4.3 Before submitting a Bid, the Tenderer shall be deemed to have satisfied himself by actual inspection of the site and locality of the works, Traffic conditions/restrictions, Availability of parking space, Transportation of materials that all conditions liable to be encountered during the execution of the works are taken into account and that the rates entered in the Price Bid document are adequate and all inclusive for the completion of work to the entire satisfaction of the Employer/Owner.

#### 5.0 BID OPENING

5.1 Part-I of the Bid (Technical Bid) will be opened online at the address and (the date and time intimated in the Notice Inviting tender (NIT)) mentioned in "Tender document" in presence of Tenderers or authorized representatives of Tenderers who wish to attend the opening of Bids.

**Bank will decide the Final Financial price through Online Reverse Auction. Advance intimation will be given to all qualifying bidders of Technical Bid about the date, time. The bidders have to register their company in the e-Procurementportal <https://www.tenderwizard.com/indianbank> obtain Digital Signature for participating in the online tender & reverse auction.**



## 6.0 PROCESS TO BE CONFIDENTIAL

- 6.1 Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for Tender shall not be disclosed to tenderers or any of their persons not officially concerned with such process until the Tender process is finalized.

## 7.0 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 7.1 The Employer shall examine the bids to determine whether they are complete, whether the documents have been properly signed and whether the bids are generally in order, and all documents as per tender document have been submitted.
- 7.2 Prior to the detailed evaluation, Employer shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the tender documents. For purposes of this determination, a substantially responsive bid is one that confirms to all the documents as specified in the Tender document without material deviations, objections, Conditionality or reservation.

A material deviation, objection, conditionality or reservation is one;

- That affects in any substantial way the scope, quality or performance of the contract.
- That limits in any substantial way, inconsistent with the bidding documents, the Employers' rights or the successful Tenderer's obligations under the tender document or
- Whose rectification would unfairly affect the competitive position of other Tenderers who are presenting substantially responsive bids.

- 7.3 If a bid is determined to be not substantially responsive, it shall be rejected by the Employer.

## 8.0 EVALUATION OF TENDER BIDS

- 8.1 The bids, which are determined as substantially responsive, shall be evaluated based upon the criteria as given in qualifying criteria.
- 8.2 No Tenderer is permitted to canvass to Employer on any matter relating to this Bid. Any Tenderer found doing so is liable to be disqualified and his/their bid is liable to be rejected.
- 8.3 The Employer may visit few of the works completed by the tenderers, whom they claim satisfying the eligibility criteria (As a part of tender process).



- 9.0** The application should be type-written. The applicant should sign and stamp each page of the application.
- 10.0** Overwriting should be avoided. Correction, if any should be made by neatly crossing out, initialing, dating and rewriting. Pages of the Tender documents are numbered. Additional sheets, if any, added by the contractor, should also be numbered by him.
- 11.0** Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from Tender / tendering / taking up of work in Indian bank. If such applicant happens to be pre-qualified/enlisted contractor, his name shall be removed from the pre-qualified list of contractors.
- 12.0** All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'NIL' or 'NO SUCH CASE' entry should be made in that column. If any particulars! Query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected. Applications/Tender document submitted through Email without processing fees will not be entertained. The Application/Tender document received after the due date and time of submission shall not be considered.

## **12. Other conditions**

12.1 Interested parties meeting the above Tender criteria can download the tender document from banks website [www.indianbank.co.in/tenders/e-tender](http://www.indianbank.co.in/tenders/e-tender) or <https://www.tenderwizard.com/indianbank> and submit experience profile, proof of meeting the above criteria, attested copies of completion / work in progress certificates from the clients, audited certified balanced sheet for the last 3 (three) years, EPF /GST, Registration as Contractor with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., along-with duplicate copy of tender documents including drawings. Application not accompanied by any of the above documents and EMD will be rejected at the discretion of Indian Bank.





- 12.2 No Joint Venture or consortium of firms shall be allowed.
- 12.3 Indian Bank reserves the right to verify the authenticity of the documents submitted by the contractors. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason whatsoever may be.
- 12.4 The Tender Application along with its enclosures have to be submitted in duplicate.
- 12.5 The Panel of pre-qualified contractors shall be initially valid for three year. However Indian Bank reserves the right to curtail or extend at its sole discretion.
- 12.6 The duly filled in application shall be submitted online till 18.12.2020 **due date and time.**

**eProcurement Support Desk Contact Details**

M/s. Antares Systems Limited  
#24, Sudha Complex, 3<sup>rd</sup> Stage, 4<sup>th</sup> Block  
Basaveshwaranagar, Bangalore – 560 079.  
Support Contact No. 9943277499/080-40482100  
Support Email: [gunaseelan.m@antaressystems.com](mailto:gunaseelan.m@antaressystems.com)





### 2.3. SUBMISSION OF BIDS THROUGH E-TENDERING PORTAL

The Bid documents, to be uploaded as part of online bid submission, are as follows:

- a. Eligibility Criteria, along with all supporting documents required.
- b. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.
- c. All supporting documents and product literature in support of Technical specifications.
- d. Relevant brochures
- f. Compliance to Technical Specifications as per Technical Bid.
- g. Any other information sought by the Bank with relevant to this tender Bidder should upload all the copies of relevant documents without fail in support of their bid and as per the instructions given in tender documents. If the files to be uploaded are in PDF format, ensure to upload it in "Searchable" PDF Format. After filling data in predefined forms bidders need to click on final submission link to submit their encrypted bid.

Please take care to scan documents so that total size of documents to be uploaded remains minimum. **All documentation evidence provided to the Bank shall be in PDF Format. The Scanned Documents shall be OCR enabled for facilitating "search" on the scanned document.** Utmost care may be taken to name the files/documents to be uploaded on e-tendering portal.

### 2.4. BID RELATED INFORMATION

Bidders must ensure that all documents uploaded on e-tendering portal as files or zipped folders, contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder themselves for proper extractability of uploaded zipped files.

Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder's responsibility only.

In addition to uploading the documents in our e-Tendering portal, Bidders should also submit the following in a sealed envelope, super scribing with the tender Reference number, due date, Name of the Bidder, etc.

- a) Earnest Money Deposit/Bid Security
- b) DD towards Cost of bid document (Bidders may also remit the amount in the account number mentioned in Schedule 9)

**Note:** Companies registered as Micro/Small Units under MSE/NSIC should submit documentary proof for claiming exemption for Cost of Bid document and EMD.

### OTHER INSTRUCTIONS





For further instructions like system requirements and manuals, the bidder should visit the e-tendering portal (<https://www.tenderwizard.com/indianbank>), click on System Requirement Manual/ User Manual.

**The following 'Four Key Instructions' for bidders must be assiduously adhered to**

- a. Obtain individual Digital Signing Certificate (DSC or DC) well in advance before tender submission deadline on e-tendering portal.
- b. Register your organization on e-tendering portal well in advance before tender submission deadline on e-tendering portal
- c. Get your organization's concerned executives trained on e-tendering portal well in advance before tender submission deadline on e-tendering portal
- d. Submit your bids well in advance of tender submission deadline on e-tendering portal (Bank will not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the e-tendering portal, the fourth instruction is relevant at all times.





## Proforma - I

### General Information

All individual / Sole Proprietor/ Partnership firm/ Private limited or Public limited firms applying for pre-qualification are requested to complete the information in this form.

1	Name of Tenderer	
2	Head Office Address	
3	Address on which Correspondence should be done.	
	Tel. No.	
	Mobile no.	
	Fax No.	
	E-mail address	
4	Place of incorporation / registration	
5	Constitution of tenderer	
i)	Specify, if the tenderer is	
	a) An individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A Limited Company or Corporation	
ii)	Attach a copy of Proprietorship or Partnership Deed or Article of Association or Incorporation of Company as the case may be	
6	Bank solvency	
7	Turn Over for the years given below	
	2017 - 2018	
	2018 - 2019	
	2019 - 2020	
8	Give particulars of registration with Govt. / Semi Govt. / Public Sector Undertakings / Local Bodies.	



9.	Other details: a) EPF No. b) Labour license no c) PAN No. d) GST Registration No. (Copies to be enclosed)	
10.	Any other information considered necessary but not included above	
11.	Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization	
12.	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof.	
13.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
14.	Has the applicant 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	
15.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If So, give details	
16.	Detailed description and value of works successfully completed during the last five years as mentioned in Page no. 8	
17.	Furnish names and address of previous organization for which you have executed similar work in the recent past (At least three)	

**Note: Only self attested copies to be furnished.**

**Date & Place**

**Signature & seal of the applicant**



**PROFORMA - II**

**List of major Plant and Machinery in possession of the firm**

S. No.	Name of Plant & Machinery / equipment	Nos. Available Owned	*Other than col. no. C
A	B	C	D
1			
2			
3			
4			
5			
6			

**Signature & seal of the applicant**

Date & Place

Note:

- \* In case of any arrangement for getting the equipment on lease, etc., authenticated proof of the same is to be submitted. Use separate sheets for providing more information.





## PROFORMA II(a)

### DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

S.no	Designation	No of staffs	Names	Qualification	Professional Experience	Years of Experience in this firm

Seal and Signature of the applicant

Date and Place



### FINANCIAL INFORMATION

I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last three years ended 31.03.2020 duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached). If the audited statement as of 31.03.2020 is not available, preceding 3 years statements may be furnished. Statement as on 31.03.2019 may be submitted immediately on finalization.

FINANCIAL YEARS	17-18	18-19	19-20
-----------------	-------	-------	-------

- (i) Gross Annual turn-over in  
Works: mentioned in the NIT
- (ii) Profit  
or  
Loss
- (iii) Financial position:
  - (a) Cash
  - (b) Current Assets
  - (c) Current Liabilities
- IV) (a) Net Working capital (b-c)  
(b) Current Ratio:  
Current Assets/Current Liabilities (b/c)  
(c) Acid Test Ratio:
- Qui Income Tax clearance Certificate
- ck Solvency certificate from Bankers (Scheduled Bank) of Applicant.
- Ass Financial arrangements for carrying out the proposed work

Date and Place

**SIGNATURE OF APPLICANT(S)**

**Signature of Chartered Accountant with seal of the Applicant**



**PROFORMA IIIA**

**LIST OF SIMILAR WORKS SATISFYING QUALIFICATION CRITERIA  
COMPLETED DURING THE LAST 5 YEARS**

S.No	Clients Name & Address	Name of the work & Location	Scope of work carried out by the bidder	Agreement/ Letter of Award No. & Date	Contract Value	Date of start	Date of completion	Reasons for delay in Completion, if any	Ref. Or Document (with page no.) in support of meeting Qualification Criterion



**PROFORMA III B**

**LIST OF WORKS ON HAND**

S.No	Clients Name & Address	Name of the work & Location	Scope of work	Agreement/ Letter of Award No. & Date	Contract Value	Date of start





## PROFORMA - IV

### Certificate of Credit Facility (Solvency) (On Bank's letter Head)

This is to certify that M/s \_\_\_\_\_, is a reputed firm / company with a good financial standing.

The firm / company is enjoying a fund based credit facility of Rs. \_\_\_\_\_ to meet its working capital requirements.

**Signature**

**Name, Designation &**

**Address of Bank**

**BANK'S SEAL**

**NOTE: The above certificate shall be from Scheduled Bank.**





**PROFORMA V**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN PROFORMAIII (A)**

1. Name of the work / Project & Location.
2. Scope of work.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
  - a. Stipulated date of completion.
  - b. Actual date of completion.
9. Amount of compensation levied for delayed Completion if any.
10. Performance report based on quality of work, Time Management, and Resources :  
Very Good/Good/Fair/Poor

**Date and Place**

**SUPERINTENDING ENGINEER /  
CHIEF PROJECT MANAGER  
OR EQUIVALENT.**





## SPECIAL INSTRUCTIONS TO TENDERERS

### 1. Time of Completion, Extension of Time & Progress Chart

#### *Time of Completion:*

The entire work is to be completed in all respects within the stipulated period of 75 days. The work shall deem to be commenced within seventh day from the date of issue of Work order or date of handing over of site, whichever is later. Time is the essence of the contract and shall be strictly observed by the Tenderer.

The work shall not be considered as complete until the Bank's Architects have certified in writing that this has been completed and the Defects Liability Period shall commence from the date of such certificate.

The contractor may plan and execute all the works around the clock.

#### *Extension of Time:*

If in the opinion of the Indian Bank/Architects / Project Management Consultants the works be delayed (a) by reason of any exceptionally inclement weather, or (b) by reason of instructions from the Indian Bank in consequence of proceedings taken or threatened by or disputes, with adjoining or neighboring owners or (c) by the works, or delay, of other Tenderers or tradesmen engaged or nominated by the Indian Bank and not referred to in the specification or (d) by reason of authorized extra and additions or (e) by reason of any combination of strikes or lock-out affecting any of the building trades of (f) Any pandemic situation in the country, (g) from other causes which the Indian Bank may consider being beyond the control of the Tenderer, the Indian Bank at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect there for. In the event of the Indian Bank failing to give possession of the site upon the day specified above the time of completion shall be extended suitably.

In case of such strikes or lockouts, as are referred to above, the Tenderer shall, immediately give the Indian Bank, written notice thereof. Nevertheless the Tenderer shall use his best endeavors all that to prevent delay, and shall do all that may be reasonably required to the satisfaction of the Indian Bank to proceed with the works and on his doing so, it will be ground of consideration by the Indian Bank for a extension of time as above provided. the decision of the Indian Bank as to the period to be allowed for an extension of time for completion hereunder (which decision shall be final and binding on the Tenderer) shall be promulgated at the conclusion of such strike or lock-out and the Indian Bank shall then, in the event of an extension being granted, determine and declare the final completion date. The provision in clause 5 with respect to payment of liquidated damages shall in such case, be read and construed as





if the extended dated fixed by the Indian Bank were substituted for and the damage shall be deducted accordingly.

***Progress of Work:***

During the period of construction, the Tenderer shall maintain proportionate progress on the basis of a Programme Chart submitted by the Tenderer immediately before commencement of work and agreed to by the Indian Bank / Architects. Tenderer should also include planning for procurement of scarce material well in advance and reflect the same in the Programme Chart so that there is no delay in completion of the project.

**2. Defects Liability Period (DLP)**

- a) It must be realized that this period is for exposure of “latent defects” such as settlements, shrinkages or expansion cracks, undue weathering and wear due to faulty material and workmanship.
- b) The DLP commences from the certified date of Virtual Completion issued by the Architects. DLP – 1 year from the Date of issue of Virtual Completion Certificate for the work by Architects.
- c) Whenever the Indian Bank is of the view that the defects in the workmanship and/or materials used are likely to be apparent only over a long period, the Defect Liability Period may be extended as deemed fit.

**3. Date of Commencement**

Normally, Date of commencement shall be either 7 Days from the Work order issued to the Tenderer or the day on which Tenderer is instructed to take possession of the site, Whichever is earlier.

**4. Date of Completion**

Date of completion shall be arrived at after adding the time allowed for the execution of the work to the date of commencement of work.

**5. Period of Final Measurement**

The period of final measurement after completion shall be made taken into account the complexity of the work and staff available for carrying out measurements.

All hidden works shall have already been measured as the work progressed in presence of Tenderers, Indian Bank, Architect and respective specialized consultants to check up the quality and method of installation. It should be noted that unless a longer period is stipulated, the condition of contract generally lays down three months (maximum) from





the date of completion of the contract as the period of final measurement. Even though the maximum period of three months is mentioned, it shall be endeavored to complete the measurements as expeditiously as possible.

**6. Period of Honoring Interim Certificate**

The period shall be fifteen days from the date of receipt of the certificate from the Architect along with M Book only signed by the Tenderer consultants & Architect.

**7. Period of Honoring Final Certificate**

The period shall be 45 days from the date of receipt of the final bill certificate from the Architect along with Measurement book duly signed by Tenderer, Indian Bank, Consultant and Architects and statutory Certificates wherever necessary along with as built drawings of the works executed. No due certificate from self as well as from the sub agencies involved by the main contractor should be produced to the bank at the time of submitting final bill by the main contractor.

**8. Retention Money**

The retention percentage (I.e. deduction from interim bill) shall be 5% of the Gross value of each interim bill. The maximum amount of retention money shall be the balance amount of the Total Security Deposit. 50% of the retention amount will be refunded to the Tenderer on completion subject to the following:

- Issue of Virtual Completion Certificate by the Architect.

Tenderer's removal of his materials, equipment, labour force, temporary sheds/stores etc. from the site. (excepting for a small presence required if any for the Defect Liability Period and approved by the Indian Bank) The remaining 50% of the amount may be refunded 14 (Fourteen) days after the end of defects liability period provided he has satisfactorily carried out all the works and attended to all defects in accordance with the conditions of the Contract, including site clearance.



## 9. Receiving, Opening and Recording of Tenders

Part-A (Technical bid) & Part-B (Price bid) has to be submitted through on-line mode only

Part-A tender will be opened at **15.30** hours on the same day as the last day of the receipt. In case of postal delivery, the tenderer has to ensure that the tender is received before the due date and time. The Indian Bank will not be responsible for the damage in transit and delay in receipt of tender if any.

**After technical evaluation, intimation will be given to all qualifying bidders about the date, time of opening of e- bid with the opening of the lowest value among the quotes shall be treated as Successful bidder.**





## GENERAL CONDITIONS OF CONTRACT

Except where provided for in the description of the individual items in the schedule of quantities and in the specifications and conditions laid down hereinafter and in the Drawings, the work shall be carried out as per standard specifications and under the direction of Architects.

### 1. Interpretation

In construing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to him except where the subject or context otherwise requires:

- i. Indian Bank: The term Indian Bank shall denote Indian Bank with their Corporate Office at No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 and any of its employees representative authorized on their behalf.
- ii. Tenderer: The term Tenderer shall mean (to the firm the contract is awarded) and his / their heirs, legal representatives, assigns and successors.
- iii. Site: The site shall mean the site where the works are to be executed as shown within boundary in red border on the site plan including any building and erections thereon allotted by the Indian Bank for the Tenderer's use.
- iv. Drawings: The work is to be carried out in accordance with drawings, specifications, the schedule of quantities and any further drawings which may be supplied or any other instruction, which may be given by the Indian Bank during the execution of the work.

All drawings relating to work given to the Tenderer together with a copy of schedule of quantities are to be kept at site and the Architects shall be given to such drawings or schedule of access whenever necessary.

In case any detailed Drawings are necessary Tenderer shall prepare such detailed drawings and or dimensional sketches there for and have it confirmed by the Indian Bank/ Architects/PMC as case may be prior totaking up such work.





The Tenderer shall ask in writing for any clarifications.

- v. "The Works" Shall mean the work or works to be executed or done under this contract.
- vi. "Act of Insolvency" shall mean any act as such as defined by the Presidency Towns Insolvency act or in Provincial Insoveny Act or any amending Statutes.
- vii. "The Schedule of Quantites" shall mean the schedule of quantities as specified and forming part of this contract.
- viii. "Priced Schedule of Quantities" shall mean the schedule of quantities duly priced with the accepted quoted rates of the Tenderer.

## 2. Tenders

### a) Technical Bid

The entire set of tender paper issued to the tenderer should be fully signed on every page scanned and uploaded. Signature will indicate the acceptance of the tender papers by the tenderer.

### b) Price Bid - The price should be quoted in the e-Bid format attached to this bid.

The schedule of quantities shall be filled in as follows:

- a) The "Rate" column to be legibly filled in ink both English figures and English words.
- b) Amount column to be filled in for each item and the amount for each sub head as detailed in the " Schedule of Quantities".
- c) All corrections are to be initialed.
- d) The "Rate Column" for alternative items shall be filled up.
- e) The " Amount" column for alternative items of which the quantities are not mentioned shall not be filled up.

No modifications, writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.





The Indian Bank reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reason.

The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon by the Indian Bank/ Architects detailed analysis of any or all the rates shall be submitted. The Indian Bank/ Architects shall not be bound to recognize the Tenderer's analysis.

The works will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contract, unless otherwise specified.

All items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly, related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection. In the case of lump-sum charges in the tender in respect of any item of works, the payment of such items of work will be made for the actual work done on the basis of lump-sum charges as will be assessed to be payable by the Indian Bank.

The Indian Bank has power to add to, omit from any work as shown in drawings or described in specifications or included in schedule of quantities and intimate the same in writing but no addition, omission or variation shall be made by the Tenderer without authorization from the Indian Bank. No variation shall vitiate the contract. Please also refer to para 9 hereinafter.

The tenderer shall note that his tender shall remain open for consideration for a period as specified in General rules and Instructions under Item no 10. from the date of opening of the price - tender of the tender .

### **3. Agreement**

The successful Tenderer is required to sign agreement as may be drawn up to suit local conditions and shall pay for all stamps and legal expenses, incidental thereto.

### **4. Permits and Licenses**

Permits and licenses for release of materials which are under Government control will be arranged by the Tenderer. The Indian Bank will render necessary assistance, sign any forms or applications that may be necessary.







The Indian Bank/ Architect / PMC shall be indemnified against all Government or legal actions for theft or misuse of cement M.S. rods and any controlled materials in the custody of the Tenderer.

It may be clearly understood that no compensation or additional charges can be claimed by the tenderer for non-availability of such materials in due time on this account or according to his own requirements.

## 5. Government and Local Rules

The Tenderer shall conform and adhere to the provisions of all local Bye-laws and Acts relating to the work and to the Regulations etc., of the Government and Local Authorities and of any company with whose system the structure is proposed to be connected. The Tenderer shall give all notices required by said Act, Rules, and Regulations and Bye-laws etc., and pay all fees / fines payable to such authority / authorities for execution of the work involved. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations etc., and shall indemnify the Indian Bank against such liabilities and shall defend all actions arising from such claims or liabilities.

## 6. Taxes and Duties

The tenderers must include in their tender prices quoted for all duties royalties, cess and sale tax or any other taxes or local charges if applicable. GST will be payable extra as applicable.

No extra claim on this account will in any case be entertained.

The tenderer shall keep necessary books of A/C & other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by duly authorized representative of the Indian Bank and or the Engineer-in-charge and further shall furnish such other information / document as the Indian Bank may require from time to time.

## 7. Quantity of Work to be executed

The quantities shown in the schedule of quantities are intended to cover the entire new interior structure indicated in the drawings but the Indian Bank reserves the right to execute only apart or the whole or any excess thereof without assigning any reason therefore.





## 8. Other Persons Engaged by the Indian Bank

The Indian Bank reserves the right to execute any part of the work included in this contract or any work which is not included in this contract by other Agency or persons and Tenderer shall allow all reasonable facilities and use of his scaffolding for the execution of such work. The main Tenderer shall extend all cooperation in this regard.

## 9. Earnest Money and Security Deposit

The tenderer will have to deposit an amount of Rs.2,34,000/- (Rupees Two Lakhs Thirty Four Thousand Only) in the form of Bankers Demand Draft or Bank Guarantee from scheduled commercial bank in India drawn in favour of “ Indian Bank,” payable at Chennai or through RTGS / NEFT at the time of submission of tender as an Earnest Money. The Indian Bank is not liable to pay any interest on the Earnest Money. The Earnest Money of the unsuccessful tenderers will be refunded without any interest soon after the acceptance of the selected tenderer after award of work or after the expiry of the validity period of the tender

Apart from the EMD, retention money shall be deducted from progressive running bills @ 5% of the gross value of each running bill. 50% of the total security deposit shall be released on successful completion of the works and after obtaining Virtual completion certificate from the Architect and No Claim certificate by the tenderer to the Indian Bank.

The balance retention amount 50% will be refunded after the end of defects liability period as mentioned in point no.2 of this special condition of contract provided he has satisfactorily carried out all the work and attended to all defects in accordance with the conditions of the contract. No interest is allowed on retention money. A part of the Security Deposit if and as decided by a constituent Indian bank can also be furnished in the form of a Indian bank guarantee on a Indian bank other than that of the constituent Indian bank

## 10. Tenderer to provide everything necessary

The Tenderer shall provide everything necessary for the proper execution of the work according to the intent and meaning of the drawings, schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the Tenderer finds any discrepancies therein he shall immediately and in writing, refer the same of the Indian Bank/ Architects / PMC whose decision shall be final and binding.





The Tenderer shall provide himself for ground and fresh water for carrying out of works at his own cost. The Indian Bank shall on no account be responsible for the expenses incurred by the Tenderer for hired ground or fresh water obtained from elsewhere.

The rates quoted against individual items will be inclusive of everything necessary to complete the said items of work within the contemplation of the contract, and beyond the unit price no extra payment will be allowed for incidental or contingent work, labour and/or materials inclusive of all taxes and duties whatsoever except for specific items, if any, stipulated in the tender documents.

The Tenderer shall supply, fix and maintain at his own cost, for the execution of any work, all tools, tackles, machineries and equipments and all the necessary centering, scaffolding, staging, planking, timbering, strutting, shoring, pumping, fencing, boarding, watching and lighting by night as well as by day required not only for the proper execution and protection of the said work but also for the protection for the public and safety of any adjacent roads, streets, walls, houses, buildings, all other erections, matters and things and the Tenderer shall take down any remove any or all such centering, scaffolding, planking, timbering, strutting, shoring, etc., as occasion shall be required or when ordered so to do, and shall fully reinstate and make good all matters and things disturbed during the execution of the works to the satisfaction of the Indian Bank/ Architects.

The Tenderer shall also provide such temporary road on the site as may be necessary for the proper performance of the contract, and for his own convenience but not otherwise. Upon completion, such roads shall be broken up and leveled where so required by the drawings unless the Indian Bank shall otherwise direct. The Tenderer shall at all times give access to workers employed by the Indian Bank or any men employed on the buildings and to provide such parties with proper sufficient and if required, special scaffolding, hoists and ladders and provide them with water and lighting and leave or make any holes, grooves etc., in any work, where directed by the Indian Bank as may be required to enable such workmen to lay or fix pipes, electrical wiring, special fittings etc. The quoted rates of the tenderers shall accordingly include all these above mentioned contingent works.

#### **11. Tools, Storage of Materials, Protective Works and Site Office**

##### **Requirements**

The Tenderer shall maintain a site office with site engineer to receive instruction notices or communications etc.

All drawings maintained on the site are to be carefully mounted on boards of appropriate size and covered with a coat of approved varnish. They are to be





protected from ravages of termites, ants, and other insects.

The Tenderer shall provide at his own cost all artificial light required for the work and to enable other Tenderers and sub-Tenderers to complete the work within the specified time.

The Tenderer shall use the toilets identified by the Indian bank for use of their workmen and keep the same in a clean and sanitary condition to the satisfaction of the Indian bank / Public Health Authorities and shall cause such latrines and soil to be cleared away whenever necessary and shall make good all the works disturbed by these conveniences.

Every precaution shall be taken by the Tenderer to prevent the breeding of mosquitoes on the works during the construction, and all receptacles; cisterns, water tanks etc., used for the storage of water must be suitably protected against breeding of mosquitoes.

The Tenderer shall indemnify the Indian Bank against any breach of rules in respect of anti-malarial measures.

The Tenderer shall not fix or place any placards or advertisement of any description or permit the same to be fixed or placed in or upon any boarding, gantry, building structure other than those approved by the Indian Bank.

**Protective Measures:** The Tenderer from the time of being placed in possession of the site must make suitable arrangements for watching, lighting and protecting the work, the site and surrounding property by day, by night, on Sundays and other holidays.

Tenderer shall indemnify the Indian Bank against any possible damage to the building, roads, or members of the public in course of execution of the work.

The Tenderer shall provide necessary temporary enclosures, gates, entrances, etc., for the protection of the work and materials and for altering and adopting the same as may be required and removing on completion of the works and making good all works disturbed.

**Storage of materials:** The Tenderer shall provide and maintain proper sheds for the proper storage and adequate protection of the materials etc. and other work that may be executed on the site including the tools and materials of sub-Tenderers and remove same on completion. Cement should be stored one foot above the ground level and have raised floor.

**Tools:** The theodolite levels, steel and metallic tapes and all other surveying instruments found necessary on the works shall be provided by the Tenderer for



the due performance of this contract as instructed by the Site Engineer. All measuring tapes shall be of steel and suitable scaffolding and ladders that may be required for safely taking measurement shall be supplied by the Tenderer.

The masteries and the supervisors on the works shall carry with them always a one meter or two meter steel tape, a measuring tape of 3 meters, a spirit level, a plumb bob and a square and shall check the work to see that the work is being done according to the drawing and specifications. The Site Engineer will use any or all measuring instruments or tools belonging to the Tenderers as he chooses for checking the works executed or being executed on the contract. The Tenderer should cover in his rates for making provisions for all reasonable facilities for the use of his scaffolding, tools and plant etc. by sub-Tenderers for their work.

## 12. Notice and Patents of Appropriate Authority and Owners

The Tenderer shall confirm to the provisions of any Acts of the Legislature relating to the work, and to the Regulations and Bye- laws of any authorities, and/or any water, lighting and other companies, and/or authorities with whose systems the structures were proposed to have connection and shall before making any variations from the drawings or specification that may be associated to so conform, give the Indian Bank/ Architects written notices specifying the variations proposed to be made and the reasons for making them and apply for instruction thereon. The Indian Bank/ Architects on receipt of such intimation shall give a decision within a reasonable time.

## 13. Clearing Site and Setting out Works

The site shown on the plan shall be cleared of all obstructions, loose stone, and materials rubbish of all kinds. All holes or hollows whether originally existing or produced by removal or loose stone or materials shall be carefully filled up with earth well rammed and leveled off as directed at his own cost. The Tenderer shall set out the works and shall be responsible for the true and perfect setting out of the work and for the correctness of the positions, levels, dimensions and alignment of all parts thereof. If at any time, any error shall appear during the progress of any part of the work, the Tenderer shall at his own expenses rectify such error, if called upon to the satisfaction of the Indian Bank. The Tenderer shall further set out the works to the alternative positions at the site until one is finally approved and the rates quoted in his tender should include for this and no extra on this account will be entertained.

## 14. Tenderer Immediately to Remove All Offensive Matters

The Tenderer shall keep the foundations and works free from water and shall provide and maintain at his own expenses electrically or other power





driven pumps and other plant to the satisfaction of the Indian Bank for the purpose, until the building is handed over to the Indian Bank. The Tenderer shall arrange for the disposal of the water so accumulated to the satisfaction of the Indian Bank and local authority and no claims will be entertained afterwards if he does not include in his rates for the purpose.

## **15. Access**

Any authorized representative of the Indian Bank shall at all reasonable times have free access to the works and/or to the, workshops, factories or other places where materials are being prepared or constructed for the work and also to any place where the materials are lying or from where they are being obtained, and the Tenderer shall give every facility to the Indian bank or their representatives necessary for inspection and examination and test of the materials and workmanship. Except the representatives of the Indian Bank no person shall be allowed at any time without the written permission of the Indian Bank.

## **16. Materials, Workmanship, Samples, Testing of Materials**

All the works specified and provided for in the specifications or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workmanlike manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and as represented by the drawings or according to such other additional particulars, and instructions as may from time to time be given by the Indian Bank/ Architects during the execution of the work, and to his entire satisfaction.

If required by the Indian Bank/ Architects the Tenderer shall have to carry out tests on materials and workmanship in approved materials testing laboratories or as prescribed by the Indian Bank/ Architects at his own cost to prove that the materials etc. Under test conform to the relevant I.S. Standards or as specified in the specifications. The necessary charges for preparation of mould (in case of concrete cube) transporting, testing etc., shall have to be borne by the Tenderer. No extra payment on this account should in any case be entertained.

All works to be carried out generally as per BIS Specifications.

Branded items, i.e., BIS compliant items specified in the tender shall not be tested separately. However the other items if approved by Indian bank are subjected to testing as per tender specifications.

All the materials (except where otherwise described) stores and equipment required for the full performance of the work under the contract must be provided through normal channels and must include charge for import duties,







sales tax, octroi and other charges and must be the best of their kind available and the Tenderers must be entirely responsible for the proper and efficient carrying out of the work. The work must be done in the best workmanlike manner. Samples of all materials to be used must be submitted displayed to the Indian Bank/ Architects when so directed by the Engineer/ Architects and written approval from Indian Bank/ Architects must be obtained prior to placement of order.

During the inclement weather the Tenderer shall suspend concreting and plastering for such time as the Indian Bank/ Architects may direct and shall protect from injury all work when in course of execution. Any damage (during constructions) to any part of the work for any reasons due to rain, storm, or neglect of Tenderer shall be rectified. by the Tenderer in an approved manner at no extra cost.

Should the work be suspended by reason of rain, strike, lock -outs or any other cause, the Tenderer shall take all precautions necessary for the protection of work and at his own expenses shall make good any damage arising from any of these causes.

The Tenderer shall cover up and protect from damage, from any cause, all new work and supply all temporary doors, protection to windows, and any other requisite protection for the execution of the work whether by himself or special tradesmen or sub-Tenderer and any damage caused must be made good by the Tenderer at his own expenses.

The contractor shall prepare for approval of Architect the “Co-ordinated services drawings” for pre-planned openings so that the alterations are reduced to the minimum.

## **17. Removal of Improper Work**

The Indian Bank shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time or times as may be specified in the order of any materials which in the opinion of the Indian Bank / Architects are not in accordance with specification or instructions, the substitution or proper re-execution of any work executed with materials or workmanships not in accordance with the drawings and specifications or instructions. In case the Tenderer refuses to comply with the order the Indian Bank shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the Indian Bank/ Architects shall be borne by the Tenderer or may be deducted from any money due to or that may become due to the Tenderer. No certificate which may be given by the





Architects shall relieve the Tenderer from his liability in respect of unsound work or bad materials.

#### **18. Site Engineer/Project Management Consultant:**

The term "Site Engineer/PMC" shall mean the person/agencies appointed and paid by the Indian Bank to superintend the work. The Tenderer shall afford the Site Engineer/PMC every facility and assistance for examining the works and materials and for checking and measuring work and materials. The Site Engineer/PMC shall have no power to revoke, alter, enlarge or relax any requirements of the Tenderer or to sanction any day work, additions, alterations, deviations or omissions or any extra work whatever, except in so far as such authority may be specially conferred by a written order of the Indian Bank.

The Site Engineer/PMC shall have power to give notice to the Tenderer or to his foreman, of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Indian Bank is obtained. The work will from time to time be examined by the Architects, Engineer from the Premises Department of the Indian Bank and the Site Engineer if any. But such examination shall not in any way exonerate the Tenderer from the obligation to remedy any defects which may be found to exist at any stage of the work or after the same is complete. Subject to the limitations of this clause the Tenderer shall take instructions only from the Architects/Indian Bank or his representative.

#### **19. Tenderer's Employees**

The Tenderer shall employ technically qualified and competent supervisors for the work who shall be available (by turn) throughout the working hours to receive and comply with instructions of the Indian Bank/ Architects. The Tenderer shall engage at least one experienced Engineer as site-in-charge for execution of the work. The Tenderer shall employ in connection with the work persons having the appropriate skill or ability to perform their job efficiently. The Tenderer shall employ local labourers on the work as far as possible. No labourer below the age of eighteen years and who is not an Indian National shall be employed on the work.

Any labourer supplied by the Tenderer to be engaged on the work on day-work basis either wholly or partly under the direct order or control of the Indian Bank or his representative shall be deemed to be a person employed by the Tenderer.

The Tenderer shall comply with the provisions of all labour legislation including the requirements of

- a) The Payment of Wages Act 1936
- b) Indian Bank's Liability Act 1938







- c) Workmen's Compensation Act Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules 1971.
- d) Apprentices Act 1961
- e) Minimum Wages Act 1948
- f) Any other Act or enactment relating thereto and rules framed there Under from time to time.

The Tenderer shall keep the Indian Bank saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the Indian Bank in connection with any claim that may be made by any workmen.

The Tenderer shall comply at his own cost with the order of requirement of any Health Officer of the State or any local authority or of the Indian Bank regarding the maintenance of proper environmental sanitation of the area where the Tenderer's laborers are housed or accommodated, for the prevention of small pox, cholera, plague, typhoid, malaria and other contagious diseases. The Tenderer shall provide, maintain and keep in good sanitary condition adequate sanitary accommodation and provide facilities for pure drinking water at all times for the use of men engaged on the works and shall remove and clear away the same on completion of the works. Adequate precautions shall be taken by the Tenderer to prevent nuisance of any kind on the works or the lands adjoining the same.

The Tenderer shall arrange to provide first-aid treatment to the laborers engaged on the works. He shall within 24 hours of the occurrence of any accident at or about the site or in connection with execution of the works, report such accident to the Indian Bank and also to the Competent Authority where such report is required by law. Compliance of labour regulations:

## 20. Dismissal of Workmen

The Tenderer shall on the request of the Indian Bank immediately Withdrawal / remove from works any person employed thereon by him, who may in the opinion of the Indian Bank be unsuitable or incompetent or who may misconduct himself. Such Withdrawal / Remove shall not be the basis of any claim for compensation or damages against the Indian Bank or any of their officer or employee.

## 21. Assignment

The whole of the works included in the contract shall be executed by the Tenderer and the Tenderer shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein nor, shall take a new partner, without written consent of the Indian Bank and no subletting shall relieve the Tenderer from the full and entire responsibility of the contract or from active superintendence of the work during their progress.



## 22. Damage to Persons and Property Insurance Etc.

The Tenderer shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any sub- Tenderer or of any of his or a sub-Tenderer's employees, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract. The clause shall be held to include inter-alia, any damage to buildings whether immediately adjacent or otherwise, and any damage to roads, streets, foot paths or ways as well as damages caused to the buildings and the works forming the subject of this contract by rain, wind or other inclemency of the weather. The tenderer is also responsible for the damages/injury/accidents caused to any public in general / vehicles in general and pay necessary compensation or settlement or whatsoever in this regard.

The Tenderer shall indemnify the Indian Bank and hold harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.

The Tenderer shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.

The Indian Bank shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become due to the Tenderer .

## 23. Insurance

The Tenderer shall arrange to take “Tenderers all risk insurance policy including third party liability”, covering the entire period of contract till virtual completion of the contract (including extended period if any) for the entire scope of works for a risk cover not less than the contract value. The third party insurance shall be for a sum of Rs. 2.0 Lakh per accident.

The Tenderer shall effect the insurance necessary and indemnify the Indian Bank entirely from all responsibility in this respect. The insurance must be placed with a company approved by the Indian Bank and must be effected jointly in the name of the Tenderer and the Indian Bank and the policy lodged with the latter. The scope of insurance is to include damage or loss to the work and workman





due to carelessness accident, including fire, earthquake and floods etc., damage or loss to the contract itself till this is made over in a complete state. Insurance is compulsory and must be effected from the very initial stage.

The Tenderer shall also be responsible for anything which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this contract.

Unless otherwise instructed the Tenderer shall insure the works and keep them insured until the virtual completion of the contract against loss or damage by fire and /or earthquake, flood. The insurance must be placed with a company approved by the Indian Bank, in the joint names of the Indian Bank and the Tenderer for such amount and for any further sum if called to do so by the Indian Bank, the premium of such further sum being allowed to the Tenderer as an authorized extra.

The Tenderer shall as soon as the claim under the policy is settled or the work reinstated by the Insurance Company should they elect to do so, proceed with due diligence with the completion of the works in the same manner as though the fire has not occurred and in all respects under the conditions of the contract. The Tenderer in case of rebinding or reinstatement after fire shall be entitled to extension of time for completion as the Indian Bank may deem fit.

#### **24. Accounts, Receipts & Vouchers**

The Tenderer shall, upon the request of the Indian Bank furnish them, with all the invoices, accounts, receipts and other vouchers that they may require in connection with the works under this contract. If the Tenderer shall use materials less than what he is required under the contract, the value of the difference in the quantity of the materials he was required to use and that he actually used shall be deducted from his dues. The decision of the Indian Bank shall be final and binding on the Tenderer as to the amount of materials the Tenderer is required to use for any work under this contract.

#### **25. Measurement**

All the Measurements should be taken as per IS 1200 in the presence of Bank officials/ Architects. And the measurements shall be countersigned by the Bank officials.

#### **26. Payments**

All bills shall be prepared by the Tenderer in the form prescribed by the





Indian Bank / Architects. **Normally one interim bill shall be prepared subject to minimum value for interim certificate as stated in these documents.** The bills in proper forms must be duly accompanied by detailed measurements in support of the quantities of work done and must show deductions for all previous payments, retention money, etc.

The Indian Bank/ Architect shall issue a certificate after due scrutiny of the Tenderers' bill stating the amount due to the Tenderer from the Indian Bank and the Tenderer shall be entitled to payment thereof, within the period of honoring certificates named in these documents. In case of delay due to some reasons in the processing of such bills for payment, an advance of 75% of the billed Amount may be paid on the request of the Tenderer for the smooth progress of the work. The amount stated in an interim certificate shall be the total value of work properly executed and 75% of invoiced value of material brought to site for permanent incorporation into the work up to the date of the bill less the amount to be retained by the Indian Bank as retention money vide clause 11 of the general conditions of contract, less TDS, and less installments previously paid under these conditions, provided that such certificate shall only include the value of said material and goods as and from such time as they are reasonably, properly and not prematurely brought to or placed adjacent to the work and then only if adequately protected against weather or other casualties.

The Indian Bank will deduct retention money as per tender conditions. If the Indian Bank has supplied any materials or goods to the Tenderer, the cost of any such materials or goods will be, progressively deducted from the amount due to the Tenderer in accordance with the quantities consumed in the work.

All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually, done and completed, and shall not preclude the Requiring of bad, unsound, and-imperfect or unskilled work to be; removed and taken away and reconstructed, or re-erected or be considered as an admission of the due performance of the contract, or any part thereof in any respect or the accruing of any claim, nor shall, it conclude, determine or affect in anyway the power of the Indian Bank under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract. The final bill shall be submitted by the Tenderer within one month of the date fixed for completion of the work or of the date of certificate of completion furnished by the Site Engineer and payment shall be made after checking the work completely. In case the bill certification of interim gets delayed





due to verification of items of work then the consultant / Architect may certify 70% of the bill value as adhoc payment to the Bank. Upon complete verification total bill value is arrived and certified to Bank for payment.

## 27. Final Payment

The final bill shall be accompanied by a certificate of completion from the Consultants & Architects. Payments of final bill shall be made after deduction of Retention Money, which sum shall be refunded after the completion of the Defects Liability Period after receiving the Indian Bank's/ Architects' certificate that the Tenderer has rectified all defects to the satisfaction of the Indian Bank/ Architects. The acceptance of payment of the final bill by the Tenderer would indicate that he will have no further claim in respect of the work executed.

The contractor has to submit 2 copies of “As built drawings” of A2 or A1 size and CD duly certified by the Architect to the Bank along with final bill documents. Along with Every bill the contractor has to submit the photographs of the work executed

## 28. ENHANCEMENT IN RATES AND QUANTITY VARIATION

The tender rates shall be fixed, firm and applicable for any increase or decrease in the tendered quantities. The Employer / Architect can increase or decrease any quantities to any extent or even delete particular item as per the site requirements and the contractor shall not be paid anything extra on this account. Nothing extra will be paid by the Indian Bank on account of omission /deletion of items or decrease in the quantity of items. The Bank shall not entertain any claim whatsoever from the contractor on this account. The price of all additional items / non-tendered items will be worked out on the basis of rates quoted for similar items in the contract wherever existing. If similar items are not available, the rates for such items will be derived as per standard method of rate analysis based on prevalent fair price of labour, material and other components as required with 15% towards contractor's profit and overheads.

## 29. UNQUOTED ITEMS

The bidders to offer their competitive rates for each and every item listed in the Schedule of rates, the bidders who have not quoted for all the items as required in the SORs shall be liable for rejection. In case a bidder who has left certain items unquoted and if they happen to be overall lowest on evaluation, then their offers shall be considered subject to the **unquoted items being taken as NIL cost**. The bidder





shall also give a clear undertaking to the effect that they shall execute the said items (unquoted) free of cost. In the event the bidder refuses the above conditions and insists on additional cost for the unquoted items, then such an offers shall be rejected as invalid.

For Extra works at the time of work in progress the contractor should submit the reasonable rate with the rate analysis and after approval given by the Architect/ Bank that amount will be given.

### **30. ABNORMAL RATES**

The Contractor is expected to quote rate for each items after careful analysis of costs involved for the performance of the complete item consisting all specifications and conditions of the contract. If it is noticed that the rates quoted by the tenderer for any items are unusually high (or) unusually low it will be sufficient cause for rejection of the tender unless the owner is convinced about the reasonableness of the rate on scrutiny of the analysis for such rate to be furnished by the tenderer on demand. Not with standing anything there in stand, the rate once accepted by the owner shall be final and shall not be subject to any claim either on account of un-workability of rates or on any other ground whatsoever.

### **31. Substitution**

Should the Tenderer desire to substitute any materials and workmanship, he/they must obtain the approval of the Indian Bank/ Architects in writing for any such substitution well in advance. Materials designated in this specification indefinitely by such term as "Equal" or "Other approved" etc. specific approval of the Indian Bank/ Architects has to be obtained in writing.

### **32. Preparation of Building Works for Occupation and Use on Completion**

The whole of the work will be thoroughly inspected by the Tenderer and deficiencies and defects put right. On completion of such inspection the Tenderer shall inform the Indian Bank that he has completed the work and it is ready for inspection. On completion the Tenderer shall clean all windows and doors including the cleaning and oiling if necessary, of all hardware, inside and outside, all floors, stair-cases, and every part of the building. He will leave the entire building neat and clean and ready for immediate occupation and to the satisfaction of the Indian bank.

### **33. Clearing Site on Completion**

On completion of the works the Tenderer shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary







works of every kind and leave the whole of the site and the works clean and in a workman like condition to the satisfaction of the Indian Bank/ Architects.

The main /Principal contractor is only responsible for the cleanliness of the site/building irrespective of numbers of sub agencies deployed by them to carryout various other works in the tender.

### **34. Defects after Completion**

The Tenderer shall make good at his own cost and to the satisfaction of the Indian Bank all defects, shrinkage, settlements or other faults which may appear within 12 months after completion of the work. In default the Indian Bank may employ and pay other persons to amend and make good such damages, losses and expenses consequent thereon or incidental thereto shall be made good and borne by the Tenderer and such damages, loss and expenses shall be recoverable from him by the Indian Bank or may be deducted by the Indian Bank, in lieu of such amending and making good by the Tenderer, deduct from any money due to the Tenderer a sum equivalent to the cost of amending such work and in the event of the amount retained being insufficient, recover that balance from the Tenderer from the amount retained under General Rules and instruction Special Instruction Clause 5 together with any expenses the Indian Bank may have incurred in connection therewith.

### **35. Concealed Work**

The Tenderer shall give due notice to the Indian Bank/ Architects whenever any work is to be buried in floor / earth, concrete, ceilings or in the bodies of walls or otherwise becoming inaccessible later on, in order that the work may be inspected and correct dimensions taken before such burial, in default whereof the same shall, at the opinion of the Indian Bank/ Architect be either opened up for measurement at the Tenderer's expense or no payment may be made for such materials. Should any dispute or differences arise after the execution of any work as to measurements etc., or other matters which cannot be conveniently tested or checked, the notes of the Indian Bank/ Architects shall be accepted as correct and binding on the Tenderer.

### **36. Escalation**

The rate quoted shall be firm throughout the tenure of the contract (including extension of time, if any, granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, octroi, etc. unless specifically provided in these documents.

### **37. Idle Labour**

Whatever the reasons may be no claim for idle labour, additional





establishment cost of hire and labour charges of tools and plants would be entertained under any circumstances.

### **38. Suspension**

If the Tenderer except on account of any legal restraint upon the Indian Bank preventing the continuance of the work or in the opinion of the Indian Bank shall neglect or fail to proceed with due diligence in the performance of his part of the contract or if he shall more than once make default, the Indian Bank shall have the power to give notice in writing to the Tenderer requiring the work to be proceeded within a reasonable manner and with reasonable dispatch, such notice purport to be a notice under this clause.

After such notice shall have been given the Tenderer shall not be at liberty to remove from the site of the works or from any ground contiguous thereto any plant or materials to subsist from the date of such notice being given until the notice shall have been complied with. If the Tenderer fails to start the work within seven days after such notice has been given to proceed with the works as therein prescribed, the Indian Bank may proceed as provided in clause 40 (Termination of Contract by Indian Bank).

### **39. Termination of Contract by Indian Bank**

If the Tenderer being a company go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater Para, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Tenderer in insolvency, shall repudiate the contract, or if a Receiver of the Tenderer's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Indian Bank that he is able to carry out and fulfill the contract, and if so required by the Indian Bank to give reasonable security therefore. or if the Tenderer shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the Tenderer, or shall assign, charge or encumber this contract or any payments due or which may become due to the Tenderer, there under, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the Tenderer within three clear days after the notice shall have been given to the Tenderer in manner hereinafter mentioned requiring the Tenderer to observe or perform the same or shall use improper materials or workmanship in carrying on the works, or shall in the opinion of the Indian





Bank not exercise such due diligence and make such due progress as would enable the work to be completed within due time agreed upon, and shall fail to proceed to the satisfaction of the Indian Bank after three clear days notice requiring the Tenderer so to do shall have been given to the Tenderer as hereinafter mentioned, or shall abandon the contract, then and in any of the said cases, the Indian bank may notwithstanding previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby effecting the powers of the Indian Bank of the obligations and liabilities of the Tenderer the whole on which shall continue in force as fully as if the Contract, had not been so determined and as if the works subsequently executed had been executed by or on behalf of the Tenderer (without thereby creating any trust in favour of the Tenderer) further the Indian Bank or his agent, or servants, may enter upon and take possession of the work and all plants, tools, scaffolding, sheds, machinery , steam and other power, utensils and materials lying upon premises or the adjoining lands or roads and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Tenderers or other persons or person to complete the works, and the Tenderer shall not in any way interrupt or do any act, matter of thing to prevent or hinder such other Tenderers or other persons or person employed from completing and finishing or using the materials and plants for the works when the works shall be completed, or as soon thereafter as conveniently may be, the Indian Bank shall give notice in writing to the Tenderer to remove his surplus materials and plants and should the Tenderer fail to do so within a period of 14 days after receipt by him the Indian Bank may sell the same by Public Auction and shall give credit to the Tenderer for the amount so realized. Any expenses or losses incurred by the Indian Bank in get the works carried out by other Tenderers shall be adjusted against the amount payable to the Tenderer by way of selling his tools and plants or due on account of work carried out by the Tenderer prior to engaging other Tenderers or against the Security Deposit.

#### 40. Arbitration

All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution of maintenance thereof of this contract or the construction remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination foreclosure or branch of the contract (other than those in respect





of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to the Indian Bank hereinafter mentioned be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole Arbitrator referred to above, the Indian Bank will send within thirty days of receipt of the notice, to the Tenderer a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.

The Tenderer shall on receipt of the names as aforesaid, select anyone of the persons name to be appointed as a sole Arbitrator and communicate his name to the Indian Bank within thirty days of receipt of the names. The Indian Bank shall there upon without any delay appoint the said person as the Sole Arbitrator. If the Tenderer fails to communicate such selection as provided above within the period specified, the competent Authority shall make the selection and appoint the selected person as the Sole Arbitrator.

If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid.

The work under the Contract shall, however, continue during the, arbitration proceedings and no payment due or payable to the Tenderer shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issued notice to both the parties fixing the date of the first hearing.

The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute, in accordance with the terms of the contract and give a reasoned award. The venue of arbitration shall be in chennai only as may be fixed by the Arbitrator in his sole discretion.

The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award including the fees, if any, of the Arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle and amount of costs to be so paid. The award of the Arbitrator shall be final and binding on both the parties.

Subject to aforesaid the provisions of the “Arbitration and Reconciliation Act 1996” or any statutory modification or re-enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceeding under this clause.





The Indian Bank and the Tenderer hereby also agree that arbitration under clause shall be a condition precedent to any right to action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

The Arbitration proceedings will not preclude the right of approaching Legal forum by the parties.



## SAFETY CODE AND MODEL RULES FOR PROTECTION OF HEALTH AND SANITARY ARRANGEMENTS FOR WORKERS

### Safety Measures

All people working shall be provided with safety helmets, safety shoes, goggles, gloves, Safety belts etc., which shall be worn by the workmen while performing work and people working at elevation more than 10 feet shall be always provided with safety belts at contractor's cost. The safety belts shall be properly fixed to a lifeline always while at work. The Contractor shall provide safe means of access to any working place including provisions of suitable and sufficient scaffolding at various stages during all operations of the work for the safety of his workmen. Contractor shall ensure deployment of appropriate equipment and appliances for adequate safety and health of the workmen and protection of surrounding areas.

The Contractor shall ensure that all their staff and workers including their sub-contractor (s) shall wear Safety Helmet and Safety Shoes. Contractor shall also ensure use of safety belt, Protective goggles, gloves etc. by the personnel as per job requirements.

Contractor shall ensure that a proper Safety Net System and shall be used at appropriate locations. The safety net shall be located not more than feet (9.0 meters) below the working surface at site to arrest or to reduce the consequences of a possible fall of persons working at different heights.

Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public.

### **Personal Safety Equipments:**

All necessary personal safety equipment as considered adequate by the Engineer should be kept available for the use of the person employed on the site and maintained in a condition suitable for immediate use, and the Tenderer should take adequate steps to ensure proper use of equipment by those concerned.

- Workers employed on mixing asphalt materials, cement and lime mortars shall be provided with protective footwear and protective goggles.
- Those engaged in white washing and mixing or stacking of cement bags or any material that is injurious to the eyes shall be provided with protective goggles.
- Those engaged in welding works shall be provided with welder's protective eyesight lids.





- d) The Tenderer shall not employ men below the age of 18 years and women on the work of painting with products containing lead or any toxic material in any form.

Wherever men above the age of 18 are employed on the work of precautions should be taken:

- iii. Overalls shall be supplied by the Tenderer to the workers and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.
- iv. When the work is done near any public where there is risk of necessary equipments should be provided and kept ready for use and all necessary steps take for prompt rescue of any person in danger and adequate provision should be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.

### **First Aid**

At every work place, there shall be maintained in readily accessible place, first aid appliance including an adequate supply of sterilized dressings and sterilized cotton wool. The appliance shall be kept in good order and in large work place, they shall be placed under the charge of a responsible person who shall be readily available during working hours.

### **Electricity & Water**

Construction water shall be provided by Bank at one point at the cost of Rs.10000/- per month. The tenderer has to make his own arrangements for electrical power to carry out the work, in view of the Power restrictions imposed by State Electricity Board. If the contractor need power, the same will be provided at one / two points on chargeable basis by having separate energy meters at Rs.10/- per Unit.

Before starting the work the contractor has to submit the Scaffolding drawings and it is to be approved by the Architect/Client.

The Contractor is directly responsible for any accident, injury disableness and other such things that may happen to his workmen during working hours or outside working hours if they happen to be in the work site and that he will pay adequate compensation to such people. And the contractor has to take the full responsibility for these disabilities.





The Contractor will be responsible for any accident or unto ward incident that may happen to any person in the work site or near about due to inadequate safely measures, carelessness, negligence, incorrect procedures, inadequate supervision, improper methods, and that he will attend to all related police enquiry, court attendance and will bear the cost for all such expenses including compensation, if any, to be paid.





## ARTICLES OF AGREEMENT

**THIS AGREEMENT** is made on this ..... day of .....month of ..... between Indian Bank and having its Corporate Office at No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 (hereinafter referred to as the "Employer") which expression shall include its successor, legal heirs and assignees of the one part.

**AND** M/s. .... having its office at .....

.....

(hereinafter referred to as the "Contractor") which expression shall include its successor, legal heirs and assignees of the second part.

**WHEREAS** the Employer has caused drawings and tender documents for 'Interior Furnishing, Electrical Installation & Air conditioning Works in the first floor of Indian Bank Head Office Building at 66, Rajaji Salai, Chennai – 600001'

**AND** whereas the Employer has called for tender vide ref. no. .... dated.....

**AND** whereas the contractor has submitted the tender ref. no. .... dated ..... to the Employer on .....

**AND** whereas the Employer has issued the work order ref ..... dated..... to the contractor to do the work.

**AND** whereas the Contractor has agreed to execute the work as per drawings, specifications, conditions of contract and Work Order.



**AND** whereas the Employer has accepted the Contractor's tender as aforesaid and whereas the tender submitted by the contractor has been accepted for such sum as may be ascertained to be payable in terms of the Bill of Quantities and which sum is estimated to be Rs. .... (Rupees ..... ) hereinafter referred to as the said "Contract Agreement".

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-**

- 1) In consideration of the said Contract Sum to be paid at the times and in the manner set forth in the said Conditions the Contractor shall carry out and complete the Repair & Painting Works in terms and conditions herein contained and according to the general conditions of the contract, notice inviting tender, special conditions of contract, general scope of work, technical specifications, schedule of rates and instructions to be given by and the supervision of and to the entire satisfaction of the Employer.
- 2) **Contract Price, Taxes and Payment Terms :**  
Total contract price is Rs. .... which is inclusive of cost of materials, equipment, installation charges and tools and tackles required for execution of the job. Above price is exclusive of all taxes (GST) in respect of this contract.  
  
Interim payment will be made as per the site measurements on Item Rate basis.
- 3) **Completion Period:**  
**Time is the essence of the Contract.** The work is to be completed in all respects within **75 Days' time** reckoned from 7<sup>th</sup> day from the date of issue of the Work Order or handing over of site whichever is earlier. If the Contractor fails to complete the job within the agreed time period the Contractor will have to bear liquidated damages as per the relevant clause mentioned in the Tender Documents.
- 4) **Earnest Money:**  
  
The Contractor has deposited an amount of Rs. 2,34,000/- (Rs. Two Lakh Thirty Four Thousand only) as earnest money.
- 5) **Inspection of Site:**  
  
The Contractor has inspected the site before submitting his tender and has satisfied himself as to the nature of the work to be executed on the site. Any difficulties which the Contractor may come across in the course of the work shall in no way relieve the





contractor to claim or receive extra payment unless the Employer is of the opinion that such difficulties could not have been foreseen and the Employer consents in writing.

6) **Supply of Material and Labour:**

The Contractor shall arrange all labour, materials, equipments, tools, tackles and everything necessary for the completion of the work. The Contractor will assume all responsibility for the safety, protection and accounting of all material and equipment and the work during construction. All materials used by the Contractor shall be of the best quality conforming to the required specification mentioned in the tender document and will be subject to the approval of the Employer. All such materials not approved by the Employer shall be removed at once by the Contractor at his own expense. The Contractor shall also at his own expense arrange for carrying out any test of materials which the Employer may from time to time require or if so desired by the employer.

7) **Defective Work / Materials:**

If any part of the work done by the Contractor is found defective in workmanship or if bad or inferior materials have been used the Contractor shall at his own risk and cost demolish all such defective work and rebuild the same and / or replace the bad or inferior materials used within a time frame mentioned to the satisfaction of the Employer. The decision of the Employer in this regard shall be final and binding on the Contractor. In case of default of the contractor to remove the defective work and rebuild the same or replace bad or inferior materials as directed by the Employer, the Employer shall be entitled to employ anyone else to carry out the same at risk and cost of the Contractor and recover all expenses incurred in this regard from the contractor.

8) **Inspection of Work:**

During progress of the work the Employer shall be entitled at all times to have access to and inspect the work.

9) **Supervision:**

The Contractor shall provide one or more competent and technical qualified engineers duly and fully authorized to act on his behalf in all matters relating to the works to be carried out under or any other matter concerning this agreement and who shall at all times be present at the works while any work is in progress as per directions, explanations & instructions of Employer.

10) **Compliance with Statutory Regulations & Work Rules:**

The Contractor shall be responsible for complying with the applicable laws / bye laws / Regulations in force from time to time and shall have to bear all statutory liabilities to the workers / personnel engaged for the job. Nothing will be paid extra in this regard. If any amount is paid by the Employer with this regard the same amount shall be deducted from the Contractor's dues. The Contractor shall have to arrange insurance cover for the workers / personnel engaged by him for the job.

11) **Determination of Contract:**





In the event of Contractor failing to keep / adhere to agreed schedule of work, or in the event of the Contractor failing to comply with the provisions of this contract by default and / or negligence and / or suspension of work or in the event of Contractor failing to complete the work within the stipulated period, the Employer may terminate this Agreement forthwith and employ, at the Contractor's risk and cost, another contractor or sufficient number of workmen to complete the work.

12) **Force Majeure:**

This clause will be operative only if the work is delayed by

- a) Acts of God
- b) Earthquake or floods or similar natural calamities.
- c) Serious loss or damage by fire or lightning.

In case any Force Majeure condition herein mentioned occurs and continues for a period exceeding 15 days the parties hereto undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under this order.

13) **Arbitration:**

" In the event of any dispute or difference relating to interpretation and application of provisions of the contract and all disputes/claims whatsoever which shall either during the continuance of the contract or afterwards either between the parties to the contract or the respective representatives touching the construction/application of any provision/clause mentioned in the contract or any account or liability between the parties to the contract or as to any act or deed or omission of any party to the contract, in any way relating to these presents, shall be first at the discretion of the Bank attempted to be resolved in good faith by mutual discussion within 30 days of the dispute or question being raised failing which the same shall be settled by arbitration in accordance with provisions of Indian arbitration and Conciliation act 1996.

The Parties concerned shall designate an arbitrator on mutual consent/consensus. In the event of no consensus being arrived, an Arbitral Tribunal shall be constituted comprising three Arbitrators, each party appointed one arbitrator and a third arbitrator to be appointed by the two arbitrators so appointed by the parties. The venue of the arbitration shall be exclusively at Chennai and any award passed by arbitrator or the arbitral Tribunal shall be final, conclusive and binding upon the parties and shall be deemed to have been made between parties themselves. The parties to the dispute shall share equally the cost of arbitration as intimated by the arbitrator".

**IN WITNESS** whereof the said contracting parties have set their hands and seals on the day and year first hereinabove witness.

Witness Address

Employer

Witness Address

Contractor



## GENERAL SPECIFICATIONS

### To be read in along with particular specifications and bill of quantities

These specifications are for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and described herein, to the satisfaction of the Employer / Architect.

- 1 (i). The workmanship is to be the best possible and of a high standard. The contractor shall take all steps immediately to make up deficiency if any noticed by the Employer/ Architect. Use must be made of special tradesman in all aspects of the work and allowance must be made in the rates for the same.
- (ii). The materials to be provided by the contractor shall be in accordance with the samples already got approved from the Employer/ Architect by the contractor and in conformity with specification and approved list of manufactures and brand. The contractor shall produce all invoices, vouchers or receipts for any materials if called upon to do so by the Employer/ Architect.
- (iii). Samples of materials are to be submitted to the Employer/ Architects for their approval before the contractor orders or delivers the materials to the site. Samples together with their packing are to be provided free of charge by the contractor and should any materials be rejected they will be removed from the site at the contractors expense. All samples will be retained by the Employer/ Architects for comparison with materials which will be delivered at site. Also the contractor will be required to submit specimen finishes of colors, fabrics, etc. for the approval of the Employer/ Architects before proceeding with the works.
- (iv). The contractor shall be responsible for providing and maintaining temporary coverage required for the protection of finished work. He is also to clean out all wood shavings, cuts ends and other waste from all parts of the works before covering or in fillings is constructed.
- (v). The contractor shall maintain uniform quality and consistency in workmanship throughout the execution of the work.



## 2. Joinery in wood work

- (i) The contact surfaces between internal frame and skinning shall be glued with approved adhesive in addition to fixing with necessary screws etc.
- (ii). After preparing proper surface of skinning by sand papering etc., the laminates or veneers shall be fixed on it with the help of approved adhesive.
- (iii). Framework for full height partition shall be rigidly fixed to the floor, walls and ceiling soffit. The partition height shall be measured upto bottom of false ceiling and framing members / ply going above shall not be measured.
- (iv). Any portion that are warped or found with other defects are to be replaced. The whole of the work is to be framed and finished in a workman-like manner in accordance with the detailed drawings and the direction of PM / Architect and whenever required, fitted with all necessary metalties, straps, screws, adhesive, etc. joinery work generally to be finished with fine sand / glass paper.
- (v). All joints shall be standard mortise and tendon, dowel, or cross halved screws, nails, etc. will be of standard iron or wire. Tendons should fit the mortise exactly.
- (vi). Nailed or glued butt joints will not be permitted.
- (vii). Wherever screw heads are on finished surface those will be sunk and the hole plugged with a wood plug of the same wood and grain to match the colour .

## 3. Timber

- (i). All the wood be used shall be properly seasoned ,of natural growth and shall be free from worm holes ,loose or dead knots or other defects, sawn square and shall not suffer warping ,splitting or other defects. White cedar, Malaysian sal both of 1<sup>st</sup> quality.
- (ii). All internal framework shall be treated with approved wood preservative and with fire retardant treatment paint. wood shall be treated for resistance to pests.
- (iii). All wood brought to the site be clean it shall not have any preservative or other coating/ covering.
- (iv). All rejected, decayed, bad quality wood shall be immediately removed from site.
- (v). All the dimensions mentioned for T.W members are finished sizes.



- (vi). All exposed T. W to receive polish and should be of 1 st quality Indian T.W.

#### 4. Plywood

- (i) Marine plywood shall generally conform to IS 71 0-1980, bonded with phenol formaldehyde, B. W .P / BWR grade.
- (ii). Commercial plywood shall generally conform to IS: 303 bonded with phenol formaldehyde, MR grade.

#### 5. Hardware and metals

- (i). All the screws /bolts with nuts to be used shall have oxidised finish (unless required otherwise) of approved shape, size and quality.
- (ii). Fittings shall be only SS, or Brass and suitable for heavy duty unless specified otherwise. (iii). Samples of all hardware are required to be got approved in advance.
- (iv). The agency should cover-up and protect the brass surface against oxidation by suitable material veneer as necessary and subsequently clean it away at the same time of handing over .
- (v). All hardware shall be fitted with good workmanship without the surrounding edges being damaged.

#### 6. Laminate

- i) All laminate shall be 1 mm thick of approved make or as directed.
- ii) The contractors shall get the sample showing the surface texture, pattern and color approved, by Employers / Architect.

#### 7. Fabrication in metal

- i) All brazing and welds are to be executed in a clean and smooth manner, rubber down and finished in flat and tidiest way, particularly where exposed.

#### 8. Glass

- i) All glass to be approved manufacture, complying with I.S 3548 – 1960, or as per approved quality and sample, to be of the qualities specified and free from bubbles, air holes, waviness and other defects.
- ii) In cutting glass, proper allowance shall be made for expansion.
- iii) Glass for mirror shall be silvering quality (S.Q) Conforming to I.S 3458 – 1958 or as approved sample and quality.



- iv) On completion, all glass surfaces shall be cleaned inside and out, all cracked, scratched glass / mirror shall be replaced.

## 9. Paint and Polishes

- i) All material required for the works shall be specified and approved manufacture, delivered to the site in the manufacturers containers with the seals, etc., unbroken and after use empty containers shall be stored till finally cleared by the employers.
- ii) All iron or steel / metal surfaces shall be thoroughly scrapped and rubbed down with the brushes and shall be entirely free from rust, mill scale, etc. before applying the primary coat.
- iii) Metallic polish finishes shall be properly finished, without any flow marks, spots, roughness etc.
- iv) Painting work shall be of high standard, without any brush marks on the finished surfaces and no spots on adjacent furniture, glass, etc.

## VITREOUS CERAMIC / PORCELAIN / VITRIFIED FLOOR TILES :

### Make :

Vitreous Ceramic / Porcelain / Vitrified tiles shall be of best quality and of approved make/manufacturer. They shall be of specified thickness and size, type and colour and laid to pattern as shown in the drawings or as approved by the Engineer-in-Charge.

### Sub-base :

The base shall first be prepared as indicated in pre-cast terrazzo floor specification herein above. Over the prepared base, if required cement concrete screed of 1:2:4 mix shall be laid to make up the total thickness of floor finish as specified. The surface shall be laid to falls and slopes as required and scratched for key.

### Laying of Floor tiles :

After the base is cured and dried, 20 mm thick cement mortar 1:4 (1 cement: 4 coarse sand) shall be laid on the surface and spread evenly with a trowel. Neat cement slurry of honey like consistency shall be spread over. The back of the tile previously cleaned and soaked in water shall be placed over the mortar and brought to proper level by striking gently with a wooden mallet.



## GLAZED TILES

White or colored glazed tiles shall comply with IS: 777. It shall be from an approved manufacturer and shall be flat and true to shape. They shall be free from cracks, crazing, spots, chipped edges and corners. The glazing and color shall be of uniform shade and unless otherwise specified the tile shall be min mm thick.

## PAINTS

Lime for lime wash, dry distemper, oil bound distemper, cement, primer, oil paint, enamel paint, flat oil paint, plastic emulsion paint, anti-corrosive primer, red lead, water proof cement paint shall be from an approved manufacturer and shall confirm to the latest Indian Standards for various paints,

Ready mixed paints as received from the manufacturer without any admixture shall be used, except for addition of thinner, if recommended by the manufacturer.

## PANELLED SHUTTERS

Panel shall be of pattern and size as shown on the drawings or as directed by the Employer/Architects. Panels shall be in one piece wherever possible. Panels shall be frames into grooves made in styles and rails to the full depth of groove and faces shall be closely fitted to sides of grooves.

## FLUSH DOORS

All flush doors shall be solid core unless otherwise specified. It shall conform to the relevant specifications of I.S 2202 and shall be obtained from approved manufacturers. The finished thickness of the shutter shall be as mentioned in the item. Face veneers shall be of the pattern and color approved by the Employer / Architects and an approved sample shall be deposited with the Employer/Architects for reference.

The solid core shall be of wood laminate prepared from battens of well seasoned and treated good quality wood having straight grains. The battens shall be of uniform size of about 2.5 cm width. These shall be properly glued and machine pressed together with the grains of each piece reversed from that of adjoining one. The longitudinal joints of the battens shall be staggered and no piece shall be less than 50 cm in length. Alternatively, the core shall be of solid teak particle board. Edges of the core shall be lipped with first class teakwood patterns of 4 cm.(1 1/2")





Min depth, glued and machine pressed along the core.

### **PAINTING OIL / ENAMEL / PLASTIC EMULSION ETC.**

Ready mixed oil paint, plastic emulsion paint, ready mixed synthetic enamel paint, Aluminum paint, etc., shall be brought in original containers and in sealed tins. If for any reason thinner is necessary the brand and quantity of thinner recommended by the manufacturer or as instructed by the Employer / Architects shall be used.

The surface shall be prepared as specified above and cost of approved primer shall be applied. After 24 hours, drying approved of specified quality paint shall be applied evenly and smoothly. If required a filler putty coating may be given to give smooth finish. Each coat shall be allowed to dry out thoroughly and then lightly rubbed down with sand paper and cleaned of dust before, the next coat is applied. Number of coats shall be as specified in the item and if however, the finish of the surface is not uniform additional coats as required shall be applied to get good and uniform finish at no extra cost. After completion no hair marks from the brush or clogging of paint puddles in the corners of panel angles of moldings shall be left on the work. The glass panes floor etc., shall be cleaned of stains.

When the final coat is applied, if directed, the surface shall be rolled with a roller or if directed it shall be stippled with a stippling brush.

### **MELAMINE FINISHES**

#### **GLOSSY**

Apcolite Natural Wood finish clear glossy is a premium quality melamine's coating specially formulated as a protective and decorative finishing clear coating for wood. The finish shall be smooth & glossy.

Sand the surface along the grains with Emery Paper No. 180 or with a suitable grade sand paper. Brush the surface free of loose dust. Fill the wood using Acolyte Wood Filler. Remove excess filler immediately after applications. Allow 2-3 hours of drying, before sanding with Emery Paper No 240 or 280. If desired, apply Apcolite Wood Stains by ragging after filling step or mix it in Apcolite Natural Wood Finish upto 20% by volume and apply by spraying after Sealer Coat. In application by ragging allow a drying time of 5 -10 minutes in between coats and 30-60 minutes before over coating with finish coats. Apply a coat of Apcolite Natural Wood. Finish Clear Sealer. After over night drying smooth sand with Emery Paper No. 320 and wipe the surface free of loose dust. Apply Apcolite Natural Wood





Finish Clear Glossy as follows. Ensure that the surface to be coated is free from loose matter. Apcolite Natural Wood Finish Clear Glossy is a two component system consisting of base and hardener. These should be mixed in the recommended ratio. The two components should be mixed in a glass, plastic or enameled container. Allow the mixture to stand for 30 minutes and then apply by brushing or spraying using the recommended thinner for consistency adjustment. The mixture of base and hardener should be used within 8 hours. To enhance gloss and decorative value Apcolite Natural Wood Finish Clear Glossy can be buffed using suitable buffing mops but only after 48 hours of application.

## MATT

Apcolite Natural Wood finish clear mat is a premium quality melamine is coating specially formulated as a protective and decorative finishing clear coating for wood. Finish shall be smooth & matt

Sand the surface along the grains with Emery Paper No. 180 or with a suitable grade sand paper. Brush the surface free of loose dust. Fill the wood using Apcolite Wood Filler. Remove excess filler immediately after applications. Allow 2-3 hours of drying, before sanding with Emery Paper No 240 or 280. If desired, apply Apcolite Wood Stains by ragging after filling step or mix it in Apcolite Natural Wood Finish upto 20% by volume and apply by spraying after Sealer Coat. In application by ragging allow a drying time of 5 -10 minutes in between coats and 30-60 minutes before over coating with finish coats. Apply a coat of Apcolite Natural Wood.

Finish Clear Sealer. After over night drying smooth sand with Emery Paper No. 320 and wipe the surface free of loose dust. Apply Apcolite Natural Wood Finish Clear Glossy as follows. Ensure that the surface to be coated is free from loose matter. Apcolite Natural Wood Finish Clear Glossy is a two component system consisting of base and hardener. These should be mixed in the recommended ratio. The two components should be mixed in a glass, plastic or enameled container. Allow the mixture to stand for 30 minutes and then apply by brushing or spraying using the recommended thinner for consistency adjustment. The mixture of base and hardener should be used within 8 hours.



## POLISHING AND VARNISHING

### FRENCH POLISHING

French spirit polish shall be an approved make conforming to IS 348. If it has to be prepared on site, the polish shall be made by dissolving 0.7 kg of est. shellac in 4.5 liters of ethylated spirit without heating. To obtain required shade, pigment may be added and mixed.

Surface shall be cleaned All unevenness shall be rubbed down smooth with sand paper and well dusted. Knots if visible shall be converted with a preparation of red lead and blue. Resinous or loose knots and gaps filled with seasoned timber pieces made level with rest of the surface. Holes and indentations on surface shall be filled with putty made of whiting and linseed oil. Surface shall be given a coat of filler made of 2.25kg of whiting in 1.5 litre of ethylated spirit. When it dries surface shall again be rubbed down perfectly smooth with sand paper and wiped clean.

Piece of clean fine cotton cloth and cotton wool made into shape of pad shall be used to apply polish. The pad shall be moistened with polish and rubbed hard on the surface applying the polish sparingly but uniformly and completely over the entire surface. It shall be covered with a fresh piece of clean fine cotton cloth, slightly dampened with methylated spirit and rubbed lightly and quickly with a circular motion, till the finished surface attains uniform texture and high gloss.

### WAX POLISHING

Wax polish shall either be prepared on site or obtained readymade from market. Polish made on the site shall be prepared from a mixture of pure bees wax, linseed oil, turpentine oil and varnish in the ratio of 2:1 1/2 : 1 1/2 by weight. The bees wax and the boiled linseed oil shall be heated over a slow fire when the wax is completely dissolved the mixture shall be cooled till it is just warm, and turpentine oil and varnish added to it in the required proportions and the entire mixture is well stirred.

Surface shall be prepared as described under French Spirit Polish except that the final rubbing shall be done with sand paper which has been slightly moistened with linseed oil.

Mixture of polish shall be applied evenly with a clean cloth pad in such a way that no blank patches are left and rubbed continuously for half an hour. When the surface is quite dry a second coat shall be applied in the same manner and rubbed continuously for half an hour or until the surface is dry. Final coat shall then be applied and rubbed for 2 hours or more if



necessary, until the surface has assumed a uniform Gloss and is quite dry showing no sign of stickiness when touched. Gloss of the polish depends on the amount of rubbing, therefore rubbing must be continuous and with uniform pressure and frequent change in direction.

## VARNISHING

Surface shall be prepared as described above. After preparation of surface, two coats of clean boiled linseed oil shall be applied at sufficient interval of time. After the linseed oil has dried two coats of varnish obtained from approved manufacturer shall be applied at sufficient interval of time. If the surface fails to produce the required gloss an additional coat shall be applied without any extra cost.

## NOTE

All timber for joinery or wrought formwork shall be of best Indian Teakwood unless otherwise specified and of specified quality, carefully selected free from sap and subject to inspection and approved before delivery. All teakwood to be used in this work shall be seasoned in an approved manner.

The joiners work shall be framed and put together immediately after signing the contract, but not to be wedged up until required for fixing. The approval of the Employer / Architects shall be obtained before any primer coat is applied.

The whole of joinery to be finished to the dimensions and sizes indicated in the drawings are subject to tolerance to 1.50 mm of each planned face, but no allowance shall be given to flush doors, shutters, ply and other manufactured board etc.

All block boards etc. shall correspond to respective I.S specifications. Flush doors shall correspond to relevant IS specifications. Samples of all block board, plywood, flush doors, etc. shall be got approved by the Employer / Architects before placing order. All such items shall be of standard manufacture of reputed quality. Unless otherwise specified all flush shutters shall be teak veneered on both sides. All flush shutters shall be of solid core and shall be provided with teakwood external lipping.

Rate quoted shall include for all framing, usual waster and cuttings and not extra rates or claims will be entertained on this account.

The Contractors shall be responsible to deliver all items at site of work. The Contractor will submit a program of work in such a way that requirements for each floor





commencing from ground floor is completed before the requirement of the next floor and arrange to have them fixed in position as the General Builders work progresses.

Timber in contact with masonry or concrete shall be treated with so lignum paint or any approved anti-termite treatment before fixing.

The Contractor will be making necessary holes in concrete and masonry for fixing in position and grouting. The Contractor will be responsible for the proper fixing of partitions true to plumb and alignment until completion and grouting pockets with cement concrete and make good affected portions without claim to any extra.

All doors partitions etc, Shall be finished in the manner specified in the drawing. specifications and schedules, wherever painting and polishing are spexfied, although three coats finishes specified are to be included in the rates quoted, the Contractor shall be required to carry out additional coat of paint/polish to obtain uniform and good finish at no extra cost, wherever such additional costs are considered necessary in the opinion of the Employer / Architects. If directed, putty shall be applied over the entire surface to ensure smooth and neat finish at no extra cost.

The iron mongery fittings shall be of heavy type cast brass oxidized and of approved manufacture. Samples of all iron mongery items shall be got approved by the Employer / Architects prior to procurement.

### **ELECTRICAL WORK:**

The entire installation work shall be carried out in accordance with approved drawings and in general conformity with the requirements of the Indian Electricity Act, 1910 the Indian Electricity Rules , 1956, the relevant I.S. Codes of Practice, as amended to date, wherever applicable and the regulations of the local licensing bodies/ C.E.I.G. etc and where such installations are subject to inspection and approval of Fire Insurance and Explosives Authorities the Installation shall be planned and executed also conforming to their regulations / rules.

1.1 In case of difference between

(a)The specifications here in and the IEE Rules /Regulations of the local licensing authority/ CEIG or/and of the Fire Insurance / Explosives Authorities, the later shall prevail.

Drawings and Schedules:



The tender papers include only the general site plan and the main and sub main circuit diagram to the rising main and the distribution board in the various floors of the building and the layouts of the various points therein. These show the general scheme of things. Should the tenderer feel that design, the specifications or the drawing / layouts require modifications either due to manufacturing practice or special requirements under regulations/rules or for other substantial reasons, he is required to set out in his covering letter the modifications needed, stating reason therefore, with complete information to enable the Employer to properly appreciate the modified proposal. The tenderer shall quote for the tender proposal but state separately the rates/sums necessary for such modification, as alternatives.

The precise positions of all points, controls, switch boxes, main and distribution board, tap off points etc, shall be subject to approval by the Architects. Wherever required, the contractor shall prepare whatever detailed drawing are necessary, complying with the requirements under para-1, General above, for proper execution of the work and under the approval of the Architects shall submit them to the Electrical Inspectorate or other appropriate State Authority along with necessary forms and papers and obtain the approval. Fees or charges for such purpose shall initially paid, on behalf of the Employer, to the appropriate authority, by the contractor, the payments so made being reimbursed by the Employer to the contractor in due course on production of necessary proof of payment supervision:

From the contractor's side shall be carried out by person/persons holding certificates of competency of appropriate class issued by the respective State Government bodies authorized to issue such certificate under statutory rules and regulations in force. The names of such supervising personnel shall be approved by the architects.

**Service Connection:**

It is the responsibility of contractor to obtain the necessary service connection from the local electric supply undertaking or system the necessary fees or charges begin paid by the Employer.

**Testing and Commissioning:**

On completion of the work and /or at the appropriate stages of the work as necessary the contractor shall arrange for all the necessary tests for safety, resistance, continuity etc, of the installation/equipment/Plant, etc. in Provided that the work shall not be deemed to be complete and the installation will not be taken over if the test results are not within



satisfactory limits. In case the results are unsatisfactory the contractor is required to carry out all necessary rectifications/modifications at his own cost to bring the installation/plant/equipment to the level of acceptability within a period of 4 (four) weeks from the date of test and the defects liability period of 12 months will stand extended by the period of delay in such rectification/modification . modification, that is in excess of the said period of 4 weeks

On completion of work four prints each of the completion drawings (wiring diagrams and electrical layouts) incorporating all the modifications, carried out from time to time shall be submitted by the contractor to the employer through the Architects, indicating therein the position of all points board, mains, sub mains, circuits, etc. Properly number, the point bearing the same numbers as the circuit to which they belong. The contractor shall also where necessary furnish 4 sets of complete data of the equipment / plant installed, manufacturer' maintenance and operating instruction and the relevant literature to enable proper operation and maintenance to be carried out after he hands over the work / installation.

#### Workmanship

First class workmanship and neat appearance are essential requisites for compliance with these specifications.

#### Materials and Makes

All materials, equipment, fittings, fixtures, appliances, accessories, etc. to be used in the installation shall conform to the relevant Indian Standard Specifications and for such items as are not covered by I.S.S. the British Standards shall become applicable. They must be of the best quality obtainable in the makes/manufacture specified below, samples being approved by the Architects.

#### Note:

The tenderer will specify the makes (one in each category) of goods, accessories, fittings, etc. which he proposes to use, in column 4 of the "List of approved makes of electrical goods and statement of makes proposed to be used by Tenderer etc. "attached to the Form of Tender. If he specifies more than one make in any category, the Architects shall be entitled to assume that the best of the different makes so specified will be used by the contractor on the works or other equivalent make/maker as the Architects shall decide upon.



The word Equivalent used in these papers means “make of Equivalent Chipping, Chasing, Holing, Conduit Work:

The contractor shall be deemed to have inspected the General Builders work (and of others) in progress (or if it has been finished, the building) prior to submission by him of his tender and his rates shall be deemed to include the following:

- (a) In the case of all RCC work (slabs, columns etc.) wherein conduits are required to be buried the contractor or his representative/supervisor shall be continuously watching the work so that before concrete is laid in, he may lay and fix the conduits securely in place to proper alignment and in proper position, ensuring that during the process of laying of the concrete the conduits laid remain rigidly in their proper positions.

Note :

- (a) All chipping, chasing, holding to be done in walls/ floors and the like (whether bare or plastered or finished or not) shall be done neatly and the surfaces made good (or restored) by the contractor at his cost, after the conduits or other accessories are buried and fixed in place, without any delay begin caused to the General Builder work or work of other contractors on the job the walls, floors, etc. So made good are to match with the adjoining / contiguous wall/floor surfaces. All such work shall be done neatly and efficiently in the best workman like manner.

**All materials used shall be approved by the Client prior to use.**

P. S: It will be Contractors responsibility to provide Test Certificates from each manufacturer, specifying clearly Batch No, date of Manufacturing etc. Manufacturer Authorization Format (MAF), which is mandatory in case of Authorized dealer(s), is attached at **Annexure – I**. However if any doubt arises about the quality of a particular material brought to site, Bank may directly take the samples and get them tested in any laboratory and the cost towards testing to be borne by the Contractor. If material found to be of inferior / substandard quality, Contractor at his own cost shall remove such material from the site and procure new material as required.







ANNEXURE 'I'

**MANUFACTURER'S AUTHORIZATION FORM (MAF)**

(ON MANUFACTURER LETTER HEAD ONLY)

Date:

NIB No.:

To:

M/s Indian Bank,  
Corporate Office  
Chennai

WHEREAS

We, .....who are official manufacturers of ..... having factory at....., do hereby authorize ..... to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

Name In the capacity of:

Signed

Duly authorized to sign the Authorization for and on behalf of

Tel:

Fax:

E-mail:

Date:





LIST OF APPROVED MAKES		
S.NO	ITEM	RECOMMENDED MAKES
<b>I</b>	<b>INTERIOR WORK</b>	
1	Gypsum Board	Saint gobain, Gyproc, Lafarge
2	Gypsum false ceiling section	Gypsteel ultra, Diamond frame
3	Grid Ceiling	Daiken / Armstrong / Minwool
4	Flush door	Greenply / Euro/Prestige
5	Door Closers/ Floor Spring	Dorma, Geze, Hafele
6	Commercial Plywood	Green MR, Century sainik , Sharon Gold
7	Water Resistant Plywood	Green club ply, Century Architect Ply, Sharon Platinum ply
8	Wood	2nd class Bhurma teak wood
9	Laminates	Merino, Greenlam, Euro, Sunmica
10	Paints, Emulsion Paint, Putty, Primer	Asian, Dulux, Nippon, Berger
11	Furniture Hardware	Hettich, Hafele, Dorma
12	Aluminium	Jindal, Indal, GAL
13	Adhesive	Fevicol, Araldite
14	Mortise Locks	Godrej, Dorset, Yale
15	Vertical Blinds	Vista, Lutron, Roman
16	Hardware fittings i.e, hinges, handle, tower bolts etc.	Dorset, Garg, Ebco.
17	Flush Door	Centruy, Green, Euro
18	Glass	Saint Gobain , Modi-Guard
19	Vertical blinds	Vista / Marvel / MAC
20	Sun Control film	3M / Metamark / Saint gobain
21	Frosted film	3M / Garware / Metamark
22	Vinyl	3M / LG / Armstrong
23	Veneer	Century / Greenply / Merino
24	Floor Tiles	RAK / Kajaria / Johnson
25	Wall Tiles	KAJARIA/ JOHNSON/ RAK
26	Pipe	Finolex, Prince
27	Steel	TATA / SAIL / VIZAG
28	Cement	Ultratech, Coromandel , Ramco



29	Aluminium Window sections	Jindal, Indal, GAL
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II	HVAC work	
1	VRF ODU Unit (with Refrigerant R 410A )	Mitsubishi / Toshiba /O General / Daikin
2	VRF Indoor Unit	Mitsubishi / Toshiba /O General / Daikin
3	Copper pipe	Mandev / Rajco/ Uniflow
4	Copper pipe Insulation	k Flex / A- Flex/ Superlon
5	Drain pump	Aspen
6	Communication Cable	Polycab / Orbit / Finolex
7	PVC Pipe	Supreme / finolex \ Astral
8	Fresh air fans	Ostberg / Kruger / Dynair
9	Fresh air louver	Cosmic / Air Master / Caryair
10	Flexible Duct	Cosmic / UP Twiga / Caryair
11	Butterfly Damper	Cosmic / Air Master / Caryair
12	Thermal Insulation	K Flex / A Flex / Supreme
13	Volume Control Damper	Cosmic / Air Master / Caryair
14	Rectangular GI Duct	Seven Star / Shree Venus / Wester air Duct

III	ELECTRICAL WORK	
1	MCB with ELCB	LEGRAND, LARSEN TUBRO, HAGER, MITSUBISHI
2	MCB DB	LEGRAND, LARSEN TUBRO, HAGER, MITSUBISHI
3	L.V Power / Control Cables	POLYCAB, RR CABLE, FINOLEX, RHINO, MESCAB, SEICHEM, HAVELLS



4	Wires	POLYCAB, RR CABLE, FINOLEX, RHINO, MESCAB, SEICHEM, HAVELLS
5	MS Conduit	BEC, BHARATH, AKG, BIMCO
6	PVC Conduit	AVON PLAST, AEROPLAST, ANCHOR
7	Accessories for PVC Conduit	AVON PLAST, AEROPLAST, ANCHOR
6	Switches & Sockets	MK, ANCHOR ROMA PLUS, LEGRAND.
7	Fittings	PHILIPS, WIPRO, OSRAM.
8	Fans	Crompton/Usha/Orient
9	Cable Tray (GI)	CABLOFOIL, PROFAB, OBO, MK.
10	PHILIPS	LUMILEDS, WIPRO, OSRAM
11	ANY OTHER MATERIALS	Subjected to approval from Consultants / Clients

IV	CIVIL WORKS	
1	Cement	Coromandel, Ramco, Ultra Tech.
	Exterior/Interior Emulsion	Asian, Nerolac, Berger, Snowcem
	Vitrified Flooring (1st Quality)	Asian, Johnson, Kajaria, Simpolo
	Ceramic Flooring (1 <sup>st</sup> Quality)	Johnson, Nitco, Kajaria, Somany, Sogo.
	Wall dado Tiles (1 <sup>st</sup> Quality)	Johnson, Nitco, Kajaria, Somany, Sogo.
	Aluminium Frame, doors, Windows etc	Indal, Jindal
	Screws	GKW / Janata
	Steel Doors, Windows and Ventilators	Agew
	Sanitary Fixtures	Jaquar / Hindware / Parryware (ISI Marked)
	Sanitary Fittings	Jaquar / Hindware / Parryware (ISI Marked)
	Soil waste & rain water pipes	Finolex, Prince, Truebore (ISI Marked)
	CI Pipe	1 Neco (ISI Marked)



**[A] CHECK LIST: Details of Enclosures.**

Sl.No	Description of item	Enclosed Page. no
1.	Tender Document including Letter of Proforma A	
2.	Audited Balance Sheet and Profit & Loss statement for the past three financial years duly certified by a Chartered Accountant.	
3.	Solvency certificate by a Scheduled Bank	
4.	Certificates / Reports for: a) Firm / Company registration b) Completion certificates c) Performance Reports d) Solvency Certificate	
5.	Details of key technical and administrative personnel employed by the firm/ company.	
6.	Any other important information.	
7.	Have you enclosed the entire drawings placed in the website	
8.	Manufacturers Authorization letter	

**Date and Place:**

**SIGNATURE OF APPLICANT(S)**

Note: Exceptions of the above, if any, shall be clearly mentioned with details by the tenderer for evaluation/consideration if any.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the tender document.
- Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

**ASSISTANT GENERAL MANAGER (P&E)  
INDIAN BANK  
CORPORATE OFFICE, CHENNAI**

