

CO: Premises, Expenditure & Estate
Nos.254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600014
Ph No. 2813 4306, Fax 2813 4021– email: hoestate@indianbank.co.in

**REQUEST FOR QUOTATION FOR SUPPLY AND
INSTALLATION OF VINYL FLOORING FOR EXECUTIVE
CONFERENCE ROOM NO:1
AT
254-260, AVVAI SHANMUGAM SALAI, ROYAPETTAH,
CHENNAI-14**

Ref.No: CO:EST:CO:ECR -01

Date : **29.04.2021**

Issued to:

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Last date of submission of tenders	05.05.2021 upto 15.00Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
Date of opening Tender	05.05.2021 at 15.30Hrs . at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.

This document contains 8 pages



QUOTATION NOTICE

Indian Bank, Corporate Office ,Premises ,Expenditure & Estate Department ,Chennai-14 invites sealed quotes (Single Bid System) from Interior works contractor/authorised dealer of approved manufacturer for supply & Installation of Vinyl flooring as per Bill of Quantities and specification for Executive Conference Room No.:1 at Indian Bank, Corporate Office, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.

Scope of Works:

Vinyl flooring works: Supply and installation of Luxury Vinyl Tile (LVT) by interlocking arrangement including installation of skirting and end beading as per specification and bill of quantities for executive conference room at Indian Bank, Corporate Office, Chennai – 600 014.

Terms & General Conditions

1. Total Estimated cost is Rs.3,25,000.00 +GST
2. The contractor shall sign each page of this tender and quote their price in Schedule of Quantities for all the items without any omission.
3. The contractor must be duly filled the annexure 1 & annexure 2 without any omission.
4. The rates quoted by the contractors shall be firm throughout the duration of contract (including extension of time if any granted) and will not be subject to any fluctuation due to variation-in cost of material and labour.
5. The quote shall be valid for min. one (1) months from the date of opening of bid
6. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor
7. Conditional quotes and Incomplete /quotations are liable to be rejected.
8. The rates to be quoted shall include the transportation and all other applicable taxes and nothing extra would be paid on whatsoever ground except GST.
9. Contractor has to submit the proper accounting statement for payment of GST while submit the final bills.
10. Contractor has to be quoted for the approved specifications only .other than that it will not be considered.
11. Contractor shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the quote.
12. Contractor is responsible to take utmost care and provide complete protection for all the existing installed work and other permanent works. In case if any damages occur despite that the contractor has to reinstate the same in original conditions at their own cost, within in the contract period.

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13. No advance payment shall be made to the contractor on supply of any material supplied at site for execution; payment shall only be made on execution and completion of any concerned/particulars item.
14. The time allowed for completing the works is 7 days, to be reckoned from 03 Days from the date of Work Order or Date of handing over the site whichever is later. The time limit is including submission & approval of materials. Detailed works program to be submitted and approved.
15. The work has to be completed within the stipulated time of completion. In the event of delay, relevant penalty clause will be invoked. However, if the work is delayed due to the reasons beyond the control of the contractor, he should keep intimating the Bank explaining, therein the reasons for such delays, immediately and if in the opinion Bank's authorities the delay is justified, the contractor shall be granted extension in time limit.
16. Liquidated Damages:1% of contract amount per 1day delay subject to the max. of 5% of the accepted contracted sum.
17. Defect liability period (DLP) 1 (One) Year from date of virtual completion of works & certified by the bank. The retention amount shall be 5% of the total bill value excluding Tax.
18. The retention amount will be refunded to the contractor 14 days after the end of defect liability period provided they have satisfactorily carried out all the work and attended to all defects in accordance with the condition of the contract. No interest is allowed on retention money.
19. Entire work has to be done in Bank's approved colour scheme, design and complete satisfaction of Bank
20. Contractor is responsible for safety of men & materials at site including general Publics
21. All labourers should be protected with personnel protective equipment's (PPE) /Masks
22. Contractor shall follow all rules/regulations in force and should posses the license for employing labour and also follow all safely measures, labour bye laws during the execution of the contract.
23. **Insurance:** Contractor shall obtain and maintain any and all necessary insurance cover for the entire work that may be required under any law or regulations applicable.

The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver up the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property or third parties.
24. The Bank shall be entitled to deduct the amount of any damage, compensation, cost, charges and expenses arising from or accruing from, or in respect of, any such claims or damage from any or all sums due or to become due to the contractor without prejudice to the Bank's other rights in respect thereof.

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25. Contractor shall follow all rules/regulations in force and should possess the license for employing labour and also follow all safety measures, labour bye laws and shall be responsible for any lapse.
26. Contractor agencies are advised (before quoting the rates) to inspect the site of the proposed work. They must go through specifications and documents. Any clarification, if required, may be taken from the bank before submitting the quote.
27. The quantities mentioned in schedule are provisional and likely to increase /decrease to any extent or may be omitted thus altering the aggregate value of the contract. No claim for loss of profit/business shall be entertained on this account.
28. The contractor /vendor failed to carry out the works as per schedule/Quality, the same shall be carryout with different agencies and the actual amount will be deducted from the contractor bills.
29. Payment to the contractor shall be made as per actual work done of site.
30. The contractor agency shall keep particular vigil on his workers to maintain very good workmanship of all items, failing which no payment shall be made and no claim of material/labour used shall be made to him in any case, and the same work shall be executed by him again without charging any extra cost.
31. The Bank reserves the right to accept/reject any quotes without assigning any reasons.
32. .All items are required to be supplied in the office of Corporate Office, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost. No cartage charges
33. The supplied items are found defective, the same should be replaced within a period of 2 days.
34. Any work got executed in poor workmanship as pointed out by the Bank' Official will have to be dismantled and redone by the Contractor on his own cost.
35. Bank shall not be responsible for any lose or damage to the contractor/labour due to any natural calamity during the course of construction. Contractor is liable to make good all the damages if any, till the work is completed and handed over to the Bank authorities.
36. Bank may award the work in part or whole to a single party or any other party
37. It may please be noted that the bank is not bound to allot the work to the lowest Party and as such, the allotment of work shall be based on workability of rates quoted by the contractor on account of quality.

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38. The contractor shall not directly or indirectly sublet the work to other party without written permission of the bank.
39. The Bank reserves the right to distribute the work for which quotations have been called, among more than one parties, if found necessary. No claim in this respect shall be considered and the contractor agrees to cooperate with other agencies appointed by the Bank.
40. The successful Quote is bound to carry out any item of work necessary for the completion of the job even those such items are not included in schedule of quantities.
41. If in any case work required to be abandoned, the contractor shall not be entitled for any claims and he will be paid as per the actual work done till that period. If deemed fit
42. Decision of the Bank shall be final and binding on any matter connected with the work.
43. The matter of any dispute shall be decided after mutual discussions based on the terms and conditions of the contract. However, if the matter cannot be resolved there the same shall be referred to the respected qualified persons in agreed to both the parties and his opinion shall be binding on both the parties. However, this is recourse of any legal action in this regard.
44. If any stage during the progress of work, it is observed that the contractor is not progressing the work with due diligence, care of lagging much behind the schedule of fails go get up the work despite instructions from Bank the Employer (Bank) reserves the right to terminate the contract with 3 days notice. In such case the contractor shall be liable to pay the employer any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rates after deducting any claims, damages.
45. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the same has to be incorporated by the contractor and It shall be treated as a variation.
46. The quotations will be opened in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening the Quotations.
47. Bank reserves the right to reject any or all the quotations without assigning any reason therefore.
48. Single Power point & Water will be provide by bank at free of cost
49. WARRANTIES: Luxury Vinyl Tile /plank should have a minimum 10 year limited commercial warranty.

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Annexure-1

Information to be Furnished by the Firm/Contractor :-

Sl:No	Particulars	To be filled in by the Supplier
1	(a) Name of Firm/ Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2	PAN Number (copies to enclosed)	
3	GST Registration Certificate (copies to enclosed)	
4	Whether terms and conditions is acceptable or not?	
	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm or its own/Partners anywhere in India (If NO, an undertaking to this effect may be attached)	

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Annexure-2

SELF-DECLARATION – NO BLACKLISTING

It is hereby certified that ,I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred by any government organization/Financial institution/Court /Public sector Unit /Central Government and no police/ Vigilance enquiry/criminal case is pending against us.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

The Organization will immediately inform to Bank in case of any change in the situation any time here in after

Thanking you,

Yours faithfully,

Place: _____

Signature of Authorized Signatory

Date: __/__/__

Name: _____

Designation _____

Seal:

Signature & Seal of the Bidders



Schedule of Quantities

Quote for S/I of Luxury Vinyl Plank/Tile for Executive Conference Room at Indian Bank, Corporate Office, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014

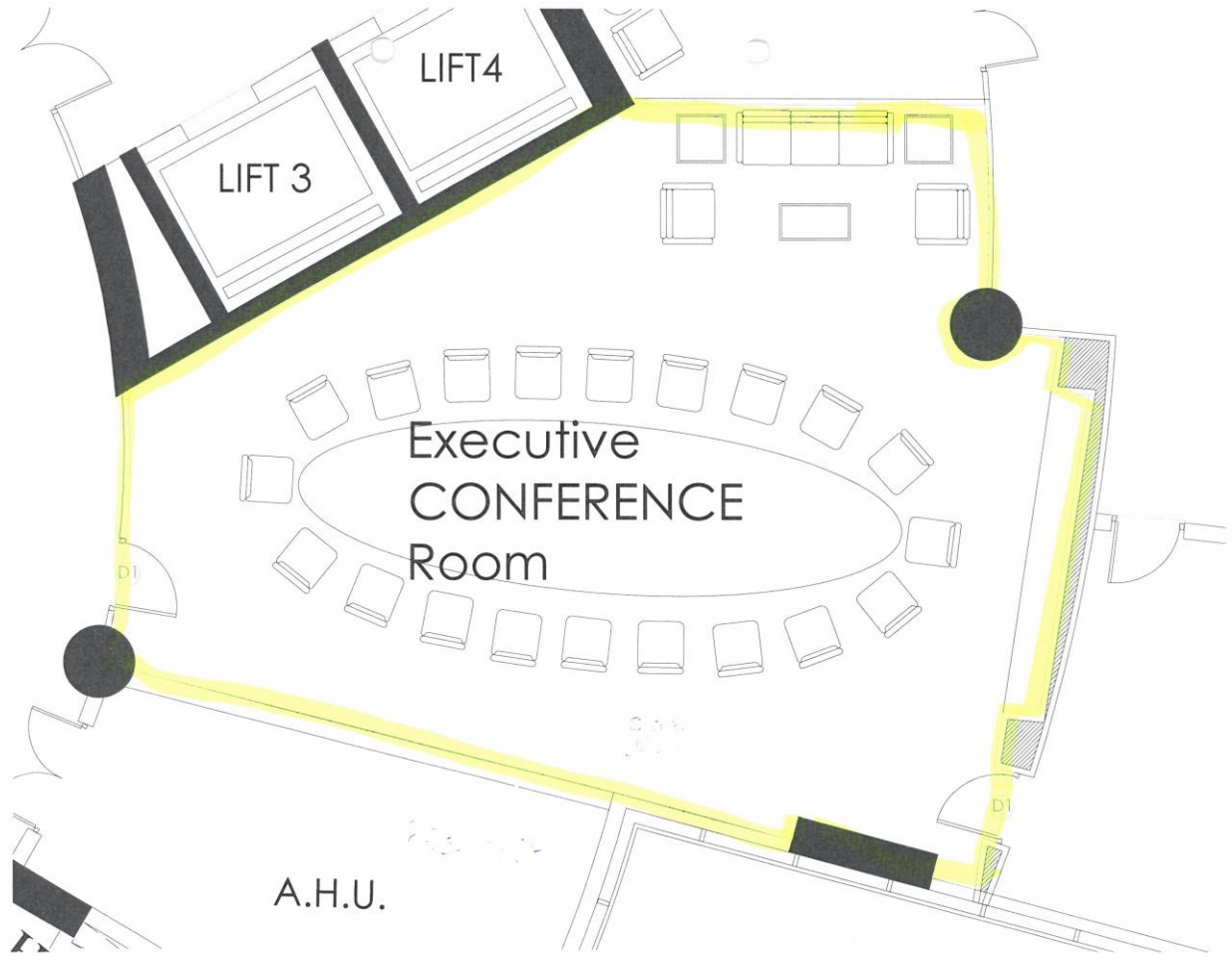
SI No	Description	Qty	Unit	Unit Rate in Rs.	*Amount in Rs
1	Supply & Installation of Vinyl Flooring				
	<p>Supply and installation of 5mm thick with 0.5mm wear layer Luxury Vinyl Plank (185X1212) of Merino Eco Click: Category MEP 31219: Hickory Golden of approved design by interlocking/CLICK as per approved design. The rate including providing and laying of 0.5mm thick polythene film and 2mm thick foam with necessary overlapping.</p> <p>The flooring shall be sanded to form clean and homogeneous surface. The cost include all wastages, cuttings, loadings, unloading's, lead, lift, tools, materials, labour charges, floor touch-up with cement plastering and levelling the flooring if any.</p> <p>Note:</p> <ul style="list-style-type: none"> Payment shall be made as per actual measurement at site 5% of total qty of laid materials shall be handed over to the bank, in full plank as reserve (future use) at free cost . Bank will not pay any additional cost for reserve materials. 	910	Sq.ft		
2	Supply and installation of 2.5" Skirting , pattern and shade shall be matched with approved vinyl	140	Rft		
3	Supply and installation End profile. The pattern and shade shall be matched with approved vinyl	8	Ft		
	GRAND TOTAL				

Total Amount in words: Rupees
.....only

***Applicable GST (taxes) will be extra**

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