



Zonal Office Chinsurah
SESCO Building, 2nd Floor, Bali More, Bandel, P.O & Dist. Hooghly PIN-712103 (W.B.)

Ph No. 03326802272

INVITATION OF TENDER

INSTRUCTION TO TENDERERS

AND

GENERAL CONDITIONS OF CONTRACT

FOR

TENDER FOR REPAIRING ELECTRICAL WORK

AT

VARIOUS BRANCHES OF INDIAN BANK
UNDER ZONAL OFFICE CHINSURAH



Zonal Office Chinsurah
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SECTION – I

TENDER NOTICE

Sealed item rate tenders are invited on behalf of:

Zonal Office Chinsurah
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- a) **Name of Work** : Name of the Work: tender for REPAIR OF ELECTRICAL WORK
- b) **Location** : VARIOUS BRANCHES UNDER ZO, CHINSURAH.
- c) **Time of Completion** : 30 Days (THIRTY Days) from the date of Work Order.
- d) **Earnest Money** : NIL
- e) **Tender Cost** : NIL
- f) **Eligibility** : Only COMPOSITE/ ELECTRICAL Empanelled Contractor (**Please see Pre qualification**)
- g) **Availability of Tender Document** : 1) Indian Bank Zonal Office, SENCO Building, 2nd Floor, Bali More, PO & Dist – Hooghly, Chinsurah West Bengal – 712103 from 24.09.2021 at 10 a.m to 07.10.2021 at 4.30 p.m (Except Sunday & Bank Holidays).

2) INDIAN BANK Web Site

h) Submission of Tender: At Indian Bank Zonal Office, SENCO Building, 2nd Floor, Bali More, PO & Dist – Hooghly, Chinsurah West Bengal – 712103

i) Last date of Submission: On or before 3.00 p.m on 07.10.2021

j) Opening of Tender: At 3.30 p.m on 07.10.2021

At Indian Bank Zonal Office, SENCO Building, 2nd Floor, Bali More, PO & Dist – Hooghly, Chinsurah, West Bengal – 712103



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- a) **Mode of submission of Tender:** The tender shall be submitted in accordance to the procedure detailed herein. Specified documents shall be sealed & signed by authorized person of the firm in envelope of appropriate size, each of which shall be sealed.
- b) **Envelope marked No.1:** (Technical Bid) shall contain earnest money deposit, Tender Cost and all other certificates /documents etc. with covering letter signed by authorized person of the firm/ Co.
- c) **Envelope marked no.2:** (Price Bid) shall contain the price bid and approved make of materials.
- d) **Envelope no 3:** Envelope marked no1 &2 shall be placed in a large envelope of adequate size marked no 3 which shall be properly sealed and be super scribed.

“Tender for Indian Bank Cooch bhear Branch”

And be addressed to

**The Zonal Manager, Indian Bank, Zonal Office,
 SESCO Building, 2nd Floor, Bali More,
 P.O & Dist – Hooghly, Chinsurah, W.B -712103**

- e) **Validity of tenders** : Three calendar months from the last date of submission of Tender

The Bank does not bind it to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason/s thereof. The notification of award of contract will be made to the successful tenderer only in writing by the Bank.

Yours faithfully

For Indian Bank

-Sd-

Zonal Manager



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PREQUALIFICATION CRITERIA FOR WORK.

1. **Work order and completion certificate for similar type of work**
2. **Inclusive of COMPOSITE, under the financial category not less than the estimated cost.**
3. **List of works in hand.**
4. **The contractor must be empanelled in the COMPOSITE/ ELECTRICAL Contractor panel of Indian Bank.**

Tender submitted without earnest Money Deposit, Tender Cost and other documents specified above will be disqualified. Further, if any of the above information found false or incorrect the Bank reserves the right to summarily reject the application without assigning any reason thereof.

OTHER TERMS & CONDITION

- 1 Defect Liability Period: One year after actual completion of work.
- 2 The contractor shall have the responsibility of complying with the local shops/ establishments Act and other labour / minimum wages Act and shall keep all such records/ accounts on payment of wages/attendance as deemed necessary.
- 3 Arbitration: As per the standard arbitration clause under the jurisdiction of Calcutta.
- 4 Organization: The contractor shall employ competent / qualified supervisor / Engineer-in-charge who shall be responsible for the day to day work and coordinate as necessary with the Architect's supervisor. Any workman found guilty of misconduct / theft shall be removed from the site.
- 5 Damage to property: Any damage to the Bank's property during the work period will be recovered from the contractor.
- 6 The Contractor shall be penalized if the work is not completed within the scheduled time at a rate of Rs.2000 per day.
- 7 The Contractor should be registered under GST, failing which the tender will be rejected.
- 8 Deduction: Income tax at source as per I.T Act.



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- 9 Billing Procedure: All measurements shall be recorded in duplicate on standard measurement sheets prepared by the contractor's representatives duly signed by them and Branch representatives. All bills shall be submitted along with this checked measurement sheets.
- 10 The payment of the bill shall be made as per the actual measurement as certified by the Branch representative.
- 11 Any officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the competent authority of the employers.
- 12 In case of failure to take up the work even after accepting the work order, or leaving the work incomplete, or for defective work not rectified, or violation of the terms and conditions, the Bank may take suitable action against the contractor as appropriate.
- 13 The Contractor shall have to make their own arrangement at their own cost for storing materials, plants, tools etc. The employers will not be liable for security of the Contractor's materials.
- 14 In case of breach of contract by the Contractor for slow progress or works or any other claim of damage, the Employer or the Architect may have the power to re assign the contract without assigning any reasons thereof.
- 15 The Branch representative shall have the power to ask the contractor to furnish the sample, colour etc. for any materials used / to be used in the works.
- 16 The Employer shall not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the Contractor.
- 17 On completion of the Works, all rubbish, debris, materials, tools, Labourers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear & in usable condition within 3 days of completion of the works. Failing which, the employer may dispose the materials at the cost of the contractor.
- 18 In case of any dispute, the matter will be referred to the Zonal Head, Indian Bank , Zonal Office .



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THE CONDITIONS OF TENDER

1. The tender form must be filled in English and all entries must be made by hand and written in ink.
2. Each and every page of the tender document must be signed by an authorized person.
3. The tenders must be submitted in the prescribed format only. The tenderers must quote the rates in the schedule of quantities, rates and amount. The rates should be written both in words and figures without any erasures and alterations. However if errors are made, the wrong figures or words must be neatly scored Out under full signature of the tenderers and the correct figures and words neatly rewritten. Over writing is not permitted. Applying white fluid for correcting rates and amount is also prohibited.
4. VAT and Service Tax as applicable will not be paid separately. The Tenderer must include these charges in the rates quoted, if applicable. No separate claim on this account will be entertained under any circumstances whatsoever. The tenderer shall quote his rates inclusive of cost of materials, corresponding wastages, labour, sales tax and any other taxes and duties, octroi, and cost of transportation of materials to work site etc.
5. Errors in the schedule of quantities, rates and amount shall be dealt with in the following manner:
 - a. In the event of a discrepancy between the rates quoted in words and the rates in figures, lowest rate will be taken into consideration.
 - b. In the event of an error occurring in the amount column as a result of wrong calculation the unit rate shall be regarded as firm and the amount shall be amended accordingly based on the quantity given.
 - c. All errors in totaling in the amount column and in carrying forward, the totals shall be corrected.
6. The quantities indicated in the schedule of quantities are only probable quantities and are liable to alteration by omission, reduction or addition. Payment shall be made on the basis of actual quantities of work done at the accepted rates.
7. No alterations which are made by the tenderer in the drawings, specifications or in probable quantities accompanying the tender will be recognized and if any such alterations are made the tender is likely to be rejected and invalidated.
8. The tenderer must at his own expenses **inspect the Site on all working days from Monday to Saturday from Dt 04.06.2019 to 10.06.2019 between 10:00 AM to 04:00 PM**
9. The tenderer shall also bear all expenses in connection with the preparation and submission of this tender.



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10. **COMPLETION PERIOD :**

The time is the essence of contract. The entire work shall be completed by the contractor within **30 DAYS** from the date of issue of the work order. The work shall be commenced immediately at the site.

The work is of urgent nature and the completion time schedule should be strictly adhered to by the contractor.

11. It is not binding on **Zonal Manager Indian Bank** to accept the lowest tender and reserves the rights to reject any or all the tenders received without assigning any reasons thereof. Further **Zonal Manager Indian Bank** reserves the right to award any portion of the work or portions of the work to different tenderers or to award the entire work to one tenderer.
12. The tenderer whose tender is accepted is bound to execute a formal agreement **Zonal Manager Indian Bank** in accordance with the draft agreement which will include the notice inviting tender, tender conditions, other papers herein, special conditions, drawings and specifications etc. Irrespective of whether a formal agreement is drawn or not the contractor on being awarded the contract is liable based on acceptance of his tender. The contractor shall bear all expenses in connection with the execution of the said agreement including fees for stamps and registration of documents as required.
13. The compensation or other sums of money payable by the contractor to **Zonal Manager Indian Bank** the terms of contract may be deducted from his EMD/SD if the amount so permits and the contractor shall unless such deposit has become otherwise payable, within ten days after such deduction make good in cash the amount so deducted.
14. The work shall be carried out under the directions and supervision of and subject to the approval in all respects by the **Consultants/ Zonal Manager Indian Bank** .
15. On acceptance of the tender the contractor shall in writing at once in form **Zonal manager Indian Bank** and the Consultants the names of his accredited representatives who will be responsible to take instructions from the **Consultants/ Zonal Manager Indian Bank** .
16. The work or any part of it shall not be transferred assigned or subject without the consent of the **Zonal Manager Indian Bank**.
17. The contractor shall be required to co-operate and work in accordance with and afford reasonable facilities for such other agencies/specialists as may be employed by **Zonal Manager Indian Bank** on other works / sub works in connection with the work.
18. The contractor will be required to insure the work and keep it insured until one month after the date of taking over the works by **Zonal Manager Indian Bank** or otherwise as per the terms of the contract, against loss or damage by fire and other usual risks other than the risks accepted in the terms of the contract with an approved in **Zonal Manager Indian Bank**.
19. The contractor is required to comply with all acts of Govt. relating to labour rules and regulations made there under from time to time submit at the proper times all particulars and



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statements required to be furnished to the labour authorities.

20. For all the items of work executed by him, the contractor will be required to supply, at his own expenses, to the Consultants, copies of post card size photographs in triplicate for each of the works, taken from two approved portions of each item of work at intervals of not more than two weeks during the progress of the work and also at every important stages of the work or as directed by the **Consultants/ Zonal Manager Indian Bank**.
21. In carrying out the work, the contractor shall comply with the provisions of the safety code, annexed to these papers.
22. The bidder shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs.100/- (**Rupees Hundred Only**) regarding their non-blacklisting/Left any work abandoned in any of the government department and public sector undertaking/enterprise in India and central vigilance commission during the last five financial years as per Annexure-X.

**LIST OF APPROVED MAKE OF MATERIALS FOR ELECTRICAL WORKS AT
VARIOUS BRANCHES UNDER ZO, CHINSURAH**

SL NO	ITEM	APPROVED MAKE
1	MS pipe ISI mark. 16 SWG	BEC / NIC
2	MS pipe ISI mark. 16 SWG	BEC / NIC
3	M.S. fittings (Bend / Elbow / G.I Saddle / 3way circular box)	BEC / NIC
4	Wire PVC insulated copper flexible wire. FR	FINOLEX / HAVELL'S
5	A.C. Starter	NORTH-WEST / CRABTREE/ MDS LEGRAND
6	250 Volt 6/16 Amp. 3 pin modular type switch,socket	MDS LEGRAND / CRABTREE / ABB/ ANCHOR ROMA
7	Capacitor	L&T / HAVELL'S
8	Current Transformer	KAPPA / L&T/ SCHNEIDER (CG) A.E
9	Changeover Switch	L&T / HPL / GEC / HAVELL'S
10	Amps meter & Voltmeter 96x96 mm (Analog)	AE / L&T / ALSTOM / HPL / HAVELL'S
11	Miniature Circuit Breaker & MCB Distribution Boards,RCBO	ABB / L&T(HAGER) / SCHNEIDER(CG)/SIEMENS/ HAVELL'S
12	Armoured Cable	NICCO / FORT GLOSTER / HAVELL'S / CCI
13	Telephone Socket RJ - 11	CRABTREE / ABB / MDS LEGRAND
14	Telephone Cable (0.51mmsq) 10/20 pair	NATIONAL / DELTON / NETCO / FINOLEX / RETCO
15	Lugs	DOWELLS
16	Light Fittings/ Fixtures	HAVELLS /PHILIPS/CROMPTON
17	Terminal Connector	HAVELLS
18	SFU / SPN / TPN S.M. housing / Open execution front handle with housing	L&T / SIEMENS / HAVELL'S



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19	Telephone Connector	KORN TYPE
20	Selector switch (Rotary type)	KAYCEE / A.E / L&T/ SIEMENS
21	Rigid PVC conduit	B.E.C., KALINGA, AKG
22	Clock switch/time switch	L&T
23	Join box 6"x4" MS box heavy type	LOCAL MAKE
4	Bearer Call Bell	ANCHOR/MAX/ROMA
25	Brass Cable gland	ARUN(HEAVY TYPE) / DOWELLS
26	LED Indicator (bright type)	MIKADOV / L&T / MDS
27	MCCB	SIEMENS / L& T / HAVELL'S
28	Metal Clad socket & plug having scraping earth arrangement	SIEMENS / L&T / SCHNEIDER
29	All other items not covered above	AS PER SAMPLE APPROVED BY EMPLOYER/CONSULTANT



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Summary

FOR VARIOUS INDIAN BANK BRANCHES UNDER ZO, CHINSURAH

ELECTRICAL WORK Rs.

APPLICABLE GST @ _____ Rs.

TOTAL Rs.

(Rs _____)

DATE

SIGNATURE OF
 CONTRACTOR



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CONTRACTORS ARE REQUESTED TO VISIT THE SITE AND COLLECT ALL OTHER NECESSARY DETAIL DRAWINGS FROM THE CONSULTANTS OFFICE BEFORE QUOTING.

FOR ANY CONFUSION IN THE DRAWING AND SPECIFICATION PLEASE GET IT CLARIFIED FROM THE CONSULTANT ARCHITECT BEFORE SUBMISSION OF TENDER.

NO EXTRA WILL BE PAID TO COMPLETE ONE SINGEL ITEM MENTIONED IN THE TENDER

NOTE: REQUEST TO ALL CONTRACTOR KINDLY VISIT THE SITE BEFORE QUOTE



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QUOTATIONS/ TENDER RATES

Sl No.	Description	Qty.	Rate per Qty (in Rs.)	Amount (in Rs.)
01	RCCB	67		
02	Surge Protection Device, SPD	67		
03	4 pole MS RCCB box	30		
04	2 pole MS MCB box	12		
05	MS MCB box	06		
06	4 way TPN MCB DB Box	04		
07	100A 4 pole isolation switch	01		
08	40A DP MCB	31		
09	20A SP MCB	02		
10	440V TPN distribution board	01		
11	32A DP change over switch for UPS	01		
12	100A 4 pole MCCB	01		
13	4 pole 440V change over switch			
14	63A 4 pole change over switch	04		
15	100A 4 pole 440 V MCB s/w with encloser	04		
16	200A 440V 4 BAR Busbar	04		
17	63A DP MCB	03		
18	DP MS MCB Box	09		
19	8 Way SP DB Board with SP MCB	03		
20	6 Way SP DB Board with SP MCB	02		
21	100A 4 pole change over s/w	04		
22	4 pole MS Box	09		
23	4 Way DB Box with SP MCB			
24	32A 415V Fuse KitKat	01		
25	4 pole 440V MCCB Main s/w	01		
26	4 pole 40A MCB	01		
27	12 Way SP DB Board with SP MCB	01		
28	63A 4 pole MCB Isolator	01		
29	63A 440V 4 pole RCCB			
30	03 Phase 440V Selector Changeover s/w	01		
31	High – Low (140V – 280V) Voltage Stabilizer	12		
32	Earth Pit with Copper terminals for Raw Power	16		
33	Earth Pit with Copper terminals for UPS	24		
34	Shifting of Meter Box to Separate Location	01		
35	Phase balancing	16		
36	6.0 sqmm Wire (As per site requirement)			
37	4.0 Sqmm Wire (As per site requirement)			
38	10.0 Sqmm Wire (As per site requirement)			
39	16 Sqmm Wire (As per site requirement)			
40	1.5 Sqmm Wire (As per site requirement)			
41	Cable End loop socketing	177		
42	63A Neutral Copper wire (As per site requirement)			
43	New Fan & Light point	34		



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