



PREMISES, ESTATE & EXPENDITURE DEPARTMENT,  
CORPORATE OFFICE, NO: 254-260,  
AVVAI SHANMUGAM SALAI,  
CHENNAI – 600014.

**BID DOCUMENT - PROVIDING & FIXING OF MODULAR WORK  
STATION FOR SETTING OF HRMS IN INDIAN BANK PREMISES  
AT THIRD FLOOR , NO:7, PRAKASAM ROAD, CHENNAI - 600017**

**PART-I TECHNICAL BID**

Ref.No: CO:EST:HRMS -04  
Date : 15.11.2021

Name of the contractor:

.....  
.....  
.....

Last date of submission of tenders	29.11.2021 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	29.11.2021 upto 15.30Hrs . at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
Cost Of Tender	Free Of Cost.

This Tender document contains 31 pages





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## FORM OF TENDER

TO

**Indian Bank**

Corporate Office,  
Premises, Estate & Expenditure Dept,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.

Dear Sirs,

SUB: Invitation of Quote for Providing /Fixing Modular Table works station” for setting up HRMS in Indian Bank premises at 3rd Floor, No.:7, Prakasam Road, T Nagar, Chennai-17.

Having examined the Prequalification ,drawings, specifications, conditions and schedule of quantities prepared by you, and satisfying ourselves as to the location of the site and working conditions, I/We hereby offer to execute the above works at the respective rates which I/We have quoted for the items in the Schedule of Quantities.

I/We herewith deposit **Rs.5,000/- (Rupees Five Thousand only)** by crossed demand draft payable at Chennai and drawn in favour of Indian Bank as Earnest Money Deposit for the due execution of the works at my/our tendered rates, together with any variations should the work be awarded to me/us.

In the event of this tender being accepted, I/We agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid Earnest Money Deposit of **Rs.5,000/- (Rupees Five Thousand only)** in the event of our refusal or delay in signing the Contract Agreement. I/We further agree to complete the work within the stipulated time specified in the Appendix to General Conditions of Contract.

I/We agree to keep our tender open for 60 **(Sixty) days** from the date of opening of Envelope No.1.

I/We enclose the completed tender documents duly signed under sealed envelopes and the Earnest Money Deposit Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by Bank Draft / Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ Issued by \_\_\_\_\_

Thanking you,

Yours faithfully,

[To be signed by the Authorized Representative of  
Tenderer who has the Power to do so]

Place:

Date :

Witness

Signature:

Name:

Address:

Seal:





## INDIAN BANK

### NOTICE INVITING QUOTE/BID

Indian Bank, Corporate Office ,Premises ,Expenditure & Estate Department ,Chennai-14 invites sealed Quotes under Two Bid System containing Part-I (Technical Bid) & Part –II (Financial Bid) from Established Modular works station manufacturer /Supplier/ contractors complying minimum qualification criteria for Providing & Fixing of Modular Works station as per Bill Of Quantities and specification for setting up HRMS in Indian Bank Premises at 3rd Floor, No.:7, Prakasam Road, T Nagar, Chennai-17.

1.	Name of work	Providing & Fixing of Modular works station for setting HRMS in Indian Bank premises at 3rd Floor, No. 7, Prakasam Road, T Nagar, Chennai-17
2.	Estimated cost of work	Rs.6.10 Lakh (Rupees Six Lakhs Ten Thousand Only)
3.	Period of completion	30 Days, to be reckoned from <b>07 Days</b> from the date of Work Order and including submission & approval of drawings. Detailed works program to be submitted and approved
4.	Validity of Tender	60 Days from the date of opening
5.	Defects Liability Period	12 Months from the date of virtual completion of work
6.	Earnest Money Deposit (EMD)	Rs.5,000/- (Rupees Five Thousandf only) by way of DD in favour of "Indian Bank" payable at chennai.
7.	Initial Security Deposit (ISD)	2% of the Bid Amount (Including EMD amount)
8.	Retention Money (RM)	8% against each RA bill excluding taxes
9.	Total Security Deposit (TSD) ISD+RM	10% of the project cost. ( Initial Security Deposit 2% and Retention Money 8%) 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).
10.	Value of work for Interim/adhoc Payment	Nil
11.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 10% of final Contract value
12.	Tender Documents	Tender documents can be obtained from Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 from <b>15.11.2021 to 29.11.2021</b> on all working days during office hours. (OR) The Tender Documents can be downloaded from the Bank's website <a href="http://www.indianbank.in">www.indianbank.in</a>
13.	Cost of Tender Documents	Free of Cost.
14.	Last date &Time of submission of tenders	<b>29.11.2021</b> upto 15.00Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
15.	Date & Time of opening of Technical Bid	<b>29.11.2021 at 15.30Hrs.</b> at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
16.	Date & Time of opening of Financial Bid	<b>To be intimated only to the tendered qualifying in Technical Bids</b>



19	Minimum Criteria	<p><b>Eligibility</b></p> <p>1) The Agency/Vendor should be same line of activity for at least last 5 Years in the Market and should have own Modular works station manufacturing unit.</p> <p style="text-align: center;">(Or)</p> <p>They should be the authorized distributor/ dealer/ agency/ manufacturer of the branded product.</p> <p>2) Registered office/Branch (Full time office) should be in Chennai or Chennai agglomeration area</p> <p>3) They should not have incurred loss in the last 3 years (please attach 3 years (2018-19, 2019-20, 2020-2021) Profit &amp; Loss statement duly authorized by Chartered Accountant).</p> <p>3. Should have carried out similar work of value (ending 31.03.2021) last 5 years</p> <ul style="list-style-type: none"> <li>• One similar works of value not less than <b>Rs.11.0 Lakhs</b> each</li> <li style="text-align: center;">(OR)</li> <li>• Two similar works of value not less than <b>Rs.7.0 Lakhs</b> each</li> <li style="text-align: center;">OR)</li> <li>• Three similar works of value not less than <b>Rs.4.2 Lakhs</b> each.</li> </ul> <p>4. Should have valid GST NO.</p> <p>5. Similar works means: Providing &amp; Fixing of Modular Works station for any of Central/State Govt Dept, Central Autonomous body, PSU, Corporate, reputed institution</p> <p><b>Sufficient proof has to be attached duly sealed and signed by the applicant. Attested copies of performance certificate issued by the clients of the Tenderer should be enclosed, in support of their experience.</b></p>
16.	Recovery towards Taxes	<b>As per rules applicable time to time</b>

Note:

- Tenderers are required to submit the bid in 2 parts namely Technical bid and financial bid. The Technical bid is to be submitted in sealed cover along with, Necessary documents prescribed in the Bids, Forms and EMD. The Financial bid shall be submitted in a separate sealed cover. The Technical and Financial bids are to be put in a master envelope (3<sup>rd</sup> Cover) and sealed and super-scribed 'Tender for Providing /Fixing Modular Table works station setting up HRMS in Indian Bank Premises at 3rd Floor, No.:7, Prakasam Road, T Nagar, Chennai-17 and addressed to the Assistant General Manager, Indian Bank, Corporate Office: Premises, Expenditure and Estate Dept., No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014.
- Conditional tenders, late tenders, tenders without EMD or EMD not enclosed with Technical Bids, will be summarily rejected. Any tender received open, late or not meeting all the tender conditions / Bids not filled up in Pen are liable to be rejected.
- Earnest money will not carry any interest.



4. Applications for issuance of tender without complete information and certified photocopies of documents in support of fulfilling the Pre-qualification criteria will not be entertained.
5. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up the work in Indian Bank.
6. The Bank reserves the right to verify the particulars furnished by the applicant independently.
7. Short-listing of contractors will be finalized after inspection of works and obtaining confidential reports (if required) from previous employers for only those firms who fulfill the aforesaid Pre-qualification criteria and that specified in Technical bid.
8. The bank reserves the right to reject any tender/bid without assigning any reason and to restrict the list of qualified contractors for opening of the financial bid to any number deemed suitable by it, from out of the bids received.
9. Bank is not bound to accept the Lowest (L1) tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
10. Submission of a tender by a tenderer implies that he/she has read this notice and other contract / tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
11. Return of EMD of remaining tenderers who were unsuccessful in the tender process will be done within a reasonable time say not exceeding 21 days from the date of acceptance of tender/tenders by the L1 bidder.
12. Each and every page of the tender documents and correspondences accompanying the tender shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
13. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
14. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.
15. Clarifications, if any, pertaining to this bids may be referred to Indian Bank, CO: Premises, Expenditure and Estate Dept., Mr. R. Venkateswaran ,chief Manager on telephone no. **044-2813 / 4401/4619**

**ASSISTANT GENERAL MANAGER (P&E)**

Signature & Seal of the Tenderer





## **PREQUALIFICATION DOCUMENTS**

### **1.0 Criteria for Eligibility and documents to be submitted along with Technical Bid (PART1)**

- 1) List of Clients for similar nature of work along with documentary evidences about award / completion of works with value, completion period, type of Buildings, name and address / contact No.
- 2) List of works of similar nature in hand with value, schedule date of completion.
- 3) List of Banker along with address, contact number of Branch.
- 4) Turn-over of the company for the last 3 financial years, supported by documents.
- 5) Organizational chart of the company.
- 6) Organizational chart for the personnel proposed to be deployed at Indian Bank project (Engineer, Supervisor, skilled & non-skilled workers and administrative staff)
- 7) List of plant and machinery available with the firm & to be deployed on the project.

### **2.0 Documents – details to be enclosed with the Technical Bid (PART1):**

- Copy of TDS Certificate issued by the employer in support of eligibility criteria.
- Form A – Financial Information
- Form B- Details of all works of similar class/ nature completed during the last five years ending **31.03.2021**.
- Form B-1- Additional Information for completed works
- Form C- Project under execution or awarded as on **31.10.2021**
- Form D- Performance report for works referred to in Forms B & C
- Form E – Structure and Organization
- Form E-1- Details of Key Technical and Administrative Personnel employed by the firm/company
- Form F - Proforma on ISO certification (Optional)



## 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 duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

YEARS

2018-19	2019-20	2020-21
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- (i) Gross Annual turn-over in Interior Works:
- (ii) Profit/Loss
- (iii) Financial position:
- (a) Cash
  - (b) Current Assets
  - (c) Current Liabilities
  - (d) Working capital (b-c)
  - (e) Current Ratio:  
Current Assets/Current Liabilities (b/c)
  - (f) Acid Test Ratio:  
Quick Assets/Current Liabilities (a/c)
- II. Income Tax clearance Certificate
- III. Solvency certificate from Bankers (Schedule Bank ) of Applicant.
- IV. Financial arrangements for carrying out the proposed work

SIGNATURE OF APPLICANT(S)

Signature of Chartered Accountant with seal





FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS  
ENDING 31<sup>ST</sup> March 2021.

Name of work/project & location	sponsoring organization	Agreement No	Scope of work	Cost of work in Crores	Date of commencement per contract	Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details ***	Name and address/ Tel No of Officer to whom reference	Remarks
2	3	4	5	6	7	8	9	10	11	12

\*\* Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)



**ADDITIONAL INFORMATION FOR COMPLETED WORKS**

1. Name of work :
2. Location :
3. Client's name and address :
4. Consultants name and address :
5. Scope of work :
  - a. Total Number of Units :
  - b. Number of floors :
  - c. Height of the building :
6. Specialized equipment deployed for the project :
7. Project Management organization structure :
8. Number of shifts and its duration adopted in execution :
9. Systems adopted for timely completion of the project :

SIGNATURE OF APPLICANT(S)

FORM C

PROJECTS UNDER EXECUTION OR AWARDED

SL	Name of work/project & location	Owner or sponsoring organizations	Agree ment No	Cost of work	Date of commen cement as per contract	Stipulated Date of completion	Upto date percentage progress of work	Slow progress, if any, and reasons thereof	Name and address/ Tel No of Officer to whom reference may be made	Remarks Indicate whether any show cause notice issued or Arbitration initiated during the progress of work
1	2	3	4	5	6	7	8	9	10	11



Signature of Applicant(s)

**FORM 'D'**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'**

1. Name of the work/ Project & Location.
2. Scope of work.
  - a. Total Number of Units.
  - b. Number of floors.
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 Resourcefulness : Very Good/ Good /Fair/ Not satisfactory

DATE

SUPERINTENDINGENGINEER/  
CHIEF PROJECT MANAGER  
OR EQUIVALENT.



**FORM 'E'**

## **STRUCTURE AND ORGANISATION**

- (i) Name and address of the applicant
- (ii) Telephone No./Fax No/E-Mail address.
- (iii) Legal Status (attach copies of original document defining the legal status)
  - (a) An Individual
  - (b) A proprietary Firm
  - (c) A Firm in partnership
  - (d) A Limited Company or Corporation.
- (iv) Particulars of registration with various Government bodies (Attach attested photo-copy)
  - a) Registration Number.
  - b) Organization / Place of registration
- (v) 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.
- (vi) Was the applicant ever required to suspend work for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and give reasons thereof.
- (vii) Has the applicant or any constituent partner in case of partnership firm/company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.
- (viii) Has the applicant or any constituent partner in case of partnership firm/Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details:
- (ix) Has the applicant or any constituent partner in case of partnership firm, or any directors in case of a Company ever been convicted by a court of law? Or any criminal proceedings presently pending? If so, give details.
- (x) Any other information considered necessary but not included above.

**SIGNATURE OF APPLICANT(S)**



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

SL. N O	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

**Note : additional information about Technical personnel , if any , may be submitted on separate sheet**

Signature of Applicant(s)



FORM F

**PROFORMA ON ISO CERTIFICATION (Optional)**

1. Year of Certification
2. Name and Address of Certifying Agency
3. Name of Management Representative
4. Validity of Certificate

Note : Attested copy of certificate (attested by Government Officer or Notary Public) to be enclosed.

SIGNATURE OF APPLICANT(S)





## GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

### 1 Definition of terms / interpretation:

- i. *Employer/Owner/Bank /Indian Bank/ Accepting Authority shall mean 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. *Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder”/“tenderer”), “bided” /tendered”, “bidding”/“tendering”, etc. are Synonymous.*
- iii. *Day means calendar day. Singular also means plural*
- iv. *“Contractor” means the person whose Tender has been accepted by the Employer and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person*
- v. *Tenderer: The term ‘Tenderer/Bidder’ shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative(s) of such individuals or persons composing such firm or company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company*

- 2 **Earnest money amounting to Rs.5,000/- (Rupees Five Thousand only)** in the form of Demand Draft drawn in favour of “Indian Bank”, payable at Chennai must accompany each tender. EMD amount will not carry interest. Tender without earnest money will be summarily rejected.

### 3 SUBMISSION OF TENDER:

- I. The Tender must be submitted in original and as per details given hereunder. The rates shall be filled in the Schedule given in **Part II**, of the tender document.
- II. Tender shall be submitted in two parts in separately sealed envelopes as described below:
  - a. **Part I** : Technical bid ,PQ Documents ,EMD
  - b. **Part II**: Priced Schedule of Quantities in Original
- III. The envelopes containing Volume I and Volume II of offers shall be duly superscribed with the above titles.
- IV. Part II of offer shall contain only the “Schedule of Quantities” and no conditions whatsoever. Any conditions/stipulated by the tenderer in Part II will not be taken into consideration for evaluation of the tenders.
- V. Tenderers are requested to quote strictly as per the terms and conditions, specifications, drawings and tender documents and not to stipulate any deviations.







- VI. Addendum/ Corrigendum to this tender document, if issued, must be signed and submitted along with the tender document.
- VII. All pages to be initialed;
- All pages of tender documents including any corrections, additions or deletions shall be initialed wherever required in the tender papers by the Tenderer or by a person holding power of attorney authorising him to sign on behalf of the Tenderer before submission of tender.
- VIII. **Rates to be in figures and words:**
- The Tenderer should quote in English both in figures as well as in words the rates and amounts tendered by him in the Schedule of Rates for each item and in such a way that interpolation is not possible. The amount for each item should be worked out and entered and requisite totals given of all items, both in figures and in words. The tendered amount for the work shall be entered in the tender and duly signed & seal by the Tenderer.
- In case of discrepancy between the rates given by the contractor in words and figures or in the amount worked out the following procedure shall be followed.
- When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
- When the amount of an item is not worked out by the contractor or it does not correspond with the rates quoted by the contractor in figures as well as in words, the rate quoted in words shall be taken as correct.
- IX. When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
- X. In case there is a difference in rate indicated in the original and duplicate copies of the tender submitted by the tenderer, the rate indicated in the original copy will be applicable.
- XI. **Corrections and Erasures**
- Corrections and alterations in the entries of tender papers shall be signed in full by the Tenderer. Corrections with white fluid and overwriting are not permitted.
- XII. The tender shall contain the names, residence and place of business of person or persons making the tender and shall be signed by the Tenderer with his usual signature. Partnership firms shall furnish the full names of all Partners in the tender. It should be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by Corporation shall be signed by an authorized representative, and a Power of Attorney on their behalf shall accompany the tender. A copy of the partnership deed of the firm with names of all partners shall be furnished.
- XIII. When a Tenderer signs a tender in a language other than English, the total amount tendered should, in addition, be written in the same language. The signatures should be attested by atleast one witness.
- 4 The Indian Bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.





- 5 The rate quoted by the Tenderer shall be net (excluding GST), up to the stage of incorporation and handing over site. All taxes including (excluding GST) or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the Tenderer and the Indian Bank will not entertain any claim whatsoever in this respect.

**The rate quoted should be excluding GST.**

**The vendor who wishes to quote for the tender should have GST registration and should mention the registration number.**

- 6 The Tenderer shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
- 7 No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the tender or engagement in the Tenderers service.
- 8 The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of Tender. If any tenderer who withdraws his tender before the said period, then the Indian Bank shall be at liberty to forfeit Earnest Money paid along with the tender.
- 9 The tender for the work shall not be witnessed by a Tenderer or Tenderers who himself/themselves has/have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the Tenderers tendering as well as witnessing the tender liable to summary rejection.
- 10 It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts.
- 11 Transfer of tender documents purchased by one intending Tenderer to another is not permitted.
- 12 The Tenderer must pay the amount of Earnest Money as mentioned in the Notice of Tender Invitation by Bank Guarantee / Bank Demand Draft payable to Indian Bank. No interest on Earnest Money deposited by the Tenderer shall be allowed. The Tenderer should attach the Bank Guarantee / Bank Draft along with the tender failing which the tender will not be considered. No other mode of payment shall be accepted.
- 13 The Bank Guarantee for **Earnest Money shall remain valid for 3 months** from the date of submission of tender. The Earnest Money Deposit of unsuccessful tenderers shall be refunded within three weeks of award of contract to the successful tenderer or within one week of actual commencement of work whichever is earlier and in any case not later than four months.
- 14 The Earnest Money Deposit of the successful tenderer shall be refunded on the acceptance by the Employer of the Contractor's Bank Guarantee/ Demand Draft towards Security Deposit.
- 15 The EMD of the Tenderer, whose tender is accepted, shall be forfeited in full in case he does not start the work by stipulated date mentioned in the award letter.
- 16 **The retention amount at 8% on the value of the bill paid will be held by the Indian Bank apart from ISD. 50% of the retention amount & 50% ISD ( i.e. 50% of TSD) will be paid after 15 days of completion of the project** and balance 50% will be released at the end of Defects liability period(12 Months), subject to satisfactory rectification of defects noticed, if any. EMD & retention amount held in our Indian Bank's books will not carry any interest.





- 16 The acceptance of a tender will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. Tenders in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
- 18 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
- 19 All rates shall be quoted on the proper form of the tender alone. **All the entries to be made legibly in ink only.** Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
- 20 An item rate tender containing percentage below / above will be summarily rejected. However, where a tenderer voluntarily offers a rebate for payment along with sealed tender, the same may be considered.
- 21 On acceptance of the tender the name of the accredited representative(s) of the Tenderer who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
- 22 The Contractor shall within 7 days of receiving the WORK ORDER submit **initial security deposit of 2%** of the contract value in the form of a Demand Draft ~~or Bank Guarantee in an approved format.~~ On acceptance of the Demand Draft ~~or Bank Guarantee by the Employer,~~ the Earnest Money Deposit shall be refunded to the Contractor.
- 23 The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works. If needed, the Contractor has to obtain required permission/ approval from the building secretary/ association. The Contractor shall before commencing the execution of work issue a certificate to the Employer that he has obtained all the permissions Registrations and give all the notices as are required to be obtained or given under law particularly blasting permission, Police permission etc.
- 24 The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer. The Contractor shall especially take care to keep areas free from getting water logged, from concrete/mortar dippings, bricks, steel, shuttering materials or any other material / rubbish.
- 25 Debris and items removed from the building have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
- 26 Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
- 27 Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/ materials.
- 28 The Tenderer should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the tenderer.
- 29 The successful tenderers shall include, in the quoted price, all allied civil works such as chasing in wall, drilling holes etc to support the frames, partitions, make the surface good after grouting,





scaffolding required if any to load/ unload the materials etc in connection to the air-conditioning works .

- 30 The successful contractor shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge.
- 31 The work shall be carried out without disturbing the existing occupants of other offices. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to the occupants of other offices.
- 32 No advance payment will be made. However **one interim payment /ad hoc payment is permitted as per payment terms.** The bills in proper forms must be duly accompanied by detailed measurements/Quantity in support of the quantities of work done/supplied and must show deductions for all previous payments, retention money(if any) etc. The Employer after detailed scrutiny of the interim bill shall certify full payment within **10 days** of the date of receipt of interim bill from the Contractor subject to submission of documentation as required.
- 33 **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him in line with central/ state labour wage act whichever higher.**

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act 1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims.

- 34 From commencement to completion of works, the Contractor shall take full responsibility for the care of the work and for taking precautions to prevent loss or damage to the work to the maximum extent possible and shall be liable for any damage or loss that may arise to the works or any part thereof from any cause whatsoever including causes of fire, lightning, explosion, earthquake, storm, hurricane, floods, inundation, subsidence, landslides, rock slides, riots (excluding civil war, rebellion, revolution and insurrection) or any latent defect or damage and shall at his own cost repair and make good the same so that at all times the work shall be in good order and condition and in conformity in every respect with the requirements of the Contract.

For the purpose of this condition this expression "from commencement to completion of works" shall mean the period starting with the date of issue of Work Order or date of handing over of site whichever is later and ending with issue of Virtual Completion Certificate.

Without limiting the obligations and responsibilities under this condition, the Contractor shall insure and keep insured the works from commencement to completion, as aforesaid, for the full contract value including Price Variation Adjustment if any against the risk of loss or damage from any cause whatsoever including the causes enumerated in the foregoing paragraphs. In the event of there being a variation in the nature and extent of the works, the Contractor shall from time to time increase or decrease the value of the insurance correspondingly. All the premia for the insurance shall be borne and paid by the Contractor.

Before commencing the work, the Contractor shall without limiting his obligations and responsibilities under this condition, insure against any loss of life or injury to any personnel in the employment of Contractor / Sub-Contractor/nominated Sub-Contractor. For this purpose, an insurance shall be taken by the Contractor /Sub-Contractor. Such an insurance shall be taken to





include both employees/workmen covered by the Workman's Compensation Act 1923, as well those employees/workmen not covered by the said Act. Separate insurance policies may be taken for employees/ workmen covered by Workman's Compensation Act 1923, and employees / workmen not covered by the said Act. All the premia shall be paid by the Contractor. Policy/Policies taken under this para for the personnel in employment with the Contractor / Sub-Contractor may be in their Employer's names of the Contractor / Sub-Contractor / nominated Sub-Contractors. In the event of any loss or injury to personnel in employment with the Contractor / Sub-Contractor / nominated Sub-Contractors, the Employer and Contractor shall recover directly from the Insurance Company and ensure that payment of the same is made to the affected parties including the Employer. The policy in original shall be deposited with the Employer.

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance of the work and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto. Before commencing the execution of the works, the Contractor shall without in any way limiting his obligations and liabilities under this condition, insure at his cost and expense against any damage or loss or injury which may be caused to any person or property including the employees and directors of the Employer and their property by or in the course of the execution of the works. Such insurance to be known as the Third Party Insurance shall be in a sum of **Rs.1.0 lakh**. The Insurance policy to be so obtained by the Contractor shall be deposited by the Contractor with the Employer within **Seven days** of its issue by the Insurer.

- 35 The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Bank has nothing to do with such happenings and in no way shall be held responsible for the same.
- 36 The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
- 37 If the work is not started within **7 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory and is not consistent to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a 5 days notice to the contractor. 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.
- 38 The time allowed for completing the works is **30 days** to be reckoned from **7 Days** from the date of Work Order / date of handing over site whichever is later. Tenderers shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.
- 39 If the Contractor fails to complete any or all the works by the date/s named in **Clause 38** (Date of Completion) or within any extended time (permitted by Bank) then the Contractor shall pay or allow the Employer the sum to be worked out at **1.0%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **10%** of contract value. The contractor shall be bound to extend validity of Insurance Cover till such period of completion as may be considered necessary at their cost.
- 40 The successful tenderer shall be required to execute an Agreement in the proforma attached with this tender document within **7 days** from the date of receipt of the notice of acceptance of tender. In the event of failure on the part of the successful tenderer to sign the agreement within the above







stipulated period, the earnest money will be forfeited and the acceptance of the tender shall be considered as cancelled.

- 41 The final bill will be released on satisfactory completion of the entire work and on completion of all the terms and conditions / obligations spelt out and on proper submission of the bill together with the measurements. Final Bill settlement is within 45 days from the date of proper submission of bill & measurements.
42. 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.
43. Single Power point & Water for work will be provide by bank at free of cost
44. The contractor shall not directly or indirectly sublet the work to other party without written permission of the bank.
45. 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.
46. 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
- 47 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.
- 48 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..
- 49 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.
- 50 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.
- 51 Payment to the contractor shall be made as per actual work done of site.
- 52 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.
- 53 The Bank reserves the right to accept/reject any quotes without assigning any reasons.
- 54 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
- 55 Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor





- 56 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.
57. Shop drawings shall be prepared by the contractor for approval of Bank before the commencement of the fabrication.
- 58 Comprehensive Warranty: Workmanship and material warrantee for a period of 10 (Ten) years against manufacturer defect and colour variation to be provided.

**ASSISTANT GENERAL MANAGER (P&E),**

Indian Bank Corporate Office,  
Premises, Estate & Expenditure Dept,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.

Signature & Seal of the Tenderer





## 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 ‘Providing & Fixing of **Modular Table workstation for** setting up HRMS in Indian Bank premises at 3rd Floor, No.:7, Prakasam Road, T Nagar, Chennai-17.

**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 Modular Works Stations 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 inclusive of all taxes & duties including excise duty, sales tax, works contract tax, income tax, octroi etc. in respect of this contract. No claim in this respect will be entertained. Sales tax on works contract & Income tax on payments will be deducted and deposited by Employer in accordance with the sales tax law of the state and the provisions of tax deductions at source under income tax act 1961.

However, 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 **30 days** reckoned from **7<sup>th</sup> day** from the date of issue of the Work Order or handing over of site whichever is later. 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.5,000/- (Rupees Five Thousand only)** as earnest money by way of DD in favour of "Indian Bank " Payable at Chennai..

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 and materials & works supplied/carried out at site/work place. Also to be adhered as per Tender Clause No.33,34,35 & 36 of **General Rules And Instruction For The Guidance of Tenderers**

11) **Termination 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. The venue of the arbitration shall be exclusively at Chennai and any award passed by arbitrator 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”.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the right of the bank to seek other redressal/ Other Recourse.

- 14) The Bank and the Contractor agree that this agreement is entered in to on Principal to Principal basis. Nothing contained in this agreement shall be construed to create any association, Joint venture or Partnership or Relationship of Principal and Agent or Master and Servant or Employer and Employee between the Bank and the contractor. The parties to the agreement shall be deemed to be independent entity and employees of wither of the parties shall not deemed to the employees of the other. Neither party shall have authority to bind other other except to the extant authorized herein.

**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



**List of Materials of Approved Brand And/ Or Manufacture**

**Carpentry:**

1	Marine Plywood	1. Century 2. Greenply 3. Archid 4. Mayur or approved equivalent
2	BWR grade phenol bonded plywood	1. Century 2. Greenply 3. Sharon Ply 4. Mayur or approved equivalent.
3	Particle Board	1. Greenply 2. Archid 3. Merino 4. Duro or approved equivalent
4	Block Board	1. Century 2. Greenply 3. Swastik or approved equivalent
5	Fibre Board (MDF, LDF)	1. Century 2. Novapan 3. Swastik or approved equivalent
6	Laminates / Post formed laminates	1. Greenlam 2. AICA 3. Euro lam 4. Merino or approved equivalent.
7	Handles	1. Godrej 2. Hafele 3. Dorset or approved equivalent.
8	Locks	1. Godrej 2. Ebco 3. Harrison 4. Dorset or approved equivalent.
9	Glass	1. Saint Gobain 2. Float Glass India (Asahi) 3. Modigaurd or approved equivalent.
10	Screws	1. Ebco 2. GKW 3. Oxidised or approved equivalent.
11	Hardware (Hinges & others)	1. EBCO 2. Godrej 3. Hafele 4. Dorset or approved equivalent.
12	Adhesive for fixing laminate	1. Fevicol SH 2. Araldite of Ciba Geigy 3. Bal Endura 4. Pidilite or approved equivalent.

13	Drawer – telescopic	1. Godrej 2. EBCO 3. Efficient or approved equivalent.
14	Wood preservative	1. Bison by British paints or approved equivalent.
15	Enamel paints	1. Berger 2. Asian 3. ICI Dulux 4. Nerolac or approved equivalent
16	Wood primer	1. Berger 2. Asian 3. ICI Dulux or approved equivalent
17	Aluminium sections	1. Hindalco 2. Jindal 3. Nelco or approved equivalent

#### Note

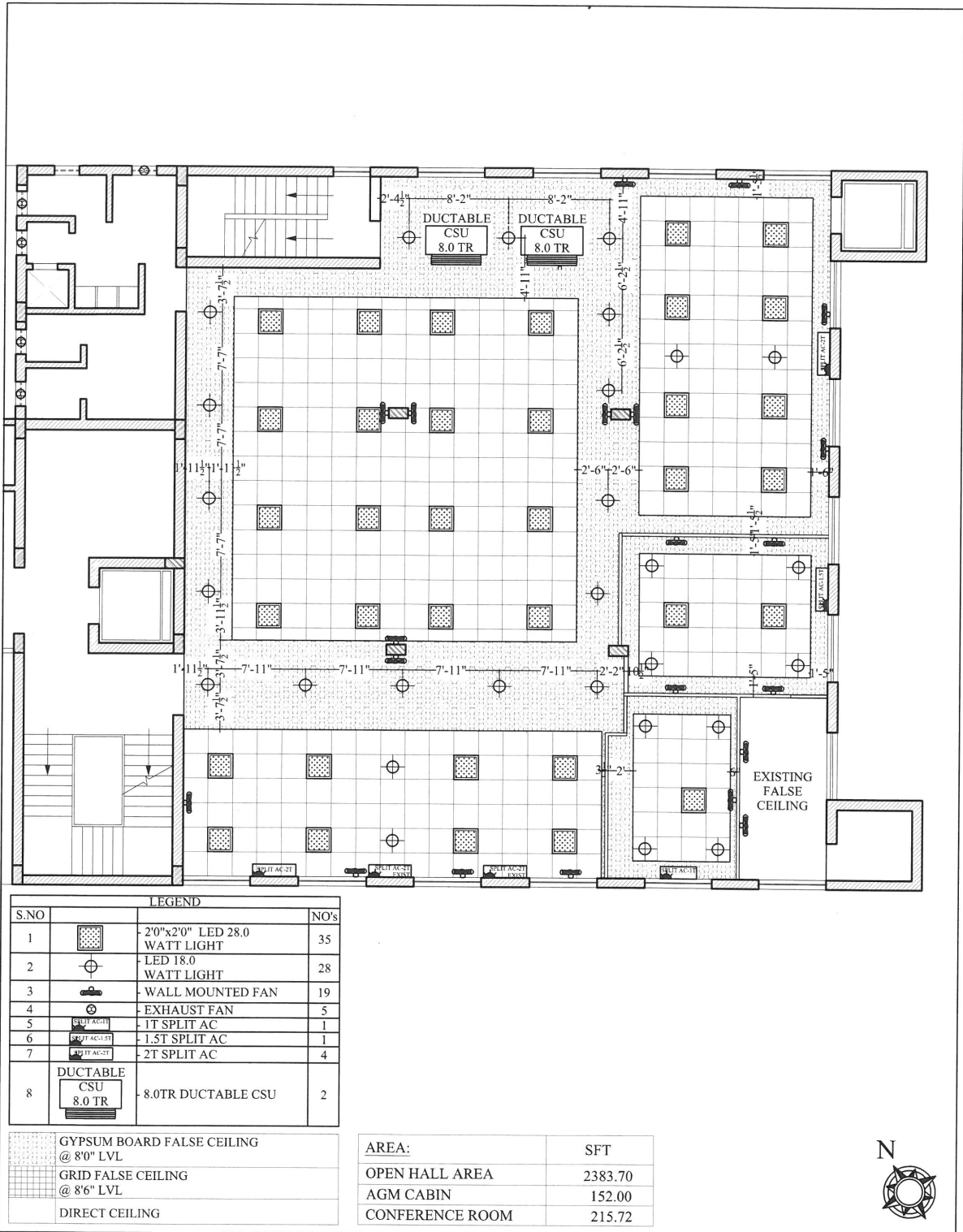
1. Materials mentioned in the specification shall be used for the work. If specified material is not available prior approval of the Employer shall be taken to use other brands.
2. Preference of makes, supply of items should be consulted with client/consultant before effecting of supply.

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:



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PROJECT NAME:  
**RENOVATION OF 3RD FLOOR**  
CLIENT NAME:  
**INDIAN BANK**  
PLACE OF THE PROJECT:  
**T.NAGAR, CHENNAI.**

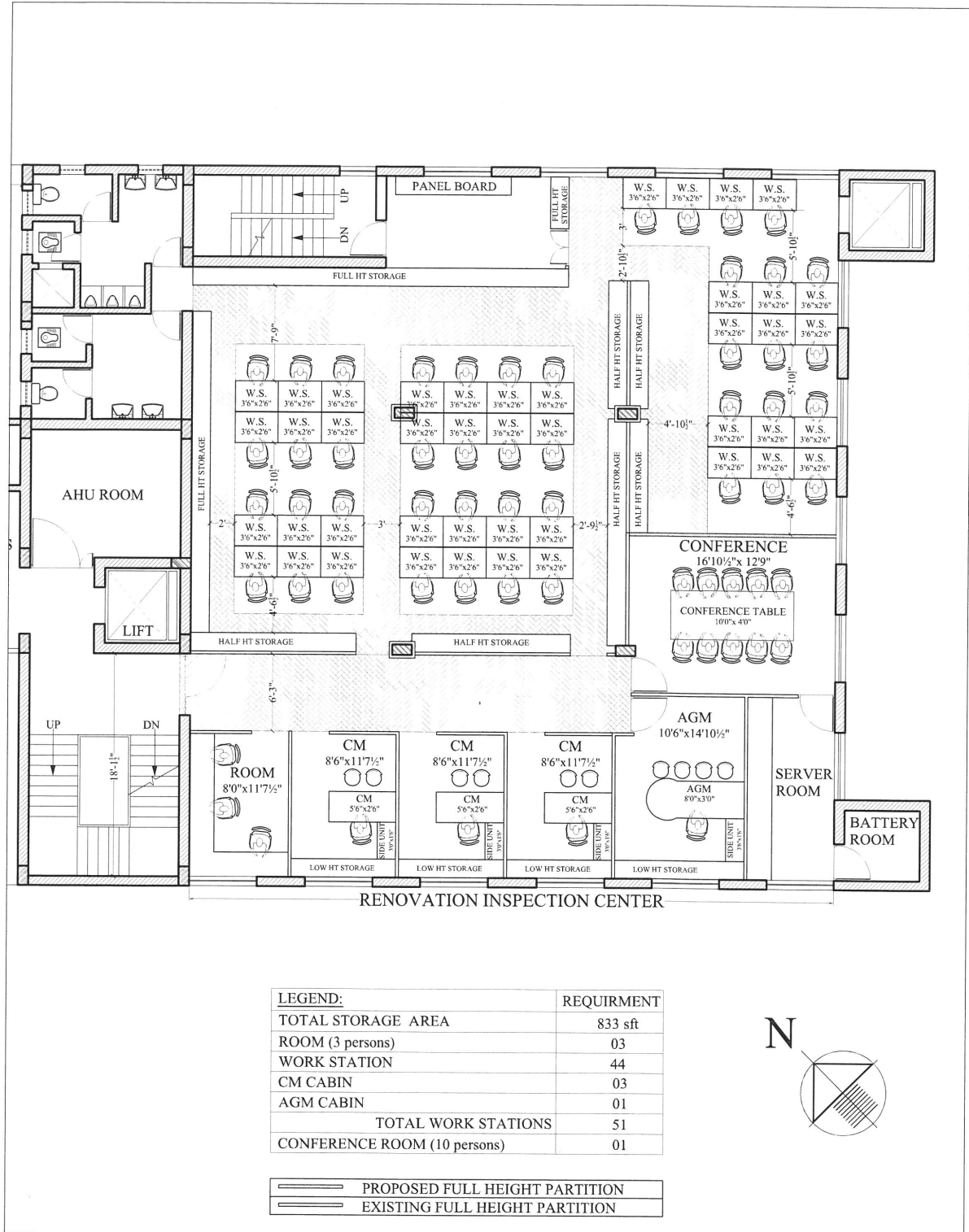
TITLE:-  
**PROPOSED 3RD FLOOR**  
**FALSE CEILING**  
**LAYOUT**  
A3-FORMAT-II.7'X16.5"

SCALE : 1"=6'6"100'(A4)  
DATE : 01-11-2021  
DRN BY: EUGINE  
DRG NO: DRAWING-02  
JOB NO:  
CHK BY: R.KANNAN

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PROJECT NAME:  
**RENOVATION OF 3RD FLOOR**  
CLIENT NAME:  
**INDIAN BANK**  
PLACE OF THE PROJECT:  
**T.NAGAR, CHENNAI.**

TITLE:-  
**PROPOSED 3RD FLOOR**  
**INTERIOR LAYOUT**  
A3-FORMAT-II.7"x16.5"

SCALE : 1"=6'6"/100"(A4)  
DATE : 07-10-2021  
DRN BY:  
DRG NO: DRAWING-01  
JOB NO:  
CHK BY: R.KANNAN

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