



**CBS OFFICE**  
**CIDCO Banking Complex - II (5<sup>th</sup> & 6<sup>th</sup> Floor), Plot No. 9 & 10, Sector - 19A**  
**Vashi , Navi Mumbai - 400 705**  
**Email : [admin.cbspo@indianbank.co.in](mailto:admin.cbspo@indianbank.co.in)**

**Ref No. ADMIN/CBSO/2022-23/45**

**Dated : 16-06-2022**

**REQUEST FOR QUOTATION**

**FOR INSTALLATION OF IRON GRILLS & COLLAPSIBLE GATES**

<b>RFQ Issue Date :</b>	<b>16-06-2022</b>
<b>Last date of Submission of Quotation :</b>	<b>20-06-2022 up to 03:00 PM</b> Place : Indian Bank CBS Office, 5 <sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A, Vashi , Navi Mumbai - 400 705
<b>Date of Quotation Opening :</b>	<b>20-06-2022 up to 04:00 PM</b> Place : Indian Bank CBS Office, 5 <sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A, Vashi , Navi Mumbai - 400 705



**INDIAN BANK  
CBS OFFICE – NAVI MUMBAI  
NOTICE INVITING QUOTATION**

Indian Bank, CBS Office Navi Mumbai invites competitive sealed quotations from civil/interior work contractors empanelled with our Bank for installation of Iron Grills and Collapsible Iron Gates at Indian Bank , CBS Office, 5<sup>th</sup> & 6<sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A, Vashi , Navi Mumbai - 400 705.

Name of Work	Installation of Iron Grills and Collapsible Iron Gates at Indian Bank , CBS Office, 5 <sup>th</sup> & 6 <sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A, Vashi , Navi Mumbai - 400 705.
Period of Completion	20 days from the date of issue of the Work Order
Validity of Quotation	90 Days from the date of opening
Payment	No advance payment shall be given. Statutory deductions towards Income tax, GST-TDS, Labour Welfare Fund etc applicable if any shall be made from the amount payable to the successful vendor. Payment will be made after successful Installation of Iron Grills and Collapsible Iron Gates.
Liquidated Damages	If the supplier/contractor fails to deliver the Goods/Services or does not perform the services within the time period specified in the contract, the contractor will be levied liquidated damages @ ½ % per week of delay subject to a maximum of 5% of the contract amount. Further, Bank will be at liberty to terminate the Contract and firm may be barred from participating in future bids. <b><u>If any damage is made to bank's property during the above work, cost of repairing will be borne by contractor himself.</u></b>
Last date of submission of Quotations	<b>20-06-2022 up to 03:00 PM</b> Place : Indian Bank CBS Office, 5 <sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A, Vashi , Navi Mumbai - 400 705
Date of opening of Quotations	<b>20-06-2022 up to 04:00 PM</b> Place : Indian Bank CBS Office, 5 <sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A, Vashi , Navi Mumbai - 400 705. <b><u>Representatives of Bidder may be present during opening of Bids. However Bids would be opened even in the absence of any or all the bidder's representatives.</u></b>
Bidder Contact Details	Bidder will have to provide following information :- Name of Company : Contact Person : Mailing address with Pin Code : Telephone Number, Mobile Number and E- Mail ID : GST No. of the Firm/Company :

Note : The bank reserves the right to reject any bid without assigning any reason whatsoever. The rates quoted by the Firm shall be based only on the specifications and conditions of the schedule of quantities (SOQ).

**ASSISTANT GENERAL MANAGER**



**LETTER SUBMITTING QUOTATION**

The Assisting General Manager,  
Indian Bank, CBS Office  
5<sup>th</sup> Floor, CIDCO Banking Complex - II,  
Plot No. 9 & 10, Sector - 19A, Vashi ,  
Navi Mumbai - 400705

Place : .....

Date : .....

Dear Sir,

**SUB : Installation of Iron Grill & Collapsible Iron Gates at Indian Bank CBS Office,  
5<sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 9 & 10, Sector - 19A,  
Vashi , Navi Mumbai - 400705**

Having examined the 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 (Annexure-B).

I/We further agree to complete the work within the stipulated time as specified in the Quotation Document.

I/We understand that Indian Bank is not bound to accept the lowest quotation or bound to assign any reasons for rejecting our quotation.

I/We understand that Indian Bank may award the work to more than one Contractor and I / we shall make no claims whatsoever if Indian Bank accept only a part of my/our Quotation.

I/We unconditionally agree to Indian Bank's conditions as stipulated in the Documents.

I/We agree to keep our tender/quotation open for 90 (Ninety) days from the date of opening of quotation.

I/We agree that in case of my/our failure to execute the work in accordance with the specifications and instructions received from the Bank during the course of the work, Bank reserves the right to terminate my work order and recover all the dues to the Bank from the payment receivable by me. Further, I may also be barred from participating in any type of bid/quotations invited by Bank or its subsidiaries in future.

Thanking you,

Yours faithfully,

Authorized Signatory  
(To be signed by the Authorized Representative of  
Firm who has the Power to do so)

Name : .....

Address : .....

.....

.....

Seal :



## **GENERAL TERMS & CONDITIONS**

1. All papers connected with the bid, including these instructions, schedule of items, etc should be signed and returned by the Bidder to the Bank while submitting the bid. Incomplete bids are liable for rejection.
2. No alteration shall be made on Bid Document including Schedule of Items by the Bidders. Any discrepancies noticed in the Tender Documents shall be brought to the notice of the concerned official of the Bank and any written instructions received from the Bank, as reply will be deemed to have been incorporated herein. **Overwriting of the figures is not permitted.**
3. **Sealed quotations should be addressed to The Assistant General Manager , Indian Bank, CBS Office, 5<sup>th</sup> Floor, CIDCO Banking Complex - II, Plot No. 09 & 10, Sec - 19A, Vashi - 400705, Navi Mumbai and should reach the Bank up to 03:00 PM on 20/06/2022.**
4. Late/delayed offer shall not be accepted after due date and time of submission of quotations.
5. The firms should quote the rate in figures as well as in words and where there is a difference between the two; the rates given in words will be taken as authentic. If there is any discrepancy between the rate and amount, the unit rate will be considered as correct one. All arithmetical mistakes noticed during verification of the Tender shall be corrected.
6. **Before quoting the price, the bidder should visit the work site and ascertain himself on all factors pertaining to the scope of works, facilities available, etc.**
7. The work is to be completed within a period of 20 days from the date of issuance of work order.
8. The rate quoted will comprise of unit price plus GST as applicable including installation charge. No other taxes and duties (Shipment, packing, freight from factory to the destination site, insurance, handling and clearing charges, etc.) will be entertained by Bank.
9. The bill must invariably contain GST no. , Name, Contact, Address, Unit/Quantity, Rate Applied along with other details if any.
10. **Payment Terms :**
  - (a) No advance payment will be made.
  - (b) Payment of 100.00% of the work order will be released on successfully completion/installation of proposed work at the site and on receipt of proper Tax Invoice.
  - (c) The Contractor has to furnish proof for the following, before release of payment.
    - a. PAN
    - b. GST
    - c. Bank Details
    - d. All payment will be made to the Vendor in Indian Rupees through IOI/NEFT/RTGS.
11. No escalation in the rates will be allowed under any circumstances.
12. The successful bidder is bound to carry out the entire work within the stipulated period in the appendix. If the work not completed up to the satisfaction of the Bank within the stipulated period of 10 days, the supplier shall be bound to pay the bank a sum equivalent to ½ % of the accepted sum per week subjected to maximum deduction of 5% of the accepted tender amount by the way of liquidated damage. Once the maximum is reached, Bank may consider termination of contract and shall be entitled to terminate it. Further, the firm will be barred by Bank from participating in any bid / tender in future. **If any damage is made to bank's property during the above work, cost of repairing will be borne by contractor himself.**
13. Extension of time in days will be granted by the Bank if proved that Vendor is not at fault for extending the work beyond stipulated date of completion.

**Authorized Signatory / Seal of The Firm  
(To be signed by the Authorized Representative of  
Firm who has the Power to do so)**



14. **The firm shall acquaint himself with the site conditions, making his own arrangement for storing of material at site, lift, cartage, etc.**
15. The firm will attend to all defects noticed during the warranty period. If the firm fails to attend the defects, these defects will be rectified by the Bank the expenditure incurred on this account will be recovered from the firm.
16. The firms shall be responsible for application of labour laws compensation for injury and accident to person, whether employed by him or by his sub-contractor.
17. The firm will take necessary precautions for carrying out the work avoiding any damage to Structure/decorative part of the property. The firm will rectify the damage at its own cost.
18. The contractor shall ensure that workman employed by him for execution of work are suitably covered against Workmen's Compensation Act and that all liabilities arising out of Workmen's Compensation Act, ESIS and other legislative enactment applicable to such works and workmen shall be to contractor's account.
19. The final rate quoted by the contractor will be inclusive of GST and no extra amount will be paid on this account.
20. Income tax as applicable, if any, will be deducted at source from the contactors bill and will be deposited with the ITO as per rules.
21. The Bank may delay the progress of work without, in any way, violating the contract and grant such Extension of time for the commencement of the contract as it may think proper and sufficient in Consequences of such delay and the contractor shall not make claim for compensation or damage in relation thereof.
22. Conditional quotations shall not be accepted by the Bank.
23. This is an item rate tender/RFQ. **The quantities given in the Schedule of Items are approximate and payment shall be made only for the quantities executed, as per actual measurements.** The Contractor is not entitled for any sort of compensation towards materials procured/ stored in excess of the actual requirement, if any.
24. The Bank has right to terminate the contract, if the contractor abandons the work, or fails to commence and complete the work on time or fails to abide by the contract conditions.
25. **The contractor should submit the proof of being empanelled by the bank.**
26. The period of warranty if any shall start from the date of installation of above said items.
27. **The firm should submit their proof of GST Identification Number along with the quotation.**
28. The Bank reserves the right to accept or reject any or all the quotations, accept part of any quotation or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reasons whatsoever.
29. Arbitration: In case of any dispute between Bank & contractor, the decision taken by the Arbitrator who will be appointed by the Bank shall be final and binding to Contractor/Firm.

**Authorized Signatory / Seal of The Firm  
(To be signed by the Authorized Representative of  
Firm who has the Power to do so)**

**ANNEXURE - A**

**APPLICATION FORMAT**

1	Name of the Contractor :	
2	Registered Address of the Contractor with Mobile No. & Email ID :	
3	Mention the GST Registration No. Furnish the copy of such registration certificate :	
4	Empanelment Documents : (Please attach if any)	
5	Total Distance in kilometers of Contractor's office/sites :	
6	Work Experience In Years :	

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**ANNEXURE - B**

**Price Quotation Bid For Installation of Iron Grill And Collapsible Iron Gates At Indian Bank, CBS Office, 5<sup>th</sup> & 6<sup>th</sup> Floor, CIDCO Banking Complex - II, Plot - 9 & 10, Sec - 19A, Vashi - 400705, Navi Mumbai**

Sr. No.	Item/Work Description	Unit	Qty (Approx)*	Rate	Amount (In Rs.)
1.	Fabrication and Installation of Iron Grill (Thickness - 12mm / Gap Between Bars 5-6 cm) with one coat of metal primer & enamel paint of reputed brands (Asian Paints, Berger Paints, Indigo Paints etc.)	Sq. Ft	1475		
2.	Fabrication and Installation of Iron Collapsible Gates with one coat of metal primer & enamel paint of reputed brands (Asian Paints, Berger Paints, Indigo Paints etc.)	Sq. Ft	400		
<b>Total :</b>					
3.	GST @ (.....%)				
4.	<b>GRAND TOTAL :</b>				
5.	<b>Amount In Words : Rupees</b>				

**WARRANTY PERIOD (Applicable If Any) : - .....**

**Note:**

1. Quantity mentioned above is approximate and are on higher side. Final payment will depend on the actual quantity of work done by contractor. The Contractor may visit the site to understand the conditions and actual Quantity before submitting the quotation.
2. The rate includes all applicable Taxes and levies, transportation, loading & unloading, labor charges, installation charges, uninstallation of existing structure (If any required) and all other incidental charges etc complete.
3. Grilling of fixed glass windows will have to be done from outside. So, contractor must submit the quotes accordingly.

**DATE :**

**PLACE :**

**MOBILE No. :**

**EMAIL ID :**

**Authorized Signatory / Seal of the Firm  
(To be signed by the Authorized Representative of  
Firm who has the Power to do so)**