



**INDIAN BANK  
ZONAL OFFICE, CUTTACK .**

**TENDER DOCUMENT**

**FOR**

**ELECTRICAL & DATA CABLING WORKS OF  
ZONAL OFFICE CUTTACK AT  
SECTOR VI, MARKATNAGAR (CDA), CUTTACK**

### NOTICE INVITING TENDER

Sealed item rate tenders in duplicate are invited on behalf of the Zonal manager, Zonal office, CUTTACK , from the **Contractors Empanelled** with the Indian Bank / Allahabad Bank (Zonal office, CUTTACK ) for the work of **ELECTRICAL & DATA CABLING, WORK OF INDIAN BANK AT** proposed Zonal Office at Sector VI, Markat Nagar, CDA, Cuttack.

01. Issue of tender documents : 15.09.2022 to 30.09.2022
02. Last date of receipt of tender document : 30.09.2022 up to 4.00 PM
03. Date & Time of opening : 30.09.2022 at 5.00 PM
04. Place of submission of bids : INDIAN BANK, Zonal Office, Tulsipur, CUTTACK.
05. Date of commencement : 7 days from issue of work order.
06. Date of completion of work : 30 days from issue of work order.
07. Period for settlement of final bill : 15 days from date of issue of completion certificate by the Architect.
  
08. Retention percentage : 10 % (ten percent) from final bill.
09. Earnest money deposit : Rs. 9,300.00 /- (Rupees Nine thousand Three hundred Only)
10. Security deposit :
  - i) 10.00% on the first Rs.1,00,000.00 of the cost of work.
  - ii) 7.5% on the next Rs.1,00,000.00 of the cost of work.
  - iii) 5.0% on the next amount upto Rs.2 Crores of the cost of work.
11. Release of retention money/ earnest money : The Earnest money deposited shall not carry any interest and will be refunded to unsuccessful tenderers after allocation of work order.  
The Earnest money of successful tenderer will be released after completion of work and certification of final bill.  
Retention & Security money after 14 days from defect liability period.
  
12. Liquidated damages for non completion of work within the date of completion : Rs. 10,000/- ( Rupees Ten Thousand only) for every week if the work remains unfinished after the date of completion or the date extended subject to maximum of 10% of the value of work.
13. Defect liability period : 12 months from the date of completion certificate issued by the Bank Architect.

14. Cost of tender document : Rs.1,000/- (Rupees one thousand only)

15. Interested bidder may obtain further information from ZO CUTTACK.

*Tender document can be downloaded free of cost from Bank's website, [www.indianbank.in](http://www.indianbank.in).*

16. Bank reserves the right to reject wholly or part of any or all tenders received without Assigning any reason whatsoever, Also Bank reserves the right to split the work and place the order to more than one party.

**17. ANY FREAK RATE OF INDIVIDUAL ITEM ON HIGHER SIDE ARE LIABLE FOR NEGOTIATION.**

18. Work specifications are given in the attachment.

ZONAL MANAGER  
INDIAN BANK,  
ZONAL OFFICE,  
CUTTACK

### **SUBMISSION OF TENDER**

The tenders are to be submitted in separate envelopes each sealed and clearly identified as to envelope number and contents as indicated below. All the envelopes shall be contained in a large envelope "Tender for Electrical & data cabling work of INDIAN BANK at ZONAL OFFICE CUTTACK (ODISHA)" and are to be submitted at Zonal office of Indian Bank, Tulsipur CUTTACK . Each tenderer will be issued two set of tender documents with schedule of quantities (two set). Tenderer will have to return all the documents and drawing issued to them while submission of their tender duly stamped and signed in each page as per instruction.

#### **ENVELOPE MARKED NO.1.**

Envelope marked No.1 shall contain the following documents.

- 1) Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates.
- 2) Earnest money deposit furnished in the form of Crossed Demand Draft/ Banker's Cheque drawn in favor of Indian Bank and payable at CUTTACK for the amount indicated in the Notice of Invitation to Tender.
- 3) Invited from the empanelled Contractors of Indian Bank (CUTTACK Zone) having current IT clearance, GSTIN. The tender will be rejected if all the documents above said are absent.

The tender will be rejected if all the documents above said are absent.

#### **ENVELOPE MARKED NO.2**

Envelope marked No.2 shall contain the priced Tender Volume in duplicate - Marked 'ORIGINAL' & 'DUPLICATE', on the body of the tender paper issued in which case the tender may be liable for rejection.

**ENVELOPE MARKED NO.3**

Envelope marked No.1 & 2 shall be put in large envelope of adequate size marked No.3 which shall be properly sealed. This envelope which shall be endorsed on the outside face "Tender document for Electrical & data cabling work of INDIAN BANK at ZONAL OFFICE CUTTACK (ODISHA)"

**GENERAL INSTRUCTIONS TO TENDERERS**

- 1) The term "Employers" or "Bank" shall mean "INDIAN Bank", or its authorized representatives at The Zonal Office, CUTTACK.
- 2) The term "Contractor" shall mean the successful tenderer to whom the Contract shall be awarded.
- 3) The "Works" shall mean the Interior works comprising of Civil & Furnishing work for ZONAL OFFICE CUTTACK
- 4) The Contractor should quote the rates in figures and words. Any corrections or Overwriting should be initialed by the Contractor.
- 5) The Contractor should submit the tenders with seal, signature and date on each Page.
- 6) Tender should be submitted in sealed covers with all requisite documents as desired with the top of the envelope super scribed as "SEALED TENDER for Total Civil & Interior Furnishing works For ZONAL OFFICE CUTTACK
- 7) The Contractors should submit the cost of the main items as per tender specifications. Further modification after awarding of the contract shall be not allowed unless there is specific instruction by the Bank/Architect to change specifications.
- 8) The contract is time-bound and the works are to be completed within the time limit specified in the notice inviting tenders. This is a working section and the contractor has to work with no or minimum obstruction to its regular services.
- 9) **Additional Performance Security shall be deposited by the successful bidder when the bid amount is seriously unbalanced i.e. less than the estimated cost by more than 15%. In such an event, the successful bidder will deposit the additional performance security to the extent of the differential cost of the bid amount & 85% of the estimated cost. (Additional Performance Security = 85% of the Estimated Cost – Bid Amount)**

10) Additional Performance Security shall be deposited by the successful bidder when the bid amount is front loaded i.e. if the quoted value is 10 % higher than the estimated rates, the bid shall be evaluated as unbalanced bid and additional performance security of 10% shall be retained on the amount of quoted value.

11) The additional performance security as per clause 10 & 11 shall be furnished by the bidder before execution of the work in shape of Demand Draft or Fixed Deposit Receipt at any nationalized bank pledged in favor of INDIAN Bank, CUTTACK which will be over and above the performance security.

12) The Contractor shall be penalized if the work is not completed within the scheduled time, the Bank will be entitled to charge liquidated damages @ Rs. 10000/- ( Rupees Ten Thousand only) for every week if the work remains unfinished after the date of completion or the date extended subject to maximum of 10% of the value of work.

13) The decision of Employer is final and binding.

### TERMS & CONDITION

1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.

2) Any damage to the work before the site is handed over, is to be replaced or made good at the expense of the contractor to the entire satisfaction of the Architect/Bank.

3) Tax as applicable shall be deducted at source as per the Income Tax Act/Rules

4) The quantities indicated are subject to change. The payment of the bill shall be made as per the actual measurement as certified by the architect but not exceeding the total value quoted in the tender form.

5) The Architect or 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 and that of the Architect.

6) 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 earnest money deposit will be fortified.

7) For any item of work not covered or any unforeseen items of work, payment will be made according to the rates approved for similar nature of work, the costing done by the Architect, as per current PWD schedule of rates, or as per analysis of material cost, labour rate and profit to the Contractor at 10%. The Contractor must obtain prior approval in writing before undertaking such additional works.

8) The tenderers shall sign each & every page of the tender documents including the drawings attached here to.

9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in words shall be taken as final.

10) The Contractor shall 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.

11) No tools or plants will be issued by the bank.

12) The Employer / Architect reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.

13) In case of breach of contract by the Contractor for slow progress of works or any other claim of damage, the Employer or the Architect may have the power to rescind the contract without furnishing further reasons thereof.

14) The Architect shall have the power to ask the contractor to furnish the sample/ color / test certificate from any Govt. /Authorized agent for any materials used/ to be used in the Works, the expenditure of which is to be borne by the Contractor.

15) The Employer shall be 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 or any sub-contractor.

16) On completion of the Works, all rubbish, debris, materials, tools, Laborers, 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 this, the employer may dispose the materials at the cost of the contractor.

17) In case of any dispute, the matter will be referred to the , INDIAN Bank, ZONAL Office, CUTTACK .

18) The Contractor shall not submit any work bill until he completes the Project completely, as certified by the Architect Consultant.

19) The rates quoted in the tender shall exclude GST & Including other taxes, no escalation of rates will be allowed under any circumstances.

### SPECIAL TERMS AND CONDITIONS

1. Completion Period : 30 Days
2. Date of Commencement : 7 days from the date of issue of the work order or the date on which the contractor is instructed to take possession of the site, or the date of your acceptance of the work- order, whichever is later.
3. Defect Liability Period : One year after actual completion of work.
4. Total security deposit (TSD) : 10 % of the executed value of the work
5. Limit of variation :100% without any change in price if work is done within six months of the contract and with prior consent of Architect / Consultant.
6. Additional items : For items where unit rates are not available, contractor shall provide proper cost break-up and proceed only after approval/consent. Any sample to be made for approval shall be at the Contractor's cost.
7. Validity of tender : Three month after the opening of the tender.
8. Rules/ Regulations : The contractors shall have their responsibility of complying with the local shops/establishments Act and other labor/ minimum wages Act and shall keep all such records/ accounts on payment of wages / attendance as deemed necessary.
9. Arbitration : As per the standard arbitration clause under the jurisdiction of Odisha.
10. 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 removed from the site.

11. Damage to property                      Any damage to the Bank's property during the work period will be recovered from the contractor.
12. Deduction                                      **Income tax, Sale Tax at source as per Act.**
13. Terms of payment                              **Payment after completion of Project.**
14. Billing Procedure                              All measurements shall be recorded in Duplicate on standard measurement sheets Prepared jointly by the Architect's Site Engineer & The Contractor's Representatives duly signed by them. All Bills shall be submitted along with this Checked measurement sheets.
15. Time schedule of work                      The Contractor must submit before the Commencement of work, a Bar chart showing the date of commencement & The date of completion of each item of Work as mentioned in the Schedule of Quantities.
- 16) Release of TSD                              : 100% after the Defect liability period. Retention money will not bear any interest.
17. General    The rates should be quoted considering Necessary Scaffolding & staging work, Removal of debris as & when necessary, In view of restriction of Local concern Authority.



**FORM OF TENDER**

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Dear Sir,

Ref:.....  
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- 1) I/We refer to the tender notice issued in Indian Bank's website for Electrical and Data cabling work in connection with the above.
  - 2) I/We do hereby offer to perform provide execute complete and maintain the works in conformity Bill of Quantities for the sum of RS.....(Rupees.....) only at the respective rates quoted in the bill of quantities.
  - 3) I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions subject to above, I/We do hereby agree should this tender be accepted in whole or part off:
  - 4) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto:
  - 5) Complete the works within 30 days stipulated in two or three shifts if considered necessary by the Consultants at no extra cost to the Owner.
  - 6) I/We have deposited the earnest money of Rs.....which we note will not bear any interest and is liable to forfeiture,
    - i) If the offer is withdrawn within the validity period of acceptance.
    - or,
    - ii) If the contract is not executed with 7 days from award of contract.
    - or,
    - iii) The acceptance of this tender shall constitute a binding of contract and any failure as mentioned in Clause.4 shall constitute a breach of contract by us and the tender accepting authority shall be entitled to have the work executed at our risk and cost and to claim extra cost/expenditure incurred by them from us.
5. Unless, and until a formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute as a binding contract.
6. I/We understand that you are not bound to accept the lowest any tender received.

7. I/We have independently considered the amount of liquidated damages in the Appendix to the General conditions of the Contract and agree that it represents fair estimate of the loss likely to be suffered by you in the event of the works not being completed in time.

8. Our Bankers are:-

The names of Partners/Directors of the firm Authorized to sign

Yours faithfully,

Name of person having power of  
Attorney to sign the contract.  
(Certified true copy of the  
Power of attorney should be  
attached.)  
Signature of  
the Contractor

**ABSTRACT**

Electrical work of Zonal Office Cuttack:- Rs.....

Data Cabling work of Zonal Office Cuttack:- Rs.....

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TOTAL:- Rs.

Total amount in words:- Rupees