

**CORPORATE OFFICE, ESTATE DEPARTMENT , No. 254 - 260, Avvai Shanmugam  
Salai, Royapettah, Chennai - 600 014.Ph: 044-28134619/4401**

**03.02.2023**

**NOTICE INVITING QUOTATION**

**Interior Furnishing works to be carried out in 3<sup>rd</sup> floor, Indian  
Bank, Corporate Office Building, Royapettah, Chennai-600014**

The Request for Quotation document may also be collected by  
sending a request through email id to [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in) as  
per below schedule.

RFQ ISSUE FROM		RFQ CLOSING DATE	
03.02.2023		09.02.2023	
Minimum Eligibility Criteria	<div>1) The Contractor/Vendor should be same line of activity for at least last 5 Years in the Market ending on 30.09.2022.</div> <div>2) Registered office/Branch (Full time office) should be in Chennai or Chennai agglomeration area</div> <div>3) ITR, Profit &amp; Loss statement duly authorized by Chartered Accountant of the last 3 years (2019-20, 2020-21, 2021-22).</div> <div>4) Should have carried out similar work of value (ending 30.09.2022) last 5 years<ul style="list-style-type: none"><li>One similar works of value not less than Rs.7.50 Lakhs each (OR)</li><li>Two similar works of value not less than Rs.4.65 Lakhs each (OR)</li><li>Three similar works of value not less than Rs.3.75 Lakhs each.</li></ul></div> <div>5) Should have valid PAN, GST NO.</div> <div>6) Similar works means: Partition/ false ceiling, Interior Furnishing work for any of Central/State Govt Dept, Central Autonomous body, PSU, Corporate, reputed institution.</div>		
	<div>Sufficient proof has to be attached duly sealed and signed by the applicant along with the request mail to get the RFQ Documents. Attested copies of performance certificate issued by the clients of the Tenderer should be attached, in support of their experience.</div>		

**Assistant General Manager (P&E)**

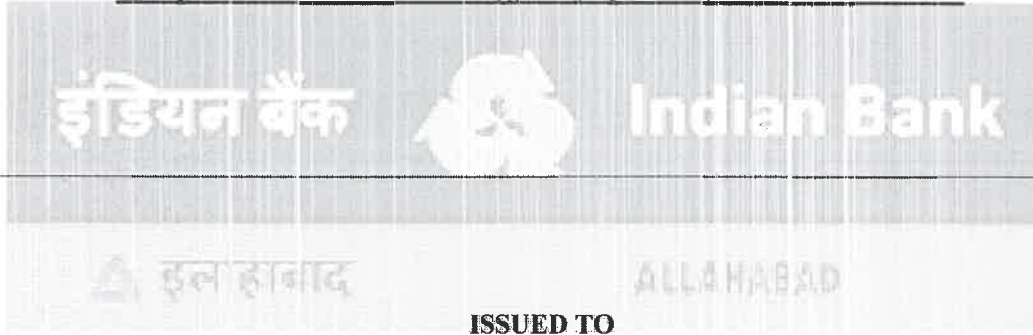




INDIAN BANK,  
CORPORATE OFFICE, ESTATE DEPARTMENT  
No. 254 - 260, Avvai Shanmugam Salai,  
Royapettah, Chennai - 600 014.  
Ph: 044-28134401/4619.  
Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)

**Request for Quotation (RFQ)**

**Interior Furnishing works to be carried out in 3<sup>rd</sup> floor, Indian Bank,  
Corporate Office Building, Royapettah, Chennai-600014**



ISSUED TO

M/s. \_\_\_\_\_

This document contains 12 pages

Ref: CO:EST:SV:ED:INT: QUOTE:01 / DATE: 03.02.2023

Last Date of Submission: 09.02.2023, Time: 03.30 PM

Estimated Cost of Works: 9.30 Lakhs

*Interior Furnishing works to be carried out in 3<sup>rd</sup> floor, Indian Bank Corporate Office Building, Royapettah, Chennai-600014*



BOQ SPECIFICATIONS						
S.No	Particular	Description	Qty	Unit	Rate	Amount
1	WPC Groove paneling	Fabricating and fixing 3" wall/column paneling, the framing shall made out of aluminum hollow section of 2"X2" size of 2mm thickness of aluminum tube section at spacing not exceeding 2'X2' grid. Paneling framework to be secured to wall surface/column surface. Paneling framework to be clad on one side with 1" WPC groove panel over the 12mm BWR Plywood on front side with necessary screws, as per approved finish. Rate to i/c making necessary cut outs or openings for light fixtures, switches, sockets etc. complete in all respects as per Bank/Architect instructions. ( refer drawings) Merino laminates, green laminates or century laminates as per Bank/architects approval.	230.00	Sq.ft		
2	WPC laminate finish wall panel	Fabricating and fixing 3" wall/column paneling, the framing shall made out of aluminum hollow section of 2"X2" size of 2mm thickness of aluminum tube section at spacing not exceeding 2'X2' grid. Paneling framework to be secured to wall surface/column surface. Paneling framework to be clad on one side with WPC panel over the 12mm BWR Plywood on front side with necessary screws, as per approved finish.( refer drawings) with necessary screws, glu, with approved LAMINATE finish. Rate to i/c making necessary cut outs or openings for light fixtures, switches, sockets etc. complete in all respects.( As per drawings) Merino laminates, green laminates or century laminates as per Bank/architects approval.	315.00	Sq.ft		
3	Concrete wallpaper finish	surface preparation with 2 coat putty, 2 coat primer after scraping the existing surface with sand paper properly to make smooth finish and Supply and paste wallpapers of approved colour & shade with recommended adhesive of approved make which have washable, scratch resistance, peel proof, fire retardant properties. the paper to be pasted in equal spacing as per the instruction of the Bank. The rate shall be including all wastages. (Approved Make: Asian paints or equivalent) wallpapers as per Bank/architect's approval.	800.00	Sq.ft		
4	Teak wood beading	Providing and fixing of 1" thick teak wood beading with necessary screws, adhesive etc and finished with approved paint/polish finish as per Bank/architects approval.	125.00	R.ft.		

5	Award display and book shelf	P/F in position 450mm deep Award Display Full ht. cabinets having sides partitions shelves, 6 mm toughned Glass shutters, fabricated out of 19mm thick BWR plywood on all side except back side having 6 mm th. BWR Plywood rate to be including anti-termite coat,with all exposed surfaces to be finished with 1mm thk. Laminate as per approved shade and <u>inside of shutters/internal as per apprvd. Shade to be finished with 1.00 mm thk laminate of &amp; P/F Laminate 1mm thk. skirting (100mm) as per appvd. Sample i/c rounded steem beech wood moulding /edge tape on edges of plywood as arch.drg. complete with with P/F shelves,shutter of 6 mm toughned Glass, hinges as/appvd. sample, in all drawers &amp; shutters ,locking arrangement, <u>Hettich/godrej locks in all shutters.</u></u>	135.00	Sq.ft		
6	Storage cabinet	P/F in position 450mm deep storage low ht.cabinets having sides partitions shelves & shutters, abricated out of 19mm thick BWR plywood on all side except back side having 6 mm th. BWR Plywood rate to be including anti-termite coat, with all exposed surfaces to be finished with 1mm thk. Laminate as per approved shade and <u>inside of shutters/internal as per apprvd. Shade to be finished with 1.00 mm thk laminate of &amp; P/F Laminate 1mm thk. skirting (100mm) as per appvd Sample i/c rounded steem beech wood moulding /edge tape on edge of plywood as/arch.drg.complete with with P/F shelves,shutter,drawers etc.i/c 6" Long SS Hettich handles (as /appvd sample) in all drawers &amp; shutters ,locking arrangement, <u>Hettich/godrej locks in all shutters,magnet catcher etc all complete as per Bank/Architect Instructions.</u></u>	100.00	Sq.ft		
7	Low height storage	Providing and fixing of low ht storage same as above with cabinets, drawers i/c P/F necessary hardware telescopic channels of hettich for drawers of S.S.piano hinges as/appvd. sample, shutters, screws, hinges etc. approved laminate finish as per design and as per Bank/Architect Instructions.	75.00	Sq.ft		
8	Grid false Ceiling	P/F false ceiling with mineral fibre acoustic ceiling tiles of Armstrong with <u>Microlook Edges</u> & having noise reduction properties laid on exposed grid system with 15mm side Silhoutte type'T'section flanges colour white, main runners are spaced at1200mm centers securely fixed to the structure soffit with approved. hangers at 1200mm max centers, filush fitting 1200mm crossed tees to be interlocked between main runners at 600mm centers to from 1200x600 modules,1200mm cross tees shall be crimped 600x600 mm module to be formed by fixing 600 mm long flush fitting cross tees centrally between the 1200cross tees,	350.00	Sq.ft		

Interior Furnishing works to be carried out in 3rd floor, Indian Bank Corporate Office Building, Ravapettah, Chennai-600014

		ceiling tiles of prime dune plus tiles in size 600x600x15 mm to be placed in the grid rate to i/c making necessary cut outs or openings for light fixtures etc. complete in all respects.				
9	<b>Gypsum False Ceiling</b>	P/F of 12.5mm tk.Gypsum ceiling board false ceiling in horizontal & vertical surfaces & moulded corners & offset as per arch.drg.which include P/F roll formed G.I.Perimeter channels of sizes 27x.5mm th.having one flange of 30mm along the perimeter of the ceiling fixed to the brick wall or partition with help of rawl plug or screw i/c ending of G.I.intermediate channels of size 45x9mm th.with two flanges of 15mm th.each from the soffit @ 1200 c/c with steel/G.I.hanger of with 25mm &0.5mm th.fixed soffit with G.I.cleat & steel expansion fasteners of 0.5mm thickness having knurle dwedge of 51.5mm & two flanges of 26mm each with tips of 10.5mm fixe to the intermediate channel with the help of converting clips in a direction perpendicular to the intermediate channel of 350mm c/c12.5mm taperededge gypsum plaster board(confirming to I.S.2095,1982)Screwed 230mm c/c screw fixing to be done mechanically with suitable attachment The tapered & squared edges of the boards(as recommended by the manufacturer)finish with <u>P/A two or more coats of acrylic emulsion over a coat of primer</u> ,extra frame work for necessary hatch doors/opening upto 600mm x600mm(or as per requirement) with 19mm th.comm.board wherever required i/c necessary S.S hinges,screws finish smooth asdirected.The rate shall include the cost of extra frames for A.C.openings & light fixtures & speakers etc.making coves as per bank instructio.and making coves asper Banks directions . The rate including cutting exsiting false ceiling to suit the requirments etc.	570.00	Sq.ft		
		<b>TOTAL INTERIOR</b>				
		<b>GST @___%</b>				
		<b>GRAND TOTAL</b>				

**Total Amount in words Exclusive of GST**

(Rupees.....)

..... Only) plus  
GST \_\_\_\_\_%

**Date:**



**Authorized Signature with Seal**

*Interior Furnishing works to be carried out in 3rd floor, Indian Bank Corporate Office Building, Royapettah, Chennai-600014*

**BIDDER DETAILS (TO BE FILLED BY THE BIDDER)**

Sl.No	Particulars	
1.	Name of firm / company /Individual	
2.	Address	
	Registered Office	
	Administrative Office	
3.	Telephone Nos. Including Mobile	
4.	Email address	
5.	Constitution of the firm / company /Individual (Please enclose relevant documents like copy of partnership deed, Memorandum/articles of association etc.)	
6.	Year of Establishment	
7.	Name of Partners/Associates	
8.	<b>Registration with Authorities</b>	
	PAN	
	GST	
9.	Has the bidder 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	
10.	Banker's Name	
11.	Any Pending or past litigation (within 3 years)? If yes, please explain with present status ending 31.03.2021	
12.	<b>LOCAL OFFICE AT CHENNAI</b> Contact person name and complete postal address, contact number / email id	

Note: Please enclose separate sheets, photographs, documents etc wherever required.



## **DECLARATION:**

1. All the information furnished by me / us here is correct to the best of my/our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.

**SIGNATURE OF AUTHORIZED PERSON**

**NAME & DESIGNATION**

## **Terms & Conditions:**

### **A. Estimated cost of work: 9.30 Lakhs**

### **B. 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. **Earnest money amounting to Rs.10,000/- (Rupees Ten 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.
- iii. The contractors who are registered with Micro, Small & Medium Enterprises and also have the NSIC Certificate under Government Store Purchase Programme having certificate clearly indicating the amount of “Quantitative Capacity Per Annum” (amount of Quantitative Capacity Per Annum shall be more than the estimated cost of Work) are exempted from the submission of EMD on submission of requisite proof in the form of valid certification from MSME and NSIC.
- iv. Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder”/“tenderer”), “biddered/tendered”, “bidding”/“tendering”, etc. are Synonymous.
- v. Day means calendar day. Singular also means plural
- vi. “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
- vii. Tenderer: The term ‘Tenderer’ 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 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 the RFQ document.
- II. **The envelopes containing offers shall be duly superscribed with the titles "Quote for Interior Furnishing works to be carried out in 3<sup>rd</sup> floor, Indian Bank, Corporate Office Building, Rovapettah, Chennai-600014".**
- III. Offer shall contain only the "Schedule of Quantities" and no conditions whatsoever. Any conditions/stipulated by the tenderer in the offer will not be taken into consideration for evaluation of the tenders.
- IV. Tenderers are requested to quote strictly as per the terms and conditions, specifications, drawings and tender documents and not to stipulate any deviations.
- V. Addendum/ Corrigendum to this tender document, if issued, must be signed and submitted along with the tender document.
- VI. 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.
- VII. **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.
- VIII. 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.
- IX. 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.
- X. **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.
- XI. 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.

- XII. 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 at least one witness.
- 3 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.
  - 4 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 tenderer 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 retention amount at 5%** on the value of the bill paid will be held by the Indian Bank and will be released at the end of Defects liability period (06 Months), subject to satisfactory rectification of defects noticed, if any.
  - 13 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.
  - 14 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
  - 15 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.
  - 16 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.
  - 17 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 Bank.



- 18 Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
- 19 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.
- 20 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 dipping, bricks, steel, shuttering materials or any other material / rubbish.
- 21 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.
- 22 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.
- 23 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.
- 24 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.
- 25 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.
- 26 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.
- 27 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.
- 28 No advance payment will be made. Payment will be after completion of work and submission of invoice and verification of the same.
- 29 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.

- 30 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 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. 2.0 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.

- 31 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.
- 32 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.
- 33 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 consistence to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving 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.

- 34 The time allowed for completing the works is **45 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.
- 35 If the Contractor fails to complete any or all the works by the date/s named in **Clause 33** (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.
- 36 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.
- 37 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.
38. 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.
39. Single Power point & Water for work will be provide by bank at free of cost
40. The contractor shall not directly or indirectly sublet the work to other party without written permission of the bank.
41. 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.
42. 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
43. 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.
44. 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.
45. 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.

46. 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.
53. Payment to the contractor shall be made as per actual work done of site.
54. 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.
55. The Bank reserves the right to accept/reject any quotes without assigning any reasons.
56. 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
57. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor.

**Note:**

1. As the office is in running conditions, work should be executed after office hours or on holidays. as directed by the Bank/Architect.
2. Dismantling and Demolishing work shall be executed only between 07.30 PM to 6.30 AM.
3. Tenderers are required to submit the bid in sealed cover along with, Necessary documents prescribed in the Bids are to be put in a master envelope and sealed and super-scribed '**Quote for Interior Furnishing works to be carried out in 3<sup>rd</sup> floor, Indian Bank, Corporate Office Building, Royapettah, Chennai-600014**' 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.
4. Conditional tenders, late tenders, 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.
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. 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.
7. 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.
8. 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.
9. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
10. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.
11. Clarifications, if any, pertaining to this bids may be referred to Indian Bank, CO: Premises, Expenditure and Estate Dept., on telephone no. 044-2813 / 4401/4619

**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

Interior Furnishing works to be carried out in 3rd floor, Indian Bank Corporate Office Building, Royapettah, Chennai-600014