



PREMISES DEPARTMENT
ZONAL OFFICE BERHAMPORE

**INVITATION OF QUOTATION
INTERIOR FURNISHING WORKS FOR NEW PREMISES OF
INDIAN BANK GORABAZAR BRANCH**

Last date of submission of QUOTATION	26.08.2024 upto 14:00 HRS at Indian Bank, Zonal Office, Premises Department, Panchanan Tala, BERHAMPORE
Date of QUOTATION opening	28.08.2024 at 15:00 HRS Indian Bank, Zonal Office, Premises Department, Panchanan Tala, BERHAMPORE

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**INDIAN BANK
ZONAL OFFICE - BERHAMPORE**

NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Berhampore invites competitive sealed quotations in the prescribed format on item rate basis from interested, reputed, well experienced (worked with any Public Sector Bank) contractors / firms for **Interior Furnishing Works at New Premises of GORA BAZAR BRANCH and ATM**, situated at Gora Bazar (Berhampore).

The quotation documents may be downloaded from the Banks web site (www.indianbank.in) under Tender Column or may be obtained from Premises & Expenditure Department, Zonal Office BERHAMPORE, PANCHANAN TALA, West Bengal, as per following schedule:

1	Name of work	INTERIOR FURNISHING WORKS
2	Estimated cost of work	Rs. 7,48,280.00
3	Period of completion	45 days to be reckoned from 2 nd day from the date of issue of the Work Order or handing over of site whichever is later.
4	Validity of Quotation	90 Days from the date of opening
5	Defects Liability Period	12 Months from the date of virtual completion of work
6	Retention Money (RM)	10% of the Bill Amount excluding Taxes The Retention Money will be refunded after 15 days of expiry of defect liability period.
7	Interim / Adhoc Payment	No Interim / Adhoc Payment will be paid
8	Payment terms	Payment will be made on satisfactory completion of the job on the basis of actual measurements. Income tax will be deducted as per the rules. Retention money of 10% will be deducted from the bill excluding taxes and to be released after 15 days of expiry of defect liability period (12 months from the date of virtual completion) provided no defects is observed during this period.
9	Documents to be attached with the Bill	Managers Completion Certificate, Bills & Photographs showing completion status of work.
10	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 10% of final Contract value.
11	Eligibility	1. The firm must be reputed and well experienced (at least two Public Sector Banks) for Interior Furnishing Works Work Completion Certificate / Empanelment letter must be enclosed 2. Should have minimum 5 years' experience in similar type of works (Proof to be attached)
12	Buy Back	NIL

13	Quotation Documents	Quotation documents can be can be downloaded from the Bank's website (www.indianbank.in) under Tender Column or can be obtained from Indian Bank, Zonal Office, Premises & Expenditure Department, Panchanantala, Berhampore from 05.08.2024 to 25.08.2024 on all working days during office hours.
14	Last date of submission of Quotation	26.08.2024 upto 14:00 hrs at Indian Bank, Zonal Office, Premises Department, Panchanantala, Berhampore.
15	Date of opening Quotation	28.08.2024 at 15:00 hrs at Indian Bank, Zonal Office, Premises Department, Panchanantala, Berhampore.
16	Terms and conditions	As per part – B

Note:

1. The Bank will not be bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever. Late / delayed quotation shall not be accepted after due date and time of submission of quotation.
2. The rates quoted by the firm shall be based only on the specifications and conditions of the Schedule of Quantities (SOQ)
3. Bank is not liable to make any payment to the firm for preparation to submit the quotation.

The duly filled in offer completed in all respect in sealed cover marked and super scribing **"Tender for Interior Furnishing Works" of GORABAZAR Branch** on top and name, address, contact no. & e-mail id of the vendor at bottom left corner should be addressed to

THE ZONAL HEAD
INDIAN BANK, ZONAL OFFICE: BERHAMPORE, PANCHANANTALA, BERHAMPORE

Date : 03.08.2024

Place : BERHAMPORE(ZONAL MANAGER)



FORM OF QUOTATION

Indian Bank
Zonal Office BERHAMPORE
Premises Department
PANCHANANTALA

Dear Sir,

Sub: Invitation of Quotation for Interior Furnishing Works for New Premises of GORABAZAR Branch and ATM at Gorabazar, Berhampore.

Having examined the 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 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 and reserves the right to accept or reject any or all the quotation without assigning any reason whatsoever.

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 quotation documents.

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

I/We agree that incase of my/our failure to execute the work in accordance with the specifications and instructions received from 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/We may also be barred from participating in any type of bid invited by Bank or its subsidiaries in future.

I/We further agree to complete the work within the stipulated time specified in the Appendix to General Conditions of Contract.

I/We enclose the completed quotation document, Price Bid, Annexure-I & Annexure-II duly filled in and signed in each page.

Thanking you,

Yours faithfully,

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

Place:

Date :

Name:

Address:

Seal:

ANNEXURE – I

GENERAL INFORMATION OF THE FIRM

1	Name of Firm	
2	Head Office Address	
3	Address on which Correspondence should be done.	
	Tel. No.	
	Mobile no.	
	E-mail address	
4	Place of incorporation / registration	
5	Constitution of Firm	
i)	Specify, if the firm is	
	a) An individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A Limited Company or Corporation	
ii)	Attach a copy of Proprietorship or Partnership Deed or Article of Association or Incorporation of Company as the case may be	
6	Give particulars of empanelment with Public Sector Banks	
7	Give particulars of Work Experience of minimum 5 years of similar type of work	
9.	Other details: a) PANNo. b) GST Registration No. (Copies to be enclosed)	
10.	Any other information considered necessary but not included above	
11.	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	
12.	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works? If so, give the name of the project and give Reasons thereof.	



13.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
14.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details	
15.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If So, give details	

Note: Only self-attested copies to be furnished.

Date :

Signature & seal of the applicant

Place :



Annexure-II
GENERAL TERMS AND CONDITIONS

1 Definition of terms / interpretation:

- 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 inter-alia having their Zonal Office BERHAMPORE, PANCHANANTALA at and any of its employees representative authorized on their behalf.
 - Throughout these submission of quotation documents, the terms “bid”, “quotation” and their derivatives (“bidder”/“quotation offerer/firm/contractor”), “bided / quotation submitted / “bidding”/“quotationing”, etc. are Synonymous.
 - Day means calendar day. Singular also means plural
 - “Contractor” means the person who’s Quotation 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.
 - Quotation offerer: The term ‘Quotation offerer’ 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. Quotations which should always be placed in sealed cover, with the name of the work written on the envelope **“INTERIOR FURNISHING WORKS at New Premises of GORABAZAR Branch at Gorabazar, Berhampore**, will be received by Senior Manager (P&E), Indian Bank, Zonal Office, Premises Department, Berhampore.
3. The Indian Bank does not bind itself to accept the lowest or any quotation and reserves to itself the right of accepting the whole or any part of the QUOTATION and the Quotation offerer shall be bound to perform the same at the rate quoted.
- a. The rate quoted by the Quotation offerer 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 quotation etc. in respect of this contract shall be payable by the Firm and the Indian Bank will not entertain any claim whatsoever in this respect.

The rate quoted should be excluding GST.

The Quotation offerer who wishes to quote for the above job should have GST registration and should mention the registration number. The firm shall give a list of his relatives working with the Indian Bank along with their designations and addresses.

4. 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 quotation or engagement in the Quotation offerer’s service.
5. The quotation for works shall remain open for acceptance for a period of 90 days from the date of opening of quotation.

6. The Contractor shall sign each page of the quotation and quote their price in the Schedule of Quantities without any omission.
7. **The retention amount at 10% on the value of the bill paid will be held by the Indian Bank.** The Retention Money (10%) will be released after 15 days of expiry of Defect Liability Period (12 Months from the date of completion of work), subject to satisfactory rectification of defects noticed, if any. Retention Amount held in our Bank's Book will not carry any interest.
8. The acceptance of a quotation will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the Quotations received without the assignment of a reason. Quotations 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 quotation in full or in part and the firm shall have no claim for revision of rates or other conditions if his quotation is accepted in parts.
9. Canvassing in connection with quotations is strictly prohibited and the Quotations submitted by the contractors/firms who resort to canvassing will be liable to rejection.
10. All rates shall be quoted on the proper form of the quotation 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.
11. An item rate quotation containing percentage below / above will be summarily rejected. However, where a contractor/firm voluntarily offers a rebate for payment along with sealed quotation, the same may be considered.
12. On acceptance of the work order the name of the accredited representative(s) of the Quotation offerer who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. For painting & Lamination, sample area shall be prepared and the shade got approved. It is also advised to



give computer presentation of various colour schemes to the employer before going for samplepainting/Lamination,

20. The Contractor 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 Contractor.
21. The successful contractor 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.
22. 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.
23. The work shall be carried out without disturbing the OLD 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.
24. No interim payment / Adhoc Payment will be entertained in any case

25. 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 which ever 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.

26. 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 premium 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 premium 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.

27. 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.
28. 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.
29. 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.
30. The time allowed for completing the works is 21 days to be reckoned from 5th day from the date of Work Order / date of handing over site whichever is later.
31. If the Contractor fails to complete any or all the works by the date/s named in **Clause 32** (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.
32. Extension of time: If in the opinion of the Employer/ Architects the works be delayed (a) by reason of any exceptionally inclement weather or (b) by reason of instructions from the employer in consequence of proceedings taken or threatened by or disputes, with adjoining or neighboring owners or (c) by the works, or delay of other contractors nominated by the employer and not referred to in the specification or (d) by the reason of authorized extra and additions or (e) by reason or any combination or works men or strikes or lock-out affecting any of the building trade or (f) from other causes which the employer may consider are beyond the control of the contractor, the employer at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore. In the event of the employer failing





to give possession of the site upon the day specified above, the time of completion shall be extended suitably. In case of such strikes or lockouts as are referred to above, the contractor shall, immediately give the employer, written notice thereof. Nevertheless, he shall use his best endeavors to prevent delay, and shall do all that may be reasonably required, to the satisfaction of the employer for any extension of time for completion hereunder (which shall be final and binding on the contractor) shall be promulgated at the conclusion of such strike or lock-out and the employer shall then, in the event of an extension being, granted, determine, and declare the final completion date.

33. The successful contractor shall be required to execute an Agreement in the proforma attached with this quotation document within 7 days from the date of receipt of the notice of acceptance of quotation. In the event of failure on the part of the successful contractor to sign the agreement within the above stipulated period the acceptance of the quotation shall be considered as cancelled.
34. 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 30 days from the date of proper submission of bill & measurements.
35. The Quotation offerer shall separately specify at the end of the QUOTATION the % and value of SGST and CGST as applicable. As on date 9 % CGST and 9% SGST IS APPLICABLE FOR WORKS CONTRACT. Regarding tax part, the tax rate at the time of billing shall rule over and above all documentations. Valid documents shall be produced if asked for at the time before payment. TDS for income tax is as applicable and shall be included in the quoted rates. The comparison for the least bidder shall be made with the basic price of items of work excluding "Goods and Service Tax" part.
36. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the contractor must inform the concerned Department of the Bank or Architect and after getting the approval, the same has to be incorporated by the contractor.
37. Single Power point & Water for work will be provide by bank at free of cost
38. The contractor shall not directly or indirectly sublet the work to other party without written permission of the bank.
39. 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.
40. Bank shall not be responsible for any loss 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
41. No advance payment shall be made to the contractor on supply of any material supplied at site for execution; Payment shall be made only after completion of the work, submission of proper bills and measurement and checking at the site by Architect and Bank' Engineer.
42. Contractor agencies are advised (before quoting the rates) to inspect the site of the proposed work and the site from where items are to be buy backed. They must go through specifications and documents. Any clarification, if required, may be taken from the bank before submitting the quote.
43. The quantities mentioned in schedule are provisional and likely to increase /decrease to any extent or maybe omitted thus altering the aggregate value of the contract. No claim for loss of profit /business shall be entertained on this account.
44. The rates quoted by the Contractor shall be firm throughout the work period (including extension of time, if granted) and will not be subject t any fluctuation due to variation in the cost of material or labour.
45. 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.
46. Payment to the contractor shall be made as per actual work done of site.
47. 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.
48. The Bank reserves the right to accept/reject any quotes without assigning any reasons thereof.
49. Any work got executed in poor workmanships pointed out by the Bank' Official will have to be dismantled and



re-done by the Contractor his own cost.

50. If the quoted rates are coming 15% or more down then the same tender is count as CANCELLED.

51. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor

DECLARATION:

I / We hereby declare that I / We read and understood the above terms and conditions and that we shall abide by them if the work is awarded to us.

Signature & Seal of the Contractor

ARTICLES OF AGREEMENT

THIS AGREEMENT is made on this day ofmonth of between Indian Bank and having its Zonal Office at **PANCHANAN TALA, BERHAMPORE** (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 quotation documents for "Interior Furnishing, Electrical, Air-Conditioning Works and Data Cabling Works for renovation of NEW Premises of PALASSY Branch and ATM at PALASSY, NADIA

AND whereas the Employer has called for quotation vide ref. no. dated.....

AND whereas the contractor has submitted the quotation 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 quotation as aforesaid and whereas the QUOTATION 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 Works in terms and conditions herein contained and according to the general conditions of the contract, notice inviting QUOTATION, 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, GST, income tax, octroi etc. in respect of this contract. No claim in this respect will be entertained. 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.

- 3) **Completion Period:**

Time is the essence of the Contract. The work is to be completed in all respects within 12 days reckoned from 2ND 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 QUOTATION Documents.

2) **Inspection of Site:**

The Contractor has inspected the site before submitting his quotation 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.

3) **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 QUOTATION 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.

4) **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.

5) **Inspection of Work:**

During progress of the work the Employer shall be entitled at all times to have access to and inspect the work.

6) **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.

7) **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.

8) Determination 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.

9) 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.

10) 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 BERRHAMPORE 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".

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 APPROVED MATERIALS FOR FURNISHING WORK AT INDIAN BANK, PALASSY BRANCH**

SL NO	ITEM	APPROVED MAKE/ MODEL
1	False Ceiling	INDIA GYPSUM CEILING, SAINT GOBAIN, LAFARGE
2	Inter mediate Channel/Ceiling Section	GYPSTEEL, DIAMOND FRAME
3	Wood Frame Work/ Wood Section All wood must be well seasoned, free from knots, other defects, decay and defects due to handling and transportation. Wherever necessary, provide with anti – termite Treatment.	2 ND CLASS TEAK WOOD
4	Wood Skirting / Moulding/ Lipping/ Bidding / Door frame	WHITE BEACH / WHITE CEADER
5	Modular furniture	GODREJ/DECOR X/SPACE WOOD/METHODEX
6	Modular Toilet	MARINO, GREEN
7	Fire Retardant Paint	INDUSTRIAL GRADE OF NOBLE / VIPER
8	Plywood/ Block board (BWR GRADE)	CENTURY/GLOBE PLY/GREEN PLY
9	Flush Door	CENTURY/GLOBE /GREEN PLY
10	Laminate (1.0mm thk.)	ADVANCE LAM/MERINO, GREEN LAM/CENTURY
11	Door Closure	GODREJ/ ARCHI (HEAVY DUTY)/DORMA
12	Floor Spring :	GODREJ/ ARCHI (HEAVY DUTY)/DORMA
13	Mortice Lock, Fitting	GODREJ, LINK
14	Door Lock/ Door Handles	GODREJ CYLINDRICAL / HAFELE/ HETTICH /DORSET
15	Drawer/ Storage Handle	NEKI / HASSLEY
16	Drawer/ Storage Lock	EBCO / HAFEL / HETTICH DOOSET/GODREJ
17	Screws	GKW / NETTLE FOLD / APPROVED EQUIVALENT
18	Hinges	DORSET/GORG/EBCO
19	Sliding Drawer Channels	EARL BEHARI (EBCO) / CIEF/ HETTICH
20	Adhesive	FEVICOL SH / FEVIMATE TL/ARALDITE
21	Soft board	JOLLY BOARD / APPROVED EQUIVALENT
22	Vertical Blinds	MAC / ANNUMS / WINDOW FASHION/VISTA
23	Aluminium Sections	HINDALCO/JINDAL/NELCO
24	Glass	MODIGUARD / SAINT GOBAIN
25	Readymade Keyboard / CPU Trolley (metal)	EBCO / DORTEL
26	Paints (Enamel / Acrylic Emulsion)	ASIAN PAINTS (AS PER BANK APPROVED COLOR)/BERGER
27	Mirror	MODIGUARD / SAINT GOBAIN
28	Wood Preservatives	STP PENTAPHENE PALE / CHLORIPHYROPHOSH
29	Laminates	CENTURY PLY/ SUNMICA/ FORMICA/ GREENLAM
30	All other items not covered above	AS PER SAMPLE APPROVED BY EMPLOYER





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:



PRICE BID FOR FURNISHING WORKS AT GORABAZAR BRANCH					
SR.NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
A	FURNISHING WORK WORKS:-				
a	False Ceiling				
	Gypsum board Ceiling - 12.5mm th. single layer gypsum board fixed on suspended main G.I.channels 60 mmx 36 mm and secondary grid made of 45 mmX 18 mm all as per manufacturers' specifications, including jointing, finishing with gypsum compound, jointing tape and top coat. The surface shall be duly sanded and finished. Rate shall include making all the necessary cutouts for lights, grills,diffusers etc. The rate shall also include providing perimeter channel for grills, lights, diffusers as called for in HVAC and Electrical Drawings.The rate shall also include providing for edge/ angle bits at all corners,drop, necessary taping, filling with jointing compound as per manufacturers specifications. The rate shall be exclusive of trap door which shall be paid for separately. Cost to be quoted Including painting.	920.00	Sq.ft		
b	Modular false ceiling made of mineral fibre boards of average size of 24"x24" with Aluminium powder coated framework. (make Armstrong or equivalent. Type - Fine fissured)	380.00	Sq.ft		
B	GLAZED PARTITIONS				
i	FULLY /SEMI GLAZED PARTITIONS: Providing & fixing of fully glazed partitions by using the wooden frame work and ply comprising of A) The glazed portion out of 10mm thk glass fixed with internal framing and beading as per design. B) (6mm thk) BWR Grade ply of on both sides of frame + Laminate as per drawings.Glass of asahi/saint gobin / modi gaurd make. Wooden framework of size 50mm x 50mm fixed @450mm c/c bothways	152.00	Sq.ft		
ii	MAIN FIXED GLAZING: P/F of full height glazed partition for front glazing at Main Entrance made with 12mm Toughen Glass with white paint design with necessary additional supports as directed. Fitting should be with "patch fitting".	56.00	Sq.ft		
iii	SEMI-GLAZED PARTITIONS: Providing & fixing of semi glazed partitions upto 7'-0" ht .the partitions is made by using the Wooden frame work and ply comprising of A) (9mm thk) BWR Grade Marine ply of (Alishan/Greenply or Century Ply make)on both sides of partition as per drawings. Wooden framework of size 50mm x 50mm fixed @450mm c/c bothways. B)The glazed portion out of 10mm thk glass fixed with internal framing and beading as per design Glass of asahi/saint gobin / modi gaurd make.	168.00	Sq.ft		
2	PANELLING WORKS				
a	ONLY PANELLING WITHOUT FRAME: P/f paneling without wooden framework but 9mm thick plywood BWR Grade Marine ply of (Alishan/Greenply or Century Ply fixed on leveled wall and finished with 1.00mm thk. laminate of approved make and shade,on all exposed surfaces on all exposed surfaces as per details and design.	200.00	Sq.ft		



b	PANELLING: P/F paneling with wooden framework of size 50mm x 50mm with 450mm c/c made out of salwood treated with antitermite solution. 9mm thick plywood BWR Grade Marine ply of (Alishan/Greenply or Century Ply fixed on frame and finished with 1.00mm thk laminate having 3" wide skirting with 1mm thk groove between skirting and partition and 1mm groove between vertical laminates as per design.	-	Sq.ft		
c	Aluminium Composite Panel (ACP) with framing of Aluminium Tube sections of min 1.5" x 1" and 20 gauge 2'-0" C/C both ways. Mirror screws to be used. Joints to be finished with Silicon based sealant. ACP thickness of 3 mm minimum of approved shade (SilverGrey or equivalent as per Bank's Layout policy). ACP to be in 2' width panels or distributed equally. Alubond, Eurobond, Fujibond, Alcobond or equivalent ISO certified brands to be used. Shades to be as per bank's approval. Trap door will be 12 mm marine ply finished with ACP for rolling shutter wheel.	288.00	Sq.ft		
3	PARTITION WORKS				
A	SOLID PARTITIONS (upto 8'6"-9'0")				
i	SOLID PARTITION - LAMINATED: Providing and fixing of full height solid partition made of salwood framework of size 50mm x 50mm fixed @450mm c/c bothways and covered with (6mm thk) BWR/BWP Ply make and finished with 1.0mm thk laminate of approved shade on both sides. 3" wide skirting to be shown in the laminate by way of 1mm wide groove.	224.00	Sq.ft		
ii	SOLID PARTITION - LAMINATED/PAINTED: Same as item 1.a -(i) above but partition framework to be covered with one side plywood of (6mm thk) BWR/BWP PLY finished with 1.0mm thick laminate on one side and other side with 3 coats of luster paint of approved shade. 3" wide plywood skirting finished with laminate to be provided on the side of partition. Wooden framework of size 50mm x 50mm fixed @450mm c/c bothways	-	Sq.ft		
	Carcass and shelves out of 3/4" and 1/4" thk. Marine ply of BWR Grade (Alishan/Greenply or Century Ply make)				
	Hardware - S.S. hinges, stoppers, 'Vijayan' locks, S.S. handles				
	Shutter (19 mm thk.) semi solid core faced with approved laminate (1.0 mm) on the exterior and back of shutter & Internal faces all finished with enamel paint of Asian make.				
	LOW HT PARTITION	40.00	Sq.ft		
4	Storage Half ht. and full ht				
	Size - 1' 4" deep x 2' 6" ht.				
	Carcass and shelves out of 3/4" and 1/4" thk. Marine ply of BWR Grade (Alishan/Greenply or Century Ply make)				
	Shutter (19 mm thk.) semi solid core faced with approved laminate (1.0 mm thk.) on the exterior and back of shutter and finished with enamel paint internally				
	Hardware -S.S. hinges, stoppers, 'Vijayan' locks, S.S. handles	120.00	Sq.ft		
	TOTAL OF (A)				-
PURCHASE OF FURNITURE/ FIXTURE FOR GORABAZAR BRANCH					
A	FURNITURE ITEMS:-				
1	DOORS	QTY	UNIT	RATE	AMOUNT



i	P/f main entrance single leaf glass door for BRANCH/ATM ENTRY with 12mm thick Toughened glass . The beading to be polished matching the laminate shade. Rate to include cost of heavy duty floor spring (Everite / Hemco / Haldin / Hyper or equivalent of capacity 120 kg), SS handle of size 450mm, ball bearing hinges, mortise concealed dead lock, door stopper and all required hardware complete as directed.	2.00	Nos.		
ii	Glass Door - BM Cabin				
	P/f Two side frame Cabin door fixed on floor spring finished in laminate from both sides with 10mm thk glass and frosted film on it. Door size 900mm x 2100mm	1.00	Nos.		
	i. IT Room Door : 975mm x 2100mm	1.00	Nos.		
	ii. Service Area door : 900mm x 2100mm	3.00	Nos.		
	iii. STORE ROOM DOOR	1.00	Nos.		
	iv. cash entry door:	2.00	Nos.		
3	COUNTERS AND DESKS				
	(COUNTERS) Providing and Fixing COMPUTER COUNTERS made out of 19 mm thick bwp grade board of approved brands as listed in the specifications, and as per the attached drawing, all complete with 1.0 mm thick laminate on all visible surface, tabletops, customer top, etc, and all drawers etc. to be painted with 1 coat of primer and 2 coats of 1st quality enamel paint). 12 mm thick glass, MODIGUARD / AIS , branded, to be used on top of the COMPUTER COUNTER. Keyboard Tray to be provided on Special Keyboard Slides, and wristrest to be given. Drawer Slides to be used for all drawers. All locks to be of Godrej. All drawers, cabinets, Keyboard, etc. to be lockable. Footrest to be provided. The Front of the Computer Counter shall have decorative finishing in ply and laminate as shown in the drawing attached. 12mm thick glass as a screen shall be provided in front, with a 3" gap from the counter top. Height of Glass: 12". Glass to be inserted in polished teakwood members, size 2" x 2", appropriately finished				
	3" high skirting box with walnut wood skirting, melamine polish finished				
i	BM workstations in laminate finish with side storage and back storage (size of storage 7'-0" X 2'-6" in height or as per the drawing) CRM Table size 7'x3' Or as per availability of space. The table shall be postformed	1.00	Nos.		
ii	P/f Officers / Assistant Manager interactive workstations in laminate finish of Table size as per the Drawings. Table shall be postformed	3.00	Nos.		
iii	Runing table for staff & daftari	4.00	Rft.		
iv	Senior officer table with interactive workstations in laminate finish. as per the drawings	1.00	Nos.		
v	Corner Side Table				
	Size: dia 1' 6"	2.00	Nos		
v	CASH COUNTER				



	Providing and fixing top, front & side of cash counter made out of 18 mm BWP and termite proof blockboard as per design cladded with 1.0 mm thk. Laminated on side and front & the edges to be finished with necessary white beach or white ceader lippings, mouldings, etc. Special 6" drawer to be made for the cash with dividers of 12 mm plywood. the front of the drawer made out of 18mm blockboard finished with 1.0 mm laminate, sides 12 mm th. plywood and bottom to be made of 6 mm plywood. the inside and sides of the drawer to be duly polished. The drawers and shutters to be provided with necessary drawer sliding channels, hinges, locks etc. A leg rest to be provided made out of 18 mm thk. blockboard duly polished. Inside of the unit to be polished in the matching tone. All visible areas to be covered with beach or ceader lippings, mouldings with reddish brown colour polish. Wire manager, CPU trolley, keyboard tray to be provided. 4" ht. laminated skirting to be provided in all visible ares and 12 mm thk. x 18" wide Plain Glass to be provided at counter top customer face horizontally at 3'-9" lvl. The work should be completed as per specification. Cash counter --- 5 rft Open counter --12 rft (spec. same as above).	2.00	Nos		
vi	16"x16" PVC ciading for ATM only [rate inclusive of frame and fixing material]	6.00	Nos		
vii	CHAIRS				
a	Manager		No		
b	officer/stafs with arm		Nos		
c	visitprs without arm		Nos		
d	iron sofa 3 seater		Nos		
	TOTAL OF (A)				-

B GORA BAZAR BRANCH MISCELLANEOUS ITEMS					
	MISCELLANEOUS ITEMS	QTY	UNIT	RATE	AMOUNT
i	Cheque Deposit Box / Suggestion box	1.00	Nos.		
ii	Brochure racks (2' 0" x 16") with acrylic box for brochures.	2.00	Nos.		
iii	WRITING LEDGE	2.00	Nos.		
	Finish. (size – 5" x 5" x 5' 0" MIN.)				
IV	Roller Blinds	55.00	Sq.ft		
V	Notice Board/ Soft Board/Pinup Board	30.00	Sq.ft		
VI	CPU Trolley	8.00	Nos		
	TOTAL (B)				
	(A+B)				
	SUMMARY OF FURNISHING WORK AT GORABAZAR BRANCH				
	FURNISHING WORK WORKS				
	FITTING AND FIXTURES				
	TOTAL OF FURNISHING FIXTURES ITEMS				



