

INDIAN BANK
Field General Manager Office
Buddh Marg
Opp. Kotwali Police Station
Patna-800001(Bihar)
Tel: 0612-2951963

**TECHNICAL BID DOCUMENT
FOR
SELECTION OF CONTRACTOR FOR
Flooring, Electrification and Renovation
of Furniture and Fixture of FGM Office
Premises**

PART - I

TECHNICAL BID

**Our Ref . :
Date : 27.01.2025**

This Technical Bid contains 33 pages.

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FORM OF TENDER

Indian Bank

Corporate Office/ Zonal Office,

<Address>

Tel: 044 – XXXX XXXX /

Dear Sirs,

SUB: Invitation of Tender for 'Selection of Contractor', for

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

I/We herewith deposit **Rs...../- (Rupees only)** (2% of the project value) by crossed demand draft/ Bank Guarantee on a Bank other than the clientele, dischargeable/payable at Chennai and drawn in favour of Indian Bank as Earnest Money Deposit for the due execution of the works at my/our tendered rates, together with any variations should the work be awarded to me/us.

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

I/We agree to keep our tender open for **90 (Ninety) days** from the date of opening of Envelope No. 1.

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

Thanking you,

Yours faithfully,

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

Place:

Date :

Witness

Signature:

Name:

Address:

Seal:

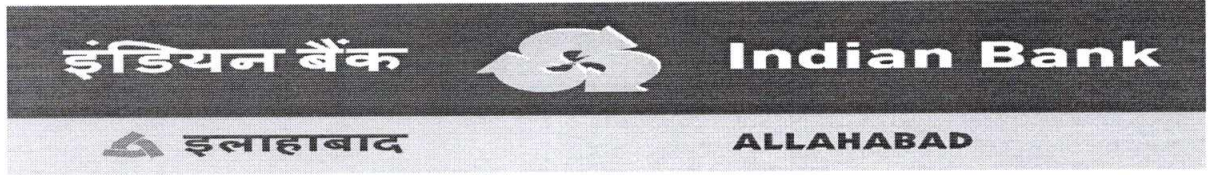
Field General Manager Office, Budh Marg Patna
Email: fgmo.patna@indianbank.co.in

INDIAN BANK

NOTICE INVITING TENDER

Indian Bank, **Field General Manager Office, Patna** invites sealed tenders in 2 bid system (Techno commercial and financial bid in two separate covers) for 'Selection of Contractor for Renovation of FGM Office, Patna (BIHAR).

1	Name of Project/Work	Selection of Contractor for Flooring, Electrification and Renovation of Furniture and Fixture of FGM Office Premises.
2	Estimated cost of work	Rs23.39 Lakh
3	Period of completion	2 (Two) months reckoned from 15th day from the date of issue of the Work Order or handing over of site whichever is later
4	Eligible criteria for contractors	Reputed firms (1) having completed during the last 5 years ending 31.12.2024 at least one similar work of Rs.18.71 Lakh or two similar works of Rs.11.70 Lakh each or 3 similar works of not less than Rs.7.02 Lakh each, (2) having Average Annual Financial turnover of at least Rs.7.02 Lakh during the last 3 years ending 31.01.2025 . (3) 24 x 7 local service set –up, (4) should not have incurred any loss during the last three years ending 31.03.2024 (5) should have a solvency of Rs.25.00 Lakh issued by a scheduled Bank on or after 31.12.2024 and (6) Copy of TDS Certificates issued by the employer in support of eligibility criteria as in point No.1 above (value of completed works) shall also be submitted alongwith tender request letter
5	Tender Documents	Tender documents can be downloaded from banks website www.indianbank.co.in/tenders from 28.01.2025 to 11.02.2025 4 pm
6	Cost of Tender Documents	Rs. 500/- (non- refundable) in the form of Demand Draft in the name of 'Indian Bank' payable at Chennai shall be submitted along with tender documents (Technical Bid)
7	Last date of submission of tenders	11.02.2025 upto 15.00Hrs. at Indian Bank, Indian Bank, Field General Manager Office, Patna
8	Earnest Money Deposit	DD or B.G. for Rs.50000/- (Rupees Fifty Thousand only) issued by any scheduled Bank favouring Indian Bank
9	Date of opening the Technical Bid (Cover-1)	12.02.2025 at 15.30Hrs. at Indian Bank, Indian Bank, Field General Manager Office, Patna for evaluation of technical bid and prequalification of bidders
10	Date of opening of Financial bid (Cover –2)	Will be informed to the prequalified bidders separately



Field General Manager Office, Budh Marg Patna

Email: fgmo.patna@indianbank.co.in

Note:

1. Applications for issuance of tender without complete information and certified photocopies of documents in support of fulfilling the Pre-qualification criteria will not be entertained.
2. 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.
3. The Bank reserves the right to verify the particulars furnished by the applicant independently
4. Short-listing of contractors will be finalized after inspection of works and obtaining confidential reports from previous employers for only those firms who fulfil the aforesaid Pre-qualification criteria and that specified in Technical bid.
5. The bank reserves the right to reject any tender/bid without assigning any reason and to restrict the list of qualified contractors for opening of the financial bid to any number deemed suitable by it, from out of the bids received.
6. A pre-bid meeting will be held at **03.02.2025 at the FGM Office, Patna** Premises to give clarifications and decisions in connection with any issues or doubts raised by the tenderers. The tenderers should send a list, in duplicate, of any clarifications or decisions they need, so as to reach the Employers' offices not later than 04.00 pm on 03.02.2025. The queries can be sent to email at fgmo.patna@indianbank.co.in. The purpose of the pre-bid meeting is to ensure that the bids will be submitted without any conditions and to clarify all issues raised by the bidders. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
7. The technical bid volume 1 duly filled in, signed in all the pages and stamped by the tenderer to be submitted giving the details of company profile, audited Balance Sheet for last 3 years, Proof of submission of Income Tax returns, PAN No., GST No., Work experience of similar works during the last 5 years including TDS & completion certificates may be submitted in a separate sealed COVER1 with the Drawings & EMD DD super scribing as **"Technical Bid & Name of the work"**. The Volume2 –Price bid duly filled and signed to be placed in a separate sealed COVER2 super scribing as **"Price Bid & Name of the work"**. Both the COVER1 and COVER2 to be enclosed within another COVER3 and the same may be super scribed as **"Tender for Selection of Contractor for Flooring, Electrification and Renovation of Furniture and Fixture of FGM Office Premises"** and shall be submitted to the below given address on or before the date specified in the Tender notice.

DEPUTY GENERAL MANAGER
FGMO PATNA
OPP. Kotwali Police Station,
Budh Marg
Patna-800001 (Bihar)
Contact No.- 0612-2951963

PREQUALIFICATION DOCUMENTS

1.0 Criteria for Eligibility and documents to be submitted along with Part I.

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

2.0 Documents – details to be enclosed with the Technical Bid:

- Copy of TDS Certificate issued by the employer in support of eligibility criteria.
- Form A – Financial Information
- Form B- Details of all works of similar class/ nature completed during the last five years ending XX.XX.20XX.
- Form B-1- Additional Information for completed works
- Form C- Project under execution or awarded as on XX.XX.20XX
- Form D- Performance report for works referred to in Forms B & C
- Form E – Structure and Organization
- Form E-1- Details of Key Technical and Administrative Personnel employed by the firm/company
- Form F - Proforma on ISO certification

FORM 'A'

FINANCIAL INFORMATION

I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

YEARS

2019-20	2020-21	2021-22	2022-23	2023-24
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- (i) Gross Annual turn-over in Construction Works:
- (ii) Profit/Loss
- (iii) Financial position:
 - (a) Cash
 - (b) Current Assets
 - (c) Current Liabilities
 - (d) Working capital (b-c)
 - (e) Current Ratio:
Current Assets/Current Liabilities (b/c)
 - (f) Acid Test Ratio:
Quick Assets/Current Liabilities (a/c)
- II. Income Tax clearance Certificate
- III. Solvency certificate from Bankers (Schedule Bank) of Applicant.
- IV. Financial arrangements for carrying out the proposed work

SIGNATURE OF APPLICANT(S)

Signature of Chartered Accountant with seal

FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS
ENDING XX.XX.₂₀

Agreement No	Scope of work *	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details*	Name and Remarks address/ Tel No of Officer to whom reference may be made
4	5	6	7	8	9	10	11 12

* indicate Number of Units and Number of floors where repair/ renovation works were carried out.

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

Signature of Applicant(s)

SL NO	Name of work/project & location	Owner or sponsoring organizations
1	2	3

FORM- B1

ADDITIONAL INFORMATION FOR COMPLETED WORKS

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

SIGNATURE OF APPLICANT(S)

FORM C

PROJECTS UNDER EXECUTION OR AWARDED

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

Signature of Applicant(s)

FORM 'D'

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

1. Name of the work/ Project & Location.
2. Scope of work.
 - a. Total Number of Units.
 - b. Number of floors.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - a. Stipulated date of completion.
 - b. Actual date of completion.
9. Amount of compensation levied for delayed Completion, if any.
10. Performance report based on
 Quality of Work, Time Management, and Resourcefulness
 : Very Good/ Good /Fair/ Not satisfactory

DATE

CHIEF PROJECT MANAGER
OR EQUIVALENT.

SUPERINTENDINGENGINEER/

FORM 'E'

STRUCTURE AND ORGANISATION

- (i) Name and address of the applicant

FORM 'E'

STRUCTURE AND ORGANISATION

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

SIGNATURE OF APPLICANT(S)

FORM E-1

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

SL. NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

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

Signature of Applicant(s)

FORM F

PROFORMA ON ISO CERTIFICATION (Optional)

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

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

SIGNATURE OF APPLICANT(S)

INSTRUCTIONS TO TENDERERS

1.0 LOCATION

- 1.1 Address of the building site is **FGM Office, Buddh Marg, Opp. Kotwali Police Station, Patna-1.**
 1.2 Composition of Premise –1st floors.(Give the description of the building)

2.0 SCOPE OF WORK

The work involves Civil, Carpentry, Plumbing, Electrical & Fire Fighting works as per Drawings, Specifications and Conditions of Contract and in conformity with the guidelines of Local Authorities/ Statutory Bodies, Labour dept. etc.

3.0 SUFFICIENCY OF TENDER

- 3.1 Tenderers must get acquainted with the proposed work and study drawings, designs, specifications, conditions of contract, schedule of quantities and other tender documents carefully before tendering. No request of any change in rates or conditions for want of information on any particular point shall be entertained after receipt of the tenders. In case of any discrepancies or uncertainty concerning any thing contained in the tender documents, the tenderer shall obtain the clarification and quote his rates accordingly. No claim for additional payment will be entertained, if the tenderer fails to comply with this requirement.

No extra charges consequent on any misunderstanding or otherwise shall be allowed.

- 3.2 The Tenderer must prior to submitting his tender inspect the site to ascertain the nature of site, access thereto, location, facilities for procurement of materials and working labour rates and execution of the work. The Tenderer shall be deemed to have full knowledge of the site and drawings whether or not he actually inspects them.

The Tenderer shall inspect and examine the site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the ground, and sub-soil, the form and nature of the site, the quantities and nature of the work and materials necessary for the completion of the works and means of access to the site, the accommodation he may require and in general, shall himself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his tender.

- 3.3 The Tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for proper completion and maintenance of the works.

4.0 SITE ENGINEER :

The Successful tenderer shall, before receiving Work Order, get the Site Engineer and his team (whom he intends to post full time at site) interviewed and approved by Employer.

5.0 TENDERER TO VISIT SITE :

Each Tenderer must before submitting his tender visit the site of works so as to ascertain the physical site conditions and prices, availability and quality of materials according to Specifications before submitting the quotations.

6.0 SUBMISSION OF TENDER:

6.1 The Tender must be submitted in original and as per details given hereunder. The rates shall be filled in the Schedule given in **Part II**, of the tender document.

6.2 Tender shall be submitted in two parts in separately sealed envelopes as described below:

Part I : Technical and Commercial aspects of the offer and Tender Drawings, EMD and details list in Para 7

Part II : Priced Schedule of Quantities in Original and Duplicate

The envelopes containing Volume I and Volume II of offers shall be duly superscribed with the above titles.

6.3 Part II of offer shall contain only the "Schedule of Quantities" and no conditions whatsoever. Any conditions/stipulated by the tenderer in Part II will not be taken into consideration for evaluation of the tenders.

6.4 Tenderers are requested to quote strictly as per the terms and conditions, specifications, drawings and tender documents and not to stipulate any deviations.

6.5 Agenda to this tender document, if issued, must be signed and submitted alongwith the tender document.

6.6 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.

6.7 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.

- a) 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.

- b) 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.
- c) 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.
- d) 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.

6.8 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.

- 6.9 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.

- 6.10 When a Tenderer signs a tender in a language other than English, the total amount tendered should, in addition, be written in the same language. The signatures should be attested by atleast one witness.

6.11 Witness:

Witnesses and sureties shall be persons of status and propriety and their names, occupation and address shall be stated below their signatures.

The witness shall under no circumstances be a Contractor who has himself tendered for the same work.

7.0 **INFORMATION REQUIRED ALONGWITH TENDER:**

The following details are required to be submitted along with tender:

- a) List of equipment proposed to be deployed for work.
- b) Site Organization chart with bio-data of Resident Engineer and key personnel proposed to be deployed at site.
- c) Programme of work substantiated by proposed resources of manpower and equipment.
- d) Power of Attorney in the name of persons who has signed the tender document.

8.0 **ERRORS / OMISSIONS**

Any printing or typographical errors/omissions in tender documents shall be referred to the Employer and their interpretation regarding correction shall be final and binding on Contractor.

9.0 **TRANSFER OF TENDER DOCUMENTS:**

Transfer of tender documents purchased by one intending Tenderer to another is not permitted.

10.0 EARNEST MONEY:

10.1 The Tenderer must pay the amount of Earnest Money as mentioned in the Notice of Tender Invitation by Bank Guarantee / Bank Demand Draft payable to Indian Bank. No interest on Earnest Money deposited by the Tenderer shall be allowed. The Tenderer should attach the Bank Guarantee / Bank Draft along with the tender failing which the tender will not be considered. No other mode of payment shall be accepted.

10.2 The Bank Guarantee for Earnest Money shall remain valid for 3 months from the date of submission of tender. The Earnest Money Deposit of unsuccessful tenderers shall be refunded within three weeks of award of contract to the successful tenderer or within one week of actual commencement of work whichever is earlier and in any case not later than four months.

The Earnest Money Deposit of the successful tenderer shall be refunded on the acceptance by the Employer of the Contractor's Bank Guarantee/ Demand Draft towards Security Deposit.

10.3 The Bank Guarantee/ Demand Draft for Earnest Money shall be issued in favour of **Indian Bank, Patna**
The name of the work shall be as mentioned in tender documents.

The Bank Guarantee shall conform to the Proforma E in Appendix IV

11.0 VALIDITY:

Tenders submitted by Tenderers shall remain valid for acceptance for a period upto end of **90** days from the date of opening of part-1 of the tender. The Tenderers shall not be entitled during the period of validity, without the consent in writing of Employer to revoke or cancel his tender or to vary the tender given or any terms thereof. If the tenderer revokes his tender or modifies it in anyway without the Employer's concurrence, the Employer shall without prejudice to other rights, be at liberty to forfeit the entire Earnest Money deposited by the tenderer.

12.0 ADDENDA:

12.1 Addenda to the tender document may be issued along with the tender to clarify documents or to reflect modifications to the design or contract terms.

12.2 Each addendum issued by the Employer will be distributed to each person or organisation to whom a set of tender documents has been issued. Each recipient will submit the same along with his tender. All addenda issued by the Employer shall become part of Tender Documents.

13.0 RIGHT TO ACCEPT OR REJECT TENDER:

13.1 The right to accept a tender will rest with the Employer who is not bound to accept the lowest or any tender and who reserves the right to reject any or all the tenders received without assigning any reasons. The Employer also reserves the right to accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed by the tenderer are liable to be rejected. For this purpose the tenderer shall quote rates for various items which will be self sufficient to meet their whole costs for executing any / every item. No demand for variations in rates for any item executed on the plea

of the Client deciding to delete, alter or reduce the quantities prescribed in respect of other items.

- 13.2** The work may be awarded to one or more agencies by splitting the work at the entire discretion of the Employer. The quoted rates by the contractor shall hold good for such an eventuality.

14.0 TIME SCHEDULE:

The time allowed for completing the works is **2 (Two) months** to be reckoned from the date of Work Order / date of handing over site whichever is later.

TIME IS THE ESSENCE OF THE CONTRACT

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.

15.0 RATES:

The rates quoted shall exclude GST but includes all costs, allowances, excise and octroi duties, levies and taxes including income tax, sales tax, VAT, works contract tax, service tax or any other charges including any enhanced labour rates etc., which may become effective for any reason including those due to acts of Government / Statutory Bodies enacted from time to time by the State and or the Central Government. Under no circumstances, shall the Employer be held responsible for compensation or loss to the Contractor due to any increase in the cost of labour or materials, variation in exchange rates etc.

The rates quoted by the tenderers shall include all eventualities such as heavy rain, sudden floods etc., which may cause damage to the executed work or which may totally wash out the work, until the Completion Certificate is issued to the contractor. The Employer will not be responsible for such damage or wash-out of the construction work. The contractor shall have to claim any losses on such accidents from insurance policies which he shall take for this work.

The prices shall be adjusted up in case of any new taxes, levies or duties by Statutory Authorities and shall be adjusted up or down in case of any revisions in existing taxes, levies or duties by Statutory Authorities on presentation of documentary proof by the Contractor.

No escalation of prices shall be permitted on any other account.

16.0 SIGNING OF THE CONTRACT:

The successful tenderer shall be required to execute an Agreement in the proforma attached with this tender document within 15 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.

ARTICLES OF AGREEMENT

THIS AGREEMENT is made on this day of 20XX between Indian Bank and having its FGM Office at < Address.....>
(hereinafter referred to as the "Employer") which expression shall include its successor, legal heirs and assignees of the one part.

AND M/s. having its office at
.....
(hereinafter referred to as the "Contractor") which expression shall include its successor, legal heirs and assignees of the second part.

WHEREAS the Employer has caused drawings and tender documents for 'Repair and renovation works (Civil, Carpentry, Plumbing, Electrical & Fire Fighting works) for < Name of the work.....>

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

AND whereas the contractor has submitted the tender ref. no. dated to the Employer on

AND whereas the Contractor has agreed to execute the work as per drawings, specifications, conditions of contract and Work Order.

AND whereas the Employer has accepted the Contractor's tender as aforesaid and whereas the tender submitted by the contractor has been accepted for such sum as may be ascertained to be payable in terms of the Bill of Quantities and which sum is estimated to be Rs. (Rupees) hereinafter referred to as the said "Contract Agreement".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

- 1) In consideration of the said Contract Sum to be paid at the times and in the manner set forth in the said Conditions the Contractor shall carry out and complete the Civil, Carpentry, Plumbing & Electrical Works in terms and conditions herein contained and according to the general conditions of the contract, notice inviting tender, special conditions of contract, general scope of work, technical specifications, schedule of rates and instructions to be given by and the supervision of and to the entire satisfaction of the Employer.

- 2) **Contract Price, Taxes and Payment Terms :**

Total contract price is Rs. which is inclusive of cost of materials, equipment, installation charges and tools and tackles required for execution of the job. Above price is inclusive of all taxes & duties including excise duty, sales tax, works contract tax, income tax, octroi etc. in respect of this contract. No claim in this respect will be entertained. Sales tax on works contract & Income tax on payments will be deducted and deposited by Employer in accordance with the sales tax law of the state and the provisions of tax deductions at source under income tax act 1961.

However, interim payment will be made as per the site measurements on Item Rate basis.

3) **Completion Period:**

Time is the essence of the Contract. The work is to be completed in all respects within **XX (.....) months** reckoned from XXth day from the date of issue of the Work Order or handing over of site whichever is later. If the Contractor fails to complete the job within the agreed time period the Contractor will have to bear liquidated damages as per the relevant clause mentioned in the Tender Documents.

4) **Earnest Money:**

The Contractor has deposited an amount of Rs./- (Rupees only) as earnest money.

5) **Inspection of Site:**

The Contractor has inspected the site before submitting his tender and has satisfied himself as to the nature of the work to be executed on the site. Any difficulties which the Contractor may come across in the course of the work shall in no way relieve the contractor to claim or receive extra payment unless the Employer is of the opinion that such difficulties could not have been foreseen and the Employer consents in writing.

6) **Supply of Material and Labour:**

The Contractor shall arrange all labour, materials, equipments, tools, tackles and everything necessary for the completion of the work. The Contractor will assume all responsibility for the safety, protection and accounting of all material and equipment and the work during construction. All materials used by the Contractor shall be of the best quality conforming to the required specification mentioned in the tender document and will be subject to the approval of the Employer. All such materials not approved by the Employer shall be removed at once by the Contractor at his own expense. The Contractor shall also at his own expense arrange for carrying out any test of materials which the Employer may from time to time require or if so desired by the employer.

7) **Defective Work / Materials:**

If any part of the work done by the Contractor is found defective in workmanship or if bad or inferior materials have been used the Contractor shall at his own risk and cost demolish all such defective work and rebuild the same and / or replace the bad or inferior materials used within a time frame mentioned to the satisfaction of the Employer. The decision of the Employer in this regard shall be final and binding on the Contractor. In case of default of the contractor to remove the defective work and rebuild the same or replace bad or inferior materials as directed by the Employer, the Employer shall be entitled to employ anyone else to carry out the

same at risk and cost of the Contractor and recover all expenses incurred in this regard from the contractor.

8) **Inspection of Work:**

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

9) **Supervision:**

The Contractor shall provide one or more competent and technical qualified engineers duly and fully authorized to act on his behalf in all matters relating to the works to be carried out under or any other matter concerning this agreement and who shall at all times be present at the works while any work is in progress as per directions, explanations & instructions of Employer.

10) **Compliance with Statutory Regulations & Work Rules:**

The Contractor shall be responsible for complying with the applicable laws / bye laws / Regulations in force from time to time and shall have to bear all statutory liabilities to the workers / personnel engaged for the job. Nothing will be paid extra in this regard. If any amount is paid by the Employer with this regard the same amount shall be deducted from the Contractor's dues. The Contractor shall have to arrange insurance cover for the workers / personnel engaged by him for the job.

11) **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.

12) **Force Majeure:**

This clause will be operative only if the work is delayed by

- a) Acts of God
- b) Earthquake or floods or similar natural calamities.
- c) Serious loss or damage by fire or lightning.

In case any Force Majeure condition herein mentioned occurs and continues for a period exceeding 15 days the parties hereto undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under this order.

13) **Arbitration:**

" In the event of any dispute or difference relating to interpretation and application of provisions of the contract and all disputes/claims whatsoever which shall either during the continuance of the contract or afterwards either between the parties to the contract or the respective representatives touching the construction/application of any provision/clause mentioned in the contract or any account or liability between the parties to the contract or as to any act or deed or omission of any party to the contract, in any way relating to these presents, shall be first at the discretion of the Bank attempted to be resolved in good faith by mutual discussion within 30 days of the dispute or question being raised failing which the

same shall be settled by arbitration in accordance with provisions of Indian arbitration and Conciliation act 1996.

The Parties concerned shall designate an arbitrator on mutual consent/consensus. In the event of no consensus being arrived, an Arbitral Tribunal shall be constituted comprising three Arbitrators, each party appointed one arbitrator and a third arbitrator to be appointed by the two arbitrators so appointed by the parties. The venue of the arbitration shall be exclusively at Chennai and any award passed by arbitrator or the arbitral Tribunal 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

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

- 1 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.
- 2 The rate quoted by the Tenderer shall be net, up to the stage of incorporation and handing over site. All taxes including or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the Tenderer and the Indian Bank will not entertain any claim whatsoever in this respect.

The rate quoted should be excluding GST.

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

- 5 The Tenderer shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
- 6 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.
- 7 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.
- 8 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.
- 9 It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts.
- 10 Transfer of tender documents purchased by one intending Tenderer to another is not permitted.
- 11 The Tenderer must pay the amount of Earnest Money as mentioned in the Notice of Tender Invitation by Bank Guarantee / Bank Demand Draft payable to Indian Bank. No interest on Earnest Money deposited by the Tenderer shall be allowed. The Tenderer should attach the Bank Guarantee / Bank Draft along with the tender failing which the tender will not be considered. No other mode of payment shall be accepted.
- 12 The Bank Guarantee for **Earnest Money shall remain valid for 3 months** from the date of submission of tender. The Earnest Money Deposit of unsuccessful tenderers shall be refunded within three weeks of award of contract to the successful tenderer or within one week of actual commencement of work whichever is earlier and in any case not later than four months.

- 13 The Earnest Money Deposit of the successful tenderer shall be refunded on the acceptance by the Employer of the Contractor's Bank Guarantee/ Demand Draft towards Security Deposit.
- 14 The EMD of the Tenderer, whose tender is accepted, shall be forfeited in full in case he does not start the work by stipulated date mentioned in the award letter.
- 15 **The retention amount at 5%** on the value of the bill paid will be held by the Indian Bank. **50% of the retention amount will be paid after completion of the project** and balance 50% will be released at the end of Defects liability period, subject to satisfactory rectification of defects noticed, if any. EMD & retention amount held in our Indian Bank's books will not carry any interest.
- 16 The acceptance of a tender will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. Tenders in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
- 17 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
- 18 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.
- 19 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.
- 20 On acceptance of the tender the name of the accredited representative(s) of the Tenderer who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
- 21 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.
- 22 The Contractor shall within 7 days of receiving the WORK ORDER submit a **security deposit of 2%** of the contract value in the form of a Demand Draft or Bank Guarantee in an approved format at which stage the Demand Draft or Bank Guarantee submitted in lieu of E.M.D shall be returned. On acceptance of the Demand Draft or Bank Guarantee by the Employer, the Earnest Money Deposit shall be refunded to the Contractor.
- 22 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.

- 23 The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer. The Contractor shall especially take care to keep areas free from getting water logged, from concrete/mortar dippings, bricks, steel, shuttering materials or any other material / rubbish.
- 24 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.
- 25 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.
- 26 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.
- 27 For painting, 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 sample painting.
- 28 The Tenderer should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the tenderer.
- 29 The successful tenderers shall include, in the quoted price, all allied civil works such as chasing in wall, drilling holes etc to support the frames, partitions, make the surface good after grouting, scaffolding required if any to load/ unload the materials etc.
- 30 The successful contractor shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge.
- 31 The work shall be carried out without disturbing the existing occupants of other offices. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to the occupants of other flats.
- 32 The bills in proper forms must be duly accompanied by detailed measurements in support of the quantities of work done and must show deductions for all previous payments, retention money etc.
- 33 **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him inline with central/ state labour wage act whichever higher.**

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

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

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

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

Before commencing the work, the Contractor shall without limiting his obligations and responsibilities under this condition, insure against any loss of life or injury to any personnel in the employment of Contractor / Sub-Contractor/nominated Sub-Contractor. For this purpose, an insurance shall be taken by the Contractor /Sub-Contractor. Such an insurance shall be taken to include both employees/workmen covered by the Workman's Compensation Act 1923, as well those employees/workmen not covered by the said Act. Separate insurance policies may be taken for employees/ workmen covered by Workman's Compensation Act 1923, and employees / workmen not covered by the said Act. All the premia shall be paid by the Contractor. Policy/Policies taken under this para for the personnel in employment with the Contractor / Sub-Contractor may be in their Employer's names of the Contractor / Sub-Contractor / nominated SubContractors. In the event of any loss or injury to personnel in employment with the Contractor / Sub-Contractor / nominated Sub-Contractors, the Employer and Contractor shall recover directly from the Insurance Company and ensure that payment of the same is made to the affected parties including the Employer. The policy in original shall be deposited with the Employer.

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance of the work and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto. Before commencing the execution of the works, the Contractor shall without in any way limiting his obligations and liabilities under this condition, insure at his cost and expense against any damage or loss or injury which may be caused to any person or property including the employees and directors of the Employer and their property by or in the course of the execution of the works.

Such insurance to be known as the Third Party Insurance shall be in a sum of **Rs. 1.0 lakh**. The Insurance policy to be so obtained by the Contractor shall be deposited by the Contractor with the Employer within Seven days of its issue by the Insurer.

- 35 The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Bank has nothing to do with such happenings and in no way shall be held responsible for the same.
- 36 The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
- 37 If the work is not started within **07(Seven) 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 a final notice to the contractor.
- 38 The time allowed for completing the works is **60 days** to be reckoned from the date of Work Order / date of handing over site whichever is later. Tenderers shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.
- 39 If the Contractor fails to complete any or all the works by the date/s named in **Clause 38** (Date of Completion) or within any extended time (permitted by Bank) then the Contractor shall pay or allow the Employer the sum to be worked out at **1.0%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **10%** of contract value. The contractor shall be bound to extend validity of Insurance Cover till such period of completion as may be considered necessary at their cost.
- 40 The successful tenderer shall be required to execute an Agreement in the proforma attached with this tender document within **7 days** from the date of receipt of the notice of acceptance of tender. In the event of failure on the part of the successful tenderer to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the tender shall be considered as cancelled.

- 41 The final bill will be released on satisfactory completion of the entire work and on completion of all the terms and conditions / obligations spelt out and on proper submission of the bill together with the measurements. Final Bill settlement is within 45 days from the date of proper submission of bill & measurements.

DEPUTY GENERAL MANAGER

Indian Bank, FGM Office,
Budh Marg, opp. Kotwali Police Station

Signature & Seal of the Tenderer

APPENDIX I

PROFORMA 'B1'

MEASUREMENT SHEET

Running Bill No. _____

Name of the Work _____

Name of the Contractor _____

Sr. No.	Item	Qty. as per contract	Unit	No.	L	B	H	Qty. of Present Bill

NOTE: Quantity of Present Bill shall be carried forward to Interim Bill.

PROFORMA 'B2'

INTERIM BILL

Interim Bill No. _____

Name of the Work _____

Name of the Contractor _____

S. No	Item	Unit	Qty. as per Contract	Qty. upto previous bill	Qty. of present bill	Total Qty	Unit Rate	Gross Amount

Total cumulative Gross Amount of Bill Rs. _____.

Gross Amt. of the present Bill = Gross Amt. of bill – Gross Amt. upto previous bill

APPENDIX II

PROFORMA 'C'

49. CONTRACTOR'S LIABILITY AND INSURANCE SUMMARY

Name & Number of Insurance Policy with description	Value of Insurance	Validity Period	Loss or damage to work (covered under Policy) or any part thereof and all materials at site from any cause whatsoever
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1.	2.	3.	4.
----	----	----	----

a)

b)

c)

Damage, loss or injury to any property of the Employers or Consultant his agents and servants	Claims under the Workman compensation Act 1923, the Minimum Wages Act 1948 & or Contract Labour (Regulation and Abolition) Act 1970	Remarks
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5.	6.	7.
----	----	----

a)

b)

c)

NB:

Details of further policies taken if any and the loss or damage if any under that policy may please be indicated separately at appropriate places.

Signature of Contractor

Address:

Witness:

APPENDIX III

PROFORMA 'D'

REPORT OF VIRTUAL COMPLETION

Draft of letter to be written by the Contractor to the Employer in connection with the Virtual Completion Certificate as per General Conditions of Contract.

Having executed the work in terms of the Contract, we hereby certify and affirm that we have virtually completed the contracted works.

We hereby certify that the work has been executed wholly to our satisfaction and with the materials and workmanship in accordance with the contract.

We do certify further that we have executed the work in accordance with the applicable laws and without any transgression of such laws.

Signature of the Contractor

APPENDIX - IV

PROFORMA 'E'

BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT

Address of Institution

Whereas **(Name of Institution)** _____ (hereinafter called "the Employer") have issued bid documents for Civil, Carpentry, Plumbing & Electrical Works for their Proposed **Name of work** _____ having their registered office at _____ (hereinafter called the Bidder).

And whereas under the terms and conditions of the said bid documents, the Bidder is required and has undertaken to furnish a Bank Guarantee of Rs. _____ (Rupees _____ only) as Earnest Money Deposit as contained in the said tender document.

We _____, having our registered office at _____
 _____ and branch office at _____
 _____ (hereinafter called "the Bank") hereby unconditionally
 and irrevocably undertake to the Employer immediately upon receipt of the first written
 demand such amount or amounts as may be demanded by the Employer from us under this
 Guarantee not exceeding a sum of Rs. _____ (Rupees _____ only) in
 aggregate without demur or reference to the Bidder and agree that the Employer's demand
 shall be final and binding on the Bank under all circumstances.

We hereby affirm that we are the Guarantor and responsible to you on behalf of the Bidder up
 to an aggregate sum of Rs. _____ (Rupees _____ only)
 such sum or sums being payable in Indian currency and we undertake to pay on your first
 written demand and without any demur and / or condition, and sum or sums within the
 aggregate limit of Rs. _____ (Rupees _____ only).

We agree that no change or addition to or modification of the terms of the tender or of the
 works to be performed there under or of any of the tender documents which may be made
 between you and the bidder shall in any way release the Bank from any liability under this
 Guarantee, and we hereby waive notice of any such change, addition or modification.

We further agree that the Employer shall have the right to invoke a claim up to the last date of
 the validity of this Bank Guarantee and that the Employer shall remain the sole judge of the
 validity and amount of the claim and the Bank agrees not to contest any claim.

We further agree that any change in the Bidder's constitution or their liquidation or dissolution
 shall not discharge the Bank's liability under this Guarantee.

We further agree that the right of the Employer to make a claim shall not be vitiated by any
 dispute raised or pending with any Statutory Authority, arbitrator, tribunal or any other body or
 person.

It is agreed that the Employer's claim shall remain valid even if the employer has not issued a
 prior notice or has not proceeded against a Contractor before making such claim.

This Guarantee is confirmed and irrevocable and shall remain valid upto and including
 _____ and shall remain valid upto such extended period which may be
 mutually agreed to.

Unless a demand or claim under this Guarantee is made on the Bank in writing on or before
 _____ the Bank shall be discharged from all liability under this Guarantee.

PRICE BID & NAME OF WORK					
Sl. No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	Note-I: Anti-termite with Chloropyrphos of approved brand and make to be done on all wooden surfaces.				
	Note-II: Wherever painting items are mentioned, these always include the base coats of primer required and a minimum of 2 coats of the Final paint. Anti-termite with Chloropyrphos of approved brand and make to be done on all wooden surfaces.				
1	(HALF HEIGHT PARTITIONS-FULLY PANELLED) (4'-6" height) Providing and fixing half height double skin partitions in cabins etc, with frames of 50mmx50 mmx1.5 thick Aluminium section framework at 450 mm c/c (intervals of 1'-6" x 1'-6" c/c with provision of bigger members at skirting), fixing to door frames, etc. The partition shall be provided with 12mm plain glass panel in front and sides (Wherever required) with engraved etching fixed with teak/beech beading. 9mm thick BWP Plywood of approved make covered with various finishing layers as per design and details including 1 mm thick high gloss laminate. (All visible beading to be of 1st quality "gamhar") and shall be painted with Premium 1st quality paint / polished as per instructions of Bank. All necessary hardware such as hinges, bolts, etc, and any other hardware required for the wicket door, shall be included in the price. Laminates shall have a number of horizontal / vertical grooves and the ply under such grooves shall be painted with approved colours. Openings for communication / conversation shall be provided as required as per detailed design and nothing extra shall be paid / deducted for the same. All items necessary for completing the above mentioned work are deemed to be included in the scope of work, whether or not they are specifically mentioned	sft	550		
2	Supplying and fixing in position 32 mm thick solid core hot pressed phenol formaldehyde bonded partly glazed flush (8mm thick clear float glass fixed) door shutter of approved make finished up to 900 mm from floor level with 1.00 mm thick laminate of approved quality on both sides of the door shutter & beading on edges. The upper portion of the shutter is to be or steam beech wood glazing beads of approved design, complete as per drawing. Rate to include cost of hardware fittings e.g. hinges, handles, etc. of approved make and quality.	S.Ft.	72		
3	(HYDRAULIC DOOR CLOSER) Providing and fixing Hydraulic door closers of specified brand, all complete as per instructions of Architect / Employer.	Each	3		
4	(LOCKS) Providing and fixing "Godrej Night Latch" / "Godrej Mortice Lock" in required places, all complete with fixing, fitting, etc.	Each	3		
5	(EXECUTIVE TABLES) Providing and Placing new executives tables along with matching credenza of plan size (basic) as given below and credenza of plan size as given below, table top to be made of 19 mm thick plywood of approved make, edged with beading of 2" x 1-12" approx, cut to required shape, top of table to have 1.0 mm thick laminate, and teakwood beading to be polished to required colour and finish. Table to have a vertical modesty panel of 19 mm thick commercial plywood of approved make laminated/Plain with laminate (1.0 mm thick) from the outer side and painted with minimum 2 coats of premium 1st quality paint on the inner side. Modesty partition to have 1st quality beading on top as per design and specifications and Quality Enamel paint over appropriate priming coat on the internal surface.				
	Laminate to have a no. of grooves as per design and drawings. A chest of drawers shall support the table on 1 side (except in the case of staff tables of 4'-0" width, where the table shall be supported on one side by the credenza unit) integrally connected to the modesty partition, made of 19 mm thick commercial plywood of approved make, drawers to slide on drawer slides (EBCO / Equivalent), and made of 19 mm thick grade bwp board for all sides and bottom cabinet shutters of 19 mm thick commercial plywood of approved make, cabinet hinges to be t-type, self closing, EBCO / Equivalent, all edges of all blockboard / plywood to be sealed with 1st quality teakwood edging, including blockboard members touching the ground.				
	Drawers and cabinet shutters to be laminated on all external surfaces with 1.0 mm thick laminate, and painted on all visible internal surfaces with premium 1st quality enamel paint as Specified above.				
	All drawers and cabinets (both in tables and credenza) to be provided with high quality 'Godrej' locks, and high quality handles as per Item No. B above.				
	The other end of the table to be supported / integrated with a credenza unit of basic 2'-6" height, or as required, top, back and sides made out of 19 mm thick commercial plywood of approved make laminated/Plain, top to be finished with 1.0 mm thick laminate and teakwood beading of 1" x 1", carved as per design, and finished as per table Specifications above.				
	Drawers and cabinets, cabinet shutters, etc. to be as described in table specifications above, including all finishing details, and one glazed cabinet shutter in 1st Quality Teakwood frame, finished with laminate also to be laminated with 1.0 mm thick laminate grooves as / design				
	Keyboard unit as per design and specification to be included in the rate.				
	Table edges should not be sharp it should be smooth finishes with EDGE Banding. (Rahau or equivalent. Company)				
	Laminate pasting pattern / design as per banks design guideline/detail/reference.				
a)	Officer table (4'-6" x 2'-0" x 2'-6")	Each	3		
b)	officer table (3'-10" x 2'-0" x 2'-6")	Each	5		
c)	Credenza (3'-0" x 1'-3" x 2'-6"), (3'-6" x 1'-3" x 2'-6")	Each	6		
d)	Conference hall Table, as/design with approved color 1.00 mm thk High Gloss laminate complete as per detail drawing & instructions of Architect.	SFT	28		

6	(WORKING TABLE) Providing and fixing COMPUTER COUNTERS (formerly from asRUNING TABLE) made out of 19 mm thick commercial plywood of approved make and as per the attached drawing, all complete with 1.0 mm thick laminate (Greenlam/Century) on all visible surface, tabletops, customer top, etc, and all drawers etc. to be painter with 1 coat of primer and 2 coats of 1st quality enamel paint). 12 mm thick glass, MODIGUARD/ASAHI, 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 / Linc. All drawers, cabinets, Keyboard, etc. to be lockable. Footrest to be provided. (See Detailed drawing attached). The Front of the Computer Counter shall have decorative finishing in ply and laminate as shown in the drawing attached.	R.Ft.	32		
7	REPAIR AND REUSE EXISTING COMPUTER COUNTERS (formerly from as RUNING TABLE) made out of 19 mm thick commercial plywood of approved make and as per the attached drawing, all complete with 1.0 mm thick laminate (Greenlam/Century) on all visible surface, tabletops, customer top, etc, and all drawers etc. to be painter with 1 coat of primer and 2 coats of 1st quality enamel paint), 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 / Linc. All drawers, cabinets, Keyboard, etc. to be lockable. Footrest to be provided. (See Detailed drawing attached). The Front of the Computer Counter shall have decorative finishing in ply and laminate as shown in the drawing attached. etc. Complete as per desgins and details from the Architects/ Bank	R.Ft.	28		
8	FULL HEIGHT GLAZED PARTITION :- Providing and fixing 12mm Toughened glass partition as per design and door fixed with patch fitting of approved make /brand at top to a support directly suspended from main Ceiling (Rate to include necessary support arrangement to erect the clear partition)and for bottom on floor , approved design brush finished S.S. handle ,Locking arrangement etc. including acid etching / frosting of approved design ,on the glass. All exposed edges of glass to be machine polished complete as per design and instructions by Architect /Engineer. All items necessary for completing the above mentioned work are deemed to be included in the scope of work, whether or not they are specifically mentioned in the B.O.Q / tender documents / drawings. The height of the partition shall be measured upto the Gypsum false ceiling Height of 8'6" or toughened glass partition whichever is lower & required strengething of partition & for fixing of gypsum/grid false ceiling upto R.C.C. Roof to be provided in this cost only.Door stopper to be provided. Door lock to be provided at 3ft height/ bottom of the door. No Low height partition to be constructed adjoining/ beside the glass partition.	sft	1175		
9	Main Entrance Door: Full ht.Glass Partitions (WITH DOOR)Entrance side Providing and fixing 12 mm thk. full ht. Toughened Glass partitions with etched horizontal liner of 1"ht. and 1/2"clear space in between as per design ,Rate should be inclusive of additional Alluminium profile fixed in the flooring and above finished false ceiling level with necessary patch fittings as required to hold the glass partition. All exposed edges surfaces should be machine polished edges. The Rate shall be also inclusive of floor spring ,necessary hardware 3'-0"ht. Matt steel door handles with floor locking arrangement of Enox co. etc. Complete as per desgins and details from the Architects.The rate shall be Inclusive of Horizontal Etched Lining in between 3' to 6' ht. horizontal etched lining of 1" frost and 1/2" clear as per design etc. complete. Supplying and fixing banks logo – sticker as per drawing and design. Glass wall as per design and instruction by Architect /Enginee	S.Ft.	75		
10	Painting (False ceiling ht):- scratch the old paint surface and apply two layer of wall putty with primer and paint with plastic emulsion paint three coat over the wall putty of approved brand and manufacturer(Asian and Nerolac) of required colour to give smooth/silky look surface on wall,as per approved design and direction of the bank/Architect	S.Ft.	1550		
11	WALL PANELING WITH LAMINATE FINISH - Providing & Fixing laminate finish paneling for columns, etc. made out offrames of 50mmx50 mmx1.5 thik Aluminium section framework at 600 mm c/c (vertical/horizontal) both ways, covered with 12 /19 mm thick BWP ply upto false ceiling height. All exposed surfaces of the paneling shall be finish with approved color 1.00 mm thk High Gloss laminate complete as per detail drawing, and paneling wall 6mm mirror over wooden paneling etc. made out offrames of 50mmx50 mmx1.5 thik Aluminium section framework at 600 mm c/c (vertical/horizontal) both ways, covered with 12mm thick BWP ply upto false ceiling height. All exposed surfaces of the paneling shall be finish with approved color 1.00 mm thk High Gloss laminate complete as per detail drawin & instructions of Architect.	SFT	827		
12	Providing & Fixing PVC wall Paneling complete as per detail design drawing & instructions of Architect/ Bank.	S.Ft.	1250		
13	(FALSE CEILING)				
	Gypsum board false ceiling with Vertical band /drop of per detail drawing & instructions of Architect				
	(Any alteration / change in drawing & design (as per given by architects) shall be bear by contactor at his/her on cost)				
	Gypsum board false ceiling				

	Providing and fixing in position Gypsum Board False Ceiling including Two coats of Plastic emulsion Paint of appd quality as per manufacturer's specifications and instructions with 12.5 mm thick 'Gypboard' Screw-fixed to the underside Of suspended G.I. grid. G.I. grid should be Constructed and suspended from the main ceiling as per manufacturer's instructions and as per specifications using Original Co. Specified Framework Sections G.I.24 gauge The Gypboard should be fixed to G.I. grid with 25 mm long Drawali Screws. The 'Gypboard' to be used should be 12.5mm thick tapered edge boards. The boards should Be taped and filled from underside to give smooth, seamless ceiling. The rate should include necessary additional ceiling sections and intermediate channels openings for light fixtures, A.C. ducts, vertical drops, offsets, etc.				
	Additional Intermediate channels should be fixed to strap hangers for additional support to prevent strap hangers from buckling/swaying at every 1200 mm. Item to be completed in all respect including necessary sleeves for ducts finishing of joints cut outs supports for A.C. grills, light fixtures, speakers etc. Make: Gypsum board-India Gypsum Paint make-Asian/ICI				
	The rate should include necessary additional ceiling sections and intermediate channels openings for light fixtures, A.C. ducts, vertical drops, offsets and with two coats of putty, two coats of approved primer, and three coats of approved lustre paint.	SQ.FT.	550		
II	New Technologies & Materials (Grid False Ceiling)				
	Providing & fixing false ceiling at all heights with GRG (Glass Fibre Reinforced Gypsum) false ceiling tiles of Size 595x595 mm of approved texture, design and patterns having moisture content less than 2%, humidity resistance of 99%, NRC 0.50 to 0.75 as per IS 8225:1987, Non combustible as per BS 476 (part-4)-1970 and light reflectance of 85% (minimum) to be laid in true horizontal level suspended on interlocking metal T-Grid of hot dipped galvanised iron section of 0.33mm thick (galvanized @ 120 grams per sqm including both sides) comprising of main-T runners of size 15x32 mm of length 3000 mm, cross - T of size 15x32 mm of length 1200 mm and secondary intermediate cross-T of size 15x32 mm of length 600mm to form grid module of size 600 x 600 mm, suspended from ceiling using galvanised mild steel items (galvanizing @ 80 grams per sqm) i.e. 50 mm long, 8 mm outer diameter M-6 dash fasteners, 6 mm dia fully threaded hanger rod upto 1000 mm length and L-shape level adjuster of size 85x25x2 mm. Galvanised iron perimeter wall angle of size 24x24x0.40 mm of length 3000 mm to be fixed on periphery wall / partition with the help of plastic rawl plugs at 450 mm center to center and 40 mm long dry wall SS screws. The work shall be carried out as per specifications, drawing and as per directions of Engineer-in-Charge. With semi perforated 12 mm thick micro regular edged GRG false ceiling tiles.	SQ.FT.	460		
	Providing and fixing in position collapsible steel shutters with vertical channels 20x10x2 mm and braced with flat iron diagonals 20x5 mm size, with top and bottom rail of T-iron 40x40x6 mm, with 40 mm diasteel pulleys, complete with bolts, nuts, locking arrangement, stoppers, handles, including applying a priming coat of approved steel primer. Providing and fixing in position M.S. Grill (Gate) with paint (according to design) etc. Complete as per designs and details from the Architects/ Bank	SQ.FT.	27		
14	Granite Flooring :- Providing and laying Polished Granite stone flooring in required design and patterns, in linear as well as curvilinear portions of the building all complete as per the architectural drawings with 18 mm thick stone slab over 20 mm (average) thick base of cement mortar 1:4 (1 cement : 4 coarse sand) laid and jointed with cement slurry and pointing with white cement slurry admixed with pigment of matching shade including rubbing , curing and polishing etc. all complete as specified and as directed by the Engineer-in-Charge.	SQ.FT.	850		
15	Providing and laying will be made by cemented all complete as specified and as directed by the Engineer-in-Charge.	SQ.FT.	62		
16	VITRIFIED TILE FLOORING (bank approved Colour) Providing & Laying 2'-0" X 2'-0" X 8mm thick to 10mm thick Italian marble finish vitrified tiles of FIRST quality (ORIENT, SOMANY, KAJARIA) in approved colors to floor in required position fixed with bed of Cement Mortar (1:4) about 2" to 3" thick including 4mm thick to 5mm thick float of cement, filling the joints with neat matching color cement slurry, rubbing, washing etc. complete as per the instructions of Architect. Cost to be inclusive of taping on all the joints & covered the entire flooring with good quality plastic (300 microns) & POP above. Cover & Tape to be removed before final cleaning etc. complete as per detail drg. & instructions of Architect/ bank. (Basic Cost Of Vitrified Tile Not Less Than Rs.55/- Per SFT)	S.FT.	293		
17	Dismantle & Removal of existing partition, false ceiling, counters etc in Branch Room. debris from site, carrying and disposal of malba to dumpyard. as per bank/branch incharge direction. (Branch & atm)	LS	1		
18	Providing and fixing 5mm lacquered glass fixed with support with the back side double skin partition wall with 9mm ply with proper adhesive as required. (bank approved Colour)	S.Ft.	90		
19	Metallic bank logo fixed on lacquered glass as per direction by Architects/bank	S.Ft.	36		
20	3 Seater Sofa - Size 3 Seater (2130x870x870)mm & Seat Height 400mm. Frame used is treated American pine wood with termite free & borer free. Soft & comfortable cushion with high density and resilient foam. Frame used is Treated american pine wood & the wood used in sofa has been 8% moisture, this prevents the wood from wrapping and bending. all wood used is termite free and borer free. Foam of sofa comfortable cushion with high density and resilient foam. all upholstery materials used in specially designed. all plywood used in M R Garde and are made by DURIAN & GODREJ	Each	3		

21	Providing and fixing Indian Toilet Setup (Wall hung commode,urinal, wash basin) with all fitting complete etc. As per direction by Architects/bank	LS	1		
21	Providing and fixing Western Toilet Setup (Indian toilet , wash basin) with all fitting complete etc As per direction by Architects/bank	LS	1		
22	Roller Blind Screen Fabric - Providing and fixing of Roller Blind should have sturdy aluminium top tube of 38mm diameter, powder coated bottom bar, with suitable roller clutch mechanism and plastic ball chain. The Roller Blind fabric should possess the below mentioned specifications: a) Openness factor - 3-5%, b) Composition -20%-25% polyester and 80%-85% vinyl on polyester c) Core yarn should be Polyester d) Fabric thickness - 0.6-0.75 mm & Weight - 490 gsm (± 5%) e) UV blockage - 97% (minimum) f) Leadfree certified - RoHS compliant g) Flame Retardant - NFPA 701 h) Antifungal / Anti-bacterial i) Acoustical Value - NRC 0.15 / SAA 0.18. Aluminium profile should have temper WP consisting of alloy 63400 along with anodizing of 10 micron and powder coating of 60 micron. The tensile strength of profile should be 9.10 Kg/mm square and elongation 18. The control clutch drive unit engineered heavy duty chain drive pulley operating system consisting of gear clutch housing and locking plug containing minimum 6 ribs and inserted at minimum of 38mm into roller tube. It is self-lubricating Exclusive clutch with safety pins for secure bracket installation and	SQ.FT.		315	
	TOTAL				
	G S T(Extra as applicable)				

	Notes:-				
	Contractor to Note that:-				
a)	Footrests to be provided (laminated) with each table / counter without any extra charges, @ 1 per person.				
b)	Extra members, wherever required for stability / otherwise, to be provided with the required finish without any extra charges.				

ELECTRICAL WORK

SL. NO	ITEM OF WORK	UNIT	Qty	RATE	AMOUNT
1	Point wiring with 1100 V grade 3 nos. single core 1.5 sq.mm.FR and 1.5 sq.mm.for earth PVC insulated stranded copper conductor wire (IS:694) through suitable size PVC conduit (ISI marked)by thred cutting, complete with junction box, circular box, elbows, bends, couplers and other accessories on surface above false ceiling or concealed by chase cutting on wall from light & fan switch board to light, fan & 6A socket outlet on the same switch board or separately mounted switch board. The work includes supply and fixing of all materials such as modular type 6A switch for light and fan point, 6A 2/3 pin shuttered socket outlet with switch in each switch board for wall fan , 3 plate ceiling rose / angle or batten holder etc. as required. The point wiring also includes circuit wiring with 1100 V grade 2 nos. single core 2.5 sq.mm.FR + 1 no. single core 1.5 sq.mm.FR PVC insulated stranded copper conductor cable (IS:694) through suitable size PVC conduit as described above from DB to switch board, interconnection, mending good all damages to original finish, painting etc. (maximum ten switch for one circuit)				
a	1 Light control & ceiling fan ,exhaust fan by 1 switch	Each	15		
b	2 Light control by 1 switch	Each	10		
c	Wall fan point for Customer Area with 6A 2 pin modular socket & 5/6 amps modular switch	Each	6		
a	Repair Light Point fan point etc.	Each	20		
2	Supply & fixing suitable size GI box with modular plate and cover in front on surface/ in recess i/c pvdg & fixing 5 pin 5/6 amp modular socket outlet and 5/6 amps modular switch, connection, painting etc as reqd.	Set	8		
3	Sub Main Wiring from LT Panel to Light D.B, from LT Panel to UPS charging & UPS Panel to UPS D.B. with 2 x 6 sqmm FR PVC insulated copper conductor single core cable in surface/ recessed PVC conduit / PVC Casing - n Capping along with 1 x 6 sq mm FR PVC insulated copper conductor single core cable for loop earthing as required. The rate should be quoted considering wastage. The measurement shall be taken to the place where the wire start and end.	Mtr	150		
4	Supply & fixing suitable size GI box with modular plate and cover in front on surface/ in recess i/c pvdg & fixing 6 pin 15/16 amp modular socket outlet and 15/16 amps modular switch, connection, painting etc as reqd. with Circuit wiring with 2 x 2.5 sqmm FR PVC insulated copper conductor single core cable surface/ recessed PVC conduit / PVC Casing - n Capping along with one no 1.5 sq mm FR PVC insulated copper conductor single core cable for loop earthing as required. With The FIXING SHOULD BE AT height 1 ft 6 inch from the floor. Blower Point-6,Water Point-1	Each	6		
5	Supply & fixing remote controlled call bell buzzer suitable for 230 V AC/ Battery operated with remote type bell push as reqd.	nos.	2		
6	Supply & fixing of computer point with 3 no. 5 pin 5/6 amp modular socket with modular type switch for UPS Power and 2 no. 5 pin 5/6 amp modular socket with modular type switch phenolic laminated sheet suitable size PVC/G.I. box for RAW Power. As per instruction of Bank/Elc.Er/as required including their wiring for UPS as well as RAW Power socket for computer with 2 x 2.5 sqmm FR PVC insulated copper conductor single core cable in surface/ recessed PVC conduit / PVC Casing - n Capping along with one no 2.5 sq mm FR PVC insulated copper conductor single core cable for loop earthing as required.	Each	28		

7	Supply & fixing of computer point with 3 no. 5 pin 5/6 amp modular socket with 1 nos 15 amp modular type switch for UPS Power. As per instruction of Bank/Elc Er/as required including their wiring for UPS as well as RAW Power socket for NETWORK SWITCH, CCTV & FIRE ALARM SYSTEM with 2 x 2.5 sqmm FR PVC insulated copper conductor single core cable in surface/ recessed PVC conduit / PVC Casing - n Capping along with one no 2.5 sq mm FR PVC insulated copper conductor single core cable for loop earthing as required. The circuit wiring is to be done from UPS PANEL till the location of NETWORK SWITCH, CCTV & FIRE ALARM SYSTEM & connected to 6/10amp mcb mentioned in SUB HEAD II point no-4	Each	3		
8	Supplying & Fixing following ways three pole and neutral sheet steel MCB DB, 415 volts on surface/ recessed complete with tinned copper busbar, neutral busbar, earth bar din bar detachable gland plate interconnections, phosphatised and powder painted i/c earthing etc as reqd. (But without MCB / RCCB/Isolator)				
A	Re- use D.B. 16way double door SPN DB. FOR UPS - 1 DB , UPS RAW AND LIGHT DB -1 DB	Each	2		
B	Re- use D.B. 16way double door SPN DB. FOR UPS - 1 DB , UPS RAW AND LIGHT DB -1 DB	Each	3		
9	Supply & fixing 5 amps to 32 amps rating 240 V 'C' series MCB suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc as reqd.				
	a) 6/10 A 10 KA SP MCB "B"	Each	35		
	b) 40 A 10 KA DP MCB "C"	Each	3		
10	Supplying, installation, testing & fixing of 9W LED BULB WITH batten HOLDER, suitable for indoor application.	Each	3		
11	Supplying of 5 stepped socket type electronic fan regulator on the existing modular plate switch box i/c connection but excluding modular plate etc as reqd.	Each	0		
12	Supplying, installation, testing & fixing of 2'X2' 36W LED Panel light CRCA white powder coated housing with ABS plastic bottom frame with electronic driver duly wired up to the terminal block, luminaire suitable for armstrong ceiling and grid ceiling complete with separate electronic driver.As approved make by Electrical consultant/architect etc as reqd.	Each	10		
13	Supplying, installation, testing & fixing of 1X36 W LED tube light fitting powder coated batten	Each	8		
14	Supplying, installation, testing & fixing of Exhaust fan 300 mm sweep HEAVY DUTY EXHAUST make- CROMPTON / approved equivalent. (UPS ROOM, TWO TOILETS)	Each	4		
15	Removal of existing all electrical Wire ,switchs, pvc pipe, etc.debris from site, carrying and disposal of malba to dumpyard. as per bank direction.	LS	1		
16	Supply & fixing of approved make including square face plate and M.S. housing box with RJ-45 socket etc complete in all respect including cat-6 Data cable conduits, identification of the hub				
a	IO box with RJ-45 socket	Set.	30		
b	Cat-6 Data cable with PVC conduit	Mtr.	625		
c	Supply & fixing Commissioning of 2 Meter Patch Cord as required, all complete as per requirement.	Set.	26		
	TOTAL				
	SUB TOTAL (Furniture +Electrical)				
	G.S.T(Extra as applicable)				