

# INDIAN BANK

ZONAL OFFICE AGRA

## TENDER DOCUMENTS

INTERIOR FURNISHING WORK

BRANCH: FIROZABAD BRANCH FIROZABAD

Issued by

**INDIAN BANK**

Zonal Office Agra, Premises  
Department Shop No 12, First  
Floor, The Cross Road Mall,  
Plot No GP 5 and GP-6  
Pt. Deen Dayal Upadhyay-  
Puram, Sikandara Road  
Agra- 282007

Issued To

M/s

Date:

Architects

**ARCH DESIGN ARCHITECTS**

34, Ganapati Niwas,  
Civil Lines, Bulandshahr  
Uttar Pradesh. -203001  
Email: archdes12@gmail.com  
Mobile: - +91 9899227440,  
9412857600



**INDEX**

<b><u>DESCRIPTION</u></b>	<b><u>PAGE NO.</u></b>
FORM OF TENDER	3
NOTICE INVITING TENDER	4
INSTRUCTIONS TO TENDERERS	5-7
ARTICLES OF AGREEMENT	8-11
GENERAL RULES AND INSTRUCTIONS TO TENDERERS	12-17
SCHEDULE OF QUANTITIES	18-25
APPROVED LIST OF MATERIALS	26
DRAWINGS	27-31



Indian Bank  
Estate & Expenditure Deptt.  
Zonal Office  
Agra

**SUB: - Invitation of Tender for Interior works in the Existing Branch of Firozabad Main Branch Firozabad 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.**

Dear Sir,

I/We herewith deposit **Rs. 12,500.00/- (Rupees Twelve Thousand Five Hundreds Only @1% of project value)** by crossed demand draft/Bank Guarantee on the Bank other than clientele, payable at **Agra** and drawn in favor 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. 12,500.00/- (Rupees Twelve Thousand Five Hundreds 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 the tender.

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

I/We enclose the completed tender documents duly signed under two separate sealed envelopes and the Earnest Money Deposit **Rs. 12,500.00/- (Rupees Twelve Thousand Five Hundreds Only)** by Bank Draft 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:





## INDIAN BANK

## ZONAL OFFICE - AGRA

## NOTICE INVITING TENDER

Indian Bank, Zonal Office Agra invites sealed tenders from furnishing contractors empaneled with Agra Zone, Indian Bank (single bid system) for proposed Interior Electrical work in the Existing Branch of Firozabad Main, Firozabad. The Tender Documents can be downloaded from the Bank's website ([www.indianbank.in](http://www.indianbank.in)) under Tender Column.

1	Name of work	Interior – Interior Furnishing Works, in Existing Branch of FIROZABAD MAIN BRANCH FIROZABAD
2	Estimated cost of work	<b>Rs. 12.45 Lakh</b>
3	Period of completion	45 days. Which will be reckoned from 5 <sup>TH</sup> day from the date of issue of the Work Order or handing over of site whichever is later.
4.	Tender Documents	Tender documents can be downloaded from the Bank's website ( <a href="http://www.indianbank.in">www.indianbank.in</a> ) under Tenders column between 06/02/2025 to 27/02/2025
5	Cost of tender document	Nil
6	Last date of submission of tenders	27/02/2025 up to 15:00 HRS at Indian Bank, Zonal Office, Shop No 12, First Floor, The Cross Road Mall, Plot No GP 5 and GP-6 Pt. Deen Dayal Upadhyay Puram Sikandara Road Agra- 282007
7	Earnest Money Deposit	<b>Rs. 12,500.00/- (Rupees Twelve Thousand Five Hundreds Only)</b> by way of DD in favor of Indian Bank payable at <b>Agra</b> .
8	Date of opening Tender	28/02/2025 at 16:00HRS Indian Bank, Zonal Office, Estate Department Office, Shop No 12, First Floor the Cross Road Mall, Plot No GP 5 and GP-6 Pt. Deen Dayal Upadhyay Puram Sikandara Road Agra- 282007
9	Validity of Tender	90 Days from the date of opening
10	Defects Liability Period	12 Months from the date of virtual completion of work.

Note:

1. The bank reserves the right to reject any tender/bid without assigning any reason.



**ZONAL MANAGER**

Page | 4



## INSTRUCTIONS TO TENDERERS

### 1.0 LOCATION

- 1.1 Address of the building site is Indian Bank (Existing Branch) Firozabad Main Branch Firozabad UP.
- 1.2 Composition of Premise – Interior, Furnishing works of banking hall on ground floor.

### 2.0 SCOPE OF WORK

The work involves interior furnishing related 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 anything 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.

### 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 /Architect.

### 5.0 TENDERER TO VISIT SITE:

Each Tenderer must before submit 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:

Tender shall be downloaded and submitted online/physically as per guideline given by tendering agency.

### 7.0 EARNEST MONEY:

- 7.1 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.
- 7.2 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.

- 7.3 The Bank Guarantee/ Demand Draft for Earnest Money shall be issued in favour of **Indian Bank**, payable at Agra.  
The name of the work shall be as mentioned in tender documents.

**The Bank Guarantee shall conform to the Proforma E**

#### **8.0 VALIDITY:**

Tenders submitted by Tenderers shall remain valid for acceptance for a period up to 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.

#### **9.0 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 organization 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.

#### **10.0 RIGHT TO ACCEPT OR REJECT TENDER:**

- 10.1 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.
- 10.2 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.

#### **11.0 TIME SCHEDULE:**

The time allowed for completing the works is **45 days (forty five days)** to be reckoned From **5 Days** 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 program (time schedule) for executing the entire project





and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.

**12.0 RATES:**

The rates quoted shall exclude GST but includes all other costs, allowances, excise and octroi duties, levies and taxes 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.**

**13.0 SIGNING OF THE CONTRACT:**

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.





## ARTICLES OF AGREEMENT

**THIS AGREEMENT** is made on this ..... day of ...../---/2025 between Indian Bank and having its Zonal Office at Shop No 12, First Floor, The Cross Road Mall, Plot No GP 5 and GP-6, Pt. Deen Dayal Upadhyay Puram Sikandara Road Agra- 282007. (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 Interior/ renovation works (Electrical & AC work) for its FIROZABAD BRANCH FIROZABAD. 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, 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 other taxes only GST will be paid as per law.** Advance GST & 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 45 days (forty five days) reckoned from 5th 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. **12,500.00/- (Rupees Twelve Thousand Five Hundreds 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, equipment, 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. Only GST will be paid on producing necessary documents and bills. Rates shall be for SITC and for complete work

**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 commence 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 in line with central/ state labour wage act whichever higher.**

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's

Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act

1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims.

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.

- 34 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. 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 **7 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory and is not consistence to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a final notice to the contractor.
- 38 The time allowed for completing the works is **45 days** to be reckoned from **5 Days** from the date of Work Order / date of handing over site whichever is later. Tenderers shall submit a programme (time schedule) for executing the entire





project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.

- 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 damage 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.
- 42 Bank may ask contractor to submit Material test certificate (MTC) from approved companies of which material has been used. Bank may ask to submit GST paid bills for items purchased to ascertain quality.

**ZONAL MANAGER,**

Indian Bank, Zonal Office,  
Zonal Office Agra, Premises Department  
Shop No 12, First Floor, The Cross Road Mall,  
Plot No GP 5 and GP-6  
Pt. Deen Dayal Upadhyay Puram  
Sikandara Road Agra- 282007



#### **Approved Material List Furnishing Work**

One of the following make of the material shall be used. The contractor will have to get the sample approved from the Architect/ Bank's Engineer whose decision shall be binding on the contractor. The condition is also applicable for any material, not mentioned in the specification or schedule of work. No deviations are allowed in these even during/ after Tender.

#### **LIST OF APPROVED BRANDS / MAKES**

<b>S.No.</b>	<b>Description</b>	<b>Approved Brand/Manufacturer</b>
1.	Cement	M/s ACC, M/s Prism, M/s Jaypee, M/s Ultra Tech
2.	Wood	First class Teak wood / Steam beach wood / or as specified
3	Polish	MRF Polyurethane
4	Termite treatment	Chloroporyphos 20% concentration / Dusban / Terminator Pidilite make
5.	Soft Board	Celotex
6	False Ceiling and Sections	Grid Ceiling-Armstrong, Gypsum -St Gobain Gypsum India,
7	Aluminium sections	Hindalco, Jindal, Indal
8	Vitrified Floor tiles	RAK, Johnson, Kajaria, Nitco
9	Block boards / Plywood/Flush doors	Green Ply, Century Plywood, Duro Ply, Archid (BWR Grade) (No alternate brands from the same manufacturer allowed)
10	HDHMR Boards	Green, Action-Tesa
11	Laminates	Greenlam, Aica, Century, Merino
12	Synthetic Enamel Paints, Distemper or Plastic Paint best quality of make as approved	Asian Paints, Berger Paints , ICI (Dulux), Nerolac
13	Venetian blinds/ Verticals	Vista, MAC, Marvel
14	Glazing	M/s. Modiguard, M/s Asahi india, M/s Saint Gobain.
15	Glue Adhesive	Fevicole, Century
16	Screw	Excel, GKW
17	POP bag or readymade work	Diamond (Super fine quality), Sarkarni
18	Glass Film	Alkor, Garware, 3M
19	Cement Board	E board, Bison,
20	Vitrified floor tiles adhesive / Grout	Bal Endura, Dr. Fixit Fevimate XL with Polymer modified Mortar, ROFF Granite tile adhesive
21	Upholstery	Raymonds
22	Sanitary Fixtures / Plumbing fittings	Cera, Hindware, Parryware, Jaquar
23	ACP Panels/ Sheets	Alubond, ALU Décor, Alstrong, Alstone
24	Door/ Drawer/ cabinet handles/locks	Dorset, Kich, Godrej, Hettich, ebco, Dorma, Ozone







**GENERAL NOTES:-**

- THIS DRAWING IS THE PROPERTY OF ARCH DESIGN ARCHITECTS AND IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN FOR WHICH IT IS ISSUED WITH OUT PERMISSION OF ITS PRINCIPALS.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH OTHER RELEVANT ARCHITECTURAL, STRUCTURAL AND OTHER SERVICES CONSULTANTS DRAWING. IT SHALL BE THE RESPONSIBILITY OF THE ARCHITECT TO CO-ORDINATE AND FABRICATOR TO BRING IN TO NOTICE OF ARCHITECTS IF ANY DISCREPANCY WITHIN OR BETWEEN THE DRAWINGS PRIOR TO CONSTRUCTION.
- ALL WRITTEN DIMENSIONS ARE TO BE FOLLOWED AND THE DRAWING IS NOT TO BE SCALED.
- NOTE: ALL DIMENSION ARE IN FEET UNTIL MENTION IN DWG

**PROJECT:-**

PROPOSED INTERIOR LAYOUT  
PLAN FOR INDIAN BANK  
FIROZABAD BRANCH,  
AT FIROZABAD, U.P.

**DRAWING TITLE:-**

INTERIOR LAYOUT PLAN FOR  
BASEMENT FLOOR AND  
GROUND FLOOR

**SCALE:-**

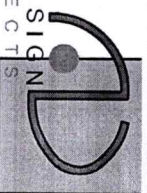
N.T.S.

**DWG. NO.:-**

ADA-IB-FB-01

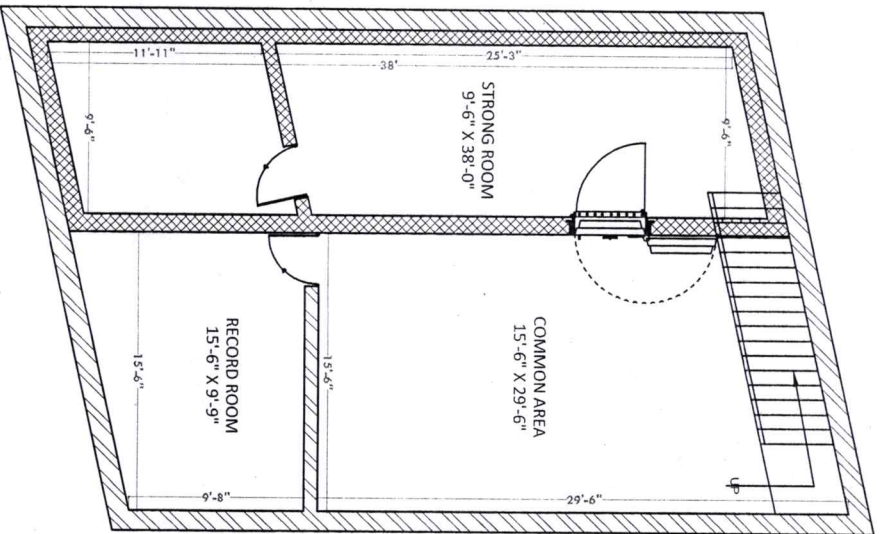
**DATE:-**

10.01.2024

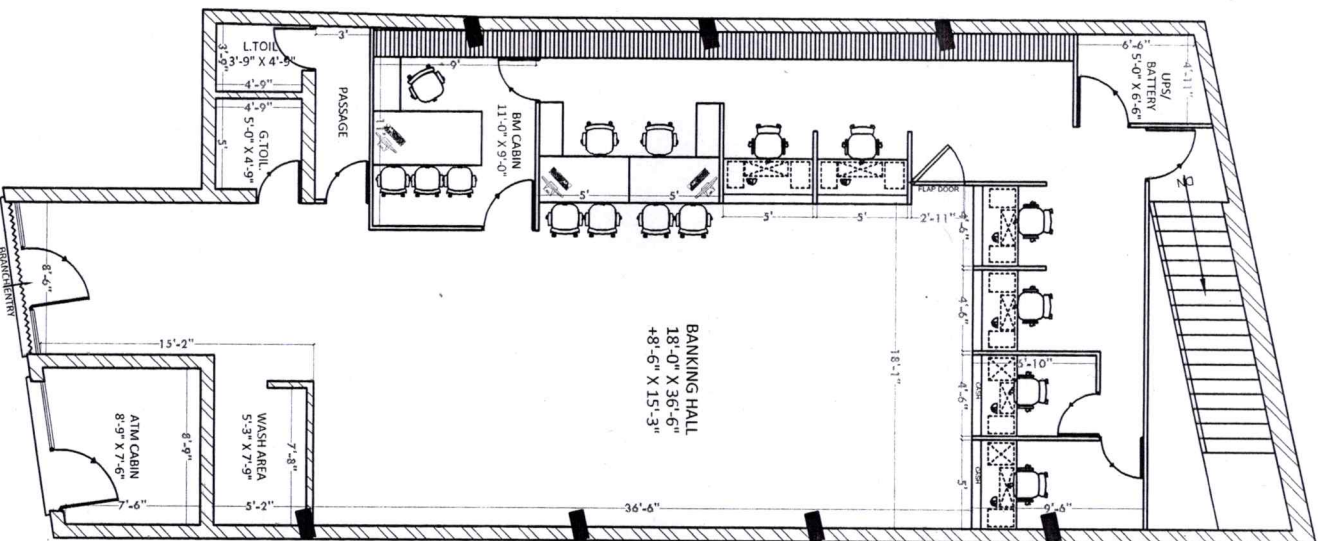


**ARCH DESIGN  
ARCHITECTS**  
ARCHITECTS, INTERIOR DESIGNER, PROJECT MANAGEMENT  
H.O. :- C-32, MAHARAJA PARK, NEW DELHI-110028. :- GANPATI NAGAR,  
CIVIL LINES, BILANDSHAHAR-202001 MOBILE: 9896227440, 9412857000.  
Email :- archides12@gmail.com

**BASEMENT FLOOR PLAN**



**GROUND FLOOR PLAN**





GENERAL NOTES:-

- THIS DRAWING IS THE PROPERTY OF ARCH DESIGN ARCHITECTS AND IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN FOR WHICH IT IS ISSUED WITH OUT PERMISSION OF ITS PRINCIPALS.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH OTHER RELEVANT ARCHITECTURAL, STRUCTURAL AND OTHER SERVICES CONSULTANTS DRAWING. IT SHALL BE THE FABRICATOR TO BRING IN TO NOTICE OF ARCHITECTS IF ANY DISCREPANCY WITHIN OR BETWEEN THE DRAWINGS PRIOR TO CONSTRUCTION.
- ALL WRITTEN DIMENSIONS ARE TO BE FOLLOWED AND THE DRAWING IS NOT TO BE SCALED.
- NOTE. ALL DIMENSION ARE IN FEET UNTIL MENTION IN DWG

PROJECT:-

INTERIOR LAYOUT  
PLAN FOR INDIAN BANK  
FIROZABAD BRANCH,  
AT FIROZABAD, U.P.

DRAWING TITLE:-

RCP LAYOUT PLAN FOR  
BASEMENT FLOOR AND  
GROUND FLOOR

SCALE:- NORTH:-

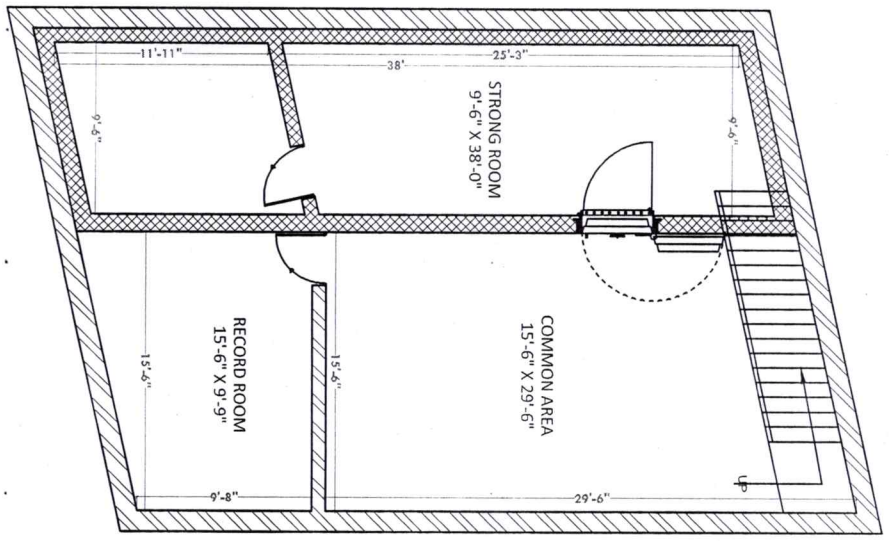
DWG. NO.:- N.T.S.

DATE:- ADA-IB-FB-01

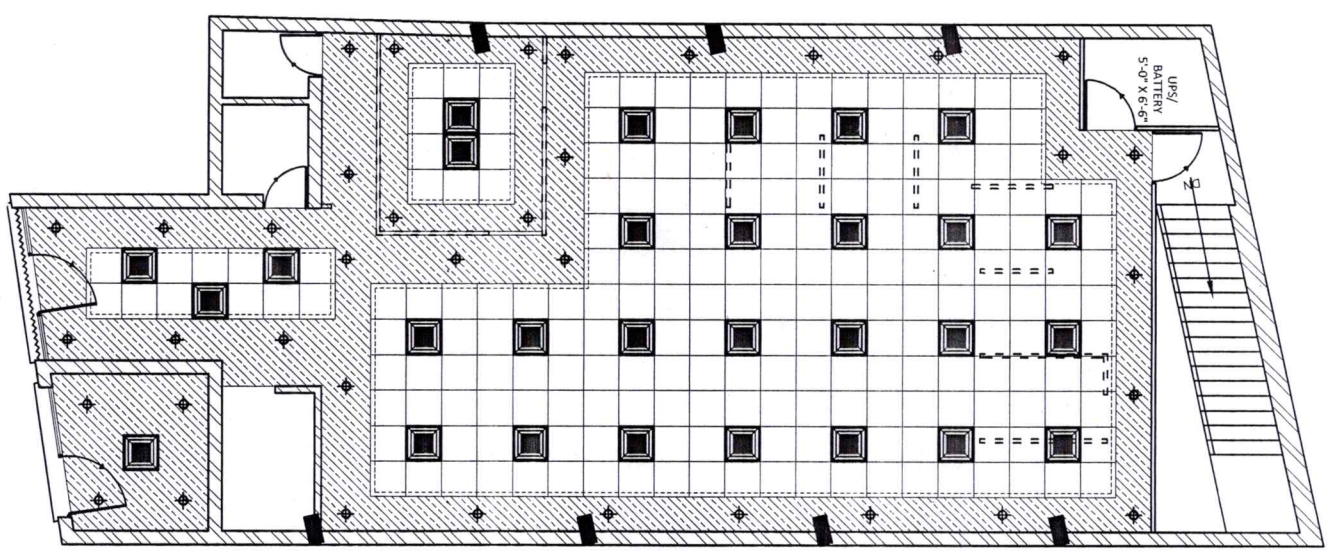
19.02.2024



BASEMENT FLOOR PLAN



GROUND FLOOR PLAN



**ARCH DESIGN ARCHITECTS**

ARCHITECTS, INTERIOR DESIGNER, PROJECT MANAGEMENT  
H.O. :- C-32, MASAROVER PARK, NEW DELHI-110028, INDIA  
GATEWAY TO INDIA, NEW DELHI-110002, INDIA  
E-MAIL :- archdesign12@gmail.com