

## NOTICE INVITING QUOTATION (NIQ)

### FOR

Renovation of Roof shed (basement) & Lift Room Door Work

AT

**INDIAN BANK OFFICER'S RESIDENCE  
SUNDARAM RESIDENTIAL COMPLEX  
97/1- CHANDI GHOSH ROAD  
KOLKATA – 700 040**

### Technical Bid

#### CONSULTANT:

##### **AXIS**

ARCHITECTS & INTERIOR DESIGNERS

DD – 185, 01<sup>st</sup> floor, Street no 295, Action Area - I

New Town, KOLKATA – 700 156

**EMAIL:** [arch.axis2011@gmail.com](mailto:arch.axis2011@gmail.com)

Contact : 7003441425

**Project: Renovation works (Civil & Carpentry) at Sundaram Residential Building Complex**

Eligible bidders have to send the copy of the proofs for their eligibility along with the request for quotation at the following office:

**Estate Department (02<sup>nd</sup> Floor)**

Indian Bank Office Building

14- India Exchange Place

Kolkata – 700 001

Contact: (033) – 4044 2998/ 4004 5801

**Bidder to note the following before submission of quotation:**

- Cost estimate for the proposed work is ₹7.00 lakh + GST as applicable
- Prior to submit the offer, bidder/contractor to visit the site and acquaint themselves regarding nature of work. Any technical query/ clarification regarding site and job, bidder may contact Bank's consultant as mentioned above.
- Conditional offer shall not be accepted.
- All the pages of the quotation should be duly signed by the contractor without fail.
- Submission of offer beyond the last date of submission shall be liable for rejection.
- No payment shall be made if contractor left the job without completion.
- Bank will deduct TDS from the contractor's bill as per standard rule.
- Last date of submission of quotation is 24.07.25 @ 11:00 Hr & quotation will be opened at 11:30 Hr on the same date.

**Minimum eligibility criteria (documentary proof to be produced)**

1. The bidder should have executed at least one similar work of same job value or higher as offered. Similar work means Civil & Carpentry repairing & renovation work.
2. Copy of completion certificate shall be enclosed without which bid shall be rejected.
3. Proof of having office in Kolkata (address proof to be furnished).
4. Bidder shall have valid GSTIN.

**Note:**

Bidders have no right to claim for award of the work. Bank reserves the right to cancel the offer/ bid/ quotation without assigning any reasons whatsoever.

**Sd/-**

**DEPUTY ZONAL MANAGER**

### **Terms and conditions:**

1. Bidders to submit the duly filled in offer in the letter head of the firm after signing all the pages, accepting the terms and conditions.
2. The **EMD along with Technical Bid** is to be submitted in a sealed cover marked '**Technical Bid**', another sealed cover marked '**Price Bid**' to contain the **Main Tender Document with BOQ Rates**. Both the envelope marked 'Technical' & 'Price' to be placed in a separate sealed envelope marked *project name, type of work, bidder name* should be subscribed in words.
3. Earnest Money Deposit (EMD) by Demand Draft or Pay Order for ₹ 8000/- favouring **Indian Bank, payable Kolkata** is to be submitted in the sealed cover marked 'Technical bid'. **Tenders submitted without EMD will be rejected outright.**
4. Tenderers may be present at the time of opening of tender.
5. Earnest money shall be treated as Security Deposit in the case of successful bidder in the case of others this amount shall be refunded without interest after finalization of tender.
6. Rates to be quoted shall be firm (including extension of time if any, granted) and inclusive of all taxes and levies including leads and lifts and the offer shall remain valid for acceptance by the client for a minimum period of 90 days.
7. The proposed schedule is Repairing Works (Civil, Plumbing) to eradicate/ correct the **unhygienic & unsafe** condition.
8. Wastage, transportation, loading/unloading, disposal of waste / malba / unserviceable material out of Bank's premises at the place earmarked by the local authority/ as per KMC guidelines.
9. Bidders should visit the site and may obtain clarification, if any, required regarding items of work/drawing/design considered in schedule of quotation, from consultant/ Engineer-in-charge before submitting their quotation.
10. Quantities mentioned are tentative & approximate and may vary as per site requirement; however, work shall be completed as per site requirement in all respect. Bank have right to delete or add items as per site requirement.
11. Successful bidder to complete the work within the approved budget.
12. The Contractor shall visit and ascertain the nature of work to be done and shall accept all the responsibility for the cost of the work involved including liaisoning with & taking NOC/Permission with the Local Authorities/KMC etc. and public nuisance during the progress of the work.
13. Any overwriting/ correction/ applying correction fluid shall be avoided and in case any correction is made same must be initialized and stamped.
14. Successful contractor to execute the work without infringement of any safety rules and guidelines in presence of competent supervisor.
15. The work shall be paid for as measured work and not as 'Lump Sum' contract.

16. The rates quoted shall cover for the work to be executed from **8 in the morning to 6 at night as this is a residential building.**
17. Every page of the tender document should be signed (full signature) and sealed. It should also be signed wherever there is overwriting and the final amount should be written in words as well as in figures. No modifications, writings or correction is allowed in the tender document by the tenderer but he may put his comments in a separate sheet of paper and submit along with the original tender document.
18. The work shall have to be complete **within 30 days** from the date of work order.
19. Any delay in completion of the work shall attract a penalty of 1% of the order value per day subject to the maximum of 10%. Delay of more than 15 days without any condonation shall render the contractor liable to pay liquidated damages and shall result into termination of contract having to provide further notice.
20. Defect liability period – 01 year from the date of final bill payment and retention money of 10% shall be kept during DLP.
21. During work at height necessary safety measures inter-alia safety belt/ harness, proper scaffolding/ staging as per safety norms/ standards etc. to be followed without violation.
22. Proper barricade/ notice etc. to be provided/ displayed for safety of passer-by/ humans. Providing dust screens, sheeting or netting along the perimeter of the building. Covering full stockpile of dusty material with impervious sheeting.
23. Contractor to depute firm's authorized supervisor and it is the responsibility of the supervisor (name of supervisor to be informed) to ensure strict adherence to safety norms at site while execution of work, falling which work order shall be cancelled/ terminated without giving further notice.
24. Bank will not be liable for any incident/ accident happened due to non adherence to the security norms/ standards or negligence of any worker/ supervisor.
25. No payment shall be made if contractor left the job without completion.
26. Site register to be maintained.
27. Quantities mentioned are tentative/ approximate; however, work shall be done as per site condition and requirement or based on the requisition received from committee/ residents. Measurement sheet and drawings are to be submitted along with the final bill.
28. Work shall be carried out as per Banks standard/ specification in consultation and under the supervision of under the supervision of consultant and approval shall be obtained from bank/ consultant for utilization of material.
29. The acceptance of the payment of final bill by the contractor would indicate that he would have no further claims in respect of the work executed.

30. If rate against any item is found low compared to market rate/estimated rate, Bank may insist Performance Bank Guarantee for the same of any Nationalized Bank other than Indian Bank and its group of banks.
31. The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon the Bank. Detailed analysis of any or all the rates shall be submitted. Freak rates will not be accepted. The Bank shall not be bound to recognize the contractor's analysis.
32. The contractor shall have to make his own arrangement for watch and ward of the work / building till the work is handed over to the Bank.
33. The decision of the Bank / Consultant will be final and binding with regard to the quality of work is concerned.
34. All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the requiring of bad, unsound or imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part thereof in any respect or the accruing of any claim, nor shall, it conclude determine or affect in any way the power of the Bank under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way or affect the contract.
35. Use of any material shall be as per tender specification, subject to prior approval by the bank/ consultant and shall be as per sample to be submitted and approved prior to commencement of work. All work shall have to be carried out as per drawing and /or direction of the consultant. Any deviation must have to be approved in writing.
36. The contractor shall arrange for necessary comprehensive insurance cover such as fire, theft / burglary, accidental group insurance of the workers at site at his own cost.
37. It is responsibility of contractor to obtain necessary permission from local body, Govt. authorities etc. prior to undertaking the work
38. Electrical work to be done by licensed contractor and electrical safety certificate to be issued after work completion. Necessary as built circuit drawings if required for submission to the client/electrical inspectorate shall be prepared by the contractor.
39. **Bank reserves the right to cancel the offer/ bid/ quotation without assigning any reason whatsoever.**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Contractor  
with Seal