



**PREMISES DEPARTMENT
ZONAL OFFICE MUMBAI SOUTH**

**REQUEST FOR QUOTATION (RFQ) FOR
INTERIOR FURNISHING WORK IN ROHA BRANCH , DISTRICT – RAIGAD
UNDER ZO MUMBAI SOUTH**

Ref.No : ZO MUM(S) : PRM : 2025-26 : 05
Date : 12/07/2025

Last date for submission of Quotation	19/07/2025 upto 17:00 HRS at Indian Bank, Zonal Office, Premises Department, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai - 400001
Date of Opening of Quotation	19/07/2025 at 17:30 HRS at Indian Bank, Zonal Office, Premises Department, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai - 400001

ZONAL OFFICE – MUMBAI SOUTH
NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Mumbai South invites sealed competitive quotations from the established and reputed interior furnishing vendors empaneled in Indian Bank and having sound technical and financial capacity to do the Interior Furnishing Work in our new Branch at Roha, District - Raigad. The RFQ can be downloaded from the Bank's website (www.indianbank.in) under Tender Column.

1	Name of work	Interior Furnishing Work in new Branch at Roha, District - Raigad
2	Period of completion	15 days to be reckoned from 4 th day from the date of issue of the Work Order or handing over of site whichever is later
3	Validity of Quotation	90 Days from the date of opening
4	Defects Liability Period	12 Months from the date of virtual completion of work
5	Earnest Money Deposit	Rs.8,400/- (Rupees Eight Thousand Four Hundred Only) by way of DD in favour of Indian Bank payable at Mumbai *Firms registered with MSME / NSIC with valid certificates issued by GOI are exempted from submitting EMD along with bid.
7	Initial Security Deposit (ISD)	After acceptance of Work Order, Contractor shall submit ISD of 2% of the Bid / Contract Amount in the form of DD in the name of "Indian Bank" payable at Mumbai within 5 days from the date of allotment of work.
8	Retention Money (RM)	6% of the Bill Amount excluding Taxes
9	Total Security Deposit (TSD) = ISD + RM	8% of the Bid Amount (ISD – 2% & RM – 6%)
10	Release of Retention Money	Retention Money will be released within 30 days after satisfactory completion of defect liability period and defects free as per the contract clauses.
11	Interim / Adhoc Payment	Minimum value of work for Interim Payment is Rs.5 Lakhs or as decided by Bank. The interim payment / adhoc payment shall be 75% of the works executed at site. One interim bill is allowed during the entire course of the work. However, Bank is not bound to make the payment against the interim bill raised by Contractor.
12	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 10% of final Contract value
13	Quotation Documents	Quotation documents can be obtained from the Bank's website (www.indianbank.in) under Tenders column.
14	Last date for the submission of Quotation	19/07/2025 upto 17:00 HRS at Indian Bank, Zonal Office, Premises Department, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400001
15	Date of opening of Quotation	19/07/2025 at 17:30 HRS at Indian Bank, Zonal Office, Premises Department, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai - 400001
16	Minimum Eligibility Criteria	1. Should be empanelled in Indian Bank <i>Kindly enclose valid Empanelment Letters.</i> 2. The Contractor/Vendor should be in same line of activity for at least last 7 Years in the Market ending on 30.06.2025.

		<p><i>Please furnish Work Order along with copy of tax invoice / Client's Completion Certificate to confirm the same.</i></p> <p>3. Should have Registered Office in Mumbai / Mumbai Suburban / Thane / Raigad Districts <i>Please furnish requisite document as proof.</i></p> <p>4. Should have carried out similar work of value in the last 3 years (ending 30.06.2025). At least :</p> <ul style="list-style-type: none"> • Atleast one similar works of value not less than Rs.6.75 Lakhs each <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none"> • Atleast two similar works of value not less than Rs.4.20 Lakhs each <p><i>Copy of Work Order / Completion Certificate showing value of work satisfying the above eligibility criteria is to be enclosed.</i></p> <p>Similar works means: Interior Furnishing Work (Partition, Panelling, False Ceiling, Storage Cabinets etc)</p> <p>5. Should have valid GST No. & PAN No</p> <p><i>The bidders must satisfy the above criteria and furnish the relevant documents as proof. If the Vendors fails to provide relevant documents and meet the minimum eligibility criteria as mentioned above, Bank would disqualify the bidder without assigning any reason whatsoever.</i></p>
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Note:

1. Vendors are required to submit the quotation in sealed cover along with necessary documents. The envelope should be super-scribed 'Quotation for Interior Furnishing Works to be carried out in Indian Bank Roha Branch' and addressed to the Zonal Manager, Indian Bank, Zonal Office, Mumbai South, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400001.
2. Conditional quotations, late quotations, quotations without EMD will be summarily rejected. Any quotations received open, late or not meeting all the conditions / quotations not filled up in Pen are liable to be rejected.
3. Earnest money will not carry any interest.
4. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from taking up the work in Indian Bank.
5. The Bank reserves the right to verify the particulars furnished by the applicant independently.
6. Bank is not bound to accept the Lowest (L1) vendor and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
7. Submission of this quotation document by a bidder implies that he/she has read this notice and other documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
8. Return of EMD of remaining bidders who were unsuccessful in the bidding process will be done within a reasonable time say not exceeding 7 days from the date of acceptance of quotations submitted by the L1 bidder.
9. Each and every page of the document and correspondences accompanying this quotation shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.



10. The rates quoted by the bidder shall be based on the conditions of site and specifications mentioned in the quotation.
11. Bank is not liable to make any payment to bidders for preparation to submit the quote.
12. Clarifications, if any, pertaining to this quotation request may be referred to Indian Bank, Premises Department, Zonal Office Mumbai South through E-mail Id – **zo.mumbai.expprem@indianbank.co.in**

ZONAL MANAGER



FORM OF QUOTATION

The Zonal Manager
Indian Bank
Zonal Office Mumbai South

Dear Sir,

SUB: Invitation of Quotation for Interior Furnishing Work in Roha Branch

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

I/We further agree to complete the work within the stipulated time as specified by the Bank in this document.

I / We understand that Indian Bank is not bound to accept the lowest quote or bound to assign any reasons for rejecting our quote.

In the event of this quotation 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.8,400/- (Rupees Eight Thousand Four Hundred only)** in the event of our refusal or delay in signing the Contract Agreement.

I / We understand that Indian Bank may award the work to more than one Contractor and I / We shall make no claims whatsoever if Indian Bank accepts only a part of my / our quotation.

I / We unconditionally agree to Indian Bank's conditions as stipulated in the Documents.

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

I / We agree that incase of my / our failure to execute the work in accordance with the specifications and instructions received from the Bank during the course of the work, Bank reserves the right to terminate my work order and recover all the dues to the Bank from the payment receivable by me. Further, I may also be barred from participating in any type of bid or Tender invited by Bank or its subsidiaries in future.

Thanking you,

Yours faithfully,

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

Place:

Date :

Name:

Address:

Seal:

GENERAL INFORMATION OF THE FIRM

1	Name of the Applicant / Firm / Organization	
2	Registered Address of the Firm	
3	CONTACT DETAILS Landline No - Mobile No - Email Id -	
4	EMD Details (i) Amount (Rs.) - (ii) Demand Draft No. - (iii) Name of the Bank - (iv) Date – <i>(Please submit EMD Details. If exempted, please submit requisite proof in the form of copy of self-attested valid certification from MSME and NSIC.)</i>	
5	Constitution of Firm	Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)
7	Name of the Proprietor/ Partners / Directors of the Organization / Firm	
8	Name/s of Authorized Signatory/ Directors / Partners	
9	Whether registered as MSME Organization?	YES / NO
10	Whether empanelled with Indian Bank <i>(Enclose Empanelment letter)</i>	YES / NO



11	<p>Banker's Details – (Please attach copy of cancelled cheque as proof)</p> <p>(i) Banker's Name :</p> <p>(ii) Account No. :</p> <p>(iii) Type of Account :</p> <p>(iv) IFSC :</p>	
12	<p>Registration with the Government Authorities (Enclose certified copies of documents as evidence)</p> <p>If firm is exempt from ESI & EPF registration as per extant guidelines, fill N.A. and an undertaking is to be submitted stating the same.</p>	
	<p>a) Income Tax (PAN) No.</p> <p>ii) Goods & Service Tax (GST) No.</p> <p>iii) Labour License</p> <p>iv) ESI</p> <p>v) EPF</p>	
13	Whether last three years IT returns filed	YES / NO
14	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	
15	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.	
16	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	



DECLARATION –

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me.
3. I/We agree that the decision of Indian Bank in selection of vendor will be final and binding to me/ us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, and Banks including any of the Offices / Branch of Indian Bank Pan India during last 5 year from the date of application.
5. I/We hereby confirm that all information, particulars, copies of certificates and testimonials provided are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the contract shall be cancelled at the discretion of the Indian Bank.

PLACE –

DATE –

SIGNATURE OF CONTRACTOR

NAME & DESIGNATION –

SEAL OF ORGANISATION -



GENERAL TERMS AND CONDITIONS

1. Definition of Terms / Interpretation:

- Employer/Owner/Bank /Indian Bank/ Accepting Authority shall mean Indian Bank with their Corporate Office at No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 inter-alia having their Zonal Office at 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400001 and any of its employees representative authorized on their behalf.
- Throughout these bidding documents, the terms “bid” and “quotation” are Synonymous.
- Day means calendar day. Singular also means plural
- “Contractor” means the person whose quotation has been accepted by the Employer and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person.
- Bidder : The term ‘Bidder’ shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative(s) of such individuals or persons composing such firm or company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company.

2. Submission of Quotation :

The Quotation must be submitted in Original or as per details given here under.

Vendors are required to submit the quotation in sealed cover along with necessary documents. The envelope should be super-scribed ‘Quotation for Interior Furnishing Works to be carried out in Indian Bank Roha Branch’ and addressed to the Zonal Manager, Indian Bank, Zonal Office, Mumbai South, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400001’.

3. Qualifying Criteria :

As given in Minimum Eligibility Criteria.

Additional Information –

Even though the bidders meet the above qualifying criteria, they are liable to be disqualified if they have :

- Submitted any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, penalty, litigation history or financial failures etc.
- Their business banned by any Central or State Govt. Department / Public Sector Undertakings / Public Sector Bank’s
- Not submitted all the supporting documents or not furnished the relevant details.
- Any one of the partners (in case of partnership firm) or any Directors in case of Pvt Ltd., or Public Ltd firm being convicted by a Court of law.

4. Site Visit :

- The bidder is advised to visit (upon prior approval), and examine the Site of Works and its surroundings and obtain for itself on its own responsibility and cost all information that may be necessary for submitting the quotation and entering into a contract for the Works as mentioned in quotation document.
- The bidder and any of its personnel with authority letter will be granted permission by the Employer / Owner to enter upon its premises, but only upon the express condition that the bidder,



its personnel, and agents, will release and indemnify the Employer/Owner and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

- Before submitting the Bid, the bidder shall be deemed to have satisfied himself by actual inspection of the site and locality of the works, Traffic conditions / restrictions, Availability of parking space, Transportation of materials that all conditions liable to be encountered during the execution of the works are taken into account and that the quoted rates are adequate and all inclusive for the completion of work to the entire satisfaction of the Employer/Owner.

5. The Indian Bank does not bind itself to accept the lowest quote and reserves to itself the right of accepting the whole or any part of the quotation and the firm shall be bound to perform the same at the rate mentioned .
6. The rate quoted by the firm shall be net (excluding GST), up to the stage of incorporation and handing over site. All taxes including (excluding GST) or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the bid etc. in respect of this work shall be payable by the Firm and Indian Bank will not entertain any claim whatsoever in this respect.

The rate quoted should be excluding GST.

The firm who wishes to bid for the above job should have GST registration and should mention the registration number.

7. The firms will have to deposit an EMD amount of **Rs.8,400/- (Rupees Eight Thousand Four Hundred Only)** in the form of Demand Draft from scheduled commercial bank in India drawn in favour of “Indian Bank,” payable at Mumbai. Please note that firms registered with MSME / NSIC under single point registration with valid certificates issued by GOI are exempted from submitting EMD. Necessary Certificates must accompany bid. No other type of certificate is acceptable. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of quotation.

No interest on Earnest Money deposited by the bidder shall be allowed. No other mode of payment shall be accepted. The Earnest Money Deposit of unsuccessful bidder shall be refunded within 7 days of award of contract to the successful bidder. The Earnest Money Deposit of the successful bidder shall be refunded on the acceptance by the Employer of the Contractor's Demand Draft towards Initial Security Deposit. The EMD of the bidder, whose bid is accepted, shall be forfeit in full in case he does not start the work by stipulated date mentioned in the award letter.

Apart from EMD & ISD, **the retention amount shall be deducted from progressive running bill at 6% on the gross value of each running bill paid will be held by the Indian Bank apart from ISD until the total security deposit equals 8% of project cost.**

8. Initial Security Deposit

The bidder will have to deposit an amount of 2% of Contract amount in the form of Demand Draft from Scheduled Commercial Bank in India drawn in favour of “Indian Bank,” payable at Mumbai within 5 days from the date of receipt of work order as an Initial Security Deposit(ISD).The Indian Bank is not liable to pay any interest on the ISD. If the successful bidder fails to provide ISD within stipulated times, it will be presumed that agency is not interested in the work and suitable action will be taken as per the terms mentioned in this document.

9. Retention Money

The retention amount at 6% from the Gross value of each R/A or Final bills excluding GST. No interest will be paid on the Security Deposit under any circumstances will be held by the Indian Bank apart from ISD of 2%

10. Release of Retention Money

Retention Money will be released within 30 days after satisfactory completion of defect liability period and defects free as per the contract clauses.

11. 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 bid or engagement in the service.
12. The quotation shall remain open for acceptance for a period of 90 days from the date of opening of quotation.

13. It will be obligatory on the part of the bidder to sign all the pages of this documents.

14. The acceptance of quotation will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the bids received without the assignment of a reason. The quotations which are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the quotation in full or in part and the bidder shall have no claim for revision of rates or other conditions if his quote is accepted in parts.
15. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the firms who resort to canvassing will be liable to rejection.
16. **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.
17. An item rate quote containing percentage below / above will be summarily rejected. However, where a bidder voluntarily offers a rebate for payment along with sealed quotation, the same may be considered.

18. ABNORMAL RATES

The Contractor is expected to quote after careful analysis of costs based on the specifications mentioned in the Quotation. If it is noticed that the rates quoted by the firm is unusually high or unusually low, it will be sufficient cause for rejection of the Quotation unless the Employer is convinced about the reasonableness of the rate on scrutiny of the analysis for such rate to be furnished by the firm on demand. Notwithstanding anything there in stand, the rate once accepted by the Employer shall be final and shall not be subject to any claim either on account of un-workability of rates or on any other ground whatsoever.

19. On acceptance of the bid the name of the accredited representative(s) of the Bidder who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
20. 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.
21. 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.
22. 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.
23. 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.

24. 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.
25. 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.
26. For painting & Lamination, sample area shall be prepared and the shade got approved. It is also advised to give computer presentation of various colour schemes to the employer before going for sample painting/Lamination.
27. The bidder 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 firm.
28. The successful bidders 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.
29. 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. Bank will not be responsible for any untoward accident caused by negligence of the Contractor
30. The work shall be carried out without disturbing the existing occupants of other offices. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to the occupants of other offices.
31. 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.
32. 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 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. 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.

33. 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.
34. If the work is not started within **5 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 3 day notice to the contractor. In such case the contractor shall be liable to pay the employer any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rates after deducting any claims, damages.
35. The time allowed for completing the works is **15 days** to be reckoned from **4th day** from the date of Work Order / date of handing over site whichever is later. Bidder 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.
36. If the Contractor fails to complete any or all the works by the date/s named in **Clause 35** (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.
37. **Extension of time:** If in the opinion of the Employer/ Consultant the works be delayed (a) by reason of any exceptionally inclement weather or (b) by reason of instructions from the employer in consequence of proceedings taken or threatened by or disputes, with adjoining or neighbouring owners or (c) by the works, or delay of other contractors nominated by the employer and not referred to in the specification or (d) by the reason of authorized extra and additions or (e) by reason or any combination or works men or strikes or lock-out affecting any of the building trade or (f) from other causes which the employer may consider are beyond the control of the contractor, the employer at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore. In the

event of the employer failing to give possession of the site upon the day specified above, the time of completion shall be extended suitably.

In case of such strikes or lockouts as are referred to above, the contractor shall, immediately give the employer, written notice thereof. Nevertheless he shall use his best endeavours to prevent delay, and shall do all that may be reasonably required, to the satisfaction of the employer for any extension of time for completion hereunder (which shall be final and binding on the contractor) shall be promulgated at the conclusion of such strike or lock-out and the employer shall then, in the event of an extension being, granted, determine, and declare the final completion date. The provision in clause 36 with respect to payments of liquidated damages shall be construed as if the extended date fixed by the employer was substituted for and the damages shall be deducted accordingly.

38. The successful bidder shall be required to execute an Agreement in the proforma attached with this quotation document within **5 days** from the date of receipt of the notice of acceptance of quotation. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the quotation shall be considered as cancelled.

39. PAYMENT DETAILS –

- No advance payment shall be made to the contractor on supply of any material supplied at site for execution. Payment to the contractor shall be made as per actual work done of site.
 - All bills shall be prepared by Contractor in the form prescribed by the Employer / Architects.
 - Only one interim payment /adhoc payment is permitted. Minimum Rs.5,00,000/- or as decided by the Bank. The interim payment /adhoc payment shall be 75% of the works executed at site. 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. The Architect / Bank's Engineer after detailed scrutiny of the interim bill shall certify within 5 days of the date of receipt of interim bill from the Contractor subject to submission of documentation as required.
 - Bank will deduct the retention money as described in the Clause No 9 and the refund will be made as specified in the Clause No 10.
 - All the interim payments shall be regarded as payment by way of advance against the final payment only and not as payments for work actually done and completed.
 - 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 bills together with the measurements properly checked by Architect & Bank's Engineer in presence of Contractor. Final Bill settlement is within 20 days from the date of proper submission of bill & measurements.
40. The bidders shall separately specify at the end of the bid the % and value of SGST and CGST as applicable.. Regarding tax part, the tax rate at the time of billing shall rule over and above all documentations. Valid documents shall be produced if asked for at the time before payment. TDS for income tax is as applicable and shall be included in the quoted rates. The comparison for the least bidder shall be made with the basic price of items of work excluding "Goods and Service Tax" part.
41. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the contractor must inform the concerned Department of the Bank or Interior Consultant and after getting the approval, the same has to be incorporated by the contractor.
42. Single Power point & Water for work will be provide by Bank. The Contractors will make their own arrangement for stay of their workers and they will not be permitted to stay in the Bank Premises.
43. The contractor shall not directly or indirectly sublet the work to other party without written permission of the Bank.



44. The Bank reserves the right to distribute the work for which quotations have been called, among more than one parties, if found necessary. No claim in this respect shall be considered and the contractor agrees to cooperate with other agencies appointed by the Bank.
45. Bank shall not be responsible for any loss or damage to the contractor/ labour due to any natural calamity during the course of construction. Contractor is liable to make good all the damages if any, till the work is completed and handed over to the Bank authorities
46. Contractor agencies are advised (before quoting the rates) to inspect the site of the proposed work. They must go through specifications and documents. Any clarification, if required, may be taken from the Bank before submitting the quotation.
47. The quantities mentioned in schedule are provisional and likely to increase /decrease to any extent or may be omitted thus altering the aggregate value of the contract. No claim for loss of profit/business shall be entertained on this account.
48. The contractor /vendor failed to carry out the works as per schedule/Quality, the same shall be carryout with different agencies and the actual amount will be deducted from the contractor bills.
49. The contractor agency shall keep particular vigil on his workers to maintain very good workmanship of all items, failing which no payment shall be made and no claim of material / labour used shall be made to him in any case, and the same work shall be executed by him again without charging any extra cost.
50. The Bank reserves the right to accept / reject any quotation without assigning any reasons.
51. Any work got executed in poor workmanship as pointed out by the Bank' Official will have to be dismantled and redone by the Contractor on his own cost.
52. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor.

DECLARATION :

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

Signature & Seal of the Firm



ARTICLES OF AGREEMENT

THIS AGREEMENT is made on this day of month of between Indian Bank and having its Zonal Office at 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400001 (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 bid documents for ‘Interior Furnishing Work in Roha Branch, Raigad.

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

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

AND whereas the Employer has issued the work order ref dated..... to the contractor to do the work.

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

- 1) In consideration of the said Contract Sum to be paid at the times and in the manner set forth in the said Conditions the Contractor shall carry out and complete the Works in terms and conditions herein contained and according to the general conditions of the contract, notice inviting quotation, special conditions of contract, general scope of work, technical specifications, schedule of rates and instructions to be given by and the supervision of and to the entire satisfaction of the Employer.
- 2) **Contract Price, Taxes and Payment Terms :**

Total contract price is Rs. + GST 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 except GST in respect of this contract. No claim in this respect will be entertained. Income tax on payments will be deducted and deposited by Employer in accordance with the sales tax law of the state and the provisions of tax deductions at source under income tax act 1961.

3) **Completion Period:**

Time is the essence of the Contract. The work is to be completed in all respects within **15 days** reckoned from 4th day from the date of issue of the Work Order or handing over of site whichever is later. If the Contractor fails to complete the job within the agreed time period the Contractor will have to bear liquidated damages as per the relevant clause mentioned in the Quotation Documents.

4) **Earnest Money:**

The Contractor has deposited an amount of **Rs.8,400/- (Rupees Eight Thousand Four Hundred only)** as earnest money.

5) **Inspection of Site:**

The Contractor has inspected the site before submitting his bid 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 bid 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. The venue of the arbitration shall be exclusively at Mumbai and any award passed by arbitrator shall be final, conclusive and binding upon the parties and shall be deemed to have been made between parties themselves. The parties to the dispute shall share equally the cost of arbitration as intimated by the arbitrator".

IN WITNESS whereof the said contracting parties have set their hands and seals on the day and year first hereinabove witness.

Witness Address

Employer

Witness Address

Contractor

List of Materials of Approved Brand And/ Or Manufacture

SL NO	Description	Make of materials
1	Wood	First class steam beach wood or as specified
2	Polish	Melamine
3	Soft Board	Celotex
4	Block Board (BWR CONFORMING TO IS 303)	Century / Greenply / Archid / Sylvan
5	Plywood (BWR CONFORMING TO IS 303)	Century / Greenply / Archid / Sylvan
6	Laminates	Century / Aica Sunmica / GreenPly / Formica / Merino (Shade will be approved by Bank)
7	Glass	Modi / Saint Gobain
8	Gypsum Board / 2x2 Tiles	Gypsum Board – Gyproc / India Gypsum 2 x 2 Tiles – GYPROC / KNAUF (Armstrong)
9	Aluminum Sections	Hindalco / Jindal / Nelco or approved equivalent
10	Locks / Handles	Godrej / Harrison / Hettich
11	Magnet Catcher	Supreme / Excel
12	Drawer Sliding Fittings	Earl Bihari (EBCO)/Godrej/ Hettich or equivalent approved
13	Floor Spring/Door Closer	Hemco / Hardwin/ Godrej / Ozone or equivalent approved
14	Paint / Enamel	Berger / Nerolac / Asian Paints / Indigo / Dulux
15	Cement / Wood Primer	Berger / Nerolac / Asian Paints / Dulux / Indigo

Note –

1. Materials mentioned in the specification shall be used for the work. If specified material is not available prior approval of the Employer shall be taken to use other brands.
2. Preference of makes, supply of items should be consulted with client/consultant before effecting of supply.

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

BILL OF QUANTITIES

1. No offsite prefabrication shall be allowed in any case. All fabrication shall be done at the site after getting the materials inspected by the architect
2. No payment shall be made for any in completed or unsatisfactory work
3. List of material to be strictly as per the booklet.
4. Cable Managers to be provided in the tables and Counters wherever required.
5. All Locks in the drawers and doors etc. should be of Godrej
6. All keyboard Trays and Drawers to be on Channel Sliding Mechanism.
7. Etching to be provide as per Banks Design and Specification.
8. The contractor to follow the banks colour Coding. Any other specified colour to be superceded by the Banks Colour code.

9. All plywood and blockboard to be BWR Grade Only and the plywood / blockboard must be Water Resistant complying to IS 303 and with minimum 7 years warranty. Kindly quote the rate for partition and paneling considering the above item. Use of any other grade of plywood / blockboard at the site will be considered as the breach of contract and the contract will be immediately terminated.

S.NO.	DESCRIPTION OF ITEM	UNIT	QUANTITY	RATE PER QUANTITY (Exclusive of GST)	TOTAL AMOUNT (Exclusiv e of GST)
				Rs.	Rs.
	In case of full height partitions measurement of height shall be taken from the finished floor level upto the level of the false either side of the partition ceiling, in case of varying heights on average height shall be considered.				
	The rate to include provision of extra framework as necessary for skirting & making provision for laying conduit as per drawing & directions of site engr./ architect.				
A	FALSE CEILING WORK				
1	FALSE CEILING TILES (600mm x 600 mm) with 15mm SILHOUETTE T Grid (BLACK REVEAL) of ARMSTRONG / KNAUF Make Providing and erecting false ceiling of Mineral Fiber ceiling Board Armstrong / AMF or equivalent make with framework, runners, cross runners & suspenders from the existing ceiling as per the manufacturers details and specification and 600X 600mmX 15mm thk tiles of approved design, texture & in microlook pattern including the grids in black silhoutte pattern, 15mm as per manufacturers specifications complete including making	Sq.ft	630		

	necessary cut-outs for electrical fixtures, AC diffusers, access etc as per the instructions of the Architect. (Approved Tile with black silhouette)				
2	GYPSUM BOARD FALSE CEILING WITH COVE				
2.1	<p>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.</p> <p>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 – Asian Paints / Berger / Dulux / Nerolac</p> <p>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</p>	Sq.ft	390		
2.2	Specification same as above for Vertical band of Gypsum 4" -6" BAND	RFT	125		
B	FURNITURE WORK				
	<p>Note: All Furniture work should be in IS 303 BWR plywood of specified brands. Brush finished brass hinges,'s' & 'L' shaped with s.s. pin, Laminate 1.0 mm thk. Outer Surface of specified colours, finish and brands. All hardware like Telescopic drawer channel should be of Haffile or equivalent, drawer locks as specified, Telescopic CPU Hanger, for C. P. U. below the table., Ready-made adjustable Foot rest with Rubber etc of Innofit/Ebco or equivalent, For sliding shutters of side credenza wheels, guide, channel should be as per specified. All internal and specified external surfaces, edges should be finished with Laminate of approved shade. New solid door should be in Commercial door board. All work to complete as</p>				

	per design and instructions by Architect / Engineer. The rates shall be inclusive of making of the opening for the Electrical / Computer Wires / Switches & A.C. Pipes etc. complete.				
1	PARTITION WORK				
1.1	FULL HEIGHT SOLID PARTITION Providing and fixing of full ht solid partition made out of 2" x 1-1/2" 18 gauge aluminum section frame at 2' 0" c/c both ways including 8mm or 9 mm thick BWR Grade ply on both sides with 1.0 mm th. light / dark laminate, upto full ht. complete as per design. All exposed wood work to be finished with the same laminate as per detail drawing. The height of the partitions upto soffit of false ceiling / Laminate finish top shall be considered for payment. The alternate, corner vertical members of the partition shall be fixed with necessary brackets /supports at RCC levels. The framework above the false ceiling shall not be considered for payment. The partition will be measured from the plywood covered area to the nearest INCH. Rate shall include to fixing T.W. Door frame of 3" x 2 1/2" for fixing Doors. Rate to include providing cutouts and provisions to run electrical conduits, switches, etc. Cost include wastages, transports, loading, unloading charges, labours, materials, tools, lead, lift and etc. Complete as per drawings and instructions of the Architect.	Sq.ft	200		
1.2	LOW HEIGHT SOLID PARTITION Same specification as above, but up to 4' 6" to 6'-0" height	Sq.ft	64		
1.3	PARTLY GLAZED / SOLID PARTITION FOR CASH CABIN WITH ALUMINIUM GRILL ON CASH CABIN CEILING Providing and fixing in position Double skin partition 7'-0" height. The framing shall made out of aluminium hollow section of 65mm x 37mm size 1.5mm thick of JINDAL / INDAL as internal frame structure placed horizontally & vertically at max distance of 2'-0" x 2'-0" center to center. Fixing 8 mm thick BWR PLY on both sides with 1 mm thick laminate of approved colour and shade as per approval of the Architect. The partition to include double layer aluminium grill on the sides and back including a opening for cheques & Cheque trays, to be provided between 4' 0" to 6' 0". and to be fixed with matt finished steel Patch fittings as directed etc. complete as per design. All exposed wood work to be finished with the same laminate and one tray per cabin at appropriate position, as per detail drawing. Rate shall include to fixing TW framing of 3" 2 1/2" for fixing Doors. Providing and fixing of aluminum grill with square size 75mm x 75mm – 8mm, on top of the cash cabins etc. The	Sq.ft	94		

	grill shall be tightly stretched and nailed to a wooden frame work, made out of 50mm x 40mm teak/hard wood (with anti-termite) members at 750mm c/c approx. both ways or as per site conditions. The erection of framework shall include for expansion bolts cleats, clamps bolts, nuts, screws, rivets and other accessories.				
1.4	SEMI-GLAZED PARTITION FOR BM CABIN Same specification as above. Full height and 12 mm Thk. Toughened glass between 3' 0" to 7'-0" height.	Sq.ft	96		
1.5	SEMI GLAZED PARTITION Same specification as above , but with 4' 6" height and 12mm Thk. Toughened glass between 3' 0" to 4' 6" height.	Sq.ft	24		
1.6	DOORS FOR PARTITION AND CASH CABIN Providing and fixing 1-1/2" th. solid core commercial flush door with necessary lipping etc. complete finished with 1.0 mm th. light / dark laminate from both sides fixed to wall / partition with 3 No. 5" x 1-1/4" Matt steel hinges, Godrej night latch, C. P. handles, Dead Lock, C. P. tower bolt, door closure, 3 coats of enamel paint / polish etc. complete, Finished as per matching Partions surfaces in following sizes :				
a	Size : 3' x 7' (Strong Room, Pantry)	Nos	2		
b	Size : 2' 6" x 7' (Cash Cabin)	No	1		
c	Size : 3' x 7' (UPS Bison Board	No	1		
1.7	FULL HEIGHT TOUGHENED GLASS PARTITION Providing and fixing of Fixed Glass partition with 12mm thick toughened glass with frosting / film using Standard fittings of OZONE/ HAFFLE/ YALE/GODREJ/ENOX Co. makes at the top and grouting at the bottom with U - Shaped Anodised Aluminium Profile section and EPDM gaskets including cutting, making holes in glass and fixing the fittings in floors, false ceiling etc. and making the same good with necessary screw, sealent wherever required, including itching / frosting of approved design. The top fittings to be fitted to the Wooden section fixed above the Gypsum board in the level of GI channels of False ceiling. (For measurement area, from finished floor level to finished false ceiling level will be considered)	Sq.ft	110		
1.8	TOUGHENED GLASS DOORS Providing and fixing 12mm thick clear TOUGHNED glass door as per design and door fixed with patch fittings of approved make / brand at top to a support directly suspended from main ceiling (Rate to include necessary support arrangement to erect the toughened glass				

	partition) and for bottom on floor,including door closer / floor spring , OZONE/ HAFFLE/ YALE/GODREJ/ENOX Co. makes 'C' shape approved design brush finished S. S. handle,locking arrangement etc. including acid etching / frosting / film of approved design, on the glass. All exposed edges of glass to be machine polished, frosting film as per approved design. Complete as per design and instructions by Architect / Engineer.				
a	Size – 2'6" x 7' x 2 Nos – Main Entrance Door	No.	1		
b	Size – 3' x 7' – Manager Cabin	No	1		
2	PANELLING WORK				
3.1	PANELLING – COLUMN / WALL Providing and fixing wall panelling as specified by Architect / Bank's Engineer with Anodized Aluminium frame work, heavy sections (2mm thickness) of 2"x1.5", spacing of 2'0"x2'0" on bothsides and covered with BWR 9mm thick Century / Greenply or equivalent finished with 1mm thick laminate colours for skirting & borders,. Rate to include providing cutouts and provisions to run electrical conduits, switches, etc. Cost include necessary hardwares like clamps, screws and etc. Cost include provisions for electrical db closing, wastages, transports, loading, unloading charges, labours, materials, tools, lead, lift and etc. Complete as per drawings and instructions of the Architect. NOTE - SKIRTING MICA AND MAIN MICA SHADE WILL BE AS PER BANK'S DIRECTION AND VENDOR MUST QUOTE THE RATE INCLUSIVE OF ALL.	Sq.ft	550		
3.2	SOFT BOARD PANELLING Providing and fixing 12 mm (1/2") th. soft board to wall or wooden partition with 6 mm th. BWR grade ply backing finished with approved colour/ shade Uphostry Cloth of Rs. 350/- per mtr, fixed with 100 mm (4') ply band on top and bottom finished with 1.00 mm th.Solid Core laminate of approved colour.	Sq.ft	30		
3.3	BOX PANELLING FOR ENTRANCE Providing and fixing Box type paneling in 18 mm BWP marine ply for entrance for fixing glass from beam bottom door height , finish with laminate/paint/polish or as directed by Architect	Sq.ft	30		
3.4	ACP Panelling & Cladding Supplying and erecting in position Exterior Grade Aluminium Composite Panels of 4 mm thick comprising of polyethylene core between two skins of Aluminium with exterior surface coated with DVDF resins as per ASTM or BS standards including Aluminium wall brackets. Aluminium runners horizontal and vertical as per the	Sq.ft	100		

	Manufacturers standard erection including filling of the gaps etc finish. Detailed technical annexure of manufacturer will be approved by the Architects.				
4	COUNTERS / TABLES				
4.1	RUNNING COUNTER Providing and fixing running Counter (Minimum 4' 6" R. Ft. each at staff side seating) made out of 19 mm thk. BWR Grade ply frame work top, sides, front apron of 8 grade flexi ply, drawer unit, C. P. U. Box, 12 mm th. ply for drawer box sides and 6 mm th. MR Grade ply for drawer bottom with necessary moldings with necessary C. P. T. W. supports, beading patties etc. complete. The counter shall be 2' 6" in deep and 2' 6" in height for writing top 12 mm thk. Frosted toughened Glass with Curvature for customer top 15" wide at 4'0" ht. and vertical Curve apron as per drawing & instructions from Architect with flexi ply for curvature thickness up to 12mm thk. Glass Top at 18" high above writing top as per drawing comprising of the following complete in all respects: along with a drawer box at every 4' 6" of length, having 1 no. drawer & 1 No storage Shutter unit as per Bank's requirements, including S & F Telescopic CPU Hanger, for C. P. U. below the table., Ready made Foot rest with Rubber. All exposed surfaces shall have 1.00 mm th. laminate of approved shade / make & All the inside surfaces should have finished with zinc polish/plastic paint to all surfaces, including Twin type Telescopic drawer sliding fittings, brass hinges, magnetic ball catches, Stainless Steel Handles, Stainless Steel Brass Wire Manager, including making holes at top for wire manager, brass power coated grommet, metallic keyboard drawer, complete as per detail drawing and Bank / Architect's instructions,	R.ft	18		
4.2	CASH COUNTER Providing and erecting in position Cash Work Station of approx. size 1370x900x750mm (5'x2.5'4'), made of 18mm thick BWR Plywood pasted with 1.00mm laminate inclusive of a 350mm wide customer top at 1155 mm level., Writing top & customer top should be finished with mirror polished; 18mm thick granite slab (Jet black or shade as directed by Bank's Engineer) with rounded edges and sides with 1.0mm thick laminate of approved shade/make. Both should have sufficient gap in between to accommodate computer monitor up to full depth. The workstations shall be supported from the partition system made of 18mm thick BWR Plywood finished with 1.00 mm thick laminate of approved shade/make. Free edges shall have 18 mm thick, polished white or steam beach wood moldings of half-round profile as per drawings and	R.ft	5		

	<p>instructions and 100mm high laminate of approved make & shade all as directed.</p> <p>Each cash workstation shall comprise of the drawer unit, Tea tray at top, Cash drawers with approved telescopic channels for drawer-slides, automatic locks (keys in duplicate), wire managers, space for computer CPU, modesty panel and other necessary hardware and accessories including satin finish S. S. handles of approved quality. Inner face of cash counter to be provided with 16G, M.S. sheet, painted with two coats of synthetic enamel paint of approved shade & make, over a coat of approved steel primer. Inner faces shall be painted with two coats of synthetic enamel paint of approved shade & quality over a coat of primer. Skirting: 100mm high laminate of approved make & shade all as directed. The work also includes supply and fixing of 12mm toughened glass above counter height upto partition level with proper cash window with machine polished edges as per Architect Instruction.</p>				
4.3	<p>BRANCH MANAGER TABLE (6' X 3' X 2.5') WITH SIDE CREDENZA (3'3" x 2'6" x 1'3") AND GLASS TOP</p> <p>Providing and fixing tables made out of 18 mm thick BWR ply over hard wood frame work finished with 1 mm thick laminate of approved shade. Top having teak wood edging of size 2" x 1 3/4". 10mm thick clear float glass with beveled edges shall be provided on the finished to 18mm thk BWR ply of approved make cladded with 1mm thk. laminate (color with vertical grain) as per design in all visible areas. All the exposed edges to be covered with wooden steam beech lippings and moldings duly melamine polish. The drawers to be made out of 19mm thk ply wood with 1.0 mm laminate finish in the front , and bottom to be made out of 6mm plywood and it should play in drawer sliding telescopic channels. The inside of the drawer shall be .75 mm thick laminate. & Table back side will be 1mm laminate. A leg rest to be provided duly polished made out of 3"x2" Wooden Section.</p> <p>A shutter to be made by 18mm ply wood cladded with 1.0mm laminate .The necessary locks handles to be provided in each drawers and shutters. 3" x 1/2" wooden skirting to be provided in all visible areas duly polished. The necessary wire managers (SS) to be provided on the tables and provision for lights to be kept if required in the front of the table. All the exposed areas to be duly melamine polished The work to be completed as per design and approval of the Bank. The table should have key board tray and CPU Trolley to be Modular. All as per the design and instructions of EIC / Architect. Please note that all the Internal surfaces shall be finished 0.7 mm thick white laminate. No enamel paint will be used.</p>	No	1		

	Side Credenza Supplying side Credenza for Executive in 18mm thick BWR grade plywood conforming IS:303 plywood of approved make, top, bottom and 1shelf with 12 mm thk. sliding shutters running on sliding channel wheels and guide complete, including locking arrangement for storage. Remaning 2'0" open box below table, finished with 1.0 mm th. Laminate in duel colours and Storage top matching 1 mm thk. laminate top as table. All the Internal surfaces shall be finished 0.7 mm thick white laminate. No enamel paint will be used.				
4.4	SUB STAFF COUNTER Providing and fixing 525 mm (1'-9") wide counter for Cash counting in 19 mm thick BWR grade ply with 2 no. 5" deep drawers running on channels, all with locking arrangement. All external surfaces to be finished with 1.0 mm thick light / dark finished laminate, Top with 1 mm thk. Laminate. All internal surfaces should finished with Zinc Polish/ plastic paint as per Architect's drawings and instructions.	R.ft	2.5		
5	STORAGE UNITS				
5.1	FULL HEIGHT STORAGE UNITS Providing and fixing full height storage cabinet made out of 19mm thick BWR grade plywood conforming IS:303 plywood of approved make including the fixing of shelves at 400 mm to 450 c/c and the shutters shall be in 25mm thick BWR block board and back covered with 6 mm BWR plywood. The shutters shall be divided vertically into 2 parts and shall be fixed with S type L hinges of approved make so as to get an equal 8 mm groove between all the shutters at the opening and hinged end of every shutter as per the detailed drawing. The shutter shall be fixed with SS chain from inside so as to open the shutter less than 90 degree and to avoid the breaking of Laminate. Laminate at the hinged end. The shutters shall be finished externally with approved quality 1.0 mm thk Laminate of approved shade and make and All internal surfaces should finished with Zinc Polish/ plastic paint as per Architect's drawings and instructions.. The rate shall be inclusive of provision of SS "D" type handles 4" or 6" as approved, Godrej or Vijayan locks with 3 keys, tower bolts off SS make etc. and all the necessary hardware, fixtures, fittings etc complete in all respects as directed by the Architect.	Sq.ft	80		
5.2	LOW HEIGHT STORAGE CABINET Specifications same as mentioned in 5.1 but for low height storage cabinet.	Sq.ft	58		

5.3	BACK SIDE STORAGE IN BM CABIN Providing & fixing Low ht. storage filling Unit 16" deep of 19mm.thk. IS303 BWR GRADE PLY boxing with shutters Externaly finished with 1mm thk. laminate of app.shade as per design and laminate top same as the table with Approved Colour & finish etc. complete. All the Internal surfaces shall be finished 0.7 mm thick white laminate. No enamel paint will be used.	Sq.ft	25		
5.4	ELECTRICAL PANEL BOX Providing and fixing storage for Electrical Panel made out of 19mm th. Fire proof / Fire resistant Ply / Bison board framework for sides and shutters along with necessary 1" x 1", 18 gauge aluminum section. frame work. Storage will have 12 mm th. Fire proof / Fire resistant ply / Bison board backing. All exposed surfaces shall be finished with approved make / colour 1.00 mm th. Solid Core Laminate externally and 0.8 mm th. white laminate internally along with 9" wide Alu. Powder coated A. C. grill at top & bottom for exhaust including necessary approved make / design Brass hinges, S. S. Locks and Handles, Ball catches & stopper, Screws, etc. complete as per instructions.	Sq.ft	24		
C	MISCELLANEOUS ITEMS				
1	SLIP WRITING DESK Writing desk in 19mm BWR. Ply and 1mm solid core laminate finish surface with 12 mm clear glass on top with shelves/partation in glass to keep sleep books including acid etching / frosting of approved design and exposed edges in machine polished.and bank's printed brochures for public complete as per Architect's design and instructions. Size: 3'-0" x 1'-6" x 1 no.	R.ft	3.5		
2	WICKED GATE Providing and fixing in position a wicket gate to restrict entry of customers into the Strong Room Passage, in teakwood frame, finished over on either sides with 6 mm thick BWR grade plywood of specified brand, with 1.0 mm thick Solid Core approved laminate btc wood edge finish with solid core laminate etc. complete with brass hinges and locking arrangement as directed by Architect.	Sq.ft	30		
3	CHEQUE DROP BOX / SUGGESTION BOX Providing & making Cheque drop box/ Suggestion Box with acrylic as per detailed drawing including hinges, handles and locking arrangement.	Nos	2		
4	VERTICAL BLINDS Providing & fixing Sun / Vista make as approved by Bank's Engineer / Architect with runner, thread and other accessories.	Sq.ft	85		

D	PAINTING WORKS				
1	PLASTIC PAINTING WORKS Painting on undecorated / decorated wall and ceiling surfaces with two or more coats of Premium Emulsion Paint (Asian Paints – Apcolite or Equivalent) (as /shade approved by the Architect) of approved brand. It shall include for preparing the surfaces clean, even and smooth with thoroughly brushing with broom, scratching with patti and sand papering respectively, so that the surfaces are free from oil, grease, dirt, mortar droppings & other foreign and loose matter. It shall also include for preparing the surface and filling of holes with wall putty before priming coat of whitening / approved primer. The rate shall include cost of all materials such as wall putty, whitening / primer, glue (Fevicol), indigo / stainer, brushes, sand paper, patti, dhoti, broom stick, clean water with storage and other containers, labour, scaffolding / ladder charges, cleaning of floors and other sundries etc., all complete to the satisfaction of the Architect.	Sq.Ft	1750		
2	SYNTHETIC ENAMEL PAINT Providing & supplying all materials and application of one coat of primer paint two coats synthetic enamel paint of approved colour and manufacture including preparation of surface, scaffolding etc., complete including all materials as per specifications and directions of Architects.	Sq.ft	300		
A	TOTAL AMOUNT				
B	GST AMOUNT (..... %)				
C	GROSS AMOUNT INCLUSIVE OF GST (A+B)				

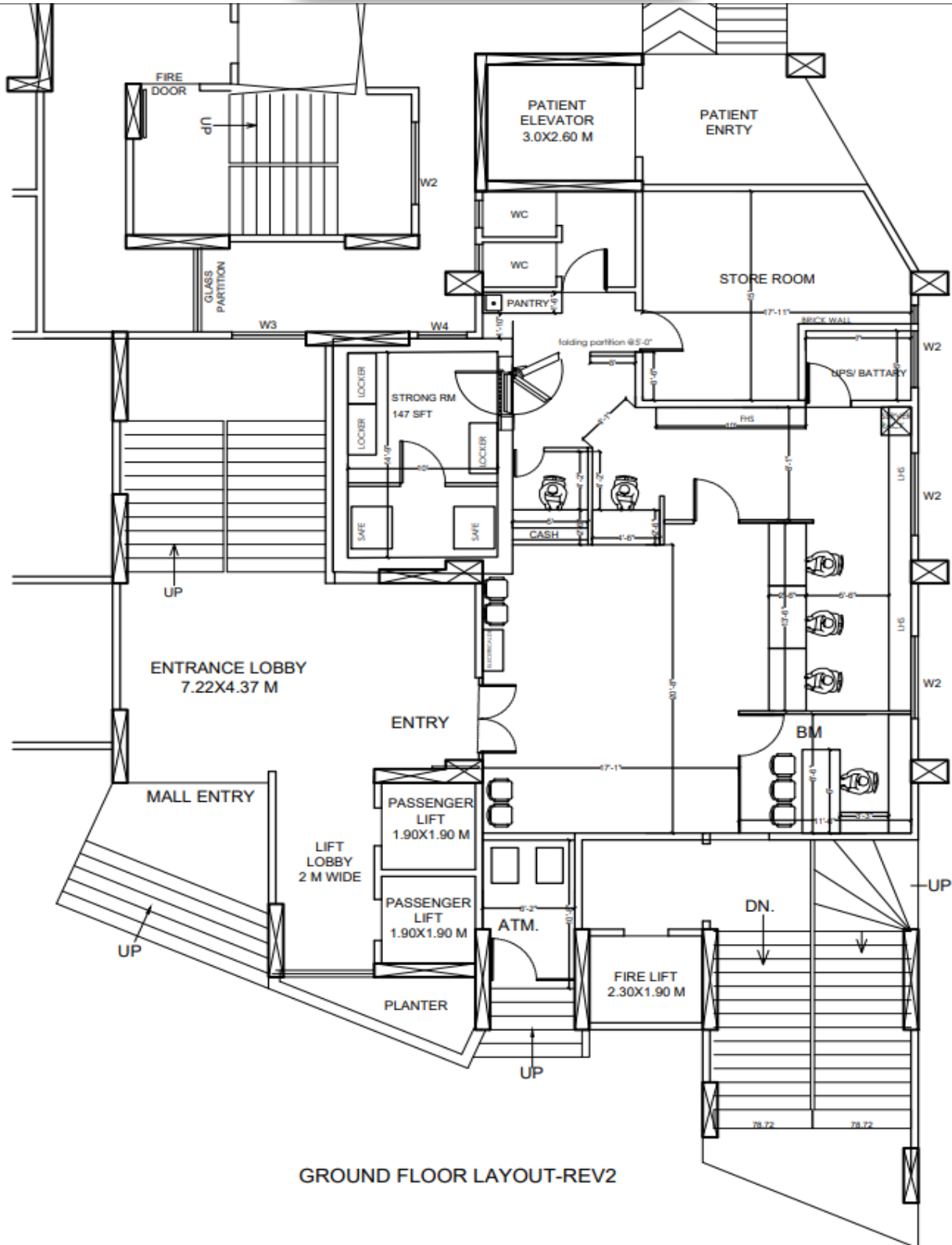
GROSS AMOUNT IN WORDS :

Rupees.....only

Place:

Signature & Seal of the Bidder

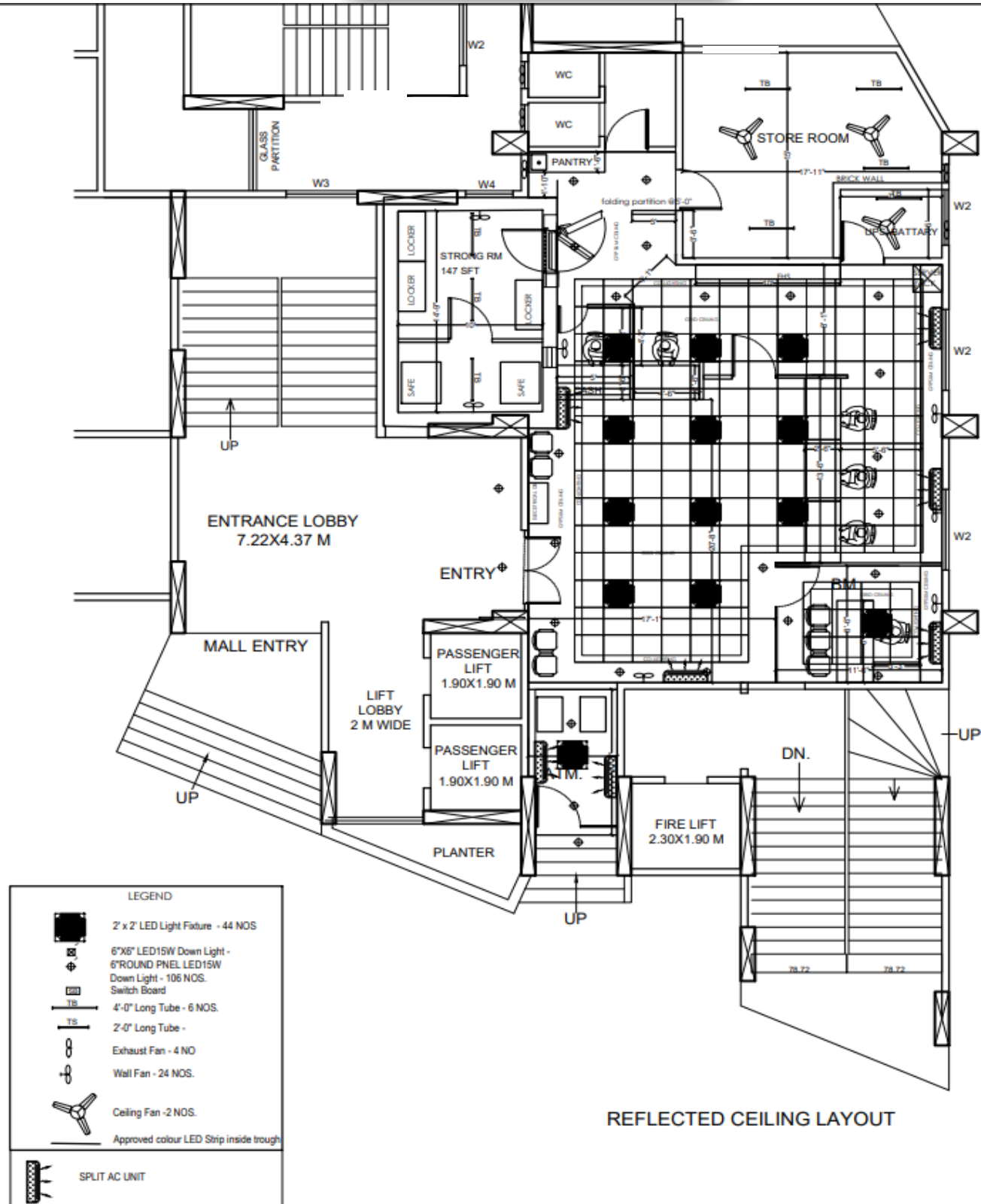
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GROUND FLOOR SHOWING PROPOSED LAYOUT FOR INDIAN BANK
ROHA BRANCH OPTION-B-REV2



VASTU CONSULTANTS
1, JYOTI SOCIETY, B/A, S.V. ROAD,
BANGORA WEST MUMBAI 400016
TEL: 022-25588577 / 25588588



GROUND FLOOR SHOWING PROPOSED CEILING LAYOUT FOR INDIAN BANK ROHA BRANCH OPTION-B-REV2

