

INDIAN BANK,
CORPORATE OFFICE, ESTATE DEPARTMENT
No. 254 - 260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600 014.
Ph: 044-28134401/4619,
Email: hoestate@indianbank.co.in

**Construction of Ramp and allied Civil Works to be Carried out at
Corporate Office and Branches in Bank's Own Premises at
Alwarpet, Triplicane and T Nagar.**

ISSUED TO
M/s. _____

This document contains 13 pages
Ref: CO:EST:NKA:RAMP: QUOTE:01 / DATE: 17.07.2025
Last Date of Submission: 23.07.2025, Time: 03.00 PM
Estimated Cost of Works: 6.63 Lakhs

FORM OF TENDER

Indian Bank

Corporate Office,
 Premises, Estate & Expenditure Dept,
 No. 254-260, Avvai Shanmugam Salai,
 Royapettah, Chennai – 600 014.

Dear Sirs,

SUB: Invitation of Tender for 'Construction of Ramp and allied Civil Works to be carried out at Corporate Office, Alwarpet Branch, Triplicane Branch, and T Nagar Branch'.

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

I/We herewith deposit **Rs.6,630/- (Rupees Six Thousand Six Hundred and Thirty only)** by crossed demand draft payable at Chennai and drawn in favour of Indian Bank as Earnest Money Deposit for the due execution of the works at my/our tendered rates, together with any variations should the work be awarded to me/us.

In the event of this tender being accepted, I/We agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid Earnest Money Deposit **Rs.6,630/- (Rupees Six Thousand Six Hundred and Thirty 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 Appendix to General Conditions of Contract.

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

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

Thanking you,

Yours faithfully,

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

Place:
 Date :

Witness Signature:
 Name:
 Address:
 Seal:

NOTICE INVITING TENDER

Indian Bank, Corporate Office, Estate Department, Chennai invites sealed Quotes under **Single Bid System (quotation) in separate envelope from Bank's Empaneled Civil & Interior contractors for Proposed Construction of Ramp and allied Civil Works to be Carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar.**

1.	Name of work	Proposed Construction of Ramp and allied Civil Works to be Carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar.
2.	Estimated cost of work	Rs.6.63 Lakh
3.	Period of completion	30 days reckoned from 3 rd Day from the date of issue of the Work Order or handing over of site whichever is later.
4.	Validity of Tender	90 Days from the date of opening of Envelope No.1
5.	Defects Liability Period	12 Months from the date of virtual completion of work.
6.	Earnest Money Deposit (EMD)	Rs.6,630/- (Rupees Six Thousand Six Hundred and Thirty only) by way of DD in favour of "Indian Bank" payable at chennai.
7.	Initial Security Deposit (ISD)	2% of the Bid Amount (Including EMD amount)
8.	Retention Money (RM)	8% against each RA bill excluding taxes
9.	Total Security Deposit(TSD) ISD+RM	10% of the project cost (Initial Security Deposity 2% and Retention Money 8%). 50% will be released after 15 days of payment of the final bill and the balance 50% will be released after the Defect liability Period of One year).
10.	Value of work for Interim/adhoc Payment	After completion of each ramp. The interim payment /adhoc payment shall be 80% of the works executed /Bill value at site.
11.	Period of honoring certificate for interim payment /Adhoc payment	7 days from the date of receipt of Bill payment if it is in order, with Consultant's Certificate (if applicable)
12.	Period of honoring Final Certificate	four weeks from the date of receipt of Bill payment and it is in order
13.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 10% of final Contract value
14.	Tender Documents	The Tender Documents can be downloaded from the Bank's website www.indianbank.in
15.	Cost of Tender Documents	Free of Cost.

16.	Last date & time of submission of tenders	23.07.2025 up-to 03.00 PM at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
17.	Date & Time of opening of Bid	03:30 hrs, 23.07.2025
18.	Recovery towards Taxes	As per rules applicable time to time

Note:

1. The bank reserves the right to reject any tender/bid without assigning any reason.
2. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
3. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.

ASSISTANT GENERAL MANAGER (P&E)

Indian Bank, Corporate Office,
 Premises, Estate & Expenditure Dept,
 First Floor, No. 254-260,
 Avvai Shanmugam Salai,
 Royapettah, Chennai – 600 014.
 Ph: 044 -28134300 (ext. 4401, 4498, 4305, 4306)

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

- 1 Tenders, which should always be placed in sealed cover, with the name of the work written on the envelope **"Construction of Ramp and allied Civil Works to be carried out at Corporate Office, Alwarpet Branch, Triplicane Branch, and T Nagar Branch"** will be received by Assistant General Manager (P&E), Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
- 2 **Earnest money amounting to Rs.6,630/- (Rupees Six Thousand Six Hundred and Thirty only)** in the form of Demand Draft drawn in favour of "Indian Bank", payable at Chennai must accompany each tender. EMD amount will not carry interest. Tender without earnest money will be summarily rejected.
- 3 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.
- 4 The rate quoted by the Tenderer shall be net, up to the stage of incorporation and handing over site. All taxes including or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the Tenderer and the Indian Bank will not entertain any claim whatsoever in this respect.
The rate quoted should be excluding GST.
The vendor who wishes to quote for the tender should have GST registration and should mention the registration number.
- 5 The Tenderer shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
- 6 No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the tender or engagement in the Tenderers service.
- 7 The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of Tender. If any tenderer who withdraws his tender before the said period, then the Indian Bank shall be at liberty to forfeit Earnest Money paid along with the tender.
- 8 The tender for the work shall not be witnessed by a Tenderer or Tenderers who himself/themselves has/have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the Tenderers tendering as well as witnessing the tender liable to summary rejection.
- 9 It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts.



Construction of Ramp and allied Civil Works to be carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar

- 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 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 8% on the value of the bill paid and security deposit of 2% of the contract value will be held by the Indian Bank as Total Security deposit. 50% of the Total Security deposit amount will be paid after 15 days from the date of final payment and balance 50% will be released at the end of Defects liability period (i.e. 1 year) which starts from the date of virtual completion of project, subject to satisfactory rectification of defects noticed, if any. Security deposit & 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 2 days of receiving the WORK ORDER should 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 submitted in lieu of E.M.D shall be returned. On acceptance of the Demand Draft or Bank Guarantee by the Employer, the Earnest Money Deposit shall be refunded to the Contractor.
- 22 The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works. If needed, the Contractor has to obtain required permission/ approval from the building secretary/ association. The Contractor shall before commencing the execution of work issue a certificate to the Employer that he has obtained all the permissions Registrations and give all the notices as are required to be obtained or given under law particularly blasting permission, Police permission etc.
- 23 The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer. The Contractor shall especially take care to keep areas free from getting water logged, from concrete/mortar dippings, bricks, steel, shuttering materials or any other material / rubbish.
- 24 Debris and items removed from the building have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
- 25 Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
- 26 Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/ materials.
- 27 a) 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.

b) For Sand : The sand to be used in the mixing for cement mortar shall be of clean river sand. If it is M-Sand the same to be got approved by the Engineer-in- charge and screened as required
- 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 office and Branch. 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 Office and Branch.**
- 32 Vendor has to visit each site and inspect the specification of granite installed at staircase. Granite of same specification has to be installed. Vendor has to quote the rate accordingly.
33. Interim bill may be raised after completion of each ramp. The interim payment /adhoc payment shall be 80% of the works executed /Bill value at site. The bills in proper forms must be duly accompanied by detailed measurements/ purchase bills in support of the quantities of work done/ purchase order and must show deductions for all previous payments, retention money etc. The Employer after detailed scrutiny of the interim bill shall certify full payment within **10 days** of the date of receipt of interim bill from the Contractor subject to submission of documentation as required.
- 34 **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.

- 35 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.

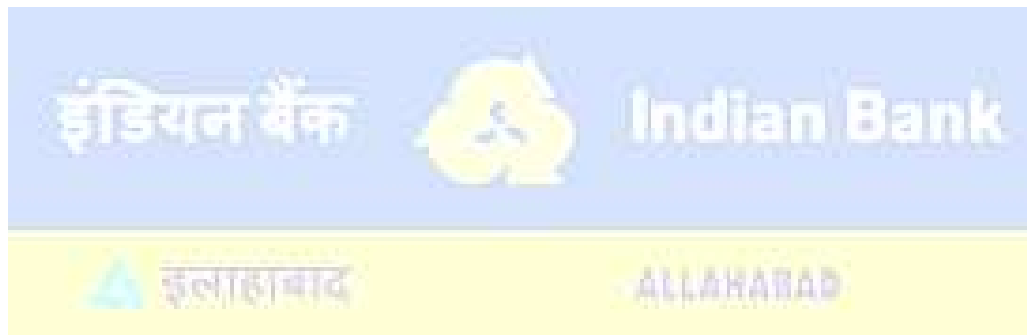
- 36 The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Bank has nothing to do with such happenings and Bank in no way shall be held responsible for the same.
- 37 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.
- 38 If the work is not started within **3 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.
- 39 The time allowed for completing the works is **30 days** to be reckoned from **3 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.
- 40 If the Contractor fails to complete any or all the works by the date/s named in **Clause 38** (Date of Completion) or within any extended time (permitted by Bank) then the Contractor shall pay or allow the Employer the sum to be worked out at **1.0%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **10%** of contract value. The contractor shall be bound to extend validity of Insurance Cover till such period of completion as may be considered necessary at their cost.
- 41 The successful tenderer shall be required to execute an Agreement in the proforma attached with this tender document within **3 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.
- 42 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.



- 43 The quantities shown in "SCHEDULE OF QUANTITIES" are approximate only , being a an indication of the scope of the work enable the tenderer to tender for the different or decrease in the quantity of any item of the work, the actual quantities executed may be paid for it , the rate stated for that part.
- 44 Intending tenderer shall visit the site and make themselves thoroughly acquainted with the local site condition, nature and requirements of the works, facilities of transport condition, work timings, effective labour and materials, access and storage for materials and removal of rubbish, traffic regulations, NOC required if any from any authorities / societies etc.

ASSISTANT GENERAL MANAGER (P&E),
Indian Bank Corporate Office,
Premises, Estate & Expenditure Dept,
No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

Signature & Seal of the Tenderer



Construction of Ramp and allied Civil Works to be carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar

List of Materials of Approved Brand And/ Or Manufacture

Civil & Carpentry:

1	Cement	1. Ultra Tech 2. Coromandel 3. ACC 4. Dalmia or approved equivalent.
2	Steel	1. Sail 2. Tisco or approved equivalent.
3	Anti Skid Tile	1. Kajaria 2. Nitco 3. Somany 4. Jhonson
4	Tactile Tile	1. Kajaria 2. Somany 3. Nitco 4. Jhonson 5. Orient Bell
5	Tile fixing Adhesive	1. Sika 2. Pidilite 3. Bal Endura 4. Fosroc 5. BASF or approved equivalent.

Note –

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

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:



Construction of Ramp and allied Civil Works to be carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar

Schedule of Quantities					
Construction of Ramp and allied Civil Works to be carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar					
SIn	Description	Qty	Unit	Rate	Amount
1.	DEMOLITION WORKS: Carefully dismantling of existing staircase along with the flooring and granite wall cladding (where ramp has to be constructed) and removal of debris from site as per instructions of the Consultant /bank engineer.	5	Job		
2.	Filling with stone aggregate and stone dust with proper curing as per IS Standards, all complete works.	23	CUM		
3.	Brick work with common burnt clay FPS (non modular) bricks of class designation 7.5 in foundation and plinth in 1:6 cement mortar (1 Cement: 6 Coarse Sand), all complete works.	7	CUM		
4.	15 mm cement plaster on brick work 1:4 (1 Cement: 4 Coarse Sand)), all complete works.	33	SQM		
5.	Cement concrete 1:1.5:3 (1 Cement: 1.5 Coarse Sand: 3 graded stone aggregate 20 mm nominal size derived from natural resource) in pavement laid to required slope and camber in panels as required including consolidation finishing and tempering complete (including Reinforcement of 10 mm single mesh with 200 mm center to center spacing)), all complete works..	7	CUM		
6.	Finishing wall with smooth acrylic paint of required shade (Two or more coat with exterior primer coat)), all complete works.	33	SQM		
7.	Supplying, fitting and fixing Stainless Steel railing consists of 38 mm dia and 900 mm height vertical balustrade at every two alternative steps, 50 mm dia Top rail, 3(three) nos. 19 mm dia horizontal Stainless Steel Grade 304 containing 7.5% nickle (Interior Grade) Brushed / Mat finish, complete as per direction of engineer in charge), all complete works.	83	RM		



8.	Supply and installation of anti-skid tiles (300 x 300 sq mm, 12 mm thickness) on ramp over Cement Screeding), all complete works.	25	SQM		
9.	Supply & installation of Tactile tiles (300 x 300 sq mm, 12 mm thickness) on ramp over cement screeding), all complete works.	13	SQM		
10.	Supply and fixing of Granite flooring with skirting and wall cladding over the cement screeding at Corporate Office), all complete works.	24	SQM		
11.	Supply and fixing of Granite flooring with skirting over the cement screeding), all complete works.	30	SQM		
12.	Removing and re-fixing of collapsible gate at Triplicane Branch with modification, if required), all complete works.	1	Job		
13.	TOTAL				
14.	GST @ _____ %				
15.	GRAND TOTAL				

Total Amount in words Exclusive of GST

(Rupees.....
 Only) plus
 GST _____ %

Place:

Date:

Authorized Signature with Seal



Construction of Ramp and allied Civil Works to be carried out at Corporate Office and Branches in Bank's Own Premises at Alwarpet, Triplicane and T Nagar