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**INDIAN BANK**  
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**ZONAL OFFICE, UDAIPUR**

**TENDER DOCUMENT**

**INTERIOR AND FURNITURE WORK  
AT  
KOTA MAIN BRANCH**

**Name of Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

उदायपुर कार्यालय उदायपुर  
पारस प्राइम, पारस स्क्वायर  
सेक्टर 11, हिरणमगरी  
उदायपुर, राजस्थान-313001  
ई-मेल: zoudaipur@indianbank.co.in



Udaipur Zonal Office  
Paras Prime, Paras Square,  
Sector 11, Hiranmagri  
Udaipur, Rajasthan - 313001  
E-Mail: zoudaipur@indianbank.co.in

### NOTICE INVITING TENDER

#### **SUB: COMPETITIVE QUOTATION/TENDER FOR FURNISHING & ELECTRICAL WORK OF INDIAN BANK KOTA (IN DISTRICT KOTA, RAJASTHAN)**

#### **General terms & Conditions:-**

Sealed Tender/quotation should be addressed to The Zonal Manager, Indian Bank, Zonal Office Udaipur and super scribed name of work **FURNISHING & ELECTRICAL WORK OF INDIAN BANK, KOTA** at 2<sup>nd</sup> Floor, Indian Bank ZO, Paras prime square Udaipur and should reach before 05:00 PM on 21.08.2025 at Indian Bank, Zonal Office Udaipur.

#### **Mailing Address:**

**The Zonal Manager,  
INDIAN BANK  
Zonal Office Udaipur  
2<sup>nd</sup> Floor, Paras prime square, Udaipur-313002**

- 1) No quotation/Tender will be accepted after 05:00 PM on 21.08.2025 and Tenders/quotations will be opened on 22.08.2025 at 11:00 AM unless otherwise informed.
- 2) The quotations/Tender will remain valid for a period of 3 Months from the date of opening.
- 3) Bank reserves the right to accept or reject any or all the quotations/Tender, accept part of any tender, entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason to do so or giving explanation. The rates quoted by the contractor will help for bifurcation and no compensation will paid on this account.
- 4) Contractor should quote rates in figures as well as in words.
- 5) All erasures and alterations made must be attested with the initials of tenderers. No overwriting is permitted.
- 6) Joint tenders shall not be considered. Conditional tenders quoted by the contractor are liable to be rejected.
- 7) No escalation in the rates will be allowed under any circumstances.
- 8) On receipt of the intimation from the acceptance of his quotation/tender, the contractor should submit his acceptance within 2 days if the successful contractor / tenderers fail to undertake the work within 7 days after work allotment, the EMD if any, will be forfeited and acceptance of his tender may be withdrawn.
- 9) The rate quoted in the tenders shall be inclusive of all materials as required and shall be inclusive of all charges of scaffolding, lifting, tools and plants, freights / transportation, labour conditions and fluctuations in rates of excise duty, octroi, GST, VAT, Excise Duty, Service Tax and any other taxes or expenditure of carrying out the works.
- 10) The Agency is advised to inspect and examine the sites and satisfy himself as to the condition prevailing at sites and its surrounding extent of work, scope and conditions under which the work is to be executed. The contractor shall also satisfy, himself about the accessibility to the premises.
- 11) The agency shall submit the offer which satisfies each and every condition laid down in this notice, failing which the tender will be liable to be rejected. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
- 12) Work will be completed in 25 days from the date of issue of tender or work order whichever is earlier. If the work will not be completed to the satisfactions of employer within the stipulated period, the contractor will bound to pay to the Employer a sum equivalent to Rs.2000/- per day subject ceiling of Max 10% of the accepted contract amount by way of liquidated damages and not as penalty during which the work remains uncompleted or unfinished after expiry of the completion date. The contract may be rescind by giving one week notice in case work is not executed as per specification and as per time schedule given in tender document.
- 13) The liquidated damages as mentioned in the Notice Inviting Tender may not be enforced if the contractor applies for extension of time mentioning the genuine reasons for extension, If an extension of time of completion of the work is sought on the grounds of having unavoidable hindrances in his execution or any other ground, the contractor shall apply in writing to the Zonal Manager, Indian Bank, Zonal Office Udaipur with full details of the circumstances which is causing such an extension. Extension of time in days will be granted by the bank if it is proved that the contractor is not a fault for extending the work beyond stipulated date of completion. At the decision in this regard taken by the bank shall be binding to the contractor.
- 14) The successful contractor is bound to carry item work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra item will be derived from quotation. In case the rates do not exist in quotation extra item is not similar to the quoted item, then the rate will worked out on actual cost of material and labour, and other expenditure for completing that work plus 15% toward contractor profit and overhead.

*cheg*

*[Signature]*

*[Signature]*



The work shall be carried out in such a way that, there is least disturbance to the staff of Bank. Contractors are required to organize the work in such a way that working of staff and officers/executive of office are not affected. Contractor is required to take adequate care during progress of work to protect belongings. In case any damage, contractor at their own cost shall make the same good.

16) The contractor must co-operate with other contractors appointed by the bank so that entire work shall proceed smoothly and to the complete satisfaction of the bank.

17) Contractor will arrange necessary tools and plants for completing own work at their cost. In case of any accident the total responsibility will be on the contractor. Contractors are required to submit time schedule of work. After completion of work, cleaning of floors, walls etc are to be done on daily basis to the satisfaction of branch head/ engineer-in-charge. After completion of job, the site shall be cleared of all rubbish malba/debris etc in all respect and handover the site in proper manner on completion of work.

18) No advance will be paid. Payment will be released on satisfactory completion of job and submission of bills.

19) In case of non-completion or delay in completion of work or removal of defects in time, the bank shall be free to appoint another agency to get the job done at contractors risk and cost.

20) The contractor will attend to all the defects noticed during defect liability period. If the contractor fails to attend the defects, these defects will be got rectified by the bank and the expenditure incurred on this account will be recovered from security deposit/retention money.

21) The work shall be got approved by the Architect/engineer and the contractor shall rectify any bad workmanship pointed out at any stage and remove from the site all the rejected materials immediately at his Own cost.

22) The contractor shall acquaint himself with the site conditions making his own arrangements for storing of materials at site, lift, cartage etc. at his own risk and safety.

23) The contractor shall make adequate arrangement for watch and ward of material and shall ensure the safety. breakage and any theft of material fixed or unfixed by him or the other sub-contractor. The Bank shall not be liable for any sort of loss incurred.

24) The contractor shall be responsible for application of labour laws, compensation Act for injury and accident to person, whether employed by him or his sub-contractor.

25) The contractor shall ensure that the workmen employed by him for the execution of work are suitably covered against Workmen compensation Act and that all liabilities arising out of Workmen's compensation Act, ESIS and other legislative enactment applicable to such works and workmen shall be to the contractor's account and responsibility.

26) Civil, Interior furnishing and Electrical Works will be carried out as per Banks standard drawing / specifications and to the entire satisfaction of the bank.

27) The contractor shall inform the bank, well in time, to check measurements of any work which is likely to be hidden before covering.

28) Income Tax at prevailing rates will be deducted at source from contractor's bill and will be deposited with ITO. as per rules.

29) Any extra work or item can only be started by contractor after obtaining written approval from the Zonal Office. Item executed without prior approval from the Zonal Office will not be executed for payment.

30) The quantities mentioned in the schedule of quantities are approximate. Payment will be made on the actual work done by the contractors. However the contractor should not deviate the quantity without Banks permission.

31) The bank has the right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudices to the contract.

32) The bank has the right to terminate the contract if the contractor abandons the work or fails to commence the work in time, or fails to abide by the terms and conditions of the contract.

Date: 14.08.2025

Place: Udaipur





Zonal Manager

Indian Bank

Zonal Office Udaipur



Dear Sir

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

**TERMS AND CONDITIONS ACCEPTED**

Date:

Place:

Signature of the contractor with seal