



**PREMISES DEPARTMENT  
ZONAL OFFICE JHANSI**

**REQUEST FOR SEALED QUOTATIONS (RFQ)  
FOR INTERIOR FURNISHING WORKS IN INDIAN BANK  
ITORA AKBARPUR BRANCH, DISTRICT – JALAUN UNDER ZO JHANSI**

**Ref: No: ZOJHI:PRM:2025-26:03**

**Date : 18/09/2025**

**Issued to:**

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<b>Last date for submission of Quotation</b>	18/09/2025 upto 15:00 HRS at Indian Bank, Zonal Office Jhansi, Premises Department, 92, Civil Lines, Bank Chauraha, Jhansi - 284001
<b>Date of Opening of Quotation</b>	06/10/2025 at 16:00 HRS at Indian Bank, Zonal Office Jhansi, Premises Department, 92, Civil Lines, Bank Chauraha, Jhansi - 284001

**CONSULTANT:**

**M/s Bharat and Associates.  
Architects, Engineers, Interiors & Landscape Designers,  
Shop no-1, First Floor, Jeevan Plaza  
Viram Khand-5 ,Gomti Nagar,Lucknow-226010  
E-Mail: bharatandassociateslko@gmail.com**

**ZONAL OFFICE – JHANSI**

**NOTICE INVITING QUOTATION**

Indian Bank, Zonal Office Jhansi invites sealed bids sealed competitive quotations from the established and reputed interior furnishing vendors empanelled in Indian Bank and having sound technical and financial capacity to do the Interior Furnishing Work in our new Branch – ITORA AKBARPUR, District – Jalaun. The RFQ can be downloaded from the Bank's website ([www.indianbank.in](http://www.indianbank.in)) under Tender Column.

1	Name of work	Interior Furnishing Work in New Premises of Indian Bank – ITORA AKBARPUR Branch, District – JALAUN
2	Estimated cost of work	Rs.6.98 Lakhs
3	Period of completion	20 days to be reckoned from 4 <sup>th</sup> day from the date of issue of the Work Order or handing over of site whichever is later
4	Validity of Tender	60 Days from the date of opening
5	Defects Liability Period	12 Months from the date of virtual completion of work
6	Earnest Money Deposit	<b>Rs.6980/- (Rupees Six Thousand Nine Hundred Eighty Only)</b> by way of DD in favour of Indian Bank payable at Jhansi <b><i>*Firms registered with MSME / NSIC with valid certificates issued by GOI are exempted from submitting EMD along with bid.</i></b>
7	Initial Security Deposit (ISD)	<b>After acceptance of Work Order, Contractor shall submit ISD of 2% of the Bid / Contract Amount in the form of DD.</b>
8	Retention Money (RM)	<b>8% of the Bill Amount (RA Bill / Final Bill) excluding Taxes</b>
9	Total Security Deposit (TSD) = ISD + RM	10% of the Bid Amount (ISD – 2% & RM – 8%) ISD Amount will be refunded to Contractor within 14 days from the issue of Work Completion Certificate by the Architect and the Retention Money will be refunded after the completion of defect liability period.
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.5.0 Lakhs or as decided by Bank. The interim payment / adhoc payment shall be 75% of the works executed /Bill value 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	<b>1% per week of the Contract Value subject to maximum total of 10% of final Contract value</b>
13	Quotation Documents	Quotation documents can be obtained from the Bank's website ( <a href="http://www.indianbank.in">www.indianbank.in</a> ) under Tenders column.
14	Last date for the submission of Quotations	06/10/2025 upto 15:00 HRS at Indian Bank, Zonal Office Jhansi, Premises Department, 92, Civil Lines, Bank Chauraha, Jhansi - 284001
15	Date of opening of Quotations	06/10/2025 at 16:00 HRS at Indian Bank, Zonal Office Jhansi, Premises Department, 92, Civil Lines, Bank Chauraha, Jhansi - 284001
16	Minimum Eligibility Criteria	<ol style="list-style-type: none"> <li>Should be empanelled in Indian Bank. Kindly enclose valid Empanelment Letters.</li> <li>Should be in same line of activity minimum for the past 5 years in carrying out similar nature of works ending 31.03.2025. <i>Please furnish Work Order / Client's Completion Certificate / Empanelment Letter issued by PSBs / PSUs / Central Government / State Government to confirm the same.</i></li> <li>Should have Registered Office in Jhansi, Kanpur or Lucknow <i>Please furnish requisite document as proof.</i></li> </ol>

		<p>4. Should have carried out similar work of value in the last 3 years (ending 31.03.2025). At least :</p> <ul style="list-style-type: none"> <li>Atleast one similar works of value not less than Rs.5.58 Lakhs each (OR)</li> <li>Atleast two similar works of value not less than Rs.3.49 Lakhs each (OR)</li> <li>Atleast three similar works of value not less than Rs.2.09 Lakhs each</li> </ul> <p><b><i>Copy of TDS Certificate &amp; Work Order / Completion Certificate showing value of work satisfying the above eligibility criteria is to be enclosed.</i></b></p> <p>Similar works means: Interior Furnishing Work (Wall Panelling, Partition Work, False Ceiling &amp; Other Interior Works) for any Public Sector Banks/ Public Sector Units/ Central or State Government Departments</p> <p>5. Should have valid GST No.</p> <p><b><i>The bidders must satisfy the above criteria and furnish the relevant documents as proof. If the Vendor 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></b></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 – **ITORA AKBARPUR Branch, District – Jalaun**' and addressed to the Zonal Manager, Indian Bank, Zonal Office, Premises Department, 92, Civil Lines, Bank Chauraha, Jhansi – 284001.
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) bidder and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
7. Submission of this quotation document by a bidder implies that he/she has read this notice and other contract / 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 14 days from the date of acceptance of tender submitted by the L1 bidder.
9. Each and every page of the quotation documents and correspondences accompanying the tender 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 only on the specifications and conditions of the tender documents.
11. Bank is not liable to make any payment to bidders for preparation to submit the quote.
12. Clarifications, if any, pertaining to this bids may be referred to Indian Bank, Premises Department, Zonal Office Jhansi through E-mail Id – [zoihansi@indianbank.co.in](mailto:zoihansi@indianbank.co.in)

**ZONAL MANAGER**



**FORM OF QUOTATION**

The Zonal Manager  
Indian Bank  
Zonal Office Jhansi  
92, Civil Lines, Bank Chauraha  
Jhansi – 284001

Dear Sir,

**SUB: Invitation of Quotation for Interior Furnishing Work in New Premises of  
Indian Bank – ITORA AKBARPUR Branch, District – Jhansi**

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 QUOTATION 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.6980/- (Rupees Six Thousand Nine Hundred Eighty 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 accept 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 **60 (Sixty) 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 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 <b>(Please attach address proof as supporting document as Annexure - I)</b>	
3	CONTACT DETAILS Landline No -  Mobile No -  FAX No -  Email Id -	.....  .....  .....  .....
4	EMD Details (i) Amount (Rs.) - (ii) Demand Draft No. - (iii) Name of the Bank - (iv) Date -  <b>(Please submit EMD Details as Annexure - II. If exempted, please submit requisite proof in the form of copy of self-attested valid certification from MSME and NSIC.)</b>	.....  .....  .....  .....
5	Year of Establishment <b>(Enclose certified copies of documents as evidence - Annexure - III)</b>	
6	Constitution of Firm <b>(Enclose certified copies of documents as evidence - Annexure - IV)</b>	Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)
7	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification <b>(Enclose certified copies of documents as evidence - Annexure - V)</b>	
8	Name/s of Authorized Signatory/ Directors / Partners with Designation and Contact No.  Mode of Authorization	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)

9	Whether registered as MSME Organization? If so, provide the date of registration, validity & License No <b>(Enclose certified copies of documents as evidence - Annexure - VIII)</b>	
10	Whether empanelled with INDIAN BANK <b>(Enclose Empanelment letter)</b>	YES / NO
11	Banker's Details - <b>(Please attach copy of cancelled cheque as proof - Annexure - XII)</b> (i) Banker's Name : (ii) Account No. : (iii) Type of Account : (iv) IFSC :	 ..... ..... ..... .....
12	Registration with the Government Authorities <b>(Enclose certified copies of documents as evidence - Annexure - XIV)</b>  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.	
	a) Income Tax (PAN) No. ii) Goods & Service Tax (GST) No. iii) Labour License iv) ESI v) EPF	 ..... ..... ..... ..... .....
13	Whether last three years IT returns filed FY 2022-23 (AY 2023-24) FY 2023-24 (AY 2024-25) FY 2024-25 (AY 2025-26) <b>(Enclose certified copies of IT Return - As evidence - Annexure - XV)</b>	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. <b>Please fill up the details in the format enclosed as Form - F and enclose the details as Annexure - XXI</b>	



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 fortendering 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/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Indian Bank in selection of tenderers will be finaland 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, 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 in connection with my/our empanelment 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 empanelment shall be cancelled at the discretion of the Indian Bank.

PLACE –

DATE –

SIGNATURE OF CONTRACTOR

NAME & DESIGNATION –

SEAL OF ORGANISATION -



**FORM - F**

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST FIVE YEARS OR CURRENTLY UNDER EXECUTION**

Year	Award for or against Applicant	Name of Client	Cause of Litigation & Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant





### **LIST OF ENCLOSURES**

<b>ANNEXURE NO.</b>	<b>PARTICULARS</b>	<b>TICK IF ENCLOSED</b>
I	Documentary Proof showing Registered Address	
II	Valid certificate from MSME and NSIC issued by Govt. of India	
III	Documentary Proof showing Year of Establishment of the Firm	
IV	Evidence showing Constitution of the Firm	
V	Certified Copies mentioning Name of Proprietor / Partner / Director of the Firm	
VI	Document showing appointment of Authorized Signatory of the Firm	
VII	Document showing details of Registration with Registrar of Firms / Companies	
VIII	Certificate of being registered as MSME Organization, if mentioned.	
IX	Empanelment Letters	
X	Document showing experience in the field	
XI	Audited Balance Sheet & Profit & Loss Statement for FY 2022-23, FY 2023-24 & FY 2024-25.	
XII	Copy of Cancelled Cheque	
XIII	Copy of Solvency Certificate issued by Scheduled Commercial Bank	
XIV	Documentary Proof of Registration in Various Govt. Authorities (PAN, GSTIN, Labour License, ESI & EPF)	
XV	Copies of Income Tax Returns of last three financial years	
XVI	FORM – A along with Copies of Work Order / Completion Certificate of the Works Completed in last 5 years to satisfy eligibility criteria mentioned in the Notice	
XVII	FORM – B along with Copies of Work Order under Execution issued by PSBs / PSUs / Central Govt. Departments / State Govt. Departments	
XVIII	FORM – C	
XIX	FORM – D	
XX	FORM – E	
XXI	FORM – F	

**NOTE: IN ABSENCE OF ANY OF THE ABOVE ENCLOSURES, YOUR APPLICATION IS LIKELY TO BE REJECTED.**

Place :

SIGNATURE

NAME & DESIGNATION

Date :

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 92, Civil Lines, Bank Chauraha, Jhansi – 284001 and any of its employees representative authorized on their behalf.
- Throughout these bidding documents, the terms “bid” and “quotations” and their derivatives (“bidder”/“tenderer”), “biddered /tendered”, “bidding”/“tendering”, etc. 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/Tenderer: The term ‘Bidder/Tenderer’ 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- ITORA AKBARPUR Branch, District – Jalaun**’ and addressed to the Zonal Manager, Indian Bank, Zonal Office, Premises Department, 92, Civil Lines, Bank Chauraha, Jhansi – 284001.

#### **1. 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.

#### **2. 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 Quotation /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.

3. 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 .
4. 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 QUOTATION 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.**

5. Earnest money amounting to **Rs. 6980/- (Rupees Six Thousand Nine Hundred Eighty Only)** in the form of Demand Draft drawn in favour of “**Indian Bank**”, payable at **Jhansi** must accompany each bid. EMD amount will not carry interest. Quotation without earnest money will be summarily rejected. ***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 8% 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 10% of project cost.

#### **6. 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 Jhansi 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.

#### **7. Retention Money**

The retention amount at 8 % 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%

#### **8. 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. ISD and Retention Amount held in our Bank's Book will not carry any interest.

9. 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. The Firm shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
10. The quotation for mentioned works shall remain open for acceptance for a period of 60 days from the date of opening of Quotation.
11. **It will be obligatory on the part of the bidder to sign all the pages of QUOTATION documents.**
12. 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. Bids 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 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.
13. Canvassing in connection with Quotation is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
14. All rates shall be quoted on the proper form of the Quotation 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.
15. 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.
16. **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 Tenderer is unusually high or unusually low, it will be sufficient cause for rejection of the Tenderer unless the Employer is convinced about the reasonableness of the rate on scrutiny of the analysis for such rate to be furnished by the Tenderer 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.*
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.

25. 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.
26. 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.
27. 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
28. 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.
29. The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him inline 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.
30. 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 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.

31. 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.
  32. 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 consistent to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a 5 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.
  33. The time allowed for completing the works is **20 days** to be reckoned from **4<sup>th</sup> 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.
  34. 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.
  35. **Extension of time:** If in the opinion of the Employer/ Architects 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 bid. 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 /ad hoc payment is permitted. Minimum Rs.5,00,000/- or as decided by the Bank. The interim payment /ad hoc payment shall be 70% of the works executed /Bill value 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 after detailed scrutiny of the interim bill shall certify within 7 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 12 and the refund will be made as specified in the same clause.
  - 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 30 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. As on date 9 % CGST and 9% SGST IS APPLICABLE FOR WORKS CONTRACT. 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 Architect and after getting the approval, the same has to be incorporated by the contractor.
- 42 Single Power point & Water for work will be provided by Bank. The Bank will recover from Contractor the charges for electricity and water if arranged by the Bank on actual basis. 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

Date:

Place





### **ARTICLES OF AGREEMENT**

**THIS AGREEMENT** is made on this ..... day of .....month of .....between Indian Bank and having its Zonal Office at 92, Civil Lines, Bank Chauraha, Jhansi – 284001 (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 New Premises of RAKSA Branch, District – Jhansi’

**AND** whereas the Employer has called for Quotation 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 **20 days** reckoned from 4<sup>th</sup> 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.6980/- (Rupees Six Thousand Nine Hundred Eighty 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 Jhansi 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**

**List of Approved Make :**

<b>Wood</b>	: First class steam beach wood or as specified
<b>Polish</b>	: MRF Polyurethane
<b>Soft Board</b>	: Celotex
<b>Block Board</b>	: Century / Archidply / Greenply / Merino (BWP Grade)
<b>Ply Board</b>	: Century / Archidply / Greenply / Merino (BWP Grade)
<b>Laminates</b>	: Century / Aica Sunmica / GreenPly / Formica / Merino Laminate Shade will be approved by Bank / Architect
<b>Glass</b>	: Modi / Saint Gobin
<b>Gyp Board</b>	: India Gypsum / Armstrong / St Gobain
<b>Aluminium Sections</b>	: Hindalco / Jindal / Nelco or approved equivalent
<b>Locks/Handles</b>	: Godrej / Harrison / Hettich
<b>Magnet Catcher</b>	: Supreme / Excel
<b>Drawer Sliding Fittings</b>	: Earl Bihari (EBCO)/Godrej/ Hettich or equivalent approved.
<b>Floor Spring/Door Closer</b>	: Hemco / Hardwin/ Godrej or equivalent approved.
<b>Paint / Enamel</b>	: Berger / Nerolac / Asian Paints / Indigo
<b>Cement / Wood Primer</b>	: Berger / Nerolac / Asian Paints / Dulux

**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:**



### **SCHEDULE OF QUANTITIES**

#### **QUOTATION FOR INTERIOR FURNISHING WORK** **IN INDIAN BANK –ITORA AKBARPUR BRANCH & ATM PREMISES, DISTRICT – JALAUN**

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 superseded 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
10. 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
11. 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.



S. NO	DESCRIPTION OF ITEM	QUANTITY	UNIT	RATE	AMOUNT (Rs.)
<b>A.</b>	<b>FURNISHING WORKS</b>				
<b>1.0</b>	<b>Toughened Glass</b>				
<b>1.1</b>	<b>Main Entrance Door For Branch + ATM</b>	36	SQ FT		
	Fully glazed Toughened Glass Single Leaf Door (1060mm x 2130mm): Providing and fixing in position fully glazed single leaf toughened glass door made out of 12 mm thk. clear toughened glass. The door shall be provided with heavy gauge patch fittings, floor spring, s.s. handle, special lock, etc. of approved make as per the requirement. The SS Handle to be of 22 mm dia and 300mm high. Work to be completed as per drawing and as directed by the Bank or its Architect.				
<b>1.2</b>	<b>Fixed Toughened Glass</b>				
	Fully glazed Toughened Glass Providing and fixing in position fully glazed single leaf toughened glass Partition made out of 12 mm thk. clear toughened glass. Work to be completed as per drawing and as directed by the Bank or its Architect.	59.00	SQ FT		
<b>2</b>	<b>FULL HEIGHT GLAZED &amp; UNGLAZED PARTITION (HT -8'-6")</b>	207.00	Sq. Ft		
	Glazed Partition(upto false ceiling height only considered and above necessary ceiling supports to be provided) with Anodized Aluminium frame work, heavy sections (2mm thickness) of 2"x1.5" section, spacing of 2'0"x2'0" on bothsides and covered with 9mm thick BWP-710 plywood finished with 1mm thick laminate of skirting & borders on both sides.Above 1'0"/2'6"/3'0" height partition, fixed with 8.0 mm bevelled glass with 3m sticker works door and teak wood beading with duco paint. Clear glass shall be finished with frosted film sticking over the glass of approved pattern and design. 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.				
	The job shall also include for provision of laying conduits, switch boxes etc. The erection of partition shall include for expansion bolts cleats, clamps bolts, nuts, screws, rivets and other accessories, all complete up to the satisfaction of the Architect.				
	All door opening shall have rebated teak wood framework (size - 75mm x 50mm, as per profile) on vertical (2 Nos.) and horizontal (1 No.) sides, with melamine finish and rebate of 40mm x 12mm, all complete up to the satisfaction of the Architect.				
	the partition and doors shall have hinges floor springs/sliding arrangement/hydraulic door closer, mortise locks (Godrej make all), etc. The rate shall include cost of all materials, labour, T&P, wastages, etc. required for proper completion of work, all complete to the satisfaction of the Architect.				
<b>3.0</b>	<b>Low Height Wooden Partitions (partly glazed) and Flap Doors</b>				
<b>3.1</b>	Same specification as in 1 but P/F half height partition of height 4'-6" with wooden laminate till 3'-0" and 1'-6" height 12 mm thick glass secured with D brackets including all hardware necessary with the same specs.as above.	20.00	Sq. Ft		
<b>3.2</b>	Ups parttion up to ceiling ht with bison board front side lamination	102.00	Sq. Ft		

<b>4</b>	<b>CASH CABIN PARTITION (HT-7'-6"ONLY)</b>				
	Decorative Grill (12mm thk)-hexagonal opening as per instruction of Bank's Engineer/Architect.) All exposed edges of Plywood shall be fixed with 1/8" C.P.Teak Lipping.				
	Providing and fixing of Cash Enclosures at height of 7'-4" with Anodized aluminium frame work, heavy sections (2mm thickness) of 2"x1.5", spacing of 2'0"x2'0" on bothsides and covered 6mm thick BWP-710 plywood finished with 1mm thick laminate of (As per bank colours) for skirting & borders.Partition shall have provision for opening and 19mm BWP-710 plywood tray for challan receiving purpose. Cost include aluminium grill and fixed with teak wood beading and duco paint. Cost also include 3 Nos of Solid core flush Doors with sizes of 2'6"x7'0", fixed in the partition. Door shall have teak wood beading and lipping with duco paint. Door finished with 1mm thick laminate of (As per bank colours) for base and (As per bank colours) for skirting of approved pattern. Door shall have 8mm glass fixed with teak wood beading and duco paint. Rate to include hardware's like brass hinges, godrej three nos of night latch, door closure, door stopper and handles. Cost also include cash transaction opening shall be provided with door arrangements made with BWP-710 plywood frame work finished by laminate, duco paint and locking system. Cost include wastages, transports, loading, unloading charges, labours, materials, tools, lead, lift and etc.Complete as per drawings and instructions of the Architect.				
	Solid till 4'-0" then Aluminium Decorative Grill height till 7'-0"then again solid	104.00	Sq. Ft		
<b>5</b>	<b>Glass Barrier on cash cabin and front glass for counter (12 MM NECESSARY)</b>	68.00	Sq. Ft		
	Providing and fixing glass barrier (as per profile and design) in front of cash and ledger counter made out of 12mm thick polished edged float glass (Make - Modi guard or equivalent). It shall have 25mm x 20mm teakwood beading (as/shape approved by the Architect) to hold the glass from sides and top (optional). All teak wood surfaces shall be melamine polished. The rates shall include for cutting (in geometrical shape) and polishing the edges, all complete to the satisfaction of the Architect.				
<b>6</b>	<b>Computerized Ledger &amp; Cash Counter</b>				
	Providing and placing in position ledger counter with top, vertical sides/dividers, skirting and fascia made out of 19mm thick BWP-710 board with 1mm thick laminate (as/shade approved by the Architect) on all exposed surfaces. It shall also have 75mm x 40mm teak wood runners below the top and for footrest below. Every unit shall be provided with a side unit (size - W-500mm, H-750mm, D-500mm approx.), consisting of 150 mm deep drawer at top and a cabinet with open able/hinged shutter below.				
	. The fascia of drawer and shutter of cabinet below shall be made out 19mm thick BWP-710 board with 1mm thick laminate (as/shade approved by the Architect) and sides and bottom/internal surface of drawer shall be made out of 12mm thick BWP-710 ply. The side unit shall have CAM locks, handles, guides, sliding units, hinges, magnetic catcher's etc. of approved make. Every unit shall be provided with a keyboard drawer unit (size - W-550mm, H-100mm, D-300mm approx.) below. The counter shall have 100mm deep fascia, below the top, in which keyboard drawer unit shall be adjusted.				



	It shall be made out 19mm thick BWP-710 board with 1mm thick laminate (as/shade approved by the Architect) and sides and bottom of drawer shall be made out of 12mm thick BWP-710 ply. The unit shall have CAM locks, handles, guides, sliding units etc. of approved make. The job shall include for 6mm x 6mm grooves in between sides and open able drawers and hinged shutters. All the exposed edges of water proof board and ply shall be provided with 6mm thick teak wood/hard wood lipping. All teak wood surfaces shall be 1mm thick laminate , all internal & rear surfaces shall be laminated with 1.00 mm thick laminates (paint not to be done).				
<b>a</b>	<b>High Level</b>	5.00	Rg. Ft		
	High level (two levels) Computerised cash counter.				
	Lower level top shall be 900mm wide and at 750mm level from floor & upper level top shall be 250mm wide (and at 1150 mm level from floor				
	( Note :- All inernal and external to be laminated 1.0 mm thick and no paint allow inside)				
<b>b</b>	<b>Low Level</b>	15.00	Rg. Ft		
	Low level (two levels) Computerised ledger counter.				
	Lower level top shall be 900mm wide and at 750mm level from floor & upper level top shall be 150mm wide and at 900mm level from floor				
	( Note :- All inernal and external to be laminated 1.0 mm thick and no paint allow inside)				
<b>7</b>	<b>Tables</b>				
<b>A</b>	<b>Manager's Table with Side credenza include the 12 mm thick glass</b>	1.00	No.		
	Providing and placing in position tables with top, vertical sides/dividers, skirting and modesty panel made out of 19mm thick BWP-710 board with 1mm thick laminate (as/shade approved by the Architect) on all exposed surfaces. It shall also have 75mm x 40mm teak wood runners below the top and for footrest below. Every table shall be provided with a side unit (size - W-500mm, H-750mm, D-500mm approx.), consisting of 150 mm deep drawer at top and a cabinet with open able/hinged shutter below.				
	The facia of drawer and shutter of cabinet below shall be made out 19mm thick BWP-710 board with 1mm thick laminate (as/shade approved by the Architect) and sides and bottom/internal of drawer shall be made out of 12mm thick BWP-710 board ply. The side unit shall have CAM locks, handles, guides, sliding units, hinges, magnetic catcher's etc. of approved make. Every table shall be provided with a keyboard drawer unit (size - W-550mm, H-100mm, D-300mm approx.) below. The table shall have 100mm deep facia, below the top, in which keyboard drawer unit shall be adjusted. It shall be made out 19mm thick BWP-710 board with 1mm thick laminate (as/shade approved by the Architect) and sides and bottom/internal surface of drawer shall be made out of 12mm thick BWP-710 ply. The unit shall have CAM locks, handles, guides, sliding units etc. of approved make.				
	The job shall include for 6mm x 6mm grooves in between sides and open able drawers and hinged shutters. All the exposed edges of BWP-710 board and ply shall be provided with 6mm thick teak wood/hard wood lipping. All teak wood surfaces shall be melamine polished and <b>all internal &amp; rear surfaces shall be laminated with 1.00 mm thick laminates (paint not to be done).</b> Every table top shall be provided with 10 mm thick float glass (as per profile) with polished and beveled (25mm wide) edges all complete to the satisfaction of the Architect.				
	( Note :- All inernal and external to be laminated 1.0 mm thick and no paint allow inside)				



<b>B</b>	<b>Officer Table size 4'-6"x 2'-6"x 2'-6" With Side Table include the 12 mm thick glass</b>	1.00	No.		
	SPECIFICATION AS PER MANAGER TABLE( PART -A)				
<b>8</b>	<b>Writing Table &amp; Brochure Holder</b>	1.00	No.		
	Providing and fixing in position (with rear wall) slip and customer writing desk (as per design) of over all size - 1200mm x 450mm x 300mm. The fixing shall include for expansion bolts, cleats, clamps, bolts, nuts, screws, rivets and other anodized accessories, all complete up to the satisfaction of the Architect.				
	.The writing top and facia/sides shall be made out of 19.00mm thick water proof board BWP-710 with 1mm thick laminate (as per shade approved by the architect), on all sides and . It shall be laid over the base of 19mm thick BWP-710 board (already considered in various items.) and fixed with araldite. It shall include for beveling and polishing at all the exposed edges. The rate shall include cost of all materials, labour, scaffolding, wastages, polishing and T& P etc. It shall be made out of 12mm thick BWP-710 plywood (two surfaces of 6mm thickness, fixed together, where required) on rear and both sides.				
	The front shall be made out of 12mm thick glass (as per profile). It shall be fixed in the grooves, made in side members, in an inclined manner (as per profile in drawing enclosed) with a gap of 75mm (max.) in between. The space shall be further divided in four equal parts with help of 12.00 mm thick BWP-710 plywood. All edges of the glass shall be polished.All the exposed edges of water proof board and plywood shall be provided with 6mm thick teak wood/hard wood lipping. All teak wood surfaces shall be melamine polished and other internal surfaces shall be painted with two coats of synthetic enamel over one coat of primer, all complete to the satisfaction of the Architect				
<b>9</b>	<b>Complaint &amp; Suggestion Box &amp; CHEQUE DROP BOX</b>	2.00	No.		
	Providing and fixing in position complaints/suggestion box (as per design) with hinged shutter of size - 450mm x 600mm x 150mm made out of 19.00mm thick BWP-710 board with 1mm thick laminate (as per shade approved by the architect) on all exposed surfaces. It shall have 6mm thick BWP-710 plywood on the back.				
	.The hinged shutter shall be made out of teakwood (section - 25mm x 50mm) framework, with 4.00mm thick float glass, fixed with teakwood (size - 12mm x 12mm) beading. The unit shall have cam locks, handles, spring hinges, magnetic catchers etc. of approved make. All the exposed edges of water proof board or ply shall be provided with 6mm thick teak wood/hard wood lipping. All teak wood surfaces shall be melamine polished and other internal surfaces shall be painted with two coats of synthetic enamel over one coat of primer, all complete to the satisfaction of the Architect.				
<b>10</b>	<b>Notice Board</b>	1.00	No.		
	Providing and fixing in position notice board (as per design) of size - 900mm x 600mm x 150mm. The sides shall be made out of 19mm thick BWP-710 board with 1mm thick laminate (as per shade approved by the architect) on all exposed surfaces.It shall have 12mm thick tack The front shall have 6mm thick float glass sliding shutter in two parts.				

	It shall also have 19.00mm wide two track aluminium channel for sliding arrangement, all around, along with locking arrangement. board (Make – Cellotex or equivalent) wrapped with stretched blazer cloth (Make-Raymonds), of Rs. 200.00 per Mt. (approx.) in colour and pattern approved by the Architect. It shall be fixed with help of kail/partal wood (sect. 19mm x 25mm) frame work. It shall be covered with 6.00mm thick BWP-710 plywood, on the back. All the exposed edges of BWP-710 board and ply shall be provided with 6mm thick teak wood/hard wood lipping. All teak wood surfaces shall be melamine polished and other internal surfaces shall be painted with two coats of synthetic enamel over one coat of primer, all complete to the satisfaction of the Architect.				
<b>11</b>	<b>False Ceiling(Armstrong)</b>	668.00	Sq. Ft.		
	Providing and fixing in position false ceiling in armstrong 600 x 600 x 15 /16 mm dune supreme RH 99 prima tile with regular edge frame work as specified by armstrngcompany with suspenders making necessary frame work for A.C. Ducting for diffusers and light fitting.				
<b>12</b>	<b>False Ceiling Works (Gypsum) with cove design &amp; CNC CUTTING JALI &amp; MDF JALI</b>				
	Providing & fixing with necessary scaffolding frame in 22 gauge GI channel /angle, placed at appropriate grid, fixed to RCC slab, beam, wall etc. with fasteners /screws finished with 12.0mm Gypsum sheets joints covered with POP slurry/tape. Rates shall include painting (One Coat of putty, one coat of primer coat and two coats of acryilc paint). Rates shall include providing necessary cut-outs & additional support frames for electrical fixtures, A.C. grills, vertical drop upto 1'6" etc	445.00	Sqft		
	<b>All coves or cornices, moulded edges or curves, steps, and any decorative bands or design work in gypsum shall not be included in the measurement</b>				
<b>13</b>	<b>Column &amp; Wall Panelling (As per Direction BY Architect )</b>	410.00	Sqft		
	Providing & fixing in position 2"x2" kailwood frame and finished with 6 mm thk. Commercial ply on both sides with 1.0 mm thk. Laminate on top as per instruction of the Architect				
<b>14</b>	Designer MDF board column cladding with CNC Cutting and backing of Acrylic /Metalim, Jaali to be painted in white duco mpaint and LED strip lighting to be included in this rate.The support system to be as above.	150	Sq. Ft.		
<b>15</b>	<b>Acrylic Emulsion with POP Base.</b>	3634.00	Sq. Ft.		
	Painting on undecorated / decorated wall and ceiling surfaces with two or more coats of acrylic emulsion(Asian/ Berger make) (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 plaster of paris before priming coat of whitening / approved primer. this work is included Front Elevation painting (including First Floor elevation painting )Complete in all Respects .				
	The rate shall include cost of all materials such as plaster of paris, 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.				

16	<b>Low /full height Storage Racks</b>				
	<b>S1-Storage (Low Height)</b>				
	<b>Size- 6' Length X 2'-6" highX 1'-4" deep</b>				
	<b>Ply Wood</b> -19.0mm thick for side top and door & back 6.0mm with shutters, shelf 19.0mm				
	<b>Shelf</b> -19.0mm thick Ply				
	<b>Handle</b> -Brush finish stainless steel				
	<b>Lock</b> -Vijayan/Godrej				
	<b>all internal &amp; rear surfaces shall be laminated with 1.00 mm thick laminates (paint not to be done).</b>	115.00	sqft		
	<b>Full Ht. Storage at Record Room Wall Side cabinet Back Portion to be made with 12 mm thick BWP -710 Ply with laminate 1.0 mm thick , All Storage made as per above specification</b>				
17	<b>ACP PANNELING (As per Bank colour)</b>	165.00	sqft		
	Rolling Shutter Box.				
	Frame Work-2" X 2" X 1.5 mm thick Aluminium Tubular section (Horizontal/Vertical) Jindal /Alstrong Make				
	Aluminium Composite Panel-3.0mm thick of approved colour with bonding material				
18	<b>Main Panel Boxing</b>	42.00	Sqft		
	Providing & fixing in position 2"x2" kailwood frame and finished with 6 mm thk. ply on Outer sides with 1.0 mm thk & Inner Side of Storage Paste 1.5 Thick Aluminium Tubular Section of Approved Colour Pattern . Front Side of Storage Aluminum Jali for Ventilation of the Panel & the Measurement of the Storage only front Facia of the Storage (Lenth x Height ) . All work Complete to the Satisfaction of the Bank /Architect .				
19	<b>Wooden Planter with Plants</b>				
	Providing and placing in position planter made of phenol bonded 19 mm thick commercial board with top front and sides finished in 1.0 MM Thick laminate including GI trough with sand and marble chips filling and artificial plants as per the approval of the architect of not less than Rs.750. The design of the grooves shall be as per detailed drawing and complete as per Architects direction	2	No		
20	<b>Synthetic Enamel</b>	1817	Sqft		
	• Surface preparation.				
	• Rub with sand paper to ensure that the surface is dry and free from abrasions, dust, dirt, grease etc.				
	• Fill the holes etc. in the wood, if any with putty.				
	• Let the surface dry before application of paint.				
	<b>How to apply</b>				
	• Generally two coats of synthetic enamel finishes are required for satisfactory results.				



	• After priming the surface with two coats of wood primer white and one coat of putty apply first coat of paint and finish as recommended.				
	• Allow a minimum time gap of 8 hrs in between two coats.				
	• First coat should be sanded with emery paper grade 320/400 and wipe clean before application of subsequent coats.				
	• For make and shade please refer to the schedule of interiors, furniture & finishes.				
21	Center Table with glass Size : 4'-0"x2'-0"	1	Nos		
22	<b>ROLLING/ VERTICAL BLINDS</b>	30.00.	Sq Ft		
	P & F vertical Venetian Roller blinds made out of 100 mm wide strips including supports, shade as approved by the Architect, incl all std fittings as per manufacturer's specification. The work to be completed as per specification and approval of the architect. (approved brand Vista, Hunter Douglas)				
23	<b>ETCHING WORK &amp; BANK LOGO FOR BRANCH</b>	1	Job		
	Etching for Toughened glass (Branch and ATM), Etching for Cash Cabin Glass, Etching for Front counters. Etching work on glass with chemicals (as per design and profile) as and where required. The rates shall include cost of all materials, labour, T& P, wastage, transportation etc. required for proper completion of work. It shall be made out of following profile.-Bank's logo (300mm dia. / 300mm x 300mm).All complete to the satisfaction of the Architect. Etching work on glass with chemicals (as per design and profile) as and where required. The rates shall include cost of all materials, labour, T& P, wastage, transportation etc. required for proper completion of work. It shall be made out of following profile.-Bank's logo (300mm dia. / 300mm x 300mm). All complete to the satisfaction of the Architect.				
A	<b>GRAND TOTAL FOR FURNISHING (A)</b>				
B	DISCOUNT ( % )				
C	<b>NET TOTAL AMOUNT</b>				
D	<b>GST AMOUNT@ (..... %) on C</b>				
E	<b>GROSS AMOUNT INCLUSIVE OF GST (A - B + D)</b>				

**GROSS AMOUNT IN WORDS :**

Rupees..... only

Place:

Date:

Signature & Seal of the Tenderer



Sl. No.	Materials	Approved manufacturers / suppliers
1	Paint	I.C.I. ( Dulex - Duco) / Asian paints / Goodlac Nerolac
2	Plywood	BWP-710 710- Century/Green/Archid/ only Premium quality
3	Wood preservative	BWP-710 710 - Century/Green /Archid/ only Premium quality
4	False ceiling	Armstrong , Indian gypsum board
5	Laminates	Sunmica/ Archid/Century/Green/ 1mm thick as per bank approved color
6	Screws	G.K.W./Nettle fold
7	Adhesive	Fevicol SH
8	Night latch	Godrej
9	Locks	Godrej
10	Aluminium door frame	Jindal
11	Glass	Modi/Asahi/Saint Gobain
12	Aluminium cladding	Eurobond/Altobond/Alukbond
13	Key board drawer	EBCO
14	Telescopic CPU stand	EBCO
15	Cable organiser ( wire manager)	EBCO
16	Vitrified tiles	Jhonsions Perlto
17	Venetion blind	Vista, Luxaflex

Place:

Signature & Seal of the Tenderer

Date: