

**INDIAN BANK ZONAL OFFICE
5F, JENNE PLAZA, BHARATHIYAR SALAI,
CANTONMENT TRICHY, TRICHY.**

To
M/s.....
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Dear Sir(s),

Ref: Tender for Air conditioning Works at Indian Bank, Zonal office, Trichy, Tamil Nadu.

1. We forward herewith one copy of tender documents for the following work.
Please note that the tender document duly filled in shall be submitted to the
(Indian Bank, Zonal Office, Bharathiyar Salai, Cantonment Trichy, Trichy)
as per terms and conditions stated herein below.

a) Name of work: Air conditioning, works of Zonal office.

b) Location of Site: Indian Bank, Zonal office, Trichy.

2. Last date for submission
of Tender Documents :On or before 14.00 hrs on 25.10.2016.

INDIAN BANK ZONAL OFFICE
5F, BHARATHIYAR SALAI,
CANTONMENT TRICHY.

3. **Tender reply shall be submitted by the tenderer in two parts in separately sealed envelopes on or before 25.10.2016 within 14.00 hrs. The technical bid and commercial bid will be opened on 25.10.2016 after 15.00 hrs.** The content of the two parts shall be as follows.
 - a) *Part – I:* Earnest money, compliance to general and special conditions. Technical specifications including commercial terms and conditions. Any deviation from design and technical parameters shall be clearly stated in this part.
 - b) *Part – II:* Commercial bid i.e. price bid as per B.O.Q. The technical bids and commercial bid (i.e. part-I and Part –II) will be opened on the same day.
4. Earnest money to be deposited along with the Tender in the form of a demand draft / pay order from a scheduled bank in favour of **Indian Bank**. Any tender which is not accompanied by the earnest money deposit shall be summarily rejected.
5. Tenderer should ensure that the Tender is received before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received late are liable to be rejected and is at the sole discretion of **Indian Bank**.
6. The sealed envelopes should be addressed to the **Indian Bank**, Zonal Office, 5F Jenne Plaza Bharathiyar Salai, Cantonment Trichy, Trichy and should be super scribed as **“SEALED TENDER FOR AIR-CONDITIONING WORKS, AT INDIAN BANK, ZONAL OFFICE, CANTONMENT TRICHY”**.
7. **Indian Bank** reserves the right to accept any tender or to reject any or all Tenders without assigning any reason thereof or to award the work in full or in parts or with reduced quantity and also reserve the right to place the order or any technically suitable tenderer who may not be the lowest.
8. The tenders to the submitted must be UNCONDITIONAL & CONDITIONAL tenders will be liable for rejection. Any bidder desires of imposing any condition having financial implication should load the tender appropriately and should not put any condition.

Yours faithfully,

For Indian Bank
Asst.General Manager

BRIEF SCOPE OF WORK

MATERIALS

All materials used in the work shall be respective kind and quality as per specified in the schedule of quantities obtained from approved source / manufacturer and shall be subjected to prior approval of the Architect samples of materials shall be got approved prior to test certificates before procurement and approved samples shall be got deposited with the Architect.

FURNITURE

All furniture will be made out of BWP ply and laminate.

ELECTRICAL

The installation shall be carried out in conformity with the requirements of the Indian Electricity Act-1910 as amended up to – date and the Indian Electricity Rules 1956 the relevant regulations of the Local Electrical Supply Authority and also with the Specifications laid down in the Indian Standard IS 732 – 1963 code of practice (revised) for electrical wiring installations (System Voltage not exceeding 650 Volts).

WORK MAN SHIP

All works shall be of best workmanship and shall be carried out in proper workman like manner and in accordance with sound Engineering practice to the satisfaction of the Architect. No work shall be considered complete until the Architect certified in writing that it has been completed. If the work is not satisfactory the Architect can cancel the total item.

GENERAL INSTRUCTIONS AND INFORMATION TO THE TENDERERS / CONTRACTORS.

1. Contractor should quote both in figures and words.
2. Contractor should submit the tender with company seal, signature and date on each of the pages.
3. Any corrections and over writings would be initialed by the contractor.
4. Contractor should submit the current I.T. and Banker's Certificate.
5. Time is essence of the contract.
6. Only those contractors, who are capable of completing the job within the scheduled time are requested to submit the tender.

TERMS AND CONDITIONS

1. Unless otherwise stated all works are measured not as fixed in place with no allowance for lapse and waste.
2. Any damage to the work before the building is handed over is to be replaced or made good at the contractor's expense to the entire satisfaction of the Engineer.
3. Income tax as well as Sales Tax as applicable shall be deducted at source as per the I.T. Act / rules.
4. The quantities indicated are subjected to change. The payment of the bill will be made as per actual measurement at site and will be certified by the Architects and cleared by the office.
5. The Engineer or any Officer of the **Indian Bank** will be free to inspect work at the site during period of execution. Any suggestion of change of modification to improve the quality of the work and the general decor will be carried out without any objection, by the contractor.
6. Incase of failure to take up the work even after accepting the work order or leaving the work incomplete, or for defective work unless rectified, or for violation of the terms and condition, the earnest money deposit will be forfeited.
7. Any clarifications on the design and drawings may be sought from the office of the consulting Architect, S.VIJAY ANAND., M/s. **DESIGN CONSULTANTS**, 1281, TRICHY ROAD, COIMBATORE – 641018, PHONE: 2301246. from 11.00 A.M. to 2.00 PM on working days.
8. For any item of work not covered above or any unforeseen items of work, payment will be made according to the rates as approved for similar nature of work and costing done by the Engineer, or as per the current PWD schedule, or as per the analysis of material costs by the approved Architect.
9. The tenderer shall sign each and every page of the tender documents including the drawings attached hereto.
10. The amount to be quoted in figures as well as in words. Incase the rates quoted in words and figure are at variance, the amount written in words will be taken as final.

11. The contractor shall make own arrangement at his own cost for storing material, plant, tools etc. for which **Indian Bank** will not be liable for security of the contractor's materials.
12. The client / Architect reserves his right to accept or reject any tender without assigning any reasons whatsoever and the said decision shall be final, conclusive and binding upon the tenderer.
13. The Engineer in charge may without prejudice to his right against contractor, with respect to any delay or interior workmanship or otherwise or to any clients or otherwise in respect of any breach of the Contractor, the Engineer in charge may have the power to determine or rescind the contract without furnishing any reason thereof.
14. The engineer in charge shall have the power to insist on the contractor to submit the sample / colour / test certificate from any Govt. Authorized agent of any material to be used in the work where the expenditure is to be borne by the contractor.
15. Employer shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workman or other persons in the employment of the contractor or subcontractor.
16. On completion of the work all rubbish debris, vats, materials structures, plants, tools, labourers, workmen etc. to be removed / shifted by the Contractor from the site and the contractor will hand over the site making fresh clean and clear in usable condition within seven days. Failing which the employer may shift the materials at the cost of the Contractor for which the Employer will not be responsible for any of the above by any means.
17. The tender shall remain valid for a period of 6 months from the date of opening of the tender.
18. All alteration made while filing the tender must be attested with the initials of the tenderer over rating of figures is not permitted.
19. Time should be considered as essence of the contract. Incase of non-completion or delay in completion of work or removal of defects in time. The employer shall be free to appoint another agency to get the job at the contractor's risk and cost. For every one days delay beyond the stipulated time the contractor has to compensate the bank with payment of Rs.1500/- per day.

20. The Contractor shall take the measurement with Architect's representatives and furnish all particulars and assistance in taking such measurements and calculations.
21. The Contractor shall submit one bill including the final bill. The earnest money deposit (EMD) will be released **WITHOUT ANY INTEREST** on submission of the final bill.
22. Final payment of the bill of the contractor will be made after the necessary completion certificate is issued by the Architects.
23. The rates quoted in the tender shall include all charges of any tools and plants, railway, freight, labour conditions and fluctuations in the rates, sales tax, excise duty, and other taxes and shall be firm for the duration of the contract. No escalation in the rates will be allowed under any circumstances, time should be considered as the essence of the Contract.
24. 10% of the total value of work will be retained as retention money from contractors bills, which shall be released without any interest as follows,
 - i) 5% on completion of work along with final bill
 - ii) Remaining 5% after the defects liability period of twelve months provided the contractor has satisfactorily attended to all defects if any in this period.
25. In case of any dispute, the matter will be referred to the **General Manager, Indian Bank, (Zonal Office) Trichy.**
26. For litigations, if any arising thereof, the competent court at **Trichy** alone will have jurisdiction.
27. Rate quoted should include all taxes. If the contractor is under Service Tax bracket having service tax account, the percentage loading for the same in the tender should be informed for proper accounting of the same at our end.
28. Quantities considered in the BOQ are approximate. Intending bidder should visit the Site and assess the nature of work and quantities before submitting the tender. Contractors bill is payable based on the actual quantity of each item of work as per the tender approved rate based on the certificate of our Architect, M/s Design Consultants.
29. Rate quoted should be all inclusive, Service tax component if any payable by the Bank for the contract should be separately mentioned in the tender. No additional amount (for transportation/labour charges etc.,) is payable for carrying out the work.

30. In case of any additional item, extra item of work to be carried out, prior written approval of the same to be obtained from our Zonal Office, premises Dept.
31. Tender submitted without Initial Security Deposit/ EMD as per the tender and that received after the last date and time of submission at our Zonal Office, Coimbatore will be summarily rejected.
32. Bank reserve the right to award the work in full or in parts or delete fully or partially any item of the tender.

SPECIAL TERMS AND CONDITIONS

- Completion period : 45 days from the day of Contract award.
- Date of Commencement : Immediate issue of L.O.I. and release of drawings of Stage and your acceptance of order.
- Earnest Money Deposit (E.M.D) : 2% of the quoted value of work.
- Defect Liability Period : Twelve Months from virtual completion of work.
- Limit of Variation : No extra / additional work should be carried out by the Contractors without prior consent of the Zonal Manager, Indian Bank / Architect.
- Additional Items : For the items where unit rate are not available, you shall provide the proper cost break and proceed only after the consent / approval. Any sample to be made shall be at your cost for approval
- Validity of tender : Six months after opening of tender.
- Rules / regulations : The Contractor shall have the responsibility of complying with the local shops Establishments Acts, and shall keep all such records / account on payment of wages / attendance as deemed to be necessary.
- Arbitration : As per the standard arbitration clause under the Jurisdiction of Coimbatore
- Organisation : You shall employ competent / qualified supervisor / engineer in charge who shall be responsible for the day to day work and any workmen found guilty of misconduct / theft shall be removed from the site
- Insurance : Successful contractor shall have to take out insurance Policy / Comprehensive insurance policy for the duration of the work covering all aspects such as fire hazards, earthquake, etc. should be submitted by them to the bank prior to commencement of the work.

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| Liquidated damages : | 1% of the actual cost of work or awarded value of work, whichever is higher per week. Subject to a maximum of 10%. |
| Damage to property : | Any damage to Banks property during the working will be recovered from the concerned contractor. |
| Deduction : | Income tax at source will be deducted as per norms. |
| Co-ordination : | The contractor shall work in close co-ordination with Other agencies to avoid rework / damage and ensure timely completion. |
| Terms of payment : | 95% to be released against submission of the Final Bill to our Architects in triplicate duly certified by them. 5% after completion of the defect liability period of twelve months. |