



THE ORIENTAL INSURANCE CO. LTD.
Regional Office Kolkata
4, Lyons Range
Kolkata -700001

TENDER DOCUMENT
PROPOSED RENOVATION FOR
D.O. HOWRAH PREMISES
AT P-4, DOBSON LANE, 4TH FLOOR
HOWRAH 711101

(CIVIL - FURNISHING - ELECTRICAL WORKS)

NAME OF THE TENDERER :

ADDRESS OF THE TENDERER :

DATE OF SUBMISSION OF TENDER:

ARCHITECT CONSULTANT

KALPANGAN CONSULTANTS PVT.LTD.
ARCHIECTURE ENGINEERING INTERIOR DESIGN
4, DR. SUNDARI MOHAN AVENUE, FLAT # 09
KOLKATA – 700014
PH: 9830162952/ 9831647788

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NOTICE OF INVITATION TO TENDER

Sealed tenders, are invited by The Oriental Insurance Co. Ltd., Regional Office, 4, Lyons Range, Kolkata - 700001 under two bid system (Technical & Financial Bids) from reputed, bonafide and intending contractors having adequate experience to execute Composite Work which includes Civil, Furnishing & Electrical works:

- 1) Name of the Work : **PROPOSED RENOVATION FOR D.O. HOWRAH PREMISES AT P-4, DOBSON LANE, 4TH FLOOR, HOWRAH 711101**
- 2) Time of Completion : **45 days** (Forty Five days) from the date of Commencement
- 3) Earnest Money : **Rs. 7,300/-** (Rupees Seven Thousand Three Hundred only) to be deposited in the form of Crossed Demand Bank Draft/Pay order/ Bankers Cheque from any Nationalised bank, drawn in favour of **“The Oriental Insurance Co. Ltd.” payable at Kolkata to be submitted with cover – I.**
No interest will be paid on the Earnest Money deposit.
- 4) Estimated Cost : Rs. 7,30,000.00 p
- 5) Cost of Tender document: **Rs.1,000/-** (Rupees One Thousand only) per set of Tender document, in the form of Demand Draft/Pay Order which is non-refundable.
- 6) Availability of Tender Documents: Tender document comprising complete specification, General Conditions of contract, special conditions can be downloaded from the Company’s Website, “www.orientalinsurance.org.in”, or can be collected from their Regional Office. The cost of tender form of Rs. 1,000/- in the form of demand draft in favor of **“The Oriental Insurance Co. Ltd.”** payable at Kolkata shall be submitted at the time of submission of tender.
- 7) Issue of Tender Document: From **11/10/2018 to 25/10/2018**
- 8) Time, Date & Place Of Submission of Tender: On or Before **1600 hrs on 25/10/2018**
Regional Manager & I/C
The Oriental Insurance Co. Ltd. , Regional Office, Kolkata
4, Lyons Range , Kolkata 700001
- 9) Time, date, place of opening of Tender: Envelope I containing the Technical Bid shall be opened at **3.30 PM on 26/10/2018** at the above mentioned Office address.
Envelope I shall contain all commercial & general stipulations proposed by the tenderers, pre-qualification format, Tender cost & the covering letter earnest money deposit as well as supporting documents in support of Eligibility criteria.
Date & Time of opening of the Envelope-II containing the Financial Bid shall be intimated on the same day as decided by the Tender Committee constituted by the Company.
- 10) Tender to be addressed & Submitted to: **Regional Manager I/C**
The Oriental Insurance Co. Ltd., Regional Office, Kolkata,

4, Lyons Range , Kolkata 700001.

11) Procedure of Submission of Tender: **The offer will be in two parts.**

Technical bid (Envelope I) and financial bid (Envelope-II).

Both the bids must be submitted at the same time but in separate sealed cover giving full particulars, addressed to “RM I/C, The Oriental Insurance Co. Ltd. , Regional Office, Kolkata, 4 Lyons Range, Kolkata 700001 and duly subscribed on each envelop “Technical bid (Envelope-I)” and “ Financial bid (Envelope-II)”.

Both the Technical Bid & Financial Bid are to be put in Envelope-III duly sealed and superscribed as “Proposed Renovation for D.O. Howrah Premises at P-4, Dobson Lane, Howrah - 711101” and giving all particulars thereon.

Tender submitted without the EMD, Tender Price and all other documents as mentioned above or are incomplete in any respect are liable to be rejected.

12) Date of Inspection of Site : On 22/10/2018 at 12.00 Hrs.

13) Validity of Tender : 3 (Three) calendar months from the date of submission of Tender

14) Pre-Bid Meeting: Prebid Meeting shall be held on 23/10/2018 at 1500 hrs. in the Conference Room of **The Oriental Insurance Co. Ltd., Regional Office, Kolkata, 4 Lyons Range, Ground Floor, Kolkata 700001.**

10) Date of Commencement: 14 days from the date of issuing the work order or handing over the site whichever is later.

11) Defect Liability Period: 12 Months from the date of Completion of Work.

12) Retention Money : 10% of the value of work done. Earnest Money shall be adjusted towards Retention Money in the end.

13) Release of Retention Money: a) 50% of the retention money will be released on completion of work and issue of virtual completion certificate by the architect.

b) Balance 14 days after the end of defects liability period.

14) Value of Works for Interim Certificate: Rs. 8 Lakhs

15) Period of Honouring Interim Certificate: 14 days

16) Performance Guarantee: Submit 2% of the Total Quoted amount within 14 days of issuing the work order.

17) Tax Deductions: Sales Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect.

G.S.T. should be shown separately in the summary sheet for arriving the final bid value.

GST Terms and conditions: Due to implementation of GST, if there are any benefits /cost reduction accruing to the vendors, due to reduction in tax rates and / or increase in the admissible input tax credit, then the same should be passed on by the vendors to **The Oriental Insurance Co. Ltd.** by way of reduction in the selling price. The vendors shall issue a valid tax invoice for any taxable supply in accordance with the GST legislation on the Company. In the event if an adjustment arises in connection with a supply made under the Agreement, the vendors must issue on **The Oriental Insurance Co. Ltd.** a credit note / debit note in accordance with the GST legislation. Further, the vendors shall fulfill all the compliance requirements within the time limits specified under the GST legislation. In case of violation / breach / non-compliance of any of the GST

provisions by Vendors which will have an impact on the benefits accruing to the Company under GST, then in such case **The Oriental Insurance Co. Ltd.** will have all the right to recover such amount of benefits from the vendors along with applicable interest and penalty.

18) Delay in submission: Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. **The Oriental Insurance Co. Ltd.** will not be responsible for any damage in transit in case of postal delivery / delivery through courier service.

19) All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

20) The acceptance of tender will rest with **The Oriental Insurance Co. Ltd.** which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.

21) In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day.

22) Conditional Tenders will be summarily rejected.

**Regional Manager & I/C
The Oriental Insurance Co. Ltd.
Regional Office, Kolkata,
4, Lyons Range, Kolkata 700001.**

II. GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Scope of work: Sealed tenders, are invited by The Oriental Insurance Co. Ltd., Regional Office, 4, Lyons Range, Kolkata - 700 001 under two bid system (Technical & Financial Bids) from reputed, bonafide and intending contractors having adequate experience to execute Composite Work which includes Civil, Furnishing & Electrical works for: “PROPOSED RENOVATION FOR D.O. HOWRAH PREMISES AT P-4, DOBSON LANE, 4TH FLOOR, HOWRAH 711101”.

2. Tender Documents

2.1 The work has to be carried out strictly according to be conditions stipulated in Tender consisting the following documents :

- Notice Inviting Tender
- General Instruction for Guidance of tenders
- Form of Tender
- Articles of Agreement
- General Conditions of Contract
- Special Conditions of Contract
- Technical Specifications,
- Drawings
- Priced Bid

2.2 The tender documents are not transferable.

3. Site Visit: The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities the character quality and quantity of the materials, labour the law and order situation climatic conditions local authorities requirement, traffic regulations etc the tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

4.0 Earnest Money

4.1 The tenderers are requested to submit the EM of Rs. 7,300.00 P in the form of DD or Pay Order in favour of “Oriental Insurance Co. Ltd.” on any Bank drawn in India payable at Kolkata.

4.2 EMD in any other form other than as specified above will not be accepted. Tender not accompanied by the EMD in accordance with clause 4.1 above shall be rejected.

4.3 No interest will be paid on the EMD.

4.4 EMD of unsuccessful tenderers will be refunded within 30 days of award of contract.

4.5 EMD of successful tenderer will be retained as a part of security Deposit.

5.1 Initial Security Deposit or Performance Guarantee: The successful tenderer will have to submit a sum equivalent to 2% of contract value less by means of D/D or Pay Order drawn in favour of “**Oriental Insurance Co. Ltd.**” payable at Kolkata within a period of 15 days of acceptance of tender.

5.2 Security Deposit: Apart from the initial security deposit made as above, retention shall be deducted from progressive running bills @10 (ten)% of the gross value of each running bill until the total security deposit i.e. the initial security deposit plus the retention money becomes 5% of the Contract amount. After realization by deduction from the bill of the total retention as specified above, 50.00% of the total retention amount will be due for release after 15 days of virtual completion certificate issued by the consultant /employer. 50 % of the retention amount will be refunded to the contractor on completion of the following:

- Issue of virtual completion certificate by the Site Engineer / employer.
-

Contractor’s

removal of his materials , equipment , labour force , temporary sheds / stores etc. from the site (excepting for a small presence required if any for the defect liability period & approved by the Bank.) The balance 50.00 % will be released to the contractor 15 days after the end of Defect Liability Period provided he has satisfactorily carried out all the work. Submitted all documents contractually called for & attended to all defects in accordance with the conditions of the contract. No interest is allowed on retention money & earnest money deposit. The balance retention money may be transformed in appropriate bank guarantee on a bank other than **UBI** subject to performance of the project.

Further, if some dues to the employer from the Contractor(s) have still to be recovered, the employer reserves the right to with hold payment of so much of the retention money as in his option, represents the cost of the same.

- No interest shall be paid to the amount retained by the Bank as Security Deposit.

7.0 Signing of contract Documents: The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 30 (thirty) days from the receipt of intimation of acceptance of his tender by the bank. However, the written acceptance of the tender by the bank will constitute a binding agreement between the bank and successful tenderer whether such formal agreement is subsequently entered into or not.

8.0 Completion Period: Time is essence of the contract. The work should be completed in all respects in accordance with the terms of contract within a period of **45 days** from the date of Commencement.

9.0 Validity of Tender: Tenders shall remain valid and open for acceptance for a period of three months from the date of opening Price Bid. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptance to the Bank without prejudice to any other right or remedy the Bank shall be at liberty to forfeit the EMD.

10.0 Liquidated Damages: The liquidated damages shall be 1% per day subject to a maximum of 10% of the contract value.

11.0 Rates and Prices: As per the Price Bid

12.0 In case of item rate tender

12.1.1 The tenderers shall quote their rates for individual items both in words and figures; in case of discrepancy between the rate quoted in words and figures, the unit rate quoted in words shall prevail. If no rate is quoted for a particular item, the contractor shall not be paid for that item when it is executed. The amount of each item shall be calculated and the requisite total is given. In case of discrepancy between the unit rate and the total amount calculated from multiplication of unit rate and quantity, the unit rate quoted will govern and the amount will be corrected.

12.1.2 The tenderers need not quote their rates for which no quantities have been given. In case the tenderers quote their rates for such items, those rates will be ignored and will not be considered during execution.

12.1.3 The tenderers should not change the units as specified in the tender. If any unit is changed, the tenders would be evaluated as per the original unit and the contractor would be paid accordingly.

The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring it to the knowledge of the Consultant/Architect/Bank.

12.1.4 Each page of the BOQ shall be signed by the authorized person and cutting or overwriting shall be duly attested by him.

12.1.5 Each page shall be totaled and the grand total shall be given.

12.1.6 The rate quoted shall be firm and shall include all costs, carriage, allowances, levies, VAT, etc. but excluding G.S.T. which will be paid separately to the contractors on claim and submission of documents for onwards payment to the Government GST Department.

FORM OF TENDER (to be filled up by the Tenderer)

**Regional Manager I/C
The Oriental Insurance Co. Ltd. Regional Office, Kolkata,
4 Lyons Range, Kolkata 700001**

Dear Sir,

Re: "Proposed Renovation of D.O. Howrah Premises at P-4, Dobson Lane, 4th Floor, Howrah 711101, comprising of Civil, Furnishing & Electrical Works

- I/We refer to the tender notice issued by you for **Proposed Renovation For D.O. Howrah Premises At P-4, Dobson Lane, 4th Floor, Howrah :711101, Comprising Of Civil, , Furnishing & Electrical Works.**
- I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with the drawing, condition of contract, specification, bill of quantities for the sum of Rs. at the respective rates quoted in the bill of quantities.
- I/We have satisfied myself/ ourself as to the site condition, examined the drawing and all aspects of the tender conditions subject to above, I/We do hereby agree, should this tender be accepted in whole, or in part to:
 - a) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto:
 - b) Complete the works within **45 days**, as per the work programme with the tender in two or more shifts if considered necessary by the owner/ Site Engineer at no extra cost to the owner/ Site Engineer.
- I/We have deposited the earnest money of **Rs.7,300.00 P (Rupees Seven Thousand Three Hundered only)** in the form of Bank Draft/ Pay Order. I/We note the Earnest Money Deposit is liable for forfeiture:
 - If our offer is withdrawn within the validity period of acceptance.
 - Or, If the contract is not executed within 15 days from the date of receipt of the letter of acceptance.
 - Or, If the work is not commenced within 15 days after issue of the order.
- I/We understand that you are not bound to accept the lowest or any tender you receive.
- Name of partner / Directors of our firm:

- i)
- ii)

Yours faithfully

Signature -----
Designation

Name of Partner / Director of the firm authorized to Sign or Name of person having power of attorney to Sign the contract (Certified true copy of power of Attorney should be attached)
Signature and address of witness

Signature: -----
Name : -----
Address: -----

Signature: -----
Name : -----
Address: -----

IV. ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made the day of between The Oriental Insurance Co. Ltd. having its Head Office at Oriental House, Post Box. 7037, A-25/27, Asaf Ali Road, New Delhi, represented by The Deputy General Manager, The Oriental Insurance Co. Ltd. Regional Office. Kolkata, at 4, Lyons Range, Kolkata - 700 001 (hereinafter referred to as the "EMPLOYER" which expression should include its successors and assignee of the ONE PART) and

M/s. having its Office at (hereinafter referred as the "Contractor" which expression should include its successor and assignee of the OTHER PART.

WHEREAS the Employer is desirous of executing PROPOSED RENOVATION FOR D.O. HOWRAH PREMISES AT P-4, DOBSON LANE, 4TH FLOOR, HOWRAH 711101, comprising of Civil, Furnishing & Electrical works, (hereinafter called the WORKS).

And WHEREAS the Employer in order to carry out effectively the said works, has engaged M/s.Kalpangan Consultants Pvt. Ltd., 4 Dr. Sundari Mohan Avenue, Kolkata – 700 014. (hereinafter called the ARCHITECTS/CONSULTANTS) to prepare drawings and specifications describing the work to be executed, to call for the Tenders from Contractors for the Job, to open the Tenders received at the Office of the Employer, to scrutinize and recommend to the Employer the name of the Contractor(s) from whom the Tenders were received and to issue work order after having the approval and acceptance thereof from the Employer.

AND WHEREAS the said DRAWINGS numberedinclusive of the specifications and the schedule of items and quantities have been signed by and on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject for the conditions set forth herein and schedule of items and quantities, General Conditions of Contract, Special Conditions including other Conditions etc., Technical Specifications, decisions of negotiation meetings if any all correspondences exchanged by or between the parties from the date of tender notice till the award of work both letters inclusive, (all of which are collectively herein after referred to as "the said Conditions"). The work shown upon the drawings and or described in the said specification and included in the schedule of items and quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable thereunder (hereinafter referred to as "the said contract amount").

NOW IT IS HEREBY AGREED AS FOLLOWS :

- In consideration of the said contract amount to be paid at the times in the manner set forth in the said conditions, the contractor shall upon and subject to the said execute and complete the work shown upon the said drawings and described in the said specifications and the schedule of items and quantities.
- The Employer shall pay the contractor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
- The Consultant in the said conditions shall mean the said M/s.Kalpangan Consultants Pvt. Ltd., 4 Dr. Sundari Mohan Avenue, Kolkata – 700 014. or in the event of their ceasing to be the consultant for the purpose of this contract for whatever reason, such other person or persons as shall be nominated for that purpose by the Employer, provided always that no person subsequently appointed to be Consultant under this contract shall be entitled to disregard or overrule any previous decision or approval or direction given or expressed in writing by the Consultant for the time being.
- The said conditions and Appendices thereto shall be read and considered as forming Part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their Part respectively in the said conditions contained.

- The plans, agreements and documents mentioned herein shall form the basis of this contract.
 - This contract is neither a fixed lump sum contract nor piece work contract but it is a contract for executing Civil, Furnishing, & electrical works for **RENOVATION FOR D.O. HOWRAH PREMISES AT P-4, DOBSON LANE, 4TH FLOOR, HOWRAH :711101** , as per the scope described and to be paid for according to actual measured quantities at the rates contained in the Schedule of rates and probable quantities or as provided in the said conditions.
 - The Employer reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract
1. Time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work on the day on which he is instructed to take possession of the site or from fourteenth day after the date of issue of formal work order as provided for in the said conditions whichever is later and to complete the entire work within 8 (Eight) weeks subject nevertheless to the provisions for extension of time.
 2. All payments by the Employer under this contract will be made only at Kolkata. Any dispute arising under this Agreement shall be referred to arbitration in accordance with the stipulation laid down in the general conditions of contract.
 3. That the several Parts of this contract have been read by the contractor and fully understood by the contractor.

IN WITNESS WHEREOF the Employer and the contractor have set their respective hands to these Presents and two duplicates hereof the day and year first herein above written.
 IN WITNESS whereof the Employer has set its hands to these Presents through its duly authorized official and the contractor has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these Presents and the said two duplicate hereof to be executed on its behalf, the day and year first herein above written.

Signature clause:

.....

SIGNED AND DELIVERED

By the hand of Shri

(Name and Designation)

In the presence of

1.

Address

2.

Address

SIGNED AND DELIVERED by

In the presence of

Witness

(1)..... If the party is a partnership firm or

Addressan Individual should be signed by

(2) all or on behalf of all the partners.

Address

The COMMON SEAL OF.....
was herein to affixed pursuant to the resolutions
passed by its Board of Directors at the meeting held on
Witness

If the contractor signs under its
common seal, the signature clause
should tally with the sealing clause
in the Articles of Association.

(1).....

(2).....

Directors who have signed these presents in
token thereof in the presence of

1)

2)

If the Contractor is signed by the
hand of power of attorney,
whether a company of individual.

.....
Signed on behalf of the United Bank of India
by its duly authorized official.

V. GENERAL CONDITION OF CONTRACT

Except where provided for in the description of the individual items in the schedule of quantities and in the specifications and conditions laid down hereinafter and in the drawing. The work shall be carried out as per standard specifications and under the direction of employer / Architect.

1. INTERPRETATION: In construing these conditions, the specifications, the schedule of quantities, tender and agreement, the following words shall have meaning herein assigned to them except when the subject or context otherwise required.

- Employer: The term employer shall mean The Oriental Insurance Co. Ltd. having their head office at Oriental House, Post Box. 7037, A-25/27, Asaf Ali Road, New Delhi and any of its employees representative authorized on their behalf.

- Architect: The term architect shall mean the approved architects of The Oriental Insurance Co. Ltd. or in the event of his / their ceasing to be the architect for the purpose of this contract such other person/s as the employer shall nominate for the purpose.

- Contractor: The term contractor shall mean Company, firm or the party to whom the Contract is awarded and shall include his / their legal representative(s) or successor(s).

- Site: Shall mean the places or buildings envisaged by the employer where the work is to be executed or carried out.

- Site Engineer: The bank may appoint the site engineer. The bank may also determine the number of site engineer and the supporting staff at site office to assist them and also whether the site engineer shall be temporary or permanent. As far as possible, the site engineer should assume charge of his post before the contractor reports on site of work. Where more than one site engineer is appointed, one of them shall be designated as senior site engineer by the premises department and the other site engineer shall be reporting to the senior site engineer.

- Drawings: The work is to be carried out in accordance with drawings, specifications, the schedule of quantities and any further drawings which may be supplied or any other instruction, which may be given by the employer during the execution of work.

All drawings relating to work given to the contractor together with a copy of schedule of quantities are to be kept at site and the employer / Architect shall be given access to such drawings or schedule of quantities whenever necessary.

In case any detailed drawings and necessary contractor shall prepare such detailed drawing and / or dimensional sketches therefore and have it confirmed by the employer / Architect prior to taking up such works.

The contractor shall ask in writing for any clarification on matters occurring anywhere in drawings, specifications and schedule of quantities or to additional instructions at least 10 days ahead from the time when it is required for implementation so that the employer may be able to decision thereon.

- “The Works” shall mean the work or works to be executed or done under this contract.

- “Act of Insolvency” shall mean any act as such as defined by the presidency town’s insolvency act or provisional insolvency act or any amending statues.

- “The schedule of quantities” shall mean the schedule of quantities as specified and forming part of this tender.

- “Priced schedule of quantities” shall mean the schedule of quantities duly priced with the accepted quoted rates of the contractor.

2. SCOPE: The work consists of PROPOSED RENOVATION FOR D.O. HOWRAH PREMISES AT P-4, DOBSON LANE, 4TH FLOOR, HOWRAH :711101, comprising of Civil, , Furnishing & Electrical works,in accordance with the “drawings” and “Schedule of quantities”. It includes furnishing all material, labour, tools and equipments and management necessary for the incidental to the construction and completion of the work. All works, during its progress and upon completion, shall confirm to the lines, elevations and grades as show on the drawings furnished by the employer / architects. Should any detail essential for the efficient completion of the work to be omitted from the drawings and specifications, it shall be responsibility of the contractor to inform the employer / architects and to furnish and install such detail with employer’s / architect’s concurrence, so that ,upon completion of the proposed work , the same will be acceptable and ready for use.

Employer/ Architect may in their absolute discretion issue further drawings and / or written instructions, details, directions and explanations, which are hereafter collectively referred to as “The Employer’s / Architect’s instructions in regard to:

- The variation and modification of the design quality or quantity of works or the addition or omission or substitution of any work.
- Any discrepancy in the drawings or between the schedule of quantities and / or drawings and / or specification.
- The removal from the site of any defective material brought thereon by the contractor and the substitution of any other material thereof.
- The demolition removal and / or re-execution of any work executed by the contractor’s.
- The dismissal from the work of any persons employed thereupon
- The opening up for inspection of any work covered up.
- The rectification and making good of any defects under clauses hereinafter mentioned and those arising during maintenance period (retention period)

The Contractor shall forthwith comply and duly execute any work comprised in such employer / Architect’s Instructions provided always that verbal instructions, directions and explanations given to the contractor or his representative upon the works by the employer / Architects shall, if involving a variation, be confirmed in writing to the Contractor within seven days. No work, for which rates are not specifically mentioned in the priced schedule of quantities, shall be taken up without written permission of the employer / architect. Rates of items not mentioned in the priced schedule of quantities shall be fixed by the employer in consultation with the architects as provided in clause ‘variation’.

Regarding all factory made products for which ISI marked products are available, only products bearing ISI marking shall be used in the work.

3. TENDERER SHALL VISIT THE SITE: Intending tenderer shall visit the site and make him thoroughly acquainted with the local site condition. Nature and requirement of the works, facilities of transport condition effective labour and materials, access and storage for material and removal of rubbish. The tender shall provide in their tender for cost of carriage, height and other charges as also for any special difficulties and including police restriction for transport etc. for proper execution of work as indicated in the drawings. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the employer / architects might be deemed to have reasonably been inferred to be existing before commencement of work.

4. TENDERS: The entire set of tender paper issued to the tenderer should be submitted fully priced also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender paper by the tenderer. The schedule of quantities shall be filled in as follows:-

- The rate column to be legibly filled in ink in both English figures and words.
- Amount column to be filled in for each item and the amount for each subhead as detailed in the “Schedule of Quantities”.
- All corrections to be initialed.
- The rate column for alternative items shall be filled up.
- The “Amount” column for alternative items of which the quantities are not mentioned shall not be filled up.
- In case of any error / omissions in the quoted rates, the rates given in the tender marked “Original” shall be taken as correct rates.

No modifications, writing or corrections can be made in the tender papers by the tenderer but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.

The employer reserved the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reason.

The tenderers should not that tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. It called upon by the employer / architects detailed analysis of any or all the rates shall be submitted. The employer / architect shall not be bound to recognize the contractor’s analysis.

The work will be paid for as “measured work” on the base of actual work done and not as “lump sum” contract.

All items of work described in schedule of quantities are to be deemed and paid as complete work in all respects and details including preparatory and finishing work involved, directly related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charge will be allowed in this connection. In the case of lump sum charge in the tender in respect of any item of works the payments of such items of work will be made for the actual work done on the basis of lump sum charges as assessed by the employer / architect.

The employer has power to add to, omit from any work as shown in drawings, or described in specifications or included in schedule of quantities and intimate the same in writing, but no addition, omission or variation shall be made by the contractor without authorization from the employer. No variation shall vitiate the contract.

The tenderer shall note that his tender shall remain open for consideration for a period of 3 months from the date of opening of the tender.

5. AGREEMENT: The successful contractor required to sign agreement as may be drawn up to suit local conditions and shall pay for all stamp and legal expenses, incidental thereto.

6. GOVERNMENT AND LOCAL RULES: The contractor shall confirm to the provisions of all local bye-laws and acts relating to work and to the regulations etc. of the govt. and the local authorities and of any company with whose system the structure is proposed to be connected. The contractor shall give all notices required by said act, rules, regulations and bye-laws etc. and pay all fees payable to such authority/ authorities for execution of work involved. The cost if any shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restoration etc. and shall indemnify the employer against such liabilities and shall defend all actions arising from such claim or liabilities.

7. TAXES AND DUTIES: The tenderer must include in their tender prices quoted for all duties royalties, excise and sales tax or any other taxes or local charges if applicable. No extra claim on this account will in any case be entertained.

8. PROVISIONAL SUM (P.S.): All provisional sums described in the schedule of quantities as P.S. shall be exclusively allotted to the purchase of material and not for any handling and fixing to be done by the contractor.

Such cost of handling and fixing with profit (including transport charges if required) shall be separately included in the contract price as described in the schedule of quantities. The disposal of the amount cover under this head will be absolutely at the discretion of the employer. Contractor is to make payments for these materials to the supplier on certificate or order issued by the employer / architect and release them through his bills from the employer.

9. QUANTITIES OR WORK TO BE EXECUTED: The quantities shown in the schedule of quantities are intended to cover the entire new structure indicated in the drawings but the employers reserves the right to execute only a part or the whole or any excess thereof without assigning any reason therefore.

10. OTHER PERSONS ENGAGED BY THE EMPLOYER: The employers reserves the right to execute any part of the work in this contract or any work which is not included in this contract, by other agency or persons and contractor shall allow all reasonable facilities and use of his scaffolding for the execution of such work. The main contractor shall extend all co-operations in this regard.

11. SECURITY DEPOSIT: The successful tenderer to whom the contract is awarded will have to deposit an initial security deposit or Performance Guarantee of 2 % of the value of the accepted tender. The initial security deposit will have to make within 14 days from the date of acceptance of tender failing which the employer at his discretion may revoke the letter of acceptance. The initial security deposit will be invested by the employer in a fixed deposit account for the duration of the contract period. It shall be refunded to the contractor along with accrued interest within fourteen days after the issue of certificate of virtual completion.

Apart from the initial security deposit made as above, retention money shall be deducted from progressive running bill @ 8% of the gross value of each running bill until the total security deposit i.e. the initial security deposit plus the retention money equals:

- 10% on the first one lakh rupees of the estimated cost of work.
- 7.5% on the next one lakh rupees of the estimated cost of work.
- 6% on the remaining amount of the estimated cost of work, subject to a ceiling on total security deposit rupees ten lakhs (Rs. 10, 00, 000)
- The retention amount will be refunded to the contractor 14 days after the end of defect liability period provided he has satisfactorily carried out all the work and attended to all defects in accordance with the condition of the contract. No interest is allowed on retention money.

12. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY: The contractor shall provide everything necessary for the proper execution of works according to the intent and meaning of the drawings, specifications and Schedule of Quantities taken together whether the same may or may not be particularly shown or described therein, provided that the same can reasonably be inferred there from and if the Contractor finds any discrepancy in the drawings or between the drawings, general conditions, specifications and Schedule of Quantities, he shall immediately refer the same in writing to the employer / Architect, whose decisions shall be final and binding. The contractor shall provide himself for ground and fresh water for carrying out of the works at his own cost. The employer shall on no account be responsible for the expenses incurred by the contractor for hired ground or fresh water obtained from elsewhere.

The rates quoted against individual items will be inclusive of everything necessary to complete the said items of work within the contemplation of the contract, and beyond the unit price no extra payment will be allowed for incidental or contingent work, labour and / or material inclusive of all taxes and duties whatsoever except for specific items. If any, stipulated in the tender documents.

13. TIME OF COMPLETION, EXTENSION OF THE PROGRESS CHART:

1. Time of completion: The entire work is to be completed in all respects within the stipulated period. The work shall deemed to be commenced within the fourteen days from the date of acceptance letter or date of handing over of site , whichever is earlier. Time is the essence of the contract and shall be strictly observed by the contractor.

The work shall not be considered as complete until the employer / architects have certified in writing that his has been completed and the defect liability period shall commence from the date of such certificates.

2. Progress of Work: During the period of construction the contractor shall maintain proportionate progress on the basis of a program chart submitted by the contractor immediately before commencement of work and agreed to by the employer / architects. Contractor should also include planning for procurement of scarce material well in advance and reflect the same in the program chart so that there is no delay in completion of the project.

14. LIQUIDATED DAMAGES: Should the work not be completed to the satisfaction of the employer / architect within the stipulated period, the contractor shall be bound to pay to the employer a sum calculated as given below by way of liquidated damages and not as penalty during which the work remains uncompleted or unfurnished after the expiry of the completion date.

For contracts having time for Completion 4 month or less	1% of the estimated amount shown in the tender per week subject to a ceiling of 10% of the accepted contracted sum
For contracts having time for Completion exceeding 6 month but not exceeding 2 years (24 months)	0.5% of the estimated amount shown in the tender per week subject to a ceiling of 7.5% of the accepted contracted sum.
For contracts having time for Completion in excess of 2 years	0.25 % of the estimated amount shown in the tender per week subject to a ceiling of 5% of the accepted contracted sum.

15. ACCESS: Any authorized representative of the employer shall at all reasonable times have free access to the works and/or to the workshops, factories or other places where item/items of work are being prepared or manufactured for the contract and also to any place where the materials are lying or from which they are being obtained. The Contractor shall give every facility to the Architect, Owner and their representative for the inspection and examination and test of the materials and workmanship. Except the representative of employer no person, shall be allowed at any time without permission of the employer.

16. MATERIAL, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS: All the works specified and provided for in the specification or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workman like manner with materials of best and approved quality of the respective kinds in accordance with the particular contained in the implied by the specifications and as represented by the drawings or accordance to such other additional particulars and instruction as from time to time be given by the employer / architect during the execution of the work , and to his entire satisfaction.

If required by the employer / architect the contractor shall have to carry out test on materials and workmanship in approved material testing laboratories or as prescribed by the employer / architect at his own cost to prove that the materials etc. under test confirm to the relevant IS standards or as specified in the specifications. The necessary charges for preparation of mould (in case of concrete cube) transporting, testing etc. shall have to be done by the contractor. No extra payment on this account should in any case be entertained.

All the material (except where otherwise described) store and equipment required for the full performance of the work under the contract must be provided through normal channel and must include charge for import duties, sales tax, octroi and other charges and must be the best of their kind available and the contractor/s must be entirely responsible for the proper and efficient carrying out of the work. The work must be done in the best workman like manner. Samples of all materials to be used must be submitted to the employer / architect when so directed by the engineer / architect.

17. REMOVAL OF IMPROPER WORK: The employer shall, during the progress of the works, have power to order in writing from time to time the removal from the works, within such reasonable time/times, as may be specified in the order, of any materials which in the opinion of the employer /architect are not in accordance, with the specifications or instructions, and the substitution of proper materials and proper re-execution of any work, executed with materials or workmanship, not in accordance with the drawings and specifications or

instructions. In case contractor refuse to comply with the orders, the employer shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the employer / architect shall be borne by the Contractor, or may be deducted from any money due to or may become due to the Contractor. No certificate which may be given by the architect shall relieve the contractor from his liability in respect of unsound work or bad material.

18. SITE ENGINEER: The term "Site Engineer" shall mean the person appointed and paid by the Employer superintend the work. The contractor shall afford the Site Engineer every facility and assistance for examining the works and materials and for checking and measuring work and materials. The Site Engineer shall have no power to revoke , alter , enlarge or relax any requirements of the contractor or to sanction any day work , additions , alterations , deviations or omissions or any extra work whatever, except in so far as such authority may be specially conferred by a written order of the employer .

The Site Engineer shall have power to give notice to the contractor or to his foreman , of non-approval of any work or materials and such work shall be suspended of the use of such materials shall be discontinued until the decision of the Employer is obtained . The Architects, from time to time, will examine the work. Engineer from the premises Department of the Employer and the Site Engineer. But such examination shall not in any way exonerate the contractor from the obligation to remedy any defects, which may be found to exist at any stage of the work or after the same is complete . Subject to the limitation of this clause the contractor shall taken instructions only from the Architects / Employer.

19. CONTRACTOR'S EMPLOYERS: The contractor shall employ technically qualified and competent supervisors for the work who shall be available (by turn) throughout the working hours to receive and comply with instructions of the Employer / Architects. The contractor shall engage at least one experienced Engineer as site-in-charge for execution of the work. The contractor shall employ in connection with the work persons having the appropriate skill or perform their job efficiently.

The contractor shall employ local labourers on the work as far as possible. No labourer below the age of sixteen years and who is not an Indian National shall be employed on the work.

Any labourer supplied by the contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of the employer or his representative shall be deemed to be a person employed by the contractor.

The contractor shall comply with the provisions of all labour legislation including the requirements of.

- Employer's Liability Act.
- Workman's Compensation Act.
- Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules 1971
- Apprentices Act 1961
- Any other Act or enactment relating thereto and rules framed hereunder from time to time.

The contractor shall keep the Employer safe and indemnified against claims if any of the workmen and an costs and expenses as may be incurred by the Employer in connection with any claim that may be made by any workmen.

The contractor shall comply at his own cost the order of requirement of any Health Officer of the State or any local authority or of the Employer regarding the maintenance of proper environmental sanitation of the area where the contractor's labourers are housed or accommodated, for the prevention of small pox, Cholera, plague, typhoid, maintain and keep in good sanitary conditions adequate sanitary accommodation and provide facilities for pure drinking water at all times for the use of men engaged on the works and shall remove and clear away the same in completion of the works. Adequate precautions shall be taken by the contractor to prevent nuisance of any kind on the works or the lands adjoining the same.

The contractor shall arrange to provide first aid treatment to the labourers engaged on the works He shall within 24 hours of the occurrence of any accident at or about the site or in connection with execution of the works, report such accident to the Employer and to the competent authority where such report is required by law.

20. DISMISSAL OF WORKMEN: The contractor shall on the request of the employer immediately dismiss

from the works any person employed thereon who may, in the opinion of the employer, is unsuitable or incompetent or who may misconduct himself, and such person shall not again be employed or allowed on the works without the permission of the employer. The employer shall not enter into correspondence for stating the reasons for dismissal of such workmen. Such discharge shall not be the basis of any claim for compensation or damages against the employer or any of their officer or employee.

21. ASSIGNMENT: The whole works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or underlet the contract or any part share thereof or interest therein, nor shall take a new partner, without the written consent of the employer and no subletting shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the works during their progress.

22. DAMAGE TO PERSONS AND PROPERTY INSURANCE ETC.: The contractor shall be responsible for all injury to persons, property or things and for all structural and decorative damage to property which may arise from operation or neglect or default of himself or of any Sub-Contractor or of any of his or a Sub-Contractor's employees, whether such injury or damage may arise from carelessness, accident or any other cause whatever in any way connected with the carrying out of this contract. This clause shall be held to include, interlace any damage to buildings, whether immediately adjacent or otherwise, any damage to roads, streets, footpaths, bridges, or ways as well as damages caused to the buildings and works forming the subject of this contract by rain, wind or other inclemency of the weather. The Contractor shall indemnify the Employer and hold him harmless in respect of all, and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of Governments or otherwise, and also in respect of any award of compensation or damages consequent upon such claim.

The Contractor shall reinstate all damages of every sort mentioned in this clause, so as to deliver up the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property or third parties.

The contractor shall affect the insurance necessary and indemnify the employer entirely from all responsibility in this respect. The insurance must be placed with a company approved by the employer and must be effected jointly in the names of the contractor and the employer and the policy lodged with the latter. The scope of insurance is to include damage or loss to the contract itself till this is made over in a complete state. Insurance is compulsory and must be affected from initial stage. The contractor shall be responsible for anything, which may be excluded from the Insurance Policies above referred to, and also for all other damages to any property arising out of and incidental to the negligent or defective carrying out of this contract.

The employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs charges and expenses arising or occurring from or in respect of any such claims or damages from any sums due or to become due to the Contractor.

23. INSURANCE: Unless otherwise instructed the contractor shall insure the work and keep them insured until the virtual completion of the contract against loss or damage by fire and / or earthquake, flood. The insurance must be placed with a company approved by the employer, in the joint names of the employer and the contractor for such amount and for any further sum if called to do so by the employer, the premium of such further sum being allowed to the contractor as an authorized extra.

The contractor shall deposit the policy and receipts for the premiums with the employer within 10 days from the date of signing the Contract. In default of the Contractor insuring as provided above, the employer on his behalf may so insure and may deduct the premiums paid from any money due or which may become due to the contractor. The Contractor shall as soon as the claim under the policy is settled, or the work reinstated by the In Insurance office, should they elect to do so proceed with all due diligence with the completion of the works in the same manner as though the fire had not occurred and in all respects under the same conditions of contract. The contractor in case, of rebuilding or reinstatement after fire, shall be entitled to such extension of time for completion as the employer may deem fit.

24. ACCOUNTS RECIEPTS AND VOUCHERS: The contractor shall, upon the request of the employer

furnish them with invoices, accounts, receipts and other vouchers that they may required in connection with the work under this contract. If the contractor shall use materials less than what he is required under the contract the value of the difference in the quantity of the material he was required to use and that he actually used shall be deducted from his dues. The decision of the employer shall be final and binding on the contractor as to the amount of the material is required to use for any work in this contract.

25. MEASUREMENT: Before taking any measurement of any work the site engineer or a subordinate deputed by him shall give reasonable notice to the contractor. If the contractor fails to attend at the measurement after such notice or fails to countersign or to record the difference within a week from the date of measurement in the manner required by the site engineer then in any such event the measurement taken by the site engineer or by the subordinate deputed by him as the case may be is final and binding on the contractor and the contractor shall have no right to dispute the same.

26. PAYMENTS : The bills of the Contractor's shall be submitted to the Architects which in turn shall duly forward the same certifying the correctness thereof along with all the relevant records to the employer within a week of the receipt of bills and other records from the Architects subject to deduction of applicable taxes, advances, security deposits etc. or such other sums as may be agreed or provided for under the Contract.

All the interim payments shall be regarded as payments by way of advance against the final payments for work actually done and completed , and shall not preclude the requiring of bad , unsound , and imperfect or unskilled work to be removed and taken any and reconstructed , or recreated or be considered as an admission of the performance of the contract , or may part thereof in any respect or the accruing of any claim , nor shall it conclude determine or affect in any way the power of the Employer under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract .

Final payment: The final bill shall be accompanied by a certificate of completion from that employer/ Architect. Payments of final bill shall be made after deduction of retention money as specified in clause 11 of these conditions, which same shall be refunded after the completion of the defect liability period after receiving the employer's / architects certificates that the contractor has rectified all defect to the satisfaction of the employer / architect. The acceptance of payment of the final bill the contractor would indicate that he will have no further claim in respect of the work executed.

27. VARIATION / DEVIATION: The price of all such additional items/ non tendered items will be worked out on the basis of rates quoted for similar items in the contract wherever existing or on engineering rate analysis based on prevalent fair price of labour, material and other components as required. The tender rates shall hold good for any increase or decrease in the tendered quantities up to variations of 25%. For variation beyond $\pm 25\%$ the rate for the respective items may be reviewed on mutually agreed terms.

28. SUBSTITUTION: Should the contractor desire to substitute any material and workmanship, he / they must obtain the approval of the employer / architect in writing for any such substitution well in advance. Material designated in this specification indefinitely by such terms as "Equal" or other approved etc. specific approval of the employer / architect has been obtained in writing.

29. PREPARATION OF BUILDING WORKS FOR OCCUPATION & USE ON COMPLETION: The whole of the work will be thoroughly inspected by the contractor and deficiencies and defects put right on completion of such inspection the contractor shall inform the Employer that he has completed the work and it is ready for inspection .

On completion the contractor shall clean windows, and doors including oiling if necessary, of all hardware., inside and outside and every part of the premises . He will leave the entire premises neat and clean and ready for immediate occupation and total satisfaction of the Bank.

30. CLEARING SITE ON COMPLETION: On completion of the works the contractor shall clear away and remove from the site construction plant, surplus material, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workmanlike condition to the satisfaction of the employer / architect.

31. DEFECTED AFTER COMPLETION: The contractor shall make good at his own cost and to the satisfaction of the Employer all defects, shrinkage, settlements or other faults which may appear within 13 months after completion of the work. In default the Employer may employ and pay other persons to amend and make good such damages, losses and expenses consequent thereon or incidental there to shall be made good and borne by the contractor and such damages, loss and expenses shall be recoverable from him by the employer or may be deducted by the employer, in lieu of such amending and making good by the contractor deduct from any money due to the contractor a sum equivalent to the cost of amending such work and in the event of the amount retained being insufficient, recover that balance from the contractor from the amount retained under clause No. 12 together with any expenses the Employer may have incurred in connection therewith.

32. CONCEALED WORK: The contractor shall give due notice to the employer / architects whenever any work is to be buried in the earth, concrete or in the bodies of walls or otherwise becoming inaccessible later on, in order that the work may be inspected and correct dimensions taken before such burial, in default whereof the same shall at the opinion of the employer / architect be either opened up for measurement at the contractor's expenses or no payment may be made for such materials. Should any dispute or differences arise after the execution of any work as to measurements etc. or other matters which cannot be conveniently tested or checked, the notes of the Employer / Architects shall be accepted as correct and binding on the contractor.

33. ESCALATION: The rate quoted shall be firm throughout the tenure of the contract (including extension of time, if any, granted) and will not be subject to any fluctuation due to increase in cost of material, labour, sales tax, octroi etc. unless specially provided in these documents. The price variation clause being adopted by the RBI may be followed, if such a situation arises on a case basis.

34. SUSPENSION: If the Contractor, except on account of any legal restraint upon the employer preventing the continuance of the works, or in the opinion of the employer, shall neglect or fail to proceed with due diligence in the performance of his part of the Contract or if he shall more than once make default, the employer shall have the power to give notice in writing to the Contractor requiring that the works be proceeded with in a reasonable manner, and with reasonable dispatch, such notice shall not be unreasonably given and must signify that it purports to be a notice under the provisions of this clause and must specify the acts or defaults on the part of the Contractor upon which it is based.

After such notice shall have been given to the contractor shall not be at liberty to remove the site of works or from any ground continuous thereto any plant and materials to subset from date of such notice being given until the notice shall have been complied with. If the contractor shall fail for 7 (seven) days after such notice has been given to proceed with the works as therein prescribed, the employer may proceed as provided in clause 40 (Termination of contract by employer).

35. TERMINATION OF CONTRACT BY EMPLOYER: If the contractor being a company going in to liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of his creditors or shall enter in to a deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the receiver of the contractor in insolvency, shall repudiate the contract or if a Receiver of the contractor's firm appointed by the court shall be unable, within the fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the employer that he is able to carry out and fulfill the contract and if so required by the contractor to give reasonable security therefore, or if the contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the contractor, or shall assign, charge or encumber this contract or any payment due or which may become due to the contractor, there under, or shall neglect or fail to observe and perform any or any of the acts matters of things by this contract to be observed and performed by the contractor within three clear days after the notice shall have been given to the contractor in manner hereinafter mentioned requiring the contractor to observe or perform the same or shall use improper materials or workmanship in carrying on to the works, or shall in the opinion of the employer not exercise such due diligence and make such due progress as would enable the work to be completed within due time agreed upon, and shall fail to proceed to the satisfaction of the of the employer after three clear days notice requiring the contractor so to do

shall have been given to the contractor as hereinafter mentioned, or shall abandon the contract then and in any of the said cases, the employer may not with standing previous waiver determine the contract by notice in writing to the effect as hereinafter mentioned, but without thereby effecting the powers of the employer of the obligations and liabilities of the contractor the whole which shall continue in force as fully as if the contract had not been so determined and as if the works subsequently executed had been executed by or on behalf of the contractor (without thereby creating trust in favour of contractor) further the employer or his agent or servants, may enter upon and take possession of the work and all plants, tools, scaffolding, shed , machinery, steam and other power, utensils and material lying upon premises or the adjoining lands or roads of sell the same as MS own property or may employ the same by mesa of his own servants and workman in carrying on and completing the work or by employing any other contractor or other persons or person to complete the work, the contractor shall not in any way interrupt or do any act matter of thing to prevent or hinder such other contractors or other persons or person employed from completing and finishing or using the material or plants for the works when the works shall be completed, or as soon thereafter as conveniently may be the employer shall give notice in writing to the contractor to remove MS surplus material and plants, and should the contractor fail to do so within 14 days after receipt by him the employer may sell the same by public auction and shall give credit to the contractor for the amount to so released. Any expenses or losses incurred by the employer in getting the works carried out by the other contractor shall be adjusted against the amount payable to the contractor by way of selling his tools or plants or due on account of work carried out by the contractor prior to engaging other contractor or against the security deposit.

36. ARBITRATION: In the event of any dispute or difference whatsoever arising between the parties out of or pertaining to any Clause of this Contract including any question relating to meaning and interpretation of this contract or any alleged breach thereof, except those the decisions whereof have been specifically provided in the Contract, the same shall be settled as far as possible by mutual discussions and consultations between the parties.

In case of failure to resolve the difference/dispute in the above manner, the same shall be referred to the sole arbitration of any person appointed by mutual consultation of employer and contractor, who shall be presently unconnected with the organization for which the work is executed.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute I accordance with the terms of the contract and give a reasoned award. The venue of the Arbitrator shall be such place as may be fixed by the arbitrator in the sole discretion.

The fees, if any of the arbitrators shall if required to be paid before the award is made and publishing, be paid half by each of the parties. The cost of the reference and of the award including the fees if any, of the arbitrator who may direct to and by whom and in what manner, such code or any part thereof shall be paid and may fix or settle and amount of costs to be so paid.

The award of the Arbitrator shall be final and binding on both the parties.

Subject to aforesaid the provision of the arbitration act 1940 or any statutory modification or re-enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitrator proceeding under this clause.

The employer and the contractor hereby also agree that arbitration under clause shall be a condition precedent to any right and action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

VI. SPECIAL CONDITION OF CONTRACT

- **Setting out the work:** a)The contractor shall set out the work and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions, and alignment of all parts thereof and get it approved by the consultant/ employer's Engineer before proceeding with the work.

If at any time any error in this respect shall appear during the progress of the works, irrespective of the fact that the layout had been approved by the consultant/ employer's Engineer the contractor shall be responsible for the same and shall at his own expenses rectify such error, if so, required to satisfaction of the employer.

b) The dimension provided in the schedule as well as in the drawing are likely to vary slightly according to the size & space available in the Premise Area where they are to be provided or placed, Bank have the right to slightly modified the dimensions of the items to suit the site & no claim therefore shall be made by the contractor.

- **Protection of works and property:** The contractor shall continuously maintain adequate protection, of all his work from damage and shall protect the employer's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control.

- **Inspection of Work:** The employer's Engineer/Consultant or their representatives shall at all reasonable time have free access to the work site and/or to the workshop, factories or other places where materials are lying or from where they are obtained and the contractor shall give every facility for inspection and examination and test of the materials and workmanship.

- **Quality of Materials, Workmanship & Test:** All materials and workmanship shall be best of the respective kinds described in the contract and in accordance with Employer's Engineer/Consultant instructions and shall be subject from time to time to such tests as the Bank's Engineer/Consultant may direct at the place of manufacture or fabrication or on the site or an approved testing laboratory. The contractor shall provide such assistance, instruments, machinery, labour and materials as are normally required for examining measuring sampling and testing any material or part of the work before/after incorporation in the work for testing as may be selected and required by the Architect/Consultant.

- **Obtaining Information related to execution of work:** No claim by the contractor for additional payment shall be entertained which is consequent upon failure on his part to obtain correct information as to any matter affecting the execution of the work nor any misunderstanding or the obtaining incorrect information or the failure to obtain correct information relieve him from any risks or from the entire responsibility for the fulfillment of contract.

- **Works to be measured:** The Site Engineer may from time to time intimate to the contractor that he required the work to be measured and the contractor shall forthwith attend or send a qualified representative to assist the Site Engineer in taking such measurements and calculation and to furnish all particulars or to give all assistance required by any of them. Such measurements shall be taken in accordance with the Mode of measurements detailed in the specifications. The Site Engineer shall take joint measurements with the contractor's representative and the measurements shall be entered in the measurement book. The contractor or his authorized representative shall recorded in token of his acceptance. All the corrections shall be duly attested by both representatives. No over writings shall be made in the M book should the contractor not attend or neglect or omit to depute his representative to take measurements then the measurements recorded by the representative of the Site Engineer shall be final. All authorized extra work, omissions and all variations made shall be included in such measurements.

- **Variations:** No alteration, omission or variation ordered in writing by the Architect/consultant shall vitiate the contract. In case the Employer/ Site Engineer thinks proper at any time during the progress of works to make any alteration in, or additions to or omission from the works or any alteration in the kind or quality of the materials to be used therein, the Site Engineer shall give notice thereof in writing to the contractor or shall confirm in writing within seven days of giving such oral instructions the contractor shall after to, add to, or omit from as the case may be in accordance with such notice but the contractor shall not do any work extra to or make any alteration or additions to or omissions from the works or any deviation from any of the provisions of the contract stipulations, specifications or contract drawings without previous consent in writing of the Site

Engineer and the value of such extras, alterations, additions or omissions shall in all cases be determined by the Site Engineer and the same shall be added to or deducted from the contract value, as the case may be.

- **Valuation of Variations:** No claim for an extra shall be allowed unless it shall have been executed under the authority of the Site Engineer with the concurrence of the employer as herein mentioned. Any such extra is herein referred to as authorized extra and shall be made in accordance with the following provisions.

a) i) The net rates or prices in the contract shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced herein.

ii) Rates for all items, wherever possible should be derived out of the rates given in the priced BOQ.

b) The net prices of the original tender shall determine the value of the items omitted, provided if omissions do not vary the conditions under which any remaining items of works are carried out, otherwise the prices for the same shall be valued under sub clause (c) hereunder.

c) Where the extra works are not of similar character and/or executed under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items or works are carried out, then the contractor shall within 7 days of the receipt of the letter of acceptance inform the Site Engineer of the rate which he intends to charge for such items of work, duly supported by analysis of the rate or rates claimed and the Site Engineer shall fix such rate or prices as in the circumstances in his opinion are reasonable and proper, based on the market rate.

d) Where extra work cannot be properly measured or valued the contractor shall be allowed day work prices at the net rates stated in the tender of the BOQ or, if not, so stated then in accordance with the local day work rates and wages for the district; provided that in either case, vouchers specifying the daily time (and if required by the Site Engineer) the workman's name and materials employed be delivered for verifications to the Site Engineer at or before the end of the week following that in which the work has been executed.

e) It is further clarified that for all such authorized extra items where rates cannot be derived from the tender, the contractor shall submit rates duly supported by rate analysis worked on the "market rate basis" for material, labour, hire/running charges of equipment and wastages etc plus 15% towards establishment charges, contractor's overheads and profit. Such items shall not be eligible for escalation.

- **Final Measurement:** The measurement and valuation in respect of the contract shall be completed within six months of the virtual completion of the work.

- **Virtual Completion Certificate (VCC):** On successful completion of entire works covered by the contract to the full satisfaction of the UBI, the contractor shall ensure that the following works have been completed to the satisfaction of the UBI.

a) Clear the site of all scaffolding, wiring, pipes, surplus materials, contractor's labour, equipment and machinery.

b) Demolish, dismantle and remove the contractor's site office, temporary works, structures including labour sheds/camps and constructions and other items and things whatsoever brought upon or erected at the site or any land allotted to the contractor by the employer and not incorporated in the permanent works.

c) Remove all rubbish, debris etc from the site and the land allotted to the contractor by the SBI and shall clear, level and dress, compact the site as required by the employer.

d) Shall put the UBI in undisputed custody and possession of the site and all land allotted by the UBI.

e) Shall hand over the work in a peaceful manner to the employer .

f) All defects/imperfections have been attended and rectified as pointed out by the UBI to the full satisfaction of employer .

Upon the satisfactory fulfillment by the contractor as stated above, the contractor shall be entitled to apply to the Site Engineer is satisfied of the completion of the work. Relative to which the completion certificate has been sought, the Site Engineer shall within fourteen (14) days of the receipt of the application for virtual completion certificate, issue a VCC in respect of the work for which the VCC has been applied.

This issuance of a VCC shall be without prejudice to the employer's rights and contractor's

Liabilities under the contract including the contractor's liability for defects liability period nor shall the issuance of VCC in respect of the works or work at any site be construed as a waiver of any right or claim of the UBI against the contractor in respect of works or work at the site and in respect of which the VCC has been issued.

VII. BASIS FOR PREQUALIFICATION OF APPLICANTS

- Applicants will be evaluated under the following three heads:
 - A. FINANCIAL STANDING & CAPABILITY
 - B. PAST EXPERINCE
 - C. ORGANISATIONAL CAPABILITY

Applicants are required to furnish necessary data, documents drawings and other particulars along with their application in support of their competence under the above heads. Data /documents furnished should be true in all respects. On verification if it is found that such data/documents are not true or concerned applicants has attempted to conceal any unfavourable data, his application for Tender shall be rejected.

The Minimum qualification expected in respect of the above heads are given hereinafter.

Applicant meeting these requirements will be considered for Tender.

- **CRITERIA FOR QUALIFICATION:** To be eligible to bid for the Work, for which this tender is invited, applicants must meet the Following Criteria.
- **FINANCIAL STANDING:**
 - The Financial standing will be judged from the financial statements(**Form 1**)and by the Overdraft facilities/credit worthiness (in the form of SolvencyCertificate as Indicated in **Form 1A**) From the Bank available to the Applicants. The Applicant is expected to furnish Credit Rating from a scheduled Bank equivalent to a minimum of Rupees 20 lakhs.
 - The Annual Turnover : The minimum annual turnover of the Prospective applicants is expected to be 20 Lakhs and above.
- **PAST EXPERIENCE:**
 - Quantum and Experience of work executed. It is necessary that the applicant has executed similar type of work in the past five years. It is necessary that the present worth of the work executed by the Bidder should meet any of the following requirements:
 - At least one work of Rs. 7 lakhs
 - At least two works of Rs. 3.5 lakhs
 - At least three works of Rs. 2.2 lakhs
 - Past Performance: The past Performance of an Applicant is established in respect of having successfully executed similar type of work in time and in workman like manner. For this purpose, Testimonials etc. from Clients for whom the Applicant has executed similar type of work during the past will have to be submitted by the applicant and wherever necessary reference will be made to previous clients. Applicants must furnish

Performance Date vide **form 2 & 2A.**

- **ORGANISATIONAL CAPABILITY :**

Organisational capability of an Applicant will be judged based on the data furnished by him in respect of personnel, equipment for the Jobs, referred in **Form 3** for past experience.

The Applicant is requested to confirm that he shall have the required strength of Personnel in his employment as **Form 4** and also possess the required number, capacity of plants, equipments and machineries as per Form 3 in working condition and he would deploy the same in case the job is entrusted to him. The Applicant is expected to deploy adequate supporting staff (i.e. Sr./Jr. Engineer/Foremen/technical Supervisors) and any additional plant and equipment other than those mentioned in Form: 3) the successful completion of the proposed work in scheduled time.

- **Qualified Applicants:**

The company will decide which of the applicants are qualified and will advise them through the Consultant in due course of time with the date, time and place of opening of Financial Bid (Envelope iii) of the tender.

The Financial Bid (Envelope iii) of the non qualified Contractors will remain un-opened and no reason, what so ever shall be furnished.

FORM –I: FINANCIAL STATEMENT	
<ul style="list-style-type: none"> • Attach audited Balance Sheet and Profit and Loss Statement for the last three years ending with 31st March '2018. 	
<ul style="list-style-type: none"> • Applicant's Financial Arrangement 	
<ul style="list-style-type: none"> • Owner 's Resources: 	
<ul style="list-style-type: none"> • Bank Credits: 	
<ul style="list-style-type: none"> • Other credits: 	
Seal :	Signature Applicant
Date :	

FORM –I A: BANKER’S REPORT

SOLVENCY CERTIFICATE FROM THE SCHEDULED BANK

This us to Certify that to the best of our knowledge and information , M/s.....
.....(Name & Address if the
Applicant/Contractor)a customer of our Bank is respectable and can be treated as good for any Engagement
up to a limit of Rs.(in figures) (Rupees)
(in words) only.

Over draft facility available to M/s.....(Name of the Applicant) are up
to a limit of Rs.....(in figures) Rupeesonly.

The Certificate is issued without any guarantee of responsibility on the Bank or any of its officers.

Signature and Seal of the Bank

Name o the Bank

Address

Date

FORM -2 : EXPERIENCE

LIST OF WORKS EXECUTED DURING LAST 3 YEARS

NOTE: Original or attested copies of work order and also performance certificate from Employers for whom work was carried out must be attached.

- Specify the Maximum value of work Rs. Year.....
Executed in a year.

- Furnish the Names and address /
i)
Telephone Nos. of Three Responsible
Persons who will be in a position to
Certify about the Quality and
Performance
 - ii).....
 -
 - iii).....
 -

.....

Seal & Signature of the Applicant

FORM -2A : STATUS OF PRESENT WORK AT HAND

- Status of the Present Work at Hand:

- Furnish Copies of Work Order of the Work Order of the above work.

- Name , Address with designation (i)
 Of the Contact person with Telephone
 No. of the Above cited work.

.....

Seal:

Signature of the Applicant

Date:

FORM 3 : CONSTRUCTION PLANT & EQUIPMENT

DETAILS OF EQUIPMENT IN POSSESSION

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.....
The Applicant hereby confirms that the quantity and type of Equipment will deploy for Construction will not be less than listed above , and agrees to bring more equipment, If so warranted, in the opinion of the Consultant/Company.

Seal

Date:

Signature of the Applicant

FORM 4 : KEY PERSONNEL

DETAILS OF KEY PERSONNEL EMPLOYED OR TO BE EMPLOYED FOR THE PROPOSED WORK

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- Office: Partner / Director
- Other Key Staff (Give Designation)
- Site Office
- Project manager
- Deputy Project Manager/ Senior Engineer
- Supervising Site Engineer
- Construction Supervision(Technical)/Foreman/Asst. Foreman

Seal

Date:

Signature of the Applicant

FORM 5 : BIODATA OF TECHNICAL PERSONNEL

- Name :
- Address:
- Age
- Nationality
- Professional Qualification
- Membership of Professional Bodies
- Work Experience

A) Name of Post Held

B) Brief details of Work Experience

C) Numbers of years Served &

D) Date of Joining

E) Date of Leaving

Seal

Date:

Signature of the Applicant

FORM 6 : OTHER RELEVANT INFORMATION

• **WORK PLACE**

- Masons
- Carpenters
 - Highly Skilled
 - Semi –Skilled
- Plumbers
- Mate/ Helpers
- Painters/ Polishers
- Electricians

- a)
- b)
- c)
- d)
- e)

- Others

Seal

Date:

Signature of the Applicant

VIII. CERTIFICATE OF DECLARATION

I/We hereby undertake that the above information furnished are true. You are at a liberty to reject this application of Prequalification in case any of the information furnished found false and also incomplete. We assure you that the Facilities wherever mentioned in this Pre- qualification bid shall be extended to you and at your work site. We also understand that you are not bound to accept and assign reasons whatsoever for not considering this application of Pre-qualification.

Seal

Date:

Signature of the Applicant

IX. TECHNICAL SPECIFICATION FOR INTERIOR DECORATION WORKS

S.W.O CASH/TELLER COUNTER:

Basic Structure: Made out of 19mm thk. ISI marked phenol bonded BWP b/board on vertical sides as well as horizontal top surfaces having work top 900mm deep, 750mm height from FFL. Each counter unit is approximately of 1500mm long divided with vertical separator having 1 no. drawer unit. The front apron of the table shall be made up of 19 mm block board placed 6" behind the table front fascia with 6" boxing on all three sides and shall be finished with 1mm thick approved bi -coloured laminate. The skirting of the apron shall be a combination of 6" high 1mm thick laminate of blue shades(different tones of blue) .The working top has a curved front surface projection of 150mm at center on the customer side. From the curved working top the front apron has a slant angle finished with 1 mm thk. Laminate of approved make.

Drawer unit: Below the Working Counter there shall be a pedestal unit made up of 12 mm ply from sides & 6 mm ply from base which **consisting of 2 numbers sliding drawers each of 150 mm depth and one deep drawer of remaining depth after leaving 3 inch skirting from bottom F.L.,for keeping of note bundles fitted with full panel telescopic drawer slides of Approved Make with** individual locking system, powder coated "D" handle. A wooden member of size of 2 ½" X3/4" shall be fixed between each drawer. Inside surface of drawer unit should be painted with matt finished synthetic enamel paint.

General: Each counter shall be provided with one keyboard M S tray provided with telescopic channel, CPU Trolley of Innofit or any other approved make, PVC wire manager system with necessary cut outs in the structure & A full length foot rest made up of hard wood 3" X1.5" section shall be provided at 4" above F.L.

Finishes: The entire work station shall be **1 mm bi-colour laminate** Finish on horizontal & vertical surfaces in two colour combination of **Approved Make** on all open external sides. It will be in balancing laminate on internal surfaces including drawers. All Non laminate surface of counter, pedestal is finished with smooth matching melamine polish. All free edges of block board and ply duly finished with teak wood beading / lipping as directed.

Rate: Rate shall be include all the items mentioned above/elsewhere in the contract including all labour, material, equipments& the hardware as required in complete all respect as per drawing as directed.

FREE STANDING TABLE: Basic Structure:

Fabricated out of 19mm BWP b/board with Tea Tray & drawer unit on one side & Side credenza on the other side of the table. The Table shall be made of 19mm BWP grade b/board front top sides & front modesty panel. The table top shall be finished with **1.25 mm thick laminate** of wooden shade FI-1283 Schilesee of Sunmica or equivalent color of Amulyamica or Timexmica. The table shall have 1 ½"x 1" thick steam beech wood beading on all free edges of block board with melamine polish. The front top from 9" - 1'0" vertical curved in portion shall be made with 4nos of flexi ply made to curve as per drawing finished with 1mm thick Laminate of Approved shade on all exposed sides and polished from inside. The front apron of the table shall be made up of 19 mm ply & finished with bi-color skirting of Approved shade as directed.

Drawer unit: Each table shall be provided with a drawer unit of 21" deep 16" wide comprising of 1 no. tea tray, **2 numbers of sliding drawers each of 150 mm depth and one deep drawer of remaining depth after leaving 3 inch skirting from bottom floor level fitted with full panel telescopic drawer slides of Approved Make with** individual locking system, powder coated "D" handle. A wooden member of size of 2 ½" X3/4"

shall be fixed between each drawer. Inside surface of drawer unit should be painted with matt finished synthetic enamel paint.

General: Each counter shall be provided with one keyboard M S tray provided with telescopic channel, CPU Trolley of Innofit or any other approved make, PVC wire manager system with necessary cut outs in the structure & A full length foot rest made up of hard wood 3”X1.5” section shall be provided at 4” above floor level.

Finishes: The entire work station shall be 1 mm laminate Finish on horizontal & vertical surfaces in two colour combination of **Approved Make** on all open external sides. It will be in balancing laminate on internal surfaces including drawers. All Non laminate surface of counter, pedestal is finished with smooth matching melamine polish. All free edges of block board and ply duly finished with teak wood beading / lipping as directed.

Rate: Rate shall be include all the items mentioned above/elsewhere in the contract including all labour, material, equipments& the hardware as required in complete all respect as per drawing as directed.

FULL HEIGHT SOLID/GLAZED PARTITION (64MM THICKNESS):

Basic Structure:It shall be made from internal frame of size 50mm x 50 mm x 1.6 mm hollow aluminum square tube placed 600mm c/c both vertically and horizontally, fixed by means of aluminum angle of 25x25X25 mm size for proper fixity. The Entire Aluminum frame work shall be covered with 6 mm thick ply on both sides. All open sides of the frame work shall be covered with 12mm thick ply to cover the entire thickness of partition. The upper portion of the partitions will have 6/8 mm thick clear glass required as per size of glass, fixed with 10 mm thick (F.S) wooden molding with suggested grooves to cover the full thickness of partition .The lower portion of partition up to 3ft will have internal frame work as detail in above. The same shall be then covered by 6 mm thick ply panels to get flush type partition. A wooden beading of 2 ½”X1/2” shall be provided as all open thickness of the partition for door opening & fixing of glass. The hinge side aluminum frame shall be fixed with wooden section. In case of solid partition, the entire surface will be finished with opaque finished with play & laminate excluding the glass with same section as mentioned here.

General: All the gaps either vertical or horizontal shall be filled properly with ideal material. All **the** vertical members of the partitions shall be carefully inserted/fixed in the floor (without damaging the floors) & also shall be fixed to the structural ceiling for proper strength. Necessary provision shall be made in the partition for Electrical Conduits, switch boards, ac drain lines & ac’s etc as required. The common member of partition & frameof door will be consider in the item of partitions .**Only below the ceiling area will be consider for measurement purpose, however the partitions shall be raised 3” above the false ceiling level for fixity for the ceiling & also all vertical member shall be taken up to the slab/beam bottom.**

Finishes: All the external ply wood components shall be finished with 1 mm thick laminate in two color combination laminate finish of approved shade on both sides & also thickness of the partition. All external wooden members shall be melamine matt polish finish.

Rate: Rate shall be include all the items mentioned above/elsewhere in the contract including all labour, material, equipments& the hardware as required in complete all respect as per drawing as directed.

LOW HEIGHT SOLID/GLAZED PARTITION (64MM THICKNESS):

Basic Structure:It shall be made from internal frame of size 50mm x 25 mm x 1.6 mm hollow aluminum square tube placed 600mm c/c both vertically and horizontally, fixed by means of aluminum angle of 25x25X25 mm size for proper fixity. The Entire Aluminum frame work shall be covered with 6 mm thick ply

on both sides. All open sides of the frame work shall be covered with 12mm thick ply to cover the entire thickness of partition. The upper portion of the partitions above 3' level have 12 mm thick clear glass with all open edge polished & necessary cutouts as directed, fixed with glass bracket. In case of solid partition, the entire surface will be finished with opaque finished with ply & laminate excluding the glass with same section as mentioned here.

General: All the gaps either vertical or horizontal shall be filled properly with ideal material. All the vertical members of the partitions shall be carefully inserted/ fixed in the floor (without damaging the floors) for proper strength. Necessary provision shall be made in the partition for Electrical Conduits, switch boards, ac drain lines & ac's etc as required. The common member of partition & frame of door will be considered in the item of partitions. To the shape on site measurement will be considered. The partitions will have a cutout in glass for tray for voucher movement between counter.

Finishes: All the external ply wood components shall be finished with 1 mm thick laminate in two color combination laminate finish of approved shade on both sides & also thickness of the partition. All external wooden members shall be melamine matt polish finish.

Rate: Rate shall include all the items mentioned above/elsewhere in the contract including all labour, material, equipments & the hardware as required in complete all respect as per drawing as directed.

STORAGE CABINETS/CREDENZA: GENERAL PURPOSE OF VARIOUS SIZES & HEIGHTS AS DIRECTED

a) Filling cabinets With Sliding Shutter: It shall be made of 19 mm thick board on all five sides while back surface shall be made of 6 mm ply. The storage space will be separated by 19 mm block board at suitable location so that each block will be 500 to 750 mm equal parts. The sliding shutter shall be provided with Godrej lock, Ebco/Hettich to be fitted for bottom running sliding doors side line 56 without silent system assembly & handle of standard quality to be flush with ply/blockboard. The exposed surface shall be laminate with 1 mm thick laminate of approved colour. The inside surface shall be finished with putty & enamel paint over a coat of primer. The bottom of the cabinet is to be fixed to a 3" x 1.5" teak wood framework polish finished & free edges of block board shall have polished teak wood half round moulds out of 20X20 mm section.

Rate: Quoted rates shall include cost of all material, labour & necessary hardware viz. handles, locks with key in duplicate, approved sliding channel of Ebco make/Equivalent etc complete in all respects.

b) Filling cabinets With openable shutter : Low height/Full height as per drawing:

Providing and placing in position Storage units fabricated out of 19mm thick BWP block board on all sides, backing and separators will be of 6mm thick BWP ply, shelves will be of 19mm thick BWP solid ply. There will be 19mm thk. Ply shutters of full length with powder coating louvers matching with the color of the laminate for air circulation fixed with Auto- hinges at approx. 3ft. The top, sides, shutter front and back sides (if exposed) to be finished with 1mm thick bi-colour laminate with necessary grooves and the exposed edges of block board should be finished with 6mm t.w. lipping. There should also be a 75 x 12 mm t.w. skirting with grooves as per design polished in matching tone. Inside of the unit will be painted with putty & synthetic enamel paint over a coat of approved primer.

Rate: Quoted rates shall include cost of all material, labour & necessary hardware viz. handles, Multipurpose locks with key in duplicate, S.S hinges, magnetic catches, D" type steel matt finish metal handles etc complete in all respects.

COLUMN/WALL PANELING:

Basic Structure: Providing & Fixing of wall paneling/column encasing for all heights by putting Aluminum Frame work of size 37.5X25X1.2 mm thick at suggested interval ,fixed with 1”X1”X1” Al. angle for proper fixity (not more than 2ft on both direction, covered with 6mm thick ply fixed on entire frame work .the paneling should have necessary cutouts for electrical conduit/switch boards/boxes. The entire paneling shall be constructed in complete line & level by putting necessary packing as per the site condition.

For Wall/Column veneer paneling with 37.5 mm x 25 mm x 1.5mm hollow aluminum square tube frame work placed at 450mm / 600 mm c/c as per site condition screwed to the wall and finished with 4mm veneer of approved shade & brand duly polished over 12 mm BWR ply complete.

Finishes: All the external plywood components of entire paneling shall be finished with 1mm thick 2 color combination laminate finish.Skirting of 100mm high x 12 mm thick polished Teak wood or steam beech wood skirting with NC lacquer in Matt finish. For veneer paneling

Rates: Quoted rates shall include all necessary materials, accessories and labour and also allow provisions for electrical/telephone/computer wiring conduits & switch boxes etc. complete with necessary jacking /thickening of panels to accommodate conduits/ switch box etc as directed.

SIDE UNIT/CREDENZA:

The side unit shall be made of 19mm thick BWP grade block board for sides, top, bottom , divider shelve back with 6 mm BWR ply. The unit is having the size of 400mm x 750mm & approximate length of 1 mtr. Consisting of 1 no. of drawer & cupboard of length 21” & rest will be made as shelve with an intermediate 19 mm block board at center. All exposed portions like top, side & shutter to be finished with 1mm thick decorative laminate & inner surface with mat finished enamel paint. The rate also inclusive of all approved fittings like lock, handle, hinges & telescopic channels etc complete in all respects as directed.

FLUSH DOOR:

It shall be made from 35 mm thick factory made shutter of Century/Mayor / Mars /approved ISI consisting of solid core block of board bonded with phenol phormaldehyde synthetic resin conforming to IS: 848 and finished on both faces with teakwood veneering of 3.5 mm thick, including providing and fixing `T' type second class teakwood perimeter beading fixed by means of approved quality neoprene based adhesive and nailing @ 300 mm max.

In case of Glazed Door, the same will be made of with above specification with 8 mm thick float glass from 3ft finished floor level up to 6" below the door pasted with etching as per design & finished with 1.0mm thk. Approved Colour laminate sheet of approved make on both sides.

General: the door shall be fixed with all necessary hardware fittings such as 125mm long S.S. butt hinges [for each shutter] (vertical spacing not exceeding 600mm),door stopper, 6lever Godrej Mortise door lock finishing etc. all conforming to IS : 2202. All free edges shall be duly polished with 3 coats of lacquer melamine and fixed to the partition frame.

Rate: Rate shall be include all the items mentioned above/elsewhere in the contract including all labour, material, equipments& the hardware as required in complete all respect as per drawing as directed.

X. TECHNICAL SPECIFICATION FOR ELECTRICAL WIRING

1.0 GENERAL REQUIREMENTS: The installation shall generally be carried out in conforming with the requirements of the Indian Electricity Act, 1910 as amended up to date and the Indian Electricity Rules, 1956

framed there under, the relevant regulations of the Electric Supply Authority concerned, and also with the specifications laid down in the Indian Standard I.S. 732 - 1963 Code of Practice (Revised) for Electrical Wiring Installations (system voltage not exceeding 650 volts) and I.S. 2309-1969 Code of Practice for the protection of Buildings and Allied Structure against Lightning and IS 3043 — Indian code of Practice for Earthing. The wiring shall also be according to the I.S specifications, NEC, Local Government Body.

Only the contractor having valid Electrical Contractor License of the state shall be eligible to execute the same. The contractor shall be responsible for renewal of the same at the appropriate time.

2.0 MATERIALS: All materials, fittings, appliances, used in electrical installations, shall conform to Indian Standard Specifications wherever these exist. A list of approved materials is attached afterwards. Materials not included in the list shall be got approved by the Architects/Engineer-in-Charge/Owner prior to actual use.

3.0 MAIN SWITCH GEAR: Iron clad switch fuse and isolator units should conform to relevant I.S. Standard. The quick make and break mechanism shall be self interlocked with the cover. In "Off" position there must be two breaks per pole.

Main switch gear shall be properly earthed with two numbers conductors if M.V and one number of L.V.

4.0 BUSBAR CHAMBER (B.B.C): This shall be totally enclosed, metal clad type fabricated from rust proofed I6 SWG sheet steel on angle iron frame and provided with sheet steel or cast iron detachable front cover and undriHed detachable end plates, suitable for mounting on wall or angle iron floor stand and painted with high quality enamel paint. G.I. bolts and nuts shall be used for assembly with suitable packing materials to ensure dust proof finish. Meters shall be provided on suitable sheet steel boxes. Switch shall be provided with cable end boxes as required.

The depth of B.B.C. shall be 250 mm (minimum). Minimum clearance of phase bars to earth shall be 25 mm and between bus bars shall be minimum 32 mm. H.C. (High conductivity) copper bus bars properly tinned are to be rated at 1000 Amps. per sq. in and Aluminium bus bars (wrought aluminium alloy strip) conforming to relevant I.S. specification at 800 Amps per sq in.

Neutral Bus bars are to be rated to carry 100% of phase current up to 200A and.60% for higher. These shall be mounted on DMC/SMC supports of proper dielectric and mechanical strength and shall be appropriately colour coded for identification of Phase with PVC sleeves of 1.1 KV grade throughout the length.

Lettering shall be done for identification of switches as directed. The contractor shall submit fully dimensioned drawing of the board with the physical position of the switches and other components to the Architects for their approval before the same is fabricated. There shall be two nos of Earth Terminals. Suitable Danger Board shall be provided.

5.0 INTERCONNECTION IN B.B.C, SWITCH FUSE, METERS: For ratings above 150 Amps these shall consist of insulated copper strips of adequate section considering current density as specified in Clause 4 above. For rating below 150 Amps PVC copper cable tails of appropriate size, terminating in tinned copper sockets may be used considering 1.5 Amp/sq. mm for copper & 1.0 Amp/sq. mm for aluminium. The above are to be enclosed either in sheet metal trunking or conduits so that no part is exposed.

6.0 DISTRIBUTION BOARDS: These totally enclosed metal clad type Distribution Boards with hinged lids shall be in accordance with I.S. 2147 — 1952 and 2675 — 1966 and B.S. 214 and shall be of welded construction and fabricated from rust proofed sheet steel and finished with anticorrosive stove enamel paint and have provision for fixing on wall and have earthing terminals/terminals.

Power Distribution Boards (400 volts TPN) shall be constructed from I6 SWG sheet steel and Branch

Distribution Boards (230 volts SPN from 18 SWG sheet steel).

The MCB shall be mounted on Din rails supports of proper dielectric & mechanical strength. If fuses/fuse banks are used these shall be mounted on moulded DI/IC/SIVIC or ebonite supports of proper dielectric and mechanical strength. TPN units should have phase separation barriers.

Cables shall be connected to a terminal by crimped lugs.

Where two or more B. D. B's feeding low voltage circuits are fed from different phases of a medium voltage supply, these B. D. B's shall be installed at least two meters apart or otherwise in a different direction to prevent access to the both D Bs at a time.

All three phase power distribution boards shall be properly earthed with two number 10S.W.G galvanized iron wires and provided with suitable Danger Board. All SPN B. D. 's shall be properly earthed with one number 10 SWG galvanized iron wire each or with insulated copper PVC wire of adequate ratings in case of concealed wiring as per the specifications.

7.0 SWITCHES : All switches for lights, fans and plug points shall be piano type switches, unless specified otherwise.

8.0 CABLES AND CONDUCTORS: All cables shall conform to I.S-692, IS-7098, IS—1554 (Part—1) 1964 and IS 694-1990 or latest Conductors of all cables except for flexible cables, shall be of aluminium, unless specified otherwise.

9.0 FLEXIBLE CABLES: Conductors of flexible cables shall be of copper. The minimum size of core acceptable is 1.50 sq. mm.

10.0 INSTALLATION OF MAIN SWITCH BOARD, BDB'S MAINS, SUBMAINS, DISTRIBUTION WIRING TO INDIVIDUAL POINTS: The exact positions of all main switch board, B DB's and all runs of mains and sub mains, and distribution wirings to individual points including the exact position of all light fittings and switch boards shall be first marked on the buildings and shall be approved by the Engineer—in-Charge before actual commencement of the work.

The D. Bs shall generally be installed at a height of 2.13 m (7 ft) from floor level.

11.0 INSTALLATION OF SWITCH BOARDS: These shall be installed at a height of 1.3 mtrs (4'-3") and above the floor level.

12.0 INSTALLATION OF CEILING FANS: Unless otherwise specified all ceiling fans shall be hung not less than 2.75 M (9 ft) above floor. The suspension and clamp shall be painted with approved paint without involving extra cost.

13.0 INSTALLATION OF FLUORESCENT LIGHT FITTINGS : Where these are suspended from ceiling by two down rods, or fixed to ceiling/beam directly, at least one fixing to the ceiling/beam shall be made with Mechanical/Metal fasteners. Electrical drill only shall be used while making holes for the fasteners which shall be capable of sustaining at least 15 kg of dead weight. The down rods and accessories shall be painted with approved paint without involving extra cost.

Unless otherwise specified these should be suspended 2.60 N 1 (8'-6") above the floor or as per direction of Owner/Architect to match interiors.

14.0 INSTALLATION OF EXHAUST FANS: Exhaust Fans shall be fitted by means of rag bolts embedded or on suitable size block board (12 mm thick) in the wall/window panels. The required holes in the wall shall be made and finished neatly with cement plaster and brought to the original finish of the wall. In case of block board mounting all fixing, cutting shall be made by the electrical contractor in coordination with civil/interior

decoration contractor without extra cost.

15.0 INSTALLATION OF SOCKET OUTLETS: No socket outlet shall be provided in the bath room at the height less than 130 cms (4'-3") from the floor. No switches shall be provided inside the bath rooms, unless approved by the Engineer-in-Charge. Socket outlet at locations other than bath rooms shall be either 25 cms (10") or 130 cms (4'-3") from the floor.

16.0 INSTALLATION OF ELECTRIC MOTORS: Electric Motors shall be earthed either with 2 numbers SWG 6 G. I. wires, if M.V. and 1 number if L.V. or insulated copper PVC wires of adequate sizes as approved by Owner/Architects without any extra cost to the Owner.

17.0 TESTING OF INSTALLATION: Before a completed installation or an addition to an existing installation is put into service, the following tests shall be carried out by the contractor in presence of the Engineer-in—Charge/Owner/Architects.

a) Polarity of switches: It must be ensured by test that all single pole switches have been fitted on the live side of the circuits they control.

b) Insulation Test: i) By applying a 500 volt megger between earth and the whole system of conductors or any section thereof, with all fuses in place and all switches closed, all lamps in position or both poles of installation otherwise electrically connected together :— The result in megohm shall not be less than 50 divided by the number of points on the circuit, and should not be less than 1 megohm.

ii) Between all conductors connected to one phase and all such conductors connected to the neutral or to the other phase conductors of the supply after removing all metallic connections between the two poles of the installation and switching on all switches. The insulation resistance shall be as in (i) above.

c) Earth continuity Test: I The earth continuity conductor including metal conduits, and metal sheaths of cables in all cases shall be tested for electrical continuity. Electrical resistance of the above along with the earthing lead but excluding any resistance of earth leakage circuit breaker, measured from the connection with the earth electrode to any point in the earth continuity conductor in the completed installation shall not exceed one ohm.

d) Earth Resistance Test : To ensure effectiveness of installation earth, the value of earth resistance shall be within 5 ohm for installation capacity up to 5 KW and one ohm for installation of higher capacity.

18.0 The completed work will be taken over only if the results obtained in above tests are within the limits mentioned above, and in accordance with I.E. Rules. On completion of the installation work, a certificate shall be furnished by the contractor, countersigned by the certified supervisor under whose direct supervision the installation was carried out. This certificate shall be in a prescribed form as required by the local Electric Supply Authority. The installation shall not be considered as complete unless the installation is got inspected and passed by the Electrical Inspector, Directorate of Electrical Safety, of the local State Government/Authority. The contractor shall have to take all initiatives and follow up the matter at his own cost for early approval of the installation for permanent energisation of the installation from the Directorate of Electrical Safety, of the local State Govt/Authority. No extra amount will be paid on this account. However statutory fees, if any, will be reimbursed to the contractor on production of documentary evidences/official money receipts.

19.0 SPECIAL SPECIFICATIONS

a) Before fixing all switches, fittings etc. these should be produced before Engineer-in—Charge and get approved.

b) All metal switch boards and switch/regulator boxes to be used in work shall be painted with two coats of anti rust primer (red oxide paint) prior to erection. After erection these shall be again painted with two coats of enamel paint of approved quality and shade.

c) Before execution of any portion of conduit work for wiring a neat proper layout should be made out by the contractor and got approved from the Engineer—in—Charge. For this purpose contractor is advised to get acquainted with the layout drawings of the Consultant/Architect/Interior Decoration Contractor.

- d) While laying the conduits for concealed wiring in the ceilings beams/columns walls/ partitions/modular furniture etc, the contractor must ensure that all the inlets and both ends of the conduits are plugged to stop entry of foreign materials so that no difficulty arises during drawing of wires later .
- e) Damage to any fitting during erection and before handing over the installation by contractor shall be set right or replaced by the contractor at his own cost.
- f) Caution Board of proper size wherever required, shall be provided, as per I.E.E. regulations for which no extra payment will be admissible.
- g) Any repairs done to wall etc. should match with the surrounding surface otherwise same will be got done through Building Contractor at the cost of the Electrical Contractor. ‘
- h) Earthing Installation shall be done in the presence of Engineer-in-Charge or his representative.
- i) The installations should not be energized without adequate earthing.
- j) The I.C. switches and Distribution Fuse Boards shall be provided with neat lettering in block letters with paint for identification of the I.C. switches and for the points connected to each fuse way of the D.B's for which no extra payment will be admissible.
- k) Completion Drawings: The contractor shall be required to submit along with Final bill, the under noted drawings on tracing papers, along with three copies of Ammonia print each.

1. Plan (as per structural drawing) of each floor (not less than 1:100 metric scale) showing :

- i) Location of Main Switch Board, Distribution boards (with the circuit numbers controlled by them).
- ii) The runs of mains and sub mains.
- iii) Location of lights, fans, wall sockets, other power consuming devices together with type of fittings and fixtures including circuit numbers. .
- iv) Position of Lightning Conductors and route of running conductor.
- v) Position of Earthing Stations for light and power and Lightning Conductor installation.
- vi) Following informations are to be given on all the drawings :
 - a) Name of work with job no. Accepted Tender No.
 - b) Date of completion
 - c) Name of Place
 - d) Name and Signature of Contractor
 - e) Scale of Drawings.

2.Schematic lines layout diagram of each floor showing (i) Layout and connections of Main and Sub-board, B.D.B. having descriptions of the size, capacity, type and their numbers, the system and the source of Supply, (ii) Location, Size, Type, length of main and sub main cables (iii) Loading of each B.D.B. indication of phases, Departmental mark on each B.D.B and switchgear.

The drawings shall be very neatly drawn and submitted properly without folding them.

3. Cable route should be marked on site plan with measurements from permanent structures.

XI. LIST OF APPROVED MAKE & MANUFACTURERS FOR CIVIL & INTERIOR FURNISHING WORKS

The Contractor shall quote for the best of the materials as specified below with ISI mark wherever applicable. The Contractor shall obtain prior approval from the Employer/Architects before placing order for the specific

materials agencies. In case of non-availability of any of the approved/specified materials/Agency, during the execution of the work, the Employers/Architects may approve suitable equivalent brand/Agency and his decision shall be final and binding on the Contractor and the price variations, if any, shall be adjusted accordingly.

SL.	MATERIAL	BRAND/MANUFACTURER
1	BWR /BWP PLY & BLOCK BOARD	CENTURY/SYLVAN CONFORMING TO IS:303
2.	LAMINATE	GREENLAM, CENTURY, MERINO
3.	DRY WALL PARTITION	GYPROC HABITO
4.	DRAWER/ CABINET LOCKS, DRAWER SLIDES,AUTO HINGES, KEY BOARD TRAYS, CABINET HANDLES ETC	INNOFIT SYSTEMS, HETTICH, GODREJ, HAFFLE, DORMA
5.	WOOD FOR LIPPING & MOULDING BEAD	TEAK WOOD, SAAL WOOD
6.	WOOD FOR FRAME WORK	MALAYSIAN SAL
7.	DOOR LOCKS, NIGHT LATCH FOR CASH COUNTERS	GODREJ, HAFFLE, DORMA
8.	DOOR CLOSER	GODREJ, HAFFLE
9.	DOOR STOPPER & FLOOR SPRING	DORMA
10.	CERAMIC TILE	ORIENT BELL, KAJARIA, JOHNSON, NITCO,
11.	TILE FIXING ADHESIVE	SIKKA TILOFIX, LATICRETE – L 290,
12.	G.I.PIPE, STEEL REINFORCEMENTS	TATA MEDIUM/TATASTEEL
13.	SANITARYWARE & FIXTURES	JAQUAR, HINDWARE. CERA
14.	GLASS	MODIFLOAT, SAINT GOBAIN
15.	CEMENT	LAFARGE, AMBUJA, ACC, ULTRATECH
16.	DISTEMPER PAINT	ICI, BERGER, ASIAN, NEROLAC
17.	WOOD ADHESIVE	FEVICOL, ROYAL BOND
18.	P.V.C FLOORING	ARMSTRONG & EQUIVALENT
19.	WHITE CEMENT PUTTY	BIRLA WHITE/ J.K. WHITE

XII. LIST OF APPROVED MAKE & MANUFACTURERS FOR ELECTRICAL WORKS

The Contractor shall quote for the best of the materials as specified below with ISI mark wherever applicable.

The Contractor shall obtain prior approval from the Employer/Architects before placing order for the specific materials agencies. In case of non-availability of any of the approved/specified

materials/Agency, during the execution of the work, the Employers/Architects may approve suitable equivalent brand/Agency and his decision shall be final and binding on the Contractor and the price variations, if any, shall be adjusted accordingly.

Materials of below make used shall be of of latest series and not of old series . The material shall be procured from authorised manufacturers/ dealers and test certificates to be submitted by the contractor

Sl. No.	Description	Make (s)
1)	1.1 KV grade PVC insulated armoured Aluminium / Cu. Cable (ISI marked)	FINOLEX / POLYCAB / CCI / NICCO
2)	PVC insulated and Sheathed Copper FRLS Wire and Flexible Cords	FINOLEX / RR KABEL/HAVELL
3)	Switch fuse with re-wireable fuses (6A and 32A DP and TPN)	STANDARD / HAVELLS / HPL
4)	MCB Distribution Board	MDS / MERLIN GERIN / ABB /
5)	Miniature Circuit Breaker / MCB type Isolator	MDS LEGRAND / MERLIN GERIN / ABB /
6)	16/6 Amp Piano Key type switch / flushed type plug socket	LEGRAND / M.K of latest series
7)	G. I. Pipe (ISI)	TATA / JINDAL
8)	HEAVY DUTY PVC Conduit	PRECISION / AKG
9)	Luminaries	PHILIPS / WIPRO OR ANY REPUTED BRAND APPROVED BY BANK
10)	Telephone Cable / Wire	BONTON / DELTON / NETCO
11)	A. C. Machine Starter	L & T / NORTH WEST
12)	MCCB	MERLIN GERIN M COMPACT /SCHENEDER/SIEMENS/L & T
13)	MCB + Socket	SSKGARO / STANDARD PCE / CROMPTON SCAM / SIEMENS.
14)	B.E.M.S. Conduits & ISI	BEC / NIC
15)	Modular switch with all accessories, socket.	MK / MDS / ABB
16)	16A Switch socket (For Kitchen)	MDS / MERLIN GERIN
17)	Cat 6 Cable	Finolex, Lucent, D-link, Molex
18)	RJ45, Front plate, Socket,IO Box	D-link, Lucent, HCL, Amp, Molex
19)	25mm dia PVC rigid conduit	Precession, A.K.G