

यूको बैंक
(भारत सरकार का उपक्रम)



UCO BANK

(A Govt. of India Undertaking)

सम्मान आपके विश्वास का

Honours Your Trust

**UCO BANK, ZONAL OFFICE
CUTTACK**

**TENDER DOCUMENT FOR
INTERIOR FURNISHING WORK
FOR UCO BANK COLLEGE SQUARE BRANCH**

CONSULTANT

**CURVES ARCHITECTURE
PLOT NO: - 33, BANKER'S ENCLAVE
PRACHI VIHAR, PALASUNI,
BHUBANESWAR, 751007, ODISHA
Ph.0674-2580833 Mobile.-9438562471**

NOTICE OF INVITATION TO TENDER

Sealed tenders on item rate/percentage over estimated cost basis are invited from empanelled interior contractors having sound technical and financial capacity for **Interior Furnishing work for COLLEGE SQUARE BRANCH, CUTTACK REGION, UCO BANK**. Tender documents may be collected from the Bank against payment of **Rs 1000.00 (Rupees One Thousand only)** by A/C demand draft drawn in favour of UCO BANK, Cuttack (non-refundable).

Parties who have not executed one or two works of similar nature, each costing not less than 40% / 50% of the estimated cost satisfactorily during the last two to three years and do not have any office/site or presence in and around the town or district /state in which the project is located need not respond.

Earnest money	:	Rs.2000.00 by A/C demand draft drawn in favour of UCO BANK,Cuttack.
Time of completion	:	30 days
Tender paper sale date	:	15.11.25 to 25.11.25
Time and date of Submission of tender	:	before 16.00 hrs on 25.11.25 as per instruction tender documents
Time and date of Opening of tender	:	at 17.00 hrs on 25.11.25

The bank will not be bound to accept the lowest tender and reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever.

CUTTACK, ZONAL OFFICE
UCO BANK,
3RD FLOOR
AT BHUBANESWAR

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenders are hereby invited on behalf of UCO BANK, CUTTACK, ZONAL OFFICE, BHUBANESWAR, for Interior Furnishing work of **UCO BANK, COLLEGE SQUARE BRANCH AT CUTTACK REGION**. Contract documents consisting of the plans complete specifications, the schedule of quantities of the various class of work to be done, and the set of conditions of contract to be complied with by the persons whose tenders may be accepted, and which will also be found in the form of tenders, can be seen at **M/s CURVES ARCHITECTURE, PLOT NO-33,BANKER'S ENCLAVE, PRACHI VIHAR,PALASUNI,BHUBANESWAR AND UCO BANK,CUTTACK, ZONAL OFFICE, AT BHUBANESWAR**, between the hours of **10.30A.M to 1.00P.M.** From **15.11.25 to 25.11.25** and every day, except on Sundays and bank holidays.
2. Tenders, which should always be placed in sealed cover with the name of the project written on the envelopes will be received by **Zonal Head, UCO BANK, CUTTACK, ZONAL OFFICE,3RD FLOOR, AT BHUBANESWAR**, up to 16.00 hrs on **25.11.2025** and will be opened in his office on **25.11.2025** at **17.00** hrs.
3. The time allowed for the carrying out of the work will be 15 days from the day after the date of written orders to commence work.
4. The contractors should quote in figures as well as in words the rate, and amount tendered by them the amount for each item should be worked out and the requisite totals given.
5. When a contractor signs a tender in an Indian language the percentage above or below and the tendered amount and the total amount tendered should also be written in the same language in the case of illiterate contractors the rates or the amounts tendered should be attested by a witness.
6. Issue of tender form will be stopped one day before the date fixed for the opening of tenders.
7. Earnest money, amounting to **Rs.2000.00** in the form of bank draft drawn in favor of **UCO BANK, CUTTACK** must accompany each tender and each tender is to be in a sealed cover super scribed tender for **Interior Furnishing work for COLLEGE SQUARE BRANCH**, and addressed to the **Cuttack, Zonal office, UCO Bank,3rd Floor, at Bhubaneswar**.
8. The contractor, whose tender is accepted, will be required to furnish by way of security deposit for the due fulfillment of his contract, such sum as will amount to 10.00% of the work order.

The EMD of the contractor, whose tender is accepted, shall be forfeited in full in case he does not remit the Initial security deposit within the stipulated period or start in the work by the stipulated date mentioned in the award letter.
9. The acceptance of a tender will rest with the **Zonal Head, UCO Bank, Cuttack, Zonal office,3rd floor at Bhubaneswar** Which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

The bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
11. All rates shall be quoted on the proper form of the tender alone.
12. An item rate tender containing percentage below/ above all is summarily rejected. However, where a tender voluntarily offers a rebate for payment within a stipulated period, this may be considered.

13. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer/Architects shall be communicated to the Employer.
14. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words "Rs." Should be written before the figure of rupees and words "P" after the decimal figures, e.g. Rs. 2.15p and in case of words, the word "Rupees" should precede and the word "Paisa" should be written at the end, unless the rate is in wholerupees and followed by the words, "only", it should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word "only" should be written closely following the amount and it should not be written in the next line.
15. The bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tender shall be bound to perform the same at the rate quoted.
16. All taxes including Sales Tax or any other tax on material or on finished works like works contract tax, Turn over Tax, etc. in respect of this contract shall be payable by the contractor and the bank will not entertain any claim whatsoever in this respect.
This particular aspect should be mentioned in the tender
17. The contractor shall give a list of his relatives working with bank along with their designations and addresses
18. No employee of the bank is allowed to work as a contractor for a period of two years of his retirement from Bank service, without the previous permission of the Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found to be worked as a bank employee within two years of the contract and he has not taken permission from the bank to do so.
19. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
20. It will be obligatory on the part of the tendered to tender and sign and tender documents for all the components parts and that, after the work is award, he will have to enter into an agreement for each component with the Competent Authority in the Bank.
21. The tendered, apart from being a competent contractor must associate himself with agencies of the appropriate class who are eligible to tender for (1) Electrical (ii) Sanitary and Water Supply installations and (iii) Horticulture.
22. The quantity of work can be reduced or increased depending upon the requirement before/during the commencement of the work

UCO BANK
Cuttack, Zonal office
Bhubaneswar.

OFFER LETTER

The Dy. General Manager,
UCO BANK,
Zonal office
CUTTACK

Name of work: "INTERIOR FURNISHING WORK OF UCO BANK, COLLEGE SQUARE BRANCH.

Dear Sir,

I/We have read and examined the Notice Inviting the Tender (NIT), Offer Letter, General rules & Instructions to tenderers, General conditions of tender, Special conditions, Appendices, Schedule of quantities, drawings, and all other documents referred to in this Documents and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Employer within the time specified at the rates specified in the attached Priced Schedule of quantities viz., schedule of quantities and in accordance in all respects with the tender documents and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **90 days** from the due date of submission thereof and undertake not to make any modifications in its terms and conditions. A sum of Rs.....is hereby forwarded as earnest money in form of Demand Draft of. (Name of the issuing Schedule Bank) bearing no. and date

In the event of the acceptance of my tender , I agree that the earnest money shall be retained by Employer towards security deposit to execute all the works referred to in the tender documents as per the terms and conditions contained or referred to therein.

I/We agree that should I/We fail to deposit the full amount of Initial security deposit and/or fail to commence the work specified **and/or** execute the agreement **and/or** execute the Indemnity bond and/ or submit the Insurance as per the above tender documents, an amount equal to the amount of the earnest money deposit mentioned tender documents shall be absolutely forfeited to the Employer and the same may at the option of the Employer be recovered without prejudice to any other right or remedy available in law, out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We hereby declare that I/We treat these tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am /are authorized to communicate the same or use the information in any manner prejudiced to the safety of the State / the Employer.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

Shri _____, Partner / Proprietor / Authorized representative of the Company, is the person authorized to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Dated the:day of 2025

Signature of Contractor

Witness:

Name & Address:

Full Postal Address including
Pin Code No. & Telephone No.

1).

2).

LIST OF MATERIALS OF APPROVED BRAND OF FURNISHING JOB

a.	Locks	:	Godrej / Doorset
b.	Hardwares	:	Eari-Behiri/Arises/Httich/Harsson /EBCO/Efficient Gadgets/Equivalent
c.	Smoke Mirror/Glass	:	Modiguard , Saint Govin
d.	Door closer/Floor Springs	:	Godrej/Hardwyn
e.	Paints	:	Asian Paintsno-7882/ Berger no- 3P0051/ICI/
f.	Nails, Screws etc.	:	Nettle Fold or equivalent
g.	Aluminium Sections/Grills	:	Jindal/Indal /OEL/ AlumuliteEverest
h.	Floor Spring	:	Godreg/ Dorma
i.	False ceiling	:	Indian Gypsum Ltd /Lafrage
j.	Adhesive	:	Fevicol SH/ Jeevanjor
k.	Blinds	:	Levior/Lauflex/MAC/Annams
l.	Ply (BWR- Grade)	:	Green/ Alishan
m.	Laminates (1.0 mm th.)	:	Green/Archidlam
n.	Veener	:	Green/mayor
o.	Grid ceiling board 2'x2'	:	Armstrong (rh:99)
p.	Magnetic board	:	White mark/alkon
q.	Laminate floor		Armstrong

BOQ FOR INTERIOR DECORATION & FURNISHING WORK OF UCO BANK COLLAGE SQUARE BRANCH.

Sl.No	Particulars	Unit	Quantity	Rate	Amount
A	INTERIOR FURNISHING WORK				
1	Repairing of Gypsum Celing: Providing and fixing Suspended false ceiling to Manger's cabin and hall with standard G.I./Aluminium Suspended frame as per manufacture's specification with 12mm thick Gypsum boards including necessary cornice and boarders and concealed lighting system including one coat wall putty of (Birla/jk) as leveller and 2 coats plastics emulsion paint over a coat of primer..(Only the plan area will be measured for payment. No extra payment will be made for cutouts, grooves,mouldings etc.)	sft	1504.00		
2	Wall Paint work: Wall paint with POP & putty.Sand papering,cleaning the surface,applying primer with lambi putty/pop punning to full surface in 3 layers,thereafter applying 3 coats of paint of approved shade & color on walls.roller to be applied on all surface etc complete.jobs to include proper covering of furnitures so as to avoid damage.	sft	3460.00		
	Total				