

**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 KHUNTUNI HAT BRANCH**

**CONSULTANT**

**CURVES ARCHITECTURE  
PLOT NO: - 33, BANKER'S ENCLAVE  
PRACHI VIHAR, PALASUNI,  
BHUBANESWAR, 751007, ODISHA  
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## **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 KHUNTUNI HAT 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.

<b>Earnest money</b>	:	<b>Rs.6000.00</b> by A/C demand draft drawn in favour of UCO BANK,Cuttack.
<b>Time of completion</b>	:	<b>30 days</b>
<b>Tender paper sale date</b>	:	<b>27.11.25 to 11.12.25</b>
<b>Time and date of Submission of tender</b>	:	<b>before 16.00 hrs on 11.12.25 as per instruction tender documents</b>
<b>Time and date of Opening of tender</b>	:	<b>at 17.00 hrs on 11.12.25</b>

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

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## 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, KHUNTUNIHA T 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 4.00P.M.** From **27.11.25 to 11.12.25** 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,3<sup>RD</sup> FLOOR, AT BHUBANESWAR**, up to **16.00** hrs on **11.12.2025** and will be opened in his office on **11.12.2025** 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 from will be stopped one day before the date fixed for the opening of tenders.
7. Earnest money, amounting to **Rs.6000.00** 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 KHUNTUNIHA T BRANCH**, and addressed to the **Cuttack,Zonal Office, UCO Bank,3<sup>rd</sup> 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, 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  
At-Bhubaneswar

## OFFER LETTER

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

**Name of work: "INTERIOR FURNISHING WORK OF UCO BANK, KHUNTUNI HAT 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/Httpch/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/Century/Archid
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 RENOVATION OF INTERIOR DECORATION & FURNISHING WORK OF UCO BANK**  
**KUNTUNIHAT BRANCH**

Sl.No	Particulars	Unit	Quantity	Rate	Amount
<b>A</b>	<b>INTERIOR FURNISHING WORK</b>				
1	<p><b>Bank Counter:</b> Providing, fabricating and fixing in position Cash counters as per Layout Plan for both clerks and cashiers as per design and specifications. All faces of the counters, top, bottom, sides except writing table shall be of 19mm thick commercial ply Boards of approved brand, table top shall be of 25mm thick commercial ply Boards of any approved make. All external faces shall be finished with 1mm thick Laminate of approved quality and make all board edges finished with T.W beading. Clerk counter unit shall be provided with a storage cabinet and drawer out of 19mm thick commercial ply Boards and cashier's counter shall have two drawers and cabinet as per design. All drawers shall be prepared of 19mm commercial ply Boards and finished with 1mm Laminates on front side and <b>the inner surface is finished with 0.7mm th. inner mica</b> including T.W. Beading. The drawers and shutters shall be provided with Godrej locks and knobs.</p> <p>Each counter unit shall be provided with one pullout computer keyboard of suitable size, laminated on both sides and T.W. beading on edges and fixing with necessary roller fittings</p> <p>All unlaminated surfaces shall be painted with two coat synthetic enamel paint over a coat of wood primer or polished as per requirement.</p> <p>Aluminium jally to be provided in top of the each cash counters which will be covered the ceiling of cash counters.</p>				
	<b>Ø High Level Cash Counters</b>	Rft	5.00		
	<b>Ø Low Level Cash Counters/Front office counter</b>	Rft	9.00		
2	<p><b>Full Ht: Glazed/Semiglazed/Solid:-</b> Providing and fixing wooden double skinned partition, partly glazed and partly panelled, or solid as per Design drawing and specifications on cash cabins, managers cabins, general counters, Work stations and Glazed partitions on counters top and any other areas as shown in the Layout Plan. The frame shall be 2"x2' (horizontally and vertically) comprising of 2"x1 ½" heavy glazed aluminium section and/or as per frame work shown in the drawings covered with 9mm thick commercial ply Boards of approved make and finished with 1mm thick Laminates of approved shades and the panel shall be as per Design and direction. For Glazed portion 8mm thick plain glass with boarder and decorative design itching as per design and direction shall be provided including decorative /plain beading. The glass partition above general /ledger counter shall be of 8mm thick plain glass with boarder and decorative design itching as per design and direction with 2"x1 ½" heavy glazed aluminium section at each counter unit and with decorative moulded heads including necessary</p>	sft	280.00		



	wooden beading, painting and polishing. Matching to existing partition & as directed by the architect.				
3	<b>Low ht. Partition:Glazed/Semi Glazed/Solid:</b> Providing and fixing in position partly glazed 4'-6" HT. Partition work as per drawing ,in frame work at 2"x2' grind (horizontally and vertically) comprising of 2"x1 ½" hevy gazed almunium section and/or as per frame work shown in the drawings with 6 mm plywood on both sides finished with 1 mm thick laminates of approved shade and colour as shown in drawings. Item to include 12 mm thick glass with etching and frosting as per design and fitted with SS finished patch panel and 2"x2" T.W. member for door sides and glass sides and T.W. door frame to take 12 mm thick glass with etching and frosting.All exposed T.W. surfaces to be finished in melamine polish of matching laminate colour as directed including all necessary Stainless Steel finish fittings/hardware and wood preservative paint etc. as per list of approved material and as approved by the Project Consultant/Bank complete in all respects.	sft	90.00		
4	<b>Doors :semi glazed/solid:</b> Providing & fabricating fixing door shutter with 28mm x 75mm height & 28mm x 75mm, 28 mmx 60mm, 28mm x80mm rails respectively by using Giringa/ Kasi wood of well seasoned with necessary wood joining, planning, polishing etc., as per drawing matching the aligned partition . The shutter will have part glazed 8mm thk float glass side beveled , high polished with body itching of st globain & part solid one covered with 6mm commercial ply Boards , both sides covered with 1 mm tk laminate of approved shade with necessary WB wood beading etc mat polished with melamine polish of asian / ici , complete to match the aligned partition elevations designs, the rates are inclusive of cost of necessary hinges, handles,cylindrical locks, aldrops etc., all labour, materials, taxes, leads & lift to the place of work executed to the satisfaction of the Architect.	sft	63.00		
5	Providing and fixing Godrej <b>Night latches</b> to cash cabins and finished smooth.	no	1.00		
6	<b>Wall Panelling:</b> Providing and fixing wall panelling to columns in the halls with 2"x1 ½" hevy gazed almunium section (approx) fixed to wall treated with ant termite treatment, covered with 9mm commercial ply Boards and finished with 1mm thick laminates as per design and direction.	sft	260.00		
7	Providing and fixing Godrej make over head <b>door closers</b> to manager's chamber door & cash counter door with necessary fixtures and fittings etc.	no	3.00		
8	<b>LED Logo:</b> Providing,fitting & fixing LED Logo with letter size required for the work and complete in all respect as directed by Engineer-in-charge.	Nos	8.00		
9	<b>Floor spring :</b> Providing & fixing Godrej make heavtduty floor spring in entrance door with necessary fixtures and fittings etc.	nos	1.00		

10	<b>Gypsum Ceiling:</b> 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	425.50		
11	<b>Suspended grid ceiling - Armstrong Group ceiling:</b> Providing / Fixing in true horizontal level 600mm x 600mm suspended ceiling system manufactured by M/s Armstrong World Industries using hot dipped galvanized steel section, exposed surface with pre coated capping, main tee of size 24 x 32mm at every 1200mm c/c maximum and rotary stitched cross tee of size 24 x 27mm at every 600 mm c/c and sub cross tee of size 24 x 25mm at 1200mm c/c and wall angle of size 19 x 19mm fixed to the periphery of the wall. The above grid is suspended at every 1200mm c/c in both directions using 2.0mm thick prestraightened GI wire laying DUNE PRIMA Board edge ceiling tiles manufactured by M/s Armstrong World Industries, having RH99, NRC of 0.70 and size 600mm x 600mm x 18mm and having pearlr finish over the formed grid complete.cost to be includ all cutouts for light fixture smoke detector etc.	sft	416.00		
12	Providing and fixing <b>notice board</b> with 19mm commercial ply Boards of approved make,back of size 3'-0"x4'-0" fixed to wall with necessary brackets and finished with fabric matching with colour and above board edges shall be finished T.W. beading & cover provision provided.	no	1.00		
13	Providing and fixing customer's <b>writing shelf</b> with 19mm commercial ply Boards of size 1'3"x4'-0" fixed to wall with necessary brackets and finished with 1mm thick laminate of matching colour and above board necessary pockets/shelves of suitable size to be provided to keep the vouchers and edges shall be finished T.W. beading.	no	1.00		
14	<b>Front Entrance Door ( 12 mm Toughend glass ):</b> Providing and fixing fully glazed anodised aluminium section of approved size at entrance and other areas with necessary floor spring arrangement as per design and direction etc. Complete including Bank's Monograms of suitable size itching patten n as per direction. The thickness of glass shall be of 12mm thick Toughend glass.	sft	40.00		

15	<b>Workstation Table:</b> Providing and fixing work station table along with side racks made of 19mm commercial ply Boards and finished with 1mm Laminates on front side and <b>the inner surface is finished with 0.7mm th. inner mica</b> including T.W. Beadingcommercial ply The table top shall be as per under mentioned dimensions and the side racks shall be of 1'3"x2'9"top having all necessary arrangements for keeping the computer,,accessories,like CPU,printer, ,key, board, monitors etc.Part of the rack shall be provided with pull out drawer with locking arrangement .All exposed surfaces shall be finished with wooden round beading and finished with wooden round beading and finished with melamine polish etc.complete. 1)Workstation top size2'6"x4'6"	no.	4.00		
16	<b>Vertical Blinds:</b> Providing and fixing venetian Blinds to window, vertical type (4" width) MAC/VISTA make including necessary mechanical system as available colour to match the room decor.	sft	80.00		
17	<b>Manger Table:</b> Providing and making Managers; table size of 5'6"x3'0"x2'6" ht. With 19mm commercial ply Boards and finished with 1mm Laminates on front side and <b>the inner surface is finished with 0.7mm th. inner mica</b> including T.W. Beadingcommercial ply Boards box type as per design with full 12mm thick single glass top .The side rack shall be of 1'-6"x4'x6' drawers as design finished with melamine polish.1.5mm thick laminates of approved colour including necessary T.W. beading and handles and lock shall be of best quality Godrej make for keeping the computer,,accessories,like CPU,printer, ,key, board, etc. Complete.	no.	1.00		
18	<b>Low height /full ht.Storage OR over head storage:</b> Providing and fixing of low height OR over head(2'-6" & 4'-6" or full ht. as per design) storage cabinate having 450mm/750 mm as per instruction of architect. depth of made out of 19mm th. block board .The exposed surface is to finished with 1.0mm th.laminates <b>and the inner surface is finished with 0.7mm th. inner mica</b> as per design of approved shade are to be finished with as per design The work should be completed including fittings like handles,locks etc completely &according to drawing and design including all labour and materials.	sft	160.00		
19	<b>Facade Front Entrance Door:</b> Providing and fixing in position Aluminium composite panel boxing with PVDF coating & LDPE core laminated Eurobond / Altobond/ Alukbond Exterior Grade 4 mm thick with composite of (0.5 mm – 3 mm – 0.5 mm) including fabrication for the same with aluminium sections, required hardware, silicon sealant (Dow corning 789) masking tape, necessary scaffolding etc. as detailed in drawing complete in all respects.	sft	56.00		

20	<b>Chq.Drop Box &amp; suggestion Box:</b> Supplying and erecting cheque drop box (overall size 450 mm x 300 mm x 750 mm) made. of 19mm thick phenol formaldehyde bonded plyboard and the curved portion at top made out of 90 mm x 90 mm C.Pteak wood section. A slit opening of 10 mm x 150 mm is to be provided at the top of the box. An openable shutter of 259 mm x 262 mm size made of 19 mm thick phenol formaldehyde bonded block board is to be provided at 1.50 mm above finished floor level. All the exposed timber surfaces including. all free edges are to be finished with 1 mm thick laminate sheet of combination shade .Inner faces of block board surfaces are to be finished with minimum two coats of synthetic enamel. paint of approved shade and quality over a coat of approved primer.Rate .to include cost of necessary hardware fittings e.g. brass hinges, lock, knob etc. of approved.designand quality.	no	2.00		
21	<b>Challan / Card holder:</b> Providing and fixing card holder as per drawing and direction of architect with 19mm ply and 8mm th. Coloured beveled and polished glass. The size of the card holder will be 1'-3"x2'-0" fixed in wall . The work include all labour and materials.	no	1.00		
22	<b>Wall Paint work:</b> 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	2950.00		
23	<b>Electrical Panel Board Cover:</b> Providing and fixing of electrical panel board cover made up of 19mm ply with two shutter at the front having T.W luvors as per drawing and design, it also have furnished with locking arrangement. The exposed surface is finished with 1mm. Th. Laminates and inner surface is finished with two coats of plastic emulsion paint over one coat of primer . The work should be completed including all hardware, material and labour.	sft	28.00		
24	<b>Enamel paint -:</b> Providing and painting two coats of enamel paint of approved shade and colour over one coat of red oxide primer with all cost of materials and labour.	Sft	160.00		
	<b>Total</b>				