

**Uco Bank**  
**(Indore Zone),**  
**(2<sup>ND</sup> Floor , 380 Saket , Indore , pin 452018)**

**TENDER DOCUMENT**

**TENDER NO: UCO//GAD/ZONAL OFFICE INDORE / 2025-26**

**NAME OF WORK: - INTERIOR FURNISHING , ELECTRIFICATION &  
AIRCONDITIONING WORK OF GULANA BR. DISST. SHAJAPUR**

**Name of Contractor:** \_\_\_\_\_

**Address of the Contractor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Issue: 12.09.2025**

**Last date of submission: 22.09.2025**

S.No.	Description of work	Amount
1	Tender cost of Interior furnishing item of premises	
2	Tender cost of electrification & Data cabling work of premises	
3	Tender cost of Air-conditioning work of premises	
	Tender cost of Total work	

Rs. In words :-

# VOLUME I - TECHNICAL BID

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## A NOTICE INVITING TENDER

1. Sealed tenders on item rate basis are hereby invited from empanelled contractors only to execute the “Electric and Interior Furnishing of GULANA BR. DISTT. SHAJAPUR premises”.
2. Tender copies are being sent through valid email of the empaneled contractors and on Bank website.
3. The late tenders shall be rejected including postal / courier delays.
4. Tender Specifications dully filled-in, signed and sealed should be addressed & submitted to Zonal Manager, Indore Zone, Second Floor , 380, Saket Indore , 452018.
5. The last date of submission of tender shall be 22.09.2025 (up to 05:00 PM).
6. **BANK** reserves the right to reject or accept any one, or reject all tenders without assigning any reasons whatsoever.
7. E.M.D. of Rs.**5000/-** shall be submitted in the form of DD drawn on Nationalized bank in favor of “Uco Bank” payable **at Indore** & shall be submitted in separate envelope as per directions.
8. The contractors while submitting the sealed tender shall enclosed DD of Rs **1000** /- as tender fees in favor of “Uco Bank” payable at Indore in envelope of Technical bid along with EMD.
9. The Earnest Money Deposit will be forfeited in the event of any evasion, refusal or delay on the part of the Contractor to sign and execute the Contract on acceptance of his tender. The Earnest Money Deposit will be refunded to the Contractors whose tenders are not accepted.

### NOTES:-

10. All the rates quoted in the tender shall be inclusive of all transportation charges, wastage etc. but exclusive of GST; and shall remain firm till the completion of Work. No escalation of prices will be payable for what-so-ever reasons.
11. The Contractor whose tender has been accepted shall submit the stamp paper of required value for entering into agreement within (07) seven days of the intimation of acceptance of tender.
12. The earnest money will be returned to the unsuccessful Contractor within a reasonably short period. If the Contractor, after intimation to him, fails to collect his earnest money deposit within 01 years of date of intimation, the amount will be automatically forfeited.
13. No additions or alterations shall be made in the Drawings, the Specifications, Schedule of Quantities, the conditions of contract and the tender by the Contractor and, if made, such tender is liable to be rejected. In case of the successful tender, any such additions and alterations made by the Contractor will be treated as null and void. Conditional tenders will be summarily rejected.
14. The tenders shall be valid for a period not less than 90 days after the date of opening of the Price Bid.
15. The agency shall visit/examine the site prior appointment and submit duly filled & signed Tender document.
16. This tender document is not transferable. Only the bidder, who purchased this tender is entitled to quote.

17. The Contractor shall attach copy of GST registration number.

18. The Contractor shall attach copy of agency/company RTGS details

19. This tender Notice shall form part of the Contract.

20. This tender notice shall form part of the contract.

**21. The tender to be submitted, as three envelopes duly sealed and super scribed as-**

**i. ENVELOPE NO. 1 – Technical Bid (Volume I)**

It should contain all the sections as mentioned in the Index

**iii ENVELOPE NO. 2 – Price Bid (Volume II)**

It should contain Priced Bill of Quantities only.

(Tenderer shall sign and stamp all the pages of tender documents at the lower right-hand corner by the tenderer. All corrections should be initialed in the Commercial Bid. The rates and amount in the commercial bid shall be in typed form. The handwritten filled commercial bid will be summarily rejected.)

**22. PROCEDURE FOR SUBMITTING TENDERS: -**

- i. All drawings & tender papers should be duly signed.
- ii. Both the envelopes should be super scribed with envelope no., type of bid & subject with name of work.
- iii. Envelope 1 (Technical bid) will be opened if above said all the signed and stamped documents along with DD for EMD and tender fees are enclosed than only price bid will be opened.

Envelope -2 (Price Bid) will be opened only qualified bidder.

Thanking you,

Yours truly,

Dy. Zonal Manager  
Indore Zone

## **B.FORM OF TENDER**

THE ZONAL MANAGER  
UCO BANK, Zonal office,  
Second Floor , ,  
380, Saket Indore , 452018

Dear Sir

### **Interior Furnishing, Electrification work & Air conditioning work of GULANA BR.**

With reference to the tender invited by UCO Bank for the captioned subject work:

- 1.I / We the undersigned have carefully gone through tender documents comprising of the tender form, Notice of Tender, Scope of work, Specifications, terms and conditions etc. & BOQ and clearly understood the scope of work after visiting the site,.
- 2.I/We hereby offer to execute the works specified in the said Memorandum within the time specified, at the rates mentioned in the financial/ BOQ and in accordance with all respects of the tender and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.
- 3.I / we do here by undertake to execute and complete the whole or part of the work (as desired by you) at the respective rates quoted considering the work has to be executed after office hours and on holidays and Sundays.
4. I/We have deposited as earnest money an amount of **Rs. 5000/- & Tender fees of Rs 1000/-** by D.D. No. \_\_\_\_\_ & \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_ bank in your favour of "UCO Bank" **payable at Indore** (to be handed over along with tender documents), which amount is not to bear any interest.
- 5.I/We do hereby agree that EMD sum shall be forfeited, in the event of accepting my/our tender & I/We fail to start the work under the Contract , fail to respond to the issued work order within stipulated time period & execute the Contract documents, when call upon to do so.
- 6.I / we further agree to complete the work included in the said schedule of quantities within **21 days** from the date of commencement. Date of commencement shall be either one-week from the date, the acceptance letter is issued to the contractor or day on which the contractor is instructed to take possession of site, whichever is earlier.
- 7.I / We agree to pay Government, GST, General and Sales Tax (State and Central), Excise etc. for insurance and all other taxes including works contract extra, turnover tax etc. as prevailing from time to time, on such items for whom same is to be levies, and the rates quoted by me / us are inclusive of the same.

## MEMORANDUM”

**Description of work:** Tender for Civil works and Interior Furnishing of **Zonal office premises** .

**Time allowed for completion:** **21 days** from the date of commencement which shall be either one-week, from the date of issue of work order to the Contractor or day on which the Contractor will take possession of site whichever is earlier.

We understand that the time for completion shown above shall be reckoned from the date of commencement of the work.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the term and conditions of the tender annexed hereto so far as they may be applicable or in default thereof, to forfeit the EMD and pay to the Uco Bank, the amount mentioned in the said tender conditions.

**Our Bankers are:**

i)

**The names of partners of our firm are:**

i)

**Name of the partner of the firm**

**Authorized to sign:**

**OR**

**Name or person having Power of Attorney to sign the contract**

(Certified copy of the Power of

Attorney should be attached):

Yours faithfully,

Signature of Tenderer

Stamp

### **C: APPENDIX: TIME SCHEDULE**

1	Period of Completion	21 (Twenty One ) days including holidays, Sundays
2	Defects Liability Period (DLP)	12 (Twelve) months from the date of Completion of work
3	Date of Commencement	As per the work order
4	Liquidated Damages for Delay	As per the work order
5	Period of final measurement	7 (Seven) days.
6	Value of work for Interim Certificate(RA bill)	Minimum of Rs. 3 lakhs (Three lakhs )
7	Period of honoring interim Certificate	Total 15 working days. 3 working days for Architect to certify and another 7 working days for Bank to make payment.
8	Period of honoring Final Certificate	15 (Fifteen) working Days.
9	Retention Money	10% of Interim Bill amount subject to the ceiling of the total security deposit
10	Total Security Deposit (Maximum)	10% of total tender amount/contract amount
11	Performance Security Deposit	10 % of value of work to be submitted before commencement of work. The amount will be adjusted with EMD submitted. Same will be refunded after submission of completion certificate by Architect for the work. Contractor may provide valid Performance Bank Guarantee for the same amount or DD in favour of Uco Bank payable <b><u>Indore.</u></b>
12	Earnest Money Deposit	Rs 5000/-
13	Tender validity period	21 days
14	Validity of Rates quoted	Minimum period of 03 months.

**SIGNATURE OF THE CONTRACTOR.**



## **D. INSTRUCTIONS FOR CONTRACTOR**

1. The details of work to be carried out & its scope are given in the specifications & Bill of Quantity, which also indicate a brief description of the project where work is to be executed. The Contractors are advised to study the same carefully before tendering and they shall be deemed to have fully acquainted themselves with the same.
2. The Contractors in their own interest are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders in respect of the site conditions including but not restricting to the following which may influence or affect the work or cost thereof under the contract.
3. Site conditions including access to the site, existing and required roads and other means of transport/communication for use by him in connection with the work.
4. Requirement and availability of land and other facilities for his enabling works, stores and workshops etc.
5. Ground conditions including those bearing upon transportation, disposal, handling and storage of material required for the work or obtained there from.
6. Source and extend of availability of suitable materials including water etc. and labour (skilled and unskilled), required for work and Laws & Regulations governing their use and employment.
7. Geological, meteorological, topographical and other general figures of the site and its surroundings as are pertaining to and needed for the performance of the work.
8. The limit and extent of surface and sub surface water to be encountered during the performance of the work, the requirement of drainage and pumping.
9. The type of equipment and facilities needed preliminary for and in the performance of the work, and for successful completion of work.
10. All other information pertaining to and needed for the work including information as to the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract.
11. The Contractors should note the information, if any, regards to the site and local conditions, as contained in these tender documents has been given merely to assist the Contractors and is not warranted to be complete.
12. The Contractors should note and bear in mind that the BANK shall bear no responsibility for the lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of any knowledge, as aforesaid, on the part of the Contractors shall be at their risk and cost and no charges or claims whatsoever consequent upon the lack of any information, knowledge or understanding shall be entertained or payable by the Bank.
13. Immediately on receipt of the Tender Documents from the Bank, but at least three days prior to the date fixed for opening of envelope no.1 of tender, the Contractor may submit in writing any tender

enquiry on matters where clarifications or additional information is desired. If considered appropriate, the Bank reserves the right to issue addendum(s) / amendment(s) to any condition/ specifications/schedules of all Contractors before the date of submission. Tenders submitted by the tender shall be deemed to cover the effect of such addendum(s)/ amendment(s) issued and such addendum(s)/ amendment(s) duly signed by the Contractors shall be submitted along with the tenders. It shall be part of tender document.

14. The Tender should be submitted in the prescribed form and the same should be signed as laid down here under:
  - a. If the Tender is submitted by an individual, it shall be signed by the Proprietor with his full name and full name of his firm with its current business address.
  - b. If the Tender is submitted by proprietary firm, it shall be signed by the proprietor with his full name and full name of his firm with its current business address.
  - c. If the Tender is submitted by a firm in partnership, it shall be signed for and on behalf of the firm by all the partners of the firm about their full names and current business address, or by a partner holding the power of attorney by the firm for signing the tender, in which case, a certified copy of the partnership deed and current business address of all the partners of the firm shall also accompany the tender.
15. All witnesses and sureties (if any) shall be person of status and their full names, occupations and address shall be stated below their signature. All signatures affixed on each page in the tender will be dated.
16. The Earnest Money deposit without any interest will be returned to the unsuccessful Contractors only after Validity period / award of work.
17. The Contractors should quote for all the items of work as given in Bill of Quantities. The rates shall be written both in words and in figures. Contractor shall also show cost of each item in total of each sub head and the grand total of the whole contract. Corrections, if any shall be made by crossing out initialing dating and rewriting.
18. The acceptance of a tender will rest with the Bank, 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 assignments of any reasons. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete, in any respect are liable to be rejected.
19. All item rates shall be quoted on the proper form of the tender alone.
20. Contractors are strictly prohibited for any voluntary rebate/discount on the total amount quoted in BOQ. The Price Bid shall be filled strictly as per format provided by Bank. Contractor shall not modify/add/delete any of the matter of the tender including Price Bid. Any such aforesaid changes will lead to rejection of bid.
21. On acceptance of tender, the name of the accredited representative (s) of the Contractor who would be responsible for taking instructions from the Bank / Architect shall be communicated to the Bank / Architect.

22. Special care shall be taken to write the rates in figures as well as in words, in such a way that misinterpretation 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. 2.15 P and in case of words, the word Rupees should be precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the words 'only' it should invariably be upto two decimal places. While quoting the rates in the bill of quantities, the word 'only' should be written closely following the amount and it should not be

written in the next line. If rate quoted in words and figures does not match, than the rate quoted in words will only be considered. If there is mathematical error while quoting amount for any item, then amount will be corrected by considering rate quoted. If any mathematical error is noticed in the total of BOQ, then same will be corrected and L1 will be finalized.

23. The Bank does not bind itself to accept the lowest tender but it may accept any tender and reserves to itself the right of accepting the whole or any part of tender and the Contractor shall be bound to perform the same at the rates quoted.
24. The Bank also reserves the right to accept the tender in full or in parts and that the Contractor shall have no claim for revision of rates or other conditions if the tender is accepted in parts.
25. The tender for work shall remain open for acceptance for a period of 90 days from the date of opening of Envelope no. 2 of the tenders. If any, Contractor withdraws his tender before the said period, then the Bank shall be at liberty to forfeit his Earnest Money Deposit. The Earnest Money Deposit of the Contractor whose tender is accepted shall be forfeited in full in case he does not start the work by the stipulated date mentioned in the award letter. In such case, Bank will de-empanel such contractor for pan- India.
26. It will be obligatory on the part of the Contractor to tender and sign the tender documents for all the component parts and that after the work is awarded, he will have to enter into an agreement for each component with the competent authority of Bank.
27. The "Notice Inviting Tender" and this "Instructions for Contractors" shall form part of the Tender Documents.

## E. GENERAL CONDITIONS OF CONTRACT

Except where provided for in the description of the individual Items in the schedule of quantities and in the specification and under the direction of Bank/Architect.

### 1. SCOPE OF WORK

Execution of Interior furnishing , Electrification & Air-conditioning works of **Gulana Br. Distt. Shajapur**, which includes the work as per detailed specification stated in BOQ. ( Price Bid).

### 2. INTERPRETATION

In constructing these conditions, the specifications, the schedule of quantities, quotation and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

### 3. CLIENT/ BANK

The term Client/Bank shall denote UCO Bank, **Indore Zone**, and any of its employee's representatives authorized on their behalf.

### 4. ARCHITECTS

The term Architects shall denote to be the Architect for the purpose of this Contract such person as the Bank shall nominate for the purpose and the same will be conveyed to the Contractor upon successful acceptance of tender.

### 5. CONTRACTOR

The term Contractor shall mean .....  
.....  
.....  
.....  
(Name and Address of the contractor and his/their legal representative, assign and successors.)

### 6. SITE

The site shall mean where the works are to be executed and as shown in layout plan as mentioned in quotation document elsewhere.

### 7. DRAWINGS

- i. The works 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 instructions, which may be given by the Architect, during execution of the work.
- ii. All drawings relating to the contractor together with a copy of schedule of quantities are to be kept at site and the Bank/ Architect shall be given access to such drawings or schedule of quantities whenever necessary.
- iii. In case any detailed drawings/"Farma" are necessary contractor shall prepare detailed drawings/"Farma" and / or dimensional sketches there for have it confirmed by the Bank /Architect prior taking up the work.
- iv. The contractor shall ask in writing for all clarifications on matters occurring drawings, specifications and schedule of quantities or to additional instructions at least 7 working days ahead from the time when it is required for implementation so that the Bank may be able to give decision thereon.

8. "The works" shall mean the work to be executed or done under this contract.

9. "Act of Insolvency" shall mean the presidency town Insolvency Act or in provincial Act or any amending status.

10. "The Bill of Quantities" is schedule of quantities shall mean the bill of quantities as specified and forming part of this contract.
11. "Priced Bill of quantities" shall mean the Bill of quantities duly priced with the accepted quoted rates of the contractors.

12. **SCOPE:**

- i. The work consists of Interior/furnishing in accordance with the "drawings" and bill of quantities. The civil, electrical, sanitary plumbing, Interior/ furnishing works etc, within the scope of this tender. It includes furnishing all materials, labour, tools and management necessary for and incidental to the construction and completion of work during its progress and upon completion, shall confirm to the lines, elevation and grades as shown on the drawings furnished by the Bank / Architect. Should any details essential for efficient completion of the work be omitted from the drawings and specifications it shall be the responsibility of the Contractor to inform the Bank/Architect and to furnish and install such detail with the Bank /Architect's concurrence, so that upon completion of the proposed work the same will be acceptable and ready for use.
- ii. Bank/Architects may in their absolute discretion issue further drawings and /or written instructions, details, directions, and explanations which are hereafter collectively, referred to as "the Bank /Architect's instructions" in regard to:
- iii. The variation or modifications of the design quality or works or the additions or omission or substitution of any work.
- iv. Any discrepancy in the drawings or between the schedule of quantities and/or drawings and/or specification.
- v. The removal from the site of any defective materials brought thereon by the contractor and the substitution of any other material thereof.
- vi. The demolition removal and /or re execution of any work executed by the contractor/s.
- vii. The dismissal from the work of any persons employed thereupon.
- viii. The opening up for inspection covered up.
- ix. The rectification and making good of any defects under clauses herein after mentioned and those arising during the maintenance period (retention period).

13. **CONTRACTOR SHALL VISIT THE SITE**

Intending Contractor shall visit the site and works himself thoroughly acquainted with the local site condition, nature and requirement of the works, facilities of transport conditions, effective labour and materials, access and storage for materials and removal of rubbish. The Contractor shall provide in their quotation for cost of carriage, freight and other charges as also for any special difficulties and including police restrictions for transport etc. for proper execution of the work as indicated in the drawings. The successful Contractor will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of the Bank or the Architect.

14. **Tender document**

- i. The entire set of tender papers issued to the Contractor should be submitted full priced including stamp & signed on all the pages which will indicate the acceptance of tender papers by the Contractor. If any page is not stamp and signed which will indicate non acceptance of terms and conditions and bid will be summarily rejected.
- ii. The schedule of quantities shall be filled in figures and words.
- iii. The "Rate" column to be legible filled in English Figure.
- iv. Amount column to be filled in for each item and the amount for each sub head as detailed in the "Bill of Quantities".
- v. All corrections are to be initiated. (In case of any errors/ omission in the quoted rates,)
- vi. Only one rate should be quoted for each item(s).
- vii. No modifications, writing or corrections can be made in the Price Bid by the Contractor.

- viii. The Bank reserves the right to reject the lowest or any offer and also to discharge any or all offers for each section or to split up and distribute any item of work to any firm or firms, without assigning any reason.
- ix. The Contractor should note that the 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. If called upon by the Bank /Architect, detailed analysis of all the rates shall be submitted by the Contractor. The Bank /Architect shall not be bound to recognize the contractor's analysis.
- x. The works will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contractor.
- xi. All items of work described in the bill of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly related to and reasonably detectable from the drawings, specifications bill of quantities and no further extra charges will be allowed in this connection. In case of lump sum charges in the quotation in respect of any item of works, the payment of such items of work will be made for the actual work done on the basis of lump sum charges as will be assessed to be payable by the Bank /Architect.
- xii. The Bank has power to add to, omit from any work as shown in the drawings or described in specifications or included in the bill of quantities and intimate the same in writing but no addition, omission or variation shall be made by the Contractor without authorization from the Bank. No variation shall vitiate the contract.

#### **15. AGREEMENT**

The successful contractor may be required to sign agreement as may be drawn up to suit local conditions and shall pay for all stamps and legal expenses thereto.

#### **16. PERMITS AND LICENCES**

- i. Permits and licenses for release of materials which are under Government control will be arranged by the contractor. The Bank will render necessary assistance, sign any form or applications that may be necessary.
- ii. It may be clearly understood that no compensation or additional charges can be claimed by the contractor for non-receipt of controlled materials in due time on this account or according to his own requirements.
- iii. The contractor shall at his own cost arrange for storage shed adequate for taking delivery and storing, transporting etc. of all materials including those under government control are to be included by the Contractor in his quoted rates.
- iv. The Bank /Architect shall be indemnified against all Government or legal actions for thefts or misuse of controlled materials in the custody of the contractor.

#### **17. GOVERNMENT AND LOCAL RULES**

The contractor shall confirm to the provisions of all local Bye Laws and Acts relating to the Regulations etc. of the Government and Local Authorities and of any company with whose system the structure is proposed to be connected. The contractor shall give all notice required by said Act, Rules, Regulations and Byelaws etc and pay all fees payable to such authority /authorities for execution of the 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 restorations etc. and shall indemnify the Bank /Architect against such liabilities and shall defend all actions from such claims or liabilities.

**18. TAXES AND DUTIES**

The Contractor must include in their quotation prices quoted for all duties, royalties etc. but only GST should be charged separately as applicable. No extra claim on this account will, in any case, be entertained.

**19. OTHER PERSONS ENGAGED BY THE BANK**

The Bank reserves the right to execute any part of work included in this contract or any work which is not included in this contract by other agency or persons and contractor shall all responsible facilities for the execution of such work. The main contractor shall extend all cooperation in this regard.

**20. RETENTION MONEY/ SECURITY DEPOSIT**

- i. Retention money shall be deducted from progressive running bill of the gross value of each running bill. The total security deposit will be retained money for the defect liability period.
- ii. The retention money i.e. the total security deposit will be refunded to the contractor 15 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 conditions of contract. No interest is allowed on retention money. If contractor doesn't shows willingness nor he rectifies the noticed defects then bank may get the said defects rectified from other agencies at risk & cost of the said contractors.

**21. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:**

- i. The contractor shall provide everything necessary for proper execution of the work according to the intent and meaning of the drawing, schedule of quantities and specifications taken together whether the same may or may not be inferred there from and if the contractor finds any discrepancies therein he the Bank shall on no account be responsible for the be expenses incurred by the contractor for hired ground or fresh water obtained from elsewhere.
- ii. The rates quoted against individual items will be inclusive of everything necessary to complete the said items 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 specific items, if any, stipulated in the quotation document.
- iii. The contractor shall supply, fix and maintain at his own cost, for the execution of any work, all tools, tackles machineries and equipments and all the necessary centering, scaffolding staging, planking, timbering, strutting, shoring pumping, fencing, barding, watching, and lighting by night as well as by day required not only for the proper execution and protection of the said work but also for the protection of public and safety of any adjacent roads, streets, walls, house, buildings all other erections, matters, and things and the contractor shall take down and remove any or all such centering, scaffolding, planking, timbering, strutting, shoring etc. as occasion shall be required or when ordered so to do and shall fully reinstate and make good all matters and things disturbed during the execution of works to the satisfaction of the Bank / Architect.
- iv. The contractor shall at all times gives access to works employed by the Bank or any men employed on the building and to provide such parties with proper sufficient and if required, special scaffolding, special hoists and ladders and provide them with water and lighting and leave or make any holes, grooves etc. in any work, where directed by the Bank as may be required to enable such work to lay or fix pipes, electrical writing, special fitting etc. The quoted rates of the Contractor shall include all these above-mentioned contingent works.

22. **TIME OF COMPLETION, EXTENTION OF THE TIME AND PROGRESSIVE CHART**

**TIME OF COMPLETION:** The entire work is to be completed in all respects within stipulated period as specified. The work shall deemed to be commenced within 3 working days from the date issue of work order. **Time is the essence of the contractor and shall be strictly observed by the Contractor.** The work shall not be considered as complete until the bank/ Architect have certified in writing that this has been completed and the Defects liability Period shall commence from the date of such certificate.

23. **EXTENSION OF TIME:**

If in the opinion of the Bank /Architects the works be delayed (a) by reason of any exceptionally inclement weather or (b) by reason of instructions from the Bank in consequence of proceedings taken or threatened by or disputes, with adjoining or neighboring client/ Banks or (c) by the works, or delay, of other contractors or tradesman engaged or nominated by the Bank and not referred to in the specification or (d) by reason of authorized extra and additions or (e) by reason of any combinations of workmen or strikes or lock out affecting any of the building trades or (f) from other causes which the Bank at the Completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore in the event of the Bank failing to give possession of the site upon the day specified above the time of completion shall be extended suitably. Incase of such strikes or lock outs as are referred to above, the Contractor shall, immediately give the Bank to proceed with the works and on his doings so that it will be ground of consideration by the Bank to proceed with the works and on his doings so that it will be ground of consideration of the Bank for an extension of time as above provided. The decision of the Bank as to the period to be allowed for an extension of time for completion hereunder (which decision shall be final and binding on the contractor) shall be promulgated at the conclusion of such strike or lock outs and the Bank shall then in the event of an extension being granted, determine and declare the final completion date. The provision in clause 24 of GCC with respect to payment of liquidated damaged shall, in such case, be read and constructed as if the extended date fixed by the Bank were substituted for and the damage shall be deducted accordingly.

24. **PROGRESS OF WORK:** During the period of work execution of work the contractor shall maintain proportionate progress on the basis of a program chart approved by the Bank/Architect immediately before commencement of work.

25. **PENALTY/ LIQUIDATED DAMAGES**

Should the work be not completed to the satisfaction of the bank/ Architect within the stipulated period, the contractor shall be bound to pay to the bank a sum calculated as **0.15% of tender amount/contract amount** per week or part thereof. Subject to a ceiling of **10%** of the accepted contracted sum by way of Penalty/ liquidated damages. **In addition to the above mentioned Penalty/ liquidated damages there will be penalties on missing mile stones.** This mile stone penalties will be **0.15 %**( of Total work order value) per day. The mile stones for penalty will be as per project schedule issued and agreed by the contractor before starting the project.

26. **TOOLS, STORAGE OF MATERIALS, PROTECTIVE WORKS AND SITE OFFICE REQUIREMENTS.**

- i. The contractor's representative and staff shall be available at site all reasonable hours to receive instruction notices or communications.
- ii. All drawings maintained on the site are to be carefully mounted on boards of appropriate size.
- iii. The contractor shall provide at his own cost provide all artificial light required for the work and to enable other contractors to complete the work within specified time.
- iv. The contractor shall not fix or place any placard or advertisement of any description or permit the same to be fixed or placed in or upon any boarding, gantry building structure other than those approved by the Bank.



**27. PROTECTIVE MEASURES**

- i. The contractor from time to time of being placed in possession of the site must suitable arrangements for watching, lighting, and protecting the work, the site and the surrounding property by day by night on Sunday and other holiday at his own cost.
- ii. Contractor shall indemnify the Bank/Architect against all possible damaged to the building, roads, or members of the public in course of execution of the work.
- iii. The Carpenters shall provide necessary temporary enclosures, gates, entrance etc. for protection of the work and materials and for altering and adopting the same as may be required and removing on completion of the works and making good all works disturbed at his own cost.
- iv. The carpenters and the supervisors on the works shall carry with them always one meter or two-meter steel tape, a measuring tape of 30 meter, a spirit level, a plumb bob gauge and a square and shall check Bank/ Architect will use any or all measuring instruments or tools belonging to the contractors as he choose for checking the works executed or being executed in the contract.
- v. The contractor should cover in his rate for making provisions for all reasonable facilities for the use of his scaffolding, tools and plant etc. by other contractors for their work.

**28. NOTICE AND PATIENTS OF APPROPRIATE AUTHORITY AND OWNERS**

- i. The contractor shall confirm to the provisions of any Acts of the Legislature relating to the work, and to the regulations and Bye Laws of the any authorities, and / or any water, lighting and other companies and /or authorities with whose systems the structures were proposed to have connection and shall before making any variation from the drawings or specifications that may be associated to so confirm, give the Bank /Architect written notices specifying the variations proposed to be made and the reasons for making them and apply for instructions there on. The Bank/ Architect on the receipt of such intimation shall give a decision within a reasonable time.
- ii. The contractor shall arrange to give all notices required for by the said Acts, Regulations Bye laws to be given to any authorities, and to pay such authority or to the public officer all fees that may be properly chargeable in respect of the work and lodge the receipts with the Bank.
- iii. The contractor shall indemnify the Bank /architect against all claims in respect of patent rights, royalties, damages to buildings, roads or members of public in course of the work and shall defend all actions arising out from such actions, costs and expenses.

**29. CONTRACTOR IMMEDIATELY TO REMOVE ALL OFFENSIVE MATTERS.**

All soil, filth or other matters of any offensive nature taken out of any trench, sewer, drain cesspool or other place shall not be deposited on the surface but shall be at once carted away by the contractor to place provided by him at his own cost.

**30. ACCESS**

Any authorized representative of the Bank shall at all reasonable times have free access to the works and/ or the workshop, factories or other place where materials are being prepared or manufactured constructed for the work and also to any place where the materials are lying or from where they are being obtained, and the contractor shall give facility to the Client / Bank or their representative necessary for the inspection and examination and the test materials and workmanship. Except the representative of the Bank /Architect no person shall be allowed at any time without the written permission of the Bank.

**31. MATERIALS WORKMANSHIP, SAMPLES, MOCK-UP OF ITEMS, TESTING OF MATERIALS.**

- i. All the works specified and provide for in the specifications 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 workmanlike manner with materials of the best and approved quality of the respective kinds in accordance with the respective kinds in according to such other additional particulars contained in and implied by the specifications and as represented by drawings or according to such other additional particulars and instructions as may from time to time be given the Bank /Architect during the execution of the work and to his entire satisfaction.
- ii. *If required by the Bank / Architect the contractors shall have to carry out tests on the materials etc. and workmanship in approved materials testing laboratories or as prescribed by the Bank /Architect at his own cost to prove that the materials etc. under test confirms to the relevant IS standards or as specified in the specifications. The necessary changes for transporting testing etc. shall have to be borne by the contractor. No extra payment on this account should in any case be entertained.*
- iii. *Contractor at his own cost should erect mock- up of items suggested/ requested by Client /Architect during execution of work and also modify as per Client /Architects instruction. And only after finalization of the mock-up contractor should execute the work.*
- iv. All the materials (except where otherwise described) stores and equipment required for the full performance of the work under the contract must be provided through normal channels and must include charge for import duties, sales tax/ Value Added Tax, octroi and other charges and must be the best of its kind available and the contractors 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 the materials to be used must be submitted to the Bank/ Architects when so directed by the Architects and written approval from the Bank /Architect must be obtained prior to placement of order.
- v. During the inclement weather the contractor shall suspend concreting and plastering, painting and polishing for such time as the Bank /Architect may direct and shall protect from injury all the works when in course of execution. Any damage (during construction) to any part of the work for any reason due to rain, storm or neglect of contractor shall be rectified by the contractor in an approved manner at no extra cost.
- vi. Should the work be suspended by reason rain, strike, lock outs, or any other cause, the contractor shall take all precautions necessary for the protection of work and at his own expenses and shall make good any damage arising from any cause, all new work and supply all temporary doors, protection to windows, and any other requisite protection for the execution of the work whether by himself or special traders men or sub contractor and any damage caused must be made good by the contractor at his own expenses.

**32. CONTRACTOR'S EMPLOYEES**

The contractor shall employ technically qualified and competent supervisors for the works who shall be available through out the working hours to receive and comply with instructions of the Bank /Architects. The contractor shall employ in connection with the work persons having the appropriate skill or ability to perform efficiently.

**33. No labour below the age of Fourteen years and who is not an Indian National shall be employed on the work.**

**34. No labour supplied by the contractor to be engaged on the work on day work basis either wholly or partly under order or control of the Bank or his representative shall be deemed to be person employed by the contractor.**

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

- i. The Payment of wages Act
- ii. Bank's Liability Act.
- iii. Workman's Compensation Act.
- iv. Contractor Labour (Regulation & Abolition) Act' 1970 and central Rules 1971
- v. Apprentices Act 1961
- vi. Minimum Wages Act.
- vii. Any other Act or enactment relating thereto and rules framed thereunder from time to time.

36. The contractor shall keep the Bank saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the Bank in connection with any claim that may be made by any workmen.

37. The contractor shall comply at his cost with the order of requirements of any Health officer of the state or any Local authority or of the Bank regarding the maintenance of proper environmental sanitation of the area where the contractor's labour are housed or accommodated, for the prevention of small pox, cholera, plague, typhoid, malaria and other contagious disease. The contractor shall provide, 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 be taken by the contractors to prevent nuisance of any kind on the workers or the lands adjoining the same.

38. The contractor shall arrange to provide first aid treatment to the labour engaged in the work. 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 Bank and also to the competent authority where such is required by the law.

#### 39. **DISMISSAL OF WORKMEN**

The contractor shall on the request of the Bank immediately dismiss from work any person employed thereon by him, who may in the opinion of the Bank be unsuitable or incompetent or who may misconduct himself. Such discharge shall not be on the basis of any claim for compensation or damages against the Bank or any of their officer or employee.

#### 40. **ASSIGNMENT**

The whole of the 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 or interest therein nor shall take a new partner, without written consent of the Bank and no subletting shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the work during their progress.

#### 41. **DAMAGE TO PERSONS AND PROPERTY DAMAGE INSURANCE ETC.**

- i. The contractor shall be responsible for all injury to the workmen, to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or any sub contractor or of any of his or a sub contractor's employees. Whether such injury or damage arise from carelessness, accident or any other cause whatever in any way connected with carrying out of this contract.
- ii. The clause shall be held to include inter alia, any damage to buildings whether immediately adjacent to or otherwise and any damage to roads, streets, footpaths, or ways as well as damages caused to the buildings and the works forming the subject of this contract by rain, wind, other inclemency of weather. The contractor shall indemnify the Bank and hold harmless in respect of all

and any expenses arising from such injury or damage any acts of compensation or damages Consequent upon such claim.

- iii. The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract Works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.
- iv. The contractor shall affect the insurance necessary and indemnify the Bank entirely from all responsibility in this respect. The insurance must be placed with a company approved by the Bank and must be effected jointly in the name of the contractor and the Bank 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 complete state Insurance is compulsory and must be effected from very initial stage. The contractor shall for any thing, which may exclude from damage to any property arising out incidents, negligence of defective carrying out of this contract.
- v. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become to the contractor.

#### 42. **INSURANCE**

- i. Unless otherwise instructed the contractor shall insure the works 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 Bank, in the joint names of the Bank and the contractor for contract sum. The joint name of insurance policy shall have Bank's name first and then contractor's.
- ii. The contractor shall deposit then policy and receipt for premiums paid with employee within 7 days from the date of issue of work order unless otherwise instructed in default of the contractor insuring to provide above, the Bank on his behalf may so insure and may deducted the premium paid 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 then work reinstalled by the insurance company should they elect to do o, proceed with due diligence with the completion of the works in the same manner as though the fire has not occurred and in all respect under the conditions of the contract. The contractor in case of rebinding or reinstating after fire shall be entitled to extension of time for completion as the Bank may deem fit.

#### 43. **ACCOUNTS RECEIPTS AND VOUCHERS**

The contractor shall furnish all the invoices, accounts, receipts and other vouchers for the material used in the contract work. The said invoices, accounts, receipts and vouchers shall be for whole quantity. The Invoices submitted shall be with GST only. If the contractor produce said invoices of less quantity than claimed in bill for respective items then bank may deduct the rate of the item as appropriate and the decision of the Bank /Architect shall be final and binding on the contractor.

#### 44. **DEFECTS AFTER COMPLETION**

The contractor shall make good at his own cost and to the satisfaction of the Bank all defects, shrinkage, settlements or other faults which may appear within 12 months after completion of the work. In default the Bank may employ and other persons to amend and mane 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 Bank or may be deducted by the Bank in lies of such amending such works and in the event of the amount retained being insufficient recover that balance from the contractor from any amount retained under clause no: 19 by the Bank together with any expenses the Bank may have incurred in connection therewith.

#### 45. **CONCEALED WORK**

The contractor shall give due notice to the Bank /Architect whenever any work is to be buried in the earth, concrete or in the bodies of walls, above false ceiling, concealed in conduits behind paneling 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 Bank/ Architect be either opened up for measurement at the contractor's cost and 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 Bank/ Architects shall be accepted as correct and binding on the contractor. Contractor shall take photographs of all the work before concealing and it shall be checked and verified from the Bank's Engineer/Architect before concealing.

#### **46. SUSPENSION**

- i. If the contractor except on account of any legal restraints upon the Bank preventing the continuance of the work or in the opinion of the Bank 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 Bank shall have the power to give notice in writing to the contractor requiring the work to be proceeded within a reasonable manner and with reasonable dispatch, such notice purport to be a notice under this clause.
- ii. After such notice shall have been given the contractor shall not be at liberty to remove from the site of the works or from any ground contiguous thereto any plant or materials to subsist from the date of such notice being given until the notice shall have been complied with. If the contractor fails to start work within seven days after such notice shall have been given to proceed with the works as therein prescribed, the Bank may proceed as provided in the following clause No.46. (termination of Contract by Bank)

#### **47. TERMINATION OF CONTRACT BY THE BANK:**

a. **TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR** Without prejudice to any of the right or remedies under this contract if the contractor dies, the Zonal Manager(at Zone)/Deputy General Manager(Corporate Service at HO) shall have the option of terminating the contract without compensation to the contractor.

b. Subject to other provisions contained in this clause the Zonal Manager (at Zone)/ Deputy General Manager (Corporate Service at HO) may, without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and / or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases:

- i) If the contractor having been given by the Bank's Engineer at HO/Deputy Zonal Manager a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in an inefficient or otherwise improper or unworkman like manner shall omit to comply with the requirement of such notice for a period of seven days thereafter; or
- ii) If the contractor has, without reasonable cause, suspended the progress of the work or has failed to proceed with the work with due diligence so that in the opinion of the Bank's Engineer at HO/Deputy Zonal Manager (which shall be final and binding) he will be unable to secure completion of the work by the date for completion and continues to do so after a notice in writing of seven days from the Bank's Engineer at HO/Deputy Zonal Manager; or
- iii) If the contractor fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Bank's Engineer at HO/Deputy Zonal Manager; or
- iv) If the contractor persistently neglects to carry out his obligations under the contract and / or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Bank's Engineer at HO/Deputy Zonal Manager; or
- v) If the contractor shall offer or give or agree to give to any person in Uco Bank(BoM) Service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward

for doing or forbearing to do or for having done or forborne to do any action relation to the obtaining or execution of this or any other contract for BoM; or

vi) If the contractor shall enter into a contract with BoM in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Bank's Engineer at HO/Deputy Zonal Manager; or

vii) If the contractor shall obtain a contract with BoM as a result of wrong tendering or other non-bona-fide methods of competitive tendering or commits breach of Integrity Pact; or

viii) If the contractor being an individual, or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors; or

ix) If the contractor being a company, shall pass a resolution or the Court shall make an order for the winding up of the company, or a receiver or manager on behalf of the debenture holders or otherwise shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager; or

x) If the contractor shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days, or.

xi) If the contractor assigns, transfers, sublets (engagement of labour on a piece-work basis or of the labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer sublet or otherwise parts with the entire works or any portion thereof without and prior written approval of the Bank's Engineer at HO/Deputy Zonal Manager. When the contractor has made himself liable for action under any of the cases aforesaid, the Bank's Engineer at HO/Deputy Zonal Manager may without prejudice to any other right or remedy which shall have accrued or shall accrue hereafter to BoM, by a notice in writing to cancel the contract as whole or only such items of work in default from the Contract, the Zonal Manager(at Zone)/ Deputy General Manager(Corporate Service at HO) shall have powers: a) To determine or rescind the contract as aforesaid in full or part (of which termination or rescission notice in writing to the contractor under the hand of the Zonal Manager(at Zone)/ Deputy General Manager(Corporate Service at HO) shall be conclusive evidence) and get the same executed at the risk & cost of the contractor. Upon such determination or rescission the already retained security deposit recovered under the contract and performance security deposit shall be liable to be forfeited and used materials, construction plants, implements, temporary buildings, etc. shall be taken over and shall be absolutely at the disposal of the BoM. or b) To employ labour and to supply materials to carry out the work or any part of the work debiting the contractor with the cost of the labour and the price of the materials of the amount of which cost and price certified by the Architect/Bank's Engineer shall be final and conclusive) and/ or c) After giving notice to the contractor to measure up the work of the contractor and to take such whole, or the balance or part thereof as shall be un-executed or delayed with reference to the General Conditions of Contract clause no. 24.0 and/ or relevant clause of Special Conditions of Contract, out of his hands and to give it to another contractor to complete.

Any sums in excess of the amounts due to BoM and unsold materials, constructional plant etc. shall be returned to the contractor, provided always that if cost or anticipated cost of completion by BoM of the works or part of the works is less than the amount which the contractor would have been paid had he completed the works or part of the works, such benefit shall not accrue to the contractor.

In the event of anyone or more of the above courses being adopted by the Zonal Manager (at Zone)/ Deputy General Manager (Corporate Service at HO) the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the

execution of the work or the performance of the contract. And in case action is taken under any of the provision aforesaid the contractor shall not be entitled to recover or be paid any sum for any work thereof or actually performed under this contract unless and until the Zonal Manager(at Zone)/ Deputy General Manager(Corporate Service at HO) has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

#### **48. ARBIRATION. (ACT: IARC-1996)**

The Bank and the Contractor shall make every effort to resolve amicably, by direct informal negotiation between the respective parties, any disagreement or disputes arising between themselves under or in connection of the terms of the contract.

If after thirty days from the commencement of such negotiations between the authorized personnel designated by the Bank and the Bidder, the Bank & The Bidder have been unable to resolve contractual disputes amicably, either party may require that the disputes be referred for resolution through formal Arbitration. The provision of Arbitration and Conciliation Act, 1996 shall be applied.

Arbitration proceedings shall be conducted in **indore (M.P.)** ( to be mentioned considering the place of execution). Language of the arbitration shall be in English.

All disputes and differences of any kind whatsoever arising out of or in connection shall be referred to Arbitration sole Arbitrator appointed by the parties by mutual consent. However, if the parties are not agree with the sole arbitrator, the Number of Arbitrators shall be three. Each party of the dispute being entitled to appoint one Arbitrator. The two Arbitrators appointed by the parties shall appoint a third arbitrator who shall act as the chairman of the proceedings. The Award of the Arbitrator shall be Final and binding on the parties.

#### **49. WHERE THERE IS SHORTCOME OF SPECIFICATION FOR ITEM OF BOQ:**

In case of any class of work over which there is no specification mentioned the same shall be carried out in accordance with the latest Indian standard specification and as per standard practice and as a necessary requirement to complete the item/job, subject to the approval of the Consultant/Bank. No additional payment will be made for the same. Bidder shall quote the rate for every item, considering aforesaid requirement.

#### **50. Corrupt & Fraudulent practices**

As per Central Vigilance Commission (CVC) directives, it is required that Bidders/suppliers/contractors observe the highest standard of ethics during procurement and execution of such contracts in pursuance of this policy:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution and “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or execution of contract to the detriment of Bank and includes collusive practice among Bidders ( Prior to or after bid submission) designed to establish bid prices at artificial non – competitive levels and to deprive the Bank of the benefits of free and open competition.

The Banks reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

#### **51. Force Majeure**

The contractor will be liable for any delay or failure to perform its obligations, if the delay or failure has resulted from circumstances beyond its reasonable control, including but not limited to, act of God or governmental act, political instability, epidemic, pandemic, flood, fire, explosion, accident, civil commotion, riot, mobilizations, strike, blockade, war, computer viruses, industrial dispute, labor unrest, public enemy and any other occurrence of the kind listed above, which is not reasonably within the control of the affected party.

The contractor agrees to give to other party a fifteen (15) calendar days written notice as soon as reasonably possible on becoming aware of an event of force majeure and such notice shall contain details of the circumstances giving rise to the event of force majeure.

If the event of force majeure continues for a period of more than thirty (30) consecutive days then the bank may have the option to terminate the Agreement upon written notice of such termination to the Bidder/other party.

#### **52. Amalgamation**

If the Bank undergoes an amalgamation, take over, consolidation, reconstruction, merger, change of ownership etc., this RFP shall be considered to be assigned to the new entity and such an act shall not affect the rights and obligations of the Contractor under this RFP.

#### **53. All applicable Laws**

This RFP shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at **Indore** shall have exclusive jurisdiction over matters arising out of or relating to this RFP.

#### **54. Severability**

- If any of the provisions of this RFP may be constructed in more than one way, one of which would render the provision illegal or otherwise voidable or enforceable, such provision shall have the meaning that renders it valid and enforceable.
- In the event any court or other government authority shall determine any provisions in this RFP is no amended so that it is enforceable to the fullest extent permissible under the laws and public policies of the jurisdiction in which enforcement is sought and affords the parties the same basic rights and obligations and has the same economic effect as prior to amendment.



- In the event that any of the provisions of this RFP shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, then such provision shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make such provisions valid and effective, provided however, that on the revocation, removal or diminution of the law or provisions, as the case may be, by virtue of which such provisions contained in this RFP were limited as provided hereinabove, the original provisions would stand renewed and be effective to their original extent, as if they had not been limited by the law or provisions revoked. Notwithstanding the limitation of this provision by any law for the time being in force, the Parties undertake to, at all times observe and be bound by the spirit of this RFP.

## **55. Solicitation of employees**

Both the parties agree not to hire, solicit, or accept solicitation (either directly, indirectly, or through a third party) for their employees directly involved in this contract during the period of the contract and one year thereafter, except as the parties may agree on a case-by-case basis. The parties agree that for the period of the contract and one year thereafter, neither party will cause or permit any of its directors or employees who have knowledge of the agreement to directly or indirectly solicit for employment the key personnel working on the project contemplated in this proposal except with the written consent of the other party. The above restriction would not apply to either party for hiring such key personnel who (i) initiate discussions regarding such employment without any direct or indirect solicitation by the other party (ii) respond to any public advertisement placed by either party or its affiliates in a publication of general circulation or (iii) has been terminated by a party prior to the commencement of the employment discussions with the other party.

## **F. SPECIAL CONDITIONS**

### **1. RATE ONLY ITEMS, EXTRA ITEMS AND QUATITIES EXCEEDING THE QUOTED QUANTITIES:**

For all the above- mentioned items a variation order (regarding specifications, quantities and rates) signed by the Bank's Representative has to be immediately obtain before procurement and execution. No payments will be entertained without the written variation Order signed by Client / Bank. The onus shall be on the Contractor to obtain such prior written variation order from the Bank's Representative.

### **2. The extra item rates will be derived through the analysis and format for rate analysis will be- material cost +5% wastage, 2% transport, loading, unloading etc. + labour (40% in case of carpentary work) + paints or other + contractor profit15% + taxes. The rate can also be derived from existing quoted item rate if extra item is similar or addition/ deduction to the quoted item in contract.**

### **3. The Bank has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out without prejudice to this contract.**

### **4. WORK TO BE CARRIED OUT BY LICENSED PERSONS/ FIRM:**

Any special service installations included in the scope of the Work, shall only be carried out by technically competent person holding valid licenses. The contractor shall not without the written consent of Bank assign the agreement or sublet any portion of works.

### **5. REFERENCE DRAWINGS:**

The Contractor shall maintain on the Site one set of all the Drawings issued to him for reference.

### **6. TESTING OF INSTALLATIONS:**

All installation shall be tested as specified, in the presence of the architect. The Contractor shall also perform all such tests as may be necessary and required by the local authorities to meet Municipal and other byelaws, regulations in force. The Contractor shall provide all labour, equipment, and materials etc., required for the performance of the tests.

### **7. SITE INFORMATION:**

All information, levels and dimension given in the quotation drawings relating to site conditions are given in good faith; the contractor shall, however, make his own independent inquiries and verify the same. Any claims for extras on account of any deviations or incorrectness of above referred information, levels etc., shall be considered as inadmissible.

### **8. SITE INSTRUCTION FILE:**

The Contractor shall maintain a Site instruction file or Triplicate book at the Site office. All instruction received from the Architect and the Client/Banks Representative relating to the Work shall be retained in the file.

### **9. PHOTOGRAPHS:**

Besides submitting progress charts, reports, etc., the Contractor shall submit progress photographs as directed by Bank's representative, every week.

### **10. PROFESSIONAL INTEGRITY AND TEAM SPIRIT:**

It is the intent of Bank that this Project will be executed in a spirit of teamwork and full professional integrity. The Contractor shall fully co- operate with all agencies concerned to fulfill this objective.

**11. QUALITY ASSURANCE AND CONTROL PROGRAMME:**

The Contractor shall establish an effective quality control system at the site and implement the same through an independent team consisting of the Contractor's Representative and qualified and experienced engineers and technical personnel to enforce quality control on all items of the Work and the Project at all stages. Any low quality material/unskilled workmanship is observed during the work, contractor shall immediately remove such material and rectify the work.

**12. FIRE PRECAUTIONS:**

The Contractor shall take all precautions and preventive measures against fire hazards at the site and shall assume full responsibility for the same.

**13. DRILLING, CUTTING ETC:**

All cutting and drilling of walls or other elements of the building for the proper entry/installation of inserts, boxes, equipment, etc. shall be carried out using electrically operated tools only. Manual drilling, cutting, chiseling, etc. shall not be permitted. **No structural member shall be cut or chased without the written permission of the Architect/Bank. Cutting and drilling of structural members shall be carried out using vibration free diamond wire sawing and diamond drilling only with prior permission from the Architect/Client/Bank.** The Costs for procurement and using such equipment are deemed to be included in the Contract and no extra costs will be paid.

**14. BILLING :**

The contractor shall submit the bills for payments along with detailed statement showing the actual works carried out different heads of items in the format specified by the clients/ the Architect. Bills submitted in any format other than that specified below by the clients shall not be considered.

**15. BILL FORMAT**

Quoted item No.	Description of item (At least 2 lines)	Units	Quoted Quantity	Executed Quantity	Rate	% work done	Amount

The contractor should mention details of net payments received till the bill date. Each bill / Invoice should be as per various applicable tax regulation and should also have all applicable tax registration numbers.

**NOTE:** ALL QUANTITIES IN THE BILL SHOULD BE IN CUMULATIVE.

ALL MEASUREMENTS SHOULD BE IN THE ORDER OF QUOTATION SEQUENCE AND STRICTLY IN THE BELOW MENTIONED FORMAT ONLY.

**16. MEASUREMENT FORMAT**

Quotation item No.	Description of item & Location against each Measurement taken	Nos.	Length	Breadth / width	Height	Quantity	Remarks

Each invoice / bill should be submitted in hard and soft copies in duplicate to the architect.

The format of invoice / bill in soft copies should be same as mentioned above and should be done in **Microsoft Excel**. (Only one file should be created with different worksheet for the invoice and measurement)

16. **INSURANCE**

The contractor shall ensure that workmen employed by him for execution of work are suitably covered against Workmen Compensation Act and that all liabilities arising out of workmen Compensation Act, ESIS and other legislative enactment applicable to such works and workmen shall be to the Contractor's account.

17. Wherever required, the Bank/Architects shall instruct for supply of items if erection of mock up, as the case may be, and upon approval of the same, the items shall be fabricated and completed by the Contractor (with or without modifications as the Architects shall instruct). No extra amount will be paid regard shall be final and binding.

18. In case the local authorities such as ward office raise objections about debris disposal etc. the contractors shall solve the matter at their end, without involving or putting financial liability on the Clients.

19. Figured dimensions are in all cases to be followed and in no case should they be scaled. Large scale details take precedence over small scale drawings. In case of any ambiguity, conflict of interpretation, generally the provisions giving more vigorous interpretation shall prevail and the Bank's /Architects decision in this regard shall be final and binding.

20. The contractor shall not without the written consent of the Bank / Architects, assign the Agreement or sublet any portion of works.

21. **The Architect will not certify any application for payment to any contractor if there are:**

- i. Defective items of work still uncorrected.
- ii. Any claims or liens filed against the contractor for failure to pay materials, labour on sub-contract amount due or reasonable evidence that indicates probable filing of such claims.
- iii. Damage to another contractor.
- iv. A reasonable doubts that the contract cannot be completed for the balance than unpaid.

22. When the works are complete in all respect, the contractor shall intimate in writing to the Architect and the Bank to enable the Bank to take the possession of the same. The work shall not be considered virtually complete until the Bank and the Architect have jointly inspected the work and certified in writing that this has been completed.

23. **QUANTITY OF WORK TO BE EXECUTED**

The quantities shown in bill of quantities are intended to cover the entire work indicated in the drawings but Bank reserves the right to execute only a part or the whole or any excess there of without assigning any reason therefore.

24. **DATUM**

All levels shown in the drawings are to be strictly adhered to subject to final Confirmation by the Bank/ Architect.

25. **CLEARINNG SITE AND SETTING OUT WORKS**

The contractors shall set the works and shall be responsible for the true and perfect setting out of the work and for the correctness of the positions, levels, dimensions and alignments of all parts thereof. If at any time, any error shall appear during execution of any part of the work, the contractor shall at his own expenses rectify such error to the satisfaction of the Bank /Architect. The contractor shall further

set out works to the alternative positions at the site until one is finally approved and the rates quoted in his quotation should include for this and no this account will be entertained.

**26. REMOVAL OF IMPROPER WORK**

The Bank shall during the progress of the work have to order in writing time to time the removal from the work within such reasonable time to time as may be specified in the order of any materials which in the opinion of the Bank/Architect are not in accordance with specifications or instruction, the substitution or proper re execution of any work executed with materials or workmanship not in accordance with the drawings and specification or instructions. In case the contractor refuses to comply with the order the Bank shall have the power to employ and other agency to carry out then work and all expenses consequent thereon or incidental thereto as certified by the Bank/ Architect shall be borne by the contractor or may be deducted from any money due to the contractor from his liability in respect of unsound work or bad materials. No certificate which may be given by the Architect shall relieve the contractor from his liability in respect of unsound work or bad materials.

**27. MEASUREMENTS**

Before taking any measurements of any work the Bank/ Architect shall give notice to the contractor. If the contractor fails to attend at the measurements after such notice or fails countersign or to record difference within a week from the date of measurements taken by the Bank /Architect's is final and binding on the contractor and the contractor shall have no right to dispute the same.

**28. PAYMENTS**

- i. The contractor shall prepare all bills in the format as prescribed by the Bank /Architect. Numbers of interim bill are as stated in Instructions to tenders:
- ii. The RA Bill should be based on item rates and will be paid on actual work done on site.
- iii. No advance payment will be made to the contractor.
- iv. The bills in proper forms must be duly accompanied by detailed measurements in support of the quantities of the work done and must deductions for all previous payments, retention money etc.
- v. The Bank /Architect shall issue a certificate after due scrutiny of the contractor's bill starting the amount due to the contractor from the Bank and the contractor shall be entitled to payment thereof within the period of honoring certificates named in these documents.
- vi. The amount stated in an interim certificate should be total value of work properly executed less the amount to be retained by the Bank.
- vii. The Bank will deduct retention money and it will be kept as interest free uptill defective liability period. The refund of retention money will be made as specified in these general conditions of contract elsewhere.
- viii. All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payment 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 away and taken and reconstructed or erected or be considered as an admission of the due performance of the contract or any part there-of in any respect pr the accruing of any claim nor shall, it concluded determine or effect in anyway the power of the Bank under these conditions or any of them as to the final settlement and adjustments of the accounts or otherwise or in any other way or effect the contract. The final bill shall be submitted by the contractor within one week of the date fixed for completion of the work or of the date of certificate of completion furnished by Architect/Bank and payment shall be made within three months.
- ix. **FINAL PAYMENT:** The final bill shall be accompanied by a certificate of completion from the Bank/ Architects. Payment of final bill shall be made after deduction of Retention money as specified elsewhere in these conditions, which sum shall be refunded after the completion of the Defect Liability Period after receiving the Bank's/ Architects Certificates that the contractor has rectified all

defects to the satisfaction of the Bank/ Architect. The acceptance of payment of the final bill by the contractor would indicate that he will have no further claim in respect of the work executed.

**29. PREPARATION OF WORKS FOR OCCUPATION AND USE ON COMPLETION:**

The whole of the work will be thoroughly inspected by the contractor and deficiencies and defects put right. On completion the contractor shall inform the Bank /Architect that he has completed the work and it is ready for inspection.

On completion of the work, contractor shall clean all windows and doors including the clearing and oiling if necessary, of all hardware inside and outside all floors, staircase and every part of the Premises. He will leave the entire Premises/ furniture neat and ready for immediate occupation/ use and to the satisfaction of the Bank.

**CLEANING OF SITE.**

On completion of the works the contractor shall take away and remove from the site all constructional plant, surplus materials, rubbish and temporary works of every kind and leave the whole of the works clean and in workmanlike conditions to the satisfaction the Bank /Architect. The contractor should clean site for debris and other waste material on daily basis and keep the environment healthy, no extra payment will be made on that account.

**30. ESCALATION:**

The rate quoted shall be firm throughout the tenure of contractors (including extension of time, any granted) and will not be subject to any fluctuation due to increase in cost materials, labour, taxes, octroi, or any other new taxes, levies etc.

**31. IDLE LABOUR:**

Whatever the reasons may be, no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstances. ***Delay due to non-availability of labour at any point of time during execution will be at contractors account and Bank will not entertain any claim (extension of time period) for the same.***

**32. Guarantee for water proofing of toilet:**

Contractor shall provide guarantee for waterproofing of toilet slab for 05 years from the completion of virtual work. It shall be submitted on non –judicial stamp paper of required amount stating that any seepage/leakage happens during guarantee period, contractor will be liable for the same and shall attend the complaint and rectify the same on priority.

## I. MODE OF MEASUREMENTS

### CONVERSION.

For conversion of any measurement system, the resultant figure shall be taken up to two digits after decimal point. Third digit shall not be taken into account.

### MEASUREMENT

The Area shall be measured in square meter/Square feet. The Running Length shall be measured in running meter/Rft.

Sr. No.	Items	Mode of Measurement
A	FURNITURE WORK	
1	Wooden Partition	Flat area measurement of elevation. <b><i>NOTE:</i></b> <i>The partition height shall be measured up to bottom of false ceiling and framing members/ ply going above shall not be measured.</i>
2	Wall Paneling / Boxing	Flat area measurement of elevation: The gross area paneled will be measured. No deduction will be made for gaps up to one centimeter between the panels. No separate measurements will be done for irregular shapes.
3	Entrance Door	Number of unit. / sqft / Sqm.
4	Storage Unit	Flat area measurement of elevation
5	Tables	Number of units / running length
6	Counter / Working platform	Running length of platform measured at center
7	False Ceiling	Flat area measurement only – no running length measurement if the width/ is less than 1'0" i.e. 300 mm.
8	Center / Counter Table	Number of unit
9	Sofa /Seating Unit	Running length of seating unit measured at center
10	Display / Pin-up Boards	Flat area measurement of elevation.
11	Vertical Blinds	Flat area measurement of elevation.
12	Carpet	The actual area covered by the carpet shall be measured. No extra shall be allowed for

		wastage.
13	Wall Painting	Flat area measurement, openings to be deducted, jambs to be added. In any case the measurements will not be done in Rft / Rmt.

**Note:** Before quoting rates in the Price Bid, contractor should get clarity regarding the mode of measurement discrepancies. No correction and claim will be entertained afterwards. In case of extra items contractor should get the approval for mode of measurements before quotation of rate.

### **J.DETAILED SPECIFICATION OF WORK**

#### **A) GENERAL**

This specification is for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and described herein, all under the supervision and to the satisfaction of the Competent Authority.

The workmanship is to be the best and of high standard, use must be made of special trades men in all respects of the work and allowances must be made in the rates for doing so.

The materials and items to be provided by the contractor shall be approved by the Competent Authority in accordance with any samples which will be submitted for approval by Contractor and generally in accordance with the Specifications Also if products are specified in the catalogue reference, the contractor will be required to obtain the approval of the Competent Authority before using a material. The Contractor shall produce all invoices, vouchers or receipts for any material if called upon to do so by the Competent Authority.

Samples of all materials are to be submitted to the Competent Authority for approval before the Contractor orders or delivers the materials at site. Samples together with their packing are to be provided free of charge by the Contractor and should any materials be rejected, they will be removed from the site at the Contractor's expense. All samples will be retained by the Competent Authority for comparison with materials, which will be delivered at the site. Also, the Contractor will be required to submit specimen finishes of colours, fabrics etc. for the approval of the Competent Authority before proceeding with the work.

The contractor shall be responsible for providing and maintaining and boxing or other temporary coverage required for the protection of dresses or finished work if left unprotected. He is also to clean out all shelving's, out ends and other waste from all parts of the works before coverings or in-fillings are constructed.

Templates, boxes and moulds shall be accurately set out and rigidly constructed so as to remain accurate during they are in use.

All unexposed surface of timber e. g. false ceiling, backing fillets, backs of door frames, cupboard framing, grounds, etc. are to be treated with two coats of approved timber preservative before fixing or converging.

Only first class workmanship will be accepted. Contractor shall maintain uniform quality and consistency in workmanship throughout.

#### **B) Technical Specification:**

##### **1) Solid laminated partitions (Full height and half height)**

Providing and fixing solid partitions made up of 2" X 2" Aluminum section framework at 2"-0 de both ways (or as directed by the architect treated with anti-termite solution, covered with 12 mm thk plywood from both sides. Partitions should be finished with matching with existing 1.0 thk laminate from both sides of partition as per design. Edges of the partition should have 3" X ½ T.W. patti with groove in between. This patti should be finished with French polish/oil paint etc complete as directed.



## **2) Glazed laminated partitions (8 mm clear glass)**

Providing and fixing semi glazed partitions made up of 2" X 2" Aluminum section framework at 2'-0" c/c both ways (or as directed by the Architect), treated with anti-termite solution covering with 12 mm thick. Comm. plywood from both sides for solid portion and 8mm thk clear float glass fixed in T.W. beading flush with finished surface of partition. Solid portion of partition should be finished with 1.0 mm thk laminate from both sides of partition as per design. All TW beadings should be finished with French polish etc complete with necessary hardware as per design or as directed by the Architect.

## **3) 12 mm toughened glass partition**

Providing and fixing main door, all external glass cladding and partition made up with 12 mm toughened glass with all necessary hardware and accessories in C.P. like hinges, brackets, fasteners, beading door closer 24" S.S. finished decorative handle pair, door stopper lock etc Rate should include labour, material, glass transport, fitting etc complete as per design.

## **4) Semi glazed laminated doors**

Providing and fixing semi glazed door to partition made out of 1 1/2" flush door finished with matching 1.00 mm thick laminate from both sides of door as per design and 8 mm thk clear glass panel fixed in T.W. bearing of size 1" X 1/2" and flushed with finished surface of door. T.W. beading and lipping of door should be finished with French polish of approved shade. The door should be fitted with 5" X 1.25" brass hinges to the partition as per design and necessary fixtures like door closer, Godrej cylindrical locks, door stoppers, tower bolts should be fitted on it with necessary hardware etc complete as per design.

## **5) Column and wall paneling**

Providing and fixing column paneling made up of 12 mm thk comm. Plywood fixed on column and wall. The paneling shall be in line, level and true plumb. The paneling shall be finished with 1.0 thk Laminate of approved colour and pattern as directed by the Architect/Bank's Engineer.

## **6) Refurnishing existing Semi glazed Partition.**

Shifting and fixing the existing partitions. Taking out the partition & fixing it as per approved layout with 1.0thk Laminate of approved colour & pattern as directed by the Architect/Bank's Engineer.

## **7) Officer Table Ht 2.6"**

Relocating existing tables made up of 18 mm thk plywood framework and back finished with 1 mm thk laminate externally and polish internally and polish to lipping patti. The table shall be provided with single 4" high drawer and cabinet of 15" width. The drawer shall be mounted on telescopic drawer sliders. The table shall be provided with key board drawer. The rate of item includes all necessary hard ware like brass hinges S.S. finished handles, magnetic locks, Godrej make drawer locks, cable managers, CPU trolley, mouldings, etc. complete as per directions. In Case of damage during the relocating, it should be finished with 1.0 thk Laminate of approved colour and pattern as directed by the Architect

## **8) Side units:-**

Relocating existing side unit made up of 18mm thk. Plywood framework and 8 mm thk. Plywood as backing. Side unit should be 2 nos of drawers above and shutters below. Drawers should be made up 18 thl. Plywood facia, 12 thk. Plywood sides & 6thk. Plywood bottom. Drawers should be mounted on heavy duty drawer sliders. Side unit should be finished with 1.0 mm thk. Laminate of approved shade and colour on external surface and oil paint on non-laminated surface. All exposed edges of 18 thk and 12 thk. Plywood should have lipping patti. All lipping patti's should be finished with paint/French polish on it. The cost should include necessary hardware, handles, Godrej make locks with common handles, Godrej make locks with common key for set for drawers etc complete as per design. In Case

of damage during the relocating, it should be finished with 1.0 thk Laminate of approved colour and pattern as directed by the Architect

#### **9) Storage units: - 15" Depth Full Ht & Medium Ht.**

Providing and fixing storage unit & relocating existing storage units made up 18 mm thk. Plywood framework 12 mm thk plywood back as required as per design. Good quality block board shutters should be fixed on brass hinges storage unit should be finished with 1.0 mm thk laminate from external side and laminated surface. All exposed edges of plywood should have lipping patti on it lipping patti should be finished with French polish on it. The cost should include necessary hurdles magnetic catches, Godrej make locks etc complete as per design. In Case of damage during the relocating, it should be finished with 1.0 thk Laminate of approved colour and pattern as directed by the Architect

#### **10) Venetian blinds:**

Providing and fixing Vista or equivalent make Venetian roller blinds made up of power coated channel and other imported component and 4" wide rayon polyesters fabric of approved shade and colour. Blinds should be mounted on partition wall using mounted or ceiling mounted channels as per requirement. The rate should include 6 months guarantee.

#### **11) Notice board:**

P/F notice board made up of 12 mm thk soft board mounted on 12 mm thk. Corner plywood and wrapped with cloth of approved colour, shade and quality. The notice boards shall have 1 1/2" X 1/2" lipping patti to all sides polish on it. The notice board shall be fixed on wall & /or partition as per direction.

#### **12) Gypsum board False ceiling:-**

Providing & fixing suspended false ceiling consisting of 12.5 mm thk. Gypsum board suspended on G.I. framework to consist of G.I. perimeter channels 0.55mm thk x 20mm x 30mm along perimeter of false ceiling, screw fixed to wall/ partition / with nylon sleeves & screws @ 60mm dc. Suspending G.I. Intermediate channels of size 0.9mm thk x 45mm x 15mm from the soffit at max. distance 1220 mm dc with ceiling angle 0.55mm thk x 25mm x 10mm Fixed to soffit using proprietary supplied GI Cleats & Steel expansion fasteners. Ceiling section 0.55mm thk x web size 51mm & flanges 26mm. Each & 10.5mm lips fixed perpendicular to intermediate channel at 457 mm c/c Gypsum board is screw fixed to ceiling section with 25mm drywall screws at 230mm c/c boards to be finished with proprietary supplied jointing tape & jointing compound & sand prepared to achieve a smooth finish etc complete or as directed by the Architect Rate should include all types of cut-outs, grooves, mounding & plain troughs for tube lights as directed by the Architect.

#### **13) Modular Ceiling:-**

Removal of old ceiling & providing fixing of Mineral fiber Ceiling Boards in true horizontal level suspended on inter locking Grid system made of Hot Dip Galvanized steel sections powder coated XL 15mm as per manufacturers specifications including making opening for electrical and air conditioning fitting, scaffolding etc complete as directed. The tiles and grid system to be used as follows:

SIZE : 600 mm X 600mm x 15mm **silhouette ceiling grid** (Tegular) GRID BLACK COLOUR

#### **14) FRAMEWORK:**

XL - 15mm main runner of 3000mm spaced at 1200 mm center fixed to soffit by approved hangers at 1200mm distance. First and last hanger should not be at a distance more than 450mm from the adjacent wall. XL-15mm 1200 mm cross Tee to be interlocked between Main Runner at 600mm center to form 1200m x 600 mm module.

600mm x 600mm module to be formed by fixing XL -15mm 600mm Cross Tee between center of 1200mm Cross Tees. 19 x 19 mm wall Angle to be secured to wall at 450mm centers Suspension to be done using 2mm pre-straightened GI wire using anchor fasteners.

### **15) JOINERY:**

Joinery is to be prepared immediately after the placing of the contract, framed up, bonded and waged up. Any portions that are wrapped or found with other defects are to be replaced before wedging up. The whole of the work is to be framed and finished in a workmen-like manner in accordance with the detailed drawings wrought and wherever required, fitted with all necessary metal ties, straps, belts, screws, glue etc. Running beaded joints are to be cross-tongued with teak wherever 1(1/2) thick double cross tongued. Joiners work generally to be finished with fine sand/glass paper.

**Joints:** All joints shall be standard mortise and tenon, dowel, dovetail, and cross-halved. Nailed or glued butt joints will not be permitted, screws, nails etc. will be standard iron or wire of oxidized nettle fold tenon should fit the mortises exactly.

Nailed or glued butt joints will not be permitted except in exceptional cases with approval of Competent Authority.

Where screws shown on a finished surface, those will be sunk and the whole plugged with a wood plug of the same wood and grain of the finished surfaces will be neatly punched and the hole filled with wood filler to match the colour.

Should joints in joiner's work open, or other defects arise within the period stated for defect liability in the contract and the clause thereof, be deemed by the Competent Authority to be due such defective joinery shall be taken down, and refilled, redecorated and/or replaced if necessary and any work disturbed shall be made good at the Contractor's expense.

Nails spikes and bolts shall be of lengths and weights approved by the Competent Authority. Nails shall comply with IS 1959-1960 or equivalent approved quality sample. Brass-headed nails are to comply with B. S. 1210. Wire staples shall comply with B. S. 1494 or equivalent.

The contact surface of dowels, tennons wedges etc., shall be glued with an approved adhesive.

Where glued, joinery and carpentry work is likely to come into contact with moisture, the glue shall be waterproof.

### **16) HARDWARE AND METALS:**

The hardware throughout shall be of approved manufacture or supplier well-made and equal to in every respect to the samples to be deposited with the Competent Authority. The contractor may be required to produce and provide samples from many different sources before the Competent Authority takes decision and he should allow his rates for doing so.

Fittings generally shall be brass oxidized, unless otherwise specified and shall be suitable for their intended purpose. In any case, it will have to be approved by Competent Authority before the Contractor procures it at site of work.

Screws are to match the finish of the article to be fixed, and to be round or flat headed or counter sunk as required.

The contractor should cover up and protect the brass and bronze surfaces with a thick grease or other suitable productive material, renew as necessary and subsequently clean off away on connection.

Aluminium and stainless steel shall be of approved manufacture and suitable for its particular application. Generally, the surface of aluminium shall have an anodized finish and both shall comply with the samples approved by the Competent Authority. All stainless steel sheets shall be 304 S. S. Japan or equivalent with gauge as specified but not thinner than 16G.

All steel, brass, bronze, aluminium and stainless steel articles shall be subjected to a reasonable test at the Contractor's expense.

All brazing and welds are to be executed in a clean and smooth manner rubbed down and left in the flattest and tidiest way, particularly where exposed.

Chromium plating shall be in accordance with I. S. Standard or as per approved specification for normal outdoor conditions and shall be on a base material of copper or brass.

## **17. PAINT AND POLISHES:**

All material required for the works shall be of specified and approved manufacturer, delivered to the site in the manufacturer's container's name or trade mark with a description of the contents and colour. All materials are to be stored on the site.

Spray painting with approved machines will be permitted only if written approval has been obtained from the Competent Authority prior to painting. No spraying will be permitted in the case of priming costs nor where the soiling of adjacent surfaces is likely to occur. The buzzle and pressure to be so operated as to give an even coating throughout to the satisfaction of the Competent Authority. The paint used for spraying is to comply generally with the specification concerned and is to be specially prepared by the manufacturer for spraying. Thinning of paint made for brushing will not be allowed.

Wood preservative shall be Solignum or other equal and approved impregnating wood preservative and all concealed woodwork shall be treated with wood preservative.

All brushes, tools, pots kettles etc. used in carrying out the work shall be clean and free from foreign matter and are to be thoroughly cleaned out before being used with a different type of class of materials.

All iron or steel surfaces shall be thoroughly scraped and rubbed with wire brushes and shall be entirely free from rust, mill scale etc. before applying the priming coat.

Surfaces of new wood work which to be painted are to be rubbed down, cleaned, down to the approval of the Competent Authority.

Surfaces of previously painted woodwork which are to be painted are to be cleaned down with soap and water, detergent solution or approved solvent to remove dirt, grease etc. Whilst wet the surfaces shall be flatted down with a suitable abrasive and then rinsed down and allowed to dry. Minor areas of defective paint shall be removed by scraping back to a firm edge and the exposed surface touched in with primer as described and soaked with putty. Where woodwork has been previously painted or polished and it is to be newly polished, with scrapping, burning off or rubbing down and making surface properly.

Surfaces of previously painted metal which shall be painted are to be cleaned down and flattened down as described in surfaces of any rust and loose scale shall be removed completely by chipping, scrapping and wire brushing back to the bare metal and touched in with primer as described.

**Luster Paint :-** Providing & applying luster paint to walls, ceiling, beams etc. as per approved sample & shade of Asian, Goodlass Nerolac make with surface preparation, primer putty & two coats of paints.

**Oil Paint :-** Providing & applying oil paint to grill, window, shutter etc. as per approved sample & shade of Asian, Goodlass Nerolac make with surface preparation, primer putty & two coats of paints.

**O.B.D. Paint :-** Providing & applying O.B.C. paint to walls, ceiling, beams etc. as per approved sample & shade of Asian, Goodlass Nerolac Burzer make with surface preparation, primer putty & two coats of paints.

**Apex Paint: -** Providing & applying apex paint to walls as per approved sample & shade of Asian Goodlass Nerolac make with surface preparation, two coats of paints with proper watering.

**Texture Paint: -** Providing & applying texture with luster paint to walls as per approved sample & shade of Asian, Goodlass Nerolac, Burzer make with surface preparation primer putty & two coats of paints. Complete as per design. No extra charges for luster paint.

### **POLISH:**

**a)French polish:** The basic material shall be shellac dissolved in mentholated spirit.

**Preparation:** The timber must be well sanded and cleaned and the grain filled with grain filler. Any staining must be done before applying the polish.

**Equipment:** The polishing rubber the most important implement in French polish shall consist of a pad of cotton wool, which acts as a reservoir for the polish, and a cover of soft white linen or cotton fabric, similar to a well-worn handkerchief which acts as a fitter. The rubber must never be dipped into the polish; it should be charged by pouring the polish on to the pad with the cover removed.

**Application:** Work evenly over the surface with a slow figure-of-eight motion until the timber is coated with a thin layer of polish. The object is to apply a series of thin coats, allowing only a few minutes for drying between the coats. When a level and even-bodied surface is obtained the work is ready for the second stage i.e. spiriting off.

Allow the work to stand for at least eight hours, then take a fresh rubber with a double thickness of cover material and charge it with mentholated spirit. The object of spiriting off is to remove the rubber marks and to give the brilliance of finish.

Finally, work in the direction of the grain and continue until the surface is free from smears and rubber marks then leave to harden off.

#### **b)Wax polish:**

Wax polish shall contain silicones and driers. A good silicon wax is to be used not a creamy or spray. The timber shall be sealed first with another finish such as Ron seal, before applying wax.

#### **Application:**

Apply coat of the sealer by brush or cloth direct to the unfilled timber, working it well in and finishing evenly with the grain. Allow to dry thoroughly then sand lightly with fine abrasive paper. Apply a heavy coat of wax by cloth on flat surfaces, with a stiff brush. Work it well into the timber and finish off by stroking with the grain before leaving to harden. Leave for four hours before rubbing up with a soft brush. Finally, buff the grain with a soft cloth.

#### **c)Transparent Coloured Polyurethane (Melamine)**

This shall be applied where natural grain of the wood is required to show. Polyurethane gives tough surface which resist chipping, scratching and boiling water.

**Application:** Clean off all grease and wax with an abrasive and white spirit, this should not be applied in humid conditions. Apply the first coat, preferably of clear hard glaze with a cloth pad. Leave this to dry for at least six hours, then apply further coats with a paintbrush. If you wait for longer than 24 hours between coats, rub down the previous coat with fine glass paper or a medium grade of steel wool. Obtain a matt finish, if required, by giving a final coat of clear Reseal Matt coat.

### **18UPHOLSTERY:**

This will be of first class standard workmanship with webbing, no-sag springs, coiled springs, padding and filling as specified on drawing. Covering fabrics will be seen, tufted, and corded as shown on the drawing and as approved by the Competent Authority.

**Cushion Vents:** Brass “cushion Vents” should be installed at the back or under side or seat cushions (especially those covered in leather vinyl plastic or very tightly woven fabric) to allow air to escape easily and to prevent torn seams.

**Materials:** Finished timber shall be of the type specified. Furnishing fabrics, colour, pattern, substance to be as specified, no variations of this will be permitted unless with prior approval of the Competent Authority.

### **19.TIMBER:**

Only seasoned Teakwood to be used.

Use of Rose wood wherever specified.

All the wood shall be properly seasoned, natural growth and shall be free from worm holes, loose or dead knots or other defects, saw die square and shall not suffer warping, splitting or other defects.

The moisture content shall not exceed 12%.

All internal frame work shall be treated with approved wood preservative.

All wood brought to site should be clean shall not have any preservative or other coating/covering.

All rejected decayed, bad quality wood shall be immediately removed from site.

All wood brought to site must be stacked-stored properly as per instructions.

### **20. PLYWOOD:**

Plywood/medium density fibre board/teak practical board/ Veneer shall be as specified in the approved list of manufacturers shall be used.

Commercial ply if any shall confirm I. S. I. 303 of approved make.

Marine plywood shall generally conform to generally I. S. 303 BWR or unless specified I.S.710-1980(BWP)

Particle board shall be phenol formaldehyde bonded and generally conform to I. S. 3087-1965.

Only 3mm to 4mm thick straight-grained groups matching approved veneers shall be used. No extra claim will be entertained for veneer if found of extra thickness.

## **GENERAL INTERIOR FURNISHING & RENOVATION WORKS:**

### **Polishing and Finishing: -**

Slight unevenness at the meeting edges of slabs shall then be removed by fine chiseling and finished in the same manner except that cement slurry with or without pigments shall not be applied on the surface before each polishing. 18mm thk POP protective cover shall be laid on the surface and removed as and when directed by the Architect/Bank's Engineer.

### **Measurements: -**

Italian marble with different kinds shall be measured in square meters. No deduction shall be made nor extra paid for voids not exceeding 0.20 square meters. Nothing extra will be paid for the level differences. Nosing if provide, will be paid extra on meter run for the job executed.

### **Rate**

The rate includes the cost of materials and labour required for all the operations i/c wastage, height, cutting, finishing & polishing etc complete.

## **LAMINATED WOODEN FLOORING**

Providing laminated wooden Flooring with the following Specifications:

Type: -Original-Vintage

Thickness: -8 to 9mm thk

Weight: -8.2 kg/sq mts.

Core Material: -HDF regular

Backing: -Sound Bloc CS

### **Material Properties: -**

The material shall have a wear resistance, impact resistance, indentation resistance, resistance to rolling castors, resistance to furniture legs, stain resistance, resistance to burning cigarettes, slip resistance and resistance to color fading.

Apart from the above properties, the material shall have following additional properties: -

Dimensional Stability: Less than 0.9 mm

Surface Soundness: - More than 1.0 N per sq mm

Impact Sound Resistance: - 17 to 19 dB

Thermal Insulation: - 0.07 sq mts

Electrostatic charge: - 4 KV and

Thickness Swelling: - Less than 12%.

### **Material Storage & Pre-requisites: -**

The material shall be stored in unopened packages at normal room temperature at least 0.5m from the walls, for at-least 48 hours prior to the installation. The contractor shall ensure that the boards are undamaged and free from any faults before installation. The contractor shall use felt pads and castor cups on furniture legs and provide external doormats inside all the external doorways to protect the floor at the time of handover. A maintenance guide of the approved company shall be made available any time and handed over to the client at the time of handover.

### **Material Installation: -**

The normal method of installation of laminated wooden flooring is in a random installation pattern taking into consideration the type of installation pattern desired for the purpose of aesthetics or any technical reasons. The desired temperature in the room at the time of installation shall be at least 18

deg C and RH in the range of 30 to 80%. The joinery is tongue & grooved in an interlocking pattern including beading at the end. A teak moulding of size 45 X 45 shall be provided and installed at the joinery junction of the wall and the floor as per the approved manufacturer's specifications. The quoted rate shall be inclusive of leveling the surface, polishing etc complete to the satisfaction. Underlay shall be provided as per manufacturer specification.

**MEASUREMENTS: -**

Length and breadth of superficial area of the finished work shall be measured correct to a cm. The area shall be calculated in square metre correct to two places of decimal. No deduction shall be made nor extra paid for voids not exceeding 0.20 square metre. Deductions for ends of dissimilar materials or other articles embedded shall not be made for areas not exceeding 0.10 square metres.

**Rate: -**

The rate shall include the cost of the labour and materials involved in all the operations described above

**VITRIFIED TILES /GRANITE STONE WORKS: -**

The thickness of the mortar shall be as specified in the item of BOQ. Granite/Vitrified shall be hard, sound, dense and homogenous in texture with crystalline texture as far as possible. It shall generally be uniform in color and free from any stains, cracks, decay & weathering. The material shall be got approved from the Bank's Engineer/Architect.

**Approval: -**

Before starting the work the contractor shall get the samples of Granite/Vitrified tiles approved by the Architect / Bank's Engineer. The approved samples shall be kept in the custody of the Bank's Engineer and the materials supplied and used on the work shall confirm to the samples with regard to the soundness, color, veining and general texture.

**Measurements: -**

Measurement shall be as per CPWD specifications.

**MAIN FRAMELESS DOOR & FIXED GLAZING: -**

Providing and Erecting in position Fully Glazed Double Leaf Frameless Door with 12mm thk clear toughened glass with Dorma patch fittings such as Bottom Patch PT 10 with SS covers-2 nos, Top Patch PT 10 with SS covers-2 nos, Patch with plate PT 30-1 no, Over Panel Patch PT 40 with SS covers-1 no, Corner Lock US 10 with SS covers-2 nos, Lock keeper plate -5.190-2 nos, Floor Spring BTS 75V with standard spindle screws and SS cover plates-2 nos, Pull Handle TGD130033S (40mm dia X Full Height of the door)-2 pairs, PFF GT1-Ceiling / Façade Bracket-14 nos, Aluminum U Channel-13 mts. Gap of 3.5mm to be maintained between every two glass panels.

Patch fittings of any approved make with similar feature may also be accepted. Gaps to be sealed with clear silicone sealant. Before sealing the gaps, masking tape to be stuck on the edge of the glass in such a way that only the gap is visible. Any spillage of the sealant while sealing the gaps is only on the masking tape which shall be peeled off after the silicone sealant in the gap between the glasses is dry. The contractors shall note that all damages to the floor work to be reinstated without any extra cost including making & filling of the necessary holes etc complete to the satisfaction.

**Measurements: -**

The length and breadth of the finished work shall be measured in metre correct to cm. The area shall be calculated in Sq.M. nearest to two places of decimals.

**Rate: -**

The rates include the cost of materials and labour required for all operations including wastage, heights, cutting, finishing etc complete.

**SIPOREX MASONRY WALL: -**

Providing and constructing 150 mm thk Siporex lightweight concrete block masonry in superstructure, blocks conforming to BIS : 2185 (Part III), BIS 6041 having minimum crushing strength 75 kg / sq cm in cement mortar 1:6 (1 cement : 6 coarse sand) mixed with approved non-

shrinking compound as per manufacturer's instructions including providing RCC patli beam of 150 X 100 mm size at every 1.0 mts centres with 2 nos, 8mm dia Tor bars and 6 mm dia links at 300 mm centres in cement concrete of mix M 20 including the required formwork complete with raking out of joints, curing, double legged scaffolding as per specifications at all the heights, depths & leads & lifts as per the directions & satisfaction of Bank's Engineer/Architect

## **6. PLASTER OF PARIS FINISH**

### **Description:**

Providing & Applying Plaster of Paris (POP) in a paste form up to average thickness of 6 mm/12mm as per BOQ and level the surface on the existing plastered surface to proper line & plumb, including making grooves etc complete. The surface of the under coat on which the POP is to be done shall be left rough. The POP paste shall be applied on dry plastered surface in two layers slightly more than 3 mm/6mm thick each between gauged pads, with which to ensure an even and uniformly thick surface of 6 mm/12mm by frequent checking with a wooden straight edge. It shall be finished to an even and smooth surface with trowels.

All corners, arises, angles and junctions shall be truly vertical and horizontal as the case may be and shall be carefully and neatly finished. Rounding or chamfering corners, arises, junctions etc. where required, shall be done without any extra payment. Such rounding, chamfering or grooving shall be carried out with proper templates or battens to the sizes required. No portion of the surface shall be left out initially to be patched up later on.

### **Thickness:**

The thickness of the finished surface shall not be less than 6mm/12mm thick.

### **Precaution:**

Any crack which appears in surface and all portions which sound when taped or are found to be soft or otherwise defective shall be cutout in rectangular shape & re-done as directed by Bank's Engineer/Architect.

### **Mode of Measurements:**

The measurements for POP finish shall be taken over the finished work. The length and breadth shall be measured correct to a cm. The area shall be calculated in sq.m. Correct to two places of decimal. Deductions in measurements for openings shall be regulated generally as per CPWD specification for measurement of cement plaster.

### **Rate:**

The rate shall include the cost of all labour, materials scaffolding etc involved in all the operations described above.

## **D) Special Conditions:**

Greenlam, Century, Austin BWR Grade plywood as approved and specified.

Block board or equivalent make non-approved and or non-specified shall not be accepted under any circumstances unless and otherwise mentioned.

Only 1.0 mm thick make like Formica , Sunmica, Century CF finished Laminate of approved colour and shade, Veneer with melamine polish matching with Existing furniture shall be used as per design or as directed.

Everite H.D. door closure and floor spring shall be used as specified.

Only S. S. finished handles of required sizes should be used for all drawers, cupboards, cash cage door etc. unless and otherwise mentioned.

All nails and other hardware shall be used of the best quality and shall be free from rust or any other defects.

All painting to the furniture / wood work shall be done with Asian paints as per approved shade and sample as per instructions and standard practices.

Float glass (Asahi or Modi make only) shall be free from all defects and shall be used as per approved sample and as per specified thickness and crystal edge polishing / nosing as per instructions.

All hinges, ball catches, tower bolts shall be first quality brass and of lasting nature.



Godrej locks to be used of the first quality as per approved drawings.  
 All screws to be used of Nettle fold make.  
 Teakwood to be used of first quality C.P. teak well-seasoned for the basic framework etc.  
 Lipping to be used of first quality teak wood or as specified.  
 All free-standing partitions should have T.W. beading patti on their edges.  
 All lipping patties beading patties and mouldings, etc. should be finished with polish or oil paint as specified by the designer.  
 Only Fevicol to be used as bonding material unless otherwise specified.  
 All wood and ply joinery shall be as desired by the Architect.  
 Only Godrej make night latches shall be used with original set of three keys for the door to cash cages.  
 Dimensions mentioned in the drawings and specifications are of the finished sizes and shall be strictly verified at the work site.  
 No extra payments will be made for providing and fixing of various handles and locks as per the selection of the Architect.  
 No extra payment shall be done for the rejected material at the site.  
 Pest controls to be done by the contractor before actual finishing of various items.  
 Wood preservation treatments to plywood and wood should be done.

**Note: The above said specification shall be read with BOQ specifications and Special conditions of the contract. The rate for the items in the BOQ shall be quoted accordingly. The decision of Bank's Engineer/Architect will be final in any ambiguity noticed in the specification of the item.**

**Signature of Contractor(s)**

#### **K. Indian Standards Referred to:**

I.S. No. 200	Latest Measurement of Building & Civil engineering works for Measurement method.
I.S. No. 287-1973	Recommendation for maximum permissible moisture of Timber used for different purposes in different areas.
I.S. No. 1141-1973	Code of practice for joints used in wooden furniture work.
I.S. No. 6534-1971	Guiding principles for grading inspection of Timber
I.S. No. 1200 (Part XX1) -1973	
I.S. No. 3845-1966	Code of practice for joints used in wooden furniture work.
I.S. No. 4020-1967	Wooden flush doors type of method to test.
I.S. No. 4970-1973	Key for identification of commercial Timber.
I.S. No. 3364(Part-II)-1976.	Methods of measurement and evaluation of defects in Timber. Part-II Converted Timber.
I.S. No. 1708-1969	Method of testing small clear specimens of Timber.
I.S. No. 6342-1971	Rosewood blocks for production of sliced veneers.
I.S. No. 5248-1969	Teak logs for production of sliced veneers.
I.S. No. 2202(Part I)	1973 Specification for wooden flush door shutters (Solid core type plywood panels).
I.S. No. 2238. (Part I)	Code of practice for finishing of wood and wood based material operations and workmanship
I.S. No. 7638-1975	Method of sampling of plywood.
I.S. No. 303-1975	Specification for particleboard for insulation purposes.
I.S. No. 3129-1965	Specification for particleboard for insulation purposes.
I.S. No. 3513-1966	(Part III & IV) High and medium density wood based laminates (Part III for General Purpose and Part IV for Sampling Test.)

I.S. No. 1659-1979	Blackboards
I.S. No. 7036-1974	Decorative plywood using plurality of veneers for decorative faces.
I.S. No. 3478-1966	High –density wood particles.
I.S. No. 1734 (Part to III)	Plywood –method of testing      Part I    General    Part II    plywood    Part III
	Battens.
I.S. No. 1328-1970	Veneer decorative plywood
I.S. No. 710	Manrine Ply.
I.S. No. 3087-1969	Wood particle boards (Medium Density)
I.S. No. 848-1974	Specification for synthetic resin adhesive for plywood (Phenol and Amino plastic)
I.S. No. 2046-1969	Specification for decorative laminates.
I.S. No. 8273-1976	Fibrous gypsum plasters boards.
I.S. No. 2095-7965	Gypsum plasters boards.
I.S. No. 2542(Part – I)-1978	Gypsum plaster and concrete products. Method of testing. Part I – Plaster and concrete.
I.S. No. 8272-1976	Gypsum plaster for use in the manufacture of fibrous board.
I.S. No. 2441-1963	Fixing ceiling coverage Code of practice for
I.S. No. 2935-1977	Specification for flat transparent sheet glass.
I.S. No. 2395 (Part-I) 1966	
2395 (Part II)-1967	
Panting to concrete masonry and plaster surfaces – Code of Practice for Part-I operation and workmanship & Part II	
-Schedule of work application.	
I.S. No. 3548-1966	Glazing in building –Code of Practice for.
I.S. No.6278-1971	White Washing and colour washing Code of Practice for.
I.S. No. 137-1965	Specification of ready mixes paint brushing matt or eggshell flat finishing interior to Indian Standard Colour. As required.
I.S. No. 133-1975	Specification for enamel and interior (a) Undercoating (b) Finishing
I.S. No. 129-1950	Specification for ready mixed paint brushing grey filler for enable for use over primers.
I.S. No.129-1950	Specification for ready mixed paint brushing finishing interior oil glass. For general purpose to Indian Standard Colours.
I.S. No. 533-1973	Specification for gum sprit or turpentine (oil of turpentine)
I.S. No.101+-1964	Method of test for ready mixed paints and enamels.
I.S. No. 75-1973	Specification for linseed oil (refined)
I.S. No. 77-1976	Specification for linseed oil boiled for paint.
I.S. No. 124(Part I)-1976	Specification for ready mixed paint brushing finishing semi glossy for general –purpose work.
I.S. No. 5884	Specification for woolen carpets.
I.S. No. 104-1979	Specification for ready mixed paint brushing zine chrome primer.
I.S. No. 5391-1969	Adjustable metal chairs for use of typist and operations in telephone exchanges.
I.S. No. 8756-1976	Ball catches for use in wooden Almira's.
I.S. N0. 3499-1976	(Part II) Chairs for office purposes metal revolving and tilting
I.S. No.5416-1969	General purpose wooden chairs. Method for Test for.
I.S. No. 6185-1971	High chairs specification and safety requirements for.
I.S. No. 4116-1976	Joints used in wooden furniture Code of Practice for.
I.S. No. 3845-1966	Joints used in wooden furniture Code of Practice for.
I.S. No. 7070-1973	shelving racks wooden (adjustable and nonadjustable type)
I.S. No. 5967-1969	Table tops (Wooden)
I.S. No. 5967-1969	Tables wooden of test for
I.S. No. 3564-1955	Door closures (Hydraulic regulated)

I.S. No.799-1975	Drawer locks. Cupboards and bus lock
I.S. No. 7981-1975	(Part I) Glossary of terms relating to builder's hardware Part I- locks
I.S. No. 704-1978	(Part I&II) Tower bolts ferrous and non-ferrous metals.

The various items to be used in the interior decoration/finishing work shall be of ISI standard. Wherever the items/products do not have ISI Mansards certification. Shall be got approved by Bank/Architect & Tested for its quality etc. At the laboratory and necessary testing charges shall be by the contractor.

#### **L. LIST OF APPROVED NOMINATED MANUFACTURES/ BRANDS.**

##### **Note:**

All materials shall be of the 1st quality. Among approved brands, **selection of Brand shall be done as per Clients / Architects choice.**

Wherever the contractor proposes to use equivalent makes (i.e. other than specified) the same shall be approved by the Bank/ Architect. Any additional work done before prior approval of the expenditure and time; shall be solely on contractor's account and no claims whatsoever shall be entertained, in this regards.

Deduction in item rates will be done if Bank/ Architect selected the material who's price is less than the specified basic rates. If material is not available contractor should mention the alternate make and submit the deviation statement.

Contractor should check the availability of material in market (for required quantity) before quoting the rates and if the material is not available contractor should mention the alternate make and submit the deviation statement.

<b>Sr. No.</b>	<b>MATERIALS</b>	<b>APPROVED MANUFACTURER / BRAND</b>	<b>COLOURS / REMARKS.</b>
<b><u>A</u></b>	<b><u>FURNITURE ITEM</u></b>		
1	Plywood	Century / Green/Austin	
2	MDF Board	Green ply (uttranchal), Archid (uttranchal), Merino	
3	Teak wood based Particle Board		
4	Gypsum Board – Partition / Paneling	India Gypsum Co. Ltd.	
<b><u>B</u></b>	<b><u>FINISHES</u></b>		
1	Laminates	Formica / / Sunmica	As per norms
2	Veneer (decorative plywood)	Green ply industries / Archid	Steamed anegre of Century, Sugar maple of Formica, Goncalo Alvez of Sunmica
<b><u>C</u></b>	<b><u>HARDWARE</u></b>		
1	Door Closer	Godrej / Enox / Ozone	
2	Floor Springs	Enox / Ozone	
3	Locks	Ebco / Godrej /	
4	Point fittings, Fixing screws		
5	Patch fittings	Enox / Ozone	
5	Drawer Channels	Telescopic – Ebco / Godrej / Appex	
6	Handles	S.S 304 GRADE BRUSH	

		FINISH	
7	Auto closing Hinges for shutters	Ebco	
8	“W”& “Z” Hinges for shutter	Heavy- Brass hinges & S.S hinges of Rockline/Floora	
9	Butt Hinges for Door	Heavy – Brass hinges/ S.S hinges, of Rockline/Floora	
10	CPU Trolley	Made by 18 mm plywood	
11	Keyboard tray with Mouse pad	Made by 18 mm plywood Or Ebco	
12	Screws	G.K.W., Nettle fold.	
13	Adhesives	Fevicol SH, Araldite of FalcoFix	
<b>D</b>	<b><u>OTHER</u></b>		
1	Acoustical Tile		
2	Aluminium Composite Panels	Alstrong, Alstar	
3	Float Glass	Modi, Asahi, Saint Gobain	
4	VERTICAL/roller Blinds	Parrytex / Vista	
5	Tapestry	Vimal- Harmony / Raymond / Classic fabrics.	
<b>E</b>	<b><u>CIVIL ITEMS (If Any)</u></b>		
1	Ceramic Floor tiles	Nitco / Asian / Kajaria / RAK / Jhonson /	
2	Vitrified Floor tiles	Jhonson / Asian / Kajaria / RAK (1 <sup>st</sup> quality) / Jhonson	
3	Ceramic Dado tiles	Nitco / Asian / Kajaria / Jhonson /	
4	Waterproofing compound	Aceproof of Dr Fixit	
5	G.I. Pipes		
6	PVC pipes	Kisan / Prince / Finolex make.	
7	Epoxy based waterproofing		
8	Cement	Rajashree, Ambuja, Ultratech-Birla.	
9	Sand for plastering etc.	.	
10	Sanitary fitting		
A	Wall mounted closet	Parryware / Cera / Hindware	Ivory / white
B	Wash basin		
C	Urinal's		
D	Orissa pan		
E	Anglo Indian w.c with cover		
11	Taps	Jaquar – continental, Jaquar Escoco	
12	Stainless Steel Sinks		
13	Aluminium Windows / Doors	Jindal make sections of approved guage.	
14	Mosaic Tiles		

15	Granite		
<b>F</b>	<b><u>FALSE CEILING</u></b>		
1	Gypsum Board –Ceiling / Partition/ Panelling	India Gypsum Co. Ltd.	
2	Modular Ceiling	Armstrong	
<b>G</b>	<b><u>PAINT</u></b>		
1	Fire Retardant Paint.		
2	Paint	Asian Paints., Burzer, Nerolac	
3	Textured Paint	Asian Paints	

**All brands to be specified by the Bank's / Architect at the time of execution, Contractor to confirm before placing the order with the supplier. Contractor has to submit a letter for make and has to get it approved by Bank/Architect before placing order. If any make is not mentioned for the item, then it shall be considered as standard make and adhering to the BIS and with ISI mark.**

### **M. SAFETY CODE**

#### **1. SCAFFOLDING**

1.1 Suitable scaffolding shall be provided for workman for all that cannot safely be done from the ground or from solid construction except such short period of work as can be done safely with ladders. When a ladder is. used an extra Majdoor shall be engaged for carrying material as well as suitable foot holds and hand holds shall be provided on the ladder an inclination shall be given not steeper than 1/4 horizontal and I vertical.

Scaffolding or staging more than 12feet above the floor. Swung or suspended from overhead support or erected with stationary support shall have a guard rail properly attached breached or otherwise secured at least3 feet high above the floor of the platforms of such scaffolding staging and extending along the entire length or the outside the ends there of with only such opening as may be necessary for the delivery of the materials, such scaffolding or staging shall be fastened as to prevent it from swaying from the building structure.

Working platform gangways should be constructed so that they should not sag unduly or unevenly and if the height of the platform of the gangway or the stairway is more than 12 feet above the ground level and/or floor level they should be closely boarded, Should have adequate width and should be suitably fenced as described in 2 above.

Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed No portable single ladder shall be over 30 feet in length while the width between side rails in ring ladder shall be in no case less than 11.1 inches for ladder up to and including 10 feet in length for longer ladders this width should be increased at least ¼ inch for each additional foot length uniform stop spacing shall not exceed 12'' adequate precaution shall be so stacked or placed as to cause danger or inconvenience to prevent danger from electrical equipments. Nonmaterial on any of the sites of work shall be so stacked or placed as to causes danger or inconvenience to any person or the public. The contractor shall also provide all necessary fencing and lights to protect the public from accident and shall be bound to bear the expenses of defense of every suitable action or other proceedings of law that may be brought by any person and to pay any damages and cost which may be awarded in any such suitable action or proceeding to compromise any claims by any such person.

Date:

Signature of contractor(s)

**Annexure-I**  
**DECLARATION BY THE CONTRACTOR**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Enclosures:

1. DD/Pay Order  
No.....  
.....

2. Terms & conditions (each page must be signed and stamped with the seal)

3. Financial Bid. (Signature of Contractor with seal) Name: Address: Date:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected. Also, non-adhering of any of the terms and conditions of will render the bid to be rejected.

**Date:**  
**Stamp**

**Signature of Contractor**

**Annexure-II**  
**Certificate/Undertaking**

1. Certified that I / we have visited the site on \_\_\_\_\_ and assessed the nature and amount of work involved before submitting our offer. We will be able to execute the work within the available site condition.
2. I undertake that I / we have visited the place of “-----, UCO Bank, -----”, and noted the quantities, floor space, existing electrical connections, water etc.
3. Manpower & Materials supplied by us will be suitable for in the existing location / condition with sufficient space all around. No extra cost will be claimed by me later for any difficulties/modifications involved for total execution of all the Interior works mentioned in the tender. I also understand that the work, if required to be completed on priority basis, so we are ready to work in day / night hour subject to availability of site/space. The contractor has to make own stay arrangements during the execution of work and work during the night time will not be permitted.
4. I hereby abide for the rates which are quoted by me for each items considering all specification, standard procedure and site condition.

Note:

(Signature of Contractor):

(NAME):

(SEAL):

***(Above certificate/ undertaking is to be given on the Letter Pad of the Contractor)***

\*\*\*\*\*

**FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH  
REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION**

**UNDERTAKING REGARDING BLACKLISTING/ NON-DEBRMENT**

To,  
Deputy General Manager,  
UCO Bank, Zonal office,  
380, Saket Nagar, Indore

We here by confirm and declare that we, M/s----- is not blacklisted/De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have executed/undertaken the works/services during the last 05 years.

For -----

Authorized Signatory  
Date:



## GENERAL TERMS & CONDITONS

1. The contract is for items rate Basis/ & the payments shall be made according to Actual measured quantities & at the rates quoted in the schedule of rates.
2. The contractor must not sublet part or full of the contract without written consent Of the Consultant/Bank.  
**(Bank term used for UCO bank Zonal office )-**
3. The schedule of Quantities should contain not only the rates but also the value of Each work entered in a separate column and all the items should be totaled up in order To show the aggregate value of the entire tender. All correction in the schedule must be Duly attested by the initials of the Contractor.
4. The rates quoted by Contractor in the schedule of Quantities will be deemed to be for The finished work on site. The rates shall be inclusive of GST/ Sales Tax, Octroi Duty, ntry Tax, Works contract Tax, etc , or any other duty levied by any government or public Bodies etc. whichever are applicable as on date. The rates shall be firm and shall not be Subject to change / variations, in any conditions whatsoever.
5. The Consultant/Bank reserves the right to call upon any Contractor to furnish explanations regarding the calculation and clarification on any details, & shall also Have the right to visit the office or workshop of the Contractor and the various similar Other works carried out by him.
6. Tender received without drawing and earnest money will not be considered at all. The Quotation shall be based on drawings. Specifications, schedule of quantities, along With the conditions of contract all enclosed with this dcmuent.
7. The Contractor shall give to the MPEB. Police and Municipal corporation and other Authorities all notices, etc. that may be required by law & pay all proper legal fees and Charges to such authorities
8. All drawings, tracings, photo prints shall be considered as the sole property of the Consultant and they shall be returned to them on completion of the work.
9. The Contractor should keep the site, building and offices clean of debris, wood Pieces etc. during contract period.
10. All measurements shall be in British/Metric Units and shall be recorded jointly with The authorized representative of the contractor and Consultant.
11. All tests or experiments which may be necessary to be carried out shall be without Any extra charges, and be borne by the contractor.
12. Notes, observations and remarks, during the entire construction period, the Contractor has to maintain a duplicate book for notes, observations, instructions and Remarks.
13. The Contractors will have to submit the schedule of the work in accordance with the time for completion as stated by him within 48 hours of the date of allotment of the work
14. The Contractor is bound to carry out any other items not included in the schedule Of quantities. Schedule of instruction in respect of such additional items and their Quantities will be issued in writing by the Consultant in consultation with Bank. The Rates of such additional items shall be settled by the consultant.
15. **Time is the essence of this contract and the work is to be completed within Stipulates time period of 21 Days.** The Contractor shall inform the Consultant in writing Before initiating any stage of fabrication or finish whatsoever the case may be. f the Contractor fails to complete the work within stipulated time or any extended time Allowed By the consultant/Bank, **penalty for the sum of Rs. 3000/- per week** shall be imposed To the Contractor, till the work is completed in all respect. The whole of the work including Additional and extra work is to be completed in time stated in the contract. The contractor Will be required if necessary, to work overtime to fulfill the Consultants instructions.
16. The Consultant/Bank reserves the right to with hold any Certificates if the works or any parts thereof are not being carried out to their satisfaction.
17. The Consultant /Bank and their representatives shall have access to the works and To the workshops,

Factories or other places where materials are lying or from which They Are being obtained and the contractor shall give every facility necessary for inspection and examination of the materials and workmanship.

18. Any major alternation which the contractor may be called upon to do under the instructions of the consultant / Bank be extra, the consultant reserves the right to decide Upon the rates payable under such extra items and their decision will be final, binding And without appeal.
19. The decisions, opinions, directions, Certificates given by the Consultant in consultation with bank with respect to all of any one matter under the contract shall be final conclusive and binding on the parties there to and shall be without appeal. Such decision may be in the form of final certificate or otherwise.
20. The Contractor shall be deemed to have satisfied himself before quoting as to the Correctness and sufficiency of his quotation of the work and of the prices stated in schedule of quantities in which rates and price shall cover all his obligations under the Contract and all matters and things necessary for the proper completion of the work.
21. No quotation shall be taken into consideration unless accompanied with earnest Money & this documents, Duly signed on each page.
22. Each page of the document in required to be signed by the parson submitting the Quotation in taken of his Having acquainted himself with them. Any quotation with any Of these documents not signed is liable for total rejection.
23. Contractor must note that canvassing in connection with the work is strictly prohibited. Quotation of those contractors resorting to canvassing of their work shall be liable for total rejection.
24. All rubbish as it accumulates from time to time during the progress of works and at completion, including that of Subcontractor is to be cleared and carted away and all terials condemned by the Consultant are to be removed from the work within 12 hours. All floors, furniture, each portion of work etc, are to be scrubbed, all glasses to be cleaned on both sides of windows, Screen doors, partition etc. and the premises left clean after washing perfectly upon completion of the work.
25. Before releasing of security deposit , Certificate of satisfaction of work should be Taken by the consultants .
26. The consultant reserves the right to make subsequent amendments to the designs, Specifications, quantity provided in the Schedule & for the same shall be arrived from The Schedule of basic rates.  
Contractor should note that the work is going to be carried out in the existing premises Hence the site shall be available in banking hours working .
27. The Statutory deduction of the income Tax shall be done at source, as per rules Applicable at the time of payment.
28. **The Bank/Consultant reserves the right of accepting or rejecting any or all quotations Without assigning any reasons.**

I/ we hereby declare that I / we have read and understood the above terms & conditions And I / we here by agree to abide the same in too.

(Witness :

Signature of Contractor)

Date :

Address :

## **Scope / condition Of The Work**

### **Cabling / wiring work for Point wiring**

- 1) Cabling work should be done as per specification. The switch which is used for point wiring should be of standard mac & Modular switch . Looping work shall be permitted as per item mentioned in details BOQ.
- 2) MCB used for this work as per standard.

### **Fittings / Fixtures**

- 1) Fitting / fixtures used should be of as per standard. Bank May ask the bill for the same.
- 2) All materials used in fittings purpose should be of as per standard.

### **Installation of MCB work**

- 1) The scope of work in this work is to install different MCB as per item with MCB box as per standard as per make described in the detailed specification.
- 2) All The work must be done as per specification mentioned in the detailed BOQ

### **SPECIFICATIONS:**

The contractor shall be responsible for providing all plant & Machinery, tools, materials & all Other things necessary for execution of the works.

#### **1. GENERAL :**

1. All conditions and descriptions etc. contained in the schedule of quantities are to be read with specification.
2. Figured dimensions on drawings shall supersede measurements by scale and drawing to larger scale shall Take precedence over those to a smaller scale.All dimensions should be checked on site.
3. Dimensions where stated do not allow for waste, laps, joints etc, but the contractor shall provide sufficient labours and materials to cover such waste,
4. Before taking up the job the contractor shall discuss the whole layout with details with the Consultant and shall visit the sight to acquaint himself of the condition prevailing thereon.
5. The contractor shall place at the disposal of the Consultant, the services and advice of himself and his firm and his staff, suppliers or other skilled persons employed by him for the conduct of works comprised in the contract.
6. All rubbish as it accumulates from time to time during the progress of the work on site & at completion, shall be cleaned and carted away and all material condemned by the Consultant shall be removed from the site at the own cost.
7. All materials not conforming to the consultant/Bank specification shall be rejected.
8. The Consultant/Bank shall have full powers and authority to issue instruction as to the order of proceeding with our caring out the work as they deem necessary for the guidance of contractor and the contractor shall be bound to carry out and execute accordingly.
- 9 **The contractor must supply samples of all the Materials Like Cable, Wire ,switches , pipes , plastic strip etc. instructed by the Consultant. And get approval . of the same**
10. The Contractor must not that the designs, sketches shown at time of this tender are tentative and shall be

subject to variations in design while preparing final details as required by the Consultant.

## MATERIALS AND WORKMANSHIP

1. All materials which are to be used in the works shall be of their best respective kinds and to the approval of the consultant. The consultant or his representative will accept that the materials are really the best of the kind when it is approved beyond doubt that no better materials of the particular kind in question are available in the market.
2. The Consultant in consultation with Bank shall have the power to cause the contractor to purchase and use Such materials from any particular source, as may in his opinion be necessary for the purpose of proper execution of the work. Provided such source is an authorized dealer/stockiest of the said materials.

Witness

Signature of the Contractor

1.

2.

Date:

### ACCIDENTS/ LOSSES TO PREMISES:

1. The Contractor shall be liable and shall indemnify the BANK against any liability, loss, claim or proceeding, whatsoever, arising under any status or at common law in respect of personal out of or in the course of or caused by the carrying out of the Work.
2. The Contractor shall be liable and shall indemnify the Bank against any expense, liability, loss, claim or Proceedings in respect of any injury or damage, whatsoever, to any property, real or personal, in so far as such injury or damage arising out of or in the course of or by reason of the carrying out of the Work, and Provided always that the same is due to any negligence, omission or default of Contractor, his workers, servants etc.
3. The Contractor shall maintain & shall cause any Sub Contractor to maintain:
  - a. Such insurance as are necessary to cover the liability of the contractor, or as the case may be, of such Sub Contractor, in respect of personal injury or deaths arising out of or in the course or caused by the carrying out of the Work; and Such insurance as may be specifically required by the Contract Bills in respect of injury or damage to premises, real or personal, arising out of or in the course of or by reason of the carrying out of Work & caused by any negligence, omission or default of the Contractor, his servants or agents or as the case may be, of such Sub Contractors, his servants or agents.
  - b. The Contractor shall produce or cause any Sub Contractor to produce for inspection Relevant Policy or Policies of insurance together with the receipts in respect of the Premium ( S ) paid under such policy or policies as & when required, so as to do, by The Bank, provided always that as & when may be reasonably required by the interior Designer the production by either the Contractor of a current Certificate of insurance From the Comma or firm which shall have issued the policy or Policies aforesaid, shall Be good discharge of the Policy or Policies and the Receipts in respect of the Premium (S) paid.
4.
  - a. The Contractor will maintain, in the joint names of himself & the BANK, such Insurance as may be required in respect of any expense, liability, loss, claim or proceedings, which the Employer may incur or sustain by reason of injury or damage to premises, real or personal, arising out of or in the course of or by reason of carrying out of the Work and caused otherwise than by the negligence, omission or default of the contractor, his servant, agents.
  - b. Such Insurance as is referred to in the immediately preceding paragraph, will be placed with Insurance to be approved by the BANK & the Contractor shall have to deposit, with the BANK. The Policy or Policies & the Receipt in respect of the premium ( S ) paid.
5. **INSURANCE AGAINST FIRE ETC :-**
  - a. The Contractor shall, in the joint names of himself & the BANK, Insure against loss or damage by fire, storm, tempest, lightning floor, earthquake, aircraft or anything dropped there from, area object, riot &

civil commotion, for the full Value of all Items of Work executed and all unfixed materials & goods intended for, Delivered to any placed on or adjacent to Work, but excluding temporary plant, Tools & equipments owned or hired by the Contractor and shall keep Such Work, materials & goods so Insured until Virtual Completion of the Work. Such Insurance shall be with Insures approved by the Bank and the Contractor shall Deposit, with the BANK, the Policy or Policies & the Receipts in respect of Premium (S) paid; and should the contractor make default in Insuring or Continuing to insure as aforesaid, the BANK may himself Insure against any risk With respect of wich the default shall have occurred and deduct a sum equivalent o the amount paid by him in respect of Premium (S) from any monies due to or To become due to the Contractor.

- b. Upon settlement of any claim under the insurance aforesaid, the Contractor with due diligence, shall restore Work off any debris & proceed with carrying out & completion of the Work. All monies received from such Insurance shall be paid to the Contractor in installments under Certificates of the Consultant issued. The Contractor shall not be entitled to payment in respect of Restoration of Work damaged, the replacement & repair of any unfixed materials or good sand the removal & disposal of debris other than the monies received Under the said Insurance.
- c. All Work executed and all unfixed materials & goods intended for, delivered to & placed on or adjacent to the Work site ( including temporary stores, plants, tools & equipments owned or hired by the Contractor or nay Sub Contractor ) shall be at the sole risk of the Contractor.

Witness:

Signature of Contractor.

### List of Approved Materials

Sr. No.	Materials	Approved Manufacturers / Suppliers
1.	Lane Cable	D - Link
2.	Wires / Cable	Finolex / Havells
3.	MCB	Legrend / Havells
4.	Modular Switches	Havells / Legrend
5.	Light Fittings	Philips / wipro
6.	Fans	Havells /Cromptan
7.	Metal Box	Finolex / havells Heavy Quality
8.	Casing / Pipe	Modi/JJI/ Doughtin 2 to 2.5 mm th
9.	MCB Box	Legrend / Havells
10.	IO box	D- Link
11	MS pipe	As per boq specification