



TENDER FOR
INTERIOR FURNISHING WORKS
IN EXISTING PREMISES OF
UCO BANK SATELLITE BRANCH & ATM
(UNDER ZONAL OFFICE - AHMEDABAD)

Issued To:

(INTERIOR FURNISHING WORKS)

OWNER
DEPUTY GENERAL MANAGER
UCO BANK,
ZONAL OFFICE - AHMEDABAD,
GAD DEPARTMENT , 7TH FLOOR, UCO BHAVAN,
NR. SANYAS ASHRAM, ASHRAM ROAD, AHMEDABAD - 380009

To,
Deputy General Manager,
UCO Bank, Zonal Office - Ahmedabad,
GAD Department , 7th Floor, UCO Bhavan,
Nr. Sanyas Ashram, Ashram Road,
Ahmedabad - 380009

Sub :Tender for Interior furnishing works in Existing Premises at UCO Bank - Satellite Branch & ATM (under UCO Bank – Zonal Office – Ahmedabad)

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood the plans, specifications, schedule of quantities, with General conditions for the above mentioned work and having VISITED & EXAMINED THE SITE of the proposed work, do hereby tender to execute and complete the entire work in accordance with the priced bill of quantified and/or as given in the special specification of each works attached hereto.

It is understood that the lowest or any tender will not necessarily be accepted and that you are not bound to assign any reason of the same.

I/we agree to keep our offer open for six months from the date of opening.

Having examined the drawings, schedule of quantities relating to the proposed Tender for Interior Furnishing works and having visited and examined the site of the proposed works and having acquired the tender invited by you, we the undersigned hereby offer to execute, complete and maintain the proposed work in strict accordance with the specifications described in the Tender at the item rates quoted by us.

We undertake to complete and deliver the total work within 30 days from the date of issue of work order from you.

Name and address of the contractor

Signature & Stamp of contractor

Place :- _____

Date :- _____

Name of Work : Tender for Interior furnishing works in Existing Premises at UCO BANK, Satellite Branch & ATM (under UCO Bank – Zonal Office – Ahmedabad)

TENDER NOTICE

Sealed item rates tenders are invited on behalf of **UCO BANK, ZONAL OFFICE - AHMEDABAD** from **UCO BANK'S EMPANELLED CONTRACTORS FROM ZONAL OFFICE - AHMEDABAD ONLY**. The contractors should be technically sound and financially capable.

The details are as under :

1.	Name of Work	:-	Interior furnishing works in Existing Premises at UCO Bank - Satellite Branch & ATM
2.	Earnest Money Deposit by Pay Order or Demand Draft from Nationalized Bank (No Interest payable on this deposit)	:-	₹.6,000/- (Rupees Six Thousand Only) in favor of "UCO BANK" payable at Ahmedabad
3.	Tender Cost	:-	₹.500/- (Rupees Five Hundred Only) in favor of "UCO BANK " payable at Ahmedabad.
4.	Time of Completion	:-	30 days from the date of commencement
5.	Issue of Tender	:-	Tender Documents will be available from 22/12/2022 10:00 AM to 28/12/2022 04:00 PM
6.	Submission of Tender	:-	Sealed Tenders with the name of work subscribed on top of the cover will be received at, Deputy General Manager UCO BANK, ZONAL OFFICE - AHMEDABAD, GAD DEPARTMENT, 7TH FLOOR, UCO BHAVAN, NR. SANYAS ASHRAM, ASHRAM ROAD, AHMEDABAD - 380009 on or before 28/12/2022 up to 04:00 P.M.
7.	Time & Date of Opening of Tender	:-	The technical & financial bids shall be opened at 11:00 A.M. on 29/12/2022 at UCO BANK, ZONAL OFFICE - AHMEDABAD, GAD DEPARTMENT, 7 TH FLOOR, UCO BHAVAN, NR. SANYAS ASHRAM, ASHRAM ROAD, AHMEDABAD - 380009 The Financial Bid shall be open immediately after opening of technical bid & will be open only of those bidders who shall be found Technically suitable / short listed.

8.	Tender Rights	:-	Conditional Tenders will not be accepted. The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof or to accept any tender in part thereof.
9.	Date of Commencement	:-	Immediate on Issue of Work Order.

**Deputy General Manager,
UCO BANK, ZONAL OFFICE - AHMEDABAD,
GAD DEPARTMENT , 7TH FLOOR, UCO BHAVAN,
NR. SANYAS ASHRAM, ASHRAM ROAD,
AHMEDABAD - 380009**

GENERAL CONDITIONS

Sealed tender should be addressed to **Deputy General Manager, UCO BANK, Zonal Office - Ahmedabad, GAD Department , 7th Floor, UCO Bhavan, Nr. Sanyas Ashram, Ashram Road, Ahmedabad – 380009**, and super scribed,

Name of work: Tender for Interior furnishing works in Existing Premises at UCO Bank, Satellite Branch & ATM (under UCO Bank – Zonal Office – Ahmedabad)

The tender will remain valid for a period of 6 months from the date of openings of tenders. Bank reserves the right to accept or reject any or all the tenders without assigning any reason to do so. Bank does not bind itself for accepting the lowest quotation.

- (1) All erasures, corrections and alterations made while filling the tender must be attested by initials of tenderer. Overwriting of the figures is not permitted.
- (2) The Bank reserves the right to reject any or all the quotations, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
- (3) Joint tenders shall not be considered.
- (4) Within 7 days of receipt of Intimation regarding acceptance of his tender by the Bank, the tenderer should send his acceptance of the work order in writing. If the tenderer does not do that, or does not start the work within 10 days of such intimation to him or fails to give justified reasons not to do so, acceptance of his tender would be withdrawn and Earnest Money Deposit would be liable to be forfeited.
- (5) The rate quoted in the tender shall include all charges of scaffolding, lift, any tools and plants railway freight labor conditions and fluctuation in the rates, excise duty, sales tax, and any other taxes or expenditure for carrying out the work. **However G.S.T. will be paid separately in contractor's bill.**
- (6) Water and Electricity will be available free at site.
- (7) No Escalation in rates will be allowed under any circumstances.
- (8) The successful tenderer is bound to carry out entire work within stipulated time limit. The tenderer will have to pay liquidated damages for non-completion of job within stipulated period at the rate of ₹.1,000/- per day after expiry of period of completion subject to maximum of 10 % of site contract value.
- (9) The successful tenderer is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra items will be derived from the tender. In case the rates do not exist in the tender and extra item is not similar to tender item, then the rates will be worked out on actual cost of material and labour, any other expenditure for completing that work plus 15 % towards contractor's profit & overheads. For this contractor must submit the rate analysis supported by original vouchers for purchase and labour.

- (13) The contractor must co-operate with other contractors appointed by the bank so that entire work shall proceed smoothly with least possible delay and to the satisfaction of the Bank.
- (14) The contractor shall remove all rubbish etc. out of site/premise wash and clean the floors and hand over the site in proper and tidy condition.
- (15) The tenderer shall acquaint himself with the site conditions making his own arrangement for storing of material at site, lift, etc.
- (16) Contractor shall shift furniture, cupboard, records, for the purpose of painting and re-arrange the same as directed. No extra charge shall be paid for the same.
- (17) Contractor shall be prepared to work at times convenient to the Bank. No charges shall be paid for the same.
- (18) The contractor will attend to all defects noticed during defect liability period. If the contractor fails to attend the defects within a reasonable time these defects will be rectified by the Bank and the expenditure incurred on this account will be recovered from security deposit, or any other money due on to time.
- (19) The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub contractor.
- (20) The work executed should be got approved by the Architect/Bank and contractor shall rectify any bad workmanship pointed out at any stages and remove from site all the rejected material immediately.
- (21) The contractor shall be responsible for application of labour laws, compensation for injury and accident to person, weather employed by his or by his sub contractor.
- (22) The contractor will take necessary precautions for carrying out the work avoiding any damage to fixed or loose furniture, structures/decorative parts of the property. The contractor will rectify any damages done at his cost.
- (23) The contractor shall ensure that workmen employed by him for execution of work are suitably covered against workmen's Compensation Act, ESIS and other legislative enactments applicable to such works and workmen shall be to the contractor's account.
- (24) The contractor shall inform the Architect/Bank to check quality/measurements of any work which is likely to be hidden before covering.
- (25) In case of non-completion or delay in completion of work or removal of defects in time, the Bank shall be free to appoint another agency to get the job done at contractor's risk and cost.
- (26) Income Tax at applicable rate of the Bill Amount will be deducted at sources from the contractor's bill and will be deposited with the I.T.O. as per rules.
- (27) The Bank may delay the progress of work without, in any way, vitiating the contract and grant such extension of time for the commencement/completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim for compensation or damage in relation there of.

- (28) The contractor will not execute any extra item without Bank's permission in writing.
- (29) The quantities mentioned in the schedule of quantities are approximate. Payment will be made on actual work done by the contractor. However, the contractor should not deviate the quantity without Bank's permission.
- (30) Conditional tenders quoted by the tenderer is liable to be rejected.
- (31) 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 departmentally or otherwise and such alternations or variations shall be carried out with out prejudice to this contract.
- (32) The Bank has right to terminate the contract, if the contractor abandons the work, or fails to commence and complete the work in time, of fails to abide by the contract conditions.
- (33) Measurements for all items shall be taken as per actual work done and no claim for any wastage in all material shall be considered.
- (34) Contractor has to prepare sample of chair, table and part counter for the approval of the Architect/Bank.
- (35) Contractor must quote balanced rates as quantities mentioned in the tender are approximate and may vary to any extent. No extra rate shall be given on this account.
- (36) The contractor while executing the work during the working hours of the Bank shall take special care that disturbance is not created to Bank's staff and customer during the office hours. The contractor should also keep the banking hall in a reasonably good condition during banking hours.
- (37) Contractor has to submit Photographs of the completed civil & furniture work in duplicate along with soft copy in form of C.D.

Name of Contractor with seal & signature

Date :- _____ **Place :-** _____

SPECIAL CONDITIONS OF CONTRACT		
1.A	Earnest Money Deposit	:- ₹.6,000/- (Rupees Seven Thousand Only) in favor of “UCO BANK” payable at AHMEDABAD E.M.D. must be made by any Govt. Nationalized Bank in form of Demand Draft / Banker’s cheque & should not be in personal cheque.
1.B	Tender Cost	₹.500/- (Rupees Five Hundred Only) in favor of “UCO Bank” payable at Ahmedabad
2.	Initial Security Deposit (ISD)	:- Nil
3.	Defects Liability Period	:- 12 months from the date of issue of virtual completion and handing over the site to bank.
4.	Period of commencement	:- Immediately after issue of Letter of Intent/Work Order.
5.	Stipulated period for completion	:- 30 days
6.	Liquidated damages for non - completion of work within the date of completion	:- 1% per week subject to maximum of 10% of contract value inclusive of Sundays and Holidays.
7.	Retention Money	:- 5 % retention money from each running Bill.
8.	Terms of Rate	:- The rates shall be including all transportation cost at site and should be inclusive of all taxes including works contract tax, VAT if any.
9.	Period of validity of Tender	:- Six months from the date of opening tender.
10.	Period for honoring interim certificate	:- 10 working days from the date of Architect’s certificate.
11.	Period of honoring final bill certificate from Architect	:- 10 working days from the receipt of final bill.
12.	Period of honoring final bill certificate	:- 10 working days from date of Architect’s certificate.
13.	Validity of rates after award of Tender	:- “NO ESCALATION IN PRICE WILL BE ALLOWED”
14.	Advance Payment	:- No advance will be paid by the Bank. Bill to be submitted to us with duly receipted challan invoice for payment.

15.	Approved Brands	:-	Only approved brands of materials should be used for work
16.	Water & Electricity Charges	:-	Water, electricity consumption charges shall be borne by the Contractor, if any.
17.	Release of Retention Money	:-	Retention Money shall be released after satisfactorily completion of defects liability period of 12 months from the date of issue of final verified bill by architect.
18.	Sign and Stamp	:-	All the pages are to be stamped and signed by the Contractors in technical bid & financial bid
19.	Validity of Tender	:-	90 days from the date of Price Part of Tender.
20.	Specification of Materials	:-	Specification of Materials is as per Branch Standard Layout Policy.

Name of Contractor with seal & signature

Date :- _____ **Place :-** _____

OTHER SPECIAL CONDITIONS OF CONTRACT

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.

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 (30% in case of carpentry 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.

2. 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.

3. 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.

4. REFERENCE DRAWINGS:

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

5. 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.

6. 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.

7. 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.

8. PHOTOGRAPHS:

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

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

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.

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.)

14. 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.

15. 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.

16. 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. However the Client will make necessary arrangement for stacking the debris temporarily before disposal.

17. 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.

18. The Architect will not certify any application for payment to any contractor if there are: • Defective items of work still uncorrected.

- 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.
- Damage to another contractor.
- A reasonable doubts that the contract cannot be completed for the balance than unpaid.

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

19. 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.

20. DATUM

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

21. 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.

22. 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 dad 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.

23. 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.

24. PAYMENTS

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:

The RA Bill should be based on item rates and will be paid on actual work done on site (% of work done).

No advance payment will be made to the contractor.

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.

The Bank /Architect shall issue a certificate after due scrutiny of the contractor's bill stating 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.

The amount stated in an interim certificate should be total value of work properly executed less the amount to be retained by the Bank.

The Bank will deduct retention money and it will be kept as interest free up till defective liability period.. The refund of retention money will be made as specified in these general conditions of contract elsewhere.

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.

25. 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.

26. 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 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 Client /Bank.

27. CLEANING OF SITE.

On completion of the works the contractor shall 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. Te contractor should clean site for be debris and other waste material on daily basis and keep the environment healthy, no extra payment will be made on that account. The site is located in Head office and utmost care is to be taken while executing the work. The site shall be cleaned everyday so that no inconvenience is caused to the office staff.

28. 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.

29. 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 client will not entertain any claim (extension of time period) for the same.***

30. 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.

Name of Contractor with seal & signature

Date :- _____ Place :- _____

MODE OF MEASUREMENTS

1. 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.

2. MEASUREMENT

The Area shall be measured in square meter.

The Running Length shall be measured in running meter.

Sr. No.	Items	Mode of Measurement
A	FOR CIVIL WORK	
1	Flooring	Flat area measurement of floor. In case of Irregular the measurements will be done as per installed area and wastage will not be considered.
2	Brick Wall	Flat area measurement of elevation – Length of wall multiplied by its height.
3	Windows / Grills	Clear area over one face inclusive of frame shall be measured. Hold fasts and portions embedded in masonry or flooring shall not be measured.
4	Staircase flooring	Running length of the Tread – Per running length shall include cost of Tread & Riser.
5	Cladding	Flat area measurement of elevation. The gross area cladded 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.
6	Flush door	Flat area measurement of elevation.
7	Windows Sills	Running length of the Sill.
8	Pantry Platform	Running length of platform measured at center.
B	FOR INTERIOR FURNITURE WORK	
1	Wooden Partition	Flat area measurement of elevation. NOTE: The partition height shall be measured up to bottom of false ceiling and framing members/ ply going above shall not be measured.
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 or as per BOQ unit
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.

Important Note: Before Quotation contractor should Clarity 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.

Name of Contractor with seal & signature

Date :- _____ **Place :-** _____

SPECIFICATION OF MATERIALS

All the material to be used shall be from the list of ISI approved Brand. Any deviation from this shall be got approved from Architect/Owner, the contractor shall submit samples of materials used for verifications and produce Bill in original.

1.	SAMPLES	:-	After receipt of the bids but prior to award of the contract, bidder shall, upon notification from owner submit samples of materials he intends to use. The owner shall reserve the right to evaluate the sample with regard to the specification before award of work. Samples as directed by the Architect/Owner for various items shall be prepared/brought for approval without any cost.
2.	PLYWOOD	:-	Plywood should be Termite and Powder proof.
3.	GLASS	:-	Glass shall be toughen & float glass of Modi Guard company.
4.	TIMBER	:-	Province (C.P.)/Ghana best quality. It shall be well seasoned, uniform in color, free from sap wood, wares, free from large and loose knote, cracks, shakes and other defects. All wood shall be treated for anti termite treatment with two coats of solingnum paint and two coats of fire retardant paint.
5.	HARDWARE	:-	Hinges, Handles, Stoppers, Stays etc. wherever required shall be brass/stainless steel of approved shape and size only.
6.	UPHOLESTRY	:-	Fabric or upholstery material wherever called for shall be of the colour, texture and manufacture approved by the Architect/Owner.
7.	WORKMANSHI P .:	:-	The work involved calls for high standard of workmanship and shall be carried out and completed in the best possible manner keeping modern trend of artistic finishes and designs in view so as to make the entire work/furnishing aesthetic looking, keeping in harmony with other furnishing in the area
8.	DIMENSIONS & JOINTS	:-	The dimensions mentioned in the schedule of quantities and drawings are approximate. The contractor may suggest small deviations in the dimensions so as to make the individual items as also the entire job functionally sturdy, comfortable as well as aesthetic in look. The final decisions regarding sizes of various members and working dimensions etc. will however to be taken at the time of approval of sample. The contractor should take actual dimensions available at site before fabrication. The joints shall be perfect and

			sturdy and shall preferably be machine made and assembled with approved quality synthetic glue. The structural design of different members and also the items as a whole shall be sturdy and capable of with standing the various loads likely to be subjected to in day to day use.
9.	ADDITIONAL MEMBERS AND FIXTURES		The contractor shall provide additional members wherever necessary for providing door, openings, cut-outs, etc. to facilitate fixing of light fixtures, plug points, air-conditioning supply and return grilles etc. The work includes cost of fittings and fixtures & fixing the various items in position in floors, walls, ceilings etc. in the building in accordance with two drawings of as directed by the Architect/Owner. It will be also necessary to make holes, chases, etc. in floors, walls, ceilings, R.C.C. etc. as may be required for fixing the partition. The contractor shall allow for such provisions in his quoted rate. It will be deemed that while quoting rates the contractor has taken into account all foreseeable contingencies which will include making good disturbed floors, walls, ceilings, etc. to their original condition. :-
10.	POLISHING		All visible T.W. members shall have lequare polish, other surface may have French polish as directed :- complete.

Name of Contractor with seal & signature

Date :- _____

Place :- _____

LIST OF APPROVED MAKES & GENERAL SPECIFICATION

SR. NO.	ITEMS	PRODUCT
1.	TEAK WOOD	Only Seasoned Timber to be used
	FOR EXTERNAL USE	1 st quality Ghana Teak Steam beach Wood, as suggested in details specifications brown in color without knots, joints & bend wood.
	FOR INTERNAL USE	1 st quality C.P. Teak Wood, as suggested in details specifications without knots, joints & bend wood.
	FOR WOODEN BIDDING	1 st quality either Ghana Teak Wood, or Steam beach. wood as specifications in detail specification of each item.
2.	GLASS	
	1. Glass	Modi float / Saint Gobain & frosting effect is provided wherever it is specified
	2. Mirror	Modi float / Saint Gobain Only
3.	HARD WARE	
	1. Adhesives	Fevicol SH / Bluecoat Plus Only
	2. Floor spring	Ozone / Everite / Godrej / Ebco
	3. Door stop	Ozone / Efficient Gadget Only
	4. Locks	Efficient Gadget / Ebco / Godrej / Dorset
	5. Hinges	C.P fittings C.P polish or good qualities/ Heavy Duty/ on design approval. Hettich / Godrej / Ebco
	6 Stoppers, Aldrap, Knobs	C.P polish fixtures/ Heavy duty/ M.S powder coated/ on design approval
	7.Drawerchannel Key board drawer channel, Telescopic channel, Cable organizer	E.F.G or equivalent, Telescopic fully extended. EBCO / Ozone / Hettich
	8. Screw	'GKW' / RK
	9 Masking tap	Abro Tape / ABRD Tape
	10 Door closer	Ozone / Hyper / Doorway / Hettich
	11 G.I fittings	Tata.Zenith
	Preservative	Termisil
4.	PLYWOOD, PARTICLA BOARD, M.D.F	IS 303 BWR grade for INTERIOR work and IS 710 compliant for exterior work.
	1Commercial ply wood & B.W.P.	I.S.I Approved (Kama Ply / Silicon Ply / Archied Ply / Samrat Ply as suggested by Consultant)
5.	LAMINATE	Royal Touch / Archid / Sunmica / Royal Crown / Samrat or as suggested by

		Consultant & Bank
6	PAINT & POLISH	
	1. Polish	N.C. clear Lacquor polish Duco / Asian Melamine as specified
7.	PAINTS	
	1. Paint	Nerolac / Asian paint / Burger / I.C.I
	2. Cement base paint	Snow cem plus
8.	ALLUMINIUM	
	1. Aluminum sections	12 G Jindal/ Hindalco or eq.
	2. Powder coating	50 microns
9.	GYPSUM BOARD CEILING & PARTITION	Indian Gypsum Specifications materials, Saint Gobain, Gyproc etc.
10.	VITRIFIED & CERAMIC FLOORING	Kajaria / Johnson / Somani Company as followed by serial code mentioned by Architect.
11.	P.V.C CARPET	Duraturf company
12.	VERTICAL BLINDS	Neon / Aerolux
13.	MINERAL FIBRE CEILING	Armstrong / Saint Gobain
14.	CEMENT	Ultratech / Ambuja
15	Cladding	Z.Black granite slab cladding 12" thk around main door and fixed glazing on two sides and on the top.
16	Glass for fixed glazing of the front and the main door	12 mm thickness (As specified) for fixed glazing and 12 mm thickness for main door.& 8 mm for partition Toughened Plain / Frosted as specified .in item
17	Aerocon Partition	Hydrabad cement

Note: In case of non -availability of any material of specified make, the alternative should be used only after due approval architect or bank.

The last decision of the choice of any of the agency rest with Interior.

All unexposed wooden surface to be protected with good quality enamel paint or polished.

All Dimensions given are for considerations can be changed as per site dimensions. All ply particleboard & wood surface shall be treated by anti termite treatment at site. All hardware / color shade shall be approved by site in charge or interior.

For all items only exposed elevation measurement shall be taken for bill amount hidden

supporting members of furniture / supporting member of partition will not be taken in to account

Name of Contractor with seal & signature

Date :- _____

Place :- _____