



**PREMISES DEPARTMENT  
ZONAL OFFICE KANPUR**

**REQUEST FOR QUOTATION (RFQ) FOR  
SUPPLY AND INSTALLATION OF TABLES AND OTHER ACCESSORIES IN  
MID CORPORATE BRANCH, KANPUR UNDER ZO KANPUR**

**Ref:No** : ZOK:PRM:2023-24:12  
**Date** : 06/01/2024

|                                              |                                                                                                                                                                 |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Last date for submission of Quotation</b> | 10/01/2024 upto 11:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur – 208001 |
| <b>Date of Opening of Quotation</b>          | 10/01/2024 at 11:30 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001      |



## ZONAL OFFICE – KANPUR

### NOTICE INVITING QUOTATION

Indian Bank, Zonal Office Kanpur invites sealed competitive quotations from the established interior furnishing vendors empaneled in Indian Bank having sound technical and financial capacity to supply and install the Officer Tables and Side Credenza for setting up our Mid-Corporate Branch located in Kanpur City. The RFQ can be downloaded from the Bank's website ([www.indianbank.in](http://www.indianbank.in)) under Tender Column.

|    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of work                              | Supply and Installation of Tables in the proposed space of Mid Corporate Branch, Kanpur                                                                                                                                                                                                                                                                                                              |
| 2  | Period of completion                      | 10 days to be reckoned from 4 <sup>th</sup> day from the date of issue of the Work Order or handing over of site whichever is later                                                                                                                                                                                                                                                                  |
| 3  | Validity of Quotation                     | 90 Days from the date of opening                                                                                                                                                                                                                                                                                                                                                                     |
| 4  | Defects Liability Period                  | 12 Months from the date of virtual completion of work                                                                                                                                                                                                                                                                                                                                                |
| 5  | Earnest Money Deposit                     | Rs.1,500/- (Rupees One Thousand Five HundredOnly) by way of DD in favour of Indian Bank payable at Kanpur<br><b>*Firms registered with MSME / NSIC with valid certificates issued by GOI are exempted from submitting EMD along with bid.</b>                                                                                                                                                        |
| 7  | Initial Security Deposit (ISD)            | <b>After acceptance of Work Order, Contractor shall submit ISD of 2% of the Bid / Contract Amount in the form of DD in the name of "Indian Bank" payable at Kanpur within 5 days from the date of allotment of work.</b>                                                                                                                                                                             |
| 8  | Retention Money (RM)                      | <b>6% of the Bill Amount excluding Taxes</b>                                                                                                                                                                                                                                                                                                                                                         |
| 9  | Total Security Deposit (TSD) = ISD + RM   | 8% of the Bid Amount (ISD – 2% & RM – 6%)                                                                                                                                                                                                                                                                                                                                                            |
| 10 | Release of Retention Money                | Retention Money will be released within 30 days after satisfactory completion of defect liability period and defects free as per the contract clauses.                                                                                                                                                                                                                                               |
| 11 | Interim / Adhoc Payment                   | No Interim / Adhoc Payment is allowed.                                                                                                                                                                                                                                                                                                                                                               |
| 12 | Liquidated Damages                        | <b>1% per week of the Contract Value subject to maximum total of 10% of final Contract value</b>                                                                                                                                                                                                                                                                                                     |
| 13 | Quotation Documents                       | Quotation documents can be obtained from the Bank's website ( <a href="http://www.indianbank.in">www.indianbank.in</a> ) under Tenders column.                                                                                                                                                                                                                                                       |
| 14 | Last date for the submission of Quotation | 10/01/2024 upto 11:00 HRS at Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001                                                                                                                                                                                                                                      |
| 15 | Date of opening of Quotation              | 10/01/2024 at 11:30 HRS Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur - 208001                                                                                                                                                                                                                                           |
| 16 | Minimum Eligibility Criteria              | <ol style="list-style-type: none"> <li>Should be empanelled in Indian Bank<br/><i>Please enclose valid Empanelment Letters.</i></li> <li>Should have Registered Office in Uttar Pradesh<br/><i>Please furnish requisite document as proof.</i></li> <li>Should have carried out at least three similar work of value not less than Rs.1.25 Lakhs in the last 3 years (ending 31.12.2023).</li> </ol> |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p><i>Copy of Work Order / Completion Certificate showing value of work satisfying the above eligibility criteria is to be enclosed.</i></p> <p>Similar works means: Supply and Installation of Tables for any Public Sector Banks/ Public Sector Units/ Central or State Government Departments</p> <p>4. Should have valid GST No.</p> <p>5. Should be registered with Income Tax Authority</p> <p><b><i>The contractor should have the technical competence, sound financial resources, experience, equipment, manpower and reputation to perform the contract to the satisfaction of Bank.</i></b></p> <p><b><i>The bidders must satisfy the above criteria and furnish the relevant documents as proof. If the Vendors fails to provide relevant documents and meet the minimum eligibility criteria as mentioned above, Bank would disqualify the bidder without assigning any reason whatsoever.</i></b></p> |
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**Note:**

- Vendors are required to submit the quotation in sealed cover along with necessary documents. The envelope should be super-scribed '**Quotation for Supply and Installation of Tables in the proposed space of Indian Bank MCB Kanpur**' and addressed to the Zonal Manager, Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur – 208001.
- Conditional quotations, late quotations, quotations without EMD will be summarily rejected. Any quotations received open, late or not meeting all the conditions / quotations not filled up in Pen are liable to be rejected.
- Earnest money will not carry any interest.
- If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from taking up the work in Indian Bank. Bank reserves the right to verify the particulars furnished by the applicant independently.
- Bank is not bound to accept the Lowest (L1) vendor and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- Submission of this quotation document by a bidder implies that he/she has read this notice and other documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
- Return of EMD of remaining bidders who were unsuccessful in the bidding process will be done within a reasonable time say not exceeding 7 days from the date of acceptance of quotations submitted by the L1 bidder.
- Each and every page of the document and correspondences accompanying this quotation shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
- The rates quoted by the bidder shall be based on the conditions of site and specifications mentioned in the quotation.
- Bank is not liable to make any payment to bidders for preparation to submit the quote.
- Clarifications, if any, pertaining to this quotation request may be referred to Indian Bank, Premises Department, Zonal Office Kanpur through E-mail Id – **[zokanpur@indianbank.co.in](mailto:zokanpur@indianbank.co.in)**

**ZONAL MANAGER**



## **FORM OF QUOTATION**

**The Zonal Manager  
Indian Bank  
Zonal Office Kanpur**

Dear Sir,

**SUB: Invitation of Quotation for Supply and Installation of Tables in Mid-Corporate Branch, Kanpur**

Having examined the drawings, specifications, conditions and schedule of quantities prepared by you, and satisfying ourselves as to the location of the site and working conditions, I/We hereby offer to execute the above works at the respective rates which I/We have quoted for the items in the Schedule of Quantities.

I/We further agree to complete the work within the stipulated time as specified by the Bank in this document.

I / We understand that Indian Bank is not bound to accept the lowest quote or bound to assign any reasons for rejecting our quote.

In the event of this quotation being accepted, I/We agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid Earnest Money Deposit of **Rs.1,500/- (Rupees One Thousand Five Hundred only)** in the event of our refusal or delay in signing the Contract Agreement.

I / We understand that Indian Bank may award the work to more than one Contractor and I / We shall make no claims whatsoever if Indian Bank accepts only a part of my / our quotation.

I / We unconditionally agree to Indian Bank's conditions as stipulated in the Documents.

I/We agree to keep our bid open for **90 (Ninety) days** from the date of opening of quotation.

I / We agree that incase of my / our failure to execute the work in accordance with the specifications and instructions received from the Bank during the course of the work, Bank reserves the right to terminate my work order and recover all the dues to the Bank from the payment receivable by me. Further, I may also be barred from participating in any type of bid or Tender invited by Bank or its subsidiaries in future.

Thanking you,

Yours faithfully,

[To be signed by the Authorized Representative of  
Firm who has the Power to do so]

Place:

Date :

Name:

Address:

Seal:

### **GENERAL INFORMATION OF THE FIRM**

|    |                                                                                                                                                                                                                                                                                   |                                                                                                        |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1  | Name of the Applicant / Firm /Organization                                                                                                                                                                                                                                        |                                                                                                        |
| 2  | Registered Address of the Firm<br><b><i>(Please attach address proof as supporting document)</i></b>                                                                                                                                                                              |                                                                                                        |
| 3  | CONTACT DETAILS<br><br>Landline No -<br><br>Mobile No -<br><br>Email Id -                                                                                                                                                                                                         | <br><br>.....<br><br>.....<br><br>.....                                                                |
| 4  | EMD Details<br>(i) Amount (Rs.) -<br>(ii) Demand Draft No. -<br>(iii) Name of the Bank -<br>(iv) Date -<br><br><b><i>(Please submit EMD Details. If exempted, please submit requisite proof in the form of copy of self-attested valid certification from MSME and NSIC.)</i></b> | <br><br>.....<br><br>.....<br><br>.....<br><br>.....                                                   |
| 5  | Year of Establishment                                                                                                                                                                                                                                                             |                                                                                                        |
| 6  | Constitution of Firm                                                                                                                                                                                                                                                              | Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)             |
| 7  | Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification                                                                                                                                                                                        |                                                                                                        |
| 8  | Name/s of Authorized Signatory/ Directors / Partners with Designation and Contact No.                                                                                                                                                                                             |                                                                                                        |
| 9  | Mode of Authorization                                                                                                                                                                                                                                                             | Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify) |
| 11 | Whether registered as MSME Organization? If so, provide the date of registration, validity & License No                                                                                                                                                                           |                                                                                                        |

|    |                                                                                                                                                                                                                                                                            |                                                                   |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|    | <b><i>(Enclose certified copies of documents as evidence)</i></b>                                                                                                                                                                                                          |                                                                   |
| 12 | Whether empanelled with Indian Bank?<br><b><i>(Enclose Empanelment letters issued by different Zonal Office)</i></b>                                                                                                                                                       | YES / NO                                                          |
| 13 | Number of years of experience in this field.                                                                                                                                                                                                                               |                                                                   |
| 14 | Yearly turnover of the Organization for the last 3 years.                                                                                                                                                                                                                  | 2020 - 21 : Rs.....<br>2021 - 22 : Rs.....<br>2022 - 23 : Rs..... |
| 15 | Banker's Details –<br><b><i>(Please attach copy of cancelled cheque as proof)</i></b><br>(i) Banker's Name :<br>(ii) Account No. :<br>(iii) Type of Account :<br>(iv) IFSC :                                                                                               | .....<br>.....<br>.....<br>.....                                  |
| 16 | Registration with the Government Authorities<br><b><i>(Enclose certified copies of documents as evidence)</i></b>                                                                                                                                                          |                                                                   |
|    | a) Income Tax (PAN) No.<br>ii) Goods & Service Tax (GST) No.                                                                                                                                                                                                               | .....<br>.....                                                    |
| 17 | Whether last three years IT returns filed                                                                                                                                                                                                                                  |                                                                   |
| 18 | Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted. |                                                                   |

|    |                                                                                                                                                                                                         |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 19 | Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof. |  |
| 20 | Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details                  |  |

**DECLARATION -**

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me.
3. I/We agree that the decision of Indian Bank in selection of vendor will be final and binding to me/ us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, and Banks including any of the Offices / Branch of Indian Bank Pan India during last 5 year from the date of application.
5. I/We hereby confirm that all information, particulars, copies of certificates and testimonials provided are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the contract shall be cancelled at the discretion of the Indian Bank.

PLACE -

DATE -

SIGNATURE OF CONTRACTOR

NAME & DESIGNATION -

SEAL OF ORGANISATION -



## **GENERAL TERMS AND CONDITIONS**

### **1. Submission of Quotation :**

The Quotation must be submitted in Original or as per details given here under.

Vendors are required to submit the quotation in sealed cover along with necessary documents. The envelope should be super-scribed '**Quotation for Supply and Installation of Tables in the proposed space of Indian Bank MCB Kanpur**' and addressed to the Zonal Manager, Indian Bank, Zonal Office, Premises Department, 15/287, Civil Lines, Mall Road, Bada Chauraha, Near Z-Square Mall, Kanpur – 208001.

### **2. Qualifying Criteria :**

As given in Minimum Eligibility Criteria.

Additional Information –

Even though the bidders meet the above qualifying criteria, they are liable to be disqualified if they have :

- Submitted any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, penalty, litigation history or financial failures etc.
- Their business banned by any Central or State Govt. Department / Public Sector Undertakings / Public Sector Bank's
- Not submitted all the supporting documents or not furnished the relevant details.
- Any one of the partners (in case of partnership firm) or any Directors in case of Pvt ltd., or Public ltd firm being convicted by a Court of law.

### **3. Site Visit :**

- The bidder is advised to visit (upon prior approval), and examine the Site of Works and its surroundings and obtain for itself on its own responsibility and cost all information that may be necessary for submitting the quotation and entering into a contract for the Works as mentioned in quotation document.
- The bidder and any of its personnel with authority letter will be granted permission by the Employer / Owner to enter upon its premises, but only upon the express condition that the bidder, its personnel, and agents, will release and indemnify the Employer/Owner and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
- Before submitting the Bid, the bidder shall be deemed to have satisfied himself by actual inspection of the site and locality of the works, Traffic conditions / restrictions, Availability of parking space, Transportation of materials that all conditions liable to be encountered during the execution of the works are taken into account and that the quoted rates are adequate and all inclusive for the completion of work to the entire satisfaction of the Employer/Owner.

4. The Indian Bank does not bind itself to accept the lowest quote and reserves to itself the right of accepting the whole or any part of the quotation and the firm shall be bound to perform the same at the rate mentioned .

5. The rate quoted by the firm shall be net (excluding GST), up to the stage of incorporation and handing over site. All taxes including (excluding GST) or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the bid etc. in respect of this work shall be payable by the Firm and Indian Bank will not entertain any claim whatsoever in this respect.

***The rate quoted should be excluding GST.***



**The firm who wishes to bid for the above job should have GST registration and should mention the registration number.**

6. The firms will have to deposit an EMD amount of **Rs.1,500/- ( Rupees One Thousand Five Hundred Only)** in the form of Demand Draft from scheduled commercial bank in India drawn in favour of “Indian Bank,” payable at Kanpur. Please note that firms registered with MSME / NSIC under single point registration with valid certificates issued by GOI are exempted from submitting EMD. Necessary Certificates must accompany bid. No other type of certificate is acceptable. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of quotation.

No interest on Earnest Money deposited by the bidder shall be allowed. No other mode of payment shall be accepted. The Earnest Money Deposit of unsuccessful bidder shall be refunded within 7 days of award of contract to the successful bidder. The Earnest Money Deposit of the successful bidder shall be refunded on the acceptance by the Employer of the Contractor's Demand Draft towards Initial Security Deposit. The EMD of the bidder, whose bid is accepted, shall be forfeit in full in case he does not start the work by stipulated date mentioned in the award letter.

Apart from EMD & ISD, **the retention amount shall be deducted from progressive running bill at 6% on the gross value of each running bill paid will be held by the Indian Bank apart from ISD until the total security deposit equals 8% of project cost.**

#### **7. Initial Security Deposit**

The bidder will have to deposit an amount of 2% of Contract amount in the form of Demand Draft from Scheduled Commercial Bank in India drawn in favour of “Indian Bank,” payable at Kanpur within 7 days from the date of receipt of work order as an Initial Security Deposit(ISD).The Indian Bank is not liable to pay any interest on the ISD. If the successful bidder fails to provide ISD within stipulated times, it will be presumed that agency is not interested in the work and suitable action will be taken as per the terms mentioned in this document.

#### **8. Retention Money**

The retention amount at 6% from the Gross value of each R/A or Final bills excluding GST. No interest will be paid on the Security Deposit under any circumstances will be held by the Indian Bank apart from ISD of 2%

#### **9. Release of Retention Money**

Retention Money will be released within 30 days after satisfactory completion of defect liability period and defects free as per the contract clauses.

10. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the bid or engagement in the service.
11. The quotation shall remain open for acceptance for a period of 90 days from the date of opening of quotation.
12. **It will be obligatory on the part of the bidder to sign all the pages of this documents.**
13. The acceptance of quotation will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the bids received without the assignment of a reason. The quotations which are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the quotation in full or in part and the bidder shall have no claim for revision of rates or other conditions if his quote is accepted in parts.
14. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the firms who resort to canvassing will be liable to rejection.

15. **All the entries to be made legibly in ink only.** Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
16. An item rate quote containing percentage below / above will be summarily rejected. However, where a bidder voluntarily offers a rebate for payment along with sealed quotation, the same may be considered.
17. **ABNORMAL RATES**  
*The Contractor is expected to quote after careful analysis of costs based on the specifications mentioned in the Quotation. If it is noticed that the rates quoted by the firm is unusually high or unusually low, it will be sufficient cause for rejection of the Quotation unless the Employer is convinced about the reasonableness of the rate on scrutiny of the analysis for such rate to be furnished by the firm on demand. Notwithstanding anything there in stand, the rate once accepted by the Employer shall be final and shall not be subject to any claim either on account of un-workability of rates or on any other ground whatsoever.*
18. On acceptance of the bid the name of the accredited representative(s) of the Bidder who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
19. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
20. The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works. If needed, the Contractor has to obtain required permission/ approval from the building secretary/ association. The Contractor shall before commencing the execution of work issue a certificate to the Employer that he has obtained all the permissions.
21. The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer.
22. Debris and items removed from the building have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned.
23. Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
24. Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/ materials.
25. For painting & Lamination, sample area shall be prepared and the shade got approved. It is also advised to give computer presentation of various colour schemes to the employer before going for sample painting/Lamination.
26. The bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the firm.
27. The successful bidders shall include, in the quoted price, all allied civil works such as chasing in wall, drilling holes etc to support the frames, partitions, make the surface good after grouting, scaffolding required if any to load/ unload the materials etc.
28. The successful contractor shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge. Bank will not be responsible for any untoward accident caused by negligence of the Contractor
29. The work shall be carried out without disturbing the existing occupants of other offices. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to the occupants of other offices.
30. The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him inline with central/ state labour wage act whichever higher.

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act 1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims.

31. From commencement to completion of works, the Contractor shall take full responsibility for the care of the work and for taking precautions to prevent loss or damage to the work to the maximum extent possible and shall be liable for any damage or loss that may arise to the works or any part thereof from any cause whatsoever including causes of fire, lightning, explosion, earthquake, storm, hurricane, floods, inundation, subsidence, landslides, rock slides, riots (excluding civil war, rebellion, revolution and insurrection) or any latent defect or damage and shall at his own cost repair and make good the same so that at all times the work shall be in good order and condition and in conformity in every respect with the requirements of the Contract.

For the purpose of this condition this expression "from commencement to completion of works" shall mean the period starting with the date of issue of Work Order or date of handing over of site whichever is later and ending with issue of Virtual Completion Certificate.

Without limiting the obligations and responsibilities under this condition, the Contractor shall insure and keep insured the works from commencement to completion, as aforesaid, for the full contract value including Price Variation Adjustment if any against the risk of loss or damage from any cause whatsoever including the causes enumerated in the foregoing paragraphs. In the event of there being a variation in the nature and extent of the works, the Contractor shall from time to time increase or decrease the value of the insurance correspondingly. All the premia for the insurance shall be borne and paid by the Contractor.

Before commencing the work, the Contractor shall without limiting his obligations and responsibilities under this condition, insure against any loss of life or injury to any personnel in the employment of Contractor / Sub-Contractor/nominated Sub- Contractor. For this purpose, an insurance shall be taken by the Contractor /Sub- Contractor. Such an insurance shall be taken to include both employees/workmen covered by the Workman's Compensation Act 1923, as well those employees/workmen not covered by the said Act. Separate insurance policies may be taken for employees/ workmen covered by Workman's Compensation Act 1923, and employees / workmen not covered by the said Act. All the premia shall be paid by the Contractor. Policy/Policies taken under this para for the personnel in employment with the Contractor / Sub-Contractor may be in their Employer's names of the Contractor / Sub-Contractor / nominated Sub-Contractors. In the event of any loss or injury to personnel in employment with the Contractor / Sub-Contractor / nominated Sub-Contractors, the Employer and Contractor shall recover directly from the Insurance Company and ensure that payment of the same is made to the affected parties including the Employer. The policy in original shall be deposited with the Employer.

The Contractor shall at all times indemnify and keep indemnified the Employer against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance of the work and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto. The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and Bank has nothing to do with such happenings and in no way shall be held responsible for the same.

32. The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
33. If the work is not started within **5 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is

not considered to be satisfactory and is not consistent to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a 3 day notice to the contractor. In such case the contractor shall be liable to pay the employer any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rates after deducting any claims, damages.

34. The time allowed for completing the works is **10 days** to be reckoned from **4<sup>th</sup> day** from the date of Work Order / date of handing over site whichever is later. Bidder shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.
35. If the Contractor fails to complete any or all the works by the date/s named in **Clause 34** (Date of Completion) or within any extended time (permitted by Bank) then the Contractor shall pay or allow the Employer the sum to be worked out at **1.0%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **10%** of contract value. The contractor shall be bound to extend validity of Insurance Cover till such period of completion as may be considered necessary at their cost.
36. The successful bidder shall be required to execute an Agreement in the proforma attached with this quotation document within **5 days** from the date of receipt of the notice of acceptance of quotation. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the quotation shall be considered as cancelled.
37. **PAYMENT DETAILS** –
  - No advance payment shall be made to the contractor on supply of any material supplied at site for execution. Payment to the contractor shall be made as per actual work done of site.
  - All bills shall be prepared by Contractor in the form prescribed by the Employer / Architects.
  - Bank will deduct the retention money as described in the Clause No 9 and the refund will be made as specified in the Clause No 10.
  - No interim or advance payment will be sanctioned.
  - The final bill will be released on satisfactory completion of the entire work and on completion of all the terms and conditions / obligations spelt out and on proper submission of the bills together with the measurements properly checked by Architect & Bank's Engineer in presence of Contractor. Final Bill settlement is within 15 days from the date of proper submission of bill & measurements.
38. The bidders shall separately specify at the end of the bid the % and value of SGST and CGST as applicable. As on date 9 % CGST and 9% SGST IS APPLICABLE FOR WORKS CONTRACT. Regarding tax part, the tax rate at the time of billing shall rule over and above all documentations. Valid documents shall be produced if asked for at the time before payment. TDS for income tax is as applicable and shall be included in the quoted rates. The comparison for the least bidder shall be made with the basic price of items of work excluding "Goods and Service Tax" part.
39. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the contractor must inform the concerned Department of the Bank or Interior Consultant and after getting the approval, the same has to be incorporated by the contractor.
40. Single Power point & Water for work will be provide by Bank. The Contractors will make their own arrangement for stay of their workers and they will not be permitted to stay in the Bank Premises.
41. The contractor shall not directly or indirectly sublet the work to other party without written permission of the Bank.

42. The Bank reserves the right to distribute the work for which quotations have been called, among more than one parties, if found necessary. No claim in this respect shall be considered and the contractor agrees to cooperate with other agencies appointed by the Bank.
43. Bank shall not be responsible for any loss or damage to the contractor/ labour due to any natural calamity during the course of construction. Contractor is liable to make good all the damages if any, till the work is completed and handed over to the Bank authorities
44. Contractor agencies are advised (before quoting the rates) to inspect the site of the proposed work. They must go through specifications and documents. Any clarification, if required, may be taken from the Bank before submitting the quotation.
45. The quantities mentioned in schedule are provisional and likely to increase /decrease to any extent or may be omitted thus altering the aggregate value of the contract. No claim for loss of profit/business shall be entertained on this account.
46. The contractor /vendor failed to carry out the works as per schedule/Quality, the same shall be carryout with different agencies and the actual amount will be deducted from the contractor bills.
47. The contractor agency shall keep particular vigil on his workers to maintain very good workmanship of all items, failing which no payment shall be made and no claim of material / labour used shall be made to him in any case, and the same work shall be executed by him again without charging any extra cost.
48. The Bank reserves the right to accept / reject any quotation without assigning any reasons.
49. Any work got executed in poor workmanship as pointed out by the Bank' Official will have to be dismantled and redone by the Contractor on his own cost.
50. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor.

**DECLARATION :**

I / We hereby declare that I / We read and understood the above terms and conditions and that we shall abide by them if the work is awarded to us.

Signature & Seal of the Firm

**List of Materials of Approved Brand And/ Or Manufacture**

| SL NO | Description                                                                                   | Make of materials                                                                        |
|-------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1     | Wood                                                                                          | First class steam beach wood or as specified                                             |
| 2     | Polish                                                                                        | Melamine                                                                                 |
| 3     | Soft Board                                                                                    | Celotex                                                                                  |
| 4     | Block Board<br>(BWP MARINE GRADE - TERMITE AND BORER PROOF, WATER PROOF CONFORMING TO IS 710) | Century / Greenply (BWP MARINE Grade)                                                    |
| 5     | Plywood<br>(BWP MARINE GRADE - TERMITE AND BORER PROOF, WATER PROOF CONFORMING TO IS 710)     | Century / Greenply (BWP MARINE Grade)                                                    |
| 6     | Laminates                                                                                     | Century / Aica Sunmica / GreenPly / Formica / Merino<br>(Shade will be approved by Bank) |
| 7     | Glass                                                                                         | Modi / Saint Gobain                                                                      |
| 8     | Aluminum Sections                                                                             | Hindalco / Jindal / Nelco or approved equivalent                                         |
| 9     | Locks / Handles                                                                               | Godrej / Harrison / Hettich                                                              |
| 10    | Magnet Catcher                                                                                | Supreme / Excel                                                                          |
| 11    | Drawer Sliding Fittings                                                                       | Earl Bihari (EBCO)/Godrej/ Hettich or equivalent approved                                |

Note –

1. Materials mentioned in the specification shall be used for the work. If specified material is not available prior approval of the Employer shall be taken to use other brands.
2. Preference of makes, supply of items should be consulted with client/consultant before effecting of supply.

**NAME AND ADDRESS OF THE CONTRACTOR:**

**SIGN & SEAL OF THE CONTRACTOR:**

**Date:**



## BILL OF QUANTITIES

| S.NO | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | UNIT | QUANTITY | RATE PER QUANTITY (EXCLUSIVE OF GST) | TOTAL AMOUNT (EXCLUSIVE OF GST) |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|--------------------------------------|---------------------------------|
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |          | Rs.                                  | Rs.                             |
| 1    | <b>BM TABLE WITH SIDE CREDENZA AND 12MM THICK GLASS TOP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No.  | 1.00     |                                      |                                 |
|      | Providing and fixing tables made out of 18 mm thick BWP Grade IS:710 Comliant certified Plywood (Water Proof & Termite proof) of Century / Greenply / Archid over hard wood frame work finished with 1 mm thick laminate of approved shade. Top having teak wood edging of size 2" x 1 3/4". 12mm thick clear float glass with beveled edges shall be provided on the finished to 19mm thk BWP Plywood of approved make cladded with 1mm thk. laminate (color with vertical grain) as per design in all visible areas. All the exposed edges to be covered with wooden steam beech lippings and mouldings duly melamine polish. The drawers to be made out of 19mm thk ply wood with 1.0 mm laminate finish in the front , and bottom to be made out of 6mm plywood and it should play in drawer sliding telescopic channels. The inside of the drawer shall be .75 mm thick laminate. & Table back side wil be 1mm laminate. A leg rest of 19mm Plywood to be provided duly polished made out of 3"x2" Wooden Section. |      |          |                                      |                                 |
|      | A shutter to be made by 19mm ply wood cladded with 1.0mm laminate .The necessary locks handles to be provided in each drawers and shutters. 3" x 1/2" wooden skirting to be provided in all visible areas duly polished. The necessary wire managers (SS) to be provided on the tables and provision for lights to be kept if required in the front of the table. All the exposed areas to be duly melamine polished / top quality edge banding tape.The work to be completed as per design and approval of the Bank. The table should have key board tray and CPU Trolley to be Modular. All as per the design and instructions of EIC / Architect. Please note that all the Internal surfaces shall be finished 0.8 mm thick white laminate. No enamel paint will be used.                                                                                                                                                                                                                                            |      |          |                                      |                                 |
|      | Size of Table -6'-0" X 3'-0" X 2'-6"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |          |                                      |                                 |
|      | Side Table - 3'-0" X 2'-6" X 1'-6"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |          |                                      |                                 |
| 2    | <b>ABM TABLE WITH SIDE CREDENZA AND 12MM THICK GLASS TOP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No.  | 1.00     |                                      |                                 |
|      | Size-5'-6" X 2'-6" X 2'-6"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |          |                                      |                                 |
|      | Side Table - 3'-0" X 2'-6" X 1'-6"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |          |                                      |                                 |
|      | Other Specifications as mentioned above in 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |          |                                      |                                 |

|          |                                                                  |            |             |  |  |
|----------|------------------------------------------------------------------|------------|-------------|--|--|
| <b>3</b> | <b>OFFICER TABLE WITH SIDE CREDENZA AND 12MM THICK GLASS TOP</b> | <b>No.</b> | <b>5.00</b> |  |  |
|          | Size-5'-0" X 2'-6" X 2'-6"                                       |            |             |  |  |
|          | Side Table - 3'-0" X 2'-6" X 1'-6"                               |            |             |  |  |
|          | Other Specifications as mentioned above in 1                     |            |             |  |  |
|          |                                                                  |            |             |  |  |

|          |                                            |  |
|----------|--------------------------------------------|--|
| <b>A</b> | <b>TOTAL AMOUNT</b>                        |  |
| <b>B</b> | <b>GST AMOUNT (..... %)</b>                |  |
| <b>C</b> | <b>GROSS AMOUNT INCLUSIVE OF GST (A+B)</b> |  |

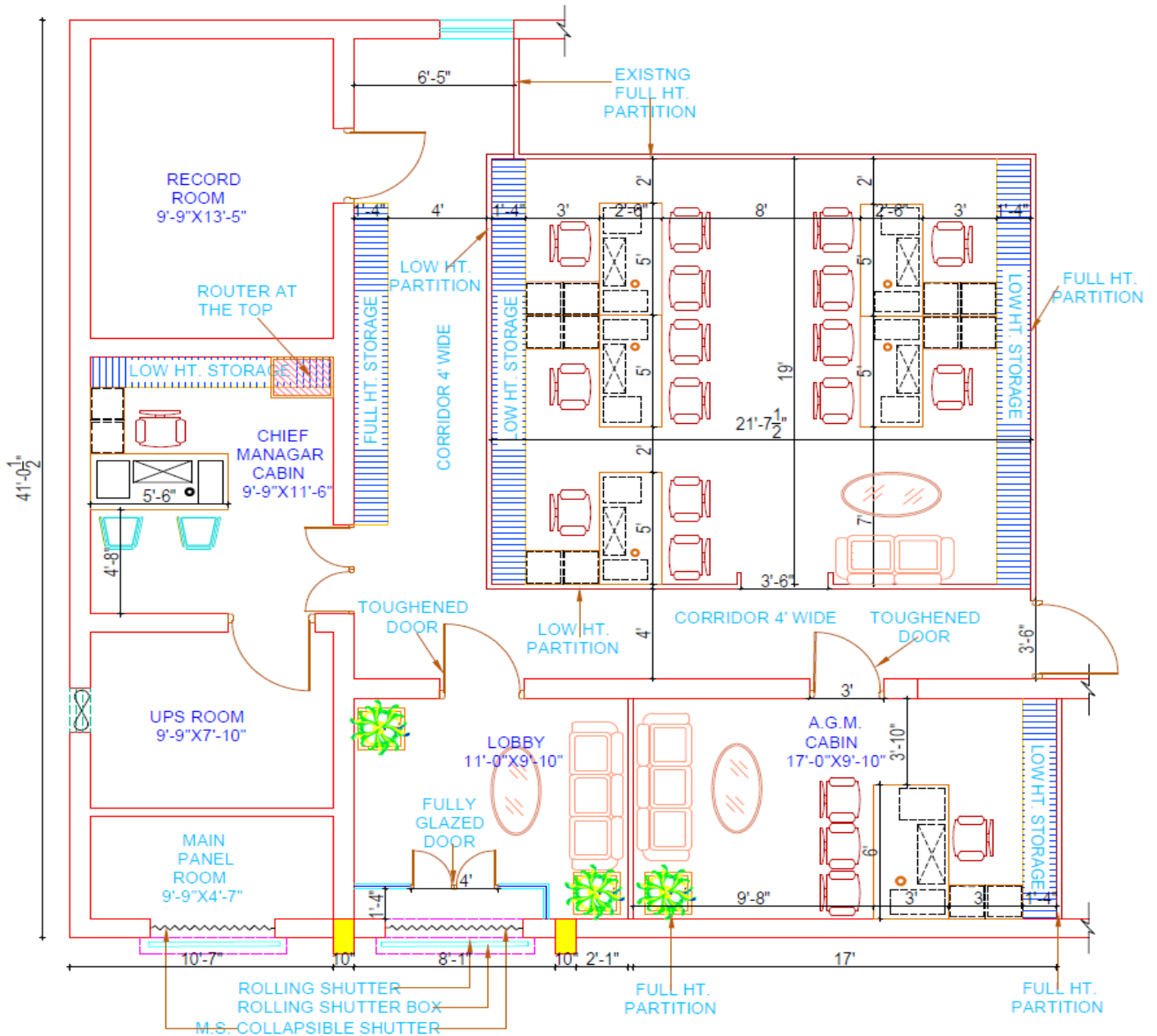
**GROSS AMOUNT IN WORDS :**

Rupees.....only

Place:

**Signature & Seal of the Bidder**

Date:



## ALTERNATIVE-1

PROJECT:-  
REVISED LAYOUT PLAN FOR  
INDIAN BANK BRANCH AT  
MID CORPORATE, MAHATMA  
GANDHI MARG, BADA  
CHAURAHA, ZONAL OFFICE  
KANPUR.

DRG. TITLE:-  
REVISED  
LAYOUT  
PLAN

DATE:-  
30/11/2023

NORTH:-



DRAWN BY:-

ARCHITECT:-  
GUNJAN & ASSOCIATES  
ARCHITECTS, ENGINEERS, INTERIOR  
AND LANDSCAPE DESIGNERS.  
141, SAINIK NAGAR, LANE NO-9,  
RAEBARELI ROAD LUCKNOW-226002  
Telephone No:- +0522-3553324  
Phone No:- +9838818489, 9839018489  
E-Mail:-studio@gunjanandassociates.com  
Web:-www.gunjanandassociates.com