

INDIAN BANK

TENDER

FOR

PROPOSED INTERIOR RENOVATION WORKS (CIVIL & FURNISHING) OF INDIAN BANK HARBOUR BRANCH AT NO:66, RAJAJI SALAI, CHENNAI 600 001

This Quotation document contains 14 pages

Signature & Seal of the Bidder

Date: 01.11.2025



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INDIAN BANK
NOTICE INVITING QUOTATION

Indian Bank, Zonal Office-North, Chennai invites sealed Quotations for 'Proposed Interior Renovation Works (Civil & Furnishing) Of Indian Bank HARBOUR Branch at No:66, Rajaji Salai, Chennai 600 001', **from Indian Bank's panel contractors empaneled for Civil & Furnishing works in Tamil Nadu and Union Territory of Puducherry w.e.f. 01.06.2023.**

1.	Name of work	Proposed Interior Renovation Works (Civil & Furnishing) Of Indian Bank HARBOUR Branch at No:66, Rajaji Salai, Chennai 600 001
2.	Last Date of Submission	15.11.2025 @ 11.00 am at Zonal Office, Chennai North
3.	Date of opening of Quotation	15.11.2025 @ 11.30 am at Zonal Office, Chennai North
4.	EMD	Nil
5.	ISD	2% of Bid cost within 3 days from the date of award of work.
6.	Period of completion	45 days reckoned from the date of issue of the Work Order or handing over of site whichever is later
7.	Defects Liability Period	12 Months from the date of virtual completion of work
8.	Frequency of Interim Bills	One interim bill for minimum value of Rs.8.0 lakhs
9.	Retention Money/ Security Deposit	An amount equal to 5% of the value of each bill will be recovered as retention amount. This together with the S.D. of the 2% referred to the above will constitute the total Security Deposit. 50% of the retention amount will be paid after 15 days from the date of final payment and balance 50% will be released at the end of Defects liability period (i.e. 1 year) which starts from the date of virtual completion of project, subject to satisfactory rectification of defects noticed, if any.
10.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 5% of Contract value.

Note:

1. The bank reserves the right to reject any quotation/bid without assigning any reason.
2. The rates quoted by the bidder shall be based only on the specifications and conditions of the quotation documents.
3. Bank is not liable to make any payment to bidders for preparation to submit the quotation/bid.

ZONAL MANAGER

Indian Bank, Zonal Office Chennai North,
Premises, Estate & Expenditure Dept,
KREST Building, 2nd floor,
No 2, Jehangir Street, Chennai-600001.
Ph: 044-25218300

Signature & Seal of the Bidder



GENERAL CONDITIONS OF CONTRACT

- 1 Quotations, which should always be placed in sealed cover, with the name of the work written on the envelope '**Proposed Interior Renovation Works (Civil & Furnishing) Of Indian Bank HARBOUR Branch at No:66, Rajaji Salai, Chennai 600 001**' will be received by Zonal manager (P&E), Indian Bank, Zonal Office-North, Premises, Estate & Expenditure dept, Krest Building, 2nd floor, No 2, Jehangir Street, Chennai-600 001.
- 2 The Indian Bank does not bind itself to accept the lowest or any quotation and reserves to itself the right of accepting the whole or any part of the quotation and the bidder shall be bound to perform the same at the rate quoted.
- 3 The rates quoted in the tender shall exclude GST but include other taxes, no escalation of rates will be allowed under any circumstances.
- 4 **The retention amount at 5% on the value of the bill paid and security deposit of 2% of the contract value will be held by the Indian Bank as Total Security deposit. 50% of the Total Security deposit amount will be paid after 15 days from the date of final payment and balance 50% will be released at the end of Defects liability period (i.e. 1 year) which starts from the date of virtual completion of project, subject to satisfactory rectification of defects noticed, if any. Security deposit & retention amount held in our Indian Bank's books will not carry any interest.**
- 5 The acceptance of a quotation will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the quotations received without the assignment of a reason. Quotations in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected.
- 6 All rates shall be quoted on the proper form of the quotation alone. **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.
- 7 An item rate quotation 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.
- 8 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 Registrations and give all the notices as are required to be obtained or given under law particularly blasting permission, Police permission etc.
- 9 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.
- 10 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. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
- 11 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.

- 12 For painting, 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.
- 13 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 bidder.
- 14 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.
- 15 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.
- 16 The work shall be carried out without disturbing the existing occupants of other flats. 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 flats.
- 17 Debris can be stored along the periphery of the building horizontally & vertically till the completion of the project. The same has to be removed within a weeks' time from the date of completion of project.
- 18 **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him in line 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

- 19 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.

- 20 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.

- 21 If the work is not started within **2 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 consistence to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a final notice to the contractor.
- 32 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 it 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.
- 23 The time allowed for completing the works is **45 Days** to be reckoned **from the date mentioned in the Work Order / date of handing over site whichever is later. During the bank working days, the work can be carried out during night hours (i.e. 09.00 PM to 07.00 AM). On holidays the work can be taken up during day hours. Depends on site requirement, the work may have to be taken up in phases, which can be discussed with the bank officials before executing the same.**

24 TIME IS THE ESSENCE OF THIS CONTRACT

The Contractor shall make all efforts to complete the work in time. Any delays, actual or expected, shall be made up by increasing manpower inputs and working in more than one shift, without any extra cost. The entire work is to be completed in all respects within the stipulated period of **45 Days** given. The work shall be **deemed to be commenced from the date of WORK ORDER or date of handing over of site, whichever is later.** The work shall not be considered as complete until the Employer has certified in writing that this has been completed and the Defects Liability Period shall commence from the date of such certificate.

25 DELAY AND EXTENSION OF TIME:

If in the opinion of the Employer the works be delayed (a) by Force Majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring Employers or Public

Authorities arising otherwise than through the Contractor's own default or (d) by the works or delays of other Contractors or tradesmen engaged or nominated by the Employer and not referred to in the Schedule of Quantities and/or Specifications or (e) by reason of the Employer's instructions or (f) by reason of civil commotion, local combinations of workmen or strike or lock-out affecting any of the building trades or (g) in consequence of the Contractor not having received in due time necessary instructions from the Employer for which he shall have specifically applied in writing or (h) from causes which the Employer may consider as beyond the control of the Contractor or (i) in the event the overall scope of work is increased due to changes in drawings and specifications leading to an increase in cost of more than 30% of the original Contract Amount. Extension of time will be granted for a reasonable period on receipt of a written request from the contractor with all supporting documents.

- 26 If the Contractor fails to complete any or all the works by the date/s named in **Clause 23** (Date of Completion) or within any extended time under **Clause 24** (Extension of Time) 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 **5%** 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.

ZONAL MANAGER

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INDIAN BANK					
INTERIOR CIVIL & FURNISHING WORKS OF INDIAN BANK HARBOUR BRANCH NO:66, RAJAJI SALAI, CHENNAI 600 001					
SCHEDULE OF QUANTITIES					
Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
1	MODULAR PARTITION (PARTLY GLAZED)				
	Providing & fixing Minimum 75 mm thk modular partition double skinned. Item to include providing 8mm thick float glass. Cost to include that for provision of fixing switches & the necessary cut out for the same. As per drawing & direction complete with all standard fittings & fixtures, leveling screws etc. The edges to be capped (as per approved design and drawing) Aluminum end trim with powder coating. Cost to include the supporting system to partitions & walls such as brackets / fasteners /joining posts / aluminum race ways 2 nos / wire management cleats / runners etc.	440		Sq.ft	
2	MODULAR PARTITION (SOLID PARTITION)				
	Providing & fixing Minimum 75 mm thk modular partition double skinned. Cost to include that for provision of fixing switches & the necessary cut out for the same. As per drawing & direction complete with all standard fittings & fixtures, leveling screws etc. The edges to be capped (as per approved design and drawing) Aluminum end trim with powder coating. Cost to include the supporting system to partitions & walls such as brackets / fasteners /joining posts / aluminum race ways 2 nos / wire management cleats / runners etc.	1100		Sq.ft	

Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
3	MODULAR PARTITION (4' HEIGHT PARTITION)				
	Providing & fixing Minimum 75 mm thk modular partition double skinned.Item to include providing 12mm thick float glass for a height of 10". Cost to include that for provision of fixing switches & the necessary cut out for the same. As per drawing & direction complete with all standard fittings & fixtures, leveling screws etc.The edges to be capped (as per approved design and drawing) Aluminum end trim with powder coating Cost to include the supporting system to partitions & walls such as brackets / fasteners /joining posts / aluminum race ways 2 nos / wire management cleats / runners etc.	140		1Sft	
4	BISON BOARD PARTITION UPS				
	Providing and fixing full height Bison board partition for UPS room in frame 2' X 2' grid (horizontally and vertically) comprising of 2" x 2" aluminium section 2mm thick with 8mm thick bison board finished with proper joint sealing tapes on both sides .The partition to be finished with 2 coats of putty and 1 coat of primer and 2 or more coats of premium emulsion paint as directed by the Project Consultant / Bank complete in all respects. Including door as same same specification of partition with all necessary hardware hinges ,tower bolt ,aldrop etc	105		Sq.ft.	
5	Manager's Desk				
	Supply & providing Branch Manager's Desk measuring 1800Lx900Dx750mm H with Side Storage of 1200Lx450Dx650H. Drawer pedestal, modesty panel, side unit, articulated keyboard tray, utility tray with provision for race ways having profile and features as detailed in the drawing and technical specifications including all extrusions provision of cut outs etc. all complete	1		1No	

Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
6	Officers Workstations (Single)				
	Supply & providing Officer's Desk measuring 1500Lx750Dx750mm H with Side Storage of 900Lx450Dx650H. Drawer pedestal, modesty panel, side unit, articulated keyboard tray, utility tray with provision for race ways having profile and features as detailed in the drawing and technical specifications including all extrusions provision of cut outs etc. all complete (Make: Office Mate)	2		1No	
7	Linear Workstation				
	Providing & fixing of (1350/1500mm x 750mm x 750mm High) linear workstation having tabletop, pedestal, CPU clamp, Articulating keyboard tray, modesty panel, raceways, MS leg, floor mounted screen having fabric and laminated finish panels for support, wire manager, utility drawers etc, as detailed in the drawing and technical specifications including all extrusions provision of cut outs etc. all complete.				
a	1350mm x 750mm x 750mm	6		1no	
b	1500mm x 750mm x 750mm	5		1no	
8	Teller Cubical (Cash)				
	Providing & fixing teller cubical having internal dimension (1500mm width x 1800mm depth x 1800mm height) having table top, transaction top drop down top for cash box, CPU clamp, Articulating key board tray, raceways, floor mounted screen having glass and laminated finish panels for support, wire manager etc, as deetailed in the drawing and technical specifications including all extrusions provision of cut outs etc. all complete	1		1No	
9	Side Panel and Door for Teller Cubical				
	Providing & Fixing partition panel having, raceways, floor mounted screen having glass and laminated finish panels for support etc, as detailed in the drawing and technical specifications including all extrusions provision of cut outs etc. all complete	60		Sft	

Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
10	DOOR				
a	Entrance door				
	Supply and Installation of fully glazed frameless glazed door (Single or double leaf of size as mentioned in drawing and as directed by the Architect) made out of 12 mm thk. Toughened glass finished with etching/frosted film as per design and the door shall be fixed with Dorma ,Hafele , Enox or approved make floor springs with SS finish patch fittings on top, bottom. Lock shall be of Dorma , Hafele , Enox or approved make. The door shall have lock in the center of approved make with 450 mm to 600 mm long SS handle of 25 mm dia. (for internal doors) to be fitted horizontally/ vertically as per instructions of the Architect. The Rate shall be including the making of necessaryholes in glass for Access control locks, complete in all respect with all hardware, fittings, fixtures etc. complete in all respects. All necessary hardware, fittings, fixtures to be approved from the Architect or Bank's Officials before actual application of the same. Any change in the specifications must be first approved from the Architect and the Bank.	21		Sqft	
b	Modular partition Door				
	Providing and fixing modular aluminium work for doors, with a vision glass panel of required sizes and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. The door to be finished with all necessary harwares like lock,door closure,hinges etc complete Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge	105		1Sft	

Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
c	PARTITION DOOR				
	Supply and installation of flush door 30mm thickness of size 3'-0" x 7'-0" Shutter shall be finished with 1.0 mm thick. Laminate of along both sides of approved shade and design. Door shall be lipped with 12 mm thick.TW beading along the edges. There shall be a provision of vision panel of 8 – 10 mm thick. Clear glass of size 300 mm x 1200 mm/300mm x 300mm with 12 mm TV beading around. Rate shall be inclusive of hardware, fittings, fixtures etc. in heavy duty SS such as lock of 6 lever of Godrej or Doorset make with SS mortise handle of approved make and model. Rate shall be inclusive of open door closers, SS heavy duty hinges, tower bolts, SS foot operated door stopper, SS buffer along the back side and any other related hardware , fittings, fixtures etc. required. The item shall include polishing of edges and frames in melamine , PU , paint as approved by the Architect.	105		Sqft	
11	FULL HEIGHT STORAGE / LOW HEIGHT STORAGE / BACK STORAGE (CREDENZA) (Factory Finishes)				
	Providing and fixing in position full height storage / low height storage / back storage (credenza) of different size and depth as shown in drg. using 18mm thick MR Grade Plywood on all sides finished with 1mm thick laminates of approved colour of matching on outer sides and all inner sides shall be finished with 0.8mm thick half white laminate. The storage units shutter to be made up of 18mm thick MR grade plywood finished with 1mm thick laminate of approved colour and all the edges of the shutter to be finished with 2mm thick PVC edge banding of matching colour & door shall be provided with handles (Stainless Steel finish), brass hinges and locking arrangement				

	All exposed edges of the storage to be finished with 1mm thick PVC edge banding of matching colour. Item to include all necessary hardware and fittings in Stainless Steel finish, Godrej multipurpose locks including magnetic ball catcher etc. complete in all respects. (Note: All Storages to be Factory finishes only fixing is allowed at site)2'-6" Height of various depth (1'-6" to 2'-0")	75		Sq.ft.	
Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
12	WICKET GATE				
	Providing & fixing wicket gate of size 3'-6"x 2'-6" to counter / wall out of ply frame with 6mm thick Commercial MR Grade MR Grade Plywood on both sides finished with 1.5 mm used finish laminate, with heavy duty brass hinges, bolt, handle,aldrop etc. complete as per design.	1		Nos.	
13	Supply and Installation of MDF (CNC act) trellis paneling for the columns as per specifications complete.	880		1Sft	
14	Removing the existing MS grilles on the northern side, Scrapping the surface & painting with 2 coats of synthetic enamel paint over a primer coat & fixing in position including all civil works & Scaffolding to be set up to carry out the work	500		1Sft	
15	Removal of existing sun control film on fixed glass at 14'-0" level & refixing new Sun control film of approved manufacture on the norther & eastern side including all scaffolding etc complete.	1250		1Sft	
16	PAINTING				
	Scrapping the existing wall surface Providing & applying Premium Emulsion paint in 2 or more coats including scrapping, opening of existing cracks, filling up of "V" cracks with epoxy expandable putty to required depths, making good surfaces wherever required. Item to include Plaster of Paris, primer, patti & making good existing surface to receive new paint including cleaning on completion of painting work etc. complete in all respects. Including Scaffolding	2400		1 Sft	

Sl.No	Description of work	Qty	Rate	Per Unit	Amount (Rs.)
17	Temporary arrangement				
	Providing temporary arrangements for functioning of Branch throughout the course of completion of work.				
	Dismantling the existing counter tables etc and reassembling them in a preferred location as instructed by bank/ consultant to facilitate commencement of work without affecting the daily operation of bank.				
	NOTE: The contractor shall not be paid any thing extra subsequently and their rates shall suffice for all temporary arrangements sought by the bank till the completion of the work including all cleaning work which shall result during the progress of work.	1		Ls	
18	Buyback				
	Buyback for dismantling and taking the following materials from site (Partitions, counters & tables) ,	-1		Ls	
TOTAL (EXCLUDING GST)					

Total Amount in words: Rupeesonly

Place:

Signature & Seal of the Bidder

Date: