

**INDIAN BANK,
CORPORATE OFFICE, ESTATE DEPARTMENT
No. 254 - 260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600 014.
Ph: 044-28134301/4306,
Email: hoestate@indianbank.bank.in**

**Repair Work at Bank's Own Flat at Flat No. 3, 8th Floor,
B Block, Tower Block Flats, Villivakkam**

This document contains 15 pages

**Ref: CO:EST:NKA:VILLIVAKKAM: QUOTE:01 / DATE: 16.02.2026
Last Date of Submission: 23.02.2026, Time: 03.00 PM
Estimated Cost of Works: 3.25 Lakhs**



FORM OF TENDER

Indian Bank

Corporate Office,
Premises, Estate & Expenditure Dept,
No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

Dear Sirs,

SUB: Invitation of Tender for 'Repair Work at Bank's Own Flat at Flat No. 3, 8th Floor, B Block, Tower Block Flats, Villivakkam'.

Having examined the 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 herewith deposit **Rs.3,250/- (Rupees Three Thousand Two Hundred and Fifty only)** by crossed demand draft payable at Chennai and drawn in favour of Indian Bank as Earnest Money Deposit for the due execution of the works at my/our tendered rates, together with any variations should the work be awarded to me/us.

In the event of this tender 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 **Rs.3,250/- (Rupees Three Thousand Two Hundred and Fifty only)** in the event of our refusal or delay in signing the Contract Agreement. I/We further agree to complete the work within the stipulated time specified in the Appendix to General Conditions of Contract.

I/We agree to keep our tender open for **90 (Sixty) days** from the date of opening of Quotations.

I/We enclose the completed tender documents duly signed under two separate sealed envelopes and the Earnest Money Deposit Rs._____ (Rupees _____ only) by Bank Draft / Bank Guarantee No. _____ dated _____ Issued by _____

Thanking you,

Yours faithfully,

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

Place:
Date :

Witness Signature:
Name:
Address:
Seal:



NOTICE INVITING QUOTATION

Indian Bank, Corporate Office, Estate Department, Chennai invites sealed Quotes under **Single Bid System (quotation) in separate envelope from Bank's** Empanelled Civil & Interior contractors for Proposed Repair Works to be Carried out at Flat no. 3, 8th Floor, B Block, Tower Block Flats, Villivakkam.

1.	Name of work	Proposed Repair Works to be Carried out at Flat no. 3, 8th Floor, B Block, Tower Block Flats, Villivakkam
2.	Estimated cost of work	Rs.3.25 Lakh
3.	Period of completion	20 days reckoned from 3 rd Day from the date of issue of the Work Order or handing over of site whichever is later.
4.	Validity of Tender	90 Days from the date of opening of Quotation
5.	Defects Liability Period	12 Months from the date of virtual completion of work.
6.	Earnest Money Deposit (EMD)	Rs.3,250/- (Rupees Three Thousand Two Hundred and Fifty only)
7.	Initial Security Deposit (ISD)	2% of the Bid Amount (Including EMD amount)
8.	Total Security Deposit(TSD)	5% of the project cost (including initial security Deposit 2%).
9.	Period of honoring Final Certificate	four weeks from the date of receipt of Bill payment and it is in order
10.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 10% of final Contract value
11.	Tender Documents	The Tender Documents can be downloaded from the Bank's website www.indianbank.bank.in
12.	Cost of Tender Documents	Free of Cost.
13.	Last date & time of submission of tenders	23.02.2026 up-to 03.00 PM at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
14.	Date & Time of opening of Bid	03:30 hrs, 23.02.2026
15.	Recovery towards Taxes	As per rules applicable from time to time

Note:

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

ASSISTANT GENERAL MANAGER (P&E)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260,
Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.
Ph: 044 -28134300 (ext. 4401, 4498, 4305, 4306)

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

- 1 Tenders, which should always be placed in sealed cover, with the name of the work written on the envelope **“Proposed Repair Works to be Carried out at Flat no. 3, 8th Floor, B Block, Tower Block Flats, Villivakkam”** will be received by Assistant General Manager (P&E), Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
 - 2 **Earnest money amounting to Rs.3,250/- (Rupees Three Thousand Two Hundred and Fifty only)** in the form of Demand Draft drawn in favour of “Indian Bank”, payable at Chennai must accompany each tender. EMD amount will not carry interest. Tender without earnest money will be summarily rejected.
 - 3 The Indian Bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
 - 4 The rate quoted by the Tenderer shall be net, up to the stage of incorporation and handing over site. All taxes including or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the Tenderer and the Indian Bank will not entertain any claim whatsoever in this respect.
- The rate quoted should be excluding GST.**
- The vendor who wishes to quote for the tender should have GST registration and should mention the registration number.**
- 5 The Tenderer shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
 - 6 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 tender or engagement in the Tenderers service.
 - 7 The tender for works shall remain open for acceptance for a period of 90 days from the date of opening of Tender. If any tenderer who withdraws his tender before the said period, then the Indian Bank shall be at liberty to forfeit Earnest Money paid along with the tender.
 - 8 The tender for the work shall not be witnessed by a Tenderer or Tenderers who himself/themselves has/have tendered or who may and had/have

- tendered for the same work. Failure to observe this condition would render tenders of the Tenderers tendering as well as witnessing the tender liable to summary rejection.
- 9 It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts.
 - 10 Transfer of tender documents purchased by one intending Tenderer to another is not permitted.
 - 11 The Tenderer must pay the amount of Earnest Money as mentioned in the Notice of Tender Invitation by Bank Guarantee / Bank Demand Draft payable to Indian Bank. No interest on Earnest Money deposited by the Tenderer shall be allowed. The Tenderer should attach the Bank Guarantee / Bank Draft along with the tender failing which the tender will not be considered. No other mode of payment shall be accepted.
 - 12 The Earnest Money Deposit of unsuccessful tenderers shall be refunded within three weeks of award of contract to the successful tenderer or within one week of actual commencement of work whichever is earlier and in any case not later than four months.
 - 13 The Earnest Money Deposit of the successful tenderer shall be refunded on the acceptance by the Employer of the Contractor's Bank Guarantee/ Demand Draft towards Security Deposit.
 - 14 The EMD of the Tenderer, whose tender is accepted, shall be forfeited in full in case he does not start the work by stipulated date mentioned in the award letter.
 - 15 The acceptance of a tender will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. Tenders in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
 - 16 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
 - 17 All rates shall be quoted on the proper form of the tender 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.
 - 18 An item rate tender containing percentage below / above will be summarily rejected. However, where a tenderer voluntarily offers a rebate for payment along with sealed tender, the same may be considered.

- 19 On acceptance of the tender the name of the accredited representative(s) of the Tenderer who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
- 20 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.
- 21 The Contractor shall within 2 days of receiving the WORK ORDER should submit a **security deposit of 2%** of the contract value in the form of a Demand Draft or Bank Guarantee in an approved format at which stage the Demand Draft submitted in lieu of E.M.D shall be returned. On acceptance of the Demand Draft or Bank Guarantee by the Employer, the Earnest Money Deposit shall be refunded to the Contractor.
- 22 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.
- 23 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. The Contractor shall especially take care to keep flat free from any other material / rubbish.
- 24 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.
- 25 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.
- 26 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.
- 27 a) 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.

b) For Tiles: Contractor will submit sample tiles and approval has to be taken from Bank before laying of tiles

- 28 The Tenderer 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 tenderer.
- 29 The successful tenderers 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.
- 30 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.
- 31 **The work shall be carried out without disturbing the society and residents.**
- 32 Vendor has to visit each site and inspect the specification of granite installed at staircase. Granite of same specification has to be installed. Vendor has to quote the rate accordingly.
- 34 **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.

- 35 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.

- 36 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 Bank in no way shall be held responsible for the same.
- 37 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.
- 38 If the work is not started within **3 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.
- 39 The time allowed for completing the works is **20 days** to be reckoned from **3 Days** from the date of Work Order / date of handing over site whichever is later. Tenderers 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.
- 40 If the Contractor fails to complete any or all the works by the date/s named in **Clause 38** (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.
- 41 The successful tenderer shall be required to execute an Agreement in the proforma attached with this tender document within **3 days** from the date of receipt of the notice of acceptance of tender. In the event of failure on the

part of the successful tenderer to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the tender shall be considered as cancelled.

- 42 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 bill together with the measurements. Final Bill settlement is within 45 days from the date of proper submission of bill & measurements.
- 43 The quantities shown in "SCHEDULE OF QUANTITIES" are approximate only , being a an indication of the scope of the work enable the tenderer to tender for the different or decrease in the quantity of any item of the work, the actual quantities executed may be paid for it , the rate stated for that part.
- 44 Intending tenderer shall visit the site and make themselves thoroughly acquainted with the local site condition, nature and requirements of the works, facilities of transport condition, work timings, effective labour and materials, access and storage for materials and removal of rubbish, traffic regulations, NOC required if any from any authorities / societies etc.

ASSISTANT GENERAL MANAGER (P&E),
Indian Bank Corporate Office,
Premises, Estate & Expenditure Dept,
No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

Signature & Seal of the Tenderer

List of Materials of Approved Brand And/ Or Manufacture

Civil & Carpentry:

1	UPVC/ CPVC Pipes & fittings	1. Finolex 2. Supreme 3. Astral or approved equivalent.
2	Vitreous China / Sanitary Fitting	1. Parryware 2. Hindware 3. Jaquar or approved equivalent.
3	Tile	1. Kajaria 2. Nitco 3. Somany 4. Jhonson 5. Cera or approved equivalent.
4	Tile fixing Adhesive	1. Sika 2. Pidilite 3. Bal Endura 4. Fosroc 5. BASF or approved equivalent.
5	Paint	1. Asian 2. Burger 3. Nerolac 4. Nippon or approved equivalent.

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:

Place:

Schedule of Quantities					
Construction of Ramp and allied Civil Works to be carried out at					
Sln	Description	Qty	Unit	Rate	Amount
1.	House cleaning, dismantling floor and sanitary fittings & fixtures and cart away debris and broken old furniture from the site.	1	Job		
2.	<p>Providing & laying ceramic tiles (as per below make or equivalent) on Walls of Toilet in proper line, level, of appox. size 300mmx600mm (\pm 5 mm) to suit to site condition or as approved with (1:3) cement sand mortar mixed with water proofing compound of approved make as per manufacturer's specifications of minimum 12 mm thickness plastering of walls mix with appropriate qty of water proofing compound. Filling the joints with white cement slurry mixed with pigment to match with the shade of tiles and finally washing and clean water to bring the desired finish/ cleaning/ chipping where the tiles fixed with adhesive towards proper gripping the tiles. The rate also to include the cost of removing the existing ceramic wall tile and base mortar layer completely including carting away of debris, dead mortar, with all leads and lifts of disposal of debris away from site area, curing, mending good the damages, removal of debris from the premises, cleaning the site, including providing any short fall materials,</p> <p>- ALL complete as per direction of Bank's Architect. The area will be measured in L x B only. The rate includes all leads and lifts.</p> <p>- ALL complete as per direction of Bank's Architect.</p> <p>Basic landing cost of Tiles Rs.60/- sft</p>	360	SFt		
3.	<p>Providing & laying antiskid type ceramic tiles (as per below make or equivalent) in flooring of Toilet in proper line, level and slope, of appox. size 600mmx600mm (\pm 5 mm) to suit to site condition or as approved with (1:3) cement sand mortar mixed with water proofing compound of approved make as per manufacturer's specifications of minimum 12 mm thickness</p>	70	SFt		

	<p>plastering of Flooring over Brickbats with water proofing layer bring up to 6" height on walls above floor level. Filling the joints with white cement slurry mixed with pigment to match with the shade of tiles and finally washing and clean water to bring the desired finish/ cleaning/ chipping the existing floor properly where the tiles fixed with adhesive towards proper gripping the tiles. The rate also to include the cost of removing the existing ceramic floor tile and base mortar layer completely including carting away of debris, dead mortar, with all leads and lifts of disposal of debris away from site area, curing, mending good the damages, removal of debris from the premises, cleaning the site, including providing any short fall materials,</p> <p>- ALL complete as per direction of Bank's Architect. The area will be measured in L x B only. The rate includes all leads and lifts.</p> <p>- ALL complete as per direction of Bank's Architect.</p> <p>Basic landing cost of Tiles Rs.60/- sft</p>				
4.	<p>Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply and all CPVC plain & brass threaded fittings, including fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and testing of joints as per direction of Engineer in Charge. 50 mm nominal dia pipes</p>	10	RFT		
5.	<p>Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply and all CPVC plain & brass threaded fittings, including fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and testing of joints as per direction of Engineer in Charge. 25 mm nominal dia pipes</p>	50	RFT		
6.	<p>Providing and fixing white vitreous china water closet (European type W.C. pan) with seat and lid, 10 litre low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device, conforming to IS:7231, with all fittings and fixtures</p>	2	Nos.		

	complete, including cutting and making good the walls and floors wherever required after removal of existing water closet and cart away debris: W.C. pan with ISI marked white solid plastic seat and lead				
7.	Providing and fixing White Vitreous China Surgeon type wash basin of size 660x460 mm with a pair of 15 mm C.P. brass pillar taps with elbow including operated levers, C.I. brackets, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require	2	Nos.		
8.	Bath Room Fittings				
A	CP Brass Pillar Cock for Wash Basin	2	Nos.		
B	Health Faucet	2	Nos.		
C	CP Brass angular Stop Cock with wall flange	6	Nos.		
D	CP Brass Angular Stop	2	Nos.		
E	CPVC 25mm dia Ball Valve	1	Nos.		
9.	Providing and laying Vitrified tiles in floor in size of 600 mm x 600 mm (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, laid on existing mosaic flooring with approved adhesive as per manufacturer specification including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only. Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, levelling system and rubber mallet for placing the tiles gently and easily. Basic landing cost of Tiles Rs.70/- sft	920	SFT		
10.	Providing & applying 2 more coats of first quality acrylic emulsion paint over base coat of primer on ceiling surface as directed by Bank, all of approved make and shade, scaffolding all complete as directed. Rate to be inclusive of the cost of complete scrapping of existing paint, filling the pot holes with plaster of Paris, Plaster of Paris punning, removal of unwanted nails, cleaning and carting away debris out of premises, including necessary scaffolding, all complete as directed by Bank's	860	SFT		

	Engineer.				
11.	Providing & applying 2 or more coats of first quality acrylic emulsion paint over a base coat of primer on wall surface as directed by Bank, all of approved make and shade, scaffolding all complete as directed. Rate to be included the cost of complete scrapping of existing paint with coir brush/ metal brush/ sand paper, preparation of surface by thoroughly scrapping, cleaning, making surface smooth & even and filling the pot holes with plaster of Paris, Plaster of Paris punning, removal of unwanted nails, cleaning and carting away debris out of premises, including necessary scaffolding, all complete as directed by Bank's Engineer.	2790	SFT		
12.	Polishing of the Existing Doors, frames etc. on wood work with melamine polish of approved brand and manufacture at all complete in all floors.	610	SFT		
13.	Water Proofing	70	SFT		
14.	TOTAL				
15.	GST @ _____ %				
16.	GRAND TOTAL				

Total Amount in words Exclusive of GST

(Rupees.....
Only) plus GST _____ %

Place:

Date:

Authorized Signature with Seal

