

**INDIAN BANK,  
CORPORATE OFFICE, ESTATE DEPARTMENT**  
No. 254 - 260, Avvai Shanmugam Salai,  
Royapettah, Chennai - 600 014.  
Ph: 044-28134401/4308,  
Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)

**Request for Quotation (RFQ)**

**Electrical Repair, addition & alteration works in 6 Nos Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai**

**(Only from Bank's Empaneled Electrical Contractors)**

**ISSUED TO**

M/s. \_\_\_\_\_

**This document contains 21 pages**

**Ref: CO: EST:SM: ELEC: QUOTE:009 / DATE: 05/03/2026**

**Last Date of Submission: 10.03.2026 on or before 3:00PM**

**Opening of sealed Bids: 3:30PM**



**NOTICE INVITING QUOTATION**

Sealed Quotation are invited for Electrical Repair, addition & alteration works in 6Nos Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai (Only from Bank's Empaneled Electrical Contractors)

Name of Work	Electrical works
Tender Fee	NIL
Earnest Money Deposit (EMD)	NIL
Retention Amount (RMD)	5% of each Bill Amount
Defects Liability Period (DLP)	12 Months from the date of virtual completion
Date of Commencement	02 days from the date of issue of Work Order/letter of intent or Date of which the site is handed over whichever is later
Date of Completion	120 days from the Date of issue of Work Order/letter of intent or Date of which the site is handed over whichever is later.
Liquidated Damages for Delay	1% per week of the Contract Value for intermediate and final deadlines subject to maximum total of 10% of final Contract value
Minimum Value of work for the issue of Interim Certificates	Rs 1.5 Lakhs (exclu GST)
Period of honoring certificate for interim payment against each running bill by Employer	15 days from the date of receipt of Bill payment recommendations from Engineer-Incharge / Consultant.
Period of honoring Final Certificate	Six weeks from the date of receipt of Bill payment recommendations from Engineer-Incharge / Consultant.
Start of Issue of Tender	05-03-2026
Last date and Time of Submission of tenders	10-03-2026 on or before 3:00 PM
Opening of Techno-commercial Bid	3:30 PM on 10-03-2026
<b>Eligibility Criteria</b>	
<ol style="list-style-type: none"> <li>1. Panel vendors shall be eligible to participate as per their empaneled category, i.e., for works above ₹5 lakhs and up to ₹15 lakhs or ₹30 lakhs, as applicable.</li> <li>2. If any bidder, including the L1 bidder, does not fall within the respective empaneled category, their bid will be summarily rejected. i.e Bidders falling within the empaneled category of less than and including Rs 2.0 Lakhs and above ₹2.0 lakhs and up to ₹5.0 lakhs are not eligible to submit quotations.</li> <li>3. A valid EA Grade Certificate must be submitted. Any vendor, including the L1 bidder, within the empaneled category who does not possess a valid EA Grade Certificate issued by the competent authority will not be eligible to participate in the tender. i.e. The Certificate should be valid while submitting the quote.</li> </ol>	

**Note:** The bank is not bound to accept the lowest tender & reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.



**Quotation**

**Name of works: Electrical Repair, addition & alteration works in 6 Nos Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai**

S No.	Description	Qty	Unit	Rate (Rs)	Amount (Rs)
1	<b>Wiring for Additional Light/Fan/Exhaust/Socket etc (Kitchen &amp; Rest Room)</b>				
	Supply, installation, testing and commissioning of wiring for light, ceiling fan, exhaust fan, call bell point using 3 X 1.5 sq. mm. 1100 Volt grade insulation multi-stranded copper conductor PVC FRLS insulated wire, in suitable dia. ISI mark medium duty PVC conduit with required accessories like Bends, Tees, Junction boxes etc., in concealed manner and making it good with cement plaster of suitable thickness, merging with adjoining area. The surface shall be finished by skilled persons for getting a smooth and merging surface. Rate shall include for provision of modular type switches in a concealed factory fabricated GI modular box of required size mounting plate fixed on respective approved company make switch boxes concealed in wall and plate ceiling rose/ connector/angle holder in junction box.				
1.1(a)	Wiring as per item No.1 for one light/exhaust fan/ceiling fan point controlled by one 6 Amp. Modular type switch complete as directed. <b>(Light/Ex Fan Point)</b> Rest rooms & Kitchen	48	Nos.		
1.1(b)	Wiring as per item No.1 for <b>one cabin fan / RO / chimney</b> with independently mounted 2/3 Pin 6A modular type socket controlled by one 6 Amp. Modular type switch complete located on the lighting switch board in Kitchen. The wiring shall be looped from the lighting circuit.	18	Nos.		
1.1(c)	Wiring as per item no.1.0 but for <b>foot lamp point</b> complete with approved LED foot lamp (not less than 3 Module) with GI box in a concealed manner complete as modular type.(this item included supply & fixing of lamp)	18	Nos.		
	<b>Replacement of Switch Boards with GI Boxes using the existing Wiring</b>				



S No.	Description	Qty	Unit	Rate (Rs)	Amount (Rs)
2	<p>Supply and fixing of below mentioned switches ,sockets ,regulators, installed in a suitable- sized GI box with modular plate and cover , recessed in wall ,including all necessary internal wiring terminations and with all necessary connections complete.</p> <p><b>Note:</b></p> <p>1) Switches and sockets in each room shall be clubbed to a common modular box as directed by the Bank's Engineer and no separate payment shall be made for clubbing.</p> <p>2) The quoted rate shall be inclusive of removal of existing switches, associated GI/wooden boxes, termination of outgoing wires, internal wiring and all associated civil works such as wall cutting, chipping, plastering to make good of the surface for matching the existing finish.</p> <p>3) The socket shall be mounted separately as per requirement and as directed by the Bank's Engineer.</p>				
2.1	6A One-way Switch to control the light/fan point	360	Nos.		
2.2	6A two-way Switch to control the light/fan point	12	Nos.		
2.3	6A Call bell switch	6	Nos.		
2.4	01 No. 6A modular wall socket	210	Nos.		
2.5	01 No. 6 / 16A modular wall socket and 1 No. 6 / 16A modular switch	72	Nos.		
2.6	1 No. 6 / 16A modular wall socket and 1 No. 6 / 16A modular Mini MCB for geyser	12	Nos.		
2.7	01 No. modular AC wall socket and 1 No. 20 A SP modular MCB	24	Nos.		
2.8	1 No. socket type modular electronic regulators for HS ceiling fans.	42	Nos.		
2.9	Modular Blanking Plates	60	Nos.		
2.10	Telephone Socket / TV socket	48	Nos.		



S No.	Description	Qty	Unit	Rate (Rs)	Amount (Rs)
3	Supply and Laying of 2 x 2.5 sqmm FRLS PVC insulated single core Copper conductor cable of 1100V grade with 1 run of 1.5 sqmm FRLS PVC insulated single core Copper conductor cable for earth in suitable dia. ISI marked medium duty PVC Conduit Pipe in recessed manner including necessary accessories (Bends, Tees, junction boxes etc.) <b>for the existing surface-mounted wiring for power sockets in the bedroom and other designated areas will be converted to concealed (recessed) wiring. Rate shall include civil works for doing in concealed manner and making it good with cement plaster of suitable thickness, merging with adjoining area. The surface shall be finished by skilled persons for getting a smooth and merging surface.</b>	240	Mtrs.		
4	Supply and Laying of 2 x 4 sqmm FRLS PVC insulated single core Copper conductor cable of 1100V grade with 1 run of 2.5 sqmm FRLS PVC insulated single core Copper conductor cable for earth in suitable dia. ISI marked medium duty PVC Conduit Pipe in recessed manner including necessary accessories (Bends, Tees, junction boxes etc.) for power circuits. Rate shall include civil works for doing in concealed manner and making it good with cement plaster of suitable thickness, merging with adjoining area. The surface shall be finished by skilled persons for getting a smooth and merging surface. <b>(Hall AC wiring)</b>	120	Mtrs.		
5	<b>Replace of Incomer MCB and indicators in existing DB</b>	6	Nos.		
	1. 63 Amps FP MCB as incomer				
	2. Indicator-3nos				
	3. Blank Plate should be provided wherever required to avoid gaps				
6	Supply, Installation, Testing and commissioning of following light fittings/Ceiling fans/Exhaust fans with all hardware materials required for installation				
6.1	36 W LED Tube light fittings 4 feet	42	Nos.		
6.2	10W LED 2 Feet Mirror fitting	18	Nos.		
6.3	15W Ceiling Fitting	24	Nos.		
6.4	Wall bracket fitting with 9W LED Bulb	30	Nos.		
6.5	9W LED Bulb with Holder	18	Nos.		
6.6	Call Bell	6	Nos.		



S No.	Description	Qty	Unit	Rate (Rs)	Amount (Rs)
6.7	48" Ceiling fan (HS) star Rated (1200mm)	30	Nos.		
6.8	36" Ceiling fan (HS) star Rated (900mm)	6	Nos.		
7.	Supplying and laying 20 mm dia. 2 mm thick rigid PVC conduit pipe complete with all accessories recess in wall and associated Civil works such as wall cutting , Chipping, Plastering to make good of the surface for matching the existing finish. The cost include existing surface inverter wiring removing and pulling same in the conduit and necessary terminations (in case of extension of wire etc for completing the wiring, the same should be done with 2runs of 2.5sqmm). <b>(Inverter wiring is currently laid using surface-mounted casing and capping. This will be converted to concealed (recessed) wiring in the bedrooms, Hall, Rest room, Kitchen, Passage area. All surface casing and capping across the flat is scheduled for removal during the renovation electrical works)</b>	6	job		
8	Supply of Trolley for double Battery. The cost include Removing battery connections and battery kept trolley inside and require connections. The Scope includes supply of trolley suitable for double battery setup. Quoted cost covers removal of existing battery connections, proper placement of batteries onto the trolley, and reconnection of terminals to ensure operational readiness.	6	Nos.		
9	Carefully dismantling of existing wiring (if applicable), conduits, and switches. Switch boards, MCB DB, light fittings, exhaust fans, fans etc if any, keeping at safe custody and refixing of tube light fittings, wall brackets, ceiling fittings after painting of the flat as directed by the Bank's Engineer.	6	job		
	<b>Sub Total (A)</b>				
	<b>CGST@9%</b>				
	<b>SGST@9%</b>				
	<b>Total (B) including GST</b>				

**Total Amount in words inclusive of GST**

(Rupees.....  
..... Only)

**Date:**

**Authorized Signature with Seal**



*Electrical Repair, addition & alteration work of 6Nos Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai*

**LIST OF PREFERRED MAKES FOR ELECTRICAL WORKS**

Sl.No	Description	MAKES
1	Cable Glands single / Double compression with earthing	COMET / Dowell /Cosmos / Comet
2	LUGS & THIMBLES	Dowells / Jainsaon / Praca (double comp. type Glands) / Comet
3	1.1 kV LT Power & Control Cables	Finolex / Polycab / KEI
4	Insulating Mats	ISI Marked (As recommended by Engineer-Incharge)
5	Pre Fabricated Cable Tray	OBO Bettermann / Slotco or equivalent
6	Protection & Other Relays	AREVA/LK / SIEMENS
7	Earthing pipes	Jindal / Tata / Sail
8	Air Circuit Breaker	LK (Upower) / Siemens(Sentron) / C&S (equivalent of U Power)
9	Moulded Case Circuit Breakers	LK (D-Sign) / Siemens (sentron) / Legrend / C&S
10	Fuse Disconnect Switch / Switch Fuse Units / HRC Fuses	LK / Siemens / GE Power
11	Ammeter, Voltmeter, KWH,PF, Frequency meter / Digital Meters, Multifunction Meter	LK / AE / Conserve
12	Selector Switch, Push Button / Indication lamps	Kay CEE/ LK /GE Power Control
13	LED Indication Lamps	AE/EASUN/Kay cee
14	Ct'S	AE/ Kappa/ Kaycee / LK / kaycee / Universal / MECO /Gilbert & Maxwell
15	Starters / Contactors / Timers	LK / GE Power / Siemens
16	MCB	Legrand / Schneider / LK / C&S
17	PLC	ABB / ROCKWELL
18	UPS	Emerson/APC/NUMERIC/EATON
19	Ant vibration mounts	Dunlop-S Class
20	Battery	Exide/ HBL / Luminous
21	Electrical Light Fittings	Philips / HPL /Bajaj/GE / Wipro
22	Fans-Ceiling / Wall mount	Orient / Crompton Greaves/ Usha / Polar (Model to be approved By the Engineer-Incharge)
23	Exhaust Fan	Almonard/ Crompton
24	Geysers	Racold/Jaguar-aero smith/Venus / Bajaj
25	Prefabricated Panels	LK, Hager, Legrand
26	Cable Management System	MK/Legrand / Schenieder
27	CAT Cable / Wires& Fiber Optic Cable	Amp/D-Link / Molex/ Krone /Sisco
28	Telephone cables	Polycab / KEI / Finolex
29	Speaker wires	Polycab / KEI / Finolex
30	ACDB	Local fabrication approved by Engineer-In-charge
31	Energy Meter	LK / HPL / Secure / Schneider
32	Surge Protection	OBO Betterman/ Legrand / ABB
33	Switches & Sockets	Anchor Roma – Tresa plate
34	GI Sheets	TATA / JIDAL/ SAIL



Sl.No	Description	MAKES
35	Insulation acoustic	ARMAFLEX/BIRSAL/SUPREME
36	C-PVC/U-PVC Pipes	Astral /supreme / Avonplast / MODI
37	Controllers, controls & Sensors	Honeywell / Schneider/ Siemens
38	MS Structure/Beam/Gurdar/Channel	SAIL/TATA/JINDAL/ESSAR
39	FIRE Sealant	Promat, Hilti, Brila-3M
40	MS Conduit(ISI marked)	AKG(ISI marked), BEC(ISI marked), Gupta
41	Heavy Duty Accessories for MS Conduit	Sharma Sales Corporation / super Sales Corporation
42	Selector Switch, Toggle Switch	Salzer(L&T), Kaycee / Siemens
43	LT Jointing kit/Termination	Raychem / Safe kit/ Mahindra M- Seal / Denson
44	Main & Change over switch	LK / HPL / SIEMENS
45	Pre-Fabricated Distribution Boards	MDS Legrand/ LK / Hager
46	Metal clad sockets	MDS Legrand/ LK / Hager
47	LAN switches/ jacks	D-Link / MK



**BIDDER DETAILS (TO BE FILLED BY THE BIDDER)**

Sl.No	Particulars	
1.	Name of firm / company /Individual	
2.	Address	
	Registered Office	
	Administrative Office	
3.	Telephone Nos. Including Mobile	
4.	Email address	
5.	Constitution of the firm / company /Individual (Please enclose relevant documents like copy of partnership deed, Memorandum/articles of association etc.)	
6.	Year of Establishment	
7.	Name of Partners/Associates	
8.	<b>Registration with Authorities</b>	
	PAN	
	GST	
	H T or LT Electrical License no and validity of the same (if any)	
9.	Has the bidder 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	
10.	Banker's Name with Account Details	
11.	<b>LOCAL OFFICE AT CHENNAI Contact person name and complete postal address, contact number / email id</b>	

Note: Please enclose separate sheets, photographs, documents etc wherever required.

**DECLARATION:**

1. All the information furnished by me / us here is correct to the best of my/our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.

SIGNATURE OF AUTHORIZED PERSON  
NAME & DESIGNATION

Electrical Repair, addition & alteration work of 6Nos Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai



## Terms & Conditions:

### A. Eligibility Criteria:

- a) Panel vendors shall be eligible to participate as per their empaneled category, i.e., for works above ₹5 lakhs and up to ₹15 lakhs or ₹30 lakhs, as applicable.
- b) If any bidder, including the L1 bidder, does not fall within the respective empaneled category, their bid will be summarily rejected. i.e Bidders falling within the empaneled category of less than and including Rs 2.0 Lakhs and above ₹2.0 lakhs and up to ₹5.0 lakhs are not eligible to submit quotations.
- c) A valid EA Grade Certificate must be submitted. Any vendor, including the L1 bidder, within the empaneled category who does not possess a valid EA Grade Certificate issued by the competent authority will not be eligible to participate in the tender. i.e. The Certificate should be valid while submitting the quote.

### B. GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

#### 1 Definition of terms / interpretation:

- i. Employer/Owner/Bank /Indian Bank/ Accepting Authority shall mean Indian Bank with their Corporate Office at No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 and any of its employees representative authorized on their behalf.
- ii. Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder”/“tenderer”), “biddered/tendered”, “bidding”/“tendering”, etc. are Synonymous.
- iii. Day means calendar day. Singular also means plural
- iv. “Contractor” means the person whose Tender has been accepted by the Employer and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person
- v. Tenderer: The term ‘Tenderer’ shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative(s) of such individuals or persons composing such firm or company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company.

#### 2 SUBMISSION OF TENDER:

- I. The Tender must be submitted in original and as per details given hereunder. The rates shall be filled in the Schedule given in the RFQ document.
- II. **The single envelope containing offer shall be duly superscribed with the titles “Quotation for Electrical Repair, addition & alteration works in 6Nos Flats at the Bank’s Executives Quarters, Sait Colony, Egmore, Chennai”**
- III. Offer shall contain only the “Schedule of Quantities” and no conditions whatsoever. Any conditions/stipulated by the tenderer in the offer will not be taken into consideration for evaluation of the tenders.
- IV. Tenderers are requested to quote strictly as per the terms and conditions, specifications, drawings and tender documents and not to stipulate any deviations.
- V. Addendum/ Corrigendum to this tender document, if issued, must be signed and submitted along with the tender document.

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VI. All pages to be initialed;

All pages of tender documents including any corrections, additions or deletions shall be initialed wherever required in the tender papers by the Tenderer or by a person holding power of attorney authorising him to sign on behalf of the Tenderer before submission of tender.

VII. **Rates to be in figures and words:**

The Tenderer should quote in English both in figures as well as in words the rates and amounts tendered by him in the Schedule of Rates for each item and in such a way that interpolation is not possible. The amount for each item should be worked out and entered and requisite totals given of all items, both in figures and in words. The tendered amount for the work shall be entered in the tender and duly signed & seal by the Tenderer.

In case of discrepancy between the rates given by the contractor in words and figures or in the amount worked out the following procedure shall be followed.

When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.

When the amount of an item is not worked out by the contractor or it does not correspond with the rates quoted by the contractor in figures as well as in words, the rate quoted in words shall be taken as correct.

VIII. When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

IX. In case there is a difference in rate indicated in the original and duplicate copies of the tender submitted by the tenderer, the rate indicated in the original copy will be applicable.

X. **Corrections and Erasures**

Corrections and alterations in the entries of tender papers shall be signed in full by the Tenderer. Corrections with white fluid and overwriting are not permitted.

XI. The tender shall contain the names, residence and place of business of person or persons making the tender and shall be signed by the Tenderer with his usual signature. Partnership firms shall furnish the full names of all Partners in the tender. It should be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by Corporation shall be signed by an authorized representative, and a Power of Attorney on their behalf shall accompany the tender. A copy of the partnership deed of the firm with names of all partners shall be furnished.

XII. When a Tenderer signs a tender in a language other than English, the total amount tendered should, in addition, be written in the same language. The signatures should be attested by at least one witness.

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 (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 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 tenderer who wishes to quote for the tender should have GST registration and should mention the registration number.

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- 6 The Tenderer shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
- 7 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.
- 8 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.
- 9 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.
- 10 It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts.
- 11 Transfer of tender documents purchased by one intending Tenderer to another is not permitted.
- 12 **The retention amount at 5%** on the value of the bill paid will be held by the Indian Bank and will be released at the end of Defects liability period (**12 Months**), subject to satisfactory rectification of defects noticed, if any.
- 13 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.
- 14 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.
- 15 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.
- 16 An item rate tender containing percentage below / above will be summarily rejected and where a tenderer **voluntarily offers a rebate / discount** for payment along with sealed tender, the same **will not be considered and the tender will be summarily rejected.**
- 17 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.
- 18 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.
- 19 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.
- 20 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 areas free from getting water logged, from concrete/mortar dipping, bricks, steel, shuttering materials or any other material / rubbish.



- 21 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. All the electrical items which are removed should be handed over to the bank safely.
- 22 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.
- 23 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.
- 24 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.
- 25 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 and quoted price is deemed to include all the removal charges of all the electrical fittings / safe custody till handing over to the bank as directed by the engineer-incharge of Bank / Insurance for the workmens etc.,
- 26 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.
- 27 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.
- 28 No advance payment will be made. Payment will be after completion of work and submission of invoice and verification of the same.
- 29 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.

- 30 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.

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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 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. Before commencing the execution of the works, the Contractor shall without in any way limiting his obligations and liabilities under this condition, insure at his cost and expense against any damage or loss or injury which may be caused to any person or property including the employees and directors of the Employer and their property by or in the course of the execution of the works. Such insurance to be known as the Third-Party Insurance shall be in a **sum of Rs. 2.0 lakh**. The Insurance policy to be so obtained by the Contractor shall be deposited by the Contractor with the Employer within Seven days of its issue by the Insurer.

- 31 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 **02 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 5 days' 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 **120 days** to be reckoned from **2 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.
- 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

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- 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 tenderer shall be required to execute an Agreement if required in the proforma attached with this tender document within **02 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.
- 37 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.
38. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the same has to be incorporated by the contractor and It shall be treated as a variation.
39. Single Power point & Water for work will be provide by bank at free of cost
40. The contractor shall not directly or indirectly sublet the work to other party without written permission of the bank.
41. 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.
42. Bank shall not be responsible for any lose 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
43. No advance payment shall be made to the contractor on supply of any material supplied at site for execution; payment shall only be made on execution and completion of any concerned/particulars item.
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 quote.
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.
53. Payment to the contractor shall be made as per actual work done of site.
54. 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.
55. The Bank reserves the right to accept/reject any quotes without assigning any reasons.
56. 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
57. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor.



**Note:**

1. Work should be executed as per site condition
2. Tenderers are required to submit the bid in sealed cover along with, Necessary documents prescribed in the Bids are to be put in a master envelope and sealed and super-scribed **“Quotation for Electrical Repair, addition & alteration works in 6Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai -600010”** and addressed to the Deputy General Manager, Indian Bank, Corporate Office: Premises, Expenditure and Estate Dept., No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014.
3. **Conditional tenders, late submissions, or inclusion of discount rows in the quotation/price bid (treated as alterations or additions to the price bid) will be summarily rejected.** Any tender that is received open, submitted late, or fails to comply with all tender conditions—including bids not completed in pen, shall be liable for rejection.
4. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up the work in Indian Bank.
5. Bank is not bound to accept the Lowest (L1) tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
6. Submission of a tender by a tenderer implies that he/she has read this notice and other contract / tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
7. Each and every page of the tender documents and correspondences accompanying the tender shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
8. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
9. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.
10. Clarifications, if any, pertaining to this bid may be referred to Indian Bank, CO: Premises, Expenditure and Estate Dept., on telephone no. 044-2813 / 4301/4308

**Deputy General Manager(Estate)**

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

Signature & Seal of the Tenderer



**ARTICLES OF AGREEMENT**

This agreement is made at Chennai on this day of \_\_\_\_\_ Two Thousand Twenty Six, INDIAN BANK, a body Corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970 having Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014, (herein after referred to as "The Employer", which expression shall unless excluded repugnant to the context be deemed to include its successors and assigns) of the one part

AND M/s \_\_\_\_\_ having its Registered office at..... and Regional Office at ..... Chennai. (hereinafter referred to as the "Contractor") which expression shall include its successors, legal representatives and assigns of the second part.

**WHEREAS** Employer intends / desirous of doing Electrical Repair, addition & alteration works of Flat No.3,4,5,6,7&8 at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai as per drawings and specifications, schedule of quantities describing the work

**WHEREAS** the Employer has caused drawings and tender documents to be prepared by his Engineer-Incharge (hereinafter referred to as "Engineer-Incharge").

**AND** whereas the Employer has called for tenders for the above work as per Employer's NIT dated - -----and whereas the tender dt. ----- submitted by the contractor has been accepted for such sum as may be ascertained to be payable in terms of the Bill of Quantities and which sum is estimated to be Rs. ... .. (Rupees ..... ) hereinafter referred to as the said "Contract Sum".

**AND** whereas the Contractor has agreed to execute the work as per drawings, specifications, conditions of contract of the tender and work Order for the Employer's project of".

AND whereas parties herein desirous of reducing the agreed terms into writing as under:

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-**

- 1) In consideration of the said Contract Sum to be paid at the times and in the manner set forth in the said Conditions the Contractor shall carry out and complete all the Electrical Works as per terms and conditions herein contained and according to the general rules & conditions of the contract, notice inviting tender, special conditions of contract, general scope of work, technical specifications, schedule of rates and instructions to be given by Engineer-Incharge / Employer and to the entire satisfaction of the Employer.

Further, the contractor hereby agrees and undertakes to execute and complete the said works shown in the said drawings and such further detailed drawings as may be furnished to it by the Employer and described in the said specifications and the said schedule of quantities upon and subject to the said conditions.

The said tender and allied documents, drawings, specification, priced schedule of quantities, agreement and documents above mentioned shall form the basis part and parcel of this contract and the decision of the Employer as mentioned in the condition of contract with *Electrical Repair, addition & alteration work of 6Nos Flats at the Bank's Executives Quarters, Sait Colony, Egmore, Chennai*



reference to all matters of disputes as to materials, workmanship of account and as to the interpretation of the clauses of this agreement or the said conditions shall be final and binding on both the parties.

The contract herein contained comprises of the said work above mentioned and all subsidiary works connected therewith in the same site as may be ordered to be done from time to time by the Employer even though such works may not be shown in the said drawings or described in the said specifications or the schedule of quantities. The contractor hereby agrees and undertakes to do and perform all such works in a thorough and workman like manner, with best materials and within the time limit herein mentioned.

The Employer reserves to himself the right to alter the drawings and nature of the work and of adding or omitting any item of work or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.

The said conditions shall be read and construed as forming part of this agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreements on their parts respectively as such conditions contained.

It will be the entire responsibility of the contractor to procure all materials required for the said works.

**2) Contract Price, Taxes and Payment Terms:**

Total contract price is Rs..... which is inclusive of cost of materials, equipment, installation charges and tools and tackles required for execution of the job. Above price is inclusive of all taxes / GST & duties including excise duty, sales tax, works contract tax, income tax, octroi etc. in respect of this contract. No claim in this respect will be entertained. Sales tax on works contract & Income tax on payments shall be levied as per prevailing rules and will be deducted and deposited by Employer in accordance with the sales tax law of the state and the provisions of tax deductions at source under Income Tax Act 1961.

However, interim payment will be made as per the site measurements on Item Rate basis and certification of the Consultant and the Employer shall for such works pay to the contractor such sums as shall become payable at time, in the manner specified in the said conditions.

**3) Completion Period:**

**Time is the essence of the Contract.** The work is to be completed in all respects within **120 days** from the date of receipt of the Work Order /letter of intent by the Contractor or handing over of site whichever is later. If the Contractor fails to complete the job within the agreed time period the Contractor will have to bear liquidated damages as per the relevant clause mentioned in the Tender Documents.

The contractor shall complete the said work as specified above from the date of commencement of work as per work order for the work and will remove from the site all plants, scaffoldings, materials in use, rubbish and leave the work site clean within the said period.



4) **Earnest Money:**

The Contractor has deposited Demand Draft / Bank Guarantee for an amount of **Rs. NIL** as Earnest Money.

5) **Inspection of Site:**

The Contractor has inspected the site before submitting his tender and has satisfied himself as to the nature of the work to be executed on the site. Any difficulties which the Contractor may come across in the course of the work shall in no way entitle the contractor to claim or receive extra payment unless the Employer is of the opinion that such difficulties could not have been foreseen and the Employer consents in writing. The site will be handed over to the contractor as per the terms of tender and in no case the contractor can claim for non suitability of site condition for extension of time unless employer opinions the other way.

6) **Supply of Material and Labour:**

The Contractor shall arrange all labour, materials, equipments, tools, tackles and everything necessary for the completion of the work as per the terms of tender and specification / BOQ etc.,. The Contractor will assume all responsibility for the safety, protection and accounting of all material and equipment and the work during construction. All materials used by the Contractor shall be of the best quality conforming to the required specification mentioned in the tender document and will be subject to the approval of the Engineer-Incharge / Employer. All such materials not approved by Engineer-Incharge / Employer shall be removed at once by the Contractor at his own expense. The Contractor shall also at his own expense arrange for carrying out any test of materials which the Engineer-Incharge / Employer may from time to time require or if so desired by the employer.

7) **Defective Work / Materials:**

If any part of the work done by the Contractor is found defective in workmanship or if bad or inferior materials have been used the Contractor shall at his own risk and cost demolish all such defective work and rebuild the same and / or replace the bad or inferior materials used within a time frame mentioned to the satisfaction of the 'Engineer-Incharge / Employer'. The decision of the Employer / Electrical Consultant in this regard shall be final and binding on the Contractor. In case of default of the contractor to remove the defective work and rebuild the same or replace bad or inferior materials as directed by the Employer, the Employer shall be entitled to employ anyone else to carry out the same at risk and cost of the Contractor and recover all expenses incurred in this regard from the contractor.

The contractor should not damage the any existing water proofing done on the roof. They should discuss about the work they are going to carry out with Engineer-Incharge / Employer before they take up the work. In case of any damage done to the water proofing and detect leakage due to the same, the contractor will be made responsible to rectify the same at their cost to the full satisfaction of the bank.

8) **Inspection of Work:**

During progress of the work the site engineer of the Employer and Engineer-Incharge / Employer shall be entitled at all times to have access to and inspect the work. If the work is inspected by the any Government/ Bank's authorized persons, the contractor will fully co-operate and extend all help to meet the observations.



**9) Supervision:**

The Contractor shall provide one or more competent and technically qualified engineers duly and fully authorized to act on his behalf in all matters relating to the works to be carried out under or any other matter concerning this agreement and who shall at all times be present at the works while any work is in progress as per directions, explanations & instructions of Engineer-Incharge / Employer.

**10) Compliance with Statutory Regulations & Work Rules:**

The Contractor shall be responsible for complying with the applicable laws / bye laws / Regulations in force from time to time and shall have to bear all statutory liabilities to the workers / personnel engaged for the job. Nothing will be paid extra in this regard. If any amount is paid by the Employer in this regard the same amount shall be deducted from the Contractor's dues. The Contractor shall have to arrange insurance cover for the workers / personnel engaged by him for the job. This clause should be read in conjunction with clause mentioned in Request for Quotation document, **clause no: 29,30,31&32 of terms & conditions of RFQ Document.**

**11) Determination of Contract:**

In the event of Contractor failing to keep / adhere to agreed schedule of work, or in the event of the Contractor failing to comply with the provisions of this contract by default and / or negligence and / or suspension of work or in the event of Contractor failing to complete the work within the stipulated period, the Employer may terminate this Agreement forthwith and employ, at the Contractor's risk and cost, another contractor or sufficient number of workmen to complete the work.

**12) Force Majeure:**

In case any Force Majeure condition herein mentioned occurs and continues for a period exceeding 15 days the parties here to undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under this order. This clause will be operative only if the work is delayed by

- a) Acts of God
- b) Earthquake or floods or similar natural calamities.
- c) Serious loss or damage by fire or lightning.

**13) Arbitration:**

“In the event of any dispute or difference relating to interpretation and application of provisions of the contract and all disputes/claims whatsoever which shall either during the continuance of the contract or afterwards either between the parties to the contract or the respective representatives touching the construction/application of any provision/clause mentioned in the contract or any account or liability between the parties to the contract or as to any act or deed or omission of any party to the contract, in any way relating to these presents, shall be first at the discretion of the Bank attempted to be resolved in good faith by mutual discussion within 30 days of the dispute or question being raised failing which the same shall be settled by arbitration in accordance with provisions of Indian arbitration and Conciliation act 1996.

The Parties concerned shall designate an arbitrator on mutual consent/consensus. In the event of no consensus being arrived, an Arbitral Tribunal shall be constituted comprising three Arbitrators, each party appointing one arbitrator and a third arbitrator to be appointed

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by the two arbitrators so appointed by the parties. The venue of the arbitration shall be exclusively at Chennai and any award passed by arbitrator or the arbitral Tribunal shall be final, conclusive and binding upon the parties and shall be deemed to have been made between parties themselves. The parties to the dispute shall share equally the cost of arbitration as intimated by the arbitrator”.

All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Chennai and only courts in Chennai shall have jurisdiction to determine the same.

**Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal/other legal recourse.**

**14) Engineer-Incharge / Consultant:**

The term Engineer-Incharge / Consultant in the said conditions shall mean the said ENGINEER-INCHARGE, Chennai or in the event of it being ordered to be wound up or in ceasing to be the Engineer-Incharge / Consultant for the purpose of this Contract, such other person as shall be nominated for that purpose by the Employer, not being a person to whom the Contractor shall object for reasons considered to be sufficient by the Employer mentioned in the said Conditions provided always that no person subsequently appointed to be Engineer-Incharge / Consultant under this Engineer-Incharge / Consultant shall be entitled to disregard or overrule any provision, decision or approval or direction given or expressed by the Consultants for the time being.

15) The several parts of this contract have been read and fully understood by us.

16) Following shall be deemed to form and be read and construed as part of this agreement viz

- a) The Bid No / date.
- b) The award letter No / date.
- c) References as mentioned in the award letter
- d) All the correspondences till award of contract

**IN WITNESS** whereof the said contracting parties have set their hands and seals on the day and year first hereinabove witness.

Witness Address

Employer

Witness Address

Contractor

