



## LARGE CORPORATE BRANCH, MUMBAI

210, B-Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai 400 021

**REQUEST FOR QUOTATION (RFQ) FOR  
PROPOSED INTERIOR ALTERATION, REFURBISHMENT AND ALLIED  
WORKS AT LARGE CORPORATE BRANCH, NARIMAN POINT, MUMBAI**

<b>Last date for submission of Quotation</b>	16/03/2026 upto 17:00 HRS at Indian Bank, LCB Mumbai, 210, B-Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai 400 021
<b>Date of Opening of Quotation</b>	17/03/2026 at 11:30 HRS at Indian Bank, LCB Mumbai, 210, B-Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai 400 021

**ARCHITECT**  
**SANKALPA ASSOCIATES**  
Architect & Interior Designer

1001, Eleven Heights, Sant Gora Kumbhar Marg, Kumbharwada, Dharavi, Mumbai - 400017



**LARGE CORPORATE BRANCH, MUMBAI**

**NOTICE INVITING QUOTATION**

Indian Bank invites sealed competitive quotations from the established and reputed interior furnishing vendors empaneled in Indian Bank and having sound technical and financial capacity to do proposed modification works in our Large Corporate Branch located at Nariman Point, Mumbai. The RFQ can be downloaded from the Bank's website ([www.indianbank.bank.in](http://www.indianbank.bank.in)) under Tender Column.

1	Name of work	<b>PROPOSED INTERIOR ALTERATION, REFURBISHMENT AND ALLIED WORKS AT LARGE CORPORATE BRANCH, NARIMAN POINT, MUMBAI</b>
2	Period of completion	30 days to be reckoned from 3 <sup>RD</sup> day from the date of issue of the Work Order or handing over of site whichever is later
3	Validity of Quotation	90 Days from the date of opening
4	Defects Liability Period	12 Months from the date of virtual completion of work
5	Earnest Money Deposit	Rs.17,680/- (Rupees Seventeen Thousand Six Hundred and Eighty Only) by way of DD in favour of Indian Bank payable at Mumbai <i>*Firms registered with MSME / NSIC with valid certificates issued by GOI are exempted from submitting EMD along with bid.</i>
7	Initial Security Deposit (ISD)	<b>After acceptance of Work Order, Contractor shall submit ISD of 2% of the Bid / Contract Amount in the form of DD in the name of "Indian Bank" payable at Mumbai within 5 days from the date of allotment of work.</b>
8	Retention Money (RM)	<b>8% of the Bill Amount excluding Taxes</b>
9	Total Security Deposit (TSD) = ISD + RM	10% of the Bid Amount (ISD – 2% & RM – 8%)
10	Release of Retention Money	Retention Money will be released within 30 days after satisfactory completion of defect liability period and defects free as per the contract clauses.
11	Interim / Adhoc Payment	Only one interim bill is allowed during the entire course of the work. Minimum value of work for Interim Payment is Rs.4.5 Lakhs or as decided by Bank. However, Bank is not bound to make the payment against the interim bill raised by Contractor.
12	Liquidated Damages	<b>1% per week of the Contract Value subject to maximum total of 10% of final Contract value</b>
13	Quotation Documents	Quotation documents can be obtained from the Bank's website ( <a href="http://www.indianbank.bank.in">www.indianbank.bank.in</a> ) under Tenders column.
14	Last date for the submission of Quotation	16/03/2026 upto 17:00 HRS at Indian Bank, LCB Mumbai, 210, B-Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai 400 021



15	Date of opening of Quotation	17/03/2026 at 11:30 HRS at Indian Bank, LCB Mumbai, 210, B-Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai 400 021
16	Minimum Eligibility Criteria	<p><b>1. Should be empanelled in Indian Bank</b> <i>Kindly enclose valid Empanelment Letters.</i></p> <p><b>2. The Contractor/Vendor should be in same line of activity for at least last 7 Years in the Market ending on 31.12.2025.</b> <i>Please furnish Work Order along with copy of tax invoice / Client's Completion Certificate to confirm the same.</i></p> <p><b>3. Should have Registered Office in Mumbai / Mumbai Suburban / Thane Districts</b> <i>Please furnish requisite document as proof.</i></p> <p><b>4. Should have carried out similar work of value in the last 3 years (ending 31.12.2025).</b></p> <ul style="list-style-type: none"> <li>• <b>At least one similar works of value not less than Rs.7.10 Lakhs each</b></li> </ul> <p style="text-align: center;"><b>(OR)</b></p> <ul style="list-style-type: none"> <li>• <b>At least two similar works of value not less than Rs.4.42 Lakhs each</b></li> </ul> <p><i>Copy of Work Order / Completion Certificate showing value of work satisfying the above eligibility criteria is to be enclosed.</i></p> <p>Similar works means: Interior Furnishing Work (Partition, Panelling, False Ceiling, Storage Cabinets etc)</p> <p><b>5. Should have valid GST No. &amp; PAN No</b></p> <p><b><i>The bidders must satisfy the above criteria and furnish the relevant documents as proof. If the Vendors fails to provide relevant documents and meet the minimum eligibility criteria as mentioned above, Bank can disqualify the bidder without assigning any reason whatsoever.</i></b></p>

**Note:**

1. Vendors are required to submit the quotation in sealed cover along with necessary documents. The envelope should be super-scribed "**Quotation for Proposed Interior Alteration, Refurbishment and Allied Works at LCB Mumbai**" and **addressed** to the "**Deputy General Manager, Indian Bank, LCB Mumbai, 210, B Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai**".
2. Conditional quotations, late quotations, quotations without EMD will be summarily rejected. Any quotations received open, late or not meeting all the conditions / quotations not filled up in Pen are liable to be rejected.
3. Earnest money will not carry any interest.



4. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from taking up the work in Indian Bank.
5. The Bank reserves the right to verify the particulars furnished by the applicant independently.
6. Bank is not bound to accept the Lowest (L1) vendor and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
7. Submission of this quotation document by a bidder implies that he/she has read this notice and other documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
8. Return of EMD of remaining bidders who were unsuccessful in the bidding process will be done within a reasonable time say not exceeding 7 days from the date of acceptance of quotations submitted by the L1 bidder.
9. Each and every page of the document and correspondences accompanying this quotation shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission.
10. The rates quoted by the bidder shall be based on the conditions of site and specifications mentioned in the quotation.
11. Bank is not liable to make any payment to bidders for preparation to submit the quote.
12. Clarifications, if any, pertaining to this quotation request may be referred to Indian Bank, Large Corporate Branch, Mumbai through E-mail Id – [lcbmumbai@indianbank.co.in](mailto:lcbmumbai@indianbank.co.in)

**DEPUTY GENERAL MANAGER**



## FORM OF QUOTATION

The Deputy General Manager  
Indian Bank  
Large Corporate Branch,  
Nariman Point, Mumbai

Dear Sir,

**SUB: PROPOSED INTERIOR ALTERATION, REFURBISHMENT AND ALLIED WORKS AT  
LARGE CORPORATE BRANCH, NARIMAN POINT, MUMBAI**

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

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

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

In the event of this quotation being accepted, I/We agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid Earnest Money Deposit of **Rs.17,680/- (Rupees Seventeen Thousand Six Hundred and Eighty Only)** in the event of our refusal or delay in signing the Contract Agreement.

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

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

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

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

Thanking you,

Yours faithfully,

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

Place:

Date :

Name:

Address:

Seal:

**GENERAL INFORMATION OF THE FIRM**

1	Name of the Applicant / Firm / Organization	
2	Registered Address of the Firm	
3	CONTACT DETAILS  Landline No -  Mobile No -  Email Id -	.....  .....  .....
4	EMD Details (i) Amount (Rs.) - (ii) Demand Draft No. - (iii) Name of the Bank - (iv) Date -  <b><i>(Please submit EMD Details. If exempted, please submit requisite proof in the form of copy of self-attested valid certification from MSME and NSIC.)</i></b>	.....  .....  .....  .....
5	Constitution of Firm	Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)
7	Name of the Proprietor/ Partners / Directors of the Organization / Firm	
8	Name/s of Authorized Signatory/ Directors / Partners	
9	Whether registered as MSME Organization?	YES / NO



10	Whether empanelled with Indian Bank <b>(Enclose Empanelment letter)</b>	YES / NO
11	Banker's Details – <b>(Please attach copy of cancelled cheque as proof)</b> (i) Banker's Name : (ii) Account No. : (iii) Type of Account : (iv) IFSC :	..... ..... ..... .....
12	Registration with the Government Authorities <b>(Enclose certified copies of documents as evidence)</b> If firm is exempt from ESI & EPF registration as per extant guidelines, fill N.A. and an undertaking is to be submitted stating the same.	
	a) Income Tax (PAN) No. ii) Goods & Service Tax (GST) No. iii) Labour License iv) ESI v) EPF	..... ..... ..... ..... .....
13	Whether last three years IT returns filed	YES / NO
14	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	
15	Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	



16	Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details	
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**DECLARATION –**

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

PLACE –

DATE –

SIGNATURE OF CONTRACTOR

NAME & DESIGNATION –

SEAL OF ORGANISATION -

## **GENERAL TERMS AND CONDITIONS**

### **1. Definition of Terms / Interpretation:**

- 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 inter-alia having their Large Corporate Branch at 210, B Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai and any of its employees representative authorized on their behalf.
- Throughout these bidding documents, the terms “bid” and “quotation” are Synonymous.
- Day means calendar day. Singular also means plural
- “Contractor” means the person whose quotation 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.
- Bidder : The term ‘Bidder’ 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 Quotation :**

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

Vendors are required to submit the quotation in sealed cover along with necessary documents. The envelope should be super-scribed “**Quotation for Proposed Interior Alteration, Refurbishment and Allied Works at LCB Mumbai**” and addressed to the “**Deputy General Manager, Indian Bank, LCB Mumbai, 210, B Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai**”.

### **3. Qualifying Criteria :**

As given in Minimum Eligibility Criteria.

Additional Information –

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

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

#### 4. Site Visit :

- The bidder is advised to visit (upon prior approval), and examine the Site of Works and its surroundings and obtain for itself on its own responsibility and cost all information that may be necessary for submitting the quotation and entering into a contract for the Works as mentioned in quotation document.
  - The bidder and any of its personnel with authority letter will be granted permission by the Employer / Owner to enter upon its premises, but only upon the express condition that the bidder, its personnel, and agents, will release and indemnify the Employer/Owner and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
  - Before submitting the Bid, the bidder shall be deemed to have satisfied himself by actual inspection of the site and locality of the works, Traffic conditions / restrictions, Availability of parking space, Transportation of materials that all conditions liable to be encountered during the execution of the works are taken into account and that the quoted rates are adequate and all inclusive for the completion of work to the entire satisfaction of the Employer/Owner.
5. The Indian Bank does not bind itself to accept the lowest quote and reserves to itself the right of accepting the whole or any part of the quotation and the firm shall be bound to perform the same at the rate mentioned .
6. The rate quoted by the firm shall be net (excluding GST), up to the stage of incorporation and handing over site. All taxes including (excluding GST) or any other tax on material or on finished works like Turn-over Tax, including taxes that may be newly introduced subsequent to the bid etc. in respect of this work shall be payable by the Firm and Indian Bank will not entertain any claim whatsoever in this respect.  
***The rate quoted should be excluding GST.***  
**The firm who wishes to bid for the above job should have GST registration and should mention the registration number.**
7. The firms will have to deposit an EMD amount of **Rs.17,680/- (Rupees Seventeen Thousand Six Hundred and Eighty Only)** in the form of Demand Draft from scheduled commercial bank in India drawn in favour of “**Indian Bank**” payable at Mumbai. Please note that firms registered with MSME / NSIC under single point registration with valid certificates issued by GOI are exempted from submitting EMD. Necessary Certificates must accompany bid. No other type of certificate is acceptable. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of quotation.

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

Apart from EMD & ISD, **the retention amount shall be deducted from progressive running bill at 8% on the gross value of each running bill paid will be held by the Indian Bank apart from ISD until the total security deposit equals 10% of project cost.**

## 8. Initial Security Deposit

The bidder will have to deposit an amount of 2% of Contract amount in the form of Demand Draft from Scheduled Commercial Bank in India drawn in favour of "Indian Bank," payable at Mumbai within 5 days from the date of receipt of work order as an Initial Security Deposit (ISD). The Indian Bank is not liable to pay any interest on the ISD. If the successful bidder fails to provide ISD within stipulated times, it will be presumed that agency is not interested in the work and suitable action will be taken as per the terms mentioned in this document.

## 9. Retention Money

The retention amount at 8% from the Gross value of each R/A or Final bills excluding GST. No interest will be paid on the Security Deposit under any circumstances will be held by the Indian Bank apart from ISD of 2%.

## 10. Release of Retention Money

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

11. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the bid or engagement in the service.

12. The quotation shall remain open for acceptance for a period of 90 days from the date of opening of quotation.

## 13. **It will be obligatory on the part of the bidder to sign all the pages of this documents.**

14. The acceptance of quotation will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the bids received without the assignment of a reason. The quotations which are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the quotation in full or in part and the bidder shall have no claim for revision of rates or other conditions if his quote is accepted in parts.

15. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the firms who resort to canvassing will be liable to rejection.

16. **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.

17. An item rate quote containing percentage below / above will be summarily rejected. However, where a bidder voluntarily offers a rebate for payment along with sealed quotation, the same may be considered.

## 18. ABNORMAL RATES

*The Contractor is expected to quote after careful analysis of costs based on the specifications mentioned in the Quotation. If it is noticed that the rates quoted by the firm is unusually high or unusually low, it will be sufficient cause for rejection of the Quotation unless the Employer is convinced about the reasonableness of the rate on scrutiny of the analysis for such rate to be furnished by the firm on demand. Notwithstanding anything there in stand, the rate once accepted by the Employer shall be final and shall not be subject to any claim either on account of un-workability of rates or on any other ground whatsoever.*

19. On acceptance of the bid the name of the accredited representative(s) of the Bidder who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.

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 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.
22. 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 dippings, bricks, steel, shuttering materials or any other material / rubbish.
23. 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.
24. 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.
25. 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.
26. For painting & Lamination, sample area shall be prepared and the shade got approved. It is also advised to give computer presentation of various colour schemes to the employer before going for sample painting/Lamination.
27. The bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the firm.
28. 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.
29. The successful contractor shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge. Bank will not be responsible for any untoward accident caused by negligence of the Contractor
30. 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.
31. 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.

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

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

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

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

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

33. 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.
34. If the work is not started within **5 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory and is not consistent to be in contingence with the period of the completion of the work then the Bank may terminate the work order by giving a 3 day notice to the contractor. In such case the contractor shall be liable to pay the employer any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other agency. After completion of entire work the contractor shall be paid for the actual work executed by him at the quoted rates after deducting any claims, damages.
35. The time allowed for completing the works is **30 days** to be reckoned from **3<sup>rd</sup> day** from the date of Work Order / date of handing over site whichever is later. Bidder shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.
36. If the Contractor fails to complete any or all the works by the date/s named in **Clause 35** (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.
37. **Extension of time:** If in the opinion of the Employer/ Consultant the works be delayed (a) by reason of any exceptionally inclement weather or (b) by reason of instructions from the employer in consequence of proceedings taken or threatened by or disputes, with adjoining or neighbouring owners or (c) by the works, or delay of other contractors nominated by the employer and not referred to in the specification or (d) by the reason of authorized extra and additions or (e) by reason or any combination or works men or strikes or lock-out affecting any of the building trade or (f) from other causes which the employer may consider are beyond the control of the contractor, the employer at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore. In the event of the employer failing to give possession of the site upon the day specified above, the time of completion shall be extended suitably.  
In case of such strikes or lockouts as are referred to above, the contractor shall, immediately give the employer, written notice thereof. Nevertheless he shall use his best endeavours to prevent delay, and shall do all that may be reasonably required, to the satisfaction of the employer for any extension of time for completion hereunder (which shall be final and binding on the contractor) shall be promulgated at the conclusion of such strike or lock-out and the employer shall then, in the event of an extension being, granted, determine, and declare the final completion date. The provision in clause 36 with respect to payments of liquidated damages shall be construed as if the extended date fixed by the employer was substituted for and the damages shall be deducted accordingly.
38. The successful bidder shall be required to execute an Agreement in the proforma attached with this quotation document within **5 days** from the date of receipt of the notice of acceptance of quotation. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the quotation shall be considered as cancelled.

39. **PAYMENT DETAILS –**

- No advance payment shall be made to the contractor on supply of any material supplied at site for execution. Payment to the contractor shall be made as per actual work done of site.
  - All bills shall be prepared by Contractor in the form prescribed by the Employer / Architects.
  - Only one interim payment /adhoc payment is permitted. Minimum Rs.4,50,000/- or as decided by the Bank. The interim payment /adhoc payment shall be 60% of the works executed at site. The bills in proper forms must be duly accompanied by detailed measurements in support of the quantities of work done and must show deductions for all previous payments, retention money etc. The Architect / Bank's Engineer after detailed scrutiny of the interim bill shall certify within 5 days of the date of receipt of interim bill from the Contractor subject to submission of documentation as required.
  - Bank will deduct the retention money as described in the Clause No 9 and the refund will be made as specified in the Clause No 10.
  - All the interim payments shall be regarded as payment by way of advance against the final payment only and not as payments for work actually done and completed.
  - The final bill will be released on satisfactory completion of the entire work and on completion of all the terms and conditions / obligations spelt out and on proper submission of the bills together with the measurements properly checked by Architect & Bank's Engineer in presence of Contractor. Final Bill settlement is within 15 days from the date of proper submission of bill & measurements.
40. The bidders shall separately specify at the end of the bid the % and value of SGST and CGST as applicable.. Regarding tax part, the tax rate at the time of billing shall rule over and above all documentations. Valid documents shall be produced if asked for at the time before payment. TDS for income tax is as applicable and shall be included in the quoted rates. The comparison for the least bidder shall be made with the basic price of items of work excluding "Goods and Service Tax" part.
41. At any stage i.e. during the execution of work, any kind of change required, whether it is in design or specification, the contractor must inform the concerned Department of the Bank or Interior Consultant and after getting the approval, the same has to be incorporated by the contractor.
42. Single Power point & Water for work will be provided by Bank. The Contractors will make their own arrangement for stay of their workers and they will not be permitted to stay in the Bank Premises.
43. The contractor shall not directly or indirectly sublet the work to other party without written permission of the Bank.
44. 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.
45. Bank shall not be responsible for any loss or damage to the contractor/ labour due to any natural calamity during the course of construction. Contractor is liable to make good all the damages if any, till the work is completed and handed over to the Bank authorities
46. Contractor agencies are advised (before quoting the rates) to inspect the site of the proposed work. They must go through specifications and documents. Any clarification, if required, may be taken from the Bank before submitting the quotation.

47. 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.
48. 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.
49. 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.
50. The Bank reserves the right to accept / reject any quotation without assigning any reasons.
51. 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.
52. Any addition, alteration or correction in the quote shall be signed and stamped properly by the contractor.

**DECLARATION :**

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

Signature & Seal of the Firm

**ARTICLES OF AGREEMENT**

**THIS AGREEMENT** is made on this ..... day of .....month of ..... between Indian Bank and having its Large Corporate Branch at 210, B Wing, Ground Floor, Mittal Towers, Nariman Point, Mumbai (hereinafter referred to as the “Employer”) which expression shall include its successor, legal heirs and assignees of the one part.

**AND** M/s.....having its office at ..... (hereinafter referred to as the “Contractor”) which expression shall include its successor, legal heirs and assignees of the second part.

**WHEREAS** the Employer has caused drawings and bid documents for **“Quotation for Proposed Interior Alteration, Refurbishment and Allied Works at LCB Mumbai”**

**AND** whereas the Employer has called for RFQ vide ref. no. .... dated.....

**AND** whereas the contractor has submitted the Quotation ref. no. .... dated ..... to the Employer on .....

**AND** whereas the Employer has issued the work order ref ..... dated..... to the contractor to do the work.

**AND** whereas the Contractor has agreed to execute the work as per drawings, specifications, conditions of contract and Work Order.

**AND** whereas the Employer has accepted the Contractor’s bid as aforesaid and whereas the bid 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 Agreement”.

**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 the Works in terms and conditions herein contained and according to the general conditions of the contract, notice inviting quotation, special conditions of contract, general scope of work, technical specifications, schedule of rates and instructions to be given by and the supervision of and to the entire satisfaction of the Employer.

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

Total contract price is Rs. .... + GST 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 & duties except GST in respect of this contract. No claim in this respect will be entertained. Income tax on payments 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.

3) **Completion Period:**

**Time is the essence of the Contract.** The work is to be completed in all respects within **30 days** reckoned from **3<sup>rd</sup> day** from the date of issue of the Work Order 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 Quotation Documents.

4) **Earnest Money:**

The Contractor has deposited an amount of **Rs.17,680/- (Rupees Seventeen Thousand Six Hundred and Eighty only)** as earnest money.

5) **Inspection of Site:**

The Contractor has inspected the site before submitting his bid 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 relieve 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.

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. 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 bid document and will be subject to the approval of the Employer. All such materials not approved by the 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 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 Employer. The decision of the Employer 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.

**8) Inspection of Work:**

During progress of the work the Employer shall be entitled at all times to have access to and inspect the work.

**9) Supervision:**

The Contractor shall provide one or more competent and technical 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 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 with 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.

**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:**

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.

In case any Force Majeure condition herein mentioned occurs and continues for a period exceeding 15 days the parties hereto undertake to sit together and devise ways for expeditious and proper performance of the obligations of the parties under this order.



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. The venue of the arbitration shall be exclusively at Mumbai and any award passed by arbitrator 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”.

**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

## TECHNICAL SPECIFICATIONS

### CARPENTRY AND FINISHING WORK

#### **1. GENERAL :**

- 1.1 These specifications are for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and described herein, to the satisfaction of the banks/architects.
- 1.2 The workmanship is to be the best possible and of a high standard. The contractor shall take all steps immediately to make up deficiency if any by the banks / architects. Use must be made of special tradesman in all aspects of the work and allowance must be made in the rates for the same.
- 1.3 The materials to be provided by the contractor shall be in accordance with the samples already got approved from the banks/architects by the contractor and in conformity with specifications and approved list called upon to do so by the banks / architects.
- 1.4 Samples of all materials are to be submitted to the banks / architects for their approval before the contractor orders of deliver the material to the site. Samples together with their packing are to be provided free of charge by the contractor and should any materials be rejected they will be removed from the site at the contractor's expense. All samples will be required to submit specimen finishes of colours, fabrics etc. for the approval of the banks / architects before proceeding with the work.
- 1.5 The contractor shall be responsible for providing and maintaining temporary overages required for the protection of finished work. He is also to clean out all wood shavings, cut ends and other waste from all parts of the works before coverings or infillings are constructed.
- 1.6 The contractor shall maintain uniform quality and consistency in workmanship throughout the execution of the work.

#### **2.0 Joinery in woodwork**

- 2.1 The contact surfaces between internal frame and the cover material shall be glued with approved adhesive in addition to fixing with necessary screws etc.
- 2.2 After preparing proper surface of the cover material by sand-papering etc. the laminates or veneers shall be fixed on it with the help of approved adhesive
- 2.3 Framework for full height partition shall be rigidly fixed to the floor, walls and ceiling soffit. The partition height shall be measured up to bottom of false ceiling and framing members / ply going above shall not be measured, except where specifically mentioned.
- 2.4 Any portions that are warped or found with other defects are to be placed. The whole of the work is to be framed and finished in a workman like manner in accordance with the detailed drawings and the direction of banks/architects and
- 2.5 whenever required, fitted with all necessary metal ties, straps, screws, adhesives, etc. joinery work generally to be finished with fine sand / glass paper.
- 2.6 All joints shall be standard mortise and tenon, dowel, dovetail and cross halved. Screws, nails etc. will be of standard iron or wire of oxidized nettle fold, tenons should fit the mortises exactly. Where screws show on a finished surface, those will be sunk and the hole plugged with a wood plug of the same wood and grain of the finished surfaces will be neatly punched and hole filled with woodfiller to match the colour. The contact surface of dowel, tenons wedges etc. shall be glued with an approved adhesive.
- 2.7 Nailed or glued butt joined will not be permitted.
- 2.8 Where screw heads are on a finished surface, those will be sunk and hole plugged with a wood plug of the same wood and grain to match the colour.

### 3.0 TIMBER

- 3.1 All wood for internal framework shall be strictly as specified in the BOQ under approved list of material. The wood shall be of natural growth and free from worm holes, loose or dead knots or other defects, sawn square and shall not suffer warping, splitting or other defects.  
All other exposed wood shall be properly seasoned of natural growth and shall be free from worm holes, loose or dead knots or other defects, sawn square and shall not suffer warping, splitting or other defects.
- 3.2 The moisture content shall not exceed 12%
- 3.3 All Internal framework shall be treated with approved wood preservatives.
- 3.4 All wood brought to site shall be clean, it shall not have any preservative or other coating / covering.
- 3.5 All rejected, decayed, bad quality wood shall be immediately removed from site, as may be directed.
- 3.6 All the dimensions mentioned for T.W. members are finished size.
- 3.7 All woods should be properly seasoned of natural growth and free from worm holes, loose or dead knots or other defects and shall not suffer warping, splitting or other defects. All internal framework shall be treated with approved wood preservative.

### 4.0 PLYWOOD

All plywood shall be strictly as per approved list of material and approved by bank/architect. The plywood shall have ISI mark and relevant registration no. on the product.

Plywood should be used after applying white anti termite liquid. Nails or screws fixed in the plywood should be equally spaced. The plywood sides wherever they are visible should be covered with the beading patti. Too many joints in furniture pieces will not be considered. Rough finished sides while fitting the fixtures like locks, hinges etc. will not be considered. The contractor will have to make punctures of cut-outs as required by electrical or any other contractor, for which no separate payment will be made by the Bank or by the respective contractor. All contractors will work in team of good spirit and in good faith. Certain details shall be modified as per the site adjustments.

### 5.0 Hardware and Metals:

- 5.1 All the screws / bolts with nuts to be used shall have oxidized finish (unless required otherwise). Of approved shape, size and quality.
- 5.2 Fittings shall be of brass or brass oxidized unless specified otherwise.
- 5.3 Samples of all hardware are required to be got approved in advance.
- 5.4 The agency should cover up and protect the brass surface by suitable material as necessary and subsequently clean it away at the time of handling over.
- 5.5 All hardware shall be fitted with good workmanship without the surrounding edges being damaged.
- 5.6 The hardware throughout shall be of approved manufacturer. The screw should match the finish of the article to be fixed and to be round or flat headed or counter sunk as required.

### 6.0 Laminate :

- 6.1 **All laminates on table tops, shall be as specified in BOQ of approved shade and make.**
- 6.2 The contractor shall get the sample showing the surface texture, pattern and colour approved by Banks/Architects.
- 6.3 All edges, beadings, etc. shall also be finished in laminate.
- 6.4 No scratches or patches on laminates shall be considered.

## 7.0 Fabrication in Metal

7.1 All brazing and welds are to be executed in a clean and smooth manner, rubbed down and finished in flat and tidiest way, particularly where exposed.

## 8.0 Glazier

8.1 All glass is to be of approved manufacture, and as per approved quality and sample to be of the qualities specified and free from bubbles, air holes, waviness and other defects.

8.2 In cutting glass, proper allowance shall be made for expansion.

8.3 Glass for mirror shall be approved manufacture and quality.

8.4 On completion, all glasses surfaces shall be cleaned inside and all cracked, scratched glass/mirror shall be replaced.

8.5 Sun control film shall be non-reflective type of approved make and shade. The fixing shall be without any defects such as air bubbles/creases/adhesive marks etc.

8.6 All glasses should be of approved manufacturer and free from bubbles, smoke, air-holes and other such defects. While cutting glass, proper allowance be made for expansion. All cracked, scratched and broken pane should be replaced.

## 9.0 Paint and polishes

9.1 All material required for the work shall be of approved manufacture, delivered to the site in the manufacturer's containers with the seals etc. unbroken and after use empty containers shall be stored till finally cleared by the banks.

9.2 All iron or steel/metal surfaces shall be thoroughly scraped and rubbed down with wire brushes and shall be entirely free from rust, mill scale etc. Before applying the primary coat.

9.3 Melamine polish/French polish/polyurethane finishes shall be properly finished without any flaw marks, spots, roughness etc.

## 10.0 Metal frame suspended gyp board ceiling:

10.1 Unless otherwise specified the suspended false ceiling shall have following specifications i.e. providing and fixing G.I. perimeter channels of size 0.55 mm size thick having one flange of 20 mm and another flange of 30 mm and a web of 27 mm along with perimeter of ceiling, screw fixed to brick wall/partition with the help of nylon sleeves and screws, at 610 mm centres. Then suspending G.I. intermediate channels of size 45 mm, 0.9 mm, thick with two flanges of 15 mm each from the soffit at 1220 mm centres with ceiling angle of width 25mmx10mmx0.55mm thick fixed to soffit with G.I. cleat and steel fasteners. Ceiling section of 0.55 mm thickness having knurled web of 51.5 mm and two flanges of 26mm each with lips of 10.5mm are then fixed to the intermediate channel at 457mm centres. 12.5mm tapered edge Gyp board (conforming to IS-2095-1982) is then screw fixed to ceiling section with 25mm drywall screws at 230mm centres. Screw fixing is done mechanically either with screw-driver and drilling machine with suitable attachment. Finally the boards are to be joined and finished so as to have a flush lock which includes filling and finishing the tapered and square edges of the boards with joining compound, paper tape and two coats of primer suitable for Gyp board (as per recommended practices of India Gypsum or equivalent)

10.2 For light fittings, grids diffusers and cut-outs etc. have to be made with the frame of perimeter channels of size 20mmx27mmx30mmx0.55mm thick, supported and shall not be considered for extra charges.

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

SL NO	Description	Make of materials
1	Wood	First class steam beach wood or as specified
2	Polish	Melamine
3	Soft Board	Celotex
4	Block Board (BWR CONFORMING TO IS 303)	Century / Greenply / Archid / Merino
5	Plywood (BWR CONFORMING TO IS 303)	Century / Greenply / Archid / Merino
6	Laminates	Century / Aica Sunmica / GreenPly / Merino (Shade will be approved by Bank)
7	Glass	Modi / Saint Gobain
8	Gypsum Board / 2x2 Tiles	Gypsum Board – Gyproc / India Gypsum 2 x 2 Tiles – GYPROC / KNAUF (Armstrong)
9	Aluminum Sections	Hindalco / Jindal / Nelco or approved equivalent
10	Locks / Handles	Godrej / Hettich
11	Magnet Catcher	Supreme / Excel
12	Drawer Sliding Fittings	Earl Bihari (EBCO)/Godrej/ Hettich or equivalent approved
13	Floor Spring/Door Closer	Hemco / Hardwin/ Godrej / Ozone or equivalent approved
14	Paint / Enamel	Berger / Nerolac / Asian Paints / Indigo / Dulux
15	Cement / Wood Primer	Berger / Nerolac / Asian Paints / Dulux / Indigo

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:**

**PREAMBLE TO BOQ**

Abbreviations:

R.M.T.	:	Running Meter
Sq. MT.	:	Square Meter
Sq. Ft.	:	Square Foot
Cu. Mt.	:	Cubic Meter
T.W.	:	Teak Wood
Q.R.O	:	Quote Rate Only
C / C	:	Centre to Centre
M.T.	:	Metric Ton
C.P.	:	Chrome Plated
NO.	:	Numbers.
MM.	:	Millimeter

1. All dimensions are in M.K.S. unless otherwise stated.
2. The quoted rate shall be all inclusive and cover the cost of material including wastage, Freight, all types of taxes, duties, royalties, erection, construction, testing of materials, if required samples brought for approval, tools and tackles, plant and equipment's, supervision, overheads, profit and any other expenditure incurred for completion of work as per drawings, specifications and to the full satisfaction of BANK / Architect.
3. The rates quoted shall be valid for working at all heights, depths, and on all floor levels, No extra payment shall be made for scaffolding, staging, ladders etc. for transportation of men and materials at higher or lower levels.
4. The item rate specifications are indicative. The Contractor will have to carry out the work in accordance with the drawings, technical specifications and / or other conditions laid down in bid document and to the full satisfaction of BANK / Architect.
5. Quantities mentioned against respective items are approximate and can vary to any extent. Payment shall be made on actually executed quantities.
6. No claims shall be entertained in case of increase or decrease in quantities, BANK / Architect reserve the right to increase / decrease quantities of any item and also to add / Delete any item in totality. BANK / Architect reserve right of operating any item for any work.
7. Rates of all items shall remain constant irrespective of floor level and no extra shall be Paid for handling and stacking of materials, removing debris etc. from the site.
8. Unless otherwise noted, the method of measurement will be as per I.S. 1200.
9. Wherever contractor proposes to use 'equivalent' makes (i.e. other than specified) he shall obtain BANK's prior approval. BANK may ask Architect before giving approval to the same. Any additional cost and time lost due to this will be on Contractor's account and no claims will be entertained.

10. The rate for partition, paneling shall include necessary additional framework supports that may be required to suit site conditions or stability of the item. Decision of Architect in regards to the need for such additional supports shall be final.
11. All wooden frame work / member size mentioned as out of, shall be full size with maximum planning tolerance of 3 mm both ways.
12. Rates for doors include all brass oxidized heavy duty hardware, locks, floor springs, door Springs, door closer, special door handles etc. as specified in relative items.
13. Size and type of door closer / floor spring shall be suitable for type of door. The Contractor shall give guarantee for performance of door closer / floor spring from manufacturer.
14. Rates for partitions, paneling shall include making of necessary cut outs, chasing to be Made for conduits, switch boards etc.
15. Rates for painting and polishing shall include cleaning glass panels, fans, floor etc.
16. After completion of work the site shall be handed over absolutely clean, after ensuring that all laminates, floors, walls, etc. are spotless clean.
17. Contractor shall clean the site and mark the lining out on the floor with adhesive tape for approval. The same shall not be paid separately.
18. In case of loose furniture, the specification for side unit or rear side credenza unit in any Item shall be same as the specification of the table in that item.
19. All key holes should be fixed with metallic key hole ring.
20. Key for all locks should be different and no key should match with two different locks.
21. Contractor has to follow rules of the building about timing, cleanliness and use of lift for loading and unloading material.

**BILL OF QUANTITIES**

1. No offsite prefabrication shall be allowed in any case. All fabrication shall be done at the site after getting the materials inspected by the architect
2. No payment shall be made for any in completed or unsatisfactory work
3. List of material to be strictly as per the booklet.
4. Cable Managers to be provided in the tables and Counters wherever required.
5. All Locks in the drawers and doors etc. should be of Godrej
6. All keyboard Trays and Drawers to be on Channel Sliding Mechanism.
7. Etching to be provide as per Banks Design and Specification.
8. The contractor to follow the banks colour Coding. Any other specified colour to be superceded by the Banks Colour code.
- 9. All plywood and blockboard to be BWR Grade Only and the plywood / blockboard must be Water Resistant complying to IS 303 and with minimum 7 years warranty. Kindly quote the rate for partition and paneling considering the above item. Use of any other grade of plywood / blockboard at the site will be considered as the breach of contract and the contract will be immediately terminated.**

S.NO.	DESCRIPTION OF ITEM	UNIT	QUANTIT Y	RATE PER QUANTITY (Exclusive of GST)	TOTAL AMOUN T (Exclusi ve of GST)
				Rs.	Rs.
	In case of full height partitions measurement of height shall be taken from the finished floor level upto the level of the false either side of the partition ceiling, in case of varying heights on average height shall be considered.				
	The rate to include provision of extra framework as necessary for skirting & making provision for laying conduit as per drawing & directions of site engr./ architect.				
<b>A</b>	<b>FALSE CEILING WORK</b>				
<b>1</b>	Providing and Fixing <b>Gypsum Board false ceiling</b> of Gypsum India or equivalent make. METALLIC GRID (conforming to IS:2095:1982):- The metallic grid shall consists of GI Perimeter	<b>Sq.Ft</b>	<b>600</b>		



	<p>channels of size 27mm X 0.5mm thick having one flange of 20mm &amp; another flange of 30mm, GI Intermediate channel of size 45mm X 0.9mm thick with two flange of 15mm each at 1200mm centre to centre, GI hanger of size 25mm X 10mm X 0.5mm thick at 1200mm centre to centre distance along with GI Cleat &amp; Steel Expansion Fasteners. The Ceiling section of 0.5mm thickness having curled wedge of 51.5mm and two flanges of 26mm each with lips of 10.5mm at 450mm c/c. along with connecting clips of 12.5mm drive fixed with sheet metal screws at 230mm c/c. METAL GRID INSTALLATION: - Perimeter channel fixed to all side of walls, partitions, beams, columns, whichever applicable fixed with sheet metal screws with rawalplugs at 225mm centre to centre &amp; intermediate channels at 1200mm centre to centre including GI steel hangers fixed to the slab, beams soffit, whichever with GI cleats &amp; steel expansion fasteners. The ceiling section placed in a direction perpendicular to the intermediate channel at 450mm c/c. fixed to the intermediate channel with the help of connecting clips &amp; 12.5mm dry wall Sheet Metal Screws at 230mm c/c. distance. COVERING: - Fixed 12.5mm thick gypsum board to the metal frames in required shape in taper / square edges of the gypsum board shall be finish with filling the joints with fibre tape finish the surfaces in one level &amp; line finish with three coats of approved make / shade Plastic Emulsion paint including making grooves, cut-outs for Light Fittings, AC Grills, AC Diffusers, Smoke Detectors, Sprinklers System, Security System etc. as per the other vendors requirements along with additional frame for Light Fittings &amp; AC Grills, scaffolding etc. complete as per instructions of Architect. OR do as per Manufacturer's Specification. Cut-outs will not be deducted while measuring the ceiling area.</p>				
2	Providing & Making new Frame work above the false ceiling with necessary material etc.	R.ft	100		
<b>B</b>	<b>PARTITION &amp; PANELING WORK</b>				
1	Supply and Fixing of Single Glazed Glass partition of 12 mm Toughened Glass using DORMA Alexa System – 100 Frames to a height of maximum 4m or as per drawing. The Fixed glass to be fixed using DORMA Alexa BP100 Profiles at Top & Bottom & Alexa SP 100 at sides. The profile size to be 100x25 MM to be fixed on to the floor/ wall/ ceiling as per the architect design. DORMA Alexa	Sq.Ft	450		

	H Junction profile to be used at all Glass-to-Glass vertical joints, 90 Deg L Junction Profiles and T Junction profiles necessary as per design. In case of Glass over all panel Alexa OHP 100 Over panel Profile to be used. In case of Open glass edges EP100 End Profile to be used. The Alexa profiles shall be suitable for Glass thickness of 10/ 12/ 13.52 mm. The Profile shall be matt natural anodized, the Profile Manufacturer to supply all the necessary clips, seals and fixing accessories for the system.All Profiles to be with 2mm Gauge thickness Excluding 20 Micron of Anodizing. Approved Manufacturer: Profiles/ Frames: DORMA (Satin finish), Glass: Saint Gobain				
2	Providing and erecting in position solid partitions (including door) to be made out of 50 mm X 38 mm X 1.2mm thick Aluminium Tubular section frame work 600mm c/c both ways (Vertical & Horizontal) fixed with 50mm X 38mm X 2.0 mm thick Aluminium Angle Cleats covered with 9 mm thick BWR Ply from both the side. Item to include 2" X 2" 16-gauge Aluminium Framing member for door frame & for skirting. The Aluminium members of partition shall rigidly fixed to the existing Ceiling / Floors / Beams & Side Walls as directed. Having flush door 35mm thk. with glass as per design. The rate should be inclusive of all hard wares like 3 Nos of brass hinges, 1'-0" Ht. H or U shaped S.S. matt steel handles, deadlocks, heavy duty, door closers/ floor spring of app. company etc. complete as per the designs. All exposed surfaces of the partition shall have 1.0mm thick full body solid core laminate of approved make/colour with the provision of grooves if required as per design etc. complete. The necessary openings in the partitions shall be provided for Electrical Conduits, Electrical Switches, A.C. Opening, Fire Detectors, Electric Fixtures, etc. complete as per site requirements/ instructions of the Architect / Engineer. Note: - Height of the partitions upto soffit of false ceiling shall be considered for payment. Rate of Unfinished partition above false ceiling shall not be paid separately should be inclusive in the quoted rate.	Sq.Ft	400		
3	Providing and fixing 4mm BWR plywood on partition including doors, storage including shutters & sides finished with 1.00mm thk. solid core laminate of approved shade and colour. All exposed T.W. surfaces to be finished in polish of matching laminate colour as directed including all necessary Stainless Steel finish fittings /	Sq.Ft	750		



	hardware, handles, locks and wood preservative paint etc. as per list of approved material and as approved by the Project consultant / bank complete in all respects.				
4	Providing and erecting in position partly glazed low height partitions (including door) to be made out of 50 mm X 38 mm X 1.2mm thick Aluminium Tubular section frame work 600mm c/c both ways (Vertical & Horizontal) fixed with 50mm X 38mm X 2.0 mm thick Aluminium Angle Cleats covered with 9 mm thick BWR Ply from both the side. Item to include 12 mm thick glass with etching and frosting as per design above 3'0" to be fixed with beading. Item to include 2" X 2", 16-gauge Aluminium Framing member for Skirting. The Aluminium members of partition shall rigidly fixed to the Floors, Side Walls, partitions etc. as directed. All exposed surfaces of the partition shall have 1.0mm thick full body solid core laminate of approved make/colour with the provision of grooves if required as per design etc. complete. The necessary openings in the partitions shall be provided for Electrical Conduits, Electrical Switches, A.C. Opening, Fire Detectors, Electric Fixtures, etc. complete as per site requirements/ instructions of the Architect / Engineer.	Sq.Ft	75		
<b>C</b>	<b>FURNITURE &amp; FIXTURES</b>				
1	Providing & fixing Discussion Table 4'0"X6'0" as per layout with 25mm thick plywood for top and 18mm thick plywood for all other horizontal and vertical members as per design. All exposed plywood of table shall be finished with 1.0mm thick full body solid core laminate of approved make and shades as shown in drawings and all other sides shall be finished with 0.8 mm thk Laminate as per Architect's instructions.	No	1		
2	Supplying and Fixing 3-seater L- 2065mm B- 850mm H - 760mm Frame construction: Kiln seasoned mixed meranti solid tropical hard wood. SEATS: Webbing: 3" diagonal pattern webbing, Foam: 7" Multi-layered foams Having 4" of High Resilience-HD Foam and 3" of HD virgin PU Foam. BACKREST: Webbing: 2" elastic webbing, Foam: 18D PU foam, Upholstery: semi PU with layer of polyester polywadding, Stitching: Nylon Bonded thread, Glue: Sp4 from Pidilite.	No	5		

D	MISCELLANEOUS WORKS				
1.1	Removing Partitions and carting away debris as per Society & BMC Guidelines	Sq.Ft	400		
1.2	Breaking the Existing Ceiling for Supporting of Frame Work and carting away the debris as per Society & BMC guidelines	Sq.ft	600		
1.3	Removing & Refixing existing Glazed Partitions of Cabins as per proposed interior layout with necessary materials.	Sq.Ft	100		
1.4	Removing & Refixing Modular Tables as per proposed interior layout with necessary materials.	Nos	14		
1.5	Removing & Refixing Low Height Modular Partitions as per proposed interior layout with necessary materials.	Sq.Ft	225		
1.6	Removing & Refixing Doors as per proposed interior layout with necessary materials.	No	6		
1.7	Shifting Conference table as per proposed interior layout with necessary materials.	No	1		
1.8	Replacing FRCs and printer as per proposed interior layout with necessary materials.	No	1		
1.9	Repairs to Low height storage including cutting, supports as per proposed interior layout with necessary materials.	No.	1		
<b>A</b>	<b>TOTAL AMOUNT</b>				
<b>B</b>	<b>GST AMOUNT (..... %)</b>				
<b>C</b>	<b>GROSS AMOUNT INCLUSIVE OF GST (A+B)</b>				

**NOTE:**

- The above quantities are approximately taken for estimation purpose they may increase or decrease. Contractor will be paid for actual work executes against each item. Brief specifications are given for each item. Any of these items may be cancelled.
- The Contractor estimate shall also include MCGM / Local Authorities Liaisoning / Permission for smooth functioning the work.

**GROSS AMOUNT IN WORDS :**

Rupees.....only

Place:

**Signature & Seal of the Bidder**

Date:

