

**CANARA BANK**  
**INVITATION TO TENDER**

**ONLY FOR EMPANELLED CONTRACTORS**

**OF**

**CIRCLE OFFICE KOLKATA**

TENDER FROM ANY OTHER CONTRACTOR WILL BE SUMMARILY REJECTED

**INSTRUCTION TO BIDERS**

**AND**

**GENERAL CONDITIONS OF CONTRACT**

**FOR**

**EXTERIOR CIVIL REPAIR WORKS**

**AT**

**CANARA BANK – KOLKATA SARAT BOSE ROAD BRANCH BUILDING**

TENDER NO.: 18/25-26/BDS

**NAME OF THE CONTRACTOR:** .....

.....

**ADDRESS:** .....

.....

SEAL & SIGNATURE OF TENDERER

## **NOTICE INVITING THE TENDER**

To,

M/s .....

Sealed tenders on item rate basis are invited from panel Contractors for **Exterior civil repair works at the building of Kolkata Sarat Bose Road Branch .**

Tender Documents may be obtained at free of cost from the Premises & Estate Section, Circle Office Canara Bank, Kolkata during working hours from **21.06.2025 till 30.06.2025.**

**Earnest Money Deposit : NIL**

**Period of completion : 30 days**

**Last date, time and place for Submission of tender : On or before 3:00 pm, 30.06.2025 to  
The Divisional Manager,  
General Administration Section  
Canara Bank, Circle Office  
Kolkata**

**Time and date of opening of tender : 3.30 pm on 30.06.2025**

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**Divisional Manager  
Premises & Estate Section  
Canara Bank, Circle Office  
Kolkata**

.....

Date: 21.06.2025

SEAL & SIGNATURE OF TENDERER

## **GENERAL RULES & INSTRUCTIONS TO TENDERERS**

### **Name of the work: Exterior civil repair works to be carried out at the building of Kolkata Sarat Bose Road Branch**

The rates quoted shall also be inclusive of materials, labour charges, work contract tax, surcharge and all the taxes except GST.

**GST WILL BE PAID EXTRA.**

The rates quoted by the tenderer shall hold good till the completion of the work from the date of issue of the "WORK ORDER" and no enhancement in the rates are allowed during the period of execution of the work under any circumstances. The rates quoted shall also cover for the work to be executed before and after office hours and also on holidays.

The time stipulated for the completion of the work is 20 days from the date of issue of the WORK ORDER and the work is to be carried out as per the convenience of occupants without disturbing other occupants of the building.

### **TENDERS:**

The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initials / signatures will indicate the acceptance of tender papers by the tenderers.

The schedule of quantities shall be filled in as follows:

- The "rate" column to be legibly filled in ink in both English figures and words.
- 'Amount' column to be filled in for each item and the amount for each sub-head as detailed in the "schedule of quantities".
- All corrections to be initialed.
- The "Rate" column for all the items shall be filled up.
- The "Amount" column for the items for which the quantities are not mentioned shall not be filled up.
- In case of any errors / omissions in the quoted rates, the rates mentioned in the tender in words shall be taken as correct rates.

No modifications, over-writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comment or modifications in a separate sheet of paper attached to the original tender papers.

The Bank reserves the right to reject the lowest or any tender or all of the tenders for each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reason.

The tenderers should note that tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self – supporting. If called upon by the bank, detailed analysis of any or all the rates shall be submitted. The architects/bank shall not be bound to accept the contractor's analysis.

The Quantity mentioned in the BOQ is approximate measurements. The works will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contract.

All the items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly, related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection. In the case of lump-sum charges in the tender in respect of an item of works, the payment of such items of work will be made for the actual work done on the basis of lump-sum charges as assessed to be payable by the architects/bank.

SEAL & SIGNATURE OF TENDERER

The bank has power to add or delete any work or described in specifications or included in schedule of quantities and intimates the same in writing but no addition, omissions or variation shall be made by the contractor without authorization from the bank. No variation shall vitiate the contract. The bank reserves the right to delete any of the items in the tender without assigning any reasons whatsoever.

The tenderer shall note that his tender shall remain open for consideration for a period of 90 days from the date of opening of tender.

#### **AGREEMENT**

The successful contractor is required to sign agreement as may be drawn up to suit the local conditions and shall pay for all the stamps and legal expenses incidental thereto. The original will be kept with the Bank and duplicate with contractor.

#### **EARNEST MONEY AND SECURITY DEPOSIT:**

There is NO Earnest Money Required to deposit/ submit along with the bids. Retention Money shall be deducted from the final bill at 5% of the gross value of bill. The Retention amount will be refunded to the contractor 15 days after the end of defects liability period provided he has satisfactorily carried out all the work and attended to the entire defect in accordance with the condition of the contract. No interest is allowed on Retention Money.

A part of the Security Deposit if and as decided by the constituent bank can also be furnished in the form of a Bank Guarantee on the bank other than that of the constituent bank.

#### **CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:**

The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the drawings, schedule of the quantities and specifications taken together weather the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the contractor finds any discrepancies therein he shall immediately and in writing, refer the same to the Architects/Bank whose decision shall be final and binding.

The rates quoted against individual items will be inclusive of everything necessary to complete the said items of works within the contemplation of the contract, and beyond the unit price. No extra payments will be allowed for incidental or contingent labour and/or materials inclusive of all taxes and duties whatsoever except for specific items, if any, stipulated in tender documents

The contractor shall supply, fix and maintain at his own cost, for the execution of any work, all tools, tackles, machineries and equipment and all necessary scaffolding, staging and lighting by night as well as by day required not only for proper execution and protection of the said work.

The contractor shall take down and remove any or all such scaffoldings as occasion shall be required or when ordered to do so, and shall fully reinstate and make good all matters and things disturbed during the execution of work to the satisfaction of architect/bank.

The contractor shall all times give access to workers employed by the bank or any men employed at site and to provide such parties with proper sufficient and if required, special scaffolding and ladder and provide them lighting as may be required to enable such workmen to inspect the work, lay or fix pipes, Civil & furnishing wiring, special fittings etc. The quoted rates of tenderers shall accordingly include all these above-mentioned contingent works.

#### **LIQUIDATED DAMAGES:**

Should the work be not completed to the satisfaction of bank within the stipulated period, the contractor shall be bound pay the bank a sum calculated as given below by way of Liquidated Damages after the expiry of completion date

**.1.00% of the estimated amount shown in the tender per week subject to a ceiling of 10% of the accepted contract sum.**

<b>TIME PERIOD FOR COMPLETION: 30 days from the date of award of work.</b>
--

SEAL & SIGNATURE OF TENDERER

### **FINAL PAYMENTS**

The final bill shall be accompanied by a certificate of completion from the Occupant/Bank Officials. Payments of the final bill shall be made after deduction of retention money as specified in clause 9 of these conditions which sums shall be refunded after the completion of the defects liability period after receiving the banks certificate that the contractor has rectified all defects to the satisfaction of the banks. The acceptance of payments of the final bill by the contractor would indicate that he would have no further claims in respect of the work executed.

### **ESCALATION:**

The rates quoted shall be firm throughout the tenure of the contract [including extension of time, if any granted] and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, octroi etc, unless specifically provided in these documents.

### **CONTRACTORS EMPLOYEES:**

The contractor shall employ technically qualify and competent supervisors for the work who shall be available [by turn] throughout the working hours to receive and comply with the instructions of the bank officials. The contractor shall engage at least one experienced engineer, as site in-charge for the execution of the work the contractor shall employ in connection with the work persons having appropriate skill or ability to perform their job efficiently. The contractor shall employ local labours on the work as far as possible. No laborers below age of 16 and who is not an Indian national shall be employed on the work. Any laborers supplied by the contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of bank or its representative shall be deemed to a person employed by the contractor.

The contractor shall comply with provision of all labour legislation including the requirements of

- a. Payments of minimum wages act
- b. Employers liabilities
- c. Workmen's compensation act
- d. Contract labour (regulation and abolition) act, 1970 and central rules 1971
- e. Apprentices act 1961
- f. Any other act or enactment relating thereto and rules framed there under from time to time

The contractor shall keep the bank saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the bank in connection with any claim that may be made by any workmen.

The contractor shall comply at his own cost with the order of requirement of any health officer of state or any local authority or of the bank regarding the maintenance of proper environmental sanitary condition of the area.

The contractor shall arrange to provide first aid treatment to the laborers engaged on the works. He shall within 24 hrs of occurrence of any accident at or about the site or in connection with execution of work, report such accidents to the bank and also the competent authority where such report is required by law.

The contractor shall obtain all Risk Insurance Policy at their cost within 7 days of commencement of work, for the laborers/workmen working at the site including the work till the work is completed. The policy shall be in the joint name of the Bank and contractor and Bank's name shall appear First.

### **PAYMENTS:**

The contractor, in the form prescribed by the bank shall prepare all the bills and submit the same to Bank with measurement of work. Normally one interim bill shall be prepared each month. Bank may release payment within 15 days of receipt of bills/after check measurement, after deduction of retention money, Income Tax etc. The contractor shall have a competent engineer at site for the supervision of the work.

The contractor shall have to make his own arrangements for watch and ward of the work/building, till the work is handed over to the bank.

The decision of the bank will be final and binding with regard to the quality of work is concerned.

SEAL & SIGNATURE OF TENDERER

The contractor is responsible for procuring the required materials for the work and stores the same at site at his cost and risk.

The amount stated in the interim certificate shall be the 75% of total value of the work executed up to date of the bill, less the amount to be retained by the bank as retention money. If the bank has supplied any materials or goods to the contractors, the cost of such materials will be progressively deducted from the amount due to the contractor on accordance with the quantities consumed in the work. All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for works actually done and completed and shall not preclude the requiring of bad, unsound or imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part there of if any respect or accruing of any claim nor shall it conclude, determine of effect in any way the power if the bank under conditions or any of them add to the final settlement and adjustment of the accounts or otherwise or in any other way or affect the contract.

The contractor shall submit the final bill within one month from the date of completion of the work. A certificate of completion from the bank shall accompany the final bill. The payment of the final bill shall be made after deduction of retention money as specified elsewhere in these documents.

**ARBITRATION:**

All disputes or differences of any kind whatsoever which shall at any time arise between the parties here to touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution of maintenance thereof of this contractor or the construction remaining operation or effect thereof or to the rights or liabilities of the parties are arising out of or in relation thereto whether during or after determination foreclosure or branch of the contract[other than those in respect of which the decision of any person is by the contract expressed to be final and binding] shall after written notice by either party to the contract to the other of them and to the employer hereinafter mention to deal referred for adjudication to a sour arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole arbitrator referred to above, the employer will send within 30 days of receipt of the notice, to the contractor a panel of 3 names of persons who shall be presently unconnected with the organization for which the work is executed.

The contractor shall on receipt of the names as aforesaid, select, anyone of the person's name to be appointed as a sole arbitrator and communicate his name to the employer within 30 days of the receipt of the names. The employer shall thereupon without any delay appoint the person as the sole arbitrator. If the contractor fails to communicate such selection as provided above within the period specified, the competent authority shall make the selection and appoint the selected person as the sole arbitrator.

If the employer fails to send to the contractor the panel of 3 names as a foresaid within the period specified, the contractor shall send to the employer a panel of 3 names of persons who shall be unconnected with either party. The employer shall on receipt of the name as a foresaid select anyone of the person's names and appoint him sole arbitrator. If the employer fails to select the person and appoint him as a sole arbitrator within 30 days of the receipt of the panel and inform the contractor accordingly, the contractor shall be entitled to appoint one of the persons from the panel as the sole arbitrator and communicate his name to the employer.

If the arbitrator as appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed as aforesaid.

The work under contract shall, however, continue during arbitration proceedings and payment due or payable to the contractor shall be withheld on account of such proceedings.

SEAL & SIGNATURE OF TENDERER

The arbitrator shall be deemed to have entered on the reference the data he issued notice to both the parties fixing the date of the first hearing.

The arbitrator may from time to time, with the consent of parties, enlarge the time or making and publishing the award.

The arbitrator shall give a separate award of each disputes or difference referred to him. The arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasonable award. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion.

The fee, if any, of the arbitrator shall, if required to be paid before the award is made and published, be half and half by each of the parties. The cost of the reference and of the award including the fees, if any, of the arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

The award of the arbitrator shall be final and binding on both the parties.

Subject to aforesaid the provision of the arbitration act 1940 or any statutory modification or re-enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceeding under this clause.

The employer and the contractor hereby also agree that arbitration under the clause shall be a condition precedent to action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

**Date:**

**Signature of the Contractor  
With seal and address**

**SEAL & SIGNATURE OF TENDERER**

<b>SCHEDULE OF EXTERIOR CIVIL REPAIR WORKS TO BE DONE AT THE BUILDING OF KOLKATA SARAT BOSE ROAD BRANCH</b>					
SI No.	Description Of Item	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1	<b>DISMANTLING WORK</b>				
	Dismantling existing <b>Any types of massonary work, steel windows, lintel - chajja, plaster etc.</b> and removing the rubbish outside the compound complying local municipal rules as per direction of Architect.				
a	Dismantling old plaster or skirting raking out joints and cleaning the surface for plaster (external plastering)	2857.20	sq. ft.		
b	Dismantling concrete skin upto 50 mm. thk. and cleaning the surface for plaster (external plastering)	269.10	sq. ft.		
c	Demolishing R.C.C. work manually/ by mechanical means including stacking of steel bars (concrete skin dismantling upto 50 mm. deep)	67.78	cu. ft.		
d	Dismantling steel windows including chowkhats, holdfasts etc. complete and stacking within 50 metres lead: Of area beyond 3 sq. metres	798.26	sq. ft.		
2	Cutting, taking out and remove all <b>Weeds &amp; Bushes</b> from the old effected walls at any heights	1	Unit		
3	Providing and applying two coats of cement bound modified anti-corrosive protective coating (Sika Top Armatec- 108 of M/s Sika India Pvt Ltd. or similar equivalent) to the steel reinforcement at the dosage recommended by the manufacturer, all complete as directed. Payment will be made on the contact area of old concrete surface.	269.10	sq. ft.		
4	Providing and applying two coats of Resin bound anti corrosive rustoff protective coating of M/s Sika India Pvt Ltd. or similar equivalent to the steel reinforcement at the dosage with mild brush atleast 12 hour interval recommended by the manufacturer, as directed. Payment will be made on the contact area asper old concrete surface.	269.10	sq. ft.		
5	Providing and applying <b>epoxy based bonding agent</b> (Sikadur- 32 LP of M/s Sika India Pvt Ltd. or similar equivalent) for application to old concrete surface, all complete as per direction. Payment will be made on the concrete area of the old concrete surface.	269.10	sq. ft.		
6	Providing and applying average 40 mm thick <b>SikaRep® Microcrete-4</b> of sika India Pvt. Ltd.or similar equivalent make to R.C.C. columns, beams, fins, chajja etc. over the chemically treated surface at the dosage recommended by the manufacturers, including providing support props & slurry tight shuttering of 12 mm. thk. plywood all complete as directed. (quoted price should include cost of providing 6 mm. down graded stone chips with recommended proportion)	134.55	sq. ft.		
7	Providing and applying average 25 mm thick <b>polymer modified single component repair mortar</b> (SikaTop -122 HS) of M/s Sika India Pvt Ltd. or similar equivalent to R.C.C. ceiling etc. including providing and fixing chicken wire mesh.	13.46	sq. ft.		
8	Ordinary cement concrete <b>M-20</b> (1:1.5:3) with graded stone chips (20 mm. nominal size) excluding shuttering & reinforcement if any, in first floor as per relevant IS code	173.51	c.ft.		

SEAL & SIGNATURE OF TENDERER

9	Hire & labour charges for <b>shuttering</b> with centering & necessary staging upto 4 m. using approved stout props & thick hard wood planks of approved thickness with required bracing for concrete wall including fitting, fixing & striking out after completion of works (upto roof of ground floor). - Steel shuttering or 12 mm. thk. Approved quality plyboard shuttering	248.00	sq. ft.		
10	<b>Steel reinforcement</b> for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete above plinth level. :Mild steel and Medium Tensile steel bars	607.28	Kg		
11	<b>20 mm. thk. Plastering</b> with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints or roughening of concrete surface, including throating, noising and drip course where necessary. With 6:1 sand-cement mortar. including cost of scaffolding etc.	3295.08	sq. ft.		
12	Providing and applying <b>white cement based wall putty</b> of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	3295.08	sq. ft.		
13	Providing and fixing <b>2 / 3 track Sliding Aluminium Anodized</b> (Bronze colour of 15 micron thickness in mat satin finish) <b>glazed windows</b> made from extured section of necessary hardware fitting including providing and fixing 4 mm. thick clear/obscered float glass panes with gaskets, glazing beads and sealing joints between wall and window with silicon sealants of approved make, provision for fixing glass panes from inside and Neoprene weather seals etc. complete with labour and materials.	798.26	sq.ft.		
14	M.S. or W.I. <b>Ornamental grill</b> of approved design joints continuously welded with M.S, W.I. Flats and bars of windows, railing etc. fitted and fixed with necessary screws and lugs complete. (Grill weighing above 10 Kg./sq.mtr and up to 16 Kg./sq. mtr.)	798.26	sq.ft.		
15	Providing & applying <b>Epoxy based Damp Proofing Chemical</b> (Sika latex or similar approved quality) at the external wall surface, prior to applying plastering to the cleaned and prepared surface.	2857.20	sq.ft.		
16	Providing and fixing double <b>scaffolding</b> system (cup lock type) on the exterior side of building/structure, upto 25 metre height, above ground level, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40 mm dia M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube challis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc, wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc., complete as per directions and approval of Engineer-in-charge.Note:- (1) The elevational area of the scaffolding shall be measured for payment purpose. (2) The payment will be made once only for execution of all items for such works.	7500.00	sq. ft.		

SEAL & SIGNATURE OF TENDERER

17	Providing and fixing <b>Scaffolding net</b> of required width made of high density Polyethylene UV stabilized knitted on warp knitting machines having density 100grams/sqm and shading coefficient minimum 75% around the construction site/ for vertical extension as per requirement including fastening/tying with building/scaffolding pipes or with any other fixtures etc. complete as per direction of Engineer-in-Charge. (One time payment shall be made for providing Scaffolding net from start of work till completion of work including shifting if any. The Scaffolding net shall be the property of the contractor on completion of the work)	7500.00	sq. ft.		
18	<b>Removing dry or oil bound distemper</b> , water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	9181.69	sq. ft.		
19	<b>Priming two coats on plastered surface</b> with acrylic oil bound primer of approved quality including touch up putty for smoothening surfaces by sand papering etc.	9181.69	sq. ft.		
20	Wall painting with <b>acrylic emulsion paint</b> , having VOC (Volatile Organic Compound ) content less than 50 grams/ litre, of approved brand and manufacture, including applying additional coats wherever required, to achieve even shade and colour. (Two coats)	9181.69	sq. ft.		
21	<b>Applying priming coat:</b> With ready mixed red oxide zinc chromate primer of approved brand and manufacture on steel galvanised iron/ steel works	798.26	sq. ft.		
22	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade :Two or more coats on new work	798.26	sq. ft.		
<b>A</b>	<b>TOTAL EXCLUSIVE OF GST</b>				
<b>B</b>	<b>DISCOUNT IF ANY</b>				
<b>C</b>	<b>TOTAL AFTER DISCOUNT (A-B)</b>				
<b>D</b>	<b>GST</b>				
<b>E</b>	<b>TOTAL INCLUSIVE OF GST (C + D)</b>				

### APPROVED MAKE OF MATERIALS

1	Paints (Synthetic Enamel / Acrylic Emulsion)	Asain Paints / Berger / Dulux
2	Primer	Asain Paints / Berger / Dulux
3	Cement	Ultratech / Laferge / ACC
4	Vitrified Tiles	Johnson / Nitco / Kajaria
5	Ceramic Tiles	Johnson / Nitco / Kajaria
6	Construction Chemical	Sika / Choksey / Pidilite
7	All other items not covered above	As per sample approved by Employer/Consultant

SEAL & SIGNATURE OF TENDERER