

CANARA BANK

INVITATION TO TENDER

ONLY FOR EMPANEL CONTRACTORS

OF

CIRCLE OFFICE KOLKATA

TENDER FROM ANY OTHER CONTRACTOR WILL BE SUMMARILY REJECTED

INSTRUCTION TO BIDERS

AND

GENERAL CONDITIONS OF CONTRACT

FOR

ELECTRICAL & INTERIOR FURNISHING WORKS

AT

CANARA BANK – BURDWAN BRANCH, BARDDHAMAN

TENDER NO.: 765/21-22/SP

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
Furnishing Works at Burdwan Branch, Bardhaman

Tender Documents may be obtained at free of cost from the Premises & Estate
Section, Circle Office Canara Bank, Kolkata during working hours from 04-12-
2021 till 10-12-2021.

Earnest Money Deposit : NIL

Period of completion : 15 days

**Last date, time and place for : On or before 11:00 am, 10-12-2021 to
Submission of tender The Asst. General Manager,
Premises & Estate section
Canara Bank, Circle Office
Kolkata**

Time and date of opening of tender : 11.30 am on 10-12-2021

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.

**Asst. General Manager
Premises & Estate Section
Canara Bank, Circle Office
Kolkata**

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Date: 04-12-2021

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GENERAL RULES & INSTRUCTIONS TO TENDERERS

Name of the work: Furnishing Works to be carried out at Burdwan Branch, Barddhaman

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 30 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.

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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 3% 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 equipments 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, electrical 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.

TIME PERIOD FOR COMPLETION: 15 days from the date of award of work.
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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.

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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.

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The arbitrator shall be deemed to have entered on the reference the date 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

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ESTIMATE

SCHEDULE OF QUANTITIES FOR FURNISHING WORKS AT OUR BARDDHAMAN BRANCH					
Sr. no.	ITEMS	UNIT	QTY	RATE	AMOUNT
CAPITAL EXPENDITURE FURNITURE HEAD					
BANK COUNTERS					
1	Renovation of existing work station/ front Bank counters by providing new lamination of 1.0 mm. thk of approved colour scheme over 6mm ply on all the front. All drawers to be replaced by new drawer units if required made out of 19mm thick BWP plywood of approved make. All internal surfaces to be finished with enamel painting & all beadings to be polished. Counters are to be shifted and modified as per layout plan /Bank's direction. Rate includes required labour, all materials, hardware, providing new drawer channels, new locks all of approved make and required repairs to make smooth movement drawers. Complete all ancillary work as required for renovation of counter as per the new colour scheme etc. and as directed by Bank. Item includes dismantling and rearranging of the counters.	rft	41		
BULK CASH COUNTER					
2	Providing and Fixing bulk cash counter of 3'-0" width with 2'-6" height on staff side and 3'-10" height on customer side made of 19mm thick BWP grade plywood of kitply/National/Greenply make with a unit of 3 drawers, one sliding channel with CPU rack and one sliding keyboard tray in every 4'-6" length with TW foot rest. All exposed surfaces to be finished with 1mm thk. laminate of approved shade & all internal portion to be finished with enamel painting of approved colour with necessary hardware like brass, hinges, drawer slides, locks and handles for drawer etc as per instructions. Counter top should be provided with 20mm thick granite (Black colour) with 40mm thick moulding on either ends of all exposed edges.	rft	10		
CASH ENCLOSURE					
3	Cash enclosures of 1.8M high made of teakwood sections of 50mm X 50mm and frame work at maximum 600 mm C/C both ways with 6mm thk BWP plywood panelling for both sides and finished with 12mm thk. Clear glass with 19 mm bevelled edges above 1.2 m level etched as per design fixed with TW beading and finished with melamine polish. with one door of size 0.75m X 1.8m provided with brass hinges, Godrej night latch, brass spring	sft	250		
PARTITION					
4	Providing and fixing barrier partitions (maximum 4' in height at centre) between bank counters in TW framework of size 50mm x 50mm at maximum spacing of 600 mm c/c both ways with 6 mm thk BWP plywood to both sides finished with 1.5 mm thk laminate, 12mm thk clear glass with etching of 10mm wide leaving 100mm along all 4 borders of the glass, fixed with TW moulded beading as per design above 1.0m from floor level, fully finished with a bottom skirting, all exposed edges to be provided	Sft	150		

Sr. no.	ITEMS	UNIT	QTY	RATE	AMOUNT
5	Providing, Fixing and Fabricating double skinned / Partially glazed, wood based Partition in CP/Assam/Andaman Teak Wood/Equivalent solid wood or MDF Frame work comprising of 50 mm x 50 mm (2" x 2") verticals at 600 mm to 900mm (2'-0 - 3' - 0") intervals (for MDF and equivalent wood , the spacing should not be more than 600 mm (2'0") intervals with the skin on both sides made up of 6 mm BWP plywood finish with 1.5 mm laminates up to false ceiling level. 12 mm thick clear float glass panels(modi/Saint globin)shall be provided with glazing and Teak wood abeadin on all exposed edges. the partition shall be provided with doors (As per the Drawing) with Godrejnight latches awith handles, Door closers, Brass Hinges and necessary fittings etc complete. (Frame work above false ceiling done for fixidity shall not be measured but contractor may factor it while quoting their rate as measurements up to false ceiling level only be taken)	Sft	200		
6	Providing and fixing of new full Height partition and doors by providing new lamination of 1.0 mm. thk. on 6mm ply and fully finished with a bottom skirting as per disign and all exposed edges to be provided with TW lipping finished with melamine polish complete as directed at both faces . The item includes all materials like brass hinges, handles, Godrej locks, door closer, all hardwares, labour, Change of locks and required repair for sommth movement of doors. Complete all ancillary work as required to fix the new lamination as per the new colour scheme etc. and as directed by the engineer in charge. (Frame work above false ceiling done for fixidity shall not be measured but contractor may factor it while quoting their rate as measurements up to false ceiling level only be taken).	Sft	245		
7	Renovation of the existing full Height partition and doors by providing new lamination of 1.0 mm. thk. on 6mm ply and fully finished with a bottom skirting as per disign and all exposed edges to be provided with TW lipping finished with melamine polish complete as directed at outer faces only . The item includes all materials like brass hinges, handles, Godrej locks, door closer, all hardwares, labour, Change of locks and required repair for sommth movement of doors. Complete all ancillary work as required to fix the new lamination as per the new colour scheme etc. and as directed by the engineer in charge. (Frame work above false ceiling done for fixidity shall not be measured but contractor may factor it while quoting their rate as measurements up to false ceiling level only be taken).	sft	215		

Sr. no.	ITEMS	UNIT	QTY	RATE	AMOUNT
MANAGER WORKSTATION					
8	Renovation of the existing L shaped work station by providing new lamination of 1.0 mm. thk of approved colour scheme over 6mm ply on all the front. All drawers to be replaced by new drawer units if required made out of 19mm thick BWP plywood of approved make and sides clad with 12mm thk BWP plywood with teakwood moulding finished in 1.5mm thk laminate of approved colour, with 38mm x 50 mm TW beading finished with melamine polish, with approved hardware like drawer slides, locks, brass handle etc. internal surfaces to be finished with enamel paint of approved shade complete as per drawing and as directed(BM cabin)	nos.	1		
LOW HEIGHT STORGAE					
9	Providing and fixing low height storage of made with 19mm BWR ply wood and finished with 1.5mm thick laminate of approved shade to all exposed surfaces and to be covered with beach wood beading /lipping and finished with melamine spray polish in three coats of approved finish. All shutters have cabinet hinges etc.. The backing shall be 6mm thick ply wood. A middle shelf with 19mm BWR marine ply (ISI make) fixed at desired height etc.Complete as shwon in the drawings. All beach wood members are to be finished with melamine polish. All exposed external surfaces shall be finished with 1.5mm thick laminate od approved shade /colour as directed. The concealed surfaces shall be painted with two coats of enamel paint of approved shade over a one coat of wood primer with putty ,luppum etc. complete as directed /approved by the Bank.	sft	124		
10	Providing and fixing of WRITING DESK of 450 mm deep (wall mounted) in 12mm thk clear glass with bevelled edges supported on TW brackets of 75mm x 400mm x 50mm finished with melamine polish etc., complete as per drawings and as directed.	Nos	1		
11	Providing and fixing Notice Board of size 5' x 3' made of 12mm thick ply wood and finished with 1mm thick laminate and teak wood beeding etc., for appellate authority board, Notice Board, Working hours Board etc	Nos	1		
12	Providing and fixing cheque dropping box of size 2.5' x 2' x 1' made of 12mm thick ply wood and finished with 1mm thick laminate with two independent compartments and necessary openings, doors,locks etc. complete	nos.	1		

Sr. no.	ITEMS	UNIT	QTY	RATE	AMOUNT
ENTRANCE DOOR					
13	Providing, Fixing Main glass door with required fully glazed partition at DigiZone/ ATM with 100mmx15mm beach wood jamb around and 12mm x 12mm button beading fixed with 1.0 mm thick laminate on both sides and 8mm thick float glass with etching fixed as directed supported by Beaching wood beading on both sides, including necessary approved hardware like Godrej night latches, Big size steel handles(1 feet) Brass Hinges, Floor Spring, door stoppers, etc and necessary fittings etc complete. The door frame of medium teak wood shall be of size 100mmx75mm rigidly fixed to the wall finished with 1.0 thick approved laminate etc. The door shall have fitted with standard hardware like floor spring hinges, brass handles, lock and tower bolt etc. complete as directed. All wooden members shall be coated with two coats of anti termite wood preservative paint.	Sft	50		
14	Providing and fixing of the flush door	No.	2		
15	Providing & fixing of flap door by fixing lamination of 1.0mm thk of approved new colour scheme over 6mm thk. ply at both faces and fixing the same at new location as per layout plan and as directed by the bank.	No.	1		
PANELLING					
16	Providing and fixing full height wall/column panelling on wooden frame work BWP plywood to one sides finished with 1.0mm as design, below the ceiling level and top portion of the, all exposed edges to be provided with TW lipping finished complete as directed. The Item includes all required materials, complete as directed by the engineer in charge.	sft	113		
FALSE CEILING					
17	a) Providing and fixing 2'x2' Armstrong tile(12.5mm thick) false ceiling in aluminium powder coated sections supported with GI framework to the ceiling including proper levelling and finished of the joints and top surface as per manufacturers specifications. All edges shall be perfectly straight G.I angle shall be embedded within, at edges and the surface finished flush with surrounding surfaces complete as directed.	sft	700		
18	b) providing and fixing of gypsum Gypsum Board false ceiling in Aluminium powder coated sections supported with GI framework to the ceiling including proper levelling and finished of the joints and top surface as per manufactures specifications. All edges shall be perfectly straight G.I angle shall be embedded within, at the edge, and the surface finished flush with surrounding surfaces, and painted complete as directed for the BM cabin and banking hall.	sft	700		
19	Providing Verticals Blinds of MAC/VISTA brand as per the approved shade and design along with all the accessories as per direction of Engineer-in-charge.	Sft	64		
20	Providing 12mm thk glass top on the officers table	sft	49		
TOTAL					
GST @ 18%					
Net Total					