

# TENDER DOCUMENT

## NAME OF WORK

**FURNISHING WORKS OF CANARA BANK,  
PFUTSERO BRANCH**

## OWNER

**CANARA BANK**

## Issued by

**PREMISES & ESTATE SECTION  
IST FLOOR, DEE BEE GRANDE  
PANJABARI ROAD, SIX MILE  
GUWAHATI - 781022  
Ph. 0361 – 233 4020  
MOBILE NO: 9572919282**

**Email: pecoguw@canarabank.com**

## NOTICE OF INVITATION OF TENDER

**PREMISES & ESTATE SECTION: GUWAHATI CIRCLE OFFICE  
1<sup>ST</sup> FLOOR, DEE BEE GRANDE, PANJABARI ROAD, SIX MILE, GUWAHATI 781022**

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INVITES SEALED TENDER FROM PREQUALIFIED/EMPANELLED FURNISHING CONTRACTORS HAVING SOUND TECHNICAL AND FINANCIAL CAPACITY FOR THE WORKS MENTIONED BELOW.

- 1) **THE WORK OF** : **FURNISHING WORK OF PFUTSERO BRANCH**
- 2) **EMD AMOUNT** : **Rs. 10,000.00**
- 3) **Tender Fee** : **Non refundable Demand draft of Rs. 500/- + GST @ 18% in favor of Canara Bank, Payable at Circle office, Guwahati. Tender fee is only applicable on tender copy taken from circle office.**
- 4). **TIME OF COMPLETION** : **45 (Forty Five days) after the date of written order.**
- 5). **CONTENTS OF THE TENDER** : (A) BOQ WITH SPECIFICATIONS  
: (B) GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS.  
(C) TENDER OFFER  
(D) ACCEPTANCE  
(E) GENERAL CONDITIONS OF CONTRACT  
(F) FORM OF AGREEMENT  
(G) LAYOUT OF THE BRANCH PREMISES
- 6). **CONCEPT OF TENDER** : ITEM RATE CONTRACT
- 7) **DATE OF ISSUE** : **20.12.2022 to 03.01.2023 from 10.00 am to 5.00 pm except Saturday, Sunday.**
- 8) **DATE OF SUBMISSION** : **SEALED ENVELOPES TO BE SUBMITTED LATEST BY 03.01.2023. BEFORE 5:00 PM**
- 9). **DATE OF OPENING** : **On or after 04.01.2023 AT 11.00 AM**

TENDER DOCUMENT ISSUED TO:

DATE: 20/12/2022

SIGNATURE OF ISSUING AUTHORITY

<b>CARPENTRY WORKS FOR FURNISHING OF PFUTSERO BRANCH OF CANARA BANK</b>					
SL	DESCRIPTION OF WORKS	UNIT	QNTY	RATE	AMOUNT
	<b>CARPENTRY IN LAMINATE</b>				
	<b>GENERAL NOTES FOR CARPENTRY WORKS</b>				
	<b>1. All Plwood and Block board to be used in Carpentry works should strictly be of Century/ Green/ Duro ply/ Kitply/ Archid ply only</b>				
	<b>2. All Plywood/ Block Board used to be of commercial grade but of above make only</b>				
	<b>3. All laminates should strictly be 1.0mm thk of Century/Greenlam or Merino make</b>				
<b>A</b>	<b>TABLE , DESKS , DRAWERS AND STORAGES</b>				
	<b>ALL TABLES / WORK STATIONS SHOULD HAVE KEYBOARD TRAY, CPU TROLLEY(METAL), FOOT REST AND RATES SHOULD BE QUOTED ACCORDINGLY WITHOUT ANY EXTRA CLAIM</b>				
<b>i</b>	<b>Front Office/ Clerical Counter:</b>	RFT	16.5		
	Providing and fixing in position Front Office Counter 2'-6" wide as per drawing comprising of the following complete in all respects:-				
	i) Working top made with 25mm thick plywood finished with 1mm thick laminate. Outside edge of the working top shall be provided with 1½"x1" Teak Wood moulding finished with melamine polish. Inside edge will be provided with ½"x1" T.W. beading patti with melamine finish.				
	ii) Vertical facia (Apron) made with 18mm thick plywood finished with 1mm thick laminate with 1mm thick groove at the joint of laminates of two different shades.				
	iii) Vertical drop box (horizontal band) of size 12" ht x 10" thickness (hollow inside) shall be provided suspended from the ceiling lvl on the facia above the working top made with 18mm thick plywood finished with 1mm thick laminate with provision for concealed light,				
	iv) Glazed partition above working top (ON FRONT AND SIDES dividing each work station to be provided with 12mm thick clear glass cut to the standard shape fixed to partition as per fixing details and to boxing with concealed S. S. finished 'D' brackets as shown in the drawing. The exposed edges of the glass shall be finished in mirror polish.				
	v) vertical supports made with 18 mm thick plywood finished with white enamel paint.				
	vi) Telescopic CPU Stand/ ready made Keyboard tray shall be provided of approved model and make.				
	vii) Footrest made with T.W. member of size 4"x1 ½" finished with french polish.				
	viii) 3-Drawer units as per drawing shall be provided with multipurpose Godrej locks in				
	Each drawer. Facia of drawer unit shall be finished with 1mm thick laminate and all other sides shall be finished with white enamel paint. The drawers will be provided with handles (Stainless Steel finish) and channels as per approval of the Project Consultant / Bank.				
	ix) Boxing as per drawing made with 12mm thick plywood finished with Synthetic enamel paint shall be provided below the table top for electrical conduiting and at the bottom for the LAN cabling/Telephone wire conduiting.				
	<b>The item to include all necessary hardware and fittings in Stainless Steel finish, lipping to all edges and making provision only for electrical fitting behind the front. Vertical drop and also in the 10"x10" boxing as shown in the drawing. Necessary beadings with melamine polish for fixing the glass are to be provided</b>				
	<b>The front apron of the table should be fixed with 3'-0" x 1'-6" acrylic sheet on 4 nos S.S studs with coloured sticker of bank's logo as per design.</b>				
<b>ii</b>	<b>Cash Counter:</b>	NOS	1		
	Providing and fixing in position Cash Counter of size 6'-0" x 8'-0" as per drawing comprising of the following :				
	i) Working top made with 25mm thick plywood finished with 1mm thick laminate. Outside edge of the working top shall be provided with 1½"x1" Teak Wood moulding finished with melamine polish. Inside edge will be provided with ½"x1" T.W. beading patti with melamine polish.				

	ii)Vertical fascia (Apron) made with 18mm thick plywood finished with 1mm thick laminate with 1mm thick groove at the joint of laminates of two different shades.				
	iii)Vertical drop box (horizontal band) of size 12" ht x 10" thickness(hollow inside) shall be provided suspended from the ceiling lvl on the fascia above the working top made with 18mm thick plywood finished with 1mm thick laminate with provision for concealed light,				
	iv)1'-0" height solid partition over working top and fixed with a ledge(transaction top) of 12" wide @3'-6" from finished floor lvl and finished with laminate.The ledge should be such that it is 8" projecting outside the counter and 4" inside the counter				
	v) A gap of 4" should be left above the transaction top (all along the width of the teller counter)				
	vi)Glazed partition having height 1'.0" above the transaction top (in fascia) and also above 4" clear gap shall be provided with 12 mm thick glass (itched) as per drawing. The edges of cut out and the top edge of glass are to be mirror polished and to be fixed to partition as per fixing details and to boxing with concealed S. S. finished 'D' brackets as shown in the drawing.				
	vii)FULL Glazed (IN FRONT) partition provided with 12mm thick glass (itched) and Aluminium Jali partition on sides and back till 7'-0" lvl from ground level) to provided as per fixing details and to boxing with concealed S. S. finished 'D' brackets as shown in the drawing. . The exposed edges shall be finished in mirror polish.				
	viii) Boxing (12"x 10") made with 18mm thick plywood as per drawing with horizontal (Boxing) extension at the top all finished with approved shade of laminate shall be provided for the counter				
	ix)Telescopic CPU Stand/ ready made Keyboard tray shall be provided of approved model and make.				
	x) Footrest made with T.W. member of size 4"X1 ½ " finished with french polish.				
	xi) Drawer units as per drawing shall be provided and each drawer should have vertical partitions for keeping the currency notes and multipurpose Godrej locks. Fascia of drawer unit shall be finished with 1mm thick laminate and all other sides shall be finished with white enamel paint. The drawers will be provided with handles (Stainless Steel finish) and channels as per approval of the Project Consultant / Bank.				
	xii) Boxing as per drawing made with 12mm thick plywood finished with Synthetic enamel paint shall be provided below the table top for electrical conduiting and at the bottom for the LAN cabling/Telephone wire conduiting.				
	xiii) Side & back partition(excluding Door) with Alu Jaali/ 12 mm thk Glass or as directed by the Architect and as per design. The partition shall be solid with both side laminate till 4'-0" lvl from ground floor and then finished with Aluminium Jaali/ 12 MM thk Glass@3'-00"(&'-0" FROM GR LVL) AND THEN finished till ceiling level with solid partition with both side laminate again				
	<b>The item to include all necessary hardware and fittings in Stainless Steel finish, lipping to all edges and making provision only for electrical fitting behind the Vertical drop and also in the 12"x10" boxing as shown in the drawing. Necessary beadings with matching melamine polish for fixing the glass are to be provided as per drawing/ as directed.</b>				
	<b>The front apron of the table should be fixed with 3'-0" x 1'-6" acrylic sheet on 4 nos S.S studs with coloured sticker of bank's logo as per design.</b>				
iii	<b>Manager's Table of size 3'-0"(W) x 6'-0"(L) x 2'-6"(H) with 8mm thk clear Glass ( all edges mirror polished) on Top</b>	NOS	1		

	Providing and fixing Manager Table in laminate finish of size 6'-0" X 2'-6" .Providing and making a table of overall size of top as mentioned above. It shall consist of 3/4" thk plywood top as per design( double edge on outer edge with 1 1/2" THK HALF ROUND MOULDING ON THE EDGES) supported on 3/4" thk plywood verticals supported on wooden base(as designed by the architect) suitable wooden moulding as per architect's design with mellamine polish shall be provided to the edge of the top. All external surfaces to be finished with 1.0 mm thk laminate.The table should have metal keyboard tray,wire manager,and a foot rest as per drawing. A set of three drawers should be provided and fixed with the table as per design. The drawer should have a central lock arrangement. The front apron of the table should be fixed with 3'-0" x 1'-6" acrylic sheet on 4 nos S.S studs with coloured sticker of bank's logo as per design.			
<b>iv</b>	<b>Officer's Table 5'-0"(L) x 2'-6"(W) x 2'-6"(H)</b>	NOS	2	
	Providing and fixing Officer'sr Table Post formed laminate finish of size 4'-6" X 2'-3" .Providing and making a table of overall size of top as mentioned above. It shall consist of 3/4" thk plywood top as per design( double edge on outer edge with 1 1/2" THK HALF ROUND MOULDING ON THE EDGES) supported on 3/4" thk plywood verticals supported on wooden base(as designed by the architect) suitable wooden moulding as per architect's design with mellamine polish shall be provided to the edge of the top. All external surfaces to be finished with 1.0 mm thk laminate.The table should have metal keyboard tray,wire manager,and a foot rest as per drawing. A set of three drawers should be provided and fixed with the table as per design. The drawer should have a central lock arrangement.			
<b>v</b>	<b>Side Cadenza of size 1'-6"(W) x 3'-6"(L) x 2'-6" (H) (FOR MANAGER)</b>	NOS	1	
	Providing and fixing 2'-6" height laminate finish Manager, officers , etc. Side storage unit ( C - 8) as per drawing. Providing and laying low ht Storage unit of sizes as mentioned above. They shall consist of 3/4" thk plywood for top, base and sides and base 1/4" thk marine plywood, 3/4" thk plywood shutter with self closing hinges of haffle make(full ovel open) & PVC lipping matching with the approved shade of laminate on all the edges. All external surfaces shall be finished with 1.0mm thk laminate of approved shade and make. Divisions of the shutter shall be make equally according to the length of the storage. A 3/4" thk fixed ply wood shelf on battens shall be provided @16" intervals from the base. Suitable wooden moulding (as per Architects design) with mellamine polish shall be provided to the edges of the storage top. All inner surfaces including shutters shall be finished with natural french polish.Rates shall be inclusive of all necessary approved fittings like hinges(haffle make), locks, 3" long brushed finish handle, tower bolts and any other misc hardware items of approved make			
<b>vi</b>	<b>Side Cadenza of size 1'-6"(W) x 3'(L) x 2'-6" (H) (FOR OFFICER)</b>	NOS	2	
	Providing and fixing 2'-6" height laminate finish Manager, officers , etc. Side storage unit ( C - 8) as per drawing. Providing and laying low ht Storage unit of sizes as mentioned above. They shall consist of 3/4" thk plywood for top, base and sides and base 1/4" thk marine plywood, 3/4" thk plywood shutter with self closing hinges of haffle make(full ovel open) & PVC lipping matching with the approved shade of laminate on all the edges. All external surfaces shall be finished with 1.0mm thk laminate of approved shade and make. Divisions of the shutter shall be make equally according to the length of the storage. A 3/4" thk fixed ply wood shelf on battens shall be provided @16" intervals from the base. Suitable wooden moulding (as per Architects design) with mellamine polish shall be provided to the edges of the storage top. All inner surfaces including shutters shall be finished with natural french polish.Rates shall be inclusive of all necessary approved fittings like hinges(haffle make), locks, 3" long brushed finish handle, tower bolts and any other misc hardware items of approved make			
<b>vii</b>	<b>LOW HT RUNNING STORAGE(1'-6"- 1'10"D X 2'-6"HT) (BACK CADENZA)</b>	SFT	110	

	Providing and laying low ht Storage unit of sizes as mentioned above. They shall consist of 3/4" thk plywood for top, base and sides and base 1/4" thk marine plywood, 3/4" thk plywood shutter with self closing hinges of haffle make(full ovel open) & PVC lipping matching with the approved shade of laminate on all the edges. All external surfaces shall be finished with 1.0mm thk laminate of approved shade and make. Divisions of the shutter shall be make equally according to the length of the storage. Suitable wooden moulding (as per Architects design) with mellamine polish shall be provided to the edges of the storage top. All inner surfaces including shutters shall be finished with natural french polish. Rates shall be inclusive of all necessary approved fittings like hinges(haffle make), locks, 3" long brushed finish handle, tower bolts and any other misc hardware items of approved make . Note- The Height of the running stoarge should be 2'-6" and should comprise of a 6" high drawe and shutters below. No shelves should be provided inside the shutters				
<b>viii</b>	<b>FULL HT. STORAGE</b>	SFT	88		
	Providing and fixing storage units of full height as per drwng. They shall consist of 18mm thk.comm. ply top, sides,back, bottom, shelves and shutters. The bottom of the storages shall be at 3" from FFL. The top of storages shall touch the false ceiling level or 7'-0" ht. The shutter with box type higes of approved make & steam beach lipping finished with melamine with approved laminate on all the shutter edges. Division of the shutters shall be made equally according to the length of the storages ( as approved by Bank/ architect). All the external surfaces shall be finished with 1.0mm thk. Laminate (suede finish) of approved make. 18mm thk. Comm. Ply shelves removable type supported on side steam beach wood battens on both sides at 16" interval ( approximately / divided equally) shall be provided. All inner surfaces shall be finished with laminate including the shutters. Rate shall be inclusive of all necessary approved fittings like hinges, locks, 150mm long SS brushed finish handles,tower bolts, locks and any necessary hardware items. The top ply edge should be fitted with 19mm x 7mm size steam beach moulding finished with melamine.				
<b>B</b>	<b>PANELLING</b>				
<b>1</b>	<b>PANELLING ON WALLS/ COLUMNS IN LAMINATE FINISH (TILL 4'-0" HEIGHT ONLY)</b>				
	Providing and fixing panelling on walls/ columns with or without framing as per the directions of the architect. Framing if required and provided, shall consists of aluminium sections 50mm x 38mm(wall thickness 2mm) @ 2'-0" c/c both ways horizontally and vertically on the wall. The framing would be covered with 18/19mm thk commercial grade plywood and finished with 1.0mm thk laminate or left naked as per the direction of the EIC/architect. Wooden moulding, lipping etc as directed by the architect shall be provided wherever required.				
<b>a</b>	<b>In Laminate Finish over Ply</b>	SFT	48		
<b>C</b>	<b>PARTITIONS</b>				
	<b>(Note: In case of false ceiling, the vertical T.W. members to be fixed with pucca/ rcc ceiling/slab but the area of partition payable will be below the false ceiling only).</b>				
<b>1</b>	<b>Full Height Solid Partition B/S Laminate</b>	SFT	410		
	Providing & fixing in position solid Full Height Partition in frame work in 2'x 2' grid (horizontally and vertically) comprising of 2"x 2" T.W. Section with 8 mm thick plywood on both sides finished with 1 mm thick laminates of approved make and colour as shown in drawing. All exposed T.W. surfaces to be finished in melamine polish of matching laminate colour as directed including all necessary wood preservative paint etc. as per list of approved material and as approved by the Project Consultant/ Bank complete in all respects.				
<b>2</b>	<b>Semi height Semi Glazed/ Solid Partition</b>	SFT	28		
	Providing and fixing in position Semi Height Semi Glazed/ solid Partition work as shown in the drawing in frame work at 2' x 2 ' grid (horizontally and vertically) with 6mm plywood on both sides finished with 1 mm thick laminates of approved shade and colour as shown in drawings.Item to include 8 mm thick glass with itching as per design and 2"x 2" T.W. member for glass sides to take 8 mm thick glass with etching and frosting. All exposed T.W. surfaces to be finished in melamine polish of matching laminate colour as directed including wood preservative paint etc. as per list of approved material and as approved by the Project Consultant/ Bank complete in all respects.				
<b>3</b>	<b>FULL HEIGHT PARTLY GLAZED PARTITION</b>	SFT	210		

	Providing and fixing partition framing which shall consist of Heavy duty Aluminium Box Sections 50mm x 50mm @ 600mm c/c Horizontally and Vertically . The vertical alternate frames to be fixed to the ceiling with necessary fixtures.The framing shall be fixed with 8/9 mm thk. commercial grade plywood on both side and finished with 1mm Laminate of approved shade and make . Approved make 5/6 mm thick itched Float glass or clear glass fixed with frosted film as per design, to be fixed at an height as mentioned in the drawing or as directed by the architect . The skirting should be as per approved laminate as per drawing and direction. Rate shall be inclusive of necessary hardware items, etc. Complete. The edge beadings with steam beach wood should be finished with melamine Polish.				
	<b>ALUMINIUM HEAVY DUTY FRONT GLAZING WITH ANODISED SECTIONS ( As per Colour Specified by Bank) :-</b>	SFT	48		
	Providing and fixing fully glazed heavy duty alluminium sections (14 Guage) at the main entrance as shown in the drwng. Glazing shall consist of approved make heavy duty 6" x 2" sections for the top & bottom rails and 2" x 2" sections for the vertical styles. 10mm thk. approved make clear float glass shall be provided and fixed in the framing. Rate shall include necessary etching film / LOGO, and any necessary hardware items. (Heavy Duty 6" & 2" thick frames(14 Guage) - approved make)				
<b>D</b>	<b>DOORS</b>				
<b>a</b>	<b>SOLID DOORS (WITH OR WITHOUT VISION PANEL)- IN LAMINATE FINISH (BOTH SIDE LAMINATE)</b>				
	Providing and fixing solid doors ( with or without vision panel) of sizes as shown in the drawing.The door shutter shall consist of 3 nos 2" x1" C.P teak wood styles and 3 nos 3" x 1" C.P teak wood bottom, middle and top rails. The wooden framing will be covered with 1/4" thk plywood on both sides. A door frame of size 3"x1 1/2" t.w section finished with mellamine polish shall be provided. Rates shall be inclusive of approved locking system(Godrejmake- Ultra mortise dead lock), door stopper, a pair of handles, tower bolts etc and misc. hardware items of approved make				
<b>i</b>	2'-6'-0"X7'-0"-IN LAMINATE FINISH (WITH 1 1/2X4" WOODEN FRAME)	NOS	4		
<b>ii</b>	TOILET(2'-6" X 7'-0" SIZE)	NOS			
<b>b</b>	<b>PARTLY GLAZED DOOR</b>				
	Specification same as above except for 8mm thk Modi Guard clear float glass shall be provided at 4'-0" from floor lvl The door shall be finished in 1.0 mm thk laminate on both sides				
<b>i</b>	TRANSCATION AREA'S CORRIDOR DOOR (WITH NIGHT LATCH)- 2'-6" x 7'-0" - In laminate finish	NOS			
<b>ii</b>	2'-6" X 6'-0" TELLER COUNTER DOOR WITH NIGHT LATCH	NOS	1		
<b>iii</b>	3'0"-4'0" X 4'-0" high Wicked Door as per design with Auto Closing Hinges, Handle and Tower Bolt.	NOS	1		
<b>c</b>	<b>ENTRANCE DOORS - IN ALLUMINIUM POWDER COATED SECTIONS (HEAVY DUTY-14 GUAGE) , BANKING HALL - FULLY GLAZED (12MM THK GLASS</b>	SFT	25		
	Providing and fixing fully glazed alluminium (heavy duty-14 guage) doors at the main entrance as shown in the drg. Door shall consist of approved make heavy duty-14 guage sections 6" x 2" for top & bottom rails, 2" X 2" for vertical styles. 10mm thk. approved make clear float glass shall be provided and fixed in the framing. Rate shall include necessary etching film / Logo, Pad Lock ( GODREJ MAKE), 1 pair of 12" long S. S. Handles ( Curved shape , C Shape in Elevation), floor springs ( MAKE EVERITE / GOLDEN /HARDWIN /EVEREST MAKE), gaskets & any other necessary hardware items.				
<b>G</b>	<b>MISC. ITEMS</b>				
<b>1</b>	<b>VERTICAL BLINDS</b>	SFT	122		
	Supplying and Fixing VERTICAL BLINDS Vista/Mac/Parytex make. Blinds made using 100% polyester with acrylic polymer coating, of the shade and colour as approved by the Arcitect/ Bank ffficial( <b>only for external windows. In case of front facia necessary approval need to be obtained</b> )				
<b>2</b>	<b>PIN UP BOARD</b>	SFT	24		
	Providing and fixing Pin-Up board of sizes as mentioned in the drawing in 1/2" thk soft board of good density to be mounted over 12mm thk ply and fixed to partition/ walls or at places as directed by the architect. The soft board shall be covered with valver cloth of approved shade and make (BASIC RATE RS. 200 /R.MTS.) .				
<b>3</b>	<b>SHUTTER BOXING</b>	SFT	38		
	Providing and Fixing Shutter Boxing with 19mm thk Marine Ply and Finished with Approved Shade of laminate> The boxing of shutter should be made opennable type for periodic maintainance. <b><u>Note the mode of measurement would be the multiplication of the length and the height of the boxing</u></b>				
<b>4</b>	<b>NOTICE BOARD</b>	SFT	12		

	Providing and fixing notice board size as required/ directed (matching with the panel of the cabin) with openable shutter on the front. Made out of 19mm thick Steam beech veneered block board frame and outer frame in 2 1/2" x 1 1/2" Steam beech wood section , concealed hinges , locking arrangement , and glass of (5.5mm thick) with rear panel of SITATEX board , covered with fabric of approved shade. (Basic rate Rs.100/-per mtr , 48" width), fixed to back ply 6mm thick . All complete including melamine polish in stain of required shade. All complete as per approval of the Architect / employer				
<b>5</b>	<b>DISTEMPER PAINTS FOR WALLS AND CEILINGS</b>	SFT	3500		
	Providing and applying Distemper paint on walls , columns & ceilings. The rates shall include scrapping, levelling & preparing the surface. Primer coat +(MINIMUM) 3 coats to get evenly spread quality finish(roller Finish) of approved make, quality and finish shall be provided.Note- Rates shall also include - filling up the cracks in the wall & ceilings, making good surface .				
<b>a</b>	<b>If Wall Putty is provided on RCC ceiling/ Slab then the same shall not be payable</b>				
<b>6</b>	<b>WRITING LEDGE</b>	RFT	4		
	Providing and fixing Wall Mounted Writing Ledge Of Size 4'-0" x 1'-3" x 1"(H), made out of 19mm thk Plywood of approved make and finished with 1.0mm thk laminate of approved shade and make. <b>This ledge should have 4 nos of Pockets made along 4' length with the Supporting wall as base with 3" clear space to house withdraws/deposit etc slips. All inner surfaces of the Ledge should also be laminated.</b>				
<b>7</b>	<b>COMPLAIN BOX &amp; SUGGESTION BOX</b>	NOS	1		
	Supplying and erecting free-standing complain box of overall size 300 mm long x 200 mm deep x 450 mm high made of 19 mm thick phenol formaldehyde block board, all as in drawing, complete with hardware fittings and fixtures of approved make and quality.Top and all exposed surfaces of block board are to be finished with 1.00 mm thick laminate sheet of approved shade and quality. Inner faces of block board surfaces are to be finished with minimum two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer.				
<b>8</b>	<b>CHEQUE DROP BOX</b>	NOS	1		
	Supplying and erecting cheque drop box (overall size 450 mm x 300 mm x 750 mm) made of 19mm thick phenol formaldehyde bonded plyboard and the curved portion at top made out of 90 mm x 90 mm C.P teak wood section. A slit opening of 10 mm x 150 mm is to be provided at the top of the box. An openable shutter of 259 mm x 262 mm size made of 19 mm thick phenol formaldehyde bonded block board is to be provided at 1.50 mm above finished floor level. All the exposed timber surfaces including all free edges are to be finished with 1 mm thick laminate sheet of combination shade .Inner faces of block board surfaces are to be finished with minimum two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer.Rate to include cost of necessary hardware fittings e.g. brass hinges, lock, knob etc. of approved designand quality.				
<b>GRAND TOTAL</b>					

Amount in Words:-

### LIST OF PREFERRED MAKE / BRAND ALL WORKS

Sr.No.	LIST OF NOMINATED MATERIALS & SUPPLIERS	SUGGESTED MAKE LIST
<b>1</b>	<b>INTERIOR WORKS</b>	
	Plywood/ Block board	Century/ Everest/ Archidply/ Duroply
	Laminate	Merino /Archidply/ Century
	Acrylic sheet	ICI, GE or equivalent ISI make
	Marine grade plywood	Century/ Archidply/ Duroply
	Adhesive	Fevicol / Araldite/Anchor or equivalent
	Solid Surfaces ( Corian)	Merino Hennex / LG/ Dulux/ Hyundai
	Marine grade Block Board	Century/ Archidply/ Duroply
	Flush Door	Century/ Archidply/ Duroply
	Polish	Asain / Dulex or equivalent
	Latex	MM Foam or equivalent ISI make
	High density foam	U Foam or equivalent ISI make
	Locks	Ipsa/ Haffle / Hettich / Ebco or equivalent
	Storage Hardware	Ipsa/ Haffle / Hettich / Ebco or equivalent
	Screws / Nails & other accessories	GKW / Nettleford or equivalent
	Plain/Toughened glass	Saint- Gobain, Indo Asahi , Modi or equivalent
	Hardware for general staff areas	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Hardware for main Glass doors (patch fittings)	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Door Closers (general use)	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Floor springs (general use)	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Floor springs for main glass doors	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Aluminium Sections for Partitions	Jindal / Tata steel or equivalent
	False Ceilings: Gypsum	India Gypsum / Saint Gobin / USG Boral
	False Ceilings: Grid ( As Approved )	Armstrong / AMF or equivalent

	False Ceilings: Grid ( Metal Ceiling)	Unimech / AMF / Armstrong
	GI Sections	India Gypsum / Saint Gobin / Jindal or equivalent
	Acoustical False Ceilings: Mineral fiber board	Armstrong, Hunter Douglas / Peritex or equivalent
	POP Punning	Gyprock / India Gypsum / Birla
	Paint	Asian / Nerolac / Dulex / Berger or equivalent
	Exterior Paint	Asian / Nerolac / Dulex / Berger or equivalent
	ACP ( Exterior / Interior)	Alstone / Alu Decor /Alucobond
	Silicon	G E / Dow corning / Wacer
	Rolling / Vertical Blind	Vista / Peritex / Winfab / MAC or equivalent
	Frosted Film	Garware or equivalent
	Aluminum Skirting - 50mm	Jindal or equivalent
	Water Proofing	Pidilite or equivalent
	HardWood	Salwood / Teakwood/kapoor
	Glass	Saint Gobin / equivalent
<b>4</b>	<b>ELECTRICAL</b>	
	Light Fittings	Philips / Wipro / Havells / Crompton G.
	MCCB, MCB , RCCB, DB, ICTPN TP, HRC Fuse, cahnge over switch, switch fuse Unit	L&T, ABB, Legrand, Havells, Schneider
	FRLS insulated Elec. Wire/ cable armourd, unarmourd, Sheathed,unSheathed, flexible LT cable, Multi core, single core cable, flat cable	Finolex/Ploycab/Havells/RR kabel/KEI
	PVC conduit(HEAVY DUTY ONLY)	CAP/Finolex/Polycab
	PVC insulated copper conductor Wires	Finolex/ Polycab/RR Cable
	Distribution Box	Legrand/ Schneider/ Havells /Siemens
	MCB & MCCB	Legrand/ Schneider/ Havells /Siemens/L&T
	Light Fixture & Lamps	Philips/ Wipro / Havells / Crompton G.
	HT cable	Polycab/Havells
	Modular Switches	ABB/ Legrand/ MK/ANCHOR/ Havells /ROMA
	DLP Trunking	Legrand/Schneider or equivalent
	Power cable	CCI/ Skytone/ Universal/ LAPP/ Torrent
	End Termination	Raychem/ Mahindra/ELMEX
	PANEL	Crompton/L&T/C&S
	Fan	Crompton/Havells/Bajaj/Usha
	Raceway & Alu. Trunking	Tata/Jindal/Zenith

	Casing Caping	Finolex/Cap or equivalent
	Weather proof socket outlet with MCB	ABB/MDS/LEXIC/Neptune/Elcon- Clipsil, Siemens, Schneider (Merlin Gerin)
	Miniature Circuit Breaker	ABB/MDS/LEXIC/ Clipsil/Siemens/ Havells
	Earth Leakage Circuit Breaker	MDS/LEXIS/Siemens/ Havells
	MCB Distribution Boards in sheet steel housing (double door)	ABB/MDS/LEXIC/Siemens/ Havells
	Telephone Cable	Skytone/ Delton/ NICCO/Polycab/ Finolex
	Switch, TV & Telephone socket & boxes (Modular Type)	CPL/ Legrand/ABB/Anchor
<b>8</b>	<b>Miscellaneous Items</b>	
	Lightning Protection Unit	Erico/ Pheonix/ INDELEC
	Relays	L&T/ABB/Siemens/BCH
	Contractors	L&T/ GE Power/BCH/ Siemens/ABB
	Changeover switch	C&S/Havells/ L&T/HPL
	KWH, PF, Frequency meter	BHEL/ AE/Havells/ L&T/ALSTOM
	Push Buttons	L&T/ Siemens
	Timers	L&T/ Legrand/ Schneider/Siemens/GE
	Timer Switch	L&T/ Legrand/ Schneider/Siemens/GE
<b>9</b>	<b>Networking</b>	
	Switches	Brocade/Cisco/Digi- Link/3Com/Nortel/Foundry/D-Link
	Patch Panel,Patch cord and I/o	Digi-Link / Tyco(AMP) /Schneider/D-Link
	Cable	Digilink/Clipser/National/Polycab/Lapp/Finolex
	Racks	ComRack / HCL / ValRack / APW President

### CONTRACTOR

**NOTE:** The contractor shall use only above mentioned material to be approved by the Consultant. All other materials shall confirm to the specifications laid down. The tenderer shall take this into account while tendering rates / prices.

## **(B) GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERER**

1. Sealed Tenders on item rate basis are invited from Empanelled CONTRACTORS, on behalf of Canara Bank, hereinafter known as the Employer and also as Bank, for carrying out the work of **FURNISHING WORK OF PFUTSERO BRANCH** as per the specifications and the drawings furnished by the Bank.
2. Contract document consists of Notice inviting the tender ( NIT ) , General rules and instructions for the guidance of the tenderer, General conditions of the contract, Schedule of quantities with specifications, Tender Drawings ,Form of tender, Form of agreement and Approved makes to be complied by the CONTRACTOR.
3. The Tender documents are issued to the prequalified contractors between hours of **10.00 a.m. to 04.00 p.m. from 20/11/2022 to 03/01/2023 except on Saturday, Sundays and Public Holidays** on payment of **Rs. 500 + GST @ 18%** through non-refundable DD in favour of Canara Bank, Circle Office, Guwahati from our office. No other mode of payment is accepted. Tender documents shall not be sent through post. Contractors are requested to obtain the same in person or through their authorized representative.
4. Tenders should always be placed in sealed cover, with the name of the work / project written on the envelope will be received by the Divisional Manager, Canara Bank, Premises & Estate Section, Circle Office,- Guwahati up to **05.00 P.M. on 03/01/2023 and will be opened by him in his office on or after 04/01/2023 at 11.00 A.M.** The tenders received after the last **date** and **time** stipulated for submission of the tenders shall be rejected.

The Bank shall not be responsible for any delay in receipt of the tenders received by post or courier. Therefore the tenderer shall ensure that his tenders are submitted well in advance.

5. The time allowed for carrying out the work will be **15 (Fifteen Days) days after the date of written order to commence the work.**
6. **The tenderer should quote the rate in figures as well as in words and amount tendered by them. The amount for each item should be worked out and the requisite totals be given.**

The rates quoted shall be inclusive of rates for the item of work described, including materials, labor, tools & plant, carriage & transport, supervision overheads & profits, mobilizing and other charges, taxes, whatsoever including any anticipated or un-anticipated difficulties etc. complete for proper execution of the work as per drawings and specifications and claim whatsoever for any extra payment shall not be entertained.

7. When a tenderer signs a tender in an Indian language the tendered amount and the total amount tendered should also be written in the same language. In the case of illiterate tenderers, the rates and the amounts tendered should be attested by a witness.
8. **EARNEST MONEY DEPOSIT (EMD) AMOUNTING TO Rs. 10000.00 by way of Demand Draft of a Nationalized / Scheduled Bank drawn in favor of "Premises and Estate section, Canara Bank Circle Office, Guwahati ", payable at Guwahati must accompany each tender. Alternatively, a Bank Guarantee for the above amount valid for four months from a Bank other than Canara Bank can also be submitted. No interest shall be allowed on the Earnest Money. Tenders without Earnest Money shall be liable for rejection.**
9. The EMD of the tenderer whose tender is accepted, shall be forfeited in full in case he fails to start the work by the stipulated date mentioned in the award letter or if he fails to sign the agreement
10. The acceptance of a tender will rest with the Employer that does not bind itself to accept the lowest tender, and reserves its right to accept or to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
11. The bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable for rejection.

13. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.

14. Special care should be taken to write the rates in figures as well as in words. The total amount should be written both in figures and in words. In case of figures, the words `Rs.' should be written before the figure of rupees and words `P' after the decimal figures, e.g. Rs.2.15 "P" and in case of words, the word `Rupees' should precede and the word `Paise' should be written at the end, unless the rate is in whole rupees and followed by the words `only' it should be invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word `only' should be written closely following the amount and it should not be written in the next line. However, if a discrepancy is found.

a. the rates which correspond with the amount worked out by the tenderer shall unless otherwise proved be taken as correct. (OR)

b. if the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words then the rate quoted by the tenderer in words shall be taken as correct. (OR)

c. where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer will unless otherwise proved be taken as correct and not the amount.

15. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as `c', `i', `o' and `ow' and initialed and total of such c, i, o and ow on each page certified at the end of the page with grand total at the end of the bill/schedule of quantities.

16. Sales tax, work contract tax, Value added tax or any other tax, any royalties, duties, levies, cess, entry tax, Octroi, profession tax, Sales Tax, purchase tax, turnover tax, or any other tax on material or finished work in respect of this contract shall be payable by the tenderer and the Employer will not entertain any claim whatsoever in respect of the same, and nothing extra shall be paid/reimbursed for the same subsequently.

**17. The total rate quoted should be exclusive of GST amount.**

18. If the total amount quoted by any two/more tenderers are equal and L1, then all the concerned tenderers will again have to submit their rates in the BOQ and if still found same the L1 will be decided through chit basis.

19. The tenderer shall give a list of his relatives, if any, working with the Employer along with their designations and addresses. If no such list is given, the bank will assume that the tenderer has nothing to disclose in this regard. If any such disclosure/findings come to notice afterwards, the bank will reject the tender of the subject tenderer.
20. No employee of the employer is allowed to work as a tenderer for a period of two years of his/her retirement from the employer services, without the previous permission of the employer. This contract is liable to be canceled if either the tenderer or any of his employees is found at any time to be such a person who had not obtained the permission of the employer as aforesaid before submission of the tender or engagement in the tenderer's service.
21. The tender for the works shall remain open for acceptance for a period of 7 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender that are not acceptable to the Employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid.
22. The tender for the work shall not be witnessed by a tenderer or contractors who himself / themselves has / have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
23. It will be obligatory on the part of the tenderer to tender and sign the tendered documents for the entire component parts, all pages and that, after the work is awarded, he / they will have to enter into an agreement for each component with the competent authority of the Employer.
24. Further the tenderer shall agree that until a formal agreement on stamp paper is prepared and signed, this tender shall constitute a binding contract between the tenderer and the Employer.
25. The tenderer, apart from being a competent contractor must associate himself with agencies of appropriate class who are eligible to tender for other related works like furnishing, air-conditioning connected directly or indirectly with the contract and employed by the employer.
26. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site

and dimensions, the means of access to the site, and obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.

27. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer shall be communicated to the Employer.
28. All the contents of the Tender document shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall within 7 days from the date of acceptance, sign on a stamp paper the contract consisting of :-
- (a) Standard form of Agreement on stamp paper.
  - (b) Notice inviting tender, all the components and documents including tender drawings, if any, forming the tender as issued at the time of Invitation of tender and acceptance thereof together with any correspondence leading thereto. General Conditions, Schedules leading to Technical Specification, Special Conditions, Tender drawings, Technical Brochures in schedules submitted by the tenderer etc.
  - (c) Price Bid / Schedule of Quantities with rates.
29. Time is the essence of the contract. The furnishing works should be completed latest by 15 days from the commencement of work. A delay in maintaining the specified time will attract penalty as decided by the bank.
30. Any deviation from the specifications/bad workmanship will attract penalty from the bank.
31. No extra work should be undertaken without taking permission from our office, i.e Premises & Estate Section, Circle Office Guwahati.
32. Payment will be done from our office after satisfactory completion of the work and after checking of the bills by the bank/architect authorized by the bank. Bill must be

submitted as per the BOQ. An amount of 10% will be deducted from the final payment for 1 year w.e.f the date of invoice as Defect Liability Amount.

for & on behalf of the Employer.

Signature of the Competent Authority.

Signature of the Tenderer  
with Name, Constitution & Seal.

## **(C) TENDER - OFFER**

I/We have read and examined the Notice Inviting Tender, General Rules and Instructions, General Conditions of Contract, Specifications, Schedule of quantities, drawings and all other documents referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Employer within the time specified at the rates specified in the schedule of quantities and in accordance in all respects with the specifications, designs drawings and instructions in writing referred to in the General Rules and Instructions, General Conditions of Contract and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for THIRTY days from the due date of submission thereof and not to make any modifications in its terms and conditions. A sum of Rs. `.....is hereby forwarded as earnest money in form of Demand Draft of ..... (Name of the issuing Schedule Bank) bearing no. .... and date .....

In the event of my / our failure to commence the work on the specified date after award I/We agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

I/We agree that should I/We fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money shall be absolutely forfeited to the Employer and the same may at the option of the Employer without prejudice to any other right or remedy available in law.

I/We hereby declare that I/We treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am /are authorized to communicate the same or use the information in any manner prejudiced to the safety of the State / the Employer.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Dated the: .....day of 2022

Witness

1.

2.

Signature of Tenderer

Name & address:

Full Postal Address including  
Pin Code No. & Telephone No.

## D) A C C E P T A N C E

The above tender (as modified by us or negotiations as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Employer for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

The letters referred to below shall also form part of this contract agreement:

a)

b)

c)

Dated this \_\_\_\_\_ day of 2022\_\_\_\_\_

For & on behalf of the Employer

Signature : \_\_\_\_\_

Designation: \_\_\_\_\_

## **(E) GENERAL CONDITIONS OF CONTRACT**

Except where provided for in the description of the individual items in the schedule of quantities and in the specifications and conditions laid down hereinafter and in the Drawings, the work shall be carried out as per standard specifications and under the direction of the Employer.

### **1. DEFINITIONS / INTERPRETATIONS.**

- i. The `Contract' means the documents forming the tender and acceptance thereof and the agreement duly executed between the Employer and the Contractor, together with the documents referred to therein including those conditions, the specifications, schedule of quantities, tender agreement, designs, drawings and instructions issued from time to time by the Engineer-in-Charge. All these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- ii. In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them :-
  - a) The `Tenderer' or `Supplier' or `Contractor' shall mean the individual Kartha, or Manager of HUF, firm or Company, whether incorporated or not, undertaking the works and shall include the legal heirs/representatives of such individual or the partners composing firm and their legal heirs and successors, or company's authorized and constituted attorneys/agents and permitted assignees of such firm or company.
  - b) The `Employer' or `Bank' means any officer of the Canara Bank, who is specifically authorized to enter into contracts in respect of the above works.
  - c) The `Engineer-in-Charge' means the Senior Manager, or Officer, / Engineer and/or Site Engineer who shall supervise and be in-charge of the work or any other authorized representative or person specifically deputed by the Employer and / or the Consultants wherever they are employed from time to time by the Employer.
  - d) "Engineer-in-Charge/Consultant/Architect": This term shall mean any authorized representative or person specifically deputed by the Employer wherever they are employed from time to time by the Employer.
  - e) `Contract Price' shall mean the final accepted rates in the Price Bid hereto.
  - f) `Date of Contract' means the `Calendar date on which the Employer and Contractor have signed the Agreement on the Stamp Paper.
  - g) "Accepting Authority" shall mean The Divisional Manager of the Canara Bank (the Employer).
  - h) `Approval' wherever used in the specifications or schedule of Quantities shall mean, respectively, approved by or approval of the `Accepting Authority' in writing.
  - i) `Appellant Authority' shall mean The Deputy General Manager, of the Bank ( the Employer ). Who shall also be the authority to consider any extension of time or compensation as defined in clause hereunder.

- j) `Notice in writing' or `written notice' shall mean a notice in writing typed or printed characters delivered to or sent by registered post to the last known address private or business address or registered office address, and shall be deemed to have been received when in ordinary course of post it would have been delivered, and/or delivered personally, or otherwise proved to have been received.
- k) `virtual completion' shall mean that the work/installation is complete in all respects in the opinion of the Employer and for which the completion/clearance certificate has been issued by the Engineer -in-charge / Consultant and the installation is fit for usage.
- l) `Drawings' shall mean all drawings and/or design drawings furnished by the contractor / sketches duly signed by the authorized Engineer-in-charge or the Consultant on behalf of the Employer before commencement or during the progress of the work.
- m) `Letter of Acceptance' shall mean an intimation by a letter issued by the Accepting Authority of the Employer to tenderers that his tender has been accepted in accordance with the provisions in the said letter.

**"Defect Liability Period" shall mean a period of 1 year from the certified date of virtual completion issued by the Consultant/Engineer-in-charge and accepted by the Employer.**

- n) "Schedule of quantities" shall mean the schedule of quantities as specified and forming part of this contract.
  - o) "Priced Schedule of Quantities" shall mean the schedule of quantities duly priced with the accepted quoted rates of the contractor.
  - p) "The work" shall mean the work or works to be executed or done under this contract.
  - q) "Act of Insolvency" shall mean any act defined by the Presidency Towns Insolvency Act or in Provincial insolvency Act or any amending statutes.
2. **SCOPE OF WORKS TO BE CARRIED OUT:** The work consists of Interior and FURNISHING and minor civil works in accordance with the "drawings" and "schedule of quantities". It includes providing all the materials, wastage of material, labour, transport, tools & equipments and management necessary for and incidental to the completion of the work. All work during its progress and upon completion shall conform to the lines, elevations and grades as shown on the drawings furnished by the Employer. Should any detail essential for efficient completion of the work be omitted from the drawings and specifications it shall be the responsibility of the contractor to inform the employer so that upon completion of the work the same will be acceptable and ready for use.

If there are varying or conflicting provisions made in any one or more document(s) forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on contractor.

Any error in description or quantity or rate in Schedule of Quantities or any omission therefrom shall not vitiate the Contract or release the contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

Employer or their authorized representative may in their absolute discretion issue further drawings and/or written instructions, details, directions & explanations which are, hereafter collectively referred to as " The employer's instructions" in regard to:

- a) The variation or modification of the design quality or quantity of works or the addition or omission or substitution of any work.
- b) Any discrepancy in drawings or between the schedule of quantities and/or drawings and/or specifications.
- c) The removal from the site of any defective material brought thereon by the contractor and substitution of any other material thereof.
- d) The demolition, removal and re-execution of any work executed by the contractor/s.
- e) The dismissal from the work of any persons employed thereupon.
- f) The opening up for inspection of any work covered up.
- g) The rectification and making good of any defects under clauses hereinafter mentioned and those arising during the defect liability period (retention
- h) period).

The contractor shall forthwith comply with and duly execute any work comprised in such Employer's or his agent/Engineers instructions, provided always that verbal instructions, directions and explanations given to the contractor or his representative upon the works by the employer or his agent shall, if involving a variation, be confirmed in writing to the contractor/s within seven days. No works for which rates are not specifically mentioned in the priced schedule of quantities, shall be taken up without written permission of the employer or his agent. Rates of items not mentioned in the priced schedule of quantities shall be fixed by the employer as provided in clause "variation".

Regarding all factory made products for which ISI marks are available, only products bearing ISI marking shall be used in the work.

Materials of approved makes as prescribed in tender shall only be used and also colours to be as advised by the employer.

3. **TENDERER SHALL VISIT THE SITE:** The Tenderer shall visit the site and make himself thoroughly acquainted with the local site conditions, nature and requirements of the works, facilities of transport condition, effective labor and materials, access and storage for materials and removal of rubbish. Tenderer shall provide in their tender for cost of carriage, freight and other charges as for any special difficulties and including the police restriction for transport etc. For proper execution of works as indicated in the drawings. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Employer or his agent/engineer might be deemed to have reasonably been inferred to be so existing before commencement of work.
4. **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/signature will indicate the acceptance of the tender papers by the tenderer (Also see General Rules and instructions for the guidance of Tenderers).

The schedule of quantities shall be filled as follows

- a) The "Rate" column to be legibly filled in ink in both English figures and English words.
- b) Amount column to be filled in for each item and the amount for each subhead as detailed in the schedule of quantities.
- c) All corrections to be initialed.
- d) The "Rate" column for alternative items shall be filled up.
- e) The "Amount" column for alternative items of which the quantities are not mentioned shall not be filled up.
- f) In case of any errors/omissions in the quoted rates, the rates given in the tender marked "Original shall be taken as correct Rates.

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

The employer reserve the right to reject the lowest or any tender and also to discharge any 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 the tender is strictly on 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 Employer / Consultant, detailed analysis of any or all the rates shall be submitted. The Employer / Consultant shall not be bound to recognize the contractor's analysis.

The works will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contract, unless otherwise specified.

All 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 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 any item of works, the payment such items of work will be made for the actual work done on the basis of lump-sum charges as will be assessed to be payable by the Employer/Consultant.

The Employer has power to add to, omit from any work as shown in the drawings or described in the specifications or included in schedule of quantities and intimate the same in writing but no addition, omission or variation shall be made by the contractor without authorization from the Employer. No variation shall vitiate contract. Please also refer Para 9 hereinafter.

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

5. **AGREEMENT:** The successful contractor, shall be required to sign the contract agreement, the proforma of which is enclosed and shall pay for all stamps and legal expenses, incidental thereto.
6. **PERMITS AND LICENSES:** Permits and licenses for release of materials or its purchases which are under Government control will be arranged by the contractor. The employer will render necessary assistance, Sign any forms or applications that may be necessary.

It may be clearly understood that no compensation or additional charges can be claimed by the contractor for non-availability of such materials in due time on this account or according to his own requirements.

The contractor may, however, be eligible to a proportionate extension of time on this account that in the opinion of the Employer is reasonable.

7. **GOVERNMENT AND LOCAL RULES:** The contractor shall conform to the provisions of all local bye-laws and acts relating to the work and to the regulations etc. of the Government and Local Authorities. The contractor shall give all notices required by the said Act, Rules, Regulations and bye-laws etc and shall indemnify the Employer against such liabilities and shall defend all actions arising from such claims or liabilities.
8. **TAXES AND DUTIES:** The tenderers must include in their tender prices quoted for all duties royalties, cess and sales tax, value added tax or any other taxes or local charges if applicable. No extra claim on this account will in any case be entertained.

The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorised representative of the Employer and / or the Engineer-in-charge and further shall furnish such other information / document as the Employer may require from time to time.

9. **QUANTITY OF WORK TO BE EXECUTED:** The quantities shown in the schedule of quantities are intended to cover the entire works as per the drawings / scope of work, and therefore the contractor is bound to complete the works at the same quoted rates in the event of quantity exceeding the specified bill of quantity, but the Employer reserves the right to execute only a part or the whole or any excess thereof without assigning any reason therefore.

**10. OTHER PERSONS OR AGENCIES ENGAGED BY THE EMPLOYER:** The Employer reserves the right to execute any part of the work included in this contract by other agency or persons and contractor shall allow reasonable facilities and use of his facilities for the execution of such work. The main contractor shall extend all co-operation in this regard.

**11. EARNEST MONEY, INITIAL SECURITY DEPOSIT, RETENTION MONEY & TOTAL SECURITY DEPOSIT :** The contractor will have to deposit the specified amount in the form of Bank Draft drawn in favour of CANARA BANK, GUWAHATI at the time of submission of tender as Earnest Money . No interest shall be paid on the earnest money. The earnest money of unsuccessful tenderers will be refunded without any interest soon after the decision to award the work is taken or after the expiry of the validity period of the tender.

Retention money shall be deducted from the progressive running bills @ 10% (TEN percent) of the Gross value of each running bill shall until the Total Security Deposit i.e. The initial Security Deposit plus retention money equals to;

**Total retention money will 10 % of final bill and will be kept for a period of 12 months i.e. upto Defect Liability Period.**

The Total Security Deposit amount will be refunded to the contractor 14 days after the end of defects liability period provided he has satisfactorily carried out all the work and attended to all defects in accordance with the condition of contract. No interest is allowed on retention money. In lieu of the Total Security Deposit, Bank Guarantee from the Bank other than Canara Bank for the period of defects liability is also accepted.

**12. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:** The contractor shall provide everything necessary except mentioned in Para 42 below for the proper execution of the work according to the intent and meaning of the drawings, technical specifications, and schedule of quantities taken together whether the same may or may not be particularly shown or described therein provided that the same can be reasonably inferred there from, and if the contractor finds any discrepancies therein, he shall immediately and in writing, refer the same to the employer 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 work within the contemplation of contract, and beyond the unit price no extra payment will be allowed for incidental or contingent work, labor and/or materials inclusive of all taxes and duties whatsoever except for specific items, if any, stipulated in the tender documents.

The contractor shall supply, fix and maintain at his own cost, for the execution of the work, all tools, tackles, machineries and equipments and other required facilities for execution of work including the safety aspects.

The Employer on no account shall be responsible for storage of materials or loss or pilferage or theft either in respect of the material stored or material already built and paid for by the Employer.

The contractor shall at all times give access to workers employed by the Employer.

Any facilities available at site shall be utilized only with prior permission of the Employer or the in-charge of the site / building owner and cannot be taken as granted and for such services utilized the Employer is entitled to charge. No extra charges shall be paid over and above what has been quoted for any of the above or for similar such services.

### 13. TIME OF COMPLETION, EXTENSION OF TIME & PROGRESS CHART ::

i). **Time Of Completion** : The entire work is to be completed in all respects within stipulated period. The work shall be deemed to be commenced within 07 days from the date of acceptance letter or date of handing over site whichever is later. Time is the essence of the contract and shall strictly observed by the contractor.

The work shall not be considered as complete until the Employer/ Consultant have certified in writing that the work has been virtually completed and defect liability period shall commence from the date such certificate.

ii). **Extension of Time** :: If in the opinion of the Employer **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 or trades men engaged or nominated by the employer and not referred to in the specification or **d)** by reason of authorised extra and additions or **e)** by reason of any combination of workmen or strikes or lockout affecting any of the building trades or **f)** from other causes which the employer may consider being beyond 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 thereof. In the event of employer failing to give possession of site upon the day specified above the time of completion shall be extended suitably.

In case of such strikes or lock-outs, as are referred to above, the contractor shall, immediately give the employer, written notice thereof. Nevertheless the contractor shall use his best endeavors all that to prevent delay and shall do all that may be reasonably required to the satisfaction of the employer to proceed with the works and on his doing so that it will be ground of consideration by the employer for an extension of time as above provided.

The decision of the Employer as to the period to be allowed for an extension of time for completion hereunder ( which decision shall be final and binding on the contractor) shall be promulgated on completion of the work or at the conclusion of such events based on which the extension of time was sought by the contractor, and the Employer shall then, in the event of an extension being granted,

determine and declare the final completion date. The provision in clause 14 with respect to payment of liquidated damages shall in such case, be read and construed as if the extended date fixed by the employer were substituted for and the damage shall be deducted accordingly.

iii). **Progress of Work**: During the period of work, the contractor shall maintain proportionate progress on the basis of a **program chart submitted by the contractor before the commencement of work**. Contractor should also include planning for procurement of scarce materials well in advance and reflect the same in a program chart so that there is no delay on the part of the contractor in completion of the project.

14. **LIQUIDATED DAMAGES : Time is the essence of the contract.** Hence the contractor shall be aware that non-completion of the work will affect the Banks committed programs and thus the loss by way of delayed services / completion of related works etc, are valuable and cannot be easily quantified. Therefore, it is part of the agreed terms that in the event of any delay in completion of the work, the Bank is liable to charge the contractor without the necessity of providing for any details of such losses suffered by the Bank.

Hence if the work is not completed as per the contract terms or to the satisfaction of the employer within the stipulated period, the contractor shall be bound to pay to the employer a sum of amount calculated **at 1( one ) percent of the accepted contracted sum per week of delay subject to a ceiling of 10% of the accepted contract sum** by way of liquidated damages and not as penalty during which the work remains un-commenced or unfinished after the expiry of the completion date.

For this purpose the term 'Contract sum' shall be value at the tender rates of the work as ordered / accepted.

Therefore the contractor is required to maintain progress in terms of the contract to complete the work within the stipulated period.

The Employer shall have the right to adjust/set-off against any sum payable to the contractor under this or any other contract with the Employer anywhere in India/outside India.

15. **TOOLS, STORAGE OF MATERIALS, PROTECTIVE WORKS AND SITE OFFICE REQUIREMENTS::** The contractor shall provide, fix up and maintain his establishment in an approved position at site and clear away on completion of the works and make good all works disturbed.

The contractor shall not fix or place any placards or advertisement of any description or permit the same to be fixed or placed in or upon any hoarding, gantry, building structure other than those approved by the Employer.

Tools : The odolite level, prismatic compass, steel tape ,threads and all other instruments found necessary on the works shall be provided by the contractor for the due performance of the contract as instructed by the employer.

All suitable scaffolding, ladders and stools that may be required for safe taking of the measurements shall be supplied by the contractor.

Storage of materials : The contractors shall provide and maintain proper enclosures for the storage and adequate protection of materials , tools at the space allocated for the purpose including their watch & ward arrangements shall be the responsibility of the contractor.

Protective Measures: The contractor shall make suitable arrangements for watching and protecting the works and materials. The contractor shall indemnify the employer against any possible damage to the building , roads and members of public in course of the execution of the work.

The contractor should cover in his rates for making provisions for all the above and reasonable facilities for the use of his scaffolding, tools and plant etc., for their work.

- 16. NOTICE AND PATENTS OF APPROPRIATE AUTHORITY AND OWNERS:** The contractor shall conform to the provisions of any Acts of the Legislature relating to the work, and to the regulations and bye-laws of any authorities, and or other Companies (Indian or International) and / or Statutory Authorities, with whose system and design or technical know how are/were proposed to have connection with this work.

So also the contractor shall before making any variations from the drawings or specification that may be associated to so conform, give the Employer / Consultant written notices specifying the variations proposed to be made and the reasons for making them and apply for instruction thereon. The Employer / Consultant on receipt of such intimation, shall give a decision within a reasonable time.

The contractor shall arrange to give all notices required for by the said Acts, regulations or Bye-laws to be given to any authority, and to pay to such authority or to any public officer all fees that may be properly chargeable in respect of the work and lodge the receipts with the Employer.

The contractor shall indemnify the Employer against all claims in respect of patent rights, royalties, damages to buildings, roads or members of public in course of execution of work and shall defend all actions arising from such claims and shall keep the Employer saved and harmless and indemnified in all respects from such actions, cost and expenses.

- 17. CLEARING SITE AND SETTING OUT WORKS :** The site shall be cleared of all obstructions, waste materials, rubbish of all kinds. All material damages at the site like on the walls, ceiling or flooring or on any other connected place/ equipments, materials or installations shall be re-done to maintain originality and shall be leveled at contractors own cost.

The contractors shall set out the works and shall be responsible for the true and perfect setting out the works and for the correctness of the positions, levels, dimensions and alignment of all parts thereof. If at any time, any error shall appear during the progress of any part of the work, the contractor shall at his own expenses rectify such error, if called upon to the satisfaction of the Employer.

The contractor shall further set out the works to the alternative positions at the site until one is finally approved and the rates quoted in his tender should include for this and no extra on this account will be entertained.

- 18. CONTRACTOR IMMEDIATELY TO REMOVE ALL OFFENSIVE MATTERS:** All waste materials and other matters of any offensive nature shall be taken out once the works are completed. The contractor shall keep the site free from dangerous materials like industrial gases, welding machines and any such devices or material of toxic and poisonous nature & shall not carry within the site or building any material which are explosive in nature. Any such offensive materials which are essentially required in course of work shall be undertaken with due written permission of the Employer provided such materials are permissible under Law.

19. **ACCESS** : Any authorized representatives of the Employer shall at all reasonable times have free access to the works and / or to the workshops factories or other places where materials , or equipments are being fabricated or constructed for the work and also to any place where materials are lying or from where they are being obtained, and the contractor shall extend necessary facility to the Employer or their representatives for inspection examination and testing of the materials and workmanship.

Except the representatives of the Employer no person shall be allowed at any time without the written permission of the Employer.

The work shall be offered for inspection at every stage of the work and more specifically before painting, polishing and lamination.

20. **MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS** : All the works specified and provided for in the specifications or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workmanlike manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and as represented by the drawings or according to such other additional particulars, and instructions as may from time to time be given by the Employer during the execution of the work, and to his entire satisfaction.

If required by the Employer the contractor shall have to carry out tests on materials and workmanship in approved material testing laboratories or as prescribed by the Employer at his own cost to prove that the materials etc. under test conform to relevant I.S. standards or as specified in the specifications. The necessary charges for sample material, transporting, testing etc. shall have to be borne by the contractor. No extra payment on this account should in any case be entertained.

All materials required for the full performance of the work under the contract must be provided through proper channels and must include duties ,taxes octriesand other charges if any and must be best of their kind available and the contractor must be entirely be responsible for proper and efficient carrying out of the works. Samples of all the materials to be used must be submitted to the Employer / Consultant when so directed by the Employer.

Should the work be suspended by any reason, the contractor shall take all precautions necessary for the protection of work and at his own expenses shall make good any damages arising from any of these causes.

21. **REMOVAL OF IMPROPER WORK** : The Employer shall during the progress of the work have power to order in writing from time to time the removal, from the work site within such reasonable time or times as may be specified in the order, of any materials which in the opinion of the Employer are not in accordance with specification or instructions, the substitution or proper re-execution of any work executed with materials or workmanship not in accordance with drawings and specifications or instructions.

In case the contractor refuses to comply with the order the Employer shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the Employer shall be borne by the contractor or may be deducted from any money due to or that may become due to the contractor.

No certificate which may be given by the Architects/Consultants/Bank shall relieve the contractor from his liability in respect of unsound work or bad materials.

22. **SAFETY PRECAUTIONS:** The contractor shall follow all necessary safety precautions with respect to the work. All necessary safety equipments / gadgets shall be used by the workmen. The contractor shall comply and ensure the enforcement of rules and regulations relating to the safety precautions. The arrangements be made by the contractor shall be open for inspection by any statutory authorities.
23. **CONTRACTOR'S EMPLOYEES ::** The contractor shall employ technically qualified and competent supervisors for the work who shall be available (By turn) throughout the work and shall participate during site meetings and be available to take and comply with instructions of the Employer. The contractor shall employ in connection with the work persons having the appropriate skill or ability to perform their job efficiently. 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 the Employer or his representative shall be deemed to be a person employed by the contractor.

**CHILD LABOUR:** No Laborer below the age of eighteen years and who is not an Indian national shall be employed on the work.

**LABOUR LEGISLATION:** The contractor shall comply with the provisions of the payment of all legislation including the requirement of The payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, and the Contract Labor (Regulation and Abolition) Act 1970, Apprentices act 1961, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.

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

The contractor shall arrange to provide first-aid treatment to the labourers engaged on the works. He shall within 24 hours of the occurrence of any accident at or about the site or in connection with execution of the works, report such accident to the Employer and also to the Competent Authority where such report is required by law.

The contractor shall indemnify and keep indemnified the Employer against payments to be made under and for the observance of the laws aforesaid and the Contractors' Labor Regulations. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

**Compliance of Labour Regulations:** The Contractor shall at his own expense arrange for all the safety provisions for the safety of all workers and employees directly or indirectly employed on the work by the contractor.

The contractor shall be fully responsible for compliance at his own expense all the labor regulations and rules to be observed by him. The Contractor shall fully indemnify the Employer against any

action by the state and/or Central Government for any default or alleged default by the Contractor, subcontractor or Employer of any of such rules and regulations. If, due to any default of the contractor or his sub-contractors, the Employer has to incur any expenditure for compliance of the rules and regulations or for any other reason connected with such default, the Employer shall be entitled to recover from the contractor all such expenditure in full from any payment due to the contractor.

24. **DISMISSAL OF WORKMEN:** The contractor shall on request of the Employer immediately dismiss from works any person employed thereon by him, who may in the opinion of the Employer be unsuitable or incompetent or who may misconduct himself. Such discharge shall not be the basis of any claim for compensation or damages against the Employer or any of their officer or employee.

25. **ASSIGNMENT ::** The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein nor, change in constitution and no subletting shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the work during their progress.

26. **INJURY TO PERSONS AND DAMAGE TO PROPERTY - INSURANCE ::**

The Contractor shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or his employees, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract.

The clause shall be held to include interalia, any damages to buildings whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths or ways as well as damages caused to the buildings and the works forming the subject of this contract by rain, wind or other inclemency of the weather.

The contractor shall indemnify the employer and hold harmless in respect of all and any expenses arising from such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.

The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.

The contractor shall affect the insurance necessary and indemnify the employer entirely from all responsibility in this respect. The insurance must be placed with a company approved by the employer and must be effected jointly in the name of the contractor and the employer and the policy lodged with the latter. The scope of insurance is to include loss or damage to the work and workmen due to carelessness, accident including fire, earthquake, floods, etc., damage or loss to the contract itself till this is made over a complete state. Insurance is compulsory and must be affected from the very initial stage. The contractor shall also be responsible for anything which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this contract.

The employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim for damages from any sums due or to become due to the contractor.

Unless otherwise instructed the contractor shall insure the works and keep them insured until the virtual completion of the contract against loss or damage by fire and/or earthquake, flood. The insurance must be placed with a company approved by the Employer, in the joint names of the Employer and the contractor for such amount and for any further sum if called to do so by the employer, the premium of such further sum being allowed to the contractor as an authorized extra.

The contractor shall insure the works and keep them insured until the virtual completion of the contract against loss or damages by fire and/or earthquake, flood. The insurance must be placed with a company approved by the Employer, in the joint names of the employer and the contractor for such amount and for any further sum if called to do so by the employer and lodge receipts of premiums paid with the employer within 21 days from the date of issue of letter of acceptance unless otherwise instructed.

The contractor shall deposit the policy and receipt for premium paid with the Employer within 21 (twenty one) days from the date of issue of work order unless otherwise instructed. In default of the contractor insuring as provided above, the Employer on his behalf may so insure and may deduct the premiums paid from any money due, or which may become due to the contractor. The contractor shall as soon as the claim under the policy is settled or the work reinstated by the Insurance Company should they elect to do so, proceed with due diligence with the completion of the works in the same manner as though the fire has not occurred and in all respects under the conditions of the contract. The contractor in case of rebinding or reinstatement after fire shall be entitled to extension of time for completion as the Employer may deem fit.

27. **ACCOUNTS RECEIPTS & VOUCHERS:** The contractor shall, upon the request of the Employer furnish them with all the invoices, accounts, receipts and other vouchers that they may require in connection with the works under this contract. If the contractor shall use materials less than what is required under the contract, the value of the difference in the quantity of the materials that was required to use and that actually used shall be deducted from his dues. The decision of the Employer shall be final and binding on the contractor as to the amount of materials the contractor is required to use for any work under this contract.

28. **MEASUREMENT:** Measurements of completed works shall be as per Bureau of Indian Standards code IS-1200 & its relevant parts.

Before taking any measurement of any work, the Employer shall give reasonable notice to the Contractor. If the contractor fails to attend at the measurements after such notice or fails to countersign or to record the difference within a week from the date of measurement in the manner required by the Employer then in any such event the measurements taken by the Employer or by the subordinate deputed by him as the case may be his final and binding on the contractor and the contractor shall have no right to dispute the same.

The measurements particularly concealable in nature shall be jointly taken and recorded and such statement of measurement shall be enclosed along the bill or running bills.

The works will be paid for as “measured work” on item rate basis ie. On actual work done. All 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. The work shall be strictly according to the design / dimensions given in the drawings. The payment will be restricted to the design dimensions and no payment will be made due to increase in thickness/ depth/width. All the dismantling items shall be PREMEASURED and APPROVAL of the employer shall be sought before dismantling.

29. **PAYMENTS:** All bills shall be prepared by the contractor in the form agreed or furnished by the Employer based on the accepted measurements.

No Advance payment will be permitted.

The Employer will deduct retention money as described in clause 11 of these conditions. The refund Of retention money will be made as specified in the said clause.

All payments are subject to statutory deductions of Income Tax & its Surcharge, Sales tax deductions or any other statutory deductions as notified by respective State/Central Government/Authority and any such instructions conveyed from time to time. From the interim bills, the retention money as detailed elsewhere in this tender shall also be deducted.

The final bill shall be submitted by the contractor within 1 (one) month from the date of completion of work or from the date of certification of virtual completion certified by the employer . No further claims shall be made by the contractor after submission of the final bill.

The final bill shall be accompanied by a certificate of completion from the Employer. Payments of final bill shall be made after deduction of all previous payments and Retention Money as specified in clause 11 of these conditions, which sum shall be refunded after the completion of the Defects Liability Period after receiving the Employer certificate that the contractor has rectified all defects to the satisfaction of the Employer. The acceptance of payment of the final bill by the contractor would indicate that he will have no further claim in respect of the work executed.

30. **VARIATION / DEVIATION :** The Employer shall have power to make alteration in, omissions from, additions to or substitutions for the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing signed by the employer. Such alterations, omissions, additions or substitution shall form part of the contract as if originally provided therein and any altered , additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided.

- (a) No work which radically changes the original nature of the contract shall be ordered by the employer as a deviation.

- (b) The price of all such additional items / non tendered items will be worked out on the basis of rates quoted for similar items in the contract wherever existing or on engineering rate analysis based on prevalent fair price of labour, material and other components as required.

The tendered rates, shall hold good for any increase or decrease in the tendered quantities up to variation of 25% and as stipulated elsewhere for legitimate completion of works as per original design or scope of work and on account of any modification or alteration suggested and where the variation is for the respective item is beyond 25%, the rate for the respective item may be reviewed on mutually agreed terms.

In the event of any deviation being ordered which in the opinion of the contractor changes the original nature of the Contract, he shall within fifteen days of having been so ordered bring this to the notice of the Employer with the reasons but nevertheless carry it out and the disagreement as to the nature of work and the rate to be paid therefore shall be resolved in accordance with Clause under caption "SETTLEMENT OF DISPUTES AND ARBITRATION".

31. **SUBSTITUTION:** Should the contractor desire to substitute any materials and workmanship, he must obtain the approval of the Employer in writing for any such substitution well in advance. In respect of Materials whose makes are not specified in the tender, specific approval of the Employer has to be obtained in writing before their usage.

32. **PREPARATORY WORK FOR UTILIZATION OF THE FACILITY AFTER COMPLETION:** The whole of the work shall be thoroughly inspected by the contractor and deficiencies & defects, if any shall be set right. On completion of such inspection, the contractor shall inform the Employer that they have completed the work and it is ready for inspection.

On completion the contractor shall clean all the area and its surroundings, equipments etc. and will leave the entire area clean and ready for immediate usage to the satisfaction of the Employer.

33. **CLEARING SITE ON COMPLETION ::** On completion of the works the contractor shall clear away and remove from the site all construction materials, plant & equipments, tools, surplus materials, scraps, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workmanlike condition to the satisfaction of the Employer.

34. **DEFECT AFTER COMPLETION ( defect liability period )::** The contractor shall make good at his own cost and to the satisfaction of the Employer all defects, or other faults which may appear within **12 months** after completion of the work( defect liability period). In default, the Employer may employ and pay other agency or persons to amend and make good such damages, losses and expenses consequent thereon or incidental thereto such expenses shall be made good and borne by the contractor and such damages , loss and expenses shall be recoverable from the payment due to the contractor and in the event of amount retained being insufficient, recover the balance from the contractor from the amount retained under clause No 11. Together with any expenses the Employer may have incurred in connection therewith.

35. **CONCEALED WORKS ::** The contractor shall give due notice to the Employer wherever any work is to be buried or concealed in the building in the earth, flooring, walls or otherwise becoming inaccessible later on, in order that the work may be inspected and correct dimensions or measurements taken before such burial. In default whereof the same shall, in the opinion of the

Employer / Consultant be either opened up for measurement at the contractor's expenses or no payment may be made for such materials. Should any dispute or difference arise after the execution of any work as to measurements etc. or other matter which cannot be conveniently tested or checked, the notes of the employer shall be accepted as correct and binding on the contractor.

36. **ESCALATION** :: The rate 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, labor, sales tax, Octroi or any other reason.
37. **IDLE LABOUR**: Whatever the reasons may be, no claim for idle labor, additional establishment cost of hire and labor charges of tools and plants would be entertained under any circumstances.
38. **SUSPENSION OF WORKS** :: If the contractor except on account of any legal restraint upon the Employer preventing the continuance of the work or in the opinion of the Employer shall neglect or fail to proceed with due diligence in the performance of his part of the contract or if he shall more than once make default, the Employer shall have the power to give notice in writing to the contractor requiring the work to be proceeded within a reasonable manner and with reasonable dispatch, such notice purport to be a notice under this clause.

After such notice shall have been given the contractor shall not be at liberty to remove from the site of the works or from any ground contiguous thereto any plant or materials to subsist from the date of such notice being given until the notice shall have been complied with. If the contractor fails to start the work within seven days after such notice has been given to proceed with the works as therein prescribed, the Employer may proceed as provided in **clause 39** (Termination of Contract by Employer).

39. **TERMINATION OF CONTRACT BY EMPLOYER** :: If the contractor being a company go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the contractor in insolvency, shall repudiate the contract, or if a Receiver of the contractor's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the employer that he is able to carry out and fulfill the contract, and if so required by the employer to give reasonable security therefore, or if the contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the contractor, or shall assign, charge or encumber this contract or any payments due or which may become due to the contractor, there under, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the contractor within three clear days after the notice shall have been given to the contractor in manner hereinafter mentioned requiring the contractor to observe or perform the same or shall use improper materials or workmanship in carrying on the works, or shall in the opinion of the employer not exercise such due diligence and make such due progress as would enable the work to be completed within due time agreed upon, and shall fail to proceed to the satisfaction of the employer after three clear days notice requiring the contractor so to do shall have been given to the contractor as hereinafter mentioned, or shall abandon the contract, then and in any of the said cases, the Bank may notwithstanding previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without

thereby effecting the powers of the employer of the obligations and liabilities of the contractor the whole of which shall continue in force as fully as if the contract, had not been so determined and as if the works subsequently executed had been executed by or on behalf of the contractor (without thereby creating any trust in favour of the contractor) further the employer or his agent, or servants, may enter upon and take possession of the work and all plants, tools, scaffolding, sheds, machinery, steam and other power, utensils and materials lying upon premises or the adjoining lands or roads and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other contractors or other persons or person to complete the works, and the contractor shall not in any way interrupt or do any act, matter of thing to prevent or hinder such other contractors or other persons or person employed from completing and finishing or using the materials and plants for the works when the works shall be completed, or as soon thereafter as conveniently may be, the employer shall give notice in writing to the contractor to remove his surplus materials and plants and should the contractor fail to do so within a period of 14 days after receipt by him the employer may sell the same by Public Auction and shall give credit to the contractor for the amount so realized. Any expenses or losses incurred by the employer in getting the works carried out by other contractors shall be adjusted against the amount payable to the contractor by way of selling his tools and plants or due on account of work carried out by the contractor prior to engaging other contractors or against the Security Deposit.

40. **SETTLEMENT OF DISPUTES AND ARBITRATION** :: All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto 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 contract or the construction remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination foreclosure or breach 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 mentioned be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole arbitrator referred to above, the employer will send within thirty days of receipt of the notice, to the contractor a panel of three 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 any one of the person's name to be appointed as a sole Arbitrator and communicate his name to the employer within thirty days of receipt of the names. The employer shall thereupon without any delay appoint the said 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 three names as previously mentioned within the period specified the contractor should send to the employer a panel of three names of persons who shall all be unconnected with either party. The employer shall on receipt of the named as previously mentioned select any one of the person's names and appoint him as the Sole Arbitrator. If the Employer fails to select the person and appoint him as the Sole Arbitrator within thirty days of 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 so 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 the contract shall, however, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have entered on the reference on 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 the parties enlarge the time for making and publishing the award.

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

The fees, if any, of the arbitrator shall if required to be paid before the award is made and published be paid 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 and 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 provisions of the Indian Arbitration Act, 1992 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 clause shall be a condition precedent to any right to action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

**41. CO -ORDINATION OF WORKS:** The contractor shall execute the works in co-ordination with the other agencies like air-conditioning, FURNISHING etc., involved in the works. The work site shall be neatly cleaned as and when necessary so that the works of other agencies can be carried out. Failure on part of the contractor to clean the work site will empower the employer to engage other agencies and recover the cost from the contractor.

**42. FURNISHING POWER, WATER AND TOILET FACILITIES:** The FURNISHING power required for the works shall be supplied at one single point in the floor free of cost and the contractor shall make his arrangements to draw the same to the required work spots. The contractor shall engage a licensed electrician to carryout and maintain his FURNISHING system. In case of power failure the contractor at his own cost, has to make his own arrangements by hiring or installing the DG set. The employer shall not entertain any charges for engaging the DG set. The work shall not be stopped on account of power failure. Further, no extension of time shall be permissible on account of the power failure.

Water shall be provided free of cost at one point.

Common toilet facility is available at the work site and the contractor shall maintain the same hygienically clean.

- 43. PURCHASE VALUE OF OLD ITEMS, IF ANY: The tenderer has to quote the purchase value for the buyback offer, after inspecting the items at the branch.**
- 44. TENDERED VALUE:** The lowest tendered value shall be the total of all the items including the buyback items.
- 45. The work should be carried out with full co-ordination / co-operation of occupants without damaging any permanent structures or furniture belonging to them. If any damage occurs, the cost of same will have to be reimbursed by the Contractor**
- 46. THE WORK SHALL BE CARRIED OUT WITHOUT AFFECTING THE BRANCH FUNCTIONING.**

SIGNATURE OF CONTRACTOR

.....

## (F) FORM OF AGREEMENT

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 2021 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Circle office, at 1<sup>ST</sup> Floor, Dee Bee Grande, Panjabari Road, Six Mile, Guwahati represented by its duly constituted attorney (hereinafter referred to as the Employer / Bank) on the ONE PART; and

\* Shri \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of M/s \_\_\_\_\_ having office at the following address \_\_\_\_\_

\* M/s. \_\_\_\_\_ the partnership firm having an administrative/principal office at \_\_\_\_\_ represented by its Managing/duly authorised partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address \_\_\_\_\_, duly represented at \_\_\_\_\_ duly represented by its constituted and authorised Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Contractor which term shall also be called the Supplier or the Contractor) on the other part

WHEREAS THE Employer / Bank is desirous that certain Interior and FURNISHING works should be executed as detailed in the Notice inviting tender and called for invitation to tender and the tender dated 24.12.2019 furnished by the contractor for execution of such works has been accepted by the Employer on the terms and conditions as set out therein and interlaid others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement via;
  - a) Notice inviting Tender
  - b) General Rules and Instructions for the guidance of tenderers.
  - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
  - d) General Conditions of contract and clauses of contract along with Annexure thereto.
  - e) Tender drawings, Approved makes.

[Note: \* Strike off whichever is not applicable]

f) Schedule of quantities with specifications including Prices and tendered amount.

3. In consideration of the payments to be made by the Employer to the contractor, the contractor hereby covenants and agrees with the Employer to execute and complete the works in conformity in all respects as per the para ( 2 ) above and as per the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said contractor, \_\_\_\_\_

to the Employer \_\_\_\_\_ in the presence of:

Signature of Contractor (with seal)

Signature of Authorised representative  
of the Employer / Accepting Authority.

Witness (Signature, Name & Address ):

1).

2).