

INDIAN BANK

TENDER DOCUMENT

FOR

**INTERIOR FURNISHING, ELECTRICAL, LAN & UPS
SYSTEM WORK FOR PROPOSED BRANCH & ATM AT
VILLAGE-ASSODA, HAPUR.**

AT

**HAPUR (Dist)
UTTAR PRADESH.**

Date of Issue : - 03/03/2019.

Date of Submission : - 13/03/2019 Up to 3:00 PM.

ARCHITECTS

**M/S MOHIT & ASSOCIATES
E-291-SEC-27- NOIDA-201301
MO-95822180927428217659**

ISSUED TO:-.....

SECTION – I

INVITATION TO TENDERS

- 1.0 Sealed tenders on item rate bases are invited in the prescribed form by the **Zonal Manager, IndianBank**, for **INTERIOR, ELECTRICAL, LAN & UPS SYSTEMWORK AT VILLAGE-ASSODA BRANCH & ATM , UTTAR PRADESH**, from our Bank empanelled furnishing contractor (**Only those who are having their office at Delhi & NCR**).

Tender No.	Name of Work	Earnest Money	Time of Completion
IB / ZO / NDA / UP /01/ 2018-19.	Interior,Electrical,Data/Tele & UPS System work at Assoda Hapur, Uttar Pradesh.	Rs.11,500 /- in the Form of DD	21 Days

- 1.1 The work as detailed in this tender shall be executed and completed in all respect with in a period of **21 Days** from the date of written order to commence the work in accordance with the tender documents, Instruction to tenders, Technical specification, Schedule of Quantities, Condition of contract, Schedules and drawings, to the satisfaction of Architect / Employer.
- 1.2 The Tender(s) are required to deposit **Rs.11, 500/-** as Earnest Money along with the tender document in the form of crossed Demand Draft only favouring **Indian Bank, Zonal Office, Noida** and payable at **Indian Bank, Noida**.
- The Earnest Money will be refunded without any interest to the unsuccessful tenders after a decision is taken regarding award of contract.
- Tenders filled in the prescribed form in sealed covers and super scribed with the name of work, Tender No. **IB/ZO/NDA/UP//2018-19**, must be submitted to the **Zonal Manager, Indian Bank, Zonal Office,D-211/2,IndianBank Building, Sec-61, Noida** not later than **3.00 P.M**, on **11/03/2019**. Tenders will be opened on the same day at **3.30 P.M.** in the presence of tenders or their representatives. **Any correction/alteration made using “Correcting Fluid” will not be accepted and tender will be liable to be rejected.**
- 1.3 Tender documents can be obtained on working day from **M/S M/s Mohit& Associates, E-291-SEC-27- NOIDA-201301**. On payment of tender cost (non-refundable) of **Rs. 1000/-** in cash.
- 1.4 The drawings are enclosed along with set of specifications.
- 1.5 Rate must be quoted for complete work at site inclusive of all costs, charges, taxes etc but excluding GST on WCT. All duties ,E.S.I. charges etc. as applicable at **UP** central or state sales Tax, Octroi, Royalties etc. on works and materials required for use in the execution of this project shall be entirely borne and payable by the contractor and the Employer will not entertain any claim whatsoever in this respect **except GST on WCT**.
- 1.6 The tenders shall remain valid for acceptance by the Employer, for a period of 3 month from the date of opening of tender.
- 1.7 Total Security Deposit shall comprise of :
- Earnest Money Deposit
 - Initial Security Deposit
 - Retention Money
- 1.8 Initial Security Deposit
- 1.8.1 The amount of Initial Security Deposit shall be **2 %** of the accepted value including earnest money. Initial Security Deposit shall be refunded without any interest to the contractor after the issue of certificate of virtual completion.

- 1.8.2 The balance amount of Initial Security Deposit is to be paid by the contractor to the Employer within 14 (Fourteen) days of intimation to him or the acceptance of the tender in the form of Demand Draft.

1.9 Retention Money

- 1.9.1 The retention percentage (i.e. deduction from interim bill) shall be 8 % of the gross value of each interim bill.
- 1.9.2 The maximum amount of retention money shall be the balance amount of the total security deposit.
- 1.9.3 Total retention amount is refunded to the contractor subject to the following :-
- (1) Issue of virtual completion certificate by the Architect / Premises department.
 - (2) Contractor should remove his material, equipments, labour force, temporary sheds / stores etc. from the site.

The retention money may be refunded without any interest 14 (Fourteen) days after the end of defects liability period of ONE YEAR provided he has satisfactorily carried out all the work and attended to all defects in accordance with the conditions of the contract.

- 1.11. Earnest money of the successful tender will be liable to be forfeited in the event of refusal or delay on his part in deposit initial security deposit and signing the agreement within 7 (seven) days , of the issue of letter of award of the work.
- 1.12. Tender documents duly filled and signed by the tender shall be submitted for the work.
- 1.13. The Indian Bank and their approved architect,do not bind itself to accept the lowest or any tender, or to assign any reason thereof and also reserves the right of accepting the whole or part of the tender and the tender shall in such an event be bound to perform the contract at the same rates quoted in the tender for the various items of the work.
- 1.14. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing from shall be liable for rejection.
- 1.15. The tendering firms, in case the tender is a partnership firms, shall submit the tender signed by all the partners. In the event of absence of any partner , it must be signed on his behalf by a person holding power of attorney authorizing him to do so and such power of attorney be attached along with the tender .

APENDIX SHOWING IMPORTANT SCHEDULES

1. NAME OF WORK : **Interior, Electrical, LAN, UPS wiring work for Branch & ATM,at village-Assoda, Hapur (Dist),Uttar Pradesh (UP).**
2. SIGNING THE AGREEMENT : Within 3 Days of the issue of letter of intend/ order.
3. DATE OF COMMENCEMENT OF WORK : Within 3 Days of issue of letter of intend / order or the day on which the contractor is given the site whichever is latter.
4. PERIOD OF COMPLETION : **21 Days** from the tender date of commencement of work.
5. LIQUIDATED DAMAGES : 2% of contract amount per week of delay subject to the max. of 10% of the accepted contracted sum.
6. PERIOD AND VALUE OF RUNNING / ON ACCOUNT BILL. : 75% of amount within 7th days after date of receipt of architect certificate and balance within 21days.
7. INITIAL SECURITY DEPOSIT : 2 % of the accepted value of the tender including of the Earnest Money.
8. REFUND OF INITIAL SECURITY DEPOSIT AND RETENTION MONEY : (a) INITIAL SECURITY DEPOSIT
To be released with 14 days after the issue of certificate of virtual completion.
: (b) RETENTION MONEY
As clause 1.9.3
9. TOTAL SECURITY DEPOSIT : As per clause No. 1.7
10. INCOME TAX DEDUCTION : As prevailing rate from each bill.
11. DEFECTS LIABILITY PERIOD : 12 Months after completion of work.
12. PERIOD OF FINAL MEASUREMENT : 3 Weeks after virtual completion of work.

SECTION – 2

INSTRUCTION TO TENDERS.

INSTRUCTION TO TENDERS.

2.1 The tender shall examine carefully all the tender documents consisting of:–

- Invitation to Tenders.
- Instruction to Tenders.
- Form of Agreement.
- General Conditions of Contract.
- Schedule of Quantities.

These shall form part of the Agreement.

The tender is advised to visit and inspect the site at his own cost and responsibility and to secure all necessary information which may be required for completing the tender. Ignorance of site conditions cannot be an excuse for non-performance of the contract. All costs, charges and expenses that may be incurred by the tender in connection with the preparation of his tender shall bear by him and the employer / architect does not accept any liability whatsoever in this regard.

2.2 Time is the essence of the contract and the tenders are required to complete the work in all respects within the stipulated time of completion and handover the same, complete in all respects to the satisfaction of the architect.

2.3 The tender should contain not only the rates but also the value of each item of work entered in the prescribed column of the B.O.Q. and all the items should be totaled up in order to show the aggregate value of the entire tender. The rates quoted by the tenders should be expressed accurately both in words and figures so that there is no discrepancy. All corrections in the tender shall be duly attested by initials of the tender, corrections, if not attested may entail rejection of tender. The rates quoted by the tenders in word in item rate tender will be the basis (and not the amounts in case of discrepancies) in finalizing the tender.

2.4 It shall be clearly understood that the rates quoted in the tender are to be, for complete work at site, as per instructions to Tenders, conditions of contract, specifications and drawings, addenda referred to therein and also for all such works as are necessary for the proper completion of the contract, although specifications thereof may not have been made in the specifications or drawings or tender documents. The rates shall be firm and shall not be subject to cost escalation on account of labour, material and labour conditions or any other reason whatsoever.

2.5 The tenders shall use only the form issued with this tender to fill up the rates.

2.6 Every page of the tender shall be signed on the left hand side bottom corner and any tender not so complied with is liable to be treated as defective & liable to be rejected.

2.7 In the event of a tender being selected for acceptance. The Indian Bank will inform the tender for the specification and other documents for the acceptance with tender. The

successful tender shall also deposit the required amount of the security money within the prescribed time and if the tender fails to deposit the required amount of the security money within the prescribed period, Indian Bank may reject the tender.

- 2.8 The successful tender will be notified about the acceptance of his tender by the Employer and he will have to deposit balance amount initial security and executed agreement within 7 (Seven) days thereof, failing which his tender would be liable to rejection with forfeiture of the Earnest Money.
- 2.9 The tender shall fill up the complete form of article of agreement before submission of tender. Failure to comply may entail rejection of the tender.
- 2.10 The contractor will be governed by the Indian contract act, Indian sale of good act and all other relevant laws. All payments due to the contractor under the contract will be made in Indian rupee currency.
- 2.11 The rate quoted shall be for complete work at site and should be inclusive of incidentals necessary for carrying out the work. The rates shall be inclusive of sales tax if applicable at **UP** for work contract, central or state sales tax, octroi duty, royalty, ESI or any other tax or duty levied by any government or public bodies excluding GST on WCT. The rate shall be firm and shall not be subject to cost escalation of labour, material and exchange variations, labour conditions and other conditions whatsoever.
- 2.12 A schedule of approximate quantities for various items accompanies this tender. It shall be clearly understood that neither the architect nor the employer will accept any responsibility for the correctness or completeness of this schedule in respect of item and quantities and this schedule is liable to alternations by omission, deduction or addition at the discretion of the employer in consultation with the architect without violating the items of the contract.
- 2.13 The contractor must produce latest income tax clearance certificate along with this tender.
- 2.14 Form of 'Tender of works' contained in section –3 shall be completed along with submission of tender. In case of failure to do so the tender is liable to rejection.
- 2.15 The employer does not bind itself to accept the lowest or any tender or to assign any reason thereof and also reserves the right of accepting the whole or part of the tender. The part acceptance will not violate the terms and conditions of the contract and will execute the work at the specified rates without any extra charges or compensation.
- 2.16 Income tax deductions will be made as per the prevailing rates from the contractor's on account bills.
- 2.17 No mobilization advance or secured advance is to be allowed to the contractor.
- 2.18 Power and water connection, if required, has to be arranged by the contractor only.
- 2.19 The Contractor should have been empanelled (Valid) from our Bank and should have local office in Delhi & NCR**
- 2.20 The contractor/firm should have valid GST registration number for the particular trade of work.**