

# INDIAN BANK

## BID DOCUMENT

### FOR

## REPAIR OF CHAIRS & LAYING OF CARPET IN AUDITORIUM IN IMAGE CAMPUS AT M.R.C NAGAR, RAJA ANNAMALAIPURAM, CHENNAI – 600 028.

### TECHNICAL BID

Ref.No: CO:EST:TNR:BG:005:2020-21

Date : 05.12.2020

From:

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This Bid document contains 11 pages

Signature & Seal of the Bidder



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## **INDIAN BANK**

### **NOTICE INVITING QUOTATION**

Indian Bank, Corporate Office, Chennai invites sealed Quotation for 'Repair of Chairs & laying of Carpet in Auditorium in IMAGE Campus at M.R.C. Nagar, R.A.puram, Chennai' from the experienced and technically qualified contractors.

The interested firm/ contractor may download the bid document from the Indian Bank website <https://www.indianbank.in/tender>. More than one bid from same owner shall be summarily rejected.

1.	Name of work	'Repair of Chairs & laying of Carpet in Auditorium in IMAGE Campus at M.R.C. Nagar, R.A.puram, Chennai'
2.	Estimated cost of work	<b>Rs.17.00 Lakh</b>
3.	Period of completion	<b>20 days</b> reckoned from the 3 <sup>rd</sup> day of date of issue of the Work Order
4.	Validity of Quotation	30 Days from the date of opening
5.	Defects Liability Period	12 Months from the date of virtual completion of work
6.	Initial Security Deposit (I.S.D)	<b>2% of the total contract value</b> (shall be submitted within 3 days of receiving Work Order)
7.	Retention Money/ Security Deposit	<b>5% of the each Bill Amount</b> (Only one interim bill will be permitted of minimum bill value of Rs.5.0 lakh).
8.	Total Security Deposit (SD)	7% of the total contract price [Initial S.D (2%) + RMD (5% on each bill), 50% of the Security Deposit shall be returned within 15 days from the date of final payment and balance 50% after expiry of defect liability period
9.	Liquidated Damages	1% per week of the Contract Value for the delay subject to a maximum total of <b>5%</b> of Contract value
10.	Quotation Documents	PDF document can be downloaded from our website from <b>05.12.2020 to 11.12.2020</b> .
11.	Cost of Quotation Documents	<b>Rs.1,000/- DD</b> in favor of "Indian Bank" payable at Chennai
12.	Earnest Money Deposit	<b>Rs.34,000/- (Rupees Thirty Four Thousand Only)</b> Refundable; DD in favor of "Indian Bank" payable at Chennai.
13.	Last date of submission of Bid	<b>11.12.2020</b> upto 15.00Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
14.	Date of opening bid	<b>11.12.2020</b> upto 15.30Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
15.	Date of opening of Financial bid (Cover -2)	Will be informed to the prequalified bidders separately

Note:

#### **1.0 GENERAL**

Bidders are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the bid document before firming up their bid.

Signature & Seal of the Bidder





## 2.0 SUBMISSION OF BID

Bid Documents should be in a proper sealed cover superscripted as **"Repair of Chairs & laying of Carpet in Auditorium in IMAGE Campus at M.R.C. Nagar, R.A.puram, Chennai"**. The bid complete in all respects shall be submitted along with Earnest Money as stipulated in the Notice ONLY. Bids without Earnest Money Deposit will be out rightly rejected. Bids shall be submitted in **Three separate sealed envelopes** and put into **Envelope IV** as follows:-

<u>Envelope-I</u>	<u>Envelope- II</u>	<u>Envelope- III</u>	<u>Envelope-IV</u>
<b>EMD</b>	<b>Technical bid</b>	<b>Price bid</b>	<b>All 3 bid covers</b>

All the above sealed covers to be superscripted as **"Repair Of Chairs & Installation of Carpet in Auditorium in IMAGE Campus at M.R.C. Nagar, R.A.puram, Chennai"**

## 3.0 SITE PARTICULARS

Bidders are advised to inspect and examine the site and its surroundings between **10 am to 5 pm** on any of the working days of the Bank and satisfy themselves before submitting their bids as to nature of work, site conditions, materials & components of chairs available, flooring conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications. For site visit you may contact Cheif Manager (Admin.), IMAGE Campus in 044-24955603.

## 4.0 SCOPE OF WORK

- 4.1 Repair & refurbishing of Chairs including replacement of upholstery and providing of carpet flooring after removing the existing carpet flooring.
- 4.2 The contractor is required to complete Repair of Chairs and carpet flooring works with complete finishing as per this bid specification and guidelines of Bank. **Detailed scope of work is in Price Bid.** The contractor should have sufficient manpower on its roll specifically trained and technically qualified and experienced for stipulated work.
- 4.3 Rates quoted shall be deemed to be inclusive of manpower, material, machinery, tools and tackles, stitching, tightening and including all taxes, duties, cartage, insurance etc.
- 4.4 No escalation of whatsoever nature shall be payable in future.
- 4.5 GST or any other tax shall be payable by the contractor. In case the contractor declines the offer of contract, his EMD will be forfeited.
- 4.6 Bank reserves the right to modify/ relax/ withdraw any of the terms and conditions of the contract if it is found necessary in the interest/benefit of the Bank.

## 4.7 The contract as a whole or part thereof is NON TRANSFERABLE.

## 5.0 MINIMUM ELIGIBILITY CRITERIA (documentary proof to be attached)

Bidders having following valid documents will be technically qualified and considered for opening of their Price bid. Technically qualified parties have no right to claim for award of the work. Bank reserves the right to cancel or award the work in full or part thereof to any party / bidder.

- 5.1 **Details of interior works including supply of chairs and sofa for a total project value of 14.50 lakhs of one work or 8.50 lakhs of two works or Rs.7.0 lakhs each executed by the bidder during last Five years ending 31.10.2020 in any government / semi government / government undertaking / reputed private sector undertaking/ Theatres/ Auditoriums/ conference halls along with the work order of the respective undertaking/ concern.**

- 5.2 Valid GST/ PAN card number.

Signature & Seal of the Bidder



5.3 Affidavit/ undertaking certifying that the firm has not been blacklisted by anyone.

5.4 Copy of Income Tax return for the last three financial years.

5.5 24 x 7 local service set –up in Chennai (address proof to be furnished).

5.6 Copy of TDS & completion certificates issued by the employer in support of work under eligibility criteria as in point No.5.1 above (value of completed works) shall also be submitted along with bid.

The contractor should have the technical competence, sound financial resources, experience, equipments, manpower, reputation to perform the contract to the satisfaction of Bank.

## **6.0 EVALUATION CRITERIA/ FINAL SELECTION**

6.1 At first, the Technical bid will be opened and screened. Bidders having valid documents mentioned at 5.0 above will be technically qualified and considered for opening of their Price bid. Technically qualified parties have no right to claim for award of the work. Bank reserves the right to cancel or award the work to any party / Bidder. Bidders who wish to attend the opening of the bids may ensure their presence on the mentioned date and time as specified in the Date sheet. The financial bids of only those bidders who qualify in Technical bids will be opened.

6.2 The lowest bidder (L-1) shall be considered for award of work, though not binding and the decision of the Bank in this regard will be final and binding.

7.0 The bank reserves the right to reject any tender/ bid without assigning any reason.

8.0 The rates quoted by the bidder shall be based only on the specifications and conditions of the bid documents.

9.0 Bank is not liable to make any payment to bidders for preparation to submit the tender/bid.

10.0 The companies who are registered with Micro, Small & Medium Enterprises and also have the NSIC Certificate under Government Store Purchase Programme having certificate clearly indicating the amount of "Quantitative Capacity Per Annum" (amount of Quantitative Capacity Per Annum shall be more than the estimated cost of Work) are exempted from the submission of bid cost & EMD on submission of requisite proof in the form of valid certification from MSME and NSIC.

11.0 Bids submitted without bid cost & EMD will be summarily rejected (other than those exempted as mentioned in 10.0 above)

## **ASSISTANT GENERAL MANAGER (P&E)**

Indian Bank, Corporate Office,  
Premises, Estate & Expenditure Dept,  
First Floor, No. 254-260,  
Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.  
Ph: 044 -28134300 (ext. 4305, 4401, 4498, 4306, 4501)  
Email: hoestate@indianbank.co.in



Signature & Seal of the Bidder





## GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF BIDDERS

1. Bids, which should always be placed in sealed cover, with the name of the work written on the envelope **'Repair of Chairs & Installation of Carpet in Auditorium in IMAGE Campus at M.R.C. Nagar, R.A.puram, Chennai'** will be received by Assistant General Manager (P&E), Indian Bank, Corporate Office, Premises, Estate & Expenditure Dept, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
2. The Indian Bank does not bind itself to accept the lowest or any quote/ bid and reserves to itself the right of accepting the whole or any part of the quote/ bid and the tenderer/ bidder shall be bound to perform the same at the rate quoted.
3. The rate quoted by the Tenderer/ bidder shall be net, up to the stage of incorporation and handing over site. All taxes on material or on finished works like work's contract tax, Turn-over Tax, including taxes that may be newly introduced subsequent to the tender/ bid etc. in respect of this contract shall be payable by the Tenderer/ bidder and the Indian Bank will not entertain any claim whatsoever in this respect except the GST to the overall bid amount.
4. The Tenderer/ bidder shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
5. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the tender/ bid or engagement in the Tenderer/ bidders service.
6. The tender/ bid for works shall remain open for acceptance for a period of 90 days from the date of opening of Tender/ bid. If any tenderer/ bidder who withdraws his tender/ bid before the said period, then the Indian Bank shall be at liberty to debar the contractor from the panel.
7. **Apart from the initial security deposit made as above, retention money shall be deducted from progressive running bill @ 5 % of the gross value of each running bill. This, together with the initial S.D. of the 2% referred to above, will constitute the total Security Deposit and on virtual completion of work the employer shall refund 50% of the total Security Deposit.** The remaining 50% will be refunded after completion of the Defect Liability Period of 12 months, provided he has satisfactorily carried out all the work and attended to all the defects in accordance with the conditions of the contract. No interest is allowed on retention money.
8. The acceptance of a quote will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the quotes received without the assignment of a reason. Quotes in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the quote in full or in part and the tenderer/ bidder shall have no claim for revision of rates or other conditions if his quote is accepted in parts.
9. Canvassing in connection with quotes is strictly prohibited and the tenders/ bids submitted by the Tenderer/ bidders who resort to canvassing will be liable to rejection.  
  
All rates shall be quoted on the proper form of the quote alone. **All the entries to be made legibly in ink only.** Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
10. An item rate quote containing percentage below/ above will be summarily rejected. However, where a tenderer/ bidder voluntarily offers a rebate for payment along with sealed quote, the same may be considered.





11. On acceptance of the tender/ bid the name of the accredited representative(s) of the Tenderer/ bidder who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
12. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
13. The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works. If needed, the Contractor has to obtain required permission/ approval from the required statutory bodies/ organizations.
14. The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer. The Contractor shall especially take care of their materials free from getting drenched or damaged.
15. Debris and unwanted items have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
16. Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, paint which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
17. Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/ materials.
18. For painting, sample area shall be prepared and the shade got approved.
19. The Tenderer/ bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants or other contractors. Any damage so caused shall be made good at the cost & risk of the tenderer/ bidder.
20. The successful tenderer/ bidders shall include, in the quoted price, all allied works and no extra payments will be made for any such case arises.
21. **The successful contractor shall also be responsible for the safety and security of all their men & materials** and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge. **Bank will not be responsible for any untoward accident caused by the negligence of the contractor.**
22. The work shall be carried out without disturbing the other contractors for this project. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to others.
23. **Only one interim bill will be permitted of minimum bill value of Rs.5.0 lakh.** The bills in proper forms must be duly accompanied by detailed measurements in support of the quantities of work done and must show deductions for all previous payments, retention money etc. The Employer after detailed scrutiny of the interim bill shall certify full payment within **10 days** of the date of receipt of interim bill from the Contractor subject to submission of documentation as required.
24. **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him inline with central/ state labour wage act whichever higher.**

- a) The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act 1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims
25. The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
26. If the work is not started within **3 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory; and not in proportion to the commitment made, inconsistent with the period of completion of the work provided in the Time schedule, then the Bank may terminate the work order by giving an immediate final notice to the contractor.
27. The time allowed for completing the works is **20 days** to be reckoned from **3rd Day** from the date of Work Order / date of handing over site whichever is later. Tenderer/ bidders shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.
28. If the Contractor fails to complete any or all the works by the date/s named in "Date of Completion" or within any extended time (in case Bank Permits) then the Contractor shall pay or allow the Employer the sum to be worked out at **1.0%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **5%** of contract value. The contractor shall be bound to extend validity of Insurance Cover till such period of completion as may be considered necessary at their cost.

**ASSISTANT GENERAL MANAGER (P&E),**

Indian Bank Corporate Office,  
Premises, Estate & Expenditure Dept,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.

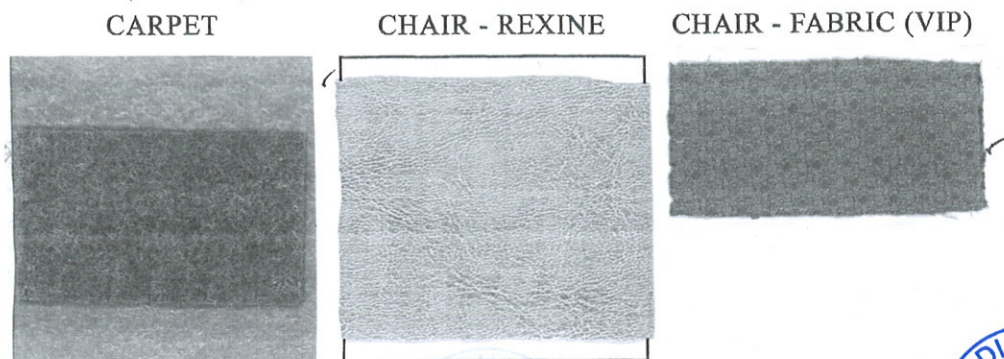
Signature & Seal of the Bidder





### SPECIAL CONDITIONS OF CONTRACT

- 1) INDIAN BANK, Chennai has an existing Auditorium which is located in its own premises. The building is a RCC framed structure with G+2 floors. The Auditorium has seating for 875 (approx.).
- 2) Bank has appointed an Architect cum PMC & a Contractor to carry out repair and renovation works in the Auditorium by tender process.
- 3) The works being carried out by the Main contractor in the Auditorium are Civil, Plumbing, Roofing, Interior, Acoustic, HVAC, Electrical & Solar panel works.
- 4) The scope of the Main contractor is removal of auditorium chairs and re-fixing the same upon completion of interior works. Hence, the contractor has dismantled the chairs and stacked the same inside the auditorium campus.
- 5) Now, Bank intends to appoint a contractor for repair & refurbishing the chairs and to supply & laying of carpet after removing the existing carpet.
- 6) The colour, dimension, shape and sample of the material and all other material to be used in the project has to be got approved from the Bank in writing.
- 7) **The successful bidder has to produce 2 to 4 various color samples of refurbished chair (all complete and ready for mounting in the floor) after completing the metal enamel painting, melamine polishing of wooden arm rest, replacing the upholstery after providing of additional foam, servicing or replacing of springs for Seat Tip Up, serving of seat springs, replacing the damaged back board, including all necessary, screws, locks, washers, nuts etc. and numbering the seat legibly with enamel paint as directed by Bank.**
- 8) Upon approval of sample by the Bank, the bidder has to repair and refurbish all the remaining chairs and re-assemble them for mounting it to the floor. The assembled chairs have to be handed over to the main contractor for mounting the same on the floor.
- 9) The bidder has to ensure that each and every re-assembled chairs are mounted to the floor by the main contractor without any damage and malfunction. After the mounting of chairs, the contractor has to ensure that the chairs are working in good condition without any issues and they are without any damages.
- 10) Time is the essence of this project and hence completion schedule of 20 days should be strictly adhered to.
- 11) The tentative color scheme for the chair & Carpet is as below:



**TECHNICAL BID**

S. No.	Particulars	Self-attested copy of documents to be enclosed
1	Cost of Quotation	Original Demand Draft No. _____ dated _____ Rs. 1,000/- Or MSME/ NSIC Certificate
2	Earnest Money deposit (EMD)	Original Demand Draft No. _____ dated _____ Rs. 34,000/- Or MSME/ NSIC Certificate
3	Registration of firm/ Partnership deed/ Memorandum & Articles of Association	Yes / No
4	i) Name & Designation of Contact Person ii) Mobile No (s) of the Contact Person / Firm iii) e-mail address of Contact Person / Firm	
5	Copy of Income Tax Return of the company for last 3 years	Yes / No
6	Self-attested copy of PAN Card/ TAN	Yes / No
7	Self attested copy of Goods and Service Tax Number (GST)	Yes / No
8	Copy of TDS & completion certificates issued by the employer (any government / semi government / government undertaking / reputed private sector undertaking/ Theatres/ Auditoriums/ Conference Halls) last Five years ending 31.10.2020 in support of work under eligibility criteria as in point No.5.1 in page 4	Yes / No

(Signature of Authorized Signatory )

Name & Designation

Contact No.

NAME OF THE AGENCY WITH SEAL



Signature & Seal of the Bidder





## **DECLARATION**

To

**ASSISTANT GENERAL MANAGER (P&E)**

Indian Bank, Corporate Office,  
Premises, Estate & Expenditure Dept,  
First Floor, No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.

I hereby declare as below:

- 1) All the information furnished by me/ us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Indian Bank in selection of L-1 bidder will be final and binding to me/ us.
- 4) I/We hereby confirm that my/ our firm has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/ Branch of Indian Bank/ erstwhile Allahabad Bank as on the date of publication of this notice.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

**PLACE :**

**DATE:**

**NAME & DESIGNATION**

