

SECTION- I
NOTICE INVITING TENDER FROM CONTRACTORS

Sealed **Tenders** are invited on behalf of Indian Bank, Dibrugarh Zonal Office, T.R. Phukan Road, Chirang Chapari, Dibrugarh, Assam-786001 from registered contractors having adequate experience in Interior & Carpentry Works, for carrying out the Interior Furnishing works of its Chachani Branch, Assam in accordance with the Bank's General Conditions of Contract, Special Terms & Conditions of Contract & Particular Terms & Conditions of Contract, Standard specifications, Extent of Work, Special Instructions to Bidders as appended on the subsequent page & Annexures.

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|--|---|--|
| a) Name of work | : | Interior & Carpentry Works for Chachani Branch |
| b) Time of Completion | : | 30 days |
| c) Earnest Money | : | Rs 11,000.00 by crossed Demand Draft/ Pay Order payable at Dibrugarh and drawn in favor of Indian Bank to be submitted with the Bid |
| <u><i>(Tender without earnest money in proper form will be rejected)</i></u> | | |
| d) Retention money | : | 10% of total certified bill amount |
| e) Release of Retention | : | Retention money will be released after 1 (One) year from the date of payment of the final bill after adjusting all dues if any from the contractor |
| f) Availability of Tender Document | : | Dy. Zonal Manager
Indian Bank
Dibrugarh Zonal Office, T.R. Phukan Road, Chirang Chapari, Dibrugarh, Assam-786001 |
| g) Issue of Tender Document | : | From 26.11.2021 to 10.12.2021 Between 10.00 hrs to 15.00hrs, except Sunday and holidays. |
| h) Date of Commencement | : | Either one week from the date of acceptance of work order or the day on which contractor is instructed to take possession of the site, whichever is later. |
| i) Time and date of Submission of tender | : | Upto 03.00 P.M. on 10.12. 2021 |
| j) Time and date of Opening of tender | : | At 4.00 P.M. on 10.12.2021 |
| k) Venue of Opening Tenders | : | Dibrugarh Zonal Office
T.R. Phukan Road, Chirang Chapari,
Dibrugarh, Assam-786001 |
| l) Tender to be addressed and submitted to: | : | Dy. Zonal Manager
Dibrugarh Zonal Office, T.R. Phukan Road,
Chirang Chapari, Dibrugarh, Assam-786001 |

- m) Clarification, if any to be obtained from : M/s. **ARCHIVENTIONS**- Architects & Engineers
 Above Kalita Enterprises, 1st Floor
 Jonali, R.G Baruah Road, Dibrugarh -786001
 PH- +91-9854062928/ +91-361-2970463
- n) Validity of Tenders : 6 (Six) calendar months from the last date of submission of Tender
- o) Defects liability period : 12 (twelve) months from the date of payment of the final bill
- p) Taxes : GST at applicable rate shall be paid as extra.
- q) Delay in submission: Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service.
- r) All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

s) The acceptance of tender will rest with Indian Bank which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.

t) In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day.

u) Conditional Tenders will be summarily rejected.

Retention money: The Retention percentage (i. e. deduction for interim bill) shall be 10% of the gross value of each interim bills. The Retention Money will be released after 1(one) year (Defect Liability Period) from the date of payment of the final bill provided the contractor has satisfactorily carried out all the works and attended to all defects in accordance with the conditions of the contract, including site clearance.

Defects liability period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the date of payment of the final bill for a period of 12 months.

After opening the envelope containing the offer on the standardized conditions and opening of the priced tender, no correspondence will be entertained.

Prior to opening of Financial Bid, Indian Bank/ Deputed Architect, at their discretion may inspect the on - going/completed works of the Contractors as well as obtain confidential report from the concerned employers. The bids of tenders who do not fulfill the above criteria will summarily be rejected. The Bank also reserves to itself the right of accepting the whole or any Part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

Pre-Qualification Criteria : The firms having experience of successfully completed Carpentry Works during the last 7 years ending on 31st March, 2021

1. 3 (three) "similar completed works" costing not less than the amount equal to 40% of the estimated cost (Rs. 1.46 lac)
- OR**
2. 2 (two) "similar completed works" costing not less than the amount equal to 50% of the estimated cost (Rs 1.83 lac)
- OR**
3. 1 (one) "similar completed work" costing not less than the amount equal to 80% of the estimated cost. (Rs. 2.93 lac)

Minimum average turnover of Rs. 3.67 lac (i.e 100% of project cost) during the last 3 (three) years, testimonials to be submitted along with tender in Cover – I.

1. The Tenderer should have at least min. 07 years experience of working with nature of works as briefly mentioned below:

Interior Works : [1] New partition walls made of wooden, aluminum, gypsum board, bison board [2] False ceiling, Tables , [3] Center table, loose furniture [4] Door closer, louver window work, floor spring works in the residential / office complex including supply of materials as per the requirement for office premises, board rooms, auditoriums, hotels, resorts etc.

The Bidder / Tenderer who are registered as an Interior Contractor with any Institutional, Public Sector and Corporate Sector and having experience of executing above types of works under a single contract may apply with detailed certificates / credentials to the The Dy Zonal Manager, Indian Bank, Dibrugarh Zonal Office, T.R. Phukan Road, Chirang Chapari, Dibrugarh, Assam-786001


“similar completed works” means Carpentry work, and other associated works.

Following documents (with its supporting valid papers) are also to be submitted along with tender in Cover-I.

1. Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, telephone numbers, fax numbers etc.
2. List of Govt./ Quasi-Govt. Deptt. and other organizations of repute with whom the company is empanelled/ working.
3. List of similar work completed in last 7 years with details enclosing completion certificate from the clients the clients along with the names of two responsible clients/ persons with address & telephone number who will be in position to certify about quality as well as past performance of your organization.
4. List of similar works in hand with details enclosing the copies of work orders from the clients.
5. Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account.
6. Banker's Certificate for credit worthiness.
7. Valid Income Tax/ Pan Card, GST Registration Certificate. etc.
8. Registered Office in Assam, with supportive trade License and other documents to authenticate the same
9. List of disputes/ litigations entered into, if any, with its details
10. In support of above, the bidder must submit the documentary evidences in the form of Work Order copies & completion certificate etc. without which the offer is liable to be rejected.

NOTE:-(i) The above mentioned documents should be enclosed in sequenced order as mentioned above.

(ii) The agency will be fully responsible for correctness of all documents submitted along with the tender. The false documents may lead to termination of the offer.


Dy. Zonal Manager
Indian Bank
 Dibrugarh Zonal Office,
 T.R. Phukan Road, Chirang Chapari,
 Dibrugarh, Assam-786001

INDIAN BANK
DIBRUGARH ZONAL OFFICE
T.R. Phukan Road, Chirang Chapari
Dibrugarh, Assam- 786001

SECTION – II
TENDER DOCUMENTS
FOR
INTERIOR & CARPENTRY WORKS
OF
CHACHANI BRANCH
FROM
EXPERIENCED & REGISTERED CONTRACTORS

ARCHIVEMENTIONS- Architects & Engineers
Above Kalita Enterprises, First Floor
Zoonali, R.G Baruah Road, Dibrugarh -786001, Assam
PH- +91-9854062928/ +91-3612970463



A. Terms & Conditions

1. As far as possible corrections in the tender documents to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the Tender. Over writing on the tender document is not permitted.
2. The Tender should be forwarded in the official letter head of the tenderer.
3. The complete Tender documents (duly signed tender conditions, specification, priced bill of quantities etc.) should be addressed to **"The Dy. Zonal Manager, Indian Bank, Dibrugarh Zonal Office, Dibrugarh -786001, Assam"** and reach the office on or before date fixed and notified in the tender document as mentioned in the cover page.
4. The Tenders will not be received after the due date and the time fixed. However, if the **Dibrugarh Zonal Office** desires to extend the time limit, it can do so by informing all the tenderers either before the due date and time fixed for submission or after the due date and time.
5. In case the due date for submission / opening of the tender is declared as a public holiday in the State, (where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.
6. In case, the tenderer does not wish to quote for the work, the same should be informed to **"The Dy. Zonal Manager, Indian Bank, Dibrugarh Zonal Office, Dibrugarh -786001, Assam"** over letter / fax addressed to The Dy. Zonal Manager on or before the due date of submission of the Tender. The blank Tender also must be returned to the **The Dy. Zonal Manager, Indian Bank, Dibrugarh Zonal Office, Dibrugarh -786001, Assam**. The technical specification, design and all other contents of the tender documents are patented and the same should not be reproduced without the prior permission of the **Dibrugarh Zonal Office**.
7. The **Dibrugarh Zonal Office** will take no responsibility for delay or loss or non-receipt of tenders after dispatch, by the tenderer.
8. The tenderers are advised to hand over the duly filled tender directly to the office of **"The Dy. Zonal Manager, Indian Bank, Dibrugarh Zonal Office, Dibrugarh -786001, Assam"** or ensure that the tender reaches the office before the due date fixed for submission of the tender.
9. The tenderers are requested to inspect the site of work and acquaint about the site conditions and rules and regulations before quoting the rates. For this, the officials of Bank may be contacted to make the arrangements.
10. The rate quoted should be inclusive of the cost of materials, labour, transportation, loading, unloading, installation, however GST on works contract shall be paid additionally as per the applicable rates.
11. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.
12. Incomplete tenders are liable to be rejected.

B. Pre-Qualification Criteria: The firms having experience of successfully completed Carpentry Works during the last 7 years ending on 31st March, 2021

1. 3 (three) "similar completed works" costing not less than the amount equal to 40% of the estimated cost (Rs. 1.46 lac)

OR

2. 2 (two) "similar completed works" costing not less than the amount equal to 50% of the estimated cost (Rs 1.83 lac)

OR

3. 1 (one) "similar completed work" costing not less than the amount equal to 80% of the estimated cost. (Rs. 2.93 lac)

4. Minimum average turnover of Rs. 3.67 lac (i.e 100% of project cost) during the last 3 (three) years, testimonials to be submitted along with tender in Cover – I.

5. The Tenderer should have at least min. 07 years' experience of working with nature of works as briefly mentioned below:

Interior Works : [1] New partition walls made of wooden, aluminum, gypsum board, bison board [2] False ceiling, Tables , [3] Center table, loose furniture [4] Door closer, louver window work, floor spring works in the residential / office complex including supply of materials as per the requirement for office premises, board rooms, auditoriums, hotels, resorts etc.

"similar completed works" means Carpentry work, and other associated works.

Following documents (with its supporting valid papers) are also to be submitted along with tender in Cover-I.

6. Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, telephone numbers, fax numbers etc.
7. List of Govt./ Quasi-Govt. Deptt. and other organizations of repute with whom the company is empanelled/ working.
8. List of similar work completed in last 7 years with details enclosing completion certificate from the clients the clients along with the names of two responsible clients/ persons with address & telephone number who will be in position to certify about quality as well as past performance of your organization.
9. List of similar works in hand with details enclosing the copies of work orders from the clients.
10. Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account.
11. Banker's Certificate for credit worthiness.
12. Valid Income Tax/ Pan Card, GST Registration Certificate. etc.
13. Registered Office in Assam, with supportive trade License and other documents to authenticate the same
14. List of disputes/ litigations entered into, if any, with its details
15. In support of above, the bidder must submit the documentary evidences in the form of Work Order copies & completion certificate etc. without which the offer is liable to be rejected.

NOTE:-(i) The above mentioned documents should be enclosed in sequenced order as mentioned above.

(ii) The agency will be fully responsible for correctness of all documents submitted along with the tender. The false documents may lead to termination of the offer.

C. Opening of the Tender:

1. The sealed tenders will be opened in the presence of the authorized official of the Consultant Architect/ Officers from **Dibrugarh Zonal Office** on the day and time as specified on the cover pageno.1.

2. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned in cover page no. 1, on the day fixed for opening of the tender.



C. Acceptance of the tender :

1. The rates quoted by the contractors should be valid as specified in the cover page no 1.
2. **Dibrugarh Zonal Office** / Architect reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any other tender.
3. It will be open to **Dibrugarh Zonal Office** / Architect to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by **Dibrugarh Zonal Office** / Architect will be the contract value and work order will be placed for the said amount.
4. The tenders for the work shall remain for acceptance for a period as specified on the cover page or the period that may be extended by mutual agreement and the tenderers shall not cancel / withdraw the tenders during that period.
5. Each tenderer must submit an Earnest Money Deposit as mentioned on the cover page (page no.1) of the tender in the form of a **Demand Draft/ pay order only** in favour "**Dy. Zonal Manager, Indian Bank, payable at Dibrugarh** drawn on any Nationalized bank other than the clientele Bank. **No tender will be accepted without EMD.** The EMD will not carry any interest. In case of failure on the part of the contractor for commencement of work / delay in execution of the project, the said amount will be forfeited.
6. The Earnest Money will be returned to the unsuccessful tenderer after the intimation of rejection of the tender is sent. The Earnest Money will be retained in the case of the successful tenderer and will get converted as a part of Security Deposit for the due performance of the contract.
7. **Earnest Money Deposit will be forfeited, if the contractor:**
 - a. Revokes the tender or increases the earlier quoted rates within the validity period.
 - b. Refuse, delay to sign and execute the contract after tender is accepted.
 - c. Does not commence the work within the time specified in the letter of intent/work order or 7 days from the issue of such letter, whichever is later.
8. **The tenders will be rejected;**
 - a. If the contractor does not quote any of the item / sub-item in the tender
 - b. If the contractors makes any correction in the rate while quoting, not countersigned and duly stamped for the correction of that particular item of work.
9. The tenders which does not fulfill any of the prescribed conditions will not be accepted.
10. Canvassing in connection with the tender is strictly prohibited.

D. Execution of Work :

1. The work should commence *within the period specified on the cover page i.e. 7 days* from the date of the receipt of work order or the date that may be indicated in the work order. Accordingly, date of commencement of the work will be reckoned from the day as specified in the cover page.
2. The *work should be completed as specified on the cover page calculated i.e. 30 days* from the date of commencement of the work/Date of issue of Work Order or within the time limit that may be indicated in the work order.
3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract, However the tenderer shall plan the execution of the said work and it needs to be carried out without disturbing the running of the office or as per the client's instructions strictly within the schedule Time as specified in the Tender.

4. If the tenderer commits default in commencing the work, as required by the work order and found that the date stipulated cannot be adhered to, **Dibrugarh Zonal Office / Architect** shall be entitled without prejudice to any other rights or remedies available and/or may terminate / rescind the contract.
5. If the tenderer fails to carry out the work within the stipulated time mentioned in the work order, the **Dibrugarh Zonal Office/ Architect** will have liberty *to impose penalty @ 2% of the certified final bill per week* of delay subject to an overall limit of 10%, without prejudice to other remedies available. The tenderer has to pay to **Dibrugarh Zonal Office/ Architect** such amount that may fall short over the amount due to them, if any.
6. However, if **Dibrugarh Zonal Office/ Architect** is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, it may award extension of the same to the extent it feels justified based on the request of the tenderer. In such case liquidated damages will be levied for the balance period, if any as provided as per the condition of the tender.
7. If the tenderer fails to commence the work within the days i.e 7 days as specified on the cover page from the date of receipt of intimation for commencement of the work and / or the contractor fails to show progress in execution of work and **Dibrugarh Zonal Office/ Architect** feels the work cannot be completed within the stipulated time, **Dibrugarh Zonal Office/ Architect** will have the right to terminate the contract by **giving three days notice** to the contractor, at the full discretion of **Dibrugarh Zonal Office/ Architect** and the decision of **Dibrugarh Zonal Office/ Architect** will be final and binding. In case of termination of the contract, the payment if any, due to the contractor will be released only on completion of the entire project. The amount that may be spent for completion of the balance work will be recovered from the contractor. It will be the full discretion of **Dibrugarh Zonal Office/ Architect** to carry out the balance work through any agency at any rate as per the specification.
8. All the *materials and workmanship* shall be of the kind described in the schedule of quantities / specifications and in accordance with relevant BIS codes and as per directions of the Engineer-in-charge.
9. The tenderers shall submit photocopies / originals of vouchers / challans etc., for verification of actual purchases of any material, if so, desired by the Engineer-in-charge.
10. The tenderer shall have to carry out testing of all materials brought on site at their own cost in any institute / laboratory / site of works as desired by the Engineer-in-charge. No extra claim will be entertained for such testing of materials.
11. The tenderer shall not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
12. The quantities indicated in the bill of quantities are approximate and the quantities may vary as per the site conditions / requirements. The rate quoted should be firm for the deviated quantities of work also.
13. The tenderer's workers will not be allowed to stay at the work site.
14. The tenderer or his workers can use the common facilities such as water, electricity etc., provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
15. Water and Electricity as per the availability at site can be made use of by the contractor. If not available the contractor has to arrange it on his own. However, the actual consumptions of water and electricity should be payable by the contractor only. Failure to pay the electricity and water charges will be deducted from the bill of contractor.
16. In case of any damage to the existing structure, the tenderer should rectify the same free of cost up to the satisfaction of the Engineer-in Charge.

17. **Dibrugarh Zonal Office/** Architect will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification.

18. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.

19. The tenderer has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.

20. The tenderer should provide samples of the materials for approval of **Dibrugarh Zonal Office/** Architect and the samples will be kept in the custody of the Engineer-in-charge.

21. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.

22. The tenderer should make necessary arrangement for inspection of the items made at his factory / work place by the Engineer-in-charge. The tenderer should complete fabrication and other works at factory and only assembling work and the finishing may be carried out at the site.

23. The tenderer should abide by the rules and regulations for the premises especially on the working hours, entry to the workers to the premises, interpersonal relation with the staff members and other agencies engaged at the site.

24. The tenderer should make necessary arrangement for covering of all the furniture items/ records, if any of the client with cover / cloth during the course of work.

25. **The tenderer should arrange a qualified technical supervisor at site during the course of the entire work.** The tenderer should not change the supervisor till completion of the work or the contractor should arrange the alternative supervisor at site on the basis of the site requirement. The supervisor should be available at site when the work is in progress.

26. Any damage / loss to **Dibrugarh Zonal Office/** Architect will be rectified at the cost & risk of the contractor.

27. The workmanship should be of high quality / standard and the decision of the Engineer-incharge / Consultant shall be final in this regard.

28. The tenderer should not apply primer / putty work / paint or any other finishing material before inspection and certification of the wood work by the Engineer – in – Charge.

29. The tenderer should not engage any person prohibited by the law for execution of the job.

30. The tenderer should carry out the work strictly as per the specification and as directed by the Engineer-in- Charge.

31. All the materials proposed to be used should have the approval of **Dibrugarh Zonal Office/** Architect .

32. The materials required for the work **should be purchased only from the manufacturers directly or from the approved dealers.** Confirmation for the same may be submitted if so desired by the Engineer-In-Charge.

33. The tenderer should strictly follow the approved colour scheme. The colour scheme will be intimated to the contractor within a week from the date of issue of the work order. However **Dibrugarh Zonal Office/** Architect has the liberty to make any other modifications as per requirements.

34. The tenderer shall ensure that the dismantled material / debris are removed from the site daily and transported out to the place as designated by the Municipal Corporation at his own cost.



35. The tenderer shall ensure make his own arrangement for storage of materials. **Dibrugarh Zonal Office/ Architect** or the client may provide some space subject to availability (uncovered) within the premises for storage purpose. Materials only as per requirement are to be stored at site. Security for the material lying at site will be arranged by the contractor.
36. Any damage / loss will be rectified at the cost & risk of the tenderer.
37. The tenderer has to maintain a book for instructions from the Engineer-in-charge.
38. The work needs to be carried out as per the instruction of the **Dibrugarh Zonal Office/ Architect** and completed within the stipulated time period. It is the responsibility of the tenderer to take all kinds of security and safety measures of all the existing office furniture, equipment and valuables at site during the execution of the work. During the execution, in case of any damage to the existing furniture, office equipment etc. It is the responsibility of the contractor to repair/ rectify the same, failing which the cost shall be recovered from the contractor's bill.
39. If required, the entire furniture, office equipment and other accessories shall be strictly covered with plastic sheets etc. to avoid any damages, all the furniture shall be cleaned and workable by the contractor before the start of office every day and one supervisor with required labour shall be made available with the office to attend complaints, if any from the concern official.
40. It is the responsibility of the contractor to get the confirmation certificate from the client after virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and contractor.
41. All the electrification work shall be carried out by a licensed electrician under the supervision of the contractor. After completion of the work, the tenderer/contractor shall submit the test certificate for the electrical work carried out by them.
42. It is the responsibility of the contractor to take all the necessary permissions from the Local Municipal Corporation and other Government agencies/authorities to carry out the contract work.
43. No advance and Running payment will be paid. Contractor shall be made the final payment after joint inspection and final payment recommendation by the concerned architect/ EIC.
44. The entire interior work shall be guaranteed to be free from manufacturing defects, defective workmanship or materials and any defects that may appear within 6 months from the date of issue of completion certificate which in the opinion of the Bank/Consultants have arisen from bad manufacturing, workmanship or materials, shall upon intimation be made good by the Contractor at his own cost within the time specified. During the said period of 6 months the Contractor shall without any extra cost, carry out all routine and special maintenance of the Interior and attend to difficulties and defects that may arise. The Tenderer / Contractors shall associate with him during the execution and free service period, the operation and maintenance staff of the Bank.
45. Contractors shall insure whole work against fire, PICT and third party.

E. BILLS & PAYMENTS TERMS AND CONDITIONS

1(a.)The billing is to be done in the name of the "The Dy. Zonal Manager, Indian Bank. As specified on cover page (page no. 1) of the tender.

~~1(b) The Contractor has to submit the bill strictly as per the format of the specifications as mentioned on the bill of quantities in the tender document along with the Electric Audit Report done by License Electrical Supervisor(Govt Regd).~~



NOTE : It is the responsibility of the contractor to take the no objection certificate / no defects certificate from the concerned client on completion of the Defect Liability Period. Dibrugarh Zonal Office/ Architect would not be responsible for the certificate.

In case the no defect certificate / no objection certificate is not taken by the contractor, then the defect liability period will increase till the said no defect certificate / no objection certificate is obtained by the contractor from the concerned Regional Manager.

2. Income Tax, GST and / or any other statutory deductions as per the prevailing rules at the time of execution will be deducted from the payable amount for which certificate will be issued in favor of the tenderer.
3. Tenderer will not be entitled to any interest on Retention Money or Security Deposit or any Running account bill money for the time such money will remain with the Client.
4. The items of works as well as the approximate quantities against these items as given in the schedule of **quantities and the same should not be considered precise quantity of works to be carried out.** The tenderer shall be paid on the basis of the actual quantity of completed work as per the provisions of the contract and as per the specifications.
5. It is possible that certain extra items of work may come up during the course of work. The payment for such items will be made based on Engineering/Market rate analysis. A component of 15% on the cost of material (actual purchase cost / market price without any wastage) and labour will be considered as tenderers profit and other overheads.
6. The Tax invoice and the abstract of the bill should be submitted strictly as per the approved format of **Dibrugarh Zonal Office/ Architect** .
7. The bill should be attached with all necessary measurements, sketches, joint measurements (if any).

F. Escalation :

1. **No escalation** in rate shall be paid for the works carried out.
2. No claim on account of fluctuation of rates of material and labour will be entertained during the course of work – (from the date of acceptance of the Tender till issue of completion certificate).
3. **Contractor should strictly note that the Project cost escalation beyond 10% (Five percent) of the tendered value shall not be entertained.**

G. Defect Liability Period :

1. Defect Liability Period as per the terms of the contract is **12 months** from the date of payment of the final bill. The contractor has to satisfactorily carry out all the works and attended to all defects in accordance with the conditions of the contract, including site clearance.
2. The **Retention Money** will be refunded only after the defect liability period of **12 months** and Rectification of the defects occurred whether pointed out in writing or not. It will be the duty of the contractor to inspect the site for defects and rectify the defects within the defect liability period.
3. During the course of Defect Liability Period the tenderer has to rectify all the defects,
4. In case the tenderer fails to attend the rectification work within 7 days of reporting the same in writing, **Dibrugarh Zonal Office/ Architect** will have the liberty to carry out the said work through some other contractor at the cost & risk of the tenderer. Such expenditure incurred to the client will be recovered from

the Security Deposit. In case any expenditure incurred is more than the Security Deposit, the tenderer should pay the difference that may fall short.

5. While carrying out the rectification work, the tenderer should ensure that the surroundings should be protected against any possible damage. In case of any damage, the same should be made good by the tenderer.

H. Statutory obligations to be followed :

1. The tenderer should ensure adherence of all statutory requirements under the State and Central Rules in force and other local bodies for smooth and timely completion without any additional cost.
2. The tenderer shall comply with the provisions of all the rules and regulation in respect of labours engaged at site (such as Contract Labour {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labour laws as may be enforced from time to time by the Government Authorities) for execution of work, procurement of material for completion of the entire project **Dibrugarh Zonal Office/ Architect** shall not be held responsible for any penalty on failure to comply with any of the labour regulations or legal requirements or failure of any compliance of any rule in force.
3. The tenderer shall strictly comply with the provision of GST, etc. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself and **Dibrugarh Zonal Office** shall not be responsible for any payment/ penalty on this account at any stage.
4. In case any goods are manufactured at the tenderers office / site, the tenderer has to pay applicable taxes and he has to produce Tax Invoice Copy for removal of goods from the manufacturing site. In case the goods are manufactured or produced at the site then Excise. Invoice showing that the Tax has been paid should be submitted to **Dibrugarh Zonal Office**.
5. The tenderer should submit a statement confirming that all duties / taxes of every nature covered under the contract have been paid and the tenderer shall indemnify the **Dibrugarh Zonal Office** and the Architect against all claims in that behalf.
6. The tenderer should ensure adherence of all the requirements and statutes under the State and Central Rules in force.
7. The tenderers should submit an affidavit / Declaration for payment of Taxes as per the enclosed format.
8. The tenderer should also submit when required, a copy of the declaration filed with the GST for the last financial year.

I. Responsibilities of the tenderer

1. The tenderer should enter into an agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of the tender
2. The tenderer shall not sublet the work without written approval from **Dibrugarh Zonal Office / Architect**
3. The tenderer should co-ordinate with all the other contractors for execution of the project.
4. The tenderer should set out the layout at site before commencement of work and obtain approval for the same from **Dibrugarh Zonal Office / Architect** .
5. The contractor should arrange for sufficient light & power point required for entire project at his cost.

6. The tenderer should clear the site within 7 days of virtual completion of work of all material not paid for. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and tenderer.
7. The tenderer should submit the schedule and bar chart of work before commencement of the work within 7 days of receipt of work order.
8. The tenderer should take adequate precaution against fire hazard at site. The tenderer should ensure that all fire safety measures are taken during execution and that the work carried out is as per the fire safety norms of the local Fire office.
9. The tenderer should arrange scaffoldings / ladders for proper execution of work, and shall also ensure safety of the workers as per the relevant provisions of the law.
10. The tenderer should submit rate analysis for the extra/deviated items of work before commencement of the work.
11. The tenderer should submit samples of the material proposed to be used for the approval of **Dibrugarh Zonal Office / Architect** .
12. The tenderer should prepare mock-up of the items for the approval of the **Dibrugarh Zonal Office / Architect** and as per the advice of **Dibrugarh Zonal Office / Architect**, the contractor has to modify the mock-up samples till it meets with the approval of the **Dibrugarh Zonal Office / Architect**. The expenditure that may be incurred for making the mock-up samples should be included in the respective items of work.
13. In case the tenderer is a partnership firm, any change in the constitution of the firm shall take place only with the prior approval of **Dibrugarh Zonal Office / Architect** during the contract period.
14. The tenderer should submit shop drawings for all the items for the approval of **Dibrugarh Zonal Office / Architect** before execution of each item of work.



INDIAN BANK, DIBRUGARH ZONAL OFFICE, DIBRUGARH , -782001, Assam

SUMMARY	
Time of Completion	30 days from the date of commencement of work
Date of Commencement of work	Within 7 days from the date of issue of work order.
Liquidated damages	2 % of the total final certified value per week subject to the maximum of 10 % of the final certified value.
Validity of the offer	180 days from the date of opening the tender.
Security Deposit (Retention money)	10 % of total value of work done.
Price escalation	<u>Project cost escalation beyond 10% (Five percent) of the tendered value shall not be entertained</u>
Defects Liability Period	12 (Twelve) months from the date of final payment of the bill.
Terms of Payment	1.No advance 2.No RA bill / Interim Payment shall be paid against the work 3. Final Bill settlement within 30 days from the date of proper submission of all required documents and joint verification of measurements at site by bank's appointed Architect/ Consultant
Deductions	1. Income Tax at source as per Income Tax Rules /GST TDS as applicable in the statement. 2. Any other Levy/Cess/Tax to be deducted at source by law.
Extra / Additional work	Cost of material and labor plus 15% extra towards overheads and profit

I / We hereby agree and accept the above terms and conditions.

(Seal) Signature of the Tenderer

For (Name and address of the Contractor)

For (Name of the Contractor and Designation)

Annexure-I
(On Rs.100/- non-judicial stamp paper by the successful bidder)

From : The Contractor

To
Indian Bank,
Dibrugarh Zonal Office,
Dibrugarh , Assam

Dear Sirs,

We refer to the tender dated _____ for _____ at the premises mentioned on cover page (page no.1) of the tender. We hereby confirm that we have complied with all formalities in the performance of our Contract for the supply of goods and services under all statutes governing the same, Central, State or Local. We further confirm that we have paid all taxes and duties including sales tax and excise duty in respect of the goods and services supplied to you and undertake to be responsible for the same.

We agree to indemnify and keep you indemnified against any claim or demand and all loss, costs, charges and expenses incurred or suffered by you as a result of any claim being made by any person in respect of our obligation under the said tender for payment of taxes, duties or otherwise.

Yours truly,

Date : _____

**SIGNATURE OF CONTRACTOR
WITH RUBBER STAMP**



Annexure – II

(On Rs.100/- non-judicial stamp paper by the successful bidder)

From : The Contractor

To : Indian Bank,
Dibrugarh Zonal Office,
Dibrugarh , Assam

Dear Sirs,

We / I refer to the tender / contract dated _____ for supply of goods and services at the premises mentioned on cover page (page no.1) of the tender. We / I advise that, we / I are / am covered under the exemption limit prescribed by the Central Excise Act 1944 and no Excise is payable by us / me on the goods and services supplied to you. We / I further confirm that we / I have complied with all the formalities in the performance of our contract for the supply of goods and services and under all statutes governing the same, Central, State or local.

We / I undertake that if any taxes and duties including sale tax and Excise duty in respect of goods and services supplied to you by us / me is payable, the responsibility of paying the same shall be our / mine. We / I agree to Indemnify and keep you Indemnified against any claim or demand and all loss, cost, charges and expenses incurred and suffered by you as a result of any claim being made by any person in respect of our / my obligation under the said tender / contract for payment of taxes, duties or otherwise.

Yours truly,

Date : _____

**SIGNATURE OF TENDERER
WITH RUBBER STAMP**

Special conditions of the contract

1. The wood to be used should have similar / uniform grains and should be totally free from white portions, decay, knots etc.
2. All the edges of the plywood should be teak wood beadings. The beading to be fixed with adhesive / screw/ nails.
3. The measurements indicated in the drawings are approximate and may vary as per the site conditions. **Dibrugarh Zonal Office** / Architect's interpretation of the design and the specifications mentioned in the entire document shall be final and without appeal. In case of Errors or inconsistency, if discovered in the drawing and specifications, **Dibrugarh Zonal Office** / Architect's interpretation shall be final and without appeal.
4. The contractor shall submit the Bar Chart & PERT chart before commencement of work and the progress chart during the course of work.
5. For the design and other details mentioned in the entire document **Dibrugarh Zonal Office** / Architect alone has the patent right.
6. The contractor shall take the prior approval from **Dibrugarh Zonal Office** / Architect for subletting the job even if the same is to a specialized agency.
7. In case **Dibrugarh Zonal Office** / Architect rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work.
8. The Contractor has to take all safety measures with regard to the workmen employed as per relevant laws and good engineering practices at site and safety measures against the fire hazard.
9. The contractor has to make necessary arrangement for internal lighting at the site.
10. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.
11. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.
12. The electrical installation works are to be carried out by engaging licensed electrical contractor. The successful tenderer shall submit the photocopy of Electrical Contractor's license at the time of execution of work. The copy of license of Electrical Supervisor and electricians also are to be submitted.
13. The contractor shall submit the single line drawing of electrical installations/wiring of completed work along with the final bill.
14. The contractor shall submit the Test Certificate of the Electrical installations carried out by him as per requirement of local Electrical supply Authority, Indian Electricity Rules, and Indian Electricity Act.
15. The work shall be carried out on holidays and Sundays after and before office hours and during office hours on working days. The Contractor shall ensure that there shall not be any problem, disturbance in office/other areas/floors as the work is to be executed in working office.
16. The Contractor shall depute one electrician and one helper during office hours to avoid any electrical breakdown in electrical installation.

17. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.

18. Contractors shall insure whole work against fire, PICT and third party.

19. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.

20. All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or within 12 months from the date of virtual completion of the work and whether before or within 12 months of determination abandonment or breach of the contract) shall be referred to giving inter-alia full details of the matter under dispute like quantities, rates, amount claimed and the reason thereto and settled by the Bank who shall state his The Arbitrator shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters, referred to in the preceding Clause and to determine all matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid. The Arbitrator shall make his award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration, the reference to arbitration and the appointment of the Arbitrator shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated, with effect from the date on which the parties file a joint memorandum of settlement thereof; with the Arbitrator or the Arbitrators as the case may be. The submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act, 1996 or any statutory modification thereof. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators as the case may be, is given.

**21. The work will be awarded to the agency that has given the lowest rate (L-1).
Additionally,**

The L2 Bidder will be asked to confirm if he can do the work at the lowest rates quoted by L1.

If the L2 gives a letter confirming that he is ready to carry out the work at the lowest rate (L1), then it can be considered to award the work to him also. The condition of this award of work to L2 on the rates of L1 will be as under:

1. When L1 denies in writing that he does not have capacity to do the work.
2. When it is observed by Dibrugarh Zonal Office / Architect. That L1 has not completed more than 3 sites in time.
3. When defects are found in the work of L1.
4. When L1 does not take up the work as assigned within the stipulated time period as mentioned in the work order.

PREAMBLE TO THE BILL OF QUANTITIES

The work proposed is to be carried out at the Office premises mentioned on the cover page (no.1) of the tender. The premise is proposed to be provided with Furnishing, civil, plumbing works. The quality of work proposed should have *the best* workmanship. The contractor should ensure that only the first quality materials mentioned in the list of material is purchased for the project.

1. The work should be carried out in such a way that the structure is not disturbed.
2. Any difference / discrepancies in the specification should be clarified with the Engineer in charge before submitting the tender. The Engineer in charge will have the liberty to modify the specification to a



reasonable limit to suit the basic concept during the course of work; the tenderer should carry out such work without any extra cost.

3. In case of any major modification such items will be considered as an extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. **15% of the total cost of material and labour** will be considered as **tenderer's profit**.

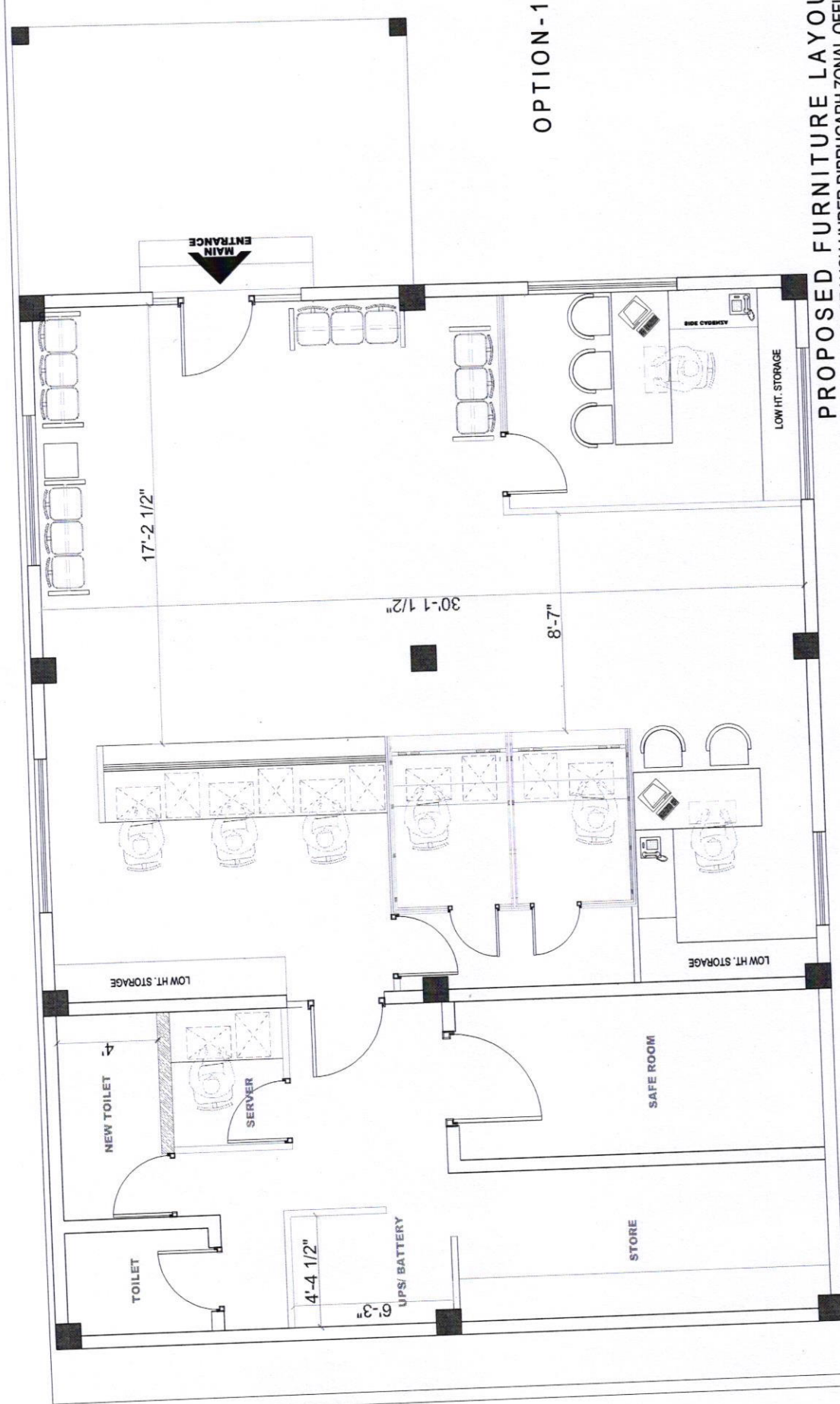
4. The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

SPECIFICATIONS
LIST OF PREFERRED MAKE / BRAND ALL WORKS

Sr. No.	LIST OF MATERIALS & SUPPLIERS	SUGGESTED MAKE LIST
1	INTERIOR WORKS	
	Asbestos Fibre Cement Wall Board	EVEREST or equivalent
	Plywood(any Grade)	Century, Greenply, Duroply, or equivalent
	Block Board(any Grade)	Century, Greenply, Duroply or equivalent
	Laminate	Century/ GreenLam/ Merino
	Adhesive	Fevicol / Araldite/Anchor or equivalent
	Flush Door	Century, Kitply, Greenply, or equivalent
	Polish	Asain / Dulex or equivalent
	Latex	MM Foam or equivalent ISI make
	High density foam	U Foam or equivalent ISI make
	Locks	Godrej / Haffle / Hettich / Ebco or equivalent
	Storage Hardware	Godrej / 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 main Glass doors (patch fittings)	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Door Closers (general use)	Dorma / Euro/ Ozone / Hafele / Ebco /Hamco or equivalent
	Floor springs (general use)	Dorma / Euro/ Ozone / Hafele/ Ebco /Hamco or equivalent
	Floor springs for main glass doors	Dorma / Euro/ Ozone / Hafele / 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
	GI Sections	India Gypsum / Saint Gobin / Jindal or equivalent
	POP Punning	Gyprock / India Gypsum / Birla
	Paint	Asian / Nerolac / Dulex / Berger or equivalent
	Rolling / Vertical Blind	Vista / Peritex / Winfab / MAC or equivalent
	Glass	Saint Gobin / equivalent

NOTE :-

- ☐ **The tenderer shall use all the material strictly as per the list of approved make as stated above, it is mandatory to take the written confirmation well in advance if the material as stated above is not available and / or the same is not suitable (colour, size, shape, texture) as per the site condition.**
- ☐ **In case the tenderer wish to verify the detailed specification of materials, workmanship etc. the same may be verified from the office of Architect before submission of the tender.**
- ☐ **Whether a product is equivalent or not will be decided by the Engineer-in-Charge/ Architect only.**



OPTION - 1

**PROPOSED FURNITURE LAYOUT PLAN
OF CHACHANI BRANCH UNDER DIBRUGARH ZONAL OFFICE**

FIRM NAME & ADDRESS
ARCHIVENTIONS
Architects, Planners & Interior Designers
C.O.A. Regd. No. CA-2004 / 32922
Associate Member, IIA Regdn No- 17418
ADDRESS
Above Kalita Enterprises, 1st Floor
Block of India Zoo Road Branch Building
Zunail, R.G. Baruah Road, Guwahati-781024
Ph. +91-361-2970463 / +91-9854062928
email- debjoyoti@archiventions.com



**PROPOSED LAYOUT OF CHACHANI BRANCH
UNDER DIBRUGARH ZONAL OFFICE**

CARPET AREA - 1180 SQ. FT (APPROX)

(GROUND FLOOR PLAN)

NOTE: MS ARCHIVENTIONS ARCHITECTS & ENGINEERS RESERVES THE COPYRIGHT OF THE DRAWING AND HENCE IT SHOULD NOT BE REPRODUCED OR USED WITHOUT THE PRIOR PERMISSION FROM ARCHIVENTIONS. HOWEVER THE CLIENT MAY USE THE DRAWING FOR FURTHER APPROVAL AND TENDERING PURPOSE FOR THE SAID PROJECT.

JOB NO.	DATE	SCALE	DEALT BY	CHKD BY	DRG NO.
		N.T.S	HANMAN ALI	AR. DEBOJYOTI DEBROY	

CLIENT
INDIAN BANK
DIBRUGARH ZONAL OFFICE
CHIRING CHAPARI, T. R. PHUKAN ROAD
DIBRUGARH, A.S.S.A.M - 786001

FLOOR PLANS