

INDIAN BANK

REQUEST FOR QUOTATION (RFQ)

FOR

**CIVIL AND MISC WORKS IN COMMON PASSAGE & ENTRANCE LOBBY OF
INDIAN BANK BUILDING AT 103, New Avadi Road, Kilpauk, Chennai 600
010.**

Ref:No: CO:EST:Kilpauk external

Date : 03.11.2022

From:

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This Bid document contains 14 pages



Signature & Seal of the Bidder

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INDIAN BANK

NOTICE INVITING QUOTATION

Indian Bank, Corporate Office, Chennai invites sealed Quotation for Civil and misc works in common passage & entrance lobby of Indian bank building at 103, New Avadi Road, Kilpauk, Chennai 600 010. from the experienced and technically qualified contractors.

1.	Name of work	Invitation of tender for 'Civil and misc works in common passage & entrance lobby of Indian bank building at 103, New Avadi Road, Kilpauk, Chennai 600 010 from the experienced and technically qualified contractors.
2.	Estimated cost of work	Rs.2.40 Lakh
3.	Period of completion	20 days reckoned from the 4 th day of date of issue of the Work Order
4.	Validity of Quotation	30 Days from the date of opening
5.	Defects Liability Period	6 Months from the date of virtual completion of work
6.	Initial Security Deposit (I.S.D)	2% of Tender value
7.	Retention Money/ Security Deposit	5% of the Final Bill Amount (No interim bill will be permitted).
8.	Retention Money/ Security Deposit period	Retention Money will be paid after expiry of defect liability period of one year from the date of payment of final bill.
9.	Liquidated Damages	1% per week of the Contract Value for the delay subject to a maximum total of 5% of Contract value
10.	Tender Documents	The Tender Documents can be downloaded from the Bank's website (www.indianbank.in under Tenders column)
11.	Cost of Tender Document	Nil
12.	Earnest Money Deposit	Nil
13.	Last date of submission of RFQ	09.11.2022 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 RFQ	09.11.2022 at 15.30Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.

Note:

1. The bank reserves the right to reject any tender/bid without assigning any reason.
2. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
3. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.

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. 4401, 4498, 4306, 4305)

Signature & Seal of the Tenderer



Signature & Seal of the Bidder

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 RFQ document before firming up their Quotation.

Though adequate care has been taken while preparing this RFQ Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within the last dated of submission of RFW, it shall be considered that the Tender Document is complete in all respects.

2.0 SUBMISSION OF BID

The Bidders shall submit their quotation in line with this RFQ Document.

RFQ Document should be in a proper sealed envelope superscripted as 'Civil and misc works in common passage & entrance lobby of Indian bank building at 103, New Avadi Road, Kilpauk, Chennai 600 010.

More than one bid from same owner shall be summarily rejected.

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, 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 Chief Manager (P&E) in 044-2813 4306/ 4305.

4.0 SCOPE OF WORK

4.1 Civil and misc works in common passage & entrance lobby of Indian bank building at 103, New Avadi Road, Kilpauk, Chennai 600 010.

4.2 Rates quoted shall be deemed to be inclusive of manpower, material, machinery, tools and tackles, installation, all taxes (except GST), duties, cartage, freight loading & unloading, insurance etc.

4.3 No escalation of whatsoever nature shall be payable in future.

4.4 Only GST will be paid by the Bank. Any other tax shall be payable by the contractor.

4.5 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.

4.6 Prospective Bidders are requested to remain updated for any notices / amendments/ clarifications etc. to the Tender Document through our Banks website. No separate notifications will be issued for such notices / amendments / clarifications etc. in the print media or individually.

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



Signature & Seal of the Bidder

5.0 MINIMUM ELIGIBILITY CRITERIA

- 5.1 Self attested Copy of GST & PAN number.
- 5.2 24 x 7 local service set –up in Chennai (address proof to be furnished).
- 5.3 Affidavit/ undertaking certifying that the firm has not been blacklisted by anyone (page -10 of this RFQ).

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

6.0 EVALUATION CRITERIA/ FINAL SELECTION

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.

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 'Civil and misc works in common passage & entrance lobby of Indian bank building at 103, New Avadi Road, Kilpauk, Chennai 600 010 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. **Retention money shall be deducted from the final bill @ 5 % of the gross value of the bill.** This 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. **Only final bill will be permitted after completion of works in all respect and no interim bills are permitted.** 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 bill from the Contractor subject to submission of documentation as required.
23. **The contractor should ensure payment of minimum wages + VDA to all laborers / 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 there under 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.



24. The contractor shall effect the insurance necessary and indemnify the Employer entirely from all responsibility in this respect. The insurance must be placed with a Insurance Company approved by the Employer and must be jointly in the name of the contractor and the Employer and the policy lodged with the latter. The scope of insurance is to include damage or loss to the contract itself till this is made over in a complete state. Insurance is compulsory and must be effected from the very initial stage. The contractor shall also be responsible for anything which may be executed from damage to any property arising out of incidents, negligence, or defects carrying out of this contract.
25. The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or accruing from or in respect of any such claim for damages from any sums due or to become due to the contractor.
26. 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.
27. If the work is not started within **4 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.
28. The time allowed for completing the works is **20 days** to be reckoned from **4th Day** from the date of Work Order. 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.
29. 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



Signature & Seal of the Bidder

DETAILS

S. No.	Particulars	Details to be filled
1	Name & Designation of Contact Person	
2	Mobile No (s) of the Contact Person / Firm	
3	Address for Communication	
4	Office / Local service set-up in Chennai address	
5	E-mail address of Contact Person / Firm	

(Signature of Authorized Signatory)
Name & Designation
Contact No.
NAME OF THE AGENCY WITH SEAL



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

NAME OF THE TENDERER WITH SEAL



Quotation

Schedule of Quantities					
CIVIL AND MISC WORKS IN COMMON PASSAGE & ENTRANCE LOBBY OF INDIAN BANK BUILDING AT 103, New Avadi Road, Kilpauk, Chennai 600 010.					
S.No	Civil & Repair works	Qty	Unit	Rate	Amount
1	Providing & applying 2 coats of acrylic base antifungal weather proof exterior Emulsion Paint over one coat of primer on walls/ceilings including preparation of surfaces, Scaffolding at all levels, etc. - All complete as per direction of Bank's Engineer.	200	SQ.FT.		
2	Providing & applying 2 coats of 1st quality synthetic enamel paint to wooden surfaces like toilet doors, Ventilators, windows, Outside area of balcony doors, etc. all of approved make and shade including surface preparation by scrapping cleaning, filling the holes, smoothening the surface, Scaffolding at all levels, all complete as directed by Bank's Engineer.	300	SQ.FT		
3	Internal Wall painting: Scraping and cleaning the existing surface and Providing and applying two coats of approved Plastic Emulsion paint finish with necessary primer putty and primer to all internal wall surfaces including scraping the walls, scaffolding etc. complete as per manufacturers specification and as instructed by Bank.	3700	SQ.FT		
4	Mirror polishing on marble flooring work/Granite work on floors as well wall/stone work where ever required to give high gloss finish complete. Rate include rubbing, pointing, filling of damaged parts, tools and machinery.	1000	SQ.FT		
5	Providing and fixing Powder coated Mild steel railing made of Hollow tubes of size 50mm x 50mm, channels, plates etc., including welding, grinding, buffing, polishing, making curvature (wherever required) incl. baluster as per existing design and fitting the same with necessary MS steel welding / nuts and bolts complete, i/c fixing the railing with necessary accessories & dash fasteners, bolts	80	RFT		



	etc., of required size, on the top of the floor or the side of waist slab with suitable arrangement as per approval of Bank, (for payment purpose only length of stainless steel members shall be considered excluding fixing accessories such as nuts, bolts, fasteners etc.).				
6	Cleaning of existing wall tiles / granite work free from dirt & grease using pressurized water method after application of suitable chemical without damaging the existing tile top layer.	2000	SQ.FT.		
7	Plastering over new brick work / loose plaster in C.M. 1:5 with manufacture sand 12 to 15mm thick to brick wall surfaces and concrete columns including hacking to concrete surfaces, brushing cleaning necessary, scaffolding, curing the surface, shall be smoothly finished as per standard specifications including supply of all materials and labour etc. complete.	300	SQ.FT.		
8	Total				
9	GST @ 18%				
10	Gross Total				
11	Amount in words				

Place:

Date:

Signature and Seal of Contractor



Signature & Seal of the Bidder