

INDIAN BANK

QUOTATION

FOR

**SUPPLY OF FURNITURES & LAYING OF CARPET FLOORING
IN CORPORATE OFFICE, NO. 254-260, AVVAI
SHANMUGAM SALAI, ROYAPETTAH, CHENNAI – 600014**

This Quotation document contains 12 pages

Signature & Seal of the Bidder

Date: 03.06.2023

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INDIAN BANK
NOTICE INVITING QUOTATION

Indian Bank, Corporate Office, Chennai invites sealed Quotations for 'Supply of Furniture's & Laying of Carpet Flooring in 2nd floor of Corporate Office, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014' from reputed firms having office in Chennai.

1.	Name of work	Supply of Furniture's & Laying of Carpet Flooring in 2 nd and 3 rd floors of Corporate Office, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014
2.	Last Date of Submission	07.06.2023 @ 04.00 pm at Corporate Office
3.	Date of opening of Quotation	07.06.2023 @ 04.30 pm at Corporate Office
4.	EMD	Nil
5.	ISD	2% of Bid cost within 3 days from the date of award of work.
6.	Period of completion	12 days reckoned from the date of issue of the Work Order
7.	Defects Liability Period	12 Months from the date of virtual completion of work
8.	Frequency of Interim Bills	No Interim Bill
9.	Retention Money/ Security Deposit	An amount equal to 5% of the value of each bill will be recovered as retention amount. This together with the S.D. of the 2% referred to the above will constitute the total Security Deposit. 50% of the retention amount will be paid after 15 days from the date of final payment and balance 50% will be released at the end of Defects liability period (i.e. 1 year) which starts from the date of virtual completion of project, subject to satisfactory rectification of defects noticed, if any.
10.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 5% of Contract value.

Note:

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

Signature & Seal of the Bidder

GENERAL CONDITIONS OF CONTRACT

- 1 Quotations, which should always be placed in sealed cover, with the name of the work written on the envelope **Supply of Furniture's & Laying of Carpet Flooring in 2nd floor of Corporate Office, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014**, 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 quotation and reserves to itself the right of accepting the whole or any part of the quotation and the bidder shall be bound to perform the same at the rate quoted.
- 3 The rates quoted in the tender shall exclude GST but include all other taxes, labour charges, all necessary items, cost and conveyance, complete for the finished item of work. No escalation of rates will be allowed under any circumstances.
- 4 **The retention amount at 5% on the value of the bill paid and security deposit of 2% of the contract value will be held by the Indian Bank as Total Security deposit. 50% of the Total Security deposit amount will be paid after 15 days from the date of final payment and balance 50% will be released at the end of Defects liability period (i.e. 1 year) which starts from the date of virtual completion of project, subject to satisfactory rectification of defects noticed, if any. Security deposit & retention amount held in our Indian Bank's books will not carry any interest.**
- 5 The acceptance of a quotation will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the quotations received without the assignment of a reason. Quotations in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected.
- 6 All rates shall be quoted on the proper form of the quotation 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.
- 7 An item rate quotation containing percentage below / above will be summarily rejected. However, where a bidder voluntarily offers a rebate for payment along with sealed quotation, the same may be considered.
- 8 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 building secretary/ association. The Contractor shall before commencing the execution of work issue a certificate to the Employer that he has obtained all the permissions Registrations and give all the notices as are required to be obtained or given under law particularly blasting permission, Police permission etc.
- 9 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.
- 10 Debris and items removed from the building 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.

- 11 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.
- 12 For painting, sample area shall be prepared and the shade got approved. It is also advised to give computer presentation of various colour schemes to the employer before going for sample painting.
- 13 The 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. Any damage so caused shall be made good at the cost & risk of the bidder.
- 14 The successful bidders shall include, in the quoted price, all allied civil works such as chasing in wall, drilling holes etc to support the frames, partitions, make the surface good after grouting, scaffolding required if any to load/ unload the materials etc.
- 15 The successful contractor shall also be responsible for the safety and security of all their 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.
- 16 The work shall be carried out without disturbing the existing occupants of other flats. 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 the occupants of other flats.
- 17 Debris can be stored along the periphery of the building horizontally & vertically till the completion of the project. The same has to be removed within a weeks' time from the date of completion of project.
- 18 **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him in line with central/state labour wage act whichever higher.**

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

- 19 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.

- 20 From commencement to completion of works, the Contractor shall take full responsibility for the care of the work and for taking precautions to prevent loss or damage to the work to the maximum extent possible and shall be liable for any damage or loss that may arise to the works or any part thereof from any cause whatsoever including causes of fire, lightning, explosion, earthquake, storm, hurricane, floods, inundation, subsidence, landslides, rock slides, riots (excluding civil war, rebellion, revolution and insurrection) or any latent defect or damage and shall at his own cost repair and make good the same so that at all times the work shall be in good order and condition and in conformity in every respect with the requirements of the Contract.

For the purpose of this condition this expression "from commencement to completion of works" shall mean the period starting with the date of issue of Work Order or date of handing over of site whichever is later and ending with issue of Virtual Completion Certificate.

- 21 If during the execution of the work, the progress of work is not considered to be satisfactory and is not consistent to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a final notice to the contractor.
- 32 The Contractor shall take all precautionary measures to ensure the safety of the workmen employed by it. The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by it at site for carrying out the work and Bank has nothing to do with such happenings and in no way shall be held responsible for the same.
- 23 The time allowed for completing the works is **12 Days** to be reckoned **from the date mentioned in the Work Order. During the bank working days, the Carpet & Aluminim Skirting work can be carried out during night hours (i.e. 09.00 PM to 07.00 AM). On holidays the work can be takenup during day hours. Depends on site requirement, the work may have to be takenup in phases, which can be discussed with the bank officials before executing the same. The furniture's are to be fabricated at the factory of the contractor and only assembling has to be done at Corporate Office (CO).**

24 TIME IS THE ESSENCE OF THIS CONTRACT

The Contractor shall make all efforts to complete the work in time. Any delays, actual or expected, shall be made up by increasing manpower inputs and working in more than one shift, without any extra cost. The entire work is to be completed in all respects within the stipulated period of **12 Days** given. The work shall be **deemed to be commenced from the date of WORK.** The work shall not be considered as complete until the Employer has certified in writing that this has been completed and the Defects Liability Period shall commence from the date of such certificate.

25 DELAY AND EXTENSION OF TIME:

If in the opinion of the Employer the works be delayed (a) by Force Majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring Employers or Public Authorities arising otherwise than through the Contractor's own default or (d) by the

works or delays of other Contractors or tradesmen engaged or nominated by the Employer and not referred to in the Schedule of Quantities and/or Specifications or (e) by reason of the Employer's instructions or (f) by reason of civil commotion, local combinations of workmen or strike or lock-out affecting any of the building trades or (g) in consequence of the Contractor not having received in due time necessary instructions from the Employer for which he shall have specifically applied in writing or (h) from causes which the Employer may consider as beyond the control of the Contractor or (i) in the event the overall scope of work is increased due to changes in drawings and specifications leading to an increase in cost of more than 30% of the original Contract Amount. Extension of time will be granted for a reasonable period on receipt of a written request from the contractor with all supporting documents.

- 26 If the Contractor fails to complete any or all the works by the date/s named in **Clause 23** (Date of Completion) or within any extended time under **Clause 24** (Extension of Time) 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

Address & Contact no. of the Bidder:

INDIAN BANK					
Supply of Furniture's & Laying of Carpet Flooring in Corporate Office					
Schedule of Quantities					
S.No.	Item	Unit	Qty	Rate	Amount
1	<p>Providing and fixing low level storage to detail as shown in the drg. of Size of 1400 mm W x 450mm D x 750mm H comprising 18 mm BWP Plywood for top, bottom, rear, sides and One intermediate with necessary TW reeper. The unit top shall be with 25mm thick BWP Plywood Board of approved make with 1mm thickness flexy laminate of approved color and brand with all the edges and all the three sides with 2mm thick band strip. Exposed faces of Plywood at top and sides of unit to be finished with 1mm thick laminate of approved color and shade. With 100 mm skirting. All concealed faces of Plywood finished with 1 or 2 coats of wood preservative paint over primer and exposed faces of Steam beach moulding / beading polished to the satisfaction of the Bank. The inside faces of unit wax and finished with varnish of approved color and shade. Includes Ebco - Auto Concealed Hinges, locking arrangement, 100 mm long S.S brush finish handles, tower bolts etc. all complete as per the Bank's requirement.</p> <p>(The Storage has to be as per the existing storages in CO)</p>	Nos.	5		
2	<p>Supplying and fixing of side Table unit for executive table to detail as per drg. of Size 1800 mm W x 600 mm D x 750mm H, 18 mm Plywood for sides. The unit top shall be with 25mm thick Plywood Board of approved make with 1mm thickness flexy laminate of approved color and brand with all the edges and sides with 2mm thick edge band strip. The inside faces of unit wax and finished with varnish of approved color and shade. Includes a MS powder coated Keyboard tray, 2 nos, of 90 mm dia wire manager etc. all complete as per the Bank's requirement. all complete as per the Bank's requirement.</p> <p>(The side table has to be as per the existing side tables in CO)</p>	Nos.	5		

S.No.	Item	Unit	Qty	Rate	Amount
3	Supplying and fixing of Pedestal unit of 3 drawers about 450mm width, 710mm height and 560mm deep supported with 18mm BWP plywood at bottom, sides and rear. Top 2 Drawers of equal height of 150mm and the bottom drawer of 300 mm, made out of 12 mm thick BWP plywood. With 100 mm skirting. The draw unit has to be provided with Ebco - Telescopic keyboard, locking arrangement, 100 mm long S.S brush finish handles etc. All outer faces to be finished with 1mm thick lamination of approved colour and shade, with necessary lipping. The inside faces of unit wax and finished with varnish of approved color and shade, all complete as per the Bank's requirement (The pedestal unit has to be as per the existing pedestals in CO)	Nos.	5		
4	Providing and fixing of Sofa side table as shown in the drg. of Size of 600 mm W x 600 mm D x 600 mm H comprising of 12 mm thk. Toughened Glass Top with beveled edges fixed with glass suction cups to the wooden balls, wooden horizontal & vertical members, All concealed faces of Plywood finished with 1 or 2 coats of wood preservative paint over primer and exposed faces of Steam beach molding / beading polished to the satisfaction of the Bank. The inside faces of unit wax and finished with varnish of approved color and shade etc. all complete as per the Bank's requirement. (The Side table has to be as per the existing sofa side tables in CO)	Nos.	4		
5	Providing and fixing of Sofa center table of Size of 1000 mm W x 600 mm D x 600 mm H as per item no.4.	Nos.	4		
6	Supply and installation of Storage Unit of 900 mm W x 400mm D x 1200mm H Storage unit Top of 25mm Thick E1 grade Pre-laminated MDF Table top with 2mm PVC edge band. The Back panel is 9mm White Pre-laminated MDF. The entire construction is ready to assemble unit and is assembled with suitable KD fittings. The shelves are made from 18 mm white Pre-laminated MDF and edges are sealed with 2 mm edge band. The bottom shelf is fixed and other 2 shelves to have SS 25mm square tube of SS304 grade with necessary clamps to give extra strength. Doors : Door Panels are made from 18 mm Pre-laminated MDF with 2 mm Edge band on all edges and SS 'H' Type handles. The hinge door has suitable hinges and HDU is fitted with an adjustable fitting for height adjustment. Hinge Door Unit should have locking system & Tower bolts. Item to include Ebco - Auto Concealed Hinges, locking arrangement, 100 mm long S.S brush finish handles, tower bolts etc. all complete as per the Bank's requirement. (The Storage has to be as per the existing storages in CO)	Nos.	5		

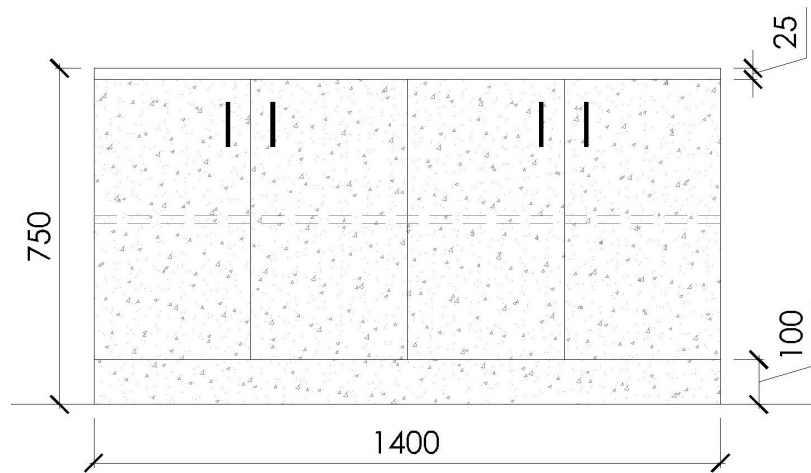
S.No.	Item	Unit	Qty	Rate	Amount
7	Supply and installation of 2 Seated Sofa: L- 1400 mm B- 700mm H - 760mm Frame construction: Kiln seasoned mixed meranti solid tropical hard wood SEATS: Webbing: 3" diagonal pattern webbing Foam: 8" Multilayered foams Having 4" of High Resilience-HD Foam and 4" of HD virgin PU Foam BACKREST: Webbing: 2" elastic webbing Foam: 4" of 18D PU foam Upholstery: semi PU with layer of polyester polywadding Stitching: Nylon Bonded thread Glue: Sp4 from Pidilite Legs: Solid kiln seasoned and treated Solid wood with melamine matt finish. (The Sofa has to be as per the existing sofa in CO)	Nos.	5		
8	Supply and installation of Single Seated Sofa: L- 810 mm B- 700mm H - 760mm as per item no.7.	Nos.	4		
	Providing and fixing 100% Nylon machine tufted loop carpet pile in tile form in size 60cm x 60cm or any other standard size having minimum pile weight of 18 ounces per square yard & average pile height of 3.5 mm with backing as per the manufacture's specifications. The carpet to be fixed using adhesive as per the manufacture's specifications. The carpet shall confirm to Flammability and Smoke Density as per relevant ASTM standards. The existing floor surface has to be uniformed by levelling properly with necessary material before fixing the carpet. All works to be completed as per instruction as directed by the Bank.	sft	1500		
8	Providing & fixing of hardwood floor reducer below the doors and near carpet area. All works to be completed as per instruction as directed by the Bank.	Rft	30		
9	Providing and fixing of Powder coated Aluminium Strip/ Skirting of size of 75 and thickness of 5-6mm (+/- 5%) on existing Calcium silicate partition with proper care by using adhesive at back and screwing from front to the existing plywood/ calcium silicate partitions complete in line and level as per direction of Architect/ PMC, including endcap. The color and shade of powder coating shall be as approved by Bank. All works to be completed as per instruction as directed by the Bank.	Rft	300		
Total					
GST @ 18%					
Grand Total					

Total Amount in words: Rupeesonly

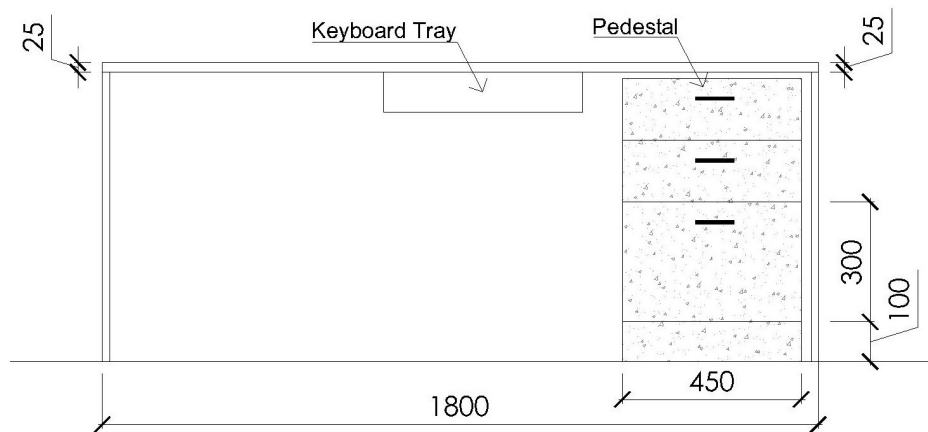
Place:

Signature & Seal of the Bidder

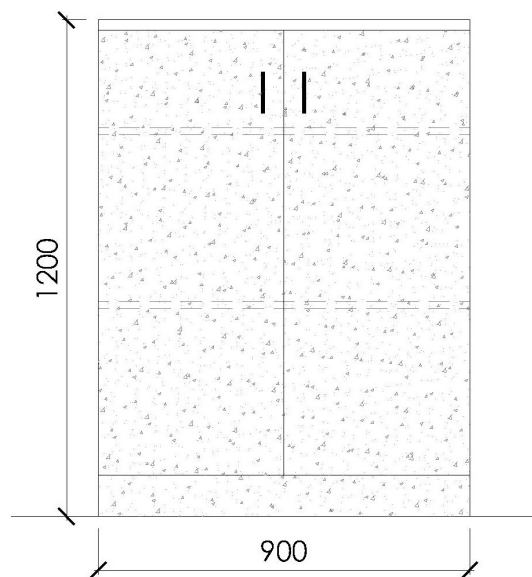
Date:



Low level storage



Side Table & Pedestal



Half Ht. storage



Single Seated Sofa



2 Seated Sofa