

**INDIAN BANK**  
**ZONAL OFFICE MUMBAI SOUTH**  
2nd Floor, eAB Building, 37, Mumbai Samachar Marg, Fort, Mumbai 400 023

**AIR CONDITIONING WORK OF OFFICE AT 7TH FLOOR OF BAJAJ BHAVAN,  
NARIMAN POINT**

**TENDER DOCUMENT**

NAME OF THE CONTRACTOR :  
ADDRESS :  
DATE OF SUBMISSION : On or Before August 21<sup>ST</sup> , 2024 upto 3.00 p.m.  
DATE OF OPENING : August 21<sup>ST</sup> , 2024 at 3.30 p.m.

**ARCHITECT**  
**SANKALPA ASSOCIATES**  
ARCHITECTS & INTERIOR DESIGNERS  
1001, Eleven Heights, Sant Gora Kumbhar Marg, Kumbharwada, Dharavi, Mumbai 400017

**INDIAN BANK**  
**ZONAL OFFICE MUMBAI SOUTH**  
**2nd Floor, eAB Building, 37, Mumbai Samachar Marg, Fort, Mumbai 400 023**

Ref No.  
To,

Date:

Dear Sir,

**TENDER NOTICE**

**Sub. :-** Proposed Air Conditioning Work OF OFFICE AT 7TH FLOOR OF BAJAJ BHAVAN, NARIMAN POINT.

We hereby invite you to submit your quotation for above- mentioned work from the empanelled vendor. The specifications, special conditions of contract and schedule of work to be carried out is enclosed herewith. You are requested to inspect the site and the nature of work prior to submitting the tenders. You are requested to submit your most competitive offer complete in all respect to reach THE DY. GENERAL MANAGER, INDIAN BANK, ZONAL OFFICE MUMBAI SOUTH, 2nd Floor, eAB Building, 37, Mumbai Samachar Marg, Fort, Mumbai 400 023 by 3.00 p.m. on August 21<sup>ST</sup> , 2024 in a sealed cover with the name & address of your firm on the left hand bottom corner.

The envelope should be accompanied by an Earnest money Deposit of 1% of the tender value by Crossed Order A/C. Payee Demand Draft, in favor of INDIAN BANK. A tender not accompanied by such Demand Draft as Earnest Money Deposit will not be considered. The Earnest Money Deposit of the unsuccessful tenderer will be returned without any interest within fifteen days from the date when the decision for award of work is taken by Bank.

This Earnest Money Deposit shall not bear any interest and shall be forfeited in the event of evasion, refusal or delay on the part of the tenderer to sign & execute the contract on acceptance of his tender. The EMD without any interest have be returned to the tenderer if his tender is not accepted.

The rates quoted will include and cover all cost, expenses, liabilities of very description and all risk of every kind to be taken in execution and handing over the work to the Bank. Rates quoted by contractor are inclusive of all taxes applicable and prevailing from time to time, which are leviable or any other levy imposed by Central Government or State Government or any Local Authorities, other than GST. Each page of the tender shall bear the signature of the bidder over his name stamp.

Bank reserves the right to accept or reject lowest or any other bid in full or in part and/ or accept any bid other than the lowest in full or in part without assigning any reason, whatsoever. No correspondence will be accepted / entered in this connection and Bank's decision shall be final, conclusive and binding on all.

The following document forming a part of tender, are enclosed herewith.

1. Tender Notice
2. Introduction.
3. Special Instructions & conditions.
4. Letter of Offer.
5. Articles of agreement
6. Preamble to B.O.Q.
7. Mode of Measurement.
8. List of Approved Manufacturers for materials.
9. Bill of quantities.
10. Drawings

This tender notice shall form part of the contract and non- submission of tender in the above manner will render your offer liable for rejection.

Thanking you,

Yours faithfully,

General Manager

## **INTRODUCTION**

- |  |   |
|--|---|
| 1. NAME OF THE CLIENT OFFERING CONTRACT            | INDIAN BANK   |
| 2. ARCHITECT                                       | SANKALPA ASSOCIATES   |
| 3. SITE ADDRESS                                    | Office at 7 <sup>th</sup> floor of Bajaj Bhavan, Nariman Point  |
| 4. SCOPE OF WORK                                   | AIR CONDITIONING WORK   |
| 5. A. ISSUE OF TENDERS                             | FROM ARCHITECT'S OFFICE/ THROUH MAIL/INDIAN BANK WEBSITE  |
| B. SUBMISSION OF TENDERS                           | BETWEEN 11.00 AM TO 5.00 PM.<br>ON OR BEFORE AUGUST 21 <sup>ST</sup> , 2024 UP TO 3.00 P.M.<br>AT INDIAN BANK                       |
| C. DATE OF OPENING OF TENDERS                      | ON AUGUST 21 <sup>ST</sup> , 2024 AT 3.30 P.M. OR DAY & TIME CONVINEINT TO BANK   |
| 6. TIME LIMIT FOR EXECUTION                        | 30 DAYS   |
| 7. EARNEST MONEY DEPOSIT                           | 1% of TENDER VALUE  |
| 8. INITIAL SECURITY DEPOSIT                        | 2% OF ACCEPTED VALUE OF TENDER LESS EMD.  |
| 9. RETENTION MONEY                                 | 8% OF EACH INTERIM BILL VALUE.  |
| 10. TOTAL S.D. INCLUDING I.S.D AND RETENTION MONEY | 10% OF COST OF WORK   |
| 11. DEFECT LIABILITY PERIOD                        | 12 MONTHS FROM DATE OF COMPLETION OF WORK   |
| 12. INSURANCE                                      | 100% OF CONTRACT VALUE  |
| 13. PENALTY OF DELAY                               | 1% OF THE CONTRACT SUM PER WEEK MAXIMUM<br>AMOUNT OF LIQUIDATED DAMAGE WILL BE 10% OF COST OF WORK.                                 |
| 14. PAYMENT OF R.A. BILLS                          | VALUE OF 1 <sup>ST</sup> RUNNING BILL SHALL NOT BE LESS THAN<br>40% OF TOTAL CONTRACT AND REMAINING BILLS NOT LESS<br>THAN 30% EACH |



**FORM OF AGREEMENT**

THIS AGREEMENT made this     day of                     , 2024 between INDIAN BANK (hereinafter called “The Employer”) of one part and                     of                     having registered office at                     (Hereinafter called “the Contractor”) of the other part.

WHEREAS the Employer is desirous of carrying out Proposed Air Conditioning Work OF OFFICE AT 7TH FLOOR OF BAJAJ BHAVAN, NARIMAN POINT (Hereinafter called “the Work”) and has caused drawings and Bills of Quantities showing and describing the work to be done to be prepared by or under the direction of Architect Shri S. P. Kshetramade of M/s. Sankalpa Associates AND WHEREAS the Contractor supplied the owner with a fully priced copy of the said Bills of Quantities (which copy hereinafter referred to as “the Contract Bills”) AND WHEREAS the said drawings (hereinafter referred to at “the Contract Drawings”) and the Contract Bills have been signed by on or behalf of the parties hereto: AND WHEREAS the contractor has deposited the sum of Rupees                     Only with the Employer for due performance of this Agreement.

**NOW IT IS HEREBY AGREED AS FOLLOWS**

1. For the consideration hereinafter mentioned the contractor will upon and subject to the conditions annexed carry out and complete the work shown upon the contract Drawings and described by or referred to in the Contract Bill and in said conditions.
2. The Bank will pay the Contractor the sum of Rupees                     (hereinafter referred to as “the Contract Sum”) of such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. The term “the Architect” in the said conditions shall mean M/s. Sankalpa Associates or in the event of his death or ceasing to be the Architect for the purpose of this contract or such other person as the owner shall nominate for that purpose, not being a person to whom the contractor shall object for reasons considered to be sufficient by, mentioned in the said conditions. Provided always that no person subsequently appointed to be the Architect under this Contract shall be entitled to disregard or overrule and certificate or opinion or decision or approval or instruction given or expressed by the Architect for the time being.
4. Tender documents containing Notice to the Contractors, Conditions of Contract, Appendix thereto, Special Conditions of contract, Specifications, Schedule of Quantities with the rates entered therein shall be read and studied as forming part of this agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions, stipulations and perform the agreements on their parts respectively in such conditions contained.
5. Time shall be considered as of the essence of this Agreement and the Contractor hereby agrees to commence the work soon after the site is handed over to him as provided for in the said conditions and to complete the entire work within 30 Days from date of commencement of work, nevertheless to the provisions of extension of time.
6. This agreement and Contract shall be deemed to have been made in and any question or dispute arising out of or in any way connected with this agreement and contract shall be deemed to have arisen in and only the courts in Bombay shall have jurisdiction on to determine the same.

AS WITNESS the hands of the said parties.

Signed by the said  
In the presence of  
Witness  
Name:  
Address:

BANK

Signed by the said  
In the presence of  
Witness  
Name:  
Address:

CONTRACTOR

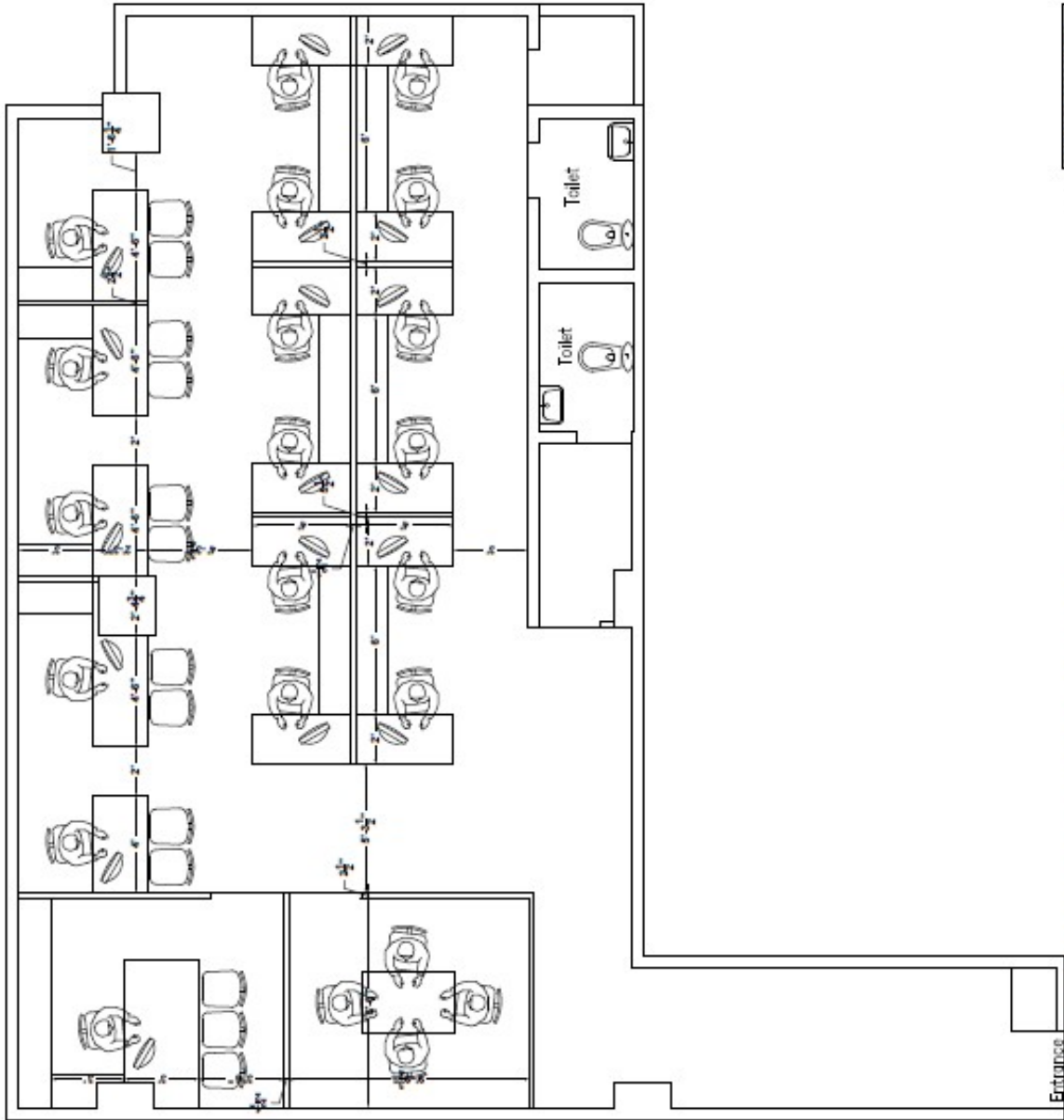
### **SPECIAL CONDITIONS OF CONTRACTS**

1. All materials, tools, plants and equipment to be used for construction, shall be brought and stored on BANK premises by the Contractor in a manner directed in specifications for construction materials at his own cost and risk including his own security arrangement without causing hindrance to occupants.
2. All due precautions shall be taken by the Contractor to prevent damage including that of window panes, as a result of Contractor's action will have to be made good by the Contractor at his own expense.
3. a) All debris resulting from breaking work shall be carefully lowered on specially constructed platforms preferably in specially provided chutes and suitable screens and hoppers shall be provided to ensure that as far as possible no debris flies or rebounds from the building and / or scaffolding. Under no circumstances shall debris be thrown down on the ground or footpath.  
  
b) The Contractor shall regularly remove all waste and debris from the site. Dumping of debris temporarily on the premises shall be strictly in location allotted for the purpose and nowhere else. Every day after working hour's sweepers must clean the site.
4. The Contractor will provide at his own expense necessary sheds, passages, special covering, platforms to be constructed in front of main entrance, BANK office, staff toilet, and also netting, kantans, etc. in area of common passage at the work site.
5. Proper cordoning off shall be maintained at all times to ensure that no children or unauthorized persons enter the work area.
6. The Contractor shall bear in mind that he may have to carry out certain part of work inside the premises of the occupants and he will take extreme care not to damage inside Branch.
7. The contractor shall provide at his own cost necessary sanitary and drinking water facilities for his workers more about in area of site only and they commit no nuisance.
8. When a contractor is selected, if Architect/ Bank find any anomaly in rates of some specific items, the Contractor shall furnish explanation and rate analysis.
9. Rates quoted by the Contractor shall include all terminal taxes, octroi duties, central or state excise duties, import duties, sales tax and any other taxes leviable under the state or central government or public rules. No claim whatsoever shall be entertained in respect of escalation in prices of materials, labour etc. except change in taxes announced by Municipal or Government bodies subsequently. Rates quoted also include work Contract Tax. M.W. Tax, extra water charges, all liaison work with Municipal Authorities for Building Department, Water Department, Pest Control etc. including specific bills of water charges and sewage charges raised by BMC towards the repair works under taken including all out-of-pocket expenses. The Contractor at his costs and expenses shall obtain all permission from BMC, etc.
10. The contract shall not be deemed to be duly completed until maintenance certificate have been issued by the Architect recording that the works have been completed and maintained to his satisfaction and will be issued after defect liability period is over and after ascertaining the views of the repair committee.
11. The Contractor is responsible for the execution of all works, which is more particularly set out as per terms and conditions of the Agreement. The Contractor is well aware about the dangers and hazards for the completion of the said work. It is the Contractor who would be responsible in the event of breakage of glass of windows, etc. of the BANK and Contractor will take all precaution of BANK's property so as not to damage them.
12. The Contractor, shall, at his own expense supply all the stores and materials required for the contract. All the materials to be supplied by the Contractor shall be of the best of kinds, and only of ISI standard. The Contractor shall furnish necessary proof to the satisfaction of the Architect / Bank that the materials complies with specifications as described in the Technical specifications. The Contractor shall, at his own expense and without delay, supply samples of materials proposed to be used in the execution of the work for the approval of the Architect / Bank, who may reject all materials not corresponding either in quality or in character with the approved samples. The Contractor is made aware that there will be no basic rate for all construction materials.

13. The Contractor shall not enter on or take possession of the site unless permitted to do so by the Bank. The portion of the site to be occupied by the Contractor will be clearly defined and indicated by the Bank and the Contractor will on no account be allowed to extend his operation beyond these areas. Then on completion, completely clean the areas of works against his final completion of work done in that area.
14. The Contractor shall suspend the execution of the work of any part/s thereof, wherever called upon in writing by the Bank / Architect to do so and shall not resume work thereon until so directed in writing by the authority. The Contractor shall also suspend the execution of work or any part thereof under notice of court, Government or Municipal Corporation unless the Architect / Bank instructs otherwise in writing. The Contractor will be allowed an extension of time for completion equal to period of suspension and no claim otherwise will be considered for payment. Time may also be extended to allow for alterations of work or deviation from the contract if it is felt reasonable by Architect / Bank.
15. If Bank has permitted the contractor to house his workers on site in specified areas, during progress of work he will erect temporary structures of the approved standards and scales for his workers and maintain at his own expenses. The Contractor should demolish / remove temporary structures before the main work comes to an end and clear the site. This facility is not incorporated in contract and will be exclusively at the discretion of the Bank and the Bank can stop this facility in the middle of work and Contractor cannot claim anything whatsoever for taking away this facility any time. If this facility is granted, he shall be responsible for giving all necessary notices of infection and contagious disease of his workers and instantly remove such cases from site. The Contractor shall obtain all necessary permission from municipality, government, etc. at his own costs.
16. It is hereby clarified that within the guarantee period of the entire work the owner / Bank observes any hitches or lacunas or damage caused to the flat and / or common area and / or the BANK's property, the Architect / Contractor shall be communicated regarding the same. The Architect / Bank would visit the premises and give their comments in respect of the same. The rectification of the damaged area is the sole prerogative and responsibility of the Contractor who is to rectify the said damage at his costs, etc. within the decided time frame as mutually decided between the parties. In the event of failure of the Contractor to rectify such error the Bank / Owner shall have the full liberty to deduct the amount of loss at cost from the balance amount due end payable to the Contractor.
17. The Contractor shall clean and level up the premises and open spaces in and around building to the satisfaction of the Bank at regular intervals and after completion of work. If he fails to their satisfaction, the same shall be carried out by the owner at Contractor's risk, cost and consequences and work will be treated as incomplete.
18. It is hereby clarified that the Employees / Workers who would be assigned the work and who would be temporarily lodged in the premises of the owner shall have no access whatsoever in the building after the completion of the work for the particular days. The workers shall not enter the building for the purpose of taking water or for any other private jobs that would be given by the flat owners during the subsistence of the work assigned.
19. Contractor has to follow rules of the building about timing, cleanliness and use of lift for loading and unloading material.

<b>Estimate for Air Conditioning Work of Office at 7th Floor, Bajaj Bhavan, Nariman Point for Indian Bank</b>					
<b>No.</b>	<b>Description</b>	<b>Quantity</b>		<b>Rate</b>	<b>Amount</b>
1	Supplying, erection, installation, testing and commissioning 1 TR High wall Split Air Conditioners of approved make including 3 mtr. Cu. Pipe & cordless remote. (Minimum 5-Star rating inverter type)	2	Nos.		
2	Providing, installing, and commissioning 3 TR Cassette Air Conditioners of approved make including cordless remote.	2	Nos.		
	<b>Total of Machines</b>			<b>Rs.</b>	
	Add GST 28%			<b>Rs.</b>	
	<b>Total of Machines with GST</b>			<b>Rs.</b>	
	<b>INSTALLATION</b>				
3	M.S. stand/ M.S. grill lockable cage for outdoor units: (Gallery) Supplying , fabrication and Installation of M.S. base frame/ M.S. grill lockable cage for Out door units complete with epoxy painting, vibration isolating pads, supports, hangers, basket etc. complete	4	Nos.		
4	Copper Pipe (If Required): Providing, supplying, installation and commissioning of hard copper piping (5/8" and 3/8") of required length from indoor to outdoor units with fitting elbows supporting arrangement on wall/ceiling, making holes in wall, filling the same etc. complete. The length of piping will be measured only after 4 mtrs. Copper piping.	60	R.Mtr.		
5	Providing, supplying, laying and commissioning of 4 Core X 2.5 Sq.mm. electrical copper cable of required length with supporting arrangement on wall/ceiling, making holes in wall, filling the same etc. complete.	64	R.Mtr.		
6	Drain Piping: Providing, supplying, laying and commissioning of 1" PVC Drain water pipe from indoor unit to the proper drain inside or outside the premises as directed by Architect including fitting, accessories, bends, elbows, supporting arrangement on wall/ceiling, making holes in wall, filling the same etc. complete.	50	R.Mtr.		
	<b>Total of Lowside work</b>	<b>Total</b>		<b>Rs.</b>	
	Add GST 18%			<b>Rs.</b>	
	<b>Total of Lowside work with GST</b>			<b>Rs.</b>	
	<b>Total</b>			<b>Rs.</b>	
<b>NOTE:</b> The above quantities are approximately taken for estimation purpose they may increase or decrease. Contractor will be paid for actual work executes against each item. Brief specifications are given for each item. Minor verification in design and specification for each item are likely for which no extra payment will be given. Any of these items may be cancelled.					
<b>NOTE:</b> Cost inclusive of all taxes other than GST. The Contractor estimate shall also include MMC / Local Authorities Permission for smooth functioning the work.					
Rate shall be inclusive entire Air conditioning equipment including A. C. units complete with required accessories.					
Rate shall be inclusive vibration isolation pads/mountings for the equipment.					
Rate shall be inclusive condensate drain water piping from the A. C. units to the drain point.					
Rate shall be inclusive necessary fixing arrangement for equipment through fasteners, studs, bolts, washers etc. Necessary M. S. structural supports for condensers as specified					
Rate shall be inclusive necessary erection, testing and commissioning of the entire A. C. system to give satisfactory performance.					
Rate shall be inclusive electrical work comprising, outgoing power and control cables from the individual Electrical Panel for the A.C. To the Indoor unit and the outdoor unit or the Compressor Unit complete.					
Rate shall be inclusive making openings in civil work for passing the drain piping & Ref. Piping & making good of the same by sand cement plaster finish.					





BANKALPA ASSOCIATES  
ARCHITECTS & INTERIOR DESIGNERS  
101, RAJAWADE ROAD, NARIMAN POINT,  
MUMBAI - 400 021



INTERIOR LAYOUT OF OFFICE AT 7TH FLOOR, BAJAJ BHAVAN,  
NARIMAN POINT FOR INDIAN BANK