

**TENDER DOCUMENT  
FOR FURNISHING WORK AT  
UCO BANK KOTRUNG BRANCH,  
District- HOOGHLY, West Bengal – 712258**

Architect

**M/s ACON**

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**यूको बैंक**  **UCO BANK**  
सम्मान आपके विश्वास का Honours Your Trust

**Zonal Office HOOGHLY**  
21 NEW G. T. Road, Uttarpara, District: Hooghly, West Bengal - 712258  
Email Id: [zo.hooghly@ucobank.co.in](mailto:zo.hooghly@ucobank.co.in)

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## 1. NOTICE INVITING TENDER

1.1	Employer / Owner	ZONAL MANAGER UCO Bank Hooghly Zone, West Bengal
1.2	Name of work	Furnishing Works UCO Bank – KOTRUNG Br. (0305) District: Hooghly
1.3	Period of availability of bidding document	From 11.04.2019 to 17.04.2019
1.4	Place of availability of bidding documents	At Zonal Office Hooghly and At UCO Bank's Website <a href="http://www.ucobank.co.in">www.ucobank.co.in</a>
1.5	Last date, time & place for receipt of bids	17.04.2019 at 4:00 PM At UCO Bank, Zonal Office Hooghly, 21 New G. T. Road, Uttarpara, District: Hooghly, W. B - 712258
1.6	Time & date of Opening of bids	3:00 PM of 18.04.2019
1.7	Place of opening of bids	UCO Bank, Zonal Office Hooghly, 21 New G. T. Road, Uttarpara, District: Hooghly, W. B - 712258
1.8	Office inviting bids	UCO Bank, Zonal Office Hooghly, 21 New G. T. Road, Uttarpara, District: Hooghly, W. B - 712258
1.9	ARCHITECTS	M/s ACON S. K. Sarkar 141, B. T. Road, Gopi Sadan, Room: 2B, (2nd Floor) Kolkata 108 Phone: 9433080239, Email: <a href="mailto:acon141@gmail.com">acon141@gmail.com</a>
1.10	Cost of bidding document	DD for Rs. 500.00 In favour UCO Bank, Zonal Office Hooghly payable at Uttarpara
1.11	Earnest Money Deposit	DD for Rs. 15,000.00 In favour UCO Bank, Zonal Office Hooghly payable at Uttarpara
1.12	Corrigendum, if any	Shall be uploaded on Bank's website if any only in <a href="http://www.ucobank.com">www.ucobank.com</a>



Dear Sir,

**Subject: Furnishing works for UCO Bank, Kotrung Branch (0305) under Hooghly Zone**

Item wise sealed tenders are invited in a two bid system for the above mentioned work for which tender document can be downloaded from the website of the bank at [www.ucobank.com](http://www.ucobank.com).

Sealed bids in two envelope system (part A technical bid, part B financial bid) along with a demand draft drawn on any scheduled bank other than UCO Bank for **Rs. 15,000 (Rupees Fifteen thousand five hundred Only)** drawn in favour of UCO Bank, Zonal Office Hooghly, payable at Uttarpara should be submitted in a sealed cover & super scribed **'TENDER FOR FURNISHING WORKS FOR UCO BANK AT KOTRUNG BRANCH (0305) under Hooghly Zone.**

Tenders will be received on 17.04.2019 up to 4:00 pm and the technical bid shall be opened first to assess the technical soundness of the firm.

The financial bid will be opened for those firms only whose technical bid qualifies the technical evaluation criteria of the bank. Any tender received thereafter will not be accepted.

The Zonal Manager, UCO Bank shall not be bound to accept the lowest bid & reserves the right to reject any or all the tenders without assigning any reason.

The tender shall be valid for a period of sixty days from the date of opening of tender.



(Seal & Signature of UCO Bank)

(Seal & Signature of Contractor)



## 2. INSTRUCTION TO BIDDERS

- 2.1 SCOPE OF BID
- 2.2 ELIGIBLE BIDDERS
- 2.3 QUALIFICATION OF THE BIDDER
- 2.4 ONE BID PER BIDDER
- 2.5 COST OF BIDDING
- 2.6 SITE VISIT
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- 2.22 EVALUATION & COMPARISON OF BIDS
- 2.23 AWARD CRITERIA
- 2.24 EMPLOYER'S RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS
- 2.25 NOTIFICATION OF AWARD & SIGNING OF AGREEMENT
- 2.26 DEFECTS LIABILITY PERIOD
- 2.27 COMPENSATION FOR DELAY
- 2.28 ADVANCE PAYMENT

### 2.1 SCOPE OF BID

- 2.1.1 The Zonal Manager, UCO Bank, Zonal Office Hooghly, West Bengal invites bids for interior furnishing works for KOTRUNG Branch- 0305 (as defined in these documents & referred to as "the works") detailed herewith.
- 2.1.2 The successful bidder will be expected to complete the work/s by the intended completion date & to the desired quality as specified in the contract data.

### 2.2 ELIGIBLE BIDDERS

- 2.2.1 All bidders shall provide in section 3.0 forms of bid & qualification information, a statement that bidder is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications & other documents for the project or being proposed by the UCO Bank, Zonal Office Hooghly or any of its officers.

### 2.3 QUALIFICATION OF THE BIDDER

- 2.3.1 All bidders shall provide in the section 3.0 forms of bid & qualification information, a preliminary description of the proposed work method & schedule, including drawings & charts (as necessary).
- 2.3.2 In the event that pre qualification of potential bidders has been undertaken, only bids from the pre qualified bidders will be considered for award of the contract. Otherwise all the bidders should submit the following documents with their bids -





- (a) Proof of definition of the constitution or legal status, place of registration & principal place of business; written power of attorney of the signatory of the bid to commit the bidder.
- (b) Total monetary value of construction work performed for each of the last five years.
- (c) Experience in works of a similar nature & size for each of the last five years.
- (d) Qualifications & experience of key site management & technical personnel proposed for the contract.
- (e) Reports on the financial standing of the bidder, such as profit & loss statements & auditor's reports for the past five years.
- (f) Evidence of adequacy of working capital for this contract.
- (g) Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned & disputed amount (including income tax, G.S.T. & C.S.T. service tax authorities).
- (h) Proposals to subcontracting components of the works amounting to more than 10% of the contract price (if permitted & necessarily to be vetted by the architect)
- (i) Income tax permanent account of the bidder.
- (j) Income tax clearance certificate for the current financial year.
- (k) West Bengal trade tax registration no.
- (l) Any additional information as needed in the contract document.

2.3.3 Bids from joint ventures are not acceptable.

2.3.4 To qualify for award of the contract, each bidder in it's name should have in the last three years:

- (a) Achieved a minimum financial turnover [in all classes of interior furnishing work only] of Rs. **50.0 lacs** in each three preceding years, supported by audited balance sheets.
- (b) Successfully completed three prime contracts of at least similar work type of value not less than Rs.**18.00 lacs** in the last two financial year.
- (c) Any additional condition as imposed in the tender document.

## 2.4 ONE BID PER BIDDER

2.4.1 Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid (other than as a sub contractor or in the case of alternatives that have been permitted or requested) will cause all the proposals with the bidder's participation to be disqualified.

## 2.5 COST OF BIDDING

2.5.1 The bidder shall bear all costs associated with the preparation & submission of his bid, & the employer will in no case be responsible & liable for those costs.

## 2.6 SITE VISIT

2.6.1 The bidder, at his own risk, cost & responsibility is encouraged to visit & examine the site of works & its surroundings & obtain all information that may be necessary for preparing the bid & entering into a contract for work/s.

## 2.7 CLARIFICATION OF BIDDING DOCUMENTS

2.7.1 A prospective bidder requiring any clarification regarding the bidding document may notify the employer in writing or by cable (hereinafter "cable" included telex, facsimile, e-mail, hybrid mail, telegram) at the employer's address indicated in the



invitation bid. The employer will respond to any request for clarification which he receives earlier than 7 days prior to the deadline for the submission of bids. Copies of the employer's response will be forwarded to all purchasers of the bidding documents, including a description of the enquiry but without identifying its source.

## **2.8 AMENDMENT TO BIDDING DOCUMENT**

- 2.8.1 Before the deadline for the submission of the bid, the employer may modify the bidding documents by issuing addenda.
- 2.8.2 Any addendum thus issued shall be part of the bidding documents & shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the employer. For this purpose it is mandatory for all prospective bidders to furnish a fax no. at the time of purchase of the document.
- 2.8.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the employer shall extend as he thinks is necessary the deadline for submission of the bids. The discretion to do so & the time to be extended would be the privilege of the employer.

## **2.9 ALL DOCUMENTS RELATING TO THE BID SHALL BE IN ENGLISH LANGUAGE ONLY.**

## **2.10 BID PRICES**

- 2.10.1 The contract will be for the whole work based on the priced bill of quantities submitted by the bidder.
- 2.10.2 The bidder shall fill in rates & prices for all items of the works described in the bill of quantities. Items for which no rate or price is entered by the bidder will not be paid for by the employer when executed & shall be deemed covered by the other rates & prices in the bill of quantities. Corrections, if any, shall be made by crossing out, initialing, dating & rewriting.
- 2.10.3 All duties, taxes & other levies payable by the contractor under the contract or for any other cause shall be included in the rates, prices & total bid price submitted by the bidder.
- 2.10.4 The rates & prices quoted by the bidder shall be fixed for the duration of the contract & shall not be subject to adjustment on any account.

## **2.11 BID VALIDITY**

- 2.11.1 Bids shall remain valid for a period not less than sixty days after the deadline date for the bid submission. A bid valid for shorter period shall be rejected by the employer as non responsive.
- 2.11.2 In exceptional circumstances, prior to expiry of the original time limit, the employer may request that the bidders may extend the period of validity for a specified additional period. The request & the bidder's response shall be made in writing or by cable. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid except the validity period.

## **2.12 BID SECURITY (EARNEST MONEY)**

- 2.12.1 As per section 1
- 2.12.2 No bank guarantees will be acceptable in lieu of the above.





- 2.12.3 The bid security of the unsuccessful bidders shall be returned within 28 days of the end of the bid validity period as specified in earlier section or earlier if the owner so desires.
- 2.12.4 No interest whatsoever shall be payable on the said bid security.
- 2.12.5 The bid security of the successful bidder shall be discharged after the clearance of the first running bill.

## 2.13 FORMAT & SIGNING OF BID

- 2.12.1 The original copy of the bid shall be typed or written in indelible ink & shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialed by the person / s signing the bid.
- 2.13.2 The bid shall contain no alterations, except those to comply with instructions issued by the employer, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person/s signing the bid.

## 2.14 SEALING & MARKING OF BIDS

- 2.14.1 The bidder shall seal the original bid in a non transparent envelope duly marking it as original. This envelope shall be kept inside another envelope which shall be sealed & signed across the joints by the person / s authorized by the bidder.
- 2.14.2 The inner & outer envelope shall be addressed to the employer at the following address:  
**The Zonal Manager,  
 UCO Bank, Zonal Office, Hooghly  
 Uttarpara, District: Hooghly, WEST BENGAL.**
- 2.14.3 The top of the envelope shall have clearly written in block letter the following -  
**\*BID FOR FURNISHING WORKS OF UCO BANK, KOTRUNG BRANCH - 0305**
- 2.14.4 The lower left hand corner of the envelope, the name & address of the bidder along with the telephone no./s & fax. No./s should be inscribed.
- 2.14.5 If the outer envelope is not sealed & marked as in 2.14.1, the employer will assume no responsibility for the misplacement or premature opening of the bid.

## 2.15 DEADLINE FOR SUBMISSION OF BIDS

- 2.15.1 Bids must be received by the employer at the address specified above no later than 04:00 PM at 17-04-2019.  
 In the event of the specified date for the submission of the bids is declared as a holiday by the employer's organization, the bids will be received up to the appointed time on the next working day.
- 2.15.2 The employer may extend the deadline for submission of bids by issuing an amendment in which case all rights & obligations of the employer & the bidders previously subject to the original deadline will then be subject to the new deadline.
- 2.15.3 In case of the above, all those bidders whose names, addresses & fax nos. are in record with the employer will be intimated by cable at least two days in advance of the proposed date of submission of the bid.
- 2.15.4 Those bidders who fail to register their name, addresses & fax no. with the employer at the time of collection of the bid document shall have no right to 2.15.3 & cannot hold the employer responsible for any damages whether direct or indirect.

## 2.16 LATE BIDS

- 2.16.1 Any bid received by the employer after the deadline as prescribed earlier will be returned unopened to the bidder.





## **2.17 MODIFICATION & WITHDRAWAL OF BID**

- 2.17.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline as prescribed in clause no.2.15
- 2.17.2 Each bidder's modification or withdrawal notice shall be prepared, sealed, marked & delivered in accordance with clause no.2.13 & 2.14 with the outer & inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate. No bids may be modified or withdrawn after the deadline for submission of bids.
- 2.17.3 Withdrawal or modification of the bid between the deadline for submission of bids & the expiration of the original validity period or extended as above will result in the forfeiture of the bid security.

## **2.18 BID OPENING**

- 2.18.1 The employer will open the bids, including the modifications in the presence on the bidders or their authorized representative / s who chose to attend at **15:00 hrs** on the date & place specified in the bid document. In the event of the specified date of the bid opening being declared a holiday by the employer's organization, the bids will be opened at the appointed time & location on the next working day.
- 2.18.2 Envelopes marked withdrawal shall be opened & read out first.
- 2.18.3 The bidder's name, the bid price, the total amount of each bid & of any alternative bid (if alternatives have been requested & permitted), any discounts, bid modifications & withdrawals, the presence or absence of bid security & such other details as the employer may consider appropriate, will be announced by the employer at the opening. Any bid price, discount, or alternative bid price which is not read out & recorded at the bid opening will not be taken into account in bid evaluation.

## **2.19 PROCESS TO BE CONFIDENTIAL**

- 2.19.1 Information regarding to the examination, clarification, evaluation & comparison of bids & recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by the bidder to influence the employer's processing of bids or award decisions may result in the rejection of his bid.

## **2.20 CLARIFICATION OF BIDS**

- 2.20.1 To assist in examination, evaluation & comparison of bids, the employer may, at his discretion, ask any bidder for clarification of the bidder's bid, including breakdowns of unit rates. The request for clarifications & the response shall be in writing or by cable, but no change in the price of substance shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the employer in the evaluation of the bids.

## **2.21 EXAMINATION OF BIDS & DETERMINATION OF RESPONSIVENESS**

- 2.21.1 Prior to the detailed evaluation of bids, the employer will determine whether each bid
  - (a) Meets the eligibility criteria defined in clause 2.2 & 2.3
  - (b) Has been properly signed
  - (c) Is accompanied with the required securities
  - (d) Is substantially responsive to the requirements of the bidding documents.



- 2.21.2 A substantially responsive bid is one which confirms to all terms, conditions & specifications of the building documents without material deviation or reservation. A material deviation or reservation is one:
- (a) Which limits in any substantial way the scope, quality or performance of the works
  - (b) Which limits in any substantial way, inconsistent with the bidding document, the employer's rights or the bidder's obligations under the contract.
  - (c) Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 2.21.3 If a bid is not substantially responsive, it will be rejected by the employer, & may not subsequently be made responsive by correction or withdrawal of the non confirming deviation or reservation.

## **2.22 CORRECTION OF ERRORS**

- 2.22.1 Bids determined to be substantially responsive will be checked by the employer for any arithmetic errors. Errors will be corrected by the employer as follows -
- (a) Where there is a discrepancy between the rates in figures & in words, the rate in words shall govern.
  - (b) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 2.22.2 The amount stated in the bid will be adjusted by the employer in accordance with the above procedure for the correction of errors & with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the correction amount, the bid will be rejected & the bid security may be forfeited.

## **2.23 EVALUATION & COMPARISON OF BIDS**

- 2.23.1 The employer will evaluate & compare only bids determined to be substantially responsive in accordance with clause no. 2.21
- 2.23.2 In evaluating the bids, the employer will determine for each bid the evaluated bid price by adjusting the bid price as follows:
- (a) Making any correction for errors pursuant to clause no. 2.22
  - (b) Making appropriate adjustment for any other acceptable variations, deviations etc.
  - (c) Making appropriate adjustments to reflect discounts or other price modifications offered.
- 2.23.3 The employer reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations & alternative offers & other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the employer shall not be taken into account in bid evaluation.

## **2.24 AWARD CRITERIA**

- 2.24.1 Subject to clause 2.25, the employer will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents & who has offered the lowest evaluated bid price. Provided that such bidder has been determined to be eligible in accordance with provisions of clause 2.2 & qualified in accordance with provisions of clause 2.3. It may be noted that having lowest bid is not the only criterion for award of the contract & does not guarantee the bidder of getting the contract.

## **2.25 EMPLOYER'S RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS**





- 2.25.1 Notwithstanding clause 2.24, the employer reserves the right to accept or reject any bid, & to cancel the bidding process & reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds of the employer's action.

## **2.26 NOTIFICATION OF AWARD & SIGNING OF AGREEMENT**

- 2.26.1 The bidder whose bid has been accepted will be notified of the award by the employer prior to expiration of the bid validity period by cable confirmed by registered letter. The letter (hereinafter & in the conditions of contract called the "letter of acceptance") will state the sum that the employer will pay the contractor in consideration of the execution, completion & maintenance of the works by the contractor as prescribed by the contract [herein after called the 'contract price']
- 2.26.2 The notification of award will constitute the formation of the contract subject only to the furnishing of a performance guarantee in accordance with the provisions of clause 2.27
- 2.26.3 The agreement will incorporate all agreements between the employer & the successful bidder. It will be signed by the employer & sent to the successful bidder within 28 days following the notification of award along with the letter of acceptance. Within 7 days of the receipt, the successful bidder will have to sign the agreement & deliver it to the employer.
- 2.26.4 If the successful bidder fails to do so, the employer will assume that the successful bidder is unwilling to execute the contract & the bid security of the successful bidder will be forfeited
- 2.26.5 In case of 2.26.4, the employer reserves the right to award the contract to the next lowest bidder provided he agrees to work on the same bid price as that of the successful bidder.
- 2.26.6 The owner may, at his own discretion, in the event of 2.26.4 happening call for fresh bids.
- 2.26.7 Upon the furnishing by the successful bidder of the performance security, the employer will promptly notify the other bidders that their bids have been unsuccessful.

## **2.27 DEFECTS LIABILITY PERIOD**

- 2.27.1 Twelve months from the date of virtual completion of work.

## **2.28 COMPENSATION FOR DELAY**

- 2.28.1 Penalty for the delayed work / liquidated damages will be charged and payable @1% of the contract value per week up to a maximum of 5% of the contract value. In the event of the penalty charged exceeding 5% of the contract value, the Bank will be free to determine the contract after recovery of such charges from the security deposit and / or the retention amount. In case of any amount remaining outstanding, the same will be recoverable from any other works being carried out by you for the Bank or through appropriate legal action. In case of delays on the part of Bank, suitable extension of time will be granted but no other compensation will be paid for such delay.

## **2.29 ADVANCE PAYMENT**

- 2.29.1 No advance payment whatsoever will be made to the successful bidder for mobilization or for any other reason/s.





### 3.0 FORMAT OF THE FORM FOR BIDDER (TO BE SUBMITTED AS COVERING WITH THE BID)

To -

The Zonal Manager,  
UCO Bank, Zonal Office Hooghly  
Uttarpara, District: Hooghly, West Bengal

**Subject - Tender for Furnishing works for UCO Bank, Kotrung Br- 0305**

Sir,

1. I / we submit tender for execution of work as mentioned above as per the tender documents within the time schedule of completion of work for jobs, as separately signed & accepted by me / us, at the schedule of rates quoted by me / us for the whole work in accordance with notice inviting tender, instructions to the bidder, conditions of contract, important tender conditions, technical specifications, list of approved materials, bill of quantities, drawings as per all other details given in the tender document.
2. It has been explained to me / us that the time stipulated for jobs & completion of works in all respects & in different stages mentioned in the time schedule of completion of jobs & signed & accepted by me / us is the essence of the contract. I / we agree that in the case of failure on my / us part to strictly observe the time of completion mentioned for job / s on any of them to the completion of job / s, I / we shall pay compensation to the owner as per the provisions & stipulations contained in the tender document & I / we agree to recovery being made as specified therein. In exceptional circumstances, extension of time will not be counted for the extension of completion dates stipulated for the job & for the final completion of work as stipulated in the said "time of schedule" of completion of jobs.
3. I / we agree to pay the security deposit & accept the terms & conditions laid down below in this respect:  
(a) Retention money: 5% of contract value will be deducted from each running / final bill of the contractor towards security deposit.  
(b) E.M.D. : We deposit herewith E.M.D. of Rs (as specified) by D.D. **15,000.00** favoring UCO Bank, Zonal Office Hooghly payable at Uttarpara.
4. Should this tender be accepted, I/we hereby agree to abide by & fulfill all terms & conditions to above & in default therefore, to forfeit & pay to the owner or its successors or it's authorized nominees such sums of money as are stipulated in conditions of contract.
5. If I / we fail to commence the work specified in the memorandum in Para (2) above, or I / we fail to deposit the amount of security deposit specified in the memorandum in (3) above, I / we agree that the said owner or its successor without prejudice to any other right or remedy be at liberty to forfeit the said security specified in (3) above. The said owner shall also be at liberty to cancel the notice of acceptance of tender in I / we fail to execute an agreement or to start work as stipulated in the tender documents.

Date.....Day of.....2019.

Name in block letters -

Address -

Yours faithfully,

Signature of tenderer / s with the seal of the firm

Name & designation of authorized person signing the tender on behalf of the tenderer



## 4.0 CONDITIONS OF CONTRACT

- 4.1 DEFINITIONS
- 4.2 EMPLOYER'S RISK
- 4.3 CONTRACTOR'S RISK
- 4.4 INSURANCE
- 4.5 SAFETY
- 4.6 POSSESSION OF THE SITE
- 4.7 SAMPLES & SHOP DRAWINGS
- 4.8 TIME OF COMPLETION
- 4.9 WATER & ELECTRICITY
- 4.10 VIRTUAL COMPLETION
- 4.11 VARIATIONS
- 4.12 TYPE OF CONTRACT
- 4.13 SCHEDULE OF QUANTITIES & VARIATIONS
- 4.14 LICENSE & PERMITS
- 4.15 TAXES
- 4.16 DELAYS
- 4.17 COMPENSATION FOR DELAY
- 4.18 LIQUIDATION DAMAGES
- 4.19 LABOUR REGULATIONS
- 4.20 SECURITY
- 4.21 ESCALATION OF MATERIALS COST
- 4.22 EXTRAS & VARIATIONS
- 4.23 WITHHOLDING OF PAYMENTS
- 4.24 CORRECTION OF WORK BEFORE VIRTUAL COMPLETION OF WORK
- 4.25 VIRTUAL COMPLETION
- 4.26 DEFECTS
- 4.27 METHODS OF MEASUREMENT
- 4.28 DISMISSAL OF CONTRACTOR'S EMPLOYEES
- 4.29 TERMINATION OF THE CONTRACT BY THE OWNER
- 4.30 JURISDICTION
- 4.31 TESTS & CERTIFICATES
- 4.32 CLEANING THE SITE
- 4.33 OPERATIONAL CONSTRAIN

### 4.1 DEFINITIONS

- 4.1.1 Bill of quantities means the prices & complete bill of quantities forming part of the bid.
- 4.1.2 The contract is the contract between the employer & the contractor to execute, complete & maintain the works.
- 4.1.3 The contractor is a person or corporate body whose bid to carry out work has been accepted by the employer.
- 4.1.4 The contract data defines the documents & other information which comprise the contract.
- 4.1.5 The contractor's bid is the completed bidding document submitted by the contractor to the employer.
- 4.1.6 The contract price is the price stated in the letter of acceptance & thereafter as adjusted in accordance with the provisions of the contract.
- 4.1.7 Days are calendar days & months are calendar months.
- 4.1.8 The defects liability period is the period named in the contract data & calculated from the completion date.
- 4.1.9 The employer is the party who will employ the contractor to carry out the works. In this case it will be -





**The Zonal Manager,**  
**UCO Bank, Zonal Office Hooghly,**  
**Uttarpara, District: Hooghly, WEST BENGAL**

- 4.1.10 The Engineer / Architect is the person named in the contract data or any other competent person appointed & notified to the contractor to act as replacement to the engineer / architect who is responsible for supervising the contractor, administering the contract, certifying payments due to the contractor, issuing & valuing variations to contract, awarding extensions of time (if permissible) & valuing the compensation events (if permitted). In this case the Engineer / Architect will be -  
M/s ACON  
S. K. Sarkar 141, B. T. Road, Gopi Sadan,  
Room: 2B, (2nd Floor) Kolkata 108  
Phone: 9333921690  
E-Mail: [1965architectsanjay@gmail.com](mailto:1965architectsanjay@gmail.com)
- 4.1.11 Equipment is the contractor's machinery & vehicles brought temporarily to the site to construct works.
- 4.1.12 The initial contract price is the contract price listed in the employer's letter of acceptance.
- 4.1.13 The intended completion date is the date on which it is intended that the contractor shall complete the works. The intended completion date is specified in the contract data. The intended completion date may be revised only by the engineer in consultation with the owner by issuing an extension of time.
- 4.1.14 Materials are all supplies, including consumables, used by the contractor for incorporation in the works.
- 4.1.15 The site is the area defined as such in the contract data which shall be:  
UCO BANK Katrung Branch - 0305
- 4.1.16 Specification means the specification of the works included in the contract & any modification or addition made or approved by engineer / architect.
- 4.1.17 The start date is given in the contract data, it is the date when the contractor shall commence execution of the works, it does not necessarily coincide with any of the site possession data.
- 4.1.18 Temporary works are works designed, constructed, installed & removed by contractor which are needed for construction or installation of the works.
- 4.1.19 A variation is an instruction given by the engineer/architect which varies the work.

## **4.2 EMPLOYER'S RISK**

- 4.2.1 The employer is responsible for the accepted risks which are -  
(a) In so far as they directly affect the execution of the work in the employer's country, the risk of war, hostilities, acts of terrorism, riot, commotion of disorder (unless restricted to the contractor's employees).  
(b) A cause due solely to the design of the works, other than the contractor's design.

## **4.3 CONTRACTOR'S RISK**

All risks of loss of or damage to physical property & of personal injury & death which arise during & in consequence of the performance of the contract other than the accepted risks are the responsibility of the contractor.

## **4.4 INSURANCE**

Before commencing the execution of works, the contractor without limiting his obligations & responsibilities under this contract, shall ensure against his liability for any loss or injury which may occur to any person including any employee of the owner or a member of the general public, by or arising out of the execution of the





carrying out of the contract. Unless otherwise stipulated elsewhere in this contract, it shall be obligatory for the contractor to obtain the insurance cover under the following policy -

- (a) Contractor's all risks insurance policy to cover the following:
- (b) Policy to cover contractor's liability under workmen's compensation act 1923, minimum wages act 1948, contract labour (regulation & abolition act 1970 & other relevant acts listed elsewhere). This shall be for the period of compensation period. The contractor shall insure against all such liabilities & shall continue such insurance during the whole of the time when any person employed by him is on the works. Premium for all insurance policies shall be paid by the contractor & shall not be reimbursable.

#### **4.5 SAFETY**

The contractor shall be responsible for the safety of all activities on the site.

#### **4.5 DISCOVERIES**

Anything of historical or other interest of significant value unexpectedly discovered on the site is the property of the employer. The contractor is to notify the engineer of such discoveries & carry out the engineer's instructions for dealing with them.

#### **4.6 POSSESSION OF THE SITE**

The employer shall give possession of all parts of the site to the contractor. If possessions of a part are not given by the date stated in the contract data, the employer is deemed to have delayed the start of the relevant activities.

#### **4.7 SAMPLES & SHOP DRAWINGS**

After the award of the contract, the contractor shall furnish for the approval of the architect, samples & shop drawings (where appropriate) for all materials, finishes & work listed elsewhere in these conditions.

#### **4.8 TIME OF COMPLETION**

The work shall be completed in all respects within **15 days** (including holidays & Sundays) from the date of award of work inclusive of mobilization period.

#### **4.9 WATER & ELECTRICITY**

These shall be arranged by the owner at one or more convenient point/s. Necessary extensions of these supplies will have to be got executed by the contractor at his own cost.

#### **4.10 VIRTUAL COMPLETION**

Virtual completion certificate shall mean the certificate / s to be issued by the architect when the "works" according to the architect have been completed in every respect in conformity with the contract documents & are ready & fit for occupation / commissioning.

#### **4.11 VARIATIONS**



The owner reserves the right to increase, decrease or delete the scope of work or any or all items, subject to limitation laid down. The contractor shall have no claim for loss of anticipated profits or for any other reason whatsoever on account of these variations.

#### **4.12 TYPE OF CONTRACT**

The contract shall be an item rate contract. The contractor shall be paid at the contract rates, for the actual quantity of the work carried out by him as measured, in accordance with the contract documents.

#### **4.13 SCHEDULE OF QUANTITIES & VARIATIONS**

The quantities given in the schedule of quantities are provisional & are meant to indicate the intent of work & provide a uniform basis for tendering. The contractor shall be paid for the actual quantity of work executed by him in accordance with the right to increase or decrease any of the quantities or totally omit any items of work & the contractor shall not claim any extra or damages on these grounds subject to the condition that the overall contract amount is not varied by more than  $\pm 50\%$  overall contract amount, for the purpose of variation shall not take into account the additions to the total amount because of escalation of price materials, labour, etc. Any error in description or in quantity or omission of item in the schedule of quantities shall not vitiate this contract but shall be deemed to be a variation required by the architect.

#### **4.14 LICENSE & PERMITS**

License & permits for all materials under the govt. control shall be obtained by the contractor directly. The owner may assist the contractor in this respect to the extent possible. The contractor shall include in his tender all transport charges & other expenses that may be incurred in this connection.

#### **4.15 TAXES**

The rates quoted by the contractor for each item shall be inclusive of all taxes, such as sales tax both central & state), trade tax, income tax, turnover tax, works contract tax, excise duty, octroi etc, complete on all materials & equipment forming part of the work.

#### **4.16 DELAYS**

Should the contractor be delayed or impeded in the execution of works by reason of:

- (a) Force majeure.
- (b) By the works or delays of other contractors or tradesman, engaged or nominated by the owner & not referred to in the contract document.
- (c) The non delivery or delay in the delivery to the contractor of any materials & equipment which under the contract the owner or the architect; or
- (d) Any cause, whatever arising out of the acts of defaults of the owner or the architect; or
- (e) Any accident happening to the works during the progress not arising from negligence, default of the contractor or his workmen or subcontractor; or
- (f) Extras or variations being ordered by the architect; or





(g) Any other cause which is in the opinion of the architect has caused delay; the contractor may from time to time within 14 working days of the happenings of any of the aforesaid, writing to the architect for an extension of time on account thereof, setting forth the cause of such delays.

The architect / owner shall, if he thinks the cause sufficient but not otherwise, by writing within 14 working days extend the time of completion of the works for such periods as he shall think adequate.

Unless the contractor shall ask for any extension of time within the period & the manner aforesaid,\* unless & until the architect / owner shall extend the time aforesaid, the contractor shall not by reason of any delay arising from cause aforesaid, be relieved in any way or to any extent from his obligation to proceed with, execute & complete the works within the time specified in the contract for the completion of the work.

#### **4.17 COMPENSATION FOR DELAY**

The contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work whatever the cause of delays arising out of modification of the work entrusted to him or in any sub contracts connected therewith or delays in contracts for other trades of the project or in commencement of completion of such works.

#### **4.18 LIQUIDATION DAMAGES**

The contractor shall pay the owner such as stipulated liquidation damage for each day, Sundays & holidays inclusive that the work remain incomplete after the contract date for completion orally extended time as may be granted by the architect, provided that the total amount payable by way of damages shall not exceed 10% (ten percent only) of the total initial contract amount.

#### **4.19 LABOUR REGULATIONS**

The contractor shall be wholly & solely responsible for full compliance with the provisions under all labour laws of the Union of India &/or regulations such as payment of wages act 1936, minimum wages act 1948 & it's subsequent amendment/s.

#### **4.20 SECURITY**

It will be responsibility of the contractor only.

#### **4.21 ESCALATION OF MATERIAL'S COST**

It is a fixed rate contract, no escalation either on materials or labour whatsoever shall be paid under any circumstances.

#### **4.22 EXTRAS & VARIATIONS**

If at any time whilst the works are in progress it shall be deemed specially by the architect to order material or work of a different description from that specified, he shall have full power to order & direct any such variations & additions & the work involved in any such variations additions shall be executed by the contractor if of the class of work provided for in the documents at the contract, or extend the time of completion but such additions or variations shall be paid for or deducted from the account of the contractor, as the case may require, according to the rates set but in the schedule of quantities.





The rates for such additional altered or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order -

- (a) If the rates for the additional, altered or substituted work specified in the contract for the work, the contractor is bound to carry out the additional, altered or substituted work at the same rate as specified in the contract for work.
- (b) If the rates for the additional, altered or substituted work are not specifically provided in the contract for the work, then such rates will be derived from the rates for a similar class of work as specified in the contract for work.
- (c) If the altered, additional or substituted work cannot be derived from similar class of work as laid down in (b) above, then the rates for such items of work shall be completed on the basis of the analysis of rates as provided in all schedule of rates 1977-III standard analysis of rates (volume 1 & 2) published by national building organization, New Delhi.

But if the contractor & architect cannot agree as to the rate to be paid, the architect may order & direct the same to be done by such person/s as he may think fit; & such person/s shall be permitted by the contractor to enter upon the works for the purpose of carrying out such work/s as is required.

#### **4.23 WITHHOLDING OF PAYMENTS**

The architect may withhold or on account of subsequently discovered evidence, nullify the whole or a part of any certificate to such extent as may be necessary to protect, the owner from loss on account of -

- (a) Defective work not remedied.
- (b) Failure of the contractor to make payments to sub contractors (if permitted) for materials or labour or equipments.
- (c) A reasonable doubt that the contract can be completed for the balance unpaid amount. Damage of works of another contractor or sub-contractor.

#### **4.24 CORRECTION OF WORK BEFORE VIRTUAL COMPLETION OF WORK**

The architect shall conduct a final inspection just prior to the virtual completion of the work & prepare a list of materials, equipment & items of work which fail to confirm to the contract specifications. The contractor shall promptly replace & re execute such items in accordance with the contract & shall bear all expenses of making good all work & the cost work of other contractors destroyed or damages by such replacement or removal. If the contractor fails to remove & replace above, rejected materials, equipment & or workmanship within a reasonable time, fixed by written notice, the owner may employ any other persons to amend & make good such defects at the expense to the contractor.

All expenses incurred by the owner in consequent on the defects shall be recoverable from any amount due or that may become due to the contractor.

#### **4.25 VIRTUAL COMPLETION**

The work shall be considered to be virtually complete only upon fulfillment of the procedure laid down in clause above & when the architect has certified in writing that the work has been virtually completed. The defects liability period shall commence from the date of the certificate.

Should the owner decide to occupy any portion/s of the building or use any part of any equipment, before the contract is completed, same shall not constitute as acceptance of any part of the work unless so stated in writing by the architect.

#### **4.26 DEFECTS**



- 4.26.1 The contractor shall make good, at his own cost & to the satisfaction of the architect from work of materials not being in confirmation of the drawings or specifications or schedule of quantities or the specifications of the architect, which may appear within six months after completion of work.
- 4.26.2 Any defects noticed & brought to the attention of the contractor shall be promptly attended to by the contractor expeditiously.
- 4.26.3 After the contract is signed, the contractor will be furnished with two copies of the drawings & two copies each of conditions & contract, specifications & schedule of quantities without cost to him for his own use until the completion of the contract. Additional copies of the drawings & other documents will be supplied on payment to the architect at actual cost.

In general, the drawings shall indicate dimensions, position & type of construction; the specification shall indicate the quantity & rate for each item of work. However the above documents being complementary, what is called for by any one shall be binding as if called for by all. In case of any discrepancies in or among the documents, the most stringent of all shall apply. No deviations from the drawings, specifications & schedule of quantities shall be made. The architect's interpretation of these documents shall be final & without appeal.

#### **4.27 METHODS OF MEASUREMENT**

For measuring of work, the standard method of measurement in accordance with the standards laid down by the BIS shall be adopted unless otherwise specified. In the event of any dispute with regard at the mode of measurement of the work executed, the decision of the architect shall be final & binding.

#### **4.28 DISMISSAL OF CONTRACTOR'S EMPLOYEES**

The contractor shall on request of the architect immediately dismiss from the works of any person / s employed thereon by him who may, in the opinion of the architect be incompetent misconduct's himself & such person shall not be re employed on the works without the permission of the architect.

#### **4.29 TERMINATION OF THE CONTRACT BY THE OWNER**

If the contractor should persistently or repeatedly refuse to carry on the work diligently or shall fail except in case for which extension of time is provided, to supply enough properly skilled manpower or proper materials or equipment for the progress of work, or if he should fail to make prompt payments to sub contractors (if permitted) or for materials or equipment / s or labour or persistently disregard laws, ordinances or instructions of the architect or otherwise be guilty of a violation of any provision of the contract, or has abandoned the contract, or has failed to commence the works, or has suspended the works, then the owner upon the certificate of the architect that sufficient cause exists to justify such action say without prejudice to any other right or remedy & after giving the contractor seven days notice in writing, terminate the employment of the contractor & take possession of the premises of all materials, equipment/s, T&P thereon & use these as owners property for the completion of the work. In such case, the contractor shall not be entitled to receive any further payment until the work is finished.

#### **4.30 JURISDICTION**

All matters arising out of or in way connected with this agreement shall be deemed to have arisen at Hooghly (West Bengal) & shall have jurisdiction to determine the same.





#### 4.31 TESTS & CERTIFICATES

The contractor shall be & remain liable at his own cost to conduct all tests at all relevant times during supply, erection & installation of any works, structures, materials & components as shall be required in terms of the contract document. On testing if the architect is not satisfied by the quality or workmanship of any structure, material or component, the contractor shall re perform as per the specifications.

#### 4.32 CLEANING THE SITE

The contractor shall be responsible for removing malba from the site to place permitted by the municipal authorities every 48 hours & cleaning the site regularly. Cost of removal of malba, transportation, loading, unloading etc. (up to any lead) shall be included in the cost of the relevant item of construction.

#### 4.33 OPERATIONAL CONSTRAIN

This is a relocation branch & the space is freely available during period of execution.

### 5.0 IMPORTANT TENDER CONDITIONS

(Over riding any other condition laid down earlier)

1. Possession of site : immediate.
2. Time of completion : **15 days** from the date of handing over the site.
3. Liquidation damages per day: **Rs.1500/-** per day inclusive of Sunday, holidays, limited to 10% of the Contract amount.
4. Payment schedule : No advance payment will be made.  
Maximum of two interim payments on running bills before final bills.
5. Retention money : 5% (five percent only) of the value of the interim bills.
6. Period of submitting final bills : Within 30 days of virtual completion of work.
7. Release of retention money : (a) 50% of the retention amount within 15 days of virtual completion.  
(b) Balance 50% after end of defects liability period & after discharge of defects liability.
8. Defects liability : 12 months from the date of virtual completion.
9. Estimated cost of work : As / section 1.
10. Income tax & other taxes : will be deducted as per the prevailing income tax, works contract tax etc. Laws.
11. Rates : G.S.T Taxes to extra., G.S.T. TO BE METIONED BY THE CONTRACTOR..

### 6.1 MATERIALS

#### 6.1.1 Quality

All materials used in the works shall be of their respective kinds as specified herein, obtained from sources & suppliers as approved by the architects & shall comply strictly with the tests prescribed hereafter, or where tests are not laid down in the specifications, with the requirements of the latest issue of the relevant Indian standard.

#### 6.1.2 Sampling & testing





All materials used in the works shall be subject to inspection & test in addition to test certificate of all materials proposed to be incorporated in permanent works shall be submitted to the architect for approval before they are brought to the site..

### **6.1.3 Rejection**

Any materials that have been not found to confirm to the specifications will be rejected forthwith & shall be removed from the site by the contractor at his own cost. The architect shall have power to cause the contractors to purchase & use such material / s from any particular source / s as may in his opinion be necessary for the proper execution of the work.

## **6.2 WORKMANSHIP**

All works shall be true to level, plumb & square & the corners, edges, etc. in all cases shall be unbroken & net. Distemping, POP / Painting / Polishing shall be provided in accordance with CPWD specifications 1977 & relevant standards as applicable to this work. Painting with plastic emulsion paint (if required) shall be as per CPWD specifications 1977 & IS 5411-1969. Paint shall be of approved manufacturer & brand. All timber shall be treated with preservatives before delivery to site. While remaining in proper wrapping, timber shall be protected from extremes of temperature & direct sunlight. Timber shall be soft wood or hardwood as suitable for the purpose for which it is intended. It shall be seasoned, free of defects, which would affect strength or usability & shall be flat, non-splitting & dressed on all sides. All glue, laminate, ply, board shall be as per relevant IS codes. Wherever teak is specified it shall be 1st, Class C.P. Teak. All aluminum work prelaminate particleboard work & glasswork will be as per the relevant IS codes & their latest amendments.

## **6.3 FINISH**

Finishes shall be fully in accordance with the drawings & schedules and / or as per the directions of the architect.

## **6.4 SAMPLES**

A sample of every item to be incorporated shall be submitted for approval of the architect before placing the order. Approved samples shall be used as standards of finish & workmanship.



**PROPOSED FURNISHING WORKS FOR UCO BANK KOTRUNG BRANCH**

Sl. No	Description of works	Quantity	Unit	Rate	Amount : Rs.
	<b>Main entrance Door(Gr.fl. For branch &amp; incl.ATM):</b>				
1	(a) P.&F. of twin style door made out of 12mm thk. glass having top & bottom teak wood frame of 6"x3" section as per width of door duly polished. The door shall have floor pring, handle, locking arrangement, etc.	50	sft		
	(b) P.&F. of fixed glazing by 8mm thk. plain glass with the door frame of wooden section (3"x3") as vertical & horizontal members. There shall be t.w. bead for fixing the glass, polished	30	sft		
2	P.&F. of 36" wide clerical single window type counter consisting of 19mm thk. ply board on top at 30" ht. level having box cum drawer of std. size made out from b/board duly laminated on front face complete with fitting, fixture with key board. On the top & edge of table counter to provide 12mm thk. plain glass of 16" high over table. There shall be 4" gap between the table & glass as per drg.	8	Rft.		
3	P.&F. in position of Cash Counter 30" wide at 30" ht. level inside as per drg. made out from 19mm thk. ply duly laminated (1.0mm thk.) supported over 19mm ply structure complete with C.P. teak wood lipping on all edges. The cost shall be inclusive of a drawer & shelf unit complete with Godrej lock with extra key board drawer (ready made) at the middle of counter table. There shall be 3" dia. hole on top with cable manager to pass computer cables. The transactional top (15" wide) made out from 19mm thk. ply of approved brand supported & clamped on both ends, shall be at 46" ht. level. The front faces & reqd. projection shall be finished with lam finish with border over the 3/4" b/board. The other specification of counter shall be same as per drg.	8.5	Rft.		
4	(a) P.&F. Cash cage front partition with 12mm thk. plain glass above transactional top upto 16" as per drg. keeping 3" gap of rounded edge and upper part of glass upto top of cash front.	26	sft.		
	(b) The sides & back of the cash cage partition with door upto 6'-6" ht. shall be finished by 8mm thk. glass placed over solid partition upto 46" ht., made out from 6mm ply on both faces over sal wood frame (2"x1.5") structure at 16" c/c both ways, duly laminated by 1.0mm thick Lam sheet on both faces with std. design in groove. All glass shall be set in C.P. teak wood beading. The door of the cash cage shall be 1.5" thk. in similar pattern. The cost shall be inclusive of all fittings, tower bolts, Godrej Night latch, oldrop, handles, steel hinges, door closer, etc. complete. All wood works shall be polished. There shall be 6" high skirting on both faces of the partition.	180	sft		
	(c) Covering the top of cash cage by deco grill (3") to be fitted by wooden bead all over the edged of deco grill 7 duly painted	65	sft.		
5	P.&F. of glazed full / Semi ht. partition for Manager's & Servers chamber consisting of 6 mm ply on both faces over the sal wooden frame (2"x2.5") @ 2'-0" c/c (both way) duly laminated by 1.0mm thk. lam sheet of uniform grooves (Le. 2.5mm thk.) where the lower part upto 3'-0" and upper part above 7'-6" ht. shall be solid and middle part shall be glazed by 8mm thk. glass (plain) incl. glazed door with necessary fittings of same pattern. There shall be etching of simple design on front glass partition & door glass and shall have 6" skirting of diff. colour in lamination. The rate shall be inclusive of all fittings, locks, handle & hinges complete by t.w. moulding (1.5"x1") for fixing glasses duly well finished of wood colour polishing	125	sft		





6	<b>Full/Semi Height solid partition</b> (for Mgr., store, etc.): P. & erecting full ht. solid double skin partition with inner frame made out of 2"x2" sal wood placed 3'-0" c/c both vertically & horizontally, covered by 6mm MR grade ply on both sides duly finished by 1.0mm thk. laminate with proper skirting (6") with colour laminate & incl. (Plain) solid door with necessary fittings of same pattern, as per drg.	100	Sft		
7	<b>Low Height solid partition</b> (for counter end & UPS/Batt.): P. & erecting partition with inner frame made out of 2"x2" sal wood placed 3'-0" c/c both vertically & horizontally, covered by 6mm MR grade ply on both sides duly finished by 1.0mm thk. laminate with proper skirting (6") with colour laminate as per dim. There shall be 2" wide t.w. lipping on top of it & polished including solid door with necessary fittings of same pattern, as per drg.	90	Sft		
8	<b>S.&amp;F. of an isolated solid flush door</b> of 35mm thk. for partition of Store Room, cash lobby by using 6mm ply on both faces over sal wood frame work duly laminated on both faces. The edges are to be covered by t.w. lipping duly polished. The cost shall be inclusive of all fittings like handle, lock, etc.	65	sft.		
9	<b>Partly Glazed flush doors:</b> P. & F. of partly glazed solid core flush door 35mm thk. of century finished with 1.0mm thk. laminate on both sides. There shall be glazing by 6mm thk. clear glass at man ht. level complete with necessary all accessories fittings like Godrej lock, door closer, steel hinges, door stopper, handle, etc. complete in all respect.	55	sft.		
10	<b>Providing tables of following specification:</b>  The basic structure of 19mm thk BWR block board for sides, top and modesty panel, finished with 1.0mm thk. laminate with design on the front face having 4x4mm groove. There shall be drawer cum cabinet of size 1'-4"x1'-8"x2'-5" of 19mm b/board and 12/6mm thk. ply wood duly laminated by 1.0mm lam sheet. The drawer unit shall be of DM BG 1416/INNOFIT system or similar. Readymade key board drawer of Engg. plastic (KD 575 PMT/INNOFIT systems or similar) with all fittings, fixtures, suspended below table top. Readymade CPU holder with swivel facility (CPU 11L SW/INNOFIT system or similar). The quoted rate shall be inclusive of concealed shutter hinges and lock with keys in duplicate, other necessary hardware and accessories i/c satin finish S.S. handles.				
	a) For Manager (1500x900)	1	No.		
	b) For Officers (1200x750)	1	No.		
	c) Server Table (1200x750)	1	no.		
11	P. & F. of <b>wicket gate</b> made of solid 3/4" thk. ply duly laminated on both faces & hinged from wooden support having tower bolt and locking arrangement.	40	Sft		
12	<b>P. &amp; F. of Low /Full Hight cabinet</b> made out from 3/4" thk. ply on all sides having intermediate platform of 12mm thk. ply. All edges must have lipping & polished. The front of cabinet must have operable leaf by same ply duly laminated by 1.0mm thk. laminate sheet. Necessary hinges & lock are to be provided & complete by painting inside.	95	Sft		





13	<b>P.&amp;F. of vertical blinds</b> having 25mm high grade aluminium alloys slats with 0.19mm thk. The head channel should be of G.I. steel U-shape PU powder coated fitted with guardian filter having tarnished steel housing and self lubrication nylon automatic disengaging worm and gear mechanism, all the fixture on the top rail including drums/cradle, tilt rod, etc. will be furnished steel with 19mm bottom rail made of G.I. steel in matching colour. The slats to be placed on graded polyester yarn. The top rail is to be fixed on G.I. steel "L" shaped suitable bracket to be hold head channel. The blinds will be in approved colour shade. Payment will be made on the basis of brick work opening.	190	Sft		
14	<b>P.&amp;f. of false ceiling made out of Gypsum board</b> 12.5mm thk. on Gypsum channels (45x15x0.9mm) in an appropriate grid duly hanged from soffits by M.S. sheet, angle cleats, etc. in 8' drop system. The ceiling shall be completed by Gypsum cornice (L-pattern) with proper filter, paper tapes and painting by 2-coats of enamel paint over a coat of primer. There shall be drop in ceiling as per direction of Architect. The rate shall be inclusive of cutting of light fittings, grill, diffuser, etc. and drop making with cornice fixing by appropriate t.w. bead around the edges as and necessary for beautification. (Grill, Incl. ATM)	880	SFT.		
15	<b>Applying 2 coats of synthetic enamel paint</b> to wooden surface & steel window frames, M.S. grill/ sheet, collapsible gate, R/shutter, all metal surfaces after sand papering and cleaning the surfaces.	800	Sft		
16	<b>Applying 2 coats of washable distemper over 2-coat of cement primer</b> to walls, ceiling, etc. after thorough cleaning upto satisfaction.	2700	Sft		
17	<b>Applying 2- coats of acrylic emulsion paint over 2- coat of approved interior primer</b> to walls, ceiling, etc. after thorough cleaning and smoothening the surface upto satisfaction.	2000	sft.		
18	<b>P.&amp;F. of pillar paneling</b> (for entrance door) by 6mm ply over wooden (sal/badam) frame (2"x1.5") work duly laminated by 1.0mm thk. laminate matching with other areas and 6" skiling of approv. shade of laminate.	160	Sft		
19	<b>Covering the hood of Rolling shutters for Branch &amp; ATM</b> by 6 mm thk. A.C.P. sheet on galvanised M.S. structured frame and having a sill beneath the box for operation of R/shutter. There shall be provision of hole for light fixing. The rate shall be inclusive of synthetic enamel paint to rolling shutter.	100	SFT		
20	<b>Supplying &amp; erecting wall mounted customer's writing ledge</b> of approx. size 900x300mm made of 12mm thk. machine polished smoke clear glass supported on decorating wrought iron all brackets of suitable size and quality with vacuum bush i/c. making slots made of glass as above for keeping form/slips.	1	nos.		
21	<b>Notice board (4'x2'x6" deep)</b> fixed to wall. The material of board shall be 3/4" thk. black board backed by velvet cloth of approv. colour & 12mm thk. ply on back, a leaf with glass on front having locking arrangement.	1	nos.		
22	<b>Supply &amp; fixing of a letter box &amp; a cheque drop box duly painted in good condition.</b>	2	Nos		
23	<b>Supply &amp; positioning the ready made steel chairs</b> of steel colour (3-seater) from ISI marked quality for customers.	2	SET		
24	<b>Misc. items for ATM :</b>				



a) <b>Notice Board (3'x2'x6"deep)</b> fixed to wall. The material of board shall be 1/4" thk. black board, 12mm ply on back, a leaf with glass on front having locking arrangement.	1	No.		
b) Supply & providing of <b>letterbox &amp; cheque</b> drop box made of 3/4 "x1/2" ply of std size duly laminated having openable leaf with locks etc., complete.	2	Nos		
c) P.&F. of soft but <b>perforated matt</b> at entrance of std. size	1	no.		
d) P.&F. Steel sheet made [round shape] <b>dustbin</b> at suitable position	1	no.		
e) P.&F. of a <b>fire extinguisher 2 kg</b> capacity	1	no		
<b>TOTAL=Rs.</b>				

#### PROPOSED FURNISHING WORKS FOR UCO BANK KOTRUNG BRANCH (0305)

List of approved make:

- |   |   |
|---|---|
| 1.Lock  | : Godrej/Haffle   |
| 2.Floor spring                                      | : Everite,Godrej  |
| 3.Ply wood  | : <b>Green Ply , Sylvan Ply (BWR grade)</b> , 2. Lamination sheet: Green, Amulya Miça |
| (As per specification of Bank code number & colour) |   |
| 5.False ceiling                                     | : India Gypsum Ltd.   |
| 6.Handle, Tower bolt, Telescopic channel            | : Ebco,Hettich,Innofit  |
| 7.Key board   | :Ebco,Featherlite   |
| 8.Vertical blinds                                   | :Vista/EGL  |
| 9.CPU trolley                                       | :Ebco/Innofit   |
| 10. Table,storage,cow                               | :As per given specification.  |
| 5. Glass  | :Modi   |
| 6. Painting :                                       | :ICI,Berger   |



**TENDER DOCUMENT  
FOR ELECTRICAL WORK AT  
UCO BANK KOTRUNG BRANCH,  
District- HOOGHLY, West Bengal – 712258**

Architect

**M/s ACON**

S. K. Sarkar 141, B. T. Road, Gopi Sadan,  
Room: 2B, (2<sup>nd</sup> Floor) Kolkata 108  
Phone: 9433080239, E-Mail: [acon141@gmail.com](mailto:acon141@gmail.com)

 **यूको बैंक UCO BANK**  
सम्मान आपके विश्वास का Honours Your Trust

**Zonal Office HOOGHLY**  
21 NEW G. T. Road, Uttarpara, District: Hooghly, West Bengal - 712258  
Email Id: [zo.hooghly@ucobank.co.in](mailto:zo.hooghly@ucobank.co.in)



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## 1. NOTICE INVITING TENDER

1.1	Employer / Owner	ZONAL MANAGER UCO Bank Hooghly Zone, West Bengal
1.2	Name of work	Electrical Works UCO Bank – KOTRUNG Br. [0305] District: Hooghly
1.3	Period of availability of bidding document	From 11.04.2019 to 17.04.2019
1.4	Place of availability of bidding documents	At Zonal Office Hooghly and At UCO Bank's Website <a href="http://www.ucobank.co.in">www.ucobank.co.in</a>
1.5	Last date, time & place for receipt of bids	17.04.2019 at 4:00 PM At UCO Bank, Zonal Office Hooghly, 21 New G. T. Road, Uttarpara, District: Hooghly, W. B - 712258
1.6	Time & date of Opening of bids	3:00 PM of 18.04.2019
1.7	Place of opening of bids	UCO Bank, Zonal Office Hooghly, 21 New G. T. Road, Uttarpara, District: Hooghly, W. B - 712258
1.8	Office Inviting bids	UCO Bank, Zonal Office Hooghly, 21 New G. T. Road, Uttarpara, District: Hooghly, W. B - 712258
1.9	ARCHITECTS	M/s ACON S. K. Sarkar 141, B. T. Road, Gopi Sadan, Room: 2B, (2nd Floor) Kolkata 108 Phone: 9433080239, Email: <a href="mailto:acon141@gmail.com">acon141@gmail.com</a>
1.10	Cost of bidding document	DD for Rs. 500.00 In favour UCO Bank, Zonal Office Hooghly payable at Uttarpara
1.11	Earnest Money Deposit	DD for Rs. 10,000.00 In favour UCO Bank, Zonal Office Hooghly payable at Uttarpara
1.12	Corrigendum, if any	Shall be uploaded on Bank's website if any only in <a href="http://www.ucobank.com">www.ucobank.com</a>



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Dear Sir,

**Subject: Electrical works for UCO Bank, Kotrung Branch (0305) under Hooghly Zone**

Item wise sealed tenders are invited in a two bid system for the above mentioned work for which tender document can be downloaded from the website of the bank at [www.ucobank.com](http://www.ucobank.com).

Sealed bids in two envelope system (part A technical bid, part B financial bid) along with a demand draft drawn on any scheduled bank other than UCO Bank for **Rs. 10,000 (Rupees Fifteen thousand five hundred Only)** drawn in favour of UCO Bank, Zonal Office Hooghly, payable at Uttarpara should be submitted in a sealed cover & super scribed '**TENDER FOR ELECTRICAL WORKS FOR UCO BANK AT KOTRUNG BRANCH (0305)**' under Hooghly Zone.

Tenders will be received on 17.04.2019 up to 4:00 pm and the technical bid shall be opened first to assess the technical soundness of the firm.

The financial bid will be opened for those firms only whose technical bid qualifies the technical evaluation criteria of the bank. Any tender received thereafter will not be accepted.

The Zonal Manager, UCO Bank shall not be bound to accept the lowest bid & reserves the right to reject any or all the tenders without assigning any reason.

The tender shall be valid for a period of sixty days from the date of opening of tender.

(Seal & Signature of UCO Bank)

(Seal & Signature of Contractor)





### 3. INSTRUCTION TO BIDDERS

- 2.1 SCOPE OF BID
- 2.2 ELIGIBLE BIDDERS
- 2.3 QUALIFICATION OF THE BIDDER
- 2.4 ONE BID PER BIDDER
- 2.5 COST OF BIDDING
- 2.6 SITE VISIT
- 2.7 CLARIFICATION OF BIDDING DOCUMENTS
- 2.8 AMENDMENT TO BIDDING DOCUMENT
- 2.9 ALL DOCUMENTS RELATING TO THE BID SHALL BE IN ENGLISH LANGUAGE ONLY
- 2.10 BID PRICES
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- 2.12 BID SECURITY (EARNEST MONEY)
- 2.13 FORMAT & SIGNING OF BID
- 2.14 SEALING & MARKING OF BIDS
- 2.15 LATE BIDS
- 2.16 MODIFICATION & WITHDRAWAL OF BID
- 2.17 BID OPENING
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- 2.19 CLARIFICATION OF BIDS
- 2.20 EXAMINATION OF BIDS & DETERMINATION OF RESPONSIVENESS
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- 2.22 EVALUATION & COMPARISON OF BIDS
- 2.23 AWARD CRITERIA
- 2.24 EMPLOYER'S RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS
- 2.25 NOTIFICATION OF AWARD & SIGNING OF AGREEMENT
- 2.26 DEFECTS LIABILITY PERIOD
- 2.27 COMPENSATION FOR DELAY
- 2.28 ADVANCE PAYMENT

#### 2.1 SCOPE OF BID

- 2.1.1 The Zonal Manager, UCO Bank, Zonal Office Hooghly, West Bengal-invites bids for interior electrical works for KOTRUNG Branch- 0305 [as defined in these documents & referred to as "the works") detailed herewith,
- 2.1.2 The successful bidder will be expected to complete the work/s by the intended completion date & to the desired quality as specified in the contract data.

#### 2.2 ELIGIBLE BIDDERS

- 2.2.1 All bidders shall provide in section 3.0 forms of bid & qualification information, a statement that bidder is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications & other documents for the project or being proposed by the UCO Bank, Zonal Office Hooghly or any of its officers.

#### 2.3 QUALIFICATION OF THE BIDDER

- 2.3.1 All bidders shall provide in the section 3.0 forms of bid & qualification information, a preliminary description of the proposed work method & schedule, including drawings & charts (as necessary).
- 2.3.2 In the event that pre qualification of potential bidders has been undertaken, only bids from the pre qualified bidders will be considered for award of the contract. Otherwise all the bidders should submit the following documents with their bids -



- (a) Proof of definition of the constitution or legal status, place of registration & principal place of business; written power of attorney of the signatory of the bid of commit the bidder.
- (b) Total monetary value of construction work performed for each of the last five years.
- (c) Experience in works of a similar nature & size for each of the last five years.
- (d) Qualifications & experience of key site management & technical personnel proposed for the contract.
- (e) Reports on the financial standing of the bidder, such as profit & loss statements & auditor's reports for the past five years.
- (f) Evidence of adequacy of working capital for this contract.
- (g) Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned & disputed amount (including income tax, G.S.T. & C.S.T. service tax authorities).
- (h) Proposals to subcontracting components of the works amounting to more than 10% of the contract price (if permitted & necessarily to be vetted by the architect)
- (i) Income tax permanent account of the bidder.
- (j) Income tax clearance certificate for the current financial year.
- (k) West Bengal, trade tax registration no.
- (l) Any additional information as needed in the contract document.

2.3.3 Bids from joint ventures are not acceptable.

2.3.4 To qualify for award of the contract, each bidder in it's name should have in the last three years:

- (a) Achieved a minimum financial turnover (in all classes of interior furnishing work only) of Rs. **25.00 lacs** in each three preceding years, supported by audited balance sheets.
- (b) Successfully completed three prime contracts of at least similar work type of value not less than Rs. **6.50 lacs** in the last two financial year.
- (c) Any additional condition as imposed in the tender document.

## 2.4 ONE BID PER BIDDER

2.4.1 Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid (other than as a sub contractor or in the case of alternatives that have been permitted or requested) will cause all the proposals with the bidder's participation to be disqualified.

## 2.5 COST OF BIDDING

2.5.1 The bidder shall bear all costs associated with the preparation & submission of his bid, & the employer will in no case be responsible & liable for those costs.

## 2.6 SITE VISIT

2.6.1 The bidder, at his own risk, cost & responsibility is encouraged to visit & examine the site of works & its surroundings & obtain all information that may be necessary for preparing the bid & entering into a contract for work/s.

## 2.7 CLARIFICATION OF BIDDING DOCUMENTS

2.7.1 A prospective bidder requiring any clarification regarding the bidding document may notify the employer in writing or by cable (hereinafter "cable" included telex, facsimile, e-mail, hybrid mail, telegram) at the employer's address indicated in the





invitation bid. The employer will respond to any request for clarification which he receives earlier than 7 days prior to the deadline for the submission of bids. Copies of the employer's response will be forwarded to all purchasers of the bidding documents, including a description of the enquiry but without identifying its source.

## **2.8 AMENDMENT TO BIDDING DOCUMENT**

- 2.8.1 Before the deadline for the submission of the bid, the employer may modify the bidding documents by issuing addenda.
- 2.8.2 Any addendum thus issued shall be part of the bidding documents & shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the employer. For this purpose it is mandatory for all prospective bidders to furnish a fax no. at the time of purchase of the document.
- 2.8.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the employer shall extend as he thinks is necessary the deadline for submission of the bids. The discretion to do so & the time to be extended would be the privilege of the employer.

## **2.9 ALL DOCUMENTS RELATING TO THE BID SHALL BE IN ENGLISH LANGUAGE ONLY.**

## **2.10 BID PRICES**

- 2.10.1 The contract will be for the whole work based on the priced bill of quantities submitted by the bidder.
- 2.10.2 The bidder shall fill in rates & prices for all items of the works described in the bill of quantities. Items for which no rate or price is entered by the bidder will not be paid for by the employer when executed & shall be deemed covered by the other rates & prices in the bill of quantities. Corrections, if any, shall be made by crossing out, initialing, dating & rewriting.
- 2.10.3 All duties, taxes & other levies payable by the contractor under the contract or for any other cause shall be included in the rates, prices & total bid price submitted by the bidder.
- 2.10.4 The rates & prices quoted by the bidder shall be fixed for the duration of the contract & shall not be subject to adjustment on any account.

## **2.11 BID VALIDITY**

- 2.11.1 Bids shall remain valid for a period not less than sixty days after the deadline date for the bid submission. A bid valid for shorter period shall be rejected by the employer as non responsive.
- 2.11.2 In exceptional circumstances, prior to expiry of the original time limit, the employer may request that the bidders may extend the period of validity for a specified additional period. The request & the bidder's response shall be made in writing or by cable. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid except the validity period.

## **2.12 BID SECURITY (EARNEST MONEY)**

- 2.12.1 As per section 1
- 2.12.2 No bank guarantees will be acceptable in lieu of the above.





- 2.12.3 The bid security of the unsuccessful bidders shall be returned within 28 days of the end of the bid validity period as specified in earlier section or earlier if the owner so desires.
- 2.12.4 No interest whatsoever shall be payable on the said bid security.
- 2.12.5 The bid security of the successful bidder shall be discharged after the clearance of the first running bill.

## 2.13 FORMAT & SIGNING OF BID

- 2.12.1 The original copy of the bid shall be typed or written in indelible ink & shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialed by the person / s signing the bid.
- 2.13.2 The bid shall contain no alterations, except those to comply with instructions issued by the employer, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person/s signing the bid.

## 2.14 SEALING & MARKING OF BIDS

- 2.14.1 The bidder shall seal the original bid in a non transparent envelope duly marking it as original. This envelope shall be kept inside another envelope which shall be sealed & signed across the joints by the person / s authorized by the bidder.
- 2.14.2 The inner & outer envelope shall be addressed to the employer at the following address:  
**The Zonal Manager,  
 UCO Bank, Zonal Office, Hooghly  
 Uttarpara, District: Hooghly, WEST BENGAL.**
- 2.14.3 The top of the envelope shall have clearly written in block letter the following -  
**"BID FOR ELECTRICAL WORKS OF UCO BANK, KOTRUNG BRANCH - 0305"**
- 2.14.4 The lower left hand corner of the envelope, the name & address of the bidder along with the telephone no./s & fax. No./s should be inscribed.
- 2.14.5 If the outer envelope is not sealed & marked as in 2.14.1, the employer will assume no responsibility for the misplacement or premature opening of the bid.

## 2.15 DEADLINE FOR SUBMISSION OF BIDS

- 2.15.1 Bids must be received by the employer at the address specified above no later than 04.00 PM at **17-04-2019**.  
 In the event of the specified date for the submission of the bids is declared as a holiday by the employer's organization, the bids will be received up to the appointed time on the next working day.
- 2.15.2 The employer may extend the deadline for submission of bids by issuing an amendment in which case all rights & obligations of the employer & the bidders previously subject to the original deadline will then be subject to the new deadline.
- 2.15.3 In case of the above, all those bidders whose names, addresses & fax nos. are in record with the employer will be intimated by cable at least two days in advance of the proposed date of submission of the bid.
- 2.15.4 Those bidders who fail to register their name, addresses & fax no. with the employer at the time of collection of the bid document shall have no right to 2.15.3 & cannot hold the employer responsible for any damages whether direct or indirect.

## 2.16 LATE BIDS

- 2.16.1 Any bid received by the employer after the deadline as prescribed earlier will be returned unopened to the bidder.



## **2.17 MODIFICATION & WITHDRAWAL OF BID**

- 2.17.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline as prescribed in clause no.2.15
- 2.17.2 Each bidder's modification or withdrawal notice shall be prepared, sealed, marked & delivered in accordance with clause no.2.13 & 2.14 with the outer & inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate. No bids may be modified or withdrawn after the deadline for submission of bids.
- 2.17.3 Withdrawal or modification of the bid between the deadline for submission of bids & the expiration of the original validity period or extended as above will result in the forfeiture of the bid security.

## **2.18 BID OPENING**

- 2.18.1 The employer will open the bids, including the modifications in the presence of the bidders or their authorized representative / s who chose to attend at **15:00** hrs on the date & place specified in the bid document. In the event of the specified date of the bid opening being declared a holiday by the employer's organization, the bids will be opened at the appointed time & location on the next working day.
- 2.18.2 Envelopes marked withdrawal shall be opened & read out first.
- 2.18.3 The bidder's name, the bid price, the total amount of each bid & of any alternative bid (if alternatives have been requested & permitted), any discounts, bid modifications & withdrawals, the presence or absence of bid security & such other details as the employer may consider appropriate, will be announced by the employer at the opening. Any bid price, discount, or alternative bid price which is not read out & recorded at the bid opening will not be taken into account in bid evaluation.

## **2.19 PROCESS TO BE CONFIDENTIAL**

- 2.19.1 Information regarding to the examination, clarification, evaluation & comparison of bids & recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by the bidder to influence the employer's processing of bids or award decisions may result in the rejection of his bid.

## **2.20 CLARIFICATION OF BIDS**

- 2.20.1 To assist in examination, evaluation & comparison of bids, the employer may, at his discretion, ask any bidder for clarification of the bidder's bid, including breakdowns of unit rates. The request for clarifications & the response shall be in writing or by cable, but no change in the price of substance shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the employer in the evaluation of the bids.

## **2.21 EXAMINATION OF BIDS & DETERMINATION OF RESPONSIVENESS**

- 2.21.1 Prior to the detailed evaluation of bids, the employer will determine whether each bid
  - (a) Meets the eligibility criteria defined in clause 2.2 & 2.3
  - (b) Has been properly signed
  - (c) Is accompanied with the required securities
  - (d) Is substantially responsive to the requirements of the bidding documents.





- 2.21.2 A substantially responsive bid is one which confirms to all terms, conditions & specifications of the building documents without material deviation or reservation. A material deviation or reservation is one:
- (a) Which limits in any substantial way the scope, quality or performance of the works
  - (b) Which limits in any substantial way, inconsistent with the bidding document, the employer's rights or the bidder's obligations under the contract.
  - (c) Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 2.21.3 If a bid is not substantially responsive, it will be rejected by the employer, & may not subsequently be made responsive by correction or withdrawal of the non confirming deviation or reservation.

## **2.22 CORRECTION OF ERRORS**

- 2.22.1 Bids determined to be substantially responsive will be checked by the employer for any arithmetic errors. Errors will be corrected by the employer as follows -
- (a) Where there is a discrepancy between the rates in figures & in words, the rate in words shall govern.
  - (b) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 2.22.2 The amount stated in the bid will be adjusted by the employer in accordance with the above procedure for the correction of errors & with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the correction amount, the bid will be rejected & the bid security may be forfeited.

## **2.23 EVALUATION & COMPARISON OF BIDS**

- 2.23.1 The employer will evaluate & compare only bids determined to be substantially responsive in accordance with clause no. 2.21
- 2.23.2 In evaluating the bids, the employer will determine for each bid the evaluated bid price by adjusting the bid price as follows:
- (a) Making any correction for errors pursuant to clause no. 2.22
  - (b) Making appropriate adjustment for any other acceptable variations, deviations etc.
  - (c) Making appropriate adjustments to reflect discounts or other price modifications offered.
- 2.23.3 The employer reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations & alternative offers & other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the employer shall not be taken into account in bid evaluation.

## **2.24 AWARD CRITERIA**

- 2.24.1 Subject to clause 2.25, the employer will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents & who has offered the lowest evaluated bid price. Provided that such bidder has been determined to be eligible in accordance with provisions of clause 2.2 & qualified in accordance with provisions of clause 2.3. It may be noted that having lowest bid is not the only criterion for award of the contract & does not guarantee the bidder of getting the contract.

## **2.25 EMPLOYER'S RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS**





- 2.25.1 Notwithstanding clause 2.24, the employer reserves the right to accept or reject any bid, & to cancel the bidding process & reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds of the employer's action.

## **2.26 NOTIFICATION OF AWARD & SIGNING OF AGREEMENT**

- 2.26.1 The bidder whose bid has been accepted will be notified of the award by the employer prior to expiration of the bid validity period by cable confirmed by registered letter. The letter (hereinafter & in the conditions of contract called the "letter of acceptance") will state the sum that the employer will pay the contractor in consideration of the execution, completion & maintenance of the works by the contractor as prescribed by the contract (herein after called the 'contract price')
- 2.26.2 The notification of award will constitute the formation of the contract subject only to the furnishing of a performance guarantee in accordance with the provisions of clause 2.27
- 2.26.3 The agreement will incorporate all agreements between the employer & the successful bidder. It will be signed by the employer & sent to the successful bidder within 28 days following the notification of award along with the letter of acceptance. Within 7 days of the receipt, the successful bidder will have to sign the agreement & deliver it to the employer.
- 2.26.4 If the successful bidder fails to do so, the employer will assume that the successful bidder is unwilling to execute the contract & the bid security of the successful bidder will be forfeited
- 2.26.5 In case of 2.26.4, the employer reserves the right to award the contract to the next lowest bidder provided he agrees to work on the same bid price as that of the successful bidder.
- 2.26.6 The owner may, at his own discretion, in the event of 2.26.4 happening call for fresh bids.
- 2.26.7 Upon the furnishing by the successful bidder of the performance security, the employer will promptly notify the other bidders that their bids have been unsuccessful.

## **2.27 DEFECTS LIABILITY PERIOD**

- 2.27.1 Twelve months from the date of virtual completion of work.

## **2.28 COMPENSATION FOR DELAY**

- 2.28.1 Penalty for the delayed work / liquidated damages will be charged and payable @1% of the contract value per week up to a maximum of 5% of the contract value. In the event of the penalty charged exceeding 5% of the contract value, the Bank will be free to determine the contract after recovery of such charges from the security deposit and / or the retention amount. In case of any amount remaining outstanding, the same will be recoverable from any other works being carried out by you for the Bank or through appropriate legal action. In case of delays on the part of Bank, suitable extension of time will be granted but no other compensation will be paid for such delay.

## **2.29 ADVANCE PAYMENT**

- 2.29.1 No advance payment whatsoever will be made to the successful bidder for mobilization or for any other reason / s.



### 3.0 FORMAT OF THE FORM FOR BIDDER (TO BE SUBMITTED AS COVERING WITH THE BID)

To -

The Zonal Manager,  
UCO Bank, Zonal Office Hooghly  
Uttarpara, District; Hooghly, West Bengal

**Subject - Tender for Electrical works for UCO Bank, Kotrung Br- 0305**

Sir,

1. I / we submit tender for execution of work as mentioned above as per the tender documents within the time schedule of completion of work for jobs, as separately signed & accepted by me / us, at the schedule of rates quoted by me / us for the whole work in accordance with notice inviting tender, instructions to the bidder, conditions of contract, important tender conditions, technical specifications, list of approved materials, bill of quantities, drawings as per all other details given in the tender document.
2. It has been explained to me / us that the time stipulated for jobs & completion of works in all respects & in different stages mentioned in the time schedule of completion of jobs & signed & accepted by me / us is the essence of the contract. I / we agree that in the case of failure on my / us part to strictly observe the time of completion mentioned for job / s on any of them to the completion of job / s, I / we shall pay compensation to the owner as per the provisions & stipulations contained in the tender document & I / we agree to recovery being made as specified therein. In exceptional circumstances, extension of time will not be counted for the extension of completion dates stipulated for the job & for the final completion of work as stipulated in the said "time of schedule" of completion of jobs.
3. I / we agree to pay the security deposit & accept the terms & conditions laid down below in this respect:  
(a) Retention money: 5% of contract value will be deducted from each running / final bill of the contractor towards security deposit.  
(b) E.M.D. : We deposit herewith E.M.D. of Rs (as specified) by D.D. 10,000.00 favoring UCO Bank, Zonal Office Hooghly payable at Uttarpara.
4. Should this tender be accepted, I/we hereby agree to abide by & fulfill all terms & conditions to above & in default therefore, to forfeit & pay to the owner or its successors or its authorized nominees such sums of money as are stipulated in conditions of contract.
5. If I / we fail to commence the work specified in the memorandum in Para (2) above, or I / we fail to deposit the amount of security deposit specified in the memorandum in (3) above, I / we agree that the said owner or its successor without prejudice to any other right or remedy be at liberty to forfeit the said security specified in (3) above. The said owner shall also be at liberty to cancel the notice of acceptance of tender in I / we fail to execute an agreement or to start work as stipulated in the tender documents.

Date.....Day of.....2019

Name in block letters -

Address -

Yours faithfully,

Signature of tenderer / s with the seal of the firm

Name & designation of authorized person signing the tender on behalf of the tenderer / s -





## **4.0 CONDITIONS OF CONTRACT**

- 4.1 DEFINITIONS
- 4.2 EMPLOYER'S RISK
- 4.3 CONTRACTOR'S RISK
- 4.4 INSURANCE
- 4.5 SAFETY
- 4.6 POSSESSION OF THE SITE
- 4.7 SAMPLES & SHOP DRAWINGS
- 4.8 TIME OF COMPLETION
- 4.9 WATER & ELECTRICITY
- 4.10 VIRTUAL COMPLETION
- 4.11 VARIATIONS
- 4.12 TYPE OF CONTRACT
- 4.13 SCHEDULE OF QUANTITIES & VARIATIONS
- 4.14 LICENSE & PERMITS
- 4.15 TAXES
- 4.16 DELAYS
- 4.17 COMPENSATION FOR DELAY
- 4.18 LIQUIDATION DAMAGES
- 4.19 LABOUR REGULATIONS
- 4.20 SECURITY
- 4.21 ESCALATION OF MATERIALS COST
- 4.22 EXTRAS & VARIATIONS
- 4.23 WITHHOLDING OF PAYMENTS
- 4.24 CORRECTION OF WORK BEFORE VIRTUAL COMPLETION OF WORK
- 4.25 VIRTUAL COMPLETION
- 4.26 DEFECTS
- 4.27 METHODS OF MEASUREMENT
- 4.28 DISMISSAL OF CONTRACTOR'S EMPLOYEES
- 4.29 TERMINATION OF THE CONTRACT BY THE OWNER
- 4.30 JURISDICTION
- 4.31 TESTS & CERTIFICATES
- 4.32 CLEANING THE SITE
- 4.33 OPERATIONAL CONSTRAIN

### **4.1 DEFINITIONS**

- 4.1.1 Bill of quantities means the prices & complete bill of quantities forming part of the bid.
- 4.1.2 The contract is the contract between the employer & the contractor to execute, complete & maintain the works.
- 4.1.3 The contractor is a person or corporate body whose bid to carry out work has been accepted by the employer.
- 4.1.4 The contract data defines the documents & other information which comprise the contract.
- 4.1.5 The contractor's bid is the completed bidding document submitted by the contractor to the employer.
- 4.1.6 The contract price is the price stated in the letter of acceptance & thereafter as adjusted in accordance with the provisions of the contract.
- 4.1.7 Days are calendar days & months are calendar months.
- 4.1.8 The defects liability period is the period named in the contract data & calculated from the completion date.
- 4.1.9 The employer is the party who will employ the contractor to carry out the works. In this case it will be -





**The Zonal Manager,  
UCO Bank, Zonal Office Hooghly,  
Uttarpara, District: Hooghly, WEST BENGAL**

- 4.1.10 The Engineer / Architect is the person named in the contract data or any other competent person appointed & notified to the contractor to act as replacement to the engineer / architect] who is responsible for supervising the contractor, administering the contract, certifying payments due to the contractor, issuing & valuing variations to contract, awarding extensions of time (if permissible) & valuing the compensation events (if permitted). In this case the Engineer / Architect will be -  
M/s ACON  
S. K. Sarkar 141, B. T. Road, Gopi Sadan,  
Room: 2B, (2nd Floor) Kolkata 108  
Phone: 9333921690  
E-Mail: [1965architectsanjoy@gmail.com](mailto:1965architectsanjoy@gmail.com)
- 4.1.11 Equipment is the contractor's machinery & vehicles brought temporarily to the site to construct works.
- 4.1.12 The initial contract price is the contract price listed in the employer's letter of acceptance.
- 4.1.13 The intended completion date is the date on which it is intended that the contractor shall complete the works. The intended completion date is specified in the contract data. The intended completion date may be revised only by the engineer in consultation with the owner by issuing an extension of time.
- 4.1.14 Materials are all supplies, including consumables, used by the contractor for incorporation in the works.
- 4.1.15 The site is the area defined as such in the contract data which shall be:  
UCO BANK Kotrung Branch – 0305
- 4.1.16 Specification means the specification of the works included in the contract & any modification or addition made or approved by engineer / architect.
- 4.1.17 the start date is given in the contract data, it is the date when the contractor shall commence execution of the works. It does not necessarily coincide with any of the site possession data.
- 4.1.18 Temporary works are works designed, constructed, installed & removed by contractor which are needed for construction or installation of the works.
- 4.1.19 A variation is an instruction given by the engineer/architect which varies the work.

## **4.2 EMPLOYER'S RISK**

- 4.2.1 The employer is responsible for the accepted risks which are -  
(a) in so far as they directly affect the execution of the work in the employer's country, the risk of war, hostilities, acts of terrorism, riot, commotion of disorder (unless restricted to the contractor's employees).  
(b) A cause due solely to the design of the works, other than the contractor's design.

## **4.3 CONTRACTOR'S RISK**

All risks of loss of or damage to physical property & of personal injury & death which arise during & in consequence of the performance of the contract other than the accepted risks are the responsibility of the contractor.

## **4.4 INSURANCE**

Before commencing the execution of works, the contractor without limiting his obligations & responsibilities under this contract, shall ensure against his liability for any loss or injury which may occur to any person including any employee of the owner or a member of the general public, by or arising out of the execution of the work or in



carrying out of the contract. Unless otherwise stipulated elsewhere in this contract, it shall be obligatory for the contractor to obtain the insurance cover under the following policy -

- (a) Contractor's all risks insurance policy to cover the following:
- (b) Policy to cover contractor's liability under workmen's compensation act 1923, minimum wages act 1948, contract labour (regulation & abolition) act 1970 & other relevant acts listed elsewhere). This shall be for the period of compensation period. The contractor shall insure against all such liabilities & shall continue such insurance during the whole of the time when any person employed by him is on the works. Premium for all insurance policies shall be paid by the contractor & shall not be reimbursable.

#### **4.5 SAFETY**

The contractor shall be responsible for the safety of all activities on the site.

#### **4.5 DISCOVERIES**

Anything of historical or other interest of significant value unexpectedly discovered on the site is the property of the employer. The contractor is to notify the engineer of such discoveries & carry out the engineer's instructions for dealing with them.

#### **4.6 POSSESSION OF THE SITE**

The employer shall give possession of all parts of the site to the contractor. If possessions of a part are not given by the date stated in the contract data, the employer is deemed to have delayed the start of the relevant activities.

#### **4.7 SAMPLES & SHOP DRAWINGS**

After the award of the contract, the contractor shall furnish for the approval of the architect, samples & shop drawings (where appropriate) for all materials, finishes & work listed elsewhere in these conditions.

#### **4.8 TIME OF COMPLETION**

The work shall be completed in all respects within **15 days** (including holidays & Sundays) from the date of award of work inclusive of mobilization period.

#### **4.9 WATER & ELECTRICITY**

These shall be arranged by the owner at one or more convenient point/s. Necessary extensions of these supplies will have to be got executed by the contractor at his own cost.

#### **4.10 VIRTUAL COMPLETION**

Virtual completion certificate shall mean the certificate / s to be issued by the architect when the "works" according to the architect have been completed in every respect in conformity with the contract documents & are ready & fit for occupation / commissioning.

#### **4.11 VARIATIONS**





The owner reserves the right to increase, decrease or delete the scope of work or any or all items, subject to limitation laid down. The contractor shall have no claim for loss of anticipated profits or for any other reason whatsoever on account of these variations.

#### **4.12 TYPE OF CONTRACT**

The contract shall be an item rate contract. The contractor shall be paid at the contract rates, for the actual quantity of the work carried out by him as measured, in accordance with the contract documents.

#### **4.13 SCHEDULE OF QUANTITIES & VARIATIONS**

The quantities given in the schedule of quantities are provisional & are meant to indicate the intent of work & provide a uniform basis for tendering. The contractor shall be paid for the actual quantity of work executed by him in accordance with the right to increase or decrease any of the quantities or totally omit any items of work & the contractor shall not claim any extra or damages on these grounds subject to the condition that the overall contract amount is not varied by more than  $\pm 50\%$  overall contract amount, for the purpose of variation shall not take into account the additions to the total amount because of escalation of price materials, labour, etc. Any error in description or in quantity or omission of item in the schedule of quantities shall not vitiate this contract but shall be deemed to be a variation required by the architect.

#### **4.14 LICENSE & PERMITS**

License & permits for all materials under the govt. control shall be obtained by the contractor directly. The owner may assist the contractor in this respect to the extent possible. The contractor shall include in his tender all transport charges & other expenses that may be incurred in this connection.

#### **4.15 TAXES**

The rates quoted by the contractor for each item shall be inclusive of all taxes, such as sales tax both central & state), trade tax, income tax, turnover tax, works contract tax, excise duty, octroi etc. complete on all materials & equipment forming part of the work.

#### **4.16 DELAYS**

Should the contractor be delayed or impeded in the execution of works by reason of:

- (a) Force majeure.
- (b) By the works or delays of other contractors or tradesman, engaged or nominated by the owner & not referred to in the contract document.
- (c) The non delivery or delay in the delivery to the contractor of any materials & equipment which under the contract the owner or the architect; or
- (d) Any cause, whatever arising out of the acts of defaults of the owner or the architect; or
- (e) Any accident happening to the works during the progress not arising from negligence, default of the contractor or his workmen or subcontractor; or
- (f) Extras or variations being ordered by the architect; or





(g) Any other cause which is in the opinion of the architect has caused delay; the contractor may from time to time within 14 working days of the happenings of any of the aforesaid, writing to the architect for an extension of time on account thereof, setting forth the cause of such delays.

The architect / owner shall, if he thinks the cause sufficient but not otherwise, by writing within 14 working days extend the time of completion of the works for such periods as he shall think adequate.

Unless the contractor shall ask for any extension of time within the period & the manner aforesaid,\* unless & until the architect / owner shall extend the time aforesaid, the contractor shall not by reason of any delay arising from cause aforesaid, be relieved in any way or to any extent from his obligation to proceed with, execute & complete the works within the time specified in the contract for the completion of the work.

#### **4.17 COMPENSATION FOR DELAY**

The contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work whatever the cause of delays arising out of modification of the work entrusted to him or in any sub contracts connected therewith or delays in contracts for other trades of the project or in commencement of completion of such works.

#### **4.18 LIQUIDATION DAMAGES**

The contractor shall pay the owner such as stipulated liquidation damage for each day, Sundays & holidays inclusive that he work remain incomplete after the contract date for completion orally extended time as may be granted by the architect, provided that the total amount payable by way of damages shall not exceed 10% (ten percent only) of the total initial contract amount.

#### **4.19 LABOUR REGULATIONS**

The contractor shall be wholly & solely responsible for full compliance with the provisions under all labour laws of the Union of India &/or regulations such as payment of wages act 1936, minimum wages act 1948 & it's subsequent amendment/s.

#### **4.20 SECURITY**

It will be responsibility of the contractor only.

#### **4.21 ESCALATION OF MATERIAL'S COST**

It is a fixed rate contract, no escalation either on materials or labour whatsoever shall be paid under any circumstances.

#### **4.22 EXTRAS & VARIATIONS**

If at any time whilst the works are in progress it shall be deemed specially by the architect to order material or work of a different description from that specified, he shall have full power to order & direct any such variations & additions & the work involved in any such variations additions shall be executed by the contractor if of the class of work provided for in the documents at the contract, or extend the time of completion but such additions or variations shall be paid for or deducted from the account of the contractor, as the case may require, according to the rates set but in the schedule of quantities.



The rates for such additional altered or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order -

- (a) If the rates for the additional, altered or substituted work specified in the contract for the work, the contractor is bound to carry out the additional, altered or substituted work at the same rate as specified in the contract for work.
- (b) If the rates for the additional, altered or substituted work are not specifically provided in the contract for the work, then such rates will be derived from the rates for a similar class of work as specified in the contract for work.
- (c) If the altered, additional or substituted work cannot be derived from similar class of work as laid down in (b) above, then the rates for such items of work shall be completed on the basis of the analysis of rates as provided in all schedule of rates 1977-III standard analysis of rates (volume I & 2) published by national building organization, New Delhi.

But if the contractor & architect cannot agree as to the rate to be paid, the architect may order & direct the same to be done by such person/s as he may think fit; & such person/s shall be permitted by the contractor to enter upon the works for the purpose of carrying out such work/s as is required.

#### **4.23 WITHHOLDING OF PAYMENTS**

The architect may withhold or on account of subsequently discovered evidence, nullify the whole or a part of any certificate to such extent as may be necessary to protect the owner from loss on account of -

- (a) Defective work not remedied.
- (b) Failure of the contractor to make payments to sub contractors (if permitted) for materials or labour or equipments.
- (c) A reasonable doubt that the contract can be completed for the balance unpaid amount. Damage of works of another contractor or sub-contractor.

#### **4.24 CORRECTION OF WORK BEFORE VIRTUAL COMPLETION OF WORK**

The architect shall conduct a final inspection just prior to the virtual completion of the work & prepare a list of materials, equipment & items of work which fail to confirm to the contract specifications. The contractor shall promptly replace & re execute such items in accordance with the contract & shall bear all expenses of making good all work & the cost work of other contractors destroyed or damages by such replacement or removal. If the contractor fails to remove & replace above, rejected materials, equipment & or workmanship within a reasonable time, fixed by written notice, the owner may employ any other persons to amend & make good such defects at the expense to the contractor.

All expenses incurred by the owner in consequent on the defects shall be recoverable from any amount due or that may become due to the contractor.

#### **4.25 VIRTUAL COMPLETION**

The work shall be considered to be virtually complete only upon fulfilment of the procedure laid down in clause above & when the architect has certified in writing that the work has been virtually completed. The defects liability period shall commence from the date of the certificate.

Should the owner decide to occupy any portion/s of the building or use any part of any equipment, before the contract is completed, same shall not constitute as acceptance of any part of the work unless so stated in writing by the architect.

#### **4.26 DEFECTS**





- 4.26.1 The contractor shall make good, at his own cost & to the satisfaction of the architect from work of materials not being in confirmation of the drawings or specifications or schedule of quantities or the specifications of the architect, which may appear within six months after completion of work.
- 4.26.2 Any defects noticed & brought to the attention of the contractor shall be promptly attended to by the contractor expeditiously.
- 4.26.3 After the contract is signed, the contractor will be furnished with two copies of the drawings & two copies each of conditions & contract, specifications & schedule of quantities without cost to him for his own use until the completion of the contract. Additional copies of the drawings & other documents will be supplied on payment to the architect at actual cost.

In general, the drawings shall indicate dimensions, position & type of construction; the specification shall indicate the quantity & rate for each item of work. However the above documents being complementary, what is called for by any one shall be binding as if called for by all. In case of any discrepancies in or among the documents, the most stringent of all shall apply. No deviations from the drawings, specifications & schedule of quantities shall be made. The architect's interpretation of these documents shall be final & without appeal.

#### **4.27 METHODS OF MEASUREMENT**

For measuring of work, the standard method of measurement in accordance with the standards laid down by the BIS shall be adopted unless otherwise specified. In the event of any dispute with regard to the mode of measurement of the work executed, the decision of the architect shall be final & binding.

#### **4.28 DISMISSAL OF CONTRACTOR'S EMPLOYEES**

The contractor shall on request of the architect immediately dismiss from the works of any person / s employed thereon by him who may, in the opinion of the architect be incompetent misconduct's himself & such person shall not be re employed on the works without the permission of the architect.

#### **4.29 TERMINATION OF THE CONTRACT BY THE OWNER**

If the contractor should persistently or repeatedly refuse to carry on the work diligently or shall fail except in case for which extension of time is provided, to supply enough properly skilled manpower or proper materials or equipment for the progress of work, or if he should fail to make prompt payments to sub contractors (if permitted) or for materials or equipment / s or labour or persistently disregard laws, ordinances or instructions of the architect or otherwise be guilty of a violation of any provision of the contract, or has abandoned the contract, or has failed to commence the works, or has suspended the works, then the owner upon the certificate of the architect that sufficient cause exists to justify such action say without prejudice to any other right or remedy & after giving the contractor seven days notice in writing, terminate the employment of the contractor & take possession of the premises of all materials, equipment/s, T&P thereon & use these as owners property for the completion of the work. In such case, the contractor shall not be entitled to receive any further payment until the work is finished.

#### **4.30 JURISDICTION**

All matters arising out of or in way connected with this agreement shall be deemed to have arisen at Hooghly (West Bengal) & shall have jurisdiction to determine the same.





#### 4.31 TESTS & CERTIFICATES

The contractor shall be & remain liable at his own cost to conduct all tests at all relevant times during supply, erection & installation of any works, structures, materials & components as shall be required in terms of the contract document. On testing if the architect is not satisfied by the quality or workmanship of any structure, material or component, the contractor shall re perform as per the specifications.

#### 4.32 CLEANING THE SITE

The contractor shall be responsible for removing malba from the site to place permitted by the municipal authorities every 48 hours & cleaning the site regularly. Cost of removal of malba, transportation, loading, unloading etc. (up to any lead) shall be included in the cost of the relevant item of construction.

#### 4.33 OPERATIONAL CONSTRAIN

This is a relocation branch & the space is freely available during period of execution.

### 5.0 IMPORTANT TENDER CONDITIONS

**(Over riding any other condition laid down earlier)**

- |     |                                  |  |
|-----|----------------------------------|--|
| 1.  | Possession of site               | : Immediate.   |
| 2.  | Time of completion               | : <b>15 days</b> from the date of handing over the site.   |
| 3.  | Liquidation damages per day:     | <b>Rs.1500/-</b> per day inclusive of Sunday, holidays, limited to 10% of the Contract amount.   |
| 4.  | Payment schedule                 | : No advance payment will be made.<br>Maximum of two interim payments on running bills before final bills.   |
| 5.  | Retention money                  | : 5% (five percent only) of the value of the interim bills.  |
| 6.  | Period of submitting final bills | : Within 30 days of virtual completion of work.  |
| 7.  | Release of retention money       | : (a) 50% of the retention amount within 15 days of virtual completion.<br>(b) Balance 50% after end of defects liability period & after discharge of defects liability. |
| 8.  | Defects liability                | : 12 months from the date of virtual completion.   |
| 9.  | Estimated cost of work           | : As / section 1.  |
| 10. | Income tax & other taxes         | : will be deducted as per the prevailing income tax, works contract tax etc. Laws.   |
| 11. | Rates                            | : G.S.T Taxes to extra., G.S.T. TO BE METIONED BY THE CONTRACTOR..   |

### 6.1 MATERIALS

#### 6.1.1 Quality

All materials used in the works shall be of their respective kinds as specified herein, obtained from sources & suppliers as approved by the architects & shall comply strictly with the tests prescribed hereafter, or where tests are not laid down in the specifications, with the requirements of the latest issue of the relevant Indian standard.



### **6.1.2 Sampling & testing**

All materials used in the works shall be subject to inspection & test in addition to test certificate of all materials proposed to be incorporated in permanent works shall be submitted to the architect for approval before they are brought to the site.

### **6.1.3 Rejection**

Any materials that have been not found to confirm to the specifications will be rejected forthwith & shall be removed from the site by the contractor at his own cost. The architect shall have power to cause the contractors to purchase & use such material / s from any particular source / s as may in his opinion be necessary for the proper execution of the work.

## **6.2 WORKMANSHIP**

All works shall be true to level, plumb & square & the corners, edges, etc. in all cases shall be unbroken & net. Distemping, POP / Painting / Polishing shall be provided in accordance with CPWD specifications 1977 & relevant standards as applicable to this work. Painting with plastic emulsion paint (if required) shall be as per CPWD specifications 1977 & IS 5411-1969. Paint shall be of approved manufacturer & brand. All timber shall be treated with preservatives before delivery to site. While remaining in proper wrapping, timber shall be protected from extremes of temperature & direct sunlight. Timber shall be soft wood or hardwood as suitable for the purpose for which it is intended. It shall be seasoned, free of defects, which would affect strength or usability & shall be flat, non-splitting & dressed on all sides. All glue, laminate, ply, board shall be as per relevant IS codes. Wherever teak is specified it shall be 1st. Class C.P. Teak. All aluminum work prelaminate particleboard work & glasswork will be as per the relevant IS codes & their latest amendments.

## **6.3 FINISH**

Finishes shall be fully in accordance with the drawings & schedules and / or as per the directions of the architect.

## **6.4 SAMPLES**

A sample of every item to be incorporated shall be submitted for approval of the architect before placing the order. Approved samples shall be used as standards of finish & workmanship.





PROPOSED ELECTRICAL WORKS FOR KOTRUNG BRANCH , UCO BANK					
Sl. No.	Description of works	Qntty.	Unit	Rate	Amt.
Phase -I					
1)	Main incoming switch fuse unit supplying & fixing 100A TPN HRC type forming incoming on M.S. angle iron frame with 2Nos. cable entry box incl. connection with both end cu-socketing by crimping method.	1.00	set		
2)	4x25mm sq PVC insulated copper flexible wire from cut out to main incoming sw. fuse unit incl. connection with both end cu-socket by crimping method with 2Nos. cu- earth lid from earth bar to main switch.	8.00	mtr		
3)	Both end cable entry box with brass gland incl. connection with both end socketing by crimping method.	2.00	each		
4)	<b>Main electrical panel:</b> CUBICAL TYPE PANEL: Floor/wall mounting type: Supply, fabrication, assembling, interconnection, testing & connecting with incoming, outgoing power cables & lines as required to complete the job of cubical type electrical panel made from 14swg CRC/M.S. sheet with proper earthing terminal (Nut-bolt & washer) 02No. outside of panel, same nut bolt to tighten with internal earth bus bar of panel situated inside loose wire box (on top portion of pane). On top side of panel cable entry arrangement to be done for incoming & outgoing of lines. Painting powder coating electrical grey/Siemens grey to be done one 6"x4" enamel type 440Volt Danger Board to fix up on main panel bus-bar cover, components are as follows: All switches are front handle operated & all MCB knob should be visual, all component to provide a separate compartment only. One DB in one compartment all doors are detachable type with IP protection. 100A MCCB, 35KVA as Main -1 No. (DH-125A, 4 pole) 200A 4 pole Cu busbar 300mm Lx25x6mm 01set 63A 4pole change over switch 01 No. 4way TPN MCB DB with 1nos. 63A 4 pole MCB as main (power DB) including Neutral Bar 01set	1.00	set		
	4-way TPN MCB DB for A.C. with 2nos. 63A TPN MCB, 415V, 10 KA as main (Lighting DB) & A.C. DB 16Amps 5P MCB-04Nos. +10Amps 5P MCB-08 Nos. Including Neutral bar 01set Amps Meter (0-60)amps. 96x96mm with with 3Nos. CT & selector switch 01set (CT ratio 60/5Amps) AE make Volt meter 0-500volt A.C. 50Hz. 96x96mm With selector switch AE make 01set 22mm dia. LED indicator lamp 06Nos, 02 Amps D.2. fuse/HRC fuse 06Nos. 150x100mm enamel danger board 440volt (to set on bus bar cover) 01No. 40A DP MCB for 2 Nos. UPS- main 02Nos. connect from LDB power. 40A TPN MCB, 415V, 10 KA short circuit withstand capacity for main outgoing ATM TPN MCBs DB 32A DP MCB, 415V, 10 KA short circuit withstand capacity for outgoing main contrlring glosign board				



5)	Supplying of cable with 2Nos. G.I. earth on 4core Alu. armoured cable (Havells/polycab make) with attachment saddle, Saddle @ 300mm apart, as required making hole and mending good damages. (a) Main switch main controlling 4 core 50sqmm	36.00	rmt		
	(b) Gen. panel to Gen. Controlling MCB 4 core Alu armoured cable 25sqmm	30.00	rmt		
6)	<b>Laying of Cable:</b> Laying of above cable with 2Nos. 10swg G.I. earth on wall/column incl. supply & fixing of M5 clamp/galvanized bars handles @ 300mm apart, as required making hole and mending good damages. (a) Main sw. to main controlling 4 core 35 sqmm	10.00	rmt		
	(b) Gen. panel to Gen. controlling MCCB 4 core 25 sqmm	20.00	rmt		
7)	<b>Cable Gland &amp; finishing the end:</b> Supplying & fixing of compression type brass cable gland along with rubber ring for the dust and moisture proof entry of following 1.1KV grade aluminium conductor in PVC insulated and PVC sheathed armoured cable and finishing the end by calmping method incl. supply and fixing of "Dowell" shoulderless socket tapes & jointing material as required to be completed in all respect. (a) Main switch to main controlling 4 core 50sqmm	2.00	nos.		
	(b) Gen. panel to Gen. controlling MCCB 4 core Alu. Armoured cable 25sqmm	2.00	nos.		
8)	<b>MCB distribution board:</b> Supply, installation, testing and commissioning of following MCB distribution board in steel enclosure with double door & suitable for mounting on wall by surface/chase cutting and flushed with finish level to the position shown in the electrical lay-out complete in all respect mending good, all damages to the original finish, painting, interconnection, etc. as required.				
	<b>(a) LIGHTING DISTRIBUTION BOARD (LDB)</b> 6 way TPN MCB DB complete with busbar and the following Incoming : 1 no. : 415V 63-A 4P MCB 10 KA Outgoing : 10 Nos. 240V 25-A 5P MCB 10 Nos. 240V 20-A 5P MCB 4 Nos. 240V 16-A 5P MCB	1.00	each		
	<b>(b) Supplying &amp; fixing UPS DB 6-way SPN</b> 1no 40 Incoming : A DP MCB Outgoing : 4nos 6 A-S.P. MCB 4nos 10A-S.P. MCB	2.00	each		
	<b>(c) DISTRIBUTION BOARD FOR ATM</b> 4 way TPN MCB DB complete with busbar and the following MCB Incoming : no. : 415V 63-A 4P MCB Isolator 10 KA Outgoing : 2 Nos. 240V 25-A 5P MCB 5 Nos. 240V 10-A 5P MCB Nos. 240V 10-A 5P MCB	1.00	EACH		





	<b>Light &amp; Point wiring:</b> Point wiring with 1100V grade 3x1.5sqmm single core(1 for phase 1) for common earth by looping method, PVC insulated flexible FR copper conductor cable(IS 604) through suitable size PVC conduit complete with 6A controlling switch MS box 3mm Hylum board cover with all accessories, junction box, circular box, elbow, bends, couplers and other accessories on surface above false ceiling or concealed by chase cutting on wall from light & fan switch board.				
9)	(a) Light point-1 light point control by 01 switch	22.00	nos.		
	-do- 02 switch	8.00	nos.		
	(b) wall bracket fan point control by 01 sw. with 2Nos. socket in fan end.	14.00	nos.		
	(c) Exhaust fan point with controlling switch	3.00	nos.		
	(d) Ceiling fan point control by 01 switch	4.00	nos.		
	(e) socket point with 6A/16A socket with controlling switch to board.	22.00	nos.		
	(f) Supply & fixing call bell, call bell point wiring & installation	1.00	nos.		
10)	<b>circuit line 2x2.5+1x1.5sqmm :</b> Supply, laying of circuit line by 2x2.5+1x1.5sqmm PVC insulated cu-wire through 20mm PVC conduit pipe with ISI mark from lighting DB to lighting/ socket power circuit line switch board & 6A/16A 5pin Raw power point circuits line.	250.00	mt		
11)	<b>circuit line 4x6 sqmm+1x2.5sqmm :</b> Supply, laying of circuit line by 4x6+1x2.5sqmm PVC insulated cu-wire through 20mm PVC conduit pipe with ISI mark from lighting raw power DB circuit line to main electrical panel & 6A 5pin Raw power circuits.	25.00	mt		
	<b>Raw power point wiring:</b> (a) Raw power point wiring with 6A 5pin socket with controlling switch on separate board with MS box with cover below table, counter & on mounted switch Board	13.00	nos.		
12)	<b>Raw power point wiring for cash, manager &amp; ATM cabin :</b> (a) Raw power point wiring with 1x6A 5pin + 1x16A 6 pin socket with controlling switch on separate board with MS box with cover.	4.00	SET		
	(b) Raw power point wiring with 6/16A 6pin socket with 16A controlling switch separate board with MS box with cover.	5.00	nos.		
	(b) Raw power point wiring with 25A 6pin socket with 25A controlling switch MCB protected separate board with MS box with cover for TEA room/space	1.00	no		
	<b>UPS circuit line wiring:</b>	0.00	0		
	(a) Supply, laying of circuit line 2x2.5+1x1.5sqmm PVC insulated Cu-wire through 20mm PVC conduit pipe with ISI mark from UPS DB to UPS cluster point. 1Nos. cluster point in 1-circuits.	195.00	mt		
13)	(b) Supply, fixing of glow sign board power line 3x2.5mmsq. PVC insulated cu-wire through PVC conduit pipe with ISI mark from panel to sign board timer panel.	12.00	mt		
	(c) supply, laying of UPS power line 2x4+1x2.5mmsq PVC insulated cu-wire through suitable size PVC conduit pipe with ISI mark from UPS power controlling DP MCB to UPS power incoming power DB.	15.00	mt		

	(d) supply/laying of UPS power line 2x4+1x2.5mmsq PVC insulated cu-wire through suitable size PVC conduit pipe with ISI mark from UPS power controlling DP MCB to UPS power <b>outgoing</b> DB.	40.00	rmt		
	<b>e) UPS Cluster point for Branch:</b> (a) Supply, fixing of 2x6A 5pin socket+1x16A 6pinsocket with controlling switch MS/PVC box with modular type switch & socket with inter connection complete each work station	9.00	nos.		
	<b>e) UPS Cluster point for ATM</b> (a) Supply, fixing of 2x16A 6pinsocket with controlling switch MS/PVC box with modular type switch & socket with inter connection complete each work station	2.00	nos.		
	(f) Supply, fixing of 40A DP MCB with MS enclosure for UPS incoming & outgoing power supply. (for Branch) <b>Incoming:</b> 2no 40 A DP MCB <b>Outgoing:</b> 2no 40 A DP MCB	2.00	nos.		
	g) Providing & laying with connection for UPS O/P DB (2nos-IP+1no O/P) 40 A changeover Switching DP MCB fixing with MS with MS enclosure & all properly completed.	1.00	nos.		
14)	<b>A/C electrification:</b> (a) Supply, laying & connection of A/C line for 1.5Ton/2Ton A/C window/split with 2x4+1x2.5sqmm through 16gauge PVC pipe of ISI mark from proposed DB to A.C point.	170.00	rmt		
	(b) supply, fixing of A/C (18-25A) starter complete with 25A socket modular type box (North-west make) for (With ATM) window unit or split unit plug socket to be fixed near cooling unit & starter at 2.5ft. from floor.	8.00	nos.		
16)	<b>Light fixtures &amp; fan fitting &amp; fixing:</b> (a) Installation, testing and commissioning all lights LED+T/L fixture with 3x1sqmm PVC insulated copper flexible wire incl. fitting connection complete.	38.00	nos.		
	(b) Installation, testing and commissioning ceiling/wall mounted fan fixture with 3x1sqmm insulated copper flexible wire incl. fitting connection complete.	18.00	nos.		
	(c) supply & fixing of fan hook incl. cutting and 'S' hook fitting with make good of damage complete.	4.00	nos.		
	(d) Fixing of exhaust fan incl. cutting and fitting & mending good of the damage	3.00	nos.		
17)	<b>Telephone wiring:</b> (a) Supplying & laying, connection of PVC insulated Cu conductor Spair Telephone cable.	75.00	mtr		
	(b) Telephone point wiring with 2pair PVC insulated cu- conductor wire 0.5mm drawn through PVC conduit pipe.	30.00	nos.		
	(c) supplying & fixing of telephone out-let RJ-11 socket with suitable mounting box with front plate.	4.00	nos.		
	(d) Supplying & fixing of telephone junction box 5 pair Krone type house in MS box with lock & key.	1.00	nos.		
<b>TOTAL = Rs.</b>					0.00
<b>Phase -II</b>					
<b>COMPUTER DATA WIRING (incl. ATM):</b>					





1)	a)Supply and fixing on wall/furniture/partition recessed type D-link make Computer data socket (RJ-45) with mounting box & front plate as shown in the drg. Complete with chase cutting,mending good,etc.as required.	12.00	nos.		
2)	b)Supplying & laying of CAT-6 cable through pre-laid rigid conduit as shown in drg.or otherwise as directed by the consultant from the server to HUB & HUB tocomputer Data socket incl. interconnection,mending good,etc. as required to be completed in all respect.	260.00	mtr		
3)	c)Supplying & laying 25mm PVC conduit pipe ISI make in floor/wall/wooden partition for drawing CAT-6 from HUB to IO terminal.	270.00	mtr		
4)	(d)Supply & fixing 24Port D-link make switch	1.00	nos.		
5)	(e)Supply & fixing 24port D-link make jack panel	1.00	nos.		
6)	(f)supply & fixing of 9U rack.	1.00	nos.		
7)	(g)supply & fixing 2M length Cat-6 patch chord d-link make.	12.00	nos.		
8)	(h)Supply & fixing 1M length Cat-6 patch chord D-link make	12.00	nos.		
<b>TOTAL= Rs.</b>					<b>0.00</b>
<b>Phase -III</b>					
	<b>Supply &amp; installation of LIGHT fittings &amp; FANS (Incl. ATM):</b> supply of following light fittings with lamp and other electrical fittings incl. all accessories.				
1)	(a)wall mounted fan 300mm dia. 230V A.C.(Crompton make)	6.00	nos.		
2)	(b) wall mounted fan 400mm dia. 230V A.C.(Crompton make)	8.00	nos.		
3)	(c)Ceiling mounted fan 1200mm dia. 230VA.C. ( -do- )	4.00	nos.		
4)	Supply & fixing recess type 600 x 600 mm, Philips /Crompton Make Cat Ref. LCTLRN -36-FO-CDL LED Panel Light Fitting suitable for False ceiling	7.00	Nos.		
5)	Supply & fixing recess type 220 x220 mm, (Philips / Havells /Crompton make), Cat Ref. LSDSM -24W-CDL LED Panel Light Fitting suitable for False ceiling, for 15'x13'-3" A.G.M main cabin	3.00	nos.		
6)	Supply & fitting of LED 8W spot light 125 X125 - (round / square shape)DN190B LED3S-6500PSU WH complete in all respect (Philips / Havells /Crompton make).	12.00	nos.		
	Supply & fixing LED 4'-recess type Crompton Make Cat Ref. LTT8-20W + DMLN1LT8-16 Retro LED Light Fitting suitable for Store, Stationary Rm.,Kitchen. (Philips / Havells /Crompton make).	6.00	nos.		
7)	Supply & fixing LED 2'- recess type Crompton Make Cat Ref. LTT8-8W + DMLN1LT8-8 Retro LED Light Fitting suitable for Store, Stationary Rm.,Kitchen. (Philips / Havells /Crompton make).	4.00	nos.		
8)	(h)Timer (1 for Glow sign board +DP MCB -16A for Branch) for maintainance outer Glosign board & A.C. Fo ATM	3.00	nos.		
9)	(k)Crompton make 225mm 220V A.C.exhaust fan	3.00	nos.		
<b>TOTAL= Rs.</b>					<b>0</b>

**NET TOTAL ( Phase -I + Phase-II + Phase-III)**

**0.00**



**Approved make of materials for Electrical Works:**

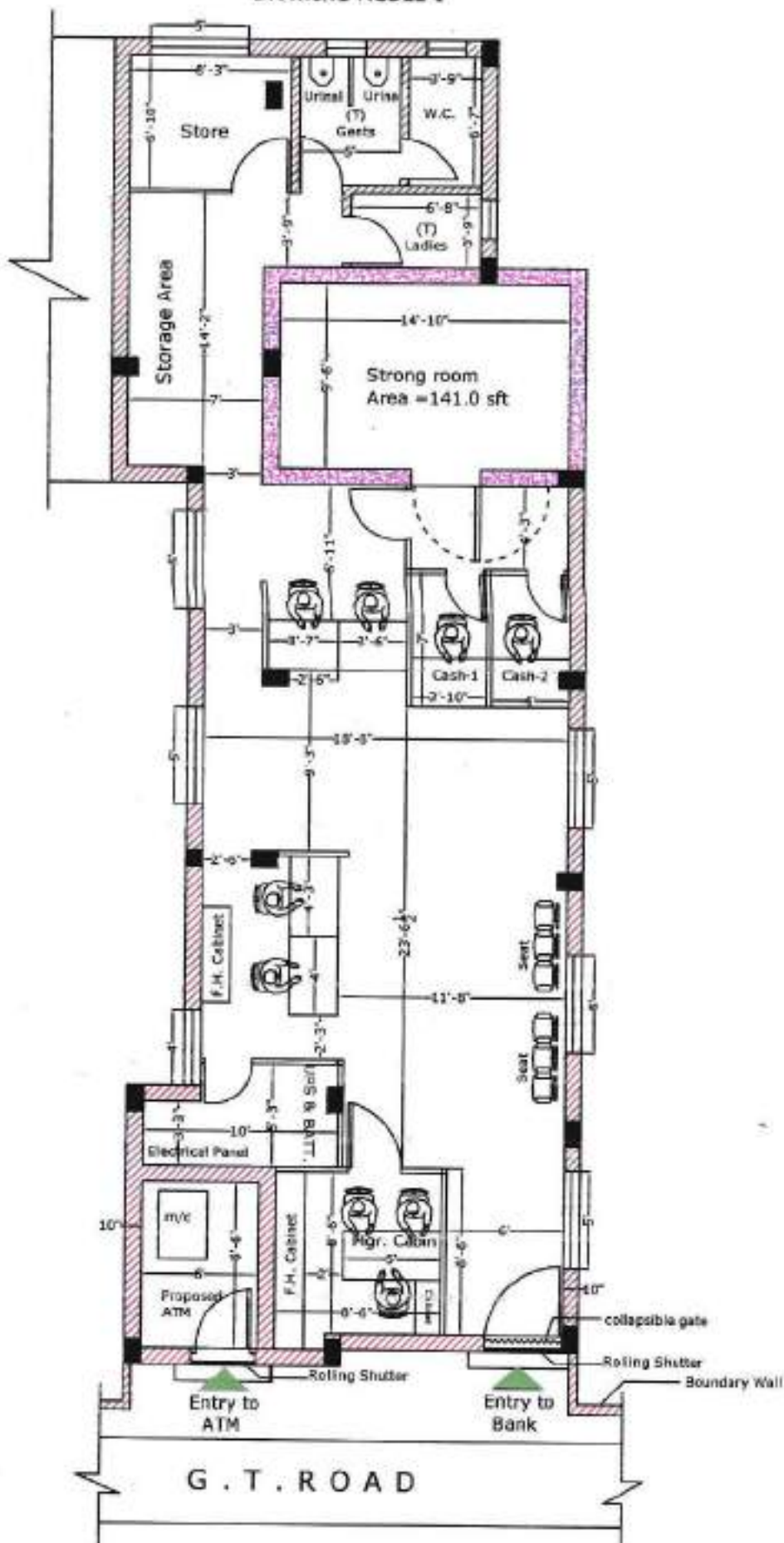
ALLUMINIUM CABLE 11 KV XLPE (E) MESCAB/NICCO/ HAVELLS/ GLOSTER  
SWITCH FUSE UNIT WITH HRC FUSES L&T / SIEMENS/ HAVELLS/HPL/ STANDARD  
CHANGEOVER SWITCH L&T/HAVELLS/HPL/ SIEMENS/ STANDARD  
MCB DISTRIBUTION BOARDS HAVELLS /HPL/SIEMENS /STANDARD  
PVC INSULATED FLEXIBLE CUPPER CONDUCTOR FINOLEX/ HAVELLS/MESCAB  
TELEPHONE CABLE FINOLEX /POLYCAB OR EQUIVALENT  
RIGID PVC CONDUIT (ISI MARKED) KOLINGO PLAZ A PRESTO  
SWITCH BOARD COVER CRABTREE/ ANCHOR /ROMA/SSK/HAVELLS  
250 VOLT SWITCH PIANO REED TYPE /MODUL  
CEILING ROSE 6A 2/3 PIN SOCKET  
TELEPHONE & TV SOCKET ELECTRONIC REGULATOR ANCHOR PHILCON CONA SSK  
MODULAR TYPE SOCKET RJ 11, RJ 45 LEGRAND D-LINK NORTHWEST  
CALL BELL BAJAJ ANCHOR SSK  
CLOCK SWITCH /TIME SWITCH LEGRAND L&T GIC Havells  
FLUROCENT LIGHT FITTING PHILIPS CROMPTON WIPRO HAVELLS

Signature of Architect/contractor





DRAWING MODEL-1



CARPET AREA (Incl. Toilet) = 1290.00 sft (Approx.)  
 CARPET AREA (Excl. Toilet) = 1195.00 sft (Approx.)

UCO BANK	PROPOSED LAYOUT PLAN OF KOTRUNG BRANCH ON GROUND FLOOR	<p>N</p> <p>1' 2' 3'</p> <p>SCALE</p>	<p><b>ACON</b>                  ARCHITECT CONSULTANT                  141, S.T. Rd, GDFI SAGAR, 2ND FLOOR,                  ROOM NO. 2, ACHARYA-100100                  MOB-9433002233                  E-MAIL: acon141@gmail.com</p>
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