

**REQUEST FOR PROPOSAL**  
**FOR**  
**INTERIOR & FURNISHING WORK**  
**OF**  
**CHILAKHANA BRANCH OF**  
**UTTARBANGA KSHETRIYA GRAMIN BANK**



Tender Reference Number: GAD/48/2023-24/16/F-Chilakhana

Date: 21.04.2023

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**UTTARBANGA KSHETRIYA GRAMIN BANK**

Head Office: Shib Bari Road,  
Coochbehar-736101, West Bengal

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## *TECHNICAL BID*

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### **TENDER INVITATION**

Sealed tenders are invited by Head office- Uttarbanga Kshetriya Gramin Bank, Shib Bari Road, Coochbehar-736101, West Bengal for its **CHILAKHANA BRANCH** to execute composite work which includes Furnishing, and other associated works under (Two) bid System i.e. Technical Bid (Cover-I) & Price Bid (Cover-II).

**Name of Work:** Interior Furnishing, Furbishing and allied works of **CHILAKHANA BRANCH** (Allied Works) of Uttarbanga Kshetriya Gramin Bank.

**Cost of Tender Document:** ₹1000/- (Rupees One Thousand Only) to be paid  
**(Non Refundable)** by cash or demand draft  
Favoring Uttarbanga Kshetriya  
Gramin Bank, Head Office- Coochbehar, payable  
At Coochbehar.

**Availability of Tender Documents:** Uttarbanga Kshetriya Gramin Bank  
Head Office  
Shib Bari Road,  
Coochbehar-736101,  
West Bengal

OR

**[ubkgb.org](http://ubkgb.org)**

**Issue of the Tender Documents:** From 24.04.2023 to 29.04.2023  
between 10:00 Hrs. to 15:30 Hours, Except Sundays and  
Holidays

**Time & date of Submission of:** Up to 3:00 P.M. on 02.05.2023  
**Tender**

**Time and Date of Opening of** 4:00 P.M. on 02.05.2023  
**Tender**

Envelope-I:  
Shall contain all the covering letter with the Earnest Money  
Along with the tender document duly signed

Envelope- II  
Shall contain the Price Bid, dully filled in the Provided Price Bid  
Tender Document.

<b>Venue of the Tender opening:</b>	Uttarbanga Kshetriya Gramin Bank Head Office Shib Bari Road, Coochbehar-736101, West Bengal
<b>Tender to be addressed to:</b>	To, The General Manager Uttarbanga Kshetriya Gramin Bank Head Office Shib Bari Road, Coochbehar-736101, West Bengal
<b>Earnest Money:</b>	₹ 10,000/- (Rupees Ten Thousand Only) The Tenderer must submit an EMD as mentioned in the form of a <b>demand draft / pay order only</b> in favor of Uttarbanga Kshetriya Gramin Bank <b>payable</b> at Coochbehar drawn on any nationalized bank (and which shall not bear any interest).  Tender without the Earnest Money in proper form shall be rejected. In accordance with the Government of India Guidelines MSME are exempted from payment of EMD upon submission of valid MSME certificate copy which has to be certified by competent authority. It may be noted that startup vendors (which are not MSME) are eligible for exemption from payment of Security deposit/ EMD subject to they are submitting requisite certificate of having been recognized as startup.
<b>Delay in submission:</b>	Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery/ delivery through courier service.
<b>Defect Liability Period:</b>	12 (Twelve) months from the date of issue of completion certificate.
<b>Date of Commencement:</b>	Either one week from the date of acceptance of Work Order or the day on which the contractor is instructed to take possession of the site, whichever is later.
<b>Period of Completion:</b>	30 Days from the starting of the work
<b>Validity of the Tender:</b>	3 (Three) calendar months from the date of submission of Tender

## **MODE OF SUBMISSION**

The tender is to be submitted in one envelope having both the separate sealed envelopes I & II being put in the this one envelope and should be sealed properly and addressed to “The General Manager, Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar-736101, West Bengal”. Ph. No. & mail id of the vendor should be mentioned on the main envelope.

### **ENVELOPE 1: (MARKED As ENVELOPE I)**

This envelope shall contain the following:

- a) Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates,
- b) Registration / MOA of Firm,
- c) Work Order / Completion of Work Certificates for Similar kind of work (if available). Tenderer with experience will be given preference.
- d) Work Order of major projects on which the firm is engaged at present if available.
- e) Copy of PAN Card,
- f) Copy of GST Certificate,
- g) Copy of Trade License,
- h) Banker Cheque or DD of tender fees & EMD.
- i) Annexure I
- j) Annexure II
- k) Tender document sign & stamped on each page.

### **ENVELOPE-2: Price Bid (MARKED AS ENVELOPE II)**

This ENVELOPE shall contain the following

Envelope Marked II shall contain the Priced Bid submitted on the printed Forms issued by the bank. The tenderer shall quote the final figure both figure and words.

- Tenders in only printed form issued by the “Uttarbanga Kshetriya Gramin Bank, Head Office-Coochbehar should be placed in sealed cover addressed to the “Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar-736101, West Bengal”
- Delay in submission: Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The bank will not be responsible for any damage in transit in case of postal delivery/ delivery through courier service.
- All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- The acceptance of the tender will rest with Uttarbanga Kshetriya Gramin Bank which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof. The bank also reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

- In case the date of opening of the tender is declared as a holiday, the tender will be opened on the next working day.
- Conditional tenders will be summarily rejected.
- Retention Money: The Retention percentage (i.e. deduction from the Final Bill) shall be 10% of the gross value of the Bill. The retention Money shall be paid within 7 days of the completion of the defect liability period.
- After opening the Envelope I (Technical Bid) no correspondence will be entertained.
- Prior to opening of the Price Bid, the Uttarbanga Kshetriya Gramin Bank / its authorized personnel / architect at its discretion may inspect the on-going / completed project of the contractors as well as obtain confidential report from the concerned employers / clients.
- On acceptance of the tender the name of the accredited representative(s) of the contractors who would be responsible for taking instructions from the client/bank shall be communicated to the bank/client.
- Sales tax, work contract tax, service tax or any other tax on material or on finished work in respect of this contract whether in vogue or likely to be imposed in future shall be payable by the contractor and the bank will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes.
- Bank has the all rights reserved.

**All entries in Tender document must be made in ENGLISH. It should be hand written & properly readable.**

**NOTE:**

A 1. The contractor / tenderer means the person / the firm / the agency who is participating in the contract bid which shall also include their Legal Representatives, Successors, Hirers and Assignee of the firm.

2. Engineer-in-charge means, the Engineer/ Architect/ consultants/ specialized agency/ person appointed by the Uttarbanga Kshetriya Gramin Bank - Coochbehar Head Office who will be supervising the work, certifying the bill and who will also be responsible for the entire project.

a) Only the Tender form issued by Uttarbanga Kshetriya Gramin Bank - Coochbehar Head Office should be used for the process of tendering.

b) As far as possible corrections in the tender documents to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the tender. Over writing in the tender document is not permitted.

c) The tender should be forwarded in the official letter head of the tenderer.

4. The complete tender documents (duly signed tender conditions, specification, priced bill of quantities etc.) should be addressed to "The General Manager, Uttarbanga Kshetriya Gramin Bank, Head Office,

Shib Bari Road, Coochbehar-736101, West Bengal” and reach the office on or before date fixed and notified in the tender document as mentioned in the cover page.

5. The tenders will not be received after the due date and the time fixed. However, if the Uttarbanga Kshetriya Gramin Bank - Coochbehar Head Office desires to extend the time limit, it will do so by informing all the tenderer either before the due date and time fixed for submission or after the due date and time.

6. In case, the tenderer does not wish to quote for the work, the same should be informed to “Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar-736101, West Bengal” over letter addressed to The General Manager on or before the due date of submission of the tender. The blank tender also must be returned to the Head Office, Coochbehar the technical specification, design and all other contents of the tender documents are patent and the same should not be reproduced without the prior permission of the Head Office. The payment made to Head Office towards the cost of the tender document is not refundable.

7. The Head Office, Coochbehar will take no responsibility for delay or loss or non-receipt of tenders after dispatch, by the tenderer.

8. The tenderer are advised to hand over the duly filled tender directly to the office of “Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar-736101, West Bengal” or ensure that the tender reaches the office before the due date fixed for submission of the tender.

9. The intending tenderer shall visit the site and make him thoroughly acquainted with the local site conditions, nature and requirements of the work, facilities of transport condition, effective labor and materials, access and storage for materials and removal of rubbish before quoting the rates. For this, the officials of bank may be contacted to make the arrangements.

10. The rate quoted should be inclusive of the cost carriage, freight of materials, labor, transportation loading/unloading, installation, and other charges as also for any special difficulties including restriction on transportation etc. for proper execution of work as indicated in the drawings. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the bank might be deemed to have reasonably been inferred to be so existing before the commencement of work.

11. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.

12. Incomplete tenders are liable to be rejected.

13. Tender may be submitted directly to the head office UBKGB Coochbehar.

## **B. Opening of the Tender:**

1. The sealed tenders will be opened in the presence of the authorized official of the bank from Uttarbanga Kshetriya Gramin Bank - Coochbehar Head Office on the day and time as specified.

2. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned, on the day fixed for opening of the tender.
3. In case of any exigency if the tender opening date is changed, the same will be notified through our website ([www.ubkgb.org](http://www.ubkgb.org)).

**C. Acceptance of the tender:**

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

#### **D. Execution of Work:**

The work should commence within the period specified on i.e. 7 days from the date of the receipt of work order or the date that may be indicated in the work order. Accordingly, date of commencement of the work will be reckoned from the day as specified above.

2. The work should be completed as specified on the cover page calculated i.e. 30 days from the date of commencement of the work or within the time limit that may be indicated in the work order.

3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract. However the tenderer shall plan the execution of the said work and it needs to be carried out without disturbing the running of the office or as per the client's instructions strictly within the schedule time as specified in the tender.

4. If the tenderer commits default in commencing the work, as required by the work order and found that the date stipulated cannot be adhered to, Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office shall be entitled without prejudice to any other rights or remedies available and/or may terminate / rescind the contract.

5. If the tenderer fails to carry out the work within the stipulated time mentioned in the work order, the Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office will have liberty to impose penalty Charges @ 0.2% per week of the value of the work will be made upon delay in completion of the work. Any decision in the matter by the bank shall be final.

6. However, if Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, they may award extension of the same to the extent they feel justified based on the request of the tenderer. In such case liquidated damages will be levied for the balance period, if any as provided as per the condition of the tender.

7. If the tenderer fails to commence the work within the specified days i.e. 7 days as from the date of receipt of intimation for commencement of the work and / or the contractor fails to show progress in execution of work and Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office feels the work cannot be completed within the stipulated time, Uttarbanga Kshetriya Gramin Bank - Coochbehar Head Office will have the right to terminate the contract by giving three days' notice to the contractor, at the full discretion of Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office and the decision of Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office will be final and binding. In case of termination of the contract, the payment if any, due to the contractor will be released only on completion of the entire project. The amount that may be spent for completion of the balance work will be recovered from the contractor. It will be the full discretion of Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office to carry out the balance work through any agency at any rate as per the specification.

8. All the materials and workmanship shall be of the kind described in the schedule of quantities/ specifications and in accordance with relevant BIS codes or equivalent quality and as per directions of the Engineer-in-charge.

9. The tenderers shall submit photocopies/ originals of vouchers/ challans etc., for verification of actual purchases of any material, if so, desired by the Engineer-in-charge.

10. The tenderer shall have to carry out testing of all materials brought on site at their own cost in any institute / laboratory / site of works as desired by the Engineer-in-charge. No extra claim will be entertained for such testing of materials.



11. The tenderer shall not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
12. The quantities indicated in the bill of quantities are approximate and the quantities may vary as per the site conditions / requirements. The rate quoted should be firm for the deviated quantities of work also.
13. The tenderer's workers will not be allowed to stay at the work site. However any deviation of the same is at the discretion of the Bank.
14. The tenderer or his workers can use the common facilities such as water, electricity etc., provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
15. Water and Electricity as per the availability at site can be made use of by the contractor. If not available the contractor has to arrange it on his own.
16. In case of any damage to the existing structure, the tenderer should rectify the same free of cost up to the satisfaction of the Engineer-in Charge.
17. Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification.
18. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.
19. The tenderer has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
20. The tenderer should provide samples of the materials for approval of the Branch Manager Uttarbanga Kshetriya Gramin Bank x1- CHILAKHANA Branch the samples will be kept in the custody of the Branch Manager.
21. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.
22. The tenderer should make necessary arrangement for inspection of the items made at his factory / work place by the Engineer-in-charge. The tenderer should complete fabrication and other works at factory and only assembling work and the finishing may be carried out at the site.
23. The tenderer should abide by the rules and regulations for the premises especially on the working hours, entry to the workers to the premises, interpersonal relation with the staff members and other agencies engaged at the site.
24. The tenderer should make necessary arrangement for covering of all the furniture items/ records, if any of the client with cover / cloth during the course of work.
25. Any damage / loss to Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office will be rectified at the cost & risk of the contractor.
26. The workmanship should be of high quality / standard and the decision of the Engineer-in-charge / Consultant shall be final in this regard.

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

28. The tenderer should strictly follow the approved color scheme. The color scheme will be intimated to the contractor within a week from the date of issue of the work order. However Uttarbanga Kshetriya Gramin Bank - Coochbehar Head Office has the liberty to make any other modifications as per requirements.

29. The tenderer shall ensure make his own arrangement for storage of materials. Uttarbanga Kshetriya Gramin Bank- Coochbehar Head Office or the client may provide some space subject to availability (uncovered) within the premises for storage purpose. Materials only as per requirement are to be stored at site. Security for the material lying at site will be arranged by the contractor.

30. Any damage / loss will be rectified at the cost & risk of the tenderer.

31. It is the responsibility of the contractor to get the confirmation certificate from the client after virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and contractor.

32. No advance will be paid.

#### **E. BILLS & PAYMENTS TERM AND CONDITIONS**

1 (a) Billing is to be done in the name of the “General Manager, Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar-736101, West Bengal”.

1(b) The Contractor has to submit the bill strictly as per the format of the specifications as mentioned on the bill of quantities in the tender document.

**NOTE:** It is the responsibility of the contractor to take the no objection certificate / no defects certificate from the concerned Branch Manager of the branch on completion of the Defect Liability Period. Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar would not be responsible for the certificate.

2. Income Tax, TDS, Sales Tax on Work Contract, VAT, Cess and / or any other Statutory deductions as per the prevailing rules at the time of execution will be deducted from the payable amount for which certificate will be issued in favor of the tenderer.

3. Tenderer will not be entitled to any interest on Retention Money or Security Deposit or any Running account bill money for the time such money will remain with the Client.

4. The items of works as well as the approximate quantities against these items as given in the schedule of quantities and the same should not be considered precise quantity of works to be carried out. The tenderer shall be paid on the basis of the actual quantity of completed work as per the provisions of the contract and as per the specifications.

**F. Escalation:**

1. No escalation in rate shall be paid for the works carried out.
2. No claim on account of fluctuation of rates of material and labor will be entertained during the course of work – (from the date of acceptance of the tender till issue of completion certificate).

**G. Defect Liability Period:**

1. Defect Liability Period as per the terms of the contract is 12 months from the date of virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and joint inspection of work by the Engineer-in-charge and tenderer.
2. The Security Deposit will be refunded only after the defect liability period of 12 months and rectification of the defects occurred whether pointed out in writing or not. It will be the duty of the contractor to inspect the site for defects and rectify the defects within the defect liability period.
3. During the course of Defect Liability Period the tenderer has to rectify all the defects,
4. In case the tenderer fails to attend the rectification work within 7 days of reporting the same in writing, Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar will have the liberty to carry out the said work through some other contractor at the cost & risk of the tenderer. Such expenditure incurred to the client will be recovered from the Security Deposit. In case any expenditure incurred is more than the Security Deposit, the tenderer should pay the difference that may fall short.
5. While carrying out the rectification work, the tenderer should ensure that the surroundings should be protected against any possible damage. In case of any damage, the same should be made good by the tenderer.

**H. Statutory obligations to be followed:**

1. The tenderer should ensure adherence of all statutory requirements under the State and Central Rules in force and other local bodies for smooth and timely completion without any additional cost.
2. The tenderer shall comply with the provisions of all the rules and regulation in respect of labors engaged at site (such as Contract Labor {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labor laws as may be enforced from time to time by the Government Authorities) for execution of work, procurement of material for completion of the entire project. Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar shall not be held responsible for any penalty on failure to comply with any of the labor regulations or legal requirements or failure of any compliance of any rule in force.
3. The tenderer shall strictly comply with the provision of Sales Tax (both State & Central), Excise Duty, etc. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar shall not be responsible for any payment/ penalty on this account at any stage.
4. In case any goods are manufactured at the tenderers office / site, the tenderer has to pay Central Excise and he has to produce Excise Invoice Copy for removal of goods from the manufacturing site. In case the goods are manufactured or produced at the site then Excise Invoice showing that the Central Excise has been paid should be submitted to Uttarbanga Kshetriya Gramin Bank, Head Office – Coochbehar.

5. The tenderer should submit a statement confirming that all duties / taxes of every nature covered under the contract have been paid and the tenderer shall indemnify the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar against all claims in that behalf.
6. The tenderer should ensure adherence of all the requirements and statutes under the State and Central Rules in force.
7. For acceptance tenderer should submit detail rate analysis of every time if quoted rate is found to be less than 20% of budgetary estimate.

### **Responsibilities of the tenderer**

1. The tenderer should enter into an agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of the tender.
2. The tenderer shall not sublet the work without written approval from Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar.
3. The tenderer should co-ordinate with all the other contractors if any for execution of the project.
4. The tenderer should set out the layout at site before commencement of work and obtain approval for the same from Uttarbanga Kshetriya Gramin Bank, Head Office – Coochbehar.
5. The contractor should arrange for sufficient light & power point required for entire project at his cost.
6. The tenderer should clear the site within 7 days of virtual completion of work of all material not paid for. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and tenderer.
7. The tenderer should submit the schedule and bar chart of work before commencement of the work at the behest of the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar.
8. The tenderer should take adequate precaution against fire hazards at the site. The tenderer should ensure that all fire safety measures are taken during execution and that the work carried out is as per the fire safety norms of the local fire office.
9. The tenderer should arrange for scaffoldings/ladder for proper execution of work and shall also ensure safety of the workers as per the relevant provisions of the law.
10. The tenderer should keep samples of the materials used at the site and should be able to produce the same to the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar if desired.
11. In case the tenderer is a partnership firm, any change in the constitution of the firm shall take place only with the prior approval of the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar during the contract period.
12. The tenderer submit shop drawings of all the items for the approval of the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar before execution of each item of work.

“Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar, West Bengal

<b>SUMMARY</b>	
Time of Completion	30 days from the date of commencement of work
Date of Commencement of work	Within 7 days from the date of issue of work order.
Liquidated damages	0.5 % of the total final certified value per day subject to the maximum of 10 % of the final certified value.
Validity of the offer	60 days from the date of opening the tender.
Security Deposit (Retention money)	10 % of total value of work done, out of which, 50% will be released at the time of settlement of final bill.
Defects Liability Period	12 (Twelve) months from the date of virtual completion / handing over
Terms of Payment	1. No advance 2. Final Bill settlement within 30 days from the date of proper submission of all required documents and joint verification of measurements at site. 3. Running bills can be raised and it shall be at the discretion of the bank
Deductions	1. Income Tax at source as per Income Tax Rules Sales Tax / Works Contract Tax/ Commercial Tax as applicable in the statement. 2. Cess applicable as per the local rules 3. Any other Levy/Cess/Tax to be deducted at source by law.

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

**(Seal) Signature of the Tenderer**

**For (Name and address of the Contractor)**

**For (Name of the Contractor and Designation)**

### **Special Conditions of the Contract**

1. The wood to be used should be of teak wood beadings. The beadings to be fixed with adhesive/screws/nails.
2. All the edges of the plywood should be teak wood beadings. The beadings to be fixed with adhesive/screws/nails.
3. The measurements indicated in the drawings are approximate and may vary as per the site conditions. In case of any changes in the drawing after the tender or execution of the drawing, at behest of the local branch authorities, engineer in charge, the alteration of the quantities shall be paid on actual measurements as per the tender rates. Execution of work non similar to the tender shall be paid on actual + 15% as applicable.
4. The contractor shall submit the Bar Chart & Pert Chart before commencement of the Work at the behest of the Bank.
5. For the design and other details mentioned in the entire documents Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar have the patent rights.
6. The contractors shall take the prior approval from Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar for subletting the job even is the same is specialized agency
7. In case Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work.
8. The contractors has to take all safety measures with regard to the workmen employed as per relevant laws and good engineering practices at site and safety measures against the fire hazards.
9. The Contractors has to make necessary arrangements for internal lightening at the site.
10. The Contractor has to carry out the job strictly as per the specifications spelt out in the bill of quantities, drawings, instructions that may be issued by the engineers in charge and the specifications of the Bureau of Indian Standards, National Building Code etc.
11. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specification/Bill of quantities may be taken as final.
12. The contractor shall submit the single line drawing of electrical installations/wirings to completed work along with the final bill.
13. The contractor shall submit the test certificate of the electrical installation carried out by him as per requirements of local electrical supply authority, Indian Electrical Rules and Indian Electricity Act.
14. The work shall be carried out on holidays and Sundays after and before office hours and during office hours on working days. The contractor shall ensure that there shall not be any problem disturbance in office/ other areas/ floors as the work is to be executed in working office.

15. The contractor shall depute one electrician and one helper during office hours to avoid any electrical breakdown in electrical instillation.
16. The work can be awarded to the agency that has given the lowest rates (L-1). However the same is not binding to the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar and the final decision shall be at its discretion. The decision of the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar in the matter shall be final without appeal and it is not binding on the bank to assign any reason for the same.
17. Thereon the L2 Bidder will be asked to confirm if he can do the work at the lowest rate quoted by L1.
18. If L2 gives a consent letter confirming that he is ready to carry out the work at the lowest rate (L1) then it can be considered to award the work to him also. The condition of this award of work to L2 on the rates of L1 will be as under.
  - A) When L1 denies in writing that he does not have capacity to do the work
  - B) When it is observed by Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar that L1 has not completed more than 3 sites on time
  - C) When defects are found in the work of L1
  - D) When L1 does not take up the as assigned work within the stipulated time period as mentioned in the work order
  - E) Any other disparity or inconsistency is found by the Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar with LI or the bank is not convinced with quality and sustainability.

### **PREAMBLE OF THE BILL OF QUANTITIES**

The work proposed is to be carried out at the office premises mentioned herein. The premises are proposed to be provided with furnishing, civil, and plumbing works. The quality of work proposed should have the best workmanship. The contractor should ensure that only the first quality materials mentioned in the list of materials is purchased for the project.

The work should be carried out in such a way that the structure is not disturbed.

Any differences/ dispensaries in the specifications should be clarified with the Engineer in Charge/Uttarbanga Kshetriya Gramin Bank, Head Office - Coochbehar before submitting the tender. The Uttarbanga Kshetriya Gramin Bank, Head Office – Coochbehar shall be at liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work: the tenderer should carry out such work without any extra cost.

In case of any major modifications such items will be considered as extra items. Payment for such items will be paid based in the interpretation of the engineering rate/ market rate analysis. 15% of the total cost of material and labor will be considered as tenderer profit.

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

List of Approved Materials for Civil, Interior & Furniture Work		
1	<b>False Ceiling- 1)Gypsum Board 2)Armstrong Tiles</b>	1) 12.5mm thick Gypsum Board of Gypsum India Ltd. with sections of 26 gauge GI sheet of “ <b>Gypsum India Ltd.</b> ” Company 2) Armstrong 600x600x(12-15 mm thick) perforated tiles as per “ <b>Armstrong Pvt. Ltd.</b> ” company’s specifications
2	<b>Aluminum Sections 1.Partition 2.Door</b>	16-18 Gauge anodized Aluminum tubular sections with 20 micron (black) of 50x50mm, 50x40mm for partition and 16-18 gauge anodized Aluminum sections of 40x115mm for bottom rail & top rails of doors, 40x150mm lock rail and 40x20mm plain for shutters of the sliding window. All aluminum section to be anodized in black shade and shall be of “ <b>Jindal/Nalco/Hindalco</b> ”.
3	<b>MDF/Particle Board</b>	12 mm thick both side laminated “ <b>Novapan/Greenlam/Archidlam/Century</b> ” with Ivory/ Beige shade BSL, Interior grade <b>IS: 12823</b> .
4	<b>1.Plywood/Block Board (BWP/BWR) 2.Plywood/Block Board</b>	1) Phenol bonded, water proof, plywood of all required thickness (6mm,9mm,12mm,19mm and 25mm) of “ <b>Century, Duro, Green, Anchor, Archid, Prince, Samrat</b> ” conforming to IS: 303, IS: 710 & IS:1659 2) MRIS: 303.
5	<b>Wood</b>	Well-seasoned teak-wood
6	<b>Moulding&amp; Lipping</b>	1 <sup>st</sup> Quality Teak Wood.
7	<b>Wood Preservative</b>	“ <b>ASIAN/ NEROLAC/ BERGER/ICI/ DULUX</b> ”
8	<b>Adhesive</b>	“ <b>FEVICOL( SH)/ PIDILITE</b> ”
9	<b>Glass</b>	<b>Plain float glass “Modi / Saint Gobain /Ashai”</b> of all thickness.
10	<b>Lock/Night Latches</b>	“ <b>GODREJ( LKYLDLM433 (MRP 1540/-) (LKYLDN703 (MRP 850)/DORSET/LINK/HARRISON</b> ”
11	<b>Hydraulic Door closer</b>	“ <b>HYPER, AMAR, SAMRAT, GODREJ(LKYGD2000 (MRP 1700/-), EVERITE, ALLWIN, GARNISH</b> ” confirming to IS:3564:1986.
12	<b>Floor Spring (Double action 100 kg. -150 kg)</b>	“ <b>HEMCO, GEZE, DORMA, OZONE</b> ” confirming to IS: 6315:1992 & IS: 7197:1972.
13	<b>Drawer Channel/Slider (Telescopic)</b>	Sleek computer keyboard slide of required length mounting telescopic, steel ball slider STDS series keyboard of “ <b>EARL BIHARI, EBCO, HETTICH, SOLO, GODREJ</b> ”.
14	<b>Key Board Drawer/Tray</b>	Ready to use, computer keyboard tray KBT series keyboard of “ <b>EARL BIHARI, EBCO, HETTICH, SOLO, GODREJ</b> ”.
15	<b>Hard ware</b>	All the necessary hardware shall be of ISI marked with best quality/ and as per Bank’s approval.
16	<b>Roller /Venetian Blinds (Off white, Abstract Beige B/O-0002</b>	“ <b>VISTA, MAC, AUROLUX</b> ”.
17	<b>Chairs with fabric Red and Blue as per Bank’s standardization</b>	“ <b>GODREJ, METHODEX, FEATHERLITE, DURIAN, WIPRO, AMARDEEP</b> ” (High, Mid, Low back and visitors chairs).
18	<b>Visitors Seating</b>	Chrome plated Perforated seats 3seater and 2seater.
19	<b>Modular Work Stations</b>	“ <b>Godrej, Methodex, Wipro, ShapoorjiPaloondi, Featherlite</b> ”.
20	<b>Laminates 1.0 mm thickness</b>	Figured maple - 525(Century Mica) - IVORY/OFF WHITE Figured walnut - 951(Century Mica) - BROWN Radiant Red – 191(Century Mica) - RED(Skirting-1”)



		Blue – 245 (Century Mica) - BLUE(Skirting-3") Sugar Maple - 1758 (Formica Mica) - IVORY/OFF WHITE Vintage Teak – 1713 (Formica Mica) - BROWN Cardinal Red – 1576 (Formica Mica) - RED(Skirting-1") Electric Blue – 1568 (Formica Mica) - BLUE(Skirting-3")
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- Tenderer shall use all the materials strictly as per the list of approved make as stated above. It is mandatory to take written confirmation well in advance if the materials as stated above is not available and /or the same is not suitable (Color, Size Shape, Texture) as per the conditions.
- In case the tenderer wish to verify the detailed specifications of materials workmanship etc., the same may be verified from the office of bank consultant before submission of Tender.
- Whether a product is equivalent or not shall be decided by the Engineer-In –Charge/Architect Only.

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*FINANCIAL BID*

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**Uttarbanga Kshetriya Gramin Bank, CHILAKHANA Branch**

Serial no	Section	Description	Amount
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I	SCH-INT& FUR	Interior Work& Furniture Work	
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**TOTAL OF WORK**

**Budgetary Estimate of Proposed Interior & Furnishing Work of Chilakhana Branch,  
Uttarbanga Kshetriya Gramin Bank.**

**I. SCHEDULE OF QUANTITIES FOR INTERIOR & FURNISHING WORKS**

NO.	DESCRIPTION	QTY.	UNIT	RATE	AMOUNT
<b>1</b>	<b>MAIN ENTRANCE FULLY GLAZED PARTITION</b>				
	Providing and fixing frameless fully glazed 10mm thk toughened float glass partition fixed with necessary patch fittings(Dorma make) including cutting, making holes, cutouts in the glass of required shape and size to accommodate fittings and fixing the fittings in floors, soffits, jams including necessary fixtures, screws, sealant wherever required and SS cover over patch fittings. Rate shall include necessary decorative film / LOGO.	<b>0</b>	Sq.Ft.		
<b>2</b>	<b>MAIN ENTRANCE DOOR</b>				
	Providing & fixing in position Twin Panel door made of 10mm thk. Toughen glass with necessary hardware fixtures of approved make & design, viz. patch fittings and floor springs, on which the shutters are pivoted at the top & bottom, approved decorative Stainless Steel tubular handles on both the faces, (Dorset or Godrej equivalent approx. 300mm long) complete as per direction. Rate should include etching of the Bank's logo & emblem on the Glass in the size & design as approved by the architect.	<b>0</b>	Sq.Ft.		
<b>3</b>	<b>DOOR FRAME</b>				
	Wood work in door with Siliguri Sal wood frame fitted and fixed in position complete including a protective coat of painting at the contact surface of the frame including cost of concrete, Iron Butt Hinges and M.S clamps as required at site.( <b>For HEAD CASH</b> )	<b>0.50</b>	Cu.ft		
<b>4</b>	<b>PANELLING WITH LAMINATED FINISH</b>				
	Paneling up to ceiling height fixed securely to brick wall/RCC columns with 37. 5mm x 37. 5mm well-seasoned hard wood framework running horizontally and vertically at 600mm c/c covered with 6mm/9mm thick BWR ply finished with 1mm thk. Decorative laminate of approved shade & Color and providing horizontal and vertical grooves as per design or directed by the architect. Openings to be left for electrical switches, MCB etc. as directed at all heights and levels. 3/4" teak wood /rubber wood molding to be given as designed. Rate for melamine polishing of the exposed wooden molding to be included. <b>(For Exposed Columns as shown in Drawing) (ENTRY RIGHT SIDE CORNER, ENTRY LIGHT SIDE CORNER, INFRONT OF CLERK 2, BACK OF OFFICER 1 RIGTH CORNER, BACK OF OFFICER 1 MIDDLE, MANAGER ROOM, BACK OF CLERK 2)</b>	<b>200</b>	Sqft		

<b>0</b>	<b>FULL HEIGHT PARTLY GLAZED DOUBLE SKIN WOODEN PARTITION</b>				
	Providing fitting & fixing in position partly solid, partly glazed double skin partition up to the ceiling height made of well-seasoned wooden frame of section 2"x2" (with necessary Spacing of 2'-6" to 3'0") covered With 6mm phenol-bonded BWR ply of approved make is finished with 1.0 mm laminate (2colours) of approved make & shade on both side. There will be necessary grooves between the two different decorative Laminates. All exposed Wooden to be finished with melamine polish. The Etched glass in the partition will be between 3' to 7'0" ht of 8mm thk of approved make & quality & as per size shown in the drawing & the remaining portion of the partition below & above the glass till false ceiling covered by solid, partition. Painting/polish as directed by the architect.	<b>0</b>	Sqft		
<b>5</b>	<b>LOW HEIGHT PARTLY GLAZED WOODEN PARTITIONS</b>				
	Providing fitting & fixing in position low height partition up to 4' ht. whose specification same as item No.2 With 2.5"x2.5" Teak wood lipping running all along the top & the vertical exposed edges finished with melamine polish up to the satisfaction of the architect. The Etched glass, in the partition will be between 3' to 4' height of 8mm thk of approved make and size The glass to be to the frame with 2.5"x2.5" thk. Teak wood beading on both sides and all exposed wooden-sections to be finished with 'melamine polish. The remaining portion of the half partition is finished in 1mm thk laminate pasted on 6mm-BWR ply of approved make on both sides of the 2"x 2" wooden frame work as per drawing & as directed. <b>(LEFT SIDE OF OFFICER 1, LEFT SIDE OF CLERK 1, BM, ELECTRIC RM, PANTRY,STORE RM)</b>	<b>215</b>	Sqft		
<b>0</b>	<b>FULLY SOLID DOUBLE SKIN WOODEN PARTITION</b>				
	Providing fitting '&' fixing in position fully Solid double skin partition up to the ceiling height made of well-seasoned approved wooden frame of section 2"x 2" (with necessary Spacing of 2'-6" to 3'0") covered With 6mm phenol-bonded BWR ply of approved make is finished with 1.0 mm laminate (2colours) of approved make & shade on both side. There will be necessary grooves between the two different decorative Laminates. All exposed Wooden to be finished with melamine polish.	<b>0</b>	Sqft		

<b>6</b>	<b>PARTLY GLAZED FLUSH DOOR</b>				
	Supplying & fixing in position 37mm. thk solid core hot pressed phenol formaldehyde bonded <b>partly glazed flush door shutter</b> of approved make finished up to 900 mm with 1.0 mm thick laminate sheet of approved quality on both sides of the door shutter. The upper portion of the shutter is to be provided with <b>10 mm thick glass</b> fixed with rubber wood glazing beads of approved design, complete as per drawing. Rate to include cost of hardware fittings e.g. handle locks, aldop handles, door closer & night latch all of approved make as by the Architect. The exposed timber surfaces are to be polished in approved color and finishing the same with N.C. lacquer in mat satin finish Including Glass Etching. <b>(For HEAD CASH)</b>	<b>15</b>	Sqft		
<b>0</b>	<b>SOLID LAMINATED FLUSH DOOR</b>				
	Supplying & fixing in position 37 mm. thk solid core hot pressed phenol formaldehyde bonded <b>partly glazed flush door shutter</b> of approved make finished up to 900 mm with 1.0 mm thick laminate sheet of approved quality on both sides of the door shutter. The upper portion of the shutter is to be provided with <b>10 mm thick glass</b> fixed with rubber wood glazing beads of approved design, complete as per drawing. Rate to include cost of hardware fittings e.g. handle locks, aldop handles, door closer & night latch all of approved make as by the Architect. The exposed timber surfaces are to be polished in approved color and finishing the same with N.C. lacquer in mat satin finish. <b>(Including Glass Etching)</b>	<b>0</b>	Sqft		
<b>7</b>	<b>BRANCH MANAGERS EXECUTIVE TABLE</b>				
	Providing fixing and fitting in position executive table along with side unit made of 18mm BWR ply board +1mm Laminate of approved make and color. The table top is of straight shape & curved edge of size 6' -0"(L) X 2'-6"(W) X 2'6"(H) and is supported on the left side by a 1'- 6"wide & 2'- 0" deep drawer unit of two sets of drawers & covered cabinet and on the right side a C.P.U. rack on castors, all in 1 mm thk. Laminate finish. A foot rest on both the supports and a <b>READYMADE keyboard tray of powder coated steel with mouse tray (KBT-45 OF EBCO/ OR APPROVED EQUIVALENT) and all necessary accessories</b> placed between the two supports just below the table top side unit is of size 3'0"(L)X1'-6"(W)X2'-6"(H) consisting of a top row of two sets of 4" high drawers with cabinets below With sliding shutters, all finished in 1mm thk. Laminate .For all other details of the drawer cabinet & side unit refer all the specification of Drawer cum Shuttered cabinet of banking counter. The table top is finished with 8mm thick glass with provision for Wire manager.	<b>1</b>	No.		

<b>8</b>	<b>OFFICERS TABLES</b>				
a)	Providing, fixing and fitting in position <b>Officer Table</b> -table top is: <b>5'11"(l) X 2'-6"(w) X 2'-6"(h)</b> . Table top is supported on the one side by a 1'-4"wide & 2'-0" deep drawer unit consisting of two sets of drawers & covered cabinet and. on the other side a C.P.U. rack, 1 mm thk. Laminate finish. Other specification & design details same as Item 9. <b>(Including side cabinet for Officer Table)</b>	<b>1</b>	Nos.		
b)	Providing, fixing and fitting in position Officer Table-table top is: <b>4'10"(l) X 2'-6"(w) X 2'-6"(h)</b> . Table top is supported on the one side by a 1'-4"wide & 2'-0" deep drawer unit consisting of two sets of drawers & covered cabinet and. on the other side a C.P.U. rack, 1 mm thk. Laminate finish. Other specification & design details same as Item 9. <b>(Excluding side cabinet for clerk table)</b>	<b>1</b>	Nos.		
<b>9</b>	<b>FILLING CABINET</b>				
a)	<b>Low height Filing cabinet with Openable shutters</b> of 1'6" Deep up to height of 2'-6".made of 18mm BWR block board. The back of the cabinet to be made of 6 mm thk. BWR ply with a ply skirting/base of 100mm high. There will be vertical dividers of same block board .apart on which the shutters 12mm/16mm thk. are hinged. All exposed surfaces & the shutters are finished with 1mm thk. Decorative laminate of approved make & shade All exposed surfaces of the BWR ply & the block board are to be finished with 12mm thk. Rubber lipping: which to be melamine polished as directed Cost of all fittings-like Auto hinges (Hettich) ,brass hinges, godrej locks; tower bolts ,magnetic fittings-like brass hinges, godrej locks; tower bolts ,magnetic catchers, stainless steel "D" type handles shall be inclusive. <b>(For MANAGER ROOM, BACK OF OFFICER 1 TABLE)</b>	<b>55</b>	Sq.ft		
b)	<b>Over Head Filing Cabinet with Openable shutters</b> of 1'6" Deep up to height of 2'-6".made of 18mm BWR block board. The back of the cabinet to be made of 6 mm thk. BWR ply with a ply skirting/base of 100mm high. There will be vertical dividers of same block board .apart on which the shutters 12mm/16mm thk. are hinged. All exposed surfaces & the shutters are finished with 1mm thk. Decorative laminate of approved make & shade All exposed surfaces of the BWR ply & the block board are to be finished with 12mm thk. Rubber lipping: which to be melamine polished as directed Cost of all fittings-like Auto hinges (Hettich) ,brass hinges, godrej locks; tower bolts ,magnetic fittings-like brass hinges, godrej locks; tower bolts ,magnetic catchers, stainless steel "D" type handles shall be inclusive. <b>(BM Room)</b>	<b>20</b>	Sq.ft		

10	<b>SWING DOOR</b>				
	Supply fitting and fixing in position <b>Swing Door 4' high with Decorative Etching (as per detail drawing)</b> with the following specifications: Vertical members - 2 numbers (75x35) mm size Horizontal Members 0-4 numbers (75x35) mm size Both sides of the frame work should be covered with 6 mm BWR grade ply with 1.00 mm laminate with locking arrangement, door stopper door closer etc. all the hardware fittings should be ISI mark. The door to be matched with the adjacent decor with 6 mm glass. At the bottom of the door, opening of size (250 x 150 mm) to be fix with ornamental aluminum grill with all sides beading etc. complete. <b>(LEFT SIDE OF CLERK 1, STORE RM, PANTRY, BM, ELECTRIC RM)</b>	<b>75</b>	Sq.ft		
11	<b>CASH COUNTERS &amp; CABIN</b>				
a)	Providing fitting & fixing the cash counters along with partition all complete Providing fitting & fixing 2'6" wide & 2'6" high staff working top made of 18mm thick BWR block board of approved make finished with 1.0 mm laminate of approved make & shade. The customer transaction top shall be 1' wide projecting 6" on the customer side at a height of 1' above the staff working counter thus making a total height of 3'6". The customer top is made of 18 mm thick BWR block board which is finished with ¾" thick granite (Black Galaxy) pasted on top of it. Both the staff working top & the transaction top is rested & supported together by a front Apron or Double skin partition with a recessed portion in the center of a panel of 1'6" height.				
	To achieve this niche, the Apron is made of Malaysian Sal wood frame of section 2"X2" (the spacing of horizontal members are as per shown in the detail design while the vertical members are at a necessary spacing of 2'0"c/c) placed in different orientation in different places to attain the niche. continued...This framework is covered with 4mm BWR ply of approved make & shade which is finished with 1.0 mm metallic laminate on the customer side facial of approved make & shade while the rear of the apron is finished with polish or paint as directed by the architect. There will be necessary grooves between two different decorative laminates as shown in the detail drawing & as directed.				

	Below the working top/counter will be 1'4" wide 2 nos. drawer cabinet unit on one side and wooden CPU rack on the other side with wooden key Board tray with slide channels & foot rest in between each of the counter as shown same in design & specification as that of Daftary, CTO tables in item no.1 The front portion of each cash cage above the transaction top (from 3'-6' to 7'0" height) will be provided with 2 nos. of 12 mm thick Toughened glass leaving a gap of 2" between the two glass panes so as to allow clear conversation between the customer & the cashier. The cut-out of 8"X4" is at the central bottom part of each of the transaction counter with a provision for small lockable latch wooden door.	5.5	Rft.		
b)	<b>CASH CAGE SIDE, INTERMEDIATE &amp; REAR PARTITIONS</b>				
	The intermediate/side/rear partition with doors between Cash Cabins will be of same specification as Partly-glazed Wooden Partition. of Item No. 2 up to ceiling height . There will be provision for small trays windows for transferring of small copy either from the banking area to the cash cabins or between the cash cabins as directed by the architect.	140	Sqft		
12	<b>CHEQUE WRITING TOP</b>				
	Supplying and erecting wall mounted Customers' Writing top-As per layout drawing made of 19 mm thick BWR grade block board. Box type top of 12mm th. glass exposed block board top and side are to be finished with 1.0 mm thick laminate sheet of approved shade and quality with three partition for four compartment. Exposed free edges of block board are to be provided with 6 mm thick polished teak wood lipping. Size 2'x1' edges round.	2	No.		
13	<b>NOTICE BOARD</b>				
	Providing, fitting in position pin-up notice board made of Soft cork board finished with the fabric as approved, matching with the color scheme of the banking hall with a R W. Moulding all around the edges.	12	Sqft		
14	<b>CHEQUE DROP BOX &amp; COMPLAIN BOX</b>				



	Supplying and erecting <b>cheque drop box</b> (overall size 450 mm x 300 mm x 750 mm) made of 19mm thick phenol formaldehyde bonded ply board and the curved portion at top made out of 90 mm x 90 mm C.P teak wood section. A slit opening of 10 mm x 150 mm is to be provided at the top of the box. An openable shutter of 259 mm x 262 mm size made of 19 mm thick phenol formaldehyde bonded block board is to be provided at 1.50 mm above finished floor level. All the exposed timber surfaces including all free edges are to be finished with 1 mm thick laminate sheet of combination shade .Inner faces of block board surfaces are to be finished with minimum two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer. Rate to include cost of necessary hardware fittings e.g. brass hinges, lock, knob etc. of approved designed quality.	2	No.		
15	<b>BOXING FOR ROLLING SHUTTER</b>				
	Providing & fixing shutter covering consisting of 1/4" thk. BWR grade ply shutters with a clear opening of 4.5" opening for smooth operation of shutters and rest is closed with mirror screws(for opening for servicing).The shutters shall be finished with approved 1.0mm thk.Wenge laminate, frame of 2" x 1 1/2" teak wood section shall be provided for proper support and strength. Rate shall be inclusive for necessary fittings like hinges(Ebco make),ball catchers, tower bolts etc.( <b>For Main Entrance, In front of Vault Room</b> )	40	Sqft		
16	<b>ADDITIONAL ITEMS</b>				
a)	Providing and fixing black powder coated of approved <b>color dustbin</b> .	4	No.		
b)	Supply & Fitting <b>Information panel</b> having pocket display as per Bank design enclosed with 2nos. 600x900 3mm poly carbonate sheet with 4nos. 1 inch spacer.(SIZE 2'6"x2'0")	2	No.		
c)	Supply & Fitting <b>Display Board</b> having pocket display as per Bank design enclosed with 2nos. 600x900 3mm poly carbonate sheet with 4nos. 1 inch spacer.(SIZE 1'6"x2'0")	2	No.		
	<b>TOTAL INTERIOR &amp; FURNITURE WORK</b>				



## Annexure I

1	Name of the Organisation / Firm / Applicant		
2	Address with telephone no. and email address if any	Postal Address	
		Telephone Nos / Mobile	
		E-mail Address	
3	Year of establishment		
4	Status of the firm (Enclose Copy)		Proprietorship / Partnership / Limited / Trust / Any
5	Name of the Directors / Partners / Proprietor		i) ii) iii) iv)
6	Work Experience, details of work experience for any similar kind of work (if available). Work Order / Completion Certificate should be attached		i) ii) iii) iv) v)
7	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project.		
8	If you are registered in panel of other Organisation / Statutory bodies such CPWD, PWD, MES, Banks, RRBs etc. furnish their name, category and date of registration.		i) ii) iii)
9	Pan Card Number (Copy Enclosed)		
10	GST Number (Copy Enclosed)		
11	Trade License Number (Copy Enclosed)		
12	Tender Fees of ₹ 1,000/- (Enclose with Technical Bid)		
13	EMD of ₹ 10,000/- (Enclose with Technical Bid)		

Signature of the Applicant

Place

Date:

**Annexure - II**

**CERTIFICATE**

**(To be submitted on letter head of the company/ firm / Applicant)**

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per TENDER rules.

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :