

REQUEST FOR PROPOSAL
FOR
ELECTRICAL WORK
OF
MOULANI BRANCH OF
UTTARBANGA KSHETRIYA GRAMIN BANK



Tender Reference Number: GAD/49/2024-25/352/F - Moulani

Date: 18.03.2025

UTTARBANGA KSHETRIYA GRAMIN BANK

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

TECHNICAL BID

TENDER INVITATION

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

Name of Work: ELECTRICAL works of **MOULANI BRANCH** (Allied Works) of Uttarbanga Kshetriya Gramin Bank.

**Cost of Tender Document:
(Non Refundable)** ₹1000/- (Rupees One Thousand Only) to be paid by cash or demand draft or Banker's Cheque 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

Issue of the Tender Documents: From 18.03.2025 to 09.04.2025 between 10:00 Hrs. to 15:30 Hours, Except Sundays and Holidays.

Time & date of Submission of Tender: Up to 3:00 P.M. on 11.04.2025

Time and Date of Opening of Tender 4:00 P.M. on 11.04.2025

Venue of the Tender opening: Uttarbanga Kshetriya Gramin Bank
Head Office, Shib Bari Road,
Coochbehar-736101, West Bengal

Tender to be addressed to: To,
The General Manager
Uttarbanga Kshetriya Gramin Bank
Head Office
Shib Bari Road,
Coochbehar-736101,
West Bengal

Earnest Money:

₹ 20,000/- (Rupees Twenty Thousand Only)

The Tenderer must submit an EMD as mentioned in the form of a **demand draft / pay order / Banker's Cheque only** in favor of Uttarbanga Kshetriya Gramin Bank payable 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.

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.

Defect Liability Period:

12 (Twelve) months from the date of issue of completion certificate.

Date of Commencement:

Either one week from the date of Work Order or the day on which the contractor is instructed to take possession of the site, whichever is later.

Period of Completion:

30 Days from the starting of the work.

Validity of the Tender:

3 (Three) calendar months from the date of submission of Tender

Envelope-I:

Shall contain all the covering letter with the Tender Fees & 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.

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 on bidder's letter head pad 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) License (Form E) issued by Govt. of West Bengal as Electrical Contractors.
- i) Pay Order / Banker's Cheque / DD of tender fees & EMD.
- j) Annexure I
- k) Annexure II
- l) 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).

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 / Banker's Cheque 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 contractor 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 @ 0.05% per day 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- MOULANI 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. The agreement will be executed on non-judicial stamp papers of ₹ 100/- denomination within 7 days of receipt of the work order. The tender document with all annexure and work order will form a part of the agreement.

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

SUMMARY	
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	0.05 % 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 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. In case of any required addition / modification / alteration at site required permission should be obtained from General Manager prior to execution of the work. **Without said approval no excess claim over the amount mentioned in the work order for completion of the work will be entertained.**
2. **The bidder should specify the brand in the price bid for which he is providing the rates wherever applicable. Other brands may be strike out.**
3. The contractor should bring entire materials going to be used at site before commencement of the work which will be vetted by the concerned branch manager and authorized architect.
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.

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 (enclose KYC)		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. (Letter of empanelment should be attached)		i) ii) iii)
9	Pan Card Number (Enclose Copy)		
10	GST Number (Enclose Copy)		
11	Trade License Number (Enclose Copy)		
12	Tender Fees of ₹ 1,000/- (Enclose with Technical Bid)		
13	EMD of ₹ 20,000/- (Enclose with Technical Bid)		
14	<u>Account Details:</u>		
	A/C No:		
	IFSC Code:		
	Bank Name:		
	Branch:		

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	:

LIST OF APPROVED MATERIALS FOR ELECTRICAL WORK:

SR.NO.	DESCRIPTION	MAKE
1	Manufacturers of L.T. Panels	CPRI Approved Panels Manufacturers.
2	Power & Control Cables	RR Kabel / Finolex / RPG / Primecab / Havells / Universal / CCI / Nicco / Mescab / Capital / Incab / Polycab / RRRKabel / KEI / KDK / Rajnigandha / Gloster / National.
3	Cable Sockets / Lugs & clip on terminals	Dowells / Lotus / Jainson / Elecon / Wego / Elmex / Connectwell.
4	Copper wires	RR Kabel / Finolex / Havell's / Polycab / Nicco / Mescab / Capital / KDK / KEI / Gloster / RPG / ANCHOR-Panasonic.
5	Telephone, CAT-6, Speaker, Fire Alarm Wires & Cables	RR Kable / Delton / Motwane / ITL / Havells / Finolex / Polycab.
6	Telephone Krone Box	Hensel/ IDIS/ Havell's.
7	Fire Alarm Panel, Smoke Detectors	Bosch / Edward / Notifier.
8	L.T. Switchgears & Accessories	GE / Siemens/ L & T/ ABB / Schneider / Indo-Asian / Havell's.
9	HRC Fuse Base & Carriers	English Electric / Kaycee / Essen.
10	Selector Switches	L&T(Salzer) / Kaycee / Siemens / Havells / Micron / GE / C&S / HPL.
11	L.T. on load/ off load Change Over Switches	HH Elecon / C&S / L&T / HPL / Havell'sn / Socomec / Standard / Siemens.
12	SFUs / FSUs / Fuse-Gear (HRC) /HRC fuses	L & T / Siemens / GE / EE.
13	MCB DBs / MCCBs / MCBs / ELCBs / RCCBs	Siemens / Schneider / MDS (Lexic) / Legrand / ABB / L&T (Hager) / Indo-Asian / Havell's / C&S.
14	Ammeter/Voltmeter/P.F. Meter (Analog)Digital / Electronic Type	Automatic Electric / Rishabh / MECO / IMP L&T / SIEMENS / ENERECON / Neptune / HPL.
15	LED Indicating Lamps / Push Buttons	Kaycee / Teknic / Siemens / L & T(ESBEE) / BCH / Binay / Essen Deinki / C&S / HPL / VASHINO / RISHABH.
16	L.T. Power Capacitors & APFC Panel	Universal / Siemens / L&T / Crompton Greaves / Voltas / Ducati / Asian.
17	APFC Panel & Relays	ABB / GE / Siemens / Enercon / L&T / Neptune-DUCATI / AVOMECH.
18	Connectors/ Terminal Blocks	Elmex / Essen / APP.
19	Moulded Case Circuit Breakers (MCCBs)	ABB / L & T / Siemens / Schneider / GE / Legrand / C&S /Havell's.
20	PVC Insulated Al. Wires (incl. Panel Wires) & Flexibles	Finolex / Rajnigandha / RPG / National / Polycab / RR Kable Nicco.
21	PVC conduit and accessories	Precision / Circle Arc / AKG / Garware / Shakti / CPL / Polyplast / Universal / ANCHOR.
22	PVC casing-capping(Trunking)	Precision / Presto-Plast / Kalinga / MK / ANCHOR/ AKG.
23	PVC Pipes for U/G laying for road crossings	Precision/ Kisan / Supreme / Prince/ AKG.
24	Modular Switches / Sockets / Ceiling Roses / Batten Holders / other accessories	L&T / Siemens / MK / Anchor-Panasonic / LK India / North West / Crabtree / Legrand / Precision / Schneider / GE / HPL / C&S.
25	Industrial Sockets with MCBs	Siemens / Schneider / MDS (Lexic) / Legrand / ABB / L&T (Hager) / Indo-Asian / Havell's / C&S.
26	Intelligent Digital Panel Meters	L&T / Rishabh/ AE / Enercon / Secure / Krykard / Neptune Ducati / HPL.
27	Hot Dip G.I. Conduit	BEC / VIMCO / AKG.
28	Steel Structural Members	Jindal / Tata / Sail.
29	G. I. Pipes	Jindal / Tata / Zeneith.
30	Light fittings incl. LED type	Philips / Crompton / Havell's / Wipro / GE / Bajaj / SYSKA.
31	Lamps, Tubelights & CFLs	Philips / Crompton / GE / Bajaj / Havell's / Osram / Surya.
32	EXIT Signage	Prolite / Legrand.
33	Ceiling/Bracket/Exhaust Fan	Crompton Greaves / Bajaj / GEC / Polar / Usha / Havell's /REMI.

34	Air Circulators & Exhaust Fans	Crompton / Almonard / ACO / Alfa / Havell's / REMI / Usha.
35	Black Enamelled M.S. Conduit	BEC / NIC/ VIMCO / AKG / BENCO / Supreme.
36	Isolators	Siemens / Schneider / MDS (Lexic) / Legrand / ABB / L&T (Hager) / Indo-Asian / Havell's / C&S.
37	Current Transformers & Potential Transformers	A.E./ Indcoil / Kappa / Power Pack / Perfect / Kapco /L&T / Premier / Advance / Pragati / Nippen / Cuppa.
38	Cable Glands	Comet / Braco/ Jainco.
39	Cable Tray	Profab / Indiana / Checkstorage / CITY STEELEDGE/ CABLOFIL (LEGRAND).
40	Fire Extinguishers	Firex / Cease Fire / Vijay.
41	Hylam sheets	Hylam.
42	Speaker	Honeywell/ Bosch / Toa / Ahuja.
43	CCTV Camera / Network video Record	Honeywell/ Bosch/ CP Plus/ Hikvision
44	Telephone System / EPABX	TATA TELECOM / SIEMENS / LUCENT.
45	Window / Split / Cassette Air-Conditioners	Daikin / Hitachi / Voltas / Carrier / Blue-Star / TOSHIBA / LG / O-General / Panasonic / Samsung.
46	All other items not covered above	As per sample approved by Architect/ RBI Er.

FINANCIAL BID

Uttarbanga Kshetriya Gramin Bank, MOULANI BRANCH

Serial no	Section	Description	Amount
I	SCH- ELEC	ELECTRICALWORK	
	TOTAL OF WORK		

UTTARBANGA KSHETRIYA GRAMMIN BANK, JALDHAKA BRANCH

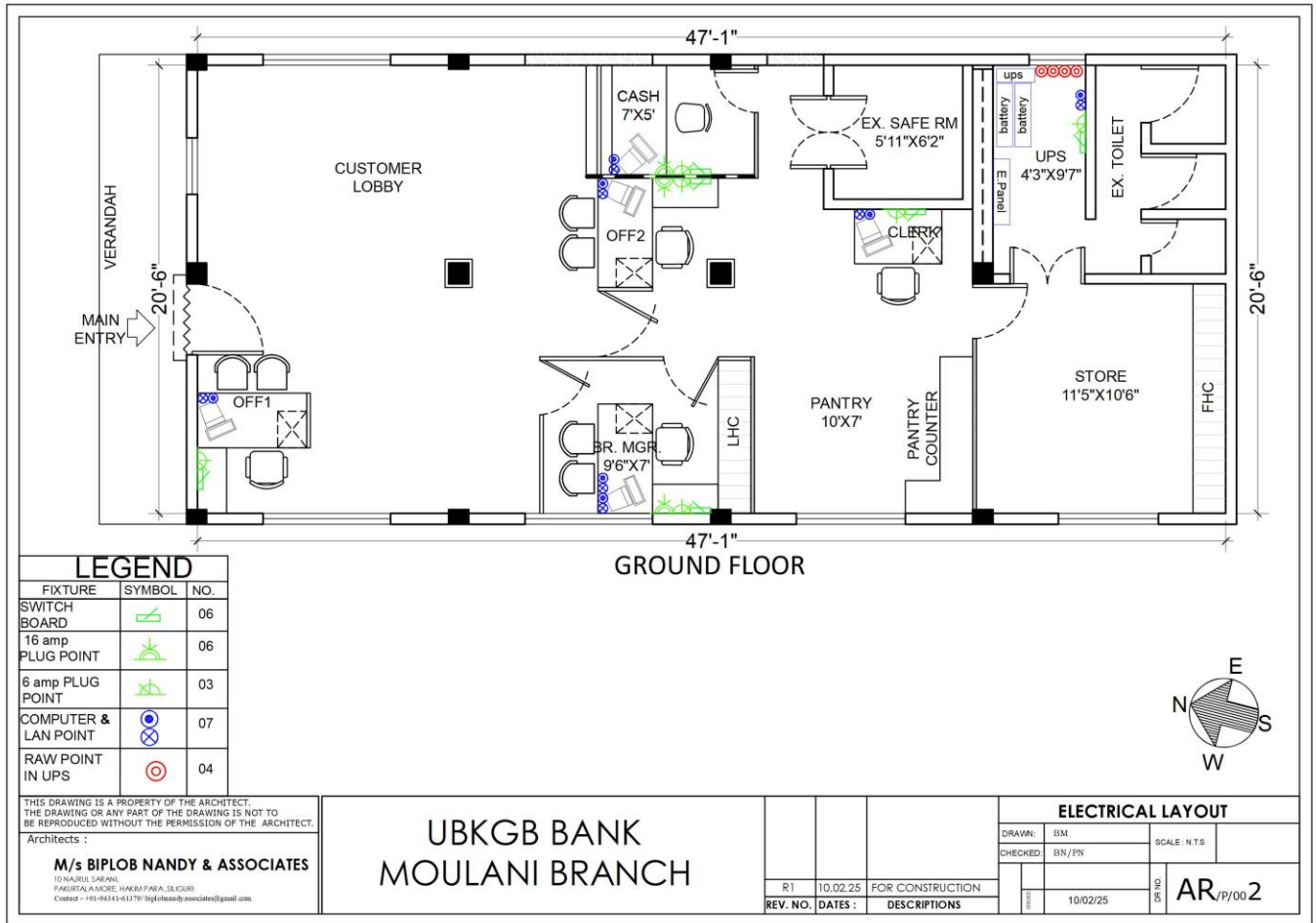
ELECTRICAL WORK

SL NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	COMPUTER DATA SYSTEM/LAN WIRING				
a	Supplying and laying of CAT-6 cable through suitable size PVC casing capping from server to HUB,HUB to Computer Data Socket including interconnection mending good etc. as required (Make - Havells / Finolex / Polycab/ KEI)	105	Mtr.		
b	Supply and fixing on wall/furniture/partition recessed non-modular type Computer data socket (D-Link make) with mounting box & front plate as shown in the drawing complete with mending good etc. as required. (Make - L&T / Anchor-Panasonic/ Crabtree/ Legrand) (For BM-2 points)	7	Each		
2	MAIN LINE WIRING				
A	Supply and laying 4x10 sqmm+1x6sqmm PVC insulated copper wire from Panel board to LDB (Make - Havells / Finolex / Polycab/ KEI)	0	mtr		
B	Supply and laying 2x6sqmm+1x4sqmm PVC insulated copper wire from Panel board to CDB (Make - Havells / Finolex / Polycab/ KEI)	20	mtr		
C	Supply and laying 2x4sqmm+1x2.5sqmm PVC insulated copper wire from TPN MCB DB to power plug (Make - Havells / Finolex / Polycab/ KEI)	100	mtr		
D	Supply and laying 2x2.5sq.mm+1x1.5sqmm pvc insulated copper wire from SPN MCB DB to switch boards (Make - Havells / Finolex / Polycab/ KEI)	0	mtr		
E	Supply and laying 2x16sq.mm+1x10sqmm pvc insulated copper wire (Make - Havells / Finolex / Polycab/ KEI)	0	mtr		
F	Supplying and fixing 250V 6 pin 16A modular plug socket with 16A modular switch and earthing attachment incl. S&F sheet GI box, modular plate and necessary earthing attachment. (Make - L&T/ Anchor-Panasonic/ Crabtree/ Legrand)	3	Each		
3	RAW POINT WIRING				
	Supply and laying 2x6sqmm+1x4sqmm PVC insulated copper wire (MCB DB TO RAW POINT) (Make - Havells/ Finolex/ Polycab/ KEI)	85	mtr		
4	OUT DOOR TYPE GLOW BOARD WIRING				
A	Supply laying of main line with 2x2.5 +1x1.5 sqmm through MS conduit from main panel to glow sign board. (Make - Havells/ Finolex/ Polycab/ KEI)	0	mtr		
B	Supply & fixing of glow sign board programmable timer switch 24 hrs. (Make - L&T / Anchor-Panasonic/ Crabtree/ Legrand)	0	No.s		
5	UPS WIRING				
A	Supply fixing & connection of UPS circuit line with 1.1kv grade PVC insulated non sheathed stranded copper cable of (FRLS) with 2x2.5sqmm+1x1.5sqmm through rigid PVC conduit 20 mm dia 1.6mm wall thickness, with ISI marks, to lay from UPS MCB DB to plug point board. Two nos. point to be connected from One circuit. (Make - Havells /Finolex/ Polycab/ KEI)	105	mtr		

B	Supply, fabrication & fixing of computer board made of 2 nos. 5 pin 6 A modular socket & 1 No. 5 pin 16 A socket along with 6A & 16A individual switches having fixed with 1 No. LED indicator and 1 No. board fuse on suitable size GI switch board connection & recessed in wall with mending good all damages as per direction of EIC. (Make - L&T / Anchor-Panasonic/ Crabtree/ Legrand)	7	set		
C	Supply, installation, testing & commissioning of Legrand make 32A-3pin wall mounted, industrial type metal clad socket with plug top & 32A SPN MCB control (For UPS Room) (Make - L&T / Anchor-Panasonic/ Crabtree)	4	Nos.		
D	Supply laying & connection of UPS incoming power line with 2x10mmsq+1x6mmsq PVC insulated stranded copper wire from PANEL BOARD to UPS incoming power switch. (Make - Havells / Finolex / Polycab/ KEI)	25	Mtr.		
E	Supplying and fixing 32A change over switch. (Make - L&T / Anchor-Panasonic/ Crabtree/ Legrand)	0	Nos.		
6	EARTHING				
A	Earthing with Copper plate (610x610x3mm size) having weight of 9.84 Kg and 1 No. 25x5mm Copper strip (3.20 mt long) & 1 no. 6 sqmm PVC insulated stranded Copper wire (4 Mt long) incl. S & F 15 mm dia GI pipe (ISI-Medium) protection (4 mt. long) to be filled with bitumen, partly under the ground level & partly above ground level to an average depth of 3.65 Mts. below the ground level and restoring the surface duly rammed incl. providing 3.0 mt long, 25 mm dia GI pipe (ISI-Medium) for periodic treatment, incl. providing masonry enclosure on the top of the earth electrode of overall size 86.36x86.36x46cm deep (below Ground level) complete with cemented brick work (1:6) of 25 cm width, duly plastered with cement mortar (inside) CI hinged inspection cover of size 36.56x35.56cm with locking arrangement, GI reducer and treatment of soil by using salt & charcoal or coke for plate electrode. (1 No. For Main Panel & 1 No. For UPS)	2	Nos.		
B	Providing and fixing Copper Earth Wire 8 gauge in pvc conduit in Floor / walls From earth pit to earthing station & finally connected to Main Panel Board Complete.	95	Mtr.		
C	Providing and fixing Pipe Earthing (IS 3043 Code) 3.0m. Deep with 40 mm. dia. GI pipe With perforations filled with alternate layers of Charcoal and salt. The item includes Funnel on top in brick masonry chamber with CI cover for watering purpose complete.	2	set		
7	MAIN ELECTRICAL CUBICAL PANEL				
	Floor/wall mounting type. Supply, fabricating, 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 sheet with proper earthing terminal (nut, bolt and washer) 2 no. outside panel, same nult, bolt to tighten with internal earth bus bar of panel situated inside wire box (on top portion of panel).On top side of panel cable entry arrangement to be done for incoming and outgoing of lines. Painting powder coating electrical grey/Siemens grey to be done. One 6"x4" 440V danger board to fix up on main panel bus bar cover. All switches are front handle operated & all MCB knob should be visual, all components should provide in separate compartments only. One DB and one bus bar (main incoming for ac and panel board and for panel board alone) in one compartment. All door are detachable type with IP protection.				

	i) 500 V 100 A TPN HRC fuse-1				
	ii) 500V 63A TPN HRC fuse - 1				
	iii) 500V 63A TPN on Load change over switch - 1				
	iv) 500V 100 A bus bar Cu with BBC on heavy duty porcelain chairs - 2 set				
	v) 500 V 63 A FP MCB-2NO.				
	vi) 230V/415 V 40A(10KA) SP MCB-4No.				
	vii) 230V/415V 25A (10 KA) SP MCB-1 and HAVELLS XPRO (glow sign board)				
	viii) 0-100 Amp. Ammeter with selector switch- 1 Set				
	ix) 0-500V Voltmeter with selector switch - 1 set				
	x) 100/5 CT - 3 Nos.				
	xi) LED Indicator lamp - 3 Nos.				
	xii) Medium pressure caution Board - 1 No.	1	set		
8	Main Incoming Switch Fuse Unit. Supply fixing of 100 Amps TPN HRC type SFU at WBSEB end for main incoming on MS angle. Frame & 02 Nos. Cable end box including connection.	1	set		
9	COMPUTER DISTRIBUTION BOARD				
	Supply & installation of following HAVELLS/ LEGRAND make 12 way TPN MCB distribution board with MCB having short circuit breaking capacity of 10KA or RCBO of 100 mA sensitivity having overload short circuit & earth leakage protection complete with neutral, phase & earth bar with 1 No. 40A DP RCBO as incoming 8x6A SPMCB as outgoing to be partially recessed in wall.	1	set		
C	Supply and laying 2x4sqmm+1x2.5sqmm PVC insulated copper wire from AC TPN MCB DB to AC power plugs (Make - Havells / Finolex / Polycab/ KEI)	0	mtr		
D	Supply & fixing 20A 3 pin socket with 20 A starter incl. MS box & matching plug point by chase cutting on wall mending good all damages to original finish, painting as required for AC's. (Make - L&T / Anchor-Panasonic/ Crabtree/ Legrand/ Northwest)	0	Each		
E	Supply, fitting, fixing and connecting Bluestar/ Hitachi/ voltas/ carrier make five star 1.5 ton Split A/C including 1 year warranty.	0	Each		
F	Supply, fitting, fixing and connecting Bluestar/ Hitachi/ voltas/ carrier make five star 1 ton Split A/C including 1 year warranty.	0	Each		
H	Supply and Installation 3CX2.5 sq.mm. Copper Flexible cable for AC indoor to outdoor unit	0	Rmtr.		
I	Supply and Installation 20mm UPVC drain pipe with concil and cementing complete	0	Rmtr.		
10	SUPPLY ITEMS				
A	Supply of CAT-6, 24 Port Patch Panel of GD Sole/D-Link Make	0	Nos.		
B	Supply of 9U. Metal Rack with Glass door.	0	Nos.		
C	Supply of CAT-VI 1 Mtr. Patch Cord	7	Nos.		
D	Supply of CAT-VI 2 Mtr. Patch Cord	7	Nos.		
11	INSTALLATION ITEMS				
A	Installation with crimping of of CAT-6, 24 Port Patch Panel of GD Sole/D-Link Make	1	Nos.		
B	Installation with fixing of 9U. Metal Rack with Glass door.	1	Nos.		

12	LIGHTING CUTT OFF :				
	Supply & installing of 32A DP MCB with suitable size metal box complete (for Lighting Cutoff switch near bank entry/exit gate) for 2 nos. LDB CUTT OFF control. (Legrand make)	1	set		
13	UPS MAIN :				
	Supply & installing of 63A 4 pole MCB with suitable size metal enclosure for UPS main control near UPS.	1	set		
14	METER LEED :				
	Supply & Laying of 1100V grade 4 nos. 16 sqmm single core flexible copper wire in rigid PVC conduit/flexible pipe of suitable size from Meter to Kitkat & Kitkat to 125A SFU in meter spot WBSEB requirement.	5	mtr		
	TOTAL				



LEGEND		
FIXTURE	SYMBOL	NO.
SWITCH BOARD		06
16 amp PLUG POINT		06
6 amp PLUG POINT		03
COMPUTER & LAN POINT		07
RAW POINT IN UPS		04

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UBKGB BANK MOULANI BRANCH

ELECTRICAL LAYOUT			
DRAWN:	BM	SCALE:	N.T.S
CHECKED:	BN / PN		
REV. NO.	DATES :	DESCRIPTIONS	DATE
R1	10.02.25	FOR CONSTRUCTION	10/02/25
			AR/P/002