

## **NOTICE INVITING TENDER**

Limited and sealed tenders are hereby invited on behalf of State Bank of India,  
Estate Department, GITC, CBD Belapur for the following work.

Name of work	Provision of Seating For Staff At 5 <sup>th</sup> Floor, A & B Wing, GITC Building, Belapur
Completion Time	10 days from the date of issue of work order
Eligibility of Contractor (Copy of Bank's valid letter to be enclosed)	All contractors / vendors who are on the panel of GITC-Belapur/ Premises & Estate Department, Corporate Centre, Mumbai / LHO Mumbai for interior work
Tender document downloadable from our website.	24.04.2017 to 02.05.2017
EMD in favour of AGM (Estate), SBI. EMD shall be submitted in separate cover. EMD shall be in draft form of any Nationalised Bank. Tender without prescribed EMD will be rejected.	Rs.7000/-
Date of submission of tender	02.05.17 by 2.30 pm
Date & time of opening of tender	02.05.17 at 3.00 pm
The tenders duly filled in shall be kept in a cover superscribed with the name of the work and to be dropped in the tender box kept at the office of	The Asst. General Manager (Estate) State Bank of India Estate Department, Ground Floor, 'C' Wing, GITC, CBD Belapur-400614
Initial security deposit	2 % of the accepted tender amount including the EMD
Retention money / security deposit	5% of the final bill amount including the EMD
Defect liability period	12 months from the date of completion of work.
Liquidated damages	½ % per week subject to maximum of 5% of the value of work done
Deduction of income tax and ST, works contract tax etc.,	As per Central / State Government rules
For any clarification please contact	1. Asst. General Manager (Civil) - 8454948412 2. AGM(Estate) - 022-27524090
Pre-bid Meeting	11.00 a.m. at Estate Dept., GITC, Belapur on 27.04.2017

## **TERMS AND CONDITIONS**

1. The tender form must be filled in English and all entries must be made by hand and written in ink.
2. Each and every page of the tender document must be signed by an authorized person.
3. The tenders must be submitted in the prescribed format only. The tenderer must quote the rates and amount in the Bill of Quantities. The rates should be written both in words and figures without any erasures and alterations.
  - a. However, if errors are made, the wrong figures or words must be neatly scored out under full signature of the tenderer and the correct figures and words neatly rewritten. Over writing is not permitted.
  - b. Errors in the Bill of Quantities (BOQ), rates and amount shall be dealt with, in the following manner :
    - i) In the event of a discrepancy between the rates quoted in words and the rates in figures, the quotient of the total amount divided by the quantity shall be taken into consideration.
    - ii) In the event of an error occurring in the amount columns as a result of wrong multiplication and extension of unit rate and quantities, the unit shall be regarded as firm and the amount shall be amended accordingly.
    - iii) All errors in totaling the amount column and in carrying forward, the totals shall be corrected.
4. The quantities indicated in the BOQ are only probable quantities and are liable to alteration by omission, reduction or addition. Payment shall be made on the basis of actual quantities of work done at the accepted rates.
5. No alterations which are made by the tenderer in the drawings, specifications or in probable quantities accompanying the tender will be recognized and the tender is likely to be invalidated. **Remarks and explanations should be given in a separate cover along with EMD and will become binding only if specially accepted in writing by the Bank at the time of acceptance of tender.**

6. The tenderer must obtain for himself in his own responsibility and at his own expenses all the information necessary for the purpose of filling the tender and to enter into a contract with the Bank, he must examine the drawings, specifications, conditions etc., and must inspect the site of work and must acquaint himself with all the local conditions and matters pertaining thereto.

7. The tenderer shall also bear all expenses in connection with the preparation and submission of this tender.

8. EARNEST MONEY DEPOSIT (EMD)

The tenderer shall deposit the required EMD in the form of a draft drawn on any schedule bank at the time of submission of the tender. Bank is not liable to pay any interest on Earnest Money. The tenders without EMD will be rejected.

The EMD for unsuccessful tenderer shall be refunded to them without any interest after the decision to award the work is taken. The EMD of the successful tenderer shall be retained as part of Security Deposit and for the due fulfillment of the contract. If the successful tenderer refuses to take up the work/does not start the work in time the EMD will be forfeited and the work order will be cancelled.

9. INITIAL SECURITY DEPOSIT (ISD)

The successful tenderer has to deposit with the Bank an amount equal to 2% of the contract amount minus EMD in the form of DD/BC within two weeks of award of the work or before the start of the work whichever is earlier as part of the security deposit.

10. SECURITY DEPOSIT (SD)

Apart from EMD and ISD as mentioned above, Security Deposit shall be deducted from bills of the contractor @ 5% of the gross value which includes the initial security deposit and EMD subject to a maximum of 5% of the contract amount / amount of work done. The security deposit shall be released after the expiry of defect liability period. Security deposit shall not bear any interest.

11. COMPLETION PERIOD

The time is the essence of the contract. The entire work shall be completed by the Contractor within the stipulated period from the

date of receipt of letter of intent issued by the Bank. The date of commencement of work at site shall be within three days from the date of receipt of letter of intent or the date of handing over of the site. The contractor should strictly adhere to the completion time schedule.

12. LIQUIDATED DAMAGES:

If the work is not completed in the specified time the contractor will be levied liquidated damages @ ½% per week subject to a maximum of 5% of the contract amount.

13. DEFECTS LIABILITY PERIOD:

12 months from the date of completion. The contractor has to undertake repairs / rectifying the defects whatsoever during the defects liability period.

14. TAX DEDUCTION AT SOURCE:

IT & WCT and any other applicable taxes will be deducted at source as per the rates prevalent at the time of payment of bill.

15. The tenders submitted shall remain valid for acceptance for a period of 60 days from the date of their opening. Should any tenderer withdraw his tender before the expiry of the said period or makes any modifications to his tender, the tender shall be treated as having been rejected or abandoned and his EMD will be forfeited.

16. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reasons thereof. Further, the bank reserves the right to award any portion of the work to different tenderers or to award the entire work to one tenderer.

17. The tenderer whose tender is accepted is bound to execute a formal agreement with the Bank in accordance with the draft agreement which will include the notice inviting tender, conditions, other papers therein, special conditions, all drawings and specification etc., but his liability will commence from the date of the written acceptance of the tender whether the formal agreement is drawn or not.

18. The contractor shall bear all expenses in connection with the execution of the said agreement including fees for stamps and registration of documents as required.

19. The compensation or other sums of money payable by the contractor to the Bank under the terms of contract may be deducted from his EMD/SD if the amount so permits and the contractor shall unless such deposits become otherwise payable within ten days, after such deductions, make good in cash the amount so deducted.
20. The work shall be carried out under the directions and supervision of the Bank's Engineer and subject to the approval in all respects by the Bank's Engineer.
21. On acceptance of the tender the contractor shall in writing inform the Bank names of his accredited representatives who will be responsible to take instructions from the Bank.
22. The contractor shall be required to co-operate and work in accordance with such other agencies / specialists as may be employed by the Bank on other work/ sub works in connection with the work.
23. The contractor is required to comply with all acts of Government relating to labour and the rules and regulations made there under from time to time and submit at the proper times all particulars and statements required to be furnished to the labour authorities.
24. In carrying out the work, the contractor shall comply with the provisions of the safety code. The work has to be carried out in such a way that minimum inconvenience is caused to the day-to-day working of the branch/ office/ occupants.
25. The rates shall be inclusive of all applicable taxes, cess, octroi, service tax, cost of materials, labour, scaffolding, ladders, lifting of the materials etc.
26. Bank will not take any responsibility to provide any material including water / electricity. However, contractor may use the available water / power supply without causing any inconvenience to the Bank functioning.
27. All the debris shall be removed and transported to remote place outside the premises / nearest municipal dumping ground.
28. Payment will be released only after completion of the work to the satisfaction of the Bank.

29. The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and the rates and amounts stated in the schedule of quantities and / or the schedule of rates and amount which rates and amounts shall expect as otherwise provided cover all his obligations under the contract and all matters and this necessary for the proper completion of the works.
30. The contractor shall provide at his own cost all materials (except such materials if any, as may in accordance with the contract be supplied by the employer) machinery, plant tools, appliances, implements, ladders, cordage, tackle, scaffolding, in fact everything necessary or proper for the proper execution of work, whether the same may or may not be particularly shown or inferred therefrom and if the contractor finds any discrepancy in the drawings or between the drawings, schedule of quantities and specifications he shall immediately and in writing refer to the Bank who shall decide which is to be followed.
31. The contractor shall indemnify the employer against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all royalties, license fee, damage, cost and charges of all and every sort that may legitimately be incurred in respect thereof.
32. The employer is entitled to deduct all taxes and rates as per existing laws and rules, from any moneys due or that may become due to the contractor. The contractor shall indemnify the employer from and against all claims, demands, proceedings, damages cost and expenses which may be brought or made against the employer or to which it may be put by reason of the contractor not conforming to or complying with any of the provisions or requirements of any act or sections, Central or State rules and regulations Bye laws of local authorities Panchayat, Collector of any other companies relating to or in water, light or amenities at the site.
33. The costs of the tests and of the materials and labour and equipment, involved in the testing operations shall be borne by the contractor.
34. Work not to be sublet: The whole of the works included in the contract shall be executed by the contractor who shall not directly or indirectly transfer, assign or mutilate the contract or any part thereof or interest therein without the written consent of the employer and no undertaking shall relieve the contractor from the full and entire

responsibility of the contract or from active superintendence of the works during their progress.

35. Responsibility for safety of building: The contractor shall be responsible the safety of the works (including the materials temporary buildings and plants) until they are taken over by the employer and they shall stand at their risk and be in the sole charge of the contractor who shall be responsible for and must with all possible speed make good all damage from whatever cause.
36. Insurance of the works : The contractor shall within 7 days from the date of commencement of the works at his cost and keep them insured until one month after the works and taken over by the employer or three months after the date of completion whichever is earlier, against loss or damage by fire and usual risks other than fire against which insures generally provide cover in a CONTRACTOR'S ALL RISK POLICY' with Names of the employer and contractor (the name of the former being placed first in the policy) for the full amount of the contract. Such policy shall cover the property of the employer only and consultant and surveyor's fees for assessing the claim and in connection with his services generally in reinstatement sub-contractor or employee. The contractor shall deposit the policy and receipts for the premium paid with the Bank within a week of the date of commencement of the work unless otherwise instructed by the Bank on his behalf may be due or that may become due to the contractor.
37. The contractor shall as soon as the claim under the policy is settled or the work reinstated by the insures should they elect to do so, proceed with all due diligence with the completion of the works in the same manner as though the fire or other such risk had not occurred and in all respects under the same conditions of contract.
38. The contractor, in case of rebuilding or reinstatement after fire or other such usual risk shall be entitled to such extension of time for completion as decided by the Bank.
39. The above work to be carried out during night time, i.e. 6 pm to 6 am and on Sunday/ Bank Holiday. The Contractor has to obtain working pass from the Bank's AGM (Security), GITC as per Bank's requirement. The area of work to be cleared everyday for Bank's use.

**UNDERTAKING TO BE SUBMITTED BY THE TENDERER**

Date

The Assistant General Manager  
Estate Department  
State Bank of India  
Ground Floor, GITC  
CBD Belapur-400614

Dear Sir,

**Provision of Seating For Vendors At 5<sup>th</sup> Floor A & B Wing, GITC Building**

Having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the Renovation Work For Provision of Seating For Vendors at 5<sup>th</sup> Floor, A & B Wing, GITC Building in conformity with the said Proposal documents for the sum of Rupees

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(Total Proposal amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to complete the work within the stipulated period.

We agree to abide by the Proposal and the rates quoted therein for the contract awarded by the Bank.

Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that State Bank of India reserves the right to accept or reject any or all bids without assigning any reason whatsoever thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Signature of Contractor in the capacity of

Duly authorized to sign Proposal for and on behalf of



<b><u>APPROVED LIST OF MATERIALS FOR INTERIOR WORKS</u></b>		
<b><u>S.No</u></b>	<b><u>Material</u></b>	<b><u>Make</u></b>
1.	Teakwood / Beechwood / Salwood	Best quality, well seasoned, free from sap, Knots, cracks and as per approved sample.
2.	Commercial ply/ BWR grade ply of ISI and ISO certification	: Anchor /Greenply/ Ecotec / Century Ply/ Kammadi Gold, Kit ply, Samrat/ Sharon/ Trojan or equivalent approved by the Bank
3.	Block board MR grade of ISI and ISO certification	: Anchor /Greenply/ Ecotec / Century Ply/ Kammadi Gold, Kit ply, Samrat/ Sharon/ Trojan or equivalent approved by the Bank
4.	Flush door MR grade of ISI and ISO certification	Kammadi Gold, Kitply, green-flush door, Anchor/ Trojan or equivalent approved by the Bank
5.	Laminates	: Vir laminates, greenlam, new mika, Sunmica, Merino, Heritage or equivalent approved by the Bank
6.	Veneer	Flamingo/Truewood/Merino/Timex, green decowood-green spectrum wood or equivalent approved by the Bank
7.	Glass	: Triveni, Saint Gobain, Atul Modi/Asahi Float
8.	Paint	: ICI, Asian, British
9.	Vinyl flooring	: Krishna Vinyl, Rikvin, Premier, Armstrong or equivalent approved by the Bank
10.	Gypsum Board	: India Gypsum
11.	Adhesive	: Fevicol, Vamicol
12.	Melamine Polish	: Asian matt finish
13.	Chair stand	: Pitroda, Anuradha
14.	Prelaminated Board	: Archid, Novopan, Bhutan, Anchor
15.	Castor	: Rexelo, Maxwell
16.	Cushion	: M.M. Foam
17.	Lock	: Godrej, Golden, Armor, victory
18.	MS rectangular box section	: TATA
19.	Ceramic tile	: Johnson/ Bell/ Somani/ Spartek/ Regency/ Naveen or equivalent approved by the Bank
20.	Vitrified/ Granamite	: Johnson/ Asian/ Bell/ Naveen/ Euro/ Nitco or equivalent approved by the Bank
21.	Tile Adhesive	Balendura, , Krishna, CICO, Roffe, Fosroc, Laticrete
22.	Telescopic Channel	EPCO or equivalent as approved
	<b>NOTE</b>	
	<i>Contractors shall supply and provide make of materials only as specified above. In case the specified make are not available in the market the contractors shall use equivalent make of materials only with approval from the Bank.</i>	

**Contractors Signature with Seal**

**State Bank of India – Estate Department : Provision of Seating For Vendors At**  
**5<sup>th</sup> Floor, A & B Wing, GITC Building**  
**Schedule of Work**

Sl. No.	PARTICULARS	UNIT	QTY	RATE	AMOUNT
1	Providing and making work stations of (2' 9"x1'9"x2'6") size. The edge of the table top to be provided with PVC lipping to match the table top colour. All the exposed surfaces shall be pasted with 1 mm thick laminate of approved colour & make. The inside/ inner surfaces to be provided with balancing laminate. The rate should inclusive of the cost of providing key board drawer with telescopic channel, all necessary edge beading/ moulding, foot rest, CPU Trolley, sliding channels for drawers, hardwares, locks, handles complete. As per the existing workstations provided at ground floor C-Wing and 1st floor Merger lab, GITC Building.	Nos	80		
2	Providing and fixing new low height partition of height 3'6" in laminate finish. The partition should be firmly fixed on floor/ counter/ wall made out of 2" x 2" aluminium hollow sections frame work @ 2' 0" c/c both ways screwed to the floor with M.S. Cleats as internal frame structure placed horizontally & vertically in 2' x 2' interval and 6mm thick BWR grade ply of approved make firmly screwd to the wooden frame on either side. The low height partition will have 3"x1/2" size TW archive moulding on top of the partition. The exposed surface to be pasted with 1.0mm thick laminate of approved pattern, make & colour including melamine polish to TW moulding, including all hardwares etc. complete.	SFT	400		
3	Supply of new chairs (Low Back)	NOs	80		
4	Dismantling and removal of existing tables, partitions if any alongwith handing over the usable items to the Bank and disposal of debris to the nearest municipal dump.	L.S			
	<b>TOTAL</b>				

**Amount in Words:**

Date:  
Place:

**Contractors Signature with Seal**