

**TENDER NOTICE FOR RENOVATION OF GROUND FLOOR OF CANTEEN BUILDING AT LHO, POOJAPURA, THIRUVANANTHAPURAM**

**NIT No: 15 /2017-18**

Name of work	Estimated cost	EMD amount
Renovation at Ground floor of Canteen block of LHO building at Poojappura, Thiruvananthapuram	Rs 18,88,275/-	Rs.18,883/-

EMD to be enclosed with the tender. DD/BC drawn in favour "Assistant General Manager (P&E), State Bank of India, Local Head Office, Thiruvananthapuram"	(without EMD, Tender will be rejected)
Issue of tender	28.07.2017
Completion Time	30 days from the day of issue of order. Time is the essence of the Contract. Delay will be penalized suitably @1/2 % per week of delay subject to a maximum of 5% of the contract amount.
Date of submission of tender	11.08.2017 by 3:00 pm
Date & time of opening of tender	11.08.2017 at 3:30 pm
Tender to be submitted to	The Asst. General Manager (P&E) Premises & Estate State Bank of India Local Head Office Poojappura Thiruvananthapuram – 695012
For any clarification and drawings please contact	Sri. S Sunil Kumar :-9447159080 Smt. Rana Vikraman:-9447515514
All the terms and conditions, BOQ, price bid shall be signed, stamped by the tenderers and submitted to us.	

**SCOPE OF THE WORK**

- Providing vitrified tile flooring, painting of internal walls
- Providing aluminium partitions / door including sections, necessary accessories complete.
- Repairing existing tables after shifting from SBI, old LHO, Thampanoor.
- Anti-termite treatment works

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1. Limited and sealed tenders are hereby invited by State Bank of India, Premises and Estate Department, Local Head Office, Trivandrum for the above works. The estimated cost of the work is given.
2. Only the contractors empanelled with erstwhile State Bank of Travancore and State Bank of India, Local Head Office Thiruvananthapuram for doing works in Kerala state in the respective category are eligible to apply.
3. The tender documents duly completed and signed and stamped in all pages shall be submitted in a sealed envelope superscribed on top as **“TENDER FOR RENOVATION OF GROUND FLOOR OF CANTEEN BUILDING AT LHO,POOJAPURA,THIRUVANANTHAPURAM”** and addressed to the undersigned and dropped in the tender box kept at the following address on or before 3.00 p.m. as per scheduled date:  
Assistant General Manager,  
Premises and Estate Department,  
State Bank of India,  
Local Head Office, Poojappura,  
Thiruvananthapuram -695012.
4. The tender will be opened in the office of the Assistant General Manager, Premises and Estate Department, Local Head Office, State Bank of India, Thiruvananthapuram at 3.30 p.m. on the same day in the presence of tenderers who may wish to be present.

EARNEST MONEY DEPOSIT (EMD): The Earnest Money Deposit should be submitted in separate envelope in the form of a DD/BC drawn in favour of the Asst. General Manager, Premises and Estate Department, State Bank of India, Thiruvananthapuram. (Tenders without EMD will be rejected). Bank is not liable to pay any interest on Earnest Money. 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.

5. COMPLETION PERIOD : 30 days

Time is the essence of the contract. The entire work shall be completed by the Contractor in 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.

6. 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.

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7. 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. The tenderer shall also bear all expenses in connection with the preparation and submission of this tender.
8. The tenderer whose tender is accepted is bound to execute a formal agreement with the Bank which will include the duly completed form of tender, specifications conditions, other papers therein, special conditions, all drawings etc., but his liability will commence from the date of the written acceptance of the tender whether the formal agreement is drawn or not. 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.
9. 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. 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.
10. INITIAL SECURITY DEPOSIT (ISD): The successful tenderer has to deposit with the Bank an amount equal to 2% of the tender amount minus EMD in the form of DD/BC within two weeks of award of the work as part of the security deposit.
11. 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 tender amount / amount of work done. Security deposit shall not bear any interest.
12. TENDER VALIDITY: The tenders submitted shall remain valid for acceptance for a period of Ninety days from the date of their opening. Should any tenderer withdraw his tender the tender before the expiry of the said period of makes any modifications to his tender, the tender shall be treated as having been rejected or abandoned and his EMD will be forfeited.
13. 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 of 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.

14. 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.
15. The work shall be carried out under the directions and supervision of and subject to the approval in all respects by the Bank's Engineer.
16. **The work has to be done inside functioning office. Work has to be done after office hours, during night and on holidays. The contractor shall carryout work without causing inconvenience to the officials working in the premises and must remove the day to day debris from the site. Necessary site protection works shall be carried out by the contractor at his own cost before commencement of the work.**
17. On acceptance of the tender the contractor shall in writing submit to the Bank the names of his accredited representatives who will be responsible to take instructions from the Bank.
18. The work or any part of it shall not be transferred assigned or subject without the consent of the Bank.
19. The contractor shall be required to co-operate and work in accordance with and afford reasonable facilities for such other agencies / specialists as may be employed by the Bank on other work/sub works in connection with the work.
20. 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.
21. In carrying out the work, the contractor shall comply with the provisions of the safety code. The rates shall be inclusive of taxes, cost of materials, labour, scaffolding, ladders, lifting of the materials etc.
22. 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 by paying consumption charges as per the prevailing rates. Required deductions for taxes like IT, GST, Labour welfare fund and any other taxes as applicable as per the rules in force from time to time will be deducted at source as per the rates prevalent at the time of payment of bill.
23. The rate quoted should include all taxes in vogue like GST and any other prevailing taxes etc. and Bank shall not consider any claim whatsoever in this regard. Income tax and labour welfare fund other taxes as required etc. at the prevailing rates will be deducted from the contractor's bill.

24. The rates quoted shall be firm till completion of work and no escalation shall be considered.
25. The employer is entitled to deduct all taxes and rates as per existing laws and rules, from any money 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.
26. Responsibility for safety of building: The contractor shall be responsible for 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. **All the debris shall be removed and disposed clear off the premises at the contractors cost.**
27. 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 there from 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.
28. Payment will be released only after completion of the work to the satisfaction of the Bank. However, interim bills will be considered subject to ceiling as mentioned in the appendix.
29. The contractor has to undertake repairs / rectifying the defects whatsoever during the defects liability period.
30. The costs of the tests and of the materials and labour and equipment, involved in the testing operations shall be borne by the contractor.
31. The tender form must be filled in English and all entries must be made by hand and written in ink. 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

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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 rate which correspond to the amount worked out by the contractor, shall be taken as correct.
  - ii) When the contractor does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.
  - iii) When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

UNDERTAKING TO BE SUBMITTED BY TENDERER

To  
The Asst. General Manager,  
Premises & Estate Department,  
State Bank of India,  
Local Head Office,  
Thiruvananthapuram.

Dear Sir,

**RENOVATION OF GROUND FLOOR OF CANTEEN BUILDING AT  
POOJAPURA, THIRUVANANTHAPURAM**

Having duly examined the tender document including the drawings, specifications, designs, Bill of Quantities relating to the works specified in the underwritten memorandum and having visited the site of the said work and having acquired all the requisite information relating thereto as affecting this tender. I / We hereby offer to execute the works specified in the underwritten memorandum within the time specified therein at the rates specified in the schedule of quantities and in accordance, in all respects with specifications, designs, drawings and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, special conditions of the contract and with such materials as are specified by and in all other respects in accordance with such conditions in the schedule of quantities and conditions of contract as applicable.

1. Should this tender be accepted, in whole or in part, I / We hereby agree (i) to abide by and fulfill all the terms and provisions of the said conditions, if the contract annexed hereto and the conditions of the tenders applicable or in default thereof to forfeit and to State Bank of India, Local Head Office, Thiruvananthapuram the sum of money mentioned in the said conditions.
2. I / We agree (i) that should I / We fail to commence the work specified in the above mentioned memorandum the Bank shall without prejudice to any other right or remedy be at liberty to forfeit the Earnest Money otherwise the said Earnest Money shall be retained by Bank towards, security deposit mentioned in the above memorandum (ii) to execute all the works referred to therein and to carry out authorized variations as directed by the Bank and as per said conditions of the contract.

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## **SPECIAL CONDITIONS OF CONTRACT**

- 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.
- 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.
- 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.
- Insurance of the works: The contractor shall within 3 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.
- 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.
- The contractor, in case of re building or reinstatement after fire or other such usual risk shall be entitled to such extension of time for completion as decided by the Bank.

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APPENDIX TO CONDITIONS OF CONTRACT

1. Name of the work : Renovation at Ground floor of Canteen block of LHO building at Poojappuram Thiruvananthapuram
2. Date of commencement : Within 3 days from the date or acceptance of tender / date of handing over of the site whichever is earlier
3. Period of completion : 30 days
4. Value of work to be taken for issue of interim certificate for payment : Rs.10 Lakhs
5. Retention money / security deposit : 5% of the bill amount including the EMD subject to a maximum of the final bill amount
6. Defect liability period : 12 months from the date of completion
7. Refund of security deposit : After the expiry of defect liability period
8. Liquidated damages : ½ % per week subject to maximum of 5% of the value of work done
9. Period of honoring final certificate for payment : 15 days
10. Deduction of income tax, labour welfare fund and any other taxes etc. : As per Central / State Government rules

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