



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPURAM**

**Renovation of 8 Flats in 'D' Block, Reserve Bank of India Officers' Quarters at
Kowdiar, Thiruvananthapuram**

Reserve Bank of India invites e-Tender for Renovation of 8 Flats in 'D' Block, Reserve Bank Officers' Quarters at Kowdiar, Thiruvananthapuram from the Bank's empanelled contractors for Civil works. The tendering would be done through the e-Tendering portal of MSTC Ltd (<http://mstcecommerce.com/eprochome/rbi>). The Schedule of e-Tender is as follows:

a. E-Tender Name	Renovation of 8 Flats in 'D' Block, Reserve Bank Officers' Quarters at Kowdiar, Thiruvananthapuram
b. e-Tender no	RBI/Thiruvananthapuram/Estate/231/19-20/ET/439
c. Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbi)
d. Date of NIT available to parties to download	05:00 PM onwards March 17, 2020
e. Last date of submission of EMD	₹ 62,600/- (Rupees Sixty Two Thousand Six hundred Only) in the form of DD or BG , in favour of Reserve Bank of India, Thiruvananthapuram to be delivered in physical form at Estate Dept., Reserve Bank of India, Bakery Junction, Thiruvananthapuram - 695033 ₹ 62,600/- (Rupees Sixty Two Thousand Six hundred only) in the form of NEFT towards Beneficiary Name: ESTATE KOWDREN<space>Bidder's Name Beneficiary Ac No: 8614038 IFSC: RBIS0THPA01
f. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at	05:00 PM of March 23, 2020 www.mstcecommerce.com/eprochome/rbi
g. Last date of submission of EMD	Till 01:00 PM of April 07, 2020
h. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	02:00 PM of April 07, 2020
i. Date & time of opening of Part-I & Part-II	3:00 PM of April 07, 2020
j. Transaction Fee	₹ 1565/- plus GST @ 18% To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

Amendments / Corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

**Regional Director
Kerala and Lakshadweep**



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPURAM**

TENDER

For the work of

**Renovation of 8 Flats in 'D' Block in the Officers'
Quarters at Belhaven, Kowdiar, Thiruvananthapuram**

Part I (TECHNO COMMERCIAL BID)

	Activity	Date
1	Pre-Bid Meeting	11.00 Hrs on March 19, 2020
2	Due date for submission of Tender	14.00 Hrs on April 07, 2020

**(Demand Draft / Bank Guarantee/ Proof of NEFT payment for Rs.62,600/- towards EMD
should be enclosed)**

DISCLAIMER

Reserve Bank of India, Estate Department, Thiruvananthapuram, has prepared this document to give background information on the Project to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPURAM**

NOTICE INVITING TENDER

SCHEDULE OF TENDER (SOT)

NOTE: THIS IS A LIMITED TENDER ENQUIRY. ONLY THOSE BIDDERS/VENDORS WHO ARE EMPANELLED AS VENDORS WITH RBI FOR SUCH WORKS GIVEN BELOW UNDER THE CATEGORY OF WORKS COSTING UP TO Rs.50 LAKHS ARE ELIGIBLE TO PARTICIPATE IN THIS TENDER. BIDDERS ARE ADVISED TO CHECK WITH RBI REGARDING THEIR ELIGIBILITY FOR THIS TENDER BEFORE PARTICIPATING.

a. Name of Work	Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram
b. e-Tender no	RBI/Thiruvananthapuram/Thiruvananthapuram /231/19-20/ET/439
c. Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/rbiind)
d. Date of NIT available to parties to download	05:00 PM on March 17, 2020
e. Earnest Money Deposit	62,600/- (Rs. Sixty Two Thousand Six Hundred only) in the form of DD or BG, in favour of Reserve Bank of India, Thiruvananthapuram to be delivered in physical form at Estate Dept., Reserve Bank of India, Bakery Junction, Thiruvananthapuram - 695033 OR Rs.62,600/- (Rupees Sixty-Two Thousand Six Hundred only) in the form of NEFT towards Beneficiary Name: ESTATE KOWDREN Beneficiary Ac No: 8614038 IFSC: RBIS0THPA01
f. Last date of submission of EMD	Till 01:00 PM of April 07, 2020
g. Date & Time of Pre- Bid Meeting	11.00 AM on March 19, 2020

h. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/rbi	05:00 PM of March 23, 2020
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	2:00 PM of April 07, 2020
j. Date & time of opening of tender	3:00 PM of April 07, 2020
k. Transaction Fee	Rs.1565/- plus GST @ 18% To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited or as advised by M/s MSTC Ltd.

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender before submitting your online tender.

Process of e-tender:

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his / their bids electronically.

Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid will be done over the internet. The vendor should possess Class III signing type Digital Certificate. Vendors must make their own arrangement for bidding from a PC connected with internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

Special Note: The Techno-Commercial Bid and Price Bid must be submitted on-line through www.mstcecommerce.com/eprochome/rbi

- 1) Vendors are required to register themselves online with www.mstcecommerce.com => e-Procurement => PSU/Govt depts. => Select RBI Logo => Register as Vendor => Filling up details and creating own user id and password => Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their e-mail which has been provided during filling the registration form. In case of any clarification, vendors may contact RBI / MSTC before the scheduled time of the e- tender.

Contact Persons (RBI - During Office Hours only):

1. Shri P Radhakrishnan, Assistant Manager (Tech - Civil), Estate Department, RBI, Thiruvananthapuram, 7356549791/ (radhakrishnan@rbi.org.in)
2. Shri V Jayaraj, AGM, Estate Department, RBI, Thiruvananthapuram, 0471 278 3030

Contact Persons (MSTC Ltd – During office hours only):

1. Smt Lisbeth Harold Dias, Branch Manager – lpaadickan@mstcindia.co.in – Mobile: 09820158988
Office Address: 1st Floor, Forest Central Library Building, Kerala Forest Head Quarters, Vazhuthacaud, Thiruvananthapuram – 695014
2. Mr. Sushil Nale, Asst. Manager – sushil@mstcindia.co.in Mobile- 09987758460
3. Ms. Archana, Asst. Manager- archana@mstcindia.co.in Mobile- 09990673698
4. Ms. Rupali Pandey, Executive- rpandey@mstcindia.co.in Ph- 022 22886268
5. Mr. Tejas V, Executive tejasv@mstcindia.co.in Ph-022 22822789

Google hangout ID- (for text chat) - mstceproc@gmail.com

B) System Requirements:

- i) Windows 7 or above Operating System.
- ii) IE-7 and above Internet browser.
- iii) Signing type Digital Signature
- iv) Latest updated JRE 8 (x86 offline) software to be downloaded and installed in the system.

To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.

Other Settings:

- Tools => Internet Options => General => Click on Settings under “browsing history / Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools => Internet Options => custom level (Please run IE settings from the page www.mstcecommerce.com once)

The ‘Techno-Commercial Bid’ and the ‘Price Bid’ shall have to be submitted online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the tender.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

Special Note towards Transaction fee:

The vendors shall pay the transaction fee using “**Transaction Fee Payment**” link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or online payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting online payment, the vendor shall have the provision of making payment using its Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail. **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without making the payment towards transaction fee.

Note

Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

Information about tenders / corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their e-mail ID provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:

- a) The process involves Electronic Bidding for submission of 'Techno-Commercial Bid' and 'Price Bid'.
- b) The vendor(s) who have submitted transaction fee can only submit their Bids through internet in MSTC website www.mstcecommerce.com => e-procurement => PSU / Govt. depts => Login under RBI => My menu => Auction Floor Manager => live event => Selection of the live event.
- c) The vendor should have running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms / Commercial specifications and save the same. After that, they should click on the 'Techno-Commercial Bid'. If this JAVA application does not run, then the vendor will not be able to save / submit his 'Techno-Commercial Bid'.
- e) After filling the 'Techno Commercial Bid', vendors must click 'save' for recording the same. Once the 'Price Bid' link becomes active and the details are filled up, vendors have to click on "save" to record the 'Price Bid'. After both the 'Techno-Commercial Bid' & 'Price Bid' have been saved, vendor must click on the "Final submission" button to register the bids.
- f) Pages of Part I (Techno-Commercial Bids) of the tender where details shall be filled in and signed, shall be downloaded from the uploaded tender documents, details filled in, signed and uploaded. Vendors are instructed to use '*Attach Doc*' button to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendors are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.

- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the 'Buyer' will form a binding contract between 'Buyer' and the 'Vendor' for execution of the work.
- k) It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- l) 'Buyer' reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part, without assigning any reason thereof.

No deviation of the terms and conditions of the tender document is acceptable after opening of Part I of the tender. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reasons thereof.

Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

Vendors are requested to quote rates without GST on 'Works Contract' and the same may be explicitly indicated in the column / row specifically meant for that. No change in quoted rates will be accepted.

Important Note

In the price bid due to number of words limitation of 1000 characters, complete description could not be accommodated, and description given thereof is brief. Before quoting rates, all the contractors must read the complete details of each items given in the un-priced bill of quantities (BOQ) given in Part-I of the tender. For execution and rate purpose, the details given in Unpriced Bill of Quantities in Part-I of the tender will be implemented.

Name of Work: Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram

PART I: Terms & conditions and Technical Specifications

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Section I: Commercial Terms and Conditions

FORM OF TENDER

To

Regional Director for Kerala & Lakshadweep,
Reserve Bank of India,
Bakery Junction,
Thiruvananthapuram – 695033

Dear Madam,

Having examined the specifications, designs and Schedule of Quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I / We hereby offer to execute the works specified in the said memorandum within the time specified at the rates mentioned in the attached Schedule of Quantities, specifications, and in accordance, in all respects, with the specifications, Designs, Drawings (if any) and instructions in writing referred to in Articles of Agreement, Special Conditions, Schedule of Quantities and General Conditions of Contract, Annexures and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Name of the work:	Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram
(b)	Estimated Cost of the work	Rs.31.30 lakhs
(c)	Earnest Money	Rs.62,600/-
(d)	Date of Commencement	Within 10 days from the date of written order to commence the work.
(e)	Time for completion of the work	04 months which shall be reckoned from the 10 th day of issue of Work order
(f)	Liquidated Damages for delay in completion of the work	0.25 % of the 'Contract Amount' per week subject to a ceiling of 10% of the 'Contract Amount'.
(g)	Defects Liability Period	One Year from the date of 'Virtual Completion' of the work.

I / We agree to:

1. Should this tender be accepted, I / we hereby agree to abide by and fulfil the terms and provisions of the said conditions of the contract annexed here so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India, the amount mentioned in the said conditions.

2. I / we have deposited a sum of **Rs. 62,600/-** as Earnest Money Deposit with the Reserve Bank of India, which amount is not to bear any interest. Should I / We fail to execute the contract when called upon to do so, I / We do hereby agree that this sum shall be forfeited by me / us to the Reserve Bank of India.

3. Our Bankers are: (Full Address)

(i)	
(ii)	

4. Names of Partners of our firm are:

(i)	
(ii)	

Name of the Partner of the firm Authorized to sign	
Or	
Name of person having Power of Attorney to sign the Contract (Certified copy of the Power of Attorney should be attached).	

Yours faithfully,

Signature of Contractor.

[Note: If the party is a proprietary firm or an individual it should be signed by the proprietor or the individual. If the party is a partnership firm it should be signed by all or on behalf of all the partners. If the party is a private limited firm/ Incorporate Company the COMMON SEAL OF the firm is to be affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on _____ (Copy of the resolution should be attached). If the Contractor signs under common seal, the signature clause should tally with the sealing clause in the Articles of Association]

Witnesses:

1) _____

(Signature)

Address _____

2) _____

(Signature)

Address _____

Articles of Agreement

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, Thiruvananthapuram (hereafter called "The Bank") of the one part and _____ (hereinafter called "the Contractor") of the other part.

WHEREAS The Bank is desirous to carry out the **Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram** and has caused specifications describing the works to be done.

AND WHEREAS the said specifications, the Schedule of Quantities and drawings have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon the subject to the Conditions set forth herein and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said specification and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there-under (hereinafter referred to as 'the said Contract Amount')

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of said Contract Amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Drawings and described in the said Specifications and the Schedule of Quantities.
2. The Bank shall pay the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
3. The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.
4. The plans, agreement and documents mentioned herein shall form the basis of this Contract. This Contract is neither a fixed Lump sum Contract nor a Piece work Contract but is a Contract to carry out the **Proposed Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram** to be paid for according to actual measured quantities at the rates contained in the Schedule of Rates and Probable quantities or as provided in the said Conditions.
5. The Contractor shall afford every reasonable facility for the carrying out of all works relating to civil works and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors etc. after the completion of such works.

6. The Bank reserves to itself the right of altering the Drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
7. **Time shall be considered as the essence of this Contract, and the Contractor hereby agrees to commence the work soon after the site is handed over to him and to complete the entire work within 4 months from the tenth day of acceptance of the work order.**
8. All payments by the Bank under this Contract will be made only at **Thiruvananthapuram**.
9. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at **Thiruvananthapuram** and only Courts in **Thiruvananthapuram** shall have jurisdiction to determine the same.
10. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
11. The Contractor shall indemnify and keep indemnified the RESERVE BANK OF INDIA against:
 - i) Any claim arising out of third party loss / damage to life or property caused by / during execution of the work.
 - ii) Any claim arising out of loss / damage to the workmen engaged by the contractor during execution of the work.
 - iii) Any claim due to non-compliance of applicable PF / Labour laws, ESI, regulations etc.
12. **Non-Disclosure Clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems / equipment etc, which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this Agreement is fully satisfied.

The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

13. Sexual Harassment of women at work place:

a) The contractor / agency shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaint.

b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.

c) The contractor shall be responsible for any monetary relief that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to the Bank’s employee, if sexual violence by the employee of the contractor is proved.

d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank’s premises

If the contractor is a Partnership or an Individual

IN WITNESS WHEREOF The Bank and the Contractor have set their respective hands to these presents and two duplicate hereof the day and year first hereinabove written.

If the contractor is a Company

IN WITNESS WHEREOF The Bank has set its hand to these presents through its duly authorised official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicate/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of Shri

(Name and designation)

..... in the presence of

(1)
Address

(2)
Address

.....

.....
.....

Witnesses

SIGNED AND DELIVERED BY If the part is a partnership firm or any individual
..... should be signed by all or on behalf of all the
.....1)..... partners.

..... Address

.....
.....
.....

2)

.....
.....

Address

.....
.....
.....

If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.

Witnesses

THE COMMON SEAL OF
Was hereunto affixed pursuant to
the resolutions passed
By its Board of Directors at the
meeting held on

.....
.....
.....

The Contractor is signing by the hand of power of attorney whether a company or individual.

In the presence of

The Contractor is signing by the hand of power of attorney whether a company or individual.

(1)

.....

(2)

.....

Directors who have signed these presents in taken thereof in the presence of

(1)

(2)

.....

SIGNED AND DELIVERED BY the Contractor by the hand Of Shri

.....

and duly constituted attorney.

Instructions to Bidders

1. E-tenders comprising duly filled in Part I (Techno-Commercial Bid) and Part II (Price Bid) of the tender should be uploaded in MSTC website under RBI Portal for the work of **'Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram'** not later than **14.00 Hrs on April 07, 2020**. Telegraphic, Fax and E-mail tenders shall not be accepted. No tender will be received after **14.00 Hrs on April 07, 2020** under any circumstances whatsoever.
2. The Bank discourages stipulation of any additional conditions by the tenderers. However, in case the tenderers wish to include any condition / clarification, it shall be addressed as a special remark. The clarifications / conditions etc. if any will be examined and after discussions with all the tenderers, the conditions that are acceptable to the Bank will be intimated to the tenderers. No request for any change in rate or conditions after the opening of the tender will be entertained.
3. Part I (Techno-Commercial Bid) of the tender shall be opened at **15:00 Hrs on April 07, 2020**. If no special conditions are put forth by the bidders, Part II (Price Bid) of the tender shall also be opened thereafter on the same day or else Part II (Price Bid) shall be opened on a subsequent date which shall be intimated to the bidders.
4. All information, correspondence letters, shall be submitted in and addressed to the Regional Director, Reserve Bank of India, Thiruvananthapuram.
5. Tenders shall remain valid for acceptance by the Bank for a period of three months from the date of opening of Part I of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period. The rates quoted shall be based on the **Part-II of tender** and shall be firm and binding without any escalation whatsoever till the completion of the contract.
6. For any item, if the rate and amount do not tally with respect to the bill of quantities, then the amount arrived on the basis of quoted rates shall only be considered.
7. Digital Signatures may be used to submit the tender in token of his / their acquainted himself / themselves with the General Conditions of Contract, Specifications, Special Conditions etc as laid down.
8. If any of the document is missing, the tender may be considered invalid by the Bank at its discretion. No advice of any change in rate or conditions after opening of the tender will be entertained.
9. The vendors shall pay the transaction fee vide the procedures listed in **'Guidelines for e-procurement'**. Transaction fee is non-refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.

10. **Earnest Money Deposit** for a sum of **Rs 62,600/-** shall be deposited as Demand Draft/ Bank Guarantee/ NEFT with the Reserve Bank of India on or before **13:00 Hrs on April 07, 2020**. The account details for NEFT / RTGS transactions are as follows.
No interest shall be paid on the said deposit.

Beneficiary Name: ESTATEKOWDREN

Beneficiary Ac No: **8614038**

IFSC: **RBIS0THPA01**

Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to estatethiro@rbi.org.in.

11. EMD may also be submitted **on or before 13:00 Hrs on April 07, 2020** in the form of a Bank Guarantee in the format approved by the Bank (Proforma attached as [Annex-I](#)) at the **Estate Department, Reserve Bank of India, Thiruvananthapuram – 695 033**. A tender which is not accompanied by EMD in the form Bank Guarantee or proof of payment of the EMD amount vide NEFT/ RTGS will not be considered

12. EMD of the unsuccessful bidders shall be refunded / returned without any interest.

13. The successful bidder shall also submit a Performance Security Bank Guarantee for 5% of the accepted Contract Value, valid for the Contract Period for due fulfilment of the contractual obligations by the contractor. **The EMD paid by the successful bidder shall be released without any interest after successful execution of the contract agreement and submission of Performance Bank Security Guarantee for 5% of the accepted Contract Value as provided above, by the successful vendor.**

14. The EMD shall not be accepted in any form other than the one mentioned in the tender notice. The EMD shall be forfeited in case the contractor fails to commence the work awarded to him / them within the prescribed time limit.

15. The Reserve Bank of India does not bind itself to accept, the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. The Earnest Money will be refunded to the bidder if his tender is not accepted but without any interest. Under no circumstances Earnest Money Deposit will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque or Cash.

16. On receipt of intimation from the Employer of acceptance of his / their tender, the successful bidder shall be bound to implement the contract and within fourteen days thereof the successful bidder shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank

of India and the person so tendering, whether such formal agreement is or is not subsequently executed.

17. In addition to the Performance Security Bank Guarantee for 5% of the accepted 'Contract Value' as per Clause 13 here as above, as a further security for the due fulfilment of the contract by the Contractor, 5% of the value of the work done will be deducted by the Employer from each payment to be made to the Contractors towards Retention Money. This Retention Money to be deducted plus the Performance Security Bank Guarantee for 5% of the accepted Contract Value submitted by the successful bidder will be termed as 'Total Security Deposit'. On the Bank's Engineers issuing a certificate of Virtual Completion of the works, the Performance Security Bank Guarantee for 5% of the accepted 'Contract Value' as per Clause 13 here as above will be released and balance Security Deposit, i.e. Retention Money, will be released by the Employer after successful completion of the Defect Liability Period including rectification of the defects observed during the Defects Liability Period. The amounts retained by the Employer shall not bear any interest.
18. All compensation or other sums of money payable by the Contractor to the Employer under the terms of this Contract may be deducted from the Security Deposit if the amount so permits and the Contractor shall, unless such deposit has become in otherwise payable, within ten days after such deduction make good in cash the amount so deducted.
19. The Contractor shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent of the Bank. In case of breach of these conditions, the bank may serve a notice in writing on the contractor rescinding the Contract whereupon the security deposit shall stand forfeited to the Bank.
20. The Contractor shall carry out all the work strictly in accordance with drawings (if any), details, specifications and instructions of the Bank's Engineer. If in the opinion of the Bank's Engineer changes have to be made in the design and with the prior approval in writing of the Employer, they desire the Contractor to carry out the same, the contractor shall carry out the same without any extra charge. The Bank's decision in such cases shall be final and shall not be open to arbitration.
21. A Schedule of Probable Quantities in respect of each work and specifications accompany these Instructions to Bidders. The Schedule of Probable Quantities is liable to alteration by omissions, deductions or additions at the discretion of the Bank. Each tender should contain not only the rates but also the value of each item of work entered in a separate column as mentioned in the MSTC Portal and all the items should be totalled in order to show the aggregate value of the entire tender.

22. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the drawings (if any) and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto.
23. The rates quoted in the tender shall include all charges for clearing of site before commencement as well as after completion, double scaffolding, centring, boxing, staging, planking, plant and equipment, storage sheds, watching and lighting by night as well as day including Sundays and holidays, temporary lines for drawing plumbing and electricity supply arrangements (water and electricity may be made available at the available sources within the Bank's Premises), protection of the public and safety of walls, buildings and all other erections, matters or things and the Contractor shall take down and remove any or all such centering, scaffolding, staging, etc. as occasion shall require or when ordered so to do and fully reinstate and make good all matters and things disturbed during the execution of work and to the satisfaction of the Bank. The rates quoted shall be deemed to be for the finished work to be measured at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever.
24. **The rates for each item in Part II shall be quoted exclusive of GST. G.S.T shall be explicitly quoted in the column / row meant for that. The total amount including the G.S.T will be taken as the total Contract Value.** Each invoice / bill shall indicate amongst other things, the contractor's PAN and GST Registration Number. The Contractor shall also produce to the Bank adequate proof of remittance of GST within a reasonable time from remittance. The contract value will also be subject to TDS / Withholding Tax as per statutes. No claim in respect of sales tax, sales tax on works contract, excise duty, customs duty, octroi or other tax, duty or levy, service tax whether existing or in future shall be entertained by the Employer.
25. The Contractor should note that unless otherwise stated, the tender is strictly on item rates basis and attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract. However, during actual execution of work, if the quantities of any of the items of work exceeds by more than 25% of the tender quantities, the quantities of such items executed, by the authority of the Bank's Engineer and with the concurrence of the employer, in excess of 25% of the tender quantity, shall be considered as an extra item of work for which the Contractors shall submit fresh rates supported by rate analysis worked on the actual cost basis plus 15% towards establishment charges, contractor's overheads and profit. The rates for all such items of work, being current ones, will not be eligible for price adjustment due to increase or decrease in prices of materials and labour rates as per escalation formula, if any, given in the tender. If any of the items of work

is omitted from the accepted tender at the sole discretion of the employer, the contractor shall not be entitled to any claim on this account.

26. Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the Contractor and it shall be reckoned from the 10th day of issue of written order to commence the work.
27. The work shall throughout the stipulated period of the contract be proceeded with all due diligence and if the Contractor fails to complete the work within the specified period, he shall be liable to pay compensation as defined in Clause 27 of the General Conditions of the Contract. The tenderer shall before commencing the work prepare a detailed work programme which shall be approved by the employer. If the contractor fails to continue the work as per the detail work program or fails to deploy labours as required for the smooth flow of the work, Bank reserves right to cancel the contract agreement entered into.
28. Tenders will be considered only from list of contractors empanelled by the Bank in the trades concerned.
29. The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purposes or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.
30. The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by the Bank's Engineer with the prior consent in writing of the Employer
31. The successful tenderer must co-operate with the other Contractors appointed by the Employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank's Engineer
32. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the Specifications made by the Bank's Engineer and also in

compliance of the requirements of the local public authorities and to the requirements of the Bank and no deviation on any account will be permitted

33. The successful tenderer should make his own arrangement to obtain all materials required for the work. The materials as far as procurable shall be first / premium quality conforming to relevant Indian standards.
34. The successful tenderer is bound to purchase the required materials for which the "Basic Price" has been stipulated in the item from the manufacturer approved and selected by the Bank and at the rate approved by the Bank from time to time.
35. For items where Basic price of materials is stipulated, only the difference in the basic price specified in the tender and actual price (**excluding GST or any other taxes, transportation, any other conveyance, unloading & handling charges at the site**) approved by the Bank shall be considered and **15% towards O.H.C & C.P** will be allowed on such difference. The contractor will have to produce **Tax Invoice** for procurement of such materials.
36. The tenderer shall have to use materials of the makes / manufacturers specified in the list of material of approved brand and / or manufacture contained in the e-tender clauses.
37. Electricity and water shall be provided free of cost for execution of the work at one point within the premises. Contractor shall make their own arrangements for conveying the same to the required locations. The contractor shall, however take care to ensure that no undue wastage of electricity & water is caused. Necessary safety measures shall be taken by the contractor to avoid any mishap. The contractor shall be penalized by the Bank if any laxity on his part is observed in this matter.
38. The Contractor shall strictly comply with the provisions in the Safety & Fire Safety Codes annexed hereto.
39. IS Code numbers wherever mentioned in the tender shall be the latest version as on the date of opening of tenders.
40. Total Security Deposit (Performance Bank Guarantee + Retention Money) of the successful tenderer will be forfeited if he / they fail to comply with any conditions of the Contract.
41. Errors, Omission and Descriptions: -
 - a) Between the description of the item in the General Specifications and the detailed descriptions in the Schedule of Quantities of the same item, the later shall be adopted.

b) In case of difference between the rates mentioned in figures and words, the rate adopted for working out the total amount of item in the original tender form, shall be taken as correct. In all other cases the correct rate would be that which is lower.

42. Clarifications if any with respect to General Conditions, Special Conditions, Scope of work, specifications, drawings (if any) or any other matter required for filling the tender shall be obtained from the Bank during working hours of the Bank, before submitting the tenders. Once a tender is submitted, the matter will be decided according to conditions in the tender in the absence of such authentic pre-clarification.

43. The contractor shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there-under. The contractor shall submit to the Bank the maximum number of Labours to be engaged on a single day in the job. Any subsequent increase should be informed to the Bank without delay, if the number of labourers employed for the job are twenty or more, the contractor shall obtain the license from the Regional Labour Commissioner. The contractor should ensure payment of minimum wages to all labourers / workmen staff employed by him.

I / We hereby declare that I / we have read and understood the above instructions for guidance of tenderers.

Date :

Signature of tenderer with seal.

Place :

Name and Address:

General Conditions of the Contract (GCC)

The Conditions Hereinbefore Referred To

1. In constructing these conditions, the specification, schedule of quantities and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

- a) "Employer" Shall mean the Reserve Bank of India and shall include its assigns and successors.
- b) "Contractor" In the case of company "Contractor shall mean _____ a company incorporated under _____ 19__ / 20__ and having its registered office at _____ and shall include its successors and assigns.
- c) "Engineer" Shall means the person appointed by the Employer to act as Engineer for the purpose of the contract and named as such in the conditions.
- d) "Site" Shall mean the site of the contract works including any building and erection thereon and any other land (inclusively) as aforesaid allotted by the Employer for the Contractor's use.
- e) "This Contract" Shall mean the Article of Agreement, the special conditions, the conditions, the Appendix, the schedule of quantities and specifications attached hereto and duly signed.
- f)"Specifications" Means the specification of the works included in the Contract and any modification thereof or addition thereto made or submitted by the Contractor and approved by the Engineer.

- g) "Notice in writing" Shall mean a notice in written, typed or printed or written notice" characters sent (unless delivered personally otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
- h) "Bill of Quantities" Means the priced and completed bill of quantities forming the part of Tender
- i) "Tender" Means The Contractor's priced offer to the Employer for the execution and completion of the works and remedying of any defects therein in accordance with the provisions of the contract, as accepted by the letter of acceptance.
- j) "Letter of acceptance" Means the formal acceptance by the employer of the tender
- k) "Act of Insolvency" Shall mean any Act of insolvency as defined by the Presidency Town Insolvency Act, or the provincial insolvency Act or any Act amending such original Act.
- l) "Net Prices" If in arriving at the contract amount the Contractor shall have added to or deducted from the total of items in the Tender any sum, either as a percentage or otherwise, then net price of any item in their tender shall be the sum arrived at by adding to or deducting from the actual figures appearing in the Tender as the price of that the item a similar percentage or proportionate sum provided always that in determining the percentage or proportion of the sum so added or deducted by the Contractor the total amount of the any Prime Cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression "net rates" or "net prices" when used with reference to the contract or account shall be held to mean rates or prices so arrived at.

m) "The works" Shall mean 'Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram' as provided herein

Note: Words imparting persons include firms and corporations. Words imparting the singular only also include the plural and vice versa where the context requires.

2. **Scope of Contract:** The contractor shall carry out and complete the said work in every respect in accordance with this contract and with the directions of and to the satisfaction of the Bank's Engineer. The Bank's Engineer may in his absolute discretion and from time to time issue further drawings and/or written instructions, details, direction and explanations which are hereafter collectively referred to as "Bank's Engineer's instruction in regard to":

- a) The variations or modifications of the design, quality or works or the addition or omission or substitutions of any work.
- b) Any discrepancy in the Drawing or between the Schedule of Quantities and/or Drawing and/or specifications.
- c) The removal from the site of any materials brought thereon by the contractor and the substitution of any other material therefor.
- d) The removal and/or re-execution of any works executed by the contractor.
- e) The dismissal from the works of any persons employed thereupon.
- f) The opening up for inspections of any work covered up.
- g) The amending and making good of any defects under clause 20 & 21 hereof.

The contractor shall forthwith comply with and duly execute any work comprised in such Bank's Engineer's instructions provided always that verbal instructions, directions and explanations given to the Contractor or his representative upon the works by the Bank's Engineer shall, if involving a variation, be confirmed in writing by the Contractor within seven days, such shall be deemed to be Employer's instructions within the scope of the Contract.

3. **Variations to be approved by the Employer:** The contractor shall submit a statement of variations giving quantity and rates duly supported by analysis of rates, vouchers etc. The rates on scrutiny and final acceptance by the Employer shall form a supplementary tender. The Employer shall not be liable for payment of such variations until these statements are sanctioned by him.

4. **Drawings, Schedule of Quantities and Agreement:** The Contract shall be executed in duplicate and the Bank's Engineer, the Employer and the Contractor shall be entitled to one executed copy of each for his use. The Contractor on the signing hereof shall be furnished by the Bank's Engineer free of cost one copy of each of the said Drawings (if any) and of the specification and one copy of all further Drawings (if any) issued during

the progress of the works. Any further copies of such Drawings (if any) required by the Contractor shall be paid for by him. The contractor shall keep one copy of all Drawings (if any) on the works and the Bank's Engineer or his representative shall at all reasonable times have access to the same. Before the issue of the final certificate to the Contractor he shall forthwith return to the Bank's Engineer all Drawings (if any) and Specifications.

5. **Contractor to provide everything necessary at his cost:** The contractor shall provide at his cost everything necessary for the proper execution of the work according to the intent and meaning of the drawing. Schedule of quantities and specification taken together with whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the contractor finds any discrepancy in the drawings (if any) or between the drawings (if any) schedule of quantities and specifications he shall immediately and in writing refer same to the Bank's Engineer who shall decide which is to be followed.
6. **Authorities, notices and patents:** The contractor shall conform to the provisions of any Act of the legislature relating to the works and to the regulations and bye-laws of any authority, and of any water, electric supply and other companies and / or authorities with whose, systems the structure is proposed to be connected, and shall, before making any variations from the drawings (if any) or Specifications that may be necessitated by so conforming, give to the Bank's Engineer written notice, specifying the variation proposed to be made and the reason for making it and apply for instruction thereon. In case the Contractor shall not within ten days receive such instructions, he shall proceed with the work conforming to the provisions, regulations, or by-laws in question, and any variation so necessitated shall be dealt with under Clause 18 thereof.

The contractor shall bring to the attention of the Employer all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority or to any public office all fees that may be properly chargeable-in respect of the works and lodge the receipts with the Employer.

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 fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.

7. **Setting out of work:** The Contractor shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions, and alignment of all parts thereof and got approved prior to proceeding of the work. If the contractor fails in their role, any errors/defects shall be rectified at his own expense to the satisfaction of the Bank's Engineer.

8. **Materials and Workmanship to conform to description:** All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Bank's Engineer's instructions, and the Contractor shall upon the request of the Bank's Engineer furnish him with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith. The Contractor shall at his own cost arrange for and/or carry out test of any materials as per relevant IS provisions through the reputed laboratories prior to use in the work.
9. **Contractor's superintendence and representative on the works:** The Contractor shall give all necessary personal superintendence during the execution of the works, and as long thereafter as the Bank's Engineer may consider necessary until the expiry of the "Defects Liability Period" stated in the Appendix hereto. The Contractor shall also during the whole time the works are in progress employ a competent, qualified and experienced Engineer who shall be constantly in attendance at the works while the men are at work. Any directions explanation, instructions or notices given by the Bank's Engineer to such representative shall be held to be given to the Contractor.
10. **Dismissal of workmen:** The Contractor shall on the request of the Bank's Engineer immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank's Engineer, be incompetent or misconduct himself and such persons shall not be again employed on the works without the permission of the Consultant.
11. **Access to works:** The Employer, the Bank's Engineer and their respective representatives shall at all reasonable times have free access to the work and / or to the workshops, factories or other places where materials are lying or from which they are being obtained and the Contractor shall give every facility to the Employer, the Bank's Engineer and their representatives necessary for inspections and examination and test of the materials and workmanship. No person not authorized by the Employer or the Bank's Engineer except the representatives of public authorities shall be allowed on the works at any time.
12. **Assistant Manager (Tech):** The term "Assistant Manager (Tech) shall mean the person appointed and paid by the Employer to inspect the works. The Contractor shall afford the Assistant Manager (Tech.) every facility and assistance for inspecting the works and materials and for checking and measuring time and materials.

The Assistant Manager (Tech.), or the Employer shall have power to give notice to the Contractor or to his representative of non-approval or any work or materials and such work shall be suspended or the use of such materials shall be discontinued. The work will from time to time be examined by the Assistant Manager (Tech.) but such examination shall not in any way exonerate the Contractor from the obligation to remedy any defects, which may be found to exist at any stage of the works or after the same is

completed. Subject to the limitations of this clause the Contractor shall take instructions only from the Bank's Engineer.

13. **Assignment and Subletting**: The whole of the works included in the Contract shall be executed by the Contractor and the contractor shall not directly or indirectly transfer, assign or under-let the Contract or any part share thereof or any interest therein without the prior written consent of the Employer and not undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.
14. **Alterations, additions, omissions etc.**: No alteration, omission or variation shall vitiate this contract but in case the Bank's Engineer thinks proper at any time during the progress of the works to make any alterations in, or addition to, or omissions from the works or any alteration in the kind of quality of the materials to be used therein and shall give notice thereof in writing under its hand to the Contractor. The Contractor shall alter, add to, or omit from, as the case may be, in accordance with such notice, but the contractor shall not do any work extra to or make any alterations or additions to or omissions from the works or any deviation from any of the provisions of the Contract. Stipulations, specifications or Contract Drawings (if any) without the previous consent in writing of the Employer and the value of such extras alterations, additions or omission shall, in all cases, be determined by the Employer in accordance with the provisions of Clause 18 hereof, and the same shall be added to, or deducted from the Contract Amount, as the case may be accordingly.
15. **Schedule of Quantities**: The Schedule of quantities, unless otherwise stated shall be deemed to have been prepared in accordance with the Standard Method of Measurement.

Any error in description or in quantity or in omission of items from the schedule of quantities shall not vitiate this contract but shall be rectified and the value thereof, as ascertained under Clause 17 hereof, shall be added to, or deducted from the Contract Amount (as the case may be) provided that no rectification of errors, if any, shall be allowed in the Contractor's schedule of rates.

16. **Sufficiency of Schedule of Quantities**: The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the Schedule of Quantities and/or the schedule of rates and prices which rates and prices shall cover all his obligations under the contract, and all matters and things necessary for the proper completion of the works.
17. **Measurement of works**: The Bank's Engineer may, from time to time, intimate to the contractor that he requires the works to be measured, and the Contractor shall forthwith attend or send a qualified agent to assist Assistant Manager (Tech) in taking such

measurements and calculations and to furnish all particulars or to give all assistance required by any of them.

Should the Contractor not attend or neglect or omit to send such agent then the measurement taken by the Bank's Engineer or a person approved by him shall be taken to be correct measurement of the works. Such measurements shall be taken in accordance with the Mode of Measurements detailed in the latest IS Codes of practice.

The Contractor or his Agent may at the time of measurement take such notes and measurement as he may require.

All authorized extra works, omissions and all variations made without the Bank's Engineer's knowledge, of subsequently sanctioned by him in writing (with the prior approval in writing of the Employer) shall be included in such measurements.

18. **Prices for extra etc. ascertainment of:** The Contractor may, when authorized and shall, when directed, in writing by the Employer, add to, omit from or vary the works shown upon the drawings, or described in the specification, or included in the schedule of Quantities, but the contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the Bank's Engineer shall, if confirmed by them in writing within seven days, be deemed to have been given in writing. However, during actual execution of work if the quantities of any of the items of work exceeds by more than 25% of the tender quantities, the quantities of such items executed, by the authority of the Architects of the project and with the concurrence of the employer in excess of 25 % of the tender quantity shall be considered as an extra item of work for which the contractors shall submit fresh rates supported by rate analysis worked on the actual cost basis plus 15% towards establishment charges, contractor's overhead and profit. The rates for all such items of work, being current ones, will not be eligible for price adjustment due to increase or decrease in prices of materials and labour rates as per escalation formula, if any, given in the tender. If any of the items of work is omitted from the accepted tender at the sole discretion of the employer, the contractor shall not be entitled to any claim on this account.

No claim for an extra shall be allowed unless it shall have been executed under provisions of clause 5 hereof with the concurrence of the Employer herein mentioned. Any such extra in herein referred to as authorized and shall be made in accordance with the following provisions.

- (a) (i) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work in similar character and executed under conditions as the work priced therein.
- (ii) Rates for all items, wherever possible should be derived out of the rates given in the priced Schedule of Quantities.

(b) The net prices of the original tender shall determine the value of items omitted provided if omissions vary the conditions under which any remaining items of works are carried out, the prices for the same shall be valued under sub-clause(c) hereof.

(c) Where the extra works are not of similar character and/or quoted under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omissions or additions relative the amount of the whole of the Contract works or to any part thereof shall be such that in the opinion of the Bank's engineer, the net rate or price contained in the priced Schedule of Quantities or tender or for any item of the works involves loss or expenses beyond that reasonably contemplated by the contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Bank's Engineer shall fix such other rate or price as in the circumstances he shall think reasonable and proper, with the prior approval in writing of the Employer.

(d) Where extra work cannot be properly measured or valued, the Contractor shall be allowed day work prices as the net rates stated in the tender or the Priced Schedule or Quantities or, if not so stated, then in accordance with the local day work rates and wages for the district provided that in either case vouchers specifying the daily time (the workmen's names) and materials employed be delivered for verification to the Bank's Engineer at or before the end of the week following that in which the work has been executed.

The measurement and valuation in respect of the Contract shall be completed within the "period of final measurements" stated in the Appendix.

19. Unfixed materials when taken into account to be the property of the Employer

Where in any certificates (of which the Contractor has received payment) the Bank's Engineer has included the value of any unfixed materials included for and/or placed on or adjacent to the works such materials shall become the property of the Employer and they shall not be removed except for use upon the works, without the written authority of the Employer. The Contractor shall be liable for any loss of, or damage to, such materials.

20. **Removal of improper work** : The Employer shall, during the progress of the works, have power to order in writing from time to time the removal from the works within such reasonable time or times as may be specified in the order of any materials which in the opinion of the Bank's Engineer are not in accordance with the Specifications, the substitutions of proper materials, and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the drawings (if any) & specifications or instructions and the contractor shall forthwith carry out such order at his own cost. In case of default on the part of Contractor to carry out such order, the Employer shall have the power to employ any pay other persons to carry out the same; and all expenses consequent thereon, or incidental thereto, shall be borne by the

Contractor, or may be deducted by the Employer from any moneys due, or that may become due, to the Contractor.

21. **Defects after virtual completion** : Any defect, shrinkage, settlement or other fault which may appear within the "Defects Liability Period" stated in the Appendix hereto, or, if none stated them within twelve months after the virtual completion of the works, arising in the opinion of the Employer from materials of workmanship not in accordance with the contract, shall upon the direction in writing of the Employer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his own cost and in case of default the Employer may employ and pay other persons to amend and make good such defects, shrinkage settlements or other faults, and all damages loss and expenses consequent thereon are incidental thereto shall be made good and borne by the Employer or may be deducted by the Employer, upon the Bank's Engineer's Certificate in writing, from any money due or that may become due to the Contractor, or the Employer may in lieu of such amending and making good by the Contractor deduct from any money due to the Contractor a sum, to be determined by the Employer equivalent to the cost of amending such work and in the event of the amount retained under clause 32 hereof being insufficient, recover the balance from the Contractor, together with any expenses the Employer may have incurred in connection therewith. Should any defective work have been done or materials supplied by any sub-contractor employed on the works who has been nominated as provided under clause 13 and 23 hereof, the contractor shall be liable to make good in the same manner as if such work or material had been done or supplied by the Contractor and been subject to the provision of this clause and clause 2 hereof. The contractor shall remain liable under the provisions of the clause notwithstanding the signing of any certificate or the passing of any accounts by the Employer.
22. **Certificate of virtual completion and defects liability period**: The works shall not be considered as completed until the Bank's Engineer has certified in writing that they have been virtually completed. The defects liability period shall commence from the date of such certificates.
23. **Nominated Sub-Contractor**: All Specialists, Merchants, Tradesmen and others executing any work of supplying and fixing any goods for which the prime cost prices or provisional sums are included in the Schedule of Quantities and/or Specifications who may be nominated or selected by the Employer or hereby declared to be sub-contractors employed by the contractor and are herein referred to as nominated sub-contractors.

No nominated sub-contractors shall be employed on or in connection with the works against the Contractor shall make reasonable objection are (save where the Architect and the Contractor shall otherwise agree) who will not enter into contract providing.

- (a) That the nominated sub-contractor shall indemnify the contractor against the same obligation in respect of the sub-contract as the contractor is under in respect of this contract.
- (b) That the nominated sub-contractor shall indemnify the contractor against claims in respect of any negligence by the sub-contractors his servants or agents or any misuse by him or them or any scaffolding or other plant, the property of the Contractor or under any Workmen's Compensation Act in force.
- (c) Payment shall be made to the nominated sub-contractor within fourteen days of his receipt of the Employer's Certificate provided that before any Certificate is issued the Contractor shall upon request furnish to the Bank proof that all nominated sub-contractors accounts included in previous certificates have been duly discharged; in default whereof the Employer may pay the same upon a Certificate of the Bank and deduct the amount thereof from any sums due to the Contractor. The exercise of this power shall not create private of contract as between Employer and Sub-Contractor.

24. **Other persons employed by Employer:** The Employer reserves the right to use premises and any portion of the site for the execution of any work not included in this Contract which it may desire to have carried out by other persons, and the Contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or material for the execution of such work except by special arrangement with the Employer. Such work shall be carried out in such manner as not to impede the progress of the works included in the Contract and the Contractor shall not be responsible for any damage or delay which may happen to or occasioned by such work.

25. **Insurance in respect of damage to person and property:** The Contractor shall be responsible for all injury or damage to persons, animals or things and for all damage to property which may arise from any factor omission on the part of the Contractor or any Sub-Contractor or any nominated Sub-Contractor or any of their employees. The liability under this clause shall cover also, inter-alia any damages to structures, whether immediately adjacent to the works or otherwise; any damage to roads, streets, footpaths, bridges as well as damage caused to the buildings and other structures and works forming the subject matter of this contract. The contractor shall also be responsible for any damage caused to the building and other structures and works forming the subject, matter of this contract due to rain, wind, frost or other inclemency of weather. The contractor shall, indemnify and keep indemnified the Employer and hold him harmless in respect of all and any loss and expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any statute or otherwise and also in respect of any award or compensation or damage consequent upon such claims.

The Contractor shall, at his own expense, effect and maintain till issue of the virtual completion certificate under this contract, with an insurance company approved by the Employer, an **All Risk Policy** for Insurance for the full amount of the contract including

earthquake risk in the joint names of the employer and the contractor (the name of the former being placed first in the policy) against all risk policy for contractors and deposit such policy or policies with the employer before commencing the works.

The Contractor shall also indemnify and keep indemnified the Employer against all claims which may be made against the Employer by any person in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense, effect and maintain until the virtual completion of the contract, with an Insurance Company approved by the employer a policy of Insurance in the joint names of the Employer and the Contractor (name of the former being placed first in the policy) against such risk and deposit such policy or policies before commencement of the works. The minimum limit of the coverage under the policy shall be Rs. 2 lakh per person for any one accident or occurrence and Rs. 5 lakh in respect of damage to property for any one accident or occurrence subject to an overall ceiling of Rs 10 lakh. The contractor shall also indemnify the employer against all claim which may be made upon the Employer, whether under the **Workmen's Compensation Act** or any other statute in force, during the currency of this contract or at Common Law in respect of any employee of the contractor or of Sub-Contractor and shall at his **own expense** effect and maintain until the virtual completion of the contract or with an Insurance Company, approved by the Employer, a policy of insurance against such risks and deposit such policy or policies with the Employer from time to time during the currency of this contract.

In default of the contractor insuring as providing above, the employer may so insure and may deduct the premiums paid from any moneys due or which may become due to the contractor.

The contractor shall be responsible for any liability which may not be covered by the Insurance Policies referred to above and also for all other damages to any person, animal or defective carrying out of this contract, whatever, may be the reasons due to which the damage shall have been caused.

The contractor shall also indemnify and keep Indemnified the Employer against all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any of damage or compensation arising there from.

Without prejudice to the other rights of the employer against contractor in respect of such default, the employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the employer and which are payable the contractor under this clause.

The Contractor shall upon settlement by the insurer pursuant to a policy taken under this clause, proceed with due diligence to re-build or repair the works destroyed or damaged. In this event all the monies received from the Insurer in respect of such damage shall be paid to the Contractor and the contractor shall not be entitled to any further payment in respect of the expenditure incurred for re-building or repairing of the materials or goods destroyed or damaged.

The contractor, in case of re-building or reinstatement after damage shall be entitled to such extension of time for completion as the Bank's Engineer may deem fit, but shall, however, not be entitled to reimbursement by the employer of any shortfall or deficiency

in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

Without prejudice to his liability under this clause, the contractor shall also cause all nominated sub-contractors to effect, for their respective portions of the works, similar policies of insurance in accordance with the provisions of this clause and shall produce or cause to produce to the employer such policies. The contractor shall not permit a **nominated sub-contractor to commence work at the site unless the said insurance policies are submitted.** In the event of failure of the sub-contractor to take out such a policy of insurance before commencing the works at the site, the contractor shall be responsible for any claim or damage attributable to the said sub-contractor

The Contractor shall at his own expense, arrange to effect and maintain (until the virtual completion of the contract) with an approved office, the following insurance policies in the joint name of employer and himself with the employer being first (Principal) and deposit such policy or policies with the employer from time during the currency of this contract.

a) Workmen compensation policy. b) CAR Policy c) Third party policy

26. **Date of commencement and completion:** The Contractor shall be allowed admittance to the site on "Date of Commencement" stated in the Appendix hereto, or each later date as may be specified by the Employer and be shall thereupon and forthwith begin the works and shall regularly proceed with and complete the same (except such painting or other decorative work as the bank may desire to delay) or before the "Date of Completion" stated in the Appendix subject nevertheless to provisions for extension of time hereinafter contained.
27. **Liquidated damages for non-completion:** If the Contractor fails to complete the works by the date stated in the Appendix or within any extended time under Clause 28 here the Contractor shall pay the Employer the sum named in the Appendix as " Liquidated Damages" for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any money due to the Contractor.
28. **Delay and extension of time:** If in the opinion of the Employer the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring owners or public authorities arising otherwise than through contractor's own default or (d) by the works or delays of other contractor or Tradesmen engaged or nominated by the Employer and not referred to in the schedule of quantities and/or specifications or (e) by reasons of Bank's Engineer instruction as per clause 2 hereof (f) by reason of civil commotion, local combination of workmen or strike or lockout affecting any of the building trades or (g) in consequence of the Contractor not having received in due time necessary instructions from the Bank for which he shall have specifically applied in writing or (h) from other causes which the Bank may certify as beyond the control of contractor or (I) in the event, the value of the work exceed the value of the Priced Schedule of Quantities owing to variation, the Bank may make a fair and reasonable extension of time for completion

shall as soon as may be given written notice thereof to the bank but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably has required to the satisfaction of Bank to proceed with work.

29. **Contractor's failure to comply with Employer's instruction**: If the Contractor after receipt of written notice from the Employer requiring compliance within 10 days fails to comply with such further drawings and/or Bank's instructions the Employer may employ and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer as a debt or may be deducted by him from any moneys due to the Contractor.

30. **Termination of Contract by the Employer**: If the Contractor being an individual or a firm commits any "act of insolvency" or shall be adjudged an insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervisions of the court and the Official Assignee or the Liquidator in such acts of insolvency or winding up, as the case may be, shall be unable within seven days after notice to him requiring him to do so to show the reasonable satisfaction of the Employer that he is able to carry out and fulfill the Contract and to give security therefore, if so required by the Employer.

Or if the Contractor whether an individual, first or incorporated company shall suffer execution or other process of court attaching property to be issued against the Contractor.

Or shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the Contractors.

Or shall assign to sublet this Contract without the consent in writing of the Employer first had and obtained.

Or shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder.

Or if the Bank's Engineer shall certify in writing that the Contractor,

- (i) Has abandoned the Contract, or
- (ii) Has failed to commence the works, or has without any lawful excuse under these conditions suspended the progresses of the works for fourteen days after receiving from the Bank notice to proceed or
- (iii) Has failed to proceed with the work with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or

- (iv) Has failed to remove materials from the site or to pull down and replace work for seven days receiving from the Bank written notice that the said materials or work were condemned and rejected by the Bank's Engineer under these conditions' or
- (v) Has neglected or failed persistently to observe and perform all of any of the acts, matter or things by the Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

Then and in any of the said cases the Employer may, notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the contract, the whole of which shall continue in force as fully as if the Contract has not been so determined, and so if the works subsequently execute had been executed by or on behalf of the Contractor. And further, the Employer by his agents or servants may enter upon and taken possession of the works and all plant, tools scaffoldings, sheds, machinery, steam and other power utensils and materials lying upon the premises or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the work or by employing any other Contractor or other person or persons to complete the works, and the Contractor shall not in any way interrupt or do any act matter or thing to prevent or hinder such other contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient the Bank shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Employer may sell the same by public auction, and give credit to the Contractor for the net amount realized. The employer shall thereafter ascertain and certify in writing under his hand what of the said plant and materials so taken possessions or by the Employer and the expenses or loss which the Employer shall have been put to in procuring the works to be completed and the amount. If any, owing the Contractor and the amount which shall be so certified shall thereupon be paid by the Employer to the Contractor or by the Contractor to the Employer, as the case may be, and the Certificate of the Bank shall be final and conclusive between the parties.

31. **Termination of Contract by Contractor**: If this payment of the amount payable by the Employer under Certificate of the Bank's Engineer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Architect or the Employer or by any injunction or other order of any court of Law, then and in any of the said cases the Contractor shall be in liberty to terminate the Contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer, payment for all works

executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose or the Contract.

In arriving at the amount of such payment the net rates contained in the Contractor's original Tender shall be followed or where the same may not apply valuation shall be made in accordance with Clause 18 hereof.

32. Certificates and Payments:

- a. The Contractor shall be paid by the Employer from time to time by instalments under Interim Certificates to be issued by the Bank's Engineer to the Contractor on account of the works executed when in the opinion of the Bank's Engineer, work to the approximate value named in the Appendix as 'Value of work for Interim Certificates' (or less at the reasonable discretion of the Bank's Engineer) has been executed in accordance with this Contract, subject, however, to a retention of the percentage of such value named in the Appendix hereto as 'Retention Percentage for Interim Certificates' until the total amount retained shall reach the sum named in Appendix as 'Total "Retention Money"' after which time instalments shall be up to the full value of the work subsequently so executed and fixed in the building. The Bank's Engineer may in his discretion include the Interim Certificate such amount as he may consider proper on account of materials delivered upon the site by the Contractor for use in the works. And when the works have been virtually completed and the Bank's Engineer shall have certified in writing that they have been completed, the Contractor shall be paid by the Employer in accordance with the Certificate to be issued by the Bank's Engineer the sum of money named in the Appendix as 'Instalment after Virtual Completion' being a part of the said Total Retention money. And the Contractor shall be entitled to the payment of the final balance in accordance with the Final Certificate to be issued in writing by the Bank's Engineer at the expiration of the period referred to as the 'Defect Liability Period' in the Appendix hereto from the date of Virtual Completion or as soon as after the expiration of such period as the works shall have been finally completed and all defect made good according to the true intent and meaning hereof whichever shall last happen, provided always that the issue by the Bank's Engineer of any Certificate during the progress of the works or at or after their completion shall not relieve the contractor from his liability under Clause 2 and 21, in cases of fraud, dishonesty, or fraudulent concealment relating of the works or material or to any matter dealt with in the Certificate, and in case of all defects and insufficiencies in the works or materials which a reasonable examination would not have disclosed. No certificate of the Bank's Engineer shall of itself be conclusive evidence that any works or materials to which it relates are in accordance with the Contract neither will the Contractor have a claim for any amounts which the Bank's Engineer might have certified in any interim bill and paid by the Employer and which might subsequently be discovered as not payable and in this respect the Employer's decision shall be final and binding.

- b. The Contractor has to submit along with his all running account bills and final bill, a statement showing the details as well as the quantities of cement, steel and other building materials procured by him up to the date of the bill for verification of the same before settlement of such bills by the Bank.
- c. The Bank's Engineer shall have power to withhold any Certificate if the works or any parts thereof are not being carried out to his satisfaction.
- d. The Bank's Engineer may make any correction in any previous Certificate which shall have been issued by him.
- e. No certificate of payment shall be issued by the Bank's Engineer if the Contractor fails to insure the works and keep them insured till the issue of the Virtual Completion Certificate.
- f. Payment upon the Bank's Engineer's Certificate shall be made within the periods named in the Appendix as 'Period for honour of Certificates' after such Certificates have been delivered to the Employer

The following terms of payment only are applicable for the work.

On account bills shall be made as under detailed item-wise measurement will be taken and payment shall be made based on completion of specific item of work basis on the quoted rate. All payment shall be subject to recovery of 5% towards security deposit & TDS as per the statutory requirements. Contractor shall note that the interim value of work done towards payment of running bill is **Rs. 10 lakhs**.

- 33. **Delayed Payment:** Any amounts payable by the Employer to the Contractor shall, if not paid within the 'period of honouring certificates' named in the Appendix carry interest at the rate named in the Appendix as the "Rate of interest for delayed payment" from the date upon which sum ought to have been paid by the Employer until the payment.
- 34. **Matters to be finally determined by Bank:** The decision, opinion, direction Certificate (except for payment) with respect to all or any of the matters under Clause 2, 4, 7, 8, 13, 17, 18, 19, 20, 21, 22, 28 (a, b, c, d, e, f) hereof (which matters are herein referred to as the expected matters) shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, shall be subject to the right of Arbitration and review under the Clause 35 hereof in the same way in all respects (including the provisions as to opening the reference) as if it were a decision of the Bank's Engineer.
- 35. **Settlement of disputes by Arbitration:** All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the

excepted matters shall be final and without appeal as stated in preceding clauses. But if either the Contractor be dissatisfied on any matter the Contractor may within 28 days after receiving notice of such decision give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree a single arbitrator would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire.

The arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

The arbitrator or arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.

Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator or arbitrators as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party, and shall direct by whom and to whom and in what manner the same shall be borne and paid.

This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

36. **Right of technical scrutiny of final bill:** The Employer shall have a right to cause a technical examination of the works by any of the persons or organization as appointed by

the employer and the final bill of the Contractor including all supporting vouchers, abstracts, etc. If as a result of this examinations or otherwise any sum is found to have been overpaid or over certified it shall be lawful for the Employer to recover the sum from any payment due to the Contractor for this works or any other works being carried out by the contractors elsewhere under the RESERVE BANK OF INDIA.

37. **Employer entitled to cover compensation paid to workmen:** If, for any reason, the Employer is obliged, by virtue of the provisions of the Workmen's Compensation Act, 1923, or any statutory modification or re-enactment thereof to pay compensation to a workman employed by the Contractor in execution of the works, the Employer shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of the Employer under the said Act. The Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer shall not be bound to contest any claim made against it under the said Act, except on the written request of the Contractor and upon his giving to the Employer full security to the satisfaction of the Employer for all costs for which the Employer might become liable in consequence of contesting such claim.
38. **Abandonment of works:** If at any time after the acceptance of the tender, the Employer shall for any reasons whatsoever not requires the whole or any part of the works to be carried out, the Bank shall give notice in writing to the Contractor who shall have no claim to any payment of compensation or other-wise whatsoever on account of any profit or advantage which he might have derived from the execution of the whole works.
39. **Return of surplus materials:** Notwithstanding anything to the contrary contained in any or all the clauses of this Contact, where any material for the execution of the Contract is procured with the assistance of the Employer by purchase made under orders or permits or licenses issued by Government, the Contractor shall hold the said materials economically and solely for the purpose of the Contract and not dispose of them without the prior written permission of the Employer and return it to the Employer, if required by the Employer, at the price to be determined by the Bank having due regard to the conditions of the materials, the price to be determined not be exceed the purchase price thereof inclusive of GST and other such levies paid by the Contractor in respect thereof, in the event of breach of the aforesaid condition, the Contractor shall in addition to being liable to action for contravention of the terms of licenses or permit and/or criminal breach of trust, be liable to Employer for all moneys, advantages or profits resulting or which in the usual course would have resulted to his by reason of such breach.
40. **Non-Disclosure Clause:** The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems / equipment etc, which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any

particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this Agreement is fully satisfied.

The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

41. Right of employer to terminate contract in the event of death of Contractor if individual: Without prejudice to any of the rights or remedies under this Contract, if the Contractor, being an individual, dies, the Employer shall have the option of terminating the contract without incurring any liability for such termination.

(i) The contractor shall abide by and fulfill all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under.

(ii) The contractor should ensure payment of minimum wages to all labourers/workmen staff employed by him. Contractor should submit a certificate to the effect that, he has actually paid all the dues of all the labourers of all descriptions engaged by him for completion of the awarded job/work/project at the rate which is not less than the one prescribed under Minimum wages Act, 1948 and he has complied with the provisions of CLRA Act with regard to providing the essential amenities to the contract labourers. Further, he may facilitate Bank's representative to verify and certify the veracity of such certificate.

42. Sexual Harassment of women at work place

1. a) The contractor / agency shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect of the complaint.

b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.

c) The contractor shall be responsible for any monetary relief that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the contractor is proved.

d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

I/We hereby declare that I/we have read and understood the above conditions of the contract.

Signature of Contractor

Name & address

APPENDIX HEREIN BEFORE REFERRED TO

1	Defects liability Period (DLP)	12 months from the date of issue of virtual completion certificate.
2	Period of final measurement	1 month from the date of Virtual completion.
3	Earnest Money Deposit (EMD)	Rs 62,600/- (Rs Sixty Two Thousand Six Hundred only)
4	Release of EMD	After Award of Work and Submission of Performance Bank Guarantee by the successful bidder.
5	Date of commencement	10 th day from the issue of work order.
6	Date of completion	4 months from the tenth day of the issue of work order
7	Rate of Liquidated Damages (LD)	0.25% of the estimated cost put to the tender per week of delay subject to a maximum of 10% of the total accepted contract value.
8	Performance Bank Guarantee (PBG)	5% of the contract value
9	Release of PBG	After Virtual Completion of Work
10	Value of work for Interim Certificate	Rs 10 lakhs per bill.
11	Retention Percentage (RMD)	5% from each bill
12	Release of RMD	On completion of Defect Liability Period.
13	Period of honoring interim certificate	15 Days
14	Period of honoring final certificate	45 Days
15	Interest for delayed payment	Three percent per annum.

Signature of Contractor

Name & address

SPECIAL CONDITIONS

1. The tenderer may please note that, the work has to be carried out in the normal working hours. Therefore, entire work involved shall be carried out with least disturbance to Bank's Staff/ other agencies and also day-to-day cleaning of the debris / dust generated has to be done by the Contractor without any extra cost to the Bank.
2. The tenderer shall use only approved materials as specifically stated in the Schedule of Quantities/Approved list of materials. The Bank will be at liberty to choose any brand of materials from the approved brand names in the list. Samples of any materials used in any of the works should be got approved by Bank's Engineer or his representative before proceeding with bulk purchase.
3. Wherever contractors propose to use equivalent make, the same shall be done with prior approval of Banks Engineer in writing. Any additional expenditure and time due to this shall be solely on contractor's account and no claims what so ever shall be entertained in this regard. All the materials shall be first/premium quality confirming to relevant IS standards.
4. Materials brought to the site shall be intimated to the Bank's Engineer immediately for inspection of quality and measurement of quantity of the materials. This quantity of the material brought at site and consumed shall be cross checked with the actual requirement as specified in the technical specification of the work.
5. The contractor shall submit a properly planned & prepared work programme to the Bank before commencement of the work so as to enable the Bank to intimate other agencies in advance for smooth working, progress and coordination and the time schedule in the work programme should be strictly adhered to.
6. 4 months period of completion mentioned in the tender is inclusive of monsoon period and holidays including Sundays / Saturdays falling within in the contract period. The contractors shall comply with statutory requirements to work on holidays at their own risk & cost and indemnify the Banks for any risks associated with it.
7. The Contractor shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only on producing the photo pass issued by the Bank & also have to subject themselves to the security restrictions imposed by the Bank.

8. The Contractors shall be responsible for safety & security of their materials / labour & fire safety at all the times as per the Safety & Fire Safety Codes provided hereof.
9. No lapses from the Contractors side, which may cause damage to the property and injury to the occupants/neighbours in the opinion of the Bank's Engineer, shall be permitted. Any damage caused to any of Bank's property shall be made good by the Contractor at their own cost.
10. No labourers shall be permitted to stay inside the campus after working hours.
11. The Contractor should have valid labour license from the Labour commissioner as per schedule.
12. The contractor shall post a qualified supervisor on site for management of day-to-day work.
13. Rate quoted should include for all necessary testing of materials as required and directed by Bank's Engineer.
14. The successful tender shall also be responsible for safety & security of their materials & also for ensuring fire prevention steps at all the times in working premises including their part of work.
15. The contractor shall furnish A-4 size, computerized sheets printed in the format of a conventional Measurement Book (MB), duly machine numbered pages and with a provision for providing an MB number. The contractors shall incorporate necessary corrections in these sheets as directed by Bank's Engineer. After making necessary correction the contractor shall submit new copies. All pages of the finalised computerised MB sheets, after due check / test check measurements shall have full signature with date of the authorised official of the contractor. The measurement sheets approved as 'final' shall be bound in the form of a MB at the cost of the Contractor and submitted to the Bank.

Place

Signature of Contractor with Seal
Name & Address

Date

Tel.No.

Section II: Technical Terms & Conditions

SCOPE OF WORK

1.1) Description of Work:

Renovation of 8 Flats in 'D' Block at Kowdiar Officers 'Quarters

1.2) The scope of proposed renovation work shall be as per the schedule of quantities and specifications given in this tender document. Some of the major head of items of works covered are listed below (in brief):

A) Renovation - Civil works

- (I) Dismantling Work-Toilet & Bath Rooms
- (II) Providing new finishes in Bath Room & Toilets
- (III) Providing Flooring and skirting in the flat
- (IV) Dismantling finishes of Stair Case
- (V) Providing Granite Flooring-Stair Case
- (VI) Repainting works

(B) Miscellaneous Carpentry

1.3) It is not the intent to specify completely herein all details of design and renovation of the works covered under this enquiry. Scope of work may also include such other related works as indicated in the schedule of quantities although they may not be specifically mentioned in the above paragraphs and all such incidental items of works not specified but reasonably implied and necessary for completion of the job as a whole, as directed by the Engineer-in-Charge and as directed hereunder. All works shall conform in all respects to high standards of engineering, design and workmanship and shall, fulfill the anticipated performance during the Contractor's guarantee period in a manner acceptable to the Bank as specified hereunder.

1.4) Various works covered in this specification shall include furnishing of all materials, labour, tools, plants and equipment, transportation, fabrication, supervision and construction as per schedule of quantities, technical specifications, etc. as provided herein and as directed by the Engineer-in-Charge.

I / We hereby declare that I/we have read and understood the above information.

Place

Signature of bidder

Date

Safety Code

1. There shall be maintained in a readily accessible place first aid appliances including adequate supply of sterilized dressings and cotton wool.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all work that cannot safely be done from ground. The workers shall wear necessary PPE (Personnel Protection Equipment's) while working.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench, whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing; minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris of materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10. i) No paint containing lead or lead products shall be used except in the forms of paste or readymade paint.
ii) Suitable face masks shall be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the period of cessation of work.
12. Hoisting machines and tackle used in the works, including their attachments, anchorage and support shall be in perfect condition.
13. The ropes used in hoisting or lowering material or a means of suspension shall be of durable quality and adequate strength and free from defects.

LIST OF MATERIALS OF APPROVED BAND AND/OR MANUFACTURER(S)

S no	Material	Make
1	Cement	A.C.C, Ultratech, Coramandal, Ramco, Birla, Ambuja of approved equivalent.
2	White Cement	Birla White, J.K. White or approved equivalent
3	Veneer/ply	Kit ply, Century, National/ Green / Anchor/Duro or approved equivalent
4	Laminate	Greenlam, Formica, Sundeck, Kitlam, Century, or approved equivalent.
5	Adhesives (Synthetic Resin Adhesive)	Fevicol SH, Araldite, Vamicol or approved equivalent
6	Glass	Asahi, Modi float, Saint Gobian Hindustan Pilkington or approved equivalent
7	Locks	Godrej or approved equivalent
8	Screws (Oxidized)	GKW, Super Screws or approved equivalent
9	Paints/ Primers/ thinners etc.	Asian Paints Ltd., ICI Ltd, Jenson & Nicolson Ltd, Kansai Nerolac Ltd, Berger Ltd, or approved equivalent
10	Melamine Wood Polish	MRF, British Paints, Becker Acroma
11	Water Proofing Chemical	Fosroc/Dr. Fixit/ Pidilite/ BASF or approved equivalent
12	Ceramic Tiles	H&R Johnson/Kajaria/Naveen/Bell/Nitco or approved equivalent
13	Vitrified Tiles	RAK/H&R Johnson/Kajaria/Naveen/Bell/Nitco or approved equivalent
14	C-PVC pipes	Ashirwad/Ajay Flowguard/Modi Gold/Finolex or approved equivalent
15	CP Fittings	Jaquar/Grohe/Kohler/ H&R Johnson or approved equivalent
16	Sanitarywares	Parryware / Hindware/ H&R Johnson or approved equivalent
17	Polymer Modified Quick Setting Tile Adhesive	Bal Endura/Ferous Crete or approved equivalent

Date:

Place:

Signature of the Contractor with seal:

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT / BID SECURITY

(On Non-Judicial Stamp Paper of appropriate value)

Place: _____

Date: _____

**The Regional Director
Estate Department
Reserve Bank of India
Thiruvananthapuram**

Dear Sir / Madam,

Name of Work: Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Marg, Mumbai (hereinafter called the 'RBI') has invited tenders for the captioned work (Hereinafter called "the said tender") on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of Rs. _____ (Rupees _____ only) as Earnest Money Deposit (EMD).

M/s. (Name of the Tenderer / Bidder) _____, (hereinafter called as 'the Tenderer / Bidder'), who are our Clients / Constituents intend to submit their tender / Bid for the said work and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of Rs. _____ (Rupees _____ only) in respect of EMD.

NOW THIS GUARANTEE WITNESSETH

1. We ____ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. _____ (Rupees _____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____ (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. ____ (Rupees _____ only) as aforesaid shall be paid by us without any demur or

protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that:

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. _____ (Rupees _____ only).
- b) Our liability under these presents shall not exceed the sum of Rs. _____ (Rupees _____ only).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force up to _____ (six months from the last date of receipt of tender) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of _____
Authorised Official (with seal)

NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annex-II

Proforma of Bank Guarantee for Performance of the contract in respect of items of work for which the tenderer have quoted low/unworkable rates

Date

The Regional Director,
Reserve Bank of India,
Estate Department,
Thiruvananthapuram.

Name of the centre- Reserve Bank of India, Thiruvananthapuram

Dear Sir/Madam

Name of work: **Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram.**

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called "the Employer") has invited tenders for **Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar, Thiruvananthapuram**— hereinafter referred to as "the work") on the terms and conditions mentioned in the tender documents.

It is one of the precondition of the Employer for awarding the contract that the tenderer shall furnish a performance bank guarantee for sum of Rs...../- (Rupees-----) (hereinafter referred to as "the caution money") for satisfactory execution of those items of works, for which the tenderer have quoted low/unworkable rates (hereinafter referred to as "the low rates items of work".)

M/s _____, (hereinafter called as "the Tenderer"), who are our constituents, have tendered for the said work and for award of the work need to submit Performance Bank Guarantee for low rated items and have requested us to furnish guarantee to the Employer in respect of the said sum of Rs. _____/- (Rupees _____ only).

NOW THIS GUARANTEE WITNESSTH

1. We _____ (name of the Scheduled Bank) do hereby agree with and undertake to the Reserve Bank of India, their successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer,

we shall on demand by the Reserve Bank of India, pay without demur to the Reserve Bank of India, a sum of ₹ _____/- (Rupees _____ only) or any lower amount that may be demanded by the Reserve Bank of India. Our guarantee shall be treated as equivalent to the Caution Money for satisfactory execution of the low rated items of work for the due performance of the obligations of the Tenderer under the said additional Conditions, provided, that our liability against such sum shall not exceed the sum of Rs. _____/- (Rupees _____ only).

2. We also agree to undertake to and conform that the sum not exceeding ₹ _____/- (Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the Reserve Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Reserve Bank of India shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Reserve Bank of India within a period of one week, from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the Reserve Bank of India under this guarantee shall be independent of the agreement of agreements or other understandings between the Reserve Bank of India and the Tenderer.

4. This guarantee shall not be revoked by us without prior consent in writing of the Reserve Bank of India.

5. We hereby further agree that:

(a) Any forbearance or commission on the part of the Reserve Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or grating of any time or showing of any indulgence by the Reserve Bank of India to the Tenderer or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹ _____/- (Rupees _____ only).

(b) Our liability under these present shall not exceed the sum of ₹ _____/- (Rupees _____ only).

(c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there-under or by dissolution or change in the constitution of our said constituents.

(d) This guarantee shall remain in force up to six months from _____ (date of scheduled completion) provided that if so desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions of our said herein.

(e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the _____ (date) or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Reserve Bank of India alone is the conclusive proof whichever date is later. **Unless a claim or suit or action is filed against us within six months from that date under clause (d) above or any extended period, all the rights of the Reserve Bank of India against us under this guarantee shall be forfeited and we shall be released and discharged from all-over obligations and liabilities hereunder.**

Yours' faithfully,
For and on behalf of

(Seal of the Scheduled Bank)

Signature of the Authorised Official

(Name, designation, date etc.)

Note - This guarantee will require stamp duty as applicable in the State of _____, where it is executed and shall be signed by the official whose signature and authority shall be

PROFORMA OF PERFORMANCE GUARANTEE FOR WATER-PROOFING WORKS

We have treated the sunk areas in toilets/ bath rooms/ kitchen of 8 flats in 'D' Block at Bank's Officers Quarters. Belhaven, Kowdiar, Thiruvananthapuram, as Sub-Contractor's for M/s the Civil contractor for 'Renovation of 8 flats in the 'D' Block in the Officer's Quarters at Belhaven, Kowdiar. Thiruvananthapuram.' We have read and understood the scope and responsibility of the water proofing work as provided for in the above mentioned work in their (M/s.....) Contract with Reserve Bank of India, and accordingly as a Proprietary Agency and Sub-Contractor engaged by M/sfor the items of water proofing works in the sunken portion of toilet/ bathroom & kitchen, we have treated the above said areas as per specifications submitted by us and duly approved by the Bank.

After virtual completion of work and before the daymonth of 201- if at any time or times the moris, toilets, bathrooms and other portions treated by us, M/s starts leaking or in any way get the damaged to the influence of seeping water including forming wet patches, dampness etc. either due to improper specifications, inadequacy of the work carried out or due to any other reason whatsoever relating to the specification, workmanship etc. including the responsibility for any surface treatment and plumbing works etc. carried out by other agencies, we M/s. hereby undertake and guarantee to carry out necessary remedial measures upto 10 years from the date of virtual completion of the work to such extent and so often as may be necessary to free the premises from such leakages, dampness without any extra cost to the Employer (Reserve Bank of India).

The decision of the employer in this regard to the question as to whether there is any leakage or the treatment has given way to water or moisture, shall be treated as final and binding on us. We also undertake to reinstate the surface disturbed to attend to the rectification work to its original condition and carrying out the rectification work, if necessary by bringing new materials at no extra cost to the Employer.

Signature -

M/s

(Proprietary waterproofing Agency)

Date:

Place: Thiruvananthapuram

Counter signed by

For and on behalf of

M/s

(Contractor)

Date:

Place: Thiruvananthapuram

For Reserve Bank of India

Notes for Schedule of Quantities

1. The Schedule of Quantities shall be read in conjunction with the specifications, Tender drawings and bid documents. CONTRACTOR shall not rely merely on the description given in the Schedule of Quantities.
2. Quantities of work indicated in the Schedule of Quantities are only approximate and are given to provide a common basis for bidding. The actual quantities of work shall be ordered by Employer as per the schedule of quantities for Renovation. No claim shall be entertained from Contractor if the actual quantities or items of work differ from those indicated herein, except where stated otherwise. The Engineer-in-charge reserves the right to modify any aspect of the scope of Tender at any time during the course of work.
3. The contractor shall fill his rates and amounts for all the items for the specified quantities indicated in Schedule of Quantity issued by the Employer
4. Quoted Prices shall be in Indian Rupees only.
5. Rates and amounts shall be entered in both figures and words. Non-compliance of these conditions may render the Bid invalid at the discretion of the Employer.
6. Unit Rates shall be submitted for all Items and they shall be firm for the entire duration of the contract and any approved extended period.
7. The quantities of work actually carried out against each item shall be measured and paid at the rates quoted in the Schedule of Quantities where applicable or otherwise at such rates and prices as may be fixed within the terms of the Contract.
8. BIDDER shall be deemed to have allowed in his rates the provision, maintenance and final removal of all temporary works of whatsoever nature required for the proper execution of the works, except for those temporary works for which specific items have been provided in Schedule of Quantities.



RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPURAM

**Renovation of 8 Flats in 'D' Block in the Officers' Quarters at Belhaven, Kowdiar,
Thiruvananthapuram**
Un-Priced Bill of Quantity

SI No	Description of items	Quantity	Unit
A	DISMANTLING WORKS		
1	Carefully dismantling/ disengaging and removing the following items from each flats and carting away all the debris from the Bank's premises at the cost of the Contractor as directed by the Bank's Engineer.		
a	<u>Disengaging</u> and carefully <u>removing</u> the existing internal – <u>exposed/ concealed water/ waste water pipelines</u> including wall pieces, specials and fittings including taps, stop cocks, showers, specials, flush tanks, wash basins, medicine chests, mirrors, towel rods etc. from one toilet, one bath room and kitchen including plugging the branches on the external vertical stack.		
b	<u>Dismantling</u> the existing <u>R.C.C kitchen platform cooking work top</u> (approximate dimensions – 1800 mm x 600 mm) along with the supports, wooden shutters including frames, R.C.C work top with kota slab finish (approximate dimensions – 1400 mm x 600 mm) along with the supports and wooden cabinets below, R.C.C open shelf of approximate size 1300 mm x 1200 mm, kitchen sink with accessories and supports including cutting and removing the reinforcement bars, kitchen mori with brick on edge thresholds etc.		
c	<u>Dismantling</u> the existing ceramic tile, Glazed tile, <u>IPS floor/ wall dado/ skirting</u> with back mortar/ plastering over walls etc. in kitchen, common wash toilet & bathroom area of the flat (approximate area of dismantling per flat is 50 Sq.m.)		
d	<u>Dismantling</u> and removing the existing <u>Indian/European type water closet</u> including 'P'/ 'S' traps and pipes buried below floor, the existing floor/ nahani traps and connected pipe lines below floor, the existing sunk fill of cement concrete/ brick jelly concrete (about 250 to 450 mm depth) in the toilets/ bath room by approved methods so as to expose the bottom slab and side walls to receive new water proof treatment etc.(approximate qty of sunk fill dismantling 1.00 Cum per flat)		
e	<u>Disenaging and removing</u> the existing waste and soil lines from the vertical stack (Bath Room/Toilet/Kitchen) and stacking the same as directed by the Bank's Engineers.	8	No of flats

f	Removing the existing Wooden pelmets of windows/ doors along with aluminum/ wooden brackets/ rods, making good the surfaces etc. complete all as directed. (approximate length of pelmet per flat – 12.50 Rmt)		
2	<u>(-) Rebate for taking away the above items (Item A.1 (a) to A.1.(f))</u>	1	LS
B	WATER PROOFING WORKS		
1	Water Proofing Works to sunken slabs-		
	Preparation of the surface by thoroughly cleaning the surface with wire brush, providing proprietary water proofing treatment to sunk portions (side walls up to 600/200 mm height above floor as per site conditions) of bath room, toilet and kitchen mori through an approved proprietary water proofing specialist firm as per their specifications but approved by the Bank comprising 20 mm thick water proof plaster, providing and filling the sunken portion of the toilet/ bath room/kitchen mori with brick bat coba / Surkhi using 40 mm and down size graded broken brick bats made out of well burnt good quality bricks, graded sand and grey cement admixed with approved quality water proofing compounds and top of it is finished with C.C 1: 1 ½ : 3 at an average thickness of 50 mm admixed with approved quality and make water proof chemicals using 20 mm and down size graded granite metal etc. complete. The rate shall include grading of the concrete, proper consolidation etc complete all as directed by the Bank's Engineer.		
	Approximate dimension of sunken area is as follows.		
a	For bath rooms having approximate dimensions - <u>2000 mm x 1200 mm x 200 mm deep</u>	6	No.s
b	For toilets having approximate dimensions - <u>1150 mm x 900 mm x 450 mm deep</u>	6	No.s
c	For kitchen mori having approximate dimensions - <u>600 x 600 x 150 mm deep</u>	6	No.s
2	PREPARATION OF GROUND FLOOR BATH/TOILET/MOORI		
	Providing and laying cement concrete 1:4:8 for filling the gaps after laying waste pipes/nahani traps etc and with a top layer of cement concrete 1 : 1 ½ : 3 at an average thickness of 50 mm admixed with approved quality and make water proof chemicals using 20 mm and down size graded granite aggregates etc. complete. The rate shall include levelling the existing cement concrete base, applying cement slurry, grading of the concrete, proper consolidation etc complete all as directed by the Bank's Engineer.		
	Approximate area of each bath room/ toilet are as follows:		
a	<u>For bath rooms having approximate area – 2.4 Sq.m.</u>	2	No.s

b	<u>For toilets having approximate area – 1.04 Sq.m.</u>	2	No.s
c	<u>For kitchen mori having approximate area – 0.4 Sq.m.</u>	2	No.s
C	WATER SUPPLY & WASTE DISPOSAL LINES		
1	Providing, cutting, fixing, testing and commissioning concealed water lines (internal) of various diameters using high pressure <u>C-PVC pipes (SD-11)</u> of approved make with ISI mark including all the necessary specials of equivalent standard, suitable specials (approved ISI make) like elbows, tees, couplings, union etc. shall be provided at points of fittings as per directions as may be required making chases in the walls, securing/ clamping and fixing the pipes and fittings in a concealed manner, pressure testing the lines for leakage/sweating etc. closing the chases made in the walls, connecting to the existing stack by suitable specials etc. all complete as directed by the Bank's Engineer.		
a)	20 mm diameter (3/4")	75	Rmt
b)	15 mm diameter (1/2")	60	Rmt
2	Same as above but <u>for open lines</u> , clamping the pipes to the external walls in true line and plumb		
a	25 mm diameter (1")	55	Rmt
3	Providing and laying <u>P.V.C pipes</u> of various diameters, with minimum test/ working pressure of 6 Kg/ Sq.cm without intermediate joints with necessary specials (approved quality and make) for concealed waste water disposal and soil lines. The rate shall include making necessary trenches in the existing/ new 'Surkhi' filling, chasing the wall, necessary G.I clamps @ 450 MM c/c for open pipes etc. Joints shall be properly glued together using approved quality solvent cement and shall be leak proof all complete as directed by the Bank's Engineer.		
a	50 mm dia	72	Rmt
b	75 mm dia	92	Rmt
c	110 mm dia	86	Rmt
4	Providing and fixing approved quality and make <u>PVC. Nahani/ Multi trap</u> of approximate size 100 x 75 mm dia outlet with long horn properly connected to the waste water pipes and shall be surrounded by concrete floor sump having size 250 MM x 250 MM x height up to the finished floor level. The trap shall also be provided with approved make heavy duty C.P. brass perforated grating of approved quality and make.	32	Each
D	PLASTERING		

1	Plastering in patches to match and merge with the existing plaster surface in cement mortar 1:4 (01 cement: 04 sand) of necessary thickness including scaffolding, curing etc at site of work complete as directed.	50	Sq.m.
2	Providing and rendering cement plaster of 15 mm to 20 mm average thickness, in C.M. 1:4 (01 cement: 04 sand)) true to plumb and line over new/ existing walls with rough finish to receive the ceramic/ vitrified tile skirting/ wall dado. The rates shall include necessary curing scaffolding, all leads and lifts etc complete as directed.	200	Sq.m.
E FLOORING / WALL DADO			
1	Preparing the surface, providing and laying flooring with 600 x 600 mm size (or approved nearest available size) first quality fully vitrified tiles of approved make, design, shade and thickness using cement based high polymer modified quickset tile adhesive (water based) as per manufacturer's specifications confirming to IS 15477 of approved quality and make using 5 kg of adhesive per Sq.mt of tile area and with an average thickness of 3 mm spread fully over the base area of tile over the existing mosaic/ kota floor and the joints grouted with white cement mixed with suitable colour pigments etc. The rate shall include making border/inlays of desired width/dimensions using different shade of tiles as directed, all wastages, transport, machine cutting, labour etc. required for the finished work complete all as directed by the Bank's Engineer (The work is liable to be summarily rejected, if the joint is found susceptible to hollowness). Basic rate of tiles is Rs 650 per Sq.m. including all taxes, etc (Ex-Godown Price)	490	Sq.m.
2	Preparing the surface, providing and fixing 100 to 125 mm height skirting using machine cut tiles, out of 600 x 600 x 8/10 mm thick (or approved equivalent size) first quality vitrified tiles of approved make over the plastered and bordered surface as per item No: D-02 with CM 1:3 (12-15 mm thick) and joints grouted with water proof jointing compounds of approved make, shade and quality. The rate shall include all wastages, transport, labour machine cutting etc. complete and directed by the Bank's Engineer. Basic rate of tiles is Rs.650/- per Sq.m. including all taxes, etc (Ex-Godown Price)	42	Sq.m.
3	Providing and laying flooring with 300 x 300 mm (or approved size) first quality non-skid ceramic tiles of approved shade and thickness over bed mortar of C. M 1: 3 (20 mm average thickness) admixed with water proof chemicals (approved make to be used as per manufacturers specifications), set with cement slurry and joints grouted with water proof jointing compounds of approved make and quality (The work is liable to be summarily rejected, if proper slope is not provided or the joints are found susceptible to hollowness). The rate shall include all wastages,	28	Sq.m.

	machine cutting required numbers of holes etc. complete and directed by the Bank's Engineer. <u>Basic rate of tiles is Rs.500 per Sq.m. including all taxes, etc (Ex-Godown Price)</u>		
4	Providing and fixing <u>300 x 450 mm</u> (or approved nearest available size) first quality <u>ceramic tiles</u> of approved shade and thickness <u>for wall dado</u> over the plastered and bordered surface as per item No: D-02 with 6 mm average thick back mortar of C. M 1:3 and set with cement slurry (admixed with water proof chemicals of approved make to be used as per the manufacturers specifications) and joints grouted with water proof jointing compounds of approved make and quality. (The work is liable to be summarily rejected, if the joints are found susceptible to hollowness). The rate shall include all wastages, machine cutting etc. complete and as directed by the Bank's Engineer. <u>Basic rate of tiles is Rs.500 per Sq.m. including all taxes, etc (Ex-Godown Price)</u>	162	Sq.m.
F	PLUMBING & SANITARY WORKS		
1	Providing and fixing <u>550 x 400 mm size wash hand basin</u> with half pedestal white in colour of approved make) with a pair of heavy duty brackets/fasteners and all fittings like 15 mm PVC connection, 32 mm dia flexible waste pipe, C. P brass waste coupling complete, all as directed by the Bank's Engineer <u>(Basic Price of wash hand basin and pedestal- Rs 3000/- per set)</u>	8	Each set
2	Providing and fixing white, <u>floor mounted EWC with seat cover</u> and necessary P/S trap and connecting the same to the vertical stack with necessary PCV pipe of suitable diameter of approved quality, all as per the directions of the Banks Engineer. The P/S trap shall be set in water proof cement concrete and joints shall be made water tight and tested for the same. The rate shall also include for providing and fixing 10 litre capacity <u>P.V.C dual flush tank</u> with 15 MM P.V.C connection, 32 MM dia P.V.C flush pipe and all other accessories required and connecting the same to the EWC / water lines etc. as directed by the Banks Engineer. <u>(Basic Price of EWC- Rs 2000/- Ex-Godown Price)</u>	8	Each set
3	Providing and fixing white colour floor mounted dual flush coupled closet, cistern shell, cistern lid, dual flush fittings, seat cover etc. The rate shall include connecting the same to the soil line with necessary PVC line of suitable diameter, 15 mm PVC connection & all necessary accessories etc. complete as directed by the Bank's Engineer. <u>(Basic Price of Coupled Closet-Rs 8000/- per peice inclusive of taxes, Ex-Godown Price)</u>	8	Each set
4	Providing and fixing <u>6 mm thick mirror</u> of overall size <u>600 mm x 450 mm</u> with approved quality and shade 2" wide P.V.C beading (approved profile) for frame work and 8 MM thick marine plywood backing. The rate shall be inclusive of necessary screws, studs' clips, wastages, etc complete as per requirements and directions	2	Sq.m.

	of the Bank's Engineer.		
5	Supplying and fixing the following plumbing/sanitary fittings/fixtures of approved make:		
a	C.P wall mixer unit (Basic price – Rs. 3400.00)	8	No.s
b	15 mm C.P. brass bibcock (Basic price – Rs.850.00)	8	No.s
c	75 mm C.P. brass shower rose Revolving type with 300 mm long shower arm) (Basic price Rs. 1700.00)	8	No.s
d	15mm C.P Brass angle cock (Basic price - Rs.850.00)	48	No.s
e	15 mm C.P. Brass pillar cock (Basic price – Rs. 1300.00)	8	No.s
f	C.P. brass toilet paper holder with roller (Basic price Rs.850.00)	16	No.s
g	C.P. brass soap dish (Basic price Rs. 700.00)	16	No.s
h	15 mm C.P Brass health faucet (Basic Price Rs. 1300.00)	16	No.s
i	C.P brass coat hook (Basic price – Rs. 450.00)	16	No.s
j	600 mm long C.P Brass towel rod (Basic price - Rs. 1200.00)	8	No.s
k	Towel Ring (Basic price - Rs. 500.00)	8	No.s
l	15 mm x 450 mm P.V.C connection (Kohinoor/ Supreme make Hot/ Cold) (Basic price – Rs. 140.00)	24	No.s
m	Glass shelf – 24" (Basic price Rs. 1100.00)	8	No.s
n	Supplying and fixing bath room cabinets of (Medicine Chest) approved design with shelves, brush holders etc. made out of minimum 3 mm thick opaque acrylic sheets of approved colour (Basic rate – Rs. 1300.00)	8	No.s
o	Supplying and fixing 25 mm dia aluminium powder coated heavy duty curtain rod with end brackets of approved quality over the door and window openings.	96	Rmt
G	DOOR:		
1	Supplying, fabricating and fixing 35 mm thick partially glazed and partially panelled door shutter of approximate size 65 cm x 205 cm made of seasoned hard wood, styles & top rail 10 cm ,bottom rail 23cm, lock rail 15 cm , panel inserts of 12 MM thick marine ply wood, with 4 MM thick frosted glass at the top of approximate size 45 x 25 cm with 03 no.s of 150 MM SS hinges, 2 no.s of 150 MM anodised aluminium tower bolts, 2 no.s anodised aluminium handle of size 150 mm & ornamental beading etc. as directed. (Painting of the door is covered under item No. I-1 The rate also include removing the damaged door shutter and stacking as directed	10	Each
2	(-) Rebate for taking away the damaged toilet doors mentioned at item G.1 above	10	Each
H	GRANITE LEDGING		

1	<p>Preparing the surface by carefully dismantling and removing the existing masonry sills of the windows, providing and fixing 17 to 19 MM thick mirror polished, machine cut granite slabs in single piece of approved quality and shade in the approved pattern over bed mortar C.M 1: 4 (for an average thickness of 20 MM) set with cement slurry and joints grouted with araldite/ metal paste/ pigmented white cement to match with the shade of granite slab for window sills. The front edge shall be half rounded and polished to get the same finish of the slab top surface. The rate shall include all leads and lifts, wastages, labour etc. required for the finished work.</p> <p><u>(Basic price of granite including taxes (Ex-Godown Price- Rs 2800/ Sq.m.) Only exposed clear measurements will be taken for payment</u></p>	10	Sq.m.
I	REPAINTING WORKS		
1	<p><u>Repainting the entire renovated flat</u> (having carpet area of approximate 70.00 Sq.m.) including preparation of surface by thorough scrapping, providing and applying two coats of white lime wash to all ceilings, providing and applying one coat of cement primer, levelling and smoothening the surfaces by applying acrylic putty for the entire wall and two or more coats of approved make and shade premium washable interior grade plastic emulsion paint to walls, providing and applying two coats of synthetic enamel paint (Satin finish -after smoothening the surface using one coat of wood primer and chalk powder putty) to all doors, windows and ventilators and existing wardrobes, two coats of Synthetic enamel paint to all window grills and balcony grills over a coat of primer of the same make after removing the rust, loose particles etc. by sand papering, painting to all miscellaneous items such as polishing the pelmets, cloth drying brackets etc. cleaning the entire flat/ removal of stains on the floor, wall and glass surfaces after completion of the repainting work etc., complete as directed</p>		
	<u>Indicative quantities of each items per flat are as under:</u>		
	01. Lime wash –68.03 Sq.m.		
	02. Plastic Emulsion– 177.42 Sq.m.		
	03. Synthetic enamel paint to woodwork – 48.19 Sq.m.		
	04. Synthetic paint with zinchromate primer to steel work/ grills – 11.10 Sq.m.		
	05. Synthetic enamel to interior portion of wooden built in cupboard - 2 Nos	8	No of Flats
J	REPAIRS TO DOORS & WARDROBE SHUTTERS		

1	Carefully <u>disengaging the wooden door shutters</u> , carefully cutting the bottom of the door shutter to suite with the height of new flooring and refixing the shutters including providing new door hinges if required, relocating the orientation of WC room door towards outward including providing new 3" door hinges, wooden beadings, refixing of towerbolts, handles etc and the reliefs in the door frames shall be neatly closed using reapers and finishing the same etc. complete all as directed by the Bank's Engineer. (Nos of doors -05 nos)	8	No of Flats
2	<u>Refurbishing the existing ward robe</u> (apx.size 1200 x 2000 mm) - Carefully removing the existing veneer provided to the door shutters, preparation of the surface buy thoroughly scrapping to obtain even finish, providing and fixing 4 MM thick teak wood veneer duly pasted over the removed surface including providing two Nos of 4" tower bolts each to both the shutters, door handles of approved make and design, cupboard locks etc. The rate shall include charges for servicing the existing drawer units (4 Nos), locks for the drawer units (2 Nos), concealed cupboard door handles (2 Nos) etc. The rate shall also include the charges for providing and applying melamine polish to a required finish of approved shade. <u>(Basic Price of Veneer - Rs 150/- per Sq.ft inclusive of all taxes EX-Godown Price)</u>	16	No.s
K	RENOVATION OF STAIRCASE		
1	Carefully <u>dismantling and removing</u> the existing kota <u>stone flooring/ skirting / steps</u> treads & risers including back mortar, cleaning of RCC slab, steps, risers etc to receive the new flooring in stair case area and carting away the debris/ broken slabs out of premises all complete as directed by the Bank's Engineers. (approximate area of dismantling is 61 Sq.m.)	Job	L S
2	Preparing the surface, providing and fixing 17 to 19 mm thick mirror polished, machine cut granite slabs of approved quality and shade in the approved pattern over bed mortar C.M 1: 4 (for an average thickness of 20 mm) set with cement slurry and joints grouted with araldite/ metal paste/ pigmented white cement to match with the shade of granite slab for landing area flooring & treads (the treads of the steps shall be in single piece, apx. 27-30 cm wide) All exposed surfaces shall be machine polished to to obtain mirror finish. The front edge of the step treads shall be half rounded and duly polished to obtain the mirror finish. Two parallel grooves having a minimum width of 2 mm and 2 mm depth shall be cut parallel to the nosing on the top surface and finished in the same way as explained above. The rate shall include all leads and lifts, wastages, labour etc. required for the finished work. <u>(Basic price of granite including taxes – Rs 2500/ Sq.m. Ex-</u>		

	<u>Godown Price.) Only exposed area will be measured for payment.</u>		
a)	For landing and mid landing	28	Sq.m.
b)	For treads of steps	14	Sq.m.
3	Preparing the surface, providing and fixing <u>150 to 200 mm high skirting / step risers</u> using cut tiles, out of 600 x 600 x 8/10MM MM thick (or approved equivalent size) first quality vitrified tiles (cut to shape as per site conditions) of approved make over bed mortar of C. M 1: 3 (12 mm average thickness) and set with cement slurry (admixed with water proof chemicals -approved make to be used as per the manufacturers specifications) and joints grouted with water proof jointing compounds of approved make, shade and quality. The rate shall include all wastages, transport, labour machine cutting etc. complete and directed by the Bank's Engineer. <u>Basic price of tiles is Rs.650 per Sq.m. inclusive of all taxes (Ex- Godown Price)</u>	15	Sq.m.
4	<u>Plastering</u> in patches to match and merge with the existing plaster surface in cement mortar 1:4 (01 cement: 04 sand) of necessary thickness including scaffolding, curing etc at site of work complete as directed.	15	Sq.m.
5	<u>Repainting of the entire staircase well</u> including walls, including preparation of surface by thorough scrapping, providing and applying two coats of white lime wash to all ceilings and soffits etc. providing and applying one coat of cement primer, levelling and smoothening the surfaces by applying acrylic putty for the entire wall and two or more coats of approved make and shade of exterior emulsion paint to walls, cleaning the entire stairwell, including landings, treads, risers and ceiling wall and glass surfaces after completion of the repainting work etc., complete as directed. <u>Indicative quantities for each item:</u>		
	a. Lime wash area - 51 Sq.m.		
	b. Exterior emulsion area - 113 Sq.m.	1	LS
6	Carefully cutting and <u>removing the existing M.S handrails</u> from the supports, supplying and <u>fixing 50 mm dia stainless steel</u> (304 grade – 16 gauge) pipes welded to the existing M.S angle supports as new hand rails. The free ends of the rails shall be bend down to the required profile and shall be provided with necessary ornamental caps etc, removing the dismantled materials all complete as directed. (Salvaged value of dismantled items shall be considered while quoting this item)	32	Rmt

7	Supplying and laying 1st quality heavy duty <u>25 mm thick cement concrete designer paver tiles</u> of approved make, shade and pattern on bed mortar of average mm thick in cement mortar 1 : 3 (1 cement : 3 sand) to the required grade, line and level, set in cement slurry, pointing the joints with white cement mixed with matching colour pigment, applying cement slurry before and after spreading the bed mortar, curing including cutting the tiles with machine to suit the site conditions including preparation of the existing surface by necessary chipping and making rough to receive the new tiles etc. all complete as directed by the Bank's Engineer.		
	Basic rate of tiles - Rs 50/- per sq. ft inclusive of all taxes (Ex-Godown Price)	20	Sq.m.