



रिज़र्व बैंक स्टाफ महाविद्यालय / RESERVE BANK STAFF COLLEGE  
संपदाविभाग, चेन्नै - 600 018 / Estate Cell, Chennai - 600 018  
e- Tender - No. RBI/Reserve Bank Staff College/Estate/11/24-25/ET/1054

For

**Fixed furniture and other related works at Executive flats/ VOFs in  
Ground and First floor, B Block, Reserve Bank Staff College, Chennai**

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

### Part - I (Techno - Commercial Bid)

|   | Activity  | Date                         |
|---|---|------------------------------|
| 1 | Date of availability of Tender in RBI Website and MSTC Portal | March 19, 2025 from 02:00 pm |
| 2 | Due date for submission of Tender                             | April 09, 2025 at 02:00 PM   |
| 3 | Date of opening of Tender                                     | April 09, 2025 at 03:00 PM   |

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**Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**

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## **DISCLAIMER**

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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 timetable 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.

## NOTICE INVITING TENDER

### **Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**

Reserve Bank Staff College, Chennai invites e- tenders for the captioned work from Bank's empanelled vendors/contractors under the said category of the work costing up to 50 Lakhs. The tendering would be done through the e-Tendering portal of MSTC Ltd (<https://www.mstcecommerce.com/eprocn>). All interested empanelled vendors /contractors must register themselves with MSTC Ltd through the above-mentioned website to participate in the tendering process. The Schedule of e-Tender is as follows:

|   |  |
|---|--|
| a. Name of Work                                 | <b>Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai.</b>   |
| b. Estimated Cost of the Work                   | <b>₹49 lakh</b> inclusive of GST   |
| c. e-Tender no                                  | RBI/Reserve Bank Staff College/Estate/11/24-25/ET/1054   |
| d. Mode of Tender                               | <b>e-Procurement System</b><br>(Online: Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="https://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a> )   |
| e. Earnest Money Deposit (EMD)                  | <b>₹98,000 (Rupees Ninety-Eight Thousand only) in the form of DD or BG</b> , in favor of Reserve Bank Staff College, Chennai to be delivered in physical form at Estate Cell, Reserve Bank Staff College, Chennai - 600018<br><br><b>OR</b><br><b>₹98,000 (Rupees Ninety-Eight Thousand only) <u>in the form of NEFT</u> towards</b><br><br><b>Beneficiary Name: RBSC CHENNAI</b><br><b>IFSC: RBIS0SCPA01</b><br><b>Account No.: 186003001</b> |
| f. Date of NIT available to parties to download | March 19, 2025 from 02:00 PM   |

|   |   |
|---|---|
| <b>g.</b> Date of Pre-Bid Meeting   | March 26, 2025 at 11:30 AM at Conference Room at RBSC |
| <b>h.</b> Date of starting of e-Tender for submission of Techno-Commercial Bid and price Bid in MSTC Portal | March 27, 2025 from 02:00 PM                          |
| <b>i.</b> Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid            | April 09, 2025 at 02:00 PM                            |
| <b>j.</b> Last date of submission of EMD  | April 09, 2025 at 02:00 PM                            |
| <b>k.</b> Date & time of opening of tender  | April 09, 2025 at 03:00 PM                            |
| <b>l.</b> Transaction Fee   | As charged by 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.

## **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 an 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](http://www.mstcecommerce.com/eprochome/rbi)

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://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 person (RBI):**

1. Shri. Mohan K (Manager, Estate Cell) 044-24302784
2. Shri Narendra Bondre (AM, Estate Department) 044 - 24302729  
([ncbondre@rbi.org.in](mailto:ncbondre@rbi.org.in))
3. Smt. Arulselvan N (Assistant Manager (Tech-Civil), Estate Cell) 044-24302727  
Email : [principalrbcs@rbi.org.in](mailto:principalrbcs@rbi.org.in)

### **Contact person (MSTC Ltd):**

1. MSTC Helpline numbers: 7338878731, 7338878732, 7338878733
2. Shri V. Ganesh Moorthy (9176616410)
3. Shri Shanmugam - 9176397264

Google hangout ID- (for text chat)- [mstceproc@gmail.com](mailto: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](http://www.mstcecommerce.com) once)

The ‘Techno-Commercial Bid’ and the ‘Price Bid’ shall have to be submitted online at [www.mstcecommerce.com/eprochome/rbi](http://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](http://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 Bid) 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](http://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 item given in the schedule of quantities and other specifications/terms and conditions given in this tender document. For execution and rate purpose, the details given in schedule of quantities in this tender document will be implemented

## FORM OF TENDER

To

Date

The Principal,  
Reserve Bank Staff College  
Teynampet  
Chennai – 600 018.

Madam/ Dear Sir,

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 work   | Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai. |
| (b) | Estimated cost   | <b>₹49 lakh inclusive of GST</b>  |
| (c) | Earnest Money Deposit (EMD)                            | <b>₹98,000 (Rupees Ninety-Eight Thousand only) from all the bidders</b>   |
| (d) | Retention Money to be deducted from the bills          | 5% from each bill (Maximum of 5% of contract amount)  |
| (e) | Time allowed for completion of the work                | <b>75 days</b> from the 7 <sup>th</sup> 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                               | <b>One Year</b> 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 will deposit a sum of **₹98,000 (Rupees Ninety-Eight Thousand only)** as Earnest Money Deposit (EMD) 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 or after acceptance of work order, I / We do hereby agree that this sum shall be forfeited by me / us to the Reserve Bank of India.
3. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
4. I/We agree that our Tender will remain valid for acceptance by the Employer for 90 days from the date of opening of Part I of the Tender and this period of validity can be extended for such period as may be mutually agreed between the Employer and us in writing. We also agree to keep the Bank Guarantee towards Earnest Money Deposit (EMD) valid during the entire period of validity of Tender.
5. I / We, do here by declare that there is no case with the Police/Court/Regulatory Authorities against me/us. Also, I/We have neither been suspended / delisted /disqualified by any organization including Reserve Bank of India/Reserve Bank Staff College for any reason nor any such proceedings are pending or contemplated. I/We also certify that neither our firm nor any of the partners are involved in any scam or disciplinary proceedings settled or pending adjudication.
6. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to RBI verifying any or all the information furnished in this document with the concerned authorities, if necessary.
7. I/We understand that the Employer reserves the right to accept or reject any or all the Tender either in full or in part without assigning any reason, therefore.

**Signature, Name & Address of the bidder:**

## INSTRUCTIONS TO BIDDERS

1. E-tenders comprising Part I (Techno-Commercial Bid) and Part II (Price Bid) of the tender should be submitted in MSTC portal under RBI Portal for the work of '**Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**' not later than April 09, 2025 at 02:00 PM. Telegraphic, Fax and E-mail tenders shall not be accepted. No tender received after April 09, 2025 at 02:00 PM shall be accepted by MSTC portal.
2. Bidders may get their doubts clarified during pre-bid meeting at Reserve Bank Staff College. Any change in mode of meeting shall be intimated to bidders in advance. 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 separately uploaded in MSTC Portal in their letter head. The clarifications / conditions etc. uploaded 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. However, decision of the Bank on acceptance of conditions put by the bidders is final and binding.
3. Bidders may choose to present for Tender Opening Event at Reserve Bank Staff College at scheduled date and time. Part I (Techno-Commercial Bid) of the tender shall be opened at April 09, 2025 at 03:00 PM Part II (Price Bid) shall be opened on a subsequent date and time which shall be intimated to the bidders who are successfully qualified in Part I of tender.
4. All information, correspondence letters, shall be submitted in and addressed to "**The Principal, Reserve Bank Staff College, Estate Cell, Chennai**".
5. Tenders shall remain valid for acceptance by the Bank for a period of **3 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.
6. The rates quoted shall be based on the **Part-II (Price-Bid) of tender** and shall be firm and binding without any escalation whatsoever till the completion of the contract.

Due to limitation in number of words in price bid in MSTC portal, full description may not be available. However, tenderer shall read all specifications/drawings/conditions from this tender document.

7. 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.
8. Digital Signatures may be used to submit the tender in token of his / their acquainted himself / themselves with the terms and conditions of this tender.
9. 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.
10. 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.
11. Earnest Money Deposit (EMD) for a sum of **₹98,000 (Rupees Ninety-Eight Thousand only)** from successful bidder.
12. The successful bidder shall also submit a Performance 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.
13. 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.
14. 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 circumstance Earnest Money Deposit (EMD) will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque or Cash.**

15. 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.
16. In addition to the Performance Bank Guarantee for 5% of the accepted 'Contract Value' as per Clause 12 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 and bills to be made to the Contractors towards Retention Money. This Retention Money to be deducted plus the Performance 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 Bank Guarantee for 5% of the accepted 'Contract Value' 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. This amount retained by the Employer shall not bear any interest.
17. 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 otherwise payable, within ten days after such deduction make good in cash the amount so deducted.
18. 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.

19. The Contractor shall carry out all the work strictly in accordance with Design and drawings, 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.
20. 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.
21. 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.
22. 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, Labor conditions, fluctuations in railway freights or any conditions whatsoever.

23. **The rates for each item in Part II (Price Bid) in MSTC Portal shall be quoted exclusive of GST. Total Amount including GST shall be automatically calculated by the MSTC Portal and the total amount for all the items 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 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.
24. 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 Labor 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.
25. 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 **7<sup>th</sup> day of issue of written order to commence the work.**
26. 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 Labors as required for the smooth flow of the work, Bank reserves right to cancel the contract agreement entered into.

27. Tenders will be considered only from list of contractors empanelled by the Bank in the trades concerned.
28. 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.
29. 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
30. The successful tenderer must co-operate with the other Contractors appointed by the Employer so that the execution of work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank's Engineer
31. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the Specifications, design drawings made by the Bank 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. Quality of the work should be satisfactory to the Bank as per work specifications. Contractor shall make good the Bank for any low quality of work executed.

32. 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.
33. 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.
34. For items where Basic price of materials is stipulated, the sample of all such materials shall be got approved from the Bank before purchasing. The basic price of materials shall be taken as cost of material at dealer's ex-go-down price i.e. exclusive of GST. In addition to the difference in the 'Basic Price / Rate' and the actual 'purchase Price / Rate', contractor's overhead and profit @ 15% on the difference shall be considered for the 'Basic Price / Rate' adjustment. While carrying out price adjustments, NO other components such as wastages, transportation, handling, insurance, labor etc., shall be taken into account. The contractor should provide to the Bank for verification, all paid bills of the purchased materials for ascertaining the actual rate of purchase so as to settle the difference in cost of materials.
35. 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.
36. 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.
37. The Contractor shall strictly comply with the provisions in the Safety & Fire Safety Codes annexed hereto.

38. IS Code numbers wherever mentioned in the tender shall be the latest version as on the date of opening of tenders.
39. 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.
40. Errors, Omission and Descriptions:  
In case of discrepancy between the Schedule of Quantities, specification and/or the Drawings, the following order of preference shall be observed i) Description of Schedule of Quantities ii) Particular Specification and Special Condition, if any iii) Drawings iv) General Specifications v) Indian Standard Specifications of B.I.S
41. Clarifications if any with respect to General Conditions, Special Conditions, Scope of work, specifications, design & drawings or any other matter required for submitting 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.
42. The contractor shall abide by and fulfil all requirements laid down under various provisions of Contract Labor (Regulation and Abolition) Act, 1970 and the rules framed there-under. The contractor shall submit to the Bank the maximum number of Labors 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 Laborers employed for the job are twenty or more, the contractor shall obtain the license from the Regional Labor Commissioner. The contractor should ensure payment of minimum wages to all Laborers / workmen staff employed by him and maintain record of Labors employed for the work.
43. Contractor should ensure that the instructions/ directions issued by Central as well as State Government, and also by the Bank in connection with Covid-19 Pandemic are followed scrupulously by the workmen deployed at the Bank. Workmen from containment area or under quarantine should not be deployed for work. Further, you

are required to closely monitor the staff deployed to the Bank and in case of any staff/family member of staff is found 'Covid' infected, action to be taken to replace the staff at once. Staff should be sensitised to follow strict social distancing norms while they remain deployed. You shall provide them with necessary gloves, masks, sanitizer, etc., at no extra cost to the Bank. Further, you shall indemnify and keep indemnified the Bank from any financial/ legal liability arising out of your failure, fault or negligence in complying-with the above instructions. Any hindrance to the work due to COVID-19 pandemic or any other reasons shall be intimated to the Bank's engineer.

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

Signature, Name & Address of the bidder:



- 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) "Schedule of Quantities" Means the priced and completed schedule 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 '**Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**' 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. Minor alterations (of the order of a few centimetres) as per site conditions may be carried out during execution with respect to the drawings. The Employer shall not be liable for payment of such variations until these statements are sanctioned by him.
4. **Drawings, Schedule of Quantities:** 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 required by the Contractor shall be paid for by him. The contractor shall keep one copy of all Drawings 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 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 or between the drawings 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. Between drawings and specifications/ schedule of Quantities, schedule of quantities will prevail.

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/ Employer
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)/ Manager (Tech)/ AGM (Tech)**: The term "Assistant Manager (Tech)/ Manager (Tech)/ AGM (Tech)" shall mean the person appointed and paid by the Employer to inspect the works. The Contractor shall afford Assistant Manager (Tech)/ Manager (Tech)/ AGM (Tech) every facility and assistance for inspecting the works and materials and for checking and measuring time and materials.
- Assistant Manager (Tech)/ Manager (Tech)/ AGM (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)/ Manager (Tech)/ AGM (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 except instructions/ notice of Employer (through Bank's Engineer) 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 or 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 without the previous consent in writing of the Employer and the value of such extra 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 specified in relevant IS code.
- 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)/ 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 Method of Measurements detailed in the latest relevant 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 with the Bank's Engineer's instructions, subsequently conveyed 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 band 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 Labor 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".

(e) It is further, clarified that for all such authorized extra items where rates cannot be derived from tender, the contractor shall submit rates, supported by rate analysis worked out based on CPWD schedule of rate analysis or for items not available in CPWD schedule, based on market rate with "actual cost basis", plus 15% towards establishment charges, contractor's overheads and profit. Such items will not be eligible for escalation.

**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 virtual completion.

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 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 ₹2 lakh per person for any one accident or occurrence and ₹5 lakh in respect of damage to property for any one accident or occurrence subject to an overall ceiling of ₹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 liability 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 he 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. Decision of the Bank if delay is due to force majeure or not shall be final and binding on the contractor.

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 fulfil 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 work 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 honor 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 Retention Money & TDS as per the statutory requirements. Contractor shall note that the interim value of work done towards payment of running bill is **₹25 lakh**.

33. **Delayed Payment:** Any amounts payable by the Employer to the Contractor shall, if not paid within the 'period of honoring 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 subject to production of all required information/ clarifications by the contractor.
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.
42. The contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, or the modifications thereof or any other relevant laws and the rules made thereunder from time to time.
43. The contractor shall abide by and fulfill all requirements laid down under the Contract Labor (Regulation and Abolition) Act, 1970 and the rules framed there under.
44. The contractor should ensure payment of minimum wages to all laborers/workmen staff employed by him. Contractor should submit a certificate to the effect that, he has actually paid all the dues of all the laborers 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 laborers. Further, he may facilitate Bank's representative to verify and certify the veracity of such certificate.
45. The contractor shall comply with the provisions of the Employee Provident Fund and Miscellaneous Provision Act, 1952.
46. The contractor shall comply with the provisions of the Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 and Building and Other Construction Workers' Welfare Cess Act, 1996 and to take steps to obtain registration of the Bank from the Competent Authority (Labor Department); ensure timely

filing of returns; make the payment of cess as per the Notification issued by the Central Government.

**47. Sexual Harassment of women at workplace**

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.

48. The bid and contract must show the GST tax rates and GST amount explicitly and separate from the bid/contract price (exclusive of GST). Contract shall stipulate that all taxes, levies, and cess including labor cess as may be applicable in respect of the contract shall be payable by the contractor and Bank shall not entertain any claim whatsoever in this respect

**Signature, Name & Address of the bidder**

## APPENDIX HEREIN BEFORE REFERRED

|   |   |
|---|---|
| 1. Defects liability Period   | 1 Year from the date of issue of virtual completion certificate.  |
| 2. Period of final measurement  | 45 days from the date of Virtual Completion of the work.  |
| 3. Date of commencement   | Within 10 days from the date of written order to commence the work, including the date of work order  |
| 4. Date of completion   | <b>75 days</b> from the date of commencement which is 7th day of issue of work order.   |
| 5. Earnest Money Deposit (EMD)  | Successful Bidder shall deposit Earnest Money Deposit (EMD) equal to <b>₹98,000 (Rupees Ninety-Eight Thousand only)</b> through NEFT/ or by a Demand Draft in favor of Reserve Bank Staff College, Chennai  |
| 29. Performance Security  | Successful tenderer shall submit Performance Security in the form of Bank Guarantee for a value equal to 5% of the total Contract value in the prescribed format which shall be valid for entire period of till the stipulated date of completion of work plus 30 days. In case the time for completion of work gets extension, the contractor shall get the validity of the Performance Bank Guarantee (PBG) extended to cover such extended time for completion of work. Performance security will be released after virtual completion of work without any interest. |
| 6. Liquidated Damages   | 0.25% of the contract amount per week subject to a maximum of 10% of the total accepted contract value.   |
| 7. Value of work for Interim Certificate                                    | <b>₹25 lakh</b>   |
| 8. Percentage of retention money to be deducted from bills (R.M.)           | 5% of the value of bill   |
| 9. Total Security Deposit (SD = Retention Money + Performance Security)     | Performance Security (5%) of the total contract amount + Retention Money (5%)   |
| 10. Installment of Security Deposit to be refunded after virtual completion | Security deposit (RM) will be released after successful expiry of defects liability period.   |
| 11. Period of honoring interim certificate                                  | 30 Days for Running Account bills and 45 days for Final bill.   |
| 12. Period of honoring final certificate                                    | 3 Months  |
| 13. Interest for delayed payment  | 3% (three percent) simple interest per annum  |

**Signature, Name & Address of the bidder:**

## **SPECIAL CONDITIONS OF THE CONTRACT**

1. The contractor 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 other agencies and also day-to-day cleaning of the debris / dust generated has to be done by the Contractor.
  
2. The Contractor shall have the addresses, identity card 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 and also have to subject themselves to the security restrictions imposed by the Bank.
  
3. The Contractor should have valid Labor License from Labor commissioner, wherever applicable.
  
4. No Laborers shall be permitted to stay inside the campus after working hours.
  
5. Rate quoted should include for all necessary testing of materials as required and directed by Bank's Engineer, conforming to relevant coding practices from the approved laboratory. The contractor shall use only approved materials as specifically stated in the Schedule of Quantities, approved makes/ list of materials indicated in Part-I of the tender. The Bank will be at liberty to choose any makes of materials from the approved makes/ manufacturers' 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. The work shall be carried out as per manufacturers' application guide/ method statement, specifications for the complete work.
  
6. GST shall be included in the rates quoted by the contractor as per Schedule of Quantities (Price Bid) format in e tender. GST calculations in tender portal shall be done as indicated in Instructions to Bidders. The rate quoted shall also include all such taxes and levies, if any. However, while submitting the bill/ invoice for the work, the contractor shall clearly indicate the various components of GST involved in the work value.
  
7. 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.

8. Wherever contractor proposes to use equivalent make (i.e. other than specified), the same shall be done after prior approval of Bank's Engineer. Any additional expenditure and time due to this shall be solely on contractor account and no claims what so ever shall be entertained in this regard.

9. All the materials shall be first/premium quality confirming to IS and other standards prescribed by the manufacturers'.

10. 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.

11. The Contractor shall make their own arrangements for storing of their materials at site.

12. 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.

13. The registers/documents - Hindrance Registers /Site Order Book, Material consumption register, etc., shall be maintained at site by the contractor at his own cost and updated regularly as instructed by the Bank's Engineer.

14. The entire materials for the work shall be brought to the working area through the staircase only.

15. The Contractor shall carry out the work strictly in accordance with specification details and instructions of the Bank's Engineer.

16. Contractor should post a suitable qualified supervisor for day to day work.

17. The contractor shall arrange visits of authorized official of the manufacturer whose materials have been selected / approved by the Banks for the work (at least three visits from each manufacturer's official, staggered over the duration of the work) to inspect the materials supplied/ available at site and whether the materials are being used as per the Manufacturer's Specifications and specified consumption standards, quality and shall be required to submit a report/test certificate on the manufacturer's letterhead addressed to Bank, under official seal, indicating the genuineness or otherwise of the material and its usage methodology/application method. No additional payment on this account shall be considered

18. Wherever the basic price for the material is specified, the Contractor should provide to the Bank for verifications all paid bills of purchased materials for ascertaining the actual rate of purchase so as to settle the difference in cost of material. The price of materials shall be got approved from the Bank before purchasing. The adjustment in price of materials shall be made on measured quantity. The basic price for the materials shall be taken as the cost of material at dealer's ex-go-down price. In addition to the difference in the 'Basic Price / Rate' and the actual 'purchase Price / Rate', contractor's overhead and profit @ 15% on the difference shall be considered for the 'Basic Price / Rate' adjustment. While carrying out price adjustments, NO other components such as wastages, transportation, handling, insurance, labor etc., shall be taken into account.

19. No lapses from the Contractors side, which may cause damage to the property and injury to the occupants/neighbors in the opinion of the Bank's Engineer, shall be permitted.

20. Any damage caused to any of Bank's property shall be made good by the Contractor at their own cost.

21. Completion period 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.

22.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 finalized computerized MB sheets, after due check / test check measurements shall have full signature with date of the authorized 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.

I / We hereby declare that I / we have read and understood the above instructions for guidance of tenderers and accept the same. Date: Place: Signature of Authorized signatory with seal. Name and Address

**Signature, Name & Address of the bidder**

## **SAFETY CODE**

1. There shall be maintained in a readily accessible place with 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.
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.
14. Any other safety norms to be followed for the work shall be as per relevant Standards/ Construction practices.
15. All the workers shall be provided with safety belts, safety shoes and helmets. No workmen shall be allowed to work on scaffolding without safety helmets and safety belts.

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

Date: \_\_\_\_\_ Signature of Authorized signatory with  
seal.

Place: \_\_\_\_\_ Name and Address: \_\_\_\_\_

## **FIRE SAFETY CODE**

- i. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
- ii. LPG used in 'oxy-acetylene' gas cutters shall be 'industrial type'.
- iii. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
- iv. Electrical power cables / wires used shall not have any joints and shall be properly rated.
- v. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- vi. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers / Personnel, work shall be started.
- vii. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- viii. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
- ix. Used paint drums shall be stored in specified store only after closing them properly.
- x. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- xi. None of the fire extinguishers shall be removed / shifted from its designated location.
- xii. Power supply shall be switched off from the mains when equipment is not in use.
- xiii. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xiv. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xv. Battery operated emergency light / torches shall be provided by the contractor to the workmen while working beyond office hours.
- xvi. All the electrical/mechanical/electro-mechanical appliance shall be connected to sufficiently rated circuit breakers before tapping to a power source.

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

Date:

Signature of Authorized signatory with seal.

Place:

Name and Address:

## **GENERAL SPECIFICATION OF WORK**

The scope of work covers '**Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**' in accordance with specifications prepared to the satisfaction of the Bank's Engineer. The following specifications shall form part of the contract, and these shall deem to be supplemental to the specifications and not in derogation thereof except to the extent specifically provided herein.

1. Materials shall be of the best-approved quality obtainable, and they shall comply with the respective IS specifications. Plywood used in the work shall conform IS 710. Samples of all materials and their rates shall be got approved before placing an order and the approved sample shall be deposited in the Bank.

2. The tiles shall conform to the relevant IS codes. The color and the design shall be as approved by the Bank. The sub grade shall be thoroughly cleaned of all dirt, grease, oil stains, filling up of pits etc., before commencement of the work and the same shall be got approved by the Bank's Engineer. The tiles shall be fixed using adhesive/ cement mortar in a perfect workmanship manner, true line, level and plump strictly as per specifications and ensure that no cavity/ hollowness in the tile base. The tiles shall be gently tapped till it is properly bedded and in level with adjoining tiles. The junction of four tiles shall be exactly matching and no skew joint shall be accepted. The joints of the tiles shall be fine and as imperceptible as possible. The edges shall be uniform and not serrated. The jointing of the tile shall be properly finished with matching pigment and sealed in a manner to make it impervious.

3. Damaged surface of walls/floor/skirting etc., surface shall be made good to the original condition with appropriate tile/plastering/painting etc., as per the direction, without any extra cost.

4. Rate also includes Necessary extension of water supply lines with in the flat shall be done including necessary pipelines, specials, cutting of walls making good the surface etc.

5. Minor alterations (of the order of a few centimeters) as per site conditions may be carried out during execution with respect to the drawings.

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

Date: \_\_\_\_\_ Signature of Authorized signatory with seal.

Place: \_\_\_\_\_ Name and Address:

### **Technical specifications:**

The scope of work covers execution, completion and testing of the work of '**Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**' in accordance with drawings (if any) and specifications prepared by the Bank's Engineer and to the satisfaction of the Bank's Engineer.

**1. Quality:** The materials to be used in the work shall be of approved make, best quality and shall conform to the prescribed test parameters of National/ International standard codes (ASTM, IS, BSEN etc.,) as indicated by the manufacturers as specified in specifications herein.

**2. Inspection and Testing:** All materials before being used in the Works shall be subjected to inspection and testing, if so required by Bank's Engineer, as provided in the Conditions of Contract and elsewhere in the Specifications/ schedule of quantities. The cost of all samples required for all such tests as per relevant Standards shall be deemed to be included in the Contract rates. Cost of material testing, if any directed by the Engineer shall be reimbursed by the Bank after submission of test reports and against original invoice. No materials shall be used in the works unless they have first been approved by the Engineer or his representative. Manufacturer test certificate/ Batch test reports as applicable for the material concern shall accompany the lot of material supplied at site which may be sent for testing if required by the Bank's engineer. The cost of all samples required for all such tests as per relevant Standards shall be deemed to be included in the Contract rates. Cost of material testing, if any directed by the Engineer shall be reimbursed by the Bank. The cost of all samples required for all such tests as per relevant Standards shall be deemed to be included in the Contract rates. Cost of material testing, if any directed by the Engineer shall be reimbursed by the Bank after submission of test reports and against original invoice Bank after submission of test reports and against original invoice

**3. Cost of Transportation:** The Contractor shall allow in his cost for all transporting, unloading, stacking and storing of supplies of goods and materials for this work on the site and in the places approved from time to time by the Bank's Engineer. The Contractor shall allow in his price for transport of all materials controlled or otherwise to the site.

**4. Rate to include:** The rates quoted shall be for all heights and depths and for finished work.

**5. To ascertain from Contractors for the other trades:** The contractor shall ascertain as directed by the Bank all particulars relating to their work with regard to the order of its execution and the position in which chases, holes and similar items will be required, before the work is taken in hand as no claims for extras will be allowed for cutting away work already executed in consequences of any neglect by the Contractors to ascertain these particulars beforehand.

**6. Testing of Material:** The contractor shall, before he places orders for supply of materials, furnish to the Bank's Engineer at his own expense, samples of materials including patented products and those under specific makes, proposed to be used in the works, well in time, notwithstanding prior approval by Bank's Engineer/Employer of such products and makes; such prior approval shall not constitute a waiver of the rule regarding approval of samples. In all cases makers/ manufacturers test certificates shall be produced by the contractor along with the samples for their goods/articles/ products/processes/equipment.

**7. Clearing of Site & debris:** The Contractor shall ensure to clear the site of all debris and left-over materials at his own expense to the entire satisfaction of the employer to a place permissible by Municipal or other local public authorities.

**8. Preparation of building for occupation and use on completion:** The whole of the work shall be thoroughly inspected by the Contractors and all deficiencies and defects set right. On completion of such inspection, the Contractor shall inform the employer in writing, that he was finished the work and it is ready for the Bank's engineers' inspection. On completion, the contractor shall clean all windows and doors and all glass panes including cleaning of all floors, staircase and every part of the work area including oiling of all hardware. He will leave the entire work area neat and clean and ready for immediate occupation and to the satisfaction of the employer.

**9. Vouchers:** The Contractor shall furnish the employer with vouchers on request, to prove that the materials are as specified and to indicate the rates at which the materials purchased in order to work out the rate analysis of the non-tender items which he may be called upon to carry out thereafter.

**10. Protection:** The contractor shall properly cover up and protect all work throughout the duration of work until completion, particularly masonry / finish, moldings, special floor

finishes, staircases and balustrades, doors and windows frames, plaster angles, lighting and sanitary fittings, glass, paint work and all finishes, etc.,

## **11. MATERIALS AND WORKMANSHIP**

The contractor under this contract bind himself to use first class materials. Quality of workmanship shall be of the highest order befitting the nature of the project. All work not up to the standard shall be summarily rejected and the Contractor will be required to dismantle the defective work and redo the work at his own cost and risk. The decision of Bank's Engineer regarding the quality/standard of workmanship shall be final and binding on the contractor.

### **MATERIALS:**

- a) Materials shall be of the best approved quality and they shall comply with the respective latest IS code specified.
- b) All material shall be tested in any testing laboratory approved by the Bank's Engineer, as per the testing guidelines issued by the Employer, which can be perused by the contractor from the office results of such tests in original issued by the laboratory shall be submitted to the Bank
- c) All materials supplied by the Employer / any other specialist firm shall be properly stored and the Contractor shall be responsible for its safe custody until they are required on the works and till the completion of work.
- d) Unless otherwise shown on the drawings or mentioned in the Schedule of Quantities or Specified Conditions, the quality of materials, workmanship, dimensions etc. shall be as specified herein under.

## **12 PRESSED CERAMIC TILES IN SKIRTING AND DADO**

**12.1.1** The tiles shall be of approved make and shall generally conform to IS 15622. The tiles shall be pressed ceramic covered by a glaze thoroughly matured and fitted to the body. The tiles shall be sound, true to shape, flat and free from flaws and other manufacturing defects affecting their utility.

**12.1.2** The top surface of the tiles shall be glazed. The underside of the tiles shall not have glaze on more than 5% of the area in order that the tile may adhere properly to the base. The edges of the tiles shall be free from glaze, however, any glaze if unavoidable shall be permissible on only up to 50 per cent of the surface area of edges.

**12.1.3** The glaze shall be free from welts, chips, craze, specks, crawlings or other imperfections detracting from the appearance when viewed from a distance of one metre. The glaze shall be either glossy or matt as specified. The glaze shall be white in color

except in the case of colored tiles when colors shall be specified by the Engineer-in-Charge. There may be more than one color on a tile.

## **12.2 Dimensions and Tolerances**

Glazed pressed ceramic tiles shall be made square or rectangular in sizes Table 1, 3, 5 & 7 of IS 15622 give the modular sizes and table 2, 4, 6 & 8 of IS 15622 gives the sizes of non-modular tiles. The tiles shall conform to IS 15622 for dimensional tolerance, physical and chemical properties.

Half tiles for use as full tiles shall have dimensions which shall be such as to make the half tiles when jointed together (with 1 mm joint) match with dimensions of full tiles. Tiles may be manufactured in sizes other than those specified. above.

The thickness of the tiles shall be 5 mm or 6 mm or as specified.

The dimensions of fittings associated with the glazed tiles namely cover base, round edge tile, angles corner cups, ridge and legs, cornices and capping beads shall be of the shape and dimensions as required and the thickness of fittings shall be the same as the thickness of tiles given above.

## **12.3 Preparation of Surfaces**

- (i) The joints shall be raked out to a depth of at least 15 mm in masonry walls.
- (ii) In case of concrete walls, the surface shall be hacked and roughened with wire brushes. The surface shall be cleaned thoroughly, washed with water and kept wet before skirting is commenced.

## **12.4 Laying**

12 mm thick plaster of cement mortar 1:3 (1 cement: 3 coarse sand) mix of as specified shall be applied and allowed to harden. The plaster shall be roughened with wire brushes or by scratching diagonal at closed intervals.

The tiles should be soaked in water, washed clean, and a coat of cement slurry applied liberally at the back of tiles and set in the bedding mortar. The tiles shall be tamped and corrected to proper plane and lines. The tiles shall be set in the required pattern and jointed. The joints shall be as fine as possible. Top of skirting or dado shall be truly horizontal and joints truly vertical except where otherwise indicated. Odd size/cut size of tile shall be adjusted at bottom to take care of slope of the flooring. Skirting and dado shall rest on the top of the flooring. Where full size tiles cannot be fixed these shall be cut (sawn) to the required size and their edges rubbed smooth. Skirting /dado shall not project from the finished "surface of wall" by more than the tile thickness, undulations if any shall be adjusted in wall.

## **12.5 Curing and Finishing**

The joints shall be cleaned off the grey cement grout with wire/coir brush or trowel to a depth of 2 mm to 3 mm and all dust and loose mortar removed. Joints shall then be flush

pointed with white cement added with pigments if required to match the color of tiles. The work shall then be kept wet for 7 days.

After curing, the surface shall be washed and finished clean. The finished work shall not sound hollow when tapped with a wooden mallet.

## **12.6 Measurements**

Length shall be measured correct to a cm. Height shall be measured correct to a cm in the case of dado and 5 mm in the case of riser and skirting. The area shall be calculated in square metre, correct to two places of decimal. Length and height shall be measured along the finished face of the skirting or dado including curves where specials such as coves, internal and external angles and beads are used. Where cornices are used the area of dado shall be measured excluding the cornices. Nothing extra will be paid for cutting (sawn) the tiles to sizes.

Areas where colored tiles or different types of decorative tiles are used will be measured separately to be paid extra over and above the normal rate for white tiles.

## **12.7 Rates**

The rate shall include the cost of all material and labor involved in all the operations described above, for tiles of sizes up to 0.14 Sq mm. unless otherwise specified in the description of the item. The specials such as coves, internal and external angles and beading shall be measured and paid for separately. The rate shall not include cost of cornices which shall be measured and paid for in running meters separately.

## **13 uPVC WINDOW & DOOR**

### **13.1 Material**

uPVC (un-plasticized polyvinyl chloride) is PVC resin blended with acrylic modifier, titanium dioxide and other chemicals. Then it is processed through machine and mould to produce required uPVC multi-chambered profiles.

The factory made uPVC white color doors and windows shall be comprising of approved uPVC make multi-chambered frames, sash and mullion duly reinforced with appropriate thickness of galvanized iron section of required length, an appropriate dimension of uPVC glazing beads, EPDM gasket according to frame/sash profile and specified hardware and fittings of approved make having dimensions as per nomenclature of items. There are two type of uPVC extruded profile series which are used depending upon the size and design of window/door and wind load consideration and the agency shall also provide wind load calculation sheet duly approved by the Engineer-in-Charge as per IS 875 (Part-3) namely Small Series (small depth dimension) having wall thickness of  $1.6 \pm 0.2$  mm of uPVC main profile i.e., frame. Depth and width of the profile mentioned in the nomenclature of the item is as following.

(i) Depth of a profile (D)- Dimension which is measured at right angles to the glazing plane, between the front and back face surfaces of a profile.

(ii) Width of a profile (W)-Dimension, measured in the direction of the glazing plane, and perpendicular to the longitudinal axis of the profile.

**Note:**

(i) Profile size mentioned in the Delhi Schedule of Rate are in Depth (Base of Frame) x width format (visible elevation)

(ii) For building it is a must to use big series above 5th floor.

(iii) All uPVC profiles should be got approved by Engineer-in-charge before fixing at site of work.

**13.2 Tolerance in profile dimension**

For uPVC frame, sash and mullion extruded profile minus 5 % tolerance in dimension. i.e., in depth and width of profile shall be accepted. Variation in profile dimension in higher side shall be accepted but no extra payment on this account shall be made.

**13.3 Terminology**

(a) Frame: Non movable or fixed portion of the window/door attached to the wall and to which the sash is assembled.

(b) Sash: Movable part in a window/door.

(c) Glazing Bead: Profile which holds the glass or any other partition materials.

(d) Transom (or Mullion): Profile used within the frame, vertically or horizontally in a frame and/ or sash.

**13.4 Marking**

uPVC profiles shall be legibly and visibly marked in an unobtrusive position not visible when the window is closed at least once every one meter along the length of the profile and it should be visible when the window is open as well as shall contain the following minimum information on the main profile such as frame, sash and mullion/transom.

(i) The name of the trade mark or brand name of the manufacturer

(ii) Date of manufacturing and profile code

**13.5 Testing (Criteria for conformity)**

The uPVC extruded hollow profiles use in window and doors shall conform to the specification as per EN 12608 and other standards as mentioned below:

| S. No | Name of the test            | Test Method  | Specified Parameter              |
|-------|-----------------------------|--------------|----------------------------------|
| 1     | Vicat Softening Temperature | EN ISO - 306 | Shall not be < 75 <sup>o</sup> C |

|    |  |                 |                                       |
|----|--|-----------------|---------------------------------------|
| 2  | Charpy Impact Strength                 | EN ISO - 179-2  | Shall not be < 20 KJ/m <sup>2</sup>   |
| 3  | Flexural Modulus Elasticity            | EN ISO - 178    | Shall not be < 2200 N/mm <sup>2</sup> |
| 4  | Tensile Impact Strength                | EN ISO - 8256   | Shall not be < 600 KJ/m <sup>2</sup>  |
| 5  | Mean Breaking Stress for welded corner |                 |                                       |
|    | (a) For the tensile bending test       | EN - 514        | Shall not be < 25 N/mm <sup>2</sup>   |
|    | (b) For the compression bending test   |                 | Shall not be < 30 N/mm <sup>2</sup>   |
| 6  | Heat Reversion Test                    | IS:4985-2000    | Shall not be > 2 %                    |
| 7  | Surface Spread of flame                | BS:476 - Part 7 | Classification 1                      |
| 8  | Ignitability Evaluation                | BS:476 - Part 5 | 'P' Not easily ignitable              |
| 9  | Tensile modulus                        | ASTM D 638      | Shall not be < 35 MPa                 |
| 10 | Shear Modulus                          | ASTM D 732      | Shall not be < 220 MPa                |
| 11 | Tensile Strength                       | EN ISO 527      | Shall not be < 30 MPa                 |

For the determination of the weld ability of profiles, welded corners shall be tested for tests as mentioned above. The sample subjected to weld test shall not be finished by grooving and knifing etc., except for the outside edge of 90-degree angle, which shall be cleaned to permit the sample to sit fully on to the support.

Minimum percentage of titanium dioxide content in uPVC profiles shall not be less than 7.00 percent and calcium carbonate content shall not be more than 10.00 percent.

The uPVC casement / fixed / sliding windows and doors shall be factory fabricated by the approved manufacturer and installation work shall be carried out by them or their authorized vendor duly approved by the Bank's Engineer.

### 13.6 Configuration

Indicative size and configuration of window & door (Casement/ sliding) are given in figure 9.29 to 9.38 of CPWD Specifications volume 1. In case a new configuration is to be provided, same shall be specified in the item and figure included in the tender document.

### 13.7 Fabrication

(i) According to the drawing, the required dimension and length of uPVC frame, sash and mullion profiles shall be mitred cut and reinforced with galvanized iron section of required length and thickness.

(ii) All frame and sash profiles of door and window shall be fusion welded at all corners. Mullion and Transom profiles shall also be fusion welded as per window / door design so as to prevent any ingress of water or air in the reinforcement chamber.

(iii) Each corner and joints shall be neatly cleaned by removing all excess material. The weld shall be finished by grooving, knifing etc. at exposed welded portion only.

(iv) The minimum overlap of 6 mm shall be provided on frame and mullion to ensure effective seal between the sash and frame.

(v) The window / door shall be designed and provided water drainage/ventilation slots in profile of frame, sash, transom or mullion in order to permit the escape of entrapped water, moisture from the system. A minimum of 2 nos. slots shall be provided at least at every 500 mm. The drainage shall be so designed as not to puncture the reinforcement chamber and prevent water running through the reinforcement chamber. The holes and slots shall offset between the inner and outer walls so as to prevent any back flow.

### **13.8 Reinforcement**

(i) The reinforcement material should be non-hygroscopic and should have no adverse effect of the performance of the window/door and it shall conform to any grade of IS 1079 or IS 513.

(ii) Mild steel section reinforcement made from Roll forming process and shall be hot dip zinc galvanized in accordance with IS 277 with a minimum coating mass of 120 gm/Sq m.

(iii) The thickness of reinforcement shall be as such that the uPVC window and doors meet the design wind pressure in accordance with IS 875 (Part-3) and design of the reinforcement should be as per uPVC profile manufacturer recommendation and fix to ensure adequate fastener retention.

(iv) Galvanized mild steel reinforcement section is to be inserted in uPVC frame, sash and mullion profile of required length with in 6 to 15 mm distance from the face of the weld and then shall be screwed at 150mm from the end at every 400 mm (maximum) pitch to uPVC profile so that it does not move or rattle.

(v) Galvanized mild steel reinforcement section thickness shall be changed according to floor level keeping in consideration of wind load factor and minimum thickness should be as below:

(a) From ground floor up to floor 5th level =  $1.60 \pm 0.2$  mm

(b) From floor 5th level onwards =  $2.20 \pm 0.2$  mm

### **13.9 Glazing**

(i) After fusion welding and cleaning of the corner of the sash prescribed glass panes shall be placed after fitting EPDM gasket and uPVC beading of approved quality and make.

(ii) Window sash shall be made in such a way that glazing or re-glazing is possible at site without the need to remove the outer frame.

(iii) The plastic spacer shall be used to provide to support the glass in sash/frame.

(iv) The following glass thickness shall be used in uPVC windows and doors but in no case less than 4mm.

(a) For single glazing - 4 to 6mm

(b) For double glazing - 20 mm or 24mm

Glazing supports shall be provided on frame or sash in order to distribute the load of the glass and to place the glass in the frame or sash. Spacers that would provide supports to the glass in the frame or sash shall be installed after the glazing support are installed. The supports and spacers shall be so placed as not block the drainage holes/slots.

### **13.10 Glazing gasket & Weather pile strip/ Wool pile**

(i) Material for glazing gaskets shall be of EPDM (Ethylene propylene diene monomer) and shall be used on both side of glass panes in uPVC sash and glazing bead profiles.

(ii) Weather pile strip / Wool pile shall be used in uPVC sliding door and window to reduce air filtration and water penetration.

### **13.11 Window / Door Hardware and Fittings**

Materials for all hardware except for fixing shall have at least the equivalent corrosion resistance of EN 1670 - 1988 grade 4 (240 hrs) when subjected to natural salt spray testing in accordance with EN ISO 9227. Testing shall be carried out on complete hardware items and also duly approved by the Bank's Engineer before use at the site of work.

Hardware like hinges, rollers and locking devices which have been life cycle tested in accordance with EN 199 (Windows and Doors - Resistance to repeated opening and closing - Test method) and have achieved at least 10,000 operating cycles (i.e. opening and closing) without deterioration, failure or excessive wear.

These shall be provided as per nomenclature of item of approved make and duly approved by Bank's Engineer before fixing at site of work. Hardware / fittings such as handle, roller, touch lock, multipoint locking, 3D hinges, friction hinges etc. shall be directly screwed not pre-drilled or hammered.

#### **13.11.1 For Casement doors**

Minimum three numbers of approved quality 3D hinges with necessary SS screws shall be provided in the casement door shutter up to 0.90 meter in width and 2.10 meter in height, for more than 2.10 metre height minimum four numbers 3D hinges to be used.

#### **13.11.2 For Sliding windows/doors**

(i) One pair of zinc alloy body with single nylon roller (weight bearing capacity to be 40 kg) up to 1.50m window height dimension and one pair stainless steel (SS 304 grade) body with adjustable double nylon roller (weight bearing capacity to be 120kg) above 1.50 m window height dimension of approved quality to each shutter of window shall be provided.

(ii) One pair of adjustable double nylon roller of approved quality to each shutter of door shall be provided.

(iii) In case of wire mesh, stainless steel fly proof wire mesh shall be provided as per nomenclature of item of approved make and manufactures duly approved by the Bank's Engineer before fixing at site of work. SS wire mesh must be in the first track of the three track frame from the interior field of vision and that SS wire mesh must be fixed with EPDM gasket in a sash profile as the glass sash profile.

### **13.12 Tolerance**

The tolerance in dimensions of finished window / door in size shall not be more than + 5mm from the approved drawing dimension.

### **13.13 Installation**

(i) There shall be a maximum gap of 3 to 5 mm in between uPVC door / window frame and finished opening and the plastic packers shall be provided to maintain the level.

(ii) To maintain the exact dimension of door or window, the opening shall be checked for dimension and orthogonally using a prefabricated template. Any defect shall be made good by the agency at his own cost before fixing of door or window.

(iii) The uPVC frames are to be fixed in prepared opening in the walls. Window / door frame shall be fixed into the aperture by drilling through the outer frame to the existing structure and shall use 100 x 8 mm fasteners of approved make.

(iv) The gap between uPVC window / door and adjacent RCC/Brick/Stone cladding work shall be filled with weatherproof Silicon sealant of approved make to maximum 5mm depth and 5 mm in width to allow expansion/contraction of uPVC profiles. Silicon sealant of matching color of uPVC profile shall be applied over backer rod.

### **13.14 Precautions taken before installation of uPVC Window & Door**

(i) Jambs, sills and soffits of the opening shall be finished with plaster / stone / tiles according to agreement where uPVC window / door to be fixed.

(ii) Aperture shall be smooth in line and level as well as in plumb.

(iii) Flooring (where casement door is to be installed should be complete before installation of door).

(iv) The grill where to be installed in sliding / casement window should be provided after the installation of window.

(a) For casement window - The grill shall be provided on the inner face of window

(b) For sliding window – The grill shall be provided on the outer face of window

(v) Installation of uPVC door and window should be done before the last coat of the paint on the wall where window jambs, sills and soffits to be finished by paint. At least one coat of paint should be done before installation begins.

(vi) The color of the profile shall be same and uniform on any surfaces or part of the surfaces which may be visible after installation of the window/door fabricated from the profile, when viewed by the normal vision.

(vii) The uPVC profiles manufacturer shall provide warranty of 10 years for color fastness and any manufacturing defects in respect of uPVC profiles as well as water and air tightness in case of casement uPVC door/window unit.

(viii) uPVC door/windows hardware and fittings manufacturer shall provide warranty of 10 years for any manufacturing defects.

### **13.15 Mode of Measurement**

The length and width of the window / door shall be measured from outer to outer face of the uPVC frame correct to a centimetre. Area shall be calculated in square meter nearest to 0.01 square metres.

### **13.16 Rate**

The rate includes the cost of all labor, material and T&P involved in all the operations described above at all heights of the building. The cost of glass panes, wire mesh and silicon sealant shall be paid separately.

## **14 HARDWARE FITTINGS FOR UPVC DOORS & WINDOWS**

Hardware fittings such as zinc alloyed white powder coated casement handles, touch lock, steel roller, steel crescent lock (white powder coated) for uPVC doors/windows shall be of approved brand/make, size and manufacturer as described in nomenclature of item complete as per direction of Bank's Engineer.

### **14.1 Measurement**

uPVC doors & windows hardware fittings shall be measured in numbers.

### **14.2 Rate**

Rate shall include all the material and operation as described in the nomenclature of item.

## **15 Gypsum Board False Ceiling**

### **15.1 Material & Fixing:**

12.5mm thick tapered edge gypsum plain board conforming to IS: 2095- (Part I): 2011 (Board with BIS certification marks)

Frame work is made of special section, power pressed from M.S. sheets and galvanized with zinc coating of 120 gm/ Sq m (both side inclusive) as per IS: 277 and consisting of angle cleat of size 25mm wide x 1.6mm thick with flanges of 27mm and 37mm, at 1200mm c/c, one flange fixed to the ceiling with dash fastener 12.5mm dia x 50mm long with 6mm dia bolts, other flange of cleat fixed to the angle hangers of 25 x10 x0.50mm of required length with nuts & bolts of required size and other end of angle hanger fixed with

intermediate G.I channels 45 x15 x 0.90mm running at the spacing of 1200 mm c/c, to which the ceiling section 0.5mm thick bottom wedge of 80mm with tapered flanges of 26 mm each having lips of 10.5mm, at 450mm c/c, shall be fixed in a direction perpendicular to G.I intermediate channel with connecting clip made out of 2.64mm dia x 230mm long G.I wire at every junction, including fixing perimeter channels 0.50mm thick 27mm high having flanges of 20mm and 30mm long.

The perimeter of ceiling fixed to wall/ partitions with the help of rawl plugs at 450mm centre, with 25mm long dry wall screws @ 230mm interval, including fixing of Gypsum Board to ceiling section and perimeter channels with the help of dry wall screws of size 3.5 x25mm at 230mm c/c, including jointing & finishing to a flush finish of tapered and square edges of the board with recommended jointing compounds, jointing tapes, finishing with jointing compounds in three layers covering up to 150mm on both sides of joints and two coats of primer suitable for boards, all as per manufacture's specification and also including the cost of making opening for light fittings, grills, diffusers, cut outs made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Engineer in charge but excluding the cost of painting.

### **15.2 Precaution:**

All wet trades such as plastering, conduiting and painting etc., be completed prior to start of false ceiling works. Air conditioning duct work is to be completed preferably even before the suspension of the grid section. Electrical chasing or drawing lines & cables, etc., are to be in place before start of false ceiling work. No unauthorized weight is put on false ceiling. Lighting fixtures, diffusers are to be suspended independently with proper chain/wire & dash fasteners as directed by Bank's Engineer/ manufacturer guide line. The area shall be made dry prior to ceiling installation work.

Care should be taken while placing Light Weight calcium silicate tiles into the grid so that there will be no displacement to grid and stains/ dirty marks put by the workers. (worker should preferably wear clean soft cotton gloves while placing tile).

### **15.3 Measurements:**

Length and breadth shall be measured correct to a cm. Areas shall be calculated nearest to 0.01 Sq m. No deduction in measurements shall be made for openings of areas up to 0.36 Sq m. Nothing extra shall be payable either for any extra material or labour involved in forming such openings. For openings exceeding 0.36 Sq m in area, deductions in measurements for the full opening in multiple of area of each tile (0.36 Sq m) will be made.

### **15.4 Rate**

The rate shall include the cost of all materials and labour involved in all the operations described above.

## **16. PAINTING/ POLISHING WORKS**

The work of painting shall be done according to latest version of relevant IS Code and shall be to the entire satisfaction of the Engineer.

Workmanship: The work shall be carried out as specified in IS 2385 Part I and Part II schedule of painting system to be as per table of IS 2385 Part II.

## **16.1 INTERIOR PAINTING ON WALL**

### **16.1.1 Paint Material**

(i) The paint shall be 100% premium acrylic interior emulsion paint of approved brand and manufacture.

(ii) This paint shall be brought to the site of work by the contractor in its original containers in sealed condition. The material shall be brought in at a time in adequate quantities to suffice for the whole work or at least a fortnight's work. The materials shall be kept in the joint custody of the contractor and the Bank's Engineer. The empty containers shall not be removed from the site of work till the relevant item of work has been completed and permission obtained from the Bank's Engineer.

### **16.2 Preparation of surface**

(i) The surface shall be thoroughly cleaned off all mortar dropping, dirt, dust, algae, fungus or moth, grease and all the flaky, blistered, cracked surfaces and any other foreign matter by thoroughly scrapping and rubbing down with bristle brush and sand paper and then washing down with jet of clean water under high pressure and allowed to dry. The surface shall be brushed with a soft bristle to remove any dust particles 24 hours after the wash.

All the cracks shall be sealed as follows:

(ii) All the non-structural cracks developed on plaster surfaces of concrete/ masonry elements shall be carefully opened-up to 'V' grooves and filled with approved quality and make non-shrink, cementitious crack sealer/ filler like Renderoc CS or approved equivalent including application of necessary compatible priming/ bonding agent as applicable as per manufacturer's specifications.

(iii) The wide cracks in plaster which cannot be filled as per the above procedure, if any, due to separation of brick work from the concrete or wood work or between two masonry panels or diagonal cracks shall be carefully opened up the to 'V' grooves and filled with 1:2 (one-part cement to four parts of sand by volume) cement plaster with the addition of approved sealant and surface finished properly.

(iv) Applying interior grade white cement-based wall putty to make up the undulations/ unevenness where found necessary as instructed by Bank's Engineer.

(v) The rate for painting shall be inclusive of this crack filling operation and the same shall not be considered for separate payment.

c) Application of Base/Primer Coat and Interior Grade Acrylic Emulsion Paint:

(i) The prepared surface shall be got approved by Bank's Engineer before applying succeeding coat of primer/ base coat.

(ii) One coat of approved make and quality interior grade special primer / bonding coat shall be applied as per manufacturer's specifications and as directed by Bank's Engineer. The primer coat shall be of make and type recommended by the paint manufacturer.

(iii) The prepared surface shall be got approved by Bank's Engineer before applying succeeding coat of Interior emulsion paint.

(iv) Before pouring into smaller containers for use, the paint shall be stirred thoroughly in its container, when applying also the paint shall be continuously stirred in the smaller containers so that its consistency is kept uniform. Dilution ratio of paint with potable water can be altered taking into consideration the nature of surface climate and as per recommended dilution given by manufacturer. In all cases, the manufacturer's instructions & directions of the Bank's Engineer shall be followed meticulously.

(v) The lids of paint drums shall be kept tightly closed when not in use as by exposure to atmosphere the paint may thicken and also be kept safe from dust.

(vi) Paint shall be applied with a brush on the cleaned and smooth surface. Horizontal strokes shall be given, First and vertical strokes shall be applied immediately afterwards. This entire operation will constitute one coat. The surface shall be finished as uniformly as possible leaving no brush marks. Sufficient time shall be allowed between two coats as per manufacturer's recommendations to ensure that the earlier coat is fully dry prior to the application of the successive coat.

(vii) The number of finished coats of Interior Grade Acrylic Emulsion paint specified in the Schedule of Quantities are the minimum require and for guideline only. The finish surface shall be the acceptance and approval of Bank's Engineer/ Employer. Any additional coats required to achieve this shall be to the account of the Contractor and no extra charges shall be payable for any additional coat applied.

(viii) The borders / bands as per the building's existing colour shade, pattern, design and as approved by the Bank's Engineer shall be executed using the same quality paint.

## LIST OF MATERIALS OF APPROVED BRAND AND/OR MANUFACTURER

**Note:**

1. All the materials to be used in the work shall strictly conform to the detailed technical specifications under each item.
2. If the approved brands are not available in the market, equivalent material with written approval of the Bank's Engineer only shall be used in the work. Wherever the contractor proposes to use equivalent makes (i.e. other than those specified), the same shall be done with prior approval of the Bank's Engineer. In such cases, it is the responsibility of the contractor to prove, to the satisfaction of the Bank's Engineer, with necessary technical data / documents / tests reports that the equivalent materials proposed to be used in the work conform to all the technical specifications / parameters stipulated in the specifications. Any additional expenditure and time on account of this shall be solely on contractor's account and no claims whatsoever shall be entertained by the Employer in this regard.

| <b>S No.</b> | <b>Material</b>                          | <b>Make</b>  |
|--------------|--|--|
| 1            | Plywood/ Veneer                          | Kitply, Duro, Green Ply, Century, Merino, Durian, Greenlam or approved equivalent            |
| 2            | Laminate                                 | Kitply, Greenlam, Action TESA, Century Ply, Merino, Sunmica or approved equivalent           |
| 3            | Teakwood                                 | As per sample approved by the Bank   |
| 4            | CP/ Bathroom fittings/ fixtures          | Hindware, Jaquar (Continental Series), Parryware or approved equivalent                      |
| 5            | Granite/ Italian Marble                  | As per sample approved by the Bank   |
| 6            | Plumbing/ Sanitary ware                  | Hindware, Parryware or approved equivalent   |
| 7            | Vitrified tiles                          | Kajaria, NITCO, RAK, H & R Johnson, Somany or approved equivalent                            |
| 8            | Tile fixing adhesives                    | Bal Endura (Gold Star), Pidilite, Fosroc Nitotile, Fevimat, Laticrete or approved equivalent |
| 9            | SS Modular hinges                        | Ebco, Hettich, Godrej or approved equivalent   |
| 10           | Mirror                                   | Saint Gobain, Asahi, Watertec, Navarang or approved equivalent                               |
| 11           | Aluminium sections                       | Jindal, Hindalco or approved equivalent  |
| 12           | Toughened glass                          | Saint Gobain, Asahi or approved equivalent   |
| 13           | Hardware fitting/ fixtures/ floor spring | DORMA or approved equivalent   |
| 14           | Wall putty                               | Birla Cement, J K Cement, Asian Wall Putty or approved equivalent                            |

|    |   |   |
|----|---|---|
| 15 | Primer/ Painting                                    | Berger, ICI Dulux, Asian Paints, Nerolac or approved equivalent                     |
| 16 | Plain Gypsum board                                  | Gyproc Saint Gobain, Anutone Tuff Block HDFR, USG Boral or approved equivalent      |
| 17 | Metal framing accessories for false ceiling         | Gyproc Saint Gobain / Anutone (Knurled) / USG Boral (Knauff) or approved equivalent |
| 18 | Shower enclosure/ ledge                             | Jaguar or approved equivalent   |
| 19 | Ordinary Portland Cement/ Portland Pozzolana Cement | Ultratech, J.K. Super Cement, A.C.C., Ambuja Cement, or approved equivalent         |
| 20 | Aggregate   | As per sample approved by the Bank  |
| 21 | Sand  | As per sample approved by the Bank  |
| 22 | UPVC Doors and windows/ ventilators                 | Saint Gobain, Qute, Prominence, Fenesta, or approved equivalent                     |

**Note:** The contractor shall produce approved makes as the case may be for Bank's approval, before using the same in the works. Material approved by the Bank shall only be used in the work including approval of Basic rate items.

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

**Signature, Name & Address of the bidders**

## **Articles of Agreement**

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank Staff College, Chennai (hereafter called "Employer") of the one part and \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

WHEREAS the Bank is desirous of carrying out the **"Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai"** and has prepared drawing and/or Schedule of Quantities showing and describing the work to be done under the direction of Bank's Engineer.

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.
5. This Contract is neither a fixed Lumpsum Contract nor a Piece Work Contract but is a Contract to for the complete work 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.
6. 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.
7. 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.
8. Time shall be considered as the essence of this Contract, and the Contractor hereby agrees to commence the work from tenth day of date of work award letter and to complete the entire work within **75 days**, subject nevertheless to the provisions for extension of time in writing by such form (i.e., by way of a deed of agreement or by exchange of letters/ emails) as may be mutually decided by the parties.
9. All payments by The Bank under this Contract will be made only at Chennai.
10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Chennai and only Courts in Chennai shall have jurisdiction to determine the same.
11. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

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 duplicates 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 authorized 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

\_\_\_\_\_  
presence of

(1)

Address

in the

If the party is a partnership firm  
or an individual should be  
signed by all or on behalf of all  
the partners.

(2)

Address

### Witnesses

THE COMMON SEAL OF

\_\_\_\_\_  
was hereunto affixed pursuant to the  
resolutions passed by its Board of Directors  
at the meeting held on \_\_\_\_\_  
in the presence of

(1)

(2)

Directors, who have signed these presents in token thereof in the presence of

(1)

(2)

SIGNED AND DELIVERED BY

The Contractor by the hand of  
Shri

---

And duly constituted attorney.

If the Contractor signs under its common seal, the signature clause should tally with sealing clause in the Articles of Association.

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

**PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT (EMD) / BID SECURITY**

(On Non-Judicial Stamp Paper of appropriate value)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**The Principal**

**Estate Cell**

**Reserve Bank Staff College**

**Chennai**

Dear Sir / Madam,

**Name of Work: Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai.**

WHEREAS

The Reserve Bank Staff College, having its Office at Chennai (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 ₹. \_\_\_\_\_ (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 (EMD) 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 \_\_\_\_\_ 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).

**Proforma of Bank Guarantee for Due Fulfilment of Terms and Conditions of the Contract**

Place:

Date:

The Principal,  
Reserve Bank Staff College,  
Estate Cell,  
Chennai.

Dear Sir/Madam,

**Name of work: Fixed furniture and other related works at Executive flats/ VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai.**

WHEREAS

Reserve Bank Staff College, having its Office at Chennai, (hereinafter called "the RBI") has awarded the Contract for the captioned work (hereinafter called the "Contract") to \_\_\_\_\_(Name of the Contractor) (hereinafter called " the said Contractor" which expression shall include its successors and assigns.

AND Whereas the Contractor is bound by the said contract to submit to RBI a Performance Security for a Total amount of ₹ \_\_\_\_\_(Rupees\_\_\_\_\_ only) for due fulfilment by the said contractor of the terms and conditions contained in the contract. We, \_\_\_\_\_(Name of the Bank),(hereinafter called the "Bank"), at the request of M/s \_\_\_\_\_, the contractor, do hereby undertake to pay to RBI an amount not exceeding ₹ \_\_\_\_\_ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We \_\_\_\_\_ (name of the Scheduled Bank) do hereby agree with and undertake to the 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 contractor, we shall on demand by the RBI, pay without demur to the RBI a sum of ₹ \_\_\_\_\_ (Rupees\_\_\_\_\_ only) or any lower

amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee amount for the due performance of the obligations of the Contractor under the said contract, provided, however, that our liability against such sum shall not exceed the sum of ₹ \_\_\_\_\_ (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 RBI 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 RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. 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 of agreements or other understandings between the RBI and the Tenderer.

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

5. 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 Contractor 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 Contractor 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/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

(d) This guarantee shall remain in force up to \_\_\_\_ months from \_\_\_\_\_ 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 of our said herein.

(e) Our liability under this 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 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 \_\_\_\_ months from that date under clause (d) above 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-over obligations and liabilities hereunder.

In witness whereof I/We of the Bank have signed and sealed this guarantee on the \_\_\_\_ day of \_\_\_\_ (Month and Year) being herewith duly authorized.

For and on behalf of

\_\_\_\_\_  
(Seal of the Scheduled Bank)

Signature of the Authorised Bank Official

(Name, designation, stamp/seal etc.)

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature .....

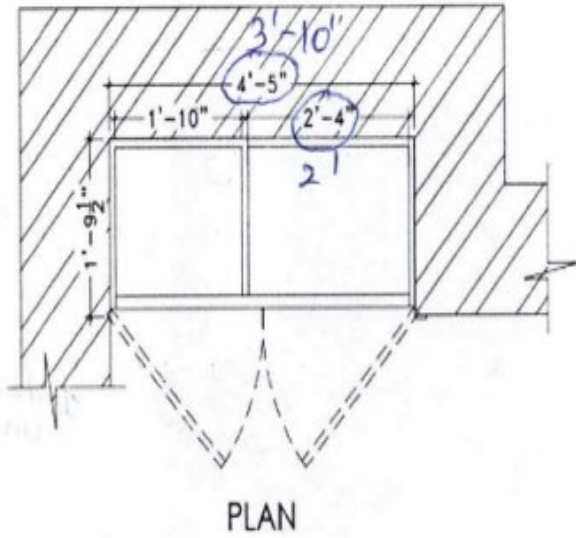
Name.....

Address.....

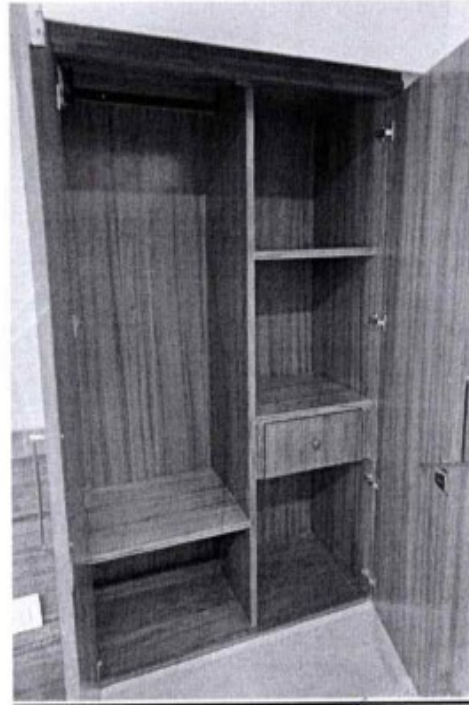
Note - This guarantee will require stamp duty as applicable in the State, where it is executed and shall be signed by the official whose signature and authority shall be verified.

## DRAWINGS/SKETCHES OF FURNITURE ITEMS

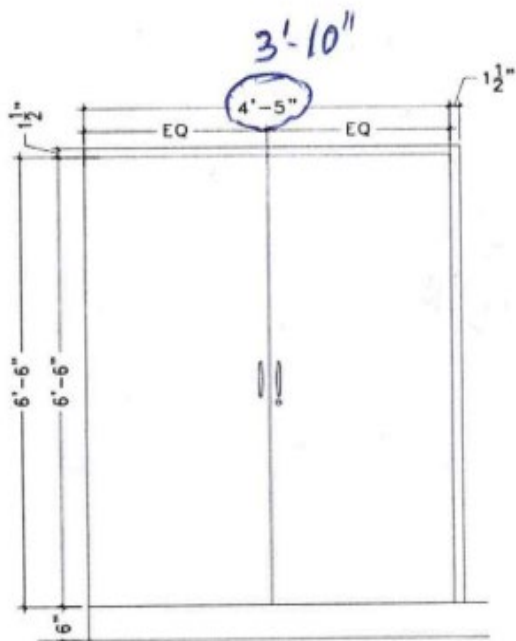
| Dwg. No. | Title:   |
|----------|--|
| 1        | BEDROOM WARDROBE                                       |
| 2        | LUGGAGE RACK WITH WALL PANELING & DRESSING MIRROR UNIT |
| 3        | T.V UNIT WITH WALL PANELING                            |
| 4        | SIDE TABLE, TABLE & STOOLS                             |
| 5        | COT WITH HEADBOARD                                     |
| 6        | WALL PANELING WITH DOUBLE SWING DOOR<br>(OFFICE ROOM)  |
| 7        | OFFICE TABLE DRAWER UNIT AND SIDE TABLE                |
| 8        | OFFICE TABLE DRAWER UNIT AND SIDE TABLE                |
| 9        | SHOWER ENCLOSURE AND MIRROR                            |
| 10       | DRY PANTRY WITH WASH BASIN                             |
| 11       | CUTLERY UNIT IN MULTIPURPOSE ROOM                      |



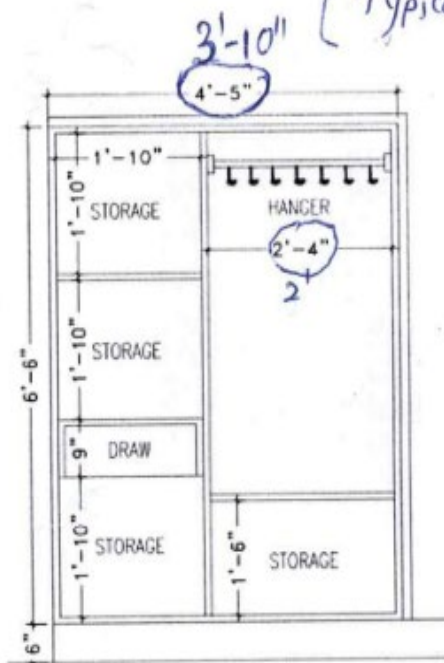
PLAN



Change the image of cupboard as per elevation

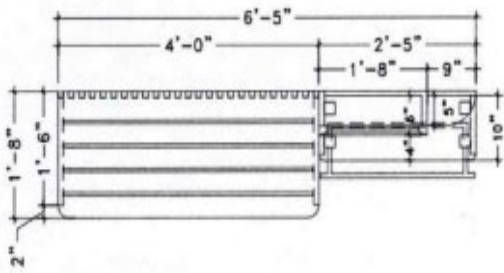


FRONT ELEVATION



SIDE ELEVATION

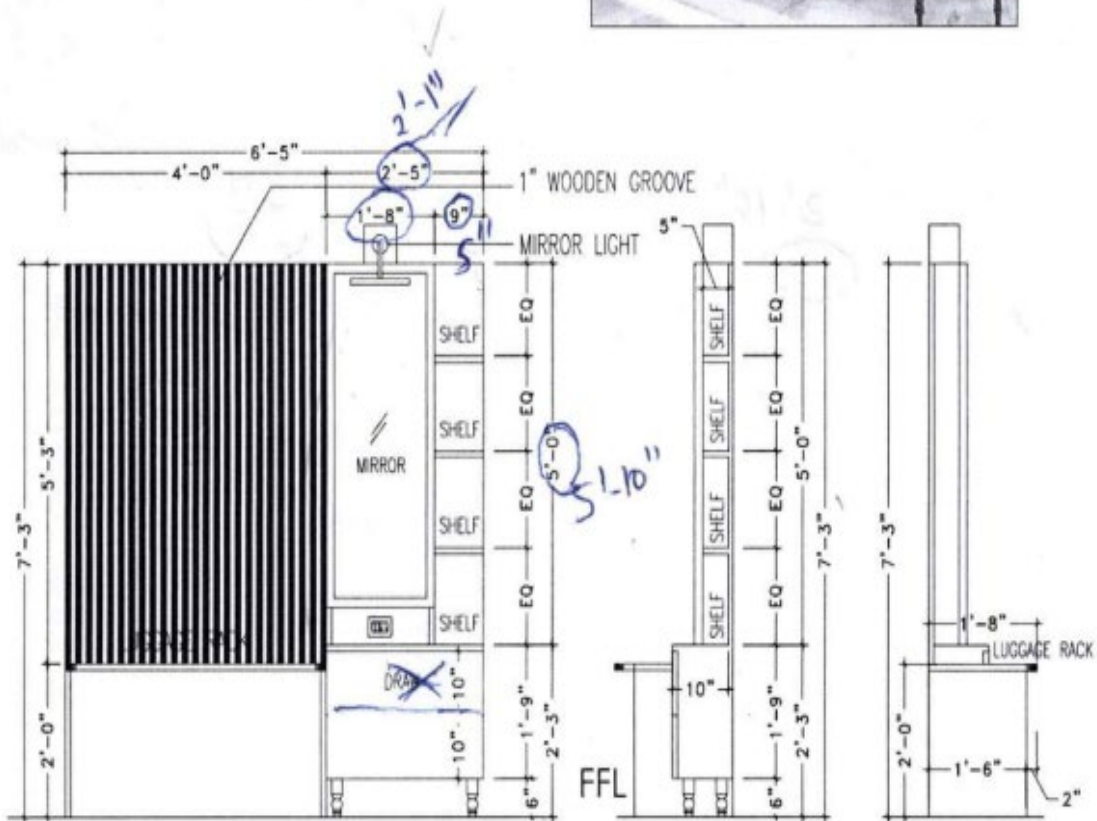
**BEDROOM WARDROBE**



PLAN



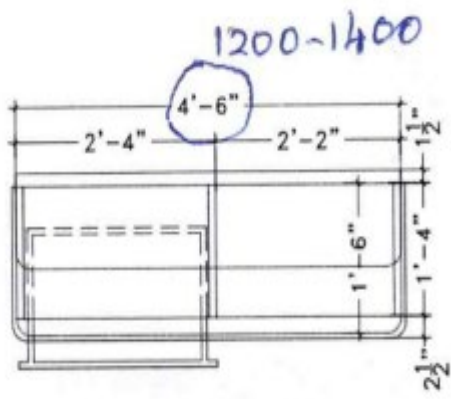
X  
1 drawer unit only



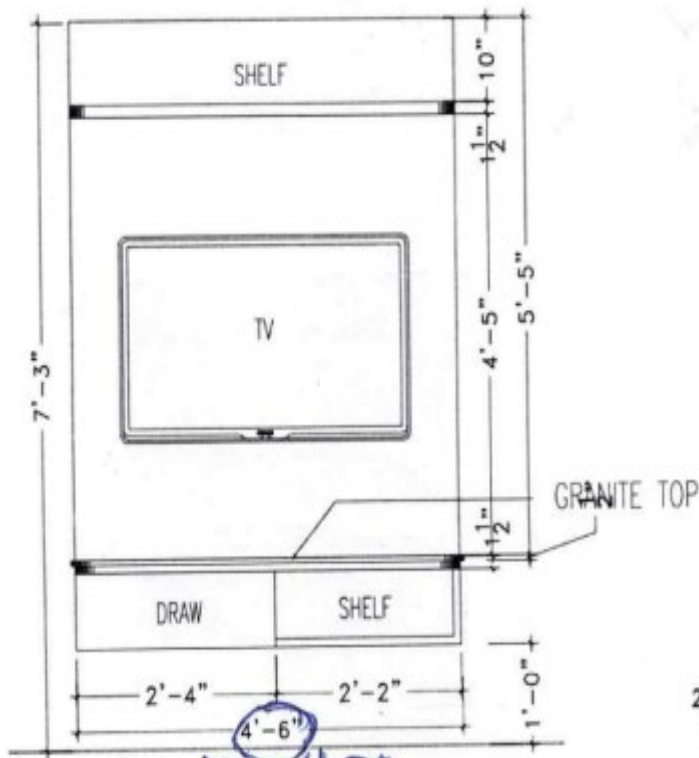
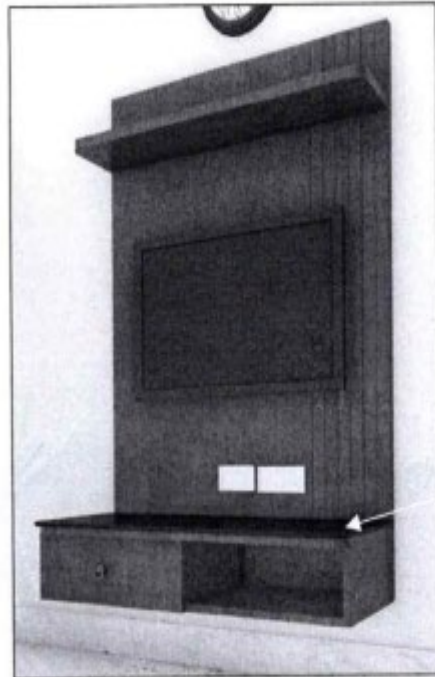
FRONT ELEVATION

SIDE ELEVATIONS

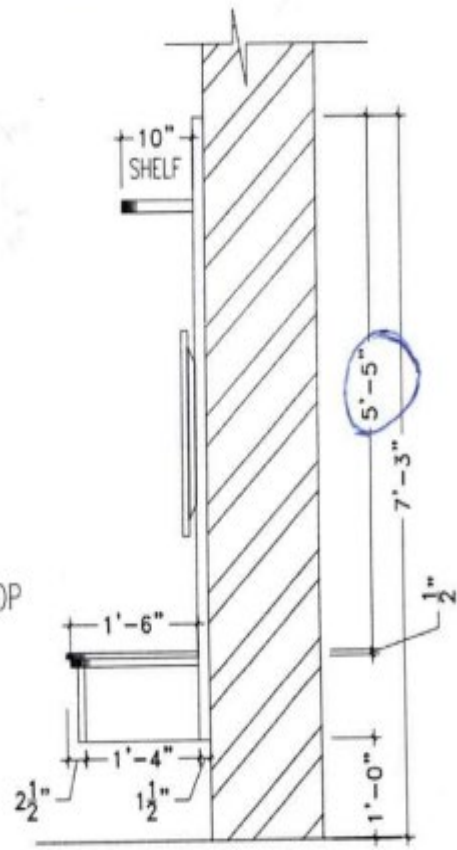
**LUGGAGE RACK WITH WALL PANELING & DRESSING MIRROR UNIT**



PLAN

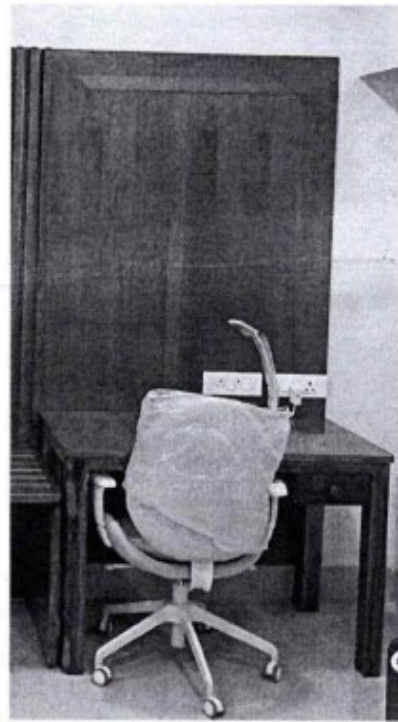
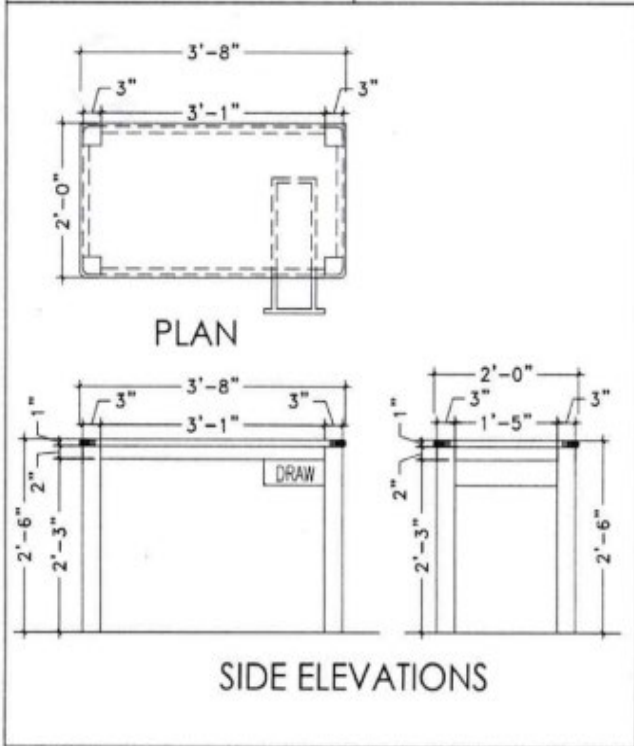
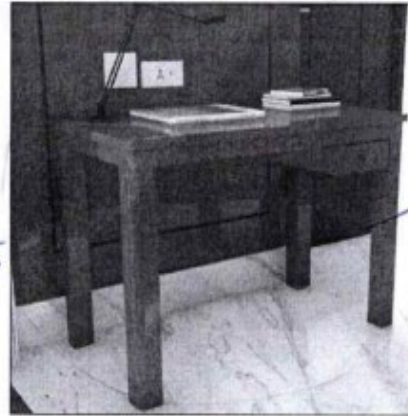
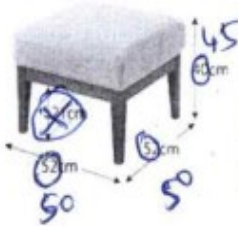
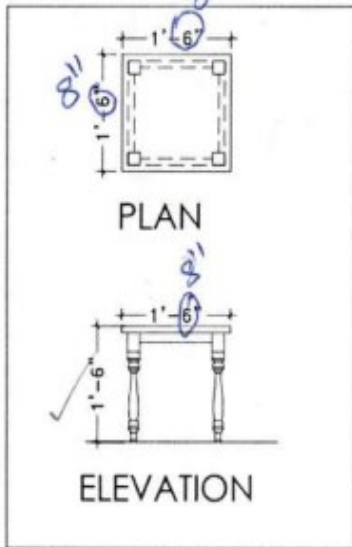


1200-1400  
FRONT ELEVATION

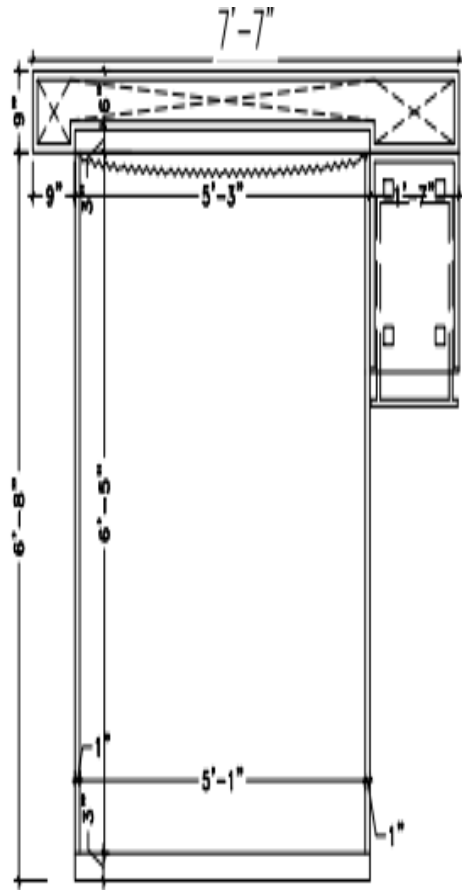


SIDE ELEVATION

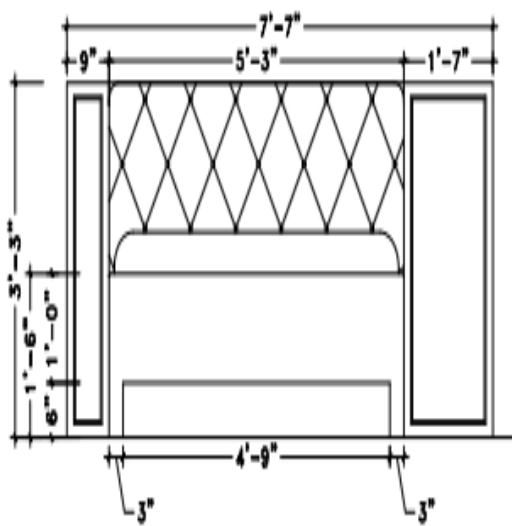
**T.V UNIT WITH WALL PANELING**



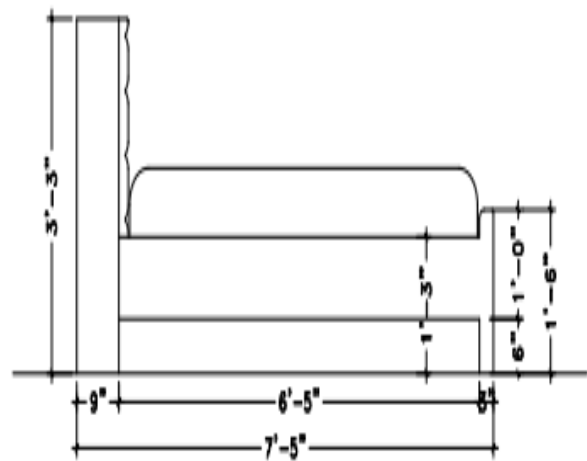
**SIDE TABLE, TABLE & STOOLS**



PLAN



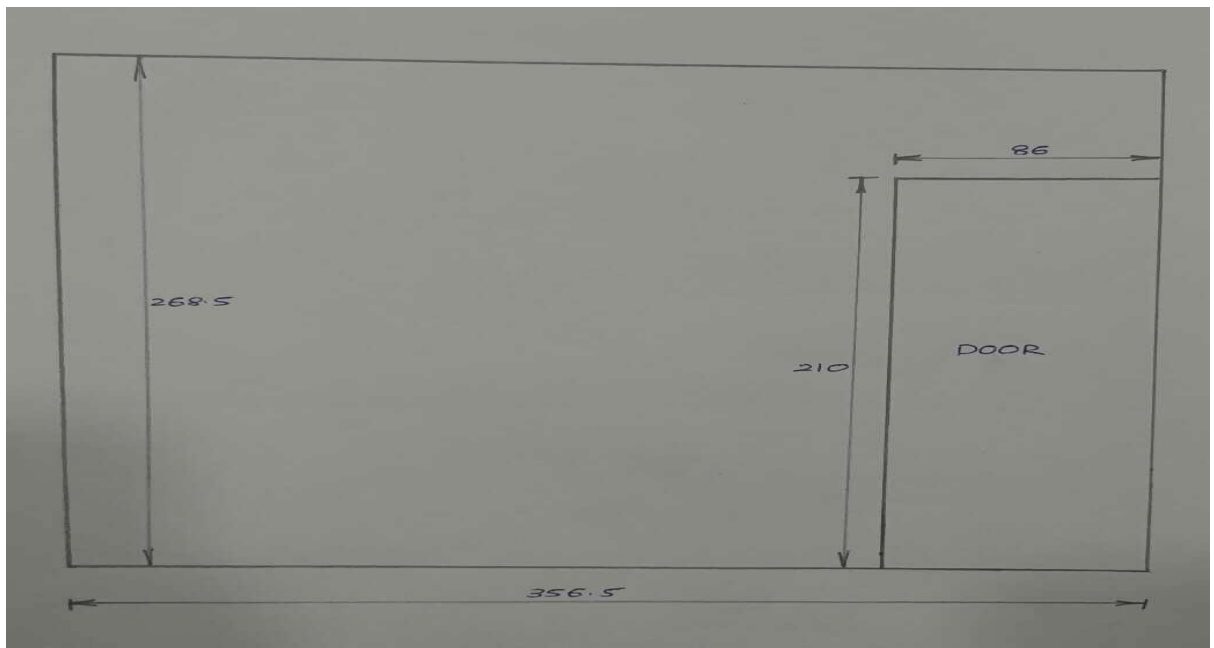
FRONT ELEVATION



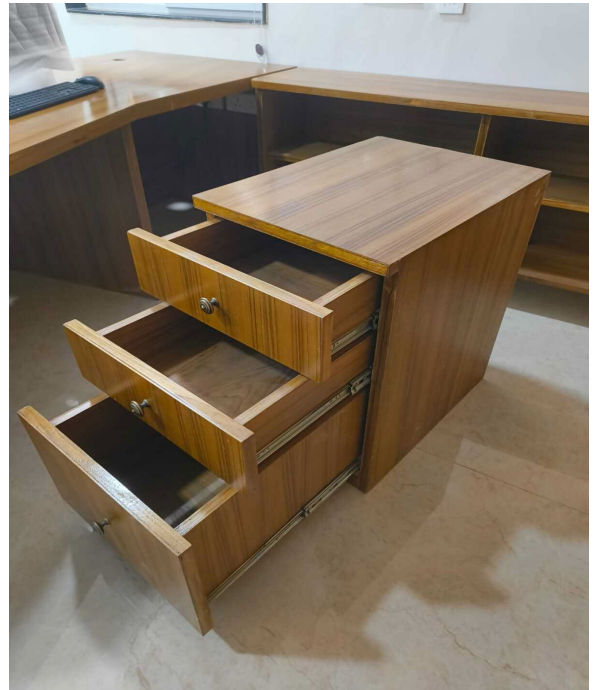
SIDE ELEVATION

Architecture and Interior D

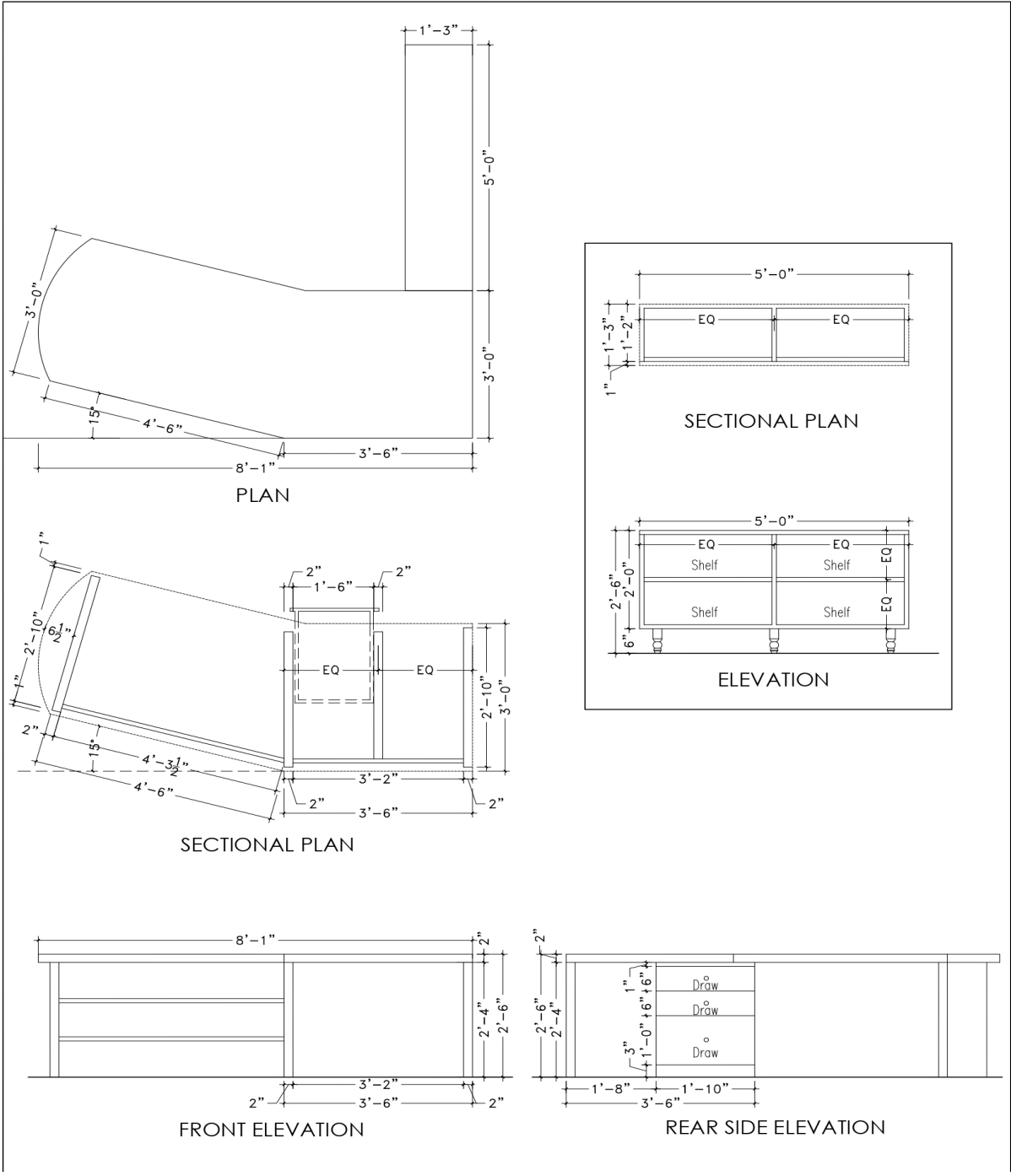
**COT WITH HEADBOARD**



**WALL PANELING WITH DOUBLE SWING DOOR (OFFICE ROOM)**



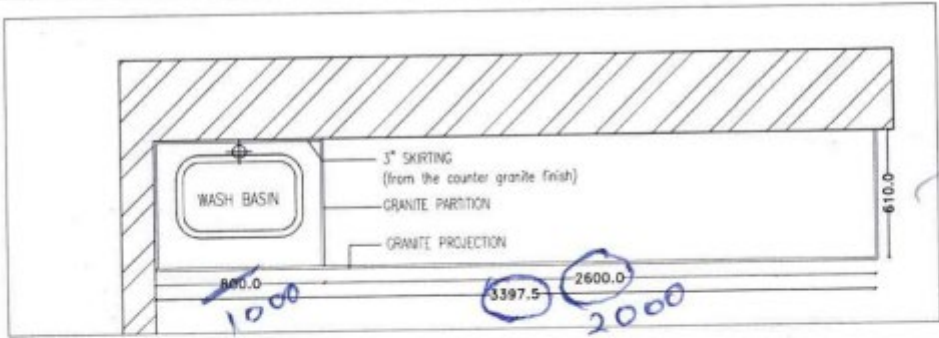
**OFFICE TABLE, SIDE TABLE & DRAWER UNIT**



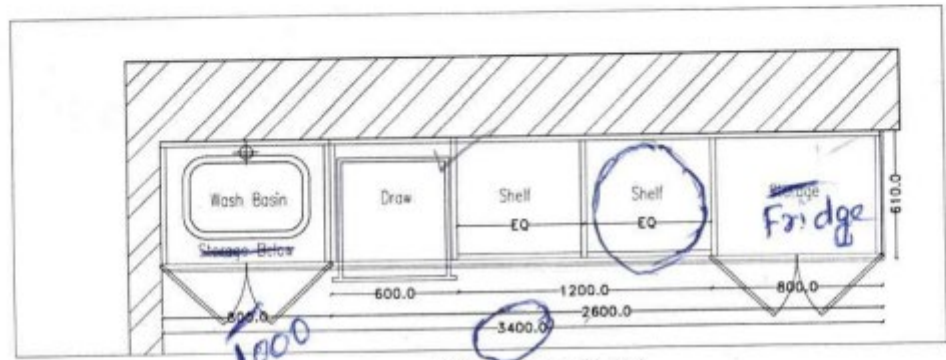
**OFFICE TABLE, SIDE TABLE & DRAWER UNIT**



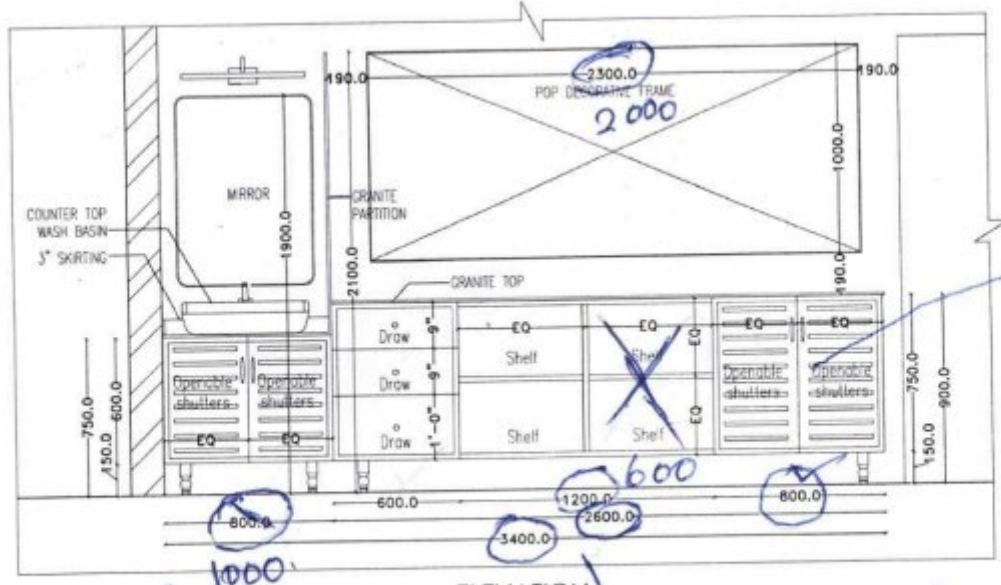
**MIRROR AND SHOWER ENCLOSURE**



PLAN



SECTIONAL PLAN

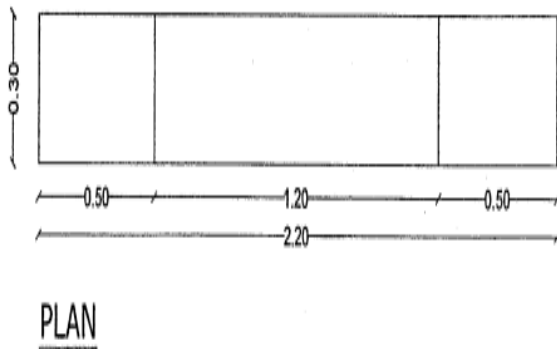
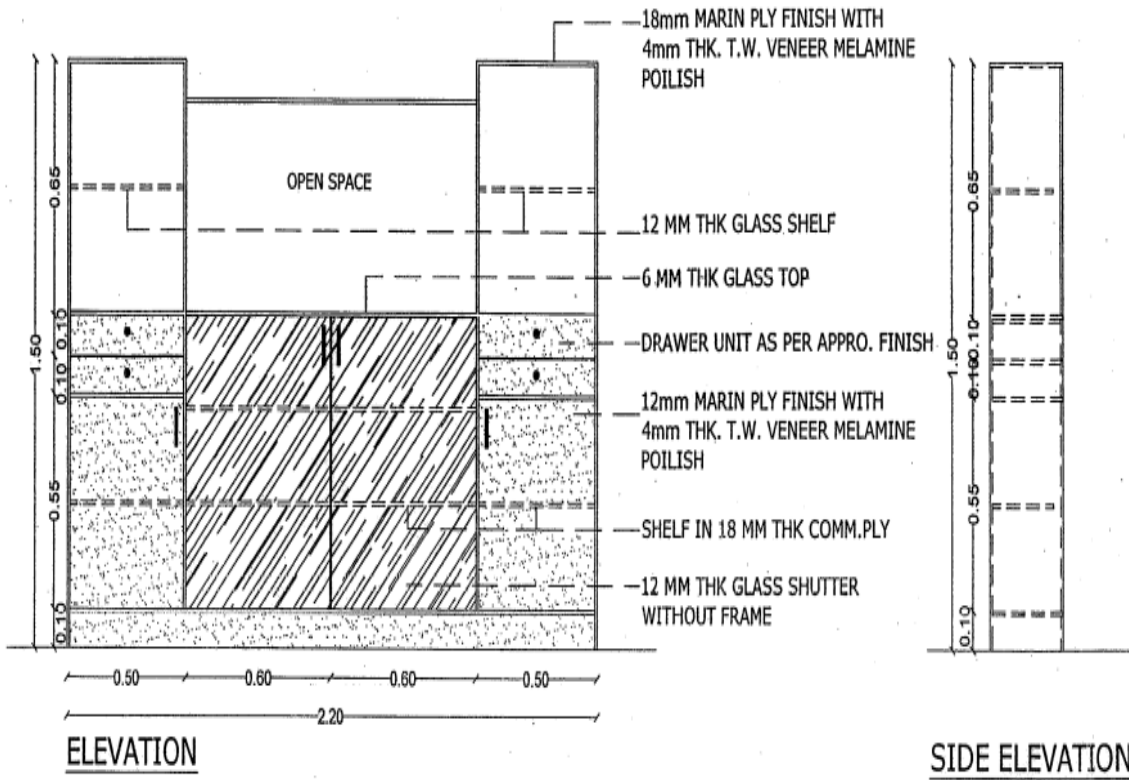


ELEVATION

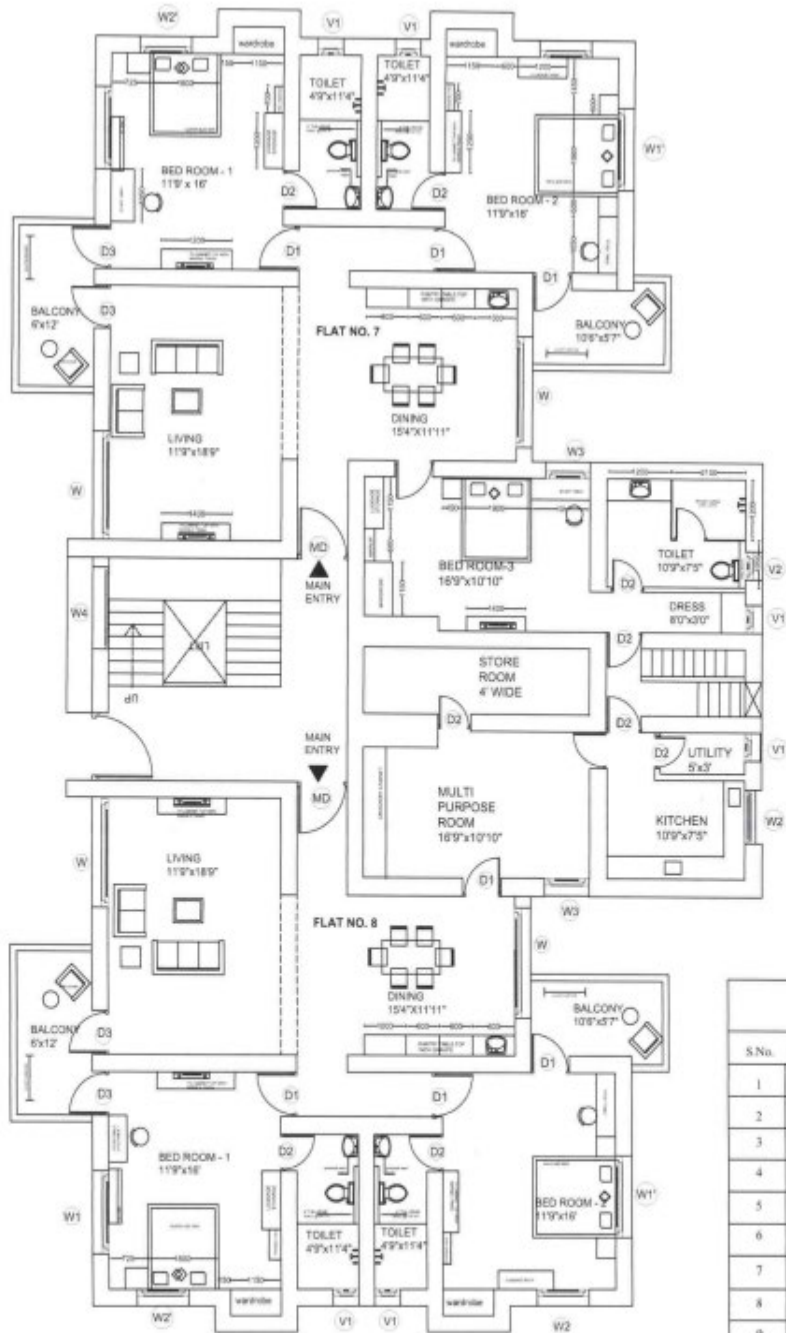
1000  
3000-3200mm (as per site)

Fridge

**DRY PANTRY WITH WASHBASIN**



**CUTLERY UNIT IN MULTIPURPOSE ROOM**



### SCHEDULE OF JOINERY

| S.No. | MARK | SIZE      | DESCRIPTION | S.LVL | L.LVL |
|-------|------|-----------|-------------|-------|-------|
| 1     | D1   | 33 x 70"  | DOOR        | -     | 7'-0" |
| 2     | D2   | 29" x 70" | TOILET DOOR | -     | 7'-0" |
| 3     | D3   | 33" x 70" | TOILET DOOR | -     | 7'-0" |
| 4     | W    | 80" x 46" | WINDOW      | 2'-6" | 7'-0" |
| 5     | W1   | 60" x 46" | WINDOW      | 2'-6" | 7'-0" |
| 6     | W1   | 60" x 46" | WINDOW      | 3'-6" | 7'-0" |
| 7     | W2   | 40" x 46" | WINDOW      | 2'-6" | 7'-0" |
| 8     | W2   | 40" x 46" | WINDOW      | 3'-6" | 7'-0" |
| 9     | W3   | 40" x 40" | WINDOW      | 2'-6" | 7'-0" |
| 10    | W4   | 40" x 60" | WINDOW      | 2'-6" | 7'-0" |
| 11    | V1   | 3' x 2'   | VENTILATOR  | 5'-0" | 7'-0" |
| 12    | V2   | 2' x 3'   | VENTILATOR  | 3'-9" | 7'-0" |

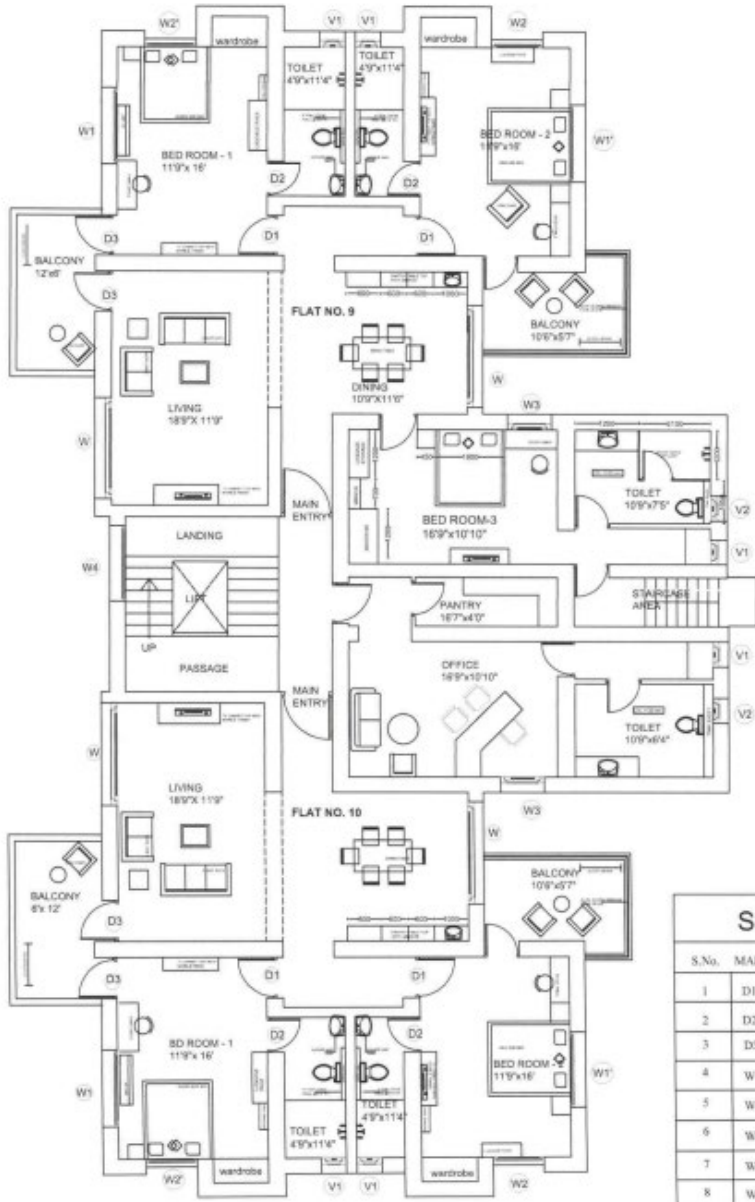
PROPOSED LAYOUT FOR RBSC  
GROUND FLOOR (REVISED)

NORTH DIRECTION



PROJECT MANAGEMENT CELL (SZ),  
RBI CHENNAI

DATE: 12-03-2025



| SCHEDULE OF JOINERY |      |             |             |       |       |
|---------------------|------|-------------|-------------|-------|-------|
| S.No.               | MARK | SIZE        | DESCRIPTION | S.LVL | LLVL  |
| 1                   | D1   | 33 x 70"    | DOOR        | -     | 7'-0" |
| 2                   | D2   | 29" x 70"   | TOILET DOOR | -     | 7'-0" |
| 3                   | D3   | 33" x 70"   | TOILET DOOR | -     | 7'-0" |
| 4                   | W    | 8'0" x 4'0" | WINDOW      | 2'-6" | 7'-0" |
| 5                   | W1   | 6'0" x 4'6" | WINDOW      | 2'-6" | 7'-0" |
| 6                   | W1'  | 6'0" x 4'6" | WINDOW      | 3'-6" | 7'-0" |
| 7                   | W2   | 4'0" x 4'0" | WINDOW      | 2'-6" | 7'-0" |
| 8                   | W2'  | 4'0" x 4'0" | WINDOW      | 3'-6" | 7'-0" |
| 9                   | W3   | 4'0" x 4'0" | WINDOW      | 2'-6" | 7'-0" |
| 10                  | W4   | 4'0" x 6'0" | WINDOW      | 2'-6" | 7'-0" |
| 11                  | V1   | 3' x 2'     | VENTILATOR  | 5'-0" | 7'-0" |
| 12                  | V2   | 2' x 3'     | VENTILATOR  | 3'-0" | 7'-0" |

PROPOSED LAYOUT FOR RBSC  
FIRST FLOOR



PROJECT MANAGEMENT CELL (SZ),  
RBI CHENNAI  
DATE: 12-03-2025

**RESERVE BANK STAFF COLLEGE  
ESTATE CELL  
CHENNAI**

**Name of work: Fixed furniture and other related works at Executive Rooms / VOFs in Ground and First floor, B Block, Reserve Bank Staff College, Chennai**

**Part II: Schedule of Quantities (Price Bid)**

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
| 01       | <p><b>Dry Pantry Counter in Dining Hall and designer tile dado:</b></p> <p>(a) Providing, fabricating and fixing of dry pantry counter of approximate size 3000 mm - 3200mm (L) x 600mm (W) x 750 mm/ 900mm (H) with 18mm thick approved jet black granite with nosing edges and round corner, 18mm thick BWP marine grade plywood counter, confirming to IS-710 of approved make, finished with 3.5mm thick approved teak wood veneer and applying of two or more coats of melamine machine polish including plywood support / frame work with teak wood, wooden finished legs (6 No.) as per drawings and photo attached (Typical). The counter shall have storage unit below with designed shutters with brass handles (150mm size), open below counter wash basin, open storage shelves made by using 18mm thick BWP plywood (confirming to IS-710), teak wood veneer finish and edge lipping along with 6mm plywood backing with 1mm thick approved shade lamination complete all as per the drawing. In addition to the above, provision and fixing of approved</p> | 4        | Set  |           |             |

| Item No. | Description of work  | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|--|----------|------|-----------|-------------|
|          | <p>make counter / table top washbasin of approximate size 500mm x 350mm x 150mm with CP pillar tap complete all as shown in drawings, photos and directed by the Bank's Engineer. Typical sizes of all wooden members and finishes shall be as per existing sample provided in flat No. 11 of B block (except addition of wash basin as per drawing). <b>Basic price of (i) granite is ₹2500 per Sq. m (ii) counter / table top washbasin is ₹7000 each (iii) pillar tap is ₹2500 each, all items prices are excluding GST.</b></p> <p>(b) Providing and fixing designer wall dado tiles of approved make / design for full height and length of wall and side wall of dry pantry (1000mm + 600mm) x 2100mm (height) including preparation of existing wall surfaces by hacking, 3 to 5mm thick approved tile adhesive, cement mortar etc., to fix the tiles complete all as directed by the Bank's Engineer. <b>Basic price of tile is ₹ 900 per Sq. m excluding GST.</b></p> |          |      |           |             |
| 02       | <p><b>Wooden wardrobe:</b> Providing, fabricating and fixing of wardrobe of overall approximate size 1150mm (L) x 560mm (D) 1980mm (H) as per design/sizes indicated in drawing consists of: (i) Carcass, shelves and dividers made of 18mm thick BWP grade plywood (confirming to IS-710), providing and fixing all exposed surfaces (both internal &amp; external) of plywood in the wardrobe with approved make &amp; colour 3.5mm thick teak wood veneer and sides concealed portion contact</p>   | 10       | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | <p>with masonry/concrete surfaces shall be provided with 1mm thick white colour approved laminate, designed shutter made of 18mm thick BWP grade plywood (confirming to IS-710) with 3.5mm thick teak wood veneer and two or more coats of melamine machine spray polish on front side. Providing, fixing of approved teak wood quality edge lipping polishing, approved hardware's, shear connectors, adhesives, locks, D type 300mm decorative brass approved handles , etc. complete consisting of (a) 1 No. luggage shelf shall have grooves and SS inverted ribs (b) Pull-out drawer unit shall be made using 9mm thick plywood (with one side teak wood veneer &amp; melamine polish and other side painting / polishing) and smooth sliding channel and lock and key (c) bottom box type unit of 150mm rise (d) 2 No. Intermittent shelves (e) LED auto sensor light cloth hanger rod etc., complete all as per photo attached / sample wardrobe fixed in flat No. 11 of B block and as directed by the Bank's Engineer. Approximately 150 mm wide for full height box type covering with 18 mm cement board of approved make and wall finish with painting outside concealed area wall/ floor/ ceiling shall be provided with two coats of approved make anti - termite paint etc., complete. (f) Approved make soft closing SS hinges (4 No. per shutter) etc., complete</p> |          |      |           |             |
| 03       | <p><b>Dressing mirror:</b> Providing , fabricating and placing dressing mirror unit of overall approximate size 600mm / 700mm (W) (700 mm - 8 No. and 600 mm - 2 No.) x 2100 mm (H) x 250 mm / 125 mm (D) as per design/ drawing enclosed, using 18mm / 12mm thick</p>  | 10       | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | plywood BWP grade, teakwood framed, decorative beading including one drawer making with 9mm thick plywood of BWP grade (confirming to IS-710), 3.5mm teak wood veneer , brass knobs, decorative teakwood turned legs 6' height shelf, curved edges etc., over which bevelled 10mm thick mirror of size 500 mm x 1750 mm fixed, 18mm thick plywood (confirming to IS-710), 150 mm (in Bedroom 3) to 225 mm (in Bedroom 1 and 2) width shelf with all teak wood veneer finish all as per drawing/sketch attached including provision for switches, sockets, light point, two or more coats of melamine spray polish, etc., complete as per sample fixed in flat No. 11 of B block and as directed by the Bank's Engineer. |          |      |           |             |
| 04       | <b>Dressing stool:</b> Providing, making and placing of wooden dressing stool of size 500mm (L) x 500mm (W) x 450m (H), made of 18mm thick approved plywood top (confirming to IS-710) over teakwood frame with approved 3.5mm thick teak wood veneer both sides, teak wood edge lipping, teak wood turned decorative legs (4 No.), two or more coats of melamine spray polish, 75mm thick approved high density (40) foam cushion with approved fabric and shade etc., complete all as per drawing attached / with modified drawing sample available in flat No. 11 of B block and as directed by the Bank's Engineer.   | 10       | No.  |           |             |
| 05       | <b>TV Unit with wall Panelling (Bed rooms / Living rooms):</b> Providing, making and fixing of TV back wall panel of approximate size 1200mm/1400mm   | 14       | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | <p>(1200 mm - 10 No., 1400 mm - 4 No.) x 1650mm x 450 mm/ 300 mm wide, 40mm thick wall panel, fixed over aluminium frame of size 50mm x 25mm x 1.5mm thick all four sides, 600 mm c/c on vertical sides and 12mm BWP plywood (confirming to IS-710), 3.5mm thick teak wood veneer and melamine polish finish to all exposed surfaces and 1mm thick laminate to rear side, 450mm wide ledge finished with 18mm thick plywood (confirming to IS-710) and 18mm thick approved white Italian marble top including bullnose edge, corner round, drawer etc., fixed at 450mm high from FFL using appropriate teak wood edge beading all-round. Providing and fixing top rack of size 1200mm/1400mm x 450mm/ 300 mm (wide) (2 No. of 300 mm wide), 40 mm thick fixed with teak wood veneer around design as per layout drawing including provision for switches, sockets, light point, etc., complete all as shown in drawing/photo attached / as per sample fixed in flat No. 11 of B block and as directed by the Bank's Engineer. <b>Basic price of white Italian marble is ₹2000 per Sq. m excluding GST.</b> Average rate to be quoted.</p> |          |      |           |             |
| 06       | <p><b>Laptop Table with wall panelling:</b> Providing, making and placing of laptop/study table of approximate size of 1050mm (L) x 600mm (W) x 750mm (H) with wall panel up to 2100mm from 700mm, made of 18mm approved BWP plywood top (confirming to IS-710) and 3.5mm thick approved teak wood veneer both sides and teak wood edge lipping, pencil drawer with 9mm plywood and 3.5mm thick teak wood veneer, teak wood legs (4 No.) of size 75mm x 100mm, handle, sliding channel, floor rest, wall panel of</p>   | 10       | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | size 1050mm x 1270mm, made of 12mm BWP plywood over aluminium frame of size 50mm x 25mm x 1.5mm thick all four sides, 600 mm c/c on vertical sides finished with 3.5mm teak wood veneer, complete all exposed surfaces finished with melamine machine polish and fixing of 1mm thick approved laminate on concealed surfaces, including making provision for switches, sockets, lights, etc., complete all as shown in drawing/photo attached and as directed by the Bank's Engineer. Note: Average rate to be quoted according to site dimensions.   |          |      |           |             |
| 07       | <b>Luggage rack with wall panelling:</b> Providing, making, and fixing of luggage rack of overall size of 1200mm (L) x 500mm (W) x 600mm (H) made of 18mm thick BWP plywood (confirming to IS-710) over teakwood framing, finished with 3.5mm thick teak wood veneer with grooves and brass linings (4 No. each 1.1m length), teak wood edge lipping and concealed area finished with 1mm laminate. Wall panel above luggage rack of size 1200mm x1500mm made of 12mm plywood finished with 3.5mm thick teak wood veneer over aluminium frame 50mm x 25mm x 1.5mm thick all four sides, 600 mm c/c on vertical sides and providing and fixing of approved solid teak wood vertical louvers of 50mm x 25mm x 1500mm (24 No.) and complete exposed wooden surfaces finished with melamine spray polish, coat hooks, including all hardware, etc., complete all as shown in drawing/photo attached / sample fixed in flat No. 11 of B block and as directed by the Bank's Engineer. Note: Provisions for switches, sockets, lights, and conduits for wiring, etc., shall be included in this item. | 10       | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
| 08       | <p><b>Wall panel for placing existing wooden cots:</b> Providing, making and fixing of wall unit to conceal wiring, switches, light points etc., of approximate size 2900mm (2 No.)/ 2350mm (2 No.) (L) x 1050mm (H) with notch for placing existing cot of thickness, 75mm thick box type with fixed over aluminium frame work made of section of size 50mm x 25mm x 1.5 mm thick, on all four sides, 600 mm c/c on vertical sides and fixed to wall, 12mm plywood backing, 3.5mm thick teak wood veneer over plywood all exposed surfaces including melamine polish, corner round teak wood beading, etc., complete all as shown in drawing/photo attached / sample fixed in flat No. 11 of B block and as directed by the Bank's Engineer. Note: Provisions for fixing switches, sockets, lights, and conduits for wiring, etc., shall be included in this item.</p> | 4        | Set  |           |             |
| 09       | <p><b>Queen size wooden cot with wall panel head board:</b> Providing, making and placing/fixing of queen approximate wooden cot of size 2000mm (L) x 1600mm (W) x 450mm (H) consisting of wooden frame size 100mm x 75mm teak wood decorative turned legs (4 No.) of size and details as per drawing/sketch attached, 18mm thick BWP (confirming to IS-710) plywood top over teakwood frame work/supporting members, leg side board, head side of size 1600 mm x 700 mm, 100mm thick with high density cushion and approved fabric, head board unit to conceal wiring, switches, light points etc., of approximate size of 2250 mm (L) x 1050mm (H) x 230mm (W) box type with fixed over aluminium frame work made of section size 50mm x 25mm x 1.5 mm thick on all four sides, 600 mm c/c on vertical sides and fixed to</p>   | 4        | Set  |           |             |

| Item No. | Description of work  | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|--|----------|------|-----------|-------------|
|          | wall, 12mm plywood backing, 3.5mm thick teak wood veneer over plywood all exposed surfaces including melamine polish etc., complete all as shown in drawing/photo attached / sample fixed in flat No. 11 of B block and as directed by the Bank's Engineer. <b>Note:</b> Provisions for switches, sockets, lights, and conduits for wiring, etc., shall be included in this item.  |          |      |           |             |
| 10       | <b>King size wooden cot with head board:</b><br>Providing, making and placing/fixing of queen size wooden cot of size 2000mm (L) x 1900mm (W) x 450mm (H) consisting of wooden frame size 100mm x 75mm teak wood carved legs (4 No.) of size and details as per drawing/sketch attached, 18mm thick BWP (confirming to IS-710) plywood top over teakwood frame work/supporting members, leg side board, head side of size 1900mm x 700mm, 100mm thick with high density cushion and approved fabric, head board unit to conceal wiring, switches, light points etc., of approximate size of 2900mm (L) x 1050mm (H) x 230mm (W) box type with fixed over aluminium frame work made of section size 50mm x 25mm x 1.5 mm thick on all four sides, 600 mm c/c on vertical sides and fixed to wall, 12mm plywood backing, 3.5mm thick teak wood veneer over plywood all exposed surfaces including melamine polish etc., complete all as shown in drawing/photo attached / sample fixed in flat No. 11 of B block and as directed by the Bank's Engineer. <b>Note:</b> Provisions for fixing of switches, sockets, lights, and conduits for wiring, etc., shall be included in this item. | 2        | Set  |           |             |
| 11       | Providing, making and placing in position of side table for cot of approximate size 450mm/500mm  | 16       | No.  |           |             |

| Item No. | Description of work  | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|--|----------|------|-----------|-------------|
|          | (L) x 500mm (W) x 500mm (H), made of approved make 12mm plywood top (confirming to IS-710), 3.5mm thick approved teak wood veneer over plywood on both sides, teak wood frame with decorative turned legs (4 No.) of size and details as per drawing/sketch attached, two or more coats of melamine spray polishing complete all as per sample available in flat No. 11 of B block and as directed by the Bank's Engineer.   |          |      |           |             |
| 12       | Providing, making and placing in position of side table for sofa set of size 600mm (L) x 600mm (W) x 500mm (H), made of approved 12mm plywood top (confirming to IS-710), 3.5mm thick approved teak wood veneer over plywood on both sides, teak wood frame with decorative turned legs (4 No.) of size and details as per drawing/sketch attached, two or more coats of melamine spray polishing complete all as per sample available in flat No. 11 of B block and as directed by the Bank's Engineer. | 5        | No.  |           |             |
| 13       | Providing, making, and placing in position of centre table for sofa set of size 900mm (L) x 900mm (W) x 500mm (H), made of 10mm thick toughened glass top of approved make, fixed over teak wood frame size 2" x 3" with decorative turned legs (4 No.) of size and details as per drawing/sketch attached, two or more coats of melamine spray polishing completes all as directed by the Bank's Engineer.  | 5        | No.  |           |             |
| 14       | <b>Office room panelling with double side swing door shutter:</b> Providing, making, and fixing of (i) wooden wall panelling of approximate size 3600mm (L) x 2700mm (H) and other details as per drawing/sketch attached. The wall panelling with approved aluminium tubular section of size  | 1        | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | <p>50 mm x 25 mm x 1.5mm thick, 18mm plywood BWP grade (Confirming to IS-710) face, 3.5mm teak wood veneer on face side, 75 mm x 20 mm size teak wood vertical linings/strips. (ii) Double side swing door shutter made of 30mm thick flush door ISI marked (approximate size 860mm x 2100mm) of approved make fixed over approved make 2way floor spring door closer, all exposed surfaces finished with melamine spray polish complete all as per sample provided in flat No. 11 of B block and as directed by the Bank's Engineer. Note: Concealed (hidden side) surfaces of wall panel shall be fixed with 1mm thick approved laminate of white colour. Shutter rear side applied with two coats of synthetic enamel coat over a coat of wood primer shall be included in this item.</p>  |          |      |           |             |
| 15       | <p><b>Office table with drawer unit:</b> (i) Providing, making and placing of wooden office table (approximate size 2500mm (L) x 920mm (W), 750mm (H) made of 2 x 18mm thick sandwich type plywood BWP grade (confirming to Is-710) top, front wall, side walls intermediate vertical support with 3.5mm teak wood veneer and melamine polish finishing, 2 No. x 1420mm brass strips on front face of table complete all details as per drawing/sketch attached. The edges of sandwich plywood shall be fixed with 12mm thick teakwood beading including round / moulding etc., complete all as per sample provided in flat No. 11 of B block and as directed by the bank's Engineer. (ii) Providing, making and placing of wooden office table drawer unit with 3 drawers of approximate size 500mm (L) x 660mm (W) x 720m (H) with 3 No. drawers made of 18mm thick approved plywood of BWP grade (confirming to IS-710),</p> | 1        | No.  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | 3.5mm thick teak wood veneer and melamine finish to all surfaces including internal & bottom sides, bottom side fixed with suitable rollers, telescopic channels, brass knobs complete all as per sample provided in flat No. 11 of B Block and as directed by the Bank's Engineer.   |          |      |           |             |
| 16       | <b>Office side table:</b> Providing, making and placing of rectangular box type wooden office side table of approximate size 1720mm (L) x 400mm (W) x 760mm (H), open with intermediate shelf, vertical support made with 18mm thick plywood BWP grade (confirming to IS-710), 3.5mm thick teak wood veneer to all sides of table, 6 No. teakwood carved legs, melamine polishing etc., complete all as per drawing/sketch attached, and as directed by the Bank's Engineer.  | 1        | No.  |           |             |
| 17       | <b>Cutlery unit in Multipurpose room:</b> Providing, making, and placing of cutlery unit of overall size of 2200 mm (L) x 1500 mm (H) x 300 mm (W) rectangular box type with of size as per drawing/sketch attached, 6mm thick approved make toughened glass top with polished edge moulding. The framework of cutlery unit made of 18mm thick plywood BWP (confirming to IS-710) in all sides and middle shelf, except 12mm thick toughened glass shelf of approved make and glass shutters without frame, drawers patch fitting handles, etc., All exposed wooden surfaces of cutlery unit provided with 3.5mm teak wood veneer of approved make, melamine spray polishing, all internal and backside and bottom sides of the unit fixed with 1mm thick laminate of white colour or approved colour complete all <b>as per drawing attached</b> and as directed by the Bank's Engineer. | 1        | No.  |           |             |

| Item No. | Description of work  | Quantity | Unit  | Rate in ₹ | Amount in ₹ |
|----------|--|----------|-------|-----------|-------------|
| 18       | Providing and applying approved make/ shade textured paint in living room & dining hall walls including preparation of surfaces, 3mm wall punning, primer etc., complete all as per sample texture provided in flat No. 11 of B block and as directed by the Bank's Engineer.  | 20       | Sq. m |           |             |
| 19       | Providing and applying approved make/ shade textured paint in lobby/corridor walls including preparation of surfaces, 3mm wall punning, primer etc., complete all as per sample texture provided in flat No. 11 of B block and as directed by the Bank's Engineer.   | 30       | Sq. m |           |             |
| 20       | <b>UPVC sliding shutter in balcony:</b> Providing and fabricating and fixing of uPVC sliding windows, frame size (85mm & above x 55mm & above), glazed sash size (50mm & above x 25mm & above), fly proof shutter sash of size (18mm & above x 40mm & above) (two glazed shutters with 5mm thick frosted glass and one mosquito mesh shutter with 26 gauge SS fly proof mesh), zinc alloy powder coated touch locks with hooks with aluminium channels for roller track, wool pile, nylon rollers with SS 304 body, locking arrangements etc., complete all as directed by the Bank's Engineer. <b>Note:</b> Additional one vertical frame section shall be fixed in each balcony for dividing the sliding shutters. | 70       | Sq. m |           |             |
| 21       | <b>Wooden Door frames:</b> Providing and fixing 2nd class approved grade teakwood door frame of approximate size 75mm x 100mm (for Bedroom/ Balcony/office door) /50mmx100mm (for bath rooms) with 40mm wide rebate for shutter and fixed in position with using heavy duty M.S. hold fast (6 Nos per shutter) embedded in PCC (1:2:4) block of size 100mm x 100mm x 150mm depth,  | 0.5      | Cu. m |           |             |

| Item No. | Description of work   | Quantity | Unit  | Rate in ₹ | Amount in ₹ |
|----------|---|----------|-------|-----------|-------------|
|          | making complete, as per layout drawings and as directed by the Bank's Engineer including anti termite paint for concealed surface.  |          |       |           |             |
| 22       | <p><b>Gypsum board false ceiling:</b> Providing and fixing false ceiling at all height/levels including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gm/Sq. m (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25mm wide x 1.6mm thick with flanges of 27mm and 37mm, at 1200mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia. x 50mm long with 6mm dia. bolts, other flange of cleat fixed to the angle hangers of 25mm x 10mm x 0.50mm of required length with nuts &amp; bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45mm x 15mm x 0.9mm running at the spacing of 1200mm centre to centre, to which the ceiling section 0.5mm thick bottom wedge of 80mm with tapered flanges of 26mm each having lips of 10.5mm, at 450mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64mm dia. x 230mm long G.I. wire at every junction, including fixing perimeter channels 0.5mm thick 27mm high having flanges of 20mm and 30mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450mm centre, with 25mm long dry wall screws @ 230mm interval, including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5mm x 25mm at 230mm c/c, including jointing and finishing to a flush finish of tapered</p> | 500      | Sq. m |           |             |

| Item No. | Description of work  | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|--|----------|------|-----------|-------------|
|          | and square edges of the board with recommended jointing compound, jointing tapes, finishing with jointing compound in 3 layers covering up to 150mm on both sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cut-outs made with frame of perimeter channels suitably fixed, vertical drops all round, all complete as per drawings, specification and direction of the Bank's Engineer but including the 2 or more coats of interior emulsion paint over a coat of primer etc., complete as directed : 12.5mm thick tapered edge gypsum plain board conforming to IS: 2095- (Part I): 2011 (Board with BIS certification marks). |          |      |           |             |
| 23       | Providing and fixing of Plaster of Paris (POP) cornice (150mm x 150mm diagonal) of approved design fixed at junction of false ceiling and wall complete all per sample provided in flat No. 11 of B Block and as directed by the Bank's Engineer.  | 500      | m    |           |             |
| 24       | Providing and fixing POP decorative wall cornice/moulds of overall size 50mm x 40mm as per the elevation drawing / sample fixed in flat No. 11 of B block including finishing and applying joint paper tape, white cement putty and finishing to receive emulsion paint, etc. complete as directed.  | 600      | m    |           |             |

| Item No. | Description of work  | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|--|----------|------|-----------|-------------|
| 25       | Pelmet cum supporting board for indoor AC unit fixing: (i) Providing and fixing Aluminium square pipe frame (of size 40mm x 40mm x 2mm) in C-shape at interval of not more than 600mm c/c firmly to the wall below ceiling / false ceiling overall depth of 750mm and 200mm width (approx.) as per elevation drawing to accommodate AC Indoor unit and AC pipes/drains concealing, gourmets (ii) Exposed aluminium framework shall be covered with 12mm thick BWP plywood (confirming to IS-710) of approved make, approved beading, finished with wood putty and approved two coats of approved make & shared synthetic enamel paint. Pelmet nitch portion shall be fixed with 2 grooves M- track railing/channel of approved make for fixing curtain (2 types). The rate shall include for making provision for removable type top cover for services of AC unit, etc., complete all as per sample fixed in flat No. 11 of B Block and as directed by the Bank's Engineer. | 130      | m    |           |             |
| 26       | Shower enclosure (Attached bathroom with Bedroom No. 1 & 2): (i) Providing and fixing approved make shower enclosure approximate size (1450mm x 2000mm), in position wall to wall made with 8mm thick toughened safety glass with one fixed glass and one sliding door (minimum access of 700mm wide) with SS handles of 300mm high (both side) proper door seals and chrome finish hardware, patch fittings, Aluminium powder coated channel approved make and model, fixed to the walls, as per manufacturer specifications, spares, and hardware, etc. complete as directed (ii) Providing and fixing approved make and colour raised floor support   | 8        | Set  |           |             |

| Item No. | Description of work   | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---|----------|------|-----------|-------------|
|          | <p>(artificial marble ledge) of 1450mm length in channel shape, clamps, etc., as per layout drawing and sample fixed at flat No. 11 of B block.</p> <p><b>(i) Basic price of shower enclosure is ₹20,000 per set excluding GST. (ii) Basic price of ledge is ₹3,000 each excluding GST.</b></p>   |          |      |           |             |
| 27       | <p><b>Shower enclosure (Attached bathroom with Bedroom No. 3):</b> (i) Providing and fixing approved make corner shower enclosure in rectangular shape (plan L shape : 2100mm + 1200mm) with 3 panels: two fixed glass and one openable door of 700mm wide to be fixed on longitudinal with toughened safety glass of 8mm thick, height 1960mm, width varying as per layout drawings &amp; site condition etc. complete proper door seals, beadings of approved make and model including providing and fixing approved make SS chrome handles of size 300mm height both sides, all SS patch fittings fixings/fixtures etc. complete as per drawings and site dimensions and as directed by Bank's Engineer. <b>Basic price of shower enclosure, SS handles, patch fittings/fixtures etc. is ₹30,000 per set excluding GST.</b></p> <p>(ii) Providing and fixing of Artificial marble ledge of approved make of inverted channel type of L shape length (1200mm + 2100mm = 3300mm), etc. complete all as shown in drawing and as directed by the Bank's Engineer. <b>Basic price of Artificial ledge is ₹5,000 per total L shape length excluding GST.</b></p> | 2        | Set  |           |             |

| Item No. | Description of work  | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|--|----------|------|-----------|-------------|
| 28       | <p>Providing and fixing approved make (i) Towel Rack with Lower Hanger with hook of stainless-Steel chrome finished and model etc., complete. <b>Basic price ₹2,500 each excluding GST.</b></p> <p>(ii) Cloth hanger of approved make with pull type wire. <b>Basic price of cloth hanger is ₹1,300 each excluding GST.</b></p> <p>(iii) Providing &amp; fixing decorative approved make corner glass shelf complete all as specified and as directed. <b>Basic price of glass shelf is ₹1,200 each excluding GST.</b></p> | 11       | Set  |           |             |
| 29       | <p>Providing and fixing (i) Towel Ring of approved make. <b>Basic price ₹1,000 each excluding GST.</b></p> <p>(ii) CP and Acrylic finish liquid soap dispenser glass with tumbler holder. <b>Basic price ₹1,800 each set excluding GST.</b></p> <p>(iii) CP finish toilet paper holder of approved make with flange plate heavy duty etc. complete. <b>Basic price ₹1,100 each excluding GST.</b></p>  | 11       | Set  |           |             |
| 30       | <p>Providing and fixing approved make (i) Premium quality float glass designer mirror with Aluminium powder coated frame of approved colour for wash basin, etc. as per sample existing in flat No 11/12. <b>Basic price of mirror is ₹7,500 each excluding GST.</b></p> <p>(ii) Double Arm Wall Mounted Reversible Plain/ Magnifying pivotal shaving mirror complete. <b>Basic price of pivotal mirror set is ₹3,500 each excluding GST.</b></p>  | 11       | Set  |           |             |
|          | Note: Minor fitting / fixtures and other details, if not given, shall be same as per the sample unit. No extra payment will be made. Contractor shall visit the sample flat (B-11 & B-12) so as to understand the scope of items before quoting of rates of  |          |      |           |             |

| Item No. | Description of work             | Quantity | Unit | Rate in ₹ | Amount in ₹ |
|----------|---------------------------------|----------|------|-----------|-------------|
|          | tender.                         |          |      |           |             |
|          | <b>Sub Total (₹) (A)</b>        |          |      |           |             |
|          | <b>Add CGST @ 9% on (A) (₹)</b> |          |      |           |             |
|          | <b>Add SGST @ 9% on (A) (₹)</b> |          |      |           |             |
|          | <b>Total (₹)</b>                |          |      |           |             |