



Head Office: CONTAI, DIST. - PURBA MEDINIPUR, WEST BENGAL PIN -721401

\*\*\*\*\*

## TENDER DOCUMENT

### PROPOSED REFURBISHMENT WORK AT BURRAHBAZAR BRANCH

Address: 15, Vidyasagar Tower, Shyama Charan Dey St, College Street Bata, College Row, College Street, Kolkata, West Bengal 700073

### CIVIL/FURNISHING & ELECTRICAL REFURBISHMENT

NAME OF THE TENDERER	:	RFQ No.- CCBL/09/2024-25 Dt. 30.06.2025
COST OF TENDER	:	Rs. 500.00 /- (non refundable)
DATE OF SUBMISSION	:	Upto 11.07.2025 by 3.00 P.M.
DATE OF OPENING OF THE TENDER	:	On 11.07.2025 at 4.00 P.M.

## CONTENTS

Sl. No.	Description	Page No
1	Tender Notice	3
2	General Instructions to the Tenderers	4
3	Terms and Conditions	4-5
4	Special Terms and Conditions	6
5	Caution Note to Bidders	7
6	Approved List of Materials	8
7	Schedule of Quantities	Annex 01
8	Tender Drawing	Annex 02

Se

Te

**A**

Es

- 1)

➤ **GENERAL INSTRUCTIONS TO TENDERERS**

- 1) The term “Employers” or “Bank” shall mean “Contai Co-Operative Bank”
- 2) The term “Contractor” shall mean the **successful tenderer** to whom the Contract shall be awarded.
- 3) The “Work” shall mean the **Proposed CIVIL/FURNISHING & ELECTRICAL REFURBISHMENT WORK AT of BURRAHBAZAR BRANCH PREMISES**, consisting of **CIVIL / FURNISHING & ELECTRICAL** works to be undertaken at Branch Premises.
- 4) The Contractor should quote the rates in figures and words. Any corrections or overwriting should be initialed by the Contractor.
- 5) The Contractor should submit the tenders with seal, signature and date on each Page.
- 6) Tender should be submitted in sealed covers with all requisite documents as desired with the top of the envelope super scribed as “**Proposed CIVIL/FURNISHING & ELECTRICAL REFURBISHMENT WORK AT of BURRAHBAZAR BRANCH PREMISES**”, consisting of **CIVIL / FURNISHING & ELECTRICAL** works to be undertaken at Branch Premises”
- 7) The Contractors should submit the cost of the main items as per tender specifications. Further modification after awarding of the contract shall not allowed unless there is specific instruction by the Bank/Architect to change specifications.
- 8) The Contract is time-bound and the works are to be completed within the time limit specified in the notice inviting tenders. This is a working branch and the contractor has to work with no or minimum obstruction to its regular services.
- 9) The Contractor shall be penalized if the work is not completed within the scheduled time at a rate of Rs.2000 / day.
- 10) The decision of Employer and the Architect is final and binding.

➤ **TERMS & CONDITION**

- 1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.
- 2) Any damage to the work before the site is handed over, is to be replaced or made good at the expense of the contractor to the entire satisfaction of the Architect/Bank.
- 3) Income Tax as applicable shall be deducted at source as per the Income Tax Act/Rules.
- 4) The quantities indicated are subject to change. The payment of the bill shall be made as per the actual measurement as certified by the architect but not exceeding the total value quoted in the tender form.
- 5) The Architect & any officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the competent authority of the employers and that of the Architect.
- 6) In case of failure to take up the work even after accepting the work order, or leaving the work incomplete, or for defective work not rectified, or violation of the terms and conditions, the earnest money deposit will be fortified.
- 7) For any item of work not covered or any unforeseen items of work, payment will be made according to the rates approved for similar nature of work, the costing done by the Architect, as per current PWD

schedule of rates, or as per analysis of material cost, labour rate and profit to the Contractor at 15%. The Contractor must obtain prior approval in writing before undertaking such additional works.

- 8) The tenderers shall sign each & every page of the tender documents including the drawings attached hereto.
- 9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in word shall be taken as final.
- 10) The Contractor shall make their own arrangement at their own cost for storing materials, plants, tools etc. The employers will not be liable for security of the Contractor's materials.
- 11) No tools or plants will be issued by the bank.
- 12) The Employer / Architect reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.
- 13) In case of breach of contract by the Contractor for slow progress of works or any other claim of damage, the Employer or the Architect may have the power to rescind the contract without furnishing further reasons thereof.
- 14) The Architect shall have the power to ask the contractor to furnish the sample/ colour / test certificate from any Govt. /Authorized agent for any materials used/ to be used in the Works, the expenditure of which is to be borne by the Contractor. Anyway, Certificate of Authentication from Manufacturer must be submitted with the final bill for the Main Items, like, Plywood, Laminate, Vitrified Tiles, False ceiling etc,
- 15) The Employer shall be not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the Contractor or any sub-contractor.
- 16) On completion of the Works, all rubbish, debris, materials, tools, Laborers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear & in usable condition within 3 days of completion of the works. Failing this, the employer may dispose the materials at the cost of the contractor.
- 17) The rates quoted in the tender shall include everything, no escalation of rates will be allowed under any circumstances. Effect of GST shall be payable on addition to the total quoted amount.
- 18) The Contractor should be registered under GST ACT, the necessary copy of Registration certificate of the aforesaid along with the current Return of the same to be submitted along with the tender, failing which the tender will be rejected.
- 19) If the successful tenderer intends to sublet any portion of the scope of work, they must intimate the same to the Employer /Architect and obtain the permission before engaging any sub-contractor.
- 20) As the branch functioning would not be disturbed by execution of work, major works to be undertaken beyond Banking hours or on Holidays.
- 21) Bank Authority reserves the right to accept/ reject any/ all tender without assigning any reason whatsoever.
- 22) Decision of the Bank Authority shall be final regarding execution of work.
- 23) Tenderer should submit PAN, GST Registration certificate, ITR of last three years and GST return of last three years during submission of Tender.

## **SPECIAL TERMS AND CONDITIONS**

1. Completion Period	60 Days
2. Date of Commencement	from the date of the award of work Contract.
3. Defect Liability Period	One year after actual completion of work.
4. Total security deposit (TSD)	5 % of the total value of the work, will be taken as a security deposit from the Contractor from their Final Bill value. This will be released after the defect liability period.
5. Limit of variation	100% without any change in price if work is done within six months of the Contract and with prior consent of Architect / Consultant.
6. Additional items	for items where unit rates are not available, contractor shall provide proper cost break- up and proceed only after approval/consent. Any sample to be made for approval shall be at the Contractor's cost.
7. Validity of tender	Three month after the opening of the tender.
8. Rules/ Regulations	The contractor shall have the responsibility of complying with the local shops/ establishments Act and other labour / minimum wages Act and shall keep all such records/ accounts on payment of wages/attendance as deemed necessary.
9. Arbitration	As per the standard arbitration clause under the jurisdiction of Kolkata.
10. Organization	The contractor shall employ competent / qualified supervisor /Engineer-in-charge who shall be responsible for the day-to-day work and coordinate as necessary with the Architect's supervisor. Any workman found guilty of misconduct/theft shall be removed from the site.
11. Damage to property	Any damage to the Bank's property during the work period will be recovered from the contractor.
12. Deduction	Income tax at source as per I.T Act.
13. Terms of payment	Full & Final payment shall be made only after completion of the Job in all respect based on the certification of Job both by the Project Architect & the Client.
14. Billing Procedure	All measurements shall be recorded in duplicate on standard measurement sheets prepared jointly by the Architect's Site Engineer & the Contractor's representatives duly signed by them. All bills shall be submitted along with this checked measurement sheets.

## **Prequalification Criteria of the Selection of Contractors:**

- ✓ The firm must enclose certificate of Registration issued by Competent Authority.
- ✓ Average annual financial turnover during the last 3 years ended 31.03.2023 should not be less than Rs.1.00 crores per year in similar activities (in case companies with multiple business interests).
- ✓ Satisfactory / Completion Certificates and Purchase Order copies or LOI copies from clients etc. from Central / State Govt. / PSU / Banks / Financial Institutions / Reputed MNC/ Private Companies etc. for similar works only are to be submitted as credentials.
- ✓ The applicant must comply to Bank's terms for Payment, delivery, rate contract and penalty
- ✓ The applicant must comply to Bank's Technical terms and AMC conditions
- ✓ Firm must have GST registration

### Caution Note to Bidder

#### (CONTRACTORS MUST GO THROUGH AND UNDERSTAND EACH AND EVERY POINT BEFORE PARTICIPATING IN THIS TENDER)

1. Bidder Must quote the final tender amount both words & figure & if any discount is offered by the vendor, then that has to clearly mention both in words & figure and then the discount value should be deducted from the total sum amount. Any ambiguity in the discount part (such as not deducting the discount & only mentioning discount %) then same shall not be considered.
2. All corrections, overwriting etc shall be properly authenticated by vendor & TOC (Tender Opening committee). Whitener correction pen shall not be used under any circumstance because your tender may be cancelled if desired by The Bank. The decision of the Bank shall be final and binding on contract.
3. No inclusion of extra item will be entertained while execution of the project at site unless otherwise strict instruction from the Architect/EIC. The contractors have to complete each and every item within the quoted amount and included items in the tender. If the contractor feels it is necessary to include any kind of extra item, he/she should provide an official letter to the Architect prior executing the work at site and have to get approval from appropriate authority.
4. Any kind of decision regarding the project execution and material specification including supply items, Architect has the sole authority to instruct and the contractor must do as per his instruction.
5. Time & quality is the essence of the contract, the work has to be executed on an urgent basis without any compromise in quality. (Within 60 days from the date of receipt of work order). Sundays and any kind of holidays are always included in the completion period. No Extra payment would be done due to this cause.
6. **CONDITIONAL TENDER OR INCOMPLETE TENDER SHALL BE SUMMARILY REJECTED.**
7. Contractors must furnish daily basis report of the site at the end of the working days (including holidays) along with minimum 3-4 pictures via mail to the architect. Format of report and e-mail id shall be provided to the successful bidder.
8. Contractor **MUST** appoint a site engineer at full time basis posted at site for all communication with the Architect and designated person of Contai Co-Operative Bank and total site responsibility of the assigned job would be assigned to him.
- 10 This is a precious quality of work. Selection of vendor is totally in banks hand. No further correspondence would be done in this regard.
- 11 **Bidders who would quote 10% lower or more than the estimated amount of the work, CAN BE SUMMARILY REJECTED, if the client wants, without assigning any cause by the client. The final decision shall be taken by the bank, and no request shall be entertained against this. Also, Bidders have to submit Rate analysis of any one or more items on demand from Architect/ Bank for clarification purpose.**

Contractor should check the **TENDER DOCUMENT AND CONDITIONS** carefully before participating in the tender process to understand the quality of the work expected from them and then quote their rates.

#### Undertaking from the Bidder

I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with the drawing, condition of contract, specification, bill of quantities totally as per direction and clearly understand the "Caution Note" mentioned above.

Yours faithfully

Seal

Signature -----

Designation -----

Date -----

**LIST OF FURNISHING MATERIAL FOR REFURBISHING WORK**

<b>Materials</b>	<b>Manufacturers</b>
Plywood	CENTURY / GREEN / KITPLY / SYLVAN / SATABDI or equivalent as per written approval from Architect. (6mm, 9mm, 12mm, 19mm).
Laminates	SUNMICA / CENTURY / FORMICA / MERINO/ GREEN (1.0 / 1.5mm thick) (Thickness of the Laminate to be checked and approved before execution)
Block board	CENTURY / GREEN / KAJARIA / SYLVAN / SATABDI or equivalent as per written approval from Architect.
Soft Board (pin up board)	Jolly board, Western India plywood or equivalent.
Gyp. board	India gypsum or equivalent.
Modular /Metal ceiling	Luxelon, Superseal, Trident, Armstrong or equivalent.
Vertical blinds	Vista, Universal or equivalent.
Screws	GKW / Mettle fold or equivalent
Brass hinges	Reliance / Punit heavy duty or equivalent.
Hardware	Shalimar, Everite / Reliance or equivalent (brass powder coated)
Drawer shutter lock	Vijayan / Godrej (3 set of keys) or equivalent.
Ball catch	Magnetic (M-2) / Brass or equivalent.
Door lock / handles	4-C ACME, Golden, Godrej, Ultra or equivalent.
Veneer	Anchor / URO / Durian / Century or equivalent.
Adhesives	Fevicol (SH), Mowicoll, Mahacol, Araldite or equivalent.
Wood preservatives	Woodguard, PCI, Black Japan or equivalent.
Door closure	Yale / Efficient gazets, Everite Hyper or equivalent.
Glass/ tinted glass	Modi / Triveni / Hindustan Palington / Asahi / Saint Gobain or equivalent.
Melamine Polish	Asian paint, MRF, Nerolac or equivalent
Plastic Paint/	ICI/Burger/Nerolac/Asian/ Jenson & Nicholsan
AC grill	Air products, Omicron, Patrawala
Vitrified tiles	Marbonite of HR Jhonson, Navin
Ceramic tiles	Jhonson & Jhonson, Kajaria, Nitco, Regency or equivalent
Alu. Door & window sections	Ajit India / Jindal / Indal / Bhansali or equivalent of 25 microns.
Floor springs	Everite / Hemco / Hyper or equivalent
Wood preservative	Asian paint / British paint or equivalent
Cement	L&T / Narmada / ACC / Ambuja / Birla or equivalent of 43 / 53 grade as required.
White cement	Birla cement, JK cement or equivalent.
Sun control film	Garware or equivalent
Stainless steel sink	Nirali / Diamond or equivalent.
Carpet	Hitkari / Modi / Trans Asia or equivalent.
Rubber foam	34 density mm foam
WC seat cover	Commander / Patel / Supreme or equivalent.
Toilet paper holder	Parryware / Hindustan / Nycer or equivalent.



**Finalcial Bid:**

<u>Description</u>	<u>Amount</u>
a. False ceiling of entire work place excluding Locker & cash room (2100 sq ft apx.),	.....
b. Overall acrylic emulsion painting on wall & Ceiling after necessary patch repairing (6300 sq ft.),	.....
c. Refurbishing / renovation of cash counter Area,	.....
d. Refurbishing/ renovation of Ledger counter Area,	.....
e. Refurbishing of officers seating area by re-Orientation of half partition using part old Partitions (138 sq ft. apx.),	.....
f. New 4 nos. Officer's table,	.....
g. Up to ceiling ht. storage cabinet for records As per proposed layout (135 sq ft apx.),	.....
h. Low ht. storage cabinet as per proposed layout (65 sq ft apx.)	.....
i. Full ht. partition with door for making Director room (180 sq ft apx.),	.....
j. Refurbishing of manager's cubical and UPS room partitions (300 sq ft. apx.),	.....
k. Wall cladding on column (100 sq ft),	.....
l. Requisite recessed lights for false ceiling Along with wiring for the same,	.....
m. Refurbishing of Manager & Director's table,	.....
n. Miscellaneous work e.g. small pantry tables & Chairs, blinds for windows, etc.	.....
o. Refurbishing of main entrance facia with Door,	.....
Total:	.....
GST @ 18%	.....
Gross Total	.....

