



**भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA**  
**परिसर विभाग / PREMISES DEPARTMENT**  
**केंद्रीय कार्यालय, मुंबई / CENTRAL OFFICE, MUMBAI**

**केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई के मेजेनाइन तल पर फायर कंसोल कक्ष के  
नवीनीकरण कार्य हेतु  
ई-निविदा**

**E-TENDER FOR**  
**Renovation work of Fire Console Room at Mezzanine floor, Central Office Building,**  
**Reserve Bank of India, Fort, Mumbai**

**भाग/ Part I (तकनीकी- वाणिज्यिक बोली / Techno-Commercial Bid)**

बोलीदाता का नाम / Name of Bidder \_\_\_\_\_

पता / Address \_\_\_\_\_

बोलीपूर्व बैठक की तारीख और स्थान : Date of Pre-Bid meeting: Venue:

12 नवंबर 2025 को सुबह 11.30 बजे केंद्रीय कार्यालय भवन, मुंबई की 5वीं मंजिल पर स्थित सम्मेलन कक्ष

Conference Room on 5th floor Central Office Building Mumbai at 11:30 Hrs on November 12, 2025

ई-निविदा जमा करने की नियत तिथि और समय / Due Date and time of Submission of e-Tender:

15 दिसंबर 2025 को 14:00 बजे /14:00 Hrs on December 15, 2025

यह दस्तावेज़ भारतीय रिज़र्व बैंक (भारतीय रिज़र्व बैंक) की संपत्ति है। इसे रिज़र्व बैंक की लिखित अनुमति के बिना, उक्त उद्देश्य के लिए आरबीआई को प्रत्युत्तर देने के प्रयोजन को छोड़कर, किसी भी माध्यम, इलेक्ट्रॉनिक या अन्यथा पर कॉपी, वितरित या दर्ज नहीं किया जाए। इस दस्तावेज़ की सामग्री का उपयोग, यहां तक कि प्राधिकृत कार्मिकों/एजेंसियों द्वारा यहां निर्दिष्ट उद्देश्य के अलावा किसी अन्य उद्देश्य के लिए भी, कड़ाई से निषिद्ध है और ऐसा करना कॉपीराइट उल्लंघन के बराबर होगा और भारतीय कानून(क़ानूनों) के तहत दंडनीय होगा।

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**भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA**  
**परिसर विभाग / PREMISES DEPARTMENT**  
**केंद्रीय कार्यालय, मुंबई / CENTRAL OFFICE, MUMBAI**

**केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई के मेजेनाइन तल पर फायर कंसोल कक्ष के नवीनीकरण कार्य हेतु ई-निविदा आमंत्रण सूचना**

1. "केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई के मेजेनाइन तल पर फायर कंसोल कक्ष के नवीनीकरण कार्य" के लिए पात्र सूचीबद्ध विक्रेताओं/ ठेकेदारों से दो भागों में ई-निविदा आमंत्रित की जाती है।" इस कार्य की अनुमानित लागत 13.50 लाख रुपए है और इसे कार्य सौंपे जाने के 14वें दिन से 45 दिनों के भीतर पूरा किया जाना है।
2. इच्छुक बोलीदाताओं के लिए बोली-पूर्व बैठक (ऑफ-लाइन तरीके से) **12 नवंबर 2025 को सुबह 11.30 बजे** परिसर विभाग, केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई में आयोजित की जाएगी। विधिवत भरे हुए निविदा दस्तावेज़ एमएसटीसी साइट पर **15 दिसंबर 2025 को दोपहर 14:00 बजे तक** अपलोड किए जाने हैं।
3. निविदा दस्तावेज़ एमएसटीसी की वेबसाइट यानी [www.mstcecommerce.com](http://www.mstcecommerce.com) पर 06 नवंबर 2025 को उपलब्ध होंगे। इस ई-निविदा अनिवार्य रूप से एमएसटीसी वेबसाइट यानी [www.mstcecommerce.com](http://www.mstcecommerce.com) के माध्यम से भरने/ ऑनलाइन जमा करना आवश्यक है। ई-निविदा भरने और जमा करने की समय सीमा 15 दिसंबर 2025 को दोपहर 14:00 बजे तक है। ई-निविदा का भाग-I **15 दिसंबर 2025 को शाम 16:00 बजे** खोला जाएगा। फर्मों द्वारा ई-निविदा प्रस्तुत करने के विस्तृत दिशानिर्देशों का उल्लेख मात्राओं की अनुसूची (एसओटी) के बाद अनुलग्नक -1 में किया गया है। सहायक दस्तावेजों के साथ ई-निविदा दस्तावेज़ के भाग-I की जांच के बाद, यदि कोई फर्म आवश्यक पात्रता की अधिकारी नहीं पाई जाती है, तो उनकी ई-निविदा को आगे की प्रक्रिया के लिए बैंक द्वारा स्वीकार नहीं किया जाएगा।
4. निर्धारित प्रपत्र में भरे हुए और हस्ताक्षरित निविदा दस्तावेज़ एमएसटीसी वेबसाइट पर अपलोड किए जाएंगे। निविदा के भाग-I में प्रस्तावित कार्य के लिए बैंक की मानक तकनीकी और वाणिज्यिक शर्तें और बोलीदाता का कवरींग पत्र शामिल होगा। पात्र बोलीदाताओं की भाग-II (मूल्य बोली) बाद की तारीख को खोली जाएगी जिसकी सूचना पात्र बोलीदाताओं को अग्रिम रूप से दी जाएगी।
5. बोली लगाने वालों को एमएसटीसी पोर्टल पर निम्नलिखित दस्तावेज़ अपलोड करने होंगे- निविदा में उल्लिखित सभी अनुलग्नक और प्रमाण पत्र।

6. भविष्य में जारी किए गए कोटेशन में कोई संशोधन/ शुद्धिपत्र, यदि कोई हो, केवल भारिबैं की वेबसाइट और एमएसटीसी वेबसाइट पर ही अधिसूचित किया जाएगा, जैसा कि ऊपर दिया गया है।

7. इस कोटेशन के जवाब में प्रस्तुत की गई सभी जानकारी भारतीय रिज़र्व बैंक की संपत्ति होगी और यह निःशुल्क होगी।

8. बैंक न्यूनतम ई-कोटेशन को स्वीकार करने के लिए बाध्य नहीं है और किसी भी ई-कोटेशन को पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए सभी ई-कोटेशन को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

स्थान : मुंबई

तारीख :

प्रभारी मुख्य महाप्रबंधक  
परिसर विभाग  
भारतीय रिज़र्व बैंक  
केंद्रीय कार्यालय भवन  
मुंबई

**Notice inviting e-Tender**  
**Renovation work of Fire Console Room at Mezzanine floor, Central Office Building,**  
**Reserve Bank of India, Fort, Mumbai**

1. e-Tender in two parts is invited from eligible empaneled vendors/contractors for “Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai”. The estimated cost of the work is ₹ 13.50 Lakh and is to be completed within 45 days from the 14<sup>th</sup> day of award of work.
2. A pre-bid meeting (off-line mode) of the intending bidders will be held on **November 12**, at 11:30 Hrs in Premises department, 5<sup>th</sup> Floor, Central Office Building, Reserve Bank of India, Fort, Mumbai. The duly filled in Tender documents shall be uploaded on MSTC site till **14:00 Hrs on December 15, 2025**
3. Tender documents will be available at MSTC website i.e., [www.mstcecommerce.com](http://www.mstcecommerce.com) on November 06, 2025. This e-Tender needs to be mandatorily filled up / online submission through MSTC website i.e., [www.mstcecommerce.com](http://www.mstcecommerce.com). Deadline for filing up and submitting the e-Tender is by **14:00 Hrs on December 15, 2025**. Part I of the e-Tender will be opened at 16:00 Hrs on December 15, 2025. Detailed guidelines on submission of the e-Tender by the firms have been mentioned in [Annexure-1](#) following the Schedule of Tender (SOT). After scrutiny of part I of the e-Tender document along with the supporting documents, if any of the firms not found to possess the required eligibility, their e-Tenders will not be accepted by the Bank for further processing.
4. Filled and signed Tender documents in prescribed form shall be uploaded on MSTC website. Part- I of the Tender will contain the Bank's standard technical and commercial conditions for the proposed work and Bidders' covering letter. Part-II (Price bid) of the eligible Bidders shall be opened on a subsequent date which will be intimated in advance.
5. The applicants/Bidders must upload the following documents on MSTC portal- All annexures and certificate mentioned in the Tender.
6. Any amendments / corrigendum to the Tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above.
7. All information submitted in response to this Tender shall be the property of Reserve Bank of India and it shall be free.
8. The Bank is not bound to accept the lowest e-Tender and reserves the right to accept either in full or in part any e-Tender. The Bank also reserves the right to reject all the e-Tenders without assigning any reason thereof.

Place: Mumbai

Date:

Chief General Manager - in - charge  
Premises Department  
Reserve Bank of India  
Central office Building  
Mumb

### निविदा अनुसूची (एसओटी)

1. ई-निविदा सं.	आरबीआई/परिसर विभाग-केंद्रीय कार्यालय विभाग/अन्य/10/25-26/ईटी/602
2. कार्य का नाम:	"मेजेनाइन फ्लोर, सेंट्रल ऑफिस बिल्डिंग, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई में फायर कंसोल रूम का नवीनीकरण कार्य।
3. निविदा का माध्यम:	एमएसटीसी वेबसाइट के माध्यम से ई-खरीदारी प्रणाली (भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - वित्तीय बोली) ( <a href="http://www.mstcecommerce.com/eprocn.index.jsp">www.mstcecommerce.com/eprocn.index.jsp</a> )
4. ई-निविदा देखने के लिए एमएसटीसी पोर्टल और बैंक की वेबसाइट पर एनआईटी की तिथि उपलब्ध है	06 नवंबर 2025 को 17:00 बजे से
5. बोली पूर्व बैठक की तिथि और समय (ऑफ़लाइन)	12 नवम्बर 2025 को 11: 30 बजे। यह बैठक मुंबई की 5वीं मंजिल पर स्थित सम्मेलन कक्ष में आयोजित की जाएगी। जो प्रतिभागी बोली-पूर्व बैठक में भाग लेने के इच्छुक हैं, उनसे अनुरोध है कि वे आयोजन स्थल और तिथि और समय पर उपस्थित रहें)
6. कार्य की अनुमानित लागत:	<b>₹ 13.50 लाख</b>
7. बयाना जमा राशि (ईएमडी)	निविदा में निर्दिष्ट कुल संविदा राशि का 2% ईएमडी, सफल बोलीदाता से एकत्र किया जाएगा।
8. ईएमडी के लिए डीडी और एनईएफटी जमा करने की अंतिम तिथि	निविदा में निर्दिष्ट कुल संविदा राशि का 2% ईएमडी, सफल बोलीदाता से एकत्र किया जाएगा।
9. प्रतिधारण धनराशि	संविदा राशि का 5 प्रतिशत, अर्थात प्रतिधारण राशि @ 5 प्रतिशत प्रत्येक खाता बिल से तब तक वसूल की जानी है जब तक कि कुल वसूली संविदा मूल्य का 5 प्रतिशत न हो जाए। इस राशि को दोष देयता अवधि के बाद जारी किया जाएगा

<b>10. कार्यनिष्पादन बैंक गारंटी (पीबीजी)</b>	संविदा राशि का 5%. वैधता: कार्य निष्पादन अवधि
<b>11. कार्य की शरूवात करने के लिए लिखित आदेश की तारीख से 14 वें दिन से कार्यों को पूरा करने के लिए अनुमत समय</b>	45 दिन
<b>12. तकनीकी-वाणिज्यिक बोली बोली और वित्तीय बोली शुरू होने की तारीख एवं ऑनलाईन लिंक</b>	06 नवंबर 2025 प्रातः 17:00 बजे से <a href="https://www.mstcecommerce.com/eproc/index.jsp">https://www.mstcecommerce.com/eproc/index.jsp</a>
<b>13. तकनीकी-वाणिज्यिक बोली और वित्तीय बोली जमा करने के लिए ऑनलाईन ई-निविदा की अंतिम तिथि</b>	15 दिसंबर 2025 को 14:00 बजे तक या उससे पहले
<b>14. भाग- I के खुलने की तिथि और समय (अर्थात् तकनीकी-वाणिज्यिक बोली)</b>	15 दिसम्बर 2025 को 16:00 बजे
<b>15. भाग- II के खुलने की तिथि और समय (अर्थात् वित्तीय बोली)</b>	पात्र बोलीदाताओं को इसकी सूचना दी जाएगी।
<b>16. लेनदेन शुल्क</b>	<p>एमएसटीसी भुगतान गेटवे के माध्यम से लेनदेन शुल्क का भुगतान या तो चालान के माध्यम से एनईएफटी/आरटीजीएस द्वारा या एमएसटीसी लिमिटेड के पक्ष में नेट बैंकिंग/डेबिट कार्ड/क्रेडिट कार्ड के माध्यम से ऑनलाईन भुगतान किया जाएगा। भुगतान प्राप्त होने पर, सिस्टम स्वचालित रूप से भुगतान को अधिकृत करेगा।</p> <p>ई-खरीद में भाग लेने के लिए शुल्क, एमएसटीसी लिमिटेड के पक्ष में एमएसटीसी गेटवे/एनईएफटी/आरटीजीएस के माध्यम से या मैसर्स एमएसटीसी लिमिटेड द्वारा सूचित किए अनुसार भुगतान किया जाएगा।</p>

### **SCHEDULE OF TENDER (SOT)**

a. e-Tender no	RBI/PD-Central Office Departments/ Others/ 10/25-26/ET/602
b. Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid) through MSTC website ( <a href="http://www.mstcecommerce.com/eprocn.index.jsp">www.mstcecommerce.com/eprocn.index.jsp</a> )
c. Tender Value	₹ 13.50 lakhs
d. Date of NIT available to parties to download (View Tender Time)	on November 06, 2025 from 17:00 hrs onwards
e. Pre-Bid meeting	November 12, 2025 at 11:30 Hrs. (The meeting shall be held at conference Room on 5 <sup>th</sup> floor Central Office Building Mumbai. Participants who are willing to attend the Pre-Bid meeting are requested to remain present at venue and date & time)
f. Earnest Money Deposit (EMD)	EMD @2% of the total contract amount as specified in the tender will be collected from successful bidder
g. Last date of submission of EMD	EMD @2% of the total contract amount as specified in the tender will be collected from successful bidder
h. Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and price Bid at (Start Bid Date & Time )	November 06, 2025 from 17:00 hrs onwards
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid (Close Bid Date & Time)	On or before December 15, 2025 up to 14:00 hrs
j. Date & Time of opening of Part-I (i.e. Techno-Commercial Bid)	December 15, 2025 at 16:00 hrs
k. Date & Time of opening of Part- II (i.e. Financial Bid)	Will be intimated to the eligible bidders.
l. Transaction Fee	<b>Payment of transaction fee through MSTC payment gateway either by NEFT/RTGS through challan or by Online payment through Net banking/Debit card/Credit card in favor of MSTC LIMITED. Upon receipt of payment, system will automatically authorize the payment.</b> Charges for participation in e-procurement will be made to M/s MSTC Ltd. through MSTC Gateway/NEFT/RTGS in favor of MSTC Limited or as advised by M/s MSTC Ltd.

## **Annexure 1- Important instructions for E-Tendering**

This is an e-procurement event of MSTC LTD. You are requested to read the terms & conditions of this tender before submitting your online tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid

### **Process of E-tender:**

A) Registration: The process involves vendor's registration with MSTC eProcurement 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 over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE

SUBMITTED ON-LINE ONLY AT [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) (Version 3)

1) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).

### **Contact Persons (RBI - During Office Hours only):**

1. Mr. Manoj Goswami, AM (Tech-Civil), e-mail: [manojgoswami@rbi.org.in](mailto:manojgoswami@rbi.org.in), Mob- 8879217290

2. Mr. Ravindra Kumar, AM, e-mail: [ravindraku@rbi.org.in](mailto:ravindraku@rbi.org.in), Mob:7976264512

### **Contact person (MSTC Ltd – During Office Hours only):**

a) Name: Shri Manas Mallick, Senior Manager (MSTC-WRO)  
Email: [manas@mstcindia.co.in](mailto:manas@mstcindia.co.in)  
Mobile no.: 9831108435.

b) HO Central Help Desk: (For vendors)- Phone Number :07969066600  
[helpdeskho@mstcindia.in](mailto:helpdeskho@mstcindia.in) (Please mention "HO Helpdesk" as subject while sending emails)

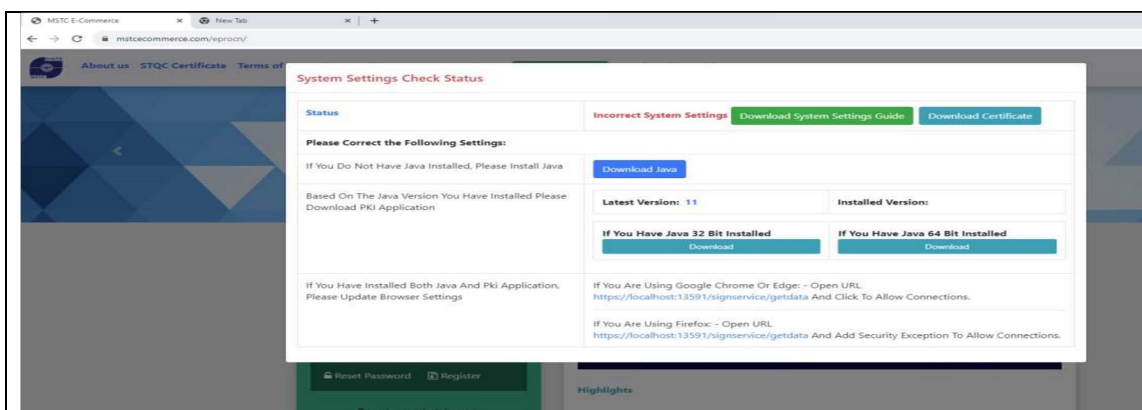
Availability: 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

Vendors are required to register themselves online with [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn)

Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration Guide. B) System Requirement:

For details, vendor may refer to the **DOWNLOAD SYSTEM SETTING GUIDE** available <https://www.mstcecommerce.com/eprocn>





2. Special Note towards Transaction fee: The vendors shall pay the transaction fee using "Transaction Fee Payment" Link against the specific tender in the "Bid Floor"/through the "Pay Transaction fee" in "Event catalog" through their login. Service Provider / Contractor / Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Service Provider / Contractor / Vendor shall generate a challan by filling up a form. Service Provider / Contractor / 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, Service Provider / Contractor / 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.

Transaction fee is non-refundable. A vendor will not have the access to online e- tender without payment of the 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.

3. Information about tenders / corrigenda shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with the MSTC Ltd. Vendors are also requested to ensure validity of their class III signing and encryption type of DSC (Digital Signature Certificate).

4. E-tender cannot be accessed after the due date and time mentioned in NIT (Notice inviting tender).

5. Bidding in E-tender:

Note: Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.

a) Bidder(s) need to submit necessary EMD, E-Tender fees (If ANY) and Transaction fee separately for the e-tender. Transaction fees if any are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI.

**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.

b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → eprocurement → New Common Portal → Bid Floor Manager → live event → Selection of the live event → Transaction fee->Common terms->Attach Documents->Price Bid.

Please Note: The vendor after successful remittance of the transaction fees and EMD details, will get the attach documents and common terms tab enabled in their login. Post successful completion of this step, the vendors will be allowed to save the lot specific terms and submit their price bid against the lot through the portal or download and upload the excel file for submitting price bids, as the case may be. In case the attach documents and/or saving common terms step is unsuccessful, the tabs for saving lot specific terms and submitting price bid would be disabled. The status of whether the same is successful/pending would be displayed in the bid status button.

c) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid NOTE: - After clicking the final submission "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

d) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

e) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.

f) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

g) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter SUPPLIER/CONTRACTOR.

h) It is mandatory that all the bids are submitted with class III signing and encryption type of digital signature certificate otherwise the same will not be accepted by the system.

i) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

j) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.

k) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

**INTEGRITY PACT:** The bidders/ prospective vendors shall be required to enter into an agreement with the Reserve Bank of India (RBI) called Integrity Pact (IP). The IP envisages an agreement between the RBI and the bidders/ prospective vendors as per the approved proforma annexed hereto, committing the persons/ officials of both sides not to resort to corrupt practices in any aspect/ stage of the contract. The IP shall be applicable from the stage of invitation of bids till the complete execution of the contract. The tenders of those bidders/ prospective vendors which do not contain the IP in the approved proforma shall be liable for rejection. The bidders may upload the scanned copy of the IP agreement, duly signed, as part of document submission. The original hard copy may be submitted in the office during opening of the part-I of the tender.

**(A)** Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT.

**(B)** Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno Commercial Bid is found to be Techno-Commercially acceptable by RBI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid e- mail confirmed by them.

Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. **No deviation to the technical and commercial terms & conditions is allowed.**

The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

**Clarifications and pre-bid meeting:** If the contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or the specifications and drawings or any other matter concerning the work, he shall in good time, before the scheduled date of Pre-bid meeting, put forth the particulars thereof and submit them to the RBI, in writing, addressed to the Tender Inviting Authority, in order that such doubts may be clarified authoritatively during Pre-bid meeting and shall be conveyed to all the bidders in due course. Once a tender is submitted, the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.

In order to explain the scope of work, other details and to clarify any issues/ queries raised by the bidders, a **Pre-bid meeting** shall be arranged on the **date, time and venue specified in SOT**. The bidders are advised to peruse the tender and visit the site and submit any matter requiring clarification to the RBI latest by **5:00 PM** on the previous working day. In case the bidder wishes to include any condition while tendering for the work, he will have to submit the same before the pre-bid meeting to enable the RBI to examine/ consider the same. RBI's decision in the matter shall be conveyed to all the bidders after pre-bid meeting but before the scheduled date of submission of the tenders. All the bidders are advised to attend the Pre-bid meeting in their own interest. Any tender received with any deviation/ Condition is liable for rejection.

**Amendment to the Tender Document:** At any time prior to the deadline for the submission of tender/ Bids, RBI may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify any part of the tender document by an amendment.

The said amendment in the form of the addendum/ corrigendum will be sent to all the prospective Bidders who have paid the registration fee for the Tender in case of open tenders and all the enlisted contractors, in case of limited tenders. This communication will be in writing and the same shall be binding on the Bidders. Prospective Bidders should promptly acknowledge receipt of the addendum/ corrigendum by fax/courier/e-mail to RBI. The amendments would also be made available on the website of RBI in case of open tenders. The Bidders, especially those who have downloaded the tender document are strongly advised to regularly visit the website [www.rbi.org.in](http://www.rbi.org.in) to ensure that they are aware of the amendments, if any. The addendum (s), if any, issued will form part of the contract document.

In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the RBI may, at its discretion, extend the deadline for submission of Bids

All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process till finalization of tender by RBI. Hence the bidders are required to ensure that their corporate e-mail I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e.

Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate)

**Preparation of bid and Cost of bidding:** The bidder 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 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 pertaining thereto.

The Contractor shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the specifications, schedules and drawings and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard, he will be given necessary information available with the RBI but without any guarantee about its sufficiency and accuracy.

**Filling of Rates:** Rates should be quoted for each item of work both in figures and words in columns specified in the Schedule of Quantity. Care shall be taken to avoid discrepancy in the rate given in figures and words. The amount for each item should be worked out and requisite totals should be given in the specified column.

In the event, no rate has been quoted for any item(s), leaving space both in figure(s), word(s) and amount blank, the rate for the item shall be considered as 'Zero' and the tender shall be evaluated accordingly.

No advice of any change in rate or conditions after the opening of the tender will be entertained

**Opening of Bids:** The Part I of the tender, will be opened on the time and date, as specified in the presence of authorized representatives of the bidders who choose to be present. The duly filled-in Part II of the tender, of those bidders, who are found qualified after scrutiny of Part I of the tender documents, only will be opened in presence of the authorized representatives of the qualified bidders on a subsequent date which will be intimated to all the qualified bidders.

**Clarification & Evaluation of Bids:** RBI would subsequently examine and evaluate bids as below: a. Price Bids of only those Bidders who are technically qualified shall be opened.

b. Rates quoted for each item shall be considered during verification/ scrutiny

c. If the rates written in figures and in words do not tally, then the rates quoted by the contractor in words shall be taken as correct

d. Where the rates quoted by the contractor in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will be taken as correct and the amount will be worked out accordingly.

e. To assist in the examination, evaluation and comparison of the bid, RBI may ask Bidders individually for clarifications. The request for clarification and the response shall be in writing. No change in the price or substance of the Bid shall be sought, offered or permitted except as required during the evaluation of Bids in accordance with tender clauses

f. In the case of any tender where unit rate of any item/items appears unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.

g. In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more bidders is same, then such lowest bidders may be asked to submit a sealed revised offer quoting percentage discount on their already quoted tendered amount which shall be applicable on all tender items except buy-back amount and Annual Maintenance Contract (AMC) amount, if any. The lowest tender shall be decided on the basis of revised offer. Further, if any such lowest bidder does not revise his bid on lower side, his original bid shall remain valid for further processing.

h. If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more bidders received in revised offer is again found to be equal, then the RBI shall decide future course of action which shall be final and binding on all the bidders.

**Acceptance of Tender and Award of Work:** On receipt of intimation from the RBI of the 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 articles of agreement. Further, 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 executed subsequently

**Performance Guarantee:** The Contractor whose tender is accepted, will be required to furnish performance guarantee of specified percentage of the contract amount within the period specified. This guarantee shall be from any Scheduled Bank as per the approved proforma annexed hereto.

**Taxes/ Duties/ Levies :** GST or any other tax/ Duty/ levy applicable in respect of this contract shall be payable by the Contractor and RBI will not entertain any claim whatsoever in respect of the same. The successful tenderers may also note that RBI shall deduct all the statutory taxes (IT/ GST etc.) as per the extant provisions of the applicable Act from the bills and amount due to them from bank and remit the same directly to the Government.

**Employer's right to accept or reject any or all the bids:** Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Employer shall not assign any reason for rejection of any or all Bids.

## **अस्वीकरण**

भारतीय रिज़र्व बैंक, केन्द्रीय कार्यालय, परिसर विभाग, ने इस दस्तावेज़ को इच्छुक पक्षों को परियोजना के बारे में पृष्ठभूमि की जानकारी देने के लिए तैयार किया है। हालांकि भारतीय रिज़र्व बैंक ने यहां मौजूद जानकारी तैयार करने में आवश्यक सावधानी बरती है और उसके अनुसार यह सूचना सही है लेकिन इस दस्तावेज़ में दी गई जानकारी की पूर्णता या सटीकता या इसके साथ दी गई किसी सूचना के बारे में भारतीय रिज़र्व बैंक या उनके अधिकारियों या एजेंसियों या उनसे कोई भी संबंधित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों द्वारा कोई भी वारंटी या उसका दावा, चाहे वह व्यक्ति या अंतर्निहित हो, नहीं किया जाता है।

व्यक्त जानकारी संपूर्ण नहीं है। इच्छुक पार्टियों को स्वयं पूछताछ करने और प्रतिवादियों को लिखित रूप में पुष्टि करने की आवश्यकता होगी कि उन्होंने ऐसा किया है और वे केवल निविदा प्रस्तुत करने के लिए भारतीय रिज़र्व बैंक द्वारा दी गई जानकारी पर निर्भर नहीं हैं। यह जानकारी इस आधार पर दी जाती है कि यह भारतीय रिज़र्व बैंक या इसके किसी भी प्राधिकारी या एजेंसियों या उनके संबंधित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों के लिए बाध्यकारी नहीं है।

भारतीय रिज़र्व बैंक परियोजना को आगे बढ़ाने या परियोजना के स्वरूप को बदलने के लिए, इस दस्तावेज़ में दर्शाई गई समय सारणी को बदलने या लागू होनेवाली प्रक्रिया या प्रणाली को बदलने का अधिकार सुरक्षित रखता है। यह इस परियोजना में रुचि दिखाने वाले किसी भी पक्ष से इस मुद्दे पर चर्चा करने से इनकार करने का अधिकार भी रखता है। इस परियोजना में रुचि दिखाने वाले किसी भी पक्ष या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति नहीं की जाएगी। निविदा के संबंध में भविष्य में जारी अन्य सूचना/संशोधन/शुद्धिपत्र, यदि कोई हो, तो केवल आरबीआई की वेबसाइट और एमएसटीसी वेबसाइट पर सूचित किया जाएगा और समाचार पत्र में प्रकाशित नहीं किया जाएगा।

## **DISCLAIMER**

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

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

Reserve Bank of India reserves the right not to proceed with the work or to change the configuration of the work, 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. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website and will not be published in the newspaper.



**RESERVE BANK OF INDIA**  
**PREMISES DEPARTMENT**  
**CENTRAL OFFICE, MUMBAI**

**Name of Work: Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai**

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### 3. निविदा फॉर्म

स्थान:  
तारीख :

प्रति,

प्रभारी मुख्य महाप्रबन्धक,  
परिसर विभाग,  
केंद्रीय कार्यालय,  
भारतीय रिज़र्व बैंक,  
मुंबई

महोदया,

हमने निर्दिष्ट ज्ञापन में उल्लिखित कार्यों से संबंधित विनिर्देशों, कार्य के दायरे और मात्रा की अनुसूची की सावधानीपूर्वक जांच की है और उक्त ज्ञापन में निर्दिष्ट कार्यों की स्थापना साइट का दौरा करने तथा जांच करने और निविदा को प्रभावित करने वाली उससे संबंधित आवश्यक जानकारी प्राप्त करने के बाद, मैं/ हम उक्त ज्ञापन में निर्दिष्ट कार्यों को उक्त ज्ञापन में निर्दिष्ट समय के भीतर, मात्राओं की संलग्न अनुसूची में उल्लिखित दरों पर और समग्र रूप से, निविदा की शर्तों, करार की शर्तों, विशेष शर्तों, मात्रा की अनुसूची और संविदा की शर्तों में लिखित रूप में दिए गए विनिर्देशों और सूचनाओं के अनुसार और इसके लिये उपलब्ध करायी गयी सामग्री के साथ तथा अन्य सभी मामलों में ऐसी शर्तों के अनुसार उक्त ज्ञापन में विनिर्दिष्ट कार्य को निष्पादित करने का प्रस्ताव रखते हैं।

#### ज्ञापन

(क)	कार्य का विवरण	केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई के मेजेनाइन तल पर फायर कंसोल कक्ष का नवीनीकरण
(ख)	अनुमानित लागत	₹ 13.50 लाख
(ग)	बयाना जमा राशि	सफल निविदाकर्ता को कुल संविदा राशि का 2% ईएमडी जमा करना होगा
(घ)	प्रत्येक बिल से प्रतिधारण राशि के रूप में कटौती की जाने वाली राशि का प्रतिशत, यदि कोई हो	प्रत्येक बिल से 5 %
(ङ)	निष्पादन बैंक गारंटी	संविदा मूल्य का 5%
(च)	कार्य पूरा करने के लिए दिया गया समय	कार्य आदेश जारी होने की तारीख के 14 वें दिन से 45 दिन



(छ)	दरों की वैधता	ये दरें निविदा के भाग I के खुलने की तारीख से एक वर्ष की अवधि के लिए वैध रहेंगी।
(ज)	निविदा की वैधता	भाग - I खोलने की तारीख से तीन माह
(झ)	परिसमापन क्षति	परिसमापन क्षति की वसूली देरी के लिए प्रति सप्ताह 0.25% की दर से संविदा मूल्य के अधिकतम कुल 10% के अधीन होगी।

2. हम निविदा की वैधता अवधि के लिए निविदा को खुला रखने के लिए सहमत हैं और वैधता अवधि या पारस्परिक रूप से सहमत किसी अन्य विस्तारित अवधि के दौरान इसके नियमों और शर्तों में कोई संशोधन नहीं करने के लिए सहमत हैं।

3. निविदा की स्वीकृति पर, निविदा में निर्दिष्ट कुल संविदा राशि के @ 2% के बराबर राशि सफल बोलीदाता से निविदा की स्वीकृति के बारे में बैंक से सूचित होने पर आरबीआई के पास बयाना राशि जमा (ईएमडी) के रूप में एकत्र की जाएगी, जिस राशि पर कोई ब्याज नहीं होगा। यदि मैं/हम, ऐसा करने के लिए बुलाए जाने पर संविदा को निष्पादित करने में विफल रहते हैं, तो मैं/हम सहमत हैं कि भारतीय रिज़र्व बैंक या उसके उत्तराधिकारी, कार्यालय में किसी अन्य अधिकार या उपाय के पूर्वाग्रह के बिना, उक्त बयाना राशि जमा को पूरी तरह से जब्त करने के लिए स्वतंत्र होंगे। इसके अलावा, यदि मैं/हम निर्दिष्ट कार्य शुरू करने में विफल रहते हैं, तो मैं/हम सहमत हैं कि भारतीय रिज़र्व बैंक या कार्यालय में उसके उत्तराधिकारी कानून में उपलब्ध किसी अन्य अधिकार या उपाय पर प्रतिकूल प्रभाव डाले बिना, उक्त निष्पादन गारंटी को पूरी तरह से जब्त करने के लिए स्वतंत्र होंगे। उक्त निष्पादन गारंटी निविदा दस्तावेज में उल्लिखित सभी कार्यों को उसमें निहित नियमों और शर्तों पर निष्पादित करने की गारंटी होगी।

4. मैं/हम एतद्वारा घोषणा करते हैं कि मैं/हम निविदा दस्तावेजों, रेखाचित्रों और कार्य से जुड़े अन्य अभिलेखों को गुप्त/गोपनीय दस्तावेजों के रूप में मानेंगे और उस व्यक्ति जिसको इसे संप्रेषित करने के लिए मैं/हम अधिकृत हैं के अलावा मैं/हम किसी अन्य व्यक्ति को जानकारी/उससे प्राप्त जानकारी का संचार नहीं करेंगे या न ही किसी भी प्रकार जानकारी का उपयोग करेंगे जो किसी भी तरह से भारतीय रिज़र्व बैंक की सुरक्षा के लिए हानिकारक हो। ।

5. निविदा स्वीकार होने पर मैं/ हम यहाँ संलग्न निविदा को उक्त शर्तों के निबंधनों एवं प्रावधानों को, जहाँ तक वे लागू होते हैं, पूरा करने और उसका पालन करने के लिए या उसमें चूक करने पर ठेकेदार की लिखित स्वीकृति के साथ उक्त निविदा में उल्लिखित शर्तों में निर्धारित राशि जब्त किये जाने और भारतीय रिज़र्व बैंक को अदा करने के लिए सहमत हूँ/हैं।

6. हमारे बैंकर हैं: (नाम और पूरा पता)

(i)	
(ii)	

हमारी फार्म के भागीदारों के नाम:

(i)	
(ii)	

हस्ताक्षर करने के लिए अधिकृत फर्म के भागीदार का नाम	
अथवा	
संविदा पर हस्ताक्षर करने के लिए पावर ऑफ अटॉर्नी रखने वाले व्यक्ति का नाम (पावर ऑफ अटॉर्नी की प्रमाणित प्रति संलग्न की जानी चाहिए)।	

भवदीय,

ठेकेदार के हस्ताक्षर:

गवाहों के हस्ताक्षर, नाम और पते:

	हस्ताक्षर	पता
(i)		
(ii)		

## **FORM OF TENDER**

**To**

**Place:**

**Date:**

Chief General Manager - in – charge,  
Premises Department, Reserve Bank of India,  
Central office Building, Mumbai

Dear Sir,

Having read and examined the Notice Inviting e-Tender, Specifications & designs, Drawings, Schedule of Quantities, various schedules, General conditions of contract and, Special conditions of contract, General rules and instructions to bidders, clauses and all other contents in the tender document for the work specified in the memorandum hereinafter set out and having examined the site of the works 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 in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects with the specifications & designs, drawings and instructions in writing referred to in General Conditions of Contract, the Articles of Agreement, Special Instructions, Schedule of Quantities and Special Conditions of Contract 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)	Description of work	Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai
(b)	Estimated cost	₹ 13.50 Lakh
(c )	Earnest Money	Successful Tenderer shall submit an EMD of 2% of the total contract amount
(d)	Percentage, if any, to be deducted from each bill as RM	5 % from each bill
(e)	Performance Bank Guarantee	5% of contract value
(f)	Time allowed for completion of work	45 days reckoned from the 14 <sup>th</sup> day of issue of work order.
(g)	Validity of Rates	The rates shall remain valid for period of one year from the date of opening of Part I of Tender.

(h)	Validity of Tender	Three months from the date of opening part-I
(i)	Liquidated damages	The recovery of Liquidated Damages shall be at the rate of 0.25% of the accepted tender amount for per week of delay, subjected maximum to 10% of the accepted tender amount.

2. We agree to keep the tender open for the validity period of the tender and not to make any modification in its terms and conditions during the validity period or any other extended period as agreed mutually.
3. On acceptance of tender, an amount equal to the sum @2% of the total contract amount as specified in the tender, will be collected from successful bidder as earnest money deposit(EMD) with RBI on intimation from the Bank about acceptance of the tender, which amount will not bear any interest. If I/We, fail to execute the contract when called upon to do so, I/We agree that the Reserve Bank of India or its successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money deposit absolutely. Further, if I/We fail to commence work as specified, I/ We agree that Reserve Bank of India or its successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender document upon the terms and conditions contained therein
3. I/We hereby declare that I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the Reserve Bank of India.
4. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto 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.

5. Our bankers are (Name and full address):

(i)	
(ii)	

--	--

The names of partners of our firm are: -

(i)	
(ii)	

Name of the partner of the firm authorized to sign	
OR	
Name of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached)	

Yours faithfully,

Signature of Bidder with Seal

Signatures and addresses of witnesses

	Signature	Address
(i)		
(ii)		

## **ARTICLES OF AGREEMENT**

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank of India having its Central office at Mumbai – 400 001 (hereinafter called “The Bank”) of the one part and \_\_\_\_\_ (herein after called the “contractor”) of the other part.

WHEREAS THE Bank is desirous of carrying out ‘ Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai ’ has caused Drawing and Bills of Quantities showing and describing the work to be done to be prepared by or under the direction of Bank’s Engineer.

AND WHEREAS the contractor has agreed to execute upon and 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 rate 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 the 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 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 term “Bank’s Engineer” in the said condition regarding execution of the work, quality of construction, quality of materials, progress and completion of the project etc. shall mean the Deputy General Manager (Technical), or any other person designated for the purpose by the Reserve Bank of India. As far as the operation of the provision under clause 34 of the contract viz. clause relating to settlement of disputes through arbitration, the term “Bank’s Engineer” shall be read as General Manager / Officer – in-charge, of the Premises Department, Reserve Bank of India, Central Office, Mumbai.
4. 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 perform the agreements on their part respectively in the said Conditions contained.

5. The plans, agreement and documents mentioned herein shall form the basis of this contract.
6. This Contract is neither a fixed lump sum Contract nor a piece Work Contract, but it is a Contract to carry out the work in respect of “Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai” to be paid for according to actual measured quantities at the rates contained in the Schedule of quantities or as provided in the said Conditions.
7. The Contractor shall afford every reasonable facility for the carrying out of all works relating to civil works, installation of sanitary work and fittings, permanent water supply, electrical installations, fittings, 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.
8. 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.
9. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's etc., which may come to the possession or knowledge of the Contractor during 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 of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank because 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 Bank 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 are 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.
10. Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from 14<sup>th</sup> day after the date of issue of formal works order as provided for in the said Conditions whichever is later and to complete the entire work within specified time period subject nevertheless to the provisions for extension of time.
11. All payments by the Bank under this contract will be made only at Mumbai.
12. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have jurisdiction to determine the same.

13. The several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
14. The contractor/agency shall be solely responsible for full compliance with the provision of Prevention of Sexual harassment of Women at work place under Prevention, Prohibition and Redressal Act 2013. In case of any complaint of sexual harassment against its employee within the premises of 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.
- (a) 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 Complaints Committee constituted by the bank.
  - (b) The contractor shall be responsible for any monetary compensation that may need to be paid in case of incident involves the employee of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
  - (c) The contractor shall be responsible for educating its employees about the prevention of sexual harassment at work place and related issues.
  - (d) The contractor shall provide a complete and updated list of its employees who are deployed within the bank's premises.
15. Contractors shall comply with minimum wage Act and labour Act in force. Notices/penalty, if any, issued/ imposed by any statutory bodies in the work due to lapses by the contractor in complying with the statutory norms/ requirements shall be paid by the contractor, without any claim to the Bank.

IN WITNESS WHERE OF the Bank and the Contractor have set their respective hands to these presents and two duplicates thereof the day and year first hereinabove written	(If the Contractor is a partnership or an individual).
IN WITNESS WHERE OF the Bank has set its hands to these presents through its duly authorized officials and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written	(If the Contractor is a Company).

Signature Clause



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

Shri .....  
(Name and designation)  
In the presence of witnesses

(1) .....  
Address.....  
(2) .....  
Address.....

Witness

SIGNED AND DELIVERED BY  
In the presence of  
(1) .....  
Address.....  
(2) .....  
Address.....

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

Witness

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).....

If the contractor signs under its common seals, the signature clause should tally with the sealing clause in the Articles of Association

(2).....  
SIGNED AND DELIVERED BY the  
Contractor by the hand of Shri  
\_\_\_\_\_ and duly constituted attorney.

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

## **General Rules and Instructions to the Bidders**

Online e-tenders are invited for **Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai**

1. The tenders shall be submitted in online manner at MSTCE commerce web site.
  2. Bids in Two bid system :- The e-tender in two parts (Part I comprising of duly filled tender part I, EMD, technical bid/details, literature etc. and Part II comprising of duly filled-in e- tender part II) should be submitted online as e-Tender using digital signature not later than the date and time of submission of tender/bid on line . No tender will be accepted after the specified date and time for submission of tender under any circumstances whatsoever. Bids shall be submitted online only and those received in physical form will not be entertained
  3. Tenders shall remain open to acceptance by the Bank for a period of three months from the date of opening part-I of the tender which period may be extended by mutual agreement and the contractors shall not cancel or withdraw the tender during this period. The quoted rates shall be valid for a period of one year from the date of opening of tender part I.
  4. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserves 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.
  5. (a) Successful tenderers shall pay as earnest money deposit (EMD) a sum of 2% of the total contract amount by a NEFT/RTGS or by Demand Draft (DD) or by Bank Guarantee (BG) drawn on a scheduled Bank in favour of Reserve Bank of India. On intimation by the Bank, the successful tenderer shall deposit EMD within 7 days and thereof the successful tenderer shall sign an agreement in accordance with the draft agreement within fourteen days of issue of work order. The EMD amount will not bear any interest.
- 5 (b) Under no circumstances, Earnest Money Deposit will be accepted in any other form than mentioned under 5(a) above.

### **5 (c) Forfeiture of EMD**

EMD will be forfeited in the following situations:

- If the vendor/contractor withdraws bid after opening of the commercial bid
- If the vendor/contractor fails to commence the work awarded to him/her within the prescribed time limit.

### Refund of EMD

The EMD amount will not bear any interest. The EMD of successful bidder shall be released after submission of Performance Bank Guarantee and commencement of work

5(d). **Performance Bank Guarantee (PBG) as security deposit:** On award of the work, the successful tenderer shall furnish an amount equal to 5% (Five percent) of the contract value in the form of a Performance Bank Guarantee (PBG) from any scheduled Bank in the form prescribed by the Bank as per [Annexure II](#) or an amount equivalent to PBG through online mode (NEFT / RTGS) towards security deposit for the due fulfilment of the contract. This Performance Bank Guarantee (PBG) shall be initially valid for the entire period of currency of contract for due fulfillment of the contractual obligations by the contractor. The Bank Guarantee towards the Earnest Money Deposit (EMD) furnished at the time of submission of tender will be returned thereafter after submission of the PBG.

Release of PBG: Will be released on issuance of completion certificate by the Bank.

i) Such Performance Bank Guarantee (PBG) should be submitted to the Bank within 14 days of the issue of work order.

ii) In case of delays in submission of unavoidable circumstances, charge for delay in submission of Performance Bank Guarantee shall be recovered from the bills of the contractor at Bank rate.

iii) Forfeiture of PBG: In case of:

- non-commencement of work,
- non-performance of contract obligations or fails to comply with any of the conditions of the contract
- violation of Integrity Agreement / Pact by Bank under the provisions of the contract
- in the event of contract being determined or rescinded under provision of any of the Clause/Condition of the agreement

### **(e) Retention Money (RM):**

- In addition to the Performance Bank Guarantee above, as further security for the due fulfillment of the contract by the Contractor, 5% of the value of the work done will be deducted by the RBI from each payment to be made to the Contractor towards Retention Money.
- Release of Retention Money: On completion of Defect Liability Period and after rectification of the defects pointed out during the Defects Liability Period.
- The amounts retained by the RBI shall not bear any interest.

**(f) Caution Money For Low/Abnormally low/Unworkable Rates Items of work:-** The Bank, if required, may insist that the tenderer, who is being considered for award of work, a bank (financial) guarantee for performance of the contract in respect of items of work for

which the tenderers have quoted low/unworkable rates during evaluation of the tenders. The tendered should accept to submit with the Bank, a bank (financial) guarantee (to be issued by any Schedules Commercial Bank) for some specified amount (caution money) for due performance of their contract, if awarded, in respect of the low/abnormally low/unworkable rates items of work. This is done with a view to ensure contractor's commitment for execution of low/abnormally low/ unworkable rates items of work strictly as per the specifications in workman like manner, using quality materials, and within specified time periods. The standard format in which the said bank guarantee may be obtained from the successful tenderer within 14 days after award of the contract shall be as per [Annexure IV](#).

6. All compensation or other sums of money payable by the contractor to the Bank under the terms of this Contract may be deducted from his earnest money and security deposit if the amount so permits and the contractor shall unless such deposit has become otherwise payable within ten days after such deductions make good in cash the amount so deducted.

7. 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's Engineer shall serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the Contractor.

8. The Contractor shall carry out all the work strictly in accordance with drawing, details and instructions of the Bank's Engineer if in the opinion of Bank's Engineer and the structural Consultant change have to be made in the design and they desire the Contractor to carry out the same, the contractor shall carry out the same without any extra charge. The Bank's Engineer's/Bank's decision in such cases shall be final and shall not be open to arbitration.

9. A Schedule of probable Quantities in respect of each work and Specifications accompany these Special Conditions. The Schedule of probable Quantities is liable to alterations by omissions, deductions or additions at the discretion of the Bank's Engineer. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire tender.

10. The contractors must obtain for himself on his own responsibility and at his own expense 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, inspect the site of the work, acquaint himself with all local conditions, means of access of the work, nature of the work and all matters pertaining thereof.

11. The rates quoted in the tender shall include all charges for clearing of site before commencement as well as during and after completion, fencing, hoarding, plant and equipment, storage sheds, watching and lighting by night as well as day including Sundays and Holidays, temporary, protection of the public and safety of adjacent roads, streets, cellars, vaults, ovens, pavements, walls, houses, 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 to do so, and fully reinstate and make good all matters and things disturbed during the execution of work and to the satisfaction of Bank's Engineer s. The rates quoted shall be deemed to be for the finished work to be measured at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever. Contractors must include in their quote, any other tax and/or other levy levied by the Central Government or any State Government or local authority, if applicable. The rates shall be including applicable GST.

No claim in respect of GST or other tax duty or levy whether existing or future shall be entertained by the Bank.

12. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his/her attention is drawn to the fact that rates for each item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract. No claim shall be entertained on this account. 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 of the project in excess of 25% of the tender quantity shall be considered as an extra item of work for which the contractor shall submit fresh rates supported by rate analysis worked CPWD or on the actual cost basis plus 15% towards establishment charges, contractor's overhead and profit. The rate for all such items of work, being current ones, will not be eligible for price adjustment due to increase or decrease in prices of materials and labour rates as per escalation formula, if any, given in the tender.

13. Time allowed for carrying out the work is **45 days** which shall be reckoned from the 14<sup>th</sup> day of issue of the work order. However, rate shall remain valid for one year from the date of opening of Part I of tender. If the contractor fails to complete the work within the specified period they/he/she shall be liable to pay Liquidated Damages at the rate of 0.25% of the accepted tender amount for per week of delay, subjected maximum to 10% of the accepted tender amount. The contractor shall before commencing the work shall prepare a detailed work programme and submitted within 14 days of time from date of award of the work, which shall be got approved by the Bank's Engineer.

14. The successful contractor is bound to carry out any or all 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.

15. The successful contractors should co-operate with the other contractors if appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank's Engineer.

16. The contractor shall bear in mind that all the work shall be carried out strictly in accordance with the specifications made by Bank's Engineer and also in compliance of the requirements of the local public authorities and to the requirements of the Bank and no deviation on any account will be permitted.

17. The successful tender should make his own arrangement to obtain all materials required for the work. The samples and the literature so submitted by the successful contractors shall be retained till the completion. If not submitted the materials shall be as approved by the Bank. Sample of all materials quoted for the illustrations with descriptive literature on the same shall be submitted by the successful contractor.

18. The Contractor shall strictly comply with the provision of safety code annexed hereto.

19. The Security deposit of the successful contractor will be forfeited if he/they fails to comply with any of the conditions of contract.

20. The different equivalent brands are specified on approved material schedule. The selection of the brand is entirely as per Bank's discretion. Only such brand will be allowed to use/consume in work as per the given manufacturer's specifications. The contractor shall note this condition while quoting.

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

Place:

Date:

Signature of Contractor with name, & seal

Address:

E-mail:

Phone:

## General Conditions of the Contract

Interpretation of Clause	1. In the contract (as hereinafter defined) constructing these Conditions, the specifications, Schedule of Quantities and Contract Agreement, the following words and expression shall have the meaning therein assigned to them except where the subject or context otherwise requires:
(a) "Bank"	Shall mean The Reserve Bank of India and shall include its assigns and successors.
(b) "Contractor" in the case of a partnership firm	"Contractor" shall mean .....and ..... partners in the name and style of.....and having a place of business at .....and shall include the partners for the time being of the said firm the legal representatives of a deceased partner.
In the case of Individual	"Contractor" shall mean Shri .....trading in the name and style of .....and shall include its heirs, successors and legal representatives.
In the case of company	"Contractor" shall mean .....a ..... company incorporated ..... under .....19..... / 20..... and having its registered office at ..... and shall include his successors and assigns.
(c) "Engineer"	Shall mean the person appointed by the Bank to act as Engineer for the purpose of the contract and named as such in the conditions.
(d) "Site"	Shall mean the site of the contract works including any building and erection thereon and any other land (inclusively) as aforesaid allotted by the Bank for the Contractor's use.
(e) "This Contract"	Shall mean the Articles of Agreement, the Special conditions, the Conditions (part I and II), the Tender, the letter of acceptance, the Appendix, the Schedule of quantities and Specification and such further documents as may be expressly incorporated in the letter of acceptance or article of agreement attached hereto and duly signed.

- f) specification “ Means the specification of the works included in the Contract and any modification thereof or addition thereto made or submitted by the Contractor and approved by the Engineer.
- (g) “Bill/ Schedule of Quantities “ Means the priced and completed bill of quantities forming the part of Tender
- (h) “Tender” Means the Contractor’s priced offer to the Bank 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.
- (i) “Letter of acceptance” Means the formal acceptance by the Bank of the tender
- (f) “Notice in writing” Or written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or 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.
- (f) “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.
- (g) “Net Prices” If in arriving at the contract amount the Contractor shall have added to or deducted from the total of the items in the Tender any sum, either as a percentage or otherwise, then the net price of any item in the tender shall be the sum arrived at by adding to or deducting from the actual figure appearing in the Tender as the price of that 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 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 accounts shall be held to mean rates or prices so arrived at.
- (h) “The Works” **Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai**



## CLAUSES OF CONTRACT

Scope of Contract      Clause 1. 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 Bank's Engineer. The Bank's Engineer may in his absolute discretion and from time to time issue further drawing and/or written instructions, details directions and explanations which are hereafter collectively referred to as "Bank's Instructions" in regard to: -

- (a) The variation or modification of the design, quality or quantity of works or the addition or omission or substitution of any work.
- (b) Any discrepancy in the Drawings or between the Schedule of Quantities and/ or Drawings and/or Specification.
- (c) The removal from the site of any material brought thereon by the Contractor and the substitution of any other material therefore.
- (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 inspection of any work covered up.
- (g) The amending and making good of any defects under clause 19 thereof.

The Contractor shall forthwith comply with and duly execute any work comprised 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 's shall, if involving a variation, be confirmed in writing by the Contractor within seven days, and if not dissented from in writing within a further seven days by Bank's Engineer 's such shall be deemed to be Bank's Engineer 's instructions within the scope of the Contract.

Variations to be approved by the Bank      Clause 2. The Contractor shall submit a statement to variations giving quantity and rates duly supported by analysis of rates, vouchers, etc. The rates on scrutiny and final acceptance by Bank shall form a supplementary tender. The Bank shall not be liable for payment of such variations until these statements are sanctioned by it.

Drawings, Schedule of      Clause 3. The Contract shall be executed in duplicate and the Bank's Engineer, the Bank and the Contractor shall be entitled to

Quantities and Agreement 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 and of the specification and one copy of all further Drawings 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. The quoted rates shall be valid for one year from the date of opening of tender Part I.

Contractor to provide everything necessary at his cost Clause 4. 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.

Authorities, notices and patents Clause 5. 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 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 13 thereof. The Contractor shall bring to the attention of the Bank's Engineer 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 Bank's Engineer.

The contractor shall indemnify the Bank against all claims in respect of patent rights, and shall defend all action 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.

Setting out of works. Clause 6. 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 it shall be rectified at his own expense to the satisfaction of the Bank's Engineer.

Materials & workmanship to conform to description Clause 7. 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 laborites prior to use in the work.

Employment of Technical Staff and employees Clause 8. Contractor's superintendence, supervision, technical staff and employees. 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 works in progress, deploy a competent, qualified Engineer who shall be constantly in attendance at the site while the men are at work. Any directions, instructions or notices given by the Bank's Engineer to such representative shall be held to be given to the Contractor. The engineer shall also be responsible to maintain day to day consumption of material used in the work, maintaining the records of the same, maintaining proper work quality, etc.

Dismissal of workmen. Clause 9. 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.

Access to Clause 10. The Bank, the Bank's Engineer and their respective works 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 Bank, 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 Bank or the Bank's Engineer except the representatives of public authorities shall be allowed on the works at any time.

Assistant Clause 11. The term Assistant Manager (Tech.)/ Manager (Tech.) Manager shall mean the person appointed and paid by the Bank and acting under the orders of the Bank's Engineer to inspect the works in the absence of the Bank's Engineer; the contractor shall afford the Assistant manager (Tech.) every facility and assistance for inspecting the works and materials and for checking and measuring time and materials. Neither the Assistant Manager (Tech) nor any representative of the Bank's Engineer shall have power to set out works or to revoke, alter, enlarge or relax and requirements of the Contract, or to sanction any day work, additions, alterations, deviations or omissions, or any extra work whatever except in so far as such authority may be specially conferred by a written order of the Bank's Engineer with the prior concurrence in writing of the Bank.

The Assistant Manager (Tech)/ Manager (Tech.) or any representative of the Bank's Engineer, or the Bank shall have power to give notice to the Contractor or to his representative of non-approval of any work or materials and such work shall be suspended of the use of such materials shall be discontinued until the decision of the Bank's Engineer is obtained. The work will from time to time be examined by the Bank's Engineer, the Assistant Manager (Tech)/ Manager (Tech.) or the Bank's Engineer's representative 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 after the same is completed. Subject to the limitation of this clause the Contractor shall take instructions only from the Bank's Engineer.

Assignment and Subletting	Clause 12. 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 Banks and no undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.
Alterations, additions, omission etc.	Clause 13. No alteration, omission or variation shall vitiate this Contract but in case the Bank's Engineer thinks proper at any time during the progress of the works to make any alterations in, or additions 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, Stipulation, Specification or Contract Drawings without the previous consent in writing of the Bank's Engineer and the value of such extras, alterations, additions or omissions shall in all cases be determined by the Bank's Engineer with the prior approval in writing of the Bank in accordance with the provisions of Clause 17 hereof, and the same shall be added to or deducted from the Contract Amount, as the case may be.
Schedule of Quantities.	Clause 14. The Schedule of Quantities, unless otherwise stated shall be deemed to have been prepared in accordance with the Standard Method of Measurement. Any error in description or in quantity or in omission of items from the Schedule of Quantities shall not vitiate this contract but shall be rectified and the value thereof, as ascertained under Clause 17 hereof, shall be added to, or deducted, from the Contract Amount (as the case may be) provided that no rectification of errors, if any, shall be allowed in the Contractor's Schedule of Rates.
Sufficiency of Schedule of quantities	Clause 15. 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 matters and things necessary for the proper completion of the works.

Measurement  
of works

Clause 16. Engineer-in-Charge shall, except as otherwise provided, ascertain and determine by measurement, the value in accordance with the contract of work done.

All measurement of all items having financial value shall be entered in Measurement Book and/or level field book so that a complete record is obtained of all works performed under the contract.

All measurements and levels shall be taken jointly by the Engineer-in-Charge or his authorized representative and by the contractor or his authorized representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer-in-Charge and the contractor or their representatives in token of their acceptance. If the contractor objects to any of the measurements recorded, a note shall be made to that effect with reason and signed by both the parties.

If for any reason, the contractor or his authorized representative is not available and the work of recording measurements is suspended by the Engineer-in-Charge or his representative, the Engineer-in-Charge and the Employer shall not entertain any claim from contractor for any loss or damages on this account. If the contractor or his authorized representative does not remain present at the time of such measurements after the contractor or his authorized representative has been given a notice in writing three (3) days in advance or fails to countersign or to record objection within a week from the date of the measurement, then such measurements recorded in his absence by the Engineer-in-Charge or his representative shall be deemed to be accepted by the Contractor.

The contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for measurements and recording levels.

Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards (IS 1200) or any other relevant code of practice and if for any item no such standard is available, then a mutually agreed method shall be followed.

The contractor shall give, not less than seven days' notice to the Engineer-in-Charge or his authorized representative in charge of the work, before covering up or otherwise placing beyond the reach of

measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer-in-Charge or his authorized representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of measurements without such notice having been given or the Engineer-in-Charge's consent being obtained in writing, the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.

Engineer-in-Charge or his authorized representative may cause either themselves or through another officer of the department to check the measurements recorded jointly or otherwise as aforesaid and all provisions stipulated herein above shall be applicable to such checking of measurements or levels.

It is also a term of this contract that recording of measurements of any item of work in the measurement book and/or its payment in the interim, on account or final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.

Computerized  
Measurement  
Book

Clause 16A. Engineer-in-Charge shall, except as otherwise provided, ascertain and determine by measurement the value of work done in accordance with the contract.

All measurements of all items having financial value shall be entered by the contractor and compiled in the shape of the Computerized Measurement Book having pages of A-4 size as per the proforma III of Measurement Book annexed hereto, so that a complete record is obtained of all the items of works performed under the contract.

All such measurements and levels recorded by the contractor or his authorized representative from time to time, during the progress of the work, shall be got checked by the contractor from the Engineer-in Charge or his authorized representative as per interval or program fixed in consultation with Engineer-in-Charge or his

authorized representative. After the necessary corrections made by the Engineer-in-Charge or his authorized representative the measurement sheets shall be returned to the contractor for incorporating the corrections and for resubmission to the Engineer-in-Charge for the dated signatures by the Engineer in- Charge and/or his authorized representative and the contractor or their representatives in token of their acceptance.

Whenever bill is due for payment, the contractor would initially submit draft computerized measurement sheets and these measurements would be got checked/test checked from the Engineer-in-Charge and/or his authorized representative. The contractor will, thereafter, incorporate such changes as may be done during these checks/test checks in his draft computerized measurements, and submit to the Employer a computerized measurement book, duly bound, and with its pages machine numbered. The Engineer-in- Charge and/or his authorized representative would thereafter check this MB, and record the necessary certificates for their checks/test checks

The final, fair, computerized measurement book given by the contractor, duly bound, with its pages machine numbered, should be 100% correct, and no cutting or over-writing in the measurements would thereafter be allowed. If at all any error is noticed, the contractor shall have to submit a fresh computerized MB with its pages duly machine numbered and bound, after getting the earlier MB cancelled by the Employer. Thereafter, the MB shall be taken in the Office records, and allotted a number as per the Register of Computerized MBs. This should be done before the corresponding bill is submitted to the Office for payment. The contractor shall submit two spare copies of such computerized MB's for the purpose of reference and record by the concerned officers of the Employer

The contractor shall also submit to the Employer separately his computerized Abstract of Costas per format annexed hereto and the bill based on these measurements, duly bound, and its pages machine numbered along with two spare copies of the bill. Thereafter, this bill will be processed by the Employer and allotted a number as per the computerized record in the same way as done for the measurement book meant for measurements.

The contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for checking of measurements/levels by the Engineer-in- Charge or his representative



Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards or any other relevant code of practice and if for any item no such standard is available then a mutually agreed method shall be followed.

The contractor shall give not less than seven days' notice to the Engineer-in-Charge or his authorized representative in charge of the work before covering up or otherwise placing beyond the reach of checking and/or test checking the measurement of any work in order that the same may be checked and/or test checked and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of checking and/or test checking measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer-in-Charge or his authorized representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of checking and/or test checking measurements without such notice having been given or the Engineer-in Charge's consent being obtained in writing the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed

Engineer-in-Charge or his authorized representative may cause either themselves or through another officer of the department to check the measurements recorded by contractor and all provisions stipulated herein above shall be applicable to such checking of measurements or levels

It is also a term of this contract that checking and/or test checking the measurements of any item of work in the measurement book and/or its payment in the interim, on account of final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period

Prices extras	for etc.	Clause 17. The Contractor may, when authorized, and shall, when directed, in writing by the Bank's Engineer with the approval of the
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ascertainment  
of

Bank add to, omit from or vary the works shown upon the drawings, or described in the specifications, 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 s shall, if confirmed by them in writing within seven days, be deemed to have been given in writing. No claim for an extra shall be allowed unless it shall have been executed under provisions of Clause 5 hereof or by the authority of the Bank's Engineer s with the concurrence of the Bank as herein mentioned. Any such extra is herein referred to as authorized extra 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 is of similar character and executed under similar 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 the items omitted 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 executed 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 to 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 of price contained in the Priced Schedule of Quantities or tender or for any item of the works involves loss or expense 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 it shall think reasonable and proper with the prior approval in writing of the Bank.
- 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 of the Priced Schedule of Quantities or, if not so stated, then in accordance with the local day work rates and wages for the districts provided that in either case, vouchers specifying the daily time (and if required by the Bank's Engineer , the workman's names) and materials employed

be delivered for verification to the Bank's Engineer or his representative at or before the end of the week following that in which the work has been executed.

- e) The measurement and valuation in respect of the contract shall be completed within the "Period of final measurements" stated in the Appendix or if not stated the within three months of the completion of the Contract works as defined in clause 21 hereof.
- f) 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 on CPWD or on the "actual cost basis", plus 15% towards establishment charges, contractor's overhead and profit. Such items will not be eligible for escalation.
- g) The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. However, during the actual execution of the work if the quantities exceeds by more than 25% of the tender quantities, the quantity of such items executed, by the authority of the Engineer of the project and with the concurrence of the Bank, in excess of 25% of the tender quantity shall be considered as extra item of work for which contractor shall submit fresh rates supported by rate analysis worked on CPWD or on actual cost basis +15% towards the establishment charges ,contractors overhead & 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 or materials and labour rates as per escalation formula, if any ,given in the tender .If any of the items of work is omitted from the accepted tender at the sole discretion of Bank, the contractor shall not be entitled to any claim on this account.

Unfixed  
materials  
when taken  
into account to

Clause 18. Where in any Certificate (of which the Contractor has received payment), the Bank's Engineer has included the value of any unfixed materials intended for and /or placed on or adjacent to the works such materials shall become the property of the Bank and they shall not be removed except for use upon the works, without

be the property of the Bank. the written authority of the Bank's Engineer. The Contractor shall be liable for any loss of or damage to, such materials.

Removal of Clause 19. The Bank shall, during the progress of the works, have improper works power to order in writing from time to time the removal of the works within such reasonable time or times as may be specified in the order, or any materials which in the opinion of the Bank's Engineer are not in accordance with the Specifications or the instructions of the Bank's Engineer, the substitution of proper materials, and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the Drawings and Specifications or instruction and the Contractor shall forthwith carry out such order at his own cost. In case of default on the part of the contractor to carry out such order, the Bank shall have the power to employ and pay other persons to carry out the same; and all expenses consequent thereon, or incidental thereto, as certified by the Bank's Engineer shall be borne by the Contractor, or may be deducted by the Bank from any money due, or that may become due, to the Contractor.

Defects after virtual completion. Clause 20. Any defect, shrinkage cracks, settlement, discoloring, leakages/seepages or other faults which may appear within the "Defects Liability Period" stated in the Appendix hereto or, if none stated, then within twelve months after the virtual completion of the works, arising in the opinion of the Bank's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Bank's Engineer 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 Bank may employ and pay other persons to amend and make good such defects, shrinkage, settlement or other faults, and all damages loss and expenses consequent thereon or incidental thereon or incidental there to shall be made good and borne by the Contractor and such damage, loss and expenses shall be recoverable from him by the Bank or may be deducted by the Bank, upon the Bank's Engineer's Certificate in writing from any money due or that may become due to the Contractor, or the Bank may in lieu of such amending and making good by the Contractor deduct from any moneys due to the Contractor a sum, to be determined by the Bank's Engineer equivalent to the cost of amending such work and in the event of the amount retained under Clause 31 hereof being insufficient, recover the balance from the Contractor, together

with any expenses the Bank may have incurred in connection therewith.

Should any defect observed in the work or material supplied by any sub-contractor employed on the works who has been nominated or approved by the Bank's Engineer as provided in Clauses 12 and 22 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 provisions of this Clause and Clause 2 hereof. The Contractor shall remain liable under the provisions of this Clause notwithstanding the signing of any Certificate or the passing of any accounts, by the Bank's Engineer. The work shall be guaranteed for waterproofing from external sides and no leakages /seepages /dampness shall be occurred from the external surface of the treated building. If seepages /leakages/ dampness occurs in any of the flat from exterior surface then same shall be immediately treated without any extra cost. Failure to attend to such defects will be got done at risk and cost of the contractor.

Certificate of virtual completion & defects liability period.	Clause 21. The works shall not be considered as completed until the Bank's Engineer has certified in writing that they have been virtually completed. The Defects Liability Period shall commence from the date of such Certificate.
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Nominated Sub-Contractor.	<p>Clause 22. All Specialists, Merchants, Tradesmen and other executing any work of supplying and fixing any goods for which prime cost prices or provisional sums are included in the Schedule of Quantities and/or specification who may be nominated or selected by the Bank's Engineer are hereby declared to be Sub-Contractors employed by the Contractor and are herein referred to as nominated Sub-Contractors.</p> <p>No nominated Sub-Contractor shall be employed on or in connection with the works against the Contractor shall make reasonable objections or (Save where the "Bank's Engineer and Contractor shall otherwise agree) who will not enter into a Contract providing.</p> <ul style="list-style-type: none"><li>a) That the nominated Sub-Contractor shall indemnify the Contractor against the same obligations in respect of the Sub-Contract as the Contractor is under in the respect of this Contract.</li><li>b) That the nominated Sub-Contractor shall indemnify the Contractor against claims in respect of any negligence by the</li></ul>
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Sub-Contractor, his servants or agents or any misuse by him or them of any scaffolding or other plants, the property of the contractor or under any Workman's Compensation Act in force.

- c) Payment shall be made to the nominated Sub-Contractor within fourteen days of his receipt of the Bank's Engineer's Certificate provided that before any Certificate is issued, the Contractor shall upon request furnish, to the Bank's Engineer proof that all nominated Sub-Contractor's accounts, included in previous Certificates have been duly discharged, in default whereof the Bank may pay the same upon a certificate of the Bank's Engineer and deduct the amount thereof from any sums due to the Contractor. The exercise of this power shall not create privacy of contract as between Bank and Sub-Contractor.

Other persons employed by Bank	Clause 23. The Bank reserves the right with the concurrence of the Bank's Engineer to use premises and any portions 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 Bank. 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.
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Insurance in respect of damages to persons and property	Clause 24. 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 Bank and hold him harmless in respect of all and
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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 Bank, an All Risk Policy for Insurance for the full amount of the contract including earthquake risk in the joint names of the Bank 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 Bank before commencing the works.

The contractor shall reinstate all damage of every sort mentioned in this Clause so as to do delivery of the whole of the works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to property or third parties.

The Contractor shall also indemnify and keep indemnified the Bank against all claims which may be made against the Bank by any person in respect of anything which any 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 Bank a policy of Insurance in the joint names of the Bank and the Contractor (name of the former being placed first in the policy) against such risk and deposit such policy or policies before commencement of the works. The minimum limit of the coverage under the policy shall be Rs. 2 lakh per person for any one accident or occurrence and Rs. 5 lakh in respect of damage to property for any one accident or occurrence subject to an overall ceiling of Rs 10 lakh. The contractor shall also indemnify the Bank against all claim which may be made upon the Bank, 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 Bank, a policy of insurance against such risks and deposit such policy or policies with the Bank from time to time during the currency of this contract.

In default of the contractor insuring as providing above, the Bank 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 Bank 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 Bank against contractor in respect of such default, the Bank 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 Bank 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 rebuild 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 rebuilding 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 Bank 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 Bank 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.

Contractor shall take following Insurance Policies:

- 1) Contractor's All Risk Policy for the full Contract Value for entire Contract Period
- 2) Workmen Compensation Policy for all workmen deployed at site



- 3) Third Party Liability Policy as per following details:  
a) For injury to persons – ₹ 2 Lakh per person per accident  
b) For damage to property – ₹ 5 Lakh per accident

Date of commencement and completion. Clause 25. The Contractor shall be allowed admittance to the site on the “Date of Commencement” stated in the Appendix hereto, or such later date as may be specified by the Bank’s Engineer 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’s Engineer may desire to delay on or before the “Date of Completion” stated in the Appendix subject nevertheless to the provisions for extension of time hereinafter contained.

Liquidated Damage for non-completion Clause 26. If the Contractor fails to complete the works within the stipulated time as in the Appendix or within any extended time under Clause 27 hereof and the Bank’s Engineer certifies in writing that in his opinion the same ought reasonably to have been completed the Contractor shall pay the Bank the sum named in the Appendix as “Liquidated Damages” for the period during which the said work shall so remain incomplete and the Bank may deduct such damages from any moneys due to Contractor.

Delay and extension of time Clause 27. If in the opinion of the Bank’s Engineer the works be delayed (a) by force Majuro or (b) by reason of any exceptionally inclement weather or (c) by reason of proceeding taken or threatened by or dispute with adjoining or neighboring owners or public authorities arising otherwise than through the Contractor’s own default or (d) by the works of delays of other Contractors or Tradesmen engaged or nominated by the Bank or the Bank’s Engineer and not referred to in the Schedule of Quantities and/or Specification or (e) by reason of Bank’s Engineer’s instructions as per Clause 2 of hereof or (f) by reason of civil commotion, local combination of workmen or strike or lockout affecting any of the building trades or (g) in consequences of the Contractor not having received in due time necessary instructions from the Bank’s Engineer for which he specifically applied in writing or (h) from other causes which the Bank’s Engineer may certify as beyond the control of contractor or (i) in the even the value of work exceed the value of the priced scheduled of quantities owing to variation, the Bank’s Engineer may with previous approval in writing of the Bank

make a fair and reasonable extension of time for completion of the Contractor Works for which contractor shall apply to the competent authority of Bank requesting the extension of time and its duration mentioning the reasons for the necessary extension of time at least 07 days prior to scheduled completion date of the contract.; in case of such strike or lockout the Contractor shall nevertheless constantly use his endeavor to prevent delay and shall do all that may reasonably be required to the satisfaction of the Bank's Engineer to proceed with work.

Failure by contractor to comply with Bank's Engineer's instructions Clause 28. If the Contractor after receipt of written notice from the Bank's Engineer requiring compliance within ten days fails to comply with such further drawings and/or Bank's Engineer instructions the Bank 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 Bank on the Certificate of the Bank's Engineer as a debt or may be deducted by him from any money due to the Contractor.

Termination of contract by the Bank Clause 29. 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 supervision 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 to the reasonable satisfaction of the Bank's Engineer that he is able to carry out and fulfill the Contract and to give security therefore, if so required by the Bank's Engineer .

Or if the Contractor (whether an individual, firm 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 Contractor.

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

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

Or if the Bank's Engineer shall certify in writing to the Bank 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 progress of the works for fourteen days after receiving from the Bank's Engineer notice to proceed or
- iii. Has failed to proceed with the works 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 after receiving the Bank's Engineer 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 or any of the acts, matters of things by this 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 Bank may, notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the Contract, but without thereby affecting the powers of the Bank's Engineer or the obligations and liabilities of the contractor, the whole of which shall continue in force as fully as if the Contract had not been so determined, and as if the works subsequently executed had been executed by or on behalf of the Contractor. And further, the Bank by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffolding, sheds, machinery steam and other power utensils and materials lying upon the premises or the adjoining lands or roads, and use the same as its own property or may employ the same by means of his own servants and workmen in carrying on and completing the works 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 of using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient the Bank's Engineer 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 Bank may sell the same by public auction, and give credit to the Contractor for the net amount

realized. The Bank's Engineer shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to or by the Bank, for the value of the said plant and materials so taken possession of by the Bank and the expense or loss which the Bank shall have been put to in procuring the works to be completed and the amount, if any, owing to the Contractor and the amount which shall be so certified shall thereupon be paid by the Bank to the Contractor or by the Contractor to the Bank, as the case may be, and the Certificate of the Bank's Engineer shall be final and conclusive between the parties.

Termination of Contracts by Contractor	Clause 30. If the payment of the amount payable by the Bank 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 a foresaid shall have been given by the Contractor to the Bank, or if the Bank interferes with or obstructs the issue of any such Certificate, or if the Bank shall repudiate the Contractor, or if the works be stopped for three months under the order of the Bank's Engineer or the Bank or by any injunction or other order of any Court of Law, then and in any of the said cases the Contractor shall be at Liberty to determine the Contract by notice in writing to the Bank through the Bank's Engineer , and he shall be entitled to recover from the Bank, 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 of 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 17 hereof.
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Certificates and payments	Clause 31. (a) The Contractor shall be paid by the Bank from time to time by installments 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
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installments 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 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 20 not relieve the contractor of his inability 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 Bank and which might subsequently be discovered as not payable and in this respect the Bank'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.

(f) No certificate of payment shall be issued by the Bank's Engineer if the Contractor fails to insure the works and keep them insured till the issue of the Virtual Completion Certificate.

(g) 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 Bank.

Delayed  
Payment

Clause 32. Any amounts payable by the Bank to the Contractor in pursuance of any certificate given by the Bank’s Engineer hereunder 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 such sum ought to have been paid by the Bank until the payment.

Matters to be  
finally  
determined by  
Bank

Clause 33. The decision, opinion, direction, Certificate (except for payment) with respect to all or any of the matters under Clause 1,2 3,7,12,19,27 (a, c, d ,e ,f) hereof (which matters are herein referred to as excepted matters) shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, certificate or valuation of the Bank’s Engineer or any refusal of the Bank’s Engineer to give any of the same, shall be subject to the right of Arbitration and review under Clause 34 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.

Settlement of  
disputes  
through  
arbitration

Clause 34. All disputes and difference 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 within 12 months from the date of virtual completion of work and whether before or within 12 months of determination abandonment or breach of contract) shall be referred to giving inter-alia full details of the matter under dispute like quantities, rates, amount claimed and the reason thereto, 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 expected matter shall be final and without appeal as stated in clause 33 hereof. But if the contractor be dissatisfied on any matter the contractor may within 28 days after receiving notice of such decision upon. Such written notice shall specify the matters, which are in dispute of 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 in 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, compromise their dispute of difference, on the parties filling their joint memorandum of the settlement of compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement of 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 party and party, and shall direct by whom and whom and in what matter 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 be 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 Bank and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

Right Technical	of	Clause 35. The Bank shall have a right to cause a technical examination of the works by any of the persons or organization as appointed by the Bank and the final bill of the Contractor including
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Scrutiny of all supporting vouchers, abstracts, etc. If as a result of this Final Bill. examinations or otherwise any sum is found to have been overpaid or over certified it shall be lawful for the Bank to recovery 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.

Bank entitled Clause 36. If, for any reason, the Bank is obliged, by virtue of the to recover provisions of the Workmen's Compensation Act, 1923, or any compensation statutory modification or re-enactment thereof to pay compensation paid to to a workman employed by the Contractor in execution of the works, workmen. the Bank shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of the Bank under the said Act. The Bank shall be at liberty to recover such amount or any part thereof by deducting it form the security deposit or from any sum due by the Bank to the Contractor under this contract or otherwise. The Bank 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 Bank for all cost for which the Bank might become liable in consequence of contesting such claim.

Abandonment Clause 37. If at any time after the acceptance of the tender, the of works. Bank shall for any reasons whatsoever not require the whole or any part of the works to be carried out, the Bank's Engineer shall give notice in writing to the Contractor who shall have to claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of the whole works.

Right of Bank Clause 38. Without prejudice to any of the right or remedies under To terminate this Contract, if the Contractor being an individual die, the Bank shall the contract in the event of liability for such termination. death of contractor if individual

Marginal Clause 39. The Marginal Notes and in the catch lines hereto and in Notes. the annexures hereto are meant only for convenience of reference and shall not in any way be taken in to account in the interpretation of these present and the annexures hereto.



Non-Disclosure Pact

Clause 40. The contractor shall not disclose directly or indirectly any information, materials and of the Employer's infrastructure/ system/equipment etc. which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the 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 are 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.

Prevention of Sexual Harassment Of Women At Work Place

Clause 41.

(i) The Contractor /Agency shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of the women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any 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 to the complaint.

(ii) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of the Regional Complaints Committee constituted by the Bank

(iii)The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves

the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.

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

Debarment of firms from bidding      **CLAUSE 42.**  
A bidder is liable for debarment/disqualification from bidding on the following grounds:

- (i). If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:
  - a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - b. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
  - c. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
  - d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - e. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
  - f. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - g. obstruction of any investigation or auditing of a procurement process.
  - h. making false declaration or providing false information for participation in a tender process or to secure a contract;
  - i. Failed to disclose conflict of interest.
  - j. failed to disclose any previous transgressions made in respect of the provisions of sub-clause (i) with any public institution / entity in India or any other country during the last

three years or of being debarred by any public procuring institution / entity.

- (ii). For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.
- (iii). If the bidder has been convicted of an offence (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (iv). In this regard, Bidder shall submit a copy of Undertaking / Declaration / Certificate on their letter head duly sealed and signed by the authorized signatory in the format given at [Annexure V](#).

Date: -  
Place: -

Signature and seal of contractor  
Name and address:  
E-mail:  
Phone:

### **SPECIAL CONDITIONS OF CONTRACT**

1. Time allowed for carrying out the work is 45 days which shall be reckoned from the 14<sup>th</sup> day of date issue of work order. However, rate shall remain valid for one year from the date of opening of Part I of tender. The contractor shall before be commencing work prepare a detailed work program, which shall be approved by the Bank's Engineer & shall be supported by his infrastructure with adequate support to plants, tool, tackles, labour forces etc.
2. The work shall be carried out in the Central Office Building of Reserve Bank of India, Mumbai. Since the work has to be executed even during working hours and beyond working hours, if required, it shall be ensured that work is executed without causing any hindrance to the functioning of the Bank. The work will have to be completed within the stipulated time frame and no extra charges will be paid under any circumstances for the late working hours.
3. Labourers will not be allowed to stay at site.
4. Shifting of materials / debris shall be done only through luggage lift / stairs. Contractors will not be allowed to use other passenger lifts for shifting of materials / debris
5. Contractors shall acquaint themselves of the security procedures of the Bank. They shall make necessary arrangements to obtain necessary passes for their workers and supervisory staff posted at site against submission of required ID proof as required by the Security Officials of the Bank
6. Contractor will have to make his own arrangement to hoist all the material, tools and plants etc. at the place of work as well as lowering down the same along with debris and salvaged material without causing any dust, nuisance, spillage and safety hazards. No debris more than a truckload shall be allowed to be accumulated at site. Debris shall be placed in location as directed by Bank's Engineer & shall be kept in gunny bags etc.
7. Wherever contractors propose to use equivalent make, the same shall be done with prior approval of Banks Engineer in writing. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall be entertained in this regard

8. Contractor shall, before start of the work shall submit his/their time schedule for various activities to be carried under the contract.
9. The contractor shall endeavor to keep dust and dirt noise/nuisance inside the building to minimum. Contractor shall also provide at his cost to clean area on day to day basis to keep dust free environment.
10. The contractor shall make his own arrangement for taping the available water/electricity at free of cost and the usage of the same shall be optimum usage.
11. Permission, if any, required from the local bodies shall be obtained by the Contractor. Charges towards the same shall be reimbursed after submission of original paid receipt.
12. The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Bank's Engineer. Non-clearance of the debris even after Bank's instructions will cause removal of the same at risk and cost of the contractor.
13. The Employer shall have a right to cause a technical examination of the works and the final bill of the contractor including all supporting vouchers, abstracts etc., to be made at the time of payment of the final bill. If as a result of this examination or otherwise any sum is found to have been overpaid or over certified it shall be lawful for the Employer to recover the sum.
14. The rates quoted in the tender shall include all charges for clearing of site before commencement as well as after completion, providing and erecting scaffolding during the work and removing the same after the work, all tools and equipment, materials and labours, loading and unloading, storage arrangements, 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 free of cost), protection of the public and safety of walls, buildings and all other erections, matters or things and the Contractor shall take down and remove any or all such centering, scaffolding, staging, etc. as occasion shall require or when ordered so to do and fully reinstate and make good all matters and things disturbed during the execution of work and to the satisfaction of the Bank. The rates quoted shall be deemed to be for the finished work to be measured at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever. 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.

15. 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. 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 after getting prior approval from the Bank. The Bank will be at liberty to choose any brand of materials from the approved brand names in the list. Samples of any materials should be got approved before proceeding with bulk purchase.
16. All necessary safety measures such as covering with adequate safety net, dust protection cloths, covering the windows with ply during repair work, usage of protective safety gears by the workmen including safety helmet, safety belt, etc. shall be provided. Bidding Contractor are advised to quote accordingly.
17. The bidding contractors are advised to inspect the site and ascertain their actual quantities before arriving and quoting their rates as per Schedule of Quantities. No claim of difference variations in indicative & actual quantities will be accepted by the Bank after the award of work. Measurements shall be made for the respective items as per their units mentioned in the schedule of quantities and payment accordingly as per the item rate quoted by the contractors against these items.
18. All the bidding vendors are advised to visit the site and raise any issues/doubts invariably at the time of Pre-bid meeting for further clarification, if any. In case the bidding vendor do not raise the issues or seek any clarification on or before pre-bid meeting it will be presumed that the bidder are well conversant with the terms and condition and no further request for change in terms and condition of contract shall be entertained under any circumstances.

Place:

Signature and seal of the Contractor

Date:

Name & address

### **APPENDIX HEREINBEFORE REFERRED TO**

Reference to Clauses in Conditions Herein before Referred to and reference to General Rules and Instructions to the Bidders, General Conditions of the Contract & Special conditions

Defects Liability Period	Twelve months
Validity of rate	One year from the date of opening of tender part I
Validity Of Tender	Three months from the date of opening part-I
Period of Final Measurement	Three months from the date of Virtual Completion including settlement of final bill.
Date of Commencement	Within 14 days from the date of issue of work order.
Date of Completion	45 days from the scheduled date of commencement or actual date of commencement whichever is earlier.
Rate of Liquidated damages At the rate of	0.25% of the accepted tender amount for per week of delay, subjected maximum to 10% of the accepted tender amount.
Value of works for interim Certificates	₹5 lakhs
Retention percentage	5%( to be retained till successful completion of DLP)
Performance Bank Guarantee	5 % (to be released after successful completion of the work)
Refund of EMD	The EMD of successful bidder shall be released after submission of Performance Bank Guarantee and commencement of work.
Period of honoring Certificate for payment	One month for running A/c. bills and three months for final bill including bill settlement
Interest for delayed payment	Three percent per annum

Date: -

Signature and seal of the contractor

Place: -

Name and address:

## **TECHNICAL SPECIFICATIONS**

The scope of work covers **Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai** 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. PAINTING WORKS**

(a) The painting work is to be executed according to the valid standards, codes and regulations on their latest revision.

(b) The contractor has to deliver all the materials and work tools which are needed for performing the job. For instance, painting, cleaning solvents, dilution solvents, brushes, special equipment, scaffolding, ladders, collective protection material etc. Painting jobs are considered as high risk jobs and a safety and environment prevention plan has to be set up by the contractor before start of the work.

(c) Storage of the paints/ coatings and solvents: The coatings and solvents shall be stored in a ventilated container or storage room and in an ambient temperature

(d) Method of appliance of the layers: On the surfaces shall the layer been applied one after each other and between the appliance of each layer shall a drying time been respected according to the technical specification of the paint/coating manufacturer. The minimum thickness as stated in the technical specifications of the manufacturer and in this specification shall be respected.

(e) General precautions: Bolts, nuts, stud bolts, screws shall not been painted and temporarily protected for accidental paint, unless otherwise asked by the Client. Tag plates, name plates shall not been painted and temporarily protected for accidental paint. The contractor collects all removed dust, rust, spilled solvents and paints and any leftovers of paint and solvents and removes them from the site of the contractor. All these materials are destroyed or deposit conform the local regulations. The contractor shall avoid any spill of paint and / or solvent on parts or surfaces belonging to the site of the client. To avoid spills on these parts, the contractor shall cover during the execution of the painting work (when needed) the parts.

(f) Cleaning and removal of rust or other foreign matters: Cleaning of steel and removal of rust: All the surfaces which shall be protected by a coating shall thoroughly been cleaned and prepared with as objective to remove dust, mill scale, protective coating applied during the rolling process, rust, greases, oil, humidity and other foreign matters to assure that the



coating adhere on the surface and that should last as long as the normal lifetime is expected.

(g) When painting on wood, the work shall first be cleared of all such projections as glue or whiting spots being carefully removed with the stopping knife and duster, after which all knots shall be filled with one or more layers of oil and white zinc and size of glue laid on warm and rubbed down when dry with sand paper or pumice stone.

(h) The Concrete/plastered surface shall be thoroughly dried before the priming coat is applied.

(i) The steel work shall when be primed shall be either as per manufacturer's specifications or by providing with a coat of four parts by weight of white zinc mixed with one part twice boiled linseed oil.

(j) In wood works all holes, cracks and nail heads shall then be stopped with putty, and irregularities reduced with sand paper and pumice stone.

(k) Iron work shall be first thoroughly cleaned from rust and dirt, after which red lead alone shall be used as a primer.

(l) All colour to be laid on evenly and properly with English made or best approved brushes. Each coat of colour to be allowed to dry thoroughly before the next is laid on and all, except the last coat to be slightly rubbed down with pumice stone.

(m) No hair marks from the brush shall be left on the work or puddle in the corners of panels, angle of mouldings etc.

(n) In case of doubt regarding the quality, the paints supplied by the contractor shall be tested in an approved laboratory as described in IS 101-1964 if considered necessary by the Engineer-in-charge.

(o) Paints, oils, varnishes etc. of approved brand and manufacture shall be used. Only ready mixed Paint as received from the manufacturer without any admixture shall be used. If for any reason, thinning is necessary in case of ready mixed Paint, the brand of thinner recommended by the manufacturer or as instructed by the Engineer-in-Charge shall be used.

(p) Approved Paints, oil or varnishes shall be brought to the site of work by the contractor in their 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 empties shall not be removed from the site of work, till the relevant item of work has been completed and permission obtained from the Engineer-in-Charge.

(q) Commencing Work: Painting shall not be started until the Engineer-in-Charge has inspected the items of work to be painted, satisfied himself about their proper quality and given his approval to commence the painting work. Painting, except the priming coat, shall generally be taken in hand after practically finishing all other building work. The rooms should be thoroughly swept out and the entire building cleaned up, at least one day in advance of the Paint work being started.

(r) Preparation of Surface: The surface shall be thoroughly cleaned and dusted off. All rust, dirt, scales, smoke splashes, mortar droppings and grease shall be thoroughly removed before painting is started. The prepared surface shall have received the approval of the Engineer-in-Charge after inspection, before painting is commenced

(s) Before pouring into smaller containers for use, the Paint shall be stirred thoroughly in its containers, when applying also, the Paint shall be continuously stirred in the smaller containers so that its consistency is kept uniform.

(t) The painting shall be laid on evenly and smoothly by means of crossing and laying off, the latter in the direction of the grains of wood. The crossing and laying off consists of covering the area over with Paint, brushing the surface hard for the first time over and then brushing alternately in opposite direction, two or three times and then finally brushing lightly in a direction at right angles to the same. In this process, no brush marks shall be left after the laying off is finished. The full process of crossing and laying off will constitute one coat.

(u) No left over Paint shall be put back into the stock tins. When not in use, the containers shall be kept properly closed. No hair marks from the brush or clogging of Paint puddles in the corners of panels, angles of mouldings etc. shall be left on the work.

(v) In painting doors and windows, the putty round the glass panes must also be painted but care must be taken to see that no Paint stains etc. are left on the glass. Tops of shutters and surfaces in similar hidden locations shall not be left out in painting. However, bottom edge of the shutters where the painting is not practically possible, need not be done nor any deduction on this account will be done but two coats of primer of approved make shall be done on the bottom edge before fixing the shutters.

(w) On painting steel work, special care shall be taken while painting over bolts, nuts, rivets overlaps etc. The additional specifications for primer and other coats of Paints shall be as according to the detailed specifications under the respective headings.

(x) Brushes and Containers: After work, the brushes shall be completely cleaned of Paint and linseed oil by rinsing with turpentine. A brush in which Paint has dried up is ruined and shall on no account be used for painting work. The containers when not in use, shall be kept closed and free from air so that Paint does not thicken and also shall be kept safe from dust. When the Paint has been used, the containers shall be washed with turpentine and wiped dry with soft clean cloth, so that they are clean, and can be used again.

(y) Measurements (as per IS 1200) The length and breadth shall be measured correct to a cm. The area shall be calculated in sqm (correct to two places of decimal), except otherwise stated.

## **2. VITRIFIED TILES/ ANTI-SKID CERAMIC TILES**

(a) The vitrified tiles shall be approved manufacture and shall conform to table 12 of IS 15622 (Tiles with water absorption  $E \leq 0.08$  per cent Group B I a) and the joint thickness in flooring shall not be more than 1mm. Ceramic tiles shall be of approved manufacture and shall generally conform to IS 15622 . The tiles shall be square or rectangular of nominal size. The Tiles shall be flat, and true to shape and free from blisters crazing, pinholes, chips, welts, crawling or other imperfections detracting from their appearance and shall have ribs or indentations for a better anchorage with the bedding mortar. Dimensional tolerances shall be as specified in relevant IS.

(b) The size, thickness, colour, with or without designs etc of the tiles for flooring/dado/skirting shall be as specified in the respective items of work. The Ceramic / Vitrified tiles, shall be of approved manufacturer and shall include laying them in desired pattern and colour /combination and to proper slope. The samples of tiles for flooring and dadoing etc. shall be got approved and tested before laying.

(c) The total thickness of glazed tile finish including the bedding mortar shall be as specified in item in flooring/dado/skirting. The minimum thickness and proportion of bedding mortar for flooring and for dado/skirting work as specified in item of schedule of quantity Sand mixed with just sufficient water to obtain proper consistency for laying.

(d) Where full size tiles cannot be fixed, tiles shall be cut to the required size using special cutting device and the edges rubbed smooth to ensure straight and true joints.

(e) Coloured tiles with or without designs shall be uniform and shall be preferably procured from the same batch of manufacture to avoid any differences in the shade.

(f) Tiles for the flooring shall be laid over hardened concrete base. The surface of the concrete base shall be cleaned of all loose materials, mortar droppings etc well wetted without allowing any water pools on the surface. The bedding mortar shall then be laid evenly over the surface, tamped to the desired level and allowed to harden sufficiently to offer a fairly rigid cushion for the tiles to be set and to enable the mason to place wooden plank across and squat on it. The top surface shall be left rough to provide a good bond for the tiles. For skirting and dado work, the backing mortar shall be roughened using a wire brush.

(g) Neat cement slurry using 3.3 kg cement per one sq.m of floor area shall be spread over the hardened mortar bed over such an area as would accommodate about 20 tiles. Tiles shall be fixed in this slurry one after the other, each tile being gently tapped with a wooden

mallet till it is properly bedded and in level with the adjoining tiles. For skirting and dado work, the back of the tiles shall be smeared with cement slurry for setting on the backing mortar. Fixing of tiles shall be done from the bottom of the wall upwards. The joints shall be in perfect straight lines and as thin as possible, For vitrified tiles it shall not be more than 1mm wide. The surface shall be checked frequently to ensure correct level/required slope. Floor tiles near the walls shall enter skirting/dado to a minimum depth of 10mm. Tiles shall not sound hollow when tapped.

(h) In bath, toilet W.C. kitchen and balcony/verandah flooring, suitable tile drop or as shown in drawing shall be given in addition to required slope to avoid spread of water. Further tile drop will also be provided near floor trap.

(i) All the joints shall be cleaned of grey cement with wire brush to a depth of at least 3mm and all dust, loose mortar etc. shall be removed. White cement with or without pigment shall then be used for flush pointing the joints. Curing shall then be carried out for a minimum period of 7 days for the bedding and joints to set properly. The surface shall then be cleaned using a suitable detergent, fully washed and wiped dry.

(j) Specials consisting of caves, internal and external angles, cornices, beads and their corner pieces shall be of thickness not less than the tiles with which they are used.

(k) All tile work in skirting, facia and dado shall include scaffolding, working platforms, etc. and the cost of bedding/backing materials. Tiles shall be set in cement paste and joints filled with cement slurry for matching shade (e.g. white tile joints to be filled with white cement).

(l) Measurement for floor tiling and dado shall be in sq.m correct to two places of decimal. Actual quantity of tiling work as laid shall be measured for payment as per the respective items of work after making deductions for openings etc.

### **3. CHLORINATED POLYVINYL CHLORIDE (CPVC) PIPES**

1. CPVC pipes & fittings used in hot & cold potable water distribution system shall conform to requirement of IS 15778. The material from which the pipe is produced shall consist of chlorinated polyvinyl chlorides. The polymer from which the pipe compounds are to be manufactured shall have chlorine content not less than 66.5%. The internal and external surfaces of the pipe shall be smooth, clean and free from grooving and other defects. The pipes shall not have any detrimental effect on the composition of the water flowing through it.

#### **2. Fittings**

The fittings shall be as follows:

- (a) Plain CPVC solvent cement fittings from size 15 mm to 160 mm.
- (b) Brass threaded fittings.

(c) Valve from size 15 mm to 160 mm

(d) *Brass Threaded Fittings*: All types of one end brass threaded male/female adaptors in various fittings like coupler, socket, elbow, tee are available for transition to other plastic/metal piping and for fixing of CP fittings. Ball, Gate valves in CPVC are available in all dimensions. All fittings shall carry the following information:

(1) Manufacturer's name/trade mark.

(2) Size of fitting

3. *Concealed Piping*: Pipes can be concealed in chases. The pipes and fitting are to be pressure tested prior to concealing the chases. To maintain alignment of CP fittings while joining, all alignment of fittings and pipe shall be done correctly. DO NOT USE NAILS FOR HOLDING OF PIPES IN THE CHASES.

#### 4. Testing

All water supply systems shall be tested to hydrostatic pressure test. The pressure tests are similar to the test pressure used for other plastic/metal pipes. System may be tested in sections and such section shall be entirely checked on completion of connection to the overhead tank or pumping system or mains. All leaks and defects in joints revealed during the testing shall be rectified and got approved at site by retest. Piping required subsequent to the above pressure test shall be retested in the same manner. System may be tested in sections and such sections shall be entirely checked on completion of connection to the overhead tanks or pumping system or mains. In case of improper circulation, the contractor shall rectify the defective connections. He shall bear all expenses for carrying out the above rectifications including the tearing up and refinishing of floors and walls as required. After commissioning of the water supply system, contractor shall test each valve by closing and opening it a number of times to observe if it is working efficiently.

#### 5. INSTALLATION GUIDELINES

(a) Visually inspect pipe ends before making the joint. Use of a chamfering tool will help identify and crakes, as it will catch on to any crack.

(b) Pipe may be cut quickly and efficiently by several methods. Wheel type plastic tubing cutters are preferred. Ratchet type cutter or fine tooth saw are another options. However, when using the ratchet cutter be certain to score the exterior wall by rotating the cutter blade in circular motion around the pipe. Do this before applying significant downward pressure to finalize the cut. This step leads to a square cut. In addition, make sure ratchet cutter blades are sharp. Cutting tubing as squarely as possible provides optimal bonding area within a joint.

(c) Burrs and filings can prevent proper contact between the tube and fittings during the assembly, and should be removed from the outside and inside of the tube. A chamfering tool is preferred, but a pocket knife or file is also suitable for this purpose.

(d) Use only CPVC cement jointing. Use CPVC cement, which is fully recommended by the Manufacturer.

(e) When using adhesive solution/solvent cement be certain of proper ventilation.

(f) When making a join, apply a heavy, even coat of cement to the pipe end. Use the same Applicator without additional cement to apply a thin coat inside the fitting socket. Too much cement can cause clogged waterways. Do not allow excess cement to puddle in the fitting and pipe assembly. This could result in a weakening of the pipe wall and possible pipe failure when the system is pressurized.

(g) Rotate pipe one-quarter to one-half turn while inserting it into the fitting socket and remove the excess adhesive solution/solvent cement from the joint with clean rag.

(h) When making a transition connection to metal threads, use a special transition fitting or CPVC male threaded adapter whenever possible. Do not over-torque plastic threaded connections. Hand tight plus one-half turn should be adequate. E-2.9 Hang or strap CPVC systems loosely to allow for thermal expansion. Do not use metal straps with sharp edges that might damage the tubing.

#### **4. Plumbing Fitting :-**

1. All sanitary wares/plumbing fittings as specified in the schedule of quantities & shall be of best quality manufactured by approved manufacturer and shall be finally approved by the Engineer-in-charge prior to installation. All samples of materials with necessary catalogues, performance data shall be submitted and approved before use for the work. Approved samples of all materials shall be neatly displayed on a board and such a display board of samples shall always be in exhibition in the sample room of the construction office of the Engineer-in-charge. Such a display shall be used for the day-to-day checking of the materials on site.

2. All appliances, fixtures and fittings shall be provided with all such accessories as are required to complete the item in working condition whether specifically mentioned or not in the Schedule of Quantities, specifications, and drawings. Accessories shall include proper fixing arrangement, brackets, nuts, bolts, washers, screws and required connection pieces.

3. Fixing screws shall be half round head chromium plated (CP) brass screws, with CP brass washers unless otherwise specified.

4. Porcelain sanitary ware shall be glazed vitreous china of first quality free from warps, cracks and glazing defects conforming to IS: 2556. The choice of the colour of the Sanitary ware shall be that of the Employer and nothing extra shall be payable to the Contractor for fixing of Sanitary ware of any colour.
5. Sinks for kitchen shall be of stainless steel or as specified in the Schedule of Quantities.
6. Chromium plated fittings shall be cast brass chromium plated of the best quality approved by the Bank.
7. All appliances, fittings and fixtures shall be fixed in a neat workmanlike manner true to level and to heights shown on the drawings and in accordance with the manufacturer recommendations. Care shall be taken to fix all inlet and outlet pipes at correct positions. Faulty locations shall be made good and any damage to the finished floor, tiling, plaster, paint, insulation or terrace shall be made good by the CONTRACTOR at his own cost.
8. All materials shall be rust proofed; materials in direct or indirect contact shall be compatible to prevent electrolytic or chemical (bimetallic) corrosion

## **5. QUALITY CONTROL**

1. **QUALITY:** All materials to be used for works shall be confirm to relevant BIS & best quality of their respective kinds as specified herein and shall be approved make and shall comply strictly with the tests prescribed hereinafter or, where tests are not laid down in list Specification, with the requirements of the latest edition of the relevant India standards approved by the Engineer,
2. **INSPECTION AND TESTING:** - All materials before being incorporated in to the Works shall be subjected to inspection and testing as provided in the Conditions of Contract and elsewhere in the Specifications. The cost of all samples for all tests relevant Standards shall be deemed to be included in the Contract rates. No materials shall be used in the works unless they have first been approved by the Engineer or his representative. Manufacturer test certificate 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.
3. **SAMPLES-** Samples of all materials proposed to be used or incorporated in the works and to be supplied by the Contractor may be called for at any time by the Engineer or his Representative.
4. **INDEPENDENT TESTS-** Independent tests and analysis of any of the materials may be

made from time to time by a Testing House or analyst appointed by the Engineer/ Bank in order to check the supplier's works tests and analysis. The procedure for the testing and acceptance criteria will be as stated in the respective I.S codes. The contractor shall at his own expenses supply and deliver to a Testing House or Analyst such materials as may be directed by the Engineer. Should the result of any test be unsatisfactory to the Engineer or his Representative, the materials represented will be rejected. The costs of all the tests shall be borne by the contractor.

5. ENGINEER-IN-CHARGE may furnish quality control formats for concrete works after award of work. CONTRACTOR shall note that it is required to adopt all such formats

6. Alternatively, if CONTRACTOR has his own QC formats he may adopt them subjected to such modifications considered necessary and approval by ENGINEER-IN-CHARGE.

7. In either case CONTRACTOR shall submit his detailed Quality Assurance Plan after the award of contract. This would be reviewed, appropriately modified and approved by ENGINEER-IN-CHARGE.

8. INSPECTION: - All materials, workmanship and finished construction shall be subject to continuous inspection and approval of ENGINEER-IN-CHARGE. Materials rejected by ENGINEER-IN-CHARGE shall be expressly removed from site within 3 (three) working days and shall be replaced by CONTRACTOR immediately at no extra cost to OWNER.

9. CLEAN-UP- Upon the completion of concrete work, all forms, equipment, construction tools, protective coverings and any debris, scraps of wood, etc. resulting from the work shall be removed and the premises left clean.



## **SCHEDULES (A To D)**

### **SCHEDULE A - SAFETY CODE**

1. Contractor shall maintain in a readily place First aid appliances including adequate supply of sterilized dressings and cotton wool.
2. An injured person shall be taken to a nearby 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 works 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 is provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris or 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. Suitable facemasks should be supplied for use by the workers.
11. Overalls shall be supplied by the Contractor to the workmen and adequate facilities shall be provided to enable the workmen to wash during the periods of cessation of work.

12. Hoisting machines and tackles used in the works, including their attachments, anchorage and supports shall be in perfect working condition.
13. The ropes used in hosting or lowering material or as means of supervision shall be of durable quality and adequate strength and free from defects.
14. Additional safety net is to be providing to cover the external work and to avoid any injury to the occupants of the colony.
15. Workers shall be provided with safety belts, safety helmets, aprons, safety shoes and other safety equipment's. No worker shall be allowed to climb the scaffolding without double harness safety belts.

Place:

Signature and seal of the Contractor

Date:

Name & address

Phone/Mobile No.: -

E-mail

## **SCHEDULE B - FIRE SAFETY CODE**

1. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
2. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
3. Electrical power cables/wires used shall not have any joints and shall be properly rated.
4. All electrical appliances i.e. welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
5. Two buckets of water and sand shall be kept in an easily accessible area on the site.
6. Used paint drums shall be stored in specified store only after closing them properly.
7. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug, etc., depending upon the requirement of the work shall be provided by the Contractor to the workmen to prevent occupational health hazards.
8. The safety belt shall be provided by the Contractor and used by the workmen while working from height for more than 10' from Ground level.
9. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
10. Both the staircase doors shall be normally kept closed.
11. None of the fire extinguishers shall be removed/shifted from its designated location.
12. Power supply shall be switched off from the mains when equipment is not in use.
13. 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.
14. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
15. Battery operated emergency light/torches shall be provided by the Contractor to the workmen while working beyond office hours.

Place:

Signature and seal of the Contractor

Date:

Name & address

Phone/Mobile No.: -

E-mail:

<b>SCHEDULE C- LIST OF APPROVED MATERIALS</b>		
<b>Sr No</b>	<b>Materials</b>	<b>Approved Manufacturer / Brand name &amp; model</b>
1.	Sanitary fittings	Hindware, Parryware, Jaquar or approved equivalent.
2.	Waterproofing chemicals	Pidilite, Sika, Fosroc or any approved equivalent.
3.	CPVC pipes	Supreme, Astral or any approved equivalent.
4.	Ceramic tiles/Vitrified tiles	H R Jonshon, kajaria ,RAK or any approved equivalent
5	Plumbing fittings	Jaquar, Parryware, Hidware or any approved equivalent
6.	Acylic emulsion Paint	Berger, Asian paints, Akzo Noble etc having low VOC quality or any approved equivalent
7.	Cement	ACC, Ultratech or any equivalent approved
8.	BWR plywood	Kitply, , Green ply ,Century or or approved equivalent
9.	Laminates	Sunmica, Formica, Century, Marino Greenlam, or approved equivalent
10.	Adhesives	Fevicol SH, Araldite of Ciba Geigy, Bal Endura or approved equivalent
11.	Oil Bound Distemper	Asian Paints, Berger ,ICI dulux etc. or any approved equivalent
12.	Aluminium extruded section	Jindal or approved Equivalent make
13.	Kitchen Sink	Nirali or any approved equivalent
14	Vinyl Flooring	Stilex, Responsive, Gerflor or approved equivalent
15	Metal False Ceiling	Armstrong World Industries/Daikin/ CEPro or approved equivalent.
16	Gypsum False Ceiling	GYPROC or approved equivalent
17	Mobile Pedestal3 Drawer	Godrej or approved equivalent
18	MDF	Green ply ,Century or or approved equivalent
19	ACP Sheet	Alstone/Eurobond or approved equivalent

20	304 GRADE S.S FITTINGS/ HINGES/ ACCESSORIES	HETTICH, HAFELE, SLEEK or equivalent approved.
21	Handles	HETTICH, HAFELE, SLEEK or equivalent approved.
22	SS Baskets	HETTICH, HAFELE, SLEEK or equivalent approved.
23	Mirror/Glass	Float Glass India (Asahi), Modi, Saint Gobain or approved equivalent
24	Screws	G.K.W. nettle fold, Oxidized or approved equivalent.
25	Hardware	Hettich, Hafele, Godrej, or approved equivalent.
26	Locks	Hettich , Godrej, Vijayan or approved equivalent

**NOTE:** All the materials should got approved from the Bank before using in the work by the contractor. All materials shall be of the 1<sup>st</sup> quality ISI marked/ ISI Standard approved. If the approved brands mentioned are not available, equivalent make as may be approved by the Bank / Bank's Engineer only to be used on the work. Wherever contractor proposes to use equivalent makes (i.e. other than specified), the same shall be done after prior approval of the Bank / Bank's Engineer after submitting relevant documentary evidences. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall be entertained in this regard.

Date: -  
Place: -

Signature and seal of the contractor  
Name and address:

## SCHEDULE D - LIST OF DOCUMENTS TO BE MAINTAINED AT SITE

Sr No	Description of the Document	Remarks
1	Site order Book - For issue of instructions by Engineer-in-charge or his representative at site in the course of day to day supervision .This book shall be in the form of Triplicate book with machine numbered pages. After recording the instructions, one copy shall be taken by Engineer-in-Charge or his representative, another by the contractor and the third copy shall remain in the book on which the compliance shall be recorded by Contractor after taking required action.	Performa 1
2	Hindrance register For recording the details of hindrances, reasons & its clearance with time period jointly signed by the Site Engineer/ Engineer-in-charge representative and the contractor's representative	Performa 2

Date: -  
Place: -

Signature and seal of the contractor  
Name and address:

### Performa 1- Site order Book

Name of the work :
Date of Work Order
Schedule date of commencement
Actual date of commencement
Schedule date of completion
Actual date of completion

Sr.no.	Remarks/ Instructions of the Bank's Engineer	Dated initials of Bank's Engineer	Initials of the Contractor for having received the instruction	Action taken with date	Dated initials of the Site Engineer	Remarks of the Bank's officials

### Performa 2 - Hindrance register

Name of the work :									
Date of Work Order									
Schedule date of commencement									
Actual date of commencement									
Schedule date of completion									
Actual date of completion									
Sr.No	Hindrance		Overlapping Hindrance (Days)	Net Hindrance (Days)	Cumulative Hindrance (days)	Reason	Contractors Sign	JE	AM/Mgr
	From	To							

## ANNEXURES TO VARIOUS SECTIONS AND SCHEDULES

### ANNEXURE-I

#### PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID SECURITY

(On Non-Judicial Stamp Paper of appropriate value)

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

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

Shri .....

Chief General Manager - in – charge,

Premises Department,

Reserve Bank of India, Central office Building, Mumbai

Dear Sir,

#### WHEREAS

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

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

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

#### NOW THIS GUARANTEE WITNESSETH

1. We \_\_\_\_ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs.



\_ (Rupees \_\_ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. (Rupees \_\_ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. (Rupees \_\_\_\_\_ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer.

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

We hereby further agree that –

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
- b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_ only) .
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force up to \_ (four months from the last date of submission of tender) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the \_\_ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within \_\_

\_or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of \_\_\_\_\_ Bank.

Authorized 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).

**Annexure II**

**PROFORMA OF BANK GUARANTEE for PERFORMANCE (SECURITY DEPOSIT)**

(On Non-Judicial Stamp Paper of appropriate value)

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

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

Shri.....

Chief General Manager - in – charge,

Premises Department,

Reserve Bank of India, Central office Building, Mumbai

Dear Sir,

Name of Work: - **Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai**

Whereas Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Fort Road Mumbai (hereinafter called “the RBI”) has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s \_\_\_\_\_ (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 deposit for a total amount of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (Amount in figures and words) for the 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 the 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 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 Contractor has not performed his obligations under the said conditions of the contract 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 confirm 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 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. 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 or agreements or other understandings between the RBI and the Contractor.
4. 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 Contract 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 presents 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 \_\_\_\_ (30 days beyond the work completion period) 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.

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

For and on behalf of \_\_\_\_\_ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation

Stamp/ Seal of the Bank

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

Witness 1

Signature .....

Name .....

Address .....

Witness 2

Signature .....

Name .....

Address .....

**FORMAT OF MEASUREMENT BOOK**

M.B No. \_\_\_\_\_  
No. \_\_\_\_\_

Page

Tender Item No./ Tender Page No.	Full Description of item of work	Measurements				Quantity
		No.	L	B	D/H	

Abstract of cost for Running/Final Bill

Running Bill no: .....

M.B. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Serial No.	Tender Item No.	Description	Quantity	Rate ₹	Unit	Amount ₹
1	2	3	4	5	6	7

## Annexure IV

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

Regional Director/ Chief General Manager-in-Charge/

Place

Principal/ General Manager-in-Charge/

Date

Officer-in-Charge

Reserve Bank of India

RBSC/ CAB/ Estate/ Premises Office/ Department/ Cell/ PMC

(N/E/W/S Zone)

Name of the centre \_\_\_\_\_

Dear Sir/Madam,

Name of work:

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called "the Employer") has invited tenders for \_\_\_\_\_ work - hereinafter referred to as "the work") on the terms and conditions mentioned in the tender documents.

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

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

NOW THIS GUARANTEE WITNESSTH

1. We \_\_\_\_ (name of the Scheduled Bank) do hereby agree with and undertake to the Reserve Bank of India, their successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Tenderer have not performed their obligations under

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

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

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

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

5. We hereby further agree that:

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

(b) Our liability under these present 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 in tendering for the said work 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 \_\_\_\_ (date) provided that if so desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions of our said herein.

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

Yours' faithfully,

For and on behalf of

---

(Seal of the Scheduled Bank)

Signature of the Authorised Official

(Name, designation, date etc.)

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

**Annexure-V**

**Performa for Undertaking regarding Declaration by the Bidder for debarment by public institution(s)**

(To be submitted by bidders on their letter head duly sealed and signed by the authorized signatory)

To,  
Chief General Manager - in – charge,  
Premises Department, Reserve Bank of India,  
Central office Building, Mumbai

Name of Work: - **Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai**

1. I/ We..... (Name of the bidder) declares that

a) I/we or any of our allied firm\* is/ are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on.....(last date of submission of bid).

b) I/We or any of our allied firm have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution / entity in India or any other country in last three years as on.....(last date of submission of bid).

c) we will inform the Bank in writing, in case, /we or any of our allied firm\* is/are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.

2. I/ We ..... (Name of the bidder) declare that I/we or our allied firm\*..... (Name of the allied firm(s)) is/ are debarred / suspended / blacklisted by..... (Name and address of public institution in India or any other country) and the same effective upto ..... (date). A copy of such letter is attached for your information and record.

(Seal and signature of the bidder)

Date

Place

(Note: strike out one of the above two declarations which is not applicable)

## **Unpriced schedule of Quantities**

### **Renovation work of Fire Console Room at Mezzanine floor, Central Office Building, Reserve Bank of India, Fort, Mumbai**

#### **A. Notes for Schedule of Quantities**

- 1 The Schedule of Quantities shall be read in conjunction with the specifications, Tender drawings and bid documents. CONTRACTOR shall not rely merely on the description given in the Schedule of Quantities.
2. Quoted Prices shall be in Indian Rupees only.
3. Unit Rates shall be submitted for all Items and they shall be firm for the entire duration of the contract and any approved extended period.
4. The quantities of work actually carried out against each item shall be measured and paid at the rates quoted in the Schedule of Quantities where applicable or otherwise at such rates and prices as may be fixed within the terms of the Contract.
5. BIDDER shall be deemed to have allowed in his rates the provision, maintenance and final removal of all temporary works of whatsoever nature required for the proper execution of the works, except for those temporary works for which specific items have been provided in Schedule of Quantities.

#### **B. Materials:**

1. Materials shall be of the best quality approved make and unless otherwise specified they shall conform to the respective Indian Standard Specification. Where different makes are specified, the choice of make shall rest with the Engineer-in-charge.
2. Samples of all materials shall be got approved before placing order and the approved samples shall be deposited with the Engineer-in-charge.
3. In case of non-availability of materials in SI/ Metric sizes, the nearest size in FPS units shall be provided with prior approval of the Engineer-in-charge for which neither extra will be paid nor shall any rebate be recovered.

4. It shall be obligatory for the Contractor to furnish certificate, if demanded by Engineer-in-charge, from manufacturer or the material supplier that the work has been carried out by using material and installed/fixed as per their recommendations.

1	<b>Dismantling Works</b>	L.S	Job
	a) Demolishing brick work manually/ by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge. Approximate quantity is 1 cum		
	b) Dismantling existing False ceiling-Gypsum board/POP/perforated/ wooden false ceiling together with entire GI frame work including ceiling cleats etc. at all levels including scaffolding, cleaning, lowering, stacking, disposing off and carting away the debris from the Bank's premises all complete as directed. The rate shall include tools and tackles, labour charges, scaffolding, cleaning the area all complete as directed by Bank's Engineer. During removal if any damage has occurred to the wall, column, beam or ceiling the same have to be repaired at no extra cost. Tenderer shall inspect the site and assess the quantum of dismantling work involved before quoting their rates. All fixtures & fittings like light fittings, AC grills etc. shall be stacked at a place directed and handed over to the Bank. The existing smoke detectors along with its wiring system shall be retained in suitable location till activation of the new system with proper supporting arrangement at no extra cost. Approximate quantity is 90 sqm.		
	c) Dismantling cement asbestos or other hard board ceiling or partition walls including stacking of serviceable materials and disposal of unserviceable materials within 50 metres lead. Approximate quantity is lumpsum.		

	<p>d) Dismantling of existing cast in situ mosaic/kota stone flooring and ceramic dado tiling and removal of the backing mortar/concrete up to the base slab/brick wall in entire area including concealed cables ( if any ),concealed pipelines etc complete and disposing of all the debris outside the Bank premises including all lead and lift as per Municipal provisions as directed by Bank's Engineer . The rate shall be include carefully removing the existing internal – exposed/ concealed water/ waste water pipelines including wall pieces, specials and fittings including taps, stop cocks, showers, specials, flush tanks, wash basins, medicine chests, mirrors, towel rods, dismantling the existing granite/Kaddapa/Concrete slab etc. from including plugging the branches on the external vertical stack, dismantling the existing kitchen platform and disposing of the dismantled materials outside the premises including all lead and lift as per Municipal provisions and stacking the materials at site having scrap value at the designated area inside the premises complete as directed by Bank's Engineer. Approximate quantity of tiles is 4.5 sqm. Approximate area of existing kitchen platform is 2 sqm in plan.</p>		
	<p>f). Carefully dismantling existing workstations (approximate 03 Nos ), removing from site , making good the damages to adjoining walls, columns, partitions etc Approximate quantity is lumpsum.</p>		
2	<p>Brickwork Providing and constructing half brick masonry wall in superstructure using locally available 1st class bricks for partitions in cement mortar 1:4 (1 cement: 4 sand) at all heights , including scaffolding, maintaining proper line, level &amp; plumb, necessary curing, etc. all complete as per the directions of the Bank's Engineer in charge.</p>	5.00	Sqm
3	<p>Dismantling old plaster and cleaning the surface for plaster including scaffolding, lowering down the debris, stacking and removing the same out of Bank's Premises, etc</p>	25.00	Sqm
4	<p>Providing and applying 12 mm cement plaster of mix 1:4(cement and course sand to walls including surface preparation and curing. Rate shall include for necessary scaffolding, curing etc., doing the plaster in line and level with existing adjoining surface, finishing the surface rough to receive tiles skirting, plaster of paris putty finish, etc all complete as directed by Engineer-in-charge.</p>	25.00	Sqm

5	Providing & applying 1 mm average thick cement putty on new plastered surface in line & level to prepare smooth surface. Quoted rate shall include the cost of preparation of surfaces as per bank's specification, necessary scaffolding, cleaning, carting away debris out of premises complying the statutory norms etc. all complete as directed by Bank's Engineer.	70.00	Sqm
6	Providing and fixing 15 mm nominal dia. CPVC pipes having thermal stability for hot and cold-water supply, including all CVPC plain & brass threaded fitting, i.e. fixing the pipe with clamps at 1.00m spacing. This includes jointing of pipes of fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per the direction of Bank's Engineer.	10	RM
7	<b>Flooring Work: PVC Vinyl Flooring 3mm Thick :</b> Providing and laying 3 mm thick PVC vinyl flooring of approved design, brand, shade and make conforming to IS:3462 over existing tile flooring, including the surface preparation such as cleaning, minor levelling, applying suitable adhesive (Fevicol SR 998 or equivalent), cutting and laying seamless joining as required, pressing with roller to ensure proper bonding and final cleaning, etc. all complete as per manufacturer's specifications and as directed by Engineer-in-charge. (Quoted rates shall be inclusive of all materials, labour, tools, adhesives, transport, loading and unloading, duties, wastage, and any incidental work required for satisfactory completion of the item) (Basic Rate for 3mm thick Vinyl Flooring = ₹ 1000/- per Sqm)	100.00	Sqm
8	Supply & Laying of Self Levelling compound on uneven surfaces below PVC vinyl flooring laid Upto average 3 mm thick and as per manufacturers specifications and as directed by the Bank Engineer.	100.00	Sqm
9	<b>False Ceiling work:</b>		
9(a)	GI Metal Lay-in plain Microlook tile (Size: 600 x 600 x 0.5mm): Silhouette Grid False Ceiling: - Providing and fixing in true horizontal level false ceiling grid system of approved make. The suspension system shall be Silhouette revealed profile grid system with 15mm wide flanges incorporating a 3mm or 6mm central recess color, black or white revealed. Silhouette main runners and cross tees to have mitered ends with birds mouth "notches to provide mitered cruciform junctions. Main runners to be	145.00	Sqm

	spaced at 120mm c/c fixed by using 2mm pre-straightened GI wire. Main tee, rotary stitched of size 15mm x 38 mm x 3600 mm at every 1200mm c/c maximum and 1200 mm cross tee of size 15 mm x 38 mm x 1200 mm at every 600 mm c/c maximum and 600 mm cross tee of size 15 mm x 38 mm x 600mm at every 1200 mm c/c maximum and 19 mm x 19 mm x 3000 mm wall angle all-round the wall to form grid size of 600 mm x 600 mm and suspending the grid using 2 mm pre-straightened GI wire and 6mm nylon rawl plug at every 1200 mm intervals at the main tee and laying GI Metal lay-in plain Microlook tile. Size: 600 x 600 x 0.5mm		
	Note: - The various cabling and wires, including ceiling fitting ,fixtures shall be handled properly and with at most care to avoid damage. Contractor is advised to quote accordingly considering the additional labour involved for ensuring the same at site during execution of false ceiling work.		
9(b)	Providing and fixing gypsum false ceiling of approved make at all height consist of approved make GI framework made of special sections, power pressed from M.S. sheets and galvanized with zinc coating consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37 mm, at 1200 mm centre to centre, fixed to the ceiling with dash fastener 12.5 mm dia. angle hangers of 25x10x0.50 mm of required length with nuts & bolts of required size intermediate G.I. channels 45x15x0.9 mm ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26mm each connecting clips made out of 2.64 mm dia. G.I. wire at every junction, including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, with the help of rawl plugs including providing and fixing approved make 12mm thick gypsum board including jointing and finishing to a flush finish with recommended jointing compound, jointing tapes , finishing with jointing compound all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, smoke detectors, cut-outs, etc. made with frame of perimeter channels suitably fixed, all complete as per drawings, specification. And finished with 2 or more coats to give an even shade of Acrylic Emulsion paint over a coat of primer suitable for board and surface preparation, etc. complete.	20.00	Sqm

	Note: - Net exposed area of false ceiling will be measured and paid for. No deductions for openings/ cut outs to be made) all as per direction of the Engineer in Charge. 12.5 mm thick gypsum plain board conforming to IS: 2095- Part I		
	The rate shall include all tools and tackles, scaffolding, labour charges, transportation, cleaning etc at all levels including disposing off and carting away the debris out of Bank's premises as directed by Bank's Engineer.		
10	<p><b>Work Stations Partition :</b> Supply and fixing Modular workstation furniture system as per detailed specifications and as per drawings consisting of the following; Work Station Partitions(Height=1400mm).Providing and fixing in position double skin partitions of height 1400 mm framework made with matt finish powder coated extruded aluminium section of size 40 mm x 40 mm x 2 mm, 11 mm MDF particle board of approved make and with 1 mm laminate of approved shade on exposed surface .Raceways of up to 100-110mm height to be accommodated into the main spine at 2 levels for effective wire management framework at skirting for network cabling and just above table top for power cabling. Raceway shall be provided with a removable powder coated cover plate of at least 1 mm thick CRCA MSwhich should not be screw fixed. Corners and junctions to be provided with ABS end caps and connectors respectively to match the color of the trims. The detailed specifications, drawings (Annexure X)</p> <p>Necessary packing/lining to be provided for alignment and sturdiness. Levelling bolt M8 or equivalent approved shall be used for adjusting the unevenness of the floor.</p>		
10 (a)	Detailed as above with partition having both side 11 mm MDF of approved make and above work surface level	10.50	Sqm
10 (b)	Detailed as above with partition having glass 4-5 mm panel above work surface level and 11 mm MDF below working surface	3.50	Sqm



11	<b>Work Station-Work Surfaces:</b> Standard work surface-Fabrication and fixing of Standard work surface single or cluster, made from 19 mm MDF board with 1 mm laminate on both side , supported on the workstation partitions with necessary cantilever brackets, end/ corner brackets and gable end supports etc. as per site requirement and as shown in the drawing. The backing laminate shall be of 1mm thick of white colour. All fixtures/fittings/peripherals shall be as per detailed specifications/ drawings (Annexure X) with laminate of approved make/ shade and aluminium extruded members powder coated in approved shade etc. The workstation to include-		
11(a)	Details as above for providing and fixing work surface of required size with curved profile as indicated in the drawing (additional brackets, gable end supports as required shall be provided). The work surface will have 2 mm thick PVC edge binding of approved shade on exposed side. Sealed edge in table top must be with 0.8mm thick PVC edge binding of approved shade. Note: The longitudinal dimensions of work tops mentioned below may vary slightly with site dimensions. Item shall be supplied after verifying actual measurements at site.	1.50	sqm
11(b)	Details as above for providing and fixing rectangular shape work surface of required size as indicated in the drawing (additional brackets, gable end supports as required shall be provided). The top will have 2 mm thick PVC edge binding of approved shade on exposed side. Sealed edge in table top must be with 0.8mm thick PVC edge binding of approved shade. Note: The longitudinal dimensions of work tops mentioned below may vary slightly with site dimensions. Item shall be supplied after verifying actual measurements at site.	5.00	Sqm
12	Providing and fixing key board tray with mouse pad all as per the detailed specifications etc. complete	3.00	Nos
13	Supply of Mobile Pedestal (Metal) 3 Drawer Type-(Overall width=390mm x Depth590mm x Height 646)-Godrej or other equivalent with similar specification. Specification- Unit manufactured with high grade CRCA Steel is epoxy powder coated. Cabinet has 2 box drawers in the top and one filing drawer in the bottom. One master lock fitted in top drawer. Colour-Grey , Material Thickness 0.6mm before powder coating, 20 Kg UDL)	4.00	Nos

14	Providing and placing of Executive Table of Size 1500 mm (L)x 600mm(D)x 750mm height made with 25mm thick MDF Board for both the tabletop and under structure with table top finished in Decorative Laminate on one side and bottom side balancing laminate as per the approved shade and under structure vertical 25mm thick MDF Board with one side Laminate as per approved shade and inside balancing laminate. The table includes a modesty panel(600mm from the top of table bottom) made from 10 mm thick MDF Board with Outside Decorative Laminate and Inside Balancing Laminate. All the edges should be sealed with matching edge binding (2 mm thick PVC) and smooth finish complete.	1.00	Nos
15	Providing and fixing aluminium framed sliding hanging door made of Aluminium box section (35x18x1.5mm thick, including cutting, welding, jointing, polishing and assembling complete with ACP Sheet infill 3mm thick of approved make fixed with suitable adhesive and rubber gaskets, including providing and fixing top sliding track system with roller assembly, door stopper, screws, rubber beading, handle set, etc complete as per design and direction of Engineer in charge. Size of Door approx. 2.1x0.9 m, Rate includes all material, labour and installation charges complete.	1.00	Nos
16	Mirror: Supplying and fixing 6 mm thick bevelled edge mirrors of superior glass (of approved quality & make) fixed with approved make heavy duty S.S. studs with necessary fixing arrangements, grinding, polishing the edges etc., all complete as directed by Engineer-in-Charge. Size of mirror is 600 mm x 450 mm	1.00	Nos

17	Storage Unit / Lockers –Providing and fixing storage units/Lockers as per the approved drawing and design consisting of carcass (sides , top and bottom) etc. made with approved make 18 mm thick BWR plywood all the exposed edges of the carcass shall be edge banded with 2 mm thick approved make white colour P.V.C edge banding using approved make adhesives and pasted with decorative laminate of 1 mm thickness on all sides. The shutters shall be made with approved make 18 mm thick BWR plywood edge banded with 2 mm thick approved make white colour P.V.C edge banding using approved make adhesives and pasted with decorative laminate of 1 mm thickness at both faces. The rear side faces shall be made with 12mm thick BWR plywood of approved make pasted with decorative laminate of 1 mm thickness on all sides. The rate shall include tools and tackles, labour charges, scaffolding, cleaning the area, consumables, wastage, cost of providing and fixing decorative handles, piano hinges, telescopic soft closing channels, locks of approved make, cloth hanging hooks, lock and key for lockers, disposal of debris generated etc all complete as per direction of Bank's Engineer. The storage unit/lockers consist of sliding shutters, openable shutters etc as per attached drawing, the contractor is advised to quote accordingly. The drawing and design with approximate sizes of various storage unit/Lockers has been attached in Annexure X (Note :Exposed elevation area shall be measured for payment)	23	Sqm
18	<b>Pantry Counter</b>		
18.1	.Pantry Dado Providing and fixing vitrified/ceramic ( glossy/matt finish) in Dado of approved size ,finish and shade (thickness to be specified by the manufacturer) laid on average 12mm thick cement mortar (1:3) bedding set in cement slurry including jointing with polymer cement grout of matching shade or white cement slurry mixed with polymer and matching pigment, cleaning, curing, hacking on walls /RCC to receive backing mortar, cement slurry making good the damages, cleaning etc. all complete as directed by Bank's engineer. (Basic cost of tiles ₹. 500/- per sqm excluding GST)	4.00	Sqm

18.2	Providing, laying and fixing in position avg. 16-18 mm thick machine cut mirror polished granite stone counter slab and vertical slab, fascia etc. on the kadappa stone slab of approved quality, colour and shade, complete including making cut-out of required shape and size for ss sink, finishing the edges with grinding to Bull nose shape, polishing the cut edges as specified etc., cutting chases in walls & fixing with cement mortar (1:3), etc. all complete as per direction of Bank's Engineer. (Basic Rate of Granite slab: ₹.2300/- per Sqm)	2.50	Sqm
18.3	Kadappah Below Granite: Providing and fixing in position machine cut 20mm thick one side polished kadappa slab 1050mm x 650mm approximately below the granite counter slab for Kitchen counter with cut out of required size to accommodate kitchen sink including cost of cutting chases in walls fixing with cement mortar (1:3). The rate should also include cost of supplying and fixing one side polished 25mm thick vertical support of kadappa stone, etc all complete as per the directions of the Bank's Engineer. (Basic Rate of kadappa stone: ₹430/- per Sqm)	2.50	Sqm
18.4	Modular Below The Platform: Design, Supplying, Fabricating & Installing Modular unit sets with necessary modular unit of marine ply structure and accessories of SS 304 approved make & model basket, hardware-fittings. The approved Marine grade Plywood laminated under counter storage units, complete as per Bank's specifications. The quoted rates shall include providing shop design for modular sets complete for Bank approval.	1.00	Nos

	<p>a) Below platform Counter Base Cabinets (Approximate Size - 1000 mm x 650 mm x 810 mm ) : (i)  Carcass of the cabinets: Shall be produced/fabricated underneath the kadappa kitchen platform by erecting vertical partitions at suitable interval including horizontal top &amp; bottom as per the approved drawings &amp; necessary site requirements so as to facilitate fixing of shutters / SS drawer basket accessories units with telescopic channels/ fittings auto hinges using approved make 19 mm thick, Marine grade plywood with 1 mm thick laminate on both sides white laminate .All the exposed edges of the Carcass comprising vertical partitions at suitable interval including horizontal top &amp; bottom shall be edge banded with 2 mm thick approved make white colour P.V.C edge banding using approved make adhesives.</p>		
	<p>(ii) Shutters / drawer fascias: Shall be made of 19 mm thick, Marine grade plywood laminated with 1 mm thick decorative laminate for exposed faces and 0.8 mm thick white laminate for inner surfaces (balancing laminate). Edges shall be edge banded with 2 mm thick PVC edge banding. All of approved quality, make and shade using approved make adhesives.</p>		
	<p>(iii) Horizontal Shelves: shall be made of 19 mm thick Marine grade plywood laminated with 0.8 mm thick white laminate on both sides and edges of the plywood shall be provided with 2 mm thick P.V.C edge banding of approved quality, make and shade with adhesives.</p>		
	<p>(iv) Each Shutters shall be fixed with 2 nos of Auto close hinges of approved make including necessary S.S screws etc.</p>		
	<p>(v) Drawers with S.S baskets shall be mounted on high precision auto closer telescopic channels of suitable load carrying capacity (approved make and model) for smooth operation.</p>		
	<p>(vi) Each shutter / Drawer shall be provided with brush finished '304 grade Stainless Steel handles' of approved make &amp; model.</p>		

	<p>b) Indicative list Wire Baskets &amp; accessories of various required sizes. Size as per approved drawing &amp; site requirement.</p> <p>(i) Cutlery Tray/basket adjustable unit- 1 No having basic rate excluding GST ₹ 3000</p> <p>(ii) Thalli basket units-1 No having basic rate excluding GST ₹ 3000</p> <p>(iii) Cup &amp; saucer units-1 No having basic rate excluding GST ₹ 3000</p>		
19	<p>Providing and fixing approved make &amp; model matt finished scratch proof stainless steel sink without drain board of size 610 mm x 460 mm x 215mm or any other approved size with CP waste coupling ,connector pipe and PVC waste pipe complete over the granite counter and making the area leakproof to seal the joints of cut out with silicon based sealant complete as directed by Banks Engineer. (Basic cost of stainless sink without drain board ₹.3500/- each excluding GST)</p>	1	Each
20	<p>Providing and fixing in position 15mm dia CP SS long neck swivel type kitchen sink cock of Jaquar CON 349KNM or any approved equivalent make including necessary flange, union, socket etc so as to make leakproof hot and cold-water inlet arrangement from existing inlet connection all complete as directed by Bank's Engineer. Basic cost ₹1800 each excluding GST</p>	1	Each
21	<p>Providing and fixing Single towel rail 600mmlong Jaquar continental or approved equivalent make including necessary hardware etc all complete.</p>	1	Each
22	<p>Providing and fixing in position 100 mm CI P trap at the floor recessed area and connecting the CI/UPVC concealed waste pipes with the cement mortar joint and perishable item all complete.</p>	1	Nos
23	<p>Providing and fixing in position 100mm. Anti-cockroach Stainless steel floor trap grating of approved make over the trap mouth including fixing it white cement and seal the gap properly.</p>	1	Nos
24	<p>Providing and fixing 20 mm dia GM Gate valve of Zoloto or any equivalent approved</p>	1	Nos

25	Providing and applying two or more coats of Acrylic emulsion paint of approved make and shade to walls, ceilings and other surfaces to give an even shade over a coat of internal primer as per manufactures specifications , including necessary scaffolding, preparation of surface etc., complete including all leads and lifts as per the directions of the Bank's Engineer. Preparation of surface as per Bank's specification: During the repainting works proper surface preparation/ through scrapping of old paint by quality workmanship must be ensured, 1st coat of approved paint & primer shall be applied only after site inspection and approval of surface preparation by Bank's engineer supervising the works & there is no unevenness/undulation/ and the surface is smooth and ready to receive prime coat/1st coat of paint.	100	Sqm
26	Providing and applying two or more coats of 1st quality synthetic enamel paint of approved make and shade to wooden windows and steel frames, grills etc over surfaces to give an even shade over a coat of wooden/metal primer as per manufactures specifications, including necessary scaffolding, preparation of surface etc., complete including all leads and lifts as per the directions of the Bank's Engineer.	Job	L.S
27	Providing and applying painting the metal surfaces of duct doors, built-in steel cupboard shelves, AHU room doors, windows etc. with one coat of zinc chromate primer of approved make with necessary putty work with two coats of first quality synthetic enamel paint of first quality approved manufacture and of required shade complete as directed including cleaning, scrapping and preparing the existing surface, etc., complete as directed by Engineer in charge.	35.00	Sqm
28	Polishing work: carefully removing existing paint/primer with paint remover to get natural wood surface and Providing and applying 2 or more coats of melamine polish of approved brand and manufacture to wooden surfaces etc., including preparation of surface, etc. on existing doors, frames, its shutters on both side to give an even and smooth finish in required shade and quality all complete as directed by Bank's engineer. The rate shall include for scrapping the old / new surface and preparing for polishing including putty.	20.00	Sqm

29	Providing and polishing with French spirit & approved quality gala on wood work, doors, pelmets etc. in two or more coats as directed by Bank's Engineer-in-charge. (over old surfaces). Approximate quantity is 3 sqm	1	Nos
30	Rebate for taking away the scrap/salvageable items generated from dismantling including existing old sanitary /plumbing fittings & fixtures, wooden shutters, pipelines etc. complete all as directed.	L.S	Job

Name and address of the Contractor:

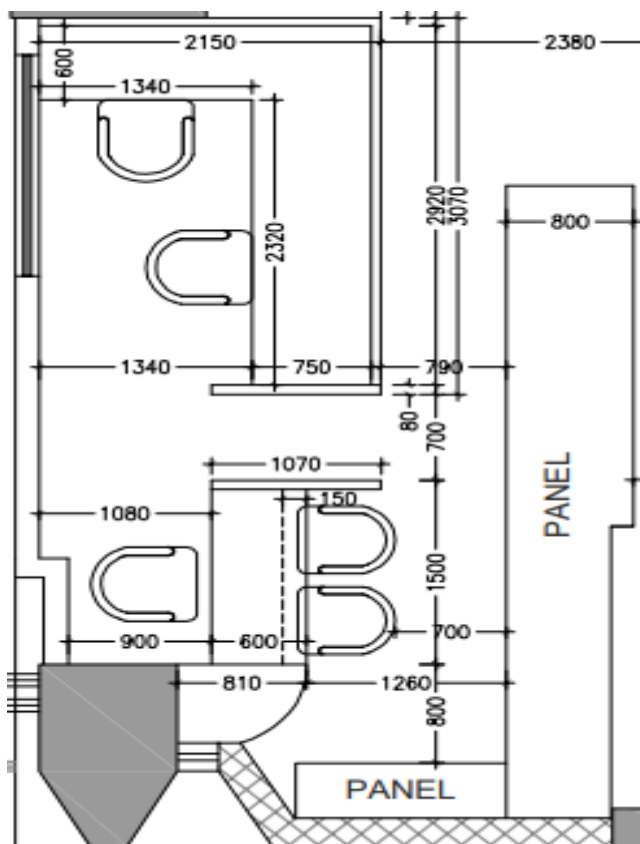
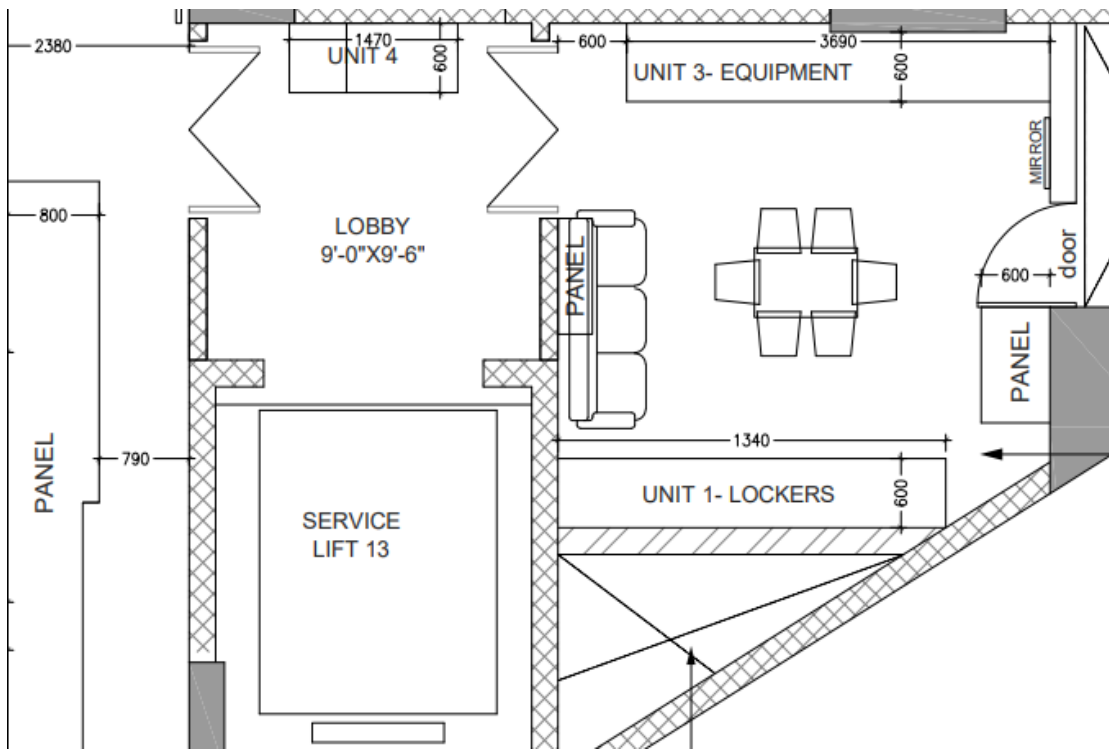
Phone No.

Signature of the contractor :

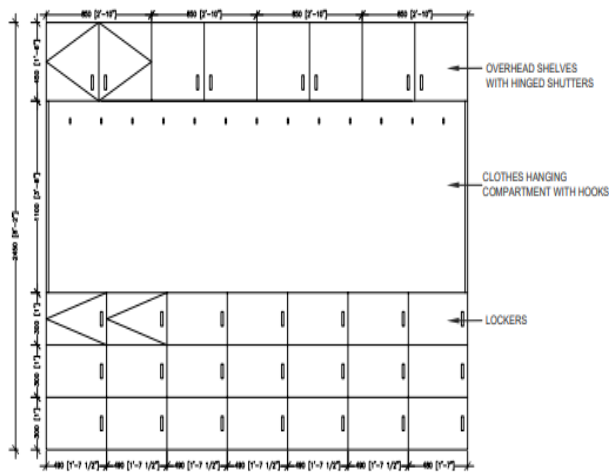
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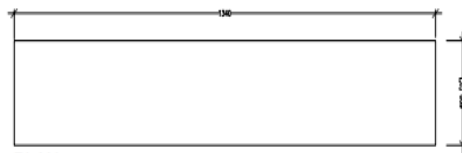
## ANNEXURE X- Tentative Drawings



# STORAGE UNIT

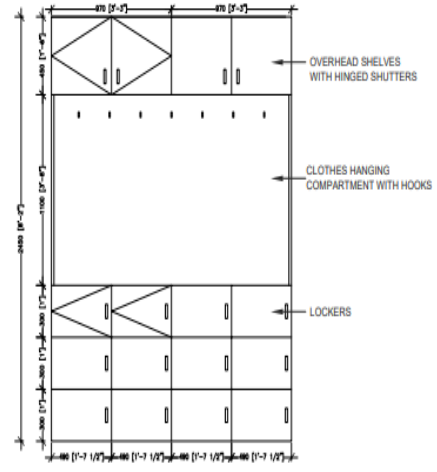


ELEVATION

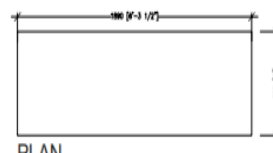


PLAN

UNIT 1- LOCKERS

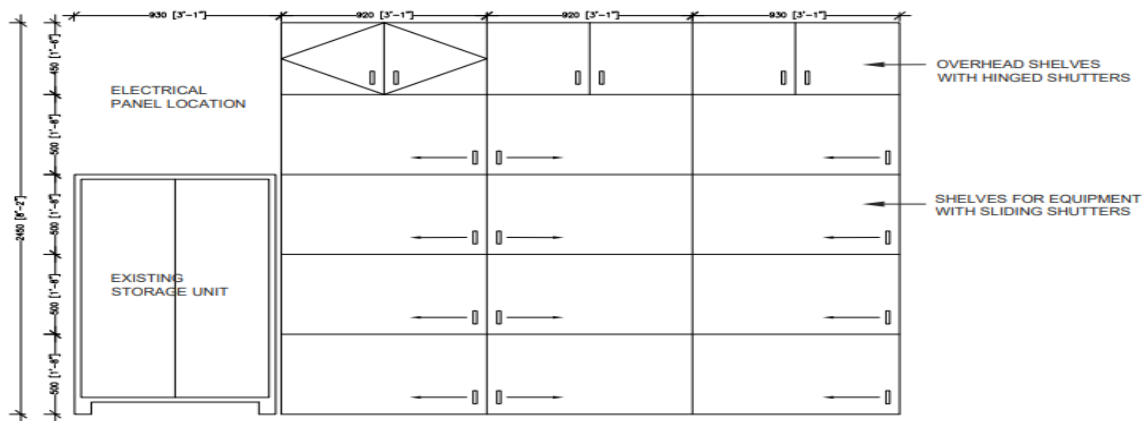


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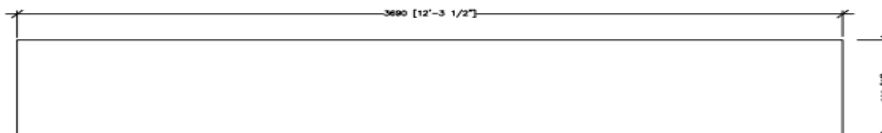


PLAN

UNIT 2- LOCKERS

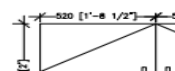


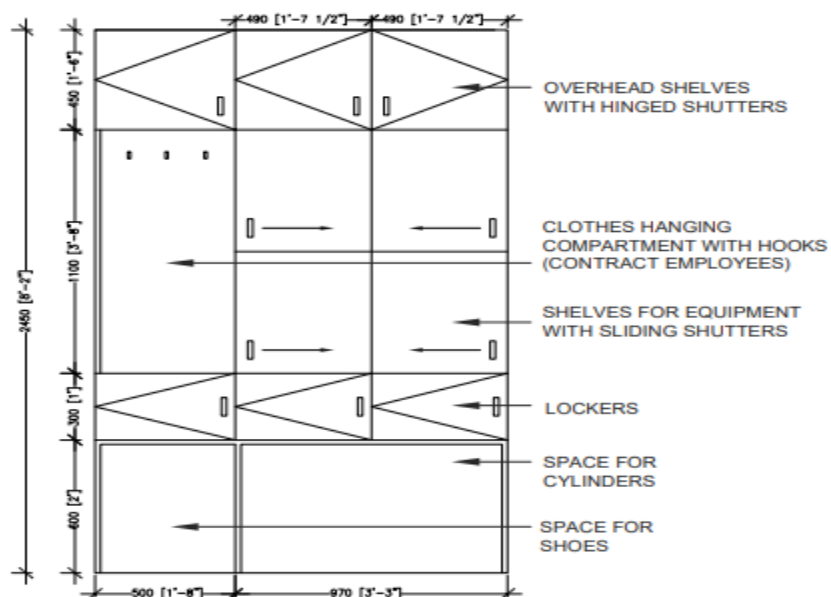
ELEVATION



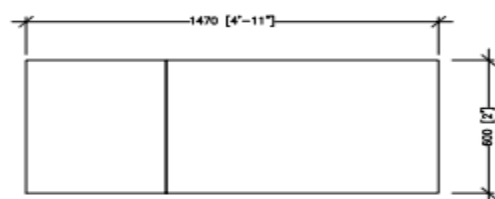
PLAN

UNIT 3- EQUIPMENT





ELEVATION



PLAN

## UNIT 4