SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD.
STATE BANK OF INDIA, CIRCLE OFFICE KOLKATA,
SAMBRIDDHI BHAWAN, 1, STRAND ROAD,
KOLKATA– 700001

SBIIMS INVITE ONLINE "PERCENTAGE RATE" e-TENDERS ON BEHALF OF SBI
For

INTERIOR FURNISHING & ALLIED CIVIL WORK FOR THE SHIFTING OF AO , BURDWAN TO 1ST FLOOR OF SBI CITY CENTRE BRANCH , DURGAPUR

THE SBI APPROVED CONTRACTORS EMPANELLED ON FOLLOWING CATEGORY IN KOLKATA CIRCLE ARE ONLY ELLIGIBLE,

1. INTERIOR FURNISHING/ALLIED CIVIL WORKS-_CAT-2 (c) of SBI/LHO/KOLKATA/2017

TENDER ID: KOL201909**003**	**CAT- 2 (c)**
1 . **START DATE** & TIME OF SUBMISSION OF TECHNICAL & PRICE BID-	**09.09.2019 FROM 3.00 P.M**
2 . END DATE & TIME OF SUBMISSION OF BID	**17.09.2019 UP TO 3.30 P.M**
2 . DATE AND TIME OF **OPENING OF BID :**	**17.07.2019 at 4.00 PM**

Tender Submitted By:

Name of Contractor: .....
Address: .....
GSTIN: .....
Date: .....

ARCHITECT:
M/S DE SARKAR & ASSOSIATES
DB-34, SECTOR 1, SALT LAKE CITY
KOLKATA-700 064 Ph No. 9331213488/ 9051608304

NOTE: Contractor should submit Tender Processing Fee (TPF) through Online Mode only as mentioned in this NIT. TPF in the form of Demand Draft (DD) will not be accepted. Such tenders without Online Payment Receipt will be rejected

NOTICE INVITING e-TENDERS

SBIIMS invites **"percentage rate"** e-Tenders under two bid systems from the Bank's empanelled contractors under **Category 2(C)** and above *(Work value upto Rs. 50 lakh or above)* for **INTERIOR FURNISHING & ALLIED CIVIL WORK FOR SHIFTING OF AO, BURDWAN TO 1ST FLOOR OF SBI CITY CENTRE BRANCH , DURGAPUR** through online e-Tendering System portal ***https://etender.sbi***

Details of the e-Tender are as under:

1.	Name of the Work	:	**INTERIOR FURNISHING & ALLIED CIVIL WORK FOR SHIFTING OF AO, BURDWAN TO 1ST FLOOR OF SBI CITY CENTRE BRANCH , DURGAPUR**
2.	Estimated Cost	:	**Rs. 47,92,031.92 (Rupees Forty Seven Lacs Ninety Two Thousand Thirty One & Paisa Ninety Two Only). Approximate (Excluding GST)**
3.	Time allowed for completion	:	**30 DAYS from date of issue of work order or date of handing over the site for execution of work whichever is later.**
4.	**Tender Processing Fee (TPF)**		**Fee Rs. 3,000/- (Rupees Three Thousand Only**) to be credited through **STATE BANK COLLECT (SB Collect an efficient MIS report generation tool) only .** The steps involved in making the payment is provided at Annexure-A. The receipt generated with reference no. to be submitted along with Technical bid. **GST number of contractor to be mentioned on it.** **Online payment receipt copy is to be submitted along with Technical Bid.** **NOTE: Contractor should submit Tender Processing Fee (TPF) through Online Mode only as mentioned in this NIT. TPF in the form of Demand Draft (DD) will not be accepted. Such tenders without Online Payment Receipt will be rejected**
5.	Earnest Money Deposit		**Rs. 48,000.00** (Rupees Forty Eight Thousand only) in form of Demand Draft (Valid for a period of 90 Days from the last date of submission of the tender) from any scheduled Nationalized Bank drawn **in favour of SBI Infra Management Solutions Pvt. Ltd** Payable at **Kolkata** should submit at the office of: **Vice President & Circle Head** **SBI Infra Management Solutions Pvt. Ltd.** **Circle Office Kolkata,** **D Block, 9th Floor, Sambriddhi Bhawan,** **1, Strand Road, Kolkata – 700001** before the date of tender (Technical Bid) opening. In case the EMD is not received within the aforesaid period, the bid will be out rightly rejected.
6.	Validity of Tenders	:	**90 days from the date of opening of Price-bid (Subject to further extension)**
7.	Availability of Tender Documents	:	Tender documents to be downloaded from the Bank's website or SBI e-tender portal ***https://etender.sbi***
8.	ARCHITECT NAME	:	**NA**
9.	Initial Security Deposit	:	2% of contract amount including EMD
10.	Total Security deposit	:	5% of the final bill amount including ISD.

11.	Start Date & Time of submission of technical & Price bid-	:	**From 3:00 PM on 09.09.2019**
12	Last date of submission of technical & Price bid Including EMD & Tender Cost & Cover-!		**Upto 3:00 PM on 17.09.2019**
13	Date and time of opening of technical bid (EMD + Technical Bid)		**17.09.2019 at 3.30 PM** In Case of Tender Opening date is declared as holiday, the tender will open in the next working day at the same time.
14.	Date and time of **opening Price bid**	:	**17.09.2019 at 4:00 PM**
15.	For any details, please contact	:	**Vice President & Circle Head** **SBI Infra Management Solutions Pvt. Ltd.** **Circle Office Kolkata, Sambriddhi Bhawan, 1, Strand Road,Kolkata – 700001.**
16.	For e-Tender related queries	:	**Service provider:** **M/s. E-procurement Technologies Limited** (abc procurement/ Auction Tiger) B-705, Wall Street- II, Opp. Orient Club, Ellis Bridge, Near Gujarat College, Ahmedabad- 380006, Gujarat **Help Desk:** Contact Persons: **Geeta Goutam**, M: +91 6354919566 | T: +91 79 68136814 Email:geeta@auctiontiger.net **Sujith Nair** (Shark ID – ~SUJITHN) | Sr. Executive – Implementation & Support e-Procurement Technologies Limited Contact: sujith@eptl.in | Phone: +91-79-68136857 | 6863 | 6835 | 6829 | 6831 | 6840 (Mon-Fri working Hours 10 AM to 7 PM) (Sat working hours 10AM to 4PM)
17.	Liquidated Damages	:	0.50% of contract amount per week subject to max. 5% of contract value or final bill value.
18.	**Defects liability period**	**:**	**12 Months from the date of Virtual Completion of Work**
19.	Value of Interim Certificate	:	No advance on materials / plant / machinery or mobilization advance shall be paid under any circumstances
20.	**Corrigendum**	**:**	**Corrigendum (If any) to be followed as per publication in https://etender.sbi site only.**

IMPORTANT NOTES

a)	All contractors who are empanelled with SBI Kolkata Circle in the specific category are only eligible for the above mentioned work.
b)	Any abnormal increase from the quoted price / cost will not be accepted.
c)	Electronically Sealed e-Tenders are invited from the SBI approved prequalified contractors Sealed tenders in two parts are to be submitted online through the following website: https://etender.sbi **** Price bid shall not be accepted offline.** **(a)Part – I (Technical Bid + EMD):** Technical Bid already available in of-line mode & EMD as stated above. **(b) Part – II (Price Bid):** This shall contain the Electronic format of Price Bid. No condition/ stipulation in this part other than unconditional general rebate shall be accepted. Part – II (Price Bid) of those bidders will be opened who would qualify in the technical bid. **The contractors can**

	view the Tender Opening Details through their respective log-in IDs on the above mentioned e-tender portal (Website).
d)	The Bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.
e)	In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time. **Again, corrigendam, if any, are to be followed from *" https://etender.sbi "*.**
f)	No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before opening of the price-bid.
g)	Tenders received without EMD and Cost of Tender Documents shall be summarily rejected, and such tenders shall not be allowed to participate in the online price bidding process.
h)	In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
i)	**SBIIMS Pvt. Ltd. has the right to accept / reject any / all tenders without assigning any reasons and no correspondence shall be entertained in this regard.**
j)	Rates quoted shall be inclusive of all costs, carriage, allowances, Levies, VAT, etc. but excludes Service Tax/GST. However, Service Tax/GST will be paid extra by the Bank on production of Service Tax/GST Registration document and on claim as per prevailing rate.
k)	Rates shall be quoted in both figures and words. In case of any discrepancy (ies) in the rate quoted in figures and words and in the amount, the rate quoted in words will be considered.
l)	Contractors shall provide all labor and materials, tool and tackles including necessary scaffolding for proper execution of the work, including curing etc.
m)	5% of the value of the executed work including EMD and ISD will be retained as Security Deposit and will be refunded on satisfactory completion of free maintenance period, i.e. 12 (twelve) months from the date of completion of work. No interest shall be payable.
n)	Rates quoted shall be inclusive of providing necessary arrangements for satisfactory protection of furniture/flooring/electrical fittings/Bank's any other property during execution of the work.
o)	Rates shall be inclusive of cost for disposing debris and any other unserviceable materials as per direction and inconformity with the Local or any other authority (ies) rules.
p)	Rates shall be inclusive of cleaning of floors, making good to damaged floor, ceiling, walls, etc., after completion of work.
q)	In case of any poor quality of work or substandard materials used for the purpose, shall be replaced as per instructions without any extra cost.

Vice President & Circle Head
SBI Infra Management Solution Pvt. Ltd
(For & behalf of State Bank)

TERMS & CONDITIONS OF E-TENDERING:

SBIIMS PVT. LTD. shall finalize the Tender through e-tendering mode for which **M/s. e-Procurement Technology,** will been engaged by SBIIMS. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

1. E-tendering shall be conducted by SBIIMS through **M/s. e-Procurement Technology,** on pre-specified date. While the Contractors shall be quoting from their own offices/ place of their choice, Internet connectivity and other paraphernalia requirements shall have to be ensured by Contractors themselves. In the event of failure of their Internet connectivity, (due to any reason whatsoever it may be) it is the bidders' responsibility.

In order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/alternatives such as back–up power supply whatever required so that they are able to circumvent such situation and still be able to participate in the E-tendering successfully. Failure of power at the premises of Contractors during the E-tendering cannot be the cause for not participating in the E-tendering. On account of this the time for the E-tendering cannot be extended and SBIIMS Pvt. Ltd. Is not responsible for such eventualities.

1. **M/s. e-Procurement Technology,** shall arrange to train your nominated person(s), without any cost to you. They shall also explain you all the Rules related to the E-tendering. You are required to give your compliance on it before start of bid process.

2. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency & unit of measurement will be displayed in online E-tendering.

3. BID PRICE: The bidder has to quote the rate as per the tender document provided by SBIIMS Pvt. Ltd. their appointed Architects.

4. VALIDITY OF BIDS: The bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.

5. Procedure of E-tendering:

Online E-tendering:

(a) The soft copy of the Technical as well as Price Bid is available on the Bank's website during the period specified in the NIT.

(b) Online e-tendering is open to the empanelled bidders in the respective category.

(c) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-in their Item-wise rates for each item.

(d) The Contractors are advised not to wait till the last minute to submit their online item- wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

It is mandatory to all the bidders participating in the price bid to quote their rates for each and every item.

(e) In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as ***"Incomplete Tender***" and shall be liable for rejection.

6. LOG IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by **M/s. e-Procurement Technology,** . All bids made from the Login ID given to the bidder will be deemed to have been made by thebidder.

7. BIDS PLACED BY BIDDER: Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fail to complete the work as per the rates quoted, SBIIMS shall at liberty to take action as deemed necessary including de-paneling such contractors and forfeiting their EMD.

8. At the end of the E-tendering, SBIIMS Pvt. Ltd. will decide upon the winner. SBIIMS Pvt. Ltd. decision on award of Contract shall be final and binding on all the Bidders.

9. SBIIMS shall be at liberty to cancel the E-tendering process/tender at any time, before ordering, without assigning any reason.

10. SBIIMS shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.

11. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.

12. OTHER TERMS &CONDITIONS:

- The Bidders shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers/bidders.

- The Bidder shall not divulge either his Bids or any other exclusive details of SBIIMS Pvt. Ltd. to any other party.

- SBIIMS Pvt. Ltd. decision on award of Contract shall be final and binding on all the Bidders.

- SBIIMS Pvt. Ltd. Reserve their rights to extend, reschedule or cancel any E-tendering within its sole discretion

- SBIIMS or its authorized service provider shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.

- SBIIMS or its authorized service provider is not responsible for any damages, including damages that result from, but are not limited tonegligence.

- SBIIMS or its authorized service provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic informationetc.

N.B.

- All the Bidders are required to submit the Process Compliance Statement (Annexure-II) duly signed to the Service Provider.

- **All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.**

PREAMBLE TO BILL OF QUANTITIES & RATES:

Bidders are advised to quote their rates after due consideration of the following pertinent points

1. Actual site conditions including working time that would be available to them as per standing rules
2. Material access regulations of the building including permission of use of lifts and stairways etc.
3. Temporary storage provision of disposable materials arising out of the work
4. Security measures and permissions required to be observed and obtained in consultation with the representatives of the landlords and act strictly according to the same.
5. Traffic regulations of the City Police in order to organize trouble free access of materials
6. The work must be executed in close and effective co-ordination with other executing agencies who shall be working simultaneously
7. Any other governing issue or issues likely to have impact on the productions rate and cost of work
8. TAXES AND DUTIES The tenderer must include in their tender prices quoted for all duties, royalties, cess, excise, sales tax, work contract tax or any other taxes such as Income Tax deducted to vendor or local charges, as applicable etc. No extra claim on this account will in any case be entertained. However, Service Tax as per Service Tax act will be paid on production of Service Tax Registration Certificate and on claim.
9. GOVERNMENT AND LOCAL RULES: The Contractor shall conform to the provisions of all local Bylaws and Act relating to the work and to the Regulations etc. Of the Government and Local Authorities (at A & N Island) and of any Bank with whose system the premises is proposed to be connected. The Contractor shall give all notices required by the said Act, Rules, Regulations and By laws etc. and pay all fees payable to such authority / authorities for execution of the work involved. The cost, if any shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations, statutory Clearance etc. and shall defend all actions arising from such claims or liabilities.

PROCESS COMPLIANCE STATEMENT (ANNEXURE I)

(The bidders are required to print this on their company's letter head and sign, stamp and submit with technical Bid)

To,

M/s. E-procurement Technologies Limited

AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS FOR THE ONLINE E-TENDERING FOR INTERIOR FURNISHING & ALLIED CIVIL WORK FOR SHIFTING OF AO, BURDWAN TO 1ST FLOOR OF SBI CITY CENTRE BRANCH , DURGAPUR

Dear Sir,

This has reference to the Terms & Conditions for the E-tendering mentioned in the Tender document

This letter is to confirm that:

1) The undersigned is authorized representative of the company.
2) We have studied the Commercial Terms and the Business rules governing the E- tendering as mentioned in RFP of SBIIMS Pvt. Ltd. as well as this document and confirm our agreement to them.
3) We also confirm that we have taken the training on the E-tendering tool and have understood the functionality of the same thoroughly.
4) We confirm that SBIIMS Pvt. Ltd. and **M/s. e-Procurement Technology,** shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-E-tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E- tendering event.
5) We confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.
6) We, here by confirm that we will honour the Bids placed by us during the E-tendering process.

With regards

Date:

Signature with company seal Name:
Company / Organization:
Designation within Company / Organization:
Address of Company / Organization:

Annexure-A

The steps involved in making the payment through SB Collect are as under:-

1. The Vendor needs to use SBI internet banking site http://www/onlinesbi.com/.

2. Select **"SB Collect"** from Top Menu, that will lead to the next page:

3. **"Proceed"** will lead to the next page"

4. Select **"All India"** in State of Corporate/Institution" & select "**Commercial Services**" in "Type of Corporate/Institution".

5. **"Go"** will lead to the next page"

6. Select **"SBI Infra Management Solutions"** in Commercial Services Name and "Submit"

7. Select "**Tender Application Fee**" in "Payment Category" and enter the **"Tender ID**" exactly as we preloaded with characters in Uppercase only in place of Circle Codes.

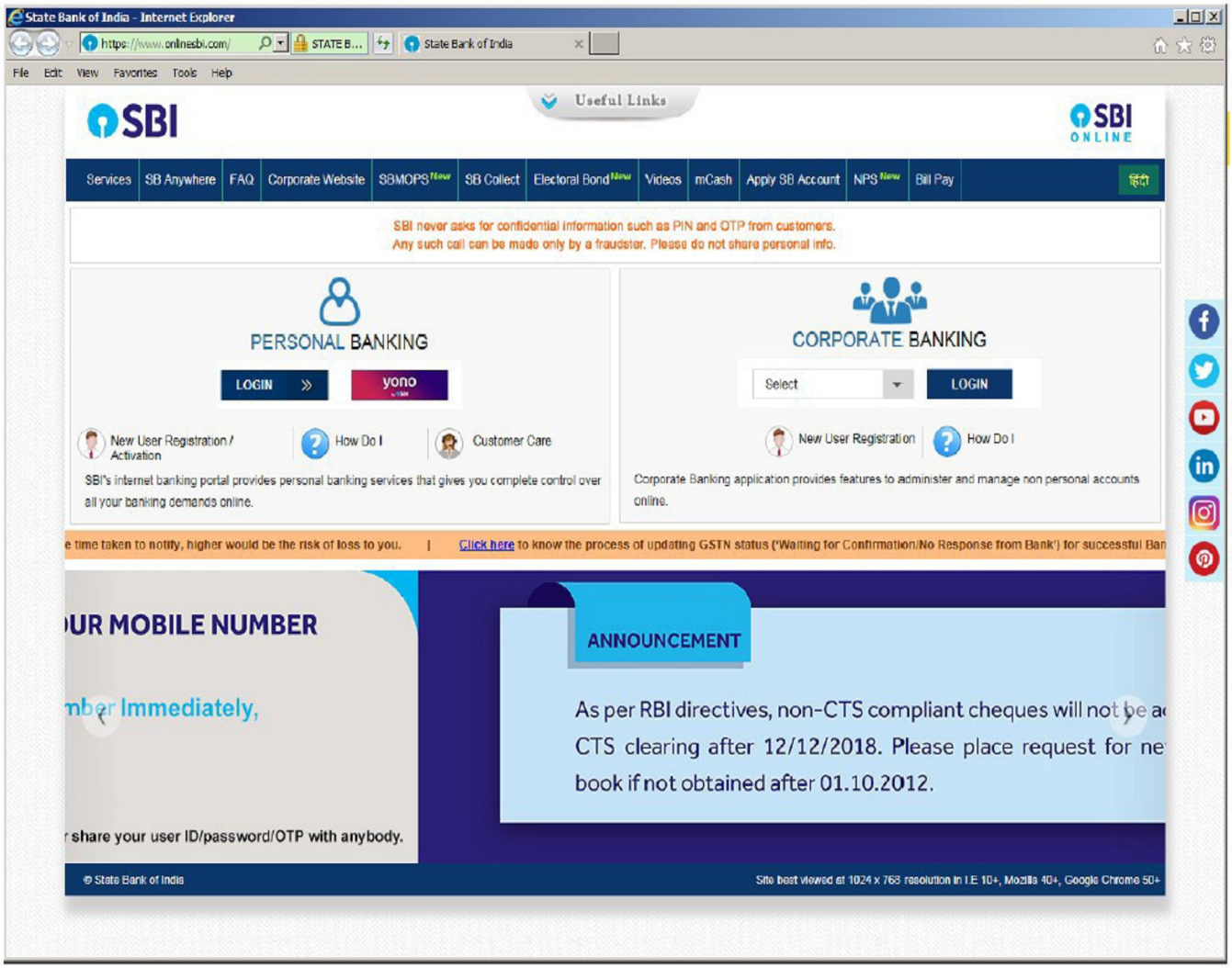
8. The next page will be ready with few of the Preloaded Tender Details:

9. The Vender will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

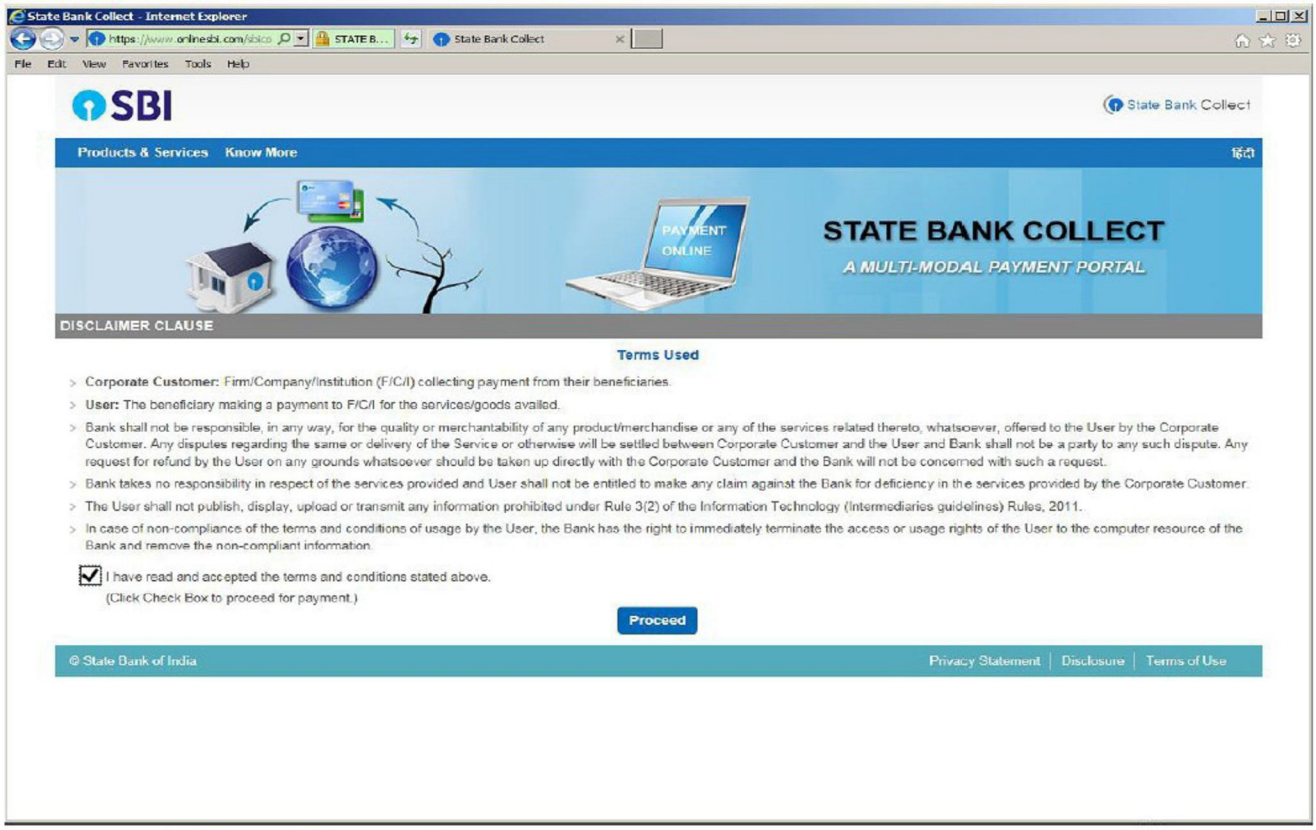
NOTE: Any type of vender, whether dealing with SBI or other bank can use the SB Collect facility.

Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit wil1l be also borne by the vender himself.

The Vendor needs to use SBI internet banking site https://www.onlinesbi.com/.



Select "SB Collect" from Top Menu, that will lead to the next page:



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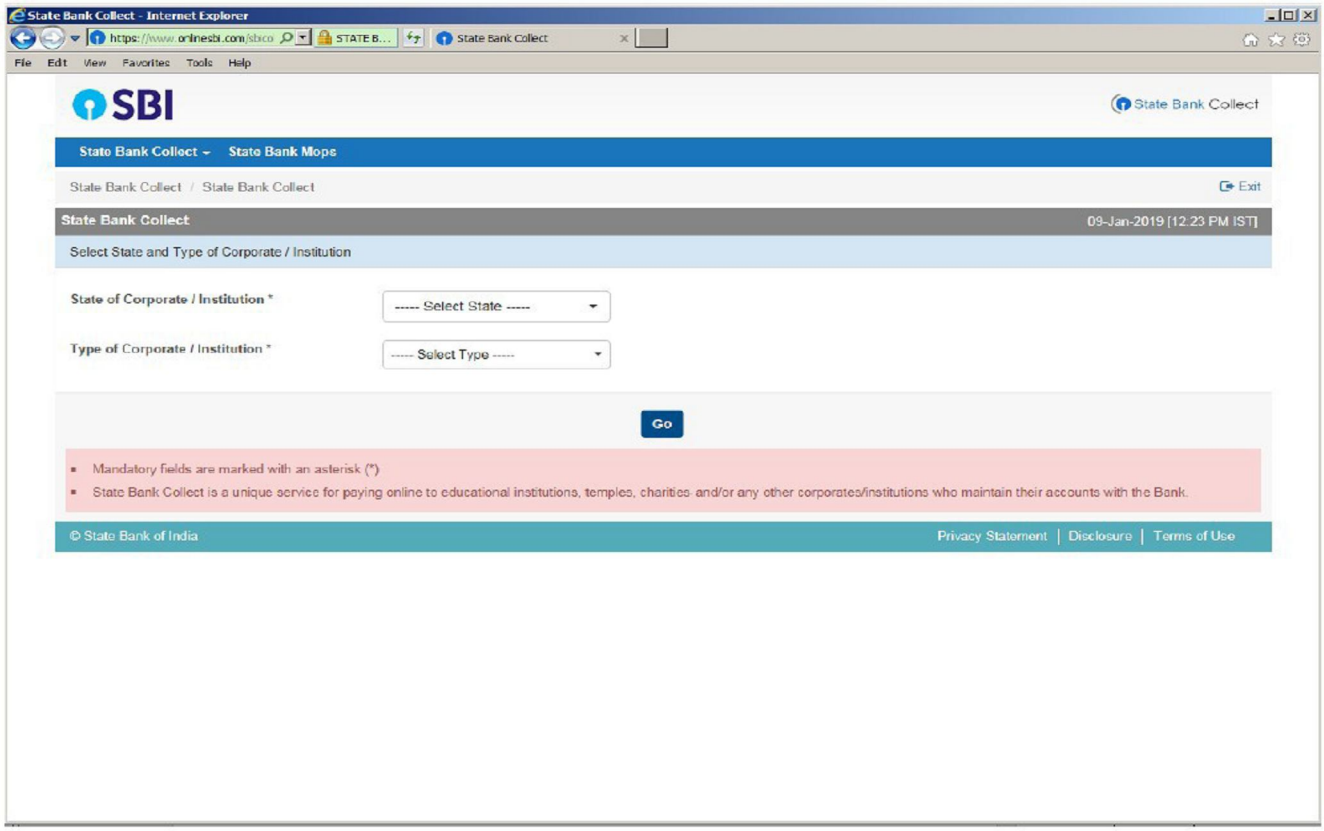
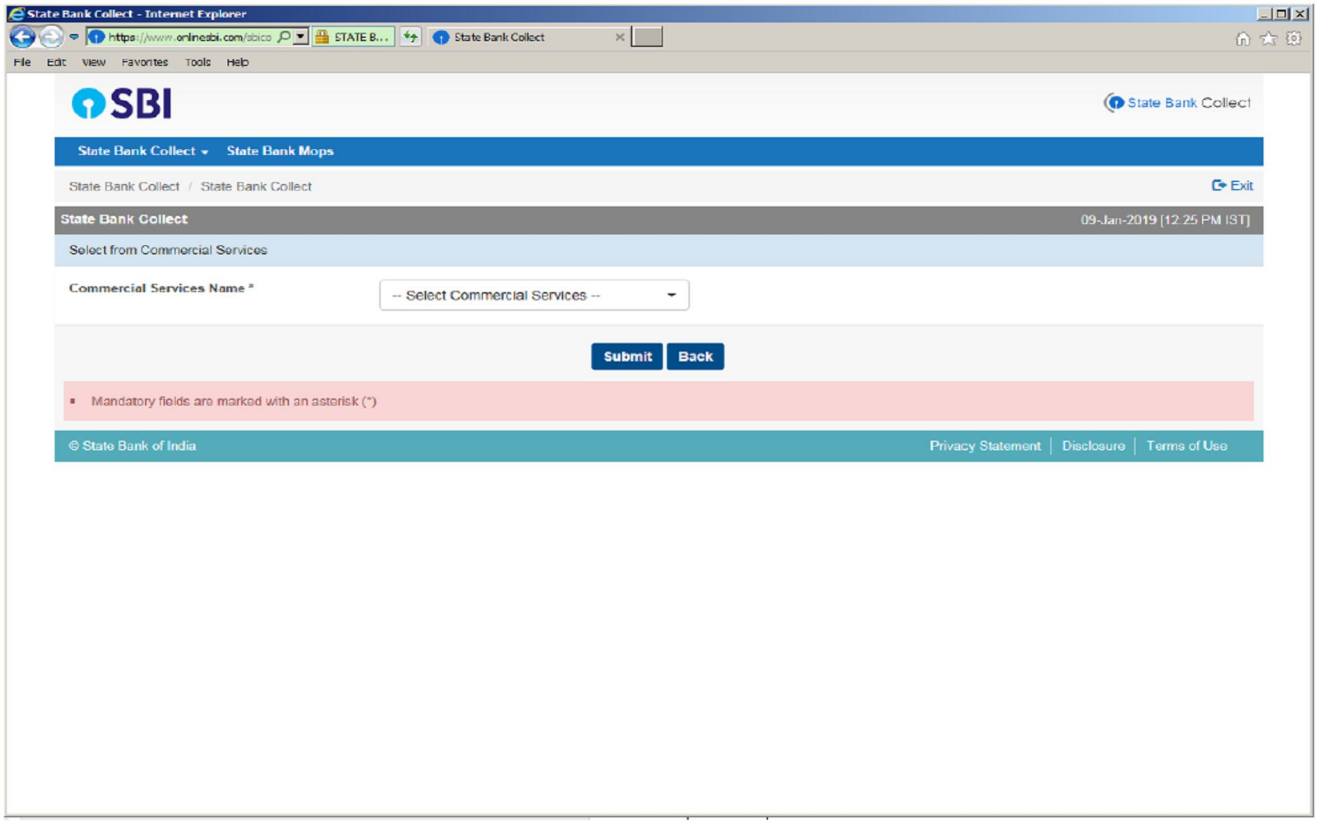
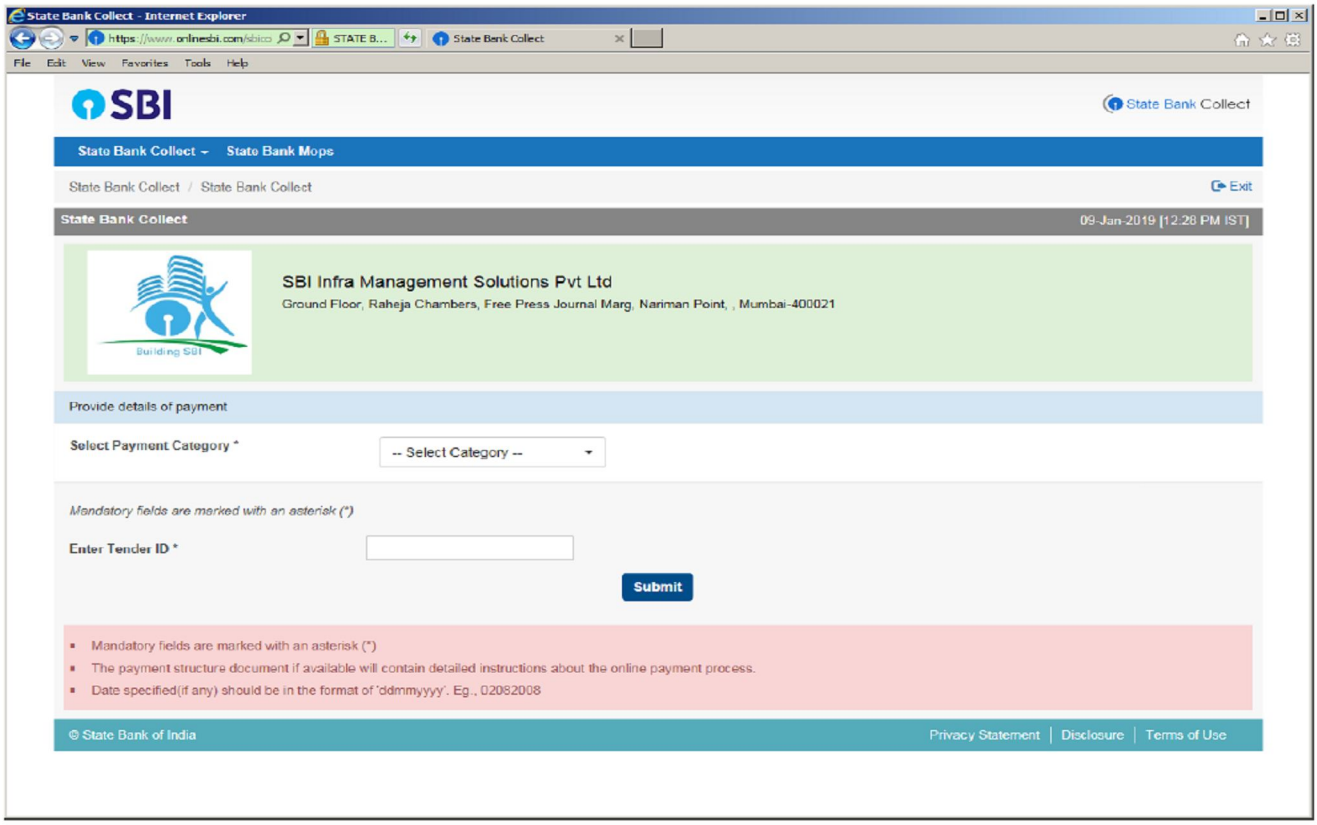


Select "All India" in "State of Corporate / Institution " & Select "Commercial Services" in "Type of Corporate / Institution".

"Go" will lead to the next page:

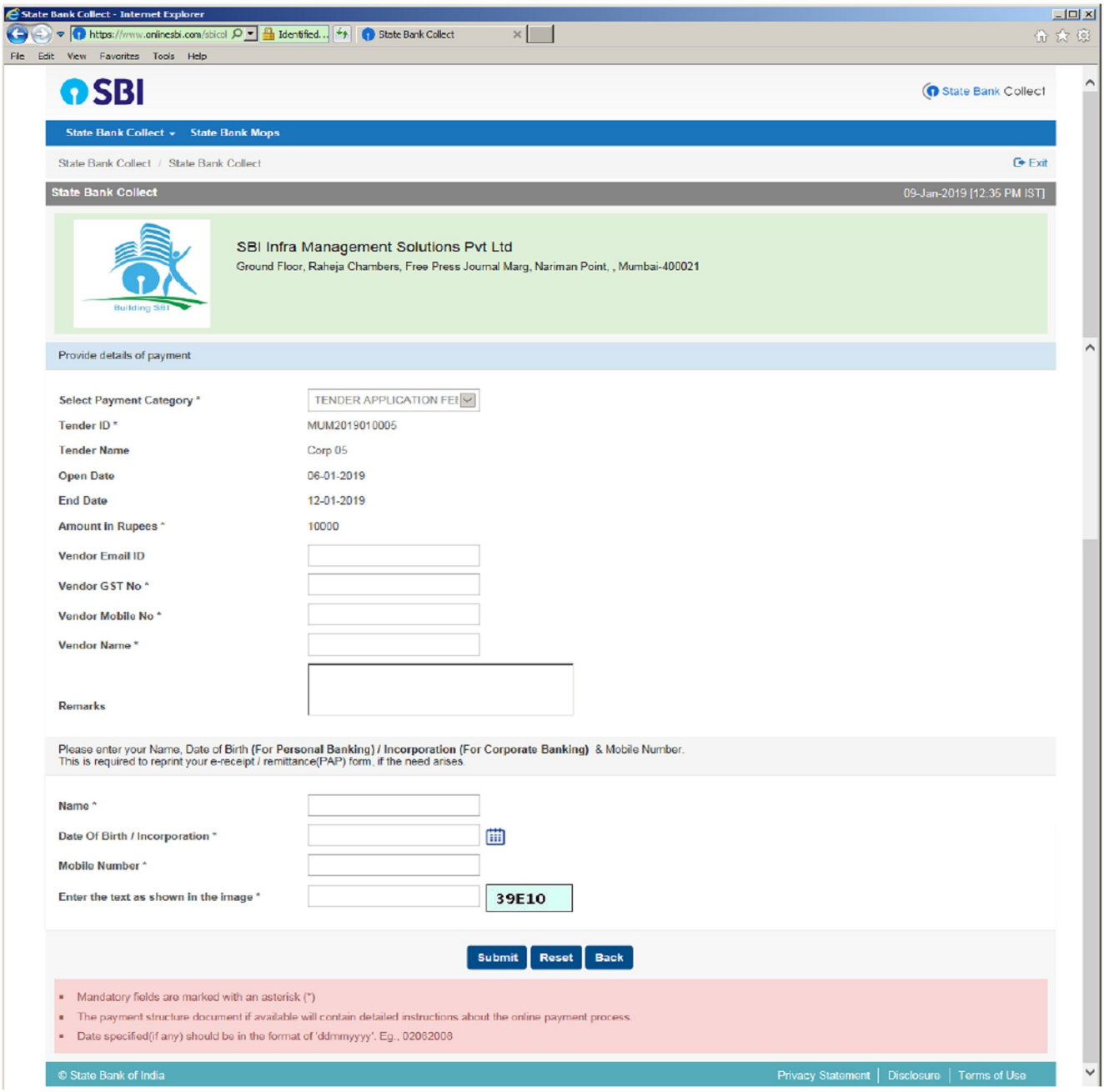


Select "SBI Infra Management Solutions" in Commercial Services Name and "Submit"



Select "Tender Application Fee" in "Payment Category" and enter the "Tender ID" exactly as we preloaded with characters in Uppercase only in place of Circle Codes.

The next Page will be ready with few of the Preloaded Tender Details:



The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

NOTE:

1. VENDORS ARE REQUESTED TO SUBMIT THE COPY OF PAYMENT RECEIPT OF TENDER APPLICATION FEE ALONG WITH THE TECHNICAL BID IN HARD COPY.

2. VENDORS ARE REQUESTED TO CONTACT THE CONCERNED EIC FOR ANY FUTHER QUARRY RELATED TO THIS PROJECT.

B.GENERAL TERMS AND CONDITIONS

INTERIOR FURNISHING & ALLIED CIVIL WORK FOR SHIFTING OF AO, BURDWAN TO 1ST FLOOR OF SBI CITY CENTRE BRANCH , DURGAPUR

Dear Sir,

We invite you to quote your **"Percentage Rate" tender** for the above mentioned work in the schedule enclosed. Your tender duly filled in, signed and sealed, should be addressed to Deputy General Manager of aforesaid address and reach as per date and time mentioned in the NIT. The tenders will be opened as per date and time (can be changed as per Bank's discretion) mentioned in the NIT. The envelope containing the enclosed price schedule, duly filled in, along with a BANK draft for **Rs 48,000.00** as EMD in favour of the **SBI Infra Management Solutions Pvt. Ltd.**, payable at **Kolkata**, should be super scribed with the "**Name of the work**, date of submission and date of opening" as advised herein, on the top. It is suggested that the tender be sent by registered post/ personally so as to reach this office on or before the due date and time. Other terms and conditions are as under:

- No Tender will be accepted after scheduled time and date. Unsealed Tender will not also be accepted.

2. Tenderer should note that he is to quote percentage below/above/at par in the "General Summary "Final/last page otherwise tender liable to be cancelled**. The standard rates of all the items in the Work schedule is inclusive of all taxes/duties/levies (i.e. GST on material, TDS etc. as applicable to a contractor and are subject to deduction at source by the bank from bills/dues) including wastage, transportation of material to the aforesaid work site, etc.**

- The tender should remain valid for acceptance by the Bank for a minimum period of 120 days from the date its opening, which may be extended by mutual agreement and tenderer, shall not cancel or withdraw the tender during this period.
- **Time is the essence of this contract.** The contractor whose tender is accepted shall take up the work on hand immediately and complete the same **within 30** days from the date of receipt of written work order or the date of handing over of the site, whichever is later. No Extension of time is permissible. However if the contractor does not complete the work within the prescribed time limit, the bank may consider the extension of time limit for completion of the work without prejudice of Bank's right to recover the liquidated damages as per the terms mentioned in the NIT & detail as under.
- The delay in completion of work beyond stipulated period and without any valid reasons shall be subject to **liquidated damages @ 0.50% per** week subject to maximum amount equivalent to 5% of the contract amount.
- The Bank does not bind itself to accept the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) thereof.

- **Two Tenders with same discount If found in L1 Position**, then Bank reserves the right to hold negotiation for further discount with the both lowest tenderer in a **sealed cover** to avoiding further tendering process.
- The tenders received without Earnest Money Deposit in the required form are will be consider as **Non Bonafied Tender** & liable for rejection. No interest shall be paid on the said deposit.
- The **EMD** of the unsuccessful tenderer will be **refunded within 90 days** from the date of opening of the tender or finalization of the tender, whichever is earlier.
- The contractors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the tender before quoting the rates.
- **Total Security Deposit**: 5% of the value of the contract amount including EMD. Defect liability period of the contract is **12** months. Total Security Deposit will be refunded after completion of defective liability period subject to the condition that the defects due to poor workmanship, materials etc related to the work appeared during this period shall be rectified by the contractor not later than by 28 days form the date of expiry of the defective liability period.
- The Bank under any circumstances will not entertain the request for payment against material at site. However, payment of running bills could be considered depending on the progress of actual work done subject to verification of measurements etc by the Bank's Engineer.
- In case, contractor fails to undertake the work at site within 7 days from the date of issue of work order, the Bank reserve the rights to entrust the work to any other contractor at its discretion and earnest money deposit of defaulter contractor will be forfeited.

  , **on demand, has to submit rate analysis** of desired items within stipulated period.
- The contractor shall not assign the contract. He shall not sublet any portion of the contract except with the prior written consent of the Bank.
- The contractor shall carryout **entire work strictly in accordance with the detailed specifications and instructions of Bank's Engineer.** If in the opinion of the Bank, changes have to be made in the layout, the contractor shall carryout the same without any extra cost to the Bank.
- The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract of work and acquaint himself with all local conditions, means of access to the work, nature of work and all matters appertaining thereto. The contractor has to arrange by his own of everything like electricity, water, material storage space and labor license as required for completion of the work.
- This is a Percentage rate tender. The quantities given in the schedule of items are approximate & payment shall be made only for the quantities executed as per the actual measurement. The contractor is not entitled for any sort of compensation towards the materials procured & stored in excess of the measured quantity, if any.
- The bank reserves the right to increase & decreased the tendered quantity of any or every item at any stage of the work. Contractor shall execute the increased quantities at the accepted tendered rate. The contractor's claim for compensations or damages in this respect shall not be entertained.

- The quantities mentioned in the schedule of items are approximate and no further claims will be entertained for any change in the quantities. Some civil items like plumbing, sanitary and tiling work in toilets, canteen and other areas are provisional. If landlord does not execute these works or workmanship of executed work is not satisfactory, under such circumstances, these works will be executed by the contractor. Contractor shall quote rate accordingly.
- The rates quoted by the contractor shall be firm & fix and no variation will be allowed in individual rates on any account. The rate quoted should be inclusive of all taxes, duties, levies imposed by the Central or State Govt. or local administration and as applicable or become applicable during the completion period.
- The successful tenderer is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. The rates for such items shall be decided by the bank within its sole discretion on the basis of rate analysis prepared by the contractor by taking into account prevailing market rates of material and labor involved and 10% to 15% contractor's profit.
- The contractor shall study the schedule of items, technical specifications, drawings, design, etc. for its sufficiency considering all the regulations of local authorities and supply company and code of standard as applicable at the time of submitting the tender and shall bring to the notice addition or deletion, if any, in writing along with the tender.
- Intending tenderer shall visit the site and make himself thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of transport condition, availability of labour and materials, access and storage for materials and removal of rubbish
- The contractor shall strictly comply with the provisions of safety code. And also the Contractor shall strictly comply with the provisions of contract labour acts or any other act pertaining to the contract labor that may be in force or that may be introduced during the currency of contract. Compliance of such acts now or subsequently will be at the contractor's cost.
- **This work will be in a functioning branch building** & must be carried out without any hindrance to the functioning of the office/Branch within the complex. The working time shall be suitably planned to avoid inconveniences to the staff & office and should be prepared to do it during in night hours.
- Carriage of material to the work sport & removal of wastes & excess materials from there shall be done without causing any hindrance to the movement of vehicles & staff. All waste material shall not be accumulated at the site in view of limitation of space. The waste shall be disposed off away from the site without any complaints of Civic Authorities & at the contractor risk & cost.
- If in the opinion of the Bank the **Percentage rates quoted** by any contractor are found **unworkable & unreasonable** keeping in view the specifications proposed and workmanship expected, the **Bank may ask to submit rate analysis for each item within a stipulated time period & if the vendor fails to submit the same in time then Bank has the right to reject such tenders within its sole discretion and without any notice** to the contractors.
- **Before Commencing the work, Contractor Must get the approval of all the materials brought to the site for the use by the EIC, otherwise it will be deemed as unspecified material are being willfully used**. All

facilities for prior inspection of materials & subsequent verification of the work by representatives of the bank made be available, at cost of the contractor.

- Thickness, quality, shade, texture and brand etc. of the used material, should be as per schedule list and as approved by the Engineer in Charge.
- The work has to be executed in close & effective co-ordination with other executing agencies & concern department operative in that floor. Material access regulation, Security measures & permissions required to be observed & obtain from competent authority of Bank & act strictly according to them.
- Rates quoted shall be cleaning inclusive of floor, making good to damaged areas due t.o their workmanship, wall, floor & ceiling or any other material/furniture after completion of work. Rates shall be inclusive of removing all the debris & any other unserviceable materials as per direction of EIC.
- If the **contractor performance is found to be unsatisfactory**, the bank reserves the right to cancel in part or whole of the contract & gets the work executed through alternative means at the entire risk & cost of the contractor by giving seven days notice. In such cases, the contractor should make good all looses that the bank may incur on account of same.
- In case of the contractor abandons the work for any reason whatsoever, the bank shall issue the final notice to the contractor to remain present at the site on due date & time as per the notice .In spite of such notice, the contractor remains absent on site on such due date, the Bank's Engineer will take the measurement of completed part of the work unilaterally, which will be binding on the contractor & the balance work will be got carried out by the bank through any agency at the entire risk & cost of the contractor.
- In case of any substandard or poor quality materials used by the contractor in the Bank's work, the same shall be replaced forthwith by Bank's specified materials with bank's **Caution note.** Three such "**Cautioned Note**" issued by the bank will liable the firm to get De-listed.
- The Bank may choose to split up the entire scope of work amongst any number of parties within its sole discretion irrespective of the lowest rates.
- Tender in duplicate, will have to submit in two parts **Cover-1 & Cover-2** separately sealed & super scribed with the name of the work. Cover-1 shall contain Annexure –I (i.e. all the General, technical & commercial terms & conditions prescribed by Bank.) duly filed in by the tenderer along with enclosures of any stipulation proposed by the bidder & the prescribed **Earnest money deposits (EMD).** The cover- II shall contain the offered price with the tender documents dully filed, in duplicate. No other condition stipulated in cover–II other than unconditional general rebate shall be accepted.
- On acceptance of the tender, the successful tenderer shall be given the work order, in duplicate & the duplicate copy has to be returned duly signed by the contractor as a token of acceptance of work order including the terms of contract along with their tender, failure to which their tender is liable for rejection without any notice which please note
- **SBI has the right to accept/reject any/all tenders without assigning any reasons whatsoever.**

DECLARATION

I/We have understood all the above conditions. If I/We fail to start/ or execute work within the stipulated period of time, our Security deposit will be forfeited.

Place:

Date: Signature of Contractor

C.INSTRUCTIONS TO THE TENDERERS

While quoting for each item of work, the tender should consider for the following, irrespective whether it has been mentioned or not in the description of the item without any extra claim/payment:

- The **"Percentage Rate"** column to be legibly filled (in ink) in both **FIGURES AND WORDS.**
- All paper connected with the tender, including these instruction, schedule of items, technical specification, drawing etc should be **signed & returned by the tenderer** to the bank while submitting the tenders. Incomplete tenders are liable for rejection.
- No alterations or additions are to be made by the tenderer to the text or the Schedule of these tender papers. Any tenderer who proposes any alterations to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected.
- All entries in tender document should be in English & in Ink or typed. All corrections should be attested under full signature of the contractor. Corrections where necessary should be made by scoring the wrong words/figures & attesting by full signature of the contractor. These shall not be erased/overwritten/corrected by whitener.
- No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages, indistinct writing or any other error in the tender documents which should have been rectified in the manner described above.
- Tender with corrections and or overwriting if not authenticated will be liable for rejection. No advice for any change in rate or conditions after the opening of the tender will be entertained.
- **The percentage rates mentioned in the tender copy will be taken as bonafide. When the percentage rates in figures and words are at variance, the percentage rate corresponding to the amount shall be taken as correct. In all other cases percentage rate in words will be taken in precedence over the rate in figures.**
- If on check there are differences between the percentages rate given by the contractor in words and figures or in the amount worked out /amount quoted by him, the following shall be considered.
  - When there is a difference between the percentage rates in figures and in words, the percentage rates which correspond to the amounts worked out by the contractor, shall be taken as correct.

- When the amount worked out by the contractor does not correspond with the percentage rate written either in figures or in words, then the percent rate quoted by the contractor in words shall be taken as correct.
- When the percentage rate quoted by the contractor in figures and in words tallied but the amount is not worked out correctly, the percentage rate quoted by the contractor shall be taken as correct and not the amount.
- In the event nothing is quoted (at per/above/below) by the contractor, the tender is considered as non-bonafide & may liable for rejection.

- Rate quoted should be for specified brand only. Contractor cannot be permitted for use of non-specified brand. If specified brand is not available, equivalent brand can be used as per permission of bank's engineer. For civil & interior work, specification of CPWD shall be followed if there is any doubt about specification of the work given in the tender.
- **Incomplete tender, conditional tenders, tender received after prescribed time & date through courier/post or by hand, tenders not confirming to the terms & conditions prescribed in the tender documents shall be rejected**
- **CAUTION NOTE: Please note that** the contractor quoting **abnormally low / erratic rates (+/- 20% Limit)** may be asked to **submit rate analysis & performance guarantee** in the form of Bank Guarantee issued by any scheduled Bank as per draft supplied by the Bank, within a period of one week before award the work. The amount of said Bank Guarantee shall be equal to **110%** of the difference in tender amount quoted by the contractor and the proposed estimated cost of the work as mentioned in NIT. Alternatively, the contractor may choose to deposit the said amount in the form of STDR/FDR in favour of the **DGM (B&O), of aforesaid address** OR SIMPLY SBI, DURGAPUR, preferably issued by the SBI. This Bank Guarantee/STDR/FDR will be treated as an additional security deposit for due fulfillment of contract and will be retained by the SBI for entire completion period of the project. The contractor shall undertake not to cancel/withdraw the said Bank Guarantee/STDR. In case contractor fails to undertake the job within stipulated time or leave the same incomplete or carryout substandard job, the bank will be at liberty to forfeit the said initial security deposit and additional security deposit by invoking the Bank Guarantee/en-cashing the STDR/FDR.

DECLARATION

I/We confirm that we are submitting our tender duly filed in & rates have been quoted after thorough study of site conditions & above stated contract documents issued by the bank. I/we hereby accord our unqualified consent & agreement to the said conditions. .

Date: **Signature of Contractor**

I) List of Approved Brand and/or Manufacturer for Interior Furnishing Work.

Please see the approved list of material uploaded separately in e-tendering portal

II) List of Approved Brand and/or Manufacturer Civil Work.

Please see the approved list of material uploaded separately in e-tendering portal

Bidders are advised to quote their rates after due consideration of the following pertinent:

- Bank reserve the right to **insist on selection of material,** workmanship, detailing & finishes, which they consider as appropriate & suitable for intended use. The contractor is not eligible for extra on this account.
- Bank will require the contractor to **produce samples of all materials,** accessories & finished prior to use in the site. There by submitting the list of selected material approved by Bank's Engineer from the sample & then after the material can brought to site for carry out the work. Failure to comply with these instructions will result in rejection of work. **All materials specified above shall be used only after quality check/inspection/approved by EIC.**
- Whenever decorative ply wood veneer/ Laminate are specified, it must be ensured that the specified veneer or laminate shall be matching veneer/laminate as directed. The grains of veneer & the colors of laminate are as per the approved shade. Bank have right to reject if above specification is not adhered to. Whenever polishing is specified, it should be high quality melamine finished sprayed or hand applied to high gloss or matt as directed at site & strictly be carried out as per Manufactured specification
- The dimensions provided in the drawing as well as in schedule are likely vary slightly according to the size available in the premise are where they are to provided or placed. Bank has the right to slightly modify the dimensions of items to suit the site & no claim therefore shall be made by the contractor.
- In all cases of measurement will be made on net items as supplied & installed in site. Wherever areas are furnished in square meter for items, such as carpet, vertical blinds, curtains etc, payment will be made on actual area laid to suit the shape & size of the room. The tenderer should note that all cutting wastages ,stitching ,jointing & several special features such as pleats ,overlap ,hem etc shall be absorbed by them within the quoted rates & no separate payment will be made for above & similar items. The partitions will be measured in visible area (below false ceiling portion) however the supported frame should be provided & anchored in to the ceiling. The frames shall be covered with 6 mm thick plywood above false ceiling within the quoted rate.
- The successful tenderer shall make cut-outs for tube light, spotlights, duct doors for specified size, grill etc in the false ceiling including providing additional supports around the cut-outs & also support from the support from the ceiling within the quoted price. Actual "seen" surface plan area & vertical will be measured & paid for. The cut-out area each more than 0.5 Sqmtr will be deducted from the actual "seen" plan area measurement.

- The successful tenderer shall provide brass oxidized hardware fittings of approved quality having ISI marked as listed above. Samples of all hardware fittings shall be got approved by Bank Engineer well in time, before procurement
- The successful tenderer should arrange labour accommodations outside the premises at his own cost
- The work has to be carried out in phases without disturbing in banking hall. Necessary barricading of the area of the work from the rest area shall have to arrange by the contractor at no extra cost. In addition to this necessary shifting of minor goods as required during progress of work such as table, almirha, files etc shall be taken care by the contractor within his quoted rates.
- At the time of handing over the site, if any scratches or decoration of above specified material as used is being observed, then Bank shall have the right to insist application of another coat or replacement of the material as required
- The challan of the materials or the invoice or the certificate from concerned companies will be required to be submitted if demanded by bank's engineer at the time of submission of the final bill. If the approved brands mentioned as mentioned in the item are not available or requisite shade/ quality is not available, other brand as approved by the Bank's Engineer only to be used for the work. Decision of bank's engineer shall be final and binding on the contract.

Declaration

I/We confirm that we shall certify the material from Bank's engineer/Architect prior to use in site as per the above list. I/we hereby accord our unqualified consent & agreement to the said conditions.

Place:

Date: Signature of Contractor

E.SPECIAL CONDITION OF CONTRACT

- **Setting out the work**: a)The contractor shall set out the work 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 get it approved by the consultant/ Bank's Engineer before proceeding with the work. If at any time any error in this respect shall appear during the progress of the works, irrespective of the fact that the layout had been approved by the consultant/ Bank's Engineer the contractor shall be responsible for the same and shall at his own expenses rectify such error, if so, required to satisfaction of the SBI.
    - The dimension provided in the schedule as well as in the drawing are likely to vary slightly according to the size & space available in the Premise Area where they are to be provided or placed, Bank have the right to slightly modified the dimensions of the items to suit the site & no claim therefore shall be made by the contractor.

- **Protection of works and property:** The contractor shall continuously maintain adequate protection, of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control.
- **Inspection of Work:** The Bank's Engineer/Consultant or their representatives shall at all reasonable time have free access to the work site and/or to the workshop, factories or other places where materials are lying or from where they are obtained and the contractor shall give every facility for inspection and examination and test of the materials and workmanship.
- **Quality of Materials, Workmanship & Test:** All materials and workmanship shall be best of the respective kinds described in the contract and in accordance with Bank's Engineer/Consultant instructions and shall be subject from time to time to such tests as the Bank's Engineer/Consultant may direct at the place of manufacture or fabrication or on the site or an approved testing laboratory. The contractor shall provide such assistance, instruments, machinery, labour and materials as are normally required for examining measuring sampling and testing any material or part of the work before/after incorporation in the work for testing as may be selected and required by the Architect/Consultant.

- **Obtaining Information related to execution of work:** No claim by the contractor for additional payment shall be entertained which is consequent upon failure on his part to obtain correct information as to any matter affecting the execution of the work nor any misunderstanding or the obtaining incorrect information or the failure to obtain correct information relieve him from any risks or from the entire responsibility for the fulfillment of contract.
- **Works to be measured:** The Bank's Engineer/Consultant may from time to time intimate to the contractor that he required the work to be measured and the contractor shall forthwith attend or send a qualified representative to assist the them in taking such measurements and calculation and to furnish all particulars or to give all assistance required by any of them. The contractor or his authorized representative shall sign all the pages of the measurement book in which the measurements have been recorded in token of his acceptance All authorized extra work, omissions and all variations made shall be included in such measurements.

- **Bill Submission Format:** The bill shall be as per tender specification as detailed below along with Detail Measurement Sheet. Bill will not be accepted if detail calculation sheet of the quantity executed at site is not being attached. If required then the contractor may be ask to submit the Manufacturing certificate in due course of bill checking period or sketch incorporating actual measurements as per measurement sheet.

Sl.No	Description	Unit	Ted rate	Act qty (L/B/D)	Nos	Act amount	Total amount

I/We hereby declare that I/We have read the above terms and conditions /instructions carefully and fully understood and will abide by the same.

Signature of the tenderer with seal Date:

Place:

NOTE FOR BIDDERS : VENDORS ARE REQUESTED TO FOLLOW THE SPECIFICATION AS MENTIONED IN THE BOQ / WORK SCHEDULE COPY/ PRICE BID FORM