



**STATE BANK OF INDIA  
PREMISES & ESTATE DEPARTMENT  
LOCAL HEAD OFFICE, KOLKATA  
SAMRIDDI BHAVAN, BLOCK B, 9<sup>TH</sup> FLOOR,  
1, STRAND ROAD, KOLKATA – 700 001.**

**INTERIOR FURNISHING & ALLIED CIVIL WORKS AS PER BANK'S UNIFORM  
INTERNAL LAY-OUT, ELEVATION & COLOUR SCHEME FOR BRANCHES**

**PERTAINING TO**

**INTERIOR RENOVATION OF PART GROUND FLOOR FOR PROPOSED CREATION  
OF WEALTH HUB AT KHARAGPUR BRANCH, I.I.T. CAMPUS, KHARAGPUR, DIST.:  
PASCHIM MEDINIPUR**

---

**Tender ID: KOL-AS-2023-09-001**

**Date: 04.09.2023**

---

**INTERIOR FURNISHING & ALLIED CIVIL WORKS**

**SPECIAL CONDITIONS OF CONTRACT**

**1. GENERAL:**

The Special Conditions of Contract contain the special requirement of the job and indicate the scope of the work, scope of supply of material, the method of inspection of work, the method of the measurement of the work, the terms of payment, evaluation criteria, taxes and duties, safety, health and environment requirements, completion documents and other special formalities required to be complied with by the contractors after the work is awarded. The method of measurement given in the SCC provides clarifications so as to avoid any ambiguity in recording of measurements.

The document titled '**SPECIAL CONDITIONS OF CONTRACT**' (SCC) delineates the various contractual conditions specific to the project. All clauses present in the SCC will be applicable in the contract. The SCC, however, should be considered to be applicable in conjunction with GCC. Nevertheless, the provisions of SCC will be applicable if there is any conflict between SCC & GCC.

**2. SITE PARTICULARS:**

The site is located at the alternate premises of **State Bank of India, Kharagpur Branch**,

The intending tenderer may contact the Owner / Owner's representative at their office / at the job site for a site inspection. The contractor shall take appropriate insurance policy for the effective implementation of the above penalty provision.

In case of accidents depending on the seriousness of injury etc. in addition to the hospitalization / Treatment charges and Group insurance amount, compensation shall be paid by the Contractor to the affected person / his family members in presence of Engineer-in-charge as per Workmen Compensation Act.

**3. SITE CLEANING:**

The Contractor shall clean and keep clean the work site from time to time to the satisfaction of the Engineer-in-Charge for easy access to work site and to ensure safe passage, movement and working. If the work involves dismantling of any existing structure in whole or part, care shall be taken to limit the dismantling up to the exact point and / or lined as directed by the Engineer-in-Charge and any damage caused to the existing structure beyond the said line or point shall be repaired and restored to the original at the Contractor's cost and the risks to the satisfaction of the Engineer-in-Charge, whose decision shall be final and binding upon the Contractor.

**4. UNDERGROUND AND OVERHEAD STRUCTURES:**

The Contractor will familiarize himself with and obtain information and details from the Owner in respect of all existing structures, overhead lines existing pipelines and utilities existing at the job site before commencing work. The Contractor shall execute the work in such a manner that the said structures, utilities, pipelines etc. are not distributed or damaged, and shall indemnify and keep the owner indemnified from and against any destruction thereof or damages thereto.

**5. CO-ORDINATION WITH OTHER AGENCIES:**

The work shall be carried out in such a manner that the work of other agencies operating at the site is not hampered due to any action of the Contractor. The Contractor will be responsible for ensuring proper coordination with other agencies. In the event of any dispute between the

Contractor and any other agency employed at or about the job site arising out of or related to the performance of the work, the decision of the Bank shall be final and binding on the Contractor.

#### **6. ENVIRONMENTAL OPERATIONAL PROCEDURES:**

Following environmental procedures are required to be adopted during the execution of work:

- (a) Compliance with environmental regulations. Any deviations observed shall be informed to Engineer-in-Charge and corrective measures shall be taken thereof.
- (b) All material handling should be carried out in such a manner /kept at a location, that it does not cause pollution.
- (c) The vehicles used for transportation of material used / disposal off should be pollution-free and road worthy as per law.
- (d) During transportation of material, it should be protected so that there is no spillage.
- (e) The labour employed for contract should be made aware of environmental requirements of company i.e. no smoking except at designated area, wearing of helmet and safety shoes where stipulated, no spillage of material in drains etc. Wherever such deviations occur, they should inform Engineer-in-Charge.
- (f) Emergency plans shall be available with Engineer-in-Charge which can be read/collected by contractors/their representatives. Contractors/their representatives are advised to intimate the plan to all their contract workers.
- (g) For Electrical works either the Tenderer should possess valid Electrical Supervisory License or submit an Undertaking to line up a subcontractor possessing such a license.

#### **7. SITE ORGANIZATION CHART:**

The Contractor shall, at his cost, provide and ensure continued effective supervision of the work with the help of his site staff & the contractor shall provide the following staffs permanently at site from starting of work to completion of the work complete in all respect. The contractor shall submit the detail organization chart along with biodata of each staff at the time of start of work and the minimum team of contractor is as under –

- (a) Project Manager.
- (b) Site Engineer (Civil)
- (c) Quality Engineer / Safety Supervisor.
- (d) Billing Engineer / Quantity Surveyor / Supervisor for documentation for labour and other statutory records.

#### **8. STORAGE OF MATERIALS AT SITE:**

The material storage godown is to be constructed at no extra cost payable to contractors for storing in an appropriate way as per standard practices of all materials & consumables registered for construction of building.

#### **9. PHOTOGRAPHS:**

The Contractor shall, at his own expense, supply to the Architects with duplicate hard copies of large photographs not less than 25 cm X 20 cm (10" x 8") of the works, taken from two approved portions of each building, at intervals of not more than one month during the progress of the work or at every important stage of construction.

In addition to above, the contractor shall be bound to submit adequate no. of site photographs along with each Running Bill for the project clearing showing major progress of work measured

and claimed therein failing which the Architect / SBI may consider returning the Bill to the contractor and no claim for delay on this account will be entertained.

**10. FATE OF TEMPORARY STRUCTURES:**

All constructions of temporary nature or permanent nature whatsoever required for facilitation of construction of the Project (not the actual project) have to be removed in all aspects from the site before raising the final bill by the contractor at the stake risk and cost of the contractor.

**11. MAINTENANCE OF DECORUM AT SITE:**

As the site of action is at a heavily congested area with neighbouring activities, maintaining law and order, peace and harmony in the area is a pre-requisite of working at the site by the Contractor. The Engineer-in-Charge or his representatives may at any point ask the Contractor to stop any work at site or such activities which are in defiance with the peace and harmony in the area.

**12. APPROVAL OF MATERIALS / FITTINGS / FIXTURES TO BE USED:**

The materials and works to be supplied and performed by the Contractor respectively are to be pre-approved on time by the E-I-C / Consultant Architect along with testing reports approved by Organization or Authorities as would be applicable. If this procedure is not complied with by the Contractor, the materials so brought, and the works so performed at site would be deemed to have been inappropriately procured & would be subjected to rejection by E-I-C /Architect.

**13. QUALIFICATION OF SITE PERSONNEL:**

The technical personnel including site engineer/site supervisor/safety supervisor should be appropriately qualified in their respective trades, with academic diplomas/degrees or certificates and suitable years of experience in their respective resume. Documentary proof has to be submitted to the E-I-C for his approval regarding deployment of such personnel.

**14. SUPPLY OF WATER AND ELECTRICITY:**

**Water:** Contractor shall make his own arrangements for the water supply. The contractor has to make his own arrangement for transportation and storage of the water (including laying pipelines, tanks, pumps etc. all complete) from source at site of work at his own cost and expenses. Any delay due to non-availability of water shall be attributable to contractor.

**Power:** Contractor shall make his own arrangements for the power supply. Contractor has to make his own arrangement for taking the power from source at his own cost and expenses including all safety, security and statutory measures. Contractor shall install approved electric meter for establishing the usage of power at his own cost and expenses. Any delay due to non-availability of power shall be attributable to contractor. Contractor shall ensure that the generation and distribution of power shall be as per laid down procedures and codes of statutory authorities including all safety and security measures as per the extant norms of the Bank.