



**SBI INRA MANAGEMENT SOLUTIONS PVT. LTD.**

**TENDER DOCUMENT  
FOR  
INTERIOR FURNISHING WORKS OF NEW PREMISES OF**

**SBI ALMORA MAIN BRANCH**

**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.**

5<sup>TH</sup>FLOOR, D- BLOCK,  
11, PARLIAMENT STREET,  
NEW DELHI-110001

## INDEX

S. NO.	DESCRIPTION	PAGE NOS.
1.	INDEX OF TENDER DOCUMENT	2
2.	NOTICE INVITING TENDER	3 – 4
3	E-TENDERING INSTRUCTIONS TO THE BIDDERS	5 – 7
4	INSTRUCTIONS TO THE BIDDERS	8 – 10
5	FORM OF TENDER	11 – 12
6	AGREEMENT	13 – 16
7	GENERAL CONDITIONS OF CONTRACT	17 – 33
8	SPECIAL CONDITIONS OF CONTRACT	34 – 37
9	TESTING OF MATERIAL & THEIR FREQUENCY	38 - 46
10	SPECIFICATIONS (INTERIORS)	47 – 58
11	SPECIFICATIONS (SERVICES)	59
12	SAFETY CODE	60
13	STANDARD PROFORMAS	51 – 65
14	BILL OF QUANTITIES	66 – 67
15	TENDER DRAWINGS	68

**Notice Inviting Tender**  
**Tender ID – DEL201908002** **Date : 07.08.2019**

SBI Infra Management Solutions Pvt. Ltd. on behalf of State Bank of India invites online Tenders from the Contractors for the **Interior Furnishing Works of New Premises of SBI Almora Main Branch.**

Details of tenders are as under:

1.	Name of Work	:	<b>Interior Furnishing Works of New Premises of SBI Almora Main Branch</b>
2.	Time allowed for completion	:	<b>45 days</b> from date of handing over of the site.
3.	Earnest Money Deposit	:	<b>Rs. 37,000/- (Rupees Thirty Seven Thousand only)</b> by crossed Bank Draft / Banker's Cheque drawn in favour of <b>State Bank of India payable at Haldwani (to be enclosed in sealed envelope)</b>
4.	Initial Security Deposit	:	2% of the total value of the contract including Earnest Money.
5.	Tender Processing Fees	:	A non-refundable amount of <b>Rs. 3,000/- (Rupees Three Thousand only)</b> to be paid only through <b>SB Collect payment portal</b> available in SBI site <b><a href="https://www.onlinesbi.com">https://www.onlinesbi.com</a></b> in favour of SBI Infra Management Solutions Pvt. Ltd on or before 19/08/2019 (RECEIPT to be enclosed in sealed envelope as a part of Technical Bid).
6.	Additional Security Deposit	:	If the difference of L-1 tender amount and estimated amount is more than 10 %, the L-1 bidder has to submit refundable additional security deposit equal to the difference amount by Demand Draft / Joint STDR with Bank.
7.	Last date and time of receipt of Tenders	:	<b>20/08/2019 up to 3:00 p.m.</b>
8.	Address at which the EMD and Tender Cost DD/Banker's Cheques are to be submitted	:	<b>SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD., State Bank of India, Administrative Office, First Floor, Kusumkhara, Kaladhungi Road, Haldwani-263139.</b>
9.	Date and time of opening of Tenders	:	<b>20/08/2019 at 3:30 p.m. to the website- <a href="http://www.tenderwizard.com/SBIETENDER">www.tenderwizard.com/SBIETENDER</a></b>
10.	Place of opening Tenders	:	<b>SBI Infra Management Solutions Pvt. Ltd., State Bank of India, Administrative Office, First Floor, Kaladhungi Road, Kusumkhara, Haldwani-263139.</b>
11.	Defects Liability Period	:	12 months from the date of handing over of the project to the satisfaction of Bank.

12.	Validity of Offer	:	90 days from the date of opening the Tenders.
13.	Liquidated Damages	:	At the rate of 0.5% of the Contract Value per week which subject to a maximum of 5% of the accepted Contract Value besides tenders will not be issued for future works till they complete the subject work.
14	For e-Tender related queries		<p>Service provider:</p> <p>M/s. Antares Systems Limited, Registered Office: #24, Sudha Complex, 3rd Stage, 4thBlock, Bangalore – 560079, Karnataka.</p> <p>Ph.: 080-49352000 / 40482000 Fax: 080-49352034</p> <p>Help Desk:</p> <p>Contact Persons:</p> <p>(On working days 9 AM to 6 PM)</p> <p>1. Mr. Vinod Singh Bora Mobile No.: +91 9718227288 e-Mail: vinodsingh.b@antaressystems.com</p> <p>2. Mr. Kushal Bose Mobile No.: +91 7686913157 e-Mail: kushal.b@antaressystems.com</p> <p>3. Mr. Tousik Ghosh Mobile No.: +91 9674758724 e-Mail:tousik.g@antaressystems.com</p>

**Mode of Submission of Tender:** The tender shall be submitted in online in accordance with the procedure detailed herein below. Bidders must have valid Signing & Encryption Digital Signature Certificate in name of their Organization for online submission of the tender.

- 1) Envelope marked Cover 1 shall contain Earnest Money Deposit along with Covering Letter and Receipt for Tender Processing Fees.
- 2) Envelope marked Cover 2 shall be of adequate size and shall contain envelopes marked Cover 1 & Undertaking as in **Annexure - I** and shall be properly sealed. This envelope shall be endorsed on the outside face as under :

**"Interior Furnishing Works of New Premises of SBI Almora Main Branch"**

The envelope as per instructions mentioned above shall be submitted in the office of **SBI Infra Management Solutions Pvt. Ltd., State Bank of India, Administrative Office, First Floor, Kaladhungi Road, Kusumkhara, Haldwani - 263139** on or before **3.00 p.m. On 20/08/2019.**

If the Earnest Money Deposit or Receipt for Tender Processing Fees is not found as prescribed, the tender shall be rejected.

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.

State Bank of India has the right to accept / reject any or all tenders without assigning any reasons.

**SBI Infra Management Solutions Pvt. Ltd. (SBIIMS)**

## **E-TENDERING INSTRUCTIONS TO BIDDERS**

### **General**

SBI Infra Management Solutions Pvt. Ltd. (SBIIMS) on behalf of State bank of India hereby publish the TENDER on e-tendering Portal in Electronic mode hereinafter referred as "e Tendering" and TENDER will be hereunder called as "e-Tender". The e-tender published online through portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from portal (website) and should be mandatorily submitted in Online Electronic Mode hereinafter referred as "Online Offer". The submission of Online offer duly Encrypted & Digitally signed on above portal should be in prescribed Electronic Forms (Online) available on portal for respective tender in Online Envelope (s) on or before As per the key Dates mentioned in the Tender Notice in this document and online portal for above tender.

### **Instructions : -**

#### **1. Tender Bidding Methodology:**

Electronically Sealed Bid System – Two Stage

#### **2. Broad outline of activities from Contractor prospective:**

1. Procure a Digital Signing Certificate (DSC).
2. Register on the e-Procurement portal.
3. Create Users and assign roles on the above portal.
4. View Notice Inviting Tender (NIT) on the above portal.
5. Download Official Copy of Tender Documents from the above portal.
6. The contractor has to agree to the terms & conditions mentioned in the tender document online before proceeding further with filling in the data in the bidding schedules.
7. The contractor can fill in the data online & the same will be automatically redirected to the Technical or the BOQ envelope as the case may be.
8. The contractor can also upload any supporting document which he wants to or has been asked by the SBIIMS/ Bank official against any particular bidding schedule.
9. All the bidding schedules which have been identified as mandatory by the SBIIMS/Bank official have to be filled in compulsorily. The system will not allow a contractor to make his final submission till all the mandatory bidding schedules are filled-in by the contractor.
10. The final submission of the response to the tender by the contractor will have to be done on or before the last date & time of the submission. Once the final submission is made by the contractor, it is equivalent to dropping the response in the electronic tender box. The contractor cannot make any change once the same is completed, unless with the permission of the SBIIMS/Bank official, on which he can withdraw his bid. The withdrawal of the bid can only be done before the last date & submission of the tender.

11 The contractor gets an online receipt (Date, Time & IP Address) on which he has made the final submission. This receipt will always be available on his respective login-id against the particular tender submission of the tender.

12. Attend Public Online Tender Opening Event (TOE) on the above portal– Opening of Technical-Part

13 Post-TOE Clarification on the above portal (Optional)– Respond to SBIIMS's Post-TOE queries.

14. Attend Public Online Tender Opening Event (TOE) on the above portal – Opening of Financial-Part Only for Technical Responsive Contractor).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

### **3. Digital Certificates**

For integrity of data and authenticity/ non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate(DC) also referred to as Digital Signature Certificate (DSC), of Class III.

### **4. Registration**

To use the Electronic Tender portal, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities.

### **5. Bidding related Information for this Tender (Sealed Bid)**

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:

- Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
- Submission of digitally signed copy of Tender Documents / Addendum
- Power of Attorney
- Two Envelopes
- Technical-Part
- Financial-Part

**NOTE:** Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the bidders are strictly advised to do their process well before the due

date and time to avoid any such instances.

## **6. Tender Opening Event (TOE)**

The e-Procurement portal offers facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of contractor can attend the Public Online Tender Opening Event (TOE) from their offices. For this purpose, representatives of contractor duly authorized are to carry a Laptop and Wireless Connectivity to Internet. Legal requirements for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the contractor himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating contractor. The portal has a facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the SBIIMS/BANK for each Tender. The information in the Comparison Chart is based on the data submitted by the Contractor. A detailed Technical and/ or Financial Comparison Chart is provided. The tender details and comparison statement / chart shall be downloaded by the tender opening authority and signed by SBIIMS/SBI representative and contractor's representative if present and the hard copy in duplicate shall be supplied to the tender evaluating authority. The portal has facility of a detailed report titled 'Minutes of Online Tender opening Event (TOE)' covering all important activities of Online Tender Opening Event (TOE). This is available to all participating contractor for 'Viewing/ Downloading'.

**IMPORTANT NOTE:** In case of internet related problem at a contractor's end, especially during critical events' such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the contractor's responsibility to have backup internet connections. In case there is a problem at the e-procurement/auction service-provider's end (in the server, leased line, etc.) due to which all the contractor face a problem during critical events, and this is brought to the notice of SBIIMS/SBI by the contractor in time, then SBIIMS/SBI will promptly reschedule the affected event(s).

## **7. Minimum Requirements at Contractor end**

In order to operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack3 or higher version of Windows like Vista or Window Also need to install Mozilla Firefox web browser and latest Version of Java.

**SBI Infra Management  
Solutions Pvt. Ltd. (SBIIMS)**



## INSTRUCTIONS TO THE BIDDERS

### 1.0 Scope of Work

Sealed tenders are invited by SBI Infra Management Solutions Pvt. Ltd., New Delhi for and on behalf of State Bank of India for the ***Interior Furnishing Works of New Premises of SBI Almora Main Branch.***

### 1.1 Site and its Location

The proposed work is to be carried out at ***New Premises of SBI Almora Main Branch at Mall Road, Almora.***

### 2.0 Tender Documents

2.1 The work has to be carried out strictly according to the conditions stipulated in the tender consisting the following documents and the most workmen like manner.

Instructions to bidders

General Conditions of Contract

Special Conditions of Contract

Additional Specifications

Drawings

BOQ

2.2 The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies, shall take precedence in the order given below:

- a) BOQ
- b) Additional Specifications
- c) Technical Specifications
- d) Drawings
- e) Special Conditions of Contract
- f) General Condition of Contract
- g) Instruction to bidders

2.3 Complete set of tender documents including relative drawings can be downloaded from e-tendering portal of the e-tendering service provider engaged by SBIIMS.

2.4 The tender documents are not transferable.

### 3.0 Site Visit

3.1 The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions, liaison requirements with local authorities/ authorities maintaining the campus, security guarding the campus, traffic regulations in and around the site etc;

The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

#### 4.0 **Earnest Money**

- 4.1 The bidders are requested to submit the Earnest Money of **Rs. 37,000/- (Rupees Thirty Seven Thousand only)** in the form of Demand Draft or Bankers' Cheque in favour of **State Bank of India payable at Haldwani** drawn on any Bank in India.
- 4.2 EMD in any other form other than as specified above will not be accepted. Tender not accompanied by the EMD in accordance with clause 4.1 above shall be rejected.
- 4.3 No interest will be paid on the EMD.
- 4.4 EMD of unsuccessful bidders will be refunded/ returned within 30 days of award of Contract.
- 4.5 EMD of successful tenderer will be retained as a part of security deposit.

#### 5.0 **Initial Security Deposit**

The successful tenderer will have to submit a sum equivalent to 2% of contract value less EMD, by means of Demand Draft drawn in favour of State Bank of India payable at New Delhi within a period of 7 days of acceptance of tender.

#### 6.0 **Security Deposit**

- 6.1 Total security deposit shall be 5% of contract value. Out of this 2% of contract value is in the form of initial security deposit, which includes the EMD. Balance 3% shall be deducted from the running account bill of the work at the rate of 10% of the respective running account bills i.e., deduction from each running bill account will be 10% till total 3% of contract value is reached. 50% of the total security shall be paid to the contractors on the basis of SBIIMS's certifying the virtual completion. The balance 50% would be paid to the contractors after the defects liability period as specified in the contract provided he has carried out all the work and attended to all the defects in accordance with the condition of the contract and clearance, if any, of the observations of the CTE of CVC.
- 6.2 No interest shall be paid to the amount retained by the Bank as Security Deposit.

#### 7.0 **Signing of Contract Documents**

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 7 days from the receipt of intimation of acceptance of his tender by the Bank. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not.

#### 8.0 **Completion Period**

Time is essence of the contract. The work should be completed in all respects in accordance with the terms of contract within a period of **45 Days** from the date of handing over of the site.

#### 9.0 **Validity of Tender**

Tenders shall remain valid and open for acceptance for a period of ninety days from the date of opening BOQ. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the Bank without prejudice to any other right or remedy the Bank shall be at liberty to forfeit the EMD.

#### 10.0 **Liquidated Damages**

The liquidated damages shall be 0.5% per week subject to a maximum of 5% of

the accepted Contract Value.

#### **11.0 Rate and Prices:**

11.1 The bidders shall quote their rates for individual items both in words and figures. In case of discrepancy between the rate quoted in words and figures the unit rate quoted in words will prevail. If no rate is quoted for a particular item the contractor shall not be paid for that item when it is executed.

The amount of each item shall be calculated and the requisite total is given. In case of discrepancy between the unit rate and the total amount calculated from multiplication of unit rate and the quantity the unit rate quoted will govern and the total amount will be corrected.

11.2.1 The bidders need not quote their rates for which no quantities have been given. In case the bidders quote their rates for such items those rates will be ignored and will not be considered during execution.

11.2.2 The bidders should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly.

11.3 The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring to the knowledge of the SBIIMS/Bank.

11.4 Each page of the BOQ shall be signed by the authorized person and cutting or over writing shall be duly attested by him.

11.5 Each page shall be totaled and the grand total shall be given.

11.5.1 The rate quoted shall be firm and shall include all costs, allowances, taxes, levies etc. and deduction at source for Income Tax; Work Contract Tax etc. will be made as per statutory rules.

11.5.2 The contractor shall be required to conduct necessary tests of the water brought from tube well or any other outside source, from approved laboratory.

11.5.3 The contractor is required to comply with all act of the Government relating to labour and the rules and regulations made there under from time to time and to submit at the proper times all particulars and statements required to be furnished to the appropriate authorities.

**11.5.4 Vendor has to submit in Hard copy the tender document along with all terms & Conditions, Specifications and subsequent Annexure and corrigendum's duly signed and stamped by authorized representative/ signatory on becoming L1. The contractor shall accept all the terms and conditions along with the specifications, Drawings, Layouts etc defined in the tender documents.**

## **ANNEXURE I**

To

VICE PRESIDENT (CIVIL),  
SBI INFRA MANAGEMENT SOLUTIONS PVT LTD,  
5<sup>TH</sup> FLOOR, D-BLOCK,  
11, PARLIAMENT STREET,  
NEW DELHI 110001.

Dear Sir,

### **Reg.: Interior Furnishing Works of New Premises of SBI Almora Main Branch**

1. I / We refer to the tender notice issued by you for Interior & Furnishing works and allied works in connection with the above.
2. **I / We undertake to submit in Hard copy the tender document along with all terms & Conditions, Specifications and subsequent annexure and corrigendum's duly signed and stamped by authorized representative/ signatory on becoming L1. However we accept all the terms and conditions along with the specifications, Drawings, Layouts etc defined in the tender documents.**
3. I / We hereby offer to perform, provide, execute, complete and maintain the works in conformity with the drawings, designs, conditions of contracts, specifications, schedule of quantities relating to the works for the sum of Rs..... at the respective rates quoted in the schedule of quantities.
4. I / We have satisfied myself / ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions, subject to above, I / We do hereby agree, should this tender be accepted in whole or in part, to:
  - a. Abide by and fulfill all the terms and provisions of the said conditions annexed here to,
  - b. Complete the works within **45 Days** as per the work programme enclosed with the tender in two or three shifts if considered necessary by the Employer / SBIIMSS at no extra cost to the Employer.
5. I / We have deposited a **non-refundable amount of Rs. 3,000/- (Rupees Three Thousand only)** through **SB Collect payment portal** available in SBI site **<https://www.onlinesbi.com>** in favour of **SBI Infra Management Solutions Pvt. Ltd.** towards Tender Processing fees and an **Rs. 37,000/- (Rupees Thirty Seven Thousand only)** in the form of Demand Draft / Banker's Cheque **drawn in favour of State Bank of India payable at Haldwani** respectively which, I / We note, will not bear any interest and is liable for forfeiture.
  - I. If our offer is withdrawn within the validity period of acceptance by the Employer.  
Or
  - II. If the contract agreement is not executed by us within 7 days from the date of receipt of the letter of acceptance.  
Or
  - III. If we fail to pay the initial security deposit as stipulated.  
Or
  - IV. If the work is not commenced within 3 days after issue of work order.

6. I / We understand that you are not bound to accept the lowest or any tender you receive.

The names of **DIRECTORS** of our Firm are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Yours faithfully,

Signature .....

Designation .....

Name of Partner / Director of the Firm, authorized to sign or name of person having power of attorney to sign the contract. (Certified true copy of power of attorney should be attached)

Signature and address of witnesses:

a. Signature .....

Name .....

Address .....

b. Signature.....

Name .....

Address .....

## AGREEMENT

This agreement made on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand \_\_\_\_\_ BETWEEN State Bank of India a corporation constructed under the State Bank of India Act, 1955 and having its Local Head Office at New Delhi and many other places, (hereinafter called "the Employer") of the one part and M/s \_\_\_\_\_ through its \_\_\_\_\_ having its registered office at \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of executing Certain Works to be carried out at **Interior Furnishing Works of New Premises of SBI Almora Main Branch** as per Schedule-I, to this agreement and has caused Drawings, Bills of Quantities and Specification describing the work to be done, prepared by **SBI Infra Management Solutions Pvt. Ltd., New Delhi** (hereinafter referred as "SBIIMS").

AND WHEREAS the said Drawings, the Bills of Quantities marked pages \_\_\_\_\_ to \_\_\_\_\_ (inclusive) and the Specifications as stated have been signed by or on behalf of the parties hereto:

AND WHEREAS the Contractor has agreed to execute the work upon the Conditions of Tender and the Conditions of Contract and further subject to the Special Conditions set forth in Schedule-II hereto attached (hereinafter collectively referred to as "the said Conditions") as per the said Drawings and as described in the said Specification and included in the said Bills of Quantities for the sum of Rupees \_\_\_\_\_

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### **NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. In consideration of the sum of Rupees \_\_\_\_\_ to be paid at the time and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Drawings and described in the said Specification and Bills of Quantities.
2. The Employer shall pay to the Contractor the said sum of Rs. \_\_\_\_\_ or such other sum as shall become payable hereunder at the times and in the manner specified hereinafter.
3. The term "SBIIMS" in the said conditions shall mean **SBI Infra Management Solutions Pvt. Ltd., New Delhi** or in the event of their ceasing to be SBIIMS for the purposes of this Contract, such other persons as shall be nominated for that purpose by the Employer, not being a person to whom the contractor shall object for reasons considered to be sufficient by the Employer mentioned in the said Conditions. Provided always that no persons subsequently appointed to be SBIIMS under this Contract shall be entitled to disregard or overrule any decision or approval or direction given or expressed by the SBIIMS for the time being.
4. The said Conditions, Specifications and Priced Bills of Quantities shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively in such Conditions, Specifications and Priced Bills of Quantities contained.
5. This agreement is subject to jurisdiction of courts in Delhi only.

6. **The Deputy General Manager (B&O), State Bank of India, Administrative Office, Haldwani** shall exercise powers on behalf of the said Employer for the purpose of the Contract Agreement.
7. Whereas both the parties agree to sign the following annexure Annexed to this Agreement in token of their acceptance.
- (i) Agreement
  - (ii) General Conditions of contract.
  - (iii) Special Condition of Contract.
  - (iv) Safety Codes.
  - (v) Specifications.
  - (vi) Material Testing & Their Frequency.
  - (vii) List of Approved Makes/ Brands
  - (viii) Priced Bill of Quantities.
  - (ix) Drawings.
8. The Bank shall pay the contractor such sum as shall become payable hereunder at the times and in the manner specified in the said Conditions mentioned in the General Conditions of Contract.
9. Whereas the Contractor hereby undertakes and agrees to carry out and complete the works within **45 Days** from the date of handing over site or 15 days from the date of issue of letter of acceptances, whichever is later. The Contractor agrees and has deposited the sum of Rs. \_\_\_\_\_ by way of Initial Security Deposit for due fulfillment of this Contract for the Works. It is agreed that the Security Deposit shall be deducted from each running bills and refunded to the contractor as per clause 2 of the General Conditions of the Contract Annexed herewith.
10. Whereas it is agreed that the earnest money amounting to **Rs. 37,000/- (Rupees Thirty Seven Thousand only)** deposited by the Contractor in the form of Demand Draft along with the tender shall be forfeited in full in case the Contractor does not remit the Initial Security Deposit within the stipulated period of the start of the works by the stipulated date mentioned in the award letter.
11. Whereas Shri \_\_\_\_\_ is the accredited representative(s) of the Contractor who would be responsible for taking instructions from the Employer in relation to the Works. The Contractor agrees to pay Sales Tax or any other Tax on material or finished works like Works Contract Tax, Turnover Tax etc. including Income Tax in respect of this Contract of the Works and the Employer will not entertain any claim whatsoever in this report nor the Employer shall be responsible to pay any Tax as mentioned above. If due to non – payment of any of the aforesaid Tax or other Taxes connected with the Works, the Contractor suffers any loss or damages occurred to the Contractor and the Employer will be entitled to claim damages from the contractor for non completion of the Work within **12 calendar months** stipulated in Para 9, above.
12. Whereas the Contractor hereby declares the list of all the relative working with the Employer which is annexed herewith.

OR

Whereas the Contractor declares that none of his relative is working with the Employer.

OR

Whereas the Contractor declares that he has associated himself with the agencies of the appropriate classes of person for Sanitary and Water Supply Installation etc. or any other specialized job to complete the works.

The Plans, Drawings, Specifications, Contract Documents and the Documents above mentioned shall form basis of this Contract and the decision of **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** for the time being as mentioned in the Conditions of Contract in reference to all matters of dispute as to material, workmanship or account and as to the intended interpretation of the clauses of the Agreement or any of the document attached hereto shall be final and binding on both parties and may be made rule of the court.

13. The work comprises of the **Interior Furnishing Works of New Premises of SBI Almora Main Branch** as mentioned above and all subsidiary and other works connected therewith on the same site as may be ordered to be done from time to time by **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** for the time being even though such works may not have been shown on the , Plans or described in the said Specifications or Schedule of Quantities of various classes of Work to be done.
14. The Employer through the **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 11000** reserves himself the right of altering the Plans, Drawings and nature of Work of adding to or omitting any items of work or having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this Contract.
15. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Delhi and only the courts of Delhi shall have jurisdiction to determine the same.
16. The several parts of this Contract have been read to us and fully understood by us.  
In Witness whereof the parties above named have executed these presents today and year first herein above written.

Signed, Sealed and Delivered by:

**Authorized Representative of Employer**

**Authorized Representative of Contractor**



## **SCHEDULE I**

***Interior Furnishing Works of New Premises of SBI Almora Main Branch*** all as described in Tender and Drawings inclusive hereto as Specifications.

## **SCHEDULE II**

The following Letters/ Correspondence form a part of Agreement:

- 1.
- 2.
- 3.

As witness our hands the day and year first written above,

In presence of

Signature:

Name:

Occupation:

Address:

Signature by the said Employer

Name:

Designation:

Address:

In presence of

Signature:

Name:

Occupation:

Address:

Signature by the said Contractor

Name:

Designation:

Address:

## GENERAL CONDITIONS OF CONTRACT

### 1.0 Definitions:

"Contract means the documents forming the tender and the acceptance thereof and the formal agreement executed between State Bank of India (client) and the contractor, together with the documents referred therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the SBIIMS / Bank and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.

1.1 In the contract the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

1.1.1 'SBI' shall mean State Bank of India (client) having its Corporate Centre at State Bank Bhavan, Madame Cama Road, Mumbai-400 021 and includes the client's representatives, successors and assigns.

'SBIIMS' shall mean **SBI Infra Management Solutions Pvt. Ltd. (SBIIMS), New Delhi** 'Site Engineer' shall mean an Engineer appointed by SBIIMS as their representative to give instructions to the contractors.

1.1.2 'The Contractor' shall mean the individual or firm or company whether incorporated or not, undertaking the works and shall include legal personal representative of such individual or the composing the firm or company and the permitted assignees of such individual or firms of company.

The expression 'works' or 'work' shall mean the permanent or temporary work described in the "Scope of work" and / or to be executed in accordance with the contract and includes materials, apparatus, equipment, temporary supports, fittings and things of all kinds to be provided, the obligations of the contractor hereunder and work to be done by the contractor under the contract.

1.1.3 'Engineer' shall mean the representative of the SBIIMS.

1.1.4 'Drawings' shall mean the drawings prepared by the SBIIMS and issued by the Engineer and referred to in the specifications and any modifications of such drawings as may be issued by the Engineer from time to time. 'Contract Value' shall mean the value of the entire work as stipulated in the letter of acceptance of tender subject to such additions thereto or deductions there from as may be under the deductions there from as may be made under the provision herein after contained.

1.1.5 'Specifications' shall mean the specifications referred to in the tender and any modifications thereof as may time to time be furnished or approved by the SBIIMS "Month" means calendar month.

1.1.6 "Week" means seven consecutive days.

1.1.7 "Day" means a calendar day beginning and ending at 00 Hrs. and 24 Hrs. respectively.

### 2.0 Total Security Deposit

Total Security Deposit comprise of

Earnest Money Deposit

Initial Security Deposit

Retention Money

**a) Earnest Money Deposit:**

The tenderer shall furnish EMD of **Rs. 37,000/- (Rupees Thirty Seven Thousand only)** in the form of Demand Draft drawn in favour of State Bank of India payable at Haldwani on any Scheduled Bank. No tender shall be considered unless the EMD is so deposited in the required form. No interest shall be paid on this EMD. The EMD of the unsuccessful tenderer shall be refunded after the decision to award the contract is taken without interest. The EMD shall stand absolutely forfeited if the tenderer revokes his tender at any time the period when he is required to keep his tender open acceptance by the SBI or after it is accepted by the SBI the contractor fails to enter into a formal agreement or fails to pay the initial security deposit as stipulated or fails to commence the work within the stipulated time.

**b) Initial Security Deposit (ISD)**

The amount of ISD shall be 2% of accepted value of tender including the EMD in the form of D/D drawn on any scheduled Bank and shall be deposited within 7 days from the date of acceptance of tender.

**c) Retention Money:**

Besides the ISD as deposited by the contractor in the above said manner the retention money shall be deducted from the running account bill at the rate of 10% of the gross value of work done by the contractor and claimed in each bill provided the total security deposit i.e. the ISD plus Retention Money shall both together not exceed 5% of the contract value. 50% of the total security deposit shall be refunded to the contractor without any interest on issue of Virtual Completion certificate by the SBIIMS. The balance 50% of the total security deposit shall be refunded to the contractors without interest within fifteen days after the end of defects liability period provided the contractor has satisfactorily attended to all defects in accordance with the conditions of contract including site clearance.

**d) Language**

The language in which the contract documents shall be drawn shall be in English.

**3.0 Errors, Omissions and Discrepancies**

In case of errors, omissions and / or disagreement between written and scaled dimensions on the drawings or between the drawings and specifications etc., the following order shall apply.

- i) Between scaled and written dimension (or description) on a drawing, the latter shall be adopted.
- ii) Between the written or shown description or dimensions in the drawings and the correspondence one in the specification the former shall be taken as correct.
- iii) Between written description of the item in the specifications and descriptions in bills of quantities of the same item, the former shall be adopted.
- a) In case of difference between rates written in figures and words, the rate in words shall prevail.
- b) Between the duplicate / subsequent copies of the tender, the original tender shall be taken as correct.

**4.0 Scope of Work:**

The contractor shall carry out complete and maintain the said work in every respect in strictly accordance with this contract and with the directions of and to the satisfaction of the Bank/ SBIIMS to be communicated through the SBIIMS. The SBIIMS at the directions of the Bank from time to time issue further drawings and / or written instructions, details directions and explanations which are hereafter collectively referred to as SBIIMS's instructions in regard to the variation or modification of the design, quality or quantity of work or the addition or omission

or substitution of any work. Any discrepancy in the drawings or between the BOQ and / or specifications. The removal from the site of any material brought thereon by the contractor and any substitution of any other materials therefore the removal and / or re-execution of any work executed by him. The dismissal from the work of any person employed / engaged thereupon.

**6.1 i) Letter of Acceptance:**

Within the validity period of the tender the Bank shall issue a letter of acceptance either directly or through the SBIIMS by registered post or otherwise depositing at the address of the contractor as given in the tender to enter into a Contract for the execution of the work as per the terms of the tender. The letter of acceptance shall constitute a binding contract between the SBI and the contractor.

**ii) Contract Agreement:**

On receipt of intimation of the acceptance of tender from the SBI / SBIIMS the successful tenderer shall be bound to implement the contract and within **seven days** thereof he shall sign an agreement in a non-judicial stamp paper of appropriate value.

**6.0 Ownership of Drawings:**

All drawings, specifications and copies thereof furnished by the SBI/ SBIIMS through SBIIMS are the properties of the SBI. They are not to be used on other work.

**7.0 Detailed Drawings and Instructions:**

The SBI through SBIIMS shall furnish with reasonable promptness additional instructions by means of drawings or otherwise necessary for the proper execution of work. All such drawings and instructions shall be consistent with the contract documents, true developments thereof and reasonably inferable there from.

The work shall be executed in conformity therewith and the contractor prepare a detailed programme schedule indicating therein the date of start and completion of various activities on receipt of the work order and submit the same to the SBI through the SBIIMS.

**8.0 Copies of Agreement**

Two copies of agreement duly signed by both the parties with the drawings shall be handed over to the contractors.

**9.0 Liquidated Damages:**

If the contractor fails to maintain the required progress in terms of clause 30 of GCC or to complete the work and clear the site including vacating their office on or before the contracted or extended date of completion without justification in support of the cause of delay, he may be called upon without prejudice to any other right of remedy available under the law to the SBI on account of such breach to pay a liquidated damages at the rate of 0.5% of the contract value per week which is subject to a maximum of 5% of the contract value.

**10.0 Materials, Appliances and Employees**

Unless or otherwise specified the contractor shall provide and pay for all materials, labour, water, power, tools, equipment transportation and any other facilities that are required for the satisfactory execution and completion of the work. Unless or otherwise specified all materials shall be new and both workmanship and materials shall be of best quality. The contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him. Workman whose work or behavior is found to be unsatisfactory by the SBI / SBIIMS he shall be removed from the site immediately.

### **11.0 Permits, Laws and Regulations:**

Permits and licenses required for the execution of the work shall be obtained by the contractor at his own expenses. The contractor shall give notices and comply with regulations, laws, and ordinances rules, applicable to the contract. If the contractor observes any discrepancy between the drawings and specifications, he shall promptly notify the SBI/ SBIIMS in writing under intimation of the SBIIMS. If the contractor performs any act which is against the law, rules and regulations he shall meet all the costs arising there from and shall indemnify the SBI any legal actions arising there from.

### **12.0 Setting out Work:**

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 SBIIMS 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 SBIIMS 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/ SBIIMS.

### **13.0 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, except due to causes beyond his control and due to his fault or negligence.

He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protections of his employees on the works and shall comply with all applicable provisions of Govt. and local bodies safety laws and building codes to prevent accidents, or injuries to persons or property on, about or adjacent to his place of work. The contractor shall take insurance covers as per clause 26.0 at his own cost. The policy may take in joint names of the contractor and the SBI and the original policy may be lodged with the SBI.

### **14.0 Inspection of Work:**

The SBI/ SBIIMS or their representatives shall at all reasonable times 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 to the SBI/ SBIIMS and their representatives necessary for inspection and examination and test of the materials and workmanship. No person unless authorized by the SBI/ SBIIMS except the representative of Public authorities shall be allowed on the work at any time. The proposed work either during its construction stage or its completion can also be inspected by the Chief Technical Examiner's organisation a wing of Central Vigilance Commission.

### **15.0 Assignment and Subletting**

The whole of work included in the contract shall be executed by the contractor and he shall not directly entrust and engage or indirectly transfer, assign or underlet the contract or any part or share thereof or interest therein without the written consent of the SBI/ SBIIMS through the SBIIMS and no undertaking shall relieve the contractor from the responsibility of the contractor from active superintendence of the work during its progress.

### **16.0 Quality of Materials, Workmanship & Test**

All materials and workmanship shall be best of the respective kinds described in the contract and in accordance with SBIIMS instructions and shall be subject from

time to time to such tests as the SBIIMS 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 or examining measuring sampling and testing any material or part of work before incorporation in the work before incorporation in the work or testing as may be selected and required by the SBIIMS.

ii) **Samples**

All samples of adequate numbers, size, shades and pattern as per specifications shall be supplied by the contractor without any extra charges. If certain items proposed to be used are of such nature that samples cannot be presented or prepared at the site detailed literature / test certificate of the same shall be provided to the satisfaction of the SBIIMS. Before submitting the sample / literature the contractor shall satisfy himself that the material / equipment for which he is submitting the sample / literature meet with the requirement of tender specification. Only when the samples are approved in writing by the SBIIMS the contractor shall proceed with the procurement and installation of the particular material / equipment. The approved samples shall be signed by the SBIIMS for identification and shall be kept on record at site office until the completion of the work for inspection / comparison at any time. The SBIIMS shall take reasonable time to approve the sample. Any delay that might occur in approving the samples for reasons of its not meeting the specifications or other discrepancies inadequacy in furnishing samples of best qualities from various manufacturers and such other aspects causing delay on the approval of the materials / equipment etc. shall be to the account of the contractor.

iii) **Cost of Tests**

The cost / expenditure required for the tests shall be borne by the contractor if such test is intended by or provided for in the specification or BOQ.

iv) **Costs of Tests not provided for**

If any test is ordered by the SBIIMS which is either

If so intended by or provided for or (in the cases above mentioned) is not so particularized, or though so intended or provided for but ordered by the SBIIMS to be carried out by an independent person at any place other than the site or the place of manufacture or fabrication of the materials tested or any Government / approved laboratory, then the cost of such test shall be borne by the contractor.

**17.0 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.

**18.0 Contractor's Superintendence**

The contractor shall give necessary personal superintendence during the execution of the works and as long, thereafter, as the SBIIMS may consider necessary until the expiry of the defects liability period stated hereto.

**19.0 Quantities**

i) The Bill of Quantities (BOQ) unless or otherwise stated shall be deemed to have been prepared in accordance with the Indian Standard Method of Measurements and quantities. The rate quoted shall remain valid for variation of quantity against individual item to any extent subject to maximum variation of the contract value by 25%. The entire amount paid under Clause 20, 21 hereof as well as amounts of prime cost and provisional sums, if any, shall be excluded.

**Variation exceeding 25%:** The items of work executed in relation to variation exceeding 25% shall be paid on the basis of provisions of clause 22 (e) hereof.

## **20.0 Works to be measured**

The SBIIMS 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 SBIIMS in taking such measurements and calculations and to furnish all particulars or to give all assistance required by any of them. Such measurements shall be taken in accordance with the Mode of measurements detailed in the specifications. The representative of the SBIIMS shall take joint measurements with the contractor's representative and the measurements shall be entered in the measurement book. 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 the corrections shall be duly attested by both representatives. No over writings shall be made in the M book should the contractor not attend or neglect or omit to depute his representative to take measurements then the measurements recorded by the representative of the SBIIMS shall be final. All authorized extra work, omissions and all variations made shall be included in such measurement.

## **21.0 Variations**

No alteration, omission or variation ordered in writing by the SBIIMS shall vitiate the contract. In case the SBI / SBIIMS thinks proper at any time during the progress of works to make any alteration in, or additions to or omissions from the works or any alteration in the kind or quality of the materials to be used therein, the SBIIMS shall give notice thereof in writing to the contractor or shall confirm in writing within seven days of giving such oral instructions the contractor shall alter to, add to, or omit from as the case may be in accordance with such notice, but the contractor shall not do any work extra to or make any alterations or additions to or omissions from the works or any deviation from any of the provisions of the contract, stipulations, specifications or contract drawings without previous consent in writing of the SBIIMS and the value of such extras, alterations, additions or omissions shall in all cases be determined by the SBIIMS and the same shall be added to or deducted from the contract value, as the case may be.

## **22.0 Valuation of Variations**

No claim for an extra shall be allowed unless it shall have been executed under the authority of the SBIIMS with the concurrence of the SBI 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 contract shall determine the valuation of he extra work where such extra work is of similar character and executed under similar conditions as the work priced herein.
  - ii) Rates for all items, wherever possible should be derived out of the rates given in the priced BOQ.
- b) The net prices of the original tender shall determine the value of the items omitted, provided if omissions do not vary the conditions under which any remaining items of works are carried out, otherwise the prices for the same shall be valued under sub-clause (c) hereunder.
- 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 or works are carried out, then the contractor shall within 7 days of he receipt of the letter of acceptance inform the SBIIMS of the rate which he intends to charge for such items of work, duly supported by analysis of the rate or rates claimed and the SBIIMS shall fix such rate or prices as in the circumstances in his opinion reasonable and proper, based on the market, rate.

- d) Where extra work cannot be properly measured or valued the contractor shall be allowed day work prices at the net rates stated in the tender of the BOQ or, if not, so stated then in accordance with the local day work rates and wages for the district; provided that in either case, vouchers specifying the daily time (and if required by the SBIIMS) the workman's name and materials employed be delivered for verifications to the SBIIMS at or before the end of the week following that in which the work has been executed.
- e) It is further clarified that for all such authorized extra items where rates cannot be derived from the tender, the Contractor shall submit rates duly supported by rate analysis worked on the market rate basis" for material, labour, hire / running charges of equipment and wastage etc. plus 15% towards establishment charges, contractor's overheads and profit. Such items shall not be eligible for escalation.

### **23.0 Final Measurement**

The final measurement, valuation and payment in respect of the contract shall be completed within six months of the virtual completion of the work.

### **24.0 Virtual Completion Certificate (VCC)**

On successful completion of entire works covered by the contract to the full satisfaction of the SBI/ SBIIMS, the contractor shall ensure that the following works have been completed to the satisfaction of the SBI/ SBIIMS.

- a) Clear the site of all scaffolding, wiring, pipes, surplus materials, contractor's labour, equipment and machinery.
- b) Demolish, dismantle and remove the contractor's site office, temporary works, structures including labour sheds/camps and constructions and other items and things whatsoever brought upon or erected at the site or any land allotted to the contractor by the SBI and not incorporated in the permanent works.
- c) Remove all rubbish, debris etc. from the site and the land allotted to the contractor by the SBI/ SBIIMS and shall clear, level and dress, compact the site as required by the SBI/ SBIIMS.
- d) Shall put the SBI in undisputed custody and possession of the site and all land allotted by the SBI.
- e) Shall hand over the work in a peaceful manner to the SBI.
- f) All defects / imperfections have been attended and rectified as pointed out by the SBI/ SBIIMS to the full satisfaction of SBI/ SBIIMS.

Upon the satisfactory fulfillment by the contractor as stated above, the contractor shall be entitled to apply to the SBIIMS is satisfied of the completion of the work. Relative to which the completion certificate has been sought, the SBIIMS shall within fourteen (14) days of the receipt of the application for virtual completion certificate, issue a VCC in respect of the work for which the VCC has been applied.

This issuance of a VCC shall be without prejudice to the SBI's rights and contractor's liabilities under the contract including the contractor's liability for defects liability period nor shall the issuance of VCC in respect of the works or work at any site be construed as a waiver of any right or claim of the SBI against the contractor in respect of works or work at the site and in respect of which the VCC has been issued.

### **25.0 Work by other Agencies**

The SBI/ SBIIMS reserves the rights to use premises and any portion of the site for execution of any work not included in the scope of this contract which it may desire to have carried out by other persons simultaneously and the contractor shall not only allow but also extend reasonable facilities for the execution of such work, the contractor, however, shall not be required to provide any plant or material for the



execution of such work except by special arrangement with the SBI/ SBIIMS. Such work shall be carried out in such manner as not to impede the progress of the works included in the contract.

## **26.0 Insurance of Works**

26.1 Without limiting his obligations and responsibilities under the contract, the contractor shall insure in the joint names of he SBI and the contractor against all loss of damages from whatever cause arising other than the excepted risks, for which he is responsible under the terms of contract and in such a manner that the SBI and contractor are covered for the period stipulated in clause 28 of GCC and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations under clause.

- a) The works for the time being executed to the estimated current Contract value thereof, or such additional sum as may be specified together with the materials for incorporation in the works at their replacement value.
- b) The constructional plant and other things brought on to the site by the contractor to the replacement value of such constructional plant and other things.
- c) Such insurance shall be effected with an insurer and in terms approved by the SBI which approval shall not be unreasonably withheld and the contractor shall whenever required produce to the SBIIMS / SBIIMS the policy if insurance and the receipts for payment of the current premiums.

## **26.2 Damage to Persons and Property**

The contractor shall, except if and so far as the contract provides otherwise indemnify the SBI/ SBIIMS against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of he works and against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation of damages for or with respect to:

- a) The permanent use or occupation of land by or any part thereof.
- b) The right of SBI/ SBIIMS to execute the works or any part thereof on, over, under, in or through any lands.
- c) Injuries or damages to persons or properties which are unavoidable result of the execution or maintenance of the works in accordance with the contract.
- d) Injuries or damage to persons or property resulting from any act or neglect of the SBI their agents, employees or other contractors not being employed by the contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the SBI/ SBIIMS, their employees, or agents or other employees, or agents or other contractors for the damage or injury.

## **26.3 Contractor to Indemnify SBI**

The contractor shall indemnify the SBI/ SBIIMS against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the matters referred to in the provision sub-clause 26.2 of this clause.

## **26.4 Contractor's Superintendence**

The contractor shall fully indemnify and keep indemnified the SBI/ SBIIMS against any action, claim, or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claim made under or action brought against SBI/ SBIIMS in respect of such matters as aforesaid the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expenses to settle any dispute or to conduct any litigation that may arise there from, provided that the contractor shall not be liable to indemnify the SBI/ SBIIMS if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the SBIIMS in this behalf.

## **26.5 Third Party Insurance**

**26.5.1** Before commencing the execution of the work the contractor but without limiting his obligations and responsibilities under clause 26.0 of GCC shall insure against his liability for any material or physical damage, loss or injury which may occur to any property including that of SBI/ SBIIMS, or to any person, including any employee of the SBI/ SBIIMS, by or arising out of the execution of the works or in the carrying out of the contract, otherwise than due to the matters referred to in the provision to clause 26.0 thereof.

### **26.5.2 Minimum amount of Third Party Insurance**

Such insurance shall be effected with an insurer and in terms approved by the SBI/ SBIIMS which approval shall not be reasonably withheld and for at least the amount stated below. The contractor shall, whenever required. Produce of the SBIIMS the policy or policies of insurance cover and receipts for payment of the current premiums.

**26.5.3** The minimum insurance cover for physical property, injury, and death is Rs. 5 lacs per occurrence with the number of occurrences limited to four. After each occurrence contractor will pay additional premium necessary to make insurance valid for four occurrences always.

## **26.6 Accident or Injury to Workman**

The SBI/ SBIIMS shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the contractor or any sub-contractor, save and except an accident or injury resulting from any act or default of the SBI/ SBIIMS or their agents, or employees. The contractor shall indemnify and keep indemnified SBI/ SBIIMS against all such damages and compensation, save and except as aforesaid, and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

### **26.6.1 Insurance against Accidents etc. to Workmen**

The contractor shall insure against such liability with an insurer approved by the SBI/ SBIIMS during the whole of the time that any persons are employed by him on the works and shall, when required, produce to the SBIIMS such policy of insurance and receipt for payment of the current premium. Provided always that, in respect of any persons employed by any sub-contractor the contractor's obligation to insure as aforesaid under this sub-clause shall be satisfied if the sub contractor shall be insured against the liability in respect of such persons in such manner that SBI/ SBIIMS in indemnified under the policy but the contractor shall require such sub-contractor to produce to the SBIIMS when such policy of insurance and the receipt for the payment of the current premium.

#### **26.6.2 Remedy on Contractor's failure to Insure:**

If the contractor fails to effect and keep in force the insurance referred to above or any other insurance which he may be required to effect under the terms of contract, then and in any such case the SBI/ SBIIMS may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the SBI as aforesaid from any amount due or which may become due to the contractor, or recover the same as debt from the contractor.

Without prejudice to the others rights of the SBI/ SBIIMS against contractors. In respect of such default, the employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages costs, charges, and other expenses paid by the SBI/ SBIIMS and which are payable by the contractors under this clause. The contractor shall upon settlement by the insurer of any claim made against 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.

#### **27.0 Commencement of Works:**

The date of commencement of the work will be reckoned as the date of handing over site or three days from the date of issue of letter of acceptance of the tender by the SBI whichever is later.

#### **28.0 Time for Completion**

Time is essence of the contract and shall be strictly observed by the contractor. The entire work shall be completed within a period of **45 Days** from the date of commencement. If required in the contract or as directed by the SBIIMS / SBIIMS. The contractor shall complete certain portions of work before completion of the entire work. However the completion date shall be reckoned as the date by which the whole work is completed as per the terms of the contract.

#### **29.0 Extension of Time**

If, in the opinion of the SBIIMS, the work be delayed for reasons beyond the control of the contractor, the SBIIMS may submit a recommendation to the SBI/ SBIIMS to grant a fair and reasonable extension of time for completion of work as per the terms of contract. If the contractor needs an extension of time for the completion of work or if the completion of work is likely to be delayed for any reasons beyond the due date of completion as stipulated in the contract, the contractor shall apply to the SBI/ SBIIMS through the SBIIMS in writing in detail and his justification if any, for the delays. The SBIIMS shall submit their recommendations to the SBI in the prescribed format for granting extension of time. While granting extension of time the contractor shall be informed the period-extended time which will qualify for levy of liquidated damages. For the balance period in excess of original stipulated period and duly sanctioned extension of time by the SBI/ SBIIMS the provision of liquidated damages as stated under clause 10.0 of Instructions to the bidders shall become applicable. Further the contract shall remain in force even for the period beyond the due date of completion irrespective whether the extension is granted or not.

#### **30.0 Rate of Progress**

Whole of the materials, plant and labour to be provided by the contractor and the mode, manner and speed of execution and maintenance of the works are to be of a kind and conducted in a manner to the satisfaction of the SBIIMS should the rate of progress of the work or any part thereof be at any time be in the opinion of the SBIIMS too slow to ensure the completion of the whole of the work by the

prescribed time or extended time for completion the SBIIMS to expedite progress so as to complete the works by the prescribed time or extended time. Such communications from the SBIIMS neither shall relieve the contractor from fulfilling obligations under the contract nor will he be entitled to raise any claims arising out of such directions.

### **31.0 Work during Nights and Holidays**

Subject to any provision to the contrary contained in the contract no permanent work shall save as herein provided be carried on during the night or on holidays without the permission in writing of the SBIIMS, save when the work is unavoidable or absolutely necessary for the saving of life or property or for the safety of the work in which case the contractor shall immediately advise the SBIIMS. However the provisions of the clause shall not be applicable in the case of any work which becomes essential to carry by rotary or double shifts in order to achieve the progress and quality of the part of the works being technically required / continued with the prior approval of the SBIIMS at no extra cost to the SBI/ SBIIMS.

All work at night after obtaining approval from competent authorities shall be carried out without unreasonable noise and disturbance.

### **32.0 No Compensation or Restriction of Work.**

If at any time after acceptance of the SBI/ SBIIMS shall decide to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the work to be carried out. The SBIIMS shall give notice in writing to that effect to the contractor and the contractor shall act accordingly. In the matter. The contractor shall have no 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 work fully but which he did not derive in consequence of the foreclosure of the whole or part of the work.

Provided that the contractor shall be paid the charges on the cartage only of materials actually and bonafide brought to the site of the work by the contractor and rendered surplus

as a result of the abandonment, curtailment of the work or any portion thereof and then taken back by the contractor, provided however that the SBIIMS shall have in such cases the option of taking over all or any such materials at their purchase price or a local current rate whichever is less.

"In case of such stores having been issued for SBI/ SBIIMS stores and returned by the contractor to stores, credit shall be given to him at the rates not exceeding those at which were originally issued to the contractor after taking into consideration and deduction for claims on account of any deterioration or damage while in the custody of the contractor and in this respect the decision of SBIIMS shall be final.

### **33.0 Suspension of Work**

- i) The contractor shall, on receipt of the order in writing of the SBIIMS (whose decision shall be final and binding on the contractor) suspend the progress of works or any part thereof for such time and in such manner as SBIIMS may consider necessary so as not to cause any damage or injury to the work already done or endanger the safety thereof for any of following reasons.
  - a) One account any default on the part of the contractor, or
  - b) for proper execution of the works or part thereof for reasons other than the default of the contractor, or for safety of the works or part thereof.
  - c) The contractor shall, during such suspension, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by

the SBIIMS.

- ii) If the suspension is ordered for reasons (b) and (c) sub-para (i) above: the contractor shall be entitled to an extension of time equal to the period of every such suspension. No compensation whatsoever shall be paid on this account.

#### **34.0 Action when the whole Security Deposit is forfeited**

In any case in which under any clause or clauses of this contract, the Contractor shall have rendered himself liable to pay compensation amounting to the whole of his security deposit the SBIIMS shall have the power to adopt any of the following course as they may deem best suited to the interest of the SBI/ SBIIMS.

- a) To rescind the contract (of which rescission notice in writing to the contractor by the SBIIMS shall be conclusive evidence) and in which case the security deposit of the contractor shall be forfeited and be absolutely at the disposal of SBI/ SBIIMS.
- b) To employ labour paid by the SBI and to supply materials to carry out the work, or any part of the work, debiting the contractor with the cost of the labour and materials (the cost of such labour and materials as worked out by the SBIIMS shall be final and conclusive against the contractor) and crediting him with the value of the work done, in all respects in the same manner and at the same manner and at the same rates as if it had been carried out by the contractor under the terms of this contract the certificate of SBIIMS as to the value of work done shall be final and conclusive against the contractor.
- c) To measure up the work of the contractor, and to take such part thereof as shall be unexecuted, out of his hands, to give it to another contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor, if the whole work had been executed by him (of the amount of which excess the certificates in writing of the SBIIMS shall be final and conclusive) shall be borne by original contractor and may be deducted from any money due to him by SBI/SBIIMS under the contract or otherwise, or from his security deposit or the proceeds of sale thereof, or sufficient part thereof. In the event of any of above courses being adopted by the SBI/ SBIIMS the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any material or entered into any engagements or make any advances on account of, or with a view to the execution of the work or the

performance of the contract and in case the contract shall be rescind under the provision aforesaid, the contractor shall not be entitled to recover or to be paid any sum or any work thereto for actually performed under this contract, unless, and until the SBIIMS will have certified in writing the performance of such work and the value payable in respect thereof, and he shall only be entitled to be paid the value so certified.

#### **35.0 Owner's Right to Terminate the Contract**

If the contractor being an individual or a firm commit any 'Act of Insolvency' or shall be adjusted an insolvent or being an incorporated company shall have an order for compulsory winding up voluntarily or subject to the supervision of Govt. and of the Official Assignee of the liquidator in such acts of insolvency or winding up shall be unable within seven days after notice to him to do so, to show to the reasonable satisfaction of the SBIIMS that he is able to carry out and fulfill the contract, and to give security therefore if so required by the SBIIMS.

Or if the contractor (whether an individual firm or incorporated Company) shall suffer execution to be issued 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 SBI/ SBIIMS through the SBIIMS or shall charge or encumber this contract or any

payment due to which may become due to the contractor thereunder:

- a) Has abandoned the contract; or
- b) Has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the works for days after receiving from the SBI through the SBIIMS written notice to proceed, or
- c) Has failed to proceed with the works with such diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or has failed to remove the materials from the site or to pull down and replace work within seven days after written notice from the SBI/ SBIIMS through the SBIIMS that the said materials were condemned and rejected by the SBIIMS under these conditions; or has neglected or failed persistently to observe and perform all or any the acts, matters or 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 to observe or perform the same or has to the detriment of good workmanship or defiance of the SBI's or SBIIMS's instructions to the contrary subject any part of the contract. Then and in any of said cases the SBI/ SBIIMS and or the SBIIMS, may not withstanding any previous waiver, after giving seven days notice in writing to the contractor, determine the contract, but without thereby affecting the powers of the SBI or the SBIIMS or the obligation 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 had been executed by or on behalf of the contractor. And further the SBI/ SBIIMS through the SBIIMS their agents or employees may enter upon and take possession of the work and all plants, tools, scaffoldings, materials, sheds, machineries lying upon the premises or on the adjoining lands or roads use the same by means of their own employees or workmen in carrying on and completing the work or by engaging any other contractors or persons to complete the work 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 persons employed for completing and finishing or using the materials and plant for the works.

When the works shall be completed or as soon thereafter as convenient the SBI or the SBIIMS shall give a notice in writing to the contractor to remove his surplus materials and plants and should the contractor fail to do so within 14 days after receipt thereof by him the SBI/ SBIIMS sell the same by public auction after due publication, and shall adjust the amount realised by such auction. The contractor shall have no right to question any of the act of the SBI/ SBIIMS incidental to the sale of the materials etc.

### **36.0 Certificate of Payment**

The contractor shall be entitled under the certificates to be issued by the SBIIMS to the contractor within 14 working days from the date of certificate to the payment from SBI/ SBIIMS from time to time. The SBI/ SBIIMS shall recover the statutory recoveries towards Income tax, Work contract tax as per the prevailing bye laws and other dues including the retention amount from the certificate of payment.

Provided always that the issue of any certificate by the SBIIMS during the progress of works or completion shall not have effect as certificate of satisfaction or relieve the contractor from his liability under clause.

The SBIIMS shall have power to withhold the certificate if the work or any part thereof is not carried out to their satisfaction.

The SBIIMS may by any certificate make any corrections required in previous certificate.

The SBI/ SBIIMS shall modify the certificate of payment as issued by the SBIIMS from time to time while making the payment.

The contractor shall submit interim bills only after taking actual measurements and property recorded in the measurement books

The contractor shall not submit interim bills when the approximate value of work done by him is less than **Rs. 18.50 lacs** and the minimum interval between two such bills/ final bill shall be **30 days**.

The final bill may be submitted by contractor within a period of one month from the date of virtual completion and SBIIMS shall issue the certificate of payment within a period of two months. The SBI shall pay the amount within a period of three months from the date of issue of certificate provided there is no dispute in respect of rates and quantities.

The contractor shall submit the interim bills in the prescribed format with all details.

### **37.0 Settlement of Disputes and Arbitration**

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or those conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter.

- ii) If the contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amounts admitted as payable by the SBIIMS or in case the contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the contractor shall forthwith give notice in writing of his claim, or dispute to the **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** and endorse a copy of the same to the SBIIMS, within 30 days from the date of disallowance thereof or the date of deduction or recovery. The said notice shall give full particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the contractor shall not be entitled to raise any claim nor shall the Bank be in any way liable in respect of any claim by the contractor unless notice of such claim shall have been given by the contractor to the **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** in the manner and within the time as aforesaid. The contractor shall be deemed to have waived and extinguished all his rights in respect of any claim not notified to the **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** in writing in the manner and within the time aforesaid.
- iii) **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** shall give his decision in writing on the claims notified by the contractor. The contractor may within 30 days of the receipt of the decision of the **Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., 5<sup>th</sup> Floor, D- Block, 11, Parliament Street, New Delhi- 110001** submit his claims to the conciliating authority namely the **Circle Development Officer, SBI, New Delhi** for conciliation along with all details and copies of correspondence exchanged between him and the Regional Manager.
- iv) If the conciliation proceedings are terminated without settlement of the disputes, the contractor shall, within a period of 30 days of termination thereof shall give a notice to the concerned **Chief General Manager** of the Bank for appointment of

an arbitrator to adjudicate the notified claims failing which the claims of the contractor shall be deemed to have been considered absolutely barred and waived.

- v) Except where the decision has become final, binding and conclusive in terms of the contract, all disputes or differences arising out of the notified claims of the differences arising out of the notified claims of the contractor as aforesaid and all claims of the Bank shall be referred for adjudication through arbitration by the Sole Arbitrator appointed by the **Chief General Manager** of the Bank, It will also be the objection to any such appointment that the Arbitrator so appointed is a Bank Officer and that he had to deal with the matters to which the Contract relates in the course of his duties as Bank Officer. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid by the **Chief General Manager** of the Bank, Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.

It is also a term of this contract that no person other than a person appointed by **Chief General Manager** of the Bank, as aforesaid should act as arbitrator.

The conciliation and arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under.

It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a Bank Officer.

It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

### **38.0 Water Supply**

The contractor shall make his own arrangements for water required for the work and nothing extra will be paid for the same. This will be subject to the following conditions.

That the water used by the contractor shall be fit for construction purposes to the satisfaction of the SBIIMS.

The contractor shall make alternative arrangements for the supply of water if the arrangement made by the contractor for procurement of water in the opinion of the SBIIMS is unsatisfactory.

The contractor shall construct temporary well / tube well in SBI land for taking water for construction purposes only after obtaining permission in writing from the SBI. The contractor has to make his own arrangement for drawing and distributing the water at his own cost. He has to make necessary arrangements. To avoid any accidents or damages caused due to construction and subsequent maintenance of the wells. He has to obtain necessary approvals from local authorities, if required,



at his own cost. He shall restore the ground to its original conditions after wells are dismantled on completion of work or hand over the well to the SBI without any compensation as directed by the SBIIMS.

### **39.0 Power Supply**

The contractor shall make his own arrangements for power and supply / distribution system for driving plant or machinery for the work and for lighting purpose at his own cost. The cost of running and maintenance of the plants are to included in his tender prices. He shall pay all fees and charges required for the power supply and include the same in his tendered rates and hold the owner free from all such costs. He has to obtain necessary approval from the appropriate authorities, if required. If the contractor after approval from Bank is using Bank's Electricity & Water Supply, a sum of 1 % of the final bill will be deducted from the contractor towards consumption charges.

### **40.0 Treasure Trove etc.**

Any treasure trove, coin or object antique which may be found on the site shall be the property of SBI and shall be handed over to Bank immediately.

### **41.0 Method of Measurement**

Unless otherwise mentioned in the schedule of quantities or in mode of measurement, the measurement will be on the net quantities or work produced in accordance with up to date. Rules laid down by the Bureau of Indian Standards. In the event any dispute / disagreement the decision of the SBIIMS shall be final and binding on the contractor.

### **42.0 Maintenance of Registers**

The contractor shall maintain the following registers as per the enclosed Performa at site of work and should produce the same for inspection of SBI/ SBIIMS whenever desired by them. The contractor shall also maintain the records / registers as required by the local authorities / Govt. form time to time.

- i) Register for Cement / Paint / Lead / Specific Materials
- ii) Register for Steel
- iii) Register for Secured Advance
- iv) Register for Bulkage of Sand
- v) Register for Silt Test
- vi) Register for Sieve Analysis for Fine Aggregate
- vii) Register for Sieve Analysis for Course Aggregate
- viii) Register for Slump Test.
- ix) Register for Concrete Cube Test.
- x) Register for Hindrance to Work.
- xi) Register for Consumption of Cement
- xii) Register for Running Account Bill
- xiii) Register for Labour

### **43.0 Force Majeure**

- 43.1 Neither contractor nor SBI/ SBIIMS shall be considered in default in performance of their obligations if such performance is prevented or delayed by event such as but not to war, hostilities revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of god or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However a notice is required to be given within 30 days from the happening of the even with complete details, to the other party to the contract, if it is not possible to serve a notice, within the shortest possible period without delay.

- 43.2 As soon as the cause of force majeure has been removed the party whose ability to perform its obligations has been affected, shall notify the other such cessation and the actual delay incurred in such affected activity adducing necessary evidence in support thereof.
- 43.3 From the date of occurrence of a case of force majeure obligations of the party affected shall be suspended during the continuance of any inability so caused. With the cause itself and inability resulting there from having been removed, the agreed time of completion of the respective obligations under this agreement shall stand extended by a period equal to the period of delay occasioned by such events.
- 43.4 Should one or both parties be prevented from fulfilling the contractual obligations by a state of force majeure lasting to a period of 6 months or more the two parties shall each other to decide regarding the future execution of this Agreement.

#### **44.0 Local Laws, Acts, Regulations:**

The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. the contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- i) Minimum wages Act 1948 (Amended)
- ii) Payment of wages Act 1936 (Amended)
- iii) Workmen's compensation Act 1923 (Amended)
- iv) Contact labour regulation and abolition act 1970 and central rules 1971 (Amended)
- v) Apprentice act 1961 (Amended)
- vi) Industrial employed (standing order) Act 1946 (Amended)
- vii) Personal injuries (Compensation insurance) act 1963 and any other modifications
- viii) Employees' provided fund and miscellaneous provisions Act 1952 and amendment thereof.
- ix) Shop and establishment act
- x) Any other act or enactment relating thereto and rules framed there under from time to time.

#### **45.0 Accidents**

The contractor shall immediately on occurrence of any accident at or about the site or in connection with the execution of the work report such accident to the SBIIMS. The contractor shall also such report immediately to the competent authority whenever such report is required to be lodged by the law and take appropriate actions thereof.

**Signature of Contractor & Seal**

### **SPECIAL CONDITIONS OF CONTRACT**

## **1.0 Scope of Work**

The scope of work is to carry out ***Interior Furnishing Works of New Premises of SBI Almora Main Branch.***

## **2.0 Address of Site**

The site is located at ***New Premises of SBI Almora Main Branch at Mall Road, Almora.***

## **3.0 Dimension and Levels**

All dimensions and levels shown on the drawing shall be verified by the contractor on the site and he will be held responsible for the accuracy and maintenance of the entire dimension and the levels. Figured dimensions are in all cases to be accepted and no dimension shall be scaled. Large-scale details shall take precedence over small – scale drawing. In case of discrepancy the contractor shall ask for clarification from the SBIIMS before proceeding with the work.

## **4.0 Notice of Operation**

The contractor shall not carry out any important operation without the consent in writing from the SBIIMS.

## **5.0 Construction Records**

The contractor shall keep and provide to the SBIIMS full and accurate records of the dimension and positions of all new work and any other information necessary to prepare complete drawings recording details of the work as constructed.

## **6.0 Safety of adjacent Structures and Trees**

The contractor shall provide and erect to the approval of the SBIIMS such supports as may be required to protect effectively all structures and protective guards to trees which may be endangered by the execution of the works or otherwise take such permanent measures as may be required by the SBIIMS to protect the trees and structures.

## **7.0 Temporary Works**

Before any temporary works are commenced, the contractor shall submit at least 7 days in advance to the SBIIMS for approval complete drawings of all temporary works he may require for the execution of the works. The contractor shall carry out the modifications relating to strength, if required by the SBIIMS may require in accordance with the conditions of contract at his own cost. The contractor shall be solely responsible for the stability and safety of all temporary works an unfinished works and for the quality of the permanent works resulting from the arrangement eventually adopted for their execution.

## **8.0 Temporary Roads**

The contractor shall provide access roads to the site from the nearest main road at no extra cost and as directed by the SBIIMS. The contractor shall also responsible for proper maintenance of this access road and would take all care to see that existing services, if any, are maintained in working order at his own cost. The laying and maintaining the temporary roads within the site area shall be the contractor's responsibility and the contractor shall take such measures that are necessary and as directed by the SBIIMS.

## **9.0 Water, Power and Other Facilities**

a)	The rate quoted by the contractor shall include all expenses that are
SBIIMS	Contractor's Signature & Stamp

required for providing all the water required for the work and the contractor shall make his own arrangements for the supply of good quality water suitable for the construction and good quality drinking water for their workers. If necessary, the contractor has to sink a tube well / open well and bring water by means of tankers at his own cost for the purpose. The SBI/ SBIIMS will not be liable to pay any charges in connection with the above.

The rate quoted in the tender shall include the expenses for obtaining and maintaining power connections and shall pay for the consumption charges.

The contractors for other trades directly appointed by the SBI/ SBIIMS shall be entitled to take power and water connections from the temporary water and power supply obtained by the contractor. However, the concerned contractor shall make their own arrangements to draw the supply and pay directly the actual consumption charges at mutually agreed rates between them. All municipal charges for drainage and water connection for construction purposes shall be borne by the contractor and charges payable for permanent connections, if any, shall be initially paid by the contractor and the SBI will reimburse the amount on production of receipts.

b) The SBI/ SBIIMS as well as the SBIIMS shall give all possible assistance to the contractors to obtain the requisite.

c) Permission from the various authorities, but the responsibility for obtaining the same in time shall be of the contractor.

#### **10.0 Office Accommodation**

a) The contractor shall provide and maintain all necessary offices, workshops, stores, shelters, sanitary facilities, canteens and other temporary structures for themselves in connection with the work at the site own cost after getting the approval from the SBIIMS.

b) All temporary buildings and facilities as mentioned above shall be removed on completion of the work or at any other earlier date as directed by the SBIIMS.

All the expenses for obtaining statutory approvals and maintenance of the above facilities as well as running expense shall be borne by the contractor at no extra cost. It is also the responsibility of the contractor to obtain statutory approvals for providing the above facilities.

#### **11.0 Facilities for Contractors' Employees**

The contractor shall make his own arrangement for the housing and welfare of his staff and workmen including adequate drinking water facilities. The contractor shall also make his arrangements at his own cost for transport where necessary for his staff and workmen to and from site of work at his own cost.

#### **12.0 Lighting of Works**

The contractor shall at all times provide adequate and approved lighting as required for the proper execution and supervision and inspection of works.

#### **13.0 Fire Fighting Arrangements**

i) The contractor shall at all times provide suitable arrangements for the fighting at his own cost. For this purpose he shall provide requisite number of fire extinguishers and adequate number of buckets, some of which are to be always kept filled with sand and some with water. These equipment shall be provided at suitable prominent and easily accessible places and shall be properly maintained.

ii) Any deficiency in the fire safety or unsafe conditions shall be corrected by the contractor at his own cost and to the approval of the relevant authorities. The contractor shall make the following arrangements at his own cost but not limited to the following :

a) Proper handling, storage and disposal of combustible materials and waste.

b) Worked operations which can create fire hazards.

- c) Access for the fire fighting equipment.
- d) Types, number and location of containers for the removal of surplus materials and rubbish.
- e) Type size, number and location of fire extinguishers or other fire fighting equipment.
- f) General housekeeping.

#### **14.0 Site Order Book.**

A site order book shall be maintained at site for the purpose of quick communication between the SBIIMS. Any communication relating to the works may be conveyed through Records in the site order book. Such a communication from one party to the other shall be deemed to have been adequately served in terms of contract. Each site order book shall have machine numbered pages in triplicate and shall carefully maintain and preserved by the contractor and shall be made available to the SBIIMS as and when demanded. Any instruction which the SBIIMS may like to issue to the contractor or the contractor may like to bring the SBIIMS may like to issue to the Contractor or the Contractor may like to bring to the SBIIMS two copies of such instructions shall be taken from the site order book and one copy will be handed over to the party against proper acknowledgment and the second copy will be retained for their record.

#### **15.0 Site Meetings**

Site meetings will be held to review the progress and quality evaluation. The contractors shall depute a senior representative along with the site representative staff of approved sub-contractors and suppliers as required to the site meetings and ensure all follow up actions. Any additional review meetings shall be held if required by the SBIIMS.

#### **16.0 Disposal of Refuse**

The contractor shall cart away all debris, refuse etc. arising from the work from the site and deposit the same as directed by the SBIIMS at his own cost. It is the responsibility of the contractor to obtain from the local authorities concerned to the effect that all rubbish arising out of contractor's activities at the construction site or any other off-site activities borrow pits has been properly disposed off.

#### **17.0 Contractor to Verify Site Measurement**

The contractor shall check and verify all site measurements whenever requested by other specialist contractors or other sub contractors to enable them to prepare their own shop drawings and pass on the information with sufficient promptness as will not in any way delay the works.

#### **18.0 Displaying the Name of the Work**

The contractor shall put up a name board of suitable size as directed by the SBIIMS indicating therein the name of the project and other details as given by the SBIIMS at his own cost remove the same on completion of work.

#### **19.0 Bar Bending Schedule**

The contractor shall prepare a detailed bar bending schedule for all reinforced concrete works and get them approved by the SBIIMS well in advance.

#### **20.0 As Built Drawings**

- i) For the drawing issued to the contractor by the SBIIMS. The SBIIMS will issue two sets of drawings to the contractor for the item for which some changes have been made. From the approved drawings as instructed by the SBI/ SBIIMS. The Contractor will make the changes made on these copies and return these copies to the SBIIMS for their approval. In case any revision is required or the corrections are not properly marked the SBIIMS will point out the discrepancies to the contractor. The contractor will have to incorporate these corrections and /or attend to discrepancies either on the copies as

directed by the SBIIMS and resubmit to him for approval. The SBIIMS will return one copy duly approved by him.

ii) For the drawings prepared by the Contractor, the Contractor will modify the drawing prepared by him wherever the changes are made by the SBI/ SBIIMS. And submit two copies of such modified drawings to the SBIIMS for approval. The SBIIMS will return one copy of the approved drawing to the Contractor.

#### **21.0 Approved Make**

The Contractor shall provide all materials from the list of approved makes at his own cost. The SBIIMS may approve any make / agency within the approved list as given in the tender after inspection of the sample / mock up.

#### **22.0 Procurement of Materials**

The Contractor shall make his own arrangements to procure all the required materials for the work. All wastage's and losses in weight shall be to the contractors account.

#### **23.0 Excise Duty, Taxes, Levies etc.**

The contractors shall pay and be responsible for payment of all taxes except GST, duties, levies, royalties, fees cess, or charges in respect of the works including but not limited to sales tax, tax on works contract excise duty, and octroi, payable in respect of materials, equipment plant and other things required for the contract. All of the aforesaid taxes except GST, duties, levies, fees and charges shall be to the contractors account and the SBI shall not be required to pay any additional or extra amount on this account. Variation of taxes, duty fees, levies etc if any, till completion of work shall be deemed to be included in the quoted in the quoted rates and no extra amount on this account. Variation of taxes, duties, fees, levies, etc if any till completion of work shall be deemed to be included in the quoted rates and no extra claim on this account will in any case be entertained. If a new tax or duty or levy or cess or royalty or octroi is imposed under as statue or law during the currency of contract the same shall be borne by the contractor.

#### **24.0 Acceptance of Tender**

The SBI/ SBIIMS shall have the right to reject any or all tenders without assigning any reason. They are not to bound to accept the lowest or any tender and the tenderer shall have no right to question the acts of the SBI/ SBIIMS. However, the adequate transparency would be maintained by the SBI/ SBIIMS.

**Signature of Contractor & Seal**

## **SPECIFICATIONS OF INTERIOR & FURNISHING WORKS**

### **MATERIAL-1: TEAK WOOD**

The teakwood shall be of good quality as required for the item to be executed. When the kind of Wood is not specifically specified, Indian teakwood as approved by the SBIIMS/Engineer-In-charge shall be used.

Teak wood shall be generally be free from large, loose, dead or clustered knots, flows. Shakes, Warps, twists, bends or any other defects. The teakwood shall generally be uniform in substance and having straight fiber as far as possible. It shall be free from rot, decay, harmful fungi and other damage of harmful nature which will affect the strength, durability or its usefulness for the purpose for which it is required. The color of the teakwood shall be uniform. Any effort like pointing, using any adhesive or reasons materials made to hide the defects shall render the pieces liable to be rejected by the SBIIMS. The teak wood shall be dry and kiln seasoned. Green and wet timber shall be rejected.

All scaffoldings, planks, etc. shall be sown in straight lines and planed in the direction of the grains in uniform thickness to the size specified. Under no circumstances roughly worked or pieces damaged while being sawed or planed shall be accepted. The tolerance for the dimensions shall be allowed at the ratio 1.50 mm. per face to be planed.

Teak wood brought from the timber mart/ prepared at site shall be stored as per category size on Successive cross layers as directed by the Engineer-in-charge. In no case the stacking shall be done so as to result in bending of teak wood members. The bottom most members shall not be directly be rested on ground but kept raised from floor in leveled manner so as not to be affected by moisture and insects. In case if the prepared teak wood members are to be stored for a period of more than 10 days the same shall be applied with approved quality anti termite liquid. The prepared timber shall be stored in shade in dry condition. Under no circumstance the prepared timber shall be tied with rope or hemp string to avoid rope burns. The area where such prepared fiber is stored shall be adequately being protected against fire hazards.

### **MATERIAL-2: PLYWOOD**

The plywood to be used shall be of approved make as shown in the appendix. All plywood should confirm with respective I.S. standard code. Plywood shall be used in one piece only joining of pieces to form one single piece shall not be permitted except in exceptional case where SBIIMS's written permission shall be necessary. All exposed edges of plywood shall be finished with T.W. lapping of appropriate size as shown in the drawings and as instructed by the SBIIMS.

### **MATERIAL-3: LAMINATES**

Laminates shall be of approved make in order of preference shown in the list of approved makes. The laminates used shall be of approved type, finish etc. and shall not be less than 1.00 mm in thickness. The colour, shade & luster finish of laminates shall have to be approved by the Bank as well the SBIIMS, The contractor shall deposit samples of approved laminates with the Bank & the SBIIMS and shall keep a set on display at site of work till completion of work.

Laminates shall be stored flat and so covered as not to damage their surface. Damaged, dented, cracked & warped laminates shall to be used. Whenever patterned or wood grained laminates to be used care shall be taken to match the pattern & grains in all directions. Laminates shall be used in single pieces only. In case of surface larger/longer than standard size of 1220 x 2400 mm where joint is unavoidable the same must be worked fine and finished such that if is not noticeable to casual vision.

Laminate shall be pressed to fit using glue of approved make. Extreme care shall be used to eliminate bubble formation. Laminate must be securely, evenly and properly be press fitted so as not to

leave any portion loose, bubbled, curled, cracked, or with broken edges. Such defective laminated article shall be summarily rejected and shall have to be made anew.

Surface of the laminate shall not be damaged in process of press fitting otherwise the same shall be summarily rejected. Wherever so directed by the SBIIMS the contractor shall chamfer the edges of laminates to create apparently sharp seamless joint without any extra cost. Extra care shall be taken to fix laminates on curved surface and it must be ensured that the laminate does not crack in process of such press fitting. If required the contractor shall procure special type of laminate produced by approved make which permits such flexible press fitting without charging any extra cost. After the laminate is press fitted its edges shall be finished smooth, complete surface of the laminate shall be first cleaned completely to remove all temporary marks, adhesive stains etc. and shall be suitably covered to protect the surface from any accidental damage. If any accidental damage is caused prior to handing over of the finished article to the owner the same shall to be replaced completely without any extra cost.

#### **M-4: LIPPING & MOULDINGS**

All exposed edges of plywood shall be finished with lapping by means of fitting seasoned superior quality teakwood [Ghana Teak] batten made from seasoned superior quality teakwood free from bends, twists, cracks, splits, knots, and decay of any kind and shall be of width matching to that of plywood and thickness as specified in the SBIIMS drawing but not less than 6 mm thickness in any case. The T. W. batten to be used for lapping shall not have any knots in its length as far as possible the T.W. batten shall be used in single piece for given length, however for length beyond 2400 mm a joint may be permitted which must be in form of a mitered butt joint. Battens with bend, cracks, twists, splintered ends & Knots shall not be permitted to be used for lapping. The lapping shall be carried out by applying glue of approved quality on surface of the plywood as well the T.W. batten being used for lapping and fixed tight by using headless nails driven deep so as to permit minimal planing if required. Where indicated the batten for tipping shall project beyond the surface to be lipped as shown in the SBIIMS drawing; no extra charge of any kind shall be admissible for lapping of any kind.

Teakwood moldings shall be made from seasoned superior quality teakwood [Ghana Teak] free from bends, twists, cracks, splits, knots, and decay of any kind. The width and thickness of the teakwood moldings shall be as specified in the SBIIMS drawing and suitably oversized T.W. shall be used so as to finally conform to the finished dimensions shown in the SBIIMS drawing. Special care shall be taken in making of curved moldings, which shall be carried out in such a manner so as not to have more than 3 segments per one half round; joints occurring due to use of such segments shall not be visible to casual observer. When molding is to be used juxtapose with wood grained veneer or laminate the teakwood selected for moldings must be of even color matching to that at veneer/laminate. Teakwood molding shall be fixed tight to the given edge by applying approved quality glue to both the contact edges and then fixing with headless nails driven deep enough to permit smooth finishing at the surface. The molding shall be held tight for not less than 6 hours before any finishing process is carried out on it.

**IMPORTANT NOTE:** all furniture items shall be treated with approved quality anti-termite treatment which shall be applied to all sides of finished timber including inside of joints, exteriors etc. which must have effect for not less than five years and shall be suitable for their final finishes.



### **M-5: GLASS**

All glass shall be of the best quality, free from specks, bubbles, smokes, veins, air holes, blisters and other defects. The kind of glass to be used shall be as mentioned in the item or specification or in the special provision or as shown in detailed drawings. Thickness of glass panels shall be uniform. The specification of different kind of glasses shall be as under.

#### **FLOAT GLASS:**

In absence of any specified thickness of float glass in term of weight in item or detailed specification of the item of work the same shall be assumed to be 5mm.

Float glass if not specified otherwise shall mean plain, transparent float glass without dry tint or shade.

#### **TOUGHENED GLASS**

Glass to be toughened shall be 1<sup>st</sup> quality float glass free from any defect like waves, bubbles, crack, flack's & shall be of true surface. The glass to be toughened shall be of specified thickness. All the required cuts, holes, beveling, chamfering creation of slots, polishing of edges etc. shall be carried out prior to commencement of toughening process. Toughening process shall be carried out by experienced company and the glass shall be "oven baked" to required temperature which is sustained for specified period. Cooling of glass shall be carried out in proper medium in gradual manner only. Weight of 12mm thick toughened glass shall be @30 Kg/m<sup>2</sup>. All toughened glass shall carry toughening process applicator's logo label of permanent nature on one of the corner edge.

#### **PAINTED GLASS:**

When painted glass is specified, it shall be "painted glass" of best quality. It shall have one surfaces painted & other surface clear. The painted glass shall be of the approved shade mentioned in the item or as shown in the detailed drawing or as specified. In absence of any specified shade, the shade of painted glass to be supplied "White paint" shall be used.

#### **BEND GLASS:**

This type of glass shall be treated in machine. The glass shall be bending as may be specified or required. This type of glass shall be supplied as detailed on drawings or as specified or as directed by the Architect.

### **MATERIAL-6: FIXTURE AND FASTENINGS**

GENERAL: The fixtures and fastenings that is but hinges, tees and strap hinges, sliding door bolts, tower bolts, door latch, bath-room latch, handles, door stoppers, casement window fasteners, casement stays, and ventilators catch shall be made of the metal as specified in the item or its specification.

They shall be of Stainless Steel as specified. The fixtures shall be heavy, medium or light type as specified. The fixtures and fastenings shall be smooth satin finished and shall be such as will ensure ease of operations

The samples at fixtures and fastenings shall be got approved as regards quality and shape before providing then in position.

Their sizes shall conform to those prescribed in C-13(B) in respect of other dimensions not specified they shall conform in relevant I.S.

Brass and stainless Steel fixtures and fastenings shall be bright finished / malt finished as specified.

**HOLDFASTS:**

Holdfast shall be made from mild steel flat 50mm. thick at one end the holdfast shall be bent at right angle and two no. of 6mm. diameter holes shall be made in it for fixing it to the frame with screws. At the other end the holdfast, shall be forked and bent at right angles in opposite directions.

**HINGES:**

All butt hinges shall be of stainless steel material with its pin also of stainless steel. Standard heavy type hinges shall be used when so specified.

**TOWER BOLTS (BARREL TYPE):**

Mild steel door bolts shall be made in one piece. Knobs of the tower bolts shall be cast and knob fixed in the bolt. In case of brass and aluminum tower bolts, steel spring and ball shall be provided between bolt and the barrel.

**DOOR LATCH:**

The size of door latch shall be taken as the length at latch.

**BATHROOM LATCH:**

Bathroom latch shall be similar to tower bolt. The inside grip length of the handles shall determine the size of the handles. Handles shall have a base plate of length 50mm.

**DOOR STOPPERS:**

Doorstopper shall be either floor doorstopper type or door catch type. Floor doorstopper shall be of overall size as specified shall have rubber cushion.

**DOOR CATCH:**

Door catch shall be fixed at a height of about 900mm. from the floor level such that one part of the catch is fitted on the inside of the shutter and the other part is fixed in the wall with necessary wooden plug arrangements for approximate fixity. The catch shall be fixed 20mm. inside the face of the door for easy operation of catch.

**WOODEN DOOR STOP WITH HINGES:**

Wooden doorstop of size 100mm x 60mm x 40mm. shall be fixed on the door frame with a hinge of 75mm. size and at a height of 900mm. from the floor level. The wooden doorstop shall be provided with 3 coats of approved all point.

**CASEMENT WINDOW FASTNER:**

Casement window fastener for single leaf window shutter shall be left or right handed as directed.

**CASEMENT STAYS (STRAIGHT PEG STAY):**

The stays shall be made from a channel section having three holes at appropriate position so that the window can be opened either fully or partially as directed. Size of the stays shall be 250mm. to 300mm as directed.

**VANTILATOR CATCH:**

The pattern and shape of the catch shall be as approved.

**DRAWER SLIDES:**

The drawer slides shall be of specified make and of slide type. The Drawer slide shall be such as to permit full drawer pull open. The drawer slide shall be fixed in proper line and level and shall operate smoothly.

**CABLE MANAGER:**

The cable manager shall be of specified make and size. The cable manager shall be having powder coated finish. The cable manager shall be fixed at designated place.

**MATERIAL-7: PAINTS:****(A) OIL PAINTS:**

Oil paint shall be of the specified colour and shade, and approved by the Architect/Engineer-in-charge. The ready mixed paints shall only be used. However, if ready mixed paint of specified shade or tint is not available, while ready mixed paint with approved strainer will be allowed. In such a case the contractor shall ensure that the shade of the paint so allowed shall be uniform.

All the paints shall meet with the following general requirements:

- I. Paint shall not show excessive setting in a freshly opened full tin and shall easily be mixed with a paddle to a smooth homogeneous state. The paint shall show not cording; livening, caking or colour separation and the same shall be free from lumps and skins.
- II. The paint as received shall brush easily, possess good leveling properties and show no running or sagging tendencies.
- III. The paint shall not skin within 48 hours in a three-quartered filled closed container.
- IV. The paint shall dry to a smooth uniform finish free from roughness, grit, unevenness and other imperfections.

Ready mixed paint shall be used exactly as received from the manufacturer and generally according to their instruction and without any admixtures, whatsoever.

**(B) SYNTHETIC ENAMEL PAINTS:**

The enamel paint shall satisfy in general requirements as mentioned in specification of oil paints. Enamel paint shall conform to I.S.520/1954 or as revised from time to time.

**MATERIAL-8: LACQUER POLISH**

The Lacquer polish of required tint and shade shall be prepared with the below mentioned ingredients and other necessary materials.

- I. Denatured spirit or approved quality.
- II. Chandras
- III. Shellac
- IV. pigment

The Lacquer polish so prepared shall conform to I.S. 1954 or as revised from time to time.

**MATERIAL-9: FOAM FOR UPHOLSTERY WORK**

Foam for upholstery work shall be procured from approved make only and shall be of thickness and density as specified. The Foam shall be of fresh stock free from stains, tear, holes, indentation marks and loss of shape and shall be with smooth straight edges. Damaged foam shall be rejected.

Use of second hand foam is prohibited. Foam shall be cut by expert workers using suitable tools so as to produce smooth edges free from any jiggered appearance. Foam shall be joined using rubber solution of appropriate grade only. As far as possible foam shall be used in single piece only unless a special shape is required to be formed by joining of foam. All foam work shall be protected from damage till suitably covered with grey lining cloth.

### **MATERIAL-10: TAPESTRY**

All tapestry shall be of approved make, shade, pattern and finish. Tapestry shall be selected in close consultation with the architect, engineer and the owner. When pattern is apparent in any given tapestry core shall be taken to ensure that the pattern matches at crucial junctions and that direction of pattern is not vitiated. The chosen tapestry shall be well protected throughout its use and after the sum is used for upholstery work shall be coated with a fabric protection spray as per manufacturer's specifications and guidelines.

### **MATERIAL-10: VENEER**

#### How to Apply Polyurethane to Veneer

1. Sand the veneer by hand with 220-grit sandpaper, going with the grain of the wood. This removes spots of dirt and old finish that may still be on the surface. Wipe off the sanding dust with a damp rag.
2. Seal the wood grain by wiping on shellac or a 50-50 solution of polyurethane varnish and mineral spirits with a rag. Let the sealer dry, and then sand the surface again by hand with 220-grit sandpaper. Wipe off the sanding dust. If you're applying a stain, it will seal the wood, so you can omit sealing with shellac or thinned polyurethane.
3. Apply a thin, wet coat of polyurethane, either by brushing or spraying. If you're brushing, deposit material onto a dry surface and brush it with even strokes into one that has already been painted. If you're spraying, move the gun steadily, keeping a uniform distance between the spray tip and the surface. Don't arc it away at the edges.
4. Pop any bubbles that appear with the tip of your paintbrush. They are more likely to appear when you're brushing, especially if you're using a waterborne finish, and you may be able to prevent them by moving your brush more slowly.
5. Let the surface dry until it is no longer sticky, then lightly sand it with 400-grit sandpaper and apply another thin coat. Don't wait more than 24 hours to recoat or the bottom layer may cure. If it does, the fresh polyurethane won't adhere properly.
6. Sand the second coat with 400-grit paper and apply a third. You seldom have to apply more than three coats of polyurethane, but some burl veneers that accept finish unevenly may require more.
7. Give the final coat between 24 to 48 hours to cure, and then rub it down with 0000 steel wool. Spread polishing powder and polish the surface with a coarse rag. Finish up by spreading a coat of wax and buffing it up with a rag, if desired.

## **GENERAL & IMPORTANT NOTES**

### **1 GENERAL NOTES:**

- (i) Unless otherwise specified in these tender documents mode of measurements specifications etc. shall be as per relevant IS codes.
- (ii) Source of materials / samples / brands / makes etc. shall be got approved from the SBIIMS / Bank before using. In case of deviations, decision of the Bank shall be final and binding and shall not be open for arbitration.
- (iii) The SBIIMS have their specific role / duties / rights as defined in these tender documents. However in the event of any dispute arising out of differences between the opinions of the SBIIMS and also their role/ duties/rights, the Banks' decision shall be final & binding on the SBIIMS and the Contractor and shall not be open to arbitration.
- (vi) The Contractor will extend full co-operation, support and all required assistance to Architect / Bank for discharging their duties and responsibilities efficiently and effectively.
- (vii) The contractor has to supply and adhere to the specific makes and specifications of all the items, which are mentioned in the separate list of approved makes. Any work found not as per the tender specifications and list of approved the contractor has to replace the same without any delay. The contractor is instructed of get approval of all the materials to be used on this site before starting the work. He should provide different sample of material for approval, before execution of work.
- (viii) All quantities indicated in the tender are approximate & are likely to change. The contractor must take actual measurement at site and billing shall be done as per the actual measurement of the work done at site.
- (ix) Work has to be got executed at site in coordination with various agencies working at site.
- (x) The contractor is instructed to get the approval of the materials to be used on this site before starting the work. He shall provide different sample of materials for approval before execution of the work
- (xi) All material have to be used in full size/length only. Joints should be avoided as far as possible.
- (xii) Any item mentioned in the BOQ with "TO THE SHAPE" will have measurement of on site executed to the shape area only.
- (xiii) Making various levels & line out for total layout on site for the items in scope of the work shall be done by the contractor at his own cost.
- (xiv) MTC (Manufacturer Test certificate) Where ever applicable shall be arranged & submitted by the contractor. Testing of wood for moisture, knot % etc. shall be carried out by the contractor at his own cost.

### **2. IMPORTANT NOTES:**

- (i) The contractor's qualified & authorized representative shall remain on site during the entire execution process for coordination with various agencies / Architect / Bank & execution of work

- (ii) The site shall be cleaned on day to day basis & all debris shall be disposed away at the location beyond the limit as approved by the local authority.
- (iii) Hidden measurement. It is contractor's responsibility to get the measurement checked immediately on completion of such items. This shall be done before finishing the same. The Architect shall be provided with such details well in advance so that the other work is not held up due to last moment action.
- (iv) Before starting the contractor shall mark out the plan & levels of the false ceiling, partitions etc. in coordination with other agencies on site.
- (v) The rates quoted shall be inclusive of all taxes, Duties, Octroi, Transportation, Delivery, Installation, Testing, Commissioning etc. complete at the site. No extra will be paid for any kind of taxes. However the GST will be paid.
- (vi) The entire job shall be executed in total coordination with the other agencies working on this project & also with landlord, bank etc.
- (vii) Architect of the project shall be kept informed about the progress of the work at various stages
- (viii) The contractor shall arrange on his own for lighting & plug point with socket & electrical wiring, DB's etc. required during entire execution process. However supply at point shall be provided by the bank / landlord.
- (vii) The contractor shall prepare all loose furniture items at his workshop only & deliver the same to the site at appropriate time as instructed by the architect
- (vi) Any Hidden item MUST be photographed and need to be sent via social media or CD to Architect / Bank
- (xvi) Billing Process:  
 Along with final bill the contractor MUST submit:
  - Abstract in tender BOQ format only
  - schedules for detailed measurement sheet for all items (in detailed break up)
  - original insurance policies as per tender terms
  - completion certificate
  - Inspection & completion certificates for all types of false ceiling
  - Test report for Toughened glass
  - copy of LOA etc.
  - All documents shall carry contractor's signature & seal with address. - All documents shall be submitted in 1 plus 1 copies.
  - The contractor shall also provide all measurement sheet in soft copy (in Excel format)
  - The contractor shall submit the purchase bill copy of major items used in the project

### LIST OF APPROVED BRANDS / MAKES (INTERIOR & FURNISHING)

**One of the following make of the material shall be used. The contractor will have to get the sample approved from the SBIIMS/ Bank's Engineer whose decision shall be binding on the contractor. The condition is also applicable for any material, not mentioned in the specification or schedule of work. No deviations are allowed in these even during/ after Tender.**

<b>S. No.</b>	<b>Particulars and Specifications</b>	<b>Approved Make/ model</b>
1.a	Gypsum Board	Gyproc (saint gobain)/ USG BORAL
	Framing with complete system	Gyp steel ultra (saint gobain) /USG BORAL
1.b	Calcium silicate Board	Hilux, Ramco Fuji or equivalent
	Framing with complete system	Hilux, Ramco Fuji or equivalent
2	Mineral fibre tiles ceiling with complete system	Armstrong/Saint Gobain/USG
3	Laminates (IS-2046)	Sunmica /Green Lam / Century/ Formica/ Aica
4	Veneer	Green /Century/Kit ply (Veneer of Basic Rate Rs. 95=00 per Sq.Ft)
5	Commercial Ply (IS-303) / Block board (IS-1659) / Flush door (IS-2202)	Century (SAINIK)/ Green ply (ECOTEC)/Archid (MR GRADE)/Alpro (Commercial Ply MR GARDE)
6	MDF BOARD (ISI Mark)	Century/Green/Nuwood/Tesa
7	Adhesives	Fevicol/Bluecoat/Movicol/Araldite
8	Locks	Ebco/Godrej/Hettich/Ozone/Link/Harrison
9	Auto latch Lock	P-ALL1-22 (Ebco)/ Godrej /Hettich/Ozone/Link/Harrison
10	Multipurpose group Lock	E-MPL1C-22 (Ebco)/Godrej / Hettich /Ozone /Link / Harrison
11	Night latch	8812 (Godrej)/Doorset-NL 180 s/s / Europa 8010 NS of SS brush Finished

12	Cylindrical lock (SS matt finish)	3792-with key and 3786-keyless (Godrej) / C120SS (Europa)
13	Mortise dead lock (two way)	8815(Godrej)/Doorset -ML 102 S/Dorma Make
14	Mortise lock with door handle	Matiz 8083(Godrej) / Door set- HL 170 S/S/Dorma Make
15	Drawer channels	
16	Telescopic channels (zink plated)	STDS35(i)35/ STDS45(i)35/ STDS50(i)35/ STDS60(i)35 (Ebco)/ EFG/Everite/Godrej
17	Bottom channels (powder coated)	BMDS 35/ BMDS 37/BMDS 55/ BMDS 60 (Ebco)/Everite/Godrej
18	General hardware	SS matt finish
19	Door stopper	i) Black/ivory/brown/silver color Powder coated DS1 (Ebco)/Everite/Godrej ii) Spring type black/brown/ivory color powder coated (ECGL's sterling)/Everite/Godrej
20	'D' bracket	50x12 mm (Oswal)
21	Hinges	i) 3"/4"/5"/6" 1.8mm th. SS matt finish (Suzu) ii) 75x12x19 1.2 mm th. SS matt finish for storage (Suzu) iii) Auto close hinges – slip on hinge- euro / click on hinge-I (Ebco) for storage/Ozone/Hettich/Godrej
22	Handles 'D' or 'C' type	1) 3"/4"/6"10mm dia SS 202 matt finish (Anjali)
23	Tower bolt	3"/4"/6"/8" brass extruded SS matt finish (Oswal)
24	Floor spring	
	60 kg	7477 (Godrej) / M-74 (Hardwyn)/Dorma /Everite/E-Series(Ozone)
	80 kg	8293 (Godrej) / M-74 (Hardwyn)/Dorma/Everite/E-Series(Ozone)
	100 kg	8294 (Godrej) / M-76 (Hardwyn)/Dorma/Everite/E-Series(Ozone)
25	Door closer	



	60 kg	Double speed 8292-silver, 7345- golden (Godrej) / scorpio (Hardwyn)/Dorma/Ebco/Ozone
	Fire rated 60 kg	1938 (Godrej) / Triton (Hardwyn)/Ozone
26	Patch fittings for door and fixed glass partition (top/bottom patch, pivot, patch lock, L arm, L connect, connector, floor spring, handle, plastic profile)	Godrej / XL C series(Dorma) / OPF series (Ozone)
27	Glass / Mirrors	Saint Gobain / Modi guard / HCG/Asahi glass/HNG IL
28	Aluminum section	Jindal / Hindalco /Indal
29	Window Blinds	Vista / Mac
30	Polish / Paint	Asian paints / Berger / Nerolac
31	Paint on Wood: Polyurethane Systems (PU Paint)	SIRCA PAINTS (Polyurethane Systems color Sirca) Asian paints / Berger / Nerolac
32	Wall Putty	Birla White/J.K White
33	Texture Paint	Asian/Nerolac
34	Corian (Solid Surface)	Dupont/LG/Samsung
35	Particle boards	Novapan / Deco board
36	Computer accessories	
	Keyboard tray with mouse tray	KTE-1-45M (Ebco)/Hettich/Innofit/Featherlite
	CPU hanger/ shelf	Side mounted IS CPU HL SM (Innofitt)/CPUSM(Ebco), 4/2-SMCS (Zipco)
	cable manager (60mm)	i) metal - CO60ZN1(Ebco) ii) PVC - CO 60 (Ebco) black/ivory/grey color
37	ACP panel	Timex / Alu decor / Euro/Flexi Bond/Euro Bond/Alubond
38	Foam	Sleepwell / Feather foam

39	Wall paper	GREEN/ ASIAN
40	Glass film	3M INDIA /AVERY DENNISON
41	Vinyl & Glass Films	3M INDIA /AVERY DENNISON
42	Wooden For Partition and Paneling Frame	Marandi wood or Equivalent
43	Wooden for Visible surface (ie Beading,jams, etc.	Steam Beach or Equivalent

**Note:**

[a] Where other Material are proposed to be used these should be got Approved from the SBIIMS before execution of particular item. In case of non - availability of any material of specified make, the Alternative equivalent make should be used only after it is Approved in writing by the Employer or the SBIIMS. The Material shall be used in preferential Order only

[b] Before starting of work contractor must get all samples/make approved from SBIIMS/SBI before using at site

[c] SBIIMS/SBI reserve the right to add or delete name of any manufacture as and when required.

[d] SBIIMS/SBI reserve rights to select any of the specified brands mentioned above.

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## **SPECIFICATIONS FOR SERVICES**

### **1.0 General**

- 1.1 The drawings for services are diagrammatic but shall be followed as closely as actual construction permits. Any deviations from the drawings shall be in conformity with SBIIMS and structural drawings. The dimensions designated by the manufacturers shall take precedence over the drawings.
- 1.2 At completion of work the Contractor shall submit one set of tracings and two sets of prints of "As-Built-Drawings". These drawings shall, among others, include invert levels, pipe runs, diameters, location of valves, access panels, layout of equipment, piping connections and such other information for maintenance & future extensions. Guarantees given by manufacturers shall be assigned to the Employer along with names & addresses of manufacturers, suppliers and information about spare parts.
- 1.3 All site test shall be carried out with prior intimation to the Bank Engineer / SBIIMS. All defects shall be rectified and tests conducted again to the satisfaction of the Bank Engineer / SBIIMS. In addition to the test required by the specifications, the Contractor shall also conduct tests required by the SBIIMS and by the Municipal or other Authorities.
- 1.4 All work shall be executed by competent and licensed persons. The contractor shall maintain liaison with Municipal and other controlling Authorities. He shall obtain their approvals and certificates as required by the bye – laws at appropriate stages.
- 1.5 No cutting / chasing shall be done in load bearing structural members without prior approval of the Engineer. Sleeves and openings shall be provided during the progress of construction in preference to cutting at later date.
- 1.6 The SBIIMS may require typical mock up(s) to be installed in advance for approval. Undamaged materials from the mock up shall be allowed to be reused in the work.
- 1.7 Unless otherwise described in the item CI/SCI pipes and fittings shall be a spigot and socket type.
- 1.8 G.I. pipe spouts shall be paid as per item of G.I. pipes (internal work). Cutting and making good is included. The free ends may be skew-cut.
- 1.9 Wherever use of G.I. pipes is called for the same shall be medium class (class – B)

### **2.0 Materials :**

- 2.1 The materials shall conform to the specifications and in absence thereof to Indian Standards. The products should bear the ISI Mark.
- 2.2 The makes of materials for use in this work are broadly approved as per list given below. The Contractor shall, however, get particular makes and samples approved before ordering:
- 2.3 Notwithstanding any interim or final approval the Contractor remains responsible for satisfactory performance of all fittings & fixtures. The liability of the Contractor is not limited by any approval of the make of materials.
- 2.4 The item rate of mirror includes extra packing piece of AC plain sheet, where required due to off set between plaster & glazed tiles surface.

### **3.0 Testing**

- 3.1 The sand cast iron soil, waste and vent pipes and fittings including joints shall be tested by pumping smoke into the pipe at the lowest end.
- 3.2 All G.I pipes and fittings including joints shall be tested to hydraulic pressure of 6 kg / cm<sup>2</sup> (60 meters) avoiding water hammer. The test pump having been stopped the test pressure should maintain without loss for at least half an hour. The pipes and fittings shall be tested in sections as the work of laying proceeds keeping the joints exposed for inspection during the testing.
- 3.3 All stone ware pipes shall be tested with water pressure of 1.5m head of water at the highest point of the section under test.

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## **SAFETY CODE**

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the 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 ladder.
5. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent to fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
6. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
7. 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.
8. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
9.
  - I) No paint containing leads or lead products shall be used except in the form of paste or ready-made paint.
  - ii) The workers should supply suitable face masks for use when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
10. Overalls shall be supplied by the contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
11. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
12. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

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**PROFORMA FOR RUNNING ACCOUNT BILLS**

**C E R T I F I C A T E**

The measurements on the basis of which the above entries for the Running Bill \_\_\_\_\_  
were made have been taken jointly on \_\_\_\_\_ and are recorded at pages  
\_\_\_\_\_ of  
Measurement Book No. \_\_\_\_\_.

Date & Signature of  
Signature

Contractor.

Date & Signature of

SBIIMS's Representative  
(Seal).

Date &

of Site Engineer

The work recorded in the above mentioned measurements has been done at the site satisfactorily as per tender drawings, conditions and specifications.

**SBIIMS  
ENGINEER**

**SITE ENGINEER / BANK's**

## **RUNNING A/C BILL**

Name of Contractor/Agency: \_\_\_\_\_  
 Name of Work: \_\_\_\_\_  
 Sr. No. of this Bill: \_\_\_\_\_  
 No. and Date of Previous Bill. \_\_\_\_\_  
 Reference to Agreement No. \_\_\_\_\_  
 Date of Written Order to Commence. \_\_\_\_\_  
 Date of Completion as per Agreement. \_\_\_\_\_

Sr. No.	Item description	Unit	Rate (Rs.)	As per Tender		Upto Previous R/A Bill		Upto Date (Gross)		Present Bill		Remarks
				Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	
1.	2.	3.	4.	5.		6.		7.		8.		9.

Note: 1. If Part Rate is allowed for any Item, it should be Indicated with reasons for allowing such a Rate.  
 2. If Adhoc Payment is made, it should be mentioned specifically.

Net value since Previous Bill.

**Date & Signature of Contractor.**

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**PERFORMA FOR APPLICATION BY CONTRACTOR FOR EXTENSION OF TIME**

1. Name of the Contractor
2. Name of the Work as given in the Agreement
3. Agreement W O
4. Tender Amount
5. Date of Commencement of Work
6. Period allowed for Completion as per Agreement
7. Date of Completion as per Agreement
8. Period for which Extension of Time has been given

- |     | <u><b>Date</b></u>  | <u><b>Month</b></u> | <u><b>Year</b></u> |
|-----|---|---------------------|--------------------|
| a)  | 1 <sup>st</sup> Extension vide Bank's Letter No   |                     |                    |
| b)  | 2 <sup>nd</sup> Extension vide Bank's Letter No   |                     |                    |
| c)  | 3 <sup>rd</sup> Extension vide Bank's Letter No   |                     |                    |
|     |   |                     |                    |
| 9.  | Reasons for which extensions have been previously given (Copies of the previous applications should be attached)                  |                     |                    |
|     |   |                     |                    |
| 10. | Period for which extension is applied for and the reasons thereof including hindrances, time for extra work assigned, if any etc. |                     |                    |

**Signature of Contractor & Seal**

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**PERFORMA OF HINDERANCE REGISTER**

Name of Work : Date of State of Work :

Name of Contractor : Period of Completion :

Agreement No : Date of Completion :

Sr No	Nature of Hindrance	Date of occurrence of Hindrance	Date of which Hindrance was removed	Period of Hindrance	Signature SE / PE	Remarks
1	2	3	4	5	6	7

**SE = Site Engineer**

**PE = Project Engineer**



**ACCOUNT OF SECURED ADVANCE, IF ADMISSIBLE ON  
MATERIALS HELD AT SITE BY THE CONTRACTOR**

No.	Item	Quantity	Unit	Amount	Remarks
1	2	3	4	5	6

Total Value of Materials at Site

Secured Advance @.....% of above Value

B

CERTIFIED (I) That the materials mentioned above have actually been brought by the contractor to the site of the work and no advance on any quantity of any of this item is outstanding on their security, (ii) that the materials are of imperishable nature and are all required by the contractor for use in the work in connection with the items for which rates of finished work have been agreed upon.

Dated Signature of  
Site Engineer  
preparing the Bill

Designation\_\_\_\_\_

Dated Signature of  
Bank's SBIIMS

(Name of the SBIIMS)

Dated

signature

of

Contractor

SBIIMS

57

Contractor's Signature & Stamp

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## **BILL OF QUANTITY**

### **PREAMBLE:**

TO BE READ ALONG WITH DRAWINGS.

1. RATES TO BE QUOTED BOTH IN FIGURES AND WORDS.
2. ALL PAGES TO BE SIGNED AND STAMPED BY THE TENDERER.
3. THE RATE OF THE ITEMS SHALL BE APPLICABLE FOR ANY FLOOR LEVEL/ ANY NUMBER OF FLOORS, OR ANY QUANTITY.
4. THE SPECIFICATION OF THE ITEMS SHALL BE AS PER LATEST INDIAN STANDARD CODES UNLESS OTHERWISE SPECIFIED.
5. ALL MATERIALS SHALL BE AS PER APPROVED LIST AND SHOULD BE OF 1st QUALITY UNLESS OTHERWISE SPECIFIED.
6. THE RATES ARE INCLUSIVE OF ALL DUTIES AND TAXES (EXCEPT GST) OF ALL GOVERNMENT, MUNICIPAL OR ANY OTHER STATUTORY BODY APPLICABLE FROM TIME TO TIME.
7. RATES SHALL BE FOR ITEMS COMPLETE IN ALL RESPECTS AS PER DRAWING, INSTRUCTIONS AND APPROVAL OF THE SBIIMS/ BANK'S ENGINEER.
8. THE QUANTITIES ARE APPROXIMATE AND TENTATIVE WHICH MAY VARY DURING COURSE OF EXECUTION. THE RATES QUOTED AGAINST PARTICULAR ITEM SHALL NOT BE CHANGED WITH VARIATION IN QUANTITIES.
9. MAKING OF ANY CUTOUT / OPENING FOR ELECTRICAL / AIR – CONDITIONING WIRING / FITTING IN ANY OF THE ITEM OF FALSE CEILING, PARTITIONS, PANELING MASONRY WORK ETC. AND FINISHING EDGES JAMBS / CILLS / SOFFITS OF THE OPENING SHALL NOT BE PAID EXTRA.
10. THE TENDERER SHALL VISIT THE SITE AND SHALL SATISFY HIMSELF AS TO CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED. HE SHALL ALSO CHECK, ASCERTAIN THE LOCATIONS OF ANY EXISTING STRUCTURES OR EQUIPMENT OR ANY OTHER SITUATION WHICH MAY AFFECT THE WORK. NO EXTRA CLAIM AS A CONSEQUENCE OF IGNORANCE OR ON GROUND OF INSUFFICIENT DESCRIPTION WILL BE ALLOWED AT A LATER DATE.
11. THE QUOTED PRICE FOR ITEMS SHALL INCLUDE ALL ACCESSORIES, CONSUMMABLES ETC. AS REQUIRED TO MAKE THE ITEM COMPLETE IN ALL RESPECTS, COMPATIBLE WITH OTHER RELATED / ASSOCIATED ITEMS AND FULLY FUNCTIONAL.
12. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY ERROR, DIFFICULTY IN EXECUTION / DAMAGES INCURRED OWING TO DISCREPANCY IN DRAWINGS WHICH HAS BEEN OVERLOOKED BY HIM AND HAS NOT BEEN BROUGHT TO THE NOTICE OF THE SBIIMS.
13. THERE ARE NUMBER OF ITEMS GIVEN IN THE TENDER WHERE IN BASIC RATES INCLUDING ALL TAXES EXPECTED HAS BEEN MENTIONED IN THE TENDER. THESE ITEMS SHALL BE PURCHASED BY THE CONTRACTOR FROM THE MARKET ONLY AFTER THE APPROVAL OF QUALITY AND RATES BY THE SBIIMS.
14. ALL HIDDEN SURFACES OF BOARD / PLY / WOOD WORK TO BE PAINTED WITH ANTI BACTERIAL PAINT FROM NAV AIR INTERNATIONAL FR 881 (VIPER) (WHITE COLOUR AS PER MANUFACTURER'S SPECIFICATIONS ON WOOD / BOARD).
15. CONTRACTOR SHALL APPOINT TECHNICALLY QUALIFIED FULL TIME SITE SUPERVISOR TO MONITORING THE DAY TO DAY PROGRESS OF WORK AT SITE ON THEIR OWN COST.

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**(Refer annexed file/section in e-tender portal for detailed Bill of Quantities)**

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## **TENDER DRAWINGS**

**(Refer annexed file/section in e-tender portal for Tender Drawings)**