



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

CIVIL / STRUCTURAL ADDITIONS & ALTERATION WORKS

PERTAINING TO

**PROPOSED OPENING OF RACPC AT UTTARPARA, DIST.: HOOGHLY
UNDER AO HOWRAH**

Tender ID: KOL-AS-202209001

Date: 30.09.2022

CIVIL / STRUCTURAL WORKS

GENERAL CONDITIONS OF CONTRACT

Except where provided for in the description of the individual items in the schedule of quantities and in the specifications and conditions laid down hereinafter and, in the drawings, the work shall be carried out as per standard specifications and under the direction of SBI / Consultant.

1. INTERPRETATION:

In constructing these conditions, the specifications, the schedule of quantities, tender and agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires:

- i) *Client*: The term Client shall denote **STATE BANK OF INDIA** with their **Corporate Centre** at “*State Bank Bhavan*”, Madame Cama Road, Nariman Point, Mumbai – 400 021, Maharashtra, **Local Head Office** at “*Samriddhi Bhavan*”, Block B, 1, Strand Road, Kolkata – 700 001, West Bengal, **Administrative Office, Howrah Module** at “*Samriddhi Bhavan*”, Block E, 5th Floor, 1, Strand Road, Kolkata – 700 001, West Bengal, and includes Client’s representative, successors & assigns.
- ii) *Consultant*: The term Consultant shall mean the Project Architect, if any, engaged by SBI, or in the event of their ceasing to be the Consultant for the purpose of this contract, such other person (s) as the Bank shall nominate for the purpose. In this project, no consultant has been appointed.
- iii) *Contractor*: The term Contractor shall mean the successful bidder in the e-Tendering vide this office Tender No. **KOL-AS-202209001**, and his / their heirs, legal representatives, assigns and successors.
- iv) *Site*: The site shall mean **Regent Ganga Star Mall, 4th Floor, 9K, G.T. Road, Uttarpara, Dist.: Hooghly, West Bengal**, where the work is to be executed as per the lay-out plans and drawings including any other building (s) thereat allotted by the Bank / Consultant for the Contractor’s use.
- v) *Site Engineer / Project Management Consultant (PMC)*: The Site Engineer / Project Management Consultant shall be the person / organization appointed by the Bank / Consultant for administration of construction work.
- vi) *Drawing*: The work is to be carried out in accordance with drawings, specifications, the schedule of quantities and any further drawings or any other instruction, which may be given by the Bank / Consultant, during the execution of the work.

All drawings relating to work given to the Contractor together with a copy of schedule of quantities are to be kept at site and the Bank / Consultant shall be given access to such drawings or schedule of quantities whenever necessary. Detail fabrication drawings where required are to be prepared by the Contractor and have these approved by the Consultant before taking up execution.

The Contractor shall ask in writing for all clarifications on matters occurring anywhere in drawings, specifications and schedule of quantities or to additional instructions at least 15 days ahead from the time when it is required for implementation so that the Bank / Consultant may be able to give decision thereon.

- “The Work” shall mean the work to be executed or done under this contract.
- “Act of Insolvency” shall mean any act as defined by the Presidency Town Insolvency Act, 1909, or in the Provincial Insolvency Act, 1920 (enactments) or any amending statutes.
- “The Schedule of Quantities” shall mean the schedule of quantities as specified and forming part of this contract.

- “Priced Schedule of Quantities” shall mean the schedule of works, duly priced with the accepted quoted Item-rates for each item of the Contractor against the Bank’s approved specification.

2. SCOPE:

The scope of work consists of **Civil / Structural additions & alterations including Sanitary & Plumbing Works pertaining to the proposed opening of State Bank of India, RACPC Uttarpara at the Site** in accordance with the drawings and “Schedule of Works”. It includes furnishing all materials, labour, tools and equipment and management necessary for and incidental to the construction and completion of the work in conformity with designs, drawings, specifications, bill of quantities, etc. Should any detail, essential for efficient completion of the work be omitted from the drawings / specification, it shall be the responsibility of the Contractor to inform the Bank / Consultant and to furnish and install such detail with Bank’s / Consultant’s concurrence, so that upon completion of the proposed work the same becomes acceptable.

The Bank / Consultant may, in their absolute discretion, issue further drawings and / or written instructions, details, directions and explanations, which are hereafter collectively referred to as “*The Bank’s / Consultant’s Instructions*” with regard to the following –

- (a) The variation or modification of the design quality or quantity of work or the addition or omission or substitution of any work
- (b) Any discrepancy in the drawing or between the schedule of quantities and / or drawing and / or specification
- (c) The removal from the site of any defective material brought thereon by the Contractor and the substitution of any other material thereof
- (d) The demolition, removal and / or re-execution of any work executed by the Contractor (s).
- (e) The dismissal from the work of any person employed thereupon
- (f) The opening up for inspection of any work covered up
- (g) The rectification and making good of any defects under clauses hereinafter mentioned and those arising during the Defect Liability Period.

The Contractor shall forthwith comply with and duly execute any work comprised in such Bank’s / Consultant’s instruction provided always that verbal instruction, directions and explanations given to the Contractor or his representative upon the work by the Bank / Consultant shall, if involving a variation, be confirmed in writing to the Contractors within seven days.

No work, for which rates are not specifically mentioned in the priced schedule of quantities, shall be taken up without written permission of the Bank / Consultant.

Rates of items not mentioned in the priced schedule of quantities shall be fixed by the Bank in consultation with the Consultant as provided in Clause “Variation”.

3. DETAILED DRAWINGS AND INSTRUCTIONS:

The Bank, through its Consultant, shall furnish with reasonable promptness additional instruction by means of drawings or otherwise necessary for proper execution of the work. All such drawings and instructions shall be consistent with contract documents, true documents thereof and reasonably inferable therefrom.

The work shall be executed in conformity therewith and the Contractor shall not work without proper drawings and instructions. Immediately after receipt of the work order of the contract, the Contractor shall prepare a progress schedule and submit the same to the Bank through the

Consultant for approval which shall indicate the dates for the starting and completion of the various stages of constructions.

4. COPIES FURNISHED:

The Contractor on the signing hereof of the Contract shall be furnished by the Bank / through its Consultant free of charge with a copy of the priced schedule of quantities / rates, two copies of each of the said drawings and one copy of specification and two copies of all further drawings issued during the progress of the work. Any further copies of such drawings required by the Contractor shall be supplied on payment by the Contractor of the charges therefor.

5. OWNERSHIP OF DRAWING:

All drawings, specification and copies thereof furnished by the Bank through its Consultant are the property of the Bank. They are not to be used on other work, and with the exception of the signed contract set, are to be returned to the Bank on request on completion of the work.

6. FAILURE BY CONTRACTORS TO COMPLY WITH THE BANK'S / CONSULTANT'S INSTRUCTIONS:

If the Contractor after receipt of written notice from the Bank or the Consultant requiring compliance of any instructions within ten days fails to comply with such instructions, the Bank through the Consultant may employ other person, to carry out any such instructions whatsoever that may be necessary to give effect thereto and pay all cost in connection therewith. The Contractor shall either pay the Bank the cost incurred by the Bank in connection therewith or the Bank may release the cost from any money due or to become due to the Contractor.

● 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 7 days after notice to him to do so to show to the reasonable satisfaction of the Architect / Consultant that he is able to carry out and fulfil the contract and to give security therefore if so required by the Architect / Consultant.

Or, if the Contractor (whether an individual firm or incorporated Company) shall suffer execution to be is-sued 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 his contract without the consent in writing of SBI through the Architect / Consultant or shall charge or encumber this contract or any payment due to which may become due to the Contractor there under:

- (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 15 days after receiving from SBI through the Architect / Consultant 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 SBI through the Architect / Consultant that the said materials were condemned and rejected by the Architect / Consultant under these conditions, or,

- (d) has neglected or failed persistently to observe and perform all or any of 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 in defiance of SBI's or Architect's / Consultant's instructions to the contrary subject any part of the contract.

Then and in any of said cases SBI and or the Architect / Consultant, 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 SBI or the Architect / Consultant 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 SBI through the Architect / Consultant 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 Bank or the Architect / Consultant shall give a notice in writing to the Contractor to remove his surplus materials and plants. Should the Contractor fail to do so within 15 days after receipt thereof by him, the Bank shall sell the same by public auction after due publication and adjust the amount realized by such auction. The Contractor shall have no right to question any of the act of the Bank incidental to the same of the materials etc.

7. VISIT TO THE SITE:

Intending tenderer shall visit the site and make him thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of transport condition, availability of labour and materials, access and storage for materials and removal of rubbish. The tenderer shall provide in the tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport etc. for proper execution of work as indicated in the drawings. The successful tenderer will not be entitled to any claim or compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Bank / Consultant, might be deemed to have reasonably been inferred as so existing before commencement of work.

8. TENDERS:

The entire tendering process will be conducted on an electronic platform through **M/s. Antares Systems Limited**, Bangalore – 560 079, the Bank's authorized e-Procurement Agency. The Bank reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up and distribute any item of work to any firm or firms, without assigning any reason.

The tenderers should note that the tender is strictly on the Item-rate basis and their attention is drawn to the fact that the rates for each and every item are to be quoted on the basis of the Bank's approved specification, which are workable and self-supporting considering present standard

practice for such works. If called upon by the Bank / Consultant, justification of the rates offered by the Contractor shall have to be submitted. The Bank / Consultant shall not be bound to accept the said justification.

The work will be paid for as “measured work” on the basis of actual work done and not as “lump sum” contract.

All items of work described in the schedule of quantities are to be deemed and paid as complete work in all respects and details including preparatory and finishing work involved, directly related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection.

The Bank has power to add to / omit from any work as shown in drawings or described in specifications or included in schedule of quantities and intimate the same in writing, but no addition, omission or variation shall be made by the Contractor without authorization from the Bank. No variation shall vitiate the contract.

- **Validity of Tender:**

The tenderer shall note that his tender shall remain valid for consideration for a period of **90 (ninety) days** from the date of opening of tender.

- **Important Note:**

In case the Lowest Tendered Amount of two or more contractors is same, such lowest contractors will again be asked to submit sealed / online “Revised \pm Percentage (%) offers” on the original estimated cost of tender, derived based on the Bank’s approved rates for the items including all sub-sections / sub-heads, as the case may be, but the revised quoted amount shall, in no case, be higher than the amount quoted during their initial offer for the project. The lowest tender shall be decided on the basis of revised offers. The process of online re-bidding amongst two or more contractors offering same rates shall continue till L-1 bidder is discovered.

In case any of such contractor (s), who have quoted same tender amount during initial bidding or subsequent re-bidding, refuse (s) to submit revised offer, it shall be treated as “*withdrawal of tender*” by the contractor (s) before acceptance. The Bank shall be at liberty and on absolute discretion to take any action as deemed fit against such contractors in that case without making further reference to them.

In case all the lowest contractors, who have quoted same tendered amount, refuse to participate in online revised bidding process for the project, appropriate actions as deemed fit by the Bank may be initiated against them and the tenders shall be re-invited for the project.

The contractor (s), who is / are suspended / de-barred in accordance with the above provision because of non-submission of revised offer (s), shall not be allowed to participate in the re-tendering process for the said project.

- **Performance Guarantee:**

If the total quoted amount of the successful bidder is found to be abnormally low with respect to the estimated amount, or, if the same appears to be not even workable considering the prevailing market prices at the time of opening of Price Bid, the Bank may, at its sole discretion, advise the contractor to submit **Performance Guarantee Bond** for the differential amount (rounded up to the nearest thousand rupees) between the estimated amount and their quoted amount, which may be submitted in the form of either Demand Draft (DD), in favour of State Bank of India and payable at

Kolkata, or, Bank Guarantee, duly obtained from any nationalized bank other than State Bank of India, as per prescribed format that shall be provided at the material time.

9. TENDER DOCUMENTS:

The work has to be carried out strictly according to the conditions stipulated in tender consisting of the documents as NIT, Instructions to the Tenderers, General Conditions of Contract, Special Conditions of Contract, Technical Specifications, Price Bid, Drawings, etc.

● Important Note:

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) Price Bid
- b) General Terms & Conditions (GCC) of Contract
- c) Instructions to Tenderers
- d) Drawings
- e) Special Conditions of Contract (SCC), if any
- f) Technical specification.

Tender documents are not transferable.

10. AGREEMENT:

The successful tenderer shall sign the agreement as per draft agreement annexed herewith (*Annexure I*) within 15 days from the date of issue of formal work order and he shall pay for all stamps and legal expenses, incidental thereto. However, the written acceptance of the tender by the Bank / Consultant will constitute a binding contract between the Bank and the person so tendering whether such formal agreement is or is not subsequently executed.

11. PERMITS AND LICENSES:

Permits and licenses for release of materials which are under Government control shall be arranged by the Contractor on behalf of the Bank. The Bank will sign any form or application that may be necessary for the purpose.

It may be clearly understood that no compensation or additional charges can be claimed by the Contractor for non-receipt of any such controlled material in due time.

The Contractor will, however, be eligible to a proportionate extension of time on this account which in the opinion of the Bank / Consultant is reasonable. The Contractor shall, at his own cost, arrange for storage shed adequate for taking delivery and storing of the materials including any incidentals cost for obtaining permits and licenses etc. The costs for storing, transporting, handling etc. are to be included by the Contractor in his quoted offer.

12. GOVERNMENT AND LOCAL RULES:

The Contractor shall conform to the provisions of all local Bylaws and Act relating to the work and to the Regulations, etc., of the Government and Local Authorities (at the State / UT as the case may be) and of any entity, private individual / commercial, with whose system the premises is proposed to be connected. The Contractor shall give all notices required by the said Act, Rules, Regulations and By-laws etc. and pay all fees payable to such authority / authorities for execution of the work involved. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations, statutory clearance, etc., and shall defend all actions arising from such claims or liabilities.

13. COVID-19 PANDEMIC – PRECAUTIONS & MEASURES OF PREVENTION:

The Contractor shall, in addition to the above, ensure, without any extra cost, meticulous compliance of protocols laid down by the Govt. with regard to COVID-19 as well as proper sanitization of articles upon reaching at site and before handing over to the Bank. They will have to take all necessary precautions and measures of prevention from COVID-19 during the execution of job at all times without any exception involving the following –

- (a) Wearing face masks, hand-gloves, etc., by the workers and supervisors
- (b) Washing of hands with soap and water at regular intervals
- (c) Proper sanitization of the premises frequently during the execution of work
- (d) Ensure cleaning of ambience before and after a day's work

Apart from the aforesaid, any additional norm as prescribed by the Govt. as well as the Bank's authorized officials from time to time in this respect shall have to be meticulously complied with.

14. TAXES AND DUTIES:

The tenderer must take a note of the fact that all the rates offered in the Price Bid shall be inclusive of all duties, royalties, cess, excise, sales tax, work contract tax or any other taxes such as Income Tax deducted to contractor or local charges, as applicable etc. No extra claim on this account will in any case be entertained. However, Goods & Services Tax (GST) as per relevant GST act will be paid on production of GSTIN Registration Certificate and on claim.

15. WATER & ELECTRICITY:

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:

- (i) That the water used by the Contractor shall be fit for construction purposes to the satisfaction of the Bank or the Architect / Consultant.
- (ii) 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 Bank or the Architect / Consultant is unsatisfactory.
- (iii) 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 Bank. 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 condition after wells are dismantled on completion of work or hand over the well to SBI without any compensation as directed by the Bank or the Architect / Consultant.
- (iv) The Contractor shall make his own arrangements for **power and supply / distribution system** for driving plant or machinery for the work and for lighting purposes at his own cost. The cost of running and maintenance of the plants are to include in his tender prices. He shall pay all fees and hold the owner free from all such costs. He has to obtain necessary approval from the appropriate authorities, if required.

16. PROVISIONAL SUMS (P. S.):

All provisional sum described in the schedule of quantities as P.S. shall be exclusively allotted to the purchase of materials and not for any handling / fixing to be done by the Contractor. Such

costs of handling and fixing with profit (including transport charge if required) shall be separately included in the contract price as described in the schedule of quantities. The disposal of the amounts covered under this head will be absolutely at the discretion of the Bank. Contractor is to make payments for these materials to the suppliers on certificate or orders issued by the Bank / Consultant and realize the payment from the Employee thus made through his bills for work done.

17. QUANTITY OF WORK TO BE EXECUTED:

The quantities shown in the schedule of works are intended to cover the entire job indicated in the drawing, but the Bank reserves the right to execute only a part or the whole or any excess thereof without assigning any reason therefor. If at any time after the commencement of the work, the Bank / Consultant shall, for any reason whatsoever, not require the whole work thereof as specified in the tender to be carried out the Consultant / Bank shall give notice in writing of the fact to the Contractor who shall have no claim to any payment as compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work not having been carried out; neither shall he have any claim for compensation by reason of any alterations having been made in the original specification, drawing, designs and instructions which shall involve any curtailment of the work as originally contemplated.

- **Other Persons Engaged by the Bank:**

The Bank reserves the right to execute any part of the work included in this contract or any work which is not included in this contract by other Agency or persons and the Contractor shall allow all reasonable facilities and use of any scaffolding etc. for the execution of such work. All the agencies employed by the Bank on the work shall act in close co-ordination extend mutual assistance to enable completion of the work satisfactorily.

18. STDR AND SECURITY DEPOSIT / RETENTION MONEY:

The intending tenderers will have to upload the scanned copy of **Special Term Deposit Receipt (STDR)** submitted for empanelment, duly stamped and signed by the bidders, at the time of submission of tender as **Special Term Deposit Advice**.

The successful tenderer, to whom the contract is awarded, shall have to deposit an amount equal to **2%** of the accepted Contract Price as **Initial Security Deposit (ISD)**, which may be submitted in the form of Demand Draft (DD), valid for a period of 90 days from the date of issue of work order to the successful tenderer, drawn from any scheduled Nationalized Bank in favour of State Bank of India, payable at Kolkata.

The Initial Security Deposit will have to be made within 14 days from the date of acceptance of tender, failing which the Bank at its discretion may revoke the Letter of Acceptance and take any action as deemed fit against the contractor without making further reference.

Apart from the ISD as above, Performance Security Amount, i.e., Total Security Deposit in the form of Retention Money shall be deducted from progressive running bills @ 10% of the gross value of work done by the Contractor and claimed in each bill, provided, the Total Security Deposit (TSD) shall not exceed 5% of the Value of the Contract.

The retention money will not be deducted if adequate Bank Guarantee from a Nationalized Bank other than SBI is submitted by the contractor.

An amount equal to 50% of the TSD will be refunded to the contractor, subject to the issue of virtual completion certificate by the Bank / Consultant and contractor removing his materials, equipment, labour force, temporary shed / stores etc. from the site. The balance 50% will be refunded to the contractor 30 (Thirty) days after the expiry of **Defect Liability Period (DLP)**, provided he has satisfactorily carried out all the works, submitted all documents contractually called for and attended to all defects during DLP in accordance with the conditions of contract. The Bank is not liable to pay any interest on the Performance Security Amount / Retention Money.

Further, if some dues to the Bank from the Contractor (s) have still to be recovered, the Bank reserves the right to withhold payment of so much of the Performance Security as in his opinion, represents the cost of the same.

19. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:

The Contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the drawing, schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred therefrom and if the Contractor finds any discrepancies therein he shall immediately and in writing refer the same to the Bank / Consultant whose decision shall be final and binding. The Contractor shall provide himself for ground and fresh water for carrying out the work at his own cost. The Bank shall on no account be responsible for the expenses incurred by the Contractor for hired ground or fresh water obtained from elsewhere.

The rates against individual items will be inclusive of everything necessary to complete the said items of work within the contemplation of the contract, and beyond the unit price no extra payment will be allowed for incidental or contingent work, labour and / or materials inclusive of all taxes and duties whatsoever except for specific items, if any stipulated in the tender documents.

The Contractor shall supply, fix and maintain at his own cost for the execution of any work, all tools, tackles, machineries and equipment's and all the necessary centering, scaffolding, staging, planking, timbering, strutting, shoring, pumping, fencing, boarding, watching and lighting by night as well as by day required not only for the proper execution and protection of the said work but also for the protection of the public and safety of any adjacent roads, streets, walls, houses, buildings, all other erections, matters and things and the Contractor shall take down and remove any or all such centering, scaffolding planking, timbering, strutting, shoring etc. on occasions as required or when ordered so to do and shall fully reinstate and make good all matters and things disturbed during the execution of work to the satisfaction of the Bank / Consultant.

The Contractor, if required, shall also provide such road on site as may be necessary for the proper performance of the contract and for his own convenience but not otherwise. Upon completion, such road shall be broken up and leveled where so required unless the Bank shall otherwise direct.

The Contractor shall at all times give access to workers employed by the Bank or any men employed on the building and to provide such parties with proper, sufficient and if required, special scaffolding, hoists and ladders and provide them with water and lighting and leave or make any holes, grooves etc. in any work, where directed by the Bank / Consultant as may be required to enable such workman to lay or fix pipes, Air-conditioning wiring, special fittings etc. The quoted Item-rates of the tenderers shall accordingly include all these above-mentioned contingent works.

20. TIME OF COMPLETION / EXTENSION OF TIME AND PROGRESS CHARTS:**(a) Time of Completion:**

The entire work is to be completed in all respects within the stipulated period of **60 days** (including Sundays and Holidays) from the Date of Issue of the Work Order or the Site Handover Date, whichever is later. The work shall be deemed to be commenced within 7 (seven) days from the issue of formal work order or the date on which the Contractor is instructed to take possession of the site, whichever is later. Time is the essence of the contract and shall be strictly observed by the Contractor. The work shall not be considered as complete until the Bank / Consultant have certified in writing that this has been completed and the Defects Liability Period shall commence from the date of such certificate.

(b) Extension of Time:

If in the opinion of the Bank / Consultant, the work be delayed for –

- delayed handing over of site
- by reason of any exceptionally inclement weather
- by reason of instructions from the Bank / Consultant in consequence of proceedings taken or threatened by or disputes, with adjoining or neighboring owners
- by the work, or delay of other Contractors or tradesmen engaged or nominated by the Bank / Consultant and not referred to in the specification
- by reason of authorized extra and additions
- by reason of any combination of workman or strikes or lockout affecting any of the building trades
- from other causes which the Bank / Consultant may consider are beyond the control of the Contractor,

the Bank / Consultant at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefor.

In case of such strikes or lock-outs, as are referred to above, the Contractor shall immediately give the Bank / Consultant written notice thereof. Nevertheless, the Contractor shall use his best endeavors to prevent delay and shall do all that as may be reasonably required, to the satisfaction of the Bank / Consultant to proceed with the work and on his so doing it will be ground of consideration by the Bank / Consultant for an extension of time as above provided. The decision of the Bank as to the period to be allowed for an extension of time for completion hereunder (which decision shall be final and binding on the Contractor) shall be promulgated at the conclusion of such strike or lock-out and the Bank shall then, in the event of extension being granted, determine and declare the final completion date. The provision in **Clause 21** with respect to payment of liquidated damages shall, in such case be read and construed as if the extended date fixed by the Bank / Consultant were substituted for and the damage shall be deducted accordingly.

(c) Progress of work / work programme:

During the period of construction, the Contractor shall maintain proportionate progress on the basis of a programme chart submitted by the Contractor immediately before commencement of work and agreed to by the Bank / Consultant. Contractor should also include planning for procurement of scarce material well in advance and reflect the same in the programme chart so that there is no delay in completion of the project.

21. LIQUIDATED DAMAGES:

Should the work be not completed to the satisfaction of the Bank / Consultant within the stipulated period, the Contractor shall be bound to pay to the Bank a sum calculated @ 0.5% of the Accepted Contract Price (Work Order Value) per week of delay, subject to a maximum of 5% of the Accepted Contract Price (Work Order Value) by way of liquidated damages and not as penalty during which the work remains uncompleted or unfinished after the expiry of the completion date.

- **Addendum to Liquidated Damages Clause:**

The parties hereby agree that due to negligence of act of the Contractor, if the employer suffers losses, damages, the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and the Contractor agree to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.

The amount against liquidated damages under this Contract shall not exceed 5% of the total value of the contract. The liquidated damages shall be applicable under following circumstances:

- (i) If the deliverables are not submitted as per schedule and time, the Contractor shall be liable to pay 1% of the total cost of the services for delay of each week or part thereof.
- (ii) If the deliverables are not acceptable to the Employer, and defects are not rectified to the satisfaction of the Employer within 30 days of the receipt of the notice, the Contractor shall be liable for Liquidated Damages for an amount equal to 0.5% of total cost of the services for every week or part thereof for the delay.

Any delay beyond this, the Bank shall be free to terminate the contract and get the work done from an alternate source at the risk of the Contractor, besides invoking Bid Security Declaration. The decision of the Bank as to the period of delay on the part of the Contractor and the quantum of compensation for such delay shall be final and binding on the Contractor.

If the Contractor is unavoidably hindered in carrying out the work on account of delayed decision or the approval by the Bank, which are necessary to carry out further work, he shall be allowed suitable extension of time by concerned authority of the Project, whose decision shall be final and binding on the Contractor.

No claim of the Contractor shall be entertained against the Bank for such delayed approvals / decisions by the Govt. Authorities, excepting suitable extension of time.

22. ACTION WHEN WHOLE OF 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 liquidated damages amounting to the whole of his security deposit (whether paid in one sum or deducted by installments) the Bank / Consultant shall have power to adopt any of the following courses as they may deem best suited to the interest of the Bank:

- (a) To rescind the contract (of which rescission notice in writing to the Contractor under hand of the Bank shall be conclusive evidence) and in which case the security deposit of the Contractor shall stand forfeited and be absolutely at the disposal of the Bank.
- (b) To employ labour paid by the Bank and supply materials to carry out the work, or any part of the work, debiting the Contractor with the cost of the labour and price of material (of the amount of which cost and price of a certificate of the Consultant 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 rates as if had been carried out by the Contractor under the terms

of this contract. The certificate of the Consultant as to the value of the 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, and 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 Consultants shall be final and conclusive) shall be binding and paid by the original Contractor and may be deducted from any money due to him by the Bank under the contract or otherwise or from his security deposit or the proceeds of sale thereof, or a sufficient part thereof.

In the event of any the above courses being adopted by the Bank the Contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or make any advances on account of or with a view to the execution of this work or the performance of the contract. And in case the contract shall be rescinded under the provision aforesaid, the Contractor shall not be entitled to recover or be paid any sum for any work thereto actually performed under this contract, unless and until the Bank 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.

23. TOOLS, STORAGE OF MATERIALS, PROTECTIVE WORKS AND SITE OFFICE REQUIREMENTS:

The Contractor shall provide, fix up and maintain in an approved position proper office accommodation for the Contractor's representative and staff, which offices shall be open at all reasonable hours to receive instruction notices or communications and clear away on completion of the work and make good all work disturbed.

All drawing maintained on the site are to be carefully mounted on boards of appropriate size. They are to be protected from ravages of termites, ants and other insects.

The Contractor, if called for, shall provide at his own cost all artificial light required for work and to enable other Contractors and sub-Contractors to complete the work within the specified time.

The Contractor, if called for, shall provide a suitable temporary hut for the watchmen and clear away the same when no longer required and to provide all necessary attendance, lights etc. required.

The Contractor, if called for, shall arrange for temporary latrines for the use of workers and field staff and keep the same in a clean and sanitary condition to the satisfaction of the Public Health Authorities and shall cause such latrines and soil to be cleared away whenever necessary and shall make good all the work disturbed by these conveniences.

Every precaution shall be taken by the Contractor to prevent the breeding of mosquitoes on the work during the construction and all receptacles, cisterns, water tanks etc. used for storage of water must be suitably protected against, breeding of mosquitoes. The Contractor shall indemnify the Bank against any breach of rules in respect of anti-malarial measures. The Contractor shall not fix or place any placards or advertisement of any description or permit the same to be fixed or placed in or upon any boarding gantry, building structure other than those approved by the Bank.

Protective Measures

The Contractor from the time of being placed in possession of the site must make suitable arrangements for watching, lighting and protecting the work, the site and surrounding property by day, by night, on Sunday and other holidays.

The Contractor shall indemnify the Bank against any possible damage to the building, roads or member of the public in courses of execution of the work.

The Contractor shall provide necessary temporary enclosures, gates, entrances etc. for the protection of the work and materials and for altering and adopting the same as may be required and removing on completion of the work and making good all work disturbed.

Storage of Materials

The Contractor shall provide and maintain proper sheds for the proper storage and adequate protection of the materials etc. and other work that may be executed on the site including the tools and materials of sub-Contractors and remove the same on completion. Sheds for storage of cement are to have pucca floor raised above the ground. Cement godown shall be constructed for storing about six weeks requirements of cement and stored as per norms with a stack of 10 bags each, 2 ft. opening all around with 2 ft. passage between each stack. Structure shall be waterproof from all the sides and top. Cement should be stored one ft. above the ground level and have pucca raised floor.

So also, reinforcement bars are to be stored above the ground level to prevent the same from getting rusted.

Tools

All tools, equipment's and instruments as instructed by the Bank / Consultant and considered necessary for the work shall be provided by the Contractor for the due performance of this contract.

All measuring tapes shall be of steel and suitable scaffolding and ladders that may be required for safely taking measurement shall be supplied by the Contractor.

The workmen and the supervisors on the work shall carry with them always a steel tape, a spirit level, a plumb bob and a square and shall check the work to see that the same is being done according to the drawing and specifications. The site Engineer will use any or all measuring instruments or tools belonging to the Contractor as he chooses for checking the work executed or being executed on the contract.

The Contractor should cover in his rates for making provisions for all reasonable facilities for the use of his scaffolding, tools and plant etc. by sub-contractors for their work.

24. NOTICE AND PATENTS OF APPROPRIATE AUTHORITY AND OWNERS:

The Contractor shall conform to the provisions of any Acts of the Legislature relating to the work and to the Regulations and Bylaws of any authorities, and / or any water, lighting and other companies, and / or authorities with whose system the structures were proposed to have connection and shall before making any variations from the drawings or specification that may be associated to so conform, give the Bank / Consultant written notices specifying the variations proposed to be made and the reasons for making them and apply for instruction thereon. The Bank / Consultant on receipt of such intimation shall give a decision within a reasonable time.

The Contractor/s shall arrange to give all notices required for by the said Acts. Regulations or Bylaws to be given to any authority and to pay to such authority or to any public officer all fees that may be properly chargeable in respect of the work and lodge the receipts with the Bank.

The Contractor shall indemnify the Bank against all claims in respect of patent right, royalties, damages to buildings, roads or members of public in course of execution of work and shall defend all action arising from such claims and shall keep the Bank saved harmless and indemnified in all respects from such actions, costs and expenses.

25. CLEARING SITE AND SETTING OUT WORKS:

The site shown on the plan shall be cleared of all obstruction, trees, bushes, shrubs, loose stone and rubbish materials of all kinds. All holes or hollows whether original, existing or produced by removal of loose stone or materials shall be carefully filled up with earth well rammed and leveled off as directed at his own cost.

The Contractor shall set out the work and shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignment of all parts thereof. If at any time, any error shall appear during the progress of any part of the work, the Contractor shall at his own expenses rectify such error, if called upon to the satisfaction of the Bank / Consultant. The Contractor shall further set out the work to the alternative positions at the site until one is finally approved and the Item-rate quoted in his tender should include for this and no extra on this account will be entertained.

Safety Warnings at Site:

The Contractor shall have to arrange necessary flex signages depicting statutory warnings viz. “RESTRICTED AREA : WORK IN PROGRESS”, “MEN AT WORK”, etc.

26. DATUM:

The average ground level will be considered as the crown of the nearest road, which should be taken as “Datum” which is however, subject to final confirmation by the Bank / Consultant. All levels shown in the drawings are to be strictly adhered to.

27. BENCHES:

The Contractor is to construct and maintain proper benches of all the main walls, in order that the lines and levels may be accurately checked at all times.

These benches will consist of timber posts of adequate length and minimum diameter 75 mm to be driven in the ground at suitable distance as directed encased with brick work. The wire nails will be driven on the top of timber posts on the centre lines of columns, walls, inside and outside face of foundation trenches. Centre line of walls, columns etc. may be clearly indicated and checked at any time if it is so required.

28. CONTRACTOR IMMEDIATELY TO REMOVE ALL OFFENSIVE MATTERS:

All soil, filth or other matters of any offensive nature taken out of any trench, sewer, drain, cesspool or other place shall not be deposited on the surface but shall be once be carted away by the Contractor to a safe place as per rules of the appropriate authorities. The Contractor shall keep the foundation and work free from water and shall provide and maintain at his own expenses electrically or other power-driven pumps and other plant to the satisfaction of the Bank for the purpose, until the building is handed over to the Bank. The Contractor shall arrange for the disposal of the water so accumulated to the satisfaction of the Bank and the local authority and no claims will be entertained afterwards if he does not include in his rates for the purpose.

29. ACCESS:

Any authorized representative of the Bank / Consultant shall at all reasonable times have free access to the work and / or to the workshops, factories or other places where materials are being prepared or constructed for the work and also to any place where the materials are lying or from where they are being obtained, and the Contractor shall give every facility to the Bank or their representatives necessary for inspection and examination and test of the materials and workmanship. Except the representatives of the Bank and Consultant no person shall be allowed at any time without the written permission of the Bank.

30. MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS:

All the work specified and provided for in the specification or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workman like manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and as represented by the drawings or according to such other additional particulars and instructions as may from time to time be given by the Bank / Consultant during the execution of the work, and to his entire satisfaction.

If required by the Bank / Consultant, the Contractor shall have to carry out tests on materials and workmanship in approved materials testing laboratories or as prescribed by Bank / Consultant at his own cost to prove that the materials etc. under test conform to the relevant I.S. standards or as specified in the specification. No extra payment on this account should in any case be entertained.

A list of Mandatory Tests is given in *Technical Specification* which is only indicative and not exhaustive. Any other tests, special or routine, on any material or workmanship, advised to be done by the Bank / Consultant for any reason shall be done by the Contractor for which no additional payment will be made.

All the materials, stores & equipment's required for full performance of the work under the contract must be provided through normal channels and must include charge for sales tax, import duties and other charges as applicable and must be best of their kind available and the Contractor must be entirely responsible for the proper and efficient carrying out of the work. The work must be done in the best workmanship manner. Samples of all materials to be used shall be submitted to the Bank / Consultant and written approval from the Bank / Consultant shall be obtained prior to placement of order. A list of materials of approved make and brand is annexed. Materials mentioned in the said list shall be used. In case materials specified in the list are not available the Contractor/s may use the equivalent product with prior permission from the Bank / Consultant. As regards equivalent product / material the opinion of the Bank / Consultant shall be final and binding on the Contractor.

During the inclement weather the Contractor shall suspend concreting and plastering for such time as the Bank / Consultant may direct and shall protect from injury all work during its course of execution. Any damage (during construction) to any part of the work for any reasons due to rain, storm or neglect of Contractor, shall be rectified by the Contractor in an approved manner at no extra cost.

Should the work be suspended by reason of rain, strike, lockouts or any other cause, the Contractor shall take all precaution necessary for the protection of work and at his own expenses shall make good any damage arising from any of these causes.

The Contractor shall cover up and protect from damage, from any cause, all new work and supply all temporary doors, protection to windows, and any other requisite protection for the execution of the work whether by himself or special tradesman or sub-contractor and any damage caused must be made good by the Contractor at his own expenses.

31. REMOVAL OF IMPROPER WORK:

The Bank / Consultant shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time or times as may be specified in the order of any materials which in the opinion of the Bank / Consultant are not in accordance with specification or instruction, the substitutions or proper re-execution of any work executed with materials or workmanship not in accordance with the drawings and specifications or instruction. In case the Contractor refuses to comply with the order Bank / Consultant shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the Consultant shall be borne by the Contractor or may be deducted from any money due to or that may become due to the Contractor. No certificate which may be given by the Consultant shall relieve the Contractor from his liability in respect of unsound work or bad materials.

32. SITE ENGINEER / PROJECT MANAGEMENT CONSULTANT (P. M. C.):

The term "Site Engineer" shall mean the person if, any, appointed and paid by the Bank to superintend the work. The Contractor shall afford the Site Engineer every facility and assistance for examining the work and materials and for checking and measuring work and materials. The Site Engineer shall have no power to revoke, alter, enlarge or relax any requirements of the Contract or to sanction any day work, additions, alterations, deviations or omission or any extra work whatever, except in so far as such authority may be specially conferred by a written order of the Bank / Consultant.

The Site Engineer shall have power to give notice to the Contractor or to his foreman, of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Bank / Consultant is obtained. The work will from time to time be examined by the Consultant / Bank or his authorized representative and the Site Engineer. But such examination shall not in any way exonerate the Contractor from the obligation to remedy any defects, which may be found to exist at any stage of work or after the same is complete. Subject to the limitations of this clause the Contractor shall take instructions only from the Consultant / Bank.

33. OFFICE ACCOMMODATION FOR THE SITE ENGINEER / P.M.C.:

The Contractor shall provide erect and maintain at his cost a separate simple watertight office accommodation for the Site Engineer / PMC in case it is not already available at site. This accommodation shall be well lighted and ventilated and provided with windows, door with a lock. The Site Engineer's / PMC's office shall be minimum of 14.0 sqm (\approx 150 sqft) and the Contractor shall provide a desk, chair, drawers for keeping drawings, a cupboard having proper lock and backboard for displaying drawings and lights and fans. The accommodation shall be demolished when directed.

34. CONTRACTOR'S EMPLOYEES:

The Contractor shall employ technically qualified and competent supervisors for the work who shall be available (by turn) throughout the working hours to receive and comply with instruction of the Bank / Consultant. The Contractor shall engage at least one experienced technical representative as Site-in-Charge for execution of the work. The Contractor shall employ in connection with the work persons having the appropriate skill or ability to perform their job efficiently.

The Contractor may employ local labourers on the work as far possible. No labourer below the age of 16 (sixteen) years and a non-Indian national shall be employed on the work. Any labourer supplied by the Contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of the Bank or his representative shall be deemed to be a person employed by the Contractor. The Contractor shall comply with the provisions of all labour legislation including the requirements of the following –

- (a) The Payment of Wages Act
- (b) Bank's Liability Act
- (c) Workman's Compensation Act
- (d) Contract Labour (Regulation and Abolition) Act, 1970 and Central Rules 1971.
- (e) Apprentices Act 1961
- (f) Any other Act or enactment relating thereto, and rules framed there under from time to time.

The Contractor shall keep the Bank saved harmless and indemnified against claims of any of the workmen and all costs and expenses as may be incurred by the Bank in connection with any claim that may be made by any workman are recoverable from the Contractor.

The Contractor shall comply at his cost with order of requirement of any Health Officer of the State or any local authority or of the Bank regarding the maintenance of proper environmental sanitation of the area where the Contractor's labourers are housed or accommodated, for the prevention of small-pox, cholera, plague, typhoid, malaria and other contagious diseases. The Contractor shall provide, maintain and keep in good sanitary condition adequate sanitary accommodation and provide facilities for pure drinking water at all times for the use of men engaged on the work and shall remove and clear away the same on completion of work. Adequate precaution shall be taken by the Contractor or prevent nuisance of any kind on the work or on the lands adjoining the same.

The Contractor shall arrange to provide first aid treatment to the labourers engaged on the work. He shall within 24 hours of occurrence of any accident at or about the site or in connection with execution of work, report such accident to the Bank and also to the competent authority where such report is required by law.

35. DISMISSAL OF WORKMEN:

The Contractor shall on the request of the Bank / Consultant immediately dismiss from work any person employed thereon by him, who may in the opinion of the Bank / Consultant be unsuitable or incompetent or who may misconduct himself. Such discharge shall not be the basis of any claim for compensation or damages against the Bank / Consultant or any of their officer / employee.

36. ASSIGNMENT:

The whole of the work included in the contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign or underlet or any part, share or interest therein nor, shall take a new partner, without written consent of the Bank and no subletting shall relieve the Contractor from the full and entire responsibility of the contract or from active superintendence of the work during their progress.

37. NOMINATED SUB-CONTRACTOR:

All specialists, Merchants, Tradesmen and others executing any work or supplying and fixing any goods for which prime cost prices or provisional sums are included in the Schedule of Quantities / Rates and / or specification who may be nominated or selected by the Consultant / Bank are hereby declared to be sub-Contractors employed by the Contractor and are herein referred to as nominated sub-Contractors. No nominated sub-Contractor shall be employed on or in connection with the work against which Contractor shall make reasonable objection or save where the Bank and Consultant shall otherwise agree who will not enter into a contract provided –

- (a) That the nominated sub-Contractor shall indemnify the Contractor against the same obligation in respect of the sub-contract as the Contractor is under in respect of this contract.
- (b) That the nominated sub-Contractor shall indemnify the Contractor against claims in respect of any negligence by the sub-Contractor, his servants or agents or any misuse by him or them of any scaffolding or other plants and property of the Contractor or under any Workman's Compensation Act in force.
- (c) Payment shall be made to the nominated sub-Contractor within 14 days of his receipt of the Consultant's certificate provided that before any certificate is issued the Contractor shall upon request furnish to the Consultant proof that all nominated sub-Contractors accounts included in previous certification have been duly discharged, in default thereof the Bank may pay the same upon a certificate of the Consultant and deduct the amount thereof from any sums due to the Contractor. The exercise of those powers shall not create probity of contract between the Bank and the Sub-Contractor.

38. DAMAGE TO PERSONS AND PROPERTY, INSURANCE, etc.:

The Contractor shall be responsible for all injury to the work or workmen, to persons, animal or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or of any Sub-Contractor or of any of his or a sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any of his or a sub-contractor's employees, or any other cause whatsoever in any way connected with the carrying out of this contract. The clause shall be held to include inter-alia, any damage to buildings whether immediately adjacent or otherwise and any damage to roads, streets, footpaths or ways as well as damage caused to the buildings and the work forming the subject of this contract by rain, wind or other inclemency of the weather. The Contractor shall indemnify the Bank and hold harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.

The Contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract work complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.

39. INSURANCE:

39.1 Without limiting his obligations and responsibilities under the contract, the Contractor shall insure in the joint names of the State Bank of India and the Contractor against all loss of damages from whatever cause arising other than the excepted risk, for which he is responsible under the terms of contract and in such a manner that the State Bank of India and Contractor are covered for the period stipulated under **Clause 20** of GCC and are also covered during 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 contract 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 work 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 in effect with an insurer and in terms approved by the State bank of India which approval shall not be unreasonably withheld and the Contractor shall, whenever required, produce to the Architect / Consultant the policy of insurance and he receipts for payment of the current premiums.

39.2 Damage to persons and property

The Contractor shall, except if and so far as the contract provides otherwise indemnify the State Bank of India 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 the 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 of occupation of land by or any part thereof.
- (b) The rights of State Bank of India 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 State Bank of India 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 State Bank of India, their employees, or agents or other Contractors for the damage or injury.

39.3 Contractor to indemnify State Bank of India

The Contractor shall indemnify the STATE BANK OF INDIA against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the provision **Sub-clause 37(b)** of this clause.

39.4 Contractor's superintendence

The Contractor shall fully indemnify and keep indemnified the State Bank of India 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 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 STATE BANK OF INDIA in respect of such matters as aforesaid the Contractor shall be immediately notified thereof and the Contractor shall be 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 STATE BANK OF INDIA 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 Architect / Consultant in this behalf.

39.5 Third party insurance

39.5.1 Before commencing the execution of the work the Contractor but without limiting his obligations and responsibilities under **Clause 24** 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 STATE BANK OF INDIA, or to any person, including any employee of the STATE BANK OF INDIA, 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 37** thereof.

39.5.2 Minimum Amount of Third-party Insurance

Such insurance shall be effective with an insurer and in terms approved by the State Bank of India which approval shall not be reasonably withheld and for at least the amount stated below. The Contractor shall, whenever, produce to the Architect / Consultant the policy or policies of insurance cover and receipts for payment of the current premiums.

39.6 The minimum insurance cover for physical property, injury, and death is Rs. 5.00 Lakh per occurrence with the number of occurrences limited to four. After each occurrence Contractor will pay premium to make insurance valid for four occurrences always.

39.7 Accident or Injury to workman

39.7.1 The State Bank of India 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 State Bank of India or their agents, or employees. The Contractor shall indemnify and keep indemnify State Bank of India against all such damages and compensation, save and except as aforesaid, and against STATE BANK OF INDIA claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

39.7.2 Insurance against accident etc. to workmen

The Contractor shall insure against such liability with an insurer approved by the State Bank of India during the whole of the time that any persons are employed by him on the works and shall, when required, produce to the architect / Consultant such policy of insurance and receipt for payment of the current premium. Provided always that, in respect of any persons employed by an sub-Contractor the Contractor's obligation to insure as aforesaid under this

sub-clause shall be satisfied if the sub-Contractor shall have insured against the liability in respect of such person in such manner that State Bank of India is indemnified under the policy but the Contractor shall require such sub-Contractor to produce to the Architect / Consultant when such policy of insurance and the receipt for the payment of the current premium.

39.7.3 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 the terms of contract, then and in any such case the State Bank of India 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 State Bank of India as aforesaid from any amount due or which may become due to the Contractor, or recover the same as debt from the Contractor. In addition, an amount of penalty of Rs. 1.00 lakh will be imposed and to be recovered from the proceedings of any bill due to be paid to the Contractor.

39.7.4 Without prejudice to others' rights of the State Bank of India 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 State Bank of India 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.

40. ACCOUNT RECEIPTS AND VOUCHERS:

The Contractor shall upon the request of the Bank / Consultant furnish them with all the invoices, accounts, receipts and other vouchers that they may require in connection with the work under this contract.

If the Contractor shall use materials less than what he is required under the contract, the value of the difference in the quantity of the materials he was required to use and that he actually used shall be deducted from his dues. The decision of the Bank shall be final and binding on the Contractor as to the amount of materials the Contractor is required to use for any work under this contract.

41. MEASUREMENT OF WORK:

The Contractor will record and submit to the Project Management Consultant / Site Engineer / Consultant / Bank with the details of measurements for their scrutiny and signature. The Contractor should submit the bill with such endorsement of PMC / Site Engineer / Consultant / Bank.

On receipt of the bill, the Consultant shall intimate the Contractor that he requires the work to be measured, and the Contractor shall forthwith attend or send a qualified agent to assist the Consultant or the Consultant's representative in taking such measurements and calculations and to furnish all particulars or to give all assistance required by them.

The Contractor or his Agents may at the time of measurements take such notes and measurements as he may require. All authorized extra work, omissions and all variations made

without the Consultants knowledge, if subsequently sanctioned by him in writing, with the approval of the Bank shall be included in such measurements. The final measurement should be done within one month from the date of completion of work jointly by the Consultant and / or his representative and if the Contractor fails to comply, the measurements taken by the Consultant will be final and binding.

42. METHOD OF MEASUREMENT:

Unless otherwise mentioned elsewhere in the tender, measurement will be on the net quantities of work produced in accordance with up-to-date rules laid down by the Indian Standard Institution. In the event of any dispute with regard to the measurement of the work excluded the decision of the Consultant / Bank shall be final and binding on the Contractor.

43. ACTION WHERE NO SPECIFICATION:

In the case of any of work for which there is no such specification in Technical Specification such work shall be carried out in accordance with the I.S. Specification and in the event of there being no IS Specification, then in such case the work shall be carried out in all respects in accordance with the instructions and requirements of the Consultant / Bank.

44. CONTRACTOR NOT TO DEPOSIT MATERIALS IN A MANNER THAT MAY CAUSE INCONVENIENCE TO THE PUBLIC:

The Contractor (s) shall not deposit materials locations, which will cause inconvenience to the public. The Consultant may require the Contractor to remove any materials, which are considered by him to be a danger or inconvenient to the public and cause them to be removed at the Contractor's cost.

45. PAYMENTS:

All bills shall be prepared by the Contractor in the form prescribed by the Bank / Consultant, (format enclosed). Normally one interim bill shall be prepared each month subject to minimum value for interim certificate as stated in these documents. The interim bill in proper forms must be duly accompanied by detailed measurements, duly endorsed by the Site Engineer / PMC in support of quantities of work done and must show deduction for all previous payments, retention money, etc. Advance / ad-hoc payments for work will not be normally made. However, ad-hoc payments may be made at the discretion of Consultant / Bank in case of exigency.

The Consultant / Bank shall issue certificate after due scrutiny of the Contractor's bill stating the amount due to the Contractor from the Bank and the Contractor shall be entitled to payment thereof, by the Bank within the period of "honouring certificates" mentioned in these documents.

The amount stated in an interim certificate shall be the total value of work properly executed and approx. 75% of invoiced value of material brought, to site for permanent incorporation into the work up to the date of the bill less the amount to be retained by the Bank as the retention money and less installments previously paid under these conditions.

The materials to be considered for secured advance shall be nonperishable in nature and only include the value of the said materials and goods as and from such time as they are reasonably, properly and not prematurely brought to or placed adjacent to the work and then only if adequately protected against weather or other casualties and considered acceptable by the Consultants / Bank. An indemnity bond is to be submitted in an appropriate format approved by the Bank, whenever Secured Advance against materials are prayed for.

If the Bank has supplied any materials or goods to the Contractor, the cost of any such materials or goods will be progressively deducted from the amount due to Contractor in accordance with the quantities consumed in the work.

All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the requiring of bad unsound and imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part thereof in any respect or the accruing of any claim, nor shall, it conclude determine or affect in any way the powers of the Bank under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract. The final bill shall be submitted by the Contractor to the Consultant within one month of the date of certificate of completion furnished by the Consultant and payment shall be made after the same is duly verified and certified by the Consultant.

- **Final Payment:**

The final bill shall be accompanied by a certificate of completion from the Bank / Consultant along with all other documents required to be submitted by the Contractor under these conditions. Payment of final bill shall be made after deduction of Retention Money as specified in these conditions which sum shall be refunded in the manner stated in these conditions. The acceptance of payment of the final bill by the Contractor would indicate that he would have no further claim in respect of the work executed.

- **Note:**

The contractors are advised to submit their final bill (s) within 30 days from the date of completion of works, duly certified / recommended by the user department and supported by the work completion certificate as per the prescribed format, failing which their bill (s) may not be considered for payment. One undertaking shall have to be submitted to the Bank while receiving the formal works order (s).

46. VARIATION / DEVIATION:

The Contractor may when authorized and shall, when directed in writing by the Consultant / Bank, add and or omit or vary the work shown in the drawings or described in the specification or included in the priced schedule of quantities. The Contractor on his own accord shall make no addition, omission or variation without such authorization from Bank. A verbal authority or direction by the Consultant / Bank if confirmed by the Contractor in writing within 7 days shall be deemed to have been given in writing.

The price of all such additional / non-tendered items will be worked out on the basis of rates quoted for similar items in the contract wherever existing or an engineering rate analysis based on prevalent fair price of labour materials at site of work including wastage and other components as required plus 15% for overhead and profit etc. works contract Sales Tax at prevailing rate will be payable extra over the stipulated OH / project percentage. The tender rates shall hold good for any increase or decrease in tender quantities.

No claim for an extra shall be allowed unless it has been executed by the authorization of Bank / Consultant. No variation shall vitiate the contract.

47. SUBSTITUTION:

Should the Contractor desire to substitute any materials and workmanship he / they must obtain the approval of the Bank / Consultant in writing for any such substitution well in advance. For materials designated in this specification by such term as “Equal” or “other approved”, etc. Specific approval of the Bank / Consultant shall be obtained in writing prior to execution.

48. PREPARATION OF BUILDING WORK FOR OCCUPATION AND SUBSEQUENTLY USE ON COMPLETION:

The whole of the work will be thoroughly inspected by the Contractor and deficiencies / defects put right, all windows and doors cleaned including cleaning and oiling, if necessary, of all hardware. All floors, staircases and every part of the building both inside & outside shall be left neat and clean as to ensure immediate occupation to the satisfaction of the Bank.

On completion of above, the Contractor shall inform the Bank that he has completed the work and it is ready for inspection.

49. CLEARING SITE ON COMPLETION:

On completion of the work the Contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary work of every kind and leave the whole of the site and the work clean and in workman like condition to the satisfaction of the Bank / Consultant.

50. DEFECTS AFTER COMPLETION:

The Contractor shall make good from time to time at his own cost and to the satisfaction of the Bank / Consultant all defects, shrinkage, settlements or other faults which may appear within 12 (twelve) months after completion of the work and considered as the “defect liability period”. In default the Bank may employ and pay other persons to amend and make good such damages, losses and expenses consequent thereon or incidental there to shall be made good and borne by the Contractor and such damages, loss and expenses shall be recoverable from him by the Bank or may be deducted by the Bank, in lieu of such amending and making good by the Contractor deduct from any money due to the Contractor a sum equivalent to the cost of amending such work and in the event of the amount retained being insufficient recover the balance from the Contractor from the amount retained under these conditions together with any expenses the Bank may have incurred in connection therewith.

51. GUARANTEE FOR SPECIALIZED WORKS:

Wherever provision for submission of a guarantee has been advised, the same shall be submitted from the specialized agency along with a counter guarantee by the main Contractor engaged for the work. The guarantee shall be furnished on a non-judicial stamp paper of appropriate value. If the Contractor is required to submit guarantee / guarantees for any item / items for a period of more than 12 months, the guarantee/guarantees in case of those items shall remain valid even after expiry of the defect liability period of 12 months as stipulated in the contract.

52. CONCEALED WORK:

The Contractor shall give due notice to the Bank / Consultant whenever any work is to be buried in the earth, concrete or in the bodies of walls or otherwise become inaccessible later on, in order that the work may be inspected, and correct dimensions taken before such burial. In default

whereof, the same shall, at the option of the Bank / Consultant, be either opened up for measurements at the Contractor's expense or no payments may be made for such materials. Should any differences or dispute arise after execution of any work as to measurements etc. or other matters which cannot be conveniently tested or checked the records of the Bank / Consultant shall be accepted as correct and binding on the Contractor.

- **Treasure Trove:** 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 the Bank immediately.

53. ESCALATION:

The rates quoted shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, octroi etc. unless specifically provided for this document.

54. IDLE LABOUR:

Whatever the reasons may be, no claim for idle labour, additional establishment cost, hire and labour charges of tools and plants would be entertained under any circumstances.

55. SUSPENSION:

If the Contractor, except on account of any legal restraint upon the Bank preventing the continuance of the work or in the opinion of the Bank shall neglect or fail to proceed with the due diligence in the performance of his part of the contract or if he shall more than once make default, the Bank shall have the power to give notice in writing to the Contractor requiring the work be proceeded within a reasonable manner and with reasonable dispatch, such notice purport to be a notice under this Clause.

After such notice shall have been given, the Contractor shall not be at liberty to remove from site of the work or from any ground contiguous thereto, any plant or materials to subsist from the date of such notice being given until the notice shall have been complied with. If the Contractor shall fail for 15 days after such notice has been given to proceed with the work as therein prescribed, the Bank may proceed as provided in **Clause 56** (Termination of Contract by the Bank).

56. TERMINATION OF CONTRACT BY BANK:

If the Contractor being a Bank go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a compensation for the benefit of the greater part, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Contractor in insolvency, shall repudiate the contract or if a Receiver of the Contractor's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Bank that he is able to carry out and fulfill the contract and if so required by the Bank to give reasonable security there for, or if the Contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the Contractor or shall assign, charge or encumber this contract or any payments due or which may become due to the Contractor, thereunder, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the Contractor within three clear days after the notice shall have been given to the Contractor in manner hereinafter mentioned requiring the

Contractor to observe or perform the same or shall use improper materials or workmanship in carrying on the work, or shall in the opinion of the Bank not exercise such due diligence and made such due progress as would enable the work to be completed within due time agreed upon and shall fail to proceed to the satisfaction of the Bank after three clear days' notice requiring the Contractor to do so shall have been given to the Contractor as hereinafter mentioned, or shall abandon the contract, then and in any of the said cases, the Bank may notwithstanding any previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby affecting the powers of the Bank of the obligations and liabilities of the contract the whole of which shall continue in force as fully as if the contract had not been so determined and as if the work subsequently executed had been executed by or on behalf of the Contractor (without thereby creating any trust in favour of the Contractor). Further the Bank or his agent or servants may enter upon and take possession of the work and all plants, tools, scaffolding, sheds, machinery, steam and other power, utensils and materials being lying upon premises or the adjoining lands or road and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the work or by employing any other Contractors or other person to complete, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractors or other persons or person employed from completing and finishing or using the materials and plants for the work. When the work shall be completed or as soon as thereafter as conveniently may be, the Bank shall give notice in writing to the Contractor to remove his surplus materials and plants and should the Contractor fail to do so within a period of 14 days after receipt by him of the said notice, the Bank may sell the same by Public Auction and shall give credit to the Contractor for the amount so realized. Any expenses or losses by the Bank in getting the work carried out by other Contractors shall be adjusted against the amount payable to the Contractor by way of selling his tools and plants or due on account of work carried out by the Contractor prior to engaging other Contractors or against the Security Deposit.

57. ARBITRATION

- (a) 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 these 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.

If the Contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amount s admitted as payable by the Architect 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 Assistant General Manager (Premises & Estate), SBI, LHO Kolkata and endorse a copy of the same to the Architect, 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 Assistant General Manager (Premises & Estate), SBI, LHO Kolkata 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 Assistant General Manager (Premises & Estate), SBI, LHO Kolkata in writing in the manner and within the time aforesaid.

- (b) The Assistant General Manager (Premises & Estate), SBI, LHO Kolkata 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 Assistant General Manager (Premises & Estate), SBI, LHO Kolkata submit his claims to the conciliating authority namely the Circle Development Officer, SBI, LHO Kolkata for conciliation along with all details and copies of correspondence exchanged between him and the Assistant General Manager (Premises & Estate), SBI, LHO Kolkata.
- (c) 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.
- (d) 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 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. It will also be no 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 Contractor 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 said Chief General Manager. 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 such Chief General Manager 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 reenactment thereof and the rules made thereunder.

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.

I. RUNNING A/C BILL

- i) Name of Contractor / Agency :
- ii) Name of Work :
- iii) Sr. No. of this bill :
- iv) No. and date of previous bill :
- v) Reference to Agreement No. :
- vi) Date of written order to commence :
- vii) Date of completion as per Agreement :

Sl. No.	Item Description	Unit	Rate (Rs.)	As per tender		Up to Previous R/A Bill		Up to Date (Gross)		Present Bill		Remarks
				Qty	Amount (Rs.)	Qty	Amount (Rs.)	Qty	Amount (Rs.)	Qty	Amount (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 ad-hoc payment is made, it should be mentioned specifically.

Net value since previous bill

II. 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 @ % o above value	B
<p>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 or which rates of finished work have been agreed upon.</p>	

Dated signature of Site Engineer preparing the bill

Designation

Dated signature of Bank's Architects

Name of the Architects

Dated signature of Contractor

III. 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 No. _____ were made have been taken jointly on _____ and are recorded at pages _____ to _____ of measurement book No. _____

Signature and date of
Contractor

Signature and date of
Architect's representative

Signature and date of
Site Engineer

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

Consultant / Architect

Site Engineer /
Bank's Engineer

IV. MEMORANDUM FOR PAYMENT

RA BILL NO. _____

1. Total amount due since previous bill (D)
(A+B) Rs. _____
2. PVA on account of escalation in price of steel, cement and other materials and labour as detailed in separate statement enclosed. Rs. _____
3. Deductions :
 - i) Secured Advance paid in the previous R.A. Bill Rs. _____ Rs. _____
 - ii) Retention money on value of works as per accepted tenders : Up to date amount Rs. _____

Less: Already recovered Rs. _____
(-)

Balance to be recovered Rs. _____ (-) Rs. _____
 - iii) Mobilization advance, if any
 - a) Outstanding amount (Principal + Interest) as on date Rs. _____
 - b) To be recovered in this bill Rs. _____
 - iv) Any other departmental material cost to be recovered as per contract, if any Rs. _____
 - v) Any other departmental service charges to be recovered if any, as per contract (water, power, etc.) Enclose statement Rs. _____
- Total deduction as per Contractor Rs. _____ (-) Rs. _____
- Net amount payable as per Contract (E-F) Rs. _____ Rs. _____
(G)
- (Rupees) in words

The bill amounting to (both figures and words) has been scrutinized by me after due test check of the measurement of works as required and is recommended for payment.

Dated signature of Bank's Engineer
in charge of the project

STATUTORY DEDUCTIONS :

- | | |
|------------------------------|-----------|
| 1. Total amount due (E) | Rs. _____ |
| 2. Less : Income Tax Payable | Rs. _____ |

Net Payable

The figure given in the Memorandum for Payment has been verified and the bill passed for payment
Rs.....(Words
and figures)

Signature of Premises Officer
Date

V. PROFORMA OF CERTIFICATE OF PAYMENT BY ARCHITECTS

Certificate No. Interim/	Dated																			
Client :	Project No.																			
	Particulars :																			
Contractor	Contract/Letter No.	Dated :																		
	Contractor's Bill No.	Dated :																		
<p>This is to certify that the amount given below (*) is due to your Contractors for the work done by them and/or against materials delivered at site and/or for advance towards contract on the above referred project.</p>																				
<table> <tr> <td>Advance against contract</td> <td>Rs. _____</td> </tr> <tr> <td>Less : Advance adjusted to-date</td> <td>Rs. _____</td> </tr> <tr> <td>Balance Advance</td> <td>Rs. _____</td> </tr> <tr> <td>Advance against material delivered at site</td> <td>Rs. _____</td> </tr> <tr> <td>Amount of work done to-date</td> <td>Rs. _____</td> </tr> <tr> <td>Total</td> <td>Rs. _____</td> </tr> <tr> <td>Less : Retention on work done</td> <td>Rs. _____</td> </tr> <tr> <td>Less : Previously certified upto</td> <td>Rs. _____</td> </tr> <tr> <td>PRESENT CERTIFICATE (*)</td> <td>Rs. _____</td> </tr> </table> <p>RUPEES.....</p> <p>The cost of cement or any other materials supplied by you or payments made by you directly, if any and not covered herein above, should be adjusted before making the payment of the certified amount (*)</p> <p>Necessary Deduction U/S 194C of the Income Tax 1961 and sales tax may be made before paying the above certified amount.</p> <p>By a copy of this letter, we are intimating the Contractors to call on you for the necessary payment.</p>			Advance against contract	Rs. _____	Less : Advance adjusted to-date	Rs. _____	Balance Advance	Rs. _____	Advance against material delivered at site	Rs. _____	Amount of work done to-date	Rs. _____	Total	Rs. _____	Less : Retention on work done	Rs. _____	Less : Previously certified upto	Rs. _____	PRESENT CERTIFICATE (*)	Rs. _____
Advance against contract	Rs. _____																			
Less : Advance adjusted to-date	Rs. _____																			
Balance Advance	Rs. _____																			
Advance against material delivered at site	Rs. _____																			
Amount of work done to-date	Rs. _____																			
Total	Rs. _____																			
Less : Retention on work done	Rs. _____																			
Less : Previously certified upto	Rs. _____																			
PRESENT CERTIFICATE (*)	Rs. _____																			

Remarks, if any :

The details of Insurance Policy are given in the next page

Signature of Architects _____

Enclosures : Bill

Client's Copy

ANNEXURE – I**ARTICLES OF AGREEMENT**

(On Non-Judicial Stamp Paper of Rs. 100.00)

This Agreement made this _____ day of _____ month Two thousand and _____ between the STATE BANK OF INDIA, a Corporation constructed under the State Bank of India Act, 1955 and having its Corporate Centre at Madam Cama Road, Mumbai – 400 021, Maharashtra, (hereinafter referred to as “the OWNER”) which expression shall include its successor or successors and assigns) of the ONE PART through the _____, the authorized officer of SBI,

AND

M/s. _____ having its registered office at _____ (therein after referred to as the ‘CONTRACTOR’) of the OTHER PART.

WHEREAS the OWNER is desirous of executing _____

_____, (hereinafter called the ‘ Work’).

AND WHEREAS the Owner in order to effectively carry out the work has engaged M/s. _____ having its registered office at _____, a firm of Consultants, Architects, Engineers and Planners of _____, Kolkata (herein after referred to as The Architect / Consultants) to prepare Scheme plans, Detailed Drawings & specifications, description of work, to supervise the work and to assist in concerned technical matters.

AND WHEREAS the Owner has caused the plans, drawings and specifications, priced schedule of quantities of the works to be executed as per conditions of the contract and special conditions prepared with the assistance of the said Architect / Consultant subject to which the offer of the Contractor shall be accepted

WHEREAS the Contractor has deposited with the Owner Rs...../- (Rupeesonly) as security deposit for the due performance of the Agreement and WHEREAS the Owner has issued letter of intent / work order to the Contractor through the architect.

AND WHEREAS said drawings inclusive of the specifications, priced schedule of quantities, conditions of contract and special conditions all of which are collectively hereinafter collectively referred to as the said condition) have been signed by the parties hereto and the Contractor has agreed to execute the works upon and subject to the said conditions.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payments to be made to the Contractor as hereinafter provided the Contractor shall upon and subject to the said conditions execute and complete the works shown upon the site drawings etc. and such further detailed drawings as may be furnished to the Contractor by the said owner through the Architect as described in the said specifications and the said priced schedule of quantities.
2. The Owner will pay to the Contractor the sum of Rs. _____ (Rupees _____ only) (hereinafter called the contract sum) or such other sum become payable hereunder at the times and in the manner specified in the said conditions. However, the actual sum will be paid on the actual value of work done, irrespective of the contract sum.
3. The term "The Architects / Consultants' in the said conditions shall mean the said M/s. _____ having its registered office at _____ and in the event of the said Architect / Consultant ceasing to be the Architect / Consultant for the purpose of this contract such other person as shall be nominated for the purpose by the Owner.
4. The plans, agreement and documents above mentioned shall form the basis of this contract and all disputes to be decided in the manner prescribed in the conditions attached hereto.
5. The said contract comprises the works as above mentioned, and all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Owner even though said works may not be shown on the drawings or described in the said specifications or the priced schedule of quantities.
6. Notwithstanding what are stated in the special condition, conditions of contract and hereinbefore stated the Owner through the Architect / Consultants reserves to himself the right to alter the drawings and nature of the work and of adding to or omitting any items of works form or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.
7. The said conditions shall be read and be treated as forming part of this agreement and the parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the same on their parts to be respectively observed and preferred.
8. Employer reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
9. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from 7th day after issue of formal

work order as provided for in the said conditions whichever is earlier and to complete the entire work within the stipulated timeframe, subject to nevertheless the provisions for extension of time.

10. All payments by the employer under this Contract will be made only at Kolkata.

11. Vendor / Contractor shall promptly notify any changes in their constitution to SBI. It shall be open for SBI to terminate the agreement on the death, retirement, insanity or insolvency of any person/s, being director/s or partner/s, in the said company / firm or on the addition or introduction of a new partner without the previous approval in writing of SBI. But in the absence of and until its termination by SBI as aforesaid, this agreement shall continue to be of full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its partners or the addition or introduction of any new partners. In case of retirement / death, the surviving or remaining partners of the firm shall be jointly and severally liable for the due and satisfactory performance of the terms and conditions of the agreement.

12. Any dispute arising under this agreement shall be referred to the arbitration to a sole arbitrator appointed with consent of the Owner and the Contractor as indicated in the Articles of the General Conditions. The award of the arbitrator shall be final and binding on both parties. The court in Kolkata shall have jurisdiction to determine the same.

That the several parts of this contract have been read by the Contractor and fully understood by the Contractor.

IN WITNESS WHEREOF, the parties hereto executed these presents the day and year hereinabove written.

WITNESS

1.

2.

1.

2.

EXECUTANTS

OWNER / CLIENT (SBI)

1.

CONTRACTOR

2.

Signature with Seal

(In case of the Company, the common seal be affixed pursuant to resolution of Board of Directors in accordance with Articles of Association of the Company the directors etc. as the case may be affixing common seal may be initial in token thereof and also by putting their names.)

SAFETY MEASURES AT SITE

1. All personnel at site should be provided with Helmets and Safety Boots with some Identification Mark. Visitors also should be provided with Helmets. It should be ensured that these are used properly.
2. First Aid Box should be kept at site with all requisite materials.
3. No one should be allowed to inspect / work at a height without Safety Belt.
4. Suitable scaffolds should be provided for workmen for all Works that cannot safely be done from the ground, or from solid construction except such short period Work as can be done safely from ladders. When a ladder is used an extra Mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well as suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than $\frac{1}{4}$ to 1 ($\frac{1}{4}$ horizontal and 1 vertical).
5. Scaffolding or staging more than 3.5 meters above the ground or floors, swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached, bolted, braced and otherwise secured at least 1 Meter high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
6. Working platforms, Gangways, and Stairways should be so constructed that they do not sag unduly or unequally, and if the height of the platform or the Gangway or the Stairway is more than 3-5 Meters above ground level or floor level they should be closely boarded, should have adequate width and should be suitably fenced, as described.
7. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 1 metre.
8. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 Meters in length while the width between side rails in rung ladder shall in no case be less than 30cms for ladder up to and including Meters in length. For longer ladders this width should be increased at least 6mm for each additional 30 cm. Uniform step spacing shall not exceed 30 cm.
9. Adequate precautions shall be taken to prevent danger from electrical equipment. For electrical on line works gloves, rubber mats, and rubber shoes shall be used.
10. All trenches 1.2 Meters or more in depth shall at all times be supplied with at least one ladder for each 30 Meters length or fraction thereof. Ladder shall be extended from bottom of the trench to at least 1 Meter above the surface of the ground. The sides of the trenches, which are 1.5 Meters or more in depth shall be stepped back to give suitable slope, or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 Meters of the edge of the trench or half of the depth of the trench whichever is more cuttings shall be done from top to bottom. Under no circumstances undermining or under cutting shall be done.
11. Before any demolition work is commenced and also during the process of the work :-
 - b) All roads and open areas adjacent to the Work Site shall either be closed or suitably protected;

- c) No electrical cable or apparatus which is liable to be a source of danger over a cable or apparatus used by the operator shall remain electrically charged.
 - d) All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion or flooding. No floor, roof or other part of the building shall be so over-loaded with debris or materials as to render it unsafe.
 - e) All necessary personal safety equipment as considered adequate by the Site Engineer should be kept available for the use of the persons employed on the Site and maintained in a condition suitable for immediate use; and the Contractor should take adequate steps to ensure proper use of equipment by those concerned.
 - f) Workers employed on mixing Asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective goggles.
 - g) Those engaged in white washing and mixing or stacking of cement bags or any materials which is injurious to the eyes shall be provided with protective goggles.
 - h) Those engaged in welding works shall be provided with Welder's protective eye-shields.
 - i) Stone breakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
 - j) When workers are employed in sewers and manholes, which are in use, the Contractor shall ensure that the manhole covers are opened and are ventilated at least for an hour before the workers are allowed to get into the manholes and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals and boards to prevent accident to the Public.
12. Use of hoisting machines and tackle including their attachments, anchorage and support shall conform to the following standard or conditions:
- a) These shall be of good mechanical construction, sound material and adequate strength and free from patent defect and shall be kept in good repairs and in good working order.
 - b) Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.
 - c) Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years should be in-charge of any hoisting machine including any scaffold, winch or give signals to the operator.
 - d) In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or lowering or as means of suspension the safe working load shall be ascertained by adequate means.
 - e) Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of hoisting machine having a variable safe working load, each safe working load of the conditions under which it is applicable shall be clearly indicated. No part of any machine or of any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
 - f) Motor, Gearing, Transmission, Electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards, hoisting appliances should be provided with such means as will reduce to the minimum the risk of accidental descent of the load, adequate precautions should be taken to reduce to the minimum the risk of any part of a suspended load becoming accidentally displaced.
 - g) When workers are employed on electrical installation, which are already energized, insulating mats, wearing apparel such as gloves, sleeves, and boots as may be necessary

should be provided. The workers should not wear any rings, watches and carry keys or other materials, which are good conductors of electricity.

All scaffolds, ladders and other safety devices, mentioned or described herein shall be maintained in safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities shall be provided at or near places of work.

Details of Insurance Policies

Type of Policies	Name of Insurance	Amount (Rs.)	Policy No.	Validity
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CAR Policy including
3rd Party Liability

Workmen's Compensation

Remarks :

1. This is only on-account payment and is not to be interpreted either as approval of work materials brought or affixed at site or for that matter approval of any sort
2. The quantum of work done and materials delivered at site have been certified by
3. Should you wish to audit such work, kindly contract the undersigned and oblige.

Architects

PROFORMA OF HINDRANCE REGISTER

Name of Work : Date of start of work :

Name of Contractor : Period of completion :

Agreement No. : Date of completion :

Sl. No.	Nature of hindrance	Date of occurrence of hindrance	Date of which hindrance was removed	Period or hindrance	Signature SE/PE	Remarks
1	2	3	4	5	6	7

SE = Site Engineer

PE = Project Engineer

Place : _____

Date : _____

PROFORMA OF REGISTER OF MATERIAL AT SITE ACCOUNT

Name of Work : Name of Article :

Name of Contractor : Estimated Requirement :

Agreement No. : Issue Rate :

Sl. No.	Date of Receipt	Received from / issued to (with)	Receipt	Issue	Balance	Initials of Contractors	Initials of Bank's / Architect's Representative	Remarks

PROFORMA FOR APPLICATION BY CONTRACTOR FOR EXTENSION OF TIME

1. Name of the Contractor
2. Name of the works as given in the Agreement
3. Agreement WO
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

Date Month Year

- (a) 1st extension vide Bank's Letter No.
 - (b) 2nd extension vide Bank's Letter No.
 - (c) 3rd 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

UNDERTAKING ON SUBMISSION OF FINAL BILL (S)

(To be submitted by the contractor on company's letter head, duly signed and stamped, while receiving formal work order)

The Assistant General Manager

State Bank of India

Premises & Estate Department,

Local Head Office, Kolkata,

“Samriddhi Bhavan”, Block B, 9th Floor,

1, Strand Road, Kolkata – 700 001, West Bengal.

UNDERTAKING ON SUBMISSION OF FINAL BILL (S)

Tender ID: KOL-AS-202209001

Dear Sir,

This has reference to the Terms & Conditions for the e-Tendering mentioned in the Tender Document.

This letter of undertaking is to confirm –

- 1. We shall submit the final bill (s), duly certified / recommended by the user department and supported by the work completion certificate as per the prescribed format, within 30 days from the date of completion of works.*
- 2. In case we fail to comply Clause 1 above, the Bank shall be at its sole discretion to disregard our bill (s) and may not consider the same for payment.*
- 3. We shall not claim our bill (s) to this effect in future and the Bank shall not be liable to indemnify any amount payable to us in this regard.*
- 4. We understand that the Bank may forfeit ISD amount already / being submitted at its absolute preference, and we shall not claim that amount also anytime further.*

This undertaking is being submitted by us with full conscience and responsibility on our own.

The undersigned is the authorized representative of the company.

We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBI as well as this document and confirm our agreement to them.

With regards,

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

e-Mail ID:

Phone No.:

CERTIFICATE OF COMPLETION OF WORK*(To be obtained from the user / occupant upon virtual completion of Scope of Works)*

1. Name of the Work:	
2. Location of Site (Name of Branch / Office / Quarter, etc.):	
3. Name of the Contractor / Vendor / Agency with Address:	
4. Work Order No. & Date:	
5. Work Order Amount:	
6. Remarks, if any:	

DECLARATION BY THE USER / OCCUPANT / CARETAKER	
1. Remarks, if any, by the User / Occupant / Caretaker on Completion of the Work:	
2. Cleanliness after the Work (Removal of Debris / Rubbish / Unserviceable Materials out of the Site):	

- I / We hereby confirm that the above statements are true to the best of my / our knowledge and on site observation after completion of the work.
- I / We also intimate that the contract work _____
(Name of the Work) given to _____ (Name
the Contractor / Vendor / Agency with Address) vide the Work Order No. _____
dated _____ has been executed and completed satisfactorily as on _____.

Signature of the User / Occupant_____
Signature of the Contractor with Stamp

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR*(To be obtained from the Bank upon actual completion of Scope of Works and Finalization of Bills)***TO WHOM IT MAY CONCERN**

NAME & ADDRESS OF THE CLIENT:	State Bank of India Address:
NAME & ADDRESS OF THE CONTRACTOR:	M/s. Address:

Sl. No.	Description – 1	Description – 2
1	Name of the Work with brief particulars	
2	Work Order Details	
3	Work Order Value	
4	Date of Commencement of Work	
5	Stipulated Date of Completion	
6	Actual Date of Completion	
7	Details of Penalty levied for delay (indicate amount), if any	
8	Gross Amount on Final Bill	
9	Name & Address of the Authority under whom the works have been executed	
10	Whether the Contractor employed qualified engineer / overseer during the execution of works	Yes / No
11	Quality of Work	Outstanding / Very Good / Good / Satisfactory / Poor
12	Overall Performance	Outstanding / Very Good / Good / Satisfactory / Poor

This certificate is being issued as requested by the contractor. As such, State Bank of India does not guarantee any financial and performance liabilities on behalf of the contractor as regards to their engagement from your office.

(Stamped Signature with Date of the Issuing Authority)