



**STATE BANK OF INDIA**

**THIRUVANANTHAPURAM CIRCLE**

**INVITES TENDERS IN TWO BID SYSTEM WITH PRICE BIDDING THROUGH  
E-TENDERING FOR**

**PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR  
EXISTING SBI BRANCH BUILDING AT KOLLAM**

**Contractors who are in the panel of SBI, Thiruvananthapuram Circle.**

For Civil works costing equal to or more than the estimated value of work are only eligible.

Last date for submission of Technical Tender: 3:00 PM (IST) on 12.12.2022.

Opening of Technical Tenders: 3:30 PM (IST) on 12.12.2022

**NITNo.:THI/AOKLM/2022-23/002**

**Consultants**

**M/s.ENARC CONSULTANTS**

Architects & Engineers,  
M.G.Road,Thrissur-1,Kerala  
Ph:2441901&2441905,

**The Deputy General Manager,  
State Bank of India,  
Administrative Office  
Kollam**

## NOTICE INVITING TENDER (NIT)

**Tenders are invited from the Contractors who are in the panel of SBI, Kollam Circle for carrying out Civil costing Rs. 30.00 Lacs and above for Proposed Construction of Safe room & Store room for existing SBI Building at Kollam.**

1	Estimated cost of work:	Rs. 23.63 Lakhs.(Estimate value is inclusive of GST)
2	Time of Completion:	60 DAYS.
3	Date of download of tender documents from Bank's website <a href="http://www.sbi.co.in">http://www.sbi.co.in</a> under "Procurementnews".	From 23.11.2022 to 12.12.2022.
4	Last date and time for Receipt of tender.	Date 12.12.2022 by 3:00 PM.
5	Earnest Money Deposit.(EMD)	Rs. 23,600.00 (Rupees. Twenty Three Thousand Six Hundred Only)in the form of DD in favor of "StateBank of India"payable at Kollam. <b>(Without which tender will be outrightly rejected)</b>
6	Tender to be submitted at:	<u>EMD &amp; technical bid should be submitted physically</u> at The Deputy General Manager, State Bank of India, Administrative Office, Kollam before 3:00PM on 12.12.2022. Contact:Rana Vikraman, Manager (Civil) 9447515514
7	Date and Time of opening Tenders:(Technical Bid)	12.12.2022 by 3:30 PM(IST) at the above office address. Technical Bid of those firms/ contractors who do not submit EMD shall be rejected. Representatives of Bidder may be present at their choice during opening of Technical Bids. However Bids would be opened even in the absence of any or all the bidder's representatives. Technically qualified vendors will be intimated to submit the price bid electronically on SBI website 'etender.sbi' on the date fixed by SBI.

8	Bidder Contact Details. 1) Name of Company. 2) Contact Person. 3) Mailing address with PinCode. 4) Telephone number and Fax number. 5) Mobile Number and E-MAIL.	Ms. Priyanka, Business Development Executive.Phone:079-40016815/24/26/14.Cell: 9879996111.E-mail:priyanka@auctiontiger.net
9	Agency for arranging online bidding.	M/S e-procurement Technologies limited,Ahmedabad. Contact: Ms. Priyanka, Business Development Executive.Phone: 079- 40016815 /24 / 26 / 14. Cell: 9879996111. E-mail:priyanka@auctiontiger.net
10	Minimum value of work to be executed for issue of interim certificate for payment	Rs. 10 .00 Lacs(RupeesTen Lakhs only)
11	Date of pre-bid meeting	6.12.2022 at 11.00 A. M. (IST) at the office of SBI, Administrative Office, Kollam
12	Tentative date of opening of price bid	15.12.2022

The SBI reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

All the prospective bidders should be prepared for the online submission of price as per the BOQ.

**Deputy General Manager**

### **INSTRUCTIONS TO TENDERERS.**

1. This tender is for the “PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM”.It is a Two Bid system containing **Technical bid cum prequalification bid (physical form)** and **Price bidding through e-tendering**.

In their own interest the contractors are advised to use their own specific seals and desist from using currency coins for the purpose. Tenders with incomplete or broken seals are liable to be rejected, the matter solely resting at the discretion of the EMPLOYER / ARCHITECTS. If a Contractor does not quote for one or more items, the Tender will be considered as incomplete and will be rejected.

2. Employer /Architects reserve to itself the right to accept or reject any tender without assigning any reason for doing so and does not bind itself to accept the lowest or any other tender.

3. General Specifications are for guidance only. The latest ISI codes and Specifications and mode of measurements will be referred to during execution.

4. The term "THE ARCHITECTS" in the said conditions shall mean M/s.ENARC CONSULTANTS Architects & Engineers, M.G. Road, Thrissur-1, KERALA, Ph: 2441901 & 2441905, Fax: 91-487-2442011.

5. Employer or Client shall mean **Deputy General Manager, SBI, Administrative Office, Kollam**

6. The tender is to be submitted in single sealed cover super scribed as “**PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM**” **TECHNICAL BID**” containing the tenderer's EMD, Tender fee (in the form of SB Collect Receipt) and Technical bid. There should not be any mention about the price in any manner in this cover. All pages should be signed and sealed by the tenderer. No deviations from the tender are acceptable. For uploading the price bids assistance will be provided by M/s E-procurement Technologies limited, Ahmedabad. E-tendering guidelines may be obtained from Ms. Priyanka, Business Development Executive. Phone: 079 - 40016815 / 24 / 26 / 14. Cell: 9879996111. E-mail: priyanka@auctiontiger.net.

No deviations from the tender are acceptable.

7. Bills of quantities in respect of each work and its specification accompany this tender notice. The Bills of quantities are liable to alternations by omission, deduction or addition at the discretion of the SBI.

8. The applicant must have a valid Income tax (PAN) and GST registration certificate.

9. The applicant must have a valid digital certificate. Proof of the same shall be submitted.

On the date specified for opening of Tender, only the Technical Bids will be opened. Thereafter, the Technical bids will be scrutinized as per the prescribed eligibility criteria the bidders thus qualify as per the eligibility criteria shall be called for participating in the e-price bidding to be conducted through M/s E-procurement Technologies limited, Ahmedabad.

Please read the 'INSTRUCTIONS TO TENDERERS' thoroughly before submitting the Tenders. Also note to verify the Bank's website <https://sbi.co.in> under 'SBI In the News →PROCUREMENT NEWS' before the last date and confirm that 'CORRIGENDA' to the Tender Notices issued (if any) has been read and/ or complied with.

SAMPLE BUSINESS RULE DOCUMENT

**ONLINE E-TENDERING FOR THE PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM**

**Business rules for E-tendering:**

1. Only technically qualified contractors will be invited by the project Architect/SBI to participate.
2. SBI will engage the services of an E-tendering service provider who will provide necessary training and assistance before commencement of online submission of bids on Internet.
3. In case of e-tendering, SBI will inform the vendor in writing, the details of service provider to enable them to contact and get trained.
4. Business rules like event date, closing and opening time etc. also will be communicated through service provider for compliance.
5. Contractors have to send by email, the compliance form in the prescribed format (provided by service provider), before start of E-tendering. Without this the vendor will not be eligible to participate in the event.
6. The Contractors will be required to submit the various documents in sealed Envelope to the office of SBI at the address mentioned herein before by the stipulated date & time. i.e., (1) Technical Bid duly signed and stamped on each page (2) Demand Draft for EMD. Contractors not submitting any one or more documents shall not be eligible to participate in the on-line price bidding.
7. E-tendering will be conducted on schedule date & time.
8. The e-tendering will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.

**(A) Terms & conditions of E-tendering:**

**SBI shall finalize the Tender through e-tendering mode for which M/s.e-Procurement Technologies (P) Ltd, Ahmedabad has been engaged as an authorized service provider. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.**

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

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

2. M/s.e-Procurement Technology, Ahmedabad shall arrange to train nominated person(s),of the bidder without any cost. They shall also explain to the bidders all the Rules related to the E-tendering.The bidders are required to give their compliance on it before start of bid process.
3. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian currency&Unit of Measurement will be displayed in Online-tendering.
4. BID PRICE: The Bidder has to quote the rate as per the Tender Document provided by SBI/their appointed Architects.
5. VALIDITY OF BIDS: The Bid price shall be firm for a period specified in the tender document and shall not be subjected to any change whatsoever.
6. Procedure for e-tendering:
  - i. [Online E-tendering:](#)
    - (a) The hard copy of the Technical as well as Price Bid is available on the Bank's website during the period specified in theNIT.
    - (b) Online e-tendering is open to the bidders who are technically qualified for participating in the price bidding as per provisions mentioned herein above through SBI approved Service Provider.
    - (c) The Price-Bid shall be made available online by the Service Provider wherein the contractors will be required to fill-intheir Item-wise rates for each item.
    - (d) The Contractors are advised not to wait till the last minute to submit the ironline item-wise quote in the pricebid to avoid complications related with internet connectivity, network problems, system crash down, power failure,etc.
    - (e) It is mandatory to all the bidders participating in the price bid to quote their rates for each andeveryitem.
    - (f) In case, contractor fails to quote their rates for any one or more tender items, their tender shall be treated as ***"IncompleteTender"***and shall be liable for rejection.

7. LOGIN NAME & PASSWORD: Each Bidder shall login to the e-tendering website <https://etender.sbi> and register with e-mail ID and other details and obtain the password approved by **M/s. e-Procurement Technologie (P) Ltd, Ahmedabad**. All bids made from the Login ID assigned to the bidder will be deemed to have been made by the bidder.
8. BIDS PLACED BY BIDDER: Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the Bidder shall be bound to execute the work at the quoted bid price. In case the L-1 Bidder backs out or fails to complete the work as per the rates quoted, SBI shall be at liberty to take action as per the tender terms and conditions including forfeiting their EMD.
9. At the end of the E-tendering, SBI will decide upon the winner. SBI decision on award of Contract shall be final and binding on all the Bidders.
10. SBI shall be at liberty to cancel the E-tendering process/tender at any time, before ordering, without assigning any reason.
11. SBI shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
12. Other terms and conditions shall be as per the details given in tender and other correspondences in this regard.
13. OTHER TERMS & CONDITIONS:
  - The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers/ bidders.
  - The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.
  - SBI decision on award of Contract shall be final and binding on all the Bidders.
  - SBI reserves their rights to extend, reschedule or cancel any E-tendering within its sole discretion.
  - SBI or its authorized service provider **M/s.e-ProcurementTechnology(P)Ltd, Ahmedabad** shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
  - SBI or its authorized service provider **M/s.e-ProcurementTechnology(P)Ltd,Ahmedabad** is not responsible for any damages, including damages that result from, but are not limited to negligence.
  - SBI or its authorized service provider **M/s.e-ProcurementTechnology(P)Ltd,Ahmedabad** will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.



**N.B.:- All the Bidders are required to submit the Process Compliance Statement (Annexure-II) duly signed to M/s.e-Procurement Technology, Ahmedabad.**

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

**PROCESS COMPLIANCE STATEMENT (ANNEXURE II)**

*(The bidders are required to print this on their company's letterhead and sign, stamp before emailing)*

**M/s.e-ProcurementTechnology,  
B-705, Wall Street - II, Opp. Orient Club,  
Ellisbridge,Ahmedabad –380006,  
StateGujarat,India**  
E:[priyanka@auctiontiger.net](mailto:priyanka@auctiontiger.net)web: -<https://etender.sbi>  
D:079- 40016815/ 24 /26 / 14.Cell: 9879996111.

**AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS FOR THE  
ONLINE E-TENDERING FOR PROPOSED CONSTRUCTION OF SAFE ROOM &  
STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM**

Dear Sir,

This has reference to the Terms & Conditions for the E-tendering mentioned in the Tender document. This letter is to confirm that:

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

We, here by confirm that we will honor the Bids placed by us during the E-tendering process.

**With**

**regards.Date:**

**Signature with company seal Name:**

**Designation with in Company/ Organization:**

**Address of Company/ Organization:**

Scan it and send to this Document on-----

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## 1. TENDER FORM

**PROJECT: PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM**

**Dear Sirs,**

I/We the undersigned have carefully gone through and clearly understood after visiting the site and the Tender drawings and tender documents comprising of the tender form, Notice to contractors, and conditions for building contract, Special Conditions, Specifications and Schedule of Probable quantities and Draft Agreement prepared by your Architects. M/s. ENARC CONSULTANTS Architects & Engineers, M.G.Road, Thrissur-1, KERALA, Ph:2441901&2441905, Fax:91-487-2442011.

I/We do hereby undertake to execute and complete the whole or part of the work (as desired by you) at the respective rates which I/We have quoted for the respective items of the Probable Bill of Quantities.

I/We are depositing as Earnest Money a sum of Rs. **23,600/- (Rupees)** Twenty Three Thousand Six hundred Only) in favor of The "State Bank of India" payable at Kollam along with this tender for due execution of the work at my/our tendered rates together with any variations which shall be adjusted by the Architects at prices based on our tendered rates. I/We shall deposit further sum equivalent to 2% of tender amount, less EMD paid in the event of my/our tender being accepted, towards initial security deposit within 15 days from the date of work order.

In the event of this Tender being accepted I/We agree to enter into an agreement as and when required and execute the contract according to your form of Agreement. In case of failure to deposit Initial Security Deposit or failure to execute the agreement, I/We do hereby bind myself/ourselves to forfeit the afore said Earnest Money deposit.

I/We further agree to complete the work covered in the said schedule of quantities within **60 DAYS** from the 3<sup>rd</sup> day reckoned from the date of issue of the work order to commence the work or on which contractor is instructed to take possession of the site, whichever is later.

I/We agree not to employ Sub-contractors other than those that may be specifically approved by Employer/Architects for this contract work.

I/We agree to get the work, workers, employees (of contractor) engaged on the work at site and all materials at site for execution of the work shall be insured comprehensive insurance including fire/accidents/ rain/ floods/riots/CAR policy (contractor's all risk insurance policy) and the insurance shall cover the period from date of start of work to date of actual completion of work plus 3 months. In case part work is taken over by the Employer before final completion of the whole work, such parts may not be covered by the insurance from the date of taking over that part of work by the Employer. Draft Insurance deed will be got vetted from the Architect, before obtaining the same. All the rates quoted by me/ us are inclusive of the same in full and nothing extra shall be claimed any time on account of any of these.

I/We agree to pay Income tax, to be deducted at source, at the rate prevailing from time to time on the Gross value of the work done, and the rates quoted by me/we are inclusive of same.

Yours faithfully,

Contractor's Signature

Address:

Date:

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## 2. NOTICE TO CONTRACTOR

ADDRESS:

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PROJECT: **PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM**

**DearSirs,**

1. On behalf of our clients, **M/s. SBI Kollam**, we have pleasure in inviting you to tender for the afore said work.

**The scope of work broadly as given below is for PROPOSED CONSTRUCTION OF SAFE ROOM & STORE ROOM FOR EXISTING SBI BUILDING AT KOLLAM**

2. The tenderer must obtain for himself, on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for the execution of the same and must examine the drawings and inspect the site of the work and acquaint himself with all local conditions and matters pertaining thereto.
3. Each of the tender documents page is required to be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General conditions etc., as laid down. Any tender with any of the documents not so signed will be rejected.
4. The tender documents must be filled in English and all the entries must be made by hand and written in ink. If any of the documents are missing or un-signed, the tender shall be considered invalid.
5. Each and every one of all erasures and additions/alterations made, while filling the tender, must be attested by initials of the tenderer. Over writing of figures is not permitted. Failure to comply with either of these conditions will render the tender void.
6. After submission of the tender no advice or any change in rate or conditions will be entertained. All the rates should be quoted both in figures and words. In case of any discrepancy in rates quoted in words/figures and the amounts, the rate quoted in words shall be taken as final and binding.
7. The tender shall be valid for a period of **60 days** from the date of opening.

8. TOTAL SECURITY DEPOSIT: shall comprise of:
  - a. Initial Security deposit (includes EMD)
  - b. Retention money
9. The intending tenderer shall deposit with SBI Kollam, by Demand Draft a sum of Rs. 23,600/- (Rupees Twenty Three Thousand Six Hundred Only) as the Earnest Money, as a guarantee of good faith, which amount shall be forfeited as liquidated damages, in the event of any evasive/direct refusal or delay in starting the work and or signing the contract. The deposit of the unsuccessful tenderers will be returned, without interest, immediately after a decision is taken regarding the award of the contract. The Earnest money of the successful tenderer will be adjusted towards Security Deposit. A tender not accompanied by Earnest money deposit will not be considered.
10. The successful tenderer will have to pay further sum equivalent to 2% of his contract value, less EMD already paid, as initial Security Deposit (ISD) by means of a D.D./Banker's cheque in favour of he "State Bank of India" payable at Kollam within 15 days from the date of issue of work order to commence work. The EMD and Initial Security deposit thus paid shall be held by the State Bank of India as Security deposit, for due execution and fulfillment of the contract, till the completion of the work and defect liability period in all respects and shall not bear any interest.
11. Together with the money paid under the above clause, further retention of 10% of the value of the work done will be deducted from every running bill, till total retention, including Initial Security Deposit paid earlier, comes to 5% of the contract value, and same shall be held by the Bank as Total Security Deposit. On the Architect's certifying the completion of work, 50% of the total security deposit shall be released to the contractor along with the final certificate of payment, and the balance amount will be retained in the manner stated elsewhere for a further period of twelve months after the completion date recorded in completion certificate, issued by the Architects and agreed to by the SBI/Bank.
12. Within 15 days of the receipt of intimation from the SBI/Architects of the acceptance of his/their tender, the successful tenderer shall be bound to sign an agreement, on a stamp paper in accordance with the Draft Agreement and conditions of contract attached herewith, but the work order or the written acceptance of a tender by the Employer will constitute a binding agreement between the Employer and the person tendering whether such formal contract is or not signed by the contractor.
13. All compensation or other sums of money payable by the contractors to the clients, under the terms of this contract, may be deducted from the Security Deposit or from any sum that may be or may become due to the contractor on any account whatsoever, and in the event of the Security deposit being reduced by reasons of any such deductions, the contractor shall within 15 days of being asked to do so make good in cash or cheque, any sum which have been deducted from his security deposit.
14. The rates quoted by the Contractor shall include all eventualities, such as heavy rain, sudden floods, accidents, fire, riots etc., which may cause damage to the executed work or which may totally wash out the work. Until the completion certificate is issued to the Contractors, neither the Architect nor the clients will be responsible for such damage or washout of the construction work.

15. Time is the essence of the contract. The work should be completed **within 60 days from** the date of commencement. The date of commencement shall be within THREE days after confirmation.
16. The successful contractor will have to give a CPM/PERT chart of various activities of work to be done so that the work gets completed within the stipulated time. The chart shall be submitted within 15 days from the date of acceptance of the tender.
17. If the contractor fails to complete the work by the Scheduled date of completion or within any sanctioned extended time, he will have to pay liquidated damages at the rate of  $\frac{1}{2}\%$  of contract amount for each week of delay the work remains incomplete beyond the completion (Original/extended date), subject to maximum of 5% of the contract value (without extra items).
18. The quantities contained in the Schedule are only indicative. The work as actually carried out and done will be measured up from time to time, for which payment will be made subject to the terms and conditions of contract.
19. The unit prices shall be deemed to be fixed prices. In case of extra items, a record of labour charges paid shall be maintained and shall be presented every month for extra/substituted items regularly to the Architects for checking. The settlement will be made based on figures arrived at jointly and taking into account unit prices of items of work mentioned in the contract assigned to the successful tenderers. In case, of extra items, where similar or comparable items are quoted in the tender, extra rates shall invariably be based on those tender rates to the extent reasonable. In case of extra items, where similar items are not available in the tender, the rates for such items shall be derived as per C.P.W. Analysis of rates as applicable.
20. SBI, do not bind themselves to accept the lowest or any tender and reserve to themselves the right to accept or reject any or all tenders, either in whole or in part, without assigning any reason whatsoever for doing so.
21. No employee of the bank or SBI is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank or SBI. This contract is liable to be cancelled, if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the bank or SBI as aforesaid before submission of the tender or engagement in the contractor's service.
22. The tenderer, apart from being a competent contractor must associate himself with agencies of the appropriate class who are eligible to tender for (1) Electrical (2) Interiors (fixed furniture), as the case may be.
23. Release of security deposit:
  - i) 50% of the total security deposit will be released along with the final certificate of payments as stipulated.
  - ii) Balance 50% of total security deposit will also be released as noted under



(i)above, subject to submission of a Bank Guarantee, to the satisfaction of SBI for an equivalent amount. This Bank Guarantee shall be valid up to completion of defects/removal liability period plus 3months.The Bank guarantee shall be released after completion of defect liability period provided that there is no defects noticed in the work during defects liability period or defects if any is rectified by the contractor to the entire satisfaction of SBI.

ARCHITECTS:

**M/s.ENARCCONSULTANTS**

Architects&Engineers

M.G.Road,Thrissur-1

KERALA

Ph:2441901&2441905

Fax:91-487-2442011

### 3. ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2022 between Deputy General Manager, State Bank Of India, Administrative office, Kollam (hereinafter called the "Employer") of the one part and

\_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "The Contractor") of the other part, whereas the Employer is desirous of getting the work of \_\_\_\_\_

\_\_\_\_\_ "executed and has caused drawings, conditions of contract, specifications and schedule of quantities etc., describing the works prepared by M/s. ENARC CONSULTANTS Architects & Engineers, M.G. Road, Thrissur-1, KERALA, AND WHEREAS the SAID DRAWINGS numbered as per list attached inclusive of and the conditions of contract, specifications and schedule of quantities etc., have been signed by or on behalf of the parties hereto.

AND WHERE AS THE CONTRACTOR has agreed to execute upon and subject to the conditions set forth in the Schedule hereto (hereinafter referred to as "Said Conditions") the works shown upon the said drawings and described in the same specifications and included in the said schedule of quantities for such sum as may be ascertained to be payable in terms of the Bills of Quantities, and which sum is estimated to be Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) (herein after referred to as "Said Contract Amount").

NOW IT IS HERE BY AGREED AS FOLLOWS:

1. In consideration of the said sum to be paid at the times and in the manner set forth in the said conditions, the contractor shall upon and subject to the said conditions, execute and complete the work shown in the said drawings and described in the said specifications.
2. The Employer shall pay the contractor the said sum or such sums as shall be come payable here under at the times and in the manner specified in the said conditions.

The term "Architect" in the said conditions shall mean the said **M/s. ENARC CONSULTANTS Architects & Engineers, M.G. Road, Thrissur-1, KERALA** or in the event of their ceasing to be the Architect for the purpose of this contract, such other person as shall be nominated for that purpose by the Employer, provided always that no persons subsequently appointed to be the Architect under this contract shall be entitled to disregard or over-rule any previous decision or approval or direction given or expressed by the Architect for the time being.

3. Tender documents containing work order Notice to the Contractor, Conditions of Contract, Appendix thereto, Special Conditions of Contract, Specifications and Schedule of Quantities with the rates entered there in, shall be read and studied as forming part of

this agreement and the parties hereto shall respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their part respectively in such conditions contained.

4. The contract is neither a fixed lumpsum contract or a piece work contract, but is a contract to carry out work in respect of the entire works to be paid for according to actual measured quantities, including variations from BOQ at the rates contained in the Schedule of rates and Probable bill of quantities or as provided in the said conditions.
5. The Employer through the Architect, reserves to himself the right to alter the drawings and nature of the work, of adding/substitution to or omitting any items of work or having portions of the same carried out through alternate agencies without prejudice to this contract.
6. Time shall be considered at the essence of this agreement and the contractor here by agrees to commence the work soon after the site is handed over to him but within 3 days reckoned from the date of issue of work order to execute the work, as provided for in the said conditions and complete the entire work in 90 days subject to never the less to the provisions for extension of time.
- 7.
8. This agreement and contract shall be deemed to have been made in Kollam and any questions or disputes arising out of or in any way connected with this Agreement and Contract shall be deemed to have arisen in Kollam and only the courts in Kollam shall have jurisdiction to determine the same. The limitation period will be 90 days from the date of dispute having arisen and in any case not after acceptance of full and final payment.

AS WITNESS our hand this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signed by the said in the presence of:

WITNESS:

SIGNATURE NAME :

ADDRESS:

EMPLOYER

WITNESS:

SIGNATURE NAME :

ADDRESS:

## 4. APPENDIX TO GENERAL CONDITIONS OF CONTRACT

1. Initial Security Deposit(ISD) : 2% of contract value including EMD.
2. Defects Liability period : 12months after completion as recorded in the completion certificate.
3. Agreed Liquidated Damages : ½% of contract amount per week of delay subject to a maximum of 5% of contract value.
4. Period of final measurement : Three months after completion as recorded in the completion certificate.
5. Secured Advance : Nil
- 6.a) Retention money from each bill : 10% of gross value of each interim bill , subject to 6(b) below.
- b) Total retention money including Initial Security Deposit : 5% of the contract value.
7. Release of Security deposit after Virtual completion. 50% of the total security to be released along with final certificate of payment, but only after removing all his materials, equipment, labour, huts/force, temporary sheds/stores, all his installations, machinery etc., from the site. Balance payment to be released on submission of Bank Guarantee on any Scheduled Bank, Other than SBI, in the prescribed manner and valid till the completion of defects liability period of 12 months plus 3 months.
8. Period for honoring certificate : 15 working days from date of Architects certificate of payment for interim bills and 45 working days from the date of Architects certificate for payment against final bills.

WITNESS :

DATE : SIGNATURE OF THE CONTRACTOR WITH DATE

## 5. INDEX TO GENERAL CONDITIONS OF CONTRACT

- Interpretations
- Scope of Contract
- Drawing and Specifications
- Schedule of Quantities
- Sufficiency of Schedule of Quantities
- Errors in schedule of Quantities
- Contractor to provide everything necessary
- Authorities, Notices, Patent rights and royalties
- Materials and workmanship to conform to description.
- The setting out
- Removal of all offensive matters
- Opening up works
- Contractor's superintendence and representative on the work
- Dismissal of workmen
- Access to works
- Employer's representative/PMC
- Assignment of sub-letting
- Sub-contractors
- Variations not to vitiate contract
- Measurement to works
- Prices of Extras etc., Ascertainment of Unfixed materials

- Removal of improper work and materials
- Defects after completion
- Certificate of virtual completion
- Other persons engaged by the Employer
- Insurance in respect of damage to persons and property
- Contractor's All risk policy
- Minimum amount of third party Insurance
- Commencement and completion
- Delay and extension of time
- Damages for Non-completion
- Failure by contractor to comply with Architect's instructions
- Architect's delay in progress.
- Suspension of works
- Prime cost and provisional sums
- Certificates and payments
- Notices
- Termination of contract by the Employer.
- Settlement of dispute (Arbitration)

## 6 .GENERAL CONDITIONS OF CONTRACT

### 1. INTERPRETATIONS:

In constructing these conditions and the specifications, schedule of quantities and contract agreement, the following words shall have the meaning here in assigned to them except where the subject or context to otherwise required:

- a. "Employer" shall mean Deputy General Manager (SBI) and shall include his/their heirs, legal representatives, assignees and successors.
- b. "Contractor" shall mean \_\_\_\_\_ and shall include his/their heirs, legal representatives, assignees and successors.
- c. "Banks Engineer" shall mean any Engineer who is employed by SBI or any other Engineer appointed from time to time by the Employer, and certified in writing to the Architect and the contractor, to act as Engineer for the purpose of the Contract in place of the said engineer.
- d. "Architects" shall mean any Engineer/representative appointed by M/s. ENARC CONSULTANTS Architects & Engineers, M.G. Road, Thrissur-1, KERALA, Ph: 2441901 & 2441905, Fax: 91-487-2442011.
- e. "Works" shall mean the works to be executed in accordance with contract specifications, quantities etc.
- f. "Contract" shall mean the Articles of Agreement, the General Conditions, Special Conditions, the Appendix, the Schedule of Quantities, Specifications and drawings, work order etc., attached here to and duly signed.
- g. "Contract Price" shall mean the sum named in the Tender, subject to such amount additions thereto or deductions there from as may be made under the provisions, herein after contained.
- h. "Site" shall mean the Premises, on which the works are to be, provided, by the Employer or Architect for the purpose of the Contract.
- i. "Drawings" shall mean the drawings referred to in the contract etc., and any modifications of such drawings approved in writing by the Architect and the Bank and such other drawings as may from time to time be furnished or approved in writing by the Architect and Employer.

- j. "Notice in Writing" or written notice shall mean a notice in writing, typed or printed characters sent (unless delivered personally or otherwise provided to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received, when in the ordinary course of post, it would have been delivered.
- k. "Act of Insolvency" shall mean any Act of Insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any act amending such original.
- l. "Net Prices" if in arriving at the Contract Amount, the contractor has added to or deducted from the total of the items of the Tender any sum, either as a percentage or otherwise, then the net price of any items, in the tender, shall be the sum arrived at by adding to or deducting from the actual figure appearing in the Tender, as the price of that item, a similar percentage or proportionate sum. Provided always that in determining the percentage or proportion of the sum so added or deducted by the contractor, the total amount of any Prime cost items and provisional sums of money shall be deducted from the total amount of the Tender. The expression "net rates" or "net prices" when used with reference to the contract or account shall be held to mean rates or prices so arrived at.
- m. "Virtual Completion" shall mean that the building is in the opinion of the Architect and Employer, sufficiently completed for occupation by the Employer, in relation to the scope of work of this contract.
- n. Words importing persons include firms and corporations. Words importing the singular only, also include the plural and vice versa, where the context requires.

## 2. **SCOPE OF CONTRACT:**

The contractor shall carry out and complete the said work in every respect in accordance with this contract with the directions of and to the satisfaction of the Architect and Employer. Architect, with the approval of the Employer, may issue further drawings and/or written instructions, details, directions and explanations, which are hereafter collectively referred to as "Architect's Instructions" in regard to:

- a. The variations or modifications of the designs, quality or quantity of works or the addition or omission or substitution of any work.
- b. Any discrepancy in the drawings or between the Schedule of Quantities or drawings and/or specifications etc.
- c. The removal and/or re-execution of any works executed by the contractor.
- d. The removal from the site of any material brought there on by the contractor, and the substitution of any other material there from.



- e. The dismissal from the works of any person employed there upon.
- f. The opening up for inspection of any work covered up.
- g. The amending and making good of any defects under clause 22 "Removal of Improper works and Materials".

The contractor shall forthwith comply and fully execute any work comprised in such Architect's instruction, provided always that instructions, directions and explanations given to the contractor or his representative upon the works by the Architect shall, if involving a variation, be confirmed in writing by the contractor or within 7 days, and if not dissented from in writing within further 7 days by the Architect, such shall be deemed to be the Architect's instructions within the scope of contract.

If compliance with the Architect's instructions as aforesaid involved work and/or expense and/or loss beyond that contemplated by the contract, then unless the same were issued owing to some breach of this contract by the contractor, the employer shall pay to the Contractor on the Architect's certificate, the price of the said work (as an extra to be valued as herein after provided) and/or expense and/or loss.

### 3. DRAWINGS AND SPECIFICATIONS:

The works shall be carried out to the entire satisfaction of the EMPLOYER and the Architect, in accordance with the signed contract document, drawings and specifications and such further drawings and details as may be provided by the Architect, and in accordance with such written instructions, directions and explanations, as may from time to time be given by the Architect and the SBI, whose decision as to the sufficiency and quality of the work and materials shall be final and binding on the contractor. If the work shown on any such further drawings or work that may be necessary to comply with any such instructions, directions or explanations, be in the opinion of the contractor outside the scope of work or reasonably could not be inferred from the contract, he shall before proceeding with such work, give notice in writing to this effect to the Architect and the SBI, and in the event of the Architect and the SBI agreeing to the same in writing, the contractor shall be entitled to an allowance in respect of such extra work as an authorized extra. If the Architect and the contractor fail to agree, as to whether or not there is an extra, then, if the Architect decided that the contractor is to carry out the said work, the contractor shall do so, and the question whether or not there is any extra and if so, the amount thereof, shall failing agreement be settled by Arbitration as hereinafter provided, but such reference shall in no way delay the fulfillment of this contract.

No drawing shall be taken as in itself an order for variation, unless in addition to the Architect's signature, it bears express words stating that it is intended to be such an order or bears a remark "VALID FOR CONSTRUCTION". No claim for payment for extra work shall be allowed, unless the said work shall have been executed under the provisions of clause 8 (Authorities, notices, patents, rights and royalties) or by the authorities, of directions in drawing of the Architect as herein mentioned.

One complete set of the signed drawings and a copy of contract document

(specifications and schedule of quantities etc) shall be furnished by the Architect to the contractor. The Architect shall furnish within such time as he may consider reasonable, one copy of any additional drawings, which in his opinion may be necessary for the execution of any part of the work. Such copies shall be kept at the works, and the Architect or his representatives shall, at all reasonable times have access to the same and shall be returned to the Architect by the Contractor, before the issue of the final certificate. The original contract documents shall remain in the custody of employer.

4. SCHEDULE OF QUANTITIES:

The Schedule of Quantities unless so otherwise stated shall be deemed to have been prepared in accordance with the Standard Procedure of the Architects and shall be considered to be approximate and no liability shall attach to the Architect/Bank/SBI for any error/variations that may be discovered therein.

5. SUFFICIENCY OF SCHEDULE OF QUANTITIES:

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the schedule of Quantities and/or the Schedule of Rates and Prices, which rates and prices shall cover all things necessary for the proper completion of the works.

6. ERRORS IN SCHEDULE OF QUANTITIES:

Should any error appear in the Schedule of Quantities, other than in the Contractor's prices and calculations, it shall be rectified and such rectification shall not vitiate the contract but shall constitute a variation of the contract and be dealt with as an authorized extra or deduction.

7. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:

The contractor shall provide everything necessary for the proper execution of works according to the true intent and meaning of the drawings, specifications and the Schedule of Quantities etc., taken together, whether the same may or may not be particularly shown or described there in, provided the same can be inferred therefrom. The several documents forming the contract are to be taken as mutually explanatory to one another; detailed drawings and figured dimensions in preference to scale, and special conditions in preference to General conditions and particular specifications in preference to General specifications.

In case of discrepancy between the Schedule of Quantities, the specifications and/or the drawings, the following order of preferences shall be observed:-

- i) Description of Schedule of Quantities.
- ii) Particular specifications and special condition, if any.
- iii) Drawings.
- iv) C.P.W.D. specifications.
- v) Indian Standard specifications of B.I.S.

If there are varying or conflicting provisions made in any document forming part of the contract, the SBI and Architect shall be the deciding authority, with regard to the intention of the document and his decision shall be final and binding on the contractor.

Any error in description, quantity or rate in schedule of quantities or any omission therefrom shall not vitiate the contract or release the contractor from the execution of the whole or any part of the work so expressed there in according to drawings and specifications or from many of his obligations under the contract.

The contractor shall make his own arrangements for providing water, for carrying out the work, at his own cost. If water from any source other than Municipal main is to be used for construction, the same shall be tested at the contractor's cost, and a report submitted to the Architect for his approval, before such water is used for the works. Temporary Electrical connections shall be obtained by the contractor to facilitate execution and completion of work at their cost and all the charges there of should be borne by them.

The contractor shall supply, fix and maintain at his cost, during the execution of any works, all the necessary scaffolding, staging, hoarding, watching and lighting during nights as well as by day required not only for the proper execution and protection of the said works, but also for the protection of the public and the safety of any adjacent road, streets, cellars, vaults, pavements, walls, houses, buildings and all other erections, matters or things. The Contractor shall take down and remove any or all such scaffolding, staging, etc., as occasion shall require or when ordered or so to do, and shall fully reinstate at his own cost and make good all the matters and things disturbed during the execution of the works to the satisfaction of the Architects.

Necessary fencing shall be provided separating the existing building, if any, from the construction area during construction and no payment shall be made for the same.

Shelter or stay for the labourers has to be arranged by the contractor at his own expense and responsibility

In case the construction work is held up for any site conditions not attributable to the contractors or for any decisions/instructions/wants of details from the Employer / Architects or for any of the conditions as per Article 41 shall be allowed reasonable extension of time by the employer but any claim for idle labour shall lie under the above conditions. Contractor's quoted rates should include for all such contingencies.

## **8. AUTHORITIES, NOTICES, PATENT RIGHTS AND ROYALTIES:**

The contractor shall conform to the provisions of the statutes relating to the works, and to the regulation and by laws of any local authority, and of any water, lighting and other companies or authorities, with whose systems the structures are proposed to be connected ; and shall before making any variation from the drawings or specifications, that may be necessitated by so conforming, give to the Architects a written notice, specifying the variations proposed to be made and the reason for making it and apply for instruction thereon. In case, the contractor shall not within ten days receive such

instructions, he shall proceed with the work conforming with the provisions, regulations or by laws in question.

The contractor shall bring to the attention of the Architect all notices required by the said acts, regulations or by laws to be given to any authority, and pay to such authority or to any Public Officer all fees that may be properly chargeable in respect of the works, and lodge the receipts with the Architects.

The contractor shall indemnify the Employer against all claims in respect of patent rights, designs, trademarks or name or other protected rights in respect of any constructional plant, machine, work or material used for or in connection with works or temporary works and from and against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect thereof or in relation thereto. The Contractor shall defend all actions arising from such claims, unless he has informed the Architects, before any such infringement and received their permission to proceed, and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

#### **9. MATERIALS AND WORKMANSHIP TO CONFORM DESCRIPTION:**

All materials and workmanship shall, so far as procurable be of the respective kinds specified in the Schedule of Quantities and/or specifications and in accordance with the Architect's instructions and the contractor shall on the request of the Architects furnish to them all invoices, accounts, receipts and the other vouchers to prove that the materials comply therewith. The contractor shall at his own cost arrange for and/or carry out any test of any materials, which the Architect & Employer may require. The costs of materials used for testing, packing, transportation and testing shall be borne by the contractor and his quoted rates/amounts shall include all such expenses/contingencies.

9a. In case of non-availability of specified Make/brand of any material the alternate make/brand will be given by the Employer/Architect.

#### **10. THE SETTING OUT:**

The Contractor shall at his own expense, set out the works accurately in accordance with the plans and to the complete satisfaction of the Architect. The Contractor shall be solely responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions and alignment of all parts thereof. If at any time any error shall appear during the progress or on completion of any part of the work, the contractor shall at his cost rectify such error if called upon to the satisfaction of the Architects/Employer. The work shall from time to time be inspected by the Architect and/or his representatives, but such inspection shall not exonerate the contractor in any way from his obligation to remedy any defects, which may be found to exist at any stage of the work or after the same is completed, at his own cost.

**11. REMOVAL OF ALL OFFENSIVE MATTERS:**

All debris arising out of the work shall be disposed off as per the rules and regulations of the Local authorities concerned.

**12. OPENING UP WORKS:**

In the event of the Architect / Employer feels that the work is not carried out as per tender specifications, contractor at his cost shall open the concealed work at his cost for which no Extra cost will be paid.

**13. CONTRACTOR'S SUPERINTENDENCE & REPRESENTATIVE ON THE WORKS:**

The contractor shall give all necessary personal superintendence during the execution of the works and so long thereafter as the Architect may consider it necessary until the expiration of the "Defects Liability Period" stated in clause 24. The Contractor shall meet the Architect or his representative, whenever required and so in formed by the Architect.

The Contractor shall maintain and be represented at site at all times, while the work is in progress, by a responsible and efficient foreman, approved by the Architect and who must thoroughly understand all the trades entailed and be constantly in attendance while the men are at work. Any directions, explanations, instructions or notices given by the Architect & Employer to such foreman shall be deemed to have been given to the contractor and shall be binding as such on the contractor. The Foreman shall be thoroughly conversant with the English language and should be able to read, write and speak English.

**14. DISMISSAL OF WORKMEN:**

The contractor shall on the request of the Architect and Employer immediately dismiss from the works any person employed thereon who may, in the opinion of the Architect and Employer be unsuitable or incompetent or who may misconduct himself, and such person shall not again be employed or allowed on the works without the permission of the Architect & Employer.

**15. ACCESS TO WORKS:**

The Architect, the Employer and any person authorized by them shall at all reasonable times have free access to the works and to the workshops, factories or other places where materials are being prepared or constructed by the contract and also to any place where the materials are lying or from which they are being obtained. The Contractor shall give every facility to the Architect and the Employer and their representatives for inspection and examination and test of the materials and workmanship. No person, unless authorised by the Architect or the Employer, except the representatives of Public authorities, shall be allowed on the works at any time. If any work is to be done at a place other than the site of works, the contractor shall obtain the written permission of the Architect for doing so.

#### **16. EMPLOYER'S REPRESENTATIVE /PMC:**

The Employer may appoint an Deputy to the Engineer, any Site Engineer or Project Management Consultant (PMC), who shall be the representative of the Employer. The duties of the Employer's representatives are to watch and supervise the works and to test any materials to be used and of workmanship employed in connection with the works. He shall have no authority either to relieve the contractor of any of his duties or obligations under the contract, or except those expressly provided hereunder, to order any work involving delay or any extra payment by the Employer or any variation of or in the works.

The contractor shall afford the Employer's representative every facility and assistance for examining the works and materials and checking and measuring item and materials. Neither the Employer's representative nor any Deputy to the Architect shall have power to revoke, alter, enlarge or relax the requirements of this contract, or to sanction any new-work, additions, alterations, deviations or omissions unless such an authority may be specially conferred by a written order of the Architect and Employer.

The Employer's representative shall have to give notice to the Contractor or his representative about the non-approval of any work or materials and such works shall be suspended or the use of such materials should be discontinued until the decision of the Architect is obtained. The work will from time to time be examined by the Architect or the Employer's representative, but such examinations shall not in any way exonerate the contractor from the obligation to remedy any defects, which may be found to exist at any stage of the work or after the same is completed. Subject to the limitations of the clause, the contractor shall take instructions only from the Architect and Employer.

#### **17. ASSIGNMENT OF SUB-LETTING:**

The works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or underlet the contract or any part/share thereof or interest therein without the written consent of the Architect and Employer, and no undertaking shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the works during their progress.

#### **18. SUB-CONTRACTORS:**

All specialists, merchants, tradesmen, and others, executing any work or supply and fixing any goods for which prime cost prices or provisional sums are included in the Schedule of Quantities and/or specifications, who may be nominated or selected by the Architect and employer and hereby declared to be sub-contractors employed by the Contractor, are herein referred to as nominated sub-contractors. No nominated sub-contractors shall be employed on or in connection with the works, against whom the contractor shall make reasonable objection or (see where the Architect and contractor shall otherwise agree), who will not enter into a contract provided.

The nominated sub-contractor shall indemnify the contractor against the same obligations in respect of the sub-contract as the contractor is under, in respect of this contract.

The nominated sub-contractors 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 plant, the property of the contractor or under any Workman's Compensation Act in force.

- a. Payment shall be made by the contractor to the nominated sub-contractor, within 14 days of receipt of the Architect's certificate, provided that before any certificate is issued, the contractor shall upon request furnish to the Architect proof that all nominated sub-contractor's account included in the previous certificates have been duly discharged; in default whereof the Employer may pay the same upon a certificate of the Architect and deduct the amount thereof from any sums due to the contractor. The exercise of this power shall not create any contract between Employer and Sub-contractor.

#### **19. VARIATIONS NOT TO VITIATE CONTRACT:**

The contractor shall when directed in writing by the Architect, omit from or vary work shown upon the drawings or described in the specifications or included in the priced schedule of quantities, but the contractor shall not make any alterations or additions to or omissions from the works or any deviations from the provisions of the Contract without such authorizations or direction in writing from the Architect and Employer.

No claim for any extra item or deviations shall be allowed, unless it shall have been executed by the Authority of the Architect and Employer as herein mentioned. Any such extra item or deviation is hereinafter referred to as an authorised extra item or deviation. No variations i.e., additions, omissions or substitutions shall vitiate the contract.

The rate of items not included in the bill of quantities shall be settled by the Architect and Employer.

#### **20. MEASUREMENTS OF WORKS:**

The Architect/PMC may from time to time intimate the Contractor that he requires the works to be measured and the contractor shall forthwith attend or send a qualified agent to assist PMC/Architect's representative in taking measurements and calculations, and to furnish all particulars or give all assistance required by either of them.

Should the contractor not attend or neglect or omit to send such an agent, then the measurements taken by the PMC/Architect's representative approved by them shall be taken to be the correct measurements. The mode of measurements wherever not mentioned in contract documents be taken in accordance with the Indian Standard of

Method of measurements of building works (I.S.1200 - 1958) and its revisions, if any. In case of any discrepancy between various contract documents on mode of measurements, the mode given in Bill of Quantities will take precedence over others.

The contractor or his agent may at the time of measurement take such notes and measurements as he may require.

All authorized extra works, omissions and all variations made without the Architect's knowledge, if substantially sanctioned by him in writing shall be included in such measurements.

## **21. PRICES FOR SUBSTITUTIONS/EXTRA ETC.,**

Any variations, is made, and any substituted/ extra (new) items have been executed, the valuation of such quantities/items, amounts of variations, unless previously or otherwise agreed upon, shall be made in accordance with the following rules:

- a. The tender rates shall be applicable for any increase in the tendered quantities up to variations of +25%. If the quantity of work to be executed varies beyond +25%, the rate for the quantity beyond +25% of such items will be derived as per standard method of rate analysis (coefficients will be adopted as per CPWD/NBO analysis of rates wherever applicable, if coefficients are not available in CPWD/NBO, market rate analysis approved by the Bank will be final and binding on the contractor) based on prevalent fair price of labour (labour rate for various category as per minimum wages act as applicable will be adopted for the purpose of analysis irrespective of higher wages if any paid by the contractor), material and other components as required including 15% towards contractor's profit & overheads. In case the quantity decreases or item/s omitted/deleted at the time of allotment/ commencement/ execution, the contractor will be paid for the actual work done at the site duly verified by the concerned officials of the Bank. Nothing extra will be paid by the Bank on account of omission/deletion of items or decrease in the quantity of items. The Bank shall not entertain any claim whatsoever from the contractor on this account.
- b. The price of all additional items/ non-tendered items will be worked out on the basis of rates quoted for similar items in the contract wherever existing. If similar items are not available, the rates for such items will be derived as per standard method of rate analysis (coefficients will be adopted as per CPWD/NBO analysis of rates wherever applicable, if coefficients are not available in CPWD/NBO, market rate analysis approved by the Bank will be final and binding on the contractor) based on prevalent fair price of labour (labour rate for various category as per minimum wages act as applicable will be adopted for the purpose of analysis irrespective of higher wages if any paid by the contractor), material and other components as required including 15% towards contractor's profit & overheads.
- c. Where extra and or substituted items of work cannot be properly measured



or valued, the contractor shall be allowed based on the net local day work rates and wages for the district and prevalent market rates for materials etc., at the time of ordering that item; provided that in either case vouchers for wages paid specifying the daily time (and if required by the Architect, the workmen's name) and materials employed at or before the end of the week following that in which the work has been executed.

- d. The measurements and valuations in respect of the extra and substituted items of work shall be completed within the "Period of final measurement" or within 3 (three) months from the completion of the contract works as defined under clause No. 26 (certificate of virtual completion).

## **22. ASCERTAINMENT OF UNFIXED MATERIALS:**

When any materials intended for the works shall have been placed at site by the contractor, such materials shall not be removed therefrom (except for the purposes of being used on the works) without the written authority of the Architect and Employer and when the contractor shall have received payment in respect of any certificate in which the architect shall have stated that he has taken into account the value of such unfixed materials on the works such materials shall become the property of the Employer and the Contractor shall be liable for any loss or damage to any such materials.

## **23. REMOVAL OF IMPROPER WORK AND MATERIALS:**

The Architect shall, during the progress of the works, have power to order in writing from time to time the removal from the works, within such reasonable times as may be specified in the order, of any materials which in the opinion of the Architect and Employer are not in accordance with the specifications or the instructions of the Architect and Employer; and the substitution with proper materials and the removal and proper re-execution of any work, which has been executed with materials or workmanship, not in accordance with the contract/drawings and specifications or instructions etc., the contractor shall forthwith carry out such orders at his own cost. In case of default on the part of the contractor to carry out such orders, the Employer shall have the power to employ and pay other persons to carry out the same and all expenses consequent thereon or incidental thereto shall be borne by the Contractor, and shall be recoverable from the contractor by the Employer, or may be deducted by the Architect, from any money due or may become due to the contractor for this work or on any other account.

Instead of this procedure for work not done in accordance with the contract, the Architect and Employer may allow such work to remain, and in that case may make allowance for the difference in value together with such further allowance for damages to the Employer, as in his opinion may be reasonable. This allowance shall be recoverable from the contractor by the Employer, or

may be deducted by the Architect, from any money due or may become due to the contractor for this work or on any other accounts. The decision of Architects in these matters shall be final and binding on the contractor.

**24. DEFECTS AFTER COMPLETION:**

Any defect, shrinkage, settlement or other faults which may appear with in the "DefectsLiabilityPeriod" stated in the Appendix, within 12 months after the virtual completion of the works arising in the opinion of the Architect and the Bank, from materials or workmanship not in accordance with the contract, shall upon the directions and writing of the Architect and Employer and within such reasonable time as shall be specified therein, be rectified and made good by the Contractor at his own cost. In case of default, the Employer may employ any other person to amend and make good such defects, shrinkage, settlements or other faults. All damages, loss and expenses consequent therein or incidental thereto shall be made good and borne by the contractor and such damage, loss and expenses shall be recoverable from him by the employer or may be deducted by the Employer, the damages, loss and expenses from any sums that may be due to the contractor or amount retained under condition 36 (Certificate and payment) and in event of the amount retained being insufficient recover the balance from the amount held against EMD & Security deposit or any other amounts due or may become due later.

**25. CERTIFICATE OF VIRTUAL COMPLETION:**

The contractors shall intimate in writing to the Architects, as and when the works are complete in all respects in order to enable the Architect to intimate the Employer to take possession of the same. The works shall not be considered as virtually completed, until the Architect has certified in writing that the same have been "Virtually completed" and accepted by the employer. The defects liability period shall commence, only from the date of such virtual completion certificate.

**26. OTHER PERSONS ENGAGED BY THE EMPLOYER:**

The Employer reserves the right to use the premises and any portions of the site for the execution of any work not included in this contract which he may desire to carry out through other persons, and the contractor is to allow all reasonable facilities for the execution of such work, except by special arrangement with the Employer. Such work shall be carried out in such a manner as not to impede the progress of the works included in the contract, and the contractor shall not be responsible for any damage or delay which may happen to or be occasioned by such work.

**27. INSURANCE IN RESPECT OF DAMAGE TO PERSONS AND PROPERTY:**

The contractor shall be responsible for all injury to persons, animals or things and for all structural and decorative damage to property, which may arise from operation or neglect of himself or any of his or sub-contractor's employees, whether or any other cause whatever in any way connected with the carrying out of this contract. This clause shall be held to include, inter alia any damage to buildings, whether immediately adjacent or otherwise, any damage to roads, caused to the buildings and works forming the subject of this contract by frost or other inclement weather. The contractor shall indemnify the employer and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of government or otherwise, and also in respect of any award of compensation or damages consequent upon such claim.

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

The contractor shall indemnify the Employer against all claims which may be made against the Employer, by any member of the Public or other party, in respect of any thing which may arise in respect of the works or in consequence thereof and shall at his own cost, effect and maintain until one month after the works are taken over by the Employer or three months after the date of completion of the contract with an approved office, a policy of Insurance in the joint names of the Employer and the contractor against such risks and signing of the contract. The contract shall also indemnify the employer against all claims which may be made upon the Employer whether under the Workmen's compensation act or any other statute in force during the currency of this contract or at common law in respect of any employees of the contractor or of any sub-contractor and shall at his own expense effect and maintain until one month beyond the virtual completion of the contract, with an approved office. A policy of Insurance in the joint names of the Employer and the Contractor against such risks and deposit such policy or policies with the Architects from time to time, during the currency of the contract. In default of the contractor insuring as provided above, the Architect on behalf of the Employer may so insure and may deduct the premiums paid from any money due or which may become due to the contractor.

The contractor shall be responsible for anything which may be excluded from the Insurance Policies above referred to and also for all other damages to any property arising out of and incidental to the negligent or defective carrying out of this contract however, such damage shall be caused.

The Contractor shall also indemnify the Employer in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any Award of or compensation of damages arising therefrom.

The Employer with the concurrence of the Architect shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claims of damages from any sums due or to become due to the contractor.

**28. CONTRACTOR'S ALL RISK POLICY:**

The contractor shall within 14 days from the date of commencement of the work insure the works at his cost and keep them insured until one month after the works are taken over by the Employer or three months after the date of completion whichever is earlier, against loss or damage by fire and usual risks other than fire against which insurers generally provide cover in a CONTRACTOR'S ALL RISK POLICY, with an insurer to be approved by the Employer/ Architects, in the joint names of the Employer and contractor (the name of the former being placed first in the policy), progressively for the full amount of the contract and for any further sum as called upon to do so by the Architect, with the prior written consent of the Employer, the premium of such further sum being allowed to the contractor as an authorised extra. Such policy shall cover the property of the Employer only and Architects and surveyor's fees for assessing the claim and in connection with his services generally in reinstatement and shall not cover

any property of the contractor or of any subcontractor or employee. The contractor shall deposit the policy and receipts for the premiums paid with the Architects/Employer, within twenty-one days of the date of commencement of work, unless otherwise instructed, as provided above failing which the employer or the Architect on his behalf may insure and may deduct the premium paid from any money that may be due or that may become due to the contractor. The contractor shall as soon as the claim under the policy is settled, or the work reinstated by the insurers should they elect to do so, proceed with all due diligence with the completion of the works in the same manner as though the fire or other such risk had not occurred and in all respects under the same conditions of contract.

The contractor in case of rebuilding or reinstatement after fire or other such usual risk shall be entitled to such extension of time for completion as recommended by the Architect.

**29. MINIMUM AMOUNT OF THIRD PARTY INSURANCE:**

Such insurance shall be effected with an insurer and in terms approved by the SBI which approval shall not be reasonably withheld and for at least the amount stated below. The contractor shall, whenever required, produce to the Architect/Consultant the policy or policies of insurance cover and receipts for payment of the current premium. The minimum insurance cover for physical property, injury, and death is Rs.5.00 lakhs per occurrence with the number of occurrences limited to four. After each occurrence contractor will pay additional premium necessary to make insurance valid for four occurrences always.

**30. COMMENCEMENT AND COMPLETION:**

The contractor shall be allowed admittance to the site on the "Date of Commencement" stated in the Appendix, and he shall thereupon and forthwith begin the works and shall regularly proceed with and complete the same (except such painting or other decorative work as the Architect may desire to delay) on or before the "Day of Completion" started in the Appendix subject nevertheless to the provisions for extension of time hereinafter contained.

**31. DELAY AND EXTENSION OF TIME:**

If in the opinion of the Architect the works be delayed:

- a. by force majeure, or
- b. by reason of any exceptionally inclement weather, or
- c. by reason of proceeding taken on threatened by or dispute with adjoining or neighbouring owners or public authorities arising otherwise, than through the contractor's own default, or
- d. by the works or delays of the contractors or tradesmen engaged or nominated by the Employer or Architect and not referred to in the Schedule of Quantities and/or specifications, or
- e. by reason of civil commotion, local combination of workmen or strike or lock-out affecting any of the buildings/traders, or
- f. by reason of the Architect's instructions as per clause 2, or
- g. In consequence of the contractor not having in due time, necessary instructions from the Architect, for which he shall have specifically applied in writing ahead of time, giving reasonable time to prepare such instructions.

The Architect shall make a fair and reasonable assessment for extension of time, for completion of the contract works which may be approved by the Employer.

In case of such strike or lock-out, the contractor shall as soon as possible, give written notice thereof to the Architect, but the contractor shall nevertheless constantly use his endeavours to prevent delay and shall do all that may reasonably be required, to the satisfaction of the Architect to proceed with the work.

**32. DAMAGES FOR NON-COMPLETION:**

If the contractor fails to complete the works by the date stated in clause 30 (date of completion) or within any extended time certified under clause 31 (extension of time) and if the Architect shall certify in writing on or before the date of issue of the certificate for the last payment to which the contractor may become entitled hereunder that

the works could have been reasonably completed by the said date or within the said extended time, then the contractor shall pay to the Employer or allow the employer to recover from due to the contractor on any account the sum stated (liquidated damages and not by way of penalty), subject to a maximum amount of 5% as stated in Appendix of General Conditions of contract and such damages may be deducted from any money due or which may become due to the contractor.

The deduction of such sum shall not, however, absolve the contractor of his responsibility and obligations to complete the work in its entirety.

**33. FAILURE BY CONTRACTOR TO COMPLY WITH ARCHITECT'S INSTRUCTIONS:**

If the contractor after receipt of written notice from the Architect requiring compliance with such further drawings and/or Architects instruction, fails within seven days to comply with the same, the Architect and Employer may employ and pay other persons to execute any such work whatsoever as may be necessary to give effect thereto and all costs incurred in connection therewith shall be recoverable from the contractors by the employer on a Certificate by the Architect as a debit or may be deducted by him from any money due or which may become due to the contractors.

**34. ARCHITECT'S DELAY IN PROGRESS:**

The Architect may delay the progress of the works in case of rains or otherwise, without vitiating the contract and grant such extension of time with the approval of the Employer for the completion of the contract as he may think proper and sufficient in consequence of such delay, and the contractor shall not make any claim for compensation or damage in relation thereto.

**35. SUSPENSION OF WORKS:**

If the contractor, except on account of any legal restraint upon the employer preventing the continuance of the works, or on account of any of the causes mentioned in the clause "Extension of time" or in the case of certificate being withheld or not paid when due, shall suspend works or in the opinion of the Architects, shall neglect or fail to proceed with due diligence in the performance of his part of the contract or if he shall more than once make default in the respects mentioned in clause 23 (removal of improper work and materials),

the Employer through the Architect shall have the power to give notice in writing to the contractor required that the works be provided within a reasonable manner, and with reasonable despatch, such notice shall not be unreasonably given and must signify that it purports to be a notice under the provisions of this clause and must specify the acts or defaults on the part of the contractor upon which it is based. After such notice shall have been given, the contractor shall not be at liberty to remove from the site of works, or from any ground contiguous thereto, the site of works, or from any ground contiguous thereto, any plant or materials belonging to him which shall have been placed thereon for the purpose of work, and the Employer shall have lien upon such plants and materials to subsist from date of such notice being given until the notice shall have been complied with, provided always that such lines shall not under any circumstances subsist after the expiration of 30 (thirty) day from the date of such notice given, unless the employer shall have entered upon and taken possession of the works and site, as hereinafter provided.

If the contractor shall fail for seven days after such notice has been given, to proceed with the works as therein prescribed, the Employer may enter upon and take possession of the works and site, and of all such plants, machinery and materials thereon intended to be used for the works, and the Employer shall retain and hold a lien upon all such plants, machinery and materials until the work shall have been completed, under powers hereinafter conferred upon him;

If the Employer shall exercise the above power, he may engage any other person to complete the works and exclude the contractor, his agents and servants from entry upon or access to the same, except that the contractor or any person appointed in writing may have access at all times during the progress of the works to inspect, survey and measure the works. Such written appointments or a copy thereof shall be delivered to the Architect before the person appointed comes on to the works and the Employer shall take such steps as in the opinion of the Architect may be reasonably necessary for completion of the works, without undue delay or expenses using for that purpose the plant, machinery and materials above mentioned in so far as they as they are suitable and adopted to such use.

Upon the completion of the works, the Architect shall certify the amount of the expenses properly incurred consequent on and incidental to the default of the contractor as aforesaid and in completion of the works by other persons.

Should the amount so certified as the expenses properly incurred be less than amount which should have been due to the contractor upon the completion of the works by him, the difference shall be paid to the contractor by the Employer, should the amount of the former exceed the latter, the difference shall be paid by the contractor to the Employer. The Employer shall not be liable to make any further payments or compensations to the contractor for or on account of the proper use of the plant for the completion of the works under the provisions herein before mentioned other than such payments as is included in the contract.

After the works shall have been so completed by persons other than the contractor, under the provisions hereinbefore contained, the Architect shall give notice to the contractor to remove his plants and all surplus materials as may not have been used in the completion of the works from the site.

If such plant and materials are not removed within a period of 14 days after the notice shall have been given, the Employer may remove and sell the same, holding the proceeds less the cost of the removal and sale, to the credit of the contractor. The Employer shall not be responsible for any loss sustained by the Contractor from the sale of the plant in the event of the Contractor not removing it after notice.

**36. PRIME COST AND PROVISIONAL SUMS:**

- a. Where "Prime Cost" (P.C.) prices or provisional sums of money are considered for any goods or works in the specifications or Schedule of quantities or deviations hereof, the same are exclusive of any trade discounts, or allowances, discount for cash, or profit which the contractor may require and or carriage and fixing.
- b. All goods or work, for which prime cost prices or provisional sums of money are considered may be selected or ordered from many manufacturer's or firms, at the discretion of the Architect or the Employer. The Employer reserves to himself the right of paying directly for any such goods or work and the Architect may deduct the said prices or sums from the amount of the contract. Should any goods or works for which prime cost prices or provisional sums are considered or portions of same be not required, such prices or sums, together with the profits allowed for such additional amount as the Contractor may have allowed for carriage and fixing will be deducted in full from the amount of the Contract. Whether the goods be ordered by the Contractor or otherwise, the contractor shall at his own cost fix the same, if called upon to do so, and the contractor shall also receive and sign for such goods and be responsible for their safe custody as and from the date of their delivery upon the works.
- c. In cases in which provisional quantities of items/materials are contained in the contract, the contractor shall provide such materials and or execute such items to such amounts or to greater or lesser amounts as the Architect shall direct in his schedule of quantities.
- d. No prime cost sum or sums (or any portion thereof) shall be included in any certificate for payment to the contractor until the receipted accounts relating to them have been produced by the contractor to the Architect. Such accounts shall show all discounts and any sum or sums in respect of such discounts shall be treated as a trade discount. Provided always, that should the contractor in lieu of producing such receipted accounts, request the Architect in writing to issue a certificate to the Employer for such sum or sums, due either on account or in settlement to a sub-contractor direct, the Architect shall, upon satisfying himself that the sub-contractor is entitled to the same, so issue the certificate and such sum or sums be deducted from the amount of the contractor, at the settlement of accounts and any profit or sum to which the contractor is properly entitled, in respect of such sub-contract, and which is in conformity with the terms of contract as though the amount of such certificate to the sub-contractor has been included in a certificate drawn in favour of the contractor.



- e. If the contractor neither produces the receipt nor gives authority to the Architect to issue a certificate in favour of such sub-contractor direct, the Architect may upon giving the contractor SEVEN DAYS NOTICE in writing of his intentions to do so, issue to the sub-contractor such certificate direct to the Employer and obtain a receipt from the sub-contractor, which receipt shall be deemed as a discharge for the amount of such certificates, as though given by the contractor. In such event, the contractor shall not be allowed any profit he may have added in the Schedule of Quantities upon such sub-contract.
- f. The exercise of the option before referred to by the Contractor and the issue of certificates, as before described to sub-contractor direct of certificates by the Architect, shall not however, relieve the contractor from any of the liabilities in respect of insufficient, faulty or incomplete work of the sub-contractor for which he may be liable under the terms of the contract.

### 37. CERTIFICATES AND PAYMENTS:

The contractor shall be paid by the Employer after due checking and after making necessary correction from time to time, by instalments under Interim Certificates to be issued by the Architect on account of the works executed by the contractor based on the joint measurements taken by the PMC, the Architect's representative and the contractor's representative when in the opinion of the Architect, work to the approximate value named as "Value of work for Interim Certificates", (or less at the reasonable discretion of the Architect & Employer) has been executed in accordance with the Contract, subject however, to a retention of the percentage of such value named in the Appendix hereto mentioned as "Retention Percentage for Interim Certificates", until the total amount retained shall reach the sum named in the appendix as Total Retention Money, after which time the instalments shall be up to the full value of the work subsequently so executed plus such amount as he may consider proper on account of materials delivered upon the site by the contractor for use in the work and available on the date of billing.

And when the works have been virtually completed and the Architect shall have certified in writing that they have been so completed, the contractor shall be paid by the Employer after satisfying himself in accordance with the certificate to be issued by the Architect, the sum of money named in the Appendix as 'Instalment after Virtual Completion' being a part of the said Total Retention Money.

The Contractor shall be entitled to the payment of the final balance (balance security deposit/retention money) in accordance with the final certificate to be issued in writing by the Architect at the expiration of the period referred to as 'The Defects Liquidation Liability period' in appendix on page 10 hereto, from the date of virtual completion or as soon after the expiration of such period as the work shall have been finally completed and all defects made good according to the true intent and meaning hereof, whichever shall happen, provided always that the issue by the Architect of any Certificate during the progress of the works or after the completion shall not relieve the contractor from his liabilities in cases of fraud, dishonesty or fraudulent concealment relating to the works or materials or any matter dealt within the certificate, and in case of all such defects

and insufficiencies in the works or materials, which reasonable examination would have disclosed. No certificate of the Architect shall by itself be conclusive evidence that any works or materials to which it relates are in accordance with the contract.

The Architect shall have power to withhold any Certificate, if the works or any part thereof are not being carried out to his and employers satisfaction. The Architect may by any certificate make any correction in any previous Certificate, which shall have been issued by him. Payment upon the Architect's Certificates shall be made within the period named in the Appendix A's Period of Honoring of Certificates, after such certificates have been delivered to Employer.

**38. NOTICES:**

Notices for the Employer, the Architect, or the Contractor may be served personally or by being left at or sent by registered post to the last known place of abode or business of the party to whom the same is to be given or in the case of the contractor by being left on the works. In case of a company or corporation, notices may be served at or sent by registered post to the Registered Offices of the Company or Corporation. Any notices sent by registered post shall be deemed to be served at the time, when in the ordinary course of post it would be delivered.

**39. TERMINATION OF CONTRACT BY EMPLOYER:**

If the contractor (being an individual or a firm) commit any " Act of Insolvency ", or shall be adjudged as insolvent, or shall make an assignment or composition of the

greater part in number of amount of his creditors, or shall enter into a Deed of Assignment with his creditors, or (being an incorporated Company) shall have an order made against him or pass an effective Resolution for winding up either compulsorily, or Subject to the supervision of the court or voluntarily, or if the official Assignee of the contractor shall repudiate the Contract, or if the Official Assignee or the Liquidator in any such winding up shall be unable, within seven days after notice to them requiring him to do so, to show to the reasonable satisfaction of the Architect that he is able to carry out and fulfill the Contract and if required by the Architect to give a security there for, or if the contractor shall suffer any payment under this contract to be attached by or on behalf of any of creditors of the Contractor, if the Contractor shall assign or sublet the contract without the consent in writing of the Architect first obtained, or if the contractor shall charge or encumber this Contract for any payments due or which may become due to the Contractor thereunder, or if the Architect shall certify in writing to the SBI that in his opinion the Contractor:

- (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 work for fourteen days after receiving from the Architect written notice to proceed, or
- (c) Has failed to proceed with the work with such due diligence and failed to make such due progress as would enable the works to be completed within time agreed upon or
- (d) Has failed to remove materials from site or to pull down and replace works within seven days after receiving from Architect written notice that the said materials or work were condemned and rejected by the Architect under these conditions or
- (e) Has neglected or failed persistently to observe and perform all or any of the acts, matters or things required by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the contractor to observe or perform the same, or
- (f) Has to the detriment of good workmanship or in defiance of the Architects instructions to the contrary, submit any part of the contract or has used in the permanent works important materials which are substandard and not as per specification fraudulently making the Architect / SBI to believe that it is the specified material.

Then and in any of the said caused the SBI with the written consent of the Architect may, notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the contract, but without thereby affecting the powers of the Architect or the obligations and liabilities of the Contractor, the whole of which shall continue to be in force as fully as if the contract has not been so determined and as if the works subsequently executed and being executed by or on behalf of the contractor. And further, SBI with the consent of the Architect by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffoldings, shed, machines, steam and other power utensils and materials lying upon premises or the adjoining lands or roads, and use the same as his own property or may employ the same by means

of his own servants and workman in carrying on and completing of the works or by employing any other Contractor or any other person or persons to complete the works and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or person employed for completing and finishing or using the materials and plant for the works, when the work shall be completed, or as soon thereafter as convenient, the Architect shall give an notice in writing to the Contractor, to remove his surplus material and plant and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the SBI may sell the same by public auction and shall give credit to the Contractor for the amount so realized. The Architects shall thereafter shall assertion and certify in writing under his hand what (if anything) shall be due or payable to or by the SBI, for the value of the said plant and materials so taken possession of by SBI, and the expense or loss which the SBI shall have been put to in getting the works to be so completed, and the amount, if any owing to the Contractor and the amount which shall be so certified shall, thereupon, be paid by SBI to the Contractor or by the Contractor to SBI as the case may be, and the certificate of the Architect shall be final and conclusive between the parties.

#### 40. SETTLEMENT OF DISPUTES AND ARBITRATION:

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship of 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 or orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- (a) If the contractor considers that he is entitled to any extra payment or compensation in respect of the work over and above the amounts admitted as payable by the Architect 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 Deputy General Manager,, State Bank of India, Administrative office, Kollam - 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 have been given by the Contractor The Deputy General Manager,, State Bank of India, Administrative office, Kollam - 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 DGM(SBI), Administrative ,office Kollam- in writing in the manner and within the time aforesaid.

- (b) **The** Deputy General Manager,, State Bank of India, Administrative office, Kollam - - 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 Deputy General Manager,, State Bank of India, Administrative office, Kollam- submit his claims to the conciliating authority namely the Circle Development Officer, State Bank of India, Local Head Office, Kollam for conciliation along with all details and copies of correspondence exchanged between him and The Deputy General Manager,, State Bank of India, Administrative office, Kollam -.
- (c) If any dispute, difference that arise between the Contractor and the Bank, but not settled through mediation or other mutual resolution, including those in respect of the interpretation of this agreement or concerning anything herein contained or arising out of this agreement except that state in (I) above or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the Works, except in respect of the matters for which it is provided herein, that the decision of the Bank is final and binding, the same shall be referred to the Arbitration and final decision of a Sole Arbitrator jointly appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to appoint the arbitration panel of 3 arbitrators, one to be appointed by each disputing party and the third to be appointed by the two arbitrators so appointed.
- (d) The arbitration shall be governed by the Arbitration and conciliation Act, 1996 or any amendment thereof.
- (e) The work under the contract shall, however, continue during the Arbitration proceedings. No payment due or payable to the Contractor shall be with-held on account of such proceedings except the disputed payment of fees on account of other provisions in this agreement.
- (f) The Arbitrator(s) will have power to regulate their own procedure.
- (g) The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- (h) The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award.
- (i) The place of arbitration shall be Kollam.
- (j) 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 costs of the reference and of the award including the fees, if any of the Arbitrator, who may direct to and by whom and in what manner, such costs or any part hereof shall be paid, may fix or settle the amount of costs to be paid.
- (k) The Parties shall strive to appoint a Trivandrum based person as far as possible as the arbitrator as above.
- (l) Notwithstanding the provisions of appointment of Arbitrator as above, the parties shall

make their best efforts to resolve any dispute or difference through mutual negotiation or mediation.

## 7. INDEX TO SPECIAL CONDITIONS OF CONTRACT

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## 8. SPECIAL CONDITIONS OF CONTRACT

### 1. INSPECTION OF DRAWINGS:

Before filling in the tender, the contractor will have to check up all drawings and Schedule of quantities, and will have to get immediate clarifications from the Architect on any point, that he feels is vague or uncertain. No claim/damages or compensation will be entertained on this account.

### 2. CONTRACTOR TO VISIT SITE:

Each tenderer must, before submitting his tender, visit the site of works, so as to ascertain the physical site conditions, prices and availability and quality of materials according to specifications before submitting the quotations. No excuse regarding non-availability of any materials or changes in the price will be entertained or extra allowed on that account.

The existing adjacent buildings belonging to Govt/private which are in close proximity of the proposed Interiors, hence the contractor shall cater for all arrangements to carry out the work without causing any disturbance to the occupants by providing screens with bamboo matting or other suitable material approved by Architects/Engineer. The contractor shall ensure that no dust or construction material falls near/around the existing buildings.

### 3. EXECUTION OF WORK (PRICES TO INCLUDE):

i) The whole of the work as described in the Contract (including the Schedule of Quantities, the specifications and all drawings pertaining thereto) and as advised by the Architect & employer from time to time is to be carried out and completed in all its parts to the entire satisfaction of the Architect & Employer. Any minor details of construction, which may not have been definitely referred to in this contract, but which are usual in sound building, road and all construction practice and essential to the work, are deemed to be included in this contract. Rates quoted in the Tender are inclusive of transportation and other overheads.

The rates quoted in the tenders should also include all charges for:

- a)
  - 1. Carrying
  - 2. Hauling
  - 3. Labour
  - 4. Fixing
  - 5. Watering
  - 6. Cleaning
  - 7. Making good and
  - 8. Maintenance etc.

- b) The contractor should arrange timely at his cost for all required.
- i) Plant, machinery, scaffolding, formwork, ladders, ropes, nails, spikes, shuttering, temporary supports, platforms, tools, all material etc., required for executing the work, and protecting them from weather and other normal/ natural causes
  - ii) Covering/protecting for the walling and other works, during inclement weather, strikes etc., as and when necessary and as directed.
  - iii) All temporary canvas covers/covering, lights, tarpaulin, barricades, water shoots etc.
  - iv) All stairs and steps, thresholds and any other requisite protection for the works.
  - v) All required temporary weather-proof sheds at such places and in a manner approved by the Architect, for the storage and protection of materials, against the effects of sun and rain.
  - vi) All required temporary fences, lighting/ sign-board etc., guards, approaches and roads as may be necessary for execution of the contract works and for safeguarding the public.
  - vii) 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 works disturbed by these conveniences.
- c) The Architect & Employer will be the sole judge in deciding as to the suitability or otherwise of the tools/formwork/machinery or plant that may be brought to the work site by the contractor for the proper execution of the work.
- d) The rates quoted by the tenderer in the Schedule of Probable items of work will be deemed to be for the finished work.

5. **SCHEDULE OF QUANTITIES:**

- e) The Schedule of quantities forms part of the contract, but the Employer reserves the right to modify the same or any part thereof as per variation clause stated herein below. The contractor shall not be allowed any compensation or damages for the work which is so omitted or cancelled or added or substituted by the Architect & Employer.

Please refer clause 4 of General Conditions of Contract.

6.a. **QUANTITIES LIABLE TO VARY:**

This clause applies for unlimited variations (+ or -) for items of foundations and those executed below plinth level. For all other items, only in case where + variations of any item exceeds 25% of Quantities of respective items given in the schedule of quantities of the contract, such additional quantities of those items shall be treated as extra items and valued as per clause 21 of special conditions of contract, considering of that rates for these items cannot be derived from the contracted items of work.

The quantities indicated in the bill of quantities are only approximate, and hence may vary on either side (+ or -) for accomplishing the works enunciated under the scope of works, in accordance with designs, drawings and specifications and/or instructions of the Architect & Employer. Variations may also occur, consequent upon addition or deletion or substitution of particular items, change of designs or specifications during the course of execution. The contractor, in either case, is bound to carry out the modified quantities upto +25% (plus twenty five percent) variation, without any enhancement in rates and at the same rates as per accepted original tendered rates.

Please refer clause 4, 5, 6 & 21 of General conditions of contract.

b. **FILLING OF TENDERS:**

The rates and amounts for each tendered item should be filled in separate columns provided for in the Schedule of quantities and all the amounts should be totaled up in order to show the aggregate value of the entire tender. All rates shall be filled in both words and figures. These figures and words shall be preceded by 'Rs' and 'Ps' as the case may be, and while filling in words, must end with "Only". Example:

- i) Rs.15.25 (Rupees fifteen and paise twenty five only)
- ii) Rs.20.00 (Rupee twenty only)

The rates quoted in figures should be clearly show the rates in full. While filling rates in words, each line should end in '-', and if continued further, last line for the rate of each item shall end in "Only". All corrections, by the contractor in the tender schedule shall be duly attested by the initials of the tenderer. Corrections which are not attested or overwritings in rates may entail the rejection of the tender.

In case the rate written in figures/ words/ amount differ, the following procedure shall be followed:

- a) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor will be taken as correct.
- b) When the amount of an item is not worked out by the contractor or it does

not correspond with the rate written either in figures or in words, then the rate quoted by the contractors in words shall be taken as correct.

- c) When the rates quoted by the contractor in figures and in word tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

**7. ACCESS OF INSPECTION:**

The contractor is to provide at all times, during the progress of the works and the maintenance period, means of access with ladders, gangways etc., and the necessary attendants to move and adopt the same as directed for the inspection or measurement of the work by the Architect and Employer or any other agency employed by the client.

**8. DIMENSIONS:**

In all cases figured dimensions are to be accepted in preference to scaled sizes. Large scale details shall take precedence over small scale details/drawings. In case of any discrepancy, the contractor shall ask for a clarification, before proceeding with the work. Accordingly, if any work is executed without prior clarification, it is liable to be rejected and shall not be paid for,

**9. PROGRAMME OF WORKS:**

The contractor on starting the work shall furnish to the Employer and Architect a PERT/CPM programme, for carrying out the work stage by stage in the stipulated time, for the approval of Architects and Employer, and follow strictly the approved time schedule by incorporating changes, if any, so authorised by the Architect and Employer, to ensure the completion of construction work in stipulated time. A graph or chart on individual item/group of items/trades of work shall be maintained, showing the progress both in terms of quantities and value, week by week. The contractor shall submit to the Employer and Architect a weekly progress report stating the number of skilled and unskilled labourers employed on the work, working hours done, quantity of cement, steel and other major items of materials (quantity and value wise) used and corresponding place, type and quantity of work done during the period.

The contractor must inform the Architects, 10 days in advance of requirement of respective drawings and details by him, from time to time. The contractor shall strictly adhere to the approved programme and arrange for the materials and labour etc., accordingly.

Despite repeated instructions, if the contractor fails to show satisfactory progress of the work, the Employer/Architect may take suitable action as deemed fit, including levying of liquidated damages not exceeding  $\frac{1}{2}\%$  of contract price for delay of every week or part thereof, subject to a limit of total liquidated damages levied under this clause to 5% of contract price without prejudice to any terms and conditions of the contract.

**10. OFFICES, STORES, SHEDS ETC., ON THE SITE:**

a. The contractor shall provide for all necessary storage on the site, in a specified area for all materials, in such a manner that all such materials, tools etc., shall be duly protected from damages by weather or any other cause. Stores for storage of cement shall have all weather proof floors, walls and roof and have proper locking arrangements and must be secure.

All these must be maintained till the work is completed and so certified by the Architect. Necessary and adequate watch and ward for all such accommodations and stores shall be provided for by the contractor at his cost and same included in the rates/amounts quoted by him. All such stores shall be cleared away and the ground left in good and proper order on completion of this contract unless otherwise expressly mentioned herein.

b. All materials which are stored on the site such as plywood, false ceiling material etc., shall be stacked in such a manner as to facilitate rapid and easy checking of quantities of such materials and prevent deterioration in quality due to water etc.

**11. WATER AND ELECTRICITY:**

Contractor shall make his own and adequate arrangements for water required for drinking and construction purposes and also for required electric supply at site for satisfactory execution and completion of the work, at his own cost. The contractor shall get the water used for construction purpose tested periodically as per relevant BIS codes at his cost, and shall get the same approved from Architect and clients before using such water for the work.

**12. PROCUREMENT OF MATERIALS:**

Contractor shall procure all the materials for the work from the open market. Time is the essence of the contract. Acceptance of the completion date by the contractor shall mean that he has taken into consideration the availability of all materials of approved make and quality in sufficient quantities at respective markets/sources, to enable him to complete the entire work in the stipulated period.

Contractor will get samples of all materials approved by the Architect and employer, before placing order/purchase/procurement. They shall conform to relevant B.I.S. codes and or tenders specifications as applicable.

For all materials, the contractor shall quote for the best quality of the materials of best make/source or supply and they should be got approved by the architect and employer, before procurement.

In case sufficient quantities of approved quality materials from approved sources are not

available in time ,contractor may have to procure the same from neighbouring areas even with longer leads, as required and directed,at no extra cost.

Please refer clause 9 of General Conditions of contract.

**13. SANITARY ACCOMMODATION INSITE:**

The contractor shall provide and maintain at his own cost and expense adequate closet and sanitary accommodation for the use of his workmen and others in accordance with the rules and regulations of the relevant local authorities.

**14. FACILITIES TO OTHER CONTRACTORS:**

The contractor shall give full facilities and co-operation to all other contractors working at site doing plumbing, Electrical, civil works etc., as directed by the Architect & Employer and shall arrange his programme of work, so as not to hinder the progress of other works. The decision of the Architect & Employer, on any point of disputes between the various contractors, shall be final and binding on all parties concerned.

**15. TESTING:**

The contractor shall, as and when directed by the Architect & Employer, arrange to test materials and/or portions of the work at site in any approved laboratory at his own cost, in order to provide their soundness and efficiency. The contractor shall transport all the materials from site to the approved laboratory at his own cost. The contractor shall carry out all the mandatory tests as per list attached at the frequencies stated therein.

Even after such tests, any materials brought to site or incorporated in the works are found to be defective or unsound or not as per approved samples, the contractor shall remove the same and re-erect at his own cost and without any additional time/period for the same, with reference to the date fixed for completing the work. In case these tests are not carried out at the frequencies stated, then proportionate costs of materials not so tested, including cost of testing and quantities of items of work executed with such materials, if otherwise accepted for retention in the work, will be deducted from the dues to the contractor. The deductions will be worked out by the Architect/client and shall be final and binding on him.

Tolerance on various material and items of work shall be allowed laid down in the documents below and the order of precedence shall be:

- a) Relevant Indian Standards Specifications.
- b) CPWD norms.
- c) Manufacturer's Specifications.

In absence of above Architect's decision basing on the general practice being following shall be final.

**16. SITE MEETINGS:**

A senior representative of the contractor shall attend weekly meetings at works site; and in additions, meetings as and when arranged by Architect & Employer to discuss

the progress of the work and sort out problems, if any, and ensure that the work is completed in the stipulated time.

**17. CUSTODY AND SECURITY OF MATERIALS:**

The contractor shall be responsible for the custody and security of all materials and equipment at site and he will provide full time watchman/watchmen to look after his materials, stores, equipment etc., including cement and steel at site and ensure that at no time unauthorized persons gain any access at work site.

**18. TREASURE TROVE ETC.**

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

**19. NOTICES:**

The contractor shall give all notices and pay all necessary and relevant fees and shall comply with all Acts and Regulations, for the successful completion of the contract work.

**20. STATUTORY REGULATIONS:**

The whole of the work including sanitation and electrical is to be complied with, as per the requirements and bylaws of the relevant statutory authorities, including Contract Labour (Regulation and Abolition) Act, 1970 of Central Government.

**21. MEASUREMENT TO BE RECORDED BEFORE WORK IS COVERED UP:**

The contractor shall take joint measurements with the Employer's representative (Project Management Consultant or any Engineer identified by the Bank) and Architect's representative before covering up or otherwise placing beyond the reach of measurement any item of work. Should the contractor neglect to do so, the same shall be uncovered at the contractor's expense or in default thereof, no payment or allowance shall be made for such work or the materials with which the same was executed.

**22. WORKING AT NIGHT OR ON HOLIDAYS:**

The contractor can carry out major work at night, only with prior permission of the Site Engineer of Employer/Architect and with proper supervision. However, all concrete work will be carried out only during the daylight.

**WORKS AT NIGHT:**

If the contractor is required to do preliminary works at night, in order to complete the work within the Time Schedule, the contractor shall provide and maintain at his

own cost necessary and sufficient barricades/light setc., to enable the work to proceed satisfactorily without danger. Approaches to the site also shall be sufficiently lighted by the contractor.

**23. WORKING ON HOLIDAYS:**

No work shall be done on Sunday or other Bank holidays that may be notified by the Architect & Employer, without the specific sanction in writing of the Architect & employer or his representatives.

**24. ACTION WHERE THERE IS NO SPECIFICATION:**

In case of any item/class of work, for which there is no specification mentioned (either in part or full), the same will be carried out in accordance with the relevant CPWD specifications (only for the specifications missing in the contract) and if not available even there (either in part or full) in, relevant standards of BIS shall be followed (only for the portions of specifications missing in the contract specifications and CPWD specifications). Indian standard specifications, subject to the approval of the Architect & Employer.

**25. REPORTING OF ACCIDENT TO:**

The contractor shall be responsible for the safety of all persons employed by him on the works and shall report serious accidents to any of them, whenever and wherever occurring on the works, to Employer who shall make every arrangement to render all possible assistance. This shall be without prejudice to the responsibility of the Contractor, under the Insurance clause of the General Conditions. Contractor shall take all the precautions as detailed in the safety code attached separately.

**26. CLEARING THE SITE ON COMPLETION/ DE TERMINATION OF WORKS:**

The contractor shall clear the site of works as per the instructions of the Architect. The site of works shall be cleared of all men, materials, sheds, huts etc., belonging to the contractor. The site shall be delivered in a clean and neat condition, as required by Architect, within a period one week after the job is completed. In case of failure by the contractor, the Employer, under advice to the Architect, have the right to get the site cleared to his satisfaction at the risk and cost of the contractor.

**27. POSSESSION OF BUILDINGS/ WORK COMPLETED:**

The contractor shall hand over to the Employer possession of the completed works in stages, as and when required, and as directed by the Architect & Employer.

The Employer will take over the possession of completed works in stages as directed



by the Architect, and defects liability period will commence only from the date of final handing over of all the work accordingly.

Please refer Appendix to General Conditions of contract.

**28. TYPOGRAPHIC, CLERICAL AND OTHER ERRORS:**

The Architects/Employer's clarification regarding partially omitted particulars or typographical, clerical and other errors shall be final and binding on the contractors.

**29. INFORMATION TO BE SUPPLIED BY THE CONTRACTOR:**

The contractor shall furnish to the architect & Employer the following from time to time:

Detailed industrial statistics regarding the labour employed by him, etc., every month (within 5<sup>th</sup> of succeeding month),

The Power of Attorney, name and signature of his authorized representative, who will be in charge for the execution of work.

The list of technically qualified persons (to be approved by the Architect) employed by him for the execution of the work within 15 days from date of start of work,

The total quantity and quality of materials used for the works, every month within 5<sup>th</sup> of succeeding month.

Failure to submit any of these details in time, shall be treated as a breach of the contract and likely to result in,

- i) Levying a fine of Rs.500 for each default for each month, and or
- ii) Withholding payments, otherwise due.
- iii) For the periods for which name of technically qualified persons are not given or for which such persons are not employed, recoveries shall be made at Rs.7,500/- per month for each month of default.

In all these matters the decision of the Architect shall be final and binding.

**30. 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 Employer/Architects. All levels shown in the drawings are to be strictly adhered to.

31. **FORCE MAJEURE:**

Neither party shall be held responsible by the other for breach of any condition of this Agreement, attributable to any "Act of God", Act of State, Strike, lock-out or control or any other reason, beyond the control of the parties and any breach of clauses arising from such Force Majeure conditions as aforesaid shall not be regarded as breach of the provisions of this Agreement.

32. **ARCHITECT'S DRAWINGS AND INSTRUCTIONS:**

A set of major drawings, along with the contract documents shall be provided to the contractor. If any clarification or further drawings are required by the Contractor during or before the start of construction work, the contractor shall inform the Architect and the SBI sufficiently in advance in writing to provide the same. Working details will be given to the Contractor from time to time, during the progress of work, as and when required. In case, any other drawing/detail is required by the contractor, he will give a minimum of ten days' notice to the Architect.

33. **COMPLETION OF WORK AND LIQUIDATED DAMAGES:**

The work shall be completed in 60 DAYS, and reckoned as under:

within 3 DAYS from the date of issue of work order.

Or

The day on which the contractor receives the possession of the

site-which ever is later.

Or

The contractor is asked in writing to take over the possession of

the site.

Time is the essence of the Contract. The Contractor shall strictly adhere to the programme/chart agreed to. In case the contractor fails to complete the work as mentioned above, the liquidated damages may be imposed at the rate of 0.5% per each week (or part thereof) of delay, subject to a maximum of 5% of contract amount.

**37. BILLS OF PAYMENTS:**

The minimum value of work for interim payments will be **Rs. 10.00 lakhs**, as stated in Appendix. The contractor shall submit interim bills, once a month on the basis of joint measurements recorded at site by the contractor's Employer's and the Architects representatives. The bill will be certified by the Architect within 15 working days from the date of submission of the bill by the contractor, and the Employer will make payment as stated in the Appendix to General Conditions of Contract. All such interim payments shall not be considered as an admission of the due performance of the contractor any part thereof in any respect 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 at contractor's cost, all as per Employer and Architect's instruction and directions.

**38. WORKMANSHIP:**

Quality of materials and workmanship shall conform strictly to specifications given/stipulated in the tender/contract, and contractor will ensure that the best quality of work will be done to the satisfaction of the Architect and Employer, with strict control on the materials, workmanship and supervision.

**39. SCHEDULE OF QUANTITIES:**

Quantities mentioned in the Schedule of Quantities, included in the contract, are approximate and are subjected to variations as per actual site conditions & requirements and as directed by the Architect & Employer. The work shall be executed and completed accordingly.

**40. SITE SUPERVISION:**

The contractor shall appoint at his own cost competent and adequate number of qualified Engineers at site, for (1a) joint measurements and preparations of bills. (2b) for testing materials at site and outside laboratory. (c) for concreting and reinforcement work. (d) for other general supervision. Their appointment shall be approved by the Architect & Employer. The site engineers shall not be removed from the site without the written consent of the Architect & Employer.

**41. ENGAGEMENT OF APPRENTICES:**

The Contractor shall during the currency of the contract, when called upon by the clients, engage and also ensure engagement by sub-contractors and others employed by the contractor in connection with the works such number of apprentices in the categories mentioned in the act and for such period as may be required by the clients. The contractor shall train them as required under the Apprentice Act 1961 and the Rules made thereunder and shall be responsible for all obligations of the clients under the said Act, including the liability to make payment of apprentices, as required under the said Act.

**42. RATES:**

Contractor shall quote all the rates both in figures and in words and any alterations shall have to be initialed by the contractor. Rates quoted by the contractor for the same item in different schedules shall be same, and in case different rates are quoted, the lowest will be taken as correct and the schedule corrected accordingly. In case of discrepancy between rates given in words and figures or in the amount worked out, the following procedure will be followed:

In case of item rate tender:

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

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

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

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

**43. TAXES & STATUTORY DEDUCTIONS:**

Income tax, GST – TDS & Worker's Welfare Fund shall be deducted at source by the client from the contractor's interim and final bill payments as required by law.

**44. EXTRA/SUBSTITUTED ITEM RATES:**

Such items shall be executed as per directions/instructions of the Architects/Employer.

The work on extra/substituted items shall be started only after the receipt of written order from the client/Architect. Rates for additional/extra or substituted (altered) items of work, which are not covered in the contract cannot be derived from the contract item rates either in full or partly, shall be calculated on the basis of actual costs plus 15% for overhead and profit etc., only to the extent not derivable from the contract item rates.

**45. SERVICES DRAWINGS/SHOP DRAWINGS/CATALOGUE:**

After getting approval from the Architect & Employer, the contractor shall submit to the concerned local authorities' necessary services drawings showing layouts etc., for getting approval of the schemes. On completion, the contractor shall arrange to get Drainage Completion Certificate and other Certificate necessary for obtaining Building Completion certificate. The contractor shall furnish completion drawings of all services in triplicate, showing the work as actual executed, along with levels. Contractor shall submit for approval 4 copies of shop drawings/ catalogue/ equipment characteristics/ manufacturer's specifications, drawings etc., as and when required and directed by the Architect & Employer. Costs of all these are deemed to have been included in the respective item rates quoted by the contractor and nothing extra shall be paid on account of any of these requirement/acts.

**46. PAYMENT:**

No payment whatsoever shall be made by the Employer, if the Contractor abandons the work, due to any site difficulties etc.

**47. PERMISSION:**

The contractor shall also obtain necessary permission approvals from the relevant authorities shall be obtained by the contractor at no extra cost.

**48. MAINTAINING REGISTERS AT SITE:**

The contractor shall maintain registers for consumption of various specials, testing of materials etc., in the proforma which shall be given by the Architect & Employer from time to time.

**49. AGREEMENT:**

The successful contractor shall be required to enter into an agreement in accordance with the Draft Agreement and Schedule of Conditions etc., within 15 days from the date the contractor is advised by the Architect & Employer that his tender has been accepted. The contractor shall pay for all stamps and legal expenses incidental thereto. However, the written acceptance of the tender by the Employer, will constitute as a binding contract between the Employer and contractor, whose tender has been accepted, whether such formal agreement is or is not subsequently executed.

**50. INSURANCE:**

The contractor shall provide insurance in respect of damage to persons and property and fire insurance as per clause 28 and 29 of General conditions of contract. In addition he will also insure against riots and civil commotion. The insurance shall also cover third party and all the persons working at site and visitors including contractor's, worker's, Architect's and clients people, other contractor's workers etc. The contractor shall indemnify the Employer against any claim or compensation or mishaps of whatsoever nature at site during the progress of work.

The contractor shall prove to the Architect/Client from time to time that he has taken out all the insurance policies as required and directed and has paid the necessary premium for keeping the policies valid as per clause 28 & 29 of the General Conditions of Contract.

In case of failure by the Contractor or sub-contractor to effect and keep in force the insurance policies, then the client, without being bound to, may pay such premiums as may be necessary and deduct the same from any money due or which may become due to the contractor or recover the same as a debt due from the contractor.

**51. INDEBTEDNESS AND LIENS:**

The contractor agrees to furnish the Employer from time to time, during the progress of the work as requested, verified statement showing the contractor's total outstanding indebtedness in connection with the work covered by the contract. Before final

payment is made, the Employer may require the contractor to furnish the Employer with satisfactory proof that there are no outstanding debts or liens in connection with the contract. If during the progress of the work, the contractor shall allow any indebtedness to accrue to sub-contractor or other and shall fail to pay or discharge same within five

(5) days after demand, then the Employer may withhold any money due to the contractor until such indebtedness is paid, or apply the same towards the discharge thereof.

**52. WORK PERFORMED AT CONTRACTOR'S RISK:**

The contractor shall take all precautions necessary and shall be responsible for the safety of the work and shall maintain all lights, guards, signs, barricades, temporary passages or other protection necessary for the purpose. All work shall be done at the contractor's risk and if any loss or damage shall result from fire or from any other cause, the contractor shall promptly repair or replace such loss or damage free from all expenses to the Employer. The Contractor shall be responsible for any loss or damage to materials, tools or other articles used or held for use in connection with the work. The work shall be carried on to Employer or of others and without interference with the operation of existing machinery or equipment, if any.

**53. PHOTOGRAPHS:**

The contractor at his own cost shall take photographs of site and individual buildings during the progress of the work as directed by the Architect/Client and submit two copies of each photograph with minimum size 20cm x 15 cm to the client/Architect.

**54. INSPECTION BY THE CHIEF TECHNICAL EXAMINERS (VIGILANCE):**

The proposed work covered under this tender, during the progress and/or after completion, can also be inspected by the Chief Technical Examiner/ Technical Examiner or Officers of the Central Vigilance Commission, Government of India, on behalf of Architect & Employer to ascertain that the execution of the work has been done with materials and workmanship as stipulated in the contract and as directed.

Contractor shall afford all reasonable facilities to the above vigilance staff and also provide them with ladders, tapes, plum bob, level etc., as required and directed and also necessary labourers skilled/unskilled to enable them to complete their inspection/study/technical scrutiny and no extra shall be admissible to the contractor on this account.

55. **SPECIAL CONDITIONS OF CONTRACT:**

In the event of any discrepancy with clauses mentioned anywhere else in the tender with the clauses mentioned within special conditions of contract, the clauses mentioned within the special conditions of contract shall supersede the mentioned elsewhere.

56. **BISCODES**

It is compulsory for the contractor to keep all the B.I.S. codes mentioned in this tender document at his cost at the site to ensure the proper supervision/quality of work and materials.

57. **ASBUILT DRAWINGS**

The contractor shall prepare and submit a set of as-built drawings, duly certified by the Architect. The set consists of 2 soft copies and 3 sets of hard copies.



## 9. GENERAL AND TECHNICAL SPECIFICATIONS

1. **These specifications are for the work to be done, items to be supplied and materials to be used in the works as shown and defined on the drawings and described herein all under the supervision and to the satisfaction of the Consultant/Bank.**
2. The workmanship is to the best available and of a high standard, use must be made of 'specialist' tradesman in all aspects of the work and allowance must be made in the rates for doing so.
3. The materials and items to be provided by the contractor shall be the best of their respective kinds and as approved by the consultant/Bank in accordance with samples, which may be submitted for approval and generally in accordance with the specifications.
4. Samples of all materials including these specified by name of the manufacturer or the brands, trade name or the Consultant/Bank for their approval before the contractor either orders or delivers in bulk to the site. Samples together with their packings are to be provided by the contractor free of any charge and should any materials be rejected, the same will be removed from the site at the expenses of the contractor.
5. The contractor is also required to submit specimen finishes of all colours, fabrics, polish shades, etc., for approval of the Consultant/Bank before proceeding with such works.
6. Should it be necessary to prepare shop drawings, the contractor at his own expenses prepare and submit at least four sets of such drawings to Consultant/ Bank for approval.
7. The contractor shall produce all invoices, vouchers or receipts account of all purchases done by him for materials if called upon to do so either by consultants or the Bank.
8. The contractor should verify all measurements given in the drawing at the site before commencing the work. Any difference should be clarified with the Consultant before commencing the work.
9. Partition line out shall be done at the site before starting the work and got approved from the Consultants.
10. The contractor shall submit Bar chart (CPM Method) for the complete work within one week of letter of acceptance of tender and get the same approved from Consultant/ Bank. In advance to co-ordinate the work with other agencies.
11. In order to complete the work in time, the contractor may have to work in more than one shift and beyond office hours. He will do so without any extra charges and without causing any disturbance/inconvenience to the neighbourhood.
12. The contractor shall make necessary security arrangements at the site for the safety of his tools, materials and equipment etc., at his own cost.
13. The contractor shall quote his rate including the cost of materials as

specified, corresponding wastages, labour, sales tax or any other taxes and duties, octroi, transportation to work site etc.

The rates are firm and no escalation on any account shall be allowed on accepted rates.

14. **Timber: Hardwood and Teakwood shall be the best wood locally available and should be well & properly seasoned of mature growth, free from wormholes, large loose or dead knots or other defects and will not suffer warping, splitting or other defects through improper handling.**

Teak wood to be either CP or Ballarshah and shall be of best quality, free from soft heart, worm & bee holes and other defects.

All wrought timber is to be sawn, planned or worked to correct sizes and shapes as shown in the drawings. A allowance of 2mm shall be permitted for each wrought face.

All wooden members shall be liberally coated and treated with anti termite paint before fixing.

15. **Plywood:**

Plywood shall be of urea formaldehyde phenol bonded of approved B.W.P. type (IS 303 graded), make, brand, etc. Thickness of plywood shall be as per details given in the drawings/specifications.

16. **Workmanship for Joinery:**

Timber is to be cut to required size and length and the joinery should start immediately after the line out is finalised. It should be framed up (but not bonded) and stored until required for fixing position. At this stage it should be bonded and wedged up. Any portion that warps or develops shakes or other defects shall be replaced before wedging up. The whole work is to be framed and finished in a proper line and level and as detailed in the drawings and fitted with all necessary metal ties, straps, bolts, screws.

Twining bonded joints are to be cross tongued with teak tongues.

17. The contractor shall be responsible for providing and maintaining temporary coverages required for the protection of dressed, finished or semi-finished works if left unprotected. He is also to clean out all shavings, cut ends and other wastages from all parts of the work at his expenses.

18. Laminate sheeting shall be of specified thickness, make and either plain, sued, satin or with design finish samples showing the surface texture and pattern are to be submitted in proper sizes for approval before use.

The laminates shall be fixed with proper adhesive of approved grade and brand.

19. The contact surface of dowels, tenons, wedges etc., shall be glued with proper adhesive. Wherever joinery and carpentry works is likely to come in contact with moisture the adhesives shall be waterproof.

20. **Cement**

Cement conforming to IS:269/IS:455 shall be used. The use of cement other than ordinary Portland cement/Blast furnace slag cement may be allowed for small quantity with prior approval of Architect/Owner.

Cement shall be stored in dry weather proof godown/shed built by the contractor at his own cost in order to prevent deterioration by dampness or intrusion of foreign matter. Not more than 10 bags should be kept in one stack and it shall be stored in such a manner as to permit easy access for proper inspection. It shall be stored in such a way as to allow the removal and use of cement in chronological order of receipt. i.e., first received being first used. Cement deteriorated and/or clodded shall not be used on work but shall be removed at once from the site at contractor's cost.

Daily record of cement received and consumed shall be maintained by the Contractor in the cement register at site and submitted to Architects, if called for. Theoretical consumption vis-à-vis materials brought at site by the Contractor shall also be submitted with proper documents with every bill for verification. A chart showing the consumption of cement for different items of work is annexed. Consumption of cement in the corresponding items of work under the contract shall be computed on the basis of the quantities shown in the table subject to a variation of plus/minus three percent. The weight of 1 cum. of cement shall be taken as 1440 Kg. for the items not available in the enclosed cement consumption chart CPWD schedule shall be followed.

## **21. Lime**

Lime shall be made from approved Lime Stone or Kankar and properly burnt and shall be as per IS:712-1984. It shall be free from excess of unburnt kankar or lime stone ashes or other extraneous materials and shall be stored to prevent damage by rain, moisture or air slaking and damages lime shall not be used but shall be removed from the site of work forthwith at contractors cost. Lime shall be slaked with fresh water and screened through appropriate screens and stored and used within 14 days provided it is protected from dyeing out.

## **22. Fine aggregate**

Sand shall be from natural source, chemically inert, clean, sharp, hard, durable and well graded and free from deleterious materials not exceeding the permissible limit as per IS:383-1970. The Silt Content shall be within 8%. If it is in excess, washing shall be done in an approved manner to bring it within allowable limit.

The Fine aggregate for concrete shall be graded and the Finest Modulus shall be between 2.60 to 3.20. The finest modulus of fine aggregate shall be between 1.80 to 2.60 for plaster and masonry work.

The fine aggregate shall be stacked carefully on a clean hard dry surface so that it will not get mixed up with deleterious foreign materials. If such a surface is not available brick floor or a thin layer of lean concrete shall be prepared.

The percentage of deleterious materials shall be within the permissible limits as specified in IS:383-1970.

## **23. Coarse Aggregate**

Shall consist of crushed or broken stone 95% of which shall be retained on 4.75mm IS test Sieve. It shall be obtained from crushing Granite, Quartzite, Trap, Basalt or similar approved stones. Coarse aggregate can be chemically inert when mixed with cement and shall be roughly cubical in shape and free from soft friable, thin, laminated or flaky pieces. The maximum percentage of materials shall not exceed those specified in IS:383-1970. The Coarse aggregate used in the work shall conform to the grading as per limit specified in IS:383-1970.

#### **24. Steel Reinforcement**

Mild steel bars:

Mild steel reinforcement bars shall conform to IS:226-1962 "Standard Quality" or IS:432-1966-Grade-I. Other qualities of steel shall not be acceptable.

#### **25. High Strength Deformed Bars**

Where deformed high strength bars are specified, the contractor shall obtain the material from one of the following:

"Tistrong"-II as manufactured by M/s. Tata Iron and Steel Company conforming to IS:1139-1966 obtained from TISCO;

"Tor steel" as manufactured by M/s. Hindustan Steels or any ISI approved manufacturers conforming to IS:1786-1966;

Approved re-rollers of Tata /Sail;

Local dealers, if required for minor quantities.

Testing of bars will be necessary as indicated in "Mandatory Test".

#### **26. Bricks**

The bricks shall be locally available Kiln Burnt bricks of generally regular and uniform size, shape and colour, uniformly well burnt through out but not over burnt. They shall be free from cracks or other flaws.

They shall show a fine grained, uniform, homogenous and dense texture on fracture and be free from lumps of lime, laminations, cracks, air hole, soluble salts causing efflorescence or other defects which may in any way impair their strength, durability, appearance, usefulness for the purpose intended. They shall not break even after being dropped on the ground on their flat face in a saturated condition from a height of 60.00 cms. (About Two feet).

The size of brick shall be nominally 250mm x 125mm x 75mm or 230mm x 115mm x 65mm only.

Tolerance on dimensions up to (+ or -) shall be permitted. The dimension of bricks shall be tested as per method prescribed in CPWD Specification.

After immersion in water , absorption by weight shall not exceed 20% of the dry weight of the brick when tested according to ISS No. 1077-1970. The bricks shall have a minimum average compressive strength of 50 Kg/cm<sup>2</sup> as specified in nomenclature of the item. The compressive strength of any individual brick on testing shall not fall below the average compressive strength by more than 20% (Twenty percent). The rating of efflorescence of bricks shall not be more than 'Moderate'.

The bricks to be used for the work shall be approved by the Owner/Architects before hand.

## 27. Water

Water for mixing Cement/Lime/Surkhi mortar of concrete shall not be salty or blackish and shall be clean, reasonably clear and free from injurious quantities of deleterious materials. It shall not contain any sugar or excess of oil, acid and injurious alkali, salts, organic matter which will either weaken the mortar or concrete or cause efflorescence or attack the steel in reinforced cement concrete. Water shall be obtained from sources approved by the Architect. Potable water is generally considered satisfactory for mixing and curing concrete, mortar, masonry etc. Water shall be tested once before undertaking the construction work in an approved testing laboratory to establish its suitability. All charges connected therewith shall be borne by the Contractor. The percentage of solids in the water shall not exceed the limit specified in IS:456-1978. The Ph value of water shall generally be noted less than 6.

## 28. List of Indian Standards referred to:

IS: 1200 : Latest	Measurements of buildings & Civil Engineering works , methods of
IS:287 -1973	Recommendation for maximum permissible Moisture content of timber.
IS:1141-1973	Code of practice for seasoning of timber.
IS:3845-1966	Code of practice for joints used in wooden furniture.
IS:3548-1966	Glazing in Buildings.
IS:1137-1965 brushing IS:113 -1950 IS:133 -1975 IS:110 -1968 IS:129-1950	Specification for ready mixed paint matt or egg shell flat/wooden coating under-coating/ finishing, Grey filler etc., for interiors.
IS:1948	Aluminium doors, windows & partitions.

## 29. Inspection and Testing:

The Consultant/Bank shall be entitled at all times at the risk of contractor to inspect and/or test by itself or through an independent agency appointed by the Bank to inspect, and/or test all the materials, components, and items of work at the expenses of the contractor. All such tests shall be done as per ISI guidelines and as directed by Consultants/Bank.

### 30. MODE OF MEASUREMENTS

1. Partition Paneling : Sq.mt. area -one side only panelling finished length x finished height (framework including vertical/horizontal members above the false ceiling will not be included in measurements and such members shall be treated as included in this mode of measurement in the case of partition having difference finished heights on either sides average height shall be considered eg. 2400mm and 2500 then 2450mm will be average height. This will also include T.W. bends.
2. Storage Units : Sq.mt area -front elevation finished length x finished height
3. False ceiling : Sq.mt area finished length x finished width  
No. deduction of AC grills, lights, cutouts, cornices, drop etc., to be measured separate in Sq.mt.
4. Soffits : Sq.mt total finished length x total finished depth (width including drop of pelmet, if any).
5. Rounding off measurements: All measurements shall be rounded off to the nearest second decimal point eg. 21.465m will be 21.47m.
6. Measurement for Venetian : Area of the window opening in Sq.m. to blinds which it is specified.
7. PVC flooring : Sq.mts area  
Finished length x Finished width (deducting  
Shall be made for columns, cutouts, etc) only finished area shall be paid.

Wherever no mentioned measurements shall be measured as per ISIS.P.No.27.

### 31. SAFETY CODE

Suitable scaffolds should be provided for workman for all the works that cannot safely be done from the ground or from solid construction, except in cases of short duration works, which 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, it shall be of

rigid construction made either of good quality wood or steel. The steps shall have a minimum width of 450mm and a maximum rise of 300mm. Suitable foot and hand holds of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper than 1 in 4 (1 horizontal to 4 vertical).

Scaffolding or staging more than 300mm above the ground or floor, swung or suspended from an overhead support, shall be erected with stationary supports and shall have guard rails properly attached, bolted, braced and otherwise secured and at least 900mm 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 access of persons and delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.

Working platform, gangways and stairways should be so constructed that they should not sag unduly or be unequalled and if the height of the platform or the gangway or the stairway is more than 3-6m above ground level or floor level, they should be closely boarded, should have adequate width and should be suitably fastened, as described in (ii) above.

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 900mm.

Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladders shall be over 9m in length while the width between side rails in ring ladder shall be in no case be less than 300mm. For longer ladders, this width should be increased at least 6mm for each additional foot of length. Spacing of steps shall be uniform and shall not exceed 300mm.

Adequate precautions shall be taken to prevent danger from electrical equipment. At the worksite, no materials shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall also provide all necessary fencing and lights to protect the public from accident, and shall be bound to bear the expenses of defense of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay damages and costs, which may be awarded in such suit, action or proceedings to any such persons or which may with the consent of the contractor be paid to compromise any claim by any such person.

### **Demolition:**

Before any demolition work is commenced and also during the progress of the work.

- a. All roads and open areas adjacent to the work site shall either be closed or suitably protected.
- b. No electric 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.
- c. All practical steps shall be taken to prevent danger to persons employed, from the 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, so as to render it unsafe.
- d. All necessary personal safety equipments as considered adequate by the Architect should be kept available for the use of the person 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 the concerned.
- e. Workers employed in mixing asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective gloves.



- f. 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.
- g. Those engaged in welding works shall be provided with welder's protective (eye) shields.
- h. Stone breakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
- e. 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 manhole and the manhole so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accidents to the public.
- f. The contractor shall not employ men below the age of 18 years and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 years are employed on the work of lead painting, the following precaution should be taken.
  - i) No paint containing lead or lead products shall be used except in the form of paste or ready made paint.
  - ii) Suitable face masks should be supplied for use to the workers when paint is applied in the form of spray or a surface having lead paint is rubbed and scrapped.
  - iii) Overalls shall be supplied by the contractors to the workers and adequate facilities for washing shall be provided to the working painters during and on cessation of work.
- g. When the work is done near any place, where there is risk of drowning, all necessary equipment should be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provisions should be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.

- h. Use of hoisting machine and shackle including their attachments, in charge and support shall conform to the following standards or conditions.
- i. These shall be of good mechanical construction, sound material and adequate strength and free from any patent defects and shall be kept in good working order.
- j. 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.
- k. 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 scaffolding or give signals to the operator.
- l. 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. Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of a hoisting machine having a variable safe working load, each safe working load and the condition under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
- m. In case of departmental machines, the safe working load shall be notified by the clients. As regards contractor's machines the contractor shall notify the safe working load of the machines to the consultants, whenever he brings any machinery to site of work and get it verified by the consultants.
- n. Motors, 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 and minimise the risk of accidental descent of loads. Adequate precautions should be taken to reduce to the minimum risks of any part of a suspended load becoming accidentally displaced. Sleeves and boots as may be necessary should be provided, whenever workers are employed on electrical installations. The workers should not wear any rings, watches and carry keys or other materials, which are good conductors of electricity.
- o. All scaffolds, ladders and other safety devices mentioned or described herein shall be maintained in a safe condition. No scaffold, ladder, or equipment shall be altered or removed while in use. Adequate washing facilities should be provided at or near place of work.

- p. To ensure effective enforcement of the rules and regulations relating to safety precautions, the arrangements made by the contractor shall be open to inspection by the clients or the Architect.
- q. These safety provisions should be brought to the notice of all concerned by display of a notice board at a prominent place of the work spot. The person, responsible for compliance of the safety code, shall be named therein by the contractor.
- r. Notwithstanding the above clauses for (i) to (xiv), there is nothing in these to exempt the contractor from the operation of any other Act or Rules in force in the Republic of India.

### 32. LABOUR LAWS AND RULES

The Site Engineer shall ensure that the contractor maintains relevant records and fulfils all conditions and requirements in accordance with

- a. The payment of Wages Act
- b. Employer's Liability Act
- c. Workmen's Compensation Act
- d. Contract Labour (Regulations & Abolition) Act 1970 and Central Rules 1971.
- e. Apprentices Act 1961.
- f. Any other Act or enactment relating thereto and rules framed thereunder from time to time.

The Site Engineer shall refrain from involving himself and the supervisors under him by comments/advice/attempts at mediation in any kind of labour dispute at site. His job is only to report to his superiors any happenings of the sort in an objective manner.

**33. EMPLOYER'S RESPONSIBILITY - CONTRACT LABOUR (REGULATIONS AND ABOLITION) ACT 1970 AND RULES 1971**

With a view to ensuring that the provisions of the Act are not contravened, the Site Engineers should give particular attention to the following points and see that all the provisions of the Act are enforced:

1. Principal Employer (Banks) is registered as per the Act.
2. Contractor holds a licence under the Act from the Local Labour Commissioner for the appointment of Contract labour.
3. Required notice boards, registers and records as provided in section 29 of the Act are maintained by the contractor.
4. Payment of proper wages as per the rules are effected within the prescribed time limits by the contractor.
5. Prescribed facilities and amenities are provided by the contractor.
6. Proper efforts are made by the contractor to set right contravention of law, as soon as the notice pointing out the same is received from the Labour Enforcement Officer, and reports "on action taken" are sent to the Labour Enforcement officer at the earliest with copies to the Employer.

## 10. CONDITIONS OF CONTRACT

01. Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of the delays may be, including delays arising out of modifications to the work entrusted to him or in any subcontract connected there with or delays in awarding contracts for other trades of the project or in commencement or completion of such works in obtaining water and power connections for construction purpose or for any other reason what soever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liabilities for any sum besides the tender amount, subject to such variations as are provided for herein.
02. The successful tenderer is bound to carry out any items of work necessary for completion of the job if such instructions in respect of such additional items and their quantities will be issued in writing by the Architects with the prior consent in writing of the Employer.
03. The contractor must bear in mind that the work shall be carried out strictly in accordance with tender specifications and instructions of the Employer/Architects.
04. The rates quoted in tender shall also include electric consumption charges for power. If no power is available at site the contractor shall have to make his own arrangement to obtain power connection and maintain at his expense an efficient service of electric light and power and shall pay for the electricity consumed. The Employer shall give all possible assistance to the contractor to obtain the requisite permission from the various authorities, but the responsibility for obtaining the same shall be that of contractor.
05. Contractor shall strictly comply with the provisions of safety code in addition to all local rules and regulations.
06. The contractor shall be responsible for the observance of all rules and regulations framed by the government under the contract labour act. The Employer shall be entitled to deduct all losses, damages that he might suffer on account of non-observance of these rules by the contractor, from the amount payable to the contractor.
07. Time shall be considered the essence of this contract. The entire work must be completed as given in the Notice Inviting Tender. If the completion of the work is delayed a penalty at the rate of  $\frac{1}{2}$  % per week over the contract value will be imposed subject to a maximum of 5%.
08. If the work is delayed beyond 10 weeks after the scheduled date of completion, the remaining work will be carried out through other agencies at the risk and cost of the contractor under the contract with prevailing market rates.
09. The successful tenderer shall submit the phased programme of execution of different items of work within a week after receipt of acceptance letter.
10. Payment will be made subjected to a minimum value as stated in the Notice Inviting Tender and will be made within a period of TWO weeks after the bill is submitted to the Employer's Office with Architects Certificate.
11. Before filling in the tender the contractor will check all the drawings and schedule

of quantities and will get an immediate clarification from SBI / Architects on item not clearly understood. No claims for any loss or compensation will be entertained on this account.

12. All the work shall be carried out as per detail drawings and specifications or as directed by SBI/ Architects.
13. The rates quoted in the tender shall be for the finished items of work. They shall include all the charges labour, materials, transportation of material, equipment, double scaffolding, water and electric charges, tool and plants, marking out and cleaning of site, to do all things necessary to provide complete finished item for work consistent with the specifications attached to this tender document. The rates shall be inclusive of GST, octroi duty, excise duty, packing and forwarding, loading or unloading or any other duties or fees levied by any government, public or local bodies. The rates shall be firm and shall not be subject to exchange variations, labour conditions, revision of tax rates or any other conditions whatsoever.
14. The calculations made by the tenderer should be based upon the probable quantities of the several items of work which are furnished for the tenderer's convenience in the schedule of quantities, but it must be clearly understood that the contract is not a lump sum contract, that neither the probable quantities nor the value of individual items nor the aggregate value of the entire tender will form part of the contract and that SBI / Architects do not in any way assure the tenderer or guarantee that the work would correspond thereto.
15. Adequate engineering and technical staff to be appointed at site. Firefighting contractor should inform of their number and qualification. An approval of SBI / Architects should be taken prior to appointing such technical staff on site.
16. The contractor shall keep the tender submitted by him open for acceptance for a minimum period of three months from the date of its submission. When once the tender is accepted the rates quoted by the successful tenderer shall be firm and the variation in rates of any one or all the items on any account shall not be allowed during the entire duration of the contract.
17. During the execution of work, contractor must check the work with his drawings. The contractor shall be responsible for all the errors in this connection and shall have to rectify all the defects at his own cost, failing which the client reserves the right to get the same rectified at the risk and cost of contractor.
18. No claim for extra item or deviation from specification shall be entertained unless the same is pointed out and accepted as such before the work is taken in hand or within 15 days of work by the successful tenderer.
19. The contractor shall comply with all bye-laws and tax regulations (including GST) of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all the fees and other charges and for giving and receiving of all necessary notices, drawings and test certificates.
20. The successful tenders shall properly safeguard against damage or injury to the public and to any property or thing and shall alone be responsible for any such damage and injury to any person or persons or thing arising in connection with its execution of work. The successful tenderers shall protect and hold harmless the SBI against any or all claims for any such injury or damage.

21. The work in every respect during the progress and till final acceptance by the SBI, including raw materials delivered at the site to be incorporated or used in the work by the successful tenderer will be at his own risk. Any loss or damage to any such material or work shall immediately be replaced by the successful tenderer at his own expense.
22. The SBI shall have the right to direct the contractor to purchase and use the materials from any source for proper execution of work.
23. The employer / SBI / Architects or their authorized representatives shall have full power for inspecting the contractor's works or at any place from which the material is obtained. Acceptances of any such materials shall no way relieve the contractor of his responsibility for meeting the requirements and/or analysis not called for in the specifications shall all be borne by the SBI in case the material or work is found defective or of inferior quality. Tests and/or analysis shall be done in the laboratory approved by the Employer/SBI and the contractor shall permit SBI and or the client's or their authorized representative to be present during any of the tests and/or analysis.
24. WORKMAN AT SITE:  
The contractor's work people shall not be allowed to live on the site at any time throughout the contract nor to trespass beyond the limits of the site. The contractor will be held responsible for any acts of trespass by his work man.
25. DIMENSIONS:  
Figures dimensions are to be taken in preference to scaled dimensions in all cases. Before commencing any work the contractor shall verify all measurements. If any discrepancies are found they shall immediately be brought to the notice of the Architects.
26. DISCREPANCIES:  
All the items shown on the drawings or specifications are taken to be included in both. Any discrepancies, which occur in either the drawings or specifications, shall immediately be brought to the attention of the Architects.
27. CUTTING AND MAKING GOOD:  
Where it is found necessary to interfere with finished work in order to execute this contract, the contractor will be required to do all necessary work at his expenses. Only approved hangers and bolts or other metal fixing devices shall be used to secure frames, panels and other units in position. Wooden plugs will not be permitted. Holes shall be formed with electric drills whenever possible. Structural members shall not be cut or drilled without prior consent of the client.
28. MAINTENANCE AND GUARANTEE  
The whole of the work to be performed under this contract shall be completed to the satisfaction of the Architects /SBI/ Employer.
29. The contractor without additional charge to SBI renew or replaces any works which prove faulty from workmanship or materials and fully maintain the whole installations for a period of 6 months after the commencement of defects liability period of the main contract and a sum of 5% of the contract amount shall be retained by SBI for his period.

30. PREVENTION OF SPOIL DUMPING

The contractor shall take all reasonable steps to prevent spoil, rubbish, debris surplus materials etc., arising from a work being dumped on an area other than a recognized or approved tipping area and the Contractor will be held responsible for and shall indemnify SBI against any claim or loss arising therefrom.

31. LEAVE PERFECT:

The Contractor shall remove all rubbish and superfluous material from the site of the works with all reasonable speed from time to time as instructed by SBI/Employer and after completion. On no account shall W.C's or the SBI's receptacles be used for this purpose.

The client reserves its right to clear contractors uncleared debris at contractors own cost without any reasons & not more than one notice will be given for this.



## 11. SPECIAL CONDITIONS AND SAFETY CONDITIONS

The contractor is hereby advised to read the following conditions carefully before quoting rates and to be strictly adhered during execution of work.

### SPECIAL INSTRUCTIONS

- a) Contractor shall submit copies of all statutory compliance certificates such as ESIC, PF, Contract labour registration, shop & establishment and or any other local authority registration as applicable.
- b) All workmen, engineers, supervisors shall be covered as per ESIC, PF & minimum wages act.
- c) All workmen, engineers, supervisors shall undergo pre-employment medical check up through company recognized medical officer and submit copies of test report.

Contractor to provide proof of monthly remittances with regard to the workmen deployed at the site.

Contractor is responsible to ensure that his workmen are confined to their work area and comply with all safety, security and administrative instructions given by the site engineer.

Contractor shall provide identification badges to all his people.

On completion of day's work, the entire area shall be kept clean and neat. All debris, surplus material etc., shall be removed immediately from the site.

Any substandard material used during execution will be rejected and fully deducted from the bills.

The contractor has to carry out the work in coordination with the other appointed agencies. The contractor should study the situation at site and organize the work accordingly. Whenever work needs to be done in coordination with other agencies, the contractor shall work out the actual time required to complete his part of the job in respects and in form the Architect/SBI.

Revision of rates is not allowed and will be not paid for any reason due to unexpected increase in the cost of the materials or delay in completing the works etc.,  
No labour hutment is allowed inside the premises.

The area is in "No smoking Zone" therefore smoking is strictly prohibited.

All workmen, Master, supervisor and Engineers wearing shoes and safety helmets are only allowed to enter the gate.

Everyday contractor/ his supervisor should take necessary "Work permit" from the company engineer before starting the job.

Workers are not allowed to sleep during night and cook well inside the premises.

Work to be carried out only under supervision of the qualified engineer who should be always available at site and keep a record of daily work progress in a separate register..

Contractor should strictly follow safety guidelines.

Contractor should use only angle/pipe scaffolding. Wooden scaffolding is not allowed.

All contractor's people need to undergo induction/safety training and formal interview by company selection committee.

Contractor shall submit a copy of competency certificates like wiremen license, supervisor's license, IBR welder license etc., issued by competent authority before starting the work.

Contractor shall maintain daily master roll book for his people at site. Based on that, ESIC & PF contribution to be made.

## **COMPANY SAFETY GUIDELINES**

### **WORKING BELOW GROUND LEVEL:**

Check that there are no underground cables/ water/sewage lines prior to start of work area. If found inform site in-charge. Disconnect power supply to any cables found in work areas with permission.

For pits deeper than 3 feet workmen should be provided with lifelines. Ladders should be provided for quick escape from the pit. Provide firmly supported side shuttering or shoring to prevent accidental collapse of earth into pits; cordon off the area around the pit to prevent accidental falls. (Cordon must be at least 3 feet beyond the pit edge) excavated earth from the pit must be stacked only beyond the cordon.

Refill the pit promptly on completion.

Incase pits need to be left open for any reason, ensure proper covers over the pits.

#### WORKING AT HEIGHTS:

All personnel working at heights beyond 1.8M should wear safety belts. Ensure that safety belts are tied securely to anchors while working at heights.

Ensure that rigging is well anchored to solid supports prior to erecting items like trusses at a height.

Ensure that debris is cleared on a daily basis from work spots.

Ensure that a nylon safety net is securely fitted under the trusses to provide safety against accidental falls to personnel (who will need to have safety belts securely fastened) working on the trusses and roofing. Alternatively well-supported platforms with protected railings should be used at a height suitable for personnel to work while standing.

Ensure that roof top ladders are used while laying and working on the roof.

Ensure that ladders used for climbing to heights are firmly secured against slippage. All scaffolding should be in steel frames.

Scaffolding should be provided with 3 feet wide working platforms. The platforms should be provided with protective railings.

#### WORKING WITH ELECTRICITY

Ensure proper earthing of all electrical machines used.

Ensure that all connections are taken throughout earth leakage's circuit breakers. Providing ELCB on the main distribution board prevents accidental shocks.

Ensure that welders always use suitable welding goggles and gloves while welding.

Ensure availability of 2 CO2 type fire extinguishers at any easily accessible location at site for fire fighting

Provide a pair of fire buckets filled with dry sand for fire fighting at site.

As far as possible DC generator sets shall be used instead of AC transformer sets. The welding transformers shall be fed through an armored cable.

All connections from main to individual M/C (such as cutter, planer, compressor etc.) to be taken through shielded cable and 3-pin plug only.

The portable machines should be fully insulated or plastic body. No metal body is allowed.

During welding the earthing to be provided directly to the member to be welded throughout cable only not using any reinforcement rod/angles.

#### PERSONAL PROTECTIVE GEAR

Following is a list of items to be provided to workmen by the contractor as and when required the items must be ISI certified.

Safety  
shoes Hard  
hats Safety  
belts Goggle  
sGloves Safe  
ty nets  
Roof top  
ladders GENERAL  
BR  
EAKING WORKS:

Workmen engaged in breaking stones/ chipping of concrete should wear safety goggles.

## 12. OTHER CONDITIONS:

**CONTENTS:**

12 A) SPECIAL CONDITIONS

12 B) RECOMMENDED MAKES OF MATERIAL

**12 A. SPECIAL CONDITIONS****1. General:**

These special conditions shall be read in conjunction with the description of the item of work in the Bill(s) of Quantities, the particular Specifications, Local Statutory Regulations, Indian Standards Specifications/Codes and the drawings. All the above quoted documents, shall be considered supplementary to each other. However, in the case of conflict among the various provisions of the SBI and the consultant's opinion will be final and shall be adopted.

The tenderer is advised to inspect the site to ascertain the nature of site, access thereto, local facilities for procurement of materials and working labour rates prevalent in the area, in fact all matters affecting his prices and execution of the work. The tenderer shall be deemed to have full knowledge of the site and drawings whether or not he actually inspects them.

**2. Rates**

The rates quoted shall be deemed to allow for all minor extras and constructional details which are not specifically shown on drawings or given on the specifications but are essential in the opinion of the Engineer-in-charge to the execution of work to conform to good workmanship and sound engineering practice. The Consultant/SBI reserves the right to make any minor changes during the execution without any extra payment.

The Consultants/SBI decision to clarify any item under minor changes, minor extras and constructional details shall be final, conclusive and binding on the Contractor.

The rates quoted by the Contractor shall be net so as to include all requirements described in the contract agreement and no claim whatsoever due to fluctuations in the price of material and labour will be entertained.

The rates quoted by the Contractor shall include for supplying materials and labour necessary for completing the work in the best and most workmanship like manner to the satisfaction of the Consultant/SBI and which in the opinion of the Consultant cannot be made better, and for maintaining the same. The rates shall be complete in all respects also including cost of materials, erection, fabrication, labour, supervision, tools and plant, transport, sales and other taxes, GST, royalties, duties and materials, contingencies, breakage, wastage, sundries, scaffoldings, etc., on the basis of works contract. The rates quoted shall include all transport, insurance, octroi, or any other levies applicable under the statute. Any variations in the taxes during the period of contract will not be entertained by the Bank.

**Materials:**

The Contractor shall ensure to the satisfaction of the Consultant/SBI that the materials are packed in original sealed containers/packing bearing manufacturer's markings and brand etc., except where the gross quantity required is a fraction of the smallest packings. Materials not complying with this requirement shall be rejected.

**Testing of Materials:**

a) When required by the Consultant / SBI, the Contractor shall provide all facilities at site or at manufacturer's works or in an approved laboratory for testing the materials and/or workmanship. All the expenditure in respect of this shall be borne by the Contractor unless specified otherwise in the Contract. The Contractor shall, when required to do so by the Consultant, submit at his own cost, manufacturer's certificate of tests, proof sheets, mill sheets etc., showing that the materials have been tested in accordance with requirements of these specifications. The samples for tests shall be selected by SBI / Consultant.

**Rectification of Defects:**

Any defect in the work done or materials used in the works pointed out by the Consultant / SBI shall be rectified within a week or such extended time as may be allowed in this failing which the said defect shall be got rectified by the Consultant at the risk and cost of the Contractors.

**5.0 Manufacturer's Instructions:**

Where manufacturers have furnished specific instructions, relating to the materials used in this job, covering points not specifically mentioned in the documents, these instructions shall be followed in all cases.

**6.0 Qualified Competent Supervision:**

The Contractor shall employ competent fully licensed, qualified full time Engineer to direct the work of firefighting works in accordance with drawings and specifications. The Engineer shall be available at all times on the site to receive instructions from Consultant in the day to day activities, throughout the duration of the contract. The foreman shall co-relate the progress of the work in conjunction with all relevant requirements of the authorities.

**7.0 Measurements:** It will be the responsibility of the contractor to submit the detailed split up of measurements with drawings during the progress of work so that it will be accessible and easy to verify by the consultant/SBI. G duct, under deck insulation, Copper piping, drain piping etc should be measured before fixing the false ceiling. If the item is not visible for measurements only shortest measurement taken by consultant/SBI will be considered.

**8 .Drawing:** The contractor should display one set of laminated drawing with as fitted layout drawing in each floor and submit another three sets along with the final bill.

**12 B. RECOMMENDED MAKES OF MATERIAL**

<b>SI No</b>	<b>Particulars &amp; Specifications</b>	<b>Approved Make</b>
1	Cement	OP cement / Malabar / Zuvani or approved equivalent
2	Steel	Tata / Sail / Tisco / or or approved equivalent
3	Tiles	1 <sup>st</sup> quality tiles of Johnson / Kajaria / Somani
4	Steel doors, windows & Ventilators	ISI Approved manufacturer
5	Exterior paint	Asian apex / Berger / Dulux
6	Enamel Paint	Approved shade Asian/ Berger/ ICI Dulux/ Nerolac
7	Adhesives	Movicol / Fevicol SH / Araldite
8	Sand, fine aggregates, coarse aggregates, bricks	To be got approved before use

All other materials as approved by the Bank.

## 13. BRIEF DETAILS OF THE BIDDER

SL NO	PARTICULARS	
1	NAME OF THE BIDDER	
2	MAILING ADDRESS WITH PINCODE	
3	TELEPHONE No. FAX No.	
4	MOBILE No.	
5	E-MAIL ID	
6	i) PAN ii) GST No.	
7	CONTACT PERSON WITH MOBILE/PH No.	
8	PLEASE MENTION THE NAME OF DIGITAL CERTIFICATE HOLDER (INDIVIDUAL/ FIRM) WHOSE DIGITAL CERTIFICATE WILL BE USED FOR PARTICIPATING IN THE E-TENDERING	
9	CHECK LIST (TECHNICAL BID) a) DD towards EMD b) All pages of tender document duly signed and stamped c) Sealed envelope containing all the above documents with address of the bidder & SBI with name of the work superscribed thereon. d) Any other documents, if asked for	<div>Yes /No</div> <div>Yes /No</div> <div>Yes /No</div> <div>Yes /No</div>
10	CHECK LIST (PRICE BID)  (Price bid need not be submitted in physical form)	<p>Price bidding shall be done online through Bank's e-tendering portal <a href="https://etender.sbi">https://etender.sbi</a>. The bidder shall register himself in the portal, prior to the date of e-tendering and obtain user ID &amp; Password for logging in.</p> <p>The bidder shall contact M/s. e-Procurement Technologies Ltd for any assistance.</p>

Accepted the terms and conditions of tendering.