



ZO/HGLY/GAD/MISC/2025-26/ 46

दिनांक/Date-11/11/2025

To,
Furnishing Contractors, B & C Category,
(Empanelled by Head Office, 01/09/2022 to 31.08.2025)

Sir,

Sub: Invitation of sealed tender for Internal Furnishing work of Rajbalhat Branch

We invite **Sealed Tender** for Internal Furnishing work of Rajbalhat Branch whose tender document is enclosed.

Last Date of Submission – 18.11.2025 till 5:00 PM

Date of opening of tender – 19.11.2025

Regards,

Dy Zonal Head
Hooghly Zone





ESTIMATE FOR FURNISHING WORKS OF RAJBALHAT BRANCH & ATM, UCO BANK HOOGLY ZONAL

INTERIOR FURNISHING WORKS

Sl. No.	Description Of Item	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1	Providing and fixing in position full height Glazed partition 65 mm thk as indicated in the drawing excluding the door made out of aluminium hollow sections of 50mm x 50mm size 1.5mm thick of JINDAL / INDAL make as internal framed structure placed horizontally & vertically in 550 mm x 550 mm / 600mm x 600 mm center to center or as directed by the Architect. The alternate corner vertical members of the partition shall be taken up to the ceiling level (payment shall be made for the partition measured below the false ceiling level) and the same shall be anchored to the ceiling securely with help of suitable cleats. Framework shall be fixed with 6 mm thick marine grade ply (IS - 710) of approved make on both sides finished as per following specifications. The Partition shall be finished with 10 mm thick laminate of approved shade and make or equivalent on both the sides. The glazing will be of 6 mm thk clear glass fixed within 900 - 2100 mm level. There will be designed glass film over the glazing area with required design, complete as directed by the Architect. The item does not include the doors.	175.148	sq. ft		
2	Providing & fixing double skin low ht. partition with wicket door (1200 mm high) with electrical wire management system, 900 mm solid, then 300 mm partly glazed (as per drawing), made out of aluminum hollow sections of 50mm x 50mm size 1.5mm thick of JINDAL / INDAL make as internal framed structure spaced not more than 600 mm c/c both ways, double skin partition fixed to aluminum frame made of 6 mm thk. approved marine grade ply (IS 710), finished both side with approved laminate with 1.5 mm groove design, 4" high laminated skirting etc. the vertical support of 50 x 50 mm frame to be extended up to 1200 mm, side & top faces to be covered with 65 x 15 mm CP teak wood molding bead (curved at top) with 6 mm x 6 mm polished groove. 300 mm high x 12 mm thk glass to be fixed to partition with 30 x 12 mm teak wooden bead with 6 mm groove, all exposed teak wood surface to be completed with natural colour high polishing etc. all complete as per design, direction and approval of the Architect.	0.000	sq ft		
3	Providing and fixing in position full height solid partition 65 mm thk as indicated in the drawing excluding the door made out of aluminium hollow sections of 50mm x 50mm size 1.5mm thick of JINDAL / INDAL make as internal framed structure placed horizontally & vertically in 550 mm x 550 mm / 600mm x 600 mm center to center or as directed by the Architect. The alternate corner vertical members of the partition shall be taken upto the ceiling level (payment shall be made for the partition measured below the false ceiling level) and the same shall be anchored to the ceiling securely with help of suitable cleats. Framework shall be fixed with 6 mm thick marine grade ply (IS - 710) of approved make on both sides finished as per following specifications. The Partition shall be finished with 10 mm thick laminate of approved shade and make or equivalent on both the sides. Rate shall be inclusive of provision of pencil groove as directed by the Architect. The item does not include the doors.	510.606	sq ft		

4	Providing and fixing Solid Core Flush Door Shutter of 35 mm thk finished both side with 1 mm thk approved colour laminate (IS 2046) with 15 mm groove design fixed to Wooden framework of partition. One vision panel of size 6"x 10" made out of 6 mm thk Clear glass with moulding with polish to be provided (For BM Chamber door, larger size glass of 600 x 1800 mm to be provided) The rate shall be inclusive of fitting and fixing of 3 nos 100 mm s/s hinges, door closer, door stopper, screws, cylindrical lock, lower bolt of approved make. All edges of the door to be covered with necessary lipping with polish finish. The work should be completed as per specification design and approval of Architect.				
a	Shutter size 900X2100 mm with glazing size 600 X1800 mm for BM chamber	42 722	sq ft		
b	Shutter size 900 mm x 2100 mm with 250 x 150 mm glass vision panel	64 083	sq ft		
c	Shutter size 900 mm x 2100 mm excluding door closure for cash counter	42 722	sq ft		
d	Supplying, Fitting & Fixing 30 mm thick both side prelaminate Double Leaf Factory made solid Panel PVC Door Shutter including all fitting, fixing	35 602	sq ft		
5	Providing and fixing Storage Unit made out of 19 mm block board (IS 1659) for top, sides & 6 mm for back finished with 10mm laminate. The openable shutters to be made out of 19 mm block board finished outside with 10 mm laminate (IS 2046). The cabinet will have shelves of clear ht approx 14". The shelves to be made of 19 mm thk block board. The necessary godrej multipurpose locks, 4" SS matt finished handles, auto closing hinges are to be provided. 4" laminated skirting to be provided inside of the unit to be synthetic enamel painted / polished in matching tone. All the exposed edges of the boards/ plywoods to be covered with white beach/ white cedar wooden lippings/ mouldings (6 x 20 mm) duly natural polished all complete. For full ht storage, shutters to be divided into two parts vertically & file divider made out of 6mm thk ply to be provided. The work to be completed as per approval and specification of the architect				
a	Low height Storage (upto 900 mm high)	53 810	sq ft		
b	Full height storage (upto 2400 mm high)	179 027	sq ft		
6	Providing and fixing Gypsum false ceiling which includes G.I. perimeter channels of size 0.55mm thk (having one flange of 20mm and another flange of 30mm and a web of 27mm) along with perimeter of ceiling screw fixed to brck wall/partition with the help of nylon sleeves and screws, at 610mm centres. Then suspending G.I. intermediate channels of size 45mm (0.9mm thk with two flanges of 15mm each) from the soffit at 1220mm centres with flanges of 25mm each with lips of 10.5 mm are then fixed to the intermediate channel with the help of connecting clip and in direction perpendicular to the intermediated channel at 457mm centres. 12.5mm tapered edge Gypboard (confirming to IS 2095 - 1982) is then screw fixed to ceiling section with 25mm drywall screws at 230mm centers. Screw fixing is to be done mechanically either with screw driver or drilling machine with suitable attachment. The boards are to be jointed and finished so as to have a flush look which includes filling and finishing the tapered and square edges of the boards with jointing compound. No extra payment will be made for the cutting of light points, stain glass, cove lighting etc. The measurement will be taken in one level, rate should include the drops also no extra amount will be paid for the drops. The joints to be properly mended with paper tapes and gypsum compound, two coats of Drywall Top Coat all complete. The rate should include the full completion of the ceiling. At the time of handing over the site all necessary repairing work to be considered if required. The work to be completed as per specification, drawing and approval of the Architect. No Drop or design (if any) will be considered as extra measurement it will be considered flat ceiling.	60 964	sq ft		

7	Providing, fabricating and erecting lay in type tegular or drop type, Modular False Ceiling (ARMSTRONG make) of 600 x 600 mm grid (Board thickness 12 mm) The rate shall include the additional cost of Tee and L supports and other accessories near the ends/ odd size edges/corners. Provide additional length support from the ceiling to the false ceiling grid wherever necessary making necessary openings for electrical light fittings, alarm detectors and any other fixtures. No extra payment for making openings in the panel/ grids for the purpose of light fittings. Item rate shall include all the taxes, transportation, erection, loading and unloading and any other incidental expenditure for completing the work.	946 898	sq ft		
8	Providing & fixing in position wall / column paneling consisting of 6.0 mm thk BWR ply as per IS 303, 1.0 mm thk laminate with hardwood ribbing of 25 x 25 mm @ 500 mm both direction. The face of the cladding is to be laminated with approved design. The item is to be completed in all respects as per design & approval of the architect.	75 951	sq ft		
9	Providing & fixing in position 19mm thk Blockboard structure, 1 nos. Cash Work Station of size W-1500 x D- 800 x H-750 mm inclusive of a 1050 mm height front partition, 400 mm wide customer writing top, table top, finished with 1mm thk laminate. Inside of table top finished with painting / polishing. The design in the front apron as per bank's design guidelines. The workstations shall be supported from the partition system at both side. The workstation to be comprised with a Drawer unit of approx. overall size of 400 x 600 x 725 mm (h) made with 12 mm thk block board with telescopic drawer slides. The drawer unit shall comprise of 3 drawers with inner faces polished with approved shade. The drawer unit shall be finished with 1 mm laminate. The quoted price should include cost of teak wood moulding to edges, wood lipping, multi locks of Godrej make & other necessary hardware accessories including SS handles, pvc wire manager, keyboard tray, mobile CPU trolley etc. of approved quality all complete as per design & direction.	10 590	r ft		
10	Providing & fixing 2100 mm high Cash Work Station Partition (sides & back of cash cabin) solid upto 1050 mm (with electrical wire management system), above solid part there will be aluminium decogril (colour anodised) upto 2100 mm lev. as per design. Decogril to be fixed with 35 x 20 mm teak wood beading and duly polished matching with laminate color above solid part. Partition to be made of 50 x 50 mm seasoned hard wood framing spaced not more than 600 mm c/c bothways, double skin partition fixed to timber frame made of 6 mm thk approved ply as per IS 710, finished both side with approved laminate with groove design complete with polishing, 4" high laminated skirting etc. all complete as per design, direction and approval of the Architect.	197 336	sq ft		
11	Providing and fixing 12 mm thk x 1050 mm high clear non-thoughtned glass finished with machine polished of all free edges above working top providing a semicircular hole of 150 mm dia. for operation, the glass to be fixed to side partition using 35 x 10 mm continuous polished wooden bead at both side of the glass. all complete as per design and drawing by our Architects.	51 979	sq ft		

12	Providing & erecting in position free standing table made of 19 mm thk BWP grade block board for sides top & panel finished with 1 mm thk laminate of approved shade & make in outer faces Inside of the table to be finished with synthetic enamel paint / polish as per matching tone Drawer cum cabinet unit of approx. overall size of 400 x 600 x 725 mm (h) of 19 mm thk block board The drawer unit shall comprise of 1 tea tray, 1 drawer 1 cabinet with inner faces polished with approved shade with telescopic drawer slides the drawer unit shall be finished with 1 mm laminate The quoted price should include cost of teak wood moulding to edges, wood lipping, mull locks of Godrej make & other necessary hardware accessories including SS handles, pvc wire manager, keyboard tray, mobile CPU trolley, wooden foot rest etc of approved quality All table should have a side credenza which shall be 900 mm long, 400 mm wide & 750 mm high with intermediate 1 no shelf of 19 mm BB The side credenza have sliding shutters of 12 mm thk ply with 1 mm thk laminate finish on visible side Inside of the unit to be synthetic enamel painted / polished in matching tone All the ply edges should be lipped & finished with prescribed shade of polish The rate also include the cost of hardwares like hinges, tower bolts, handles, magnets, wire manager etc				
a	size 1800 mm x 750 mm x 750 mm (h) including side credenza	1 000	no		
b	size 1500 mm x 750 mm x 750 mm (h) including side credenza	2 000	no		
c	size 1200 mm x 750 mm x 750 mm (h) excluding side credenza	1 000	no		
13	Providing & fixing fully glazed 12 mm thk, 300 mm high, non-toughened clear float Glass, with polished edge filled in front of table top vertically keeping 50 mm gap with counter top The glass to be fixed with 50 x 50 x 350 mm high hard wooden post (@1500 mm c/c apart) finished with 1mm, approved laminate with polished wooden beading The same partition will continue in between two workstation also having wooden post at the end of the each table top, complete as per design & direction (for measurement, 350 mm height will be considered)	10 172	sq ft		
14	Providing & Fixing fully glazed 12 mm clear Toughened Glass Door (in one shutter) with floor mounted pivoted door spring hinges to shutters filled with patch fillings & floors with plate & screws including cutting holes & mending good with cement mortar, with sticker design bank's name, logo, bands etc (polished edge as directed) fitted with 30 mm dia 100 mm X 500 mm long stainless pair of 'C' handles (both inside & outside) with all accessories floor spring complete as per design & direction	28 482	sq ft.		
15	Providing & Fixing fully glazed 12 mm clear Fixed Toughened Glass fixed with patch fillings & floors with plate & screws including cutting holes & mending good with cement mortar, with sticker design bank's name, logo, bands etc complete as per design & direction	0 000	sq ft.		
16	Providing and fixing soft board/ notice board fabricated out of 12mm Marine ply (IS 710) covered with 12mm soft board padding and upholstery propylene fabric @80/ mtr Edges of the soft board should have white beach / white cedar moulding with natural polished NB where pin up board is in a panelled area, the top of the pin up board should be flushed with the panel, keeping the same level The work should be completed as per design specification & approval of the architect.	12 206	sq ft		

17	Providing and fixing Writing Ledge (with combined drop / suggestion-box) of 1'-3" depth, 3'-0" width and 4'-0" height mounted on floor made of 16mm 303 Grade (BWR) plywood structure comprising of suitable intermediate vertical partitions to make compartments for placing leaflets. An 12 mm thick tinted glass (bronze) with edge polished shall be fixed to the surface using clear adhesive. Two sets of plywood boxes of size 0'-10" wide x 3'-0" high x 0'-6" deep made of 19 mm IS-710 Grade (BWP) plywood shall be provided below the writing ledge on either sides for receiving complaints and suggestions. All exterior surfaces shall be finished with 1mm thick laminate of approved shades and inside area finished with 2 coats of enamel paint after priming coat. The openable shutter on the front shall be provided with approved small glass panel, quality locks, handles etc. and slit (6"x1") on top for dropping complaints / suggestions.	1 000	unit		
18	Providing and fixing Main Panel Encasement in position fabricated out of 19mm BWP block board with 1 mm laminate finished for top, both sides and front with necessary hardware including locks hinges and handles. Encasement will be having powder coated aluminium louver and 6mm thk Glass for seeing the indicator in both shutters. The exposed surface of 19mm block board will be finished with TW / white cedar lipping with natural polish and inside of the encasement shall be finished with polish / enamel paint. The item is to be completed in all respect as per design, specification and approval of the Architect.	48 826	sq ft		
19	Providing & fixing Rolling Shutters Encasement with 3mm thick (0.5mm + 2 mm + 0.5mm) ACP in approved colours all complete with approved aluminium sub structure, aluminium brackets, silicon sealants, gaskets, PVDF coating in approved colour etc. all complete including bird/ vermin proof closer at the bottom and flashing at top, complete as per instructions & drawings.	48 826	sq ft		
20	Providing and fixing vertical blinds of 100 mm wide (MacAnnums) of approved shade and pattern having handrail made of high strength aluminium alloyed with thickness of 12 mm thk handrail to have 25mm decorative insert. Control unit shall be of derlin. The runners are also to be a derlin with an inflexion adhesive. Spacers should be made of stainless steel. Fabric should be polyester viscose/polyester yarn having protective coating with chemicals for stain resistance & soil repellency. The rail shall include necessary scotch gurd treatment on both sides. The overlapping should be uniform and adequate. Necessary operative arrangements frames to be provided. The work to be completed as per specification and approval of the Architect.	92 613	sq ft		
21	MISCELLANEOUS / BROUGHT OUT ITEMS				
21.a	Providing & laying in place Synthetic Door Mats (3M) of sizes not less than 4' x 2'	2 000	Nos		

22	PAINTING				
a	PLASTIC EMULSION (Including Painting after 9 to 12 Months)	2274 318	S FT		
	Providing & applying plastic emulsion paint on walls, columns & ceilings The rate shall include scrapping, levelling & preparing the surface Primer coat + (minimum) 3 coats to get evenly spread quality finish (roller finish) of approved make, quality & finish shall be provided				
	NOTE :- The rate shall also include filling up the cracks in walls & ceiling, scrapping, levelling, preparing & making good the surface & applying primer coat + two or more coats after 9 to 12 months after inauguration of the Branch and also with rectification of wet and swollen patches				
b	DUCO	229 368	S FT		
	Providing & applying duco paint of approved make quality & shade as per the architects direction on wooden or metal surfaces The rate shall include scrapping, levelling & preparing the surface, primer coat				
22	Providing SWIVEL CHAIR - FABRIC (HIGH BACK WITH ARMREST FOR BM) In MS frame covered with bank approved coloured upholstery with 12 mm moulded ply & HD foam inside for back & Lumber support, 12mm Moulded ply for seat with PU on it PU Adjustable arms Chrome base, Synchro mech & gas Lift etc complete Or as per manufacture specification Mode Of Measurement - Per Unit	1 000	unit		
23	Providing SWIVEL CHAIR - FABRIC (MEDIUM BACK WITH ARMREST FOR STAFF) In MS frame covered with bank approved coloured upholstery with 12 mm moulded ply & HD foam inside for back & Lumber support, 12mm Moulded ply for seat with PU on it PU Adjustable arms, Chrome base, Synchro mech & gas Lift etc complete Or as per manufacture specification Mode Of Measurement - Per Unit	5 000	unit		
24	Providing SWIVEL CHAIR - FABRIC (LOW BACK WITHOUT ARMREST FOR VISITORS) In MS frame covered with bank approved coloured upholstery with 12 mm moulded ply & HD foam inside for back & lumber support, 12 mm moulded ply for seat with PU on it Chrome base, Synchro mech & Gas Lift etc complete Mode Of Measurement - Per Unit	8 000	unit		
25	Providing SS matt finished 3 seater lounge chair In SS frame with two armrests at the two ends complete as per manufacture specification Mode Of Measurement - Per Unit	2 000	unit		
26	CENTRE TABLE FOR SOFA (3'-0" X 1'-6" X 1'-6" high) Providing & Fixing centre table for sofa made out of 19 mm thick, BWR ply covered HNG/ AIS make 10mm thick float glass with computerised diamond cut and Diamond Edge polish fixed with 20mm Dia, 9" in Brush finish stainless steel studs etc complete All exposed surfaces shall have 1 mm thk Approved color laminate and melamine polish to edge moulding of Royal Touch OR equivalent make etc complete as per detail drawing and instructions of the Architect Mode Of Measurement - Per Unit	1 000	unit		
	TOTAL FOR INTERIOR FURNISHING				
	ADD GST @ 18%				
	GRAND TOTAL AMOUNT				

ONLY EMPANELED VENDORS CAN APPLY

INVITATION TO TENDER

**INSTRUCTION TO TENDERERS AND GENERAL CONDITIONS OF
CONTRACT**

FOR

INTERIOR FURNISHING WORKS

OF

UCO BANK – RAJBALHAT BRANCH

AT

RAJBALHAT UNDER HOOGHLY ZONE

NAME OF THE CONTRACTOR:.....

.....

ADDRESS:

.....

ARCHITECTS

ARCHCON VISION

57, MODEL TOWN, GARIA

KOLKATA – 700 084

CONTACT No.-+91-033- 4069-9676/9433110818

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SECTION – I

TENDER NOTICE

UCO Bank invites sealed tender offers from Bank's empanelled contractors under Furnishing work under Financial Category- B of work value more than Rs. 05.00 Lakhs and less than Rs. 10.00 Lakh

- a) Name of the Work: Interior Furnishing works of the UCO bank, Rajbalhat branch.
- b) Location of Work: UCO Bank, Rajbalhat Branch, Rajbalhat, Hooghly, WB.
- c) Time of Completion: 25 days (Twenty Five days)
- d) Earnest Money: Rs.16421/-. (Rupees Sixteen Thousand four Hundred Twenty one only) to be deposited in the form of Bank Draft/ Pay order drawn in favor of UCO BANK payable at Hooghly. [without Earnest Money in proper form Tender will be rejected]. MSMEs are exempted from paying tender /RFP fee/cost, EMDs as per MSME Act 2012. For getting the benefits in case of MSME firms, contractors/ agencies should submit exemption certificate issued from the relevant authorities.
- e) Cost of Tender document: Rs 328 /-(Rupees Three Hundred Twenty Eight only) to be deposited in the form of Bank Draft/ Pay order drawn in favor of UCO BANK payable at Hooghly. [without Tender Cost in proper form Tender will be rejected]. MSMEs are exempted from paying tender /RFP fee/cost, EMDs as per MSME Act 2012. For getting the benefits in case of MSME firms, contractors/ agencies should submit exemption certificate issued from the relevant authorities.
- f) Availability of Tender Documents: Can be downloaded from bank's website from 11.11. 2025 to 18.11.2025 (www.ucobank.com). No tender document shall be issued from the office of Zonal Office.
- g) Submission of tenders: At UCO Bank, Zonal Office, Hooghly, 21, New G.T.Road, Uttarpara, Dist. – Hooghly, Pin: 712258 till 5:00 pm on 18.11.2025.
- h) Opening of Tender: On 19.11.2025 at UCO Bank, Zonal Office, Hooghly, 21, New G.T.Road, Uttarpara, Dist. – Hooghly, Pin: 712258.
- i) Mode of submission of Tender: The tender documents duly completed in all respect & accompanied with relevant enclosure/ annexure shall be sealed in an envelope of appropriate size & marked as "Tender for Interior Furnishing works for UCO Bank, Rajbalhat Branch". The tender documents should invariably include following among others:-

- a) Envelope marked No.1: Envelope marked no 1 shall contain earnest money deposit, Cost of tender documents, Copy of last empanelment letter with UCO Bank, GST Certificate, conditions of contract and technical specifications with covering letter furnished in the specified form.
- b) Envelope marked no.2: Envelope marked no.2 shall contain the price bid , summary sheet , drawings and approved make of materials.
- c) Envelope no 3: Envelope marked no1&2 shall be put in a large envelope of adequate size marked no 3 which shall be properly sealed. This envelope, which shall be endorsed on the outside face.
- j) Clarification, if any to be obtained from: ARCHCON VISION, 57, MODEL TOWN, GARIA KOLKATA – 700 084, CONTACT NO.--+91-033- 4069-9676/9433110818
- k) Defect Liability Period: 12 months from the date of virtual completion of work.
- l) Validity of tenders: Three calendar months from the date of submission of tender.
- m) Sales Tax, Work Contract Tax or any other tax on materials or on finished work in respect of this contract whether in vogue or likely to be imposed in future, shall be payable by the Contractor and the Employer will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes ----- Etc. Only GST will be paid by the Bank as per Govt. laws. Tenderer must have valid GST certificate.
- n. Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Conditional tenders will be summarily rejected.
- o. Delay in submission of tender arising out of the postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for damage in transit incase of postal delivery/ courier service delivery.
- p. The employer does not bind to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof. The notification of award of contract will be made to the successful tendered in writing by the Bank.

Yours faithfully

For and behalf of UCO Bank

Sd/-

The Chief Manager,
UCO Bank, Z.O, Hooghly,
21, New G.T.Road, Uttarpara,
Dist. – Hooghly, Pin: 712258

SECTION – II

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDENCE OF TENDERERS

Tenders are invited on behalf of UCO Bank, Zonal Office, Hooghly, 21, New G.T.Road, Uttarpara, Dist. – Hooghly, Pin: 712258 for Interior Furnishing works at Rajbalhat branch document consisting of the plans, specifications, bill of quantities and drawings of various classes of work to be performed and set of conditions of contract to be complied which can be downloaded from bank's website www.ucobank.com.

1. It is proposed that the intending tenderers may contact at the office of the Architects M/S Archcon Vision, 57, Model Town, Garia, Kolkata – 700 084. The intending tenderer shall visit the site and make him self thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of the work, facilities of transport condition, effective labour and materials, access and storage for materials and removal of rubbish etc.
2. As the entire work is to be completed in all respects within the stipulated period of 25 days and to achieve the target date of entire completion if be required/ essential, the work for day and night shifts have to be carried out by the tenderer/ contractor, for that at no extra cost, charges shall be paid to the contractor by the employer. While quoting rates, in addition to above, whether mentioned or not the rate shall always include the charges for day to day removal of debris/ spoils from site in conformity with the local Municipal rules. Bank's normal work shall not be jeopardized in any way for undertaking the work. Contractor shall include in his quoted rate for supplying the plastic sheets/ tarpaulin to cover Banks materials as protection against getting damaged either due to dust or water while executing the work. Tenders in only printed forms downloaded from the Bank's website should be placed in sealed covers & submitted. The tenderers should quote in figures as well as in words the rates, and amount. The language for filling tender documents shall be in English. The amount for each item should be marked out as requisite total given. The initials of the tenderers with the seal of the firm shall attest all corrections. In case any discrepancy /difference is found on checking between rates quoted by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed: -
 - a) When there is a difference between the rates in figures and in words, the rate, which corresponds to, the amounts worked out by the contractor, shall be taken as correct.
 - b) When the contractor does not work out the amount of any item 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 rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly rate quoted by the contractor shall be taken as correct & not the amount.
 - d) Amendments as mentioned above shall be based on the tender marked original only.

4. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only in such way that interpolation is not possible. Amount should be written in figures. In case of figures the words "Rs". Should be written before the figures of rupees and words paise after the decimal figures, e.g. Rs 2.15 and in case of words, the word "Rupees" should precede and the word "Paise" should be written at the end, unless the rate is in whole rupees and followed by the words "only", it should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word "only" should be written closely following the amount and it should not be written in the next line.
5. The acceptance of a tender will rest with the Chief Manager, UCO Bank, Zonal Office, Hooghly, 21, New G.T.Road, Uttarpara, Dist. – Hooghly, Pin: 712258 which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The bank reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
6. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable to rejection.
7. An item rate tender containing percentage below/ above will be summarily rejected. However, when a tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.
8. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer Consultant shall be communicated to the Employer /Consultant.
9. Sales Tax, Work Contract Tax or any other tax on materials or on finished work in respect of this contract whether in vogue or likely to be imposed in future, shall be payable by the Contractor and the Employer will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes ----- Etc.
10. No employee of the Employer is allowed to work as a Contractor for a period of two years of his retirement from Employer services, without the previous permission of the Employer. 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 Employer/ Consultant as aforesaid before submission of the tender or engagement in the Contractor's service.
11. The tender for work shall remain open for acceptance for a period of 03 months from the date of opening of tenders. If any tenderer withdraws his tender before the said period, then the employer shall be at liberty to forfeit the earnest money paid along with the tender.
12. It will be obligatory on the part of the tenderer to sign the tender in all pages of tender documents.

- 13 The Earnest money deposit of the contractor whose tender is accepted shall be forfeited in full in case he does not start the work by the stipulated date mentioned in the letter of award.
- 14 The Earnest money deposit of unsuccessful bidders will be refunded to them WITHOUT ANY INTEREST within 03 weeks from the date of award of work to the successful bidder.
- 15 A certificate of completion shall accompany the final bill from the consultant. Payment of final bill shall be made after deduction of retention money as specified which sum will be refunded in the manner as stated conditions. In acceptance of payments of the final bill by the contractor would indicate that he will have no further claim in respect of the work executed.

16 CLEARING SITE ON COMPLETION

On completion of the work the contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary work of every kind and leave the whole of the site and the work clean and in workmanlike conditions to the satisfaction of the employer /consultant.

17 TERMS OF PAYMENT

- a) 50% to be released as one running bill after completion of 50% work of total value.
- b) 40% to be released after entire work is completed and handed over to the satisfaction and certification of the consultant.
- c) 10% to be released after the defect liability period of 12 months, without any interest

18 IDLE LABOUR

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

19. LIQUIDATED DAMAGE

The delivery and installation should be adhered to as stipulated time, failing which; liquidated damages @ 1% per week or part thereof subject to maximum of 10 % of the total order value shall be levied.

20. TERMINATION OF CONTRACT BY EMPLOYER

If the contractor being a company go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of his creditors or shall enter into a deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Contractor in insolvency, shall repudiate the contract or, if a receiver of the contractor's firm appointed by the court shall be unable , within fourteen days after notice to him requiring him to do so ,to show to the reasonable satisfaction of the Employer that he is able to carry out and fulfill the contract ,and if so required by the Employer to give

reasonable security there for , or if the Contractor shall suffer execution to be issued , or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the Contractor, or shall assign , charge or encumber this contract or any payments due or which may become due to the contractor, there under or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the contractor within three clear days after the notice shall have been given to the contractor observe or perform the same or shall use improper materials or workmanship in carrying on the work or shall in the opinion of the employer not exercise such due diligence and make such due progress as would enable the work to be completed within due time agreed upon and shall fail to proceed to the satisfaction of the employer after three clear days notice requiring the contractor so to do shall have been given to the contractor as hereinafter mentioned or shall abandon the contract, then and in any of the said cases, the employer may not withstanding previous waiver determine the contract by the notice in writing to the effect as hereinafter mentioned but without thereby affecting the powers of the employer of the obligations and liabilities of the contractor the whole of which shall continue in force as fully as if the contract had not been so determined as if the work subsequently executed had been executed by or on behalf of the contractor.

IF THE CONTRACT HAS BEEN TERMINATED THE EMPLOYER RESERVES THE RIGHT TO RECTIFY THE ITEMS AND COMPLETE THE JOB IN THE RISK AND COST OF THE TERMINATED VENDOR BY ANY OTHER APPROVED VENDOR.

The bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

SECTION –III

FORM OF TENDER

To
The Chief Manager,
UCO Bank, Z.O, Hooghly,
21, New G.T.Road, Uttarpara,
Dist. – Hooghly, Pin: 712258

Sir,

Re: Interior Furnishing works for the UCO Bank Rajbalhat branch.

- 1) I/we refer to the tender notice issued by your consultants M/s. Archcon Vision, Architecture, Interior design, HVAC and V-Sat Consultants, 57, Model Town, Garia, Kolkata –700084 on your behalf for Interior works in connection with the above.
- 2) I/We do hereby offer to perform, provide, execute, complete and maintain the work in conformity with drawings, conditions of contract specifications, bill of quantities for the sum of Rs at the respective rates quoted in the schedule of quantities.
- 3) I/We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of the site tender conditions. Subject to above, I/We do hereby agree, should this tender be accepted in whole or in part, to:

A: Abide by and fulfill all the terms and provisions of the said conditions annexed hereto:

B: Complete the work within 25 days, as stipulated in two or three shifts if considered necessary by the consultants at no extra cost to the Employer.
- 4) I/We have deposited earnest money of RS. _____ in the form of Crossed Demand draft / pay order /Banker's Cheque which, I/We note, will not bear any interest and is subject to forfeiture solely at Bank's discretion:
 - i) If the work is not commenced by me/us within 07 (seven) days from the date of issue of formal work order
 - Or
 - ii) If the offer is withdrawn within the validity period of acceptance.
 - iii) If the contract is not executed within 90 days from award of contract.

- 5) I/We understand that you are not bound to accept the lowest or any tender you receive.
- 6) The acceptance of this tender shall constitute a binding of any contract and any failure as mentioned in item 04. Above shall constitute a breach of contract by us and the tender accepting authority shall be entitled to have the work executed at our risk and to claim extra cost \ expenditure incurred by them from us.
- 7) Our Bankers
- i)
 - ii)
 - iii)
- 8) Name of partners / directors of our firm :
- i)
 - ii)
 - iii)
 - iv)

Yours Faithfully

Signature: _____

Name: _____

Designation: _____

SECTION –IV**ARTICLES OF AGREEMENT**

Articles of agreement made the day of between the UCO Bank, Z.O, Hooghly, 21, New G.T.Road, Uttarpara, Dist. – Hooghly, Pin: 712258 (Hereinafter called the employer) which expression should include its successors and assignee of the one part and (Hereinafter called the contractor) of the other part, which expression should include its successor and assignee Whereas the employer is desirous of executing the Interior Furnishing work for setting up of RAJBALHAT branch and has caused drawings and specifications describing the work to be prepared by M/s Archcon Vision, 57, Model Town, Garia Kolkata – 700084 (hereinafter called the consultants) and whereas the said drawings, the technical specifications and the schedule of items and quantities have been signed by and on behalf of the parties hereto. And whereas the contractor has agreed to execute upon & subject to the conditions set forth herein & schedule of items & quantities, general conditions of contract, special conditions including other conditions etc. technical specifications & all correspondences exchanged by or between the parties from the date of tender notice till the award of work, both letters inclusive, (all of which are collectively hereinafter referred to as the said conditions) the work shown upon the drawings & or described in the said specification & included in the schedule of items & quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (Hereinafter referred to as the said contract amount).

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said contract amount to be paid at the times 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 upon the drawings and described in the said specifications and the schedule of items and quantities.
2. The employer shall pay the contractor the said contract amount or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
3. The consultant in the said conditions shall mean the said M/s Archcon Vision, 57, Model Town, Garia Kolkata – 700084 or in the event of their ceasing to be the consultant for the purpose if this contract for whatever reason such other person or persons as shall be nominated for that purpose by the Employer, provided always that the person subsequently appointed to be consultant under this contract shall be entitled to disregard or overrule any previous decision or approval or direction given or expressed in writing by the consultant for the time being.
4. The said conditions and appendices thereto shall be read and considered as forming part of this agreement and the parties here to shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.

5. The plan agreement and documents mentioned herein shall form the basis of this contract.
6. This contract is neither a fixed lump sum contract nor a piece work in respect of the Interior furnishing works for UCO BANK, Rajbalhat branch as per the scope described and to be paid for according to actual measured quantities at the rates contained in the schedule of rates probable quantities or as provided in the said conditions.
7. The employer reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
8. Time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work on the day on which he is instructed to take possession of the site, or from the 7th day after the date of issue of formal work order as provided for in the said conditions whichever is later and to complete the entire work within 25 days subject nevertheless to the provisions for extension of time.
9. All payment by the Employer under this contract will be made only by UCO Bank, Zonal Office, Hooghly.
10. Any dispute arising under this agreement shall be referred to arbitration in accordance with the stipulation laid down in the general conditions of contract.
11. That the several parts of this contract have been read by the contractor and fully understood by the contractor.
12. This agreement can be terminated by either client on giving 3 months notice normally. However, in exigent circumstance, the services of the contractor can be terminated by giving notice of lesser period.
13. If the rate quoted by the contractor for any item/ items are not workable or abnormally lower or higher (+/- 25%) than the market rate/estimated rate the bank may demand Bank guarantee from the contractor for satisfactory completion of these work. The bank guarantee amount will be difference amount between total quoted price & approved estimate. This bank guarantee will be released after completion of the entire works to the satisfaction of the bank. If the submitted total amount is below or above 15% of the estimated amount then Detail Analysis of Rates to be given. Without this analysis submitted tender will be cancelled.

IN WITNESS WHEREOF the parties here have to set their hands the day and year first above written.

Signed, and delivered by. ----- By the hands of MR -----(name and designation)
it's ----- and constituted attorney in the presence of

1. -----

2. -----

Address: -----

Address: -----

Witness

Signed and delivered by the hands of MR. ----- Partner of ----- in the
presence of

1. -----

2. -----

Address: -----

Address: -----

SECTION –V

GENERAL CONDITIONS OF CONTRACT

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

1. **Interpretation:** In construing these conditions, the specifications the schedule of quantities tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.
2. **Employer:** The term employer shall denote UCO Bank, Zonal Office Hooghly, 21, New G.T.Road, Uttarpara, Dist. –Hooghly, Pin: 712258 or any of its employees representative authorized on their behalf.
3. **Consultant:** The term consultant shall mean M/S Archcon Vision, 57, Model Town, Garia, Kolkata – 700084 or in the event of their ceasing to be consultant for the purpose of this contract such other persons /as the employer shall nominate for the purpose.
4. **Contractor:** The term contractor shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative of such individual of such firm or company or successors of such firm or company as the case may be and permitted assigns of such individual of firm or company.
5. **Site:** The site shall mean the site where the work is to be executed at Rajbalhat branch.
6. **Drawings:** The work is to be carried out in accordance with drawings, specification, the schedule of quantities and any further drawings, which may be supplied, or any other instructions, which may be given by the employer consultant during the execution of the work. All drawings relating to work given to the contractor together with a copy of specification and schedule of quantities are to be kept at site and the employer /consultant shall be given access to such drawings or schedule of quantities wherever necessary. In case any detailed drawings are necessary contractor shall prepare such detailed drawings and or dimensions sketches there for and have it confirmed by the employer consultant prior to taking up such work. The contractor shall ask in writing for all clarifications on matters occurring anywhere in drawings, specifications and schedule of quantities or to additional instructions at least 20 days ahead from the time when it is required for implementation so that the employer /consultant may be able to give decision thereon. The work shall mean the work to be executed or done under this contract.
7. **SCOPE:** The work consists of Interior Furnishing works for UCO BANK, Rajbalhat branch. In accordance with the drawings, specifications and schedule of items and quantities. It includes furnishing all material, labour, tools and equipment and management necessary for and incidental to the construction and completion of the work. All work during its progress and upon completion, shall confirm to the lines, elevations and grades as shown on the drawings furnished by the employer

/consultant and to furnish by the employer/consultant. Should any detail essential for efficient completion of the work be omitted from the drawings and specification it shall be the responsibility of the contractor to inform the employer /consultants concurrence, so that upon completion of the proposed work the same will be acceptable and ready for use.

Employer/consultant may in their absolute discretion issue further drawings and or written instructions, details, directions and explanations which are here after collectively referred to as the employer /consultants instructions in regard to:

- A: The variation on modification of the design, quality or quantity of work or the addition or omission or substitution of any work:
- B: Any discrepancy in the drawings or between the schedule of quantities and or drawings and or specification.
- C: The removal from the site of any defective material brought thereon by the contractor and the substitution of any other material thereof.
- D: The demolition removal and /or rejection of any work executed by the contractor /s
- E: The dismissal from the work of any persons employed thereupon.
- F: The opening up for inspection of any work covered up.
- G: The rectification and making good of any defects under clauses hereinafter mentioned and those arising during the maintenance period (retention period)

The contractor shall forthwith comply with and duly execute any work comprised in such employer/consultants instructions provided always that verbal instruction direction and explanations given to the contractor or his representative upon the work by the employer/consultant shall if involving a variation be confirmed in writing to the contractor within seven days. No work for which rates are not specifically mentioned in the priced schedule of quantities shall be taken up without written permission of the employer/consultant. The employer in consultation with the consultant shall fix rates of items not mentioned in the priced schedule of quantities.

8. DETAILED DRAWINGS AND INSTRUCTIONS: The employer through its consultant shall furnish with reasonable promptness additional instructions by means of drawings or otherwise necessary for the proper execution of the work. All such drawings and instructions shall be consistent with the contract documents true developments thereof and reasonably inferable there from. The work shall be executed in conformity therewith and the contractor shall not work without proper drawings and instructions. Immediately after receipt of the work order of the contract the contractor shall prepare a program schedule and submit the same to the employer through the consultant for approval which shall indicate the dates for the starting and completion of the various activities at the stages of construction.

9. **COPIES FURNISHED:** The contractor on the signing hereof shall be furnished by the employer through its consultant free of charge with a copy of the priced schedule of quantities rates, two copies of each of the said drawings and one copy of specifications and two copies of all further drawings issued during the progress of the work. Any further copies of such drawings required by the contractor shall be supplied on payment of the charges thereof by the contractor.

10. **OWNERSHIP OF DRAWINGS:** All drawing specification and copies thereof furnished by the employer through its consultant are the property of the employer. They are not to be used on other work, and with the execution of the signed contract set are to be returned to the employer on request at the completion of the work.

11. **FAILURE BY CONTRACTORS TO COMPLY WITH EMPLOYERS /CONSULTANTS INSTRUCTION:** If the contractor after receipt of written notice from the employer and or the consultant requiring compliance within ten days fails to comply with such further drawings and or employer /consultant instructions, the employer through the consultant or other persons, may employ other persons to execute any such work whatsoever that may be necessary to give effect thereto and pay all cost incurred in connection therewith and same shall be recoverable from the contractor by the employer on the certificate of the consultant as a debt or shall have right to deduct same form any money due or to become due to the contractor.

12. **TENDERER SHALL VISIT THE SITE:** Intending tenderer shall visit the site and make him self thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of transport condition, effective labor and materials, access and storage for materials and removal of rubbish. The tenderer shall provide in their tender cost for carriage, freight and other charges including all taxes etc. as also for any special difficulties and including all taxes etc as also for any special difficulties and including police restriction for transport etc for proper execution of work as indicated in the drawings. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the employer /consultant might be deemed to have reasonably been inferred to be so existing before commencement of work.

13. **TENDERS:** The entire set of tender paper downloaded from bank's website and should be submitted fully priced and also signed on the last page together with initials on every page. Initial/signature will indicate the acceptance of the tender papers by the tenderer. The schedule of quantities shall be filled in as follows:

- i) The Rate column to be legibly filled in ink in both English figures and English words.
- ii) Amount column to be filled in for each item and the amount for each subhead as detailed in the schedule of quantities.
- iii) All corrections overwriting are to be initialed with the seal of the firm.
- iv) In case of any errors/omissions in the quoted rates, the rates given in the tender marked original shall be taken as the correct rates.

No modification writing or corrections can be made in the tender papers by tenderer.

The employer reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up each and every item should be correct, workable and self-supporting. If called upon by the employer consultant detailed analysis of any or all the rates shall be submitted. The employer/consultant shall not be bound to recognize the contractor analysis.

The work will be paid for as measured work on the basis of actual work done and not as lump sum contract. All items of work described in the schedule of quantities are to be deemed and paid as complete work in all respects and details including preparatory and finishing work involved, directly, related to and reasonably detectable from the drawings specification and schedule of quantities and no further extra charges will be allowed in this connection. In the case of lump sum charges in the tender in respect of any item or work, the payment of such time of work will be made for the actual work done the basis of lump sum charges as will be assessed to be payable by the employer consultant.

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

14. AGREEMENT: The successful contractor shall sign the agreement as per draft agreement within 7 days from the date of issue of formal work order and he shall pay for all stamps and legal expenses, incidental thereto. However the written acceptance of the tender by the employer /consultant on behalf of employer will constitute a binding contract between the employer and the person so tendering whether such formal agreement is or is not subsequently executed.

15. ROYALTIES & PATENTS: The contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the employer harmless from loss on account thereof.

16. PERMITS AND LICENCES: Permits and licenses for release of materials which are under government control will be arranged by the contractor. The employer will render necessary assistance, sign any forms or applications that may be necessary.

17. GOVERNMENT AND LOCAL RULES: The contractor shall confirm to the provisions of all local to the provisions of all local byelaws and acts relating to the work and to the regulations etc. of the government and local authorities and of any company with whose system the structure is proposed to be connected. The contractor shall give all notices required by the said act, rules, regulations and bye laws etc and pay all fees payable to such authority for execution of the work involved. The cost, if any shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations etc. and shall indemnify the employer against such liabilities and shall defend all actions arising from such claims or liabilities.

18. TAXES AND DUTIES: The tenderer must include in their tender prices quoted for all duties, royalties, excise, sales tax, work contract tax or any other taxes or local charges if applicable. No extra claim on this account will in any case be entertained.

19. QUANTITY OF WORK TO BE EXECUTED: The quantities shown in the schedule of quantities are intended to cover the entire new structure indicated in the drawings but the employer reserves the right to execute only a part or the whole or any excess thereof without assigning any reason therefore. If at any after the commencement of the work, the employer consultant shall for any reason whatsoever not require the whole work thereof as specified in the tender to be carried out the consultant employer shall give notice in writing of the fact to the contractor who shall have no claim to any payment for compensation whatsoever on account of any profit or advantage with which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work not having been carried out, neither shall he have any claim for compensation by reason of any alterations having been made in the original specification ,drawings ,designs and instructions which shall involve any curtailment of the work as originally contemplated.

20. EARNEST MONEY/ SECURITY DEPOSIT & RETENTION MONEY: The tenderer will have to deposit an amount of Rs 12,283.00/- in the form of crossed demand Bank Draft/Pay Order/Banker's cheque drawn in favor of UCO payable at Hooghly from any nationalized Bank at the time of submission of tender as an earnest money. The employer is not liable to pay any interest on the earnest money. The earnest, money of the unsuccessful tenderers will be refunded without any interest 21 days after the award of work or after the expiry of the validity period of the tender, whichever is earlier. In respect of the Successful Tenderer, Earnest money deposited at the time of submission of tender shall be retained as security deposit & returned to the vendor after successful completion of the works.

Retention money @ 10 % will be deducted from final bill of the accepted value of the tender. This retention money shall be refunded to the successful contractor without any interest 14 days after successful completion of the defects liability period of 12 months provided the contractor has satisfactorily carried out all the work and attended to all defects in accordance with the condition of the contract. In case the contractor fails to do so appropriate amount shall be deducted by the Bank from retention money.

21. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY: The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the drawings, schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the contractor finds any discrepancies therein they shall immediately and in writing refer the same to the employer /consultant whose decision shall be final and binding . The contractor shall provide himself for ground and fresh water for carrying out the work at his own cost. The employer shall on no account be responsible for the expenses incurred by the contractor for hired ground of fresh water obtained from elsewhere.

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

The contractor shall supply fix and maintain at his own cost for the execution of any work all tools tackles machinery's and equipment's and all the necessary centering, scaffolding, staging, planking, timbering, strutting, shoring, pumping, fencing, boarding, watching and lighting by night as well as by

day required not only for the proper execution and protection of the public and safety of any adjacent roads, streets, walls houses buildings all other erections matters and things and the contractor shall take down and remove any or all such centering ,scaffolding, planking ,timbering etc shall be required or when so to do and shall fully reinstate and make good all matters and things disturbed during the execution of work to the satisfaction of the employer /consultant.

22. TIME OF COMPLETION, EXTENSION OF TIME AND PROGRESS CHART

A. Time of completion: The entire work is to be completed in all respects within the stipulated period of 25 days, from the date of issue of formal work order. Time is the essence of the contract and shall be strictly adhered to by the contractor.

The work shall not be considered as complete until the employer consultant have certified in writing that this has been completed and the defects liability period shall commence from the date of such certificate.

B. PROGRAMME CHART TO BE PROVIDED: During the period of construction the contractor shall maintain proportionate progress on the basis of the program chart submitted by the contractor immediately before commencement of work and agreed to by the employer consultant.

23. CLEARING SITE AND SETTING OUT WORK: The site shown on the plan shall be cleared of all obstruction, loose stone and materials rubbish of all kinds.

24. MATERIALS WORKMANSHIP, SAMPLES, TESTING OF MATERIALS: All the materials specified to be maintained and the contractor shall have to carry out tests on materials and workmanship in approved materials testing laboratories or as prescribed by the employer.

25. REMOVAL OF IMPROPER WORK: The employer consultant shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time to times as may be specified in the order of any materials which in the opinion of the employer consultant are not in accordance with specifications or instruction .In case the contractor refuses to comply with the order the employer consultant shall have the power to employ and pay other agencies to carryout the work and all expenses consequent thereon or incidental thereto as certified by the employer consultant shall be borne by the contractor or may be deducted from any money due to or that may become due to the contractor .No objection certificate may be given by the consultant, shall relieve the contractor from his liability in respect or unsound work or bad materials.

26. MEASUREMENT: The consultant shall from time to time intimate to the contractor that he requires the work to be measured, and the contractor shall forthwith attend or send a qualified agent to assist the consultant or the consultants representative/employers representatives in taking such measurements and calculations and to furnish all particulars or to give all assistance required by either of them.

27. ACTION WHERE NO SPECIFICATION: In the case of any class of work for which there is no such specification in technical specification, such work shall be carried out in accordance with the I.S. specification and in the event of there being no I.S. specification, then in such case the work shall carried out in all respect in accordance with the instructions and requirements of the consultant /employer.

28. CONTRACTOR NOT TO DEPOSIT MATERIALS IN A MANNER THAT MAY CAUSE INCONVENIENCE TO THE PUBLIC: The contractor (s) shall not deposit materials on any site, which will seriously cause inconvenience to the public. The Consultant may require the contractor to remove any materials, which are considered by him to be a danger or inconvenience to the public or cause them to be removed at the contractor's cost.

29. PAYMENTS

- a) All bills shall be prepared by the Contractor in the form prescribed by the Employer/Consultant, format enclosed. In the bill it has to be shown deductions for all previous payments, retention money, etc. Advance / adhoc payment for work actually executed will not be normally made. However, adhoc payment may be made at the discretion of Consultant /Employer in case of exigency.
 - b) The Consultant /Employer shall issue a certificate after due scrutiny of the Contractor's bill stating the amount due to the Contractor from the Employer and the contractor shall be entitled to payment thereof, by the Employer.
30. The contractor shall work in close co ordination with other agencies to avoid rework/damage and ensure timely completion.
31. Any damage to the work before the building is handed over is to be replaced or made good at the contractor expense to the entire satisfaction of the consultant.
32. The quantities indicated are subject to change .The payment of the bill will be made as per actual measurement at site and will be certified by the Consultant and cleared by the employer.
33. The tender shall sign each and every page of the tender documents including the drawings attached hereto.
34. The consultant shall have power to insist to the contractor to submit the sample /color/ test certificate from any Govt. Authorized agent of any materials to be used in the work, where the expenditure is to be borne by the contractor.
35. 10% of the total value of work will be retained as retention money from Contractor's final bill which shall be released without any interest after the defect liability period of twelve months provided the contractor has satisfactorily attended to all defects if any, in this period.
36. In case of any dispute the matter will be referred to the Dy. General Manager, Zonal Office, Kolkata for an arbitration, whose decision shall be final and binding on both parties.
37. For litigation if any arising there of, the competent court at Kolkata alone will have jurisdiction.

SECTION VI
SPECIAL TERMS AND CONDITIONS

1. Name of the work : Interior Furnishing works for UCO BANK, Rajbalhat branch.
2. Location : UCO Bank , Rajbalhat branch .
3. Scope of Works : As in 1 & 2 above and as further detailed in instruction to Tender.
4. Date of Commencement : Within 7 (seven) days from issue of work order or site hand over which ever is later.
5. Defect liability period : 12 (Twelve) months from the date of completion certificate Issued by the consultant/employee.
6. Earnest Money : Rs. 16421/-
7. Initial security deposit : Initial security deposit amount will be same as EMD amount which will be refunded after satisfactory completion of work.
8. Limit of variation : No extra /additional work should be carried out by the contractors without prior consent approval. Any sample to be made shall be at your cost for approval.
9. Validity of the tender : 3 (Three) months after opening the tender.
10. Insurance : Successful contractors shall have to take out statutory labour laws, workmen compensation Act, Insurance policy/ Comprehensive Insurance policy for the duration of the work covering all aspects such as fire hazards, earthquake, third party risk etc. They should submit receipt of premium paid to the UCO BANK, Hooghly Zonal Office prior to commencement of the work.
11. Completion time and Liquidated Damage : The entire job will be completed within 25 days (Twenty Five days) from the date of the work order. In the event of your failure to complete the work in all respects including site clearance and Reinstatement of damaged proportion within The stipulated time. Liquidated damage @ 1% per week of delay or part thereof shall be levied subject to a maximum of 10% of the total order value.
12. Return of EMD to unsuccessful: The Earnest money deposit of Bidders unsuccessful bidders will be refunded to them WITHOUT ANY INTEREST within 21days from the date of award of work to the successful bidder.

UCO –RAJBALHAT BRANCH

13. Force Majeure: Any delay in or failure of the performance of either part hereto shall not constitute default hereunder or give rise to any damage, if any, to the extent such delay or failure of performance is caused by occurrences such as Acts of god or an enemy, expropriation or confiscation of facilities by Government authorities, Acts of war, rebellion, sabotage or fires, floods, explosions, riots or strikes. The contractor shall keep records of the circumstance referred to above and bring these to the notice of the Engineer-in-charge/site – In charge in writing immediately on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the contract Period. One decision of the owner arrived at after consultation with the contractor, shall be final and binding. Such a determined period of time shall be extended by the owner to enable the contractor to complete the job within such extended period of time. If the contractor is prevented or delayed from performing any of his obligations under this agreement by force majeure, the contractor shall honor the circumstance constituting the force majeure and the obligations, performance of which is thereby delayed or prevented, within Seven days of the occurrence of the events.

CERTIFICATE

1. The Measurement on the basis of which the above entries for the running bill no... .. were made have been taken jointly on.....and are recorded at pagestoof measurement book no.....

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

Signature of the contractor Signature of the consultant

Signature of the Employer

Date:

Date:

Date:

Place:

Place:

Place:

We hereby certify that an amount of RS..... (Rupees.....) may be paid to M/Sagainst their bill no Dated subject to verification of all other previous payments, if any made to them on this account, cost of materials supplied to the contractor , if any ,and income tax and any other tax deduction as per rule .The Total payment including this should not, however, exceed RS.....

SIGNATURE OF CONSULTANT

PROFORMA FOR APPLICATION FOR EXTENSION OF THE TIME PERIOD

1. Name of the contractor:
2. Name of the work as given in the agreement:
3. Estimated tender amount:
4. Date of commencement of work as per agreement:
6. Period for which extension of time availed previously:
7. Period for which extension is applied for:
8. Hindrances on account of which present extension is applied:
 - a) Nature of hindrance:
 - b) Date of occurrence:
 - d) Period for which it is likely to last:
 - e) Remarks if any:
9. Extension of time required for extra work if any:
10. Details of extra work and the amount involved:
11. Proportionate period of extension of time on estimated amount put to tender:
12. Total extension of time required for 07 & 09:
Submitted to the consultant/ employer

.....

Date.....

Signature of the contractor
Date

SECTION VII**LIST OF APPROVED MATERIALS FOR CIVIL & FURNISHING WORK**

<u>SN</u>	<u>ITEMS</u>	<u>APPROVED MAKE</u>
1	False Ceiling / Channels	India Gypsum/Saint Gobain-Gyproc/Lafarge
1.a)	Grid Ceiling	Armstrong
2	Wood Frame Work / Wood Section : All Wood must be well seasoned, free from knots, other defects decay and defects due to handling and transportation. Wherever necessary, provide with anti – termite Treatment.	Malaysian Sal/ Kapoor
3	Wood Skirting / Molding / Lipping / Bidding	White Beach / White Ceader/CP teak
a)	Door frame :	Teak wood /Sal Wood
4	Wood Preservative :	STP Pentaphene Pale / Termiseal by PCI / Bison by British Paint
5	Fire Retardant Paint	Industrial grads of Noble / Viper
6	BWR Ply / BWP Block board with IS:710 mark	Green /Century/Shatabdi/Archid Ply
7	Flush Door	Green /Century/Shatabdi/ Archid Ply
8	Laminate (1.0mm/1.5mm thk.)	Sunmica (E-758/1758, 1756) / ArchidLam /Euromica / Green lam /Merino / Century mica
9	Door Closure (Heavy Duty)	Godrej / Archi / Sterling (DC 2000)
10	Floor Spring (Heavy Duty)	Godrej / Archi / Sterling (FS 3000)
11	Door Lock (Dead)	Godrej/ Hafele/ Hettich/ Kich/ Doorset/ 4C Acme (ML– REG– SS)
12	Door Handles ('H' Shape)	Godrej / Hafele /Hettich / Kich / Doorset / 4C Acme (PHG – HSS)
13	Drawer / Storage Handle (4" / 6")	Kich /Neki / Hassley/EGL (HMS –B – 9122 / 9123)
14	Drawer / Storage Lock (Multipurpose)	Ebco / Hafele /Hettich /Doorset /Godrej/Kombo (502)
15	Night latch	Godrej / 4C Acme (RL – MACHO – OS – SS)
16	Screws	GKW / Nettle fold
17	Hinges	CIEF

18	Sliding Telescopic Drawer Channel	Ebco /-Kombo
19	Key Board Tray (Metal)	Ebco / Innofitt Systems (KD 510. M)
20	Telescopic CPU Stand (Metal)	Ebco / Innofitt Systems (CPU MST)
21	Cable Organizer	Ebco / Innofitt Systems (CM 63.C)
22	Adhesive	Fevicol SH / Fevimate TL
23	Aluminum Door Frame	Jindal
24	Soft Board	Jolly Board
25	Vertical Blinds	Mac / Annums / Window Fashion
26	Glass	Modi /Ashai / Saint Gobain
27.a	Wall Paints (Acrylic Emulsion)	Asain Paints -Solemn Yellow (7882)/ Berger-White Aura (3P0051)
27.b	Ceiling Paints (Acrylic Emulsion)	Briliant White of Asian Paints / Berger
28	Synthetic Enamel Paint	Asian Paints / Berger
29	PVC Flooring	Krishna Vinyl / Armstrong / LG
30	Texture Paint	Spectrum
31	Mirror	Modi /Ashai / Saint Gobain
32	European WC / Washbasin	Hindware /Parryware
33	Sanitary Fittings	Jaquar / Essco Delux
34	G.I. Pipe	Tata (Medium) / Jindal /Bansal
35	Cement	Ambuja/ Lafarge / ACC
36	Footmat	Birla 3M / Approved Equivalent
37	Vitrified Tiles	Naveen /Jhonson (Armenia)/Euro/ Bell (10205)
38	Rectified Ceramic Tiles	Johnsön / Naveen/Kajaria
39	Chairs	Godrej/Methodex/Monarch
40	ACP (Exterior grade/Interior grade)-3mm & 4mm	Alu Décor/ Euro Bond/Alu Bond
41	Patch Fittings	DORMA/Ozone
42	All other items not covered above	As per sample approved by Employer/Consultant

