



संदर्भ संख्या /Ref. No: ZO/HGLY/GAD/MISC/2026-27/40

दिनांक /Date- 10/09/2026

To,
Furnishing Contractors C Category,
(Empanelled by Head Office, For Financial year 2025-28).

Sir,

Sub: Invitation of sealed tender for Internal Furnishing Work of Uttarpara Bazar Branch.

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

Last date of submission - 30/09/2026 till 5:00 pm

Date of opening of tender - 01/10/2026 at 1:00 pm

Regards,


उप अंचल प्रमुख / Deputy Zonal Head
हुगली अंचल कार्यालय / Hooghly Zonal Office



BOQ OF INTERIOR FURNISHING WORKS FOR UCO BANK -UTTARPARA BAZAR BRANCH INCLUDING ATM

SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
A	FURNISHING WORKS				
1	FALSE CEILING GRID TYPE				
	Providing and fixing of Armstrong Acoustical Suspended false ceiling system with "Dune Microlook" tiles. The tiles should have humidity resistance of 99% RH, Average NRC 0.50 and STC of 34dB, Light reflectance > 85%, thermal conductivity k = 0.052 - 0.057 W/M K, colour white with the exposed side finished with Crisp finely granulated with microperforations, Fire Performance class 0/ class 1 (BS - 476) in module size of 600mm x 600mm x 16mm, laid with black silhouette 15mm hot dipped galvanised steel suspension system having rotary stitching. To comprise main runners of length 3000 mm width 15mm and web height 35 mm made out of 0.4 mm hot dipped galvanised steel spaced at 1200 mm centres securely fixed to the structural soffit by approved hangers at 1200 mm maximum centres and not more than 150mm from spliced joints. The last hanger at the end of each main runner should not be greater than 600 mm from the adjacent wall. 1200 mm long cross tees of web height 35mm and made out of 0.4 mm thick galvanised steel to be interlocked between main runners at 600 mm require independent support. 600 x 600 mm modules to be formed by fitting 600 mm long cross tees centrally between the 1200mm cross tees.				
	The 1200 mm cross tees to have central "birdsmouth" notches to facilitate fitting of 600 mm cross tees. Perimeter trim to be Armstrong wall angles secured to walls at 450mm maximum centres. False ceiling will be measured on horizontal plane only. Horizontal plane measurements are to be inclusive of all vertical drops, edge mouldings, facias, etc. Rate quoted to include vertical drops up to 150mm and all cut-outs required for light fixtures, smoke detectors and other services cut-outs complete as directed by Architect. Rate quoted to include cost of providing support framework formed of perimeter channels for fixing light fixtures, AC grills/diffusers etc. Also to provide concealed perimeter channel support as required to support modular grid ceiling sections at junction between gypboard false ceiling and modular grid tile ceiling.	Sqmt	35		
a	FALSE CEILING (GYPSUM BOARD)				
	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 brick 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 ceiling angle of width 25mm x 10mm x 0.55mm thk. fixed to soffit with G.I. cleat and steel expansion fasteners ceiling section of 0.55 mm thk. having knurled web of 51.5mm and two flanges of 26mm 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.				

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	No extra payment will be made for the cutting of light points , 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 including primer & 2 coats acryli emulsion paint. 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.	Sqmt	40		
2	ENTRANCE DOOR				
	Providing and fixing Entrance Door (glazed) of 12mm toughened & clear glass fitted with "DORMA" make SS heavy section patch fittings from floor & ceiling including heavy duty floor spring. The item is inclusive of 1'-6' long 'H' handle ,lock, all necessary hardware of Stainless Steel finish as approved by Project Consultant / Bank complete in all respects.	Sqmt	5		
3	PARTITION				
	Providing and fixing partition consisting of 2 " x 2" finished sal /kapoor wood section without sap and joints at maximum 2'-0"C/C both horizontally and vertically treated with Pentapehene pale from STP as antitermite & fire retardent from Viper. To be fixed screwed to the floor and celing with M.S. cleats. The frame work will be claded with 6mm thk. BWP plywood both sides and finished with 1.0mm thk. approved shade laminate as per design with approved adhesive.In case of full height partly glazed and low ht.(4'-0"/5'-0" & 6'-0") partly glazed partition 8mm thk. Etched/Frosted glass to be provided fixed with 3"x3/4" white beach/ teak wood moulding with natural polished all complete. In case of Low ht. solid partition (4'-0") approved colour soft board should be embeded in partition with white beach/white ceader wooden beading with natural polish.The work to be completed as per specification ,design and approval of the Architects.				
	Note: During joint measurement Partition ht. will be considered upto False ceiling level.In event of difference in false ceiling ht. the partition ht. shall be calculated on average ht.				
a	Low ht. Partly Glazed Partition (4'-0" ht.)	Sqmt	6		
b	Low ht. Partly Glazed Cash Side's Partition	Sqmt	10		
c	Full ht. Partly Glazed Partition (8'-6" ht.)	Sqmt	15		
4	12 mm GLASS PARTITION				
	Providing and fixing in position 12mm thk machine polished glass at top of Cash counter & table front.Necessary 1 1/2" x1/2" white beech/white ceader/teak wood moulding with natural polish or " D " bracket to be provided. The work to be completed in all respect as per design , direction and approval of Architect.	Sqmt	5		
5	DOORS				
(a)	Full Ht. Partly Glazed / Full Blocked door				

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SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
	Providing and fixing solid core flush door of 32.5 mm thk. Finished with 1mm approved colour laminate .A wooden cover moulding of 3"x3/4" thk.T.W with matching polish of approved laminate colour shall be provided for floor spring fitted door .8mm thk.Modi Guard / Saint Gobain clear float glass with etching (approved design) shall be provided with 1 1/2"x3/4" thk. T.W. glass moulding (as per approved design) with melamine polish of matching laminate for full ht. partly glazed door.In case of vision panel door 18"x9" 8mm thk. clear glass with glass moulding with melamine polish to be provided. The rate shall be inclusive of Floor Spring (heavy duty),4" brass hinges,door stopper, screws,10" 'H' shape brass handle (Kitch) ,dead lock of Godrej,key hole cover, tower bolt,door closer of approved make.All edges of the door to be covered with necessary lipping with natural polish.The work should be completed as per specification ,design and approval of Architect.				
	Note: Wooden door frame fixed to the wall shall have 4" x2 1/2" T.W. (seasoned) section with natural polish.The doors fitted with door clousers shall be provided 3" x 1 1/2" white T.W. section with melamine polish for door frame work.				
i)	Entry to BM chamber entry with vision panel (3'-0"x7'-0")	No	1		
ii)	Entry door to cash and Teller counter door without etching (2'-6"x 6'-6")	No	1		
(b)	FULL HT BLOCKED DOOR WITH DOOR FRAME				
	Providing and fixing solid core flush door of 35 mm thk. Finished with 1mm approved colour laminate .A wooden cover moulding of 3"x3/4" thk.white beech /white ceader with natural polish shall be provided for floor spring fitted door .8mm thk.Modi Guard / Saint Gobain clear float glass with etching (approved design) shall be provided with 1 1/2"x3/4" thk. White beech/white ceader glass moulding (as per approved design) with natural polish for full ht. partly glazed door.In case of vision panel door 18"x9" 8mm thk. clear glass with glass moulding with natural polish to be provided. The rate shall be inclusive of Floor Spring (heavy duty),4" brass hinges,door stopper, screws,10" 'H' shape brass handle (Kitch) ,dead lock of Godrej,key hole cover,night latch, tower bolt,door closer of approved make.All edges of the door to be covered with necessary lipping with natural polish.The work should be completed as per specification ,design and approval of Architect.				
	Note: Wooden door frame fixed to the wall shall have 4" x2 1/2" white beech / white ceader (seasoned) section with natural polish.The doors fitted with door clousers shall be provided 3" x 1 1/2" white beech / white ceader section with natural polish for door frame work.				
(i)	Size: 3'-0" /3'-3"x7'-0"	Sqmt	5		
6	WICKET GATE (4'-0"x2'-6")				
	Providing and fixing solid core flush door of 32.5 mm thk. Finished with 1mm approved colour laminate .8mm thk.Modi Guard / Saint Gobain clear float glass with etching (approved design)shall be provided at 3'-0" ht. from FFL upto 4'-0" with 1 1/2" thk. White beech/white ceader glass moulding (as per approved design) for both sides with natural polish.The rate shall be inclusive of brass hinges,screws,handle,Godrej Cylindrical lock, of approved make.The work should be completed as per specification ,design and approval of Architect.	No	2		
7	BRANCH MANAGER'S TABLE INCLUDING DRAWER UNIT (5'-6"x 2'-6")				

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SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
	Providing and fixing tables made out of 19mm thk BWP block board for top,sidis and front of approved make cladded with 1.0mm laminate as per design in all visible areas. All the exposed edges to be covered with white beach/teak wooden lippings and table front facia will have 1 1/2"x 1" mouldings with natural polish. The drawers to be made out of 19mm thk BWP block board for front ,sides to be made out of 12mm BWP plywood and bottom and back to be made out of 6mm BWP plywood and it should play in telescopic drawer sliding channels. The inside of the drawer and the table to be synthetic enamel painted (approved colour) . A legrest to be provided duly painted made out of 19mm thk BWP blockboard. A shutter to be made by 19mm BWP Block board cladded with 1.0mm laminate .The necessary godrej multipurpose locks (brass),brass hinges,4" matt finished handles (brass) of approved make to be provided in each drawers and shutters. On top of the BM table 8mm thk glass to be placed edges duly machine polished.				
	The table should have black powder coated readymade key board tray and tea traywith laminate finish.The necessary wire managers to be provided on the tabs and the provision for lights to be kept if required in the front of table.Readymade metal CPU trolley to be provided every where with a provision of castors to be provided. 3" raised portion made of 19mm BWP b/b finished with 1.0mm laminate and 1 1/2"raised portion made of 19mm BWP b/b finished with 1.0mm approved colour laminate as per design to be provided on table front. All the exposed areas to be duly enamel painted. The work to be completed as per design and approval of the Architect.	Each	1		
a	OFFICER'S TABLE (5'-0" x 2'-6")	Each	2		
b	SPCL. ASST. (4'-9"x2'-6")	Each	1		
c	OFFICER (4'-6"x2'-6")	Each	1		
d	STAFF (4'-0" X 2'-0")	Each	1		
8	CASH COUNTER / TELLER COUNTER (4'-9"x 2'-9") HT. 3'-8"				
	Providing and fixing top, front & sides of cash / SW counter made out of 19mm BWP block board as per design cladded with 1.0mm thk laminate & the expose edges to be finished with necessary white beach or teak wood lippings, mouldings(as per design), etc. Special 6" drawer to be made for the cash /teller with dividers of 12mm BWP plywood .The front of the drawer made out of 19mm BWP block board finished with 1.0mm laminate, sides 12mm BWP plywood and bottom,back to be made of 6mm BWP plywood . The inside and sides of the drawer to be synthetic enamel painted .The drawers and shutters to be provided with necessary drawer sliding channels,4" matt finished handles,brass hinges, godrej multipurpose locks etc.A leg rest to be provided made out of 19mm thk BWP block board duly enamel painted. Inside of the unit to be enamel painted in the matching tone.				
	All visible areas to be coverd with white beach or teak wood lippings, mouldings with natural polish.Wire manager approved colour, legrest,Readymade CPU trolley,black powder coated readymade keyboard tray, tea tray finished with 1.0mm laminate to be provided. 18mm thk approved colour Granite with bullnosed moulding (double) to be provided at coustomer top at 3' 8" lvl..6" raised portion made of 19mm BWP b/b finished with 1.0mm laminate and 3"raised portion made of 19mm BWP b/b finished with 1.0mm approved colour laminate as per design to be provided as shown in drawing.The work should be completed as per specification,design and approval of the Architects.	Rmt	1.52		

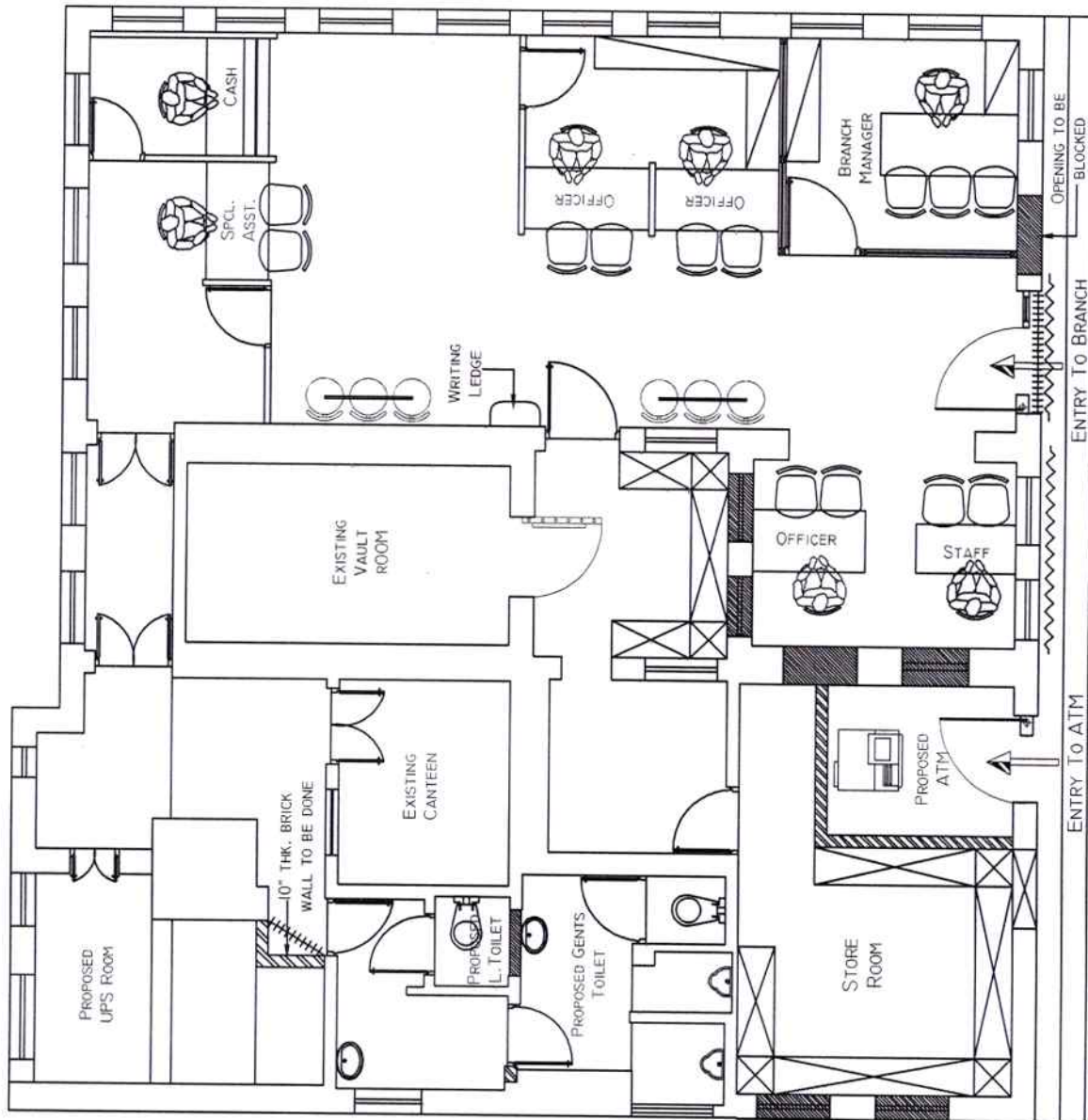
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SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
9	STORAGE (Credenza) :-				
i)	FULL HEIGHT STORAGE (7'-0" Ht.)				
	Providing and fixing storage made out of 19mm BWP block board for top,sides& 6mm BWP ply for back finished with 1.0mm laminate . The shutters to be made out of 19mm BWP block board with 1.0mm laminate. The necessary godrej multipurpose locks ,6" SS matt finished handles, auto closing hinges etc to be provided . 3" x1/2" white beach/White ceader /teak wood wooden skirting to be provided duly natural polished as per matching tone. Inside of the unit to be synthetic enamel painted in matching tone . All the exposed edges of the boards/plywoods to be coverd with white beach/white ceader/ teak wood wooden lippings/1 1/2"x1"mouldings duly natural polished all complete. For full ht. storage file divider made out of 6mm thk BWP ply to be provided.The work to be completed as per approval and specifaicaon of the Architect.	Sqmt	35		
ii)	SIDE AND BACK UNIT				
	Providing and fixing Side Unit/ Back unit made out of 19mm BWP block board for top, sides and 6mm thk. BWP ply for back finished with 1.0mm laminate . The drawers to be made out of 19mm BWP block board in the front claddd with 1.0mm laminate. sides to be made out of 12mm BWP plywood and bottom,back made out of 6mm BWP plywood and it should play on drawer sliding channels . Drawer and sliding shutters inside to be synthetic enamel painted.The Sliding shutters to be made out of 19mm BWP block board with 1.0mm laminate finished and should play on alluminium channels all four sides. The necessary godrej multipurpose locks,brass hinges ,4"brass matt finished handle,4"brass matt finished sliding handle etc to be provided . Inside of the unit to be synthetic enamel painted in matching tone . All the exposed edges of the boards/plywoods to be coverd with White beach/teak wood lippings/mouldings with natural polished all complete.side and back unit top will have 1 1/2"x1" white beech/teak wood moulding with natural polish at front facia.The work to be completed as per specification,design and approval of the Architects.	Rmt	7		
10	VERTICAL BLINDS				
	Providing and fixing vertical blinds of 100mm thk (Mac/Annums) of approved shade and pattern having handrail made of high strength alluminium alloyed wall thickness of 1.2mm thk. Headrail to have 25mm decorative insert. Control unit shall be ofderlin. The runners are also to be a derlin with antiflixtion adeshive. Spacers should be made of stainless steel. Fabric should be polyester viscoted/polyester yarn having protective coating with chemicals for stain resistance & soil repalancy. The rate shall include necessary scoch gurd treatment on both sides. The overlaping 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.	Sqmt	20		
11	SOFT BOARD				
	Providing and fixing soft board /Notice board fabricated out of 12mm BWP ply coverd with 12mm soft board padding and upholsply propylene fabric @ 80/mtr. Edges of soft board should have t.w. moulding with polished.	Sqmt	3		

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SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
	Note: 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 specification, design & approval of the Architects.				
12	SUGGESTION BOX				
	Providing and fixing suggestion box made out of 19mm BWP ply and finished with 1.0mm thk laminate & inside to be synthetic enamel painted. A 1" high slit & small door with key and locking arrangement to be done for dropping & taking out the slips. The work to be completed as per design, direction & approval of the architect.	No	1		
13	WRITING LEDGE				
	Providing and fixing writing ledge as per design made out 19mm block board with necessary groove patterns, 1.0mm laminate to be cladded. 18mm thk. telephone black granite with bull nosed moulding (double) at fascia to be provided on top of the writing ledge. A divider made of 19mm thk. block board to be provided. White beach/White cedar lipping with natural polish to be used in all exposed areas. Inside of writing ledge to be enamel painted. The work to be completed as per design and approval of the architect.	No	1		
14	CHEQUE DEPOSIT BOX				
	Providing and fixing cheque deposit box made out of 19mm thk block board & finished with 1.0mm thk. Laminate & inside to be synthetic enamel painted. A 1" high slit & small door with key and locking arrangement to be done for dropping & taking out the slips. The work to be completed as per the design, direction & approval of the architect.	No	1		
15	FIRST AID BOX				
	Providing & fixing in position first aid box made out of 19mm thk. BWR block board finished with 1.0mm thk. laminate. Inside to be enamel painted. all exposed edges to be covered with white beach/white cedar lipping with natural polish. Necessary hardware like multipurpose lock, box hinges and handle to be provided. The work to be completed as per the direction & approval of the architect.	NO	1		
16	PILLAR / WALL CLADDING				
	Providing & fixing in position column cladding consisting of 6mm BWP plywood, 1.0mm thk. steel laminate with salwood ribbing of 1 1/2" x 1" dimension. The pillar cladding will have 19mm BWP ply plank, 1.0mm designer laminate as shown in drawings. The item is to be completed in all respects as per design, direction & approval of the architect.	Sqmt	68		
17	FIXED GLAZING AT ENTRANCE				
	Providing and fixing in position full ht. single piece fixed glazing at entrance consist of 12mm toughened clear glass fitted with "DORMA" make 3nos. SS heavy section patch fittings from floor & wall each. The work is to be completed as per design, direction and approval of the architect.	Sqmt	2		
18	ACP PANELLING AT MAIN ENTRANCE				

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SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
	Providing and fixing wall panelling /facia of entrance including shutter cover by 4mm thk. ACP consisting of 1 1/2" x 1" aluminium box section (1.2mmthk) at maximum 2'-0"C/C both horizontally and vertically. To be fixed screwed on the existing walls.The frame work to be claded with Exterior grade 4.0mm ACP sheet (EXOTIC SILVER) of ALU DECOR make with aluminium foil thickness of 0.50 on both sides and 3.0mm thk. poly ethylene core of approved make and colour to withstand for atleast 15yrs for fading(warranty certificate from manufacturers is to be given for 15yrs against fading,chalking and delaminations etc.)				
	The joint should be finished with silicon based weatherproof sealant of Dow corning 789 make so as to render the panel waterproof.Necessary hardware like clamp,anchoring bolts,nuts and other fastening materials are to be used of reputed make..The panel should be of PVDF paint coating of bank's approved colourand size. The work to be completed in all respect .	Sqmt	10		
19	MAIN PANEL ENCASEMENT				
	Providing & Fixing main panel encasement in position fabricated out of 19mm BWP ply with 1.0mm thk. Laminate for top, both sides & front. Encasement will be having powder coated alluminium louver & 6mm thk. Glass for seeing the indicator in both pallsahs.The exposed surface of 19mm BWP ply will be finished with teak wood lipping & inside to be enamel painted . The item to be completed in all respect as per design , direction and approval of the Architects.	Sqmt	4		
20	SYNTHETIC DOOR MAT (4'-0" x 2'-0")				
	Providing and fixing synthetic door mats of approved shade from Birla 3M(6mm thk).The work to be completed as per approval of the Architect.	No	1		
21	Providing and fixing of frosted film on glass.	Sqmt	8		
22	Providing & fixing of Aluminium powder coated louver. (1'-6" x 0'-6")	No	2		
23	Ply blocking at windows with 2'x2" wooden frame & 19mm ply , two/3coats paint finish with necessary filler, primer and hardware.The work to be done as per instruction of project Architect and complete in all respect.	Sqmt	12		
24	Supplying revolving chairs of approved make as per specification below with standard upholstery of approved shade.				
i)	BM'S CHAIR				
	Oxbo High back black chair with tilting mechanism , locking systems, , seat with gas lift for height adjustment, Nylon base with castors, armrest & head rest. Make : Godrej OXBO7502RGC01 BLACK INK BLACK 1	Each	1		
ii)	OFFICER CHAIR				
	Oxbo Medium back black chair with back tilting mechanism with locking systems, seat with gas lift for height adjustment, Nylon base with castors and armrest. Make : Godrej OXBO7502RGC01 BLACK INK BLACK 1	Each	7		
iii)	VISITORS FOR OFFICERS				

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SL.NO.	PARTICULARS	UNIT	QTY	RATE (Rs.)	AMOUNT (Rs.)
	Oxbo Visitors chair with back , cushion seat and SS frame made "S" type fixed leg rest. Make : Godrej OXBO7512RGC01 BLACK INK BLACK 1	Each	13		
iv)	LOBBY CHAIRS (3SEATER)				
	Powder coated & crome plated perforated type 3seater lobby chair. Make : Nilkamal ELANO NEO (1800L x 680D x 780H)	Set	2		
25	TEMPORARY ADJUSTMENT ON SITE				
	Removing and refixing the existing partition, tables, other necessasory items as per the requirement for the make shift arrangement to run the bank without hindrance as instructed by the Architect in all respect.	Job	1		
26	LESS:				
	BUYBACK of existing dismantled Partitions, Counters, Old tables, wooden storages, false ceiling, pvc flooring etc. of the Bank which will not be reused & removing them from the Bank's premises.Tender will be rejected if the contractor does not quote lumpsum amount.	Job	-1		
	TOTAL				
	Less Discount If Any				
	SUB TOTAL				
	Add GST @ 18%				
	GRAND TOTAL				
NOTE:ALL RATES ARE INCLUSIVE OF DISMANTLING NECESSARY EXISTING ITEMS , REMOVAL AND DISPOSAL FROM SITE TO THE MUNICIPAL DUMPING GROUND.					



M A I N R O A D

REVISED FURNITURE LAYOUT OF UCO BANK - UTTARPURA
BAZAR RR (GROUND FLOOR)

LEGENDS :

REV. NO. CHK. BY

DRAWING TITLE :
REVISED FURNITURE LAYOUT OF
UCO BANK UTTARPURA BAZAR BRANCH



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5. For K.C.C. details refer structure engineers drawings.



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REVISED FURNITURE LAYOUT OF UCO BANK UTTARPURA BAZAR BRANCH
APPRO. BY : S.C. DATE : 30/07/2020 REV. NO : 5
DRAWN BY : TANUSREE
SCALE : 1/8" = 1' - 0" (1/8" = 1' 0")
DELHI KOLKATA MUMBAI KOCHI BANGALORE CHENNAI HYDERABAD
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ONLY EMPANELED VENDORS CAN APPLY

INVITATION TO TENDER

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

FOR

INTERIOR FURNISHING WORKS

OF

UCO BANK –

UTTARPARA BAZAR BRANCH INCLUDING ATM

NAME OF THE CONTRACTOR:.....

.....

ADDRESS:

.....

ARCHITECTS

DEARCH DESIGNS AND CONSTRUCTIONS PRIVATE LIMITED

1/133, Naktala, Near Naktala P.O

Kolkata – 700 047

CONTACT No.-+91-033- 6500-9098/9830018243

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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- C of work value more than Rs. 10.00 Lakhs and less than Rs. 25.00 Lakh**

- a) Name of the Work: Interior Furnishing works of the UCO bank, Uttarpara Bazar branch.
- b) Location of Work: UCO Bank, Uttarpara Bazar branch, Hooghly.
- c) Time of Completion: 60 days (Sixty days)
- d) Earnest Money: Rs.15,000.00/- (Rupees Fifteen Thousand 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 500 /-(Rupees Five Hundred 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 **10.09. 2026 to 30.09.2026 (www.ucobank.bank.in)**. 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 30.09.2026.
- h) Opening of Tender: At **1:00 pm. On 01.10.2026** 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, Uttarpara Bazar Branch including ATM"**. 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

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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: **DEARCH DESIGNS & CONSTRUCTIONS PRIVATE LIMITED, 1/133, Naktala, Kolkata - 700047, CONTACT No- 033-6500-9098/ 9830018243**
- 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 Dy. Zonal Head,
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 **Uttarpara Bazar branch including ATM** 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.bank.in**.

1. It is proposed that the intending tenderers may contact at the office of the Architects **M/S Dearch Designs & Constructions Private limited, 1/133, Naktala, Kolkata – 700 047**. 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 **60** 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.

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- 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 **Dy. Zonal Head, 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 60% 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

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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 Dy. Zonal Head,
UCO Bank, Z.O, Hooghly,
21, New G.T.Road, Uttarpara,
Dist. – Hooghly, Pin: 712258

Sir,

Re: Interior Furnishing works for the UCO Bank Uttarpara Bazar branch including ATM.

- 1) I/we refer to the tender notice issued by your consultants M/s. Dearch Designs & Constructions Private Limited, Architecture, Interior design, HVAC and V-Sat Consultants, 1/133, Naktala, Kolkata – 700047 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 **60**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.

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- 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 Uttarpara Bazar branch including ATM and has caused drawings and specifications describing the work to be prepared by M/s Dearch Designs & Constructions Private Limited, 1/133, Naktala , Kolkata – 700047 (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 Dearch Designs & Constructions Private Limited, 1/133, Naktala , Kolkata – 700047 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.

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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, Uttarpara Bazar branch including ATM 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 **60** 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 Dearch Designs & Constructions Private Limited, 1/133, Naktala , Kolkata – 700047 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 Uttarpara Bazar branch including ATM.

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, Uttarpara Bazar branch including ATM. 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 conform 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 refereed 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 15,000/- 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 **60** 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. Zonal Head, Zonal Office, Hooghly 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, Uttarpara Bazar branch including ATM.
2. Location : UCO Bank , Uttarpara Bazar branch including ATM.
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. 15,000.00 /-
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 60 days (Sixty 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.

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/Armstrong/ AMF/ Saint Gobain
2	Aluminium Frame Work/ aluminium Section	Jindal/ TATA
3	Wood Skirting / Moulding / Lipping / Beading	CP teak
4	Wood Preservative :	STP Pentaphene Pale / Termiseal by PCI / Bison by British Paint
5	Fire Retardant Paint	Industrial grads of Akzo-Nobel / Viper
6	Marine Ply with ISI: 710mark	Green-Gold/Century-Club Prime/SylvanPrimo Plus / Archid Gold /Equivalent
7	BWP Block board with (IS:1659)Flush Door	Green-Gold/Century-Club Prime/Sylvan Primo Plus / Archid Gold/ Equivalent
8	Laminate (1.0mm thk.)	Merino Lam/ Green Lam / Century mica / Sunmica (Aica)/ Virgo
9	Door Closure (Heavy Duty)	Ebco/ Ozone/ Dorma / Godrej
10	Floor Spring (Heavy Duty)	Ebco/ Ozone/ Dorma / Godrej
11	Door Lock (Dead)	Godrej/ Ebco
12	Door Handles	Godrej / Hafele /Hettich /Ebco
13	Drawer / Storage Handle	Godrej / Hafele /Hettich /Ebco
14	Drawer / Storage Lock (Multipurpose)	Godrej / Hafele /Hettich /Ebco
15	Night latch	Godrej / 4C Acme
16	Sliding Telescopic Drawer Channel	Godrej/ Ebco / Equivalent
17	Cable Organizer	Ebco / Innofitt Systems (CM 63.C)
18	Adhesive	Fevicol SH / Araldite
19	Soft Board	Jolly Board
20	Vertical/ Roller Blinds	Mac / Vista / Wincab
21	Glass	Modiguard /AIS / Saint Gobain
22	Paints (Synthetic Enamel/ Acrylic Emulsion)	Asian Paints (Apcolit) / Berger (Rangoli)/ Azco Nobel India Ltd./Equivalent
23	PVC Flooring	Krishna Vinyl / Armstrong / Birla
24	Texture Paint	Asian Paints / Berger/ Dulux

25	WPC 3D Panel	Alutuff / Murrato
26	European WC / Washbasin	Hindware /Parryware
27	Sanitary Fittings	Jaquar / Hindware
28	CPVC / UPVC	Supreme/Equivalent
29	Cement	Ultratech/ Ambuja/ ACC
30	Vitrified Tiles	Jhonson/ Kajaria/ Nitco/ ASL
31	Ceramic Tiles	Jhonson/ Kajaria/ Nitco/ ASL
32	Polyester fibre panels	Times or similar
33	ACP	Alucobond/ Alstone/ Euroboard/Aludecor/Alubond
34	Wooden flooring	Pergo/ Armstrong/Egger or similar
35	Key Board Tray (Metal)	Ebco / Innofitt Systems (KD 510. M)
36	Telescopic CPU Stand (Metal)	Ebco / Innofitt Systems (CPU MST)
37	Aluminum Door Frame	Jindal
38	Mirror	Modi /Ashai / Saint Gobain
39	G.I. Pipe	Tata (Medium) / Jindal /Bansal
40	Footmat	Birla 3M / Approved Equivalent
41	Chairs	Godrej
42	Patch Fittings	DORMA/Ozone
43	Sanitary Fixtures & Fittings	CERA/ Jaguar / Parryware
44	All other items not covered above	As per sample approved by Employer/Consultant

