



STATE BANK INSTITUTE OF LEADERSHIP  
PLOT No. II F/2, STREET No. 329, ACTION AREA III,  
NEWTOWN, RAJARHAT, KOLKATA – 700 160.

NOTICE INVITING TENDERS (PERCENTAGE-RATE BASIS)

FOR THE FOLLOWING WORKS UNDER SINGLE CONTRACT –

- CIVIL / STRUCTURAL, SANITARY & PLUMBING WORKS
- INTERIOR DECORATION & MOVEABLE FURNITURE WORKS
- ELECTRICAL INSTALLATION WORKS
- HEATING, VENTILATION & AIR-CONDITIONING (HVAC) WORKS

PERTAINING TO

PROPOSED CREATION OF CONVENTION CENTRE AT 6<sup>TH</sup> FLOOR OF ASHOKA  
BHAVAN (ADMIN. BLDG.)

AT

STATE BANK INSTITUTE OF LEADERSHIP (SBIL), KOLKATA

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Tender ID: SBIL-KOL-2025-09-CC

Date: 02.09.2025

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Commencement Date & Time of Tender: 09.09.2025 from 10:00 AM

Last Date & Time for submission of Tender: 07.10.2025 till 11:00 AM

Opening of e-Tender (Technical Bid): 11:30 AM on 07.10.2025

Tender Submitted By:

Name of the Bidder: .....

Address for Correspondence: .....

.....e-Mail ID: .....

GSTIN: ..... Date: .....

**Note:**

1. The bidders must possess valid Digital Signature Certificate (DSC) to participate in tendering.
2. Price Bids of only those bidders selected through prequalification will be opened for evaluation.
3. The successful bidder shall have to ensure, without any extra cost, meticulous compliance of protocols laid down by the Govt. with regard to COVID-19 during execution at site.

**TABLE OF CONTENTS**

<b><i>Sl. No.</i></b>	<b><i>Description</i></b>	<b><i>Page No.</i></b>
►	<b>Table of Contents</b>	<b>1 to 2</b>
<b>Section – 1</b>	<b>Notice Inviting Tenders</b>	<b>3</b>
1.1	Important Events	3
1.2	e-Tender Notice	3 to 10
1.3 to 1.4	Important Notes, Terms & Conditions of e-Tendering	10 to 13
1.5 to 1.6	Procedure of e-Tendering, Preamble to Bill of Quantities & Rates	13 to 15
<b>Section – 2</b>	<b>Prequalification of Contractors</b>	<b>16</b>
A to B	Minimum Eligibility Criteria for PQ, Assertion	16 to 17
<b>Section – 3</b>	<b>Forms &amp; Documents for Prequalification</b>	<b>18</b>
A to B	Information to Bidders, Assertion	18 to 21
C	Application Form for Prequalification	22 to 25
Annexure – I	Details of Eligible Similar Works (Completed)	26
Annexure – II	Details of Eligible Similar Works (In Hand)	27
Annexure – III	Performance Report of Completed Works	28
Annexure – IV	Other Relevant Information	29
Form – A	Financial Information	30
Form – B	Bankers' / Solvency Certificate	31
Form – C	Certificate of Chartered Accountant	32
Form – D	Proforma of Affidavit for Execution of Similar Works	33
Form – E	Proforma of Affidavit for Non-Black Listing	34
Letter – 1	Letter of Transmittal: Information regarding Eligibility	35 to 36
Letter – 2	Letter of Undertaking	37 to 38
❖	Integrity Agreement	39 to 44
<b>Section – 4</b>	<b>General Conditions of Contract</b>	<b>45</b>
4.1 to 4.8	Assertion, Interpretation, Scope of Works, Drawings, Site Visit	45 to 49
4.9 to 4.18	Tenders, Agreement, Permits, Local Rules, COVID-19, P.S.	49 to 54
4.19 to 4.39	Security Deposit, Time of Completion, LD, Safety at Site	54 to 67
4.40 to 4.56	Insurance, Measurements, Payments, Site Cleaning, Escalation	67 to 74
4.57 to 4.60	Termination, Arbitration, Delinquencies, Force Majeure	74 to 78
<b>Section – 5</b>	<b>Special Conditions of Contract</b>	<b>79</b>
5.1 to 5.8	Site Particulars, Cleaning, Preparation, Materials Storage	79 to 81
5.9 to 5.14	Photographs, Temporary Structures, Water & Electricity	81 to 82

<i><b>Sl. No.</b></i>	<i><b>Description</b></i>	<i><b>Page No.</b></i>
<b>Section – 6</b>	<b>Technical Specification</b>	<b>83</b>
<i>6.1 to 6.7</i>	Specification, Joinery, Hardware, Glazier, Paints & Polishing	83 to 86
<i>6.8 to 6.9</i>	Timber & Plywood	86 to 87
<i>6.10</i>	Detailed Specification of Works: Civil, Strl., Sanitary & Plumbing	87
<i>6.11</i>	Detailed Specification of Works: Interior Decoration & Furniture	87
<i>6.12</i>	Detailed Specification of Works: Electrical Installation	87
<i>6.12 : I</i>	General Specification for Electrical Installation	87 to 95
<i>6.12 : II</i>	Communication System	95 to 97
<i>6.12 : III</i>	Local Area Network	98 to 99
<i>6.13</i>	Detailed Specification of Works: HVAC	99
<i>6.13.1</i>	Chiller & AHU-based Ductable Air-Conditioners	99 to 100
<i>6.13.2</i>	Technical Specification for Air-Conditioning Works	100 to 102
<i>6.13.3</i>	Procedure for carrying out Pressure Test	102 to 103
<b>Section – 7</b>	<b>Approved Makes for All Works</b>	<b>104</b>
❖	Approved Make of Materials: Civil, S&P, Interior & Furniture	104 to 105
❖	Approved Make of Materials: Electrical Installation Works	105 to 107
❖	Approved Make of Materials: HVAC Works	107
<b>Section – 8</b>	<b>Sample &amp; Proforma</b>	<b>108</b>
<i>Sample – I</i>	Process Compliance Statement	108
<i>Sample – II</i>	Articles of Agreement	109 to 112
<i>Proforma – I</i>	Running Account Bill (RA Bill)	113
<i>Proforma – II</i>	Account of Secured Advance	114
<i>Proforma – III</i>	Certificate of Measurements	115
<i>Proforma – IV</i>	Memorandum for Payment	116 to 117
<i>Proforma – V</i>	Certificate of Payment by Architect / Consultant	118
<i>Proforma – VI</i>	Details of Insurance Policies	119
<i>Proforma – VII</i>	Hindrance Register	120
<i>Proforma – VIII</i>	Register of Materials at Site Account	121
<i>Proforma – IX</i>	Application by Contractor for Extension of Time	122
<i>Proforma – X</i>	Undertaking on Submission of Final Bill (s)	123
<i>Proforma – XI</i>	Certificate of Completion of Works	124
<i>Proforma – XII</i>	Client's Certificate regarding Performance of Contractor	125

## SECTION – 1: NOTICE INVITING TENDERS

### 1.1 IMPORTANT EVENTS

Sl. No.	Particulars	Date
1	Advertisement of a brief Notice inviting Tenders in the following Leading Daily Newspapers – i) <i>The Times of India for English,</i> ii) <i>Prabhat Khabar for Hindi, and</i> iii) <i>Ananda Bazar Patrika for Bengali.</i>	09.09.2025
2	Website Publication of Tender in the Bank's website ( <a href="http://www.sbi.co.in">www.sbi.co.in</a> ) and the e-Tendering System Portal <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>	09.09.2025 to 07.10.2025
3	Online Submission of Technical & Price Bids as well as Submission of Physical Form of Technical Bid ( <i>Spiral-bound bid &amp; DD of EMD in a sealed envelope superscribing the Name of the Project</i> ) at the below-mentioned office	07.10.2025 (*) up to 11:00 AM
4	Opening of Online Technical Bids	07.10.2025 (*) at 11:30 AM
5	Opening of Online Price Bids	(To be intimated to the prequalified bidders in due course)

(\*) If the date is declared as holiday / lock-down, the stated activity will be performed on the next working day at the same time.

For any clarification / query in the matter, the undernoted official may be contacted with:

**The Assistant General Manager (Admin.)**

State Bank Institute of Leadership, Kolkata,

Plot No. II F/2, Street No. 329,

Action Area III, Newtown, Rajarhat,

Kolkata – 700 160, West Bengal.

**Contact No.:** +91 96747 10807

**e-Mail ID:** [agmadmin.sbil@sbi.co.in](mailto:agmadmin.sbil@sbi.co.in)

### 1.2 e-TENDER NOTICE:

State Bank of India invites electronically sealed **Percentage-rate e-Tenders** under two-bids system (online Technical & Price Bids) from the contractors / firms of national repute, duly satisfying the set eligibility criteria as mentioned hereunder, through <https://www.tenderwizard.com/SBIETENDER>, the Bank's online e-Tendering System Portal. The details are furnished below –

1	Name of the Project	:	<b>Proposed Creation of Convention Centre at 6<sup>th</sup> Floor of Ashoka Bhavan (Admin. Bldg.) at State Bank Institute of Leadership (SBIL), Kolkata (WB)</b>
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2	Nature of Works	:	<b>Composite Job involving the following –</b> <b>A. Civil / Strl., Sanitary &amp; Plumbing Works</b> <b>B. Interior Decoration &amp; Moveable Furniture Works</b> <b>C. Electrical Installation Works</b> <b>D. Heating, Ventilation &amp; Air-Conditioning (HVAC) Works</b>
3	Nature of Tendering Process	:	Online Bidding under two-bids system (Technical & Price Bids) – Prequalification of Bidders and Online Percentage-rate Composite Tender
4	Prequalification (PQ) Criteria for Finalization of List of Bidders – Technical Parameters & Credentials	:	<p>Projects completed satisfactorily during the last 7 (seven) years ending on 31.07.2025, the project values of which should be either of the following:</p> <ul style="list-style-type: none"> <li>❖ <u>Three</u> similar completed projects costing not less than 40% of the estimated amount as in No. 6, i.e., ₹1.80 Crores each,</li> <li style="text-align: center;">Or,</li> <li>❖ <u>Two</u> similar completed projects costing not less than 50% of the estimated amount as in No. 6, i.e., ₹2.25 Crores each,</li> <li style="text-align: center;">Or,</li> <li>❖ <u>One</u> similar completed project costing not less than 80% of the estimated amount as in No. 6, i.e., ₹3.60 Crores.</li> </ul> <p><b>Note:</b> Definition of “Similar Work” is in <b><u>Page No. 16.</u></b> All amounts are exclusive of GST as applicable.</p>
5	Prequalification (PQ) Criteria for Finalization of List of Bidders – Financial Parameters & Credentials	:	<ul style="list-style-type: none"> <li>● Average Annual Financial Turnover for the last 3 (three) consecutive Financial Years ending as on 31.03.2025 has to be at least 30% of the estimated amount as in No. 6, i.e., ₹1.35 Crores;</li> <li>● Bank Solvency has to be at least ₹1.35 Crores.</li> </ul>
6	Estimated Amount put to Tender	:	<p><b>₹4,48,45,292.35 (Rupees Four Crore Forty Eight Lakh Forty Five Thousand Two Hundred and Ninety Two and Paise Thirty Five only) [BOQ to be followed for details]</b></p> <p>This amount is exclusive of GST, which shall be paid extra as applicable from time-to-time on the certified bill amount (s) on reimbursement-basis upon production of payment receipts / challans.</p>

7	Time Allowed for Completion	:	<b>60 days</b> (including Sundays and Holidays) from the Date of Issue of the Work Order or the Site Handover Date, whichever is later.
8	Earnest Money Deposit (EMD)	:	<b>₹4,50,000/- (Rupees Four Lakh and Fifty Thousand only)</b> , calculated @ 1% of the Estimated Amount ( <i>No. 6 above</i> ), rounded up to nearest thousand rupees, to be drawn in the form of Demand Draft (DD) <b>[valid for a period of 90 (ninety) days from the date of commencement of tendering]</b> in favour of State Bank of India and payable at Kolkata <ul style="list-style-type: none"> <li>EMD of unsuccessful bidders will be returned after opening of Online Price Bid.</li> </ul>
9	Initial Security Deposit (ISD)	:	2% of the Accepted Contract Price (Work Order Value), rounded up to nearest thousand rupees <ul style="list-style-type: none"> <li>EMD will be returned to the successful bidder on receipt of ISD.</li> </ul>
10	Total Security Deposit (TSD) in the form of Retention Money (RM)	:	5% of the Accepted Contract Price (Work Order Value) including Initial Security Deposit (ISD) amount, rounded up to nearest thousand rupees
11	Validity of Tenders	:	<b>90 days</b> from the date of opening of Price Bid
12	Liquidated Damages (LD)	:	0.5% of the Accepted Contract Price (Work Order Value) per week of delay, subject to the maximum of 5% of the same
13	Defects Liability Period (DLP)	:	12 Months from the date of Virtual Completion
14	Availability of Tender Documents	:	<ul style="list-style-type: none"> <li>Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a>, and / or,</li> <li>e-Tendering System Portal <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>.</li> </ul>
15	Tender Documents Downloading	:	<b>(a) Start Date: From 10:00 AM on 09.09.2025</b> <b>(b) End Date: Up to 10:00 AM on 07.10.2025</b>
16	Last Date and Time for Receipt of Written Queries (e-Mail / letter) for Clarifications from bidders for Pre-bid Meeting  ....Contd.	:	<b>Up to 5:00 PM on 15.09.2025</b> Bid queries are to be sent to the undersigned official of tender at the address as in <i>No. 17</i> . <b>Note:</b> Intending bidders, while submitting the queries, shall have to send the details of their authorized ....Contd.

	<i>From previous page....</i> Last Date and Time for Receipt of Written Queries (e-Mail / letter).....	:	<i>From previous page....</i> representatives viz. name, mobile No., e-Mail ID along with authorization letters from the bidders.
17	Pre-bid Meeting Details	:	<p><b>Date &amp; Time:</b> At 11:00 AM on 22.09.2025</p> <p><b>Address:</b> State Bank Institute of Leadership (SBIL), Kolkata, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160 (WB).</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ Maximum two representatives from each of the participating bidders are desired to attend the Meeting.</li> <li>➤ Only written queries submitted by the prospective bidders till the stipulated date &amp; time as in No. 16 above will be discussed and clarified in the Meeting.</li> <li>➤ In case the above date is declared as holiday / lock-down, the meeting will be done in the next working day at the same time.</li> </ul>
18	Last Date and Time of Submission of Tender ( <u>Online &amp; Physical Form of Technical Bid, and, Mandatorily Online Price Bid</u> )	:	<p><b>Up to 11:00 AM on 07.10.2025</b></p> <p><b>Note:</b></p> <p>No bid in any form will be accepted after the said date &amp; time. The e-Tendering System Portal will get locked thereafter. SBI &amp; SBIL shall not be liable for any postal delay and / or communication / connection / system failure.</p>
19	Address for Submission of Physical Form of Technical Bid ( <i>Spiral-bound bid &amp; DD of EMD in a sealed envelope superscribing the Name of the Project as in No. 1</i> )	:	<p><b>The Assistant General Manager (Admin.)</b> State Bank Institute of Leadership, Kolkata, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal.</p> <p><b>Note:</b></p> <p>It is the sole responsibility of the bidder to ensure submission of EMD with tender document by stipulated date &amp; time at the above address, failing to which may liable the bidder for disqualification.</p>
20	Date and Time of Opening of Online Technical Bid	:	<p><b>07.10.2025 at 11:30 AM</b></p> <p><b>Note:</b></p> <p>In case the tender opening date is declared as holiday / lock-down, the tender will be opened in the next working day at the same time.</p>

21	Date and Time of Opening of Online Price Bid	:	<b>The date &amp; time shall be intimated <b>only</b> to the prequalified bidders on their provided e-Mail IDs after scrutiny and subsequent approval / acceptance of their technical bids by the Bank.</b>
22	Value of Interim Certificate	:	<b>₹75,00,000/- (Rupees Seventy Five Lakh only)</b> <b>Note:</b> No advance on materials / plant / machinery or mobilization advance shall be paid under any circumstances.
23	Details of Project Architect	:	<b>M/s. Shetgiri &amp; Associates</b> (Architects, Engineers, Interior designers, P.M.C., Valuers) <b>Office Address:</b> Block No. 1, 1 <sup>st</sup> Floor, “Safalya”, S.K. Bole Road, Dadar (West), Mumbai – 400 028, Maharashtra. <b>Contact No.:</b> 022 – 2422 3900 / 2422 4014 <b>e-Mail ID:</b> <a href="mailto:shetgiri@shetgiriassociates.in">shetgiri@shetgiriassociates.in</a>
24	Documents required to be scanned and uploaded, <u>duly signed digitally by the bidder</u> , as <b>Technical Bid</b> in the e-Tendering System Portal	:	<ol style="list-style-type: none"> <li><b>1. NIT (Section 1)</b> (each page duly signed by the authorized signatory with seal of the firm)</li> <li><b>2. Application Form for Prequalification (PQ) of Contractors / Firms (Section 3 : “C”)</b></li> <li><b>3. List of Eligible Similar Works Completed</b> (Annexure – I), and, <b>Affidavits (Forms D &amp; E)</b></li> <li><b>4. Financial Information (Annual Turn Over Details: Form – A &amp; Form – C)</b></li> <li><b>5. Bank Solvency Certificate (Form – B)</b></li> <li><b>6. Letter of Transmittal (Letter – 1), and, Letter of Undertaking (Letter – 2)</b></li> <li><b>7. Process Compliance Statement</b> under Sample – I (to be submitted on bidder’s letter-head, duly signed by the authorized signatory with seal of the firm)</li> <li><b>8. Electrical Contractor License</b></li> <li><b>9. Demand Draft as Earnest Money Deposit</b></li> </ol>
25	For e-Tender related queries	:	<b><u>Service provider:</u></b> <b>M/s. Antares Systems Limited</b> <b><u>Registered Office:</u></b> Honganasu, #137/3, Bangalore-Mysore Road, Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka. <b><u>Phone No.:</u></b> 080 – 4598 2100

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<p><i>From previous page....</i></p> <p>For e-Tender related queries</p>	<p><i>From previous page....</i></p> <p><b>❑ Branch Office:</b> Tenderwizard Helpdesk Centre, BD-52A, Rabindrapally, Kestopur, Kolkata – 700 101, West Bengal.</p> <p><u>Phone No.:</u> 033 – 4604 6611</p> <p><b>Help Desk Contacts: 9073677150 / 9073677151 / 9073677152 / 9674758723 / 9674758726 / 9674758506 / 9686449042 / 9708966660</b></p> <p><u>Contact Persons:</u> (On working days between 9 AM to 6 PM)</p> <p><b>1. Mr. Kushal Bose</b> Mobile No.: +91 96747 58719 e-Mail: <a href="mailto:kushal.b@antaressystems.com">kushal.b@antaressystems.com</a></p> <p><b>2. Mr. Biswajit Chakraborty</b> Mobile No.: +91 96747 58723 e-Mail: <a href="mailto:biswajit.c@antaressystems.com">biswajit.c@antaressystems.com</a></p>
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For any details, please contact the following official (s) –

**1. The Assistant General Manager (Admin.)**

State Bank Institute of Leadership (SBIL), Kolkata,  
Plot No. II F/2, Street No. 329,  
Action Area III, Newtown, Rajarhat,  
Kolkata – 700 160, West Bengal.  
**Contact No.:** +91 96747 10807  
**e-Mail ID:** [agmadmin.sbil@sbi.co.in](mailto:agmadmin.sbil@sbi.co.in)

**2. The Assistant General Manager (Premises & Estate)**

State Bank of India  
Premises & Estate Department,  
Local Head Office, Kolkata,  
Samriddhi Bhavan, Block B, 9<sup>th</sup> Floor,  
1, Strand Road, Kolkata – 700 001, West Bengal.  
**Contact No.:** +91 96747 10034  
**e-Mail ID:** [agmpre.lhokol@sbi.co.in](mailto:agmpre.lhokol@sbi.co.in)

**3. Project Architect: M/s. Shetgiri & Associates**

**❑ Office Address:** Block No. 1, 1<sup>st</sup> Floor, “Safalya”, S.K. Bole Road, Dadar (West), Mumbai – 400 028, Maharashtra.  
**Contact No.:** 022 – 2422 3900 / 2422 4014  
**Contact Person (s):** Mr. Amol P. Shetgiri, Mobile No.: +91 98211 38367  
**e-Mail ID:** [shetgiri@shetgiriassociates.in](mailto:shetgiri@shetgiriassociates.in)

**Note:**

1. Corrigenda, if any, is to be followed as published in the e-Tendering System Portal [www.tenderwizard.com/SBIETENDER](http://www.tenderwizard.com/SBIETENDER) only. So, the bidders should visit the website till last date of submission for changes / corrigendum.
2. The bidders shall have to download the entire Technical Bid to get acquainted with the terms & conditions and upload compulsorily the required documents of the bid in the e-Tendering System Portal without fail after putting the signature & seal. Failing to upload as stated above, the tender will be rejected.
3. The successful contractor, who would come up as the L-1 bidder, shall have to produce all the supporting documents marked at [Sl. No. 24](#) in the above table in original for verification.
4. The make of materials should be chosen strictly from the preferred makes as given in the tender. Any clarifications sought after opening of the tenders will not be entertained at any cost.
5. Bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
6. Claims for revision of the Quoted price by any bidder after the tender will not be entertained.
7. The intending bidder must read the tender terms & conditions carefully. He should only submit his bid, if he considers himself eligible and he is in possession of all the documents required. No conditions other than mentioned in the tender will be considered, and if given, they will have to be withdrawn before opening of the Online Price Bid.
8. This information and instructions for bidders posted on website shall form part of bid document.
9. The bid document consisting of plans, specifications, schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from the Bank's website [www.sbi.co.in](http://www.sbi.co.in) or the e-Tendering System Portal [www.tenderwizard.com/SBIETENDER](http://www.tenderwizard.com/SBIETENDER) free of cost.
10. The intending bidder must have valid Class – III Digital Signature Certificate with encryption key (*combo type*) to perform any operations / transactions on the e-Tendering System Portal / website.
11. On opening date, the bidder can login and see the bid opening process. After opening of bids, they will receive the competitor bid sheets.
12. Bidder can upload documents in the form of **PDF format** only. Bidder should ensure that the document uploaded is legible and full documents page is properly scanned
13. Certificate of Financial Turn Over: At the time of submission of bid, the bidder may upload Affidavit / Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. *There is no need to upload entire voluminous balance sheet.*

14. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
15. SBI reserves the right to reject any prospective application without assigning any reason thereof and to restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the minimum laid down criteria.
16. SBI reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so and any claim / correspondence shall be entertained in this regard.
17. Tenders received without EMD in original shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.
18. The bidder (s) will become ineligible, if the bidder (s) do (es) not upload scanned copies of all the documents stipulated in the bid document marked at **Sl. No. 24** in the above table.

Sd/-

**Assistant General Manager (Admin.)**  
SBIL Kolkata.

### 1.3 IMPORTANT NOTES:

(a)	<p>Electronically Sealed Digitally Signed Percentage-rate e-Tenders are invited from the contractors / firms of national repute under two-bids system (Technical &amp; online Price Bids) in two parts including <b>Technical Bid</b>, to be submitted <b>online</b> as well as <b>offline</b>, and, <b>Price Bid</b>, to be submitted <b>online only</b> through the portal <a href="http://www.tenderwizard.com/SBIETENDER">www.tenderwizard.com/SBIETENDER</a>.</p> <p><b>(i) Technical Bid:</b> Technical Bid, comprising of the requisite documents / instruments as in <b>Clause 24</b> above, are to be scanned and uploaded online, duly signed digitally by the bidder. <u>Further, the entire Technical Bid including all necessary &amp; supporting documents and instruments are to be compulsorily submitted in hard copy as advised in Clause 19 above (Spiral-bound bid &amp; DD of EMD in a sealed envelope superscribing the Name of the Project).</u></p> <p><b>(ii) Price Bid:</b> Price Bid shall contain the electronic format of Priced Schedule of Composite BOQ for all works involved. No condition / stipulation in this part other than unconditional general rebate shall be accepted. Price Bid of only those bidders will be opened, who would qualify in the Technical Bid. <u>Price bid is not to be submitted in hard copy, unless advised.</u></p> <p><b>** No Price Bid shall be accepted offline.</b></p> <p>The contractors can view the Tender Opening Details through their respective log-in IDs on the above-mentioned e-Tendering Portal (Website).</p>
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(b)	All bidders, who would qualify in PQ after scrutiny and subsequent approval / acceptance of their technical bids by the Bank, are only eligible for the above-mentioned work.
(c)	Any abnormal increase from the quoted price / cost will not be accepted.
(d)	The Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever.
(e)	The Bidder is expected to examine all instructions, forms, terms and specifications in the bid documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.
(f)	In case the date of opening of tenders is declared as a holiday / lock-down, the tenders will be opened on the next working day at the same time. Again, <b>corrigenda</b> , if any, are to be followed from <a href="http://www.tenderwizard.com/SBIETENDER">www.tenderwizard.com/SBIETENDER</a> .
(g)	No conditions other than those mentioned in the tender will be considered, and, if given, they will have to be withdrawn before opening of the Price Bid.
(h)	Technical Bid without any or all the stipulated documents / instruments shall be summarily rejected, and Price Bid of such bidders shall not be opened in any case.
(i)	The Bank has the right to accept / reject any / all tenders without assigning any reasons and no correspondence shall be entertained in this regard.
(j)	The intending bidders are to quote their offers only in terms of specific Percentage-rate (only up to two decimal places) above / below / at par of the grand total amount. <b>Otherwise, the tender may be rejected.</b>
(k)	Rates furnished in the Online Price Bid are inclusive of all costs, carriage, allowances, taxes & levies, etc., but excludes GST. However, <b>GST will be paid extra by the Bank on production of GST Registration document and on claim as per prevailing rate.</b>
(l)	Contractors shall provide all labour and materials, tool and tackles including necessary scaffolding for proper execution of the work including curing, etc.
(m)	A sum calculated @ 5% of the Accepted Contract Price (Work Order Value) including ISD will be retained as <b>Total Security Deposit (TSD)</b> in the form of RM, which will be refunded on satisfactory completion of free maintenance period, i.e., DLP of 12 (twelve) months from the date of completion of work. <b>No interest shall be payable to this effect.</b>
(n)	The quantities and / or specification mentioned in the schedule of works have been worked out based on the requirements and condition of the premises at the time of preparation of drawing / estimates and / or approval thereof. The same are neither exclusive nor exhaustive and may differ during execution of works as per specific direction of the competent authority.

(o)	The amount against every item after imposition of the percentage offered shall be inclusive of providing necessary arrangements for satisfactory protection of furniture / flooring / electrical fittings / Bank's any other property during execution of the work.
(p)	The amount against every item after imposition of the percentage offered shall be inclusive of cost for disposing debris and any other unserviceable materials as per direction and in conformity with the local or any other authority (s) rules.
(q)	The amount against every item after imposition of the percentage offered shall be inclusive of cleaning of floors, making good to damaged floor, ceiling, walls, etc., after completion of work.
(r)	In case of any poor quality of work or substandard materials used for the purpose, the same shall be replaced as per instructions without any extra cost.

Sd/-

**Assistant General Manager (Admin.)**  
SBIL Kolkata.

#### 1.4 TERMS & CONDITIONS OF e-TENDERING:

State Bank of India shall finalize the Tender through e-Tendering mode, for which **M/s. Antares Systems Limited**, having registered office at Honganasu, #137/3, Bangalore-Mysore Road, Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka, *and*, Branch Office (Tenderwizard Helpdesk Centre) at BD-52A, Rabindrapally, Kestopur, Kolkata – 700 101, West Bengal, have been engaged. Please go through the guidelines given below and submit your acceptance to the same along with your bids:

- ☐ e-Tendering shall be conducted by SBI through M/s. Antares Systems Limited on pre-specified date. While the participating contractors (bidders) shall be quoting from their own offices / place of their choice, internet connectivity and other paraphernalia requirements shall have to be ensured by the bidders themselves. In the event of failure of internet connectivity due to any reason whatsoever, it is the bidders' responsibility only.
- ☐ In order to ward-off such contingent situation, the bidders are requested to make all the necessary arrangements / alternatives such as back-up power supply whatever required, so that they are able to circumvent such situation and still be able to participate in the e-Tendering successfully. Failure of power at the premises of the bidders during the e-Tendering cannot be the cause for not participating in the e-Tendering. On account of this, the time for the e-Tendering cannot be extended and SBI is not responsible for such eventualities.
- ☐ M/s. Antares Systems Limited shall arrange to provide adequate training to the bidders and their nominated person (s) without any cost to them. They shall also explain the former all the rules related to the e-Tendering. The bidders are required to give their compliance on it before start of the bidding / tendering process.

- ❑ **BIDDING CURRENCY AND UNIT OF MEASUREMENT:** Bidding will be conducted in Percentage-rate Tendering Process, the final amount will be in Indian Currency (INR : ₹) and Unit of Measurement, mostly in SI System, will be displayed item-wise in online price bid.
- ❑ **BID PRICE:** The bidder has to quote the offer only in terms of specific percentage-rate (only up to two decimal places) above / below / at par of the grand total amount.
- ❑ **VALIDITY OF BIDS:** The quoted bid price on percentage offered shall be valid for a period specified in the tender document and shall not be subjected to any change whatsoever.

## 1.5 PROCEDURE OF e-TENDERING:

### Online Tendering:

- The soft copy of the Notice Inviting Tenders (NIT), *or*, Technical Bid and Price Bid shall be made available in the Bank's website during the period of tendering as specified in NIT.
- Online e-Tendering for Price Bid is open to the prequalified bidders only.
- The Price Bid shall be made available online by the Service Provider wherein **the bidders will be required to fill-in their offers only in terms of specific percentage-rate (only up to two decimal places) above / below / at par of the grand total amount.**
- The bidders are advised not to wait till the last minute to submit their online item-wise quote in the price bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

It is mandatory for all the bidders participating in the bidding to quote their offers only in terms of specific percentage-rates (only up to two decimal places) above / below / at par of the grand total amount. In case, any bidder fails to quote its percentage-rate above / below / at par of the grand total amount of the schedule of works, such tender shall be treated as **“Incomplete Tender”** and shall be liable for rejection.

- ❖ **LOG-IN NAME & PASSWORD:** Each bidder is assigned a Unique Username & Password by M/s. Antares Systems Limited. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder itself.
- ❖ **BIDS PLACED BY BIDDER:** Bids will be taken as an offer to execute the work as specified. Bids once made, cannot be cancelled / withdrawn and the successful bidder in the tendering shall be bound to execute the work at the offered percentage-rate above / below / at par of the grand total amount, if specification remains unchanged. In case the successful bidder backs out or fail to complete the work as per the offer, the Bank shall be at liberty to take action as deemed necessary including de-barring and / or black-listing of such bidder as also forfeiture of security deposit.
- ❖ At the end of e-Tendering, the Bank will decide upon the successful bidder. The decision of the Bank on Award of Contract shall be final and binding on all the bidders.

- ❖ The Bank shall be at liberty to cancel the e-Tendering process / tender at any time, before ordering, without assigning any reason whatsoever.
- ❖ The Bank shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
- ❖ OTHER TERMS & CONDITIONS:
  - The bidders shall not involve themselves or any of their representatives in Price Manipulation of any kind, directly or indirectly, by communicating with other suppliers / bidders.
  - The bidder shall not divulge either its bid or any other exclusive details of the Bank to any other party.
  - The decision of the Bank on Award of Contract shall be final and binding on all the bidders.
  - The Bank reserves the rights to extend, re-schedule or cancel any e-Tendering within its sole discretion.
  - The Bank or its authorized service provider shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
  - The Bank or its authorized service provider is not responsible for any damages caused to the bidders including damages that result from their works, but are not limited to negligence.
  - The Bank or its authorized service provider will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information, etc.

**N.B.:** All the bidders are required to submit the Process Compliance Statement **(Sample – I)**, duly signed, to the Service Provider.

All the bidders are requested to ensure that they have a valid Digital Signature Certificate (DSC) well in advance to participate in the online event.

## **1.6 PREAMBLE TO BILL OF QUANTITIES & RATES:**

Bidders are advised to quote their offers only in terms of specific percentage-rate (only up to two decimal places) above / below / at par of the grand total amount after due consideration of the following pertinent points:

1. Actual site conditions including working time that would be available to them as per standing rules
2. Material access regulations of the building including permission of use of lifts and stairways, etc.
3. Temporary storage provision of disposable materials arising out of the work

4. Security measures and permissions required to be observed and obtained in consultation with the representatives of the landlords and act strictly according to the same
5. Traffic Regulations of the Local Police Authority in order to organize trouble-free access of materials
6. Execution of works in close and effective co-ordination with other executing agencies who shall be working simultaneously
7. Any other governing issue (s) likely to have impact on the productions rate and cost of work
8. TAXES AND DUTIES: The tenderer must take a note of the fact that all the rates are inclusive of all duties, royalties, cess, excise, sales tax, work contract tax or any other taxes such as Income Tax deducted to contractor or local charges as applicable, etc. No extra claim on this account will in any case be entertained. However, Goods & Services Tax (GST) as per relevant GST act will be paid on production of GSTIN Registration Certificate and on claim.
9. GOVERNMENT AND LOCAL RULES: The Contractor shall conform to the provisions of all local Bylaws and Act relating to the work and to the Regulations, etc., of the Government and Local Authorities (at the State / UT as the case may be) and of any entity, private individual / commercial, with whose system the premises is proposed to be connected. The Contractor shall give all notices required by the said Act, Rules, Regulations and By-laws, etc., and pay all fees payable to such authority / authorities for execution of the work involved. The cost, if any shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations, statutory clearance, etc., and shall defend all actions arising from such claims or liabilities.
10. COVID PROTOCOL: The successful bidder shall have to ensure, without any extra cost, meticulous compliance of protocols laid down by the Govt. with regard to COVID-19 during execution at site.

**Scanned copy, each page duly signed by the authorized signatory with seal of the firm, is to be uploaded at the time of submission of bid.**



## SECTION – 2: PREQUALIFICATION OF CONTRACTORS

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### A. MINIMUM ELIGIBILITY CRITERIA FOR PREQUALIFICATION

The contractors / firms applying for the tender must fulfil each of the following criteria to become an “Eligible Bidder”:

1. The contractors / firms that fulfil the criteria as given below shall only be eligible to apply –
  - (i) The contractor should be either a Partnership or a Public Limited Company or a Private Limited Company or Proprietorship Firm registered under the Indian Companies Act 1956. Joint Ventures (JV) are not accepted.
  - (ii) The contractor should have valid registration (s) with Central / State Govt. / Statutory Bodies / Public Sector Undertakings (PSU) / Public Sector Banks (PSB) / Nationalized Banks / MES / Railways, etc.
2. The bidder should have an experience of minimum 7 (seven) years in the relevant field, i.e., composite job involving Civil / Strl., S&P, Interior & Furniture, Electrical & HVAC (Chiller & AHU-based air distribution systems) Works as on 31.07.2025.
3. The bidder should have registration with GST, PF, ESIC, etc., as also PAN No. and Prof. Tax, etc., as applicable, and submit the proof of the same on advice.
4. The bidder should produce acknowledgement & copies of IT Returns for the last 3 (three) consecutive Financial Years (FYs 2022-23, 2023-24 & 2024-25).
5. The bidder should have satisfactorily completed the projects, the values of which should be either of the following during the last 7 (seven) years ending on 31.07.2025 –
  - ❖ Three similar completed projects costing not less than 40% of the estimated amount as in *Section I*, i.e., ₹1.80 Crores each,
  - Or,
  - ❖ Two similar completed projects costing not less than 50% of the estimated amount as in *Section I*, i.e., ₹2.25 Crores each,
  - Or,
  - ❖ One similar completed project costing not less than 80% of the estimated amount as in *Section I*, i.e., ₹3.60 Crores.

All amounts are exclusive of GST as applicable. Definition of “Similar Work” is given below –

➤ **Definition of “Similar Work”:**

The term “**Similar Work**” shall mean the completed project works, which should include **Civil & Structural, Sanitary & Plumbing, Interior Decoration & Moveable Furniture, Electrical Installation and HVAC (relevant expertise of HVAC Chiller & AHU-based air distribution systems along with variable air volume with control) Works, etc.**, all the components executed under a single contract for Commercial / Institutional Buildings / Premises for Central / State Govt.

departments / Govt. Undertaking Companies or Enterprises / Public Sector Undertakings (PSU) / Public Sector Banks (PSB) / Listed Corporate Bodies (Reputed Private Sector Organizations) having CIN, etc., during last 7 (seven) years as on 31.07.2025. Bidders are advised to refer to the brief description of works contained in this document. The Work Order (s) and the Completion Certificate (s) shall clearly indicate works completed pertaining to the above-mentioned services and as such the break-up thereof, which has to satisfy the minimum works qualifying criteria. The projects and works executed only in India shall be considered for similar work.

**6. Average Annual Financial Turnover:**

Bidders should have Average Annual Financial Turnover of at least ₹1.35 Crores during the last 3 (three) years ending on 31.03.2025. Scanned copy of Certificate from Chartered Accountant (CA) with Unique Document Identification Number (UDIN) is to be uploaded in support of claim.

**7. Profit / Loss:**

Bidder should not have incurred any loss (profit after tax should be positive) in more than 2 (two) years during the last 5 (five) years ending on 31.03.2025. Standalone financial statement, duly audited and certified by the Chartered Accountant (CA) with Unique Document Identification Number (UDIN) is to be uploaded in support of claim.

**8. Bank Solvency Certificate:**

Bidder should submit a Solvency Certificate from a Scheduled Commercial Bank for at least ₹1.35 Crores, duly issued after 01.05.2025 as per **Form – B** of this tender document.

☆ *The applications of the contractors / firms not fulfilling the above criteria will not be considered for prequalification.*

**B. ASSERTION:**

1. Qualified similar works may be physically inspected by the Bank Officials / Project Architect to ascertain the completion, performance on quality of works for finalizing the technical bids.
2. If private work is shown in support of eligibility criteria, certified copy of TDS Certificate and Form 16A & Form 26A shall have to be submitted along with the experience certificate. TDS amount shall have to tally with the actual amount of work done. Otherwise, the amount that tally with TDS shall only be considered for eligibility.
3. Bidders should possess technical personnel having sufficient skill set in all the above work types. The details of such personnel with qualification and experience are to be submitted.
4. Confidential reports from previous employers will be sought by the Bank / Project Architect.
5. Bidders have to fulfil all the criteria of prequalification (PQ), failing which their bids will be summarily rejected and no correspondence in this regard will be entertained by the Bank.
6. Applications containing false & / or inadequate information will be summarily rejected.

**SECTION – 3: FORMS & DOCUMENTS FOR PREQUALIFICATION**

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**A. INFORMATION TO THE BIDDERS****1.0 General:**

- 1.1 Letter of transmittal and forms for deciding eligibility are given in Section III.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even, if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as 'Not applicable'. The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms (or) deliberately suppressing the information may result in the bid being summarily disqualified. Bids shall be submitted online only and those received in physical form, by telegram or telex and those received late will not be entertained.
- 1.3 The bid should be type written. The bidder should sign each page of application, forms and documents before scanning & uploading.
- 1.4 Over writing should be avoided. Corrections if any should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional Sheets if any added by the Bidder should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificate from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete envisaged work. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.

**2.0 Definitions:**

- 2.1 In this document the following words and expression have their meaning here by assigned to them.
- 2.2 "*Client*" / "*Employer*" means the **STATE BANK OF INDIA** with the **Corporate Centre** at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai – 400 021, Maharashtra, **State Bank Institute of Leadership (SBIL), Kolkata** at Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal, and, **Local Head Office, Kolkata Circle (LHO Kolkata)** at Samriddhi Bhavan, Block B, 1, Strand Road, Kolkata – 700 001, West Bengal, and includes Client's representatives, successors and assigns.

2.3 “*Bidder*” will mean the Partnership / Public Limited Company / Private Limited Company / Proprietorship Firm (registered under the Indian Companies Act 1956) / Corporation.

2.4 “*Year*” means “Financial year” unless stated otherwise.

### 3.0 Method of Application:

3.1 If the bidder is an individual, the application shall be signed by him above his/her full type written name and current address.

3.2 If the bidder is a proprietary firm; the application shall be signed by the proprietor above his/her full type written name and the full name of his firm with its current address.

3.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both the cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the bidder is a limited company or a corporation, the bid shall be signed by a duly authorized person holding power of attorney for signing the application and certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of memorandum of articles of association duly attested by a Public Notary.

4.0 **Final Decision-Making Authority:** The Employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time without assigning any reason or incurring any liability to the bidders.

5.0 **Particulars:** The particulars of the work given in relevant section are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

6.0 **Site Visit:** The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not, and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc., will

be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

- 7.0 Letter of Transmittal:** The Bidder should submit the letter of transmittal **(Letter – 1)** attached with the document.
- 8.0 Opening of Price Bid:** After evaluation of applicants, a list of shortlisted agencies will be prepared. Thereafter the financial bids of only the **prequalified and technically acceptable bidders** shall be opened and conducted at the notified time, date and place (to be notified on e-tender website) in the presence of the qualified bidders or their representatives. The bid shall remain valid for **90 (ninety) days** from the date of opening of Price Bid (online).
- 9.0 Award Criteria:**
- 9.1 The employer reserves the right, without being liable for any damages or obligation to inform the bidder to:
- (a) Amend the scope and value of contract to the bidder;
  - (b) Reject any or all the applications without assigning any reason.
- 9.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.
- 10.0** If it comes to the notice of the Bank that the bidder has suppressed any information or furnished misleading or inaccurate information, or, in case whether any litigation currently in progress at the time of submission of bids leads to the decree by the Court of Law against the bidder, the Bank reserves the right to nullify the qualification and to disqualify the bidder at any stage of the Project. If such information becomes available to the Bank prior to issue of Letter of Intent (LOI), the bidder will be disqualified and will not be considered for award of work, even though the bidder is eligible for LOI. If such information comes to the knowledge of the Bank after the award of work, the Bank reserves the right to terminate the Contract unilaterally at the total cost and risk of the bidder and such action would include forfeiture of all deposits, guarantees, etc., furnished in any form, all damages as determined at the time of termination. The Bank will also reserve the right to recover Retention Money, Mobilization Advance paid by invoking of Bank Guarantee.
- 11.0** The Tenderer shall be deemed to have waived rights if any that they may have or perceive to have as a result of their not being pre-qualified and shall not hold SBI for any loss they may have suffered due to their not being pre-qualified.
- 12.0** It may be noted that the bid documents (Online Price Bid) of **ONLY THE PREQUALIFIED BIDDERS, WHO ARE SHORTLISTED FOR THE PROJECT** on due-diligence of the prequalification documents furnished by them, would be opened.
- 13.0** If at any stage it is found that the Tenderer having been selected on the basis of his submissions and support documents thereof in the prequalification documents or technical bid but after Award of Contract or during execution, his commitments of resources / levels of performance

falls short from what has been promised in the technical bid or is not able to meet the technical specifications or requirements as duly called for in the Technical bid documents & technical specifications / Prequalification tender / Price bid document, SBI reserves the right to take the remedial actions as deemed fit at the Cost and Risk to the Tenderer so selected including termination of the contract and necessary action.

- 14.0** SBI reserves the right to annul the process of tender or to accept or to reject all or any of the tenders without thereby incurring any liability to any applicant or any obligation to inform any participant of the grounds for its action or assigning any reasons thereof.
- 15.0** The Tenderer hereby agrees to abide by SBI's decision on all matters pertaining to the Pre-qualification & further tender bid documents and undertakes not to resort to any actions either Legal or otherwise against SBI in this regard, including direct / indirect canvassing / influencing etc. Violation of this clause will lead to summary disqualification of the bidder without any reference to them.

**B. ASSERTION:**

**PRICE BID WILL BE OPENED FOR THOSE BIDDERS ONLY WHO WILL GET TECHNICALLY QUALIFIED THROUGH PREQUALIFICATION PROCESS.**

**C. APPLICATION FORM:**

**Prequalification of Contractors / Firms for Civil / Strl., Sanitary & Plumbing, Interior Decoration & Moveable Furniture, Electrical Installation and HVAC Works for the Proposed Creation of Convention Centre at 6th Floor of Ashoka Bhavan (Admin. Bldg.) at State Bank Institute of Leadership (SBIL), Kolkata (WB)**

Please read the Application Documents carefully before filling-up. Also, please strike-off which is not applicable. Attach separate sheets if required.

1	Name of the Contractor / Firm	
2	Communication Details:	
(a)	Full Postal Address	
(b)	Contact No.	
(c)	e-Mail ID	
3	Main Activities of Contractor / Firm	
4	Year of establishment of Contractor / Firm (Enclose certified copies of relevant documents)	
5	Constitution of the Firm (Enclose certified copies of relevant documents)	Sole Proprietorship / LLP / Partnership / Private Ltd. / Public Ltd. / Any other (Please specify)
6	Name of the Proprietor / Partners / Directors of the Organization / Firm	1. 2. 3.
7 (a)	Details of Authorized Signatory:	
(i)	Name of Authorized Signatory	
(ii)	Contact No.	
(iii)	e-Mail ID	
7 (b)	Mode of Authorization of Authorized Signatory (Enclose certified copies of relevant documents)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / any other (Please specify)
8 (a)	Whether registered with Registrar of Companies / Registrar of Firms	Yes / No
8 (b)	If yes, mention number and dates (Enclose certified copies of relevant documents)	
9 (a)	Income Tax Permanent Account No. (PAN) (Enclose certified copies of relevant documents)	
9 (b)	GSTIN with Registration Certificate (Enclose certified copies of relevant documents)	
9 (c)	PF Registration No. (Enclose certified copies of relevant documents)	
9 (d)	ESIC Registration No. (Enclose certified copies of relevant documents)	
10 (a)	If registered in the panel (s) of other organizations (CPWD, PWD, MES, Railways, Banks, etc.)	Yes / No

10 (b)	If yes, mention the name (s) of organization (s), registration No. & Date and Category, etc. (Enclose certified copies of relevant documents)	
11 (a)	Banker's Details: (Enclose a "Cancelled" Cheque)	
(i)	Banker's Name	
(ii)	Full Postal Address of Branch	
(iii)	Telephone No.	
(iv)	Account No.	
(v)	Type of Account	Savings Bank / Current / Cash Credit (Please specify)
11 (b)	Bank Solvency Limit (Enclose certified copies of relevant documents)	
12 (a)	Yearly turnover of the Firm during last 3 (three) consecutive Financial Years (Enclose copy of affidavit / certificate from CA mentioning turnover of last 3 financial years)	F.Y. 2024-25: F.Y. 2023-24: F.Y. 2022-23: Average:
12 (b)	Profit & Loss Statement of last 3 (three) consecutive Financial Years (Enclose self-certified one page summarized & audited balance sheet and one page of summarized Profit & Loss Account for last 3 financial years collectively)	F.Y. 2024-25: F.Y. 2023-24: F.Y. 2022-23:
13	Whether IT returns of last 3 (three) Financial Years filed (Enclose certified copies of relevant documents)	(Please enclose certified copies of the IT Returns of FYs 2022-23, 2023-24 & 2024-25)
14	Details of Similar Works executed & completed during last 7 (seven) years as on 31.07.2025 (Enclose certified copies of Work Completion Certificates)	(Please fill up & enclose Annexure – I and enclose copies of Work Order & Work Completion Certificates)
15	Details of Similar Works in hand	(Please fill up & enclose Annexure – II)
16	Performance Report of at least 3 (three) works (Please attach certified copies of Performance Report of at least 3 (three) works referred to in Annexure – I)	1. 2. 3. (Please attach Performance Reports duly filled-in & signed by the Competent Authority of Client (s) as per Annexure – III)
17	Any other relevant information	1. 2. 3. (Please fill and attach as Annexure – IV)



18	Name, Address, Email and Contact Nos. of at least 3 (three) persons who are in position and competent to report about the quality and performance of your Firm <i>(These persons should have been associated with any three completed similar works mentioned in Annexure – I.)</i>	1. 2. 3.
19	Details along with Status of all disputes (including Litigation, Arbitration, Mediation, etc.) pertaining to similar contracts between the Firm and Clients, if any, during the last 7 (seven) years, i.e., from 01.04.2018 till 31.07.2025	<i>(Please use additional sheet, if required)</i>
20	Details of all de-listing / debarring / black-listing / de-paneling, etc., of the Firm by any Organization / Client during the last 7 (seven) years, i.e., from 01.04.2018 till 31.07.2025	
21	Details (Name, Designation, PF No.) of Near Relatives working in State Bank of India <i>(Definition of Near Relatives: Father, Mother, Spouse, Brother, Sister, Paternal &amp; Maternal Uncles &amp; Aunts, and, In-Laws, etc.)</i>	
22	Taxpayer Identification Number (TIN) <i>(Enclose certified copies of relevant documents)</i>	
23	Electrical Contractor License <i>(Enclose certified copies of relevant documents)</i>	

**Note:** All Enclosures must be self-certified by Authorised Signatory.

#### ACKNOWLEDGEMENT

1. I / We have read and understood all the contents of these Application Documents and are acceptable to us. I / We also certify that my / our firm fulfils the ELIGIBILITY CRITERIA for this work.
2. I / We hereby confirm and certify that the information given above are correct and true and the Annexures / Enclosures etc. enclosed herewith are genuine.
3. I / We are authorized to sign and submit the Application Documents for prequalification.
4. I / We understand and agree that if at any stage it is found / noticed by the Bank that any information provided by us is untrue / incorrect, partly or fully and / or concealed in these Application Documents and / or also in case of receipt of any adverse / unsatisfactory report from previous or present clients / bankers, the Bank may, at its own discretion, reject application at any stage and / or may de-list us from PQ / Empanelment List and / or may take any other appropriate action.
5. I / We also understand and agree that partly / wrongly filled application and / or applications not on prescribed proforma and / or applications not accompanying relevant Documents / Enclosures

/ Annexures and Application Documents not signed by the Authorized Signatory and / or received after the due date and time are liable to be summarily rejected by the Bank at its own discretion.

6. I / We understand and agree that this is merely an application/ and does not entitle us to be necessarily prequalified by the Bank and / or invite us for participating in tender process and Bank reserves the right to reject all and / or any application without assigning any reason thereof.

\_\_\_\_\_  
(Signature of Authorized Signatory)

(Seal of the Firm)

Name: .....

Designation in Firm: .....

Place: .....

Date: .....

*(Please ensure to enclose all annexures / enclosures / relevant documents, etc., with application documents before submitting.)*

**Scanned copy, duly filled up and signed by the authorized signatory with seal of the firm, is to be uploaded at the time of submission of bid.**

**ANNEXURE – I : COMPLETED WORKS****DETAILS OF ELIGIBLE SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING ON 31.07.2025**

Important Note: Please mention all amounts excluding GST. Attach separate sheets if required.

Sl. No.	Particulars	Similar Work – 1	Similar Work – 2
1	Name of Work / Project		
2	Site Address		
3	Name of Client / Organization		
4	Address of Officer / Engineer-in-Charge from the Client to whom reference can be made		
(i)	Name		
(ii)	Designation		
(iii)	Contact No.		
(iv)	e-Mail ID		
5 (a)	Estimated Cost as per Tender floated / issued		
5 (b)	Contract Cost		
6	Completion Cost		
7	Completion Cost of Civil, Interior & Furnishing, Electrical & HVAC Works		
8 (a)	Date of Start of Work as per Contract / Work Order		
8 (b)	Actual Date of Start of Work		
9 (a)	Scheduled date of Completion of work as per Contract		
9 (b)	Actual Date of Completion of Work		
10 (a)	Stipulated Period of Completion as per Contract (in Months)		
10 (b)	Actual Time taken in Completion (in Months)		
11	Number of Approved / Authorized Extension granted by Client		
12	Reasons of Delay		
13	Penalty / LD Amount		
14	Details of Dispute / Litigation, if any		
15	Any other relevant information, if the applicant wants to furnish		

**Note:** Photographs of the completed works in A4 size paper and photocopies of all self-attested documentary evidences are to be enclosed.

**Scanned copy, duly filled up and signed by the authorized signatory with seal of the firm, is to be uploaded at the time of submission of bid.**

**ANNEXURE – II : WORKS IN HAND****DETAILS OF ELIGIBLE SIMILAR WORKS IN HAND DURING THE LAST SEVEN YEARS ENDING ON 31.07.2025**

Important Note: Please mention all amounts excluding GST. Attach separate sheets if required.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Similar Work – 1</b>	<b>Similar Work – 2</b>
1	Name of Work / Project		
2	Site Address		
3	Name of Client / Organization		
4	Address of Officer / Engineer-in-Charge from the Client to whom reference can be made		
(i)	Name		
(ii)	Designation		
(iii)	Contact No.		
(iv)	e-Mail ID		
5 (a)	Estimated Cost as per Tender floated / issued		
5 (b)	Contract Cost		
6	Date of Start of Work at Site		
7	Present Status of Work / Progress at Site		
8	Any other relevant information, if the applicant wants to furnish		

**Note:** Photographs of the ongoing works in A4 size paper and photocopies of all self-attested documentary evidences are to be enclosed.

**ANNEXURE – III : PERFORMANCE REPORT OF COMPLETED WORKS****PERFORMANCE REPORT OF ELIGIBLE SIMILAR WORKS COMPLETED  
DURING THE LAST SEVEN YEARS ENDING ON 31.07.2025**Important Note: Please mention all amounts excluding GST. Attach separate sheets if required.

Sl. No.	Particulars	Details
1	Name of Work / Project	
2	Location	
3	Estimated Cost	
4	Tendered Cost	
5	Actual Completion Cost	
6	Date of Start of Work at Site	
7 (a)	Stipulated Date of Completion	
7 (b)	Actual Date of Completion	
8	Any Liquidated Damages / Penalty / Levy decided, if Yes, Amount	Yes / No Amount:
9	Performance Report	Outstanding / Very Good / Good / Average / Poor
(i)	Quality of Work	Outstanding / Very Good / Good / Average / Poor
(ii)	Timely Execution	Outstanding / Very Good / Good / Average / Poor
(iii)	Integrity as regard to Working	Outstanding / Very Good / Good / Average / Poor
(iv)	Ease in settling Extra Items	Outstanding / Very Good / Good / Average / Poor
(v)	Resourcefulness	Outstanding / Very Good / Good / Average / Poor
(vi)	Technical Proficiency	Outstanding / Very Good / Good / Average / Poor
(vii)	Litigation	
(viii)	General Behaviour / Conduct	
10	Additional Information / Remarks	

\_\_\_\_\_  
 Signature of Officer / Engineer-in-Charge  
 (not below Executive Engineer or equivalent)

(Seal of the Officer)

Designation:

Date:

**ANNEXURE – IV : OTHER RELEVANT INFORMATION**

<b>Details of Technical Staff with the Firm / Contractor</b>				
A	Name of Manager / Engineer / Supervisor	Qualification	With Firm for how many years	Total Experience in Years
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Details of own Equipment, etc., with the Firm / Contractor</b>				
B	Name of Equipment	Unit (No. / Sqm, etc.)	Quantity	Specification / Quality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Note:** Attach separate sheets if required.

**FORM – A : FINANCIAL INFORMATION**

**I. Financial Analysis:** Details are to be furnished duly supported by figures in balance sheet / profit & loss account for the last 5 (five) years duly certified and audited by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached):

(Amounts: Rupees in Lakhs)

Sl. No.	Particulars	Financial Year				
		2020-21	2021-22	2022-23	2023-24	2024-25
(i)	Gross Annual Turnover on similar works					
(ii)	Profit & Loss (standalone financial statement and consolidated financial statement both).					

**II. Financial Arrangements** for carrying out the proposed work:

\_\_\_\_\_  
Signature of Chartered Accountant with Seal

\_\_\_\_\_  
Signature of Bidder (s)

Place:

Date:

**Scanned copy, duly filled up and signed by the authorized signatory with seal of the firm, is to be uploaded at the time of submission of bid.**

**FORM – B****FORM OF BANKERS' / SOLVENCY CERTIFICATE OF RECENT DATE, i.e., NOT OLDER THAN 01.05.2025, ISSUED BY A SCHEDULED COMMERCIAL BANK**

To,

**The Assistant General Manager (Admin.)**

State Bank Institute of Leadership (SBIL), Kolkata,

Plot No. II F/2, Street No. 329,

Action Area III, Newtown, Rajarhat,

Kolkata – 700 160, West Bengal.

No.:

Date:

**SOLVENCY CERTIFICATE**

This is to certify that, to the best of our knowledge and information, M/s. ....  
 ..... / Sri.....  
 ....., a customer of our bank, has been maintaining Savings Bank  
 / Current Account bearing number .....  
 with our .....  
 Branch, since ..... (Month and Year). We understand from the customer that the  
 certificate is for the purpose of Tender with your organisation. We further certify that M/s / Shri /  
 Smt. .... is solvent to the extent of INR .....  
 ..... (Rupees ..... only).

This certificate issued by the Bank on the specific request of the customer and should be regarded as  
 without any guarantee or liability, financial or otherwise, on the part of the Bank or its officials.

(Signature)

For the Bank

**Note:**

1. Bankers 'certificate should be original on the letter head of the Issuing Bank duly sealed in cover and addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**Scanned copy, duly issued by a scheduled commercial bank after 01.05.2025, is to be uploaded at the time of submission of bid.**



**FORM – C**

To,

**The Assistant General Manager (Admin.)**

State Bank Institute of Leadership (SBIL), Kolkata,

Plot No. II F/2, Street No. 329,

Action Area III, Newtown, Rajarhat,

Kolkata – 700 160, West Bengal.

**CERTIFICATE OF CHARTERED ACCOUNTANT (CA)**

**Subject:** Submission of bids for Civil / Strl., Sanitary & Plumbing, Interior Decoration & Moveable Furniture, Electrical Installation and HVAC Works for the Proposed Creation of Convention Centre at 6<sup>th</sup> Floor of Ashoka Bhavan (Admin. Bldg.) at State Bank Institute of Leadership (SBIL), Kolkata, West Bengal.

Sir,

Having examined details given in press Notice and bid document for the above work, I/we hereby submit the relevant information:

“It is to certify that as per the audited balance sheet and profit & loss account during the financial year \_\_\_\_\_, the Net-worth of M/s. \_\_\_\_\_ (Name & Registered address of the individual / firm / company), as on 31<sup>st</sup> March 2025 is Rs. \_\_\_\_\_ after considering all liabilities. It is further certified that the Net-worth of the company has not eroded by more than 30% in the last three year ending on 31<sup>st</sup> March 2025.”

(Signature of the Chartered Accountant)

Name of the Chartered Accountant

Membership No. of ICAI

Date &amp; Seal

**Scanned copy, duly filled up and signed by the Chartered Accountant with Membership No. of ICAI & seal, is to be uploaded at the time of submission of bid.**

**FORM – D**

**PROFORMA OF AFFIDAVIT FOR EXECUTION OF SIMILAR WORKS**

I / We undertake and confirm that eligible similar works (s) has / have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I / we shall be debarred for bidding in State Bank of India in future forever. Also, if such a violation comes to the notice of State Bank of India before date of start of work, the Bank shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

**(Scanned copy to be uploaded at the time of submission of bid)**

**Note:** Affidavit is to be furnished on a Non-Judicial stamp paper worth ₹100/-.

Signature of Bidder(s) or an authorized signatory

Officer of the firm with stamp

Signature of Notary with Seal

**FORM – E**

**PROFORMA OF AFFIDAVIT FOR NON-BLACK LISTING**

I / we undertake and confirm that our firm/partnership firm has not been blacklisted by any State / Central Departments / PSUs / Autonomous bodies during the last 7 years of its operations. Further that, if such information comes to the notice of the State Bank of India, then I / we shall be debarred for bidding in State Bank of India in future forever. Also, if such an information comes to the notice of State Bank of India on any day before date of start of work, the Bank shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

**(Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)**

**NOTE:** Affidavit is to be furnished on a Non-Judicial stamp paper worth ₹100/-.

Signature of Bidder(s) or an authorized signatory

Officer of the firm with stamp

Signature of Notary with seal

**LETTER – 1 : LETTER OF TRANSMITTAL****INFORMATION REGARDING ELIGIBILITY**

From:

.....

.....

.....

To,

**The Assistant General Manager (Admin.)**

State Bank Institute of Leadership (SBIL), Kolkata,

Plot No. II F/2, Street No. 329,

Action Area III, Newtown, Rajarhat,

Kolkata – 700 160, West Bengal.

**Subject:** Submission of bids for Civil / Strl., Sanitary & Plumbing, Interior Decoration & Moveable Furniture, Electrical Installation and HVAC Works for the Proposed Creation of Convention Centre at 6<sup>th</sup> Floor of Ashoka Bhavan (Admin. Bldg.) at State Bank Institute of Leadership (SBIL), Kolkata, West Bengal.

Sir,

Having examined details given in press Notice and bid document for the above work, I / we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I / we submit the requisite certified Banker's certificate and authorize the Assistant General Manager (Admin.) to approach the Bank issuing the Banker's certificate to confirm the correctness thereof. I / We also authorize Assistant General Manager (Admin.) to approach individuals, employers, firms and corporation to verify our competence, work experience, and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

<b>Name of Work</b>	<b>Certificate from</b>

**Certificate:**

It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me / us found to be incorrect.

Enclosures:

Date of submission:

Seal & Signature of bidder (s)

**Scanned copy, duly filled up and signed by the authorized signatory with seal of the firm, is to be uploaded at the time of submission of bid.**

**LETTER – 2 : LETTER OF UNDERTAKING****Date:** ...../...../.....

To,  
**The Assistant General Manager (Admin.)**  
 State Bank Institute of Leadership (SBIL), Kolkata,  
 Plot No. II F/2, Street No. 329,  
 Action Area III, Newtown, Rajarhat,  
 Kolkata – 700 160, West Bengal.

Dear Sir,

Having examined the drawings, specification, design and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I / We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications, design, drawings and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for by, and in all other respects in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

(a)	Description of work	Tender for Civil / Strl., Sanitary & Plumbing, Interior Decoration & Moveable Furniture, Electrical Installation and HVAC Works for the Proposed Creation of Convention Centre at 6th Floor of Ashoka Bhavan (Admin. Bldg.) at State Bank Institute of Leadership (SBIL), Kolkata, West Bengal
(b)	Earnest Money Deposit (EMD)	₹4,50,000/- (Rupees Four Lakh and Fifty Thousand only), calculated @ 1% of the Estimated Amount (No. 6 above), rounded up to nearest thousand rupees, to be drawn in the form of Demand Draft (DD) [valid for a period of 90 (ninety) days from the date of commencement of tendering] in favour of State Bank of India and payable at Kolkata
(c)	Time Allowed for Completion	60 days (including Sundays and Holidays) from the Date of Issue of the Work Order or the Site Handover Date, whichever is later

- Should this tender be accepted, I/we hereby agree to abide by and fulfil the terms and provisions of the said conditions of contract annexed hereto so far as may be applicable or in default thereof to forfeit and pay to SBI, the amount mentioned in the said contract.
- I / We have deposited a sum of ₹4,50,000/- (Rupees Four Lakh and Fifty Thousand only) as Earnest Money with SBI which amount is not to bear any interest. Should I / We fail to execute the Contract when called upon to do so, I / we do hereby agree that this sum shall be forfeited by me / us to SBI.
- I / We have read and understood various clauses of this tender and hereby submit our specific undertaking and concurrence in terms of the relevant clause of “Instructions to Tenderers” / “General Conditions of Contract (GCC)” to Additional Security deposit (ASD) / Additional

Performance Guarantee (APG) shall be applicable if the bid price is below 10% of the estimated cost put to tender. The amount of such ASD / APG shall be the difference between 90% of estimated cost put to tender and the quoted price, as a performance guarantee for due fulfilment of our contractual obligation for the project.

Further, under any circumstances whatsoever, if I / We fail to comply the same including compliance of any such other conditions of tender within the stipulated time. I / We hereby, authorized SBI to cancel my / our tender, to forfeit my EMD / ISD / ASD and to take further necessary action as deemed fit including debarring our firm from participating in SBI future tenders / de-paneling etc.

4. I / We understand that as per terms of this tender, SBI may consider accepting our tender in part or whole or may entrust the various work proposed in phases. We, therefore, undertake that we shall not raise any claim / compensation in the eventuality of Bank deciding to drop any of the work from the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us in phases on our approved percentage and within stipulated time limit without any extra claim for price escalation as also provided for in the clause pertaining to the “Instructions to Tenderers” / “GCC” of this tender.
5. I / We, hereby, undertake that, we will obtain necessary statutory approvals / necessary permission from relevant Govt. / Competent Authority in consultation with Project Architect for carrying-out the captioned project works time-to-time on behalf of the Bank. For the purpose, Bank will reimburse the statutory charges / cost as actual, on production of tax receipts / invoices in original by us.
6. I / We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract / execution / completion period including authorized extended contract period, if any.
7. Our Bankers are:
  - (i)
  - (ii)

Name of the partner of the firm authorized to sign:

Or,

Name of person having Power of Attorney to sign the Contract:

*(Certified true copy of the Power of Attorney should be attached.)*

Yours faithfully,

---

Signature of Contractors

Signature and addresses of Witnesses

(i)

(ii)

**Scanned copy, duly filled up and signed by the authorized signatory with seal of the firm, is to be uploaded at the time of submission of bid.**

➤ **INTEGRITY AGREEMENT:**

**TO BE SIGNED BY THE BIDDER AND SAME SIGNATORY COMPETENT / AUTHORIZED TO SIGN THE RELEVANT CONTRACT WITH STATE BANK OF INDIA**

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at ..... on this ..... day of .....20.....

**BETWEEN**

State bank of India, represented through **Assistant General Manager (Admin.)**, State Bank Institute of Leadership (SBIL), Kolkata, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal (Hereinafter referred as the “**Principal / Owner**”, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

..... (Name and Address of the Individual / firm / Company)  
 ..... through ..... (Hereinafter referred to as the “**Bidder / Contractor**”  
 (Details of duly authorized signatory) and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns).

**PREAMBLE:**

WHEREAS the Principal / Owner has floated the Tender (NIT No. ....)  
 (hereinafter referred to as “**Tender / Bid**”) and intends to award, under laid down organizational procedure, contract for “**C/o .....**” hereinafter referred to as the “**Contract**”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “**Integrity Pact**” or “**Pact**”), the terms and conditions of which shall also be read as integral part and parcel of the Tender / Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witness as under:

**ARTICLE 1: Commitment of the Principal/Owner**

1. The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise



for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidders(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
2. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

## **ARTICLE 2: Commitment of the Bidder(s)/Contractor(s)**

- 1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government/Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - (c) The Bidder(s)/Contractor(s) will not commit any offence under relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details including information contained or transmitted electronically.

- (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and address of foreign agents/representatives, if any. Either the India agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to detriment of the Government interests.**
- 5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

### ARTICLE 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**
- 2. **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or

terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

3. **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **ARTICLE 4: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
3. If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

#### **ARTICLE 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **ARTICLE 6: Independent External Monitors (IEM)**

1. The Principal/Owner may appoint IEM for this Pact as per Central Vigilance Commission orders. Names and Addresses of the IEM shall be given in due course.
2. The task of the IEM shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

3. The IEM shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
4. Both the parties accept that the IEM have the right to access all the documents relating to the project/procurement, including minutes of meetings.
5. As soon as the IEM notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the Principal/Owner.
6. The BIDDER(s) accepts that the IEM has the right to access without restriction to all Project documentation of the Principal/Owner including that provided by the BIDDER. The BIDDER will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The IEM shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.
7. The Principal/Owner will provide to the IEM sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the IEM the option to participate in such meetings.
8. The IEM will submit a written report to the designated Authority of Principal/Owner /Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the Principal/ Owner / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

#### **ARTICLE 7: Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the Principal/ Owner or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

#### **ARTICLE 8: Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor, 60 months (5 years) after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, SBI.

#### **ARTICLE 9: Other Provisions**

1. This Pact is subject to Indian Law, place of performance and jurisdiction is **Kolkata, / location** of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement / Pact or interpretation thereof shall not be subject to arbitration.**

#### ARTICLE 10: LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Bidder/Contractor)

.....  
(For and on behalf of Principal/Owner)

Date:

Place:

WITNESSES:

1. ....  
(Signature, name and address)

2. ....  
(Signature, name and address)

## SECTION – 4: GENERAL CONDITIONS OF CONTRACT

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### 4.1 ASSERTION:

Except where provided for in the description of individual items in the Schedule of Works (SOW) / Bill of Quantities (BOQ) and in the specifications & conditions laid down hereinafter and, in the drawings, the work shall be carried out as per standard specifications and under the direction of SBI / Consultant.

### 4.2 INTERPRETATION:

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

- i) **Client:** The term “*Client*” shall denote **STATE BANK OF INDIA** with the **Corporate Centre** at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai – 400 021, Maharashtra, **State Bank Institute of Leadership (SBIL), Kolkata**, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal, and, **Local Head Office, Kolkata Circle (LHO Kolkata)** at Samriddhi Bhavan, Block B, 1, Strand Road, Kolkata – 700 001, West Bengal, and includes Client’s representatives, successors and assigns.
- ii) **Consultant:** The term “*Consultant*” shall mean the Project Architect, if any, engaged by the Client, or in the event of their ceasing to be the Consultant for the purpose of this contract, such other person (s) as the Client shall nominate for the purpose. In this project, **M/s. Shetgiri & Associates**, having the Office Address at Block No. 1, 1st Floor, “Safalya”, S.K. Bole Road, Dadar (West), Mumbai – 400 028, Maharashtra, has been appointed as the Project Architect.
- iii) **Contractor:** The term “*Contractor*” shall mean the successful bidder in the e-Tendering vide this office **Tender ID SBIL-KOL-2025-09-CC dated 02.09.2025**, and their heirs, legal representatives, assigns and successors.
- iv) **Site:** The “*Site*” shall mean **State Bank Institute of Leadership (SBIL), Kolkata, Ashoka Bhavan (Admin. Bldg.), 6<sup>th</sup> Floor, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal**, where the work is to be executed as per the lay-out plan (s) and drawing (s) including any other building (s) thereat allotted by the Bank / Consultant for the Contractor’s use.
- v) **Site Engineer / Project Management Consultant (PMC):** The “*Site Engineer / Project Management Consultant*” shall be the person / organization appointed by the Bank / Consultant for administration of the proposed work / project.
- vi) **Drawing:** The work is to be carried out in accordance with the drawings, specifications, the schedule of quantities and any further drawings or any other instruction, which may be given by the Bank / Consultant, during the execution of the work.

All drawings relating to work given to the Contractor together with a copy of schedule of quantities are to be kept at site and the Bank / Consultant shall be given access to such drawings or schedule of

quantities whenever necessary. Detail fabrication drawings where required are to be prepared by the Contractor and have these approved by the Consultant before taking up execution. The Contractor shall ask in writing for all clarifications on matters occurring anywhere in drawings, specifications and schedule of quantities or to additional instructions at least 15 days ahead from the time when it is required for implementation so that the Bank / Consultant may be able to give decision thereon.

★ “*The Work*” shall mean the work to be executed or done under this contract.

★ “*Act of Insolvency*” shall mean any act as defined by the Presidency Town Insolvency Act, 1909, or, in the Provincial Insolvency Act, 1920 (enactments) or any amending statutes.

★ “*Schedule of Works*” shall mean the schedule of quantities (BOQ), forming part of the contract.

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

**4.3 SCOPE OF WORKS:** The scope of work consists of the following at the Site in accordance with the Drawings and Schedule of Works –

- ❖ **Civil / Strl., Sanitary & Plumbing Works**
- ❖ **Interior Decoration & Moveable Furniture Works**
- ❖ **Electrical Installation Works**
- ❖ **Heating, Ventilation & Air-Conditioning (HVAC) Works.**

It includes providing all materials, labour, tools & tackles, equipment and management necessary for and incidental to the execution, construction and completion of the work in conformity with the designs, drawings, specifications, bill of quantities, etc. Should any detail, essential for efficient completion of the work, be omitted from the drawings / specification, it shall be the responsibility of the Contractor to inform the Bank / Consultant and to furnish and install such detail with Bank’s / Consultant’s concurrence, so that upon completion of the proposed work the same becomes acceptable.

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

- (a) Variation or modification of the design, quality or quantity of work or the addition or omission or substitution of any work
- (b) Any discrepancy in the drawing or between the schedule of quantities and / or drawing and / or specification
- (c) Removal of any defective material brought thereon by the Contractor from the site and the substitution of any other material thereof
- (d) Demolition, removal and re-execution of any work already executed by the Contractor

- (e) Dismissal of any person from the work employed thereupon
- (f) Opening up for inspection of any work covered up
- (g) Rectification and making good of any defects under clauses hereinafter mentioned and those arising during the Defect Liability Period.

The Contractor shall forthwith comply with and duly execute any work comprised in such Bank's / Consultant's instruction provided always that verbal instruction, directions and explanations given to the Contractor or his representative upon the work by the Bank / Consultant shall, if involving a variation, be confirmed in writing to the Contractors within seven days. No work, for which rates are not specifically mentioned in the priced schedule of quantities, shall be taken up without written permission of the Bank / Consultant. Rates of items not mentioned in the priced schedule of quantities shall be fixed by the Bank in consultation with the Consultant as provided in Clause "*Variation*".

#### **4.4 DETAILED DRAWINGS AND INSTRUCTIONS:**

The Bank, through its Consultant, shall furnish with reasonable promptness additional instruction by means of drawings or otherwise necessary for proper execution of the work. All such drawings and instructions shall be consistent with contract documents, true documents thereof and reasonably inferable therefrom. The work shall be executed in conformity therewith and the Contractor shall not work without proper drawings and instructions. Immediately after receipt of the work order of the contract, the Contractor shall prepare a progress schedule and submit the same to the Bank through the Consultant for approval which shall indicate the dates for the starting and completion of the various stages of constructions.

#### **4.5 COPIES FURNISHED:**

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

#### **4.6 OWNERSHIP OF DRAWING:**

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

#### **4.7 FAILURE BY CONTRACTORS TO COMPLY WITH INSTRUCTIONS OF THE BANK / CONSULTANT:**

If the Contractor, after receipt of written notice from the Bank or the Consultant requiring compliance of any instructions within 10 (ten) days, fails to comply with such instructions, the Bank, through the Consultant, may employ other person (s) to carry out any such instructions whatsoever that may be necessary to give effect thereto and pay all cost in connection therewith. The Contractor shall either



pay the Bank the cost incurred by the Bank in connection therewith or the Bank may release the cost from any money due or to become due to the Contractor.

**❑ Owner's Right to Terminate the Contract:**

If the Contractor, being an individual or a firm, commit any act of "Insolvency", or, shall be adjusted an insolvent, or, being an incorporated company, has an order for compulsory winding up voluntarily or subject to the supervision of Govt. and of the Official Assignee of the Liquidator in such acts of insolvency or winding up, and becomes unable within 7 days after notice to him to do so to show to the reasonable satisfaction of the Bank / Consultant that he is able to carry out and fulfil the contract and to give security therefore if so required by the Bank / Consultant, *OR*,

If the Contractor, whether an individual firm or incorporated company, shall suffer execution to be issued or shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the Contractor, *OR*,

If the Contractor shall assign or sublet his contract without the Bank's consent in writing through the Consultant or shall charge or encumber this contract or any payment due to which may become due to the Contractor thereunder:

↳ has abandoned the contract, *OR*,

↳ has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the works for 15 days after receiving from SBI through the Architect / Consultant written notice to proceed, *OR*,

↳ has failed to proceed with the works with such diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or has failed to remove the materials from the site or to pull down and replace work within seven days after written notice from the Bank through the Consultant that the said materials were condemned and rejected by the Consultant under these conditions, *OR*,

↳ has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor to observe or perform the same or has to the detriment of good workmanship or in defiance of the instructions of the Bank / Consultant to the contrary subject any part of the contract,

THEN, and in any of the said cases, the Bank or the Consultant, may not withstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the contract, but without thereby affecting the powers of the Bank / Consultant or the obligation and liabilities of the Contractor, the whole of which shall continue in force as fully as if the contract had not been so determined and as if the works subsequently had been executed by or on behalf of the Contractor.

AND, further the Bank, through the Consultant, their agents or employees, may enter upon and take possession of the work and all plants, tools, scaffoldings, materials, sheds, machineries lying upon the premises or on the adjoining lands or roads, use the same by means of their own employees or workmen in carrying on and completing the work or by engaging any other contractor (s) or persons

to complete the work, and, the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other contractor or persons employed for completing and finishing or using the materials and plant for the works.

When the works shall be completed or as soon thereafter as convenient, the Bank / Consultant shall give a notice in writing to the Contractor to remove his surplus materials and plants. Should the Contractor fail to do so within 15 days after receipt thereof by him, the Bank shall sell the same by public auction after due publication and adjust the amount realized by such auction. The Contractor shall have no right to question any of the act of the Bank incidental to the same of the materials, etc.

#### 4.8 VISIT TO THE SITE:

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

#### 4.9 TENDERS:

The entire tendering process will be conducted on an electronic platform through **M/s. Antares Systems Limited**, the Bank's authorized e-Procurement Agency. The Bank reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders for each section or to split up and distribute any item of work to any firm (s) without assigning any reason. The tenderers should note that the tender is strictly on the **Percentage-rate basis** and their attention is drawn to the fact that the percentage offered will be imposed on / applicable for each & every item and is to be quoted on the basis of the Bank's approved specification, which are workable and self-supporting, considering present standard practice for such works. ***If called upon by the Bank, justification of the percentage offered by the Contractor shall have to be submitted. The Bank shall not be bound to accept the said justification.***

The work will be paid for as “*measured work*” on the basis of actual work done and not as “*lump sum*” contract, unless mentioned otherwise. All items of work described in the schedule of quantities are to be deemed and paid as complete work in all respects and details including preparatory and finishing work involved, directly related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection.

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

### ❑ **Validity of Tender:**

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

### ❑ **Important Note:**

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

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

In case all the lowest contractors, who have quoted same percentage-rate (above / below / at par), refuse to participate in online revised bidding process for the project, appropriate actions as deemed fit by the Bank may be initiated against them and the tenders shall be re-invited for the project.

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

### ❑ **Additional Security Deposit (ASD) / Additional Performance Guarantee (APG):**

If the percentage offered above / below / at par by the successful bidder is found to be below **10%** of the estimated amount put to tender, the Bank may, at its sole discretion, advise the contractor to submit **Additional Security Deposit / Additional Performance Guarantee** for **the differential amount between 90% of the Estimated Amount (E) put to tender and their Quoted Amount (Q), i.e.,  $E \times 90\% - Q = ASD / APG$**  (rounded up to the nearest thousand rupees), which may be submitted in the form of either Demand Draft (DD), drawn in favour of State Bank of India and payable at Kolkata, or, Bank Guarantee, duly obtained from any nationalized bank other than State Bank of India, as per prescribed format that shall be provided at the material time.

ASD / APG shall be liable for verification, validation & sanctity and may be refunded back in case of DD, or, returned in case of BG on claim by the contractor **after the virtual completion of the works and issuance of Virtual Completion Certificate (VCC) by the Bank. The Bank shall not be liable to pay any interest against the deposited ASD / APG.** Nevertheless, ASD / APG shall be

liable for forfeiture without assigning any reason whatsoever to the contractor, if any or some or all of the delinquencies under **Clause 4.59** would be imposed.

#### 4.10 TENDER DOCUMENTS:

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

##### ☐ Important Note:

★ Tender documents are not transferable.

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

- ① Price Bid
- ② GCC of Contract
- ③ Instructions to Tenderers
- ④ Drawings
- ⑤ SCC of Contract
- ⑥ Technical specification.

#### 4.11 AGREEMENT:

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

#### 4.12 PERMITS AND LICENSES:

Permits and licenses for release of materials, which are under Government control, shall be arranged by the Contractor on behalf of the Bank. The Bank will sign any form or application that may be necessary for the purpose. It may be clearly understood that no compensation or additional charges can be claimed by the Contractor for non-receipt of any such controlled material in due time. The Contractor will, however, be eligible to a proportionate extension of time on this account, which, in the opinion of the Bank / Consultant, is reasonable. The Contractor shall, at his own cost, arrange for storage shed adequate for taking delivery and storing of the materials including any incidental cost for obtaining permits and licenses, etc. The costs for storing, transporting, handling, etc., are to be included by the Contractor in his quoted offer.

**4.13 GOVERNMENT AND LOCAL RULES:**

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

**4.14 COVID-19 PANDEMIC – PRECAUTIONS & MEASURES OF PREVENTION:**

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

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

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

**4.15 TAXES AND DUTIES:**

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

**4.16 WATER & ELECTRICITY:**

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

- Water used by the Contractor shall be fit for construction purposes to the satisfaction of the Bank or the Consultant.
- The Contractor shall make alternative arrangements for the supply of water if the arrangement made by the Contractor for procurement of water in the opinion of the Bank or the Consultant is unsatisfactory.

- The Contractor shall construct temporary well / tube well in SBI land for taking water for construction purposes only after obtaining permission in writing from the Bank. The Contractor has to make his own arrangement for drawing and distributing the water at his own cost. He has to make necessary arrangements. To avoid any accidents or damages caused due to construction and subsequent maintenance of the wells. He has to obtain necessary approvals from local authorities, if required, at his own cost. He shall restore the ground to its original condition after wells are dismantled on completion of work or hand over the well to SBI without any compensation as directed by the Bank or the Consultant.
- The Contractor shall make his own arrangements for **power and supply / distribution system** for driving plant or machinery for the work and for lighting purposes at his own cost. The cost of running and maintenance of the plants are to include in his tender prices. He shall pay all fees and hold the owner free from all such costs. He has to obtain necessary approval from the appropriate authorities, if required.

#### **4.17 PROVISIONAL SUMS (P. S.):**

All provisional sum described in the schedule of quantities as P.S. shall be exclusively allotted to the purchase of materials and not for any handling / fixing to be done by the Contractor, unless stated otherwise. Such costs of handling and fixing with profit (including transport charge if required) shall be separately included in the contract price as described in the schedule of quantities. The disposal of the amounts covered under this head will be absolutely at the discretion of the Bank. Contractor is to make payments for these materials to the suppliers on certificate or orders issued by the Bank / Consultant and realize the payment from the Bank thus made through his bills for work done. However, the Bank may allot any extra job pertaining to the works as deemed fit for smooth and better completion, which can be assessed within P.S. In those events, the contractor shall have to justify their claims against the works done.

#### **4.18 QUANTITY OF WORK TO BE EXECUTED:**

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

#### **❑ Other Persons Engaged by the Bank:**

The Bank reserves the right to execute any part of the work included in this contract or any work which is not included in this contract by other Agency or persons and the Contractor shall allow all reasonable facilities and use of any scaffolding etc. for the execution of such work. All the agencies

employed by the Bank on the work shall act in close co-ordination extend mutual assistance to enable completion of the work satisfactorily.

#### 4.19 EMD AND SECURITY DEPOSIT / RETENTION MONEY:

The intending tenderers will have to upload the scanned copy of **the Demand Draft (DD) as Earnest Money Deposit (EMD)** for the amount of **₹4,50,000/- (Rupees Four Lakh and Fifty Thousand only)**, calculated @ 1% of the Estimated Amount, rounded up to nearest thousand rupees, to be drawn in favour of State Bank of India and payable at Kolkata. EMD of unsuccessful bidders will be returned after opening of Online Price Bid on written claim.

The successful tenderer, to whom the contract is awarded, shall have to deposit **an amount @ 2% of the Accepted Contract Price (Work Order Value)**, *rounded up to the nearest thousand rupees*, as **Initial Security Deposit (ISD)**, which may be submitted in the form of Demand Draft (DD), valid for a period of 90 days from the date of issue of work order to the successful tenderer, drawn in favour of State Bank of India, payable at Kolkata. EMD will be returned to the successful bidder on receipt of ISD. The Initial Security Deposit will have to be made within 14 days from the date of acceptance of tender, failing which, the Bank, at its discretion, may revoke the Letter of Intent / Acceptance and take any action as deemed fit against the contractor without making further reference.

Apart from the ISD as above, **Performance Security Amount, i.e., Total Security Deposit (TSD) in the form of Retention Money (RM)** shall be deducted from progressive running bills @ 10% of the gross value of work done by the Contractor and claimed in each bill, provided, **the Total Security Deposit (TSD) shall not exceed 5% of the Accepted Contract Price (Work Order Value).** The retention money will not be deducted if adequate Bank Guarantee from a Nationalized Bank other than SBI is submitted by the contractor. An amount @ 50% of the TSD will be refunded to the contractor, subject to the issue of virtual completion certificate by the Bank / Consultant and contractor removing his materials, equipment, labour force, temporary shed / stores, etc., from the site. The balance 50% will be refunded to the contractor 30 (Thirty) days after the expiry of **Defect Liability Period (DLP), i.e., 12 (twelve) months from the date of completion of work**, provided he has satisfactorily carried out all the works, submitted all documents contractually called for and attended to all defects during DLP in accordance with the conditions of contract. ***The Bank is not liable to pay any interest on the Performance Security Amount / Retention Money.***

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

#### 4.20 CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:

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

Contractor for hired ground or fresh water obtained from elsewhere. The rates against individual items will be inclusive of everything necessary to complete the said items of work within the contemplation of the contract, and beyond the unit price no extra payment will be allowed for incidental or contingent work, labour and / or materials inclusive of all taxes and duties whatsoever except for specific items, if any stipulated in the tender documents. The Contractor shall supply, fix and maintain at his own cost for the execution of any work, all tools, tackles, machineries and equipment's and all the necessary centering, scaffolding, staging, planking, timbering, strutting, shoring, pumping, fencing, boarding, watching and lighting by night as well as by day required not only for the proper execution and protection of the said work but also for the protection of the public and safety of any adjacent roads, streets, walls, houses, buildings, all other erections, matters and things and the Contractor shall take down and remove any or all such centering, scaffolding planking, timbering, strutting, shoring, etc., on occasions as required or when ordered so to do and shall fully reinstate and make good all matters and things disturbed during the execution of work to the satisfaction of the Bank / Consultant. The Contractor, if required, shall also provide such road on site as may be necessary for the proper performance of the contract and for his own convenience but not otherwise. Upon completion, such road shall be broken up and levelled where so required unless the Bank shall otherwise direct. The Contractor shall at all times give access to workers employed by the Bank or any men employed on the building and to provide such parties with proper, sufficient and if required, special scaffolding, hoists and ladders and provide them with water and lighting and leave or make any holes, grooves, etc., in any work, where directed by the Bank / Consultant as may be required to enable such workman to lay or fix pipes, Air-conditioning wiring, special fittings, etc. The quoted Item-rates of the tenderers shall accordingly include all these above-mentioned contingent works.

#### 4.21 TIME OF COMPLETION / EXTENSION OF TIME AND PROGRESS CHARTS:

##### ☐ Time of Completion:

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

##### ☐ Extension of Time:

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

- ↳ delayed handing over of site
- ↳ by reason of any exceptionally inclement weather
- ↳ by reason of instructions from the Bank / Consultant in consequence of proceedings taken or threatened by or disputes, with adjoining or neighbouring owners



↳ by the work, or delay of other Contractors or tradesmen engaged or nominated by the Bank / Consultant and not referred to in the specification

↳ by reason of authorized extra and additions

↳ by reason of any combination of workman or strikes or lockout affecting any of the building trades

↳ from other causes which the Bank / Consultant may consider are beyond the control of the Contractor,

THEN, the Bank / Consultant, at the completion of the time allowed for the contract, shall make fair and reasonable extension of time **(Proforma – IX)** for completion in respect therefor. In case of such strikes or lock-outs, as are referred to above, the Contractor shall immediately give the Bank / Consultant written notice thereof **(Proforma – VII)**. Nevertheless, the Contractor shall use his best endeavours to prevent delay and shall do all that as may be reasonably required, to the satisfaction of the Bank / Consultant to proceed with the work and on his so doing it will be ground of consideration by the Bank / Consultant for an extension of time as above provided. The decision of the Bank as to the period to be allowed for an extension of time for completion hereunder shall be promulgated at the conclusion of such strike or lock-out and the Bank shall then, in the event of extension being granted, determine and declare the final completion date, which decision shall be final and binding on the Contractor. The provision in **Clause 4.22** with respect to payment of liquidated damages shall, in such case be read and construed as if the extended date fixed by the Bank / Consultant were substituted for and the damage shall be deducted accordingly.

#### ☐ **Progress of work / work programme:**

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

#### **4.22 LIQUIDATED DAMAGES (LD CLAUSE):**

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

#### ☐ **Addendum to Liquidated Damages Clause:**

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

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

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

Any delay beyond this, the Bank shall be free to terminate the contract and get the work done from an alternate source at the risk of the Contractor, besides invoking Bid Security Declaration. The decision of the Bank as to the period of delay on the part of the Contractor and the quantum of compensation for such delay shall be final and binding on the Contractor. If the Contractor is unavoidably hindered in carrying out the work on account of delayed decision or the approval by the Bank, which are necessary to carry out further work, he shall be allowed suitable extension of time by concerned authority of the Project, whose decision shall be final and binding on the Contractor.

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

#### **4.23 ACTION WHEN WHOLE OF SECURITY DEPOSIT IS FORFEITED:**

In any case, in which under any clause or clauses of this contract, the Contractor shall have rendered himself liable to pay liquidated damages amounting to the whole of his security deposit (whether paid in one sum or deducted by installments), the Bank / Consultant shall have power to adopt any of the following courses as they may deem best suited to the interest of the Bank:

- To rescind the contract (of which rescission notice in writing to the Contractor under hand of the Bank shall be conclusive evidence) and in which case the security deposit of the Contractor shall stand forfeited and be absolutely at the disposal of the Bank;
- To employ labour paid by the Bank and supply materials to carry out the work, or any part of the work, debiting the Contractor with the cost of the labour and price of material (of the amount of which cost and price of a certificate of the Consultant shall be final and conclusive against the Contractor) and crediting him with the value of the work done, in all respects in the same manner and at the same rates as if had been carried out by the Contractor under the terms of this contract. The certificate of the Consultant as to the value of the work done shall be final and conclusive against the Contractor;
- To measure up the work of the Contractor, and to take such part thereof as shall be unexecuted, out of his hands, and to give it to another Contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original Contractor, if the whole work had been executed by him (of the amount of which excess the certificates in writing of the Consultants shall be final and conclusive) shall be binding and paid by the original Contractor and may be deducted from any money due to him by the Bank under

the contract or otherwise or from his security deposit or the proceeds of sale thereof, or a sufficient part thereof.

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

#### **4.24 TOOLS, STORAGE OF MATERIALS, PROTECTIVE WORKS AND SITE OFFICE REQUIREMENTS:**

The Contractor shall provide, fix up and maintain proper office accommodation at an approved position for the Contractor's representatives and staff, which offices shall be open at all reasonable hours to receive instruction notices or communications and clear away on completion of the work and make good all work disturbed. All drawings maintained at the site are to be carefully mounted on boards of appropriate size. They are to be protected from ravages of termites, ants and other insects. The Contractor, if called for, shall provide at his own cost all artificial light required for work and to enable other contractors and sub-contractors to complete the work within the specified time. The Contractor, if called for, shall provide a suitable temporary hut for the watchmen and clear away the same when no longer required and to provide all necessary attendance, lights, etc., required. The Contractor, if called for, shall arrange for temporary latrines for the use of workers and field staff and keep the same in a clean and sanitary condition to the satisfaction of the Public Health Authorities and shall cause such latrines and soil to be cleared away whenever necessary and shall make good all the work disturbed by these conveniences.

Every precaution shall be taken by the Contractor to prevent the breeding of mosquitoes on the work during the construction and all receptacles, cisterns, water tanks, etc., used for storage of water must be suitably protected against, breeding of mosquitoes.

The Contractor shall indemnify the Bank against any breach of rules in respect of anti-malarial measures. The Contractor shall not fix or place any placards or advertisement of any description or permit the same to be fixed or placed in or upon any boarding gantry, building structure other than those approved by the Bank.

#### **☐ Protective Measures:**

The Contractor from the time of being placed in possession of the site must make suitable arrangements for watching, lighting and protecting the work, the site and surrounding property by day, by night, on Sunday and other holidays. The Contractor shall indemnify the Bank against any possible damage to the building, roads or member of the public in courses of execution of the work. The Contractor shall provide necessary temporary enclosures, gates, entrances, etc., for the protection of the work and materials and for altering and adopting the same as may be required and removing on completion of the work and making good all work disturbed.

**❑ Storage of Materials:**

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

**❑ Tools:**

All tools, equipment's and instruments as instructed by the Bank / Consultant and considered necessary for the work shall be provided by the Contractor for the due performance of this contract. All measuring tapes shall be of steel and suitable scaffolding and ladders that may be required for safely taking measurement shall be supplied by the Contractor. The workmen and the supervisors on the work shall carry with them always a steel tape, a spirit level, a plumb bob and a square and shall check the work to see that the same is being done according to the drawing and specifications. The site Engineer will use any or all measuring instruments or tools belonging to the Contractor as he chooses for checking the work executed or being executed on the contract. The Contractor should cover in his rates for making provisions for all reasonable facilities for the use of his scaffolding, tools and plant, etc., by sub-contractors for their work.

**4.25 NOTICE AND PATENTS OF APPROPRIATE AUTHORITY AND OWNERS:**

The Contractor shall conform to the provisions of any Acts of the Legislature relating to the work and to the Regulations and Bylaws of any authorities, and / or any water, lighting and other companies, and / or authorities with whose system the structures were proposed to have connection and shall before making any variations from the drawings or specification that may be associated to so conform, give the Bank / Consultant written notices specifying the variations proposed to be made and the reasons for making them and apply for instruction thereon. The Bank / Consultant on receipt of such intimation shall give a decision within a reasonable time. The Contractor shall arrange to give all notices required for by the said Acts. Regulations or Bylaws to be given to any authority and to pay to such authority or to any public officer all fees that may be properly chargeable in respect of the work and lodge the receipts with the Bank. The Contractor shall indemnify the Bank against all claims in respect of patent right, royalties, damages to buildings, roads or members of public in course of execution of work and shall defend all action arising from such claims and shall keep the Bank saved harmless and indemnified in all respects from such actions, costs and expenses.

**4.26 SAFETY MEASURES AT SITE, CLEARING AND SETTING OUT WORKS:**

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

and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignment of all parts thereof. If at any time, any error shall appear during the progress of any part of the work, the Contractor shall at his own expenses rectify such error, if called upon to the satisfaction of the Bank / Consultant.

The Contractor shall further set out the work to the alternative positions at the site until one is finally approved and the Item-rate quoted in his tender should include for this and no extra on this account will be entertained.

**☐ Safety Measures at Site:**

- All personnel at site should be provided with Helmets and Safety Boots with some Identification Mark. Visitors also should be provided with Helmets. It should be ensured that these are used properly.
- First Aid Box should be kept at site with all requisite materials.
- No one should be allowed to inspect / work at a height without Safety Belt.
- Suitable scaffolds should be provided for workmen for all Works that cannot safely be done from the ground, or from solid construction except such short period Work as can be done safely from ladders. When a ladder is used an extra Mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well as suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than  $\frac{1}{4}$  to 1 ( $\frac{1}{4}$  horizontal and 1 vertical).
- Scaffolding or staging more than 3.5 meters above the ground or floors, swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached, bolted, braced and otherwise secured at least 1 Meter high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
- Working platforms, Gangways, and Stairways should be so constructed that they do not sag unduly or unequally, and if the height of the platform or the Gangway or the Stairway is more than 3-5 Meters above ground level or floor level they should be closely boarded, should have adequate width and should be suitably fenced, as described.
- Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 1 metre.
- Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 Meters in length while the width between side rails in rung ladder shall in no case be less than 30cms for ladder up to and including Meters in length. For longer ladders this width should be increased at least 6mm for each additional 30 cm. Uniform step spacing shall not exceed 30 cm.

- Adequate precautions shall be taken to prevent danger from electrical equipment. For electrical on line works gloves, rubber mats, and rubber shoes shall be used.
- All trenches 1.2 Meters or more in depth shall at all times be supplied with at least one ladder for each 30 Meters length or fraction thereof. Ladder shall be extended from bottom of the trench to at least 1 Meter above the surface of the ground. The sides of the trenches, which are 1.5 Meters or more in depth shall be stepped back to give suitable slope, or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 Meters of the edge of the trench or half of the depth of the trench whichever is more cuttings shall be done from top to bottom. Under no circumstances undermining or under cutting shall be done.
- Before any demolition work is commenced and also during the process of the work –
  - ✓ All roads and open areas adjacent to the Work Site shall either be closed or suitably protected;
  - ✓ No electrical cable or apparatus which is liable to be a source of danger over a cable or apparatus used by the operator shall remain electrically charged.
  - ✓ All practical steps shall be taken to prevent danger to persons employed from risk or fire or explosion or flooding. No floor, roof or other part of the building shall be so over-loaded with debris or materials as to render it unsafe.
  - ✓ All necessary personal safety equipment as considered adequate by the Site Engineer should be kept available for the use of the persons employed on the Site and maintained in a condition suitable for immediate use; and the Contractor should take adequate steps to ensure proper use of equipment by those concerned.
  - ✓ Workers employed on mixing Asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective goggles.
  - ✓ Those engaged in white washing and mixing or stacking of cement bags or any materials which is injurious to the eyes shall be provided with protective goggles.
  - ✓ Those engaged in welding works shall be provided with Welder's protective eye-shields.
  - ✓ Stone breakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
  - ✓ When workers are employed in sewers and manholes, which are in use, the Contractor shall ensure that the manhole covers are opened and are ventilated at least for an hour before the workers are allowed to get into the manholes and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals and boards to prevent accident to the Public.
- Use of hoisting machines and tackle including their attachments, anchorage and support shall conform to the following standard or conditions –

- ✓ These shall be of good mechanical construction, sound material and adequate strength and free from patent defect and shall be kept in good repairs and in good working order.
- ✓ Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.
- ✓ Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years should be in-charge of any hoisting machine including any scaffold, winch or give signals to the operator.
- ✓ In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or lowering or as means of suspension the safe working load shall be ascertained by adequate means.
- ✓ Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of hoisting machine having a variable safe working load, each safe working load of the conditions under which it is applicable shall be clearly indicated. No part of any machine or of any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
- ✓ Motor, Gearing, Transmission, Electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards, hoisting appliances should be provided with such means as will reduce to the minimum the risk of accidental descent of the load, adequate precautions should be taken to reduce to the minimum the risk of any part of a suspended load becoming accidentally displaced.
- ✓ When workers are employed on electrical installation, which are already energized, insulating mats, wearing apparel such as gloves, sleeves, and boots as may be necessary should be provided. The workers should not wear any rings, watches and carry keys or other materials, which are good conductors of electricity.

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

#### ☐ **Safety Warnings at Site:**

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

#### **4.27 DATUM:**

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

#### **4.28 BENCHES:**

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

#### **4.29 CONTRACTOR TO IMMEDIATELY REMOVE ALL OFFENSIVE MATTERS:**

All soil, filth or other matters of any offensive nature taken out of any trench, sewer, drain, cesspool or other place shall not be deposited on the surface but shall be once be carted away by the Contractor to a safe place as per rules of the appropriate authorities. The Contractor shall keep the foundation and work free from water and shall provide and maintain at his own expenses electrically or other power-driven pumps and other plant to the satisfaction of the Bank for the purpose, until the building is handed over to the Bank.

The Contractor shall arrange for the disposal of the water so accumulated to the satisfaction of the Bank and the local authority and no claims will be entertained afterwards if he does not include in his rates for the purpose.

#### **4.30 ACCESS:**

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

#### **4.31 MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS:**

All the work specified and provided for in the specification or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workman like manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and as represented by the drawings or according to such other additional particulars and instructions as may from time to time be given by the Bank / Consultant during the execution of the work, and to his entire satisfaction. If required by the Bank / Consultant, the Contractor shall have to carry out tests on materials and workmanship in approved materials testing laboratories or as prescribed by Bank / Consultant at his own cost to prove that the materials etc. under test conform to the relevant I.S. standards or as specified in the specification. No extra payment on this account should in any case be entertained. A list of Mandatory Tests is given in Technical Specification which is only indicative and not exhaustive. Any other tests, special or routine, on any material or workmanship, advised to be done by the Bank / Consultant for any reason shall be done by the Contractor for which no additional payment will be made. All the materials, stores & equipment's required for full performance of the work under the contract must be provided through normal channels and must include charge for sales tax, import duties and other



charges as applicable and must be best of their kind available and the Contractor must be entirely responsible for the proper and efficient carrying out of the work. The work must be done in the best workmanship manner. Samples of all materials to be used shall be submitted to the Bank / Consultant and written approval from the Bank / Consultant shall be obtained prior to placement of order. A list of materials of approved make and brand is annexed. Materials mentioned in the said list shall be used. In case materials specified in the list are not available the Contractor/s may use the equivalent product with prior permission from the Bank / Consultant. As regards equivalent product / material the opinion of the Bank / Consultant shall be final and binding on the Contractor. During the inclement weather conditions, the Contractor shall suspend concreting and plastering for such time as the Bank / Consultant may direct and shall protect from injury all work during its course of execution. Any damage (during construction) to any part of the work for any reasons due to rain, storm or neglect of Contractor, shall be rectified by the Contractor in an approved manner at no extra cost. Should the work be suspended by reason of rain, strike, lockouts or any other cause, the Contractor shall take all precaution necessary for the protection of work and at his own expenses shall make good any damage arising from any of these causes. The Contractor shall cover up and protect from damage, from any cause, all new work and supply all temporary doors, protection to windows, and any other requisite protection for the execution of the work whether by himself or special tradesman or sub-contractor and any damage caused must be made good by the Contractor at his own expenses.

#### **4.32 REMOVAL OF IMPROPER WORK:**

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

#### **4.33 SITE ENGINEER / PROJECT MANAGEMENT CONSULTANT (P. M. C.):**

The term "Site Engineer" shall mean the person if, any, appointed and paid by the Bank to superintendent the work. The Contractor shall afford the Site Engineer every facility and assistance for examining the work and materials and for checking and measuring work and materials. The Site Engineer shall have no power to revoke, alter, enlarge or relax any requirements of the Contract or to sanction any day work, additions, alterations, deviations or omission or any extra work whatever, except in so far as such authority may be specially conferred by a written order of the Bank / Consultant. The Site Engineer shall have power to give notice to the Contractor or to his foreman, of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Bank / Consultant is obtained. The work will from time to time be examined by the Consultant / Bank or his authorized representative and the Site Engineer. But such examination shall not in any way exonerate the Contractor from the obligation to remedy

any defects, which may be found to exist at any stage of work or after the same is complete. Subject to the limitations of this clause the Contractor shall take instructions only from the Consultant / Bank.

#### **4.34 OFFICE ACCOMMODATION FOR THE SITE ENGINEER / P.M.C.:**

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

#### **4.35 CONTRACTOR'S EMPLOYEES:**

The Contractor shall employ technically qualified and competent supervisors for the work who shall be available (by turn) throughout the working hours to receive and comply with instruction of the Bank / Consultant. The Contractor shall engage at least one experienced technical representative as Site-in-Charge for execution of the work. The Contractor shall employ in connection with the work persons having the appropriate skill or ability to perform their job efficiently. The Contractor may employ local labourers on the work as far possible. Any labourer supplied by the Contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of the Bank or his representative shall be deemed to be a person employed by the Contractor. The Contractor shall comply with the provisions of all labour legislation including the requirements of the following –

- ❖ Payment of Wages Act, 1936
- ❖ Bank's Liability Act
- ❖ Workmen Compensation Act, 1923
- ❖ Contract Labour (Regulation and Abolition) Act, 1970 and Central Rules 1971
- ❖ Apprentices Act, 1961
- ❖ Any other Act or enactment relating thereto, and rules framed there under from time to time.

The Contractor shall keep the Bank saved, harmless and indemnified against claims of any of the workmen and all costs and expenses as may be incurred by the Bank in connection with any claim that may be made by any workman are recoverable from the Contractor. The Contractor shall comply at his cost with order of requirement of any Health Officer of the State or any local authority or of the Bank regarding the maintenance of proper environmental sanitation of the area where the Contractor's labourers are housed or accommodated, for the prevention of small-pox, cholera, plague, typhoid, malaria and other contagious diseases. The Contractor shall provide, maintain and keep in good sanitary condition adequate sanitary accommodation and provide facilities for pure drinking water at all times for the use of men engaged on the work and shall remove and clear away the same on completion of work. Adequate precaution shall be taken by the Contractor or prevent nuisance of any

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

In case of accidents depending on the seriousness of injury etc. in addition to the hospitalization / Treatment charges and Group insurance amount, compensation shall be paid by the Contractor to the affected person (s), his / their family members in presence of Engineer-in-Charge as per Workmen Compensation Act. The Contractor shall take appropriate insurance policy for the effective implementation of the above penalty provision.

**★ No person (s) below the age of 16 (sixteen) years and a non-Indian national shall be employed on the work.**

#### **4.36 DISMISSAL OF WORKMEN:**

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

#### **4.37 ASSIGNMENT:**

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

#### **4.38 NOMINATED SUB-CONTRACTOR:**

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

- The nominated sub-contractor shall indemnify the Contractor against the same obligation in respect of the sub-contract as the Contractor is under in respect of this contract.
- The nominated sub-contractor shall indemnify the Contractor against claims in respect of any negligence by the sub-contractor, his servants or agents or any misuse by him or them of any scaffolding or other plants and property of the Contractor or under any Workman's Compensation Act in force.

- Payment shall be made to the nominated sub-contractor within 14 days of his receipt of the Consultant's certificate provided that before any certificate is issued the Contractor shall upon request furnish to the Consultant proof that all nominated sub-contractors accounts included in previous certification have been duly discharged, in default thereof the Bank may pay the same upon a certificate of the Consultant and deduct the amount thereof from any sums due to the Contractor. The exercise of those powers shall not create probity of contract between the Bank and the Sub-Contractor.

#### **4.39 DAMAGE TO PERSONS AND PROPERTY:**

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

#### **4.40 INSURANCE:**

##### **4.40.1 Obligation:**

Without limiting his obligations and responsibilities under the contract, the Contractor shall insure **(Proforma – VI)** in the joint names of the State Bank of India and the Contractor against all loss of damages from whatever cause arising other than the excepted risk, for which he is responsible under the terms of contract and in such a manner that the State Bank of India and Contractor are covered for the period stipulated under **Clause 4.21 of GCC** and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the contract in the course of any operations carried out by him for the purpose of complying with his obligations under clause –

- The works for the time being executed to the estimated current Contract value thereof, or such additional sum as may be specified together with the materials for incorporation in the work at their replacement value.
- The constructional plant and other things brought on to the site by the Contractor to the replacement value of such constructional plant and other things.

- Such insurance shall be in effect with an insurer and in terms approve by the State bank of India which approval shall not be unreasonably withheld and the Contractor shall, whenever required, produce to the Architect / Consultant the policy if insurance and he receipts for payment of the current premiums.

#### **4.40.2 Damage to persons & property:**

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

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

#### **4.40.3 INDEMNITY CLAUSE – Contractor to Indemnify State Bank of India:**

The Contractor shall indemnify the STATE BANK OF INDIA against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the provision **Clause 4.38.**

#### **4.40.4 Contractor's Superintendence:**

The Contractor shall fully indemnify and keep indemnified the State Bank of India against any action, claim, or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable which may be payable in respect of any article or part thereof included in the contract.

In the event of any claim made under or action brought against STATE BANK OF INDIA in respect of such matters as aforesaid the Contractor shall be immediately notified thereof and the Contractor shall be liberty, at his own expenses to settle any dispute or to conduct any litigation that may arise there from, provided that the Contractor shall not be liable to indemnify the STATE BANK OF

INDIA if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Consultant in this behalf.

#### **4.40.5 Third-party Insurance:**

##### **4.40.5.1 Obligation:**

Before commencing the execution of the work the Contractor but without limiting his obligations and responsibilities under **Clause 4.25** of GCC shall insure against his liability for any material or physical damage, loss or injury which may occur to any property including that of STATE BANK OF INDIA, or to any person, including any employee of the STATE BANK OF INDIA, arising out of the execution of the works or in the carrying out of the contract, otherwise than due to the matters referred to in the provision to **Clause 4.38** thereof.

##### **4.40.5.2 Minimum Amount of Third-party Insurance:**

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

#### **4.40.6 Minimum Insurance Cover:**

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

#### **4.40.7 Accident or Injury to Workmen:**

##### **4.40.7.1 Obligation:**

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

##### **4.40.7.2 Insurance against accidents, etc., to Workmen:**

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

indemnified under the policy but the Contractor shall require such sub-contractor to produce to the Consultant when such policy of insurance and the receipt for the payment of the current premium.

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

If the Contractor fails to effect and keep in force the insurance referred to above or any other insurance which he may be required to effect the terms of contract, then and in any such case the Bank may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the State Bank of India as aforesaid from any amount due or which may become due to the Contractor, or recover the same as debt from the Contractor. In addition, an amount of penalty of **₹1.00 Lakh** will be imposed and to be recovered from the proceedings of any bill due to be paid to the Contractor.

#### **4.40.7.4 Obligation:**

Without prejudice to others' rights of the State Bank of India against Contractors. In respect of such default, the employer shall be entitled to deduct from any sum payable to the Contractor the amount of any damages, costs, charges, and other expenses paid by the State Bank of India and which are payable by the Contractors under this sub-clause. The Contractor shall upon settlement by the Insurer of any claim made against the insurer pursuant to a policy taken under this clause, proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the monies received from the Insurer in respect of such damage shall be paid to the Contractor and the Contractor shall not be entitled to any further payment in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.

#### **4.41 ACCOUNT RECEIPTS AND VOUCHERS:**

The Contractor shall, upon the request of the Bank / Consultant, furnish with all invoices, accounts, receipts and other vouchers that they may require in connection with the work under this contract. If the Contractor uses materials less than what he is required for under the contract, the value of the difference in the quantity of the materials he was required to use and that he actually used shall be deducted from his dues. The decision of the Bank shall be final and binding on the Contractor as to the quantum of materials the Contractor is required to use for any work under this contract.

#### **4.42 MEASUREMENT OF WORK:**

The Contractor will record and submit to the Project Management Consultant / Site Engineer / Consultant / Bank with the details of measurements for their scrutiny and signature. The Contractor should submit the bill with such endorsement of PMC / Site Engineer / Consultant / Bank. On receipt of the bill, the Consultant shall intimate the Contractor that he requires the work to be measured, and the Contractor shall forthwith attend or send a qualified agent to assist the Consultant or the Consultant's representative in taking such measurements and calculations and to furnish all particulars or to give all assistance required by them. The Contractor or his Agents may at the time of measurements take such notes and measurements as he may require. All authorized extra work, omissions and all variations made without the Consultants knowledge, if subsequently sanctioned by him in writing, with the approval of the Bank shall be included in such measurements. The final measurement should be done within one month from the date of completion of work jointly by the



Consultant and / or his representative, and, if the Contractor fails to comply, the measurements taken by the Consultant will be final and binding.

#### **4.43 METHOD OF MEASUREMENT:**

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

#### **4.44 ACTION WHERE NO SPECIFICATION:**

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

#### **4.45 CONTRACTOR NOT TO DEPOSIT MATERIALS IN A MANNER THAT MAY CAUSE INCONVENIENCE TO THE PUBLIC:**

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

#### **4.46 PAYMENTS:**

All bills shall be prepared by the Contractor in the form prescribed by the Bank / Consultant **(Proforma – I)**. Normally, one interim bill shall be prepared each month subject to minimum value for interim certificate as stated in these documents. The interim bill in proper forms must be duly accompanied by detailed measurements, duly endorsed by the Site Engineer / PMC in support of quantities of work done and must show deduction for all previous payments, retention money, etc. Advance / ad-hoc payments for work will not be normally made. However, ad-hoc payments may be made at the discretion of the Bank / Consultant in case of exigency. The Bank / Consultant shall issue certificate **(Proforma – III, IV & V)** after due scrutiny of the Contractor's bill stating the amount due to the Contractor from the Bank and the Contractor shall be entitled to payment thereof, by the Bank within the period of "*honouring certificates*" mentioned in these documents.

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

The materials to be considered for secured advance **(Proforma – II)** shall be non-perishable in nature and only include the value of the said materials and goods as and from such time as they are reasonably, properly and not prematurely brought to or placed adjacent to the work and then only if adequately protected against weather or other casualties and considered acceptable by the Bank / Consultant. An indemnity bond is to be submitted in an appropriate format approved by the Bank, whenever Secured Advance against materials are prayed for. If the Bank has supplied any materials



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

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

**❑ Final Payment:**

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

**❑ Note:**

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

**4.47 VARIATION / DEVIATION:**

The Contractor may when authorized and shall, when directed in writing by the Bank / Consultant, add and or omit or vary the work shown in the drawings or described in the specification or included in the priced schedule of quantities. The Contractor on his own accord shall make no addition, omission or variation without such authorization from Bank. A verbal authority or direction by the Bank / Consultant, if confirmed by the Contractor in writing within 7 days, shall be deemed to have been given in writing. The price of all such additional / non-tendered items will be worked out on the basis of rates quoted for similar items in the contract, wherever existing or an engineering rate analysis based on prevalent fair price of labour materials at site of work including wastage and other components as required plus **15% for overhead and profit, etc.** Works contract Sales Tax at prevailing rate will be payable extra over the stipulated OH / project percentage.

The tender rates shall hold good for any increase or decrease in tender quantities. No claim for an extra shall be allowed unless it has been executed by the authorization of Bank / Consultant. No variation shall vitiate the contract.

**4.48 SUBSTITUTION:**

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

**4.49 PREPARATION OF BUILDING WORK FOR OCCUPATION AND SUBSEQUENTLY USE ON COMPLETION:**

The whole of the work will be thoroughly inspected by the Contractor and deficiencies / defects put right, all windows and doors cleaned including cleaning and oiling, if necessary, of all hardware. All floors, staircases and every part of the building both inside & outside shall be left neat and clean as to ensure immediate occupation to the satisfaction of the Bank. On completion of above, the Contractor shall inform the Bank that he has completed the work and it is ready for inspection.

**4.50 CLEARING OF SITE ON COMPLETION OF WORKS:**

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

**4.51 DEFECTS AFTER COMPLETION:**

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

**4.52 GUARANTEE FOR SPECIALIZED WORKS:**

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

**4.53 CONCEALED WORK:**

The Contractor shall give due notice to the Bank / Consultant whenever any work is to be buried in the earth, concrete or in the bodies of walls or otherwise become inaccessible later on, in order that

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

**☐ Treasure Trove:**

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

**4.54 ESCALATION:**

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

**4.55 IDLE LABOUR:**

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

**4.56 SUSPENSION:**

If the Contractor, except on account of any legal restraint upon the Bank preventing the continuance of the work or in the opinion of the Bank shall neglect or fail to proceed with the due diligence in the performance of his part of the contract or if he shall more than once make default, the Bank shall have the power to give notice in writing to the Contractor requiring the work be proceeded within a reasonable manner and with reasonable dispatch, such notice purport to be a notice under this clause. After such notice shall have been given, the Contractor shall not be at liberty to remove from site of the work or from any ground contiguous thereto, any plant or materials to subsist from the date of such notice being given until the notice shall have been complied with. If the Contractor shall fail for 15 days after such notice has been given to proceed with the work as therein prescribed, the Bank may proceed as provided in **Clause 4.57 (Termination of Contract by the Bank)**.

**4.57 TERMINATION OF CONTRACT BY BANK:**

If the Contractor being a Bank go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a compensation for the benefit of the greater part, in number of amount of his creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Contractor in insolvency, shall repudiate the contract or if a Receiver of the Contractor's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Bank that he is able to carry out and fulfil the contract and if so required by the Bank to give reasonable security there for, or if the Contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the Contractor or shall assign, charge or encumber

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

#### **4.58 ARBITRATION CLAUSE:**

**4.58.1** Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter. If the Contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amount s admitted as payable by the Architect or in case the Contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the Contractor shall forthwith give notice in writing of his claim, or dispute to the **Assistant General Manager (Admin.), SBIL Kolkata** and endorse a copy of the same to the Architect, within 30 days from the date of disallowance thereof or

the date of deduction or recovery. The said notice shall give full particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the Contractor shall not be entitled to raise any claim nor shall the Bank be in any way liable in respect of any claim by the Contractor unless notice of such claim shall have been given by the Contractor to the Assistant General Manager (Admin.), SBIL Kolkata in the manner and within the time as aforesaid. The Contractor shall be deemed to have waived and extinguished all his rights in respect of any claim not notified to the Assistant General Manager (Admin.), SBIL Kolkata in writing in the manner and within the time aforesaid.

- 4.58.2** The Assistant General Manager (Admin.), SBIL Kolkata shall give his decision in writing on the claims notified by the Contractor. The Contractor may within 30 days of the receipt of the decision of the Assistant General Manager (Admin.), SBIL Kolkata submit his claims to the conciliating authority namely the **Dy. General Manager (Admin.), SBIL Kolkata** for conciliation along with all details and copies of correspondence exchanged between him and the Assistant General Manager (Admin.), SBIL Kolkata.
- 4.58.3** If the conciliation proceedings are terminated without settlement of the disputes, the Contractor shall, within a period of 30 days of termination thereof shall give a notice to the concerned **Chief General Manager** of the Bank for appointment of an arbitrator to adjudicate the notified claims failing which the claims of the Contractor shall be deemed to have been considered absolutely barred and waived.
- 4.58.4** Except where the decision has become final, binding and conclusive in terms of the contract, all disputes or differences arising out of the notified, claims of the Contractor as aforesaid and all claims of the Bank shall be referred for adjudication through arbitration by the Sole Arbitrator appointed by the Chief General Manager. It will also be no objection to any such appointment that the Arbitrator so appointed is a Bank Officer and that he had to deal with the matters to which the Contractor relates in the course of his duties as Bank Officer. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid by the said Chief General Manager. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- 4.58.5** It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.
- 4.58.6** It is also a term of this contract that no person other than a person appointed by such Chief General Manager as aforesaid should act as arbitrator. The conciliation and arbitration shall be conducted in accordance with the provisions of the **Arbitration & Conciliation Act 1996** or any statutory modification or reenactment thereof and the rules made thereunder.
- 4.58.7** It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a Bank Officer.

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

#### **4.59 DELINQUENCIES:**

The undernoted delinquencies / defaults / misconducts / misdemeanours on the part of the tenderer (s) or the empanelled contractors will attract disqualification action:

- ❖ Incorrect information about credentials, performance, equipment, resources, technical staff, etc.
- ❖ Non-submission of fresh / latest Income Tax clearance certificate
- ❖ Irregular tendering practices
- ❖ Submission of tenders containing far too many arithmetical errors and freak rates
- ❖ Revoking of tenders without any valid reason
- ❖ Tardiness in commencing works
- ❖ Poor organization at site and lack of competent supervision
- ❖ Ignoring the Bank's notices for replacement / rectification of rejected materials, improper workmanship, etc.
- ❖ Violating any of the conditions of the contract viz. site facilities, insurance, labour laws, prohibition on subletting, etc., without any valid reason
- ❖ Lack of promptitude and co-operation in measurement of work and settling final account
- ❖ Non-submission of bills, proof of purchases, etc.
- ❖ Tendency towards putting up false and untenable claims
- ❖ Tendency towards suspension of works for frivolous reasons
- ❖ Treatment of workmen injured at site
- ❖ Ill treatment of sub-contractors (piece workers) and unprofessional dealings with suppliers of materials, which might affect progress of works at site
- ❖ Lack of co-ordination as well as co-operation with other contractors / vendors / agencies duly appointed by the Bank

- ❖ Contractors becoming insolvent / bankrupt
- ❖ Contractor's conviction by a Court of Law
- ❖ Failure to satisfactorily rectify defects during Defects Liability Period (DLP) and discovery of latent defects in works after expiry of DLP under the contract.

**❑ Disqualification Action against Contractors on account of Delinquencies:**

The award of the undernoted disciplinary action shall be considered –

- Placing embargo on issuance of tenders for upcoming works or temporary suspension for a period as decided by the Bank at its absolute discretion;
- Permanent ban on issuance of tenders.

**4.60 FORCE MAJEURE:**

Neither the Bank nor the contractor shall be considered in default in performance of their obligations, if such performance is prevented or delayed by events under Force Majeure (war, hostilities, revolution, riots, civil commotion, strikes, lock-outs, conflagrations, epidemics, pandemics, storms, floods, droughts, earthquakes or any kind of natural calamities or act of God).

## SECTION – 5: SPECIAL CONDITIONS OF CONTRACT

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### 5.1 GENERAL:

The Special Conditions of Contract contain the special requirement of the job and indicate the scope of the work, scope of supply of material, the method of inspection of work, the method of the measurement of the work, the terms of payment, evaluation criteria, taxes and duties, safety, health and environment requirements, completion documents and other special formalities required to be complied with by the contractors after the work is awarded. The method of measurement given in the SCC provides clarifications so as to avoid any ambiguity in recording of measurements.

The document titled “SPECIAL CONDITIONS OF CONTRACT” (SCC) delineates the various contractual conditions specific to the project. All clauses present in the SCC will be applicable in the contract. The SCC, however, should be considered to be applicable in conjunction with GCC. Nevertheless, the provisions of SCC will be applicable if there is any conflict between SCC & GCC.

### 5.2 SITE PARTICULARS:

The site is located at **State Bank Institute of Leadership (SBIL), Kolkata, Ashoka Bhavan (Admin. Bldg.), 6<sup>th</sup> Floor, Plot No. II F/2, Street No. 329, Action Area III, Newtown, Rajarhat, Kolkata – 700 160, West Bengal.**

The intending tenderers may contact **the Branch / Office Head (in case of a branch / office functioning from a rented premises and / or the Bank's own premises), OR, the Owner / Owner's representative (s) at their office / at the job site (in case of a branch / office proposed to be opened / relocated at a rented premises).** as the case may be, for the site inspection.

### 5.3 SITE CLEANING:

The Contractor shall clean and keep clean the work site from time to time to the satisfaction of the Engineer-in-Charge for easy access to work site and to ensure safe passage, movement and working. If the work involves dismantling of any existing structure in whole or part, care shall be taken to limit the dismantling up to the exact point and / or lined as directed by the Engineer-in-Charge and any damage caused to the existing structure beyond the said line or point shall be repaired and restored to the original at the Contractor's cost and the risks to the satisfaction of the Engineer-in-Charge, whose decision shall be final and binding upon the Contractor.

### 5.4 UNDERGROUND AND OVERHEAD STRUCTURES:

The Contractor will familiarize himself with and obtain information and details from the Client in respect of all existing structures, overhead lines existing pipelines and utilities existing at the job site before commencing work. The Contractor shall execute the work in such a manner that the said structures, utilities, pipelines, etc., are not distributed or damaged, and shall indemnify and keep the owner indemnified from and against any destruction thereof or damages thereto.

### 5.5 CO-ORDINATION WITH OTHER AGENCIES:

The work shall be carried out in such a manner that the work of other agencies such as Audio-Visual



contractor (s) operating at the site is not hampered due to any action of the Contractor. The Contractor will be responsible for ensuring proper coordination with other agencies. In the event of any dispute between the Contractor and any other agency employed at or about the job site arising out of or related to the performance of the work, the decision of the Bank shall be final and binding on the Contractor.

## **5.6 ENVIRONMENTAL OPERATIONAL PROCEDURES:**

Following environmental procedures are required to be adopted during the execution of work:

- (a) Compliance with environmental regulations. Any deviations observed shall be informed to Engineer-in-Charge and corrective measures shall be taken thereof.
- (b) All material handling should be carried out in such a manner / kept at a location, that it does not cause pollution.
- (c) The vehicles used for transportation of material used / disposal off should be pollution-free and road worthy as per law.
- (d) During transportation of material, it should be protected so that there is no spillage.
- (e) The labour employed for contract should be made aware of environmental requirements of company, i.e., no smoking except at designated area, wearing of helmets and safety shoes wherever stipulated, no spillage of material in drains, etc. Wherever such deviations occur, they should inform Engineer-in-Charge.
- (f) Emergency plans shall be available with Engineer-in-Charge which can be read/collected by contractors/their representatives. Contractors/their representatives are advised to intimate the plan to all their contract workers.
- (g) For Electrical works either the Tenderer should possess valid Electrical Supervisory License or submit an Undertaking to line up a subcontractor possessing such a license.

## **5.7 SITE ORGANIZATION CHART:**

The Contractor shall, at his cost, provide and ensure continued effective supervision of the work with the help of his site staff & the contractor shall provide the following staffs permanently at site from starting of work to completion of the work complete in all respect. The contractor shall submit the detail organization chart along with biodata of each staff at the time of start of work and the minimum team of contractor is as under –

- Project Manager
- Site Engineer (Civil / Electrical)
- Quality Engineer
- Safety Supervisor
- Billing Engineer

- Quantity Surveyor
- Supervisor for documentation for labour and other statutory records.

## **5.8 STORAGE OF MATERIALS AT SITE:**

The material storage godown is to be constructed at no extra cost payable to contractors for storing in an appropriate way as per standard practices of all materials and consumables registered for construction of building.

## **5.9 PHOTOGRAPHS:**

The Contractor shall, at his own expense, supply to the Architects with duplicate hard copies of large photographs not less than 25 cm X 20 cm (10" x 8") of the works, taken from two approved portions of each building, at intervals of not more than one month during the progress of the work or at every important stage of construction.

In addition to above, the contractor shall be bound to submit adequate no. of site photographs along with each Running Bill for the project clearing showing major progress of work measured and claimed therein failing which the Architect / SBI may consider returning the Bill to the contractor and no claim for delay on this account will be entertained.

## **5.10 FATE OF TEMPORARY STRUCTURES:**

All constructions of temporary nature or permanent nature whatsoever required for facilitation of construction of the Project (not the actual project) have to be removed in all aspects from the site before raising the final bill by the contractor at the stake risk and cost of the contractor.

## **5.11 MAINTENANCE OF DECORUM AT SITE:**

As the site of action is at a heavily congested area with neighbouring activities, maintaining law and order, peace and harmony in the area is a pre-requisite of working at the site by the Contractor. The Engineer-in-Charge or his representatives may at any point ask the Contractor to stop any work at site or such activities which are in defiance with the peace and harmony in the area.

## **5.12 APPROVAL OF MATERIALS / FITTINGS / FIXTURES TO BE USED:**

The materials and works to be supplied and performed by the Contractor respectively are to be pre-approved on time by the E-I-C / Consultant along with testing reports approved by Organization or Authorities as would be applicable. If this procedure is not complied with by the Contractor, the materials so brought, and the works so performed at site would be deemed to have been inappropriately procured & would be subjected to rejection by E-I-C / Consultant.

## **5.13 QUALIFICATION OF SITE PERSONNEL:**

The technical personnel including site engineer / site supervisor / safety supervisor should be appropriately qualified in their respective trades, with academic diplomas / degrees or certificates and suitable years of experience in their respective resume. Documentary proof has to be submitted to the E-I-C for his approval regarding deployment of such personnel.

**5.14 SUPPLY OF WATER AND ELECTRICITY:**

- ❑ Water: Contractor shall make his own arrangements for the water supply. The contractor has to make his own arrangement for transportation and storage of the water (including laying pipelines, tanks, pumps, etc., all complete) from source at site of work at his own cost and expenses. Any delay due to non-availability of water shall be attributable to contractor.
- ❑ Power: Contractor shall make his own arrangements for the power supply. Contractor has to make his own arrangement for taking the power from source at his own cost and expenses including all safety, security and statutory measures. Contractor shall install approved electric meter for establishing the usage of power at his own cost and expenses. Any delay due to non-availability of power shall be attributable to contractor. Contractor shall ensure that the generation and distribution of power shall be as per laid down procedures and codes of statutory authorities including all safety and security measures as per the extant norms of the Bank.

## SECTION – 6: TECHNICAL SPECIFICATION

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### 6.1 GENERAL SPECIFICATIONS:

This specification is for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and described herein, all under the supervision and to the satisfaction of the Competent Authority. The “*Competent Authority*” means the Bank’s Engineer (s) in-charge of the project. The workmanship is to be the best and of high standard, use must be made of special trades men in all respects of the work and allowances must be made in the rates for doing so. The materials and items to be provided by the contractor shall be approved by the Competent Authority in accordance with any samples which will be submitted for approval by Contractor and generally in accordance with the Specifications. Also if products are specified in the catalogue reference, the contractor will be required to obtain the approval of the Competent Authority before using a material. The Contractor shall produce all invoices, vouchers or receipts for any material if called upon to do so by the Competent Authority. Samples of all materials are to be submitted to the Competent Authority for approval before the Contractor orders or delivers the materials at site. Samples together with their packing are to be provided free of charge by the Contractor and, should any materials be rejected, they will be removed from the site at the Contractor’s expense. All samples will be retained by the Competent Authority for comparison with materials, which will be delivered at the site. Also, the Contractor will be required to submit specimen finishes of colours, fabrics etc. for the approval of the Competent Authority before proceeding with the work. The contractor shall be responsible for providing and maintaining and boxing or other temporary coverage required for the protection of dresses or finished work if left unprotected. He is also to clean out all shelving’s, out ends and other waste from all parts of the works before coverings or in-fillings are constructed. Templates, boxes and moulds shall be accurately set out and rigidly constructed so as to remain accurate during they are in use. All unexposed surface of timber, e.g., false ceiling, backing fillets, backs of door frames, cupboard framing, grounds, etc. are to be treated with two coats of approved timber preservative before fixing or converging. Only first-class workmanship will be accepted. Contractor shall maintain uniform quality and consistency in workmanship throughout.

### 6.2 JOINERY:

Joinery is to be prepared immediately after the placing of the contract, framed up, bonded and waged up. Any portions that are wrapped or found with other defects are to be replaced before wedging up. The whole of the work is to be framed and finished in a workmen-like manner in accordance with the detailed drawings wrought and wherever required, fitted with all necessary metal ties, straps, belts, screws, glue, etc. Running beaded joints are to be cross tongued with teak wherever 1½” (≈ 37.5 mm) thick double cross tongued. Joiners work generally to be finished with fine sand / glass paper.

- ❑ Joins: All joints shall be standard mortise and tenon, dowel, dovetail, and cross-halved. Nailed or glued butt joints will not be permitted, screws, nails etc. will be standard iron or wire of oxidized nettle fold tenon should fit the mortises exactly. Nailed or glued butt joints will not be permitted except in exceptional cases with approval of Competent Authority. Where screws shown on a finished surface, those will be sunk and the whole plugged with a wood plug of the same wood and grain of the finished surfaces will be neatly punched and the hole filled with wood filler to match the colour. Should joints in joiner’s work open, or other defects arise within

the period stated for defect liability in the contract and the clause thereof, be deemed by the Competent Authority to be due such defective joinery shall be taken down, and refilled, redecorated and/or replaced if necessary and any work disturbed shall be made good at the Contractor's expense.

Nails, spikes and bolts shall be of lengths and weights approved by the Competent Authority. Nails shall comply with BIS 1959-1960 or equivalent approved quality sample. Brass-headed nails are to comply with BIS 1210. Wire staples shall comply with BIS 1494 or equivalent. The contact surface of dowels, tenons, wedges, etc., shall be glued with an approved adhesive. Where glued, joinery and carpentry work are likely to come into contact with moisture, the glue shall be waterproof.

### **6.3 HARDWARE AND METALS:**

The hardware throughout shall be of approved manufacture or supplier well-made and equal to in every respect to the samples to be deposited with the Competent Authority. The contractor may be required to produce and provide samples from many different sources before the Competent Authority takes decision and he should allow his rates for doing so. Fittings generally shall be brass oxidized, unless otherwise specified and shall be suitable for their intended purpose. In any case, it will have to be approved by Competent Authority before the Contractor procures it at site of work. Screws are to match the finish of the article to be fixed, and to be round or flat headed or counter sunk as required. The contractor should cover up and protect the brass and bronze surfaces with a thick grease or other suitable productive material, renew as necessary and subsequently clean off away on connection. Aluminium and stainless steel shall be of approved manufacture and suitable for its particular application. Generally, the surface of Aluminium shall have an anodized finish, and both shall comply with the samples approved by the Competent Authority. All stainless steel (SS) sheets shall be 304 Grade or equivalent with gauge as specified but not thinner than 16G. All steel, brass, bronze, Aluminium and SS articles shall be subjected to a reasonable test at the Contractor's expense. All brazing and welds are to be executed in a clean and smooth manner rubbed down and left in the flattest and tidiest way, particularly where exposed. Chromium plating shall be in accordance with I.S. Standard or as per approved specification for normal outdoor conditions and shall be on a base material of copper or brass.

### **6.4 GLAZIER:**

All glass to be of approved manufacturer complying with IS 3548-1966 as per approved quality and sample to be of the selective qualities specified and free from bubbles, smoke, air holes and other defects. Polished plate glass shall be "*glazing glass*" (GG) quality and that for mirrors shall be "*silvering quality*" (SG) conforming to IS 3438-1965 or as per approved sample and quality. The compound for glazing to metal is to be a special non-hardening compound manufactured for the purpose and of a brand and quality approved by the Competent Authority. While cutting glass, proper allowance be made for expansion. Each square of glazing to be in one whole sheet. On completion of work clean all glass inside and cut, replace all cracked scratched and broken panes and leave in good condition.

### **6.5 PAINT AND POLISHES:**

All material required for the works shall be of specified and approved manufacturer, delivered to the

site in the manufacturer's container's name or trademark with a description of the contents and colour. All materials are to be stored on the site. Spray painting with approved machines will be permitted only if written approval has been obtained from the Competent Authority prior to painting. No spraying will be permitted in the case of priming coats nor where the soiling of adjacent surfaces is likely to occur. The pressure to be so operated as to give an even coating throughout to the satisfaction of the Competent Authority. The paint used for spraying is to comply generally with the specification concerned and is to be specially prepared by the manufacturer for spraying. Thinning of paint made for brushing will not be allowed. Wood preservative shall be "Solignum" (*a clear wood preservative fluid with micro emulsion technology which penetrates into the wood and remains there as an active barrier against termites*) or other equal and approved impregnating wood preservative and all concealed woodwork shall be treated with wood preservative. All brushes, tools, pots kettles etc. used in carrying out the work shall be clean and free from foreign matter and are to be thoroughly cleaned out before being used with a different type of class of materials. All iron or steel surfaces shall be thoroughly scraped and rubbed with wire brushes and shall be entirely free from rust, mill scale, etc., before applying the priming coat. Surfaces of new woodwork which to be painted are to be rubbed down, cleaned, down to the approval of the Competent Authority. Surfaces of previously painted woodwork which are to be painted are to be cleaned down with soap and water, detergent solution or approved solvent to remove dirt, grease, etc. Whilst wet the surfaces shall be flatted down with a suitable abrasive and then rinsed down and allowed to dry. Minor areas of defective paint shall be removed by scraping back to a firm edge and the exposed surface touched in with primer as described and soaked with putty. Where woodwork has been previously painted or polished and it is to be newly polished, with scrapping, burning off or rubbing down and making surface properly. Surfaces of previously painted metal which shall be painted are to be cleaned down and flattened down as described in surfaces of any rust and loose scale shall be removed completely by chipping, scrapping and wire brushing back to the bare metal and touched in with primer as described.

## 6.6 UPHOLSTERY:

This will be of first-class standard workmanship with webbing, no-sag springs, coiled springs, padding and filling as specified on drawing. Covering fabrics will be seen, tufted, and corded as shown on the drawing and as approved by the Competent Authority. Brass Cushion Vents should be installed at the back or under side or seat cushions, especially those covered in leather vinyl plastic or very tightly woven fabric, to allow air to escape easily and to prevent torn seams. Finished timber shall be of the type specified. Furnishing fabrics, colour, pattern, substance to be as specified, no variations of this will be permitted unless with prior approval of the Competent Authority.

## 6.7 POLISH:

- ❑ **French Polish:** The basic material shall be shellac dissolved in mentholated spirit.
- ❖ Preparation: The timber must be well sanded and cleaned and the grain filled with grain filler. Any staining must be done before applying the polish.
- ❖ Equipment: The polishing rubber the most important implement in French polish shall consist of a pad of cotton wool, which acts as a reservoir for the polish, and a cover of soft white linen of cotton fabric, similar to a well-worn handkerchief which acts as a fitter. The rubber must

never be dipped into the polish; it should be charged by pouring the polish on to the pad with the cover removed.

- ❖ **Application:** Work evenly over the surface with a slow figure-of-eight motion until the timber is coated with a thin layer of polish. The object is to apply a series of thin coats, allowing only a few minutes for drying between the coats. When a level and even-bodied surface is obtained the work is ready for the second stage, i.e., spiriting off. Allow the work to stand for at least eight hours, then take a fresh rubber with a double thickness of cover material and charge it with mentholated spirit. The object of spiriting off is to remove the rubber marks and to give the brilliance of finish. Finally, work in the direction of the grain and continue until the surface is free from smears and rubber marks then leave to harden off.
- ❑ **Wax polish:** Wax polish shall contain silicones and driers. A good silicon wax is to be used not a creamy or spray. The timber shall be sealed first with another finish such as Ron seal, before applying wax.
- ❖ **Application:** Apply coat of the sealer by brush or cloth direct to the unfilled timber, working it well in and finishing evenly with the grain. Allow to dry thoroughly then sand lightly with fine abrasive paper. Apply a heavy coat of wax by cloth on flat surfaces, with a stiff brush. Work it well into the timber and finish off by stroking with the grain before leaving to harden. Leave for four hours before rubbing up with a soft brush. Finally, buff the grain with a soft cloth.
- ❑ **Transparent Coloured Polyurethane (Melamine):** This shall be applied where natural grain of the wood is required to show. Polyurethane gives tough surface which resist chipping, scratching and boiling water.
- ❖ **Application:** Clean off all grease and wax with an abrasive and white spirit, this should not be applied in humid conditions. Apply the first coat, preferably of clear hard glaze with a cloth pad. Leave this to dry for at least six hours, then apply further coats with a paintbrush. If you wait for longer than 24 hours between coats, rub down the previous coat with fine glass paper or a medium grade of steel wool. Obtain a matt finish, if required, by giving a final coat of clear Reseal Matt coat.

## 6.8 TIMBER:

Only seasoned Teakwood to be used. Use of Rose wood wherever specified. All the wood shall be properly seasoned, natural growth and shall be free from worm holes, loose or dead knots or other defects, saw die square and shall not suffer warping, splitting or other defects. The moisture content shall not exceed 12%. All internal framework shall be treated with approved wood preservative. All wood brought to site should be clean shall not have any preservative or other coating / covering. All rejected decayed, bad quality wood shall be immediately removed from site. All wood brought to site must be stacked-stored properly as per instructions.

## 6.9 PLYWOOD:

Plywood / medium density fibre board / teak particle board / Veneer shall be as specified in the approved list of manufacturers shall be used. BWP / BWR grade plywood of approved make. Marine

plywood should generally be avoided, unless otherwise instructed. Particle board shall be phenol formaldehyde bonded. Only 3 mm to 4 mm thick straight-grained groups matching approved veneers shall be used. No extra claim will be entertained for veneer if found of extra thickness.

#### **6.10 CIVIL / STRL. WORKS:**

All Civil / Strl. Works are to be carried out as per relevant IS Codes and revisions thereof from time-to-time and / or instruction of the Bank.

#### **6.11 DETAILED SPECIFICATION OF INTERIOR WORKS: As per BOQ**

#### **6.12 ELECTRICAL INSTALLATION WORKS:**

##### **I. GENERAL SPECIFICATION FOR ELECTRICAL INSTALLATION:**

Complete Installation will be done complying with the requirements of the followings:

- (a) Indian Electricity Act, 1910
- (b) Indian Electricity Rules (1956) amended up to date
- (c) Code of practice for Electrical wiring installations (system voltage not exceeding 650v) IS 732-1963 (Revised)
- (d) Code of practice for Electrical wiring installations (system voltage exceeding 650v) IS 2274-1963
- (e) Rules and Regulations, Regional Council of Fire Insurance Association of India for Electrical wiring.

##### **A. RULES AND REGULATION:**

#### **IS SPECIFICATIONS**

<b>IS Code</b>	<b>Title</b>	<b>Material Equipment</b>
694	PVC Insulated Cables	PVC Cables
1293/3854	Switch socket outlet	5A/15A/Switch sockets.
3043	Code of practice for earthing.	Earthing.
3646	Interior illumination	Luminaries/Fittings.
5216	Guide for safety of installation	Procedure & practices.
1248	Electrical Indicating	Instrument.
1534	Ballast for fluorescent Luminaries.	Tubes.
1653/266	P.V.C. conduit	
2667/3837	Code of practice for electrical wiring installation	Wiring
371	Ceiling Roses	Luminaries
1567	Metal clad switches.	
2268	Electric call bells/Buzzers	Call bells.



IS Code	Title	Material Equipment
37A	Fans & Regulators	Fans
1169	Fans & Regulators	Pedestal type
2312	Exhaust Fans	Exhaust fans
1947	Illumination	Flood lights
418	Electric lamp	GLS Lamps.
2412	Tubular Fluorescent lamps	Tube lights
3854	Switch for domestic & Similar purpose.	Switch
1293	3 pin plug socket outlet	Socket
3106	For selection, installation and maint. elect. fuses.	
5908	For methods of measurements of electrical installations.	

## 1.0 Earthing:

- 1.1 16 SWG bare copper conductor or 1.5 sq.mm. PVC insulated (1.1KV) grade Cu. wire shall be provided as earthing for all light fittings from local control box to individual fittings through the conduits and junction boxes.
- 1.2 14 SWG bare copper conductor or 1.5 sq.mm. PVC insulated (1.1KV) grade Cu. wire shall be provided as earthing for socket outlets of 5/15A/20A.
- 1.3 The flexible metallic tubing is not a reliable earth continuity conductor and hence will not be used for earthing.

## 2.0 Point Wiring:

- 2.1 Point wiring shall be in PVC conduits (heavy gauge) as mentioned in Bill of Quantity. It shall be on surface in case of false ceiling and false wall, and concealed in absence of false walls, false ceilings.
- 2.2 The wiring throughout the installations shall be such that there is no break in the neutral wire in the form of a Switch or Fuse Unit.
- 2.3 All runs of wiring and the exact positions of all points shall be according to the layout or the specifications given by the Consultant and in the absence of same, the Contractor shall mark the same on the plan and approve it from the Consultant / Site Engineer before actual commencement of work.
- 2.4 In any system of wiring no bare or twist joints shall be made at intermediate points in the run of cables unless the length of final sub-circuit, sub-main or main is more than the length of standard coil as given by the manufacturer of the cable. If any jointing becomes unavoidable such joint shall be made through proper cut-outs or through proper junction boxes open to easy inspections.
- 2.5 Where 4 wire 3 phase wiring is done the neutral shall be in one colour and the other three wires in another colour (R, Y, B).

**3.0 Definition:** Wiring from local switch board through control switches shall be considered as one point. Wiring from the first fitting to the next fitting in the same circuit shall be considered as half point, or as group of two /three / four / five/ six etc. The number of points shall generally be measured as under:

- 3.1 From individual control switch to first light/fan fitting shall be one-point subsequent fitting in the same circuit shall be considered as given above & Bill of Quantity.
- 3.2 If a socket outlet is tapped from the same lighting circuit it shall be treated as half point.
- 3.3 If a separate circuit is used for a socket outlet it will be considered as one point.

**4.0 Each point wiring shall comprise the following:**

- 4.1 Supply and installation of 20/25 mm PVC with accessories such as bends, inspection tees, elbows, two ways, 3 ways, 4 ways, junction box etc.
- 4.2 Supply and pulling of wires from the local board to single various points.
- 4.3 Supply and fixing of control switch boards, switches, socket outlets, lamp holders etc. for individual points.
- 4.4 Supply and Installation of multiway enclosed PVC junction boxes and 3 way/10 Amps. terminal blocks for light and fan fitting.
- 4.5 Supply and fitting/fixing of hardware such as clamps, saddles, screws, bolts, nuts, frame work as required.
- 4.6 Supply, laying and termination of earthing conductors for socket outlets, fittings and installations etc.

**5.0 Wires & Cables:**

Colour Identification of Cores of Non-flexible cables and Bare Conductors for Fixed Wiring.

Function	Colour Identification of core of rubber or PVC Insulated non-flexible cable, or of sleeve or disc to be applied to conductor or cable core.
Earthing	Green-and-Yellow or Green
Live of a.c. single or three-phase Circuit	
Phase R of 3-phase a.c. Circuit	Red
Phase Y of 3-phase a.c. Circuit.	Yellow.
Phase B of 3-phase a.c. Circuit.	Blue
Positive of d.c.2-wire Circuit	Red

**6.0 All the conductors of the wires/cables shall be of copper unless/otherwise mentioned.**

- 6.1 Single core armoured cable shall not be used anywhere.

- 6.2 1.5 sq. mm. (3/0.8 mm) P.V.C. insulated wires 1.1 KV grade shall be used up to maximum load current of 3A Amps.
- 6.3 2.5 sqmm (3/1.04 mm) P.V.C. insulated wires 1.1 KV grade shall be used up to maximum load current of 10 Amps.
- 6.4 4 sq.mm. (7/0.85 mm) P.V.C. insulated wires 1.1 KV grade shall be used up to maximum load current of 20 Amps
- 6.5 Wires and cables of the sizes including and above 4 sqmm for Aluminium and 7/.036 SWG for copper will be terminated; copper solder less crimped sockets and copper soldered sockets respectively.
- 6.6 Looping of conductors and tee-joints in power wiring shall not be employed. Power and heating sub-circuits shall be kept separate and distinct from fan and lighting sub-circuits.

## **7.0 Conduit Installation:**

- 7.1 PVC conduit system shall be mechanically and electrically continuous across joints.
- 7.2 Conduit installation shall be of surface type in case of False ceiling or false walls and shall be of concealed type in absence of false wall or false ceiling.
- 7.3 In case of false wall/ceiling where sufficient space or false covering is not available the conduits are to be concealed.
- 7.4 All conduit pipes shall be confirming to I.S: 1653
- 7.5 The routing of conduits shall be marked on ceiling, walls or structures in accordance with the drawings; as per layout approved by the Consultant. The installation shall be undertaken after approval of the same by consultant. Any changes suggested by the Consultant shall be followed by the Contractor.
- 7.6 All bare threaded portions shall be treated with anticorrosive preservative or covered with approved plastic compound.
- 7.7 The conduit shall be of 16 gauge or MMS up to 25 mm dia. and 14 gauge or HMS above 32 mm dia., reputed and approved make conforming to IS specification.
- 7.8 Conduits shall be supported on walls, ceiling or structure by means of distance saddles at a spacing not exceeding 1.75 M horizontally and 2.0 metre vertically for conduits of 20 mm size.
- 7.9 All conduits shall however be supported within a distance of 225 mm at either end of junction boxes, lighting fittings, switches or equipment enclosures. In case of right angle bends and offsets, conduits shall be supported within 150 mm at either end. The distance saddle shall maintain a minimum clearance of 3 mm. between the conduits and the surface on which conduit is being installed.

- 7.10 Inspection boxes, elbows or tees shall be used as specified or specifically approved by the Consultant. Solid bends shall be provided as far as possible.
- 7.11 All conduits installation shall be carried out accurately and neatly. All conduit runs shall be truly horizontally or vertically, threading of conduits shall be done to close tolerance.
- 7.12 When conduits are to be concealed the conduit pipes shall be firmly tied to the steel reinforcement with steel wires at intervals not greater than 1 meter and on both sides of accessories like junction boxes, beds, coupling etc.
- 7.13 For concealed conduits uses of Tees, elbows and sharp bends shall be avoided as far as possible. And no length of conduit shall have more than two bends from outlet to outlet. (Use 2-way/3- way Junction Box if possible)
- 7.14 All conduit runs shall be thoroughly cleaned of dust, moisture etc. by blowing compressed air or by any other suitable means.

## 8.0 Conduit Wiring:

- (i) The No. of wires to be drawn through conduit shall be as given in the below table.

Conductor of Cable Nominal cross Number and sectional area of wires		SIZE OF CONDUIT (mm)			
Dia. (mm)	Area sqmm	20	25	30	
1.0	1/1.12	5	10	14	
1.25	3/0.75	5	10	14	
1.5	1/1.40	5	10	14	
2.0	3/0.925	4	8	12	
2.5	1/1.80	5	8	12	
3.0	7/7.5		5		6 10

- (ii) Conduit wiring shall generally be carried out with single core P.V.C. insulated wire.
- (iii) The conduit installation with Tie wire shall be complete in all respects before the cables are drawn in conduits.
- (iv) An approved unbricating compound (such as soap, stone powder, flakes or talc) shall be applied to the insulated wires before they are drawn in conduits. The wire shall be neatly bunched together to prevent twisting or kinks.
- (v) The number of wires run in one conduit shall be such that it permits easy drawing in of wires.
- (vi) The wires passing through the conduits shall be of opposite polarity or conductors of opposite polarity should be bunched together.

## 9.0 Concealed Conduit Wiring:

- 9.1 Concealed point wiring shall be provided through 20/25 mm dia. Conduits concealed 1" to

1.5" deep inside the walls, beams, columns, slabs etc.

- 9.2 The control boxes and distribution boxes shall be flush type concealed deep in the wall with only operating switch levers emerging out on the wall.
- 9.3 All the control boards shall be at an height of 1500 mm. from floor level ( or refer HT. mentioned in drawings.).
- 9.4 Chipping and digging walls, beams, columns, slabs etc. for concealing conduits and replastering with necessary material to form even surface will be under Contractors scope of work.

#### **10.0 Installation Of Cables:**

- 10.1 All the cables shall be conforming to IS 1554, with PVC insulation, PVC sheathed, 1100V grade steel armoured with stranded copper/Aluminum conductors.
- 10.2 Cable supplied shall be of reputed make having ISI mark.
- 10.3 No cable joints are allowed, unless it is absolutely essential and will be carried out only after.
- 10.4 The cable shall be tied with Nylon ties at regular intervals of 1 meter for horizontal length. In case of vertical run cable shall be tied at every 500 mm width with metallic cable ties. At the cable bend ties shall be provided at 150 mm interval from the centre of bending radius to avoid any sharp bends.
- 10.5 Cable entry and exit of distribution boards shall be done by appropriate glands and lock-nuts.
- 10.6 All cables shall be terminated with crimped soldered copper lugs of proper sizes.
- 10.7 Armouring of cables shall be terminated at earthing stud provided on each distribution boards.
- 10.8 The cable to be laid in the ground shall be laid at 750 mm depth from ground level and sandbed of 75 mm shall be provided. Width of trench will be approved by Corporation/Consultant depending upon no. of cables to be laid. Bricks are to be laid on the cables and then the back filling with screened soil.
- 10.9 Trench excavation, supply of sand bricks back filling and all associated necessary work and supply of material for same shall form Contractor's scope of work.
- 10.10 For cables laid in the ground, cable markers are to be provided on the cable route at every bend at every 15 metres for straight run.
- 10.11 The cables crossing through floors, walls etc. should be through G.I. pipe and sealed with fire barrier material and bushes.
- 10.12 Where groups of H.V., L.V. control and telephone cables are to be laid along the same route suitable barriers to segregate them physically shall be employed.

10.13 The communication cable shall be at least 300 mm away from power cable.

### **11.0 Cable Termination:**

- 11.1 P.V.C. insulated steel armoured 1100 V Grade cables are to be terminated with help of Siemens glands for larger size cables and flange type glands (brass) for 2.5 mm\*\*2 cables. Crimping type copper lugs are to be used for end terminations. All standard practices to be followed and anti corrosive inhibiting flux is to be used. Brass nuts bolts with plain and spring washers are to be used.
- 11.2 Any accessories other than above such as cable and box, jumpers etc. for cable terminations shall be included in the scope of termination of cables.
- 11.3 Spliced ends of cable shall be immediately crimped with lugs. Base conductor shall not be left open to atmosphere.
- 11.4 All the strands of a conductor must be fitted in the lugs and no cutting of strands will be allowed under any circumstances.
- 11.5 The appropriate size of holes shall be drilled on the cable gland plate so that the gland after lightening is firmly secured with the gland plate. Any additional holes in the gland plate shall be plugged to make it vermin proof.

### **12.0 Socket Outlets & Plugs:**

- (i) The socket shall be so wired that the phase or the line is connected to one of the pins through the switch controlling the socket and not directly.
- (ii) Three pin socket outlets of 5A shall be earthed with 16 SWG bare copper conductor or 1.5 sq.mm. pvc insulated wire (1.1 KV grade ).
- (iii) Three pin socket outlets of 15/20A shall be earthed with 14 SWG bare copper conductor or 2.5 sq.mm. pvc insulated wire( 1.1 KV grade).
- (iv) 20 A socket outlet shall be industrial type (MDS-make) with provision of circuit breaker.
- (v) The isolated socket outlets shall be installed at distance mentioned in layout or as specified by the Consultant. However, the socket outlet shall be installed at a distance not less than 23 cms. from the floor level and shall be away from danger of mechanical injury.
- (vi) A socket outlet shall not embody fuse terminals as an integral part of it but the fuse may be embodied in plug.
- (vii) Every plug containing a fuse shall be non-reversible and shall be pulled through separate conduit system (not to be mixed with light, fan point etc.)

### **13.0 Switches:**

- (i) Quick make and break switches shall be used.

- (ii) All single pole switches shall be fitted in phase or line conductor.
- (iii) Termination of wires at switches or plug points shall be carried out by looping the conductor at end instead of straight strand connection.
- (iv) The Switches for various appliances etc. on the boards shall be marked as according to the numbers mentioned in the single line wiring diagram.

## **B. LIGHTING FIXTURE SCHEDULE:**

### **1.0 Luminaries:**

- 1.1 All light fittings are to be provided with lamps/tubes.
- 1.2 Luminaries are to be as per the makes and catalogues indicated.
- 1.3 Installation of light fitting shall include making of connections and proper suspension, support and mounting.
- 1.4 For suspended fluorescent light fittings suitable length of conduits, ball and socket on junction box are to be provided.
- 1.5 The majority of the fittings are to be installed in the false ceiling and electrical Contractor has to co-ordinate with false ceiling work for installation.
- 1.6 The necessary opening in the false ceiling for fixing of lighting fittings will be provided by false ceiling Contractor. The cut-out details are to be given by electrical Contractor.
- 1.7 The suspension of light fittings for recess mounting in the false ceiling will be to suite site condition.
- 1.8 The design, manufacture and performance of Luminaries shall comply to all applicable statutes, regulation and safety codes.
- 1.9 The Luminaries shall be designed for minimum glare and continuous operation without reduction in lamp life or without deterioration of material and internal wiring.
- 1.10 The fittings shall be designed for low temperature rise and it should be complete with copper choke, starter, reflector etc.
- 1.11 The power factor improvement capacitor shall be incorporated.
- 1.12 Outdoor fixture shall be provided with totally weather proof.
- 1.13 Each Luminaries shall have terminal for loop in loop out and tee off connection. All internal wiring shall be flexible copper suitable to withstand high temperatures.
- 1.14 The Luminaries shall be provided with earthing terminal, conduit knockout etc.
- 1.15 Aluminium used for mirror optic light fitting shall be of high purity and non edging type.

- 1.16 The reflectors/louvers/diffusers of fittings should be easily approachable and easy to clean without removal, of light fitting.
- 1.17 The ballast shall be designed to have low power loss and shall be mounted using anti vibration fixing. The ballast should be totally enclosed. The ballast should be all copper wound.
- 1.18 The ballast which produce humming noise shall be replaced free of cost by the supplier.
- 1.19 The starter shall be of safety type and shall be replaceable without disturbing reflector or the lamps and without use of any tool.
- 1.20 The starter shall have brass contact.
- 1.21 The Luminaries with diffuser shall be of acrylic, non yellowing, non edging type.
- 1.22 Fluorescent tubes shall be of day light colour type and shall be suitable for use in any position.
- 1.23 The light fitting shall be fitted as according to the distance measurements as mentioned in the layout drawing.
- 1.24 Supply of conduits, junction boxes and other hardware shall form part of Contractors scope of work.
- 1.25 The Contractor shall test, check each fitting before installation.

## **2.0 Exhaust Fans:**

- 2.1 Exhaust fans of sizes 6",9"& 12" shall be installed as per the distances mentioned in the layout or specified by the Consultant.
- 2.2 For fixing of an exhaust fan, a circular hole shall be provided in the wall to suit the size of the frame which shall be fixed by means of rag-bolts embedded in the wall. The hole shall be neatly plastered with cement and brought to the original finish of the wall. The exhaust fan shall be connected to exhaust fan point which shall be wired as near to the hole as possible by means for flexible cord, care being taken that the blades rotate in the proper direction.
- 2.3 Digging, replastering of wall for installation of exhaust fan and provision of hardware & other material shall be under Contractor's scope of work.

## **II. COMMUNICATION SYSTEM:**

### **1.0 TELEPHONE CABLES:**

- 1.1 Telephone pair cables and switch board cables and wires shall be on annealed tinned electrolytic copper conductors, insulated and sheathed with good quality PVC compound as per BS:6746, twisted pairs bunched together in connecting layers so as to minimise cross-talk and wrapped with Melinex of PVC tape.
- 1.2 Cables shall be manufactured to standard specifications ITD-S/WS-113B, approved make.



- 1.3 Conductor resistance at 20°C, 0.5mm=Max. 98 ohms/Km; 0.6mm=Max. 64 ohms/Km; and 0.71mm=Max. 46 ohms/Km.

## **2.0 CONDUITS FOR TELEPHONE NETWORK:**

The rates for conduit work include:

- (a) All necessary spacers and fittings.
- (b) Inspection, junction and outlet boxes as required.
- (c) 3 mm thick perapex sheet covers for inspection and junction boxes.
- (d) All fixing accessories such as clips, nails, screws etc.
- (e) 2 mm dia G.I. pull wires in conduit work.
- (f) Providing and fixing approved saddle, hooks and grouting the same as required in the case of all exposed conduit work.
- (g) Embedding conduits and accessories in walls, floors etc., during construction and/or cutting chases and making good as necessary in the case of concealed conduit work.
- (h) Painting all inspection, junction and outlet boxes.
- (i) Providing and fixing approved fixing devices for support of expo conduits and grouting the same as required.
- (j) Painting of perspex sheet cover from inside to suit the colour of the surrounding wall.

## **3.0 TELEPHONE WIRING:**

### **3.1 SYSTEM OF WIRING :-**

The system of wiring shall consist of PVC insulated copper, conductor wires in metallic or non-metallic conduits as called for. All conduits shall be concealed unless otherwise called for.

### **3.2 GENERAL :-**

Prior to laying of conduits, the Contractor shall submit the shop drawings for conduit layout indicating the route of conduit, number and size of conduits, location of junction/inspection/pull boxes, point outlet boxes and other details. The shop drawings shall be got approved by the Consultant and then only conduit laying can be started. Any modifications and suggestions shall be approved by the Consultant before the laying of conduits is commenced.

### **3.3 MATERIALS :-**

- A) Conduits :** Conduits for exposed/ underground/ below floors, R.C.C. slab and concealed in walls shall be HMS conduits.

- B) P.V.C. Conduits (ISI only) :** PVC conduits shall be rigid unplasticized, heavy gauge having 1.8 mm wall thickness up to 25 mm diameter and 2.0 mm wall thickness for all sizes above 25 mm diameter only HMS &MMS conduits shall be used .
- C) PVC Conduit Connections (ISI only) :** PVC conduits shall be joined by means of screwed or plain couplers depending on whether the conduits are screwed or plain. Where there are long runs of straight runs of straight conduit inspection boxes shall be provided at intervals as approved by the Consultant. The threads pipes and sockets shall be free from grease and oil and shall be thoroughly cleaned before making the screwed/plain joints. Proper jointing materials as recommended by manufacturer shall be used for jointing PVC pipes. Use PVC couplers and connectors for PVC pipe connections and terminating in boxes. All the joints shall be fully watertight. Junction boxes and running joints shall be provided at suitable places to allow for subsequent extensions if without undue dismantling of conduit system. As far as possible , diagonal run of conduit and adaptable boxes , back outlet boxes, switch boxes and the like must be provided with entry spouts and smooth PVC bushes.

### 3.4 BENDS IN CONDUIT :

Where necessary, bends or diversions may be achieved by means of bends and/or circular inspection boxes with adequate and suitable inlet and outlet screwed joints. In case of recessed system each junction box shall be provided with a cover properly secured and flush with the finished wall surface, so that the conductors inside the conduits are easily accessible. No bends shall have radius less than 2.5 times the outside diameter of the conduit. Heat may be used to soften the PVC conduit for bending.

### 3.5 FIXING CONDUITS :

Conduits and junction boxes shall be kept in position while the walls, slabs and floors are under construction and proper hold-fasts shall be so arranged as to facilitate easy drawing of wires through them. Adequate junction boxes of approved shape and size shall be provided . Where conduits cross expansion joints in the building, adequate expansion fittings or other approved devices shall be used to take care of any relative movement. All conduits shall be installed so as to avoid water pipes. Conduits shall not come in contact with any wooden members unless otherwise stated. Conduits stubs in floor slabs shall be kept as short as possible above the finished floor level in order to avoid any damage to them. After the conduits, junction boxes and outlet boxes are installed in a position ; their outlets shall be properly plugged or covered so that water, mortar, insects or any other foreign matter does not enter in to the conduit system. Exposed conduits shall be fixed by means of spacer bar saddles at intervals not more than 1000mm in normal run & 500 mm from both sides of fittings or accessories. The saddles shall be of galvanised mild steel, flat, properly treated, and painted. Conduits shall be laid in a neat and organized manner as directed and approved by the Consultant. Conduit run shall be planned so as not to be conflict with any other service pipe lines/ ducts. Where exposed conduits are suspended from the structure they shall be clamped firmly and rigidly to hanger of designed to be approved by the Consultant. Where hangers are to be anchored to reinforced concrete, appropriate inserts and necessary devices for their fixing shall be left in position at the time of concreting. Making holes or openings in the concrete generally be not allowed. In case it is unavoidable prior permission of the Consultant shall be obtained.

**III. LOCAL AREA NETWORK:****SCOPE OF WORK :**

1. Supply & installation of PVC conduit with all accessories.
2. Supply & installation of Brass outlets.
3. Supply & installation of heavy gauge M. S . box with open able cover.
4. Cutting of chases/opening in floors walls & recementing the same after conduit laying.
5. Preparation of layouts, Charts, Schematics & "as built" drawings.

**SUPPLY**

**PVC conduit :** Conduits & all accessories are as per ISI specification. inside with min. wall thickness of 2 mm. The conduits shall be delivered to the site of construction in original bundles and each length of the conduit shall be with the label of manufacturer.

**FLOOR OUTLETS:** Floor outlet should be fabricated from 2mm thick M.S. sheet steel with top open able cover, gasketed and painted.

**CONDUCTING:** Conducting will be carried out by chiselling the floor and laying and clamping the conduit in the floor & recementing to original level & finish.

**DOCUMENTATION:** Three sets of "as built" cable layout (one retraceable print), single line diagram wiring charts, cable termination details and telephone faults location charts will be submitted.

**UNARMoured CO-AXIAL CABLE:**

The cable shall be of plain copper conductor of 0.81 mm dia. over dielectric 2.95 mm, impedance 53.5 ohm, attenuation (dB/100 mt. 200 MHz) should be max. 23, capacitance 93.5 pf/mt. and max. R.F operating voltage should be 1.9 RMS KV. The cable shall be polythene dielectric, braided with fine copper wires and overall polythene jacketed confirming to B.S. 2316 (UR series) American Military standard MIL-C- 17 (RG series ) The cable manufacturers approval certificate shall be submitted. The inspection will be carried out at manufacturers place if required. The cable test report shall be submitted along cable delivery.

**PVC SCREENED UNARMoured CABLE:**

The cable shall be of annealed copper conductor of 0.5 mm dia. polythene insulated, cores colour coded, twisted into pairs, laid up, pvc taped, screened unarmoured and overall polythene jacketed confirming to ITD specs NO. S/WS - 113C.

The offered cable shall be multipair & DOT approved make. The cable manufacturer's DOT approval certificate shall be submitted. The inspection will be carried out at manufacturers place if required. The cable test report shall be submitted along cable delivery.

1. All material samples shall be approved from the client / consultant / architect.
2. Client / consultant / architect reserves final right to select any make for any item from the above-mentioned list of make.
3. Client / consultant / architect reserves final right to reject any material if found out of approved list of make / not up to the acceptable standards.

### **6.13 HVAC WORKS:**

#### **6.13.1 CHILLER & AHU-BASED DUCTABLE AIRCONDITIONERS:**

##### **I. AIR COOLED CONDENSING UNIT:**

The condensing unit shall comprise of the following:

- A. Compressor (scroll/reciprocating):** The outdoor units shall comprise of one compressor with internally built high- and low-pressure cutouts.
- B. Condenser coil:** One single/double circuited condenser coil, of 3/8" O.D. copper tubing (22 G) with serrated and extended aluminum fins. Tubes shall be arranged in a staggered design for better efficiency. Condenser coil working pressure to be 300 psi.
- C. Condenser fan with motor:** Axial flow fan for condenser shall be adequately sized and shall be direct driven. The fans shall be selected for low noise level and speed shall not exceed 920 rpm. Condenser fan motor to be IP55 (suitable for outdoor mounting) and all electrical component shall be housed in a water proof enclosure.
- D. Sheet steel casing & suitable base frame:** All duly enclosed in a G.I. powder coated steel sheet cabinet duly made weather proof. The outdoor units shall be mounted on mild steel stands to be provided by the contractor, to suit the site conditions.
- E. Electrical isolating switch.**

##### **II. INDOOR UNITS:**

The indoor units shall comprise of a single/double circuited cooling coil, evaporator fan with fan motor duly enclosed in a G.I. powder coated steel sheet cabinet. Suitable angle iron bracing for unit suspension shall be provided. The drain tray shall be insulated and the cabinet shall be acoustically insulated if so required by the contractor to ensure noise level is within acceptable norms as determined and accepted by the client. Filters shall be easily removable and cleanable.

##### **III. REFRIGERANT PIPING:**

The refrigerant piping shall be out of hard / soft quality 22 gauge, pre-pressure tested, copper seamless pipe, of sizes as calculated to limit the pressure drop to 2 F in the suction line and 1 F in the liquid line and hot gas line. The tenderer should ensure that the units are capable of delivering the rated capacity and meet the inside design conditions based on the locations of the indoor and outdoor units as shown on the relevant drawing, and also ensure that the air conditioning units can perform, at the

distances and elevation differences between the indoor and outdoor units.

Refrigerant pipes should be supported on grooved wooden stripes suitable to accommodate the insulated refrigerant pipes. The piping should be clamped to these wooden strips using a 'C' clamps. The distance between two supports should not be more than 5 ft. wherever the pipes are running on the floor or exposed to view should be covered with 18 G GI tray plastic tray.

#### IV. DRAIN PIPING:

Drain piping out of PVC / G.I. medium class pipe shall have to be provided from the indoor unit to the drain point identified by the client. Interconnection between the drain outlet of the indoor unit and the drain pipe may be carried out using P.V.C. hard non-kinkable pipe with excellent water-proof clamping arrangement at the both ends to thoroughly ensure that no water droplets trickle down. A 'U' trap of minimum 2 depth, constructed out of hard P.V.C. elbows shall be installed just at the drain outlet of the indoor unit.

#### V. DUCTING:

Rectangular Ducts G. S.	External Pressure 1000 Pa		
	Duct Section Length 1.2 m (4 ft)		
Maximum Duct Size	Gauge	Joint Type	Bracing Spacing
0 – 450 mm	26	TDF Flange	Nil
451 – 600 mm	24	TDF Flange	Nil
601 – 750 mm	22	TDF Flange	Nil
751 – 900 mm	20	TDF Flange	Nil
901 – 1000 mm	18	TDF Flange	Nil
1001 – 1500 mm	18	4 Bolt Slip on Flange Class I	Nil
1501 – 1800 mm	18	4 Bolt Slip on Flange Class I	Mid reinforcement
	18	4 Bolt Slip on Flange Class I	Mid reinforcement
2101 – 2400 mm	18	4 Bolt Slip on Flange Class J	Mid reinforcement
2401 – 3000 mm	18	4 Bolt Slip on Flange Class L	Mid reinforcement

#### VI. TESTING & BALANCING:

After completion all duct systems shall be tested for air leakage. The entire air distribution system shall be balanced to supply return or exhaust the air quantities as required in the various regions to maintain the specified room conditions.

#### 6.13.2 TECHNICAL SPECIFICATION FOR AIR-CONDITIONING WORKS:

- 1. Drain water piping:** Condensed water in the interior of the banking hall shall be drained outside/toilet block through gravity-slop. The entire piping shall be 25/32 M.M. ISI approved pipes to carry condensed water. All the piping shall be maintainable and testing shall be done before connecting.
- 2. Civil Works:** Associated Civil Works in HVAC scope have to be done.

- 3. Communication Cable and Control Cabling:** Communication cable and control cabling: Communication cable and control cabling should be of non-polar shielded 2 core cable shall be laid in 20 mm dia PVC conduits of required size. PVC conduit should be clamped neatly maintaining a distance from power cables, Cable terminations and dressing shall be done properly and neatly.

E.01 Unless otherwise mentioned in the Technical specifications, the equipment and materials shall conform to the following standards:

E.01.01 IS 3615 – Glossary of terms used in refrigeration and air conditioning

E.01.02 IS 325 – Three phase induction motors

E.01.03 IS 1822 – Motor starters of voltages not exceeding 1000 V

E.01.04 IS 996 – Single phase small AC and universal motors

E.01.05 IS 1239 – Mild steel tubes, tubulars and other wrought steel fittings

E.01.06 IS 3589 – Electrically welded steel pipes for water, gas and sewage

E.01.07 IS 6392 – Steel pipe flanges

E.01.08 IS 778 – Gun metal gate, globe and check valves for general purposes

E.01.09 IS 277 – Galvanised steel sheets

E.01.10 IS 737 – Wrought aluminium and aluminium alloy sheet and strip for general engineering purposes

E.01.11 IS 655 – Metal air ducts

E.01.12 IS 732 – Code of practice for electrical wiring and fittings for buildings

E.01.13 IS 2516 – AC circuit breakers for voltages not exceeding 1000 V

E.01.14 IS 900 – Code of practice for installation and maintenance of induction motors

E.01.15 IS 1248 – Direct acting electrical indicating instruments

E.01.16 IS 4047 – Heavy duty air break switches and composite units of air break switches and fuses for voltages not exceeding 1000 V

E.01.17 IS 8183 – Specification for bonded glass/ mineral wool

E.01.18 IS 660 – Safety code for mechanical engineering

E.01.19 IS 659 – Safety code for air conditioning

E.01.20 IS 5216 – Code for safety procedures and practices in electrical works

E.01.21 IS 3016 – Code of practice for fire precautions in welding and cutting operations

4. **Dampers:** All dampers shall be of 18 S.W.G. G.I sheets louver dampers of robust construction and tight fitting. The design, method of handling and control, shall be suitable for the location and service required. Dampers shall be provided with suitable links, levers and quadrants as required for their proper operation, control or setting in any desired position. Dampers and their operating devices shall be made robust, easily operable and accessible through suitable access door. Every damper shall have indication device clearly showing the damper position at all times. All the bushing will be of brass only.
5. **Grilles And Diffusers:** All grilles (SA & RA), diffusers (SA & RA) will be made from heavy gauge extruded Aluminum sections / M.S. (As specified in the BOQ) duly powder coated to match the interior requirements of Architect / Client. All the supply air grilles/diffusers will be provided with opposed blade dampers fabricated from Al. The damper should be suitable for operation from front face of grille/diffuser.
6. **THERMAL INSULATION:** The supply air duct shall be insulated with 50/40/25 mm thick, factory backed Aluminium foil fiber-glass of density 24 Kg. / Cu. M. Method of applying insulation –
  - (i) Clean the duct surface to be insulated. b) Apply a thin layer of tar paints.
  - (ii) Apply a thin coat of hot bitumen or coat of bituminous paint to stick the insulation.
  - (iii) Fix the insulation of specified thickness over the surface of the duct tightly and seal all the joints using BOPP tape. Secure the insulation with 16 Gauge G. I. wire or 10 mm wire PVC box strapping at a distance of 300mm.
7. **Thermal Insulation with Closed Cell EPE:** The supply air duct shall be insulated with 25/19/13 mm thick, Closed Cell Expanded Polyethylene. Method of applying insulation –
  - (i) Clean the duct surface to be insulated.
  - (ii) Apply a thin layer of tar paints.
  - (iii) Apply a thin coat of rubber solution to stick the insulation.
  - (iv) Fix the insulation of specified thickness over the surface of the duct tightly and seal all the joints using BOPP tape. Secure the insulation with 16 Gauge G. I. wire or 10 mm wire PVC box strapping at a distance of 300mm.
8. **Acoustic Insulation:** The required length of supply air duct shall be acoustically insulated with fiberglass of density 48 Kg./Cu.M. / Nitryl Rubber and covered with 28 G perforated Aluminium sheets from the inside of the duct. Method of applying insulation –
  - (i) Apply a thin layer of tar paints.
  - (ii) Fix-up fiberglass slabs
  - (iii) Cover-up with perforated Aluminum sheets with the help of G. I. Screw & Washers

### 6.13.3 PROCEDURE FOR CARRYING OUT PRESSURE TEST:

- (a) Ensure that the tubing to be tested is properly secured/supported and the openings have been sealed off as per manufacturer's recommendation.
- (b) Install pressure gauge/s at strategic location/s where it shall not be tampered with, at the same

time, should be easily visible.

- (c) Install a valve and connecting tubing so that the open end of the tube reaches the cylinder outlet without moving the cylinder.
- (d) Connect the tube to the cylinder and after ensuring proper connection, crack open the cylinder valve, keeping an eye on the pressure gauge. Let the pressure rise to around 10 psig.
- (e) Check for proper sealing of all flanged / flare nut joints or valves/ valve glands looking for noise of escaping Nitrogen and seal same.
- (f) Open the cylinder valve again and raise the pressure to 200 psig.
- (g) Check the tube line for major leakages at brazed joints, elbows, valve glands, equipment end connections and tube seams with the help of soap water. Make up the leaks by tightening nuts. If the leaks are in brazed joints, flush out Nitrogen and carry out necessary re-brazing.
- (h) Open the cylinder valve again and increase the pressure to 150 psig less than the final test pressure. Repeat leak check as above.
- (i) Open the cylinder valve again and slowly raise the pressure to the manufacturer recommended pressure. Carry out a thorough leak check.
- (j) Record the pressure and time. Let the pressure stand for 24 hours without tampering. Check the pressure again after 24 hours. If pressure has dropped, the tubing should be checked very thoroughly for minor leakages. It is important to follow this 24 hours period as it gives enough time to detect minute leakages, and it removes the doubt created by thermal expansion of Nitrogen ( as after exact 24 hours, ambient conditions are generally same).



**SECTION – 7: APPROVED MAKES FOR ALL WORKS****❖ CIVIL / STRL., SANITARY & PLUMBING AND INTERIOR DECORATION & MOVEABLE FURNITURE WORKS:**

<b>False Ceiling System</b>	India Gypsum / Armstrong / Gyproc (Saint-Gobain) / US Gypsum Corporation (USG)
<b>Plywood &amp; Block Board (BWP Grade)</b>	CenturyPly / Greenply Optima G / Sylvan Blu / Kitply & Kitboard Gold
<b>Flexible Plywood</b>	CenturyFlex / Green Flexiply / Sylvan Elasto Flexi Ply / Kitply Curvy
<b>Fire-rated Cement Board</b>	PermaBase (National Gypsum) / USG Durock / Visaka V-Board / Century Zykrone
<b>Wood-Plastic Composite Board</b>	Alstone / Greenply / Jindal / SV Woods / Kit WPC Board
<b>PVC Door, Board &amp; Panel</b>	CenturyPVC / Greenply / Frikly / Decoroids / Delby
<b>Medium Density Fibre Board</b>	Century MDF Prowud / Green Panelmax / Kitply / Action TESA MDF
<b>Flush Door (BWP Grade)</b>	CenturyDoors / Green-Doors / Sylvan Gateway Pine / Duroplast / Kitply Flush Doors
<b>Fibreglass Reinforced Polymer (FRP) Door</b>	Duroplast / Sintex / Falcon / NYFlex
<b>Laminate</b>	CenturyLaminates / Formica / Greenlam / Aica Sunmica / Kit Mica
<b>Teak Wood Veneer</b>	Century Veneers / Green Naturals / Kitply Veneers
<b>Solid Surface Material</b>	Du-Pont Corian (or, Merino-Hanex Solid Surfaces as an alternative, if approved).
<b>GI Sections for Framework</b>	Gypsteel Ultra (India Gypsum) / Armstrong / Century Steel Sections
<b>Aluminium Sections</b>	Hindalco / Jindal / Indal
<b>Glass</b>	Modifloat / Saint-Gobain / Indo Asahi
<b>Natural Wood &amp; Timber:</b>	
<u>For Concealed Work</u>	Malaysian Sal / Kapur / Hallack
<u>For Beads &amp; Moulding</u>	Teak Wood / Steam Beech Wood
<b>Wooden &amp; Vinyl Flooring</b>	Armstrong / Krishna Vinyl / Square Foot / Pergo / GreenWood / Action TESA
<b>Aluminium Composite Panel</b>	AluDecor / AluStar / AlStrong / AluBond / Eurobond
<b>Heavy Duty Hydraulic Door Closer</b>	Godrej / Sterling / Dorset / Golden / Vel / Hafele / Hettich / Quba
<b>Locks:</b>	
<u>For Drawers</u>	Godrej / Efficient / Acme / Ebco / Hettich / Quba
<u>For Doors</u>	Godrej / Golden / Acme / Hettich / Quba

<b>Adhesive</b>	Fevicol (Pidilite Industries) / Jivanjor (Jubilant) / Bondtite (Astral) / 3M
<b>Floor Spring</b>	Godrej / Dorset / Ozone / Garnish / Hafele / Hettich / Quba
<b>Patch Fittings</b>	Dunex / Dorma / Dorset / Hafele / Ozone / Hettich
<b>Hardware</b>	ISI Marked
<b>Vertical &amp; Roller Blinds</b>	Vista Levolor / Mac / Hunter Douglas
<b>Sparkle Series Frosted Film</b>	3M / Vista Llummar (Eastman) / Avery Dennison
<b>CPU Trolley &amp; Key Board Tray</b>	Innofit / Ebco / Hettich
<b>Chairs (<i>Model to be approved</i>)</b>	Featherlite / Godrej / Wipro
<b>Cement</b>	ACC / Ultratech / Ambuja / Nuvoco Vistas (erstwhile Lafarge)
<b>Autoclaved Aerated Concrete Block</b>	Ultratech (Birla Aerocon) / JK Smartblox / Biltech / Magicrete / Siporex India / Godrej Constructions
<b>MS Sections / Rebar (Reinforcements)</b>	SAIL / TATA / TISCON TMT Bars (HYSD Tor Steel Bars) / Jindal Steel
<b>Cement-based Putty</b>	Asian Paints Wall Putty / Birla White / JK White / Berger Wall Putty
<b>Paint &amp; Primer</b>	Asian Paints / Berger / ICI Dulux / Nerolac / Jenson & Nicholson (J&N) / Shalimar
<b>Water-proofing Chemical Compound</b>	SikaLatex / Dr. Fixit / Ardex Endura / Fosroc / BASF / Berger HomeShield
<b>Vitrified Tile</b>	Johnson / Kajaria / RAK / Nitco / Somany / Euro
<b>Ceramic Tile</b>	Johnson / Kajaria / RAK / Nitco / Somany
<b>Granite Stone</b>	Black Galaxy Granite and Blue Pearl Granite (as directed)
<b>Sanitary ware</b>	Cera / Parryware / Hindware / Johnson / Jaquar
<b>u-PVC / c-PVC Pipes</b>	Astral / Supreme / Finolex / Oriplast
<b># Bank reserves the right to select any material out of the specified make.</b>	

#### ❖ ELECTRICAL INSTALLATION WORKS:

The Brands / Make mentioned in the following List should be used by the contractor and Rate quoted should be based on the same. In case of the brand / make is not available, material of other make should be used with prior approval of Architect and Bank. The rates will be revised, based on the difference in the basic rates of the make brands / name mentioned below:

S.N.	MATERIALS	APPROVED MANUFACTURERS
1	Moulded Case Circuit Breaker (MCCB)	i) Schneider ii) Hager iii) Siemens iv) L & T v) Legrand

S.N.	MATERIALS	APPROVED MANUFACTURERS
2	Switch Fuse Unit (SFU)	i) L & T ii) Siemens iii) ABB
3	Power Contactors	i) L & T ii) Siemens iii) Schneider
4	Meters	i) HPL ii) IMP iii) L & T iv) Trinity
5	Armoured LT cable	i) Polycab ii) Finolex iii) R R Kabel iv) CCI
6	Cable Termination	i) Dowells ii) Comet
7	Cable Tray	i) Profab ii) Metalemmas iii) Asian Ancillary Corporation
8	PVC Conduit & Accessories	VIP & Precisions make only
9	Wires (FRLS)	i) RR Kabels ii) Havells iii) Finolex iii) Polycab
10	Modular Switches & Sockets with PVC Box	i) MK - (Wrapround model) ii) North West - (NOWA model) iii) Elleys - (E-square model) iv) Vinay - (Corum model) v) Schneider - (Opale model)
11	Distribution Board, MCB, RCCB & RCBO	i) Schneider ii) Hager iii) L & T iv) Siemens v) Legrand
12	Voice Cable & accessories	i) RR Kabels ii) Finolex
13	Light Fixtures	i) Wipro ii) Philips iii) Havells iv) GE
14	Tubes, PL's & CFL's	i) Philips ii) Osram

S.N.	MATERIALS	APPROVED MANUFACTURERS
15	Ceiling Fan	i) CG ii) Havells iii) Bajaj iv) Orient
16	Exhaust Fan	i) CG ii) Almonard iii) Alstom
19	Electrical LT Panel	Type-tested / CPRI Approved Panel Manufacturer Only
20	Capacitors	i) Siemens ii) L& T iii) GE iv) ABB iii) Universal
21	CT'S / PT'S	i) AE ii) Kappa iii) Ricco iv) Rishabh
23	Contactor / Timer	i) Schneider ii) Hager iii) L & T iv) Siemens iv) Legrand
25	Concrete Earthing	i) Marconite ii) Equivalent as approved by the Client / Consultant

❖ **HEATING, VENTILATION & AIR-CONDITIONING (HVAC) WORKS:**

Sr. No.	DESCRIPTION	MAKE
	LOW SIDE HVAC ITEMS	
1	Ducting Sheet	Tata / Jindal / SAIL / Uttam / Eq.
2	Ducting Factory Fabricated	Rolastar / Ductofab / windcatcher
3	Duct Insulation	Alp Aeroflex / Alp Accosound / Vedoflex / Aerobatic / Eq.
4	Diffuser / Grilles / Volume control dampers (VCD) / Fire Damper / Louvers / VAV / Jet Nozzle	Cosmos / Airproduct / Airmaster / Ruskin
5	Cables	Polycab/KEI/Eq.

# Bank reserves the right to select any material out of the specified make.

**SECTION – 8: SAMPLE & PROFORMA**

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**❑ SAMPLE – I ❑**

**(To print on bidders' company letter head, sign, stamp and submit / upload under Technical Bid)**

**PROCESS COMPLIANCE STATEMENT**

To,

**M/s. Antares Systems Limited,**

**Registered Office:** Honganasu, #137/3, Bangalore-Mysore Road,

Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka.

e-Mail: [kushal.b@antaressystems.com](mailto:kushal.b@antaressystems.com), [biswajit.c@antaressystems.com](mailto:biswajit.c@antaressystems.com).

**AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS  
FOR THE ONLINE e-TENDERING FOR THE WORK**

**Tender ID: SBIL-KOL-2025-09-CC**

Dear Sir,

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

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the e-Tendering Tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and M/s. Antares Systems Limited shall not be liable and responsible in any manner whatsoever for my / our failure to access and bid on the e-Tendering Platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC or any other unforeseen circumstances, etc., before or during the e-Tendering event.
- 5) We confirm that we have a valid Digital Signature Certificate (DSC) issued by a valid Certifying Authority.
- 6) We hereby confirm that we will honour the bids placed by us during the e-Tendering process.

With regards,

Signature with company seal Name:

Date:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

e-Mail ID:

Phone No.:

❑ **SAMPLE – II** ❑

*(To print on legal papers, sign with seal and submit two sets at the office issuing LOI)*

### ARTICLES OF AGREEMENT

*(The first page is to be printed on a Non-Judicial Stamp Paper of ₹100/-)*

This Agreement made the \_\_\_\_\_ Day of \_\_\_\_\_ Month Two Thousand and \_\_\_\_\_ between STATE BANK OF INDIA, a public sector bank formed under the State Bank of India Act, 1955 and having its Corporate Centre at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai – 400 021, Maharashtra, through the \_\_\_\_\_, the authorized officer of SBI (*hereinafter referred to as the “OWNER” / “EMPLOYER” / “BANK” / “SBI”, which expression shall include the successors and assigns*) of the ONE PART,

AND

M/s. \_\_\_\_\_, having its registered office at \_\_\_\_\_, a company / partnership / proprietary firm registered under the Companies Act, 2013 / Indian Partnership Act, 1932 (*hereinafter referred to as the “CONTRACTOR”, which expression shall include the present directors / partners and also the directors / partners from time to time as also their respective heirs, legal representatives, administrators and assigns*) of the OTHER PART.

*(The second page onwards are to be printed on Bond / Legal Papers)*

WHEREAS the OWNER is desirous of executing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (*hereinafter called the “WORK”*).

AND WHEREAS the OWNER, in order to effectively carry out the work, has engaged M/s. \_\_\_\_\_, having its registered office at \_\_\_\_\_, (*hereinafter referred to as the “ARCHITECT / CONSULTANT”*) to prepare scheme plans, detailed drawings & specifications, description of works, to supervise the work and to assist in concerned technical matters.

AND WHEREAS the Owner has caused the plans, drawings and specifications, priced schedule of quantities of the works to be executed as per conditions of the contract and special conditions prepared

with the assistance of the said Architect / Consultant, subject to which the offer of the Contractor shall be accepted.

AND WHEREAS the said drawings numbered as mentioned in the tender documents hereinafter mentioned and to be issued from time to time, the specifications and the schedule of items and quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has deposited with the Owner Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) as security deposit for the due performance of the Agreement.

AND WHEREAS the Owner has issued letter of intent / work order to the Contractor through the Architect / Consultant.

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

NOW IT IS HEREBY AGREED AS FOLLOWS:

7. In consideration of the payments to be made to the Contractor as hereinafter provided the Contractor shall upon and subject to the said conditions execute and complete the works shown upon the site drawings etc. and such further detailed drawings as may be furnished to the Contractor by the said owner through the Architect as described in the said specifications and the said priced schedule of quantities.
8. The Owner will pay to the Contractor the sum of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) (*hereinafter called the "CONTRACT AMOUNT"*) or such other sum become payable hereunder at the times and in the manner specified in the said conditions. However, the actual sum will be paid on the actual value of work done, irrespective of the contract sum.
9. The term "Architect / Consultant" in the said conditions shall mean the said M/s. \_\_\_\_\_, having its registered office at \_\_\_\_\_, and in the event of the said Architect / Consultant ceasing to be the Architect / Consultant for the purpose of this contract such other person as shall be nominated for the purpose by the Owner.

10. The said conditions and appendix thereto shall be read & construed as forming part of this agreement, and the parties hereto shall respectively abide by / submit themselves to the said conditions & perform the agreements on their part respectively in the said conditions contained.
11. The plans, agreement and documents above mentioned shall form the basis of this contract and all disputes to be decided in the manner prescribed in the conditions attached hereto.
12. The said contract comprises the works as above mentioned, and all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Owner even though said works may not be shown on the drawings or described in the said specifications or the priced schedule of quantities.
13. This contract is neither a fixed lump sum contract nor a piece work contract but is a contract to carry out the work in respect of the entire project on item rate basis to be paid for according to actual measured quantities at the rates contained in the schedule of quantities and rates or as provided in the said conditions.
14. Notwithstanding what are stipulated in the conditions of this contract hereinbefore, the Owner, through the Architect / Consultant, reserves the right to alter the drawings & nature of the work and of adding to or omitting any items of works form or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.
15. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from the 14<sup>th</sup> day after date of issue of formal work order as provided for in the said conditions of contract, whichever is later, and to complete the entire work within \_\_\_\_\_ (period of contract), subject nevertheless to the provisions for extension of time.
16. All payments by the Owner / Employer under this Contract will be made only at **Kolkata**.
17. The Contractor shall promptly notify any changes in their constitution to SBI. It shall be open for SBI to terminate the agreement on the death, retirement, insanity or insolvency of any person (s), being director (s) or partner (s) in the said company / firm or on the addition or introduction of a new partner without the previous approval in writing of SBI. But in the absence of and until its termination by SBI as aforesaid, this agreement shall continue to be of full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its partners or the addition or introduction of any new partners. In case of



retirement / death, the surviving or remaining partners of the firm shall be jointly and severally liable for the due and satisfactory performance of the terms and conditions of the agreement.

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

That all the parts of this contract have been read by the Contractor and fully understood by them. They further agree to complete the said work to the fullest satisfaction of the Owner / Employer.

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents through their duly authorized official and the said two duplicates hereof to be executed on its behalf of the day and year first hereinabove written.

#### EXECUTANTS

---

OWNER / EMPLOYER

Signature with Seal

---

CONTRACTOR

Signature with Seal

*In presence of:*

#### WITNESSES

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

1. Signature:

Name:

Address:

2. Signature:

Name:

Address:

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

**□ PROFORMA – I □**

*(To print on the Contractor's company letter head, sign, stamp and submit at the office issuing LOI)*

**RUNNING ACCOUNT BILL (RA BILL)**

- Name of Contractor / Agency :
- Name of Work :
- Sl. No. of this bill :
- No. and date of previous bill :
- Reference to Agreement No. :
- Date of written order to commence :
- Date of completion as per Agreement :

Sl. No.	Item Description	Unit	Rate (Rs.)	As per tender		Up to Previous R/A Bill		Up to Date (Gross)		Present Bill		Remarks
				Qty	Amount (Rs.)	Qty	Amount (Rs.)	Qty	Amount (Rs.)	Qty	Amount (Rs.)	
1	2	3	4	5		6		7		8		9

Note:

1. If part rate is allowed for any item, it should be indicated with reasons for allowing such a rate.
2. If ad-hoc payment is made, it should be mentioned specifically.

---

Net value since previous bill

❑ **PROFORMA – II** ❑

*(To print on the Contractor's company letter head, sign, stamp and submit at the office issuing LOI)*

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

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

Total Value of Materials at Site ..... A
Secured Advance @ ..... % of above value ..... B
<p>Certified that</p> <p>(i) the materials mentioned above have actually been brought by the Contractor to the site of the work and no advance on any quantity of any of this item is outstanding on their security</p> <p>(ii) the materials are of imperishable nature and are all required by the Contractor for use in the work in connection with the items or which rates of finished work have been agreed upon.</p>

Dated signature of Site Engineer preparing the bill

\_\_\_\_\_

Designation

\_\_\_\_\_

Dated signature of the Architect / Consultant

\_\_\_\_\_

Name of the Architect / Consultant

\_\_\_\_\_

\_\_\_\_\_  
Dated signature of the Contractor

**□ PROFORMA – III □**

*(To print on the Client's letter head, sign, stamp and submit at the office issuing LOI)*

**C E R T I F I C A T E      O F      M E A S U R E M E N T S**

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

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Signature of Architect /  
Consultant

\_\_\_\_\_  
Signature of Site Engineer

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

\_\_\_\_\_  
Architect / Consultant

\_\_\_\_\_  
Site Engineer / Bank's Engineer

**□ PROFORMA – IV □**

*(For departmental / internal use)*

**MEMORANDUM FOR PAYMENT**

BILL OF M/s. \_\_\_\_\_

FOR \_\_\_\_\_

\_\_\_\_\_ (Name of the work)

RA BILL NO.: \_\_\_\_\_

1	Total amount in the bill	₹.....
	Price Variation Adjustments (PVA) on account of escalation in	
2	price of steel, cement & other materials and labour as detailed in	₹.....
	separate statement (s)	
A	Total amount due to the contractor (1 + 2) :	₹.....
3	Deductions:	
(i)	Secured advance paid in the previous RA bill (Payment made till date)	₹.....
(ii)	Retention Money (RM) on value of works as per accepted tenders up to date amount	₹.....
	<b>Less:</b> Already recovered (–)	(–) ₹.....
	Balance RM to be recovered:	₹.....
(iii)	Mobilization Advance, if any	₹.....
(a)	Outstanding amount (Principal + Interest) as on date	₹.....
(b)	Liquidated Damages Charges to be recovered in this bill	₹.....
(iv)	Any other departmental material cost to be recovered as per contract, if any	₹.....
(v)	Any other departmental service charges to be recovered if any, as per contract (water, power, etc.) as per enclosed statement (s)	₹.....
B	Total deduction as per contract:	(–) ₹.....
	Net amount payable as per contract (A – B):	₹.....

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

\_\_\_\_\_  
Dated signature of the Bank's Engineer  
In-charge of the project

#### STATUTORY DEDUCTIONS:

(a) Total amount due		₹.....
(b) Income Tax (..... %)	(-)	₹.....
(c) Other taxes, if any (..... %)	(-)	₹.....
(d) Cess (..... %)	(-)	₹.....
Net Payable to the Contractor:		₹.....

The figure given in the Memorandum for Payment has been verified and the bill passed for payment  
of ₹..... (Rupees.....only).

\_\_\_\_\_  
Signature of Premises Officer

Date:

**❑ PROFORMA – V ❑**

(For Architect's use)

**PROFORMA OF CERTIFICATE OF PAYMENT BY ARCHITECT / CONSULTANT**

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

**❑ PROFORMA – VI ❑***(For Architect's use)***DETAILS OF INSURANCE POLICIES**

Type of Policies	Name of Insurance	Amount (₹)	Policy No.	Validity
CAR Policy including 3 <sup>rd</sup> Party Liability				

Workmen's Compensation

Remarks:

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

---

Signature of Architect / Consultant



**□ PROFORMA – VII □***(For the use of both the Architect / Consultant and the Contractor)***PROFORMA OF HINDRANCE REGISTER**

Name of Work : Date of Start of Work :

Name of Contractor : Period of Completion :

Agreement No. : Date of Completion :

Sl. No.	Nature of Hindrance	Date of Occurrence of Hindrance	Date of Removal of Hindrance	Period of Hindrance	Signature of SE / PE	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

SE : Site Engineer

PE : Project Engineer

Place: \_\_\_\_\_

Date: \_\_\_\_\_

☐ **PROFORMA – VIII** ☐

*(For departmental / internal use)*

**PROFORMA OF REGISTER OF MATERIALS AT SITE ACCOUNT**

Name of Work : Name of Article :

Name of Contractor : Estimated Requirement :

Agreement No. : Issue Rate :

Sl. No.	Date of Receipt	Received from / issued to (with)	Receipt	Issue	Balance	Initials of Contractors	Initials of Bank's / Architect's Representatives	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**□ PROFORMA – IX □***(For Contractor's use)***PROFORMA FOR APPLICATION BY CONTRACTOR FOR EXTENSION OF TIME**

- 1 Name of the Contractor
- 2 Name of the Works as given in the Agreement
- 3 Agreement / WO
- 4 Tender Amount
- 5 Date of Commencement of Work
- 6 Period allowed for completion as per Agreement
- 7 Date of completion as per Agreement
- 8 Period for which extension of time has been given

Date      Month      Year

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

---

Signature of Contractor

☐ **PROFORMA – X** ☐

(To print on the Contractor's company letter head, sign, stamp and submit at the office issuing LOI)

**UNDERTAKING ON SUBMISSION OF FINAL BILL (S)****The Assistant General Manager**

State Bank of India

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UNDERTAKING ON SUBMISSION OF FINAL BILL (S)****Tender ID:** \_\_\_\_\_

Dear Sir,

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

This letter of undertaking is to confirm –

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

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

The undersigned is the authorized representative of the company.

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

With regards,

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

e-Mail ID:

Phone No.:

**❑ PROFORMA – XI ❑**

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

**CERTIFICATE OF COMPLETION OF WORKS**

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

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

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

\_\_\_\_\_  
Signature of the User / Occupant

\_\_\_\_\_  
Signature of the Contractor with Stamp

**□ PROFORMA – XII □**

*(To be obtained from the Bank upon actual completion of Scope of Works and Finalization of Bills)*

**CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR**

**TO WHOM IT MAY CONCERN**

<b>NAME &amp; ADDRESS OF THE CLIENT:</b>	<b>State Bank of India</b> Address: .....
<b>NAME &amp; ADDRESS OF THE CONTRACTOR:</b>	<b>M/s. ....</b> Address: .....

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

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

(Stamped Signature with Date of the Issuing Authority)

**:: END ::**