



STATE BANK OF INDIA

INVITES SHORT TERM QUOTATION FOR
INSTALLATION OF 16 WIRE MESH DOORS AT 2 BHK FLATS
AT GURU GOVIND SINGH AVENUE, JALANDHAR. (PB.)
(TIME BOUND WORK)

TENDERNOTICE

Interior Contractors who are on the panel of
SBI, Chandigarh Circle.(LHO)
in the Appropriate category are only eligible

TECHNICALBID

Last date for submission of Quotation 29.10.2026 by 5.00PM

State Bank of India (SBI) Invites Quotations from the Empaneled **INTERIOR WORKS** Contractors of SBI at Chandigarh for the **FOR THE PROPOSED INSTALLATION OF 16 WIRE MESH DOORS AT 2 BHK FLATS AT GURU GOVIND SINGH AVENUE, JALANDHAR. (PB.)**

1	Name of the work	INSTALLATION OF 16 WIRE MESH DOORS AT 2 BHK FLATS AT GURU GOVIND SINGH AVENUE, JALANDHAR. (PB.)
2	Estimated cost	Rs 1,56,00/-+ plus GST
3	Cost of Tender Documents	NIL
4	Quantum of Earnest Money Deposit(EMD)	Rs.3,200/- Drafts/BCs shall be in favor of "State Bank of India," Payable at JALANDHAR . " <i>MSME/NSIC Certificates will not be accepted for exemption of EMD</i> "
5	Date and Time where tender forms are available	From 22-10-2026 till 29-10-2026 upto 5:00 pm at www.sbi.co.in /SBI in the News procurement-news and https://etender.sbi/
6	Last date and time of submission of Quotations	29-10-2026 up to 5:00 pm
7	Place, date & time for submission of Quotations	The Regional Manager State Bank of India, Regional Business Office- III., ...JALANDHAR..... 29-10-2026 up to 5:00 pm
8	Date, Time and Place of opening of Quotations	Offline on 29-10-2026 up to 5:00 pm The Regional Manager State Bank of India, Regional Business Office- III., ...JALANDHAR.....
9	Quantum of Security Deposit(percentage)	1. Initial Security Deposit (ISD) –2% of the Tender value including EMD 2. Retention Money-5%of the running bills and Total deduction of 5% of value of work including EMD, ISD.
10	Terms of payment of Bills, if any (specify the mini-mum value of work for payment of running account bills)	NIL
11	Stipulated time for completion of the Work/supply.	60 days from the date of the work order issued to the contractor
12	(Penalty clause)Liquidated Damages	@0.5% of the value of work per week of delay subject to a maximum penalty of 5%of the value of work would be strictly imposed.

13	Validity period of the tender.	Three(3)Months
14	Defect Liability Period	Twelve(12)Months
15	Eligible Taxes	A) Income Tax & GST IT will be deducted at source as per Govt. Guidelines. B) Reimbursement of GST will be made only on submission of proper GST invoice as per applicable GST provision. The con-tractor should comply with the following; 1. Contractor should have GST Registration Number 2. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision 3. In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment 4. Contractor should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor 5. The GST Number of State Bank of India are For JALANDHAR - 03AAACS8577K1ZZ
16	Electronic Payment	Payment shall be made by way of Electronic fund transfer and the bill will be paid by the Branch . Firm should furnish details of the bank, a/cno, IFSC code
18	Any additional information	The quoted rate should be inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes (excluding GST), wastages, Octroi, machinery, temporary works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work

**REGIONAL
MANAGER,
STATE BANK OF INDIA**

INSTRUCTIONS TO TENDERERS

Offline Quotations are invited for **INSTALLATION OF 16 WIRE MESH DOORS AT , 2 BHK FLATS AT GURU GOVIND SINGH AVENUE, JALANDHAR. (PB.)**

1. Submission of Quotations: Tenders should be submitted offline along with the EMD in the Office of Regional Manager, State Bank of India, Regional Business Office-3, 2nd Floor, SBI Building, Mall Road, Patiala.
2. Contractors should submit/send **EMD physically within due date of the tender** at the office address mentioned in the NIT document. The tender will be rejected if the tenderer fails to submit the EMD.
3. Contract documents consist of detailed plans, technical specification, schedule of quantities of the various classes of work to be done, and the set of 'conditions of contract' to be compiled with by the person whose tender may be accepted.
4. **EMD amount (As mentioned in NIT)** is to be deposited in the form of Demand Draft/ Banker's Cheque payable at **JALANDHAR** and drawn in favor of State Bank of India, otherwise the tender is liable for rejection.
5. The successful tenderer will have to pay an amount of **Initial Security Deposit**, which shall be 2% of the accepted value of the tender, by means of D.D. in favor of **State Bank of India, JALANDHAR**. The Initial security deposit is to be paid by the Contractor to Bank within 7 days of intimation to him of the acceptance of the tender. No interest is allowed on the above said security deposit (EMD, ISD).
6. Retention Money: From each running bill, an amount at the rate of 5% of the gross value of the running bill shall be recovered as retention money, till the total retention amount including the EMD and ISD amounts already with the Bank become 5% of the value of the contract amount.
This amount is called as Total Security Deposit, which consists of three components:
 - a) EMD-Earnest Money Deposit.
 - b) ISD-Initial Security Deposits.
 - c) RM-Retention Money.

The total security deposit will be kept with the Bank. And total security deposit may be refunded after the end of defects liability period (one year), provided he has satisfactorily carried out all the works and attended to rectification of all defects in accordance with the conditions of the contract. In case of failure on the part to do so, the cost of rectifying the defects through any other agency shall be deducted from the amount of security deposit due to the contractor.

7. Completion of work:
 - i) The work shall be considered as complete only when the certificate of virtual completion is issued by the architects/Bank.
 - ii) The defects liability period as prescribed in the contract shall commence only from date of such virtual completion.
 - iii) Any defect that may appear within the defects liability period shall be rectified by the contractor within reasonable time on receipt of necessary instructions from Bank to that effect.

8. The acceptance of a tender will rest with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled or are in complete in any respect are liable to be rejected.
9. All compensation or other sums of money payable by the Contractor to Clients under the terms of this contract may be deducted from the security deposit, or from any sum that may be or may be come due to the Contractor on any account whatsoever and in the event of the Security Deposit being reduced by reasons of any such deductions, the Contractor shall within 7 days of being asked to do make good in by DD any sum which have been deducted from his security deposit.
10. Tender containing any condition leading to unknown/indefinite liability ,are liable to be summarily rejected.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the con-tractors who resort to canvassing will be liable to rejection.
12. The tenderer should quote their(own) rates for undertaking the work.
13. GST as applicable will be reimbursed by Bank as specified in NIT.
14. All taxes other than GST, other statutory obligation in respect of this contract, as applicable, shall be payable by contractor including transportation and TA/DA of the workers at site and the Bank will not entertain any claim whatsoever in this respect.
15. I.T. will be recovered as per Government Rules
16. Time is the essence of the contract. The work should be completed on time as mentioned in the NIT. The successful Contractor will have to give CPM/PERT chart of various activities of works to be done so that the work gets completed within the stipulated time. The chart shall be submitted within 7 days from the date of acceptance of the tender.
17. Tenders for works shall remain open for acceptance for a period of 90 days from the last date of tenders. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to the Bank, then the bank without prejudice to any other right or remedy is at liberty to forfeit the earnest money.
18. The successful tenderer, after the work is awarded, he will have to enter into an agreement with the competent authority of the bank.
19. The tenderer must co-ordinate with the other agencies such as Interior/Furnishing/ Electric-al/IT/Fire/AC etc.
20. The tenderer should visit the site to ascertain the working conditions and local authority regulations / restrictions if any and other information required for the proper execution of the work.
21. The work may be carried out on any floor level as per site condition. Please note that materials and machines are required to be carried on head load and the same must be accounted in the costing. Please note that no separate cost shall be allowed for head load.

22. The quantities of various items given in the schedule of quantities are approximate. The quantities of work may vary at time of allotment / execution of work. Bank reserves the right to omit / delete any item(s) of work from the schedule at the time of allotment / before. Contractor will be paid for the actual work done at the site duly verified by the concerned official of the bank.
23. The unit price shall be deemed to be fixed price. In case of extra items, a record of labour charges paid shall be maintained and shall be presented regularly to the Employer's for checking. The settlement will be made based on figures arrived at jointly and taking unit price given in the contract assigned to the successful Tenderer. In case of extra items where similar or com- parable items are quoted in the tender, extra rates shall be based on tender rates.
24. If the rate quoted by the contractor for any item / items are not workable or abnormally lower than the market rate, the bank may demand Bank guarantee from the contractor for satisfactory completion of these work. The bank guarantee amount will be not less than 50% of the estimated amount of the items for which the rates are not workable or abnormally low. This bank guarantee will be released after completion of these works (unworkable and abnormally low rated items) to the satisfaction of the bank.
25. The contractor shall submit the bar chart/CPM/PERT as well as shall submit the insurance cover for the work in the form of CAR policy and Third-Party Insurance within seven (7) days from the acceptance of work order.
26. The work must be started within immediately from the date of receipt of work order/ mark out at site; whichever is later. In case of work not being started within this stipulated period, the bank reserves the right to cancel the work order duly forfeiting the Earnest money deposit
27. No employee of the Bank is allowed to work as a contractor for a period of 2 years of his/her retirement from Bank Services without previous permission of the Bank. This contract is liable to be cancelled, if either the contractor or any of his employees is any time to be such a person who had not obtained the permission of Bank as aforesaid before submission of the tender or engagement in the contractor's service.
28. Contractor should get approval of the samples of materials in advance with Bank's Engineer be-fore use of the same in the work'
29. Bank has the right to offer the contract or to modify the old material wherever/whenever necessary instead of new supplies
30. The quoted rate should be inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes(excluding GST), wastages, Octroi, machinery, temporary works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work.
31. The tenders shall summarily have rejected, if any one of the above said requirements has not been complied with.
32. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever
33. The contractor should fulfill the labour regulation guidelines stipulated by the governments

34. No advance payment in any form will be granted for the works proposed
35. Period of taking up the final bill will be
onemonthfrom/aftersatisfactoryvirtualcompletionorthedateofsubmission of the final bill
whichever is later.
36. Contractor is advised **not to engage child labour during the contract period**
37. The SBI reserves the right to cancel or postpone the tenders at any stage without
assigning any reason.
38. Firm should be visit the website till last date of submission for changes/corrigendum if
any
39. Tender documents found partly or fully modified/alterd/corrected etc. shall stand
summarily rejected
40. The make of materials should be chosen strictly from the approved makes as given
in the tender .Using of the multi brands is not permissible. Single brand should be used for
entire project.
41. ANY CLARIFCATIONS SOUGHT AFTER OPENING OF THE TENDERS WILL NOT
BE ENTERTAINED AT ANY COST.

**REGIONAL
MANAGER,
STATE BANK OF INDIA**

FORM OF SUBMISSION OF TENDER
(To be filled by the tenderer)

**The Regional Manager
State Bank of India,
Regional Business Office-III
Jalandhar.**

Dear Sir/s,

REF: **INSTALLATION OF 16 WIRE MESH DOORS AT 2 BHK FLATS AT GURU
GOVIND SINGH AVENUE, JALANDHAR. (PB.)**

I/We hereby declare that I/ We have carefully gone through the conditions laid down in the Notice Inviting Tender, General notes, General Conditions of Contract, Special conditions, Schedule of approximate quantities and rates, Form of Agreement, General Specification, Approved manufacturers/ natural source of materials Technical Specifications of schedule of quantities, and clearly understood all the same and on the basis of the same I/ We have quoted our rates in the Schedule of Quantities (i.e. BOQ) attached with the tender documents.

I / We do here by undertaken to execute and complete the whole or part of the work (as desired by you) at the respective rates quoted.

I/ We are depositing Earnest Money Deposit (Amounts as per NIT) by way of demand draft drawn in favor of SBI, PATIALA; along with this tender for due execution of the work at my/ our tendered rates.

In the event of this Tender being accepted I/ We agree to enter into the agreement and submit the declaration on requisite non-judicial stamp papers as and when required and execute the contract according to your form of Agreement etc., in default whereof, I/ We do hereby bind my-self / ourselves to forfeit the aforesaid deposit.

In the event of this Tender being accepted I/ We agree to obtain the labor license and the CAR and Third party insurance policy and deposit the balance E.M.D. amount and adhere/comply to all other instructions as given in TENDER DOCUMENT.

I / We further agree to complete the work included in the said schedule of quantities as mentioned in NIT from the date of the work order issued to commence the same.

Date of commencement shall be either three days from the date of work order issued to the contractor or the date on which mark out of work at site has been given to contractor; whichever is later.

I/We agree not to employ sub-contractors other than those that may be approved by Employer.

I / We agree to pay all taxes(except GST), insurance charges as prevailing from time to time, on such items for whom same is to be levied by/ for the government, and the rates quoted by me / us are inclusive of all the same.

Yours Faithfully,
Contractor's Signature_
Name:
Address:

Signature of Witness:

- 1.
- 2.
- 3.

GENERAL NOTES

1. RATES TO INCLUDE:

While quoting their rates the tenderer should include the following if otherwise not stated herein be-fore.

- a) Necessary cost of taking samples of materials supplied by them for the work, testing of the same at Govt.'s / approved laboratory including transportation, cost of the samples, as and when required.
- b) Submission of test reports of other materials as may be specified by Bank's Engineer.

2. STORAGE OF MATERIALS:

The contractor shall not store their materials and debris within the premises other than the work site handed over to him.

5. LABOUR HUTMENT:

Shelter or stay and other amenities for the labors have to be arranged by the contractor at his own expense and responsibility (outside the Bank premises).

6. IDLE LABOUR:

In case the work is held up for any site conditions not attributable to the contractors or for any decisions instructions / want of details from Employer or for any of the conditions, the contractor shall be allowed reasonable extension of time by the employer but any claim for idle labour shall not be entertained by the employer. Contractor's quoted rates should include for all such contingencies.

7. The contractor shall engage one competent person at site who shall take the instructions from the Employer. The work should not suffer due to lack of supervision, man power and materials.

8. The Contractor is required to co-ordinate his works along with other agencies working at site. He has to reimburse any of the damage made by him or any of his representatives for any of the other agency or owner at site.

9. Making of any cut-out / opening for elecal wiring / fitting in any of false ceiling, partition, Paneling, masonry work etc., and providing panels of the same finish in partitions, paneling shall not be paid extra.

10. The contractor is required to fabricate a sample where required, or any item so installed for approval. Any changes made by the Architect/Employer, in the sample to the specifications as mentioned in the tender, shall not be deducted or paid extra.

11. All measurements given in the schedule hereunder are for the purpose of tender only. Payment will be made on actual measurement of the work done.

12. All measurements shall be as per relevant I.S .standards

LETTER OF UNDERTAKING (Annexure I)

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

To,
The Regional Manager
State Bank of India,
Regional Business Office-III
Jalandhar.

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	E-TENDER INSTALLATION OF 16 WIRE MESH DOORS AT 2 BHK FLATS AT GURU GOVIND SINGH AVENUE, JALANDHAR. (PB.)
(b)	Earnest Money	Rs.3,000/-(Rupees Three Thousand Only) by means of Demand Draft / Pay Order (Valid for a period of completion of the work from the last date of submission of the tender) from any scheduled Nationalized Bank drawn in favour of SBI and payable in JALANDHAR (PB)
(c)	Time allowed for completion of the Works from Seven day after the date of written Order or date of handing over of the site (Whichever is later) to commence the work	60 days

- 1) Should this tender be accepted, I/we here by agree to abide by and fulfill 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.
- 2) I / We have deposited a sum of **Rs.3,200/- (Rupees Three Thousand Only)** as Earnest Money with the 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.

3) I/ We have read and understood various clauses of this tender and hereby submit our specific undertaking and concurrence in terms clause of “Instruction to tenderer” to deposit ***Additional Security Deposit (ASD)*** of required amount as provided for in this tender and within the stipulated period, in case, my/our tender is found too low (i.e. beyond 7.5% of the estimated cost) ,as a performance guarantee for due fulfillment 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, the 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 rates and within stipulated time limit without any extra claim for price escalation as also provided for in the clause of “Instructions to Tenderers” of this tender.
- 5) 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.

6) Our Bankers are

- i)
- ii)

The names of partners of our firm 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)

SPECIAL CONDITION OF CONTRACT

1. The Technical Bid should contain the following: -

- a. Technical Bid duly signed and sealed on each page.
- b. Banker's Cheque/Demand Draft of Earnest Money deposit.
- c. If any, The Authorization Certificate issued by the Bank's approved Principal Manufacturer only certifying that the tenderer is an Authorized Converter/Agency of their Company and they have been specifically authorized by them (i.e. OEM) to participate in the bidding process of SBI.
- d. If any, An undertaking from the Bank's approved OEM, in original, to the effect that in case their Authorised Agency/Converter is not able to perform contractual obligations for the project during the contract period, the Original Manufacturer shall own full responsibility to comply all contractual obligations relating the captioned work of SBI at their own (i.e. OEM's) risk cost and consequences.

The technical bid not accompanied by abovementioned any one or more documents shall be treated as non-responsive bid and the same shall be summarily disqualified.

2. **Taxes, duties, levies etc.:**

The rates quoted shall be inclusive of all taxes, duties, levies, royalties, fees, cess or charges in respect of the works but excluding GST which shall be payable over and above the approved rates as per actual. Variation of taxes, duties, fees, levies etc. (excluding GST) if any, till completion of work shall be deemed to be included in the quoted rates and no extra claim on this account in any case will be entertained. If a new tax or duty or levy or cess or royalty or octroi is imposed under as statutory law during the currency of contract the same shall be borne by the Contractor/ Vendor. **GST will however be paid by the SBI as applicable.**

3. The Contractor/ Vendor shall study the schedule of items, technical specifications, drawings, design, etc. for its sufficiency considering all the regulations of local authorities and supply company and code of standard as applicable at the time of submitting the tender and shall bring to the notice of bank, addition or deletion, if any, in writing before due date of submission of tender.

4. **Acceptance of tender**

The SBI shall have the right to reject any or all tenders without assigning any reason. They are not to bind to accept the lowest or any tender and the tenderer or tenderers shall have no right to question the acts of the SBI. However adequate transparency would be maintained by the SBI.

5. Dimensions and levels

All dimensions and levels shown on the drawings shall be verified by the contractor and the site and he will be held responsible for the accuracy and maintenance of. All the dimensions and the levels. Figured dimensions are in all cases to be accepted and dimension shall be scaled. Large scale details shall take precedence over small scale drawings. In case of discrepancy the contractor shall ask for clarification from the Architect / consultant before proceeding with the work.

6. Notice of operation

The contractor shall not carry out any important operation without the Consent in with from the Architect / consultant:

7. Construction records

The contractor shall keep and provide to the Architect / consultant full and accurate records of the dimensions and positions of all new work and any other information necessary to prepare complete drawings recording details of the work as construction.

8. Safety of adjacent structures and trees

The contractor shall provide and erect to the approval of the Architect / consultant supports as may be required to protect effectively all structures and protective give to trees, which may be endangered by the execution of the works or otherwise such permanent measures as may be required by the Architect to protect the tree structures.

9. Temporary works

Before any temporary works are commenced the contractor shall submit at least in advance to the architect / consultant for approval complete drawings of all temporary works he may require for the execution of the works. The contractor shall carry out the modifications relating to strength, if required by the architect / consultant may require in accordance with the conditions of contract at his own cost the contractor shall be solely responsible for the stability and safety of all temporary works and unfinished works and for the quality of the permanent works resulting from the arrangement eventually adopted for their execution.

10. Water power and other facilities

- a) The rate quoted by the contractor shall include all expenses that are required for providing all the water required for the work and the contractor shall make his own arrangements for the supply of good quality water suitable for the construction and good quality drinking water for their workers If necessary the contractor has to sink a tube well / open well and bring water by means of tankers at his own cost for the purpose The STATE BANK OF INDIA will not be liable to pay any charges in connection with the above
- b) The rate quoted in the tender shall include the expenses for obtaining and maintaining power connections and shall pay for the consumption charges

- c) The contractors for other trades directly appointed by the STATE BANK OF INDIA shall be entitled to take power and water connections from the temporary water and power supply obtained by the contractor. However, the concerned contractor shall make their own arrangements to draw the supply and pay directly the actual consumption charges at mutually agreed rates between them. All municipal charges for drainage and water connection for Construction purposes shall be borne by the contractor and charges payable for permanent connections, if any, shall be initially paid by the contractor and the SBI will reimburse the amount on production of receipt.

- d) The SBI as well as the Architect / consultant shall give all possible assistance to the Contractor's to obtain the requisite Permission from the various authorities, but the responsibility for obtaining the same in time shall be of the contractor

11. Facilities for contractor's employees

The contractor shall make his own arrangement for the housing and welfare of his staff and workmen including adequate drinking water facilities. The contractor shall also make the arrangements at his own cost for transport where necessary for his staff and workmen to and from site of work at his own cost.

12. Lighting of works

The contractor shall at all times provide adequate and approved lighting as required for the proper execution and supervision and inspection of work.

13. Firefighting arrangements

i) The contractor shall provide suitable arrangement for firefighting at his own cost. This purpose he shall provide requisite number of fire extinguishers and adequate number of buckets, some of which are to be always kept filled with sand and some with water this equipment shall be provided at suitable prominent and easily accessible place and shall be properly maintained.

ii) Any deficiency in the fire safety or unsafe conditions shall be corrected by the contractor at his own cost and, to the approval of the relevant authorities. The contractor makes the following arrangements at his own cost but not limited the following:

- a) Proper handling, storage and disposal of combustible materials and waste.
- b) Work operations which can create fire hazards.
- c) Access for fire-fighting equipment.
- d) Type, number and location of containers for the removal of surplus materials and rubbish.
- e) Type, size, number and location of fire extinguishers or other fire fighting equipment.
- f) General house keeping

14. Site order book

A site order book shall be maintained at site for the purpose of quick communication between the Architect / Consultant. Any communication relating to the work may be conveyed through records in the site order book. Such a communication from one party to the other shall be deemed to have been adequately served in terms of contract Each site order book shall have machine numbered pages in triplicate and shall carefully maintained and preserved by the contractor and shall be made available to the architect / consultant as and when demanded- Any instruction which the architect /consultant may like to issue to the contractor or the contractor may like to bring to the architect / consultant two copies of such instructions shall

be taken from the site order book and one copy will be handed over to the party against proper acknowledgment and the second copy will be retained for their record.

15. Temporary fencing/ barricading

The contractor shall provide and maintain a suitable temporary fencing / barricading and gates at his cost to adequately enclose all boundaries of the site for the protection of the public and for the proper execution and security of the work and in accordance with the requirement of the architect / consultant and regulations of local authorities. These shall be altered, relocated and adopted from time to time as necessary and removed on completion of the work.

16. Site meetings

Site meetings will be held to review the progress and quality evaluation. The contractor shall depute a senior representative along with the site representative and other staff of approved sub-contractors and suppliers as required to the site meetings and ensure all follow up actions. Any additional review meetings shall be held if required by the architect/ consultant. -

17. Disposal of refuse

The contractor shall cart away all debris, refuse etc. arising from the work from the site and deposit the same as directed by the architect / consultant at his own cost. It is the responsibility of the contractor to obtain from the local authorities concerned to the effect that all rubbish arising out of contractor's activities at the construction site or any other off-site activities borrow pits has been properly disposed off.

18. Contractor to verify site measurement

The contractor shall check and verify all site measurements whenever requested other specialists contractors or other sub-contractors to enable them to prepare the own shop drawing and pass on the information with sufficient promptness as will in any way delay the works.

19. Displaying the name of the work

The contractor shall put up a name board of suitable size as directed by the architect/ consultant indicating therein the name of the project and other details as given by the architect/consultant at his own cost and remove the same on completion of work.

20. As built drawings

- i) For the drawings issued to the contractor by the Architect / Consultant. The architect Consultant will issue two sets of drawings to the Contractor for the items for some changes have been made. From the approved drawings as instructed by the STATE BANK OF INDIA / Architect / Consultant. The contractor will make the changes made on these copies and return these copies to the architect / Consultant for their approval. In cases revision is required or the corrections are not properly marked the architect / Consultant will point out

the discrepancies to the contractor. The contractor will have to incorporated these corrections and / or attend to discrepancies either on copies as directed by the architect / consultant and resubmit to him for approval. The architect / consultant will return one copy duly approved by him.

ii) For the drawings prepared by the contractor

The contractor will modify the drawing prepared by him wherever the changes made by the STATE BANK OF INDIA / architect / consultant. And submit two copies of such modified drawings to the architect/ consultant for approval. The architect / consultant will return one copy of the approved drawing to the contractor.

21. Approved make

The contractor shall provide all materials from the list of approved makes at his own cost and also appoint the specialized agency for the waterproofing anti-termite, aluminum doors and windows and any other item as specified in the tender. The architect/consultant may approve any make / agency within the approved list as given in the tender after inspection of the sample/mock up.

22. Procurement of materials

The contractor shall make his own arrangements to procure all the required materials for the work. All wastages and losses in weight shall be to the contractors account

23. Excise duty, taxes, levies etc.;

The contractor shall pay and be responsible for payment of all taxes, duties, levies, royalties, fees, cess or charges in respect of the works including but not limited to sales tax, tax on works contract excise duty, and octroi, payable in respect of materials, equipment plant and other things required for the contract. All of the aforesaid taxes, duties, levies, fees and charges shall be to the contractor's account and the STATE BANK OF INDIA shall not be required to pay any additional or extra amount on this account. Variation of taxes, duties, fees, levies etc. if any, till completion of work shall be deemed to be included in the quoted rates and no extra amount on this account. Variation of taxes, duties, fees, levies etc. if any, till completion of work shall be deemed to be included in the quoted rates and no extra claim on this account will in any case be entertained. If a new tax or duty or levy or cess or royalty or octroi is imposed under as statutory law during the currency of contract the same shall be borne by the contractor.

24. 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/premises/branch, at intervals of not more than 2 days during the progress of the work or at every important stage of construction and in case of all hidden items.

- 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/ STATE BANK OF INDIA may consider returning the Bill to the contractor and no claim for delay on this account will be entertained.

SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases when the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent running shall not be more than 30 cm. When a ladder is used an extra Mazdoor shall be engaged for holding ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. 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 one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris or material as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement, mortar, concrete and lime shall be provided with protective footwear and rubber hand gloves.
9. Those engaged in welding works shall be provided with welders' protective eye shield and gloves.
10. (i) No paint containing lead or lead products shall be used except in the form of paste readymade paint.
(ii) Suitable facemasks should be supplied for use by the workers when the paint applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Overalls shall be supplied by the contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during cessation of work.
12. Hoisting machines and tackle used in the works including their attachments anchor and supports shall be in perfect condition.
13. The ropes used in hoisting or lowering material or as a means of suspension shall be durable quality and adequate strength and free from defects.

GENERAL MATERIAL MAKES**LIST OF MATERIALS OF APPROVED BRAND AND THEIR MANUFACTURERS**

SL.	Item	Make
1	Prelaminated Board	Navopan / Action Tesa
2	Commercial Ply	Green ply (Eco- Tech) / Archid / Century
3	Laminates	Royal Touch/ Dorby Mica/ Century Laminates
4	Veneer	Green Ply/ Decowood/Century
5	Commercial Boards	Green (Eco- Tech) / Corbett
6	Local Wood	Chir / Holac
7	Adhesive	Fevicol / JivanJor / Wooden Grip
8	Locks (Mortice locks - Model No:- HH 2110) (Drawer Locks - Model No:- 43635)	Kich/ Hettich/ Dorma/ Hafele
9	Door Closers (Model No:- HSA 10)	Dorma/ Hettich/ Haffele
10	Glass	Saint Gobain / TATA / Asahi
11	Teak Wood	CP Teak
12	Leathrite	Bhor / As Approved
13	Ventian Blind	Vista / Mac
14	Polish	Melamine/ as specified
15	Beading	L.P. Teak Wood
16	Vitrified Floor Tiles	Nitco/ Kajaria / Johnson tiles
17	Wall Ceramic Tiles	Somany / Johnson / RAK
18	Telescopic Channel	Hettich / Haffele
19	Ceiling Grid	Armstrong
20	Gypsum Board	Saint Gobain / Gypsum India
21	Ceiling Channel, Angle Screws Etc.	Gypsum India
22	Sanitary Ware / Urinals/ Urinal Partitions	Hindware/ Perryware/Jaguar
23	Stainless Sink	Neelkanth / Jyana / Nirali
24	CP Fittings	Jaquar/Hindware /Johnson
25	Flush Doors	Duro/Green Panel/Merino
26	Cement	ACC / ULTRATECH / BINANI
27	GI Pipes	Jindal/Swastik
28	Door Stopper (Wooden door - Model No:- HDS 46) (Glass door - Model No:- HDS 44)	Hettich /Haffele/Dorma
29	Cable Manager (60mm)	Metal –C060ZN1(Ebco), PVC –CO60 (Ebco) Black/Ivory/Grey color.

30	Floor Spring (Model No:- HTS FS 463)	Everite/Dorma /Hettich
31	ACP	Aluco bond, ALU Décor,Alstrong, Alstone
32	Texture Paint	Terraco/Spectrum
33	Wall Putti	Birla White/JK white
34	Glass Mirror	Modi-Float , Saint Gobain
35	Corian	Merino /Dupont/LG
36	Aluminum Door & Window Section	Jindal/Lndal
37	Fire Door	SBG/GMP/Kutty's Doors
38	Butt Hinges - (Model No:- 9230906)	Hettich/ Haffele /Dorma
39	Hydraulic Hinges (Model No:- 8645i)	Hettich/ Haffele /Dorma
40	MDF Board	Century MDF, Greenply MDF, Dura tuff MDF, Archid MDF
41	Calcium Silicate	Ramco Hilux, Yunion Board
42	Aluminum Extruded Sections	Jindal, Hindalco, Bharat, Maan
43	Aluminum Fittings	Jindal, Hindalco, Bharat, Maan
44	Drawer Sliding Fittings	Kich, Hettich, Haffle
45	Readymade Computer Drawer	Kich, Hettich, HaffleBlum
46	Patch Fittings	Dorma, Kich, Hettich
47	Handles	Kich, Hettich, Haffle
48	FRP Doors	Godrej, Aditya FRP, Rawji FRP
49	Chemicals for Repair Work	Krishna Conchem Products Pvt. Ltd., Sunanda Chemicals, BASF Chemicals.
50	Acrylic Sheets	Sanmati Acrylics, Acrylic Sheet India,Acry Plus
51	Oil Bound Distemper	Nerolac, Asian, Sherwin WillamsPaints.
52	Synthetic Enamel Paint	Nerolac, Asian, Sherwin WillamsPaints.
53	Acrylic Emulsion paint	Nerolac, Asian, Sherwin Willams
54	Texturized Interior Paint	Sandtex Matt, Dulux, Berger, Asian
55	Cement Paint	Snowcem/ Surfacem/ Durocem
56	Wooden Flooring	Pergo, Xylos, Squire Foot
57	False Flooring	Unifloor, Armstrong, Flexi Access
58	Anti-skid Ceramic Tiles	Nitco, Kajaria, Johnson tiles
59	Waterproofing Compound	Sunanda, Pidilite, Roff Chemicals, BASF, Dr. Fixit,
60	Cement (43/53 Grade), (OPC/PPC)	Ultratech, A.C.C., Lafarge.
61	CPVC Pipes	Prince, Supreme, Astral
62	PVC Waste Pipe	Prince, Supreme, Astral
63	Kitchen SS Sinks	Nirali, Faber, Neelkant
64	Sanitary Wares	Makes: Parryware, Hindware, Cera

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Note:-

- i) The contractor should obtain prior approval from Employer / Consultants before placing order for any specific materials. Employer may change / delete any of the makes or brands out of the above list.
- ii) All materials should conform to relevant standards and codes of BIS. Materials with I.S.I. mark shall be used duly approved by the STATE BANK OF INDIA Engineer/Architect.
- iii) **If any material is found to be not upto the mark ,the contractor will have to produce original bills/certificate from the manufacturer or his authorized Distributor for authenticity and genuineness of the material for consideration and as per make approved by the STATE BANK OF INDIA. The same will not be considered for payment.**

Signature of Contractor with Seal

