



The Balasore Cooperative Urban Bank Ltd.
At- Vivekananda Marg, Balasore, 756001.

Tender Document
For
Interior & Renovation Works Head Office





Notice Inviting Tender

Sealed item rate tenders in duplicate are invited by the Chief Executive Officer, The Balasore Cooperative Urban Bank, Balasore, from the Contractors with registered office at Balasore for the work of ***“Interior Decoration & Renovation Work of “The Balasore Cooperative Urban Bank Ltd., Balasore (ODISHA)***

01. Issue of tender documents : **Dt.08/11/2023 to 20/11/2023 up to 12.00 PM**
02. Last date of receipt of tender document : **Dt. 21/11/2023 up to 2.00 PM**
03. Date & Time of opening : **Dt. 22/11/2023 at 11.30 AM.**
04. Place of submission of bids : **The Balasore Cooperative Urban Bank Ltd.,
At-Vivekananda Marg, Balasore,756001.**
05. Date of commencement : **7 days from issue of work order.**
06. Date of completion of work : **30 days from issue of work order.**
07. Period for settlement of final bill : **15 days from date of issue of completion
certificate by the Bank.**
08. Retention percentage : **10 % (ten percent) from final bill.**
09. Earnest money deposit : **Rs. 10,000.00 /- (Rupees Ten Thousand only)**
10. Liquidated damages for non completion of work within the date of completion : **Rs. 10,000/- (Rupees Ten Thousand only) for
every week if the work remains unfinished after
the date of completion or the date extended
subject to maximum of 10% of the value of
work.**
11. Defect liability period : **12 months from the date of completion
certificate issued by the Bank.**
12. Tender Fee: : **Rs.1,000/- (Rupees One thousand only)**
13. Interested bidder may obtain further information from the office of Bank.
14. Bank reserves the right to reject wholly or part of any or all tenders received without Assigning any reason whatsoever, Also Bank reserves the right to split the work and place the order to more than one party.
15. Any Freak Rate of Individual Item on Higher Side are Liable for Negotiation.
16. The rates quoted shall include all Taxes, Transport; handling charges on materials, labor etc. but exclude GST.
17. The Tender document can be obtained from NIC Balasore website.



Documents to be Furnished by the Tenderer.

1. Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates.
2. Earnest money deposit & Tender Fee furnished in the form of Crossed Demand Draft drawn in favor of **"The Balasore Cooperative Urban Bank Ltd"**. and payable at Balasore for the amount indicated in the Notice of Invitation to Tender.
3. Latest Photocopies of following.
 - a) GST Return Copy
 - b) Firms Constitution Documents.
 - c) Firms address proof
 - d) Proprietor or Authorised Persons Identity Proof
 - e) PAN Card Copy.
 - f) Firm's Profile.

Submission of Tender

The tenders are to be submitted in separate envelopes each sealed and clearly identified as on envelope **"Firm Information"** and **"Price Bid "**. All the envelopes shall be contained in a large envelope **"Sealed Tender for Total Interior Decoration & Renovation works of The Balasore Cooperative Urban Bank Ltd."** and are to be submitted at **The Balasore Cooperative Urban Bank at Vivekananda Marg, Balasore, 756001.**

General Instructions to Tenderers

- 1) The term "Employers" or "Bank" shall mean "The Balasore Cooperative Urban Bank", or its authorized representatives.
- 2) The term "Contractor" shall mean the successful tenderer to whom the Contract shall be awarded.
- 3) The "Works" shall mean the **Interior Decoration & Renovation, Work of The Balasore Cooperative Urban Bank Ltd., Balasore (Odisha).**
- 4) The Contractor should quote the rates in figures and words. Any corrections or Over-writing should be initialed by the Contractor.
- 5) The Contractor should submit the tenders with seal, signature, and date on each Page.
- 6) Tender should be submitted in sealed covers with all requisite documents as desired with the top of the envelope super scribed as "Sealed Tender for Total Interior Decoration & Renovation works of The Balasore Cooperative Urban Bank Ltd."
- 7) The Contractors should submit the cost of the main items as per tender specifications. Further modification after awarding of the contract shall be not allowed unless there is specific instruction by the Bank to change specifications.
- 9) The contract is time-bound, and the work is to be completed within the time limit specified in the notice inviting tenders. This is a working section, and the contractor must work with no or minimum obstruction to its regular services.
- 12) The Contractor shall complete all works as per specification to the satisfaction of the bank else the total or part of performance security will be forfeited. The performance security will be released by the Bank after completion of the project.
- 13) The Contractor shall be penalized if the work is not completed within the scheduled time, the Bank will be entitled to charge liquidated damages @ Rs. 10000/- (Rupees Ten Thousand only) for every week if the work remains unfinished after the date of completion or the date extended subject to maximum of 10% of the value of work.
- 14) The decision of bank is final and binding.

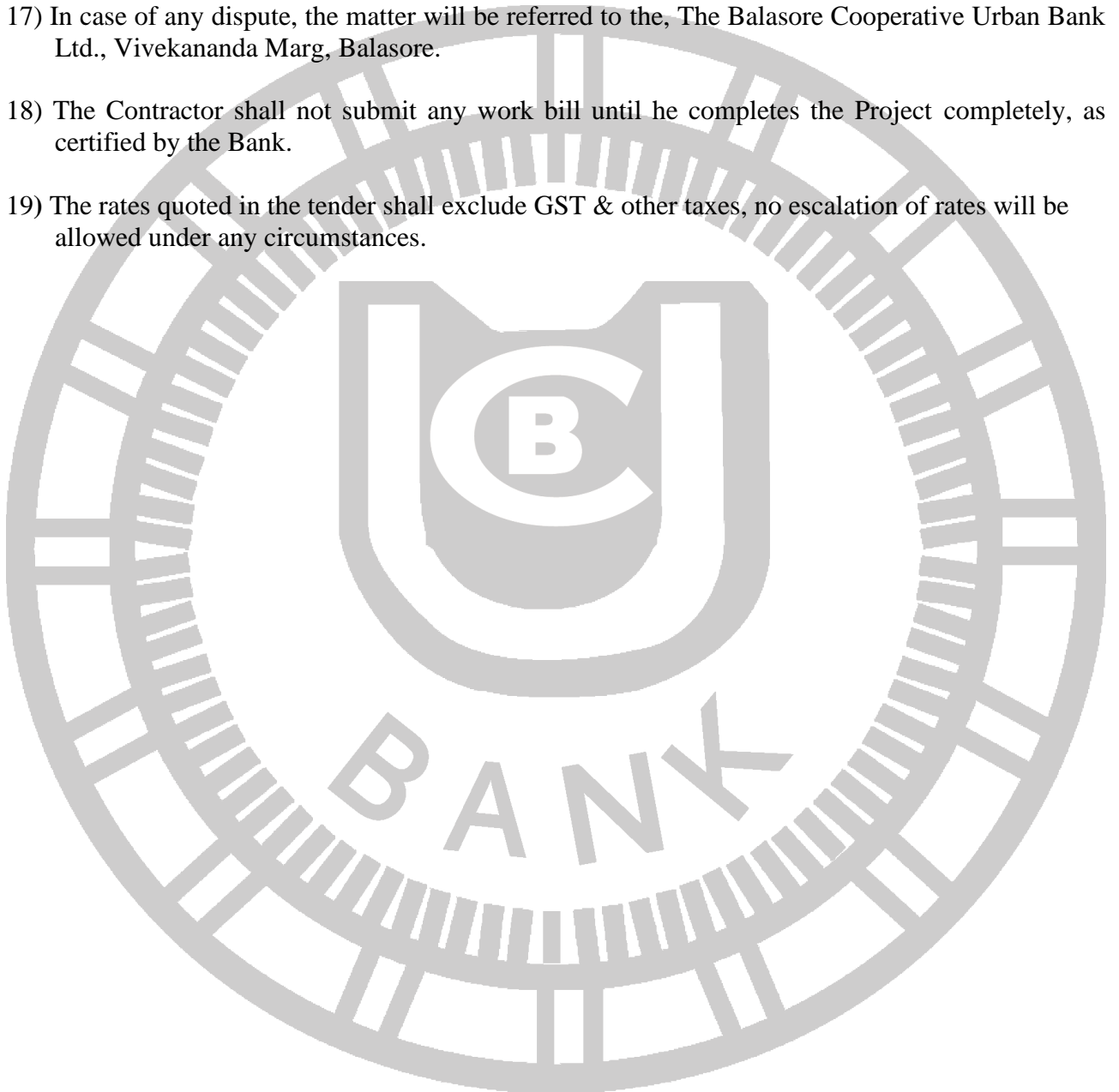


Terms & Condition

- 1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.
- 2) Any damage to the work before the site is handed over, is to be replaced or made good at the expense of the contractor to the entire satisfaction of the Bank.
- 3) Tax as applicable shall be deducted at source as per the Income Tax Act/Rules
- 4) The quantities indicated are subject to change. The payment of the bill shall be made as per the actual measurement as certified by the bank but not exceeding the total value quoted in the tender form.
- 5) Any officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the competent authority of the employer.
- 6) In case of failure to take up the work even after accepting the work order, or leaving the work incomplete, or for defective work not rectified, or violation of the terms and conditions, the earnest money deposit will be forfeited.
- 7) For any item of work not covered or any unforeseen items of work, payment will be made according to the rates approved for similar nature of work, the costing done by the Architect, as per current PWD schedule of rates, or as per analysis of material cost, labor rate and profit to the Contractor at 10%. The Contractor must obtain prior approval in writing before undertaking such additional works.
- 8) The tenderers shall sign each & every page of the tender documents including the drawings attached here to.
- 9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in words shall be taken as final.
- 10) The Contractor shall make their own arrangement at their own cost for storing materials, plants, tools etc. The employers will not be liable for security of the Contractor's materials.
- 11) No tools or plants will be issued by the bank.
- 12) The Employer reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.
- 13) In case of breach of contract by the Contractor for slow progress of works or any other claim of damage, the Employer may have the power to rescind the contract without furnishing further reasons thereof.
- 14) The Bank shall have the power to ask the contractor to furnish the sample/ color / test certificate from any Govt. /Authorized agent for any materials used/ to be used in the Works, the expenditure of which is to be borne by the Contractor.



- 15) The Employer shall not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the Contractor or any sub-contractor.
- 16) On completion of the Works, all rubbish, debris, materials, tools, Laborers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear & in usable condition within 3 days of completion of the works. Failing this, the employer may dispose the materials at the cost of the contractor.
- 17) In case of any dispute, the matter will be referred to the, The Balasore Cooperative Urban Bank Ltd., Vivekananda Marg, Balasore.
- 18) The Contractor shall not submit any work bill until he completes the Project completely, as certified by the Bank.
- 19) The rates quoted in the tender shall exclude GST & other taxes, no escalation of rates will be allowed under any circumstances.





Special Terms and Conditions

1. Completion Period : 30 Days
2. Date of Commencement : 7 days from the date of issue of the work order or the date on which the contractor is instructed to take possession of the site, or the date of your acceptance of the work- order, whichever is later.
3. Defect Liability Period : One year after actual completion of work.
4. Total security deposit (TSD) : 10 % of the executed value of the work
5. Limit of variation : 100% without any change in price if work is done within six months of the contract and with prior consent of Architect / Consultant.
6. Additional items : For items where unit rates are not available, contractor shall provide proper cost break-up and proceed only after approval/consent. Any sample to be made for approval shall be at the Contractor's cost.
7. Validity of tender : Three months after the opening of the tender.
8. Rules/ Regulations : The contractor shall have their responsibility of complying with the local shops/establishments Act and other labor/ minimum wages Act and shall keep all such records/ accounts on payment of wages / attendance as deemed necessary.
9. Arbitration : As per the standard arbitration clause under the jurisdiction of Odisha.
10. Organization : The contractor shall employ a competent / qualified supervisor /Engineer-in-charge who shall be responsible for the day to day work and coordinate as necessary with the Bank. Any workman found guilty of misconduct/theft shall remove from the site.
11. Damage to property : Any damage to the Bank's property during the working period will be recovered from the contractor.
12. Deduction : Income tax at source as per Act.
13. Terms of payment : Payment after completion of Project.
14. Billing Procedure :All measurements shall be recorded in Duplicate on standard measurement sheets Prepared jointly by the Bank's official or authorized person. & The Contractor's Representatives duly signed by them. All Bills shall be submitted along with this Checked measurement sheet.



15. Time schedule of work :The Contractor must submit before the Commencement of work, a Bar chart showing the date of commencement & the date of completion of each item of Work as mentioned in the Schedule of Quantities.
- 16) Release of TSD : 100% after the Defect liability period. Retention money will not bear any interest.
17. General :The rates should be quoted considering necessary Scaffolding & staging work, Removal of debris as & when necessary, In view of restriction of Local concern Authority.





Technical Specification of Material to be Used

Sr No.	Material	Approved Manufacturer/ Brand
<u>B. Plywood / Block Board / Particle Board/ Door / Asbestose Board</u>		
1	Confirming specification as per IS: 710	GREEN PLY
2	Marine Ply / BWP Confirming specification as per IS: 710	GREEN PLY
3	Flush Door Confirming specification as per IS code 2202	VISAKHA / BIGAN / EVEREST
4	MDF Board as per IS: 14587	GREEN PLY
5	Soft Board	JOLLY BOARDS
<u>C. Decorative Veneers/ Laminates</u>		
1	Veneers	MAYUR/ TIMEX / GREEN PLY
2.	Laminate	FARMICA / GREEN LAM / LEVIN / VIRGO
<u>D. Glass</u>		
1	Glass	MODI GUARD /SAINT GOBAIN /ASAHI
3	Tempering or toughening of glass	MODI GUARD / SAINT GOBAIN
4	Glass film for tint/safety/frosting	3M
<u>E. Adhesives Preservatives</u>		
1	Adhesive	FEVICOL / VAMICOL / ARALDITE / 3M
2	Preservative	TERMISEAL, BISON, SOLIGNUM / WOOD GUARD
<u>F. Paints & Polishes</u>		
1	Interior Paints (a) Lustre Paints (b) Plastic paint (c) Acrilic Paint	ASIAN / NEROLAC / BERGER
2	Exterior paints (a) Acrilic paints (b) Cement Paints	(a) ASIAN / NEROLAC / WEATHER SHIELD (b) ASIAN / SNOCEM / NITCO
5	Melamine	ASIAN / SOLVOSOL / M R F
<u>G. False Ceiling</u>		
1	Gypsum ceiling	INDIA GYPSUM
2	Acoustical (a) Gypsum (b) Fibrous (c) Metal	(a) AMSTRONG (b) AMSTRONG (c) AMSTRONG
<u>H. Hardwares</u>		
1	Screws	GKW/ NETTLEFOLD
2	Locks for Cabinets	GODREJ-VIJAYAN / DOORSET / APEX
3	Floor spring / Door closer	DORMA/ HEMCO/ HAFELE/ OZONE
4	Handles & mortise locks	NEKKI – KICH / HAFELE / DORMA / GODREJ
5	Hinges (Brass / SS finish)	HAFEFLE / BLUM / GRASS / MEPLA / VISION / CIEF / YALE
7	Key holes, door stopper / holder	Matching with Handles
8	Sliding drawer Channel	HAFELLE / EBCO / SOLO
<u>I. ACP & Aluminium Section</u>		
1	ALUMINIMUM SECTION	OEL/ JINDAL
2	ACP	MAPL / ALSTRONG



Form of Tender.

To,
The Chief Executive Officer
The Balasore Cooperative Urban Bank Ltd.
At-Vivekananda Marg, Balasore.

Dear, Sir

- 1) I/We refer to the tender notice issued by you the NIC website on dated _____ in connection with the above.
- 2) I/We do hereby offer to perform provide execute complete and maintain the works in conformity Bill of Quantities for the sum of Rs. _____ (Rupees. _____) only at the respective rates quoted in the bill of quantities.
- 3) I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions subject to above, I/We do hereby agree should this tender be accepted in whole or part off:
- 4) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto:
- 5) Complete the works within 30 days stipulated in two or three shifts if considered necessary by the Consultants at no extra cost to the Owner.
- 6) I/We have deposited the earnest money of Rs. which we note will not bear any interest and is liable to forfeiture,
 - i) If the offer is withdrawn within the validity period of acceptance.
 - or,
 - ii) If the contract is not executed within 7 days from award of contract.
 - or,
 - iii) The acceptance of this tender shall constitute a binding of contract and any failure as mentioned in Clause.4 shall constitute a breach of contract by us and the tender accepting authority shall be entitled to have the work executed at our risk and cost and to claim extra cost/expenditure incurred by them from us.
5. Unless and until a formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute as a binding contract.
6. I/We understand that you are not bound to accept the lowest any tender received.
7. I/We have independently considered the number of liquidated damages in the Appendix to the General conditions of the Contract and agree that it represents fair estimate of the loss likely to be suffered by you in the event of the works not being completed in time.

Yours faithfully,

Signature of the Contractor/Tenderer



Bill of Quantity interior work of The Balasore Cooperative Urban Bank Ltd

.SI No	Description of Items	Measurement with Nos	Amount
1	Bank Entrance: - A- Providing and fixing in position of welcome board framing with 19mm ply and backside ply 12mm attached with softboard and velvet also provide a glass sliding.	4'×5'= 20 Sqft	
	B- Entrance door 19mm ply door panelling with 12mm toughened glass and floor soring machine with complete door fittings.	7'×3.5 =24.5 sqft 3.5'×2.5'= 8.75 sqft (Top wall) 7'×1.5'=10.5 sqft (Two side)	
2	Entrance Corridor: - A- False ceiling hanging in GI wire and T channel framing 2×2 Everest Board .	53'×10.5'= 556.5 sqft	
	B- 1.5 × 1 aluminium square channel with 3mm ACP sheet penaling of right side wall.	4.5'×6' = 27 sqft (5 pc) 4'×3.5'=14 sqft (1pc) 3'×2.5'=7.5 sqft (1pc) 6'×3.5'=21 sqft (1pc)	
	C- Paint corridor wall with plastic colour	53'×10'=530 sqft (one side wall) 10.5'×10'=105 sqft(other side)	
	D- Providing and fixing in position 1.5×1 square aluminium channel frame with 3mm ACP sheet.	4.5'×6.5'=29.5 sqft (1pc) 7'×3'= 21 sqft (1pc)	
	E- Providing and fixing in position of table TOP of 2' wide and front drawer unit consisting 3 nos of drawer slides made up of 19mm ply with all fitting the outer surface are to be finished with 1.0mm mica laminates and the inner surface is 0.8mm white laminate.	2.5'×4.5'= 11.25 sqft(5pc)	
	F- Corridor front wall 12mm ply panelling with 8mm charcoal loover pasting and also fix a steel nameplate of bank on it.	11.5×6.5'=74.75 sqft	
3	Small Corridor Infront of CEO Room: - A- False ceiling hanging in GI wire with T channel framing with 2×2 everest grid board with 4mm thickness.	11.5' × 6.5'=74.75 sqft	
	B- 1.5×1 aluminium square channel with 3mm ACP sheet panelling.	3.5×11.5=40.25 sqft	
4	CEO Room: - A- Providing and fixing in position 19mm ply framing with both side	9'×11.5'= 103.5 sqft	



	6mm ply fixed and 1mm mica pasting for wall partition.		
	B- 19mm ply box finished with 1.0mm laminate pasting used as function box.	3'×2'=6 sqft	
	C- Table body 19mm ply with 1.0mm laminate and 0.8 laminate (inside). Table consisting 1nos of drawer slides or telescope slider made up of 19mm ply with locking are arrangement and fittings.	6'×2.5'=15 sqft	
	D- Providing and fixing in position aluminium channel with vertical fabric	45'×8'=360 sqft(1pc) 4.5'×8.5'=38.25 sqft(1pc)	
5	Bank Working Area: -		
	A- Providing and fixing in position 19mm ply door panelling with 12mm toughened glass and floor spring machine , complete door fittings.	3'×5'=15 sqft(2pc)	
	B- Table body made by 19mm ply with 1mm outer laminate and 0.8mm inner laminates table consisting 1nos of drawer slides on telescopic slider made up of 19mm ply with locking arrangement and fittings.	1'×6.5= 6.5sqft(1pc) 2.5'×4.5'=11.25sqft(10pc)	
	C- Floor cupboard made by 19mm ply with door with fitting auto hinges.	2.5'×35'=87.5sqft(1pc)	
	D- Providing and fixing in position 19mm ply for customer writing table finished with 1mm outer 0.8mm inner mica.	1.5'×1.5'=2.25sqft(4pc)	
	E- Window panelling with 19mm framing and 1mm laminate pasting.	9'×14'=126sqft 5" wide (8pc)	
	F- Providing and fixing in position 19mm framing with both sides 6mm ply fixing laminate.	4'×12'=48 sqft(4pc)	
	G- Providing and fixing in position aluminium channel with vertical fabric.	4.5'×7'=31.5 sqft(8pc)	
6	Cash Counter:-		
	A- Providing and fixing in position of counter table TOP of 2'-9" wide and front drawer unit consisting 3nos of drawer units slides on telescopic slider made up of 19mmply with locki8ng arrangement .The exposed	4.5'×2.5=11.5(2pc)	



	edge surface are to be finished with 1.0mmlaminate and the inner surface is laminated it also include a 12mm ply 15"wide horizontal glass member fixed with the partition by ss patched panel vertical 12mm ply fully edge by glass member from table TOP to horizontal glass member fixed with ss patch panel . the work is complete with all labour and material including all the hardware required.		
7	President Room: - A- Framing with 19mm ply partition both side fixing 6mm ply laminated with 1mm mica and door fixed with hinges.	7.5'×13.5'=101.25sqft	
	B- Framing with aluminium channel fixing with 2×2 everest ceiling board.	13'×13.5=175.5 sqft	
	C- Replace all old glass, mica, and fittings .	7'×2.5'=17.5sqft (2pc)	
	D- Window panelling 18mm ply finished with 1mm mica	9'×13'=117sqft(2pc) 9'×16'=144sqft(1pc) 5"wide	
	E- Providing and fixing in position aluminium channel with vertical blinds	4.5'×8'= 36sqft(1pc) 4.5'×6.5'=29.25sqft(2pc)	
8	Conference Hall: - A- False ceiling framing with aluminium channel fixing with 2×2 everest board.	26'×4'=104sqft(1nos)	
	B- Replace old door fitting and laminate	7'×3'=21sqft(2pc)	
	C- Window panelling framing with 19mm ply finished with 1mm outer mica.	9'×17'=153sqft(3pc) 9'×7'=63sqft(2pc) 5"wide	
	D- Door panelling framing with 19mm ply with 1mm outer mica.	14'×3'=42 sqft92pc)	
	E- Blind fold providing and fixing in position aluminium channel with vertical blinds.	4.5'×8'=36sqft(3pc) 4.5'×3.5'=15.75sqft(2pc)	
9	Server Room: - A- False ceiling framing with aluminium channel fixing with 2×2 everest board.	12'×12'=144sqft(1nos)	
	B- Replace all old ply door glass and fittings.	7'×3'=21 sqft(1nos)	



	C- File cupboard framing with 19mm ply consisting of 3 nos of selves with 0.8mm inner laminate and 1mm outer laminate fitting with magnate hinges and cupboard handle.	4'×7'= 28sqft (4pc)	
		Total:	

