

**BANK OF INDIA
SILIGURI ZONAL OFFICE
UNITY BUILDING, SEVOKE ROAD, SILIGURI,
DIST. DARJEELING (WEST BENGAL)**

TENDER DOCUMENT

FOR

INTERIOR FURNISHING WORK (PART-A)

AND

FALSE CEILING (PART-B)

OF

ZONAL OFFICE ALTERNATE PREMISES

AT

**PRONAMI MAMDIR ROAD, SILIGURI,
DIST. DARJEELING**

TENDER ISSUED TO M/S

.....

ADDRESS :

.....

CONSULTANTS :

P L A C O N

*138, Biplabi Rash Behari Bose Road,
3rd Floor, (Room No. 309), Kolkata – 700 001*

CONTENTS

SL. NO.	SECTION NO.	DESCRIPTION
1.	I	TENDER NOTICE
2.	II	GENERAL INSTRUCTION TO TENDERERS
3.	III	LIST OF APPROVED MATERIALS FOR WORKS
4.	IV	SPECIFICATION & WORK SCHEDULE
5.	V	DRAWINGS

SECTION – I
TENDER NOTICE

Inviting Tender for Interior Furnishing work
of Zonal Office alternate premises.

Zonal Manager
Bank of India,
Siliguri Zonal Office,
Sevoke Road, Siliguri, Dist. Darjeeling (West Bengal)

For the following work :

- | | | | |
|----|------------------------------------|---|---|
| a) | Name of Work | : | Interior Furnishing work of Zonal Office Alternate Premises on 1 st Floor. |
| b) | Location of Work | : | It is located at near 2-mile on Pronami Mandir Road, Siliguri, Dist. Darjeeling. |
| c) | Tender Document available at | : | The Estate Department, Bank of India, Siliguri Zonal Office, Unity Building, 1 st Floor, Sevoke Road, Dist. Darjeeling. |
| d) | Cost of Tender Document Demand | : | Rs.Nil only in the shape of Crossed Bank Draft / Pay Order / Banker's Cheque drawn in favour of Bank of India, Zonal Office and payable at Siliguri. |
| e) | Earnest Money Deposit | : | Rs.5000/=(Rs..Five thousand) only in the shape of Crossed Demand Bank Draft / Pay Order / Banker's Cheque drawn in favour of Bank of India, Zonal Office and payable at Siliguri. |
| f) | Time of Completion Order. | : | 30 days from the date of issue of the Work Order. |
| g) | Last Date for submission of Tender | : | Within 3.30 P.M. on 14th November, 2009. |
| h) | Opening of Tender | : | At 4.00 P.M. on 14 th November, 2009. |

- i) Submission to : At the office of
Bank of India
Zonal Office, Siliguri Zone,
Unity Building, 1st Floor, Sevoke Road,
Dist. Darjeeling (West Bengal)
- j) Tender Addressed to : Zonal Manager,
Bank of India
Zonal Office, Siliguri Zone,
Unity Building, 1st Floor, Sevoke Road,
Dist. Darjeeling (West Bengal)
- k) Mode of Submission of Tender : The Tender shall be submitted in accordance
with the procedure detailed herein.

EMD shall be sealed in a separate envelope No.
1. Specified Documents and envelope No. 1
(EMD) shall be in one envelope No. 2 of
appropriate size, which shall be sealed properly.
This envelope which shall be endorsed on the
outside face.

“Tender for Interior Furnishing work of Bank of
India, Zonal Office at Pronami Mandir, Siliguri,
Dist. Darjeeling..
- l) Clarification if any to be
obtained from Office of the : PLACON, (Consultant)
138, Biplabi Rash Behari Bose Road,
3rd Floor (Room No. 309),
Kolkata – 700001, Ph – (033) 2243-2706
Mobile : 9748717601 / 9830005601
- m) Validity of Tenders : Two weeks from the date of submission of Tender.

The Employer does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the Tenders received without assigning any reason thereof. The notification of award of the contract will be made to the successful Tenderer in writing by the Consultant.

Yours faithfully,

Sd/-
For BANK OF INDIA
ZONAL MANAGER

SECTION – II

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenderers are invited on behalf of Bank of India, ZONAL OFFICE Alternate Premises for Interior Furnishing Work at Pronami Mandir, Siliguri, Dist. Darjeeling.
2. It is proposed that the intending Tenderers may contact at the office of the Consultants of M/s. PLACON, 138, Biplabi Rash Behari Bose Road, 3rd Floor (Room No. 309), Kolkata – 700001.
3. The intending Tenderers shall visit the site and make himself thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of the work, facilities of the transport condition, effective labour and materials, access and storage for materials and removal of rubbish etc.
4. Tenderers in only printed forms issued by the Consultants should be placed in sealed covers addressed to Bank of India, Zonal Office, Siliguri Zone, Sevoke Road, Siliguri, (West Bengal). The Tenderers should quote the figures as well as in words the rates and amount in figures only tendered by them. The language for filling Tender Documents shall be in English. The amount for each item should be marked out and requisite total given.
5. All correction shall be attested by the initials, of the Tenderers with the seal of the firm, in case any discrepancy / difference is found on checking between rates quoted by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed :
 - (a) When there is a difference between the rates in figures and in words, the rates which corresponds to, the amount worked out by the contractor, shall be taken correct.
 - (b) When the amount of any item is not worked out by the Contractor or it does not correspond which the rate written either in figure or in word, then the rate quoted by the Contractors in words shall be taken as correct.
 - (c) When the rate quoted by the Contractor in figures and in words tallies but the amount is not worked out correctly, rate quoted by the Contractor shall be taken as correct and not the amount.
 - (d) Amendments as mentioned above shall be based on the Tender marked original only.
6. The acceptance of a Tender with the Bank of India, Zonal Office Siliguri Zone, Sevoke Road, Siliguri, (West Bengal). , which does not bind itself to accept the lowest Tender and reserves to itself the authority to reject any or all the Tenders received without assignment of any reason. All Tenders in which of the prescribed conditions are fulfilled or are incomplete in any respect are liable to be rejected. The employer reserves the right to accept Tender in full or in part and the Tenderers shall have no claim for revision of rates or other conditions if his Tender is accepted in parts.

7. All rates shall be quoted on the proper form of the Tender alone. Special cares should be taken to write the rates in figures as well as in words and the amounts in figures only. The total amounts should be written in figures. In case of figures the words Rs. Should be written before the figures of rupees and words paise after the decimal figures, e.g. Rs.2.15 and in case of words, the word Rupees should precede and the word "Paise" should be written closely following the amount and it should not be written in the next line.
8. Canvassing in connection in Tenders is strictly prohibited and tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
9. Sales Tax or any other Tax on materials or on finished work in respect of this contract whether in vogue or likely to be imposed in future, shall be payable by the Contractor and the Employer will not entertain any claim whatsoever in this respect at any time. Rates should include all these Taxes.
10. The Tender for work shall remain open for acceptance for a period of Two (2) weeks from the date of opening Tender. If any Tender withdraws his Tender before the said period, then the employer shall be a liberty to forfeit the earnest money paid along with the Tender.
11. It will be obligatory on the part of the Tenderer to tender and sign the Tender Documents for all the component parts.
12. A Certificate of Completion shall accompany the final bill of the Consultant. Payment of refunded in the manner as stated condition. In acceptance of payments of the final by the Contractor would indicate that he will have no further claim in respect of the work executed.
13. The **EMD** (Earnest Money Deposit) of unsuccessful bidder will be refunded to them **WITHOUT ANY INTEREST** within two weeks from the date of awards of work to the successful bidder.
14. **CLEARING SITE ON COMPLETION**

On completion of the work the Contractor shall clear away and remove from the site all constructional plant, surplus materials rubbish and temporary work of every kind and leave the whole of the site and the work clean and in a workmanlike conditions to the satisfaction of the Employee / Consultant.
15. **TERMS OF PAYMENT**
 - a) 90% to be released after entire work is completed and handed over to the satisfaction and certification of the consultant / Branch Manager.
 - b) 10% to be released after the defect liability period of 12 months, without any interest.
16. **LIQUIDATED DAMAGE**

The delivery and installation should be adhered as stipulated time, failing which liquidated damages @ 0.5% per week subject to maximum of 5% of the total order value shall be levied.

17. **TERMINATION OF CONTRACT BY EMPLOYER**

If the Contractor being a Company go in to liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of this creditors or shall enter into a deed or arrangement with his creditors, or if the Official assignee in insolvency, or the receiver or the Contractor in insolvency, shall be unable, within fourteen days after notice to him requiring him to do so, to show the reasonable satisfaction of the employer that he is able to carry out an fulfill the Contractor, and if so required by the Employer to give reasonable security there of 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 Contractors, or shall assign, charged or encumber this contract or any payment due or which may become due to the Contractor, there under or shall neglect or fail to observed and performed by the Contractor within three clear days after the notice shall have been given to the Contractor observe or perform the same or shall used importer materials or workmanship in carrying on the work of shall in the opinion of the employer not exercise such due diligence and make such due progress as would enable the work to be completed with due time agreed upon and shall failed to proceed to the satisfaction of the employer after three clear days notice requiring the Contractor so to do shall have been give to the Contractor as hereinafter mentioned or shall abandon the contract, then and in any of the said cases, the employer may notwithstanding previous waiver determine the contract by the notice in writing to the effect as hereinafter mentioned but without thereby effecting the powers of the employer of the obligation and liabilities of the contractors the while of which shall continue on force as fully as if the contract had not been so determine as if the work subsequently executed had been executed by or on behalf of the Contractor.

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

APPENDIX – I(PART-A)

- 1) Name of Work : Interior Furnishing work of Zonal Office Alternate Premises on 1st Floor.
- 2) Location of Work : It is located at near 2-mile on Pronami Mandir Road, Siliguri, Dist. Darjeeling.
3. Scope of Work : As in 1 and 2 above and as further detailed in instruction Tenderer.
4. Date of Commencement Order : Within 7 (Seven) days from issue of work.
5. Defect Liability Period : 12 (Twelve) months from the date of completion certificate issued by the Consultant / Employee.
6. Retention Percentage : 8% of the execute project cost / final bill amount.
7. Limit of Variation : No extra / additional work should be carried out by the Contractor without prior consent / approval. Any sample to be made shall be at Contractor's cost for approval. Consultant has right to reject the completed work if any defect found with the specification / work. Authority or Consultant has right to change the layout during / before / after work for requirement of Branch.
8. Validity of Tender : Two (2) weeks after opening the Tender.
9. Insurance : Successful Contractor shall have to take out Statutory Labour Laws Workman Compensation Act, Insurance Policy / Comprehensive Insurance Policy for the during of the work covering aspects such as fire hazards, earthquake, their party risk etc. receipt of premium paid.
10. Completion Time and Liquidated Damage : The entire job will be completed within 25 days from the date of the Work Order. In the event of your failure to complete the work in all respect including site clearance and reinstatement of damage portion within the stipulated time. Liquidated damage @ 0.50% per week of delay shall be levied subject to a maximum of 10% of the total order value.

SECTION – III

LIST OF MATERIALS FOR APPROVED BRAND / PRODUCT

01.	Plywood (M R Grade)	:	Sarda Plywood Duro Ply / Green Ply Ecotech/ URO / Century Ply Wood Sainik
02.	Laminates mentioned	:	Greenlam, Silicon, Century Ply Mica (Shed as in the working drawing and bill of quantities).
03.	Lipping & Moulding	:	Teak Wood.
04.	Adhesive	:	Fevicol SH.
05.	Locks (Multi purpose)	:	Godrej.
06.	Night Latch	:	Godrej.
07.	Glass	:	Modi / Asahi / Saint Gobain.
08.	Aluminium	:	Jindal.
09.	Aluminium Cladding	:	Eurobond / Altobond / Alukbond.
10.	Door Closer	:	Garnish.(Heavy Duty) / Godrej.
11.	Paint	:	Berger / ICI Dulux./ Asian Paints
12.	Wood Preservative	:	Bison by British Paints / Termiseal by ICI.
13.	Wood	:	Well Season Kapoor / Gumar / Badam.
14.	Drawer Channel	:	Telescopic.
15.	Screw	:	Nettlefold
16.	Key Board Drawer	:	EBCO.
17.	Telescopic CPU Stand /Trolley:	:	EBCO.
18.	Cable Organiser	:	EBCO.

All other Materials shall be best quality heavy section mentioned in the drawing as well as in bill of quantities and also approved by Bank / Consultant.

SECTION – IVDETAIL SPECIFICATION FOR BILL OF QUANTITIES FOR INTERIOR FURNISHING
WORK OF ZONAL OFFICE ALTERNATE PREMISES OF BANK OF INDIA

Sl. No.	Description of Item	Unit	Qty.	Rate (in Rs)	Amount (in Rs.)
1.	<p><u>Partly Glazed Partition</u> <u>(DZM's, CM's CABIN & IT DEPT. ETC</u> Providing and fixing in position 9' - 0" high partly glazed Partition work as shown in the Drawing Nos. (3) & (4) including door shutters as shown in the Drawing no. (13) & 1 in frame work at 2' x 2' grid (horizontally and vertically) comprising of 2" x 1 ½ " wooden Section and / or as per frame work shown in the drawings with 6mm plywood on both sides finished with 1mm thick laminates of approved shade and colour as shown in drawings.</p> <p>Item to include 8 mm thick glass with etching and frosting as per design and 2" x 2" wooden member for door sides and glass sides and T.W. door frame to take 8 mm thick glass with etching and frosting.</p> <p>All exposed wooden surfaces to be finished in melamine polish of matching laminate colour as directed including all necessary Stainless Steel finish fittings / hardware, door closers, Godrej locks and wood preservative paint etc. as per list of approved material and as approved by the Project Consultant / Bank complete in all respects.</p>	Sft	778.50		
2.	<p><u>Partly Glazed Low Height Partition</u> Providing and fixing in position 4'-0" high partly glazed low height partition with 3 Nos. gate (2.5" thick) in frame work with wooden vertical members at 2' c/c and 3 horizontal members at equal distance comprising of 2" x 1 ½ " wooden. Section with 6 mm plywood on</p>				

Sl. No.	Description of Item	Unit	Qty.	Rate (in Rs)	Amount (in Rs.)
	both sides finished with 1mm thick laminates of approved make and shade as shown in Drawing No. (14) or (3). Item to include 12mm thick frosted glass to be fixed as shown in Drawing. The exposed edges of the glass to be finished in mirror polish. wooden runner should be melamine polished in matching colour of laminate etc. complete in all respects.	Sft	44		
3.	<p><u>Solid Partition</u> (Conference Room etc.) Providing and fixing in position 9'-0" high solid Partition work including door shutters as shown in the drawing. Frame work at 2' x 2' grid (horizontally and vertically) comprising of 2" x 1 1/2 " wooden Section and / or as per frame work shown in the drawings with 6mm plywood on both sides finished with 1mm thick laminates of approved shade and colour as shown in drawings. All exposed wooden surfaces to be finished in melamine polish of matching laminate colour as directed including all necessary Stainless Steel finish fittings / hardware, door closers, Godrej locks and wood preservative paint etc. as per list of approved material and as approved by the Project Consultant / Bank complete in all respects.</p>	Sft	351		
4.	<p><u>Entrance Door</u> Providing and fixing Entrance Door (Glazed) as per Drawing No. (11) in Silver Anodised Aluminium door section (Jindal Make) in top and bottom, glazed with 12mm thick glass of approved make with etching and frosting. Item to include floor springs, lock, all necessary hardware of Stainless Steel finish as approved by the Project Consultant / Bank complete in all respects excluding façade of entrance door.</p>	Sft	56		

Sl. No.	Description of Item	Unit	Qty.	Rate (in Rs)	Amount (in Rs.)
5.	<p><u>Column Cladding</u></p> <p>Cladding the column upto the height of 7' – 7" from floor level with 50 mm x 12.5 mm Gamari Wood base frame work vertical each face and 450 mm apart horizontal members. All around the column 6 mm BWR/PF Ply base rapped by 1 mm laminate of silicon. 25 mm x 12 mm Gamari wood moulding all round and polish finish matching with laminate.</p>	Sft	36		
6.	<p><u>Facade of Entrance Door</u></p> <p>Providing and fixing in position Aluminium composite panel Boxing with PVDF coating & LDPE core laminated Eurobond / Altobond/Alukbond Exterior Grade 4 mm thick with composite of (0.5 mm – 3 mm – 0 mm) including fabrication for the same with Aluminium sections, required hardware, silicon sealant (Dow Corning 789) masking tape, necessary scaffolding etc. as detailed in Drawing No. (11) complete in all respects.</p>	Sft	120		
7.	<p><u>Full Height Partition</u> (For ZM's Cabin)</p> <p>Providing and fixing in position 9'-0" high solid Partition work including door shutters as shown in the drawing. Frame work at 2' x 2' grid (horizontally and vertically) comprising of 2" x 1 ½ " wooden Section and / or as per frame work shown in the drawings with 6mm plywood on both sides finished with 1mm thick laminates of approved shade and colour as shown in drawings in outside surface. The inside surface finished with veneer & natural polish.</p>				

Sl. No.	Description of Item	Unit	Qty.	Rate (in Rs)	Amount (in Rs.)
	All exposed wooden surfaces to be finished in melamine polish of matching laminate colour as directed including all necessary Stainless Steel finish fittings / hardware, door closers, Godrej locks and wood preservative paint etc. as per list of approved material and as approved by the Project Consultant / Bank complete in all respects.	Sft	597.78		

Total :

(Rupees _____ only)

Signature of Contractor with

Seal

Dated :

S e c t i o n – V

CONTENTS OF DRAWINGS

- (1) Layout Drawing Sheet No. 1

- (2) Others Detail Drawings to be followed as per enclosed H.O. reference Drawing.

**NOTE : ABOVE DRAWINGS ARE AVAILABLE AT ZONAL OFFICE
SILIGURI ZONE (ESTATE DEPARTMENT).**