

**TECHNICAL BID**  
**FOR**  
**CIVIL & ELECTRICAL WORK**  
**OF**  
**JALPAIGURI RSETI OF CENTRAL BANK OF INDIA**

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**Central Bank of India**  
(A Govt. of India Undertaking)  
**REGIONAL OFFICE, JALPAIGURI**  
**4 NO GUMTI, NILU BHAWAN**  
**JALPAIGURI-735101**  
**DIST- JALPAIGURI**

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

### **TENDER INVITATION**

Sealed Tenders are invited by Regional office-Jalpaiguri Region, Central Bank of India, 4 no Gumti, Nilu Bhawan, Jalpaiguri-735101, Dist Jalpaiguri for its **Jalpaiguri RSETI** from Central Bank of India or worked for reputed organizations/ Govt./ Public Sector Banks/ Undertakings etc to execute composite Work which includes Civil Repairing work, and other associated Works Under (Two) Bid System i.e. Technical Bid (Cover-I) & Price Bid (Cover-II).

**Name of Work:** **Civil & Electrical work** and allied works of **Jalpaiguri RSETI** (Allied Works) of Central Bank of India.

**Cost of Tender Document:** Rs: 2500/- (Rupees Two Thousand Five Hundred Only) to be paid by cash or Demand draft favoring Central Bank of India, Regional Office- Jalpaiguri, payable at Jalpaiguri

**Availability of Tender Documents:** Regional Office  
Central Bank of India  
4 no Gumti, Nilu Bhawan  
Jalpaiguri-735101  
Dist: Jalpaiguri

**Issue of the Tender Documents:** From 024.05.2022 to 31.05.2022

**Time & date of Submission of Tender** Up to 03:00 P.M. on 31.05.2022

**Time and Date of Opening of Tender** Tender will be open as per bank's decided date & time and to be conveyed by mail.

Envelope-I:  
Shall contain all the covering letter with the Earnest Money  
Along with the tender document, Filled in Form & Performa duly signed.

Envelope- II  
Shall contain the Price Bid, dully filled in the Provided Price Bid Tender Document.

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|                                     |  |
|-------------------------------------|--|
| <b>Venue of the Tender opening:</b> | Regional Manager<br>Central Bank of India<br>Regional Office, Jalpaiguri<br>4 no Gumti, Nilu Bhawan<br>Jalpaiguri-735101<br>Dist: Jalpaiguri   |
| <b>Tender to be addressed to:</b>   | Regional Manager<br>Central Bank of India<br>Regional Office, Jalpaiguri<br>4 no Gumti, Nilu Bhawan<br>Jalpaiguri-735101<br>Dist: Jalpaiguri   |
| <b>Earnest Money:</b>               | 1.00 Lacs (Rupees One Lacs only)<br>The Tenderer must submit an EMD as mentioned in the form of a <b>Demand Draft/ pay order only</b> in favour of Central Bank of India <b>payable</b> at Jalpaiguri to be submitted with Tender Document without which tender will be liable to rejection. |
| <b>Delay in submission:</b>         | Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery/ delivery through courier service.  |
| <b>Defect Liability Period:</b>     | 12(Twelve) months from the date of issue of completion certificate.  |
| <b>Date of Commencement:</b>        | Either one week from the date of acceptance of Work Order or the day on which the contractor is instructed to take possession of the site, whichever is later.   |
| <b>Period of Completion:</b>        | 12 Months  |
| <b>Validity of the Tender:</b>      | 3(Three) calendar months from the date of submission of Tender   |
| <b>Details of IEM :</b>             | Name : Shri Trivikram Nath Tiwari<br>Email : trivikramnt@yahoo.co.in<br><br>Name : Shri Jagdip Narayan Singh<br>Email : <a href="mailto:jagadipsingh@yahoo.co.in">jagadipsingh@yahoo.co.in</a>   |

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### **MODE OF SUBMISSION**

The tender is to be submitted in one envelope having both the envelopes I & II being put in the this one envelope and should be sealed properly and addressed to “The Regional Manager Central Bank of India, Regional Office Jalpaiguri. Jalpaiguri-735101 Dist: Jalpaiguri”

### **ENVELOPE 1: Technical Bid**

This envelope shall contain the following:

- a) Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates.
- b) The earnest money deposit furnished in form of crossed demand draft drawn in favor of Central Bank of India and payable at Jalpaiguri for the amount indicated in the Notice of Invitation of Tender.
- c) Any comments which the Tenderer desires to make in the form of statement as brief as possible and with reference to the items
- d) The Terms and Conditions which are of commercial and technical nature if any .
- e) form & Proforma filled in duly signed with supporting documents.

### **ENVELOPE-2: Price Bid**

This ENVELOPE shall contain the following

Envelope Marked II shall contain the Priced Bid. The Tenderer shall quote the final figure both figure and words.

- Tenders in only printed form issued by the “Central Bank of India”-Regional Office Jalpaiguri should be placed in sealed cover addressed to the “The Regional Manager, Central Bank of India, Regional Office - Jalpaiguri. Jalpaiguri-735101 Dist: Jalpaiguri
- Delay in submission: Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The bank will not be responsible for any damage in transit in case of postal delivery/ delivery through courier service.
- All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected
- The acceptance of the tender will rest with Central Bank of India which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof. The bank also reserves to itself the right of accepting the whole or any part of the tender and the tendered shall be bound to perform the same at the rates quoted.

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- In case the date of opening of the Tender is declared as a holiday, the tender will be opened on the next working day
- Conditional Tenders will be summarily rejected
- Retention Money: The Retention percentage (i.e. deduction from the Final Bill) shall be 10% of the gross value of the Bill. The retention Money shall be paid within 7 days of the completion of the defect liability period
- After opening the Envelope I no correspondence will be entertained.
- Prior to opening of the Price Bid, the Central Bank of India/its authorized personnel/architect at its discretion may inspect the on-going/completed project of the contractors as well as obtain confidential report from the concerned employers/clients.
- An item rate tender containing percentage below/above will be summarily rejected.
- On acceptance of the Tender the name of the accredited representative(s) of the Contractors who would be responsible for taking instructions from the Client/bank shall be communicated to the Bank./Client.
- GST or any other tax on material 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 Bank will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes.

**All entries in Tender document must be made in ENGLISH. It must be hand written using black INK.**

**NOTE:**

A 1. The contractor / tendered means the person / the firm / the agency who is participating in the contract bid which shall also include their Legal Representatives, Successors, Hirers and Assignee of the firm.

2. Engineer-in-charge means, the Engineer/ Architect/ consultants/ specialized agency/ person appointed by the Central Bank of India-Jalpaiguri Regional Office who will be supervising the work, certifying the bill and who will also be responsible for the entire project.

a) Only the Tender form issued by Central Bank of India, Regional Office-Jalpaiguri should be used for the process of tendering.

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- b) As far as possible corrections in the tender documents to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the Tender. Over writing in the tender document is not permitted
- c) The Tender should be forwarded in the official letter head of the tenderer.
4. The complete Tender documents (duly signed tender conditions, specification, priced bill of quantities etc.) should be addressed to “The Regional Manager, Central Bank of India, Regional Office 4 no Gumti, Nilu Bhawan. Jalpaiguri-735101 Dist: Jalpaiguri” and reach the office on or before date fixed and notified in the tender document as mentioned in the cover page.
5. The Tenders will not be received after the due date and the time fixed. However, if the Central Bank of India-Regional Office Jalpaiguri desires to extend the time limit, it will do so by informing all the tenderer either before the due date and time fixed for submission or after the due date and time.
6. In case, the tenderer does not wish to quote for the work, the same should be informed to “The Regional Manager, Central Bank of India, Regional Office 4 no Gumti, Nilu Bhawan. Jalpaiguri-735101 Dist: Jalpaiguri” over letter / fax addressed to The Regional Manager on or before the due date of submission of the Tender. The blank Tender also must be returned to the Regional Office, Jalpaiguri. The technical specification, design and all other contents of the tender documents are patent and the same should not be reproduced without the prior permission of the Regional Office. The payment made to Regional Office towards the cost of the tender document is not refundable.
7. The Regional Office-Jalpaiguri will take no responsibility for delay or loss or non-receipt of tenders after dispatch, by the tenderer.
8. The tenderer are advised to hand over the duly filled tender directly to the office of “The Regional Manager, Central Bank of India, Regional Office, 4 no Gumti, Nilu Bhawan. Jalpaiguri-735101, Dist: Jalpaiguri” or ensure that the tender reaches the office before the due date fixed for submission of the tender.
9. The intending tenderer shall visit the site and make him thoroughly acquainted with the Local site conditions, nature and requirements of the work, facilities of transport condition, effective labor and materials, access and storage for materials and removal of rubbish before quoting the rates. For this, the officials of Bank may be contacted to make the arrangements.
10. The rate quoted should be inclusive of the cost carriage, freight of materials, labor, transportation loading/unloading, installation, and other charges as also for any special difficulties including restriction on transportation etc for proper execution of work as indicated in the drawings. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the bank might be deemed to have reasonably been inferred to be so existing before the commencement of work.

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11. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.

12. Incomplete tenders are liable to be rejected.

**B. Opening of the Tender:**

1. The sealed tenders will be opened in the presence of the authorized official of the bank from Central Bank of India- Regional Office Jalpaiguri on the day and time as specified.

2. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned, on the day fixed for opening of the tender.

**C. Acceptance of the tender:**

1. The rates quoted by the contractors should be valid as specified in the cover page no 1.

2. Central Bank of India- Regional Office Jalpaiguri reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also do not bind it to accept the lowest or any other tender.

3. It will be open to Central Bank of India- Regional Office Jalpaiguri to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by Regional Office Jalpaiguri will be the contract value and work order will be placed for the said amount.

4. The tenders for the work shall remain for acceptance for a period as specified above or the period that may be extended by mutual agreement and the tenderers shall not cancel / withdraw the tenders during that period.

5. Each tenderer must submit an Earnest Money Deposit as mentioned above in the form of a Demand Draft/ pay order only in favour of "Central Bank of India" payable at Jalpaiguri drawn on any Nationalized bank (and which shall not bear any interest). The Demand Draft/ Pay order. No tender will be accepted without EMD. The EMD will not carry any interest. In case of failure on the part of the contractor for commencement of work / delay in execution of the project, the said amount will be forfeited.

6. The Earnest Money will be returned to the unsuccessful tenderer after the intimation of rejection of the tender is sent. The Earnest Money will be retained in the case of the successful tenderer and will get converted as a part of Security Deposit for the due performance of the contract.

7. Earnest Money Deposit will be forfeited, if the contractor:

a. Revokes the tender or increases the earlier quoted rates within the validity period.

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- b. Refuse, delay to sign and execute the contract after tender is accepted.
  - c. Does not commence the work within the time specified in the letter of intent/work order or 7 days from the issue of such letter, whichever is later.
8. The tenders will be rejected;
- a. If the contractor does not quote any of the item / sub-item in the tender
  - b. If the contractors makes any correction in the rate while quoting, not countersigned and duly stamped for the correction of that particular item of work.
9. The tenders which do not fulfill any of the prescribed conditions will not be accepted.
10. Canvassing in connection with the tender is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable to rejection

#### **D. Execution of Work:**

The work should commence within the period specified on i.e. 7 days from the date of the receipt of work order or the date that may be indicated in the work order. Accordingly, date of commencement of the work will be reckoned from the day as specified above

- 2. The work should be completed as specified on the cover page calculated i.e. 12 Months from the date of commencement of the work or within the time limit that may be indicated in the work order.
- 3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract. However the tenderer shall plan the execution of the said work and it needs to be carried out without disturbing the running of the office or as per the client's instructions strictly within the schedule Time as specified in the Tender.
- 4. If the tenderer commits default in commencing the work, as required by the work order and found that the date stipulated cannot be adhered to, Central Bank of India-Regional Office-Jalpaiguri shall be entitled without prejudice to any other rights or remedies available and/or may terminate / rescind the contract.
- 5. If the tenderer fails to carry out the work within the stipulated time mentioned in the work order, the Central Bank of India-Regional Office-Jalpaiguri/Architect will have liberty to impose penalty Charges @0.2% per week of the value of the work will be made upon delay in completion of the work. Any decision in the matter by the bank shall be final.
- 6. However, if Central Bank of India-Regional Office-Jalpaiguri is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, they may award extension of the same to the extent they feel justified based on the request of the tenderer. In such case liquidated damages will be levied for the balance period, if any as provided as per the condition of the tender.

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7. If the tenderer fails to commence the work within the specified days i.e. 7 days as from the date of receipt of intimation for commencement of the work and / or the contractor fails to show progress in execution of work and Central Bank of India-Regional Office-Jalpaiguri feels the work cannot be completed within the stipulated time, Central Bank of India-Regional Office- Jalpaiguri will have the right to terminate the contract by giving three days notice to the contractor, at the full discretion of Central Bank of India-Regional Office- Jalpaiguri and the decision of Central Bank of India-Regional Office- Jalpaiguri will be final and binding. In case of termination of the contract, the payment if any, due to the contractor will be released only on completion of the entire project. The amount that may be spent for completion of the balance work will be recovered from the contractor. It will be the full discretion of Central Bank of India-Regional Office- Jalpaiguri to carry out the balance work through any agency at any rate as per the specification.
8. All the materials and workmanship shall be of the kind described in the schedule of quantities/ specifications and in accordance with relevant BIS codes and as per directions of the Engineer-in-charge.
9. The tenderers shall submit photocopies / originals of vouchers / challans etc., for verification of actual purchases of any material, if so, desired by the Engineer-in-charge.
10. The tenderer shall have to carry out testing of all materials brought on site at their own cost in any institute / laboratory / site of works as desired by the Engineer-in-charge. No extra claim will be entertained for such testing of materials.
11. The tenderer shall not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
12. The quantities indicated in the bill of quantities are approximate and the quantities may vary as per the site conditions / requirements. The rate quoted should be firm for the deviated quantities of work also.
13. The tenderer's workers will not be allowed to stay at the work site. However any deviation of the same is at the discretion of the Bank.
14. The tenderer or his workers can use the common facilities such as water, electricity etc., provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
15. Water and Electricity as per the availability at site can be made use of by the contractor. If not available the contractor has to arrange it on his own. However, the actual consumptions of water and electricity should be payable by the contractor only. Failure to pay the electricity and water charges will be deducted from the bill of contractor.
16. In case of any damage to the existing structure, the tenderer should rectify the same free of cost up to the satisfaction of the Engineer-in Charge.

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17. Central Bank of India-Regional Office-Siliguri will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification.
18. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.
19. The tenderer has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
20. The tenderer should provide samples of the materials for approval of Central Bank of India-Regional Office-Siliguri the samples will be kept in the custody of the Engineer-in-charge.
21. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.
22. The tenderer should make necessary arrangement for inspection of the items made at his factory / work place by the Engineer-in-charge. The tenderer should complete fabrication and other works at factory and only assembling work and the finishing may be carried out at the site.
23. The tenderer should abide by the rules and regulations for the premises especially on the working hours, entry to the workers to the premises, interpersonal relation with the staff members and other agencies engaged at the site.
24. The tenderer should make necessary arrangement for covering of all the furniture items/ records, if any of the client with cover / cloth during the course of work.
25. Any damage / loss to Central Bank of India-Regional Office- Jalpaiguri will be rectified at the cost & risk of the contractor.
26. The workmanship should be of high quality / standard and the decision of the Engineer-in charge / Consultant shall be final in this regard.
27. The tenderer should not apply primer / putty work / paint or any other finishing material before inspection and certification of the wood work by the Engineer – in – Charge.
28. The tenderer should strictly follow the approved color scheme. The color scheme will be intimated to the contractor within a week from the date of issue of the work order. However Central Bank of India-Regional Office- Jalpaiguri has the liberty to make any other modifications as per requirements.
29. The tenderer shall ensure make his own arrangement for storage of materials. Central Bank of India-Regional Office- Jalpaiguri or the client may provide some space subject to availability (uncovered) within the premises for storage purpose. Materials only as per requirement are to be stored at site. Security for the material lying at site will be arranged by the contractor.

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30. Any damage / loss will be rectified at the cost & risk of the tenderer.

31. It is the responsibility of the contractor to get the confirmation certificate from the client after virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and contractor.

32. No advance will be paid.

33. Contractor should appoint A full time Diploma Civil Engineer for executing the work & that site engineer should submit report with measurement sheet weekly to the Architect.

#### **E. BILLS & PAYMENTS TERM AND CONDITIONS**

1 (a) Billing is to be done in the name of the “The Regional Manager, Central Bank of India, Regional Office-Jalpaiguri ,4 no Gumti, Nilu Bhawan, Jalpaiguri-735101 Dist: Jalpaiguri

1(b) The Contractor has to submit the bill strictly as per the format of the specifications as mentioned on the bill of quantities in the tender document.

**NOTE:** It is the responsibility of the contractor to take the no objection certificate / no defects certificate from the concerned client on completion of the Defect Liability Period. Central Bank of India-Regional Office-Jalpaiguri would not be responsible for the certificate.

2. Income Tax, TDS, Sales Tax on Work Contract, GST, Cess and / or any other Statutory deductions as per the prevailing rules at the time of execution will be deducted from the payable amount for which certificate will be issued in favour of the tenderer.

3. Tenderer will not be entitled to any interest on Retention Money or Security Deposit or any Running account bill money for the time such money will remain with the Client.

4. The items of works as well as the approximate quantities against these items as given in the schedule of quantities and the same should not be considered precise quantity of works to be carried out. The tenderer shall be paid on the basis of the actual quantity of completed work as per the provisions of the contract and as per the specifications.

Note: The bank is not bound to accept the lowest quotation & reserves the right to accept or reject any or all the quotations without assigning any reason whatever.

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**F. Escalation:**

1. No escalation in rate shall be paid for the works carried out.
2. No claim on account of fluctuation of rates of material and labor will be entertained during the course of work – (from the date of acceptance of the Tender till issue of completion certificate).

**G. Defect Liability Period:**

1. Defect Liability Period as per the terms of the contract is 12 months from the date of virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and joint inspection of work by the Engineer-in-charge and tenderer.
2. The Security Deposit will be refunded only after the defect liability period of 12 months and rectification of the defects occurred whether pointed out in writing or not. It will be the duty of the contractor to inspect the site for defects and rectify the defects within the defect liability period.
3. During the course of Defect Liability Period the tenderer has to rectify all the defects,
4. In case the tenderer fails to attend the rectification work within 7 days of reporting the same in writing, Central Bank of India-Regional Office-Jalpaiguri will have the liberty to carry out the said work through some other contractor at the cost & risk of the tenderer. Such expenditure incurred to the client will be recovered from the Security Deposit. In case any expenditure incurred is more than the Security Deposit, the tenderer should pay the difference that may fall short.
5. While carrying out the rectification work, the tenderer should ensure that the surroundings should be protected against any possible damage. In case of any damage, the same should be made good by the tenderer.

**H Statutory obligations to be followed:**

1. The tenderer should ensure adherence of all statutory requirements under the State and Central Rules in force and other local bodies for smooth and timely completion without any additional cost.
2. The tenderer shall comply with the provisions of all the rules and regulation in respect of labors engaged at site (such as Contract Labor {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labor laws as may be enforced from time to time by the Government Authorities) for execution of work, procurement of material for completion of the entire project. Central Bank of India-Regional Office-Jalpaiguri shall not be held responsible for any penalty on failure to comply with any of the labor regulations or legal requirements or failure of any compliance of any rule in force.

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3. The tenderer shall strictly comply with the provision of Sales Tax (both State & Central), Excise Duty, etc. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself Central Bank of India-Regional Office-Jalpaiguri shall not be responsible for any payment/ penalty on this account at any stage.
4. In case any goods are manufactured at the tenderers office / site, the tenderer has to pay Central Excise and he has to produce Excise Invoice Copy for removal of goods from the manufacturing site. In case the goods are manufactured or produced at the site then Excise Invoice showing that the Central Excise has been paid should be submitted to Central Bank of India-Regional Office-Jalpaiguri
5. The tenderer should submit a statement confirming that all duties / taxes of every nature covered under the contract have been paid and the tenderer shall indemnify the Central Bank of India-Regional Office-Jalpaiguri against all claims in that behalf.
6. The tenderer should ensure adherence of all the requirements and statutes under the State and Central Rules in force.
7. The tenderers should submit an affidavit / Declaration for payment of Central Excise as per the enclosed format.
8. The tenderer should also submit when required, a copy of the declaration filed with the Central Excise for the last financial year.

#### **Responsibilities of the tenderer**

1. The tenderer should enter into an agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of the tender.
2. The tenderer shall not sublet the work without written approval from Central Bank of India-Regional Office- Jalpaiguri.
3. The tenderer should co-ordinate with all the other contractors if any for execution of the project.
4. The tenderer should set out the layout at site before commencement of work and obtain approval for the same from Central Bank of India-Regional Office- Jalpaiguri
5. The contractor should arrange for sufficient light & power point required for entire project at his cost.
6. The tenderer should clear the site within 15 days of virtual completion of work of all material not paid for. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and tenderer.

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7. The tenderer should submit the schedule and bar chart of work before commencement of the work at the behest of the Central Bank of India-Regional Office- Jalpaiguri.
8. The tenderer should take adequate precaution against fire hazards at the site. The tenderer should ensure that all fire safety measures are taken during execution and that the work carried out is as per the fire safety norms of the local fire office
9. The tenderer should arrange for scaffoldings/ladder for proper execution of work and shall also ensure safety of the workers as per the relevant provisions of the law
10. The tenderer should keep samples of the materials used at the site and should be able to produce the same to the Central Bank of India-Regional Office Jalpaiguri if desired.
11. In case the tenderer is a partnership firm, any change in the constitution of the firm shall take place only with the prior approval of the Central Bank of India-Regional Office Jalpaiguri during the contract period.
12. The tenderer submit shop drawings of all the items for the approval of the Central Bank of India-Regional Office Jalpaiguri before execution of each item of work.

Regional Manager  
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Regional Office, Jalpaiguri  
4 no Gumti, Nilu Bhawan  
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| <b>SUMMARY</b>                     |   |
|------------------------------------|---|
| Time of Completion                 | 12 Months from the date of commencement of work   |
| Date of Commencement of work       | Within 14 days from the date of issue of work order.  |
| Liquidated damages                 | 0.5 % of the total final certified value per day subject to the maximum of 10 % of the final certified value.   |
| Validity of the offer              | 60 days from the date of opening the tender.  |
| Security Deposit (Retention money) | 10 % of total value of work done, out of which, 50% will be released at the time of settlement of final bill.   |
| Defects Liability Period           | 12 (Twelve) months from the date of virtual completion / handing over   |
| Terms of Payment                   | 1. No advance<br>2. Final Bill settlement within 30 days from the date of proper submission of all required documents and joint verification of measurements at site.<br>3. Running bills (minimum 20 lacs) can be raised and it shall be at the discretion of the bank |
| Deductions                         | 1. Income Tax at source as per Income Tax Rules Sales Tax / Works Contract Tax/ Commercial Tax as applicable in the statement.<br>2. Cess applicable as per the local rules<br>3. Any other Levy/Cess/Tax to be deducted at source by law.                              |
| Details of IEM :                   | Name : Shri Trivikram Nath Tiwari<br>Email : trivikramnt@yahoo.co.in<br><br>Name : Shri Jagdip Narayan Singh<br>Email : jagadipsingh@yahoo.co.in  |

**I / We hereby agree and accept the above terms and conditions.**

**(Seal) Signature of the Tenderer**

**For (Name and address of the Contractor)**

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

### **Special Conditions of the Contract**

1. The measurements indicated in the drawings are approximate and may vary as per the site conditions. In case of any changes in the drawing after the Tender or Execution of the Drawing, at behest of the Local Branch Authorities, Engineer In Charge, the alteration of the Quantities shall be paid on actual measurements as per the Tender Rates. Execution of Work non Similar to the Tender shall be paid on actual + 15% as applicable.
2. The contractor shall submit the Bar Chart & Pert Chart before commencement of the Work at the behest of the Bank.
3. For the design and other details mentioned in the entire documents Central Bank of India-Regional Office-Jalpaiguri have the patent rights.
4. The contractors shall take the prior approval from Central Bank of India-Regional Office- Jalpaiguri for subletting the Job even is the same is specialized agency
5. In case Central Bank of India-Regional Office-Jalpaiguri rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work
6. The contractors has to take all safety measures with regard to the workmen employed as per relevant laws and good engineering practices at site and safety measures against the fire hazards
7. The Contractors has to make necessary arrangements for internal lightening at the site
8. The Contractor has to carry out the Job strictly as per the specifications spelt out in the bill of quantities, drawings, instructions that may be issued by the Engineers in charge and the specifications of the Bureau of Indian Standards, National Building Code etc.
9. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specification/Bill of quantities may be taken as final.
10. The Contractor shall submit the single line drawing of electrical installations/wirings ot completed work along with the final bill.
11. The Work shall be carried out on holidays and Sundays after and before office hours and during office hours on working days. The contractor shall ensure that there shall not be any problem disturbance in office/ other areas/ Floors as the work is to be executed in working office.

Signature of Contractor



Project Consultant :  
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Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

- 12. The work can be awarded to the agency that has given the lowest rates (L-1). However the same is not binding to the Central Bank of India-Regional Office- Jalpaiguri and the final decision shall be at its discretion. The decision of the Central Bank of India-Regional Office- Jalpaiguri in the matter shall be final without appeal and it is not binding on the bank to assign any reason for the same.**
- 13. Thereon the L2 Bidder will be asked to confirm if he can do the work at the lowest rate quoted by L1.**
- 14. If L2 gives a consent letter confirming that he is ready to carry out the work at the lowest rate (L1) then it can be considered to award the work to him also. The condition of this award of work to L2 on the rates of L1 will be as under.**
- A) When L1 denies in writing that he does not have capacity to do the work**
  - B) When it is observed by Central Bank of India-Regional Office- Jalpaiguri that L1 has not completed more than 3 sites on time**
  - C) When defects are found in the work of L1**
  - D) When L1 does not take up the as assigned work within the stipulated time period as mentioned in the work order**
  - E) Any other disparity or inconsistency is found by the Central Bank of India-Regional Office- Jalpaiguri with LI or the bank is not convinced with quality and sustainability.**

Signature of Contractor

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Senior Manager-Civil Engineer  
Central Bank of India

### **PREAMBLE OF THE BILL OF QUANTITIES**

The work proposed is to be carried out at the Office Premises mentioned herein. The premises are proposed to be provided with Electrical, Civil, and Plumbing works. The quality of work proposed should have the best workmanship. The Contractor should ensure that only the first quality materials mentioned in the list of materials is purchased for the project.

The work should be carried out in such a way that the structure is not disturbed

Any differences/ dispensaries in the specifications should be clarified with the Engineer in Charge/ Central Bank of India-Regional Office- Jalpaiguri before submitting the tender. The Central Bank of India-Regional Office- Jalpaiguri shall be at liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work: the tenderer should carry out such work without any extra cost.

In case of any major modifications such items will be considered as extra items. Payment for such items will be paid based in the interpretation of the Engineering Rate/Market Rate analysis. 15% of the total cost of material and labor will be considered as tenderer profit.

The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

Signature of Contractor

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Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

**CENTRAL BANK OF INDIA**  
**(A Govt. of India Undertaking)**  
**JALPAIGURI REGIONAL OFFICE**  
**4 no Gumti, Nilu Bhawan, Po – Jalpaiguri, Dist - Jalpaiguri**

**FORM OF APPLICATION TENDER FOR CIVIL, SANITARY PLUMBING & ELECTRICAL**  
**WORKS OF JALPAIGURI RSETI OF CENTRAL BANK OF INDIA**

|     |  |   |  |
|-----|--|---|--|
| 1.  | Name of the organization/Contractor/firm and name of the person authorized.  | : |  |
| 2.  | Address for correspondence<br>Phone No. (a) Landline with STD code<br>(b) Mobile<br>(c) Email-ID,<br>(d) Fax No.   | : |  |
| 3.  | Year of establishment & in the line of activity since  | : |  |
| 4.  | Status of the firm whether company/firm/proprietary/partnership  | : |  |
| 5.  | Name of Directors/Partners/Proprietor  | : |  |
| 6.  | Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date.   | : |  |
| 7.  | Name and address of Bankers (enclose solvency certificate from Bankers).   | : |  |
| 8.  | If, you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD,MES, Banks, leading Architects etc., furnish their Names, category and date of registration  | : |  |
| 9.  | Name of 3 projects on value not less than 60% of the upper value the applied category executed during last five years by the firm. (Details to be furnished in proforma 1)<br><b>(i.e. work order &amp; performance certificate from client)</b> | : |  |
| 10. | Annual turnover for the last 3 years as on 10.11.2021 Attach certificate from the Chartered Accountant.  | : |  |
| 11. | Names and addresses of the persons who will be in a position to certify about the quality as well as performance of your organization  | : |  |

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

12. Declaration regarding near relatives working in the Bank:

I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

Special Note :- The firms not having valid GST number as on last date of submission of application will not be considered.

Signature with seal of the contractor

Place:

Name:

Date:

**Note: Furnish Xerox certified copies of all relevant documents in support of the information furnished above.**

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

### DETAILS OF DIRECTORS/ PARTNERS

| <b>Sl. No.</b> | <b>Name of partners/ directors</b> | <b>Academic qualification</b> | <b>Official designation</b> | <b>Address/ phone/ fax/ e-mail</b> |
|----------------|------------------------------------|-------------------------------|-----------------------------|------------------------------------|
| <b>1.</b>      |                                    |                               |                             |                                    |
| <b>2.</b>      |                                    |                               |                             |                                    |
| <b>3.</b>      |                                    |                               |                             |                                    |
| <b>4.</b>      |                                    |                               |                             |                                    |
| <b>5.</b>      |                                    |                               |                             |                                    |
| <b>6.</b>      |                                    |                               |                             |                                    |

Signature of Contractor

Project Consultant :  
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Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

#### DETAILS OF REGISTRATION

| Sl no | Name of organization department   | Registration no | Date/ Year of Registration | Enclosed proof |  |
|-------|---|-----------------|----------------------------|----------------|--|
|       |   |                 |                            |                |  |
| 1.    | Registrar of firms and societies  |                 |                            |                |  |
| 2.    | Income tax department (mention PAN no with copy of latest income tax clearance certificate) |                 |                            |                |  |
| 3.    | GST Department (Enclose copy latest certificate)  |                 |                            |                |  |
| 4.    | Detail of EPF account and registration  |                 |                            |                |  |

#### FINANCIAL STATUS

| Sl. No. | Year    | Turnover | Profit/ Loss | Enclosed certified balance sheets/chartered accountant's certificate |    |
|---------|---------|----------|--------------|--|----|
|         |         |          |              | Yes  | No |
|         | 2018-19 |          |              |  |    |
|         | 2019-20 |          |              |  |    |
|         | 2020-21 |          |              |  |    |

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

**PROFORMA – 1**

**PARTICULARS IN RESPECTE OF WORKS EXECUTED**

| <b>S1<br/>No</b> | <b>Name of the<br/>work/ project<br/>executed with<br/>address</b> | <b>Short<br/>description<br/>of work<br/>executed</b> | <b>Name &amp;<br/>Address of<br/>owner and<br/>consultant</b> | <b>Value of<br/>Work (In<br/>lakh)</b> | <b>Stipulated<br/>Time of<br/>Completion</b> | <b>date of<br/>commen<br/>cement</b> | <b>Date<br/>of compl-<br/>etion</b> | <b>Any<br/>other<br/>informat<br/>ion</b> |
|------------------|--|---|---|--|--|--------------------------------------|-------------------------------------|---|
|                  |  |   |   |  |  |                                      |                                     |   |
|                  |  |   |   |  |  |                                      |                                     |   |
|                  |  |   |   |  |  |                                      |                                     |   |
|                  |  |   |   |  |  |                                      |                                     |   |

**Note:** The contractor shall mention only those works executed during last 3 years which fulfills the eligibility criteria on this page. The list is to substantiated with the documentary evidence such as work order and completion certificates in absence of which the application liable to be rejected.  
Other works should be mentioned on separate sheet.

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

**PROFORMA – 2**

**LIST OF KEY PERSONAL PERMANANTLY EMPLOYED**

| <b>Sl. No</b> | <b>Name</b> | <b>Designation</b> | <b>Qualification</b> | <b>Experience</b> | <b>Years With The Firm</b> | <b>Any Other Information</b> |
|---------------|-------------|--------------------|----------------------|-------------------|----------------------------|------------------------------|
| <b>1.</b>     |             |                    |                      |                   |                            |                              |
| <b>2.</b>     |             |                    |                      |                   |                            |                              |
| <b>3.</b>     |             |                    |                      |                   |                            |                              |
| <b>4.</b>     |             |                    |                      |                   |                            |                              |
| <b>5.</b>     |             |                    |                      |                   |                            |                              |

Signature of Contractor



Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

**PROFORMA – 3**

**PARTICULARS IN RESPECT OF WORKS IN HAND**

| <b>Sl. No.</b> | <b>Name &amp; Address of Project</b> | <b>Short description of work executed</b> | <b>Name &amp; Address of client with telephone number</b> | <b>Value of Work executed (In lakh)</b> | <b>Stipulated Time of Completion</b> | <b>Status Of work</b> | <b>Any other information</b> |
|----------------|--------------------------------------|---|---|---|--------------------------------------|-----------------------|------------------------------|
| <b>1.</b>      |                                      |   |   |   |                                      |                       |                              |
| <b>2.</b>      |                                      |   |   |   |                                      |                       |                              |
| <b>3.</b>      |                                      |   |   |   |                                      |                       |                              |
| <b>4.</b>      |                                      |   |   |   |                                      |                       |                              |

Signature of Contractor

Project Consultant :  
Biplob Nandy & Associates

Project Engineer : Mr. Nilesh Haldhar  
Senior Manager-Civil Engineer  
Central Bank of India

### OTHER RELEVANT INFORMATION

| <b>Sr. No.</b> | <b>Particulars</b>   | <b>No.</b> | <b>Year with the firm</b> | <b>Any other information</b> |
|----------------|--|------------|---------------------------|------------------------------|
| <b>1</b>       | Work force /technical personnel permanently employed with their qualification and experience etc.                        |            |                           |                              |
| <b>2</b>       | List of major constructional equipment in possession of the firm including testing of material expertise/facilities etc. |            |                           |                              |

Signature of Contractor