

**SECTION – I**

**NOTICE OF INVITATION TO TENDER**

Sealed **Tenders** are invited on behalf of Assam Gramin Vikash Bank, Guwahati regional Office, Guwahati, Assam from Bank's empanelled contractors having adequate experience to execute Carpentry Works of Bamundi Branch at Bamundi, Assam in accordance with the Bank's General Conditions of Contract, Special Terms & Conditions of Contract & Particular Terms & Conditions of Contract, Standard specifications, Extent of Work, Special Instructions to Bidders as appended on the subsequent page & Annexures,

- a) Name of work : Carpentry Works of Bamundi Branch at Bamundi, Assam
- b) Time of Completion : 30 days
- c) Earnest Money : Rs 3000.00 by crossed Demand Draft/ Pay Order payable at Guwahati and drawn in favor of Assam Gramin Vikash Bank to be submitted with the Bid
- d) Retention money : 10% of total certified bill amount
- e) Release of Retention : Retention money will be released after 1 (One) year from the date of payment of the final bill after adjusting all dues if any from the contractor
- f) Availability of Tender Document : Regional Manager  
Assam Gramin Vikash Bank  
Guwahati Regional Office,  
Guwahati, Assam
- g) Issue of Tender Document : From **05.09.2021 to 10.09.2021** Between 10.00 hrs to 15.00hrs , except Sunday and holidays.
- h) Date of Commencement : Either one week from the date of acceptance Letter of work order or the day on which contractor is instructed to take possession of the site, whichever is later.
- i) Time and date of Submission of tender : Upto **03.00 P.M. on 10.09. 2021**
- j) Time and date of Opening of tender : **At 4.00 P.M. on 10.09.2021**
- k) Venue of Opening Tenders : Head Office  
Assam Gramin Vikash Bank,  
G.S Road, Bhangagarh, Guwahati - 781 005 Assam
- l) Tender to be addressed and submitted to : **The General Manager**  
Assam Gramin Vikash Bank, Head Office  
G.S Road, Bhangagarh, Guwahati - 781 005 Assam



অসম গ্ৰামীন বিকাশ বেঙ্ক  
**ASSAM GRAMIN VIKASH BANK**

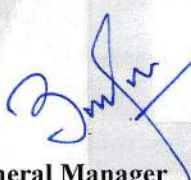
(A Joint undertaking of Govt. of India, Govt. of Assam & Punjab National Bank)  
Head Office: G S Road, Bhangagarh, Guwahati-781 005(Assam)  
Phone No: 0361-2464107 (EPABX) Mobile: +91-99571-83638  
web site : [www.agvbank.co.in](http://www.agvbank.co.in) ; e-mail : [agvbank@yahoo.co.in](mailto:agvbank@yahoo.co.in)

- m) Clarification, if any to be obtained from : M/s. ARCHIVENTIONS- Architects & Engineers  
Above Kalita Enterprises, 1<sup>st</sup> Floor  
Jonali, R.G Baruah Road, Guwahati-781024  
PH- +91-9854062928/ +91-361-2970463
- n) Validity of Tenders : 6 (Six) calendar months from the last date of submission of Tender
- o) Defects liability period : 12 (twelve) months from the date of payment of the final bill
- p) Taxes : GST at applicable rate shall be paid as extra.
- q) 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.
- r) All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- s) The acceptance of tender will rest with Assam Gramin Vikash Bank 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.
- t) In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day.
- u) Conditional Tenders will be summarily rejected.
- Retention money: The Retention percentage (i. e. deduction for interim bill) shall be 10% of the gross value of each interim bills. The Retention Money will be released after 1(one) year (Defect Liability Period) from the date of payment of the final bill provided the contractor has satisfactorily carried out all the works and attended to all defects in accordance with the conditions of the contract, including site clearance.

Defects liability period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the date of payment of the final bill for a period of 12 months.

After opening the envelope containing the offer on the standardized conditions and opening of the priced tender, no correspondence will be entertained.

Prior to opening of Financial Bid, Assam Gramin Vikash Bank/ Deputed Architect, at their discretion may inspect the on - going/completed works of the Contractors as well as obtain confidential report from the concerned employers. The bids of tenders who do not fulfill the above criteria will summarily be rejected. The Bank also reserves to itself the right of accepting the whole or any Part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

  
General Manager  
Assam Gramin Vikash Bank  
Head Office  
G.S. Road, Bhangagarh, Guwahati, Assam

**ASSAM GRAMIN VIKASH BANK**

GUWAHATI REGIONAL OFFICE

G.S. ROAD, BHANGAGARH

GUWAHATI-781005, ASSAM

SECTION – II

TENDER DOCUMENTS  
FOR  
CARPENTRY WORKS  
OF  
BAMUNDI BRANCH  
FROM  
BANK'S EMPANELLED CONTRACTORS

ARCHIVENTIONS- Architects & Engineers  
Above Kalita Enterprises, First Floor  
Zoonali, R.G Baruah Road, Guwahati-781024, Assam  
PH- +91-9854062928/ +91-3612970463

**TERMS AND CONDITIONS**

- a) 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 on the tender document is not permitted.
- b) 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, Assam Gramin Vikash Bank, Guwahati Regional Office, Guwahati, Assam”** 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 **Guwahati Regional Office** desires to extend the time limit, it can do so by informing all the tenderers either before the due date and time fixed for submission or after the due date and time.
6. In case the due date for submission / opening of the tender is declared as a public holiday in the State, (where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.
7. In case, the tenderer does not wish to quote for the work, the same should be informed to **“The Regional Manager, Assam Gramin Vikash Bank, Guwahati Regional Office, Guwahati, Assam** 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 **The Regional Manager, Assam Gramin Vikash Bank, Guwahati Regional Office, Guwahati, Assam**. The technical specification, design and all other contents of the tender documents are patented and the same should not be reproduced without the prior permission of the **Guwahati Regional Office**.
8. The **Guwahati Regional Office** will take no responsibility for delay or loss or non-receipt of tenders after dispatch, by the tenderer.
9. The tenderers are advised to hand over the duly filled tender directly to the office of **“The Regional Manager, Assam Gramin Vikash Bank, Guwahati Regional Office, Guwahati, Assam** or ensure that the tender reaches the office before the due date fixed for submission of the tender.
10. The tenderers are requested to inspect the site of work and acquaint about the site conditions and rules and regulations before quoting the rates. For this, the officials of Bank may be contacted to make the arrangements.
11. The rate quoted should be inclusive of the cost of materials, labour, transportation, loading, unloading, installation, however GST on works contract shall be paid additionally as per the applicable rates.
12. 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.
13. 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 Consultant Architect/ Officers from **Guwahati Regional Office** on the day and time as specified on the cover page no.1.
2. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned in cover page no. 1, 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. **Guwahati Regional Office** / Architect reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any other tender.

3. It will be open to **Guwahati Regional Office** / Architect to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by **Guwahati Regional Office** / Architect 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 on the cover page or the period that may be extended by mutual agreement and the tenderers shall not cancel / withdraw the tenders during that period.

**5. The tenders will be rejected;**

a. If the contractor does not quote any of the item / sub-item in the tender  
b. If the contractor makes any correction in the rate while quoting, not countersigned and duly stamped for the correction of that particular item of work.

6. The tenders which does not fulfill any of the prescribed conditions will not be accepted.

7. Canvassing in connection with the tender is strictly prohibited.

**D. Execution of Work :**

1. The work should commence ***within the period specified on the cover page 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 in the cover page.

2. The ***work should be completed as specified on the cover page calculated i.e. 30 days*** from the date of commencement of the work/Date of issue of Work Order 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, **Guwahati Regional Office** / Architect 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 **Guwahati Regional Office**/Architect will have liberty ***to impose penalty @ 2% of the certified final bill per week*** of delay subject to an overall limit of 10%, without prejudice to other remedies available. The tenderer has to pay to **Guwahati Regional Office**/ Architect such amount that may fall short over the amount due to them, if any.

6. However, if **Guwahati Regional Office**/ Architect is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, it may award extension of the same to the extent it feels 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.

7. If the tenderer fails to commence the work within the days i.e 7 days as specified on the cover page 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 **Guwahati Regional Office**/ Architect feels the work cannot be completed within the stipulated time, **Guwahati Regional Office**/ Architect will have the right to terminate the contract by **giving three days notice** to the contractor, at the full discretion of **Guwahati Regional Office**/ Architect and the decision of **Guwahati Regional Office**/ Architect 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 **Guwahati Regional Office**/ Architect to carry out the balance work through any agency at any rate as per the specification.

8. If the tenderer fails to commence the work within the days i.e 7 days as specified on the cover page 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 **Guwahati Regional Office/ Architect** feels the work cannot be completed within the stipulated time, **Guwahati Regional Office/ Architect** will have the right to terminate the contract by **giving three days notice** to the contractor, at the full discretion of **Guwahati Regional Office/ Architect** and the decision of **Guwahati Regional Office/ Architect** 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 **Guwahati Regional Office/ Architect** to carry out the balance work through any agency at any rate as per the specification.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. The tenderer's workers will not be allowed to stay at the work site.
15. 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.
16. 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.
17. 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.
18. **Guwahati Regional Office/ Architect** will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification.
19. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.
20. 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.
21. The tenderer should provide samples of the materials for approval of **Guwahati Regional Office/ Architect** and the samples will be kept in the custody of the Engineer-in-charge.

22. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.
23. 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.
24. 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.
25. 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.
26. **The tenderer should arrange a qualified technical supervisor at site during the course of the entire work.** The tenderer should not change the supervisor till completion of the work or the contractor should arrange the alternative supervisor at site on the basis of the site requirement. The supervisor should be available at site when the work is in progress.
27. Any damage / loss to **Guwahati Regional Office/** Architect will be rectified at the cost & risk of the contractor.
28. The workmanship should be of high quality / standard and the decision of the Engineer-incharge / Consultant shall be final in this regard.
29. 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.
30. The tenderer should not engage any person prohibited by the law for execution of the job.
31. The tenderer should carry out the work strictly as per the specification and as directed by the Engineer-in- Charge.
32. All the materials proposed to be used should have the approval of **Guwahati Regional Office/** Architect .
33. The materials required for the work **should be purchased only from the manufacturers directly or from the approved dealers.** Confirmation for the same may be submitted if so desired by the Engineer-In-Charge.
34. The tenderer should strictly follow the approved colour scheme. The colour scheme will be intimated to the contractor within a week from the date of issue of the work order. However **Guwahati Regional Office/** Architect has the liberty to make any other modifications as per requirements.
35. The tenderer shall ensure that the dismantled material / debris are removed from the site daily and transported out to the place as designated by the Municipal Corporation at his own cost.
36. The tenderer shall ensure make his own arrangement for storage of materials. **Guwahati Regional Office/** Architect 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.
37. Any damage / loss will be rectified at the cost & risk of the tenderer.
38. The tenderer has to maintain a book for instructions from the Engineer-in-charge.
39. The work needs to be carried out as per the instruction of the **Guwahati Regional Office/** Architect and completed within the stipulated time period. It is the responsibility of the tenderer to take all kinds of security and safety measures of all the existing office furniture, equipment and valuables at site during the execution of the work. During the execution, in case of any damage to the existing furniture, office equipment etc. It is the responsibility of the contractor to repair/ rectify the same, failing which the cost shall be recovered from the contractor's bill.

40. If required, the entire furniture, office equipment and other accessories shall be strictly covered with plastic sheets etc. to avoid any damages, all the furniture shall be cleaned and workable by the contractor before the start of office every day and one supervisor with required labour shall be made available with the office to attend complaints, if any from the concern official.

41. 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.

42. All the electrification work shall be carried out by a licensed electrician under the supervision of the contractor. After completion of the work, the tenderer/contractor shall submit the test certificate for the electrical work carried out by them.

43. It is the responsibility of the contractor to take all the necessary permissions from the Local Municipal Corporation and other Government agencies/authorities to carry out the contract work.

44. No advance and Running payment will be paid. Contractor shall be made the final payment after joint inspection and final payment recommendation by the concerned architect/ EIC.

45. The entire interior work shall be guaranteed to be free from manufacturing defects, defective workmanship or materials and any defects that may appear within 6 months from the date of issue of completion certificate which in the opinion of the Bank/Consultants have arisen from bad manufacturing, workmanship or materials, shall upon intimation be made good by the Contractor at his own cost within the time specified. During the said period of 6 months the Contractor shall without any extra cost, carry out all routine and special maintenance of the Interior and attend to difficulties and defects that may arise. The Tenderer / Contractors shall associate with him during the execution and free service period, the operation and maintenance staff of the Bank.

46. Contractors shall insure whole work against fire, PICT and third party.

## E. BILLS & PAYMENTS TERMS AND CONDITIONS

1(a.)The billing is to be done in the name of the “**The Regional Manager**, Assam Gramin Vikash Bank. As specified on cover page (page no. 1) of the tender.

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 along with the Electric Audit Report done by License Electrical Supervisor(Govt Regd).**

**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. Guwahati Regional Office/ Architect would not be responsible for the certificate.**

In case the no defect certificate / no objection certificate is not taken by the contractor, then the defect liability period will increase till the said no defect certificate / no objection certificate is obtained by the contractor from the concerned Regional Manager.

2. Income Tax, GST 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 favor 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.



5. It is possible that certain extra items of work may come up during the course of work. The payment for such items will be made based on Engineering/Market rate analysis. A component of 15% on the cost of material (actual purchase cost / market price without any wastage) and labour will be considered as tenderers profit and other overheads.

6. The Tax invoice and the abstract of the bill should be submitted strictly as per the approved format of **Guwahati Regional Office/ Architect** .

7. The bill should be attached with all necessary measurements, sketches, joint measurements (if any).

#### **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 labour will be entertained during the course of work – (from the date of acceptance of the Tender till issue of completion certificate).

3. **Contractor should strictly note that the Project cost escalation beyond 5% (Five percent) of the tendered value shall not be entertained.**

#### **G. Defect Liability Period :**

1. Defect Liability Period as per the terms of the contract is **12 months** from the date of payment of the final bill. The contractor has to satisfactorily carry out all the works and attended to all defects in accordance with the conditions of the contract, including site clearance.

2. The **Retention Money** 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, **Guwahati Regional Office/ Architect** 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 labours engaged at site (such as Contract Labour {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labour 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 **Guwahati Regional Office/ Architect** shall not be held responsible for any penalty on failure to comply with any of the labour regulations or legal requirements or failure of any compliance of any rule in force.

3. The tenderer shall strictly comply with the provision of GST, etc. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself and **Guwahati Regional Office** 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 applicable taxes and he has to produce Tax 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 Tax has been paid should be submitted to **Guwahati Regional Office**.

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 **Guwahati Regional Office** and the Architect 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 Taxes as per the enclosed format.

8. The tenderer should also submit when required, a copy of the declaration filed with the GST for the last financial year.

### **I. 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 **Guwahati Regional Office** / Architect .

3. The tenderer should co-ordinate with all the other contractors 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 **Guwahati Regional Office** / Architect .

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 7 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.

7. The tenderer should submit the schedule and bar chart of work before commencement of the work within 7 days of receipt of work order.

8. The tenderer should take adequate precaution against fire hazard at 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 scaffoldings / ladders 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 submit rate analysis for the extra/deviated items of work before commencement of the work.

11. The tenderer should submit samples of the material proposed to be used for the approval of **Guwahati Regional Office** / Architect .

12. The tenderer should prepare mock-up of the items for the approval of the **Guwahati Regional Office** / Architect and as per the advice of **Guwahati Regional Office** / Architect, the contractor has to modify the mock-up samples till it meets with the approval of the **Guwahati Regional Office** / Architect. The expenditure that may be incurred for making the mock-up samples should be included in the respective items of work.

13. 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 **Guwahati Regional Office** / Architect during the contract period.

14. The tenderer should submit shop drawings for all the items for the approval of **Guwahati Regional Office** / Architect before execution of each item of work.

ASSAM GRAMIN VIKASH BANK, GUWAHATI REGIONAL OFFICE, GUWAHATI , -782001, Assam

<b>SUMMARY</b>	
Time of Completion	30 days from the date of commencement of work
Date of Commencement of work	Within 7 days from the date of issue of work order.
Liquidated damages	2 % of the total final certified value per week subject to the maximum of 10 % of the final certified value.
Validity of the offer	180 days from the date of opening the tender.
Security Deposit (Retention money)	10 % of total value of work done.
Price escalation	<b><u>Project cost escalation beyond 5% (Five percent) of the tendered value shall not be entertained</u></b>
Defects Liability Period	12 (Twelve) months from the date of final payment of the bill.
Terms of Payment	1.No advance 2.No RA bill / Interim Payment shall be paid against the work 3. Final Bill settlement within 30 days from the date of proper submission of all required documents and joint verification of measurements at site by bank's appointed Architect/ Consultant
Deductions	1. Income Tax at source as per Income Tax Rules /GST TDS as applicable in the statement. 2. Any other Levy/Cess/Tax to be deducted at source by law.
Extra / Additional work	Cost of material and labor plus 15% extra towards overheads and profit

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

**(Seal) Signature of the Tenderer**

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

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

**Annexure-I**  
**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

From : The Contractor

To  
Assam Gramin Vikash Bank,  
Guwahati Regional Office,  
Guwahati, Assam

Dear Sirs,

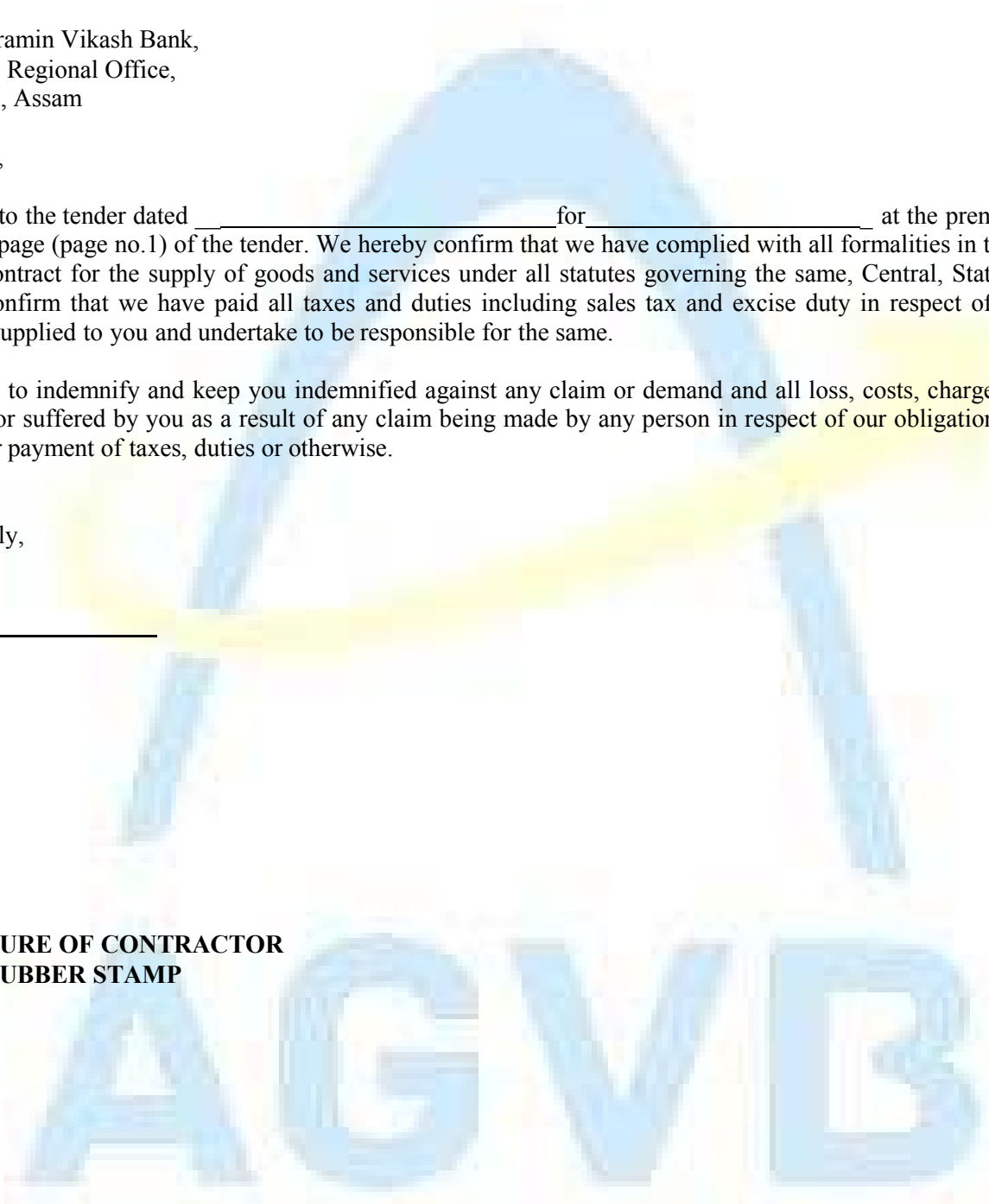
We refer to the tender dated \_\_\_\_\_ for \_\_\_\_\_ at the premises mentioned on cover page (page no.1) of the tender. We hereby confirm that we have complied with all formalities in the performance of our Contract for the supply of goods and services under all statutes governing the same, Central, State or Local. We further confirm that we have paid all taxes and duties including sales tax and excise duty in respect of the goods and services supplied to you and undertake to be responsible for the same.

We agree to indemnify and keep you indemnified against any claim or demand and all loss, costs, charges and expenses incurred or suffered by you as a result of any claim being made by any person in respect of our obligation under the said tender for payment of taxes, duties or otherwise.

Yours truly,

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

**SIGNATURE OF CONTRACTOR  
WITH RUBBER STAMP**



**Annexure – II**

**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

From : The Contractor

To : Assam Gramin Vikash Bank,  
Guwahati Regional Office,  
Guwahati, Assam

Dear Sirs,

We / I refer to the tender / contract dated \_\_\_\_\_ for supply of goods and services at the premises mentioned on cover page (page no.1) of the tender. We / I advise that, we / I are / am covered under the exemption limit prescribed by the Central Excise Act 1944 and no Excise is payable by us / me on the goods and services supplied to you. We / I further confirm that we / I have complied with all the formalities in the performance of our contract for the supply of goods and services and under all statues governing the same, Central, State or local.

We / I undertake that if any taxes and duties including sale tax and Excise duty in respect of goods and services supplied to you by us / me is payable, the responsibility of paying the same shall be our /mine.

We / I agree to Indemnify and keep you Indemnified against any claim or demand and all loss, cost, charges and expenses incurred and suffered by you as a result of any claim being made by any person in respect of our / my obligation under the said tender / contract for payment of taxes, duties or otherwise.

Yours truly,

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

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**

### **Special conditions of the contract**

1. The wood to be used should have similar / uniform grains and should be totally free from white portions, decay, knots etc.
2. All the edges of the plywood should be teak wood beadings. The beading to be fixed with adhesive / screw/ nails.
3. The measurements indicated in the drawings are approximate and may vary as per the site conditions. **Guwahati Regional Office** / Architect's interpretation of the design and the specifications mentioned in the entire document shall be final and without appeal. In case of Errors or inconsistency, if discovered in the drawing and specifications, **Guwahati Regional Office** / Architect's interpretation shall be final and without appeal.
4. The contractor shall submit the Bar Chart & PERT chart before commencement of work and the progress chart during the course of work.
5. For the design and other details mentioned in the entire document **Guwahati Regional Office** / Architect alone has the patent right.
6. The contractor shall take the prior approval from **Guwahati Regional Office** / Architect for subletting the job even if the same is to a specialized agency.
7. In case **Guwahati Regional Office** / Architect rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work.
8. The Contractor 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 hazard.
9. The contractor has to make necessary arrangement for internal lighting at the site.
10. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.
11. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.
12. The electrical installation works are to be carried out by engaging licensed electrical contractor. The successful tenderer shall submit the photocopy of Electrical Contractor's license at the time of execution of work. The copy of license of Electrical Supervisor and electricians also are to be submitted.
13. The contractor shall submit the single line drawing of electrical installations/wiring of completed work along with the final bill.
14. The contractor shall submit the Test Certificate of the Electrical installations carried out by him as per requirement of local Electrical supply Authority, Indian Electricity Rules, and Indian Electricity Act.
15. 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.
16. The Contractor shall depute one electrician and one helper during office hours to avoid any electrical breakdown in electrical installation.
17. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.

18. Contractors shall insure whole work against fire, PICT and third party.

19. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.

20. All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or within 12 months from the date of virtual completion of the work and whether before or within 12 months of determination abandonment or breach of the contract) shall be referred to giving inter-alia full details of the matter under dispute like quantities, rates, amount claimed and the reason thereto and settled by the Bank who shall state his The Arbitrator shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters, referred to in the preceding Clause and to determine all matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid. The Arbitrator shall make his award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration, the reference to arbitration and the appointment of the Arbitrator shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated, with effect from the date on which the parties file a joint memorandum of settlement thereof; with the Arbitrator or the Arbitrators as the case may be. The submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act, 1996 or any statutory modification thereof. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators as the case may be, is given.

**21. The work will be awarded to the agency that has given the lowest rate (L-1).  
Additionally,**

**The L2 Bidder will be asked to confirm if he can do the work at the lowest rates quoted by L1.**

**If the L2 gives a 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:**

1. When L1 denies in writing that he does not have capacity to do the work.
2. When it is observed by Guwahati Regional Office / Architect. That L1 has not completed more than 3 sites in time.
3. When defects are found in the work of L1.
4. When L1 does not take up the work as assigned within the stipulated time period as mentioned in the work order.

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

The work proposed is to be carried out at the Office premises mentioned on the cover page (no.1) of the tender. The premise is proposed to be provided with Furnishing, civil, 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 material is purchased for the project.

1. The work should be carried out in such a way that the structure is not disturbed.
2. Any difference / discrepancies in the specification should be clarified with the Engineer in charge before submitting the tender. The Engineer in charge will have the 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.
3. In case of any major modification such items will be considered as an extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. **15% of the total cost of material and labour** will be considered as **tenderer's profit**.
4. The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

**SPECIFICATIONS**

**LIST OF PREFERRED MAKE / BRAND ALL WORKS**

Sr.No.	LIST OF MATERIALS & SUPPLIERS	SUGGESTED MAKE LIST
<b>1</b>	<b>INTERIOR WORKS</b>	
	Asbestos Fibre Cement Wall Board	EVEREST or equivalent
	Plywood( any Grade)	Century, Greenply, Duroply,or equivalent
	Block Board( any Grade)	Century, Greenply, Duroply or equivalent
	Particle board	Greenlam/Century equivalent ISI make
	Laminate	Century/ GreenLam/ Merino
	Veneer	Century/ GreenLam/ Merino
	Acrylic sheet	ICI, GE or equivalent ISI make
	Adhesive	Fevicol / Araldite/Anchor or equivalent
	Solid Surfaces ( Corian)	Merino Hennex or equivalent
	Flush Door	Century, Kitply, Greenply, or equivalent
	Polish	Asain / Dulex or equivalent
	Latex	MM Foam or equivalent ISI make
	High density foam	U Foam or equivalent ISI make
	Locks	Godrej / Haffle / Hettich / Ebco or equivalent
	Storage Hardware	Godrej / Haffle / Hettich / Ebco or equivalent
	Screws / Nails & other accessories	GKW / Nettleford or equivalent
	False Flooring	Kebao , Armstrong , AMF or equivalent
	Vinyl Flooring	Armstrong ,Vibrant, Eurotex , Fabro
	Carpet	Unitex, Armstrong,
	Wooden laminated flooring	Pergo / Armstrong / Greenply / Squarefeet or equivalent
	Plain/Toughened glass	Saint- Gobain, Indo Asahi , Modi or equivalent
	Hardware for general staff areas	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Hardware for main Glass doors (patch fittings)	Dorma / Euro/ Ozone / Enox / Ebco /Hamco or equivalent
	Door Closers (general use)	Dorma / Euro/ Ozone / Hafele / Ebco /Hamco or equivalent
	Floor springs (general use)	Dorma / Euro/ Ozone / Hafele/ Ebco /Hamco or equivalent
	Floor springs for main glass doors	Dorma / Euro/ Ozone / Hafele / Ebco /Hamco or equivalent
	Aluminium Sections for Partitions	Jindal / Tata steel or equivalent
	False Ceilings: Gypsum	India Gypsum / Saint Gobin / USG Boral
	False Ceilings: Grid ( As Approved )	Armstrong / AMF or equivalent
	False Ceilings: Grid ( Metal Ceiling)	Unimech / AMF / Armstrong
	GI Sections	India Gypsum / Saint Gobin / Jindal or equivalent
	Acoustical False Ceilings: Mineral fiber board	Armstrong, Hunter Douglas / Peritex or equivalent
	POP Punning	Gyprock / India Gypsum / Birla
	Paint	Asian / Nerolac / Dulex / Berger or equivalent



	Exterior Paint	Asian / Nerolac / Dulex / Berger or equivalent
	ACP ( Exterior / Interior)	Alstone / Alu Decor /Alucobond
	Cylicon	G E / Dow corning / Wacer
	Rolling / Vertical Blind	Vista / Peritex / Winfab / MAC or equivalent
	Frosted Film	Garware or equivalent
	Aluminum Skirting - 50mm	Jindal or equivalent
	Water Proofing	Pidilite or equivalent
	HardWood	Salwood / Teakwood/kapoor
	Automated Rolling Shutter	Gandhi Automation/Toshi Automatic Systems/Akash Rolling Shutter
	Glass	Saint Gobin / equivalent
<b>2</b>	<b>PLUMBING</b>	
	CP Fitting	Jaquar /Hindware or equivalent
	Sanitary Ware	Hindware / Cera / Parryware or equivalent
	Sanitary Fittings	Jaquar /Hindware
	Geyser	Bajaj / Sphere Hot / Crompton /Racold / V Guard / Havells
	Stainless Steel sink	Nirali / Diamond or equivalent
	C.I. Pipe	Bengal Iron Corporation or equivalent ISI make
	Urinal Partition Glass	Merino / Saint Gobain/ Modi / Asai
	GI Pipe	Tata/ Jindal / Zenith/ Skipper or equivalent
	CP Fitting	Pince /Astral or equivalent
	PVC & CPVC Pipe	Pince /Astral / Skipper or equivalent
<b>3</b>	<b>CIVIL WORKS</b>	
	Ceramic Tiles/vitrified homogeneous glazed tiles.	HR Johnson, Kajaria, Nitco,ASL or equivalent
	Cement	Ultratech , ACC , JK Cement , Ambuja
	Chemical Pasting (Tiles)	Pidilite , Fosroc , Eurokart
	Steel	Sail ,Tisscon , Ispat , Tata
	Cement	Dalmia, Ambhuja, Topchem or equivalent
<b>4</b>	<b>ELECTRICAL</b>	
	Light Fittings	Philips / Syska / Havells / Bajaj
	MCCB, MCB , RCCB, DB, ICTPN TP, HRC Fuse, cahnge over switch, switch fuse Unit	L&T, ABB, Legrand, Siemens, Schneider
	FRLS insulated Elec. Wire/ cable armourd, unarmoured, Sheathed,unSheathed, flexible LT cable, Multi core, single core cable, flat cable	Finolex/Ploycab/Havells/RR kabel/KEI
	PVC conduit(HEAVY DUTY ONLY)	CAP/Finolex/Polycab
	PVC insulated copper conductor Wires	Finolex/ Polycab/RR Cable
	Distribution Box	Legrand/ Schneider/ ABB/Siemens
	MCB & MCCB	Legrand/ Schneider/ ABB/Siemens/L&T
	HT cable	Polycab/Havells
	Modular Switches	ABB/Legrand/MK/ANCHOR/ ELLEYS/ROMA
	DLP Trunking	Legrand/Schneider or equivalent
	Power cable	CCI/ Skytone/ Universal/ LAPP/ Torrent
	End Termination	Raychem/ Mahindra/ELMEX

	PANEL	Crompton/L&T/C&S
	Ceiling, Wall & Exhaust Fan	Crompton/Havells/Bajaj/Usha
	Raceway & Alu. Trunking	Tata/Jindal/Zenith
	Casing Capping	Finolex/Cap or equivalent
	Weather proof socket outlet with MCB	ABB/MDS/LEXIC/Neptune/Elcon- Clipsil, Siemens, Schneider (Merlin Gerin)
	Miniature Circuit Breaker	ABB/MDS/LEXIC/ Clipsil/Siemens/HPL
	Earth Leakage Circuit Breaker	MDS/LEXIS/Siemens/HPL
	MCB Distribution Boards in sheet steel housing (double door)	ABB/MDS/LEXIC/Siemens/HPL
<b>5</b>	<b>DISTRIBUTION</b>	
	MV Contractor/Timer/Relays/Starters	Legrand/Schneider(MG)/ABB/Siemens/L&T
	Moulded case circuit breakers	Legrand/Schneider(MG)/ABB/Siemens/L&T
	SFU/Fuses	HPL/ L&T. Siemens, GE Power, Schneider (MG)
	ACB	Schneider(MG)/ ABB/Siemens/L&T
	Single Phase Preventer (Current base)	L&T, Minilec
	Raising Mains & Tap Off (Power coated)	Zeta, C&S, Siemens
	MV Switchboards (Powder Coated)	Tricolite Electrical Industries, conlec Enginners Pvt. Ltd, Vidyut Control Pvt Ltd., Trinitron Milestone Switchgear, Unilec Ltd, Madhu Electrical Advance
<b>6</b>	<b>CABLE AND ACCESSORIES</b>	
	1100Volts grade Cables	CCI, Universal, Fort Gloster, Poab, RPG (Asian), Nicco
	Cable Lugs	Dowells
	Cable compression Glands	Peeco/ Comet
	Cable Trays / Cable ladders	Slotco, Bharti, RICCO, Pilco, MM Enterprises
<b>7</b>	<b>Electrical Items</b>	
	Panel Switch Gear & related Item	
	LT Panel/Bus Duct	By any Panel manufacturer who process C.P.R.I. certificate for specified fault level & IP level protection
	Fuse Disconnecter switch/switch fuse unit	L&T, Siemens/ Schneider/ABB/Legrand
	Ammeter Voltmeter	AE/L&T/MECO/Rishab
	Digital Meters/ Intelligent Maultifuntional Digital mater	AE/HPL/CONZERV
	Selector Switch, Push button switch / emergency switch	KAY CEE/ L&T/ Siemens/ Schneider
	Indication Lamp	AE/L&T/Siemens/ Schneider
	CT's	L&T / AE/ Kappa
	AT's	L&T/Siemens/ Schneider/ legrand
	Voltage stabilizer for air conditioner (4/5KVA)(170-270V)	V Guard/Microtek
	Air Conditioner - Split Inverter AC(5 star) - (.75 ton - 1ton,1.5 ton,1.8ton-2ton)	Daikin/Blue Star/ Carrier
	Air Conditioner - Cassette Inveter AC(5/4/3 star) - (2.9 ton - 3.5 Ton)	Daikin/Blue Star/ Carrier

<b>8</b>	<b>Internal Wiring Related Works</b>	
	MCB/RCCS/Isolators (ISI) marked MCB DB	L&T Siemens/ Schneider/ Legrand
	PVC Conduit	CAP / BEC/ Seiko/ AKG
	PVC insulated copper wire (ISI marked)	Skyline/ Finolex/ Havells/ Ploycab
	Telephone Cable	Skytone/ Delton/ NICCO/Polycab/ Finolex
	Switch, TV & Telephone socket & boxes (Modular Type)	CPL/ Legrand/ABB/Anchor
<b>9</b>	<b>Miscellaneous Items</b>	
	Lightning Protection Unit	Erico/ Pheonix/ INDELEC
	Relays	L&T/ABB/Siemens/BCH
	Contractors	L&T/ GE Power/BCH/ Siemens/ABB
	Changeover switch	C&S/Havells/ L&T/HPL
	KWH, PF, Frequency meter	BHEL/ AE/Havells/ L&T/ALSTOM
	Push Buttons	L&T/ Siemens
	Timers	L&T/ Legrand/ Schneider/Siemens/GE
	Timer Switch	L&T/ Legrand/ Schneider/Siemens/GE
<b>10</b>	<b>Networking</b>	
	Switches	Brocade/Cisco/Digi-Link/3Com/Nortel/Foundry/D-Link
	Patch Panel,Patch cord and I/o	Digi-Link / Tyco(AMP) /Schneider/D-Link
	Cable	Digilink/Clipser/National/Polycab/Lapp/Finolex
	Racks	ComRack / HCL / ValRack / APW President

NOTE :-

- The tenderer shall use all the material strictly as per the list of approved make as stated above, it is mandatory to take the written confirmation well in advance if the material as stated above is not available and / or the same is not suitable (colour, size, shape, texture) as per the site condition.
- In case the tenderer wish to verify the detailed specification of materials, workmanship etc. the same may be verified from the office of Architect before submission of the tender.
- Whether a product is equivalent or not will be decided by the Engineer-in-Charge/ Architect only.