

**QUILON CO-OPERATIVE URBAN BANK LTD. NO.960
HEAD OFFICE, CHINNAKKADA (OPP. YMCA),
KOLLAM
PHONE: 0474-2749650 & 2762504**

TENDER DOCUMENTS

TENDER NO. 1/23

Name of work: Renovation of Mundakkal Branch – Re arranging interior
work and furnishing.

Issued to:

Sri.....

Date of issue: / 12 / 2023.

Cost of tender form: Rs. 2000/- + GST

Tenderer

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I. SHORT TENDER NOTICE

THE QUILON CO-OPERATIVE URBAN BANK LTD. NO.960

HEAD OFFICE, (OPP. YMCA), KOLLAM- 691001. PHONE: 0474-2749650 & 2762504.

Assistant General Manager, The Quilon Co-operative Urban Bank Ltd., Kollam invites item wise tenders for the following works from registered contractors, reputed firms etc. having sound technical and financial capacity and having expertise in interior work, furnishing and other works in Bank sector .

Tender No.	Name of work	EMD (Rs.)	Cost of tender Form (Rs.)	Time of completion
(1)	(2)	(3)	(4)	(5)
1/23	Renovation of Mundakkal branch – Re arranging Interior work and Furnishing.	31,000/-	2,000/-+GST	10 weeks
2/23	Renovation of Mundakkal branch – Electrification and Re-wiring.	9,000/-	750/-+GST	10 weeks
3/23	Setting up Rest Room and Library facilities in Head Office.	9,000/-	750/-+GST	6 weeks

Tender documents can be purchased from the office of the undersigned for a non-refundable fee as mentioned in column (4), in the form of cash or Demand Draft in favor of the under signed, payable at Kollam, on any branch of the Quilon Co-operative Urban Bank or the Kerala Bank or any Scheduled Bank, on written request, or down load from the Bank's official site info@quiloncub.com from **01/12/2023 till 12.00 noon on 07/12/2023**. Tenders submitted with the downloaded documents should accompany a separate DD, as said earlier, for the cost of tender form mentioned in column (4). Tenders must be delivered to the office of the undersigned on or before **14.00 hours on 07/12/2023**.

Date: 27/11/2023 .

(sd/-), ADISH.V,

Assistant General Manager.

Tenderer

II. ABSTRACT OF TENDER – AT A GLANCE

- | | |
|---|--|
| 1. Name of work | : Renovation of Mundakkal branch –
Re-arranging Interior work and Furnishing |
| 2. Cost of tender documents | : Rs. 2000/- + GST |
| 3. Earnest Money Deposit | : Demand Draft Rs. 31,000/- from Quilon Co-operative Urban bank or Kerala Bank or any Scheduled Bank, payable at Kollam, in favor of the Assistant General Manager, Quilon co-operative Urban bank |
| 4. Firm period of tender | : 4 months from date of tender |
| 5. Date of issue of Tender Documents | : 01/12/23 to 07/12/2023 12.00 noon |
| 6. Place of issue and receipt of tender | : Quilon Co-operative Urban Bank Head Office, (opp. YMCA), Kollam |
| 7. Last date of receipt of tender | : Up to 14.00 hours on 07/12/2023 |
| 8. Date of opening tender | : 16.00 hours on 07/12/2023 |
| 9. Name and address of the authority - to whom the tender to be submitted | : The Assistant General Manager,
Quilon Co-operative Urban Bank, Head Office, (opp. YMCA), Kollam. |
| 10. Security Deposit for agreement | : 5 % of Amount of Contract |
| 11. Period of Completion of work | : 10 weeks |
| 12. Defects Liability period | : One year after date of certified completion |
| 13. Date of commencement of work | : On or before 7 th day of receipt of work order |

Tenderer

14. Escalation : No escalation
15. Arbitration : No arbitration

III. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER

1. Full set of Tender Documents in original purchased from the Bank or down loaded from web site, duly filled in and signed wherever required (including at the bottom of each and every page).
2. DD in favor of the Assistant General Manager of the Bank, payable at kollam for the cost of tender form if tender documents are down loaded from website.
3. Earnest Money Deposit in favor of the Assistant General Manager of the Bank, payable at kollam
4. Proof of experience in similar job with address / addresses, phone no. etc. of the previous clients
5. Tender Schedule in the Tender Documents duly quoting the rate for each item of work in figures and words with amount for each item of work and grand total for arriving the Total Amount of Work.
6. Total Amount of Work at the bottom of the Tender Schedule must be duly filled up in figures and words and signed with phone no. and communication address.
7. Declaration of the tenderer duly signed.
8. Copy of PAN card, Works Contract Tax registration certificate, Sales Tax clearance certificate etc.

IV. DECLARATION

I / We..... do hereby declare that none of my relations as per the list given in section 11 of Chapter V - GENERAL CONDITIONS OF TENDER is in charge of the above work or are having control over it.

Date

TENDERER.....

Tenderer

V. GENERAL CONDITIONS OF TENDER

1. Sealed tenders are invited by the Assistant General Manager, for and on behalf of the Quilon District Co-operative Urban Bank Ltd., Chinnakkada, Kollam 691 001, hereinafter referred to as "The Bank" as per Short Tender Notice dated 27/11/2023.
2. The items and details of works to be done are enumerated in the Tender Schedule. A set of tender documents with drawing, schedule of quantities, specifications of work can be had from the office of the under signed on payment of relevant fee up to the specified time and date on any working day during office hours. The tender documents are not transferable or its cost not refundable.
3. The tenderer should quote their own rates in figures and words specifically for each item of work in the tender schedule. The amount based on the quoted rate multiplied by the quantity in the schedule worked out for each item of work and written in the appropriate place in the schedule. By adding item wise amount, total value of work may be calculated and written in the tender schedule. The rates so quoted shall be the rates for finished works as specified and inclusive of all incidental charges specifically mentioned for items in the tender schedule. The rates shall be inclusive of all lawful statutory taxes, claims, insurances, compensations, etc. and are under responsibility of the tenderer. All columns and blank appearing in various pages of tender documents are to be filled up. Incomplete documents if found, the tender will be rejected.
4. The tender sealed and endorsed as such with the name of the work clearly written on the top of envelope should be delivered at the Head Office, Kollam District Co-operative Bank, Kollam 691 001 before the said time and date noted in the short tender notice. The tenders will be opened at the office of delivery at the mentioned time on the same day specified thereon in the presence of tenderers as may be present. If the last date of receipt of tender happens to be a holiday, the same will be received and opened at the specified time on the next immediate working day.
5. Each tender should be accompanied by an Earnest Money Deposit for the amount notified in the short tender notice. Tenders not accompanied by such deposits will be rejected.
6. The tenderer should keep the tender firm for acceptance for a period of four months from the date of opening the tender and the tenderers will not be free to withdraw or modify their tender within this period. Any such withdrawal will entail forfeiture of the EMD. However, the tenderer can extend the firm period if so desired by the Bank. The Bank has full

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right to extend the issue of selection notice and execution of agreement well within the firm period.

7. The Bank is free to accept or reject any tender without assigning any reason. Within a week after the date when the acceptance of the tender has been intimated to him, the tenderer shall execute an agreement in the specified form on stamp paper worth Rs.200/- after depositing a security amount as specified in the form of Demand Draft or otherwise similar to the case of EMD. If the tenderer desires so, he need only deposit balance amount of EMD he had already deposited. If the tenderer fails to do so or fails to maintain a specified rate of progress of work, the EMD shall be forfeited by the Bank and fresh tenders shall be called for or the matter otherwise disposed of.
8. EMD of the unsuccessful tenderers other than the 2nd lowest tenderer shall be refunded as soon as possible. Immediately after the contract is finalized and after executing the agreement for the work the EMD of the second lowest tender will also be refunded.
9. The work should be completed in all respects within the specified time of completion as per the notification. The seventh day after the receipt of the work order by the tenderer shall be reckoned as the date of commencement of the work if the execution of the agreement is not extended by the Bank.
10. The quantities noted in the tender schedule are only approximate and rate quoted shall hold good for any quantity in actual execution as directed by the Engineer.
11. The short tender notice with the accompanying contract documents of general conditions, detailed specifications, drawings etc. will form part of the contract. The tenders, which are not in conformity with the tender notice and the tender documents are liable to be rejected.
12. The tenderer should declare that they are not related to any employee who is in charge of or having control of the work. Relationship in this will be restricted to father, mother, son, daughter, spouse, brother, sister, direct uncle, nephew, father in law, brother in law, mother in law, sister in law and first cousins of the authority or employee in charge of the work.
13. All the corrections and over entries in the tender are to be authenticated by putting the signature of the tenderer or otherwise the correction shall be treated as unauthorized and will be rejected.
14. All statutory payments in connection with the contract work such as Income Tax, Works Contract Tax, KCWWF etc. will be borne by the tenderer and the same will be recovered from the contractor's final/running bills as per norms fixed by the Government from time-to-time.

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15. The tenderers are requested to produce evidence to prove their credentials viz.
 - i. List of plant/equipment and personnel to be employed for the work.
 - ii. Reference to previous similar works executed with certified documents from the competent authorities including photographs.
 - iii. Details of other works tendered for and on hand as on the date. Weightage will be given for their credibility. The selection of the tenderer will also be based on the sum total of performance and credibility of the contract and the decision of the Bank will be final and is unchallengeable.
16. The Bank is the full authority to accept or reject any tender without assigning any reason. The lowest rate quoted by the tenderer will not be the only criteria to accept the tender. Various details have been asked to furnish by tenderers and due merit will be given to their credentials. Separate ranking will be made by the Bank as per the rates quoted as well as by the merits worked out on these details. Therefore, the tenderers are directed to attach all statements on various details called for in the tender documents.
17. The tenderers must to sign at the bottom of all pages of the tender documents. The full address and contact phone Nos. are to be furnished by the tenderers.
18. Tender documents received and sold from this office with the office seal alone are accepted for tender. Tender documents of similar pattern not issued from this office or tender furnished in photocopies etc. will not be accepted.
19. All documents submitted with the tender shall be in English language. If in any other language it will not be admitted unless accompanied by an authorized English translation.
20. Telegraphic tenders will not be considered. But tenders in sealed cover through post, speed post or courier service will be accepted provided they are received in time.
21. The tender documents duly completed in all respects along with the documents listed under Chapter -III shall be submitted in plain sealed envelope super scribing "the name of work" and noting the "to" and "from" address.

VI. CONDITIONS OF CONTRACT

1. The work consists of supply, installation, testing and commissioning based on technical specifications furnished. The contractor shall be responsible for its proper functioning according to the design criteria and its parameters. The tenderer is requested to acquaint himself with the site conditions, availability of material and nature of work before tendering and the work is to be executed strictly as per the approved specifications, design and drawings and as directed by the Bank's Engineer.
2. The work should be started within seven days from the date of receipt of work order or the site or premises taken over by the contractor or within three days after executing the agreement by the contractor whichever is earlier. The agreement shall be executed in stamp paper worth Rs.200/- in the specified format and the security deposit shall be in the form of cash receipt/D.D in favour of the Assistant General Manager of the Bank from the Quilon Co-operative Urban Bank or from other scheduled bank.
3. All the works shall be carried out and completed in conformity with the detailed specifications and conditions of contract in force and strictly as per standard specifications and relevant I.S Codes and in accordance with directions and to the satisfaction of the Bank Engineer. Any works carried out without confirmation of the Bank/Engineer shall be treated as invalid and are to be removed off by the contractor at his expense.
4. The Bank/Engineer may in their absolute discretion from time to time issue further drawings and/ or written instructions, details, directions and explanation in regard to;
 - i) The variations or modifications in the design, quality of works or the addition or omission or any work.
 - ii) Any discrepancy in the drawings or between the schedule of quantities and or drawings and/ or specifications,
 - iii) The removal from the site of any material brought there on by the Contractor and the substitution of any materials thereof.
 - iv) The removal and /or re-execution of any work executed by the contractor,
 - v) Amending and making good of any defects etc.
5. The contractor shall set out the works and shall be responsible for the true and perfect settling out of the same and for the correctness of the positions, levels, dimensions and alignment of all part thereof. If at any time any error shall appear during the progress of any part of the work the contractor shall at his own expense rectify such error, if called upon to the satisfaction of the Engineer.
6. The work should be completed within the period specified. No extension of time for completion of the work will be granted except unavoidable circumstances.

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7. If the extension of time necessitated due to negligence and fault of the contractor extension will be granted only after imposing appropriate penalty based on recommendations from the Engineer.
8. If the work is delayed due to:
 - i) Any exceptionally inclement weather.
 - ii) Threatened disputes with neighboring owners or public authorities or the like, lack of timely directions or issue of drawings or other details from Engineer/Bank.
 - iii) Civil commotion/labour strikes/lock outs/hartal and the like.
 - iv) Non- payment of interim certificates at specified time.
 - v) Or by any other reasons beyond the control of the contractor and other reasons of similar nature, the Bank shall grant fair and reasonable extension of time for completion of work without imposing any penalty, based on the recommendations of the Engineer after getting written request mentioning the reasons for the delay from the contractor.
9. The contractor must not vary or deviate any item of work from the approved drawings, specifications or from the schedule of quantities in any respect during execution without obtaining the written permission from the Bank/ Engineer. The contractor shall keep one set of drawings and specifications at the site for verification of the supervisors and of the inspecting officers of the Bank. The Bank has the liberty to make any change in the drawings and specifications or modeling or in the schedule of quantities and the contractor is bound to accept the same without setting forth any extra claims provided the work so executed is of the same specifications for which the contractor has quoted his rates.
10. The rates quoted by the contractor for all the items of the work should include the cost of all materials required for the work and all other incidental charges. This will include the cost of setting out, providing site office, storage facilities, provision for light etc., form works, scaffolding, workmen's compensation as per Labour Rules, accident claims, hire and running charges of all tools and plants, measurement of completed work, local taxes, ground rent, storage charges, compensations, cost of removal of all scaffolding, surplus materials and rubbish and cleaning the site etc. and handing over the work in complete finished stage.
11. If any discrepancy found later in the measurement provided either in the specification or in the tender schedule may be ignored with the consent of the Engineer and the work may be executed in conformity with the position and overall alignment and dimensions. Notwithstanding the details furnished, such discrepancies shall be got corrected after pointing out the short comings and suggesting modifications.
12. The items of work which are not included in the tender/agreement schedule will be classed as extra items. The contractor is bound to carry out all extra items required to complete the work satisfactorily if so ordered by the Bank. The rates for extra items will be the rates approved by the Bank as per recommendations of the Engineer.

13. L.S items will be paid only as per actuals based on detailed measurement if they are measurable or on assessing the details of labour and materials by the Engineer after considering such details furnished by the contractor, but limiting to the L.S amount quoted by the contractor.
14. The contractor shall not without the consent in writing of the Bank assigns or sublet his contract or any substantial part thereof.
15. The Courts situated at the Head Office of the bank will alone have the jurisdiction to entertain all civil suits pertaining to this contract.
16. This tender will not come within the purview of arbitration. In case of any disputes, or difference between parties to the contract arising, then either party shall forthwith give to the other notice of such dispute of difference and such disputes or difference unsolved shall be referred to the Governing Body of the Bank and the decision of the Governing Body shall be final and binding on both the parties.
17. The tenderer shall quote only a single rate for an item of work in figures and words. If the rate quoted any particular items in figures and words disagree the rates quoted in words will be taken for settlement of contract. If there is any discrepancy in the amount and the rate, the amount will be modified and rate will be taken for settlement. The rates accepted and specified in the agreement shall not be changed on any account whatsoever and these rates shall hold good for all items done under the contract irrespective of variations in quantities to whatever extend.
18. The Bill for part and final claims in respect of the said work shall be prepared by the contractor as and when desired and the same submitted to the Engineer for checking, recording measurements in M-Book and certification. The quantity arrived for the payment of part/ final bill is that certified by the Engineer only. If the contractor is unable to prepare the bill himself the Engineer will make alternative arrangements for the same. Before taking any measurement of any work, the contractor shall give reasonable notice to the Engineer and measurements practically cancelable in nature shall be jointly taken and recorded and are to be enclosed along with the bill. All the measurements shall be accepted by the contractor before making payment of bill by the Bank. All dues and liabilities and statutory recoveries shall be deducted from the bills. From all part claims, 10% of the sum will be kept with the Bank as Retention Amount and this will be released only after satisfied completion of the work alone with the settlement of final claims. However, the total sum of Retention Amount and the Security Deposit shall not exceed 10% of total amount of contract
19. The Bank/Engineer shall have liberty to direct the contractor to remove from the work site any person employed by him who are proved unfit on various grounds and if so advised by the Engineer/Bank. Such persons shall not be again employed or allowed on the work without permission of the Engineer. In the case of defective work executed and inferior

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materials supplied the contractor shall rectify/remove the things within one week time after getting such instructions from Bank or Engineer.

20. The contractor shall furnish a work schedule/programme chart at the time of executing the agreement and shall arrange the work in one or more shifts and also on Sunday and off days if required to complete the work in time as per schedule / programme chart and for which the contractor is not eligible for any additional claims. Such arrangements, if required shall be informed to the Bank by the contractor and shall be implemented only after getting approval of the Bank, but at the risk and cost of the contractor alone and following the labour rules in force.
21. A site order book must be maintained at site by the contractor for recording all directions at site issued by the Bank /Engineer and these directions may be countersigned by the contractor.
22. If the Contactor fails to comply with the terms and conditions of the contract or with the direction of the Engineer/Bank, the Bank may have right to terminate the work and employ other persons to execute any such works whatsoever as may be necessary to give effect there to and all costs incurred in connection with shall be recovered from the original contractor by the Bank as a debt or deducted from any money due or so become due to the contractor.
23. The Bank shall have power to withhold any certificate of the works or any part thereof if are not being carried out to their satisfaction.
24. If any material to be supplied by the Bank is found defective or with short specification the contactor is liable to inform the fact immediately to the Bank/Engineer and he need not proceed with the work using the particular material. Instead if he executes the work using defective material it shall be treated as the liability of the contractor and he is legally bound to compensate the Bank.
25. All materials and workmanship shall so far as procurable be of the respective kind described in the accepted schedule and/ or specifications and in accordance with the Engineer's instructions, and contractor shall, upon request from the Engineer, furnish with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith. The contractor shall at his own cost arrange or carry out any test of materials as per the direction of the Engineer. The Engineer/Bank shall free access to the works and or to the workshop, factories or other places where materials are being prepared or manufactured for the purpose and also to any place where the materials are lying or from where they are being procured. The contractor shall give every facility to the Engineer and his representative for inspection and examination and test of materials and workmanship. Except, the representative of public authorities, no person shall be allowed on the work site at any time without the written permission of the Engineer/Bank.
26. Liquidated damages: In case of the work is not completed within the stipulated period/achieved sufficient progress as per programme chart

due to the action /inaction of the contractor will be liable to pay liquidated damages at the rate of Rs.3,000/- per week and up to a maximum amount of Rs.15,000/- for the period beyond the time specified, after which the contract will stand cancelled imposing the relevant rule of cancellation and re-arrangement of work.

27. Defects liability periods and the release of security deposit: The guarantee period of the work shall be treated as defects liability period of the contract. The contractor shall be responsible to attend all maintenance, repairs and rectification of the works, if any, happened during this period.
28. Nominee for the Work: The contractor can nominate a responsible person to carry out the work and receive the payments thereof in case of death of the contractor or he becomes physically unfit to carry out the balance work if so proved medically.
29. Safety measures and accidents: The contractor shall provide at his own cost all necessary safety measures required to protect the public, the property, workers, and employees from accidents arising out of the execution of work under contract. The contractor shall render as possible first aid or hospitalization as the case may be in respect of victims of any accidents, the contractor shall be liable for any claims, compensation, damages or expenses payable as a result of any accidents, injury or loss sustained to any workers or employees in the work site. He shall be liable with W.C Act on litigations raised in site in connection with the work.
30. The contractor shall be responsible to observe the provisions of any statutory acts like ESI, EPF Act, Contract Labor Abolition and Regulation Act etc. to the extent applicable to him in respect of the work.
31. The work shall not be considered as completed until the Engineer has certified in writing that the work has been virtually completed and the completion certificate is finally approved by the Bank. The defects liability period shall commence from the date of such certificate.
32. Items of works which are not expressly or impliedly described in the schedule, plans and specifications are treated as extras. All allied / substituted / identical / additional / execution of new items necessitated for the proper execution of the work, which were not provided in the original contract are extra items. There shall be an order in writing duly signed by the Engineer/Bank for commencement of the extra work. Rate for all extra items shall be arrived from the original agreement rate plus or minus cost of components, introduced or excluded. The rate for any component shall be arrived based on P.W.D schedule of Rates, current at the time of tendering the work/prevaling market price at the time of executing the work, if the rates are not available in the P.W.D Schedule of Rates.
In the case of extra items for which the rates cannot be derived either from similar items of work in the contract or from P.W.D schedule of rate, the contractor shall submit detailed statement showing the rate of work

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with analysis of rate claimed with supporting documents for market price, etc. to the Engineer and the Engineer shall determine the rate on the basis of the rate claimed by the contractor. All rates for the extra items shall be finally accepted by the Governing Board of the Bank and the Board's decision is final and binding on the contractor. The Bank will be at liberty at any time during the contract live period to take over any completed portion of the work or to hand over such portion to any agency for use or occupation.

33. The security deposit of the work shall be refunded immediately after termination of defects liability period. However, this can be refunded at the discretion of the Managing Committee of the Bank after a period of three months in the case petty repair works/six months in the case of original works after executing Indemnity Bond by the contractor on stamp paper worth Rs.200/- in the prescribed form.
34. If the contractor commits any sort of 'insolvency' or he is adjudged to be insolvent or if the contractor makes any breach of contract the Bank shall serve written notice to the contractor and initiate action to penalize and finally proceed action to terminate the contract if the response of the contractor is adjudged negative. The reasons for termination shall be include:
 - i) Abandoned the work by the contractor;
 - ii) Failure of the contractor to commence the work without any lawful excuse or suspending the progress of the work for 14 days after receiving the notice from the Bank.
 - iii) Failure of the contractor to remove the defective materials / defective works within 7 days after receiving the notice from the Bank/Engineer.
 - iv) Detriment of good workmanship or in defiance of the instructions of Bank/Engineer or indulging any unlawful activities at the site etc.
35. The Contractor shall conform to the provisions of any Acts of the Legislature relating to the work and to the regulations and bye-laws of any Authority and or other Companies (Indian/International) and /or Statutory Authorities with whose systems/designs/technical know-how are/were proposed to have connection with this work. The Contractor alone responsible for receiving any notice/all claims in respect of patent rights/royalties and for paying all fees connected with.
36. The Contractor shall give due notice to the Engineer before paining/wherever any work is to be buried or concealed or otherwise in accessible later on so that the work can be open for inspection and checking and for taking measurements. In default where of the same shall in the opinion of the Engineer be, either opened up and later made good at contractor's on expense or no payment may be recommended by the Engineer. Should any disputes/difference arise after the execution of any work which cannot be conveniently inspected by the Engineer, the notes/certification of the Engineer in the matter shall be accepted as correct and is binding to the contractor.

37. All payments to the contractor will be made by the Bank only after the work is verified by the Bank authorities concerned and the Engineer.

38. APPROVED MAKE FOR FURNISHING WORK

Sl.No.	Material	Brand
1.	PLYWOOD	PRESTIGE /GURJAN / CENTURY
2.	MICA - LAMINATE	CENTURY /MERINO
3.	GASS	SAINT GOBAIN
4.	FALSCE CEILING	SAINT GOBAIN - GYPROC
5.	FITTING & LOCK	EBCO /DORMA

39. APPROVED MAKE FOR ELECTRIFICATION WORK

Sl. No.	Material	Brand
1.	PVC CONDUIT (ISI)	BALCO/PRIME/PRECISION
2.	WIRE & CABLE	POLYCAB
3.	MODULAR METAL BOX	L&T/LEGRAND/ABB
4.	FRONT PLATE/SWITCH / SOCKET/REGULATOR	LEGRAND MYLINK/ SEIMENS VEGA /ABB
5.	TUBE LIGHT/ CEILING LIGHT	CROMPTON/PHILIPS/GE
6.	CEILING FAN/WALL FAN	CROMPTON/BAJAJ
7.	EXAUST FANS	CROMPTON/BAJAG
8.	DB/MCB/RCCB/ISOLATOR	SIEMENS/SCHNEIDER/ABB

The Bank reserves right to ask for any of the above approved makes to be used during execution of the work and to choose any other alternate make if such alternate make will not have any increase in cost. The make prescribed in the specification of work should invariably be used for the work.

VII. TENDER FORM**THE QUILON CO-OPERATIVE URBAN BANK LTD. NO. 960**

Name of work: Renovation of Mundakkal Branch – Rearranging Interior
Work and Furnishing

To

Assistant General Manager,
Quilon Co-operative Urban Bank,
Head Office, (opp. YMCA), Kollam.

1. I/We do here by tender to execute the works enumerated in the schedule accompanying in accordance with the terms in your tender notification dated 27/11/2023 and specifications and conditions of contract.
2. Copy of the specifications, contained in the tender documents, duly signed is also enclosed.
3. I/We further agree to complete the whole work in TEN WEEKS from the 7th date of receipt of order to start work and maintain the minimum rate of progress to complete the work in time.
4. I/We agree to keep the tender open for acceptance for FOUR MONTHS from the date of opening tender and not to make any modifications in its terms and conditions which are not acceptable to Bank.
5. A sum of Rs. 31,000/- aforesaid is forwarded as Earnest Money Deposit. If I/We fail to keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to Bank OR if after the tender is accepted I/We fail to execute the agreement provided in clause (2) of chapter VI conditions of contract or to commence the execution of work as provided in the conditions I/We agree that the Bank shall, without prejudice to any right or remedy be at liberty to forfeit the said earnest money absolutely.
6. I/We agree that arbitration shall not be a means to settle disputes arising out of contract conditions.

Encl. (1) Tender documents (2) EMD

Signature of Tenderer

Date:

Name and address

.....

.....

Phone no.....

Tenderer

VII. TENDER SCHEDULE

THE QUILON CO-OPERATIVE URBAN BANK LTD.

Name of work: Renovation of Mundakkal branch – Re arranging Interior work and Furnishing.

Sl. No.	Description	Quantity	Unit	Rate (Rs.)		Amount (Rs.)
				Figures	Words	
1.	Dismantling false ceiling, cash counter, other counters, wall paneling, partitions etc. carefully from the banking hall and stacking materials useful for reuse as per instructions.	1 job	each			
2.	Fixing dismantled partition and door in strong room after making necessary alterations, clamping to wall, floor and ceiling as per instructions.	1 no.	each			
3.	Providing temporary cash counter and other seating arrangements and other facilities using dismantled items including providing additional fresh materials such as plywood, hard wares etc. and lock and keys if required as per instruction, to function the bank till completion of renovation work.	1 job	each			
4.	Providing and fixing 6mm skin on both sides of refixed partition with 710 BWP grade plywood and finishing by painting two coats after applying primer and putty.	10.0 m ²	Sq. metre			
5.	Providing and fixing 1.0 mm mica sheet over old plywood partition.	10.0 m ²	Sq. metre			
6.	Providing and fixing suspended FALSE CEILING consisting of Gypsteel gyproc perimeter channels of size 20 x 28 x 30 x 0.5 mm along the perimeter of the ceiling, screw fixed to wall with nylon sleeves and screws at 61 cm c/c, suspending intermediate channels of size 45 mm from the soffit at 122 cm c/c, ceiling angle 25 x 10 x 0.5 mm fixed with GI cleat and steel expansion fasteners, fixing ceiling section of size 80 mm x 26 mm x 51 mm x 0.5 mm top intermediate channels with connecting clip perpendicular to intermediate channels at 45.7 cm					

Tenderer

	center, screw fixing 12.5 mm thick Gyproc gyp board to ceiling section with 25 mm drywall screws at 23 cm center, joined and finished to have a flush look by filling and finishing with board finish plaster, joint paper tape embedded, and 2 mm thick board finish plaster again applied to entire surface to achieve seamless finish as recommended by Saint Gobain India Gypsum including providing necessary notches for fittings, painting two or more coats of white plastic emulsion paint over primer etc. complete.	114.0 m ²	Sq. metre			
7.	Providing SINGLE SEAT CASH COUNTER AND CABIN 200 cm x 250 cm x 210 cm including 80 cm wide, 32 mm thick matching flush door with necessary approved quality SS fittings, night latch, sleek type door closer etc. Counter has 60 cm wide customer portion with 12 mm glass top at 105 cm height and 75 cm wide cashier portion at front and 45 cm wide side table with shutters, counter tops provided with the dismantled granite, cut & shaped, and are with the same specification and material of item no. (8). Right and back side of cash cabin has partly glazed partition of both side sandwiched with 8 mm 710 BWP grade ply and 1.0 mm laminate of approved colour fixed on 19 mm thick 710 grade ply structural work at not greater than 60 cm c/c both ways using 25 mm drywall screws and 8 mm plain glass inserts fixed with melamine finished TW beading, the left side has laminated plywood paneling using 8 mm thick 710 grade ply. Front side has two numbers edge polished 12 mm thick toughened glasses, leaving a gap of 5 cm in between, of which 40 cm height bottom glass has a cash hole at its bottom. Cash cabin has cheque tray, note counting machine shelf, locks etc.	1 no.	Each			

Tenderer

8.	Providing FOUR WORK STATIONS using 19 mm 710 grade BWP plywood with front counter 75 cm height and 90 cm width (60 cm for Executive and 30 cm for customer) and one side tables of sizes 90 cm x 45 cm. Customer's top is provided with 30 cm wide 12 mm thick edge polished/ bowled toughened coloured glass (Mody guard / Saint gobain) and is fixed on the top using 25 mm SS screws and the other top portion is provided with the dismantled granite, cut to shape. All faces including drawer, shelf etc. are finished with 1.0 mm thick laminate of approved colour and edges of drawers and shutters with 2.0 mm thick edge tape. Each unit has three side drawers with approved make 25 mm pin cylinder drawer locks, two rack shelf and two small drawers for side table, CPU shelf, sliding key board tray, SS wire manager, SS foot rest and 100 mm SS handles, 450 mm drawer channel and approved hardware etc. complete. (Measurements along the center of the counter only.)	6.6 m	Each			
9.	Fabricating and supplying L SHAPE TABLE of top measurements 210 cm x 90 cm x 75 cm and side table 80 cm x 45 cm using 19 mm 710 grade BWP plywood. All faces including top, sides, projections, drawers etc. are with 1.0 mm laminate finish, side table has racks with shutters and locks, drawers, key board tray, CPU shelf, SS wire manager etc. Table top is provided with 12 mm plain glass with bowled edges.	1 no.	Each			
10.	Fabricating and supplying L SHAPE TABLE of top measurements 180 cm x 85 cm x 75 cm and side table 90 cm x 45 cm with the same specification in item no 9.	2 nos.	Each			

Tenderer

11.	Fabricating and supplying 45 cm wide SHELVES of various heights using 19 mm 710 grade BWP ply with horizontal compartment at not greater than 45 cm apart, vertical separations, shutters at equal intervals of not more than 45 cm wide, all surfaces finished with 1.0 mm laminate and edges with 2.0 mm thick edge binding tape and fixed with approved fittings such as auto close hinges, wardrobe lock, 200 mm SS flat handle etc. (Area of front portion excluding width is taken for measurement.)	7.0 m ²	Sq. metre			
12.	Providing and fixing partly glazed double skin PARTITION on 19 mm 710 grade BWP ply structural frame at not more than 60 cm c/c both ways, sandwiched by 8 mm 710 grade ply using 25 mm drywall screws and 8 mm thick line etched plain glass inserts fixed with melamine finished TW beading etc. complete including screw fixing to floors, walls, ceilings with nylon sleeves and brass screws, applying silicon adhesive structural sealant etc. complete. With finishing of both sides by 1.0 mm laminate.	5.0 m ²	Sq. metre			
13.	Do with finishing of one side by painting enamel paint two coats over wood primer and putty and other side by 1.0 mm laminate.	21.0 m ²	Sq. metre			
14.	Do with finishing of both sides by 1.0 mm laminate for 120 cm high partitions including 30 cm high 12 mm thick line etched plain glass fixed at 90 cm height with melamine finished TW beading and top finished with TW trim etc. complete.	10.0 m ²	Sq. metre			
15.	Providing and fixing WALL PANELING, wall boarder etc. with 12 mm 710 grade plywood fixed on plywood frame work and finishing outside with 1.0 mm laminate including providing SS strips where ever necessary.	20.0 m ²	Sq. metre			

16.	Supplying and providing fixed TOUGHENED GLASS PARTITION with 12 mm line etched plain glass (Mody guard / Saint gobain) on patch fittings and floor plates of approved make, silicon sealant joint filling etc. complete.	1.3 m ²	Sq. metre			
17.	Supplying and providing 1mm thick single leaf TOUGHENED GLASS DOOR (Mody guard / Saint gobain) of size 90 cm x 210 cm on patch fittings, and floor springs (120 kg) of approved make with line etching and caloured Bank emblem on door leaf, providing 600 mm approved make H type door handle, lock etc. complete.	1.9 m ²	Sq. metre			
18.	Supplying and providing 34 mm FLUSH DOOR 90 cm x 210 cm, finished with 1.0 mm laminate on both sides, melamine finished TW frame work all round, providing 8 mm plain vision glass fixed with melamine finished TW beading including all fittings such as SS heavy duty hinges, mortise lock with handles, sleek type door closer etc. complete.	3.8 m ²	Sq. metre			
19.	Supplying and providing WICKET DOOR of size 90 cm x 115 cm using 710 grade plywood and both side finished with 1.0 mm laminate, 12 mm glass at top matching to partition including fittings such as handle lock, SS hinges etc.	1.0 m ²	Sq. metre			
20.	Supplying and fixing 1200 mm WRITING LEDGE with Chelan compartments using 710 grade plywood finished with 1.0 mm laminate, 12 mm thick plain glass for top and compartments.	1 no.	each			
21.	Supplying LOCKER STEP 650 mm long, with two treads of 300 mm x 170 mm each using 19 mm 710 grade ply including finishing with two coats paint over wood primer.	1 no.	each			
22.	Supplying and fixing PIN-UP NOTICE BOARD of standard size, covered with approved quality fabric using ply wood and TW outer frame work.	1 no.	each			

23.	Supplying and fixing good quality VENETIAN BLINDS for windows as per instructions.	13.0 m ²	Sq. metre			
24.	Applying white acrylic PLASTIC EMULSION paint two or more coats on wall over a coat of approved cement primer and acrylic wall putty after preparing the surface.	25.0 m ²	Sq. metre			
25.	Applying white acrylic PLASTIC EMULSION paint two or more coats on wall over a coat of approved cement primer.	170.0 m ²	Sq. metre			
26.	Painting steel and wood work with synthetic ENAMEL PAINT approved quality two coats after cleaning and preparing the surface.	50.0 m ²	Sq. metre			
	Grand total					
	Grand total amount in words					


 Assistant General Manager

I / WE AGREE TO EXECUTE THE WORK AT A TOTAL COST OF Rs.

.....

Signature of tenderer

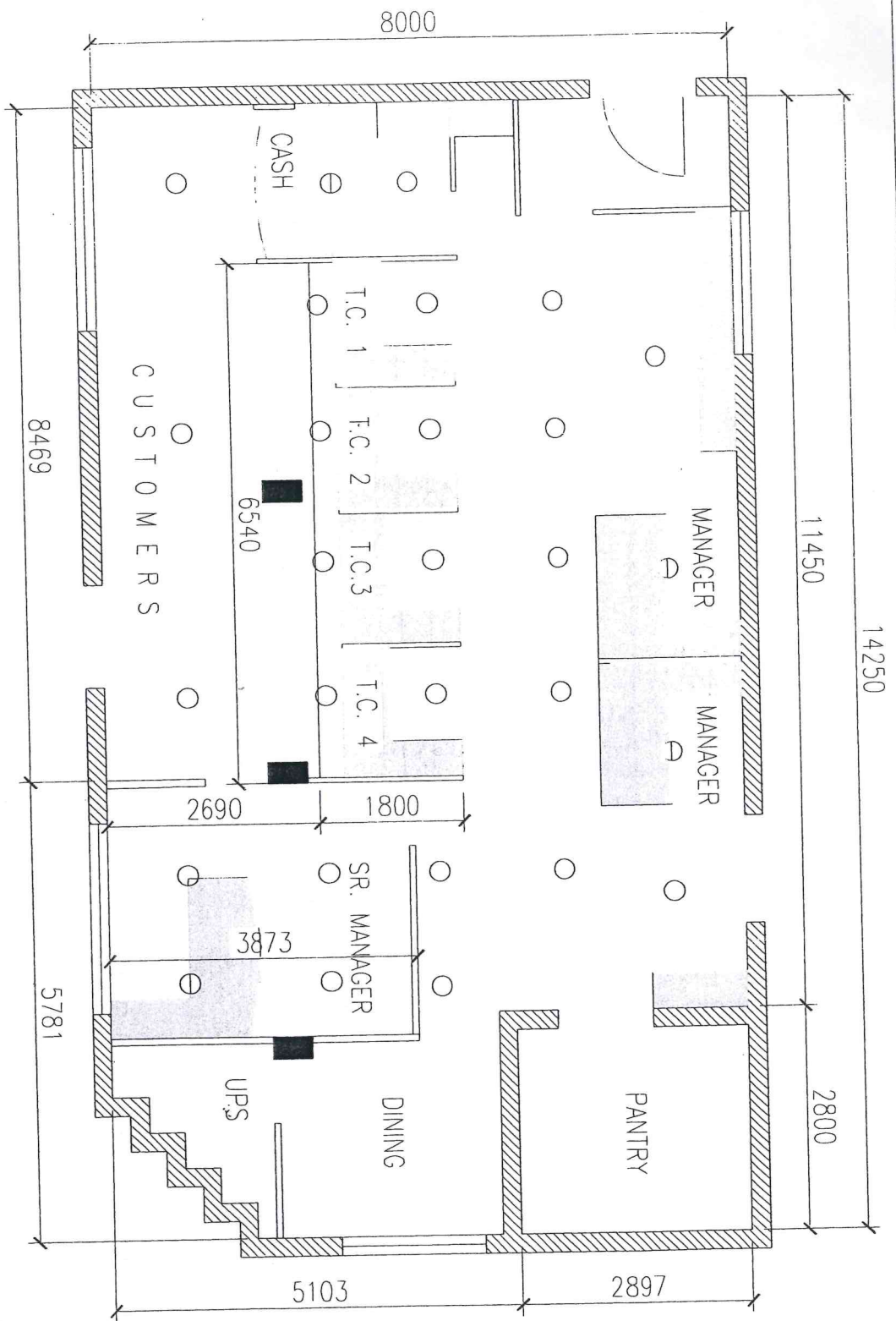
Name of tenderer

Phone no.

Communication address

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Tenderer



RENOVATION OF MUNDAKKAL BRANCH OF CO-OPERATIVE URBAN BANK, KOLLAM

MEASUREMENTS IN MILLI METRE

LAY-OUT PLAN