

**FORWARDING LETTER**

Note: - Tender to be submitted on or before **5.00 PM on 28<sup>th</sup> June, 2016**

To,  
The Asst. Gen. Manager,  
Regional Office,  
Bank of Maharashtra,  
Latur Zone,  
Latur.

From

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**Sub:** Tender for the **Interior Work of Nanded Main Branch, Latur Zone**

Dear Sir,

With reference to the tender invited by you for above mentioned work, I / we hereby offer to execute the items of work specified in the Schedule - B I / we have examined and studied carefully all the drawings, specifications, conditions of contract, site and agree to comply with them. I / we agree to complete the whole work within the stipulated time from the date of work order. I / we are aware that any of schedule - B items/s can be canceled or replaced and quantity of any of items can be increased or decreased at any time by the Architect OR Owner, for which I/ we shall not claim extra.

**I/We also declare that I/We have not been blacklisted by any organization in Last three years.**

Name of partners, if any  
(With certified Partnership Deed)

- 1.
- 2.
- 3.

Yours Faithfully

**Contractor's Signature  
(With Stamp & Address)**

## NOTICE TO TENDERERS:

1. Sealed tenders should be addressed to **Asst. General Manager, Regional Office, Bank of Maharashtra, Latur Zone** and super scribed as **“TENDER FOR Interior work of Nanded Man Branch, Latur Zone** and sent as to reach this office not later than **5.00 PM on 28<sup>th</sup> June, 2016** .Tender should be accompanied with **Earnest Money Deposit (EMD) of Rs. 10,000=00 (Rupees Ten Thousand Only)** in the form of **Demand Draft in favor of Bank of Maharashtra, Latur**. Tenders not accompanied with EMD shall be rejected and considered invalid. The earnest money shall be returned to the tenderer if the tender is not accepted but without any interest. EMD amount deposited by the tenderer, whose tender is accepted, shall be adjusted towards security deposit to be retained by the Bank for one year.
2. No tender will be received after **5.00 PM on 28<sup>th</sup> June, 2016**.
3. Tender will be opened at Zonal Office **on 1<sup>st</sup> July, 2016** by the AGM or his nominee. The rates tendered by the contractors shall be valid for 90 days from the date of opening.
4. **Asst. General Manager, Zonal Office, Bank of Maharashtra, Latur Zone** does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders whether in whole or in part without assigning any reason for doing so. The owner reserves his rights to negotiate with the lowest or any other tender/s.
5. Each of the tender documents is required to be signed by the person or persons submitting the tender in token of his/ their having acquired himself/ themselves with the general conditions, articles of agreement, mode of measurements, schedule of probable quantities, site conditions and the time schedule etc. as laid down. Any tender with any of the documents not signed will be liable to be rejected.
6. Tenderer shall fill in rates for all items of work described in the Schedule -B. All entries must be made by hand and in ink. **The rates quoted for the items shall compulsorily be in “Figure” & “Words” in English.** In the event of discrepancy between the rates quoted in figures & words, the rates quoted in words, shall be binding. Tender not quoted in above said manner will be refused and will not be considered. Items against which no rate is entered by the tenderer will not be paid for by the Owner when executed and shall be deemed covered by the other rates in the Schedule-B. If any of the documents is missing or unsigned the tender shall be considered invalid.
7. All erasures and alterations made while filling the tender must be attested with initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender invalid.
8. All the pages of the tender documents should be signed by the tenderer.

9. Within Seven days of the receipt of intimation from the Owner of acceptance of his/ their tender, the successful tenderer shall be bound to implement the contract by signing the agreement in accordance with the draft agreement and the conditions of contract with the owner.

10. The security deposit shall be kept with the Owner for a period of 12 months after the Architect issues the completion certificate which amount is not to bear interest.

11. The rates quoted by the contractor should include all charges for scaffolding materials labour, hire for any tools, marking out and clearing of the site as mentioned in the specifications. The rate quoted by the tenderer in the Schedule-B of probable quantities will be deemed to be for the finished work to be measured at site. The rates shall be inclusive of all sales tax, octroi duty; works

contract tax, Provident Fund, Insurance etc. levied by any Government or any public body. The contractor shall abide by the rules of Minimum Wage Act and Child Labour Act and keep the owner indemnified regarding the same. The contractor should take necessary insurance for the work as required under the workman compensation act, labour laws etc. as prevailing.

12. The rate shall be binding to the Contractor, for all the tender items till the completion of the work respective of variation in market rates of material and labor.

13. The calculations made by the tenderer should be based upon probable quantities of the several items of work, which are furnished for the tenderers convenience in the schedule B. It must be clearly understood that the contract is not a lump-sum contract that neither the probable quantities nor value of the individual and the aggregate value of the entire tender will form a part of the

contract and that Architect doesn't in any way assure the tenderer or guarantee that the said probable quantities are correct or that the work would correspond thereto.

14. The items against which no quantity is shown in schedule -B for which tenderer is to quote his rates and the Owner at his description shall ask the contractor to execute those items if required and which shall be binding on the part of the contractor to execute those items at the rates quoted therein in the tender.

15. Special attention of the tenderer is drawn to the alternative items in the schedule of probable quantities. The rates and amount for these alternative items shall be duly filled in. The Architect reserves to himself the right to adopt any of the alternative items, either after scrutinizing and deciding upon the tenders or later when the work is being executed.

16. The successful tenderer should make his/ her own arrangement to obtain all materials required for the work.

17. The various materials stored on site shall be protected from the fire, floods or rains etc. and the contractor shall be responsible for any damage caused to the owner for the same.

18. The contractor shall allow enough facilities to the sub-contractors employed by the owner and should co-operate with them and that small holes etc. made by these sub-contractors to the structure shall be properly corrected by the general contractor without any prejudice and extra cost whatsoever.

19. The bills shall be prepared by the contractor in the manner required by the Architect and should be submitted to him. The owner shall pay the contractor within the 15 days time from the issue of the certificate of payment by the architect. All payments by the owner under this contract shall be made at Latur.

20. The tender submitted on behalf of a firm shall be signed by all the partners/ directors of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the owner may reject the tender.

21. The specifications that are not mentioned or listed in the tender shall conform to I.S.I.Specifications while having prior written consent of the Architect.

22. In case of dispute regarding quality of material, workmanship etc. shall be settled and accepted as final decision on the basis of test reports obtained from Visvesvaraya National Institute of Technology, Nagpur.

23. The contract shall be subject to Latur jurisdiction only.

24. The owner reserves the right to omit any item or items or part thereof for which contractor shall not claim any compensation whatsoever.

**25. Tender Cost: Rs.1, 000/- By cash/DD (non refundable) . Tender documents will be available from Bank of Maharashtra Zonal office latur, from 21.06.2016 between 10.00 a.m to 5.00 p.m on the Payment of Rs.1, 000/-.**

**26. Contractor must inform in writing to the Architect before executing any work that is not covered in Tender or any quantities of the tendered item that are increasing while executing the work. Prior permission from the Owner shall be obtained before executing any such item.**

27. The Architects for this work is Pramod Associates, **Nanded.**

I/ We hereby declare that I/We have read and understood the above instructions for the guidance of the Tenderer.

Date:

Seal

**Signature of the tenderer**

**SEAL**

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**Space for office use:**

• **APPENDIX HERE IN BEFORE REFERRED TO:**

**Name of Work : Interior work of Dharmabad Branch, Latur Zone.**

1. Defects Liability Period : One year from the date of virtual completion.
2. Period of Final Measurement and Valuation : 30 days from the date of virtual completion.
3. Date of Commencement : Within 7 (Seven) days from issue of WorkOrder
4. Period of completion : 30 (Thirty) Calendar days.
5. Agreed Liquidated Damages -- : Rs.500=00 per day.
6. Value of Work for Interim Certificate : On completion.
7. Retention Percentage of each Running Bill. : 5 %
8. Rate of Interest for Delayed Payment : Nil

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**Estimate for proposed work of interior decoration & furniture for  
Bank Of Maharashtra Nanded Main Branch**

**Date 21.06.2016**

| Sr.No.   | Description  | Unit | Qty   | Rate | Amount |
|----------|--|------|-------|------|--------|
| <b>A</b> | <b>COUNTER PARTITION</b>   |      |       |      |        |
|          | <p>Providing &amp; fixing 5' height PLY partition made with 1.5 x2.5" T.K. wood Vertical &amp; Horizontal members it should covered with 8MM ply With 1 .0mm thk laminate from both the sides the exposed surface and inner side shall be painted in ivory oil paint counter shall be provided with passbook shelf the counter shall be of modular type with fixing arrangement the counter shall not be fixind in the flooring or partition it shall be of modular type fixing arrangement (counters shall be able to detach easily for rearrangement )all the two tables shall be Counter shall be provided with 12 sindoori granite on top with full round polish. 12mm thk glass shall be provided over the counter with crystal polish from all the sides and fitting shall be in S.S 2.5 dia round pipe /ply as per drg with necessary fitting. Front laminate design shall be with respect to drawing</p> | .    | 69.75 |      |        |
| <b>B</b> | <b>COUNTER TABLE</b>   |      |       |      |        |
|          | <p>Provided &amp; fixing 19mm plywood with1.5mm thk laminatie on top and 1.0mm on exposed surface and inner side shall be oil painted .Two drawers &amp; file storage shall provided with shutter on one side, shutter shall be fitted with4",3 No. Hinzes.one drawers shall be provided with 6 prtitions for keeping notes, these partitions shall not be fixed to the drawer .Key board drawer of 2' length shall be provided with channels for easy movement with common key facility,with necessary locking arrangement On otherside trolley shall be provided for CPU &amp; drawer above with telescopic channel.Foot rest shall be provided of size 1.5" x length all the two tables shall be provided with cable manager (service top = 4'Oht) <b>Cables under the table shall be provided in truf (DUCT) made in ply 4'6"X2,49'X1 (SERVICE TOP FOR SPL =30)</b></p>                                      | R.FT | 20.5  |      |        |
| <b>C</b> | <b>CASHIER CABIN</b>   |      |       |      |        |

|   |  |      |      |  |  |
|---|--|------|------|--|--|
| 1 | <p><b>Partition</b> :-<br/> Providing &amp; fixing 7'6" height indian T.K. wood partition made with 1.5" x 2.5" T.K. wood Vertical &amp; Horizontal members it should cover upto 3' height with 6 mm plywood by both side &amp; upper portion with a powder coated Aluminium jali up to 66" height &amp; upper portion of remaining 1' ft. shall be covered with 6 mm plywood by both side &amp; plywood is covered by 1.0mm thk laminate, cabin front glass shall be 2mm thk provided with</p> <p>round opening with 6M radius and 1" gap at 5' ht for communication. Cabin should be provided with 3' w x 7'h door on rear side with door closer &amp; godrej night latch. Door shall be partly glazed with stile made up of T.K. wood of size 1.5" x 25" vertical &amp; horizontal and panel shall upto 3' ht covered with 6 mm plywood &amp; and glass with itching above. An opening of size 9"x12" shall be made in partition between cabin and C.O.B table at center with tray of size 9"x 12" at 5' ht shall be provided for paper transaction completed in all respect as per drawing. Roof shall be covered by Aluminium jali above 7'6" ht from floor finish.</p> |      |      |  |  |
|   | partition with glass   | Sqft | 396  |  |  |
|   | top of cabin aluminium grill   | Sqft | 116  |  |  |
| 2 | <b>Table for Cashier</b>   |      |      |  |  |
|   | <p>It should be prepared by using 19mm plywood finish with 1.0 mm laminate from outside &amp; ivory oil paint from inner side. table should be provided with three drawers &amp; other side with CPU trolley EBCO make. The drawer should be fitted with telescopic drawer channel with necessary locking arrangement. Two drawers shall be provided with 6 partitions for keeping notes of different sizes. These partitions in drawer shall not be fixed but kept loose. The table shall be provided with 2 ft keyboard drawer top side with 1.5mm laminate &amp; oil paint on bottom. Service top shall be of 12" sindoori granite with 19 mm plywood base. Footrest should be provided 1.5" x length. The front edge of ply is finished with laminate. The table shall be provided with cable manager. Cables under the table shall be provided in tray made in ply as per drg.</p>  | RFT  | 15.5 |  |  |
| D | <b>FORM DESK</b>   |      |      |  |  |
|   | <p><b>Entrance Door (glazed)</b> DOOR SIZE 5'0" X 7'<br/> 12mm Toughan Glass paneling plywood box<br/> Providing and fixing entrance door (glazed) as per drawing in silver anodized aluminum door section (Jindal make) in top and bottom, glazed with 12mm thick glass of approved make with etching and frosting. Item to include floor springs, lock, all necessary hardware of stainless steel finish as approved by the project consultant/ bank. Complete in all respects.</p>  | Sqft | 94.5 |  |  |
| E | <b>SEATING</b>   |      |      |  |  |

|          |  |      |       |  |  |
|----------|--|------|-------|--|--|
| 1        | <b>Visitor's Seting Table</b><br>Supplying in position of the low back two-setter cushion sofa set visitors in manager cabin.<br>Sofa Set Color & design as per approval of the Project Consultant /Bank. table are branded company in waiting hall seating as per design etc. complete  | Rft. | 12    |  |  |
| <b>G</b> | <b>MANAGER TABLE</b>   |      |       |  |  |
| 1        | Providing and fixing 19 mm plywood with laminate on exposed surface & inner side is oil painted. on one side CPU trolley be provided. Table shall be provided with 10mm glass top with round moulding included with key board drawer with 2' length with telescopic channels for easy movement & the front side of 12mm plywood foot rest shall be provide. The box cabinet should be provide two drawers & file storage with shutter, the drawer should be fitted with telescopic drawer channel with necessary locking arrangement. The drawers are made with 12 mm thick plywood for three side & front side should be of 19 mm ply & base of 6 mm ply & drawer & shutters front side should be laminated . as per drawing .The table shall be provided with cable manager. Cables under the table shall be provided in trunk made in ply as per drawing, | RFT  | 6     |  |  |
| 2        | Side table shall be provided with two shutter with 3" 2nos of brass hinges finished with laminate and sindoori granite top and oil paint inner side complete in all respect One shelf shall be provided for file storage   | Sqft | 35.62 |  |  |
| <b>I</b> | <b>OFFICER'S TABLE</b>   |      |       |  |  |
| 1        | Providing and fixing 19 mm plywood with laminate on exposed surface & inner side is oil painted. on one side CPU trolley be provided. Table shall be provided with 10mm glass top with round moulding included with key board drawer with 2' length with telescopic channels for easy movement & the front side of 12mm plywood foot rest shall be provide. The box cabinet should be provide two drawers & file storage with shutter, the drawer should be fitted with telescopic drawer channel with necessary locking arrangement. The drawers are made with 12 mm thick plywood for three side & front side should be of 19 mm ply & base of 6 mm ply & drawer & shutters front side should be laminated . as per drawing .The table shall be provided with cable manager. Cables under the table shall be provided in trunk made in ply as per drawing, | RFT  | 17    |  |  |
| 2        | Side table shall be provided with two shutter with 3" 2nos of brass hinges finished with laminate and sindoori granite top and oil paint inner side complete in all respect One shelf shall be provided for file storage   | Sqft | 35    |  |  |
| <b>H</b> | <b>LOW HT PARTITION</b>  |      |       |  |  |



|   |  |      |     |  |  |
|---|--|------|-----|--|--|
| 1 | <b>COUNTER CABINS</b>  |      |     |  |  |
|   | Providing and fixing T.W frame of size 2.5"x1 .5"length as per requirment. Up to 4' height T.W.frame shall be covered with6 mm plywood fixed on both side outer side & inner side of cabinate Plywood shall be finished with laminate.cabin shall be provided with 30 flap door with two shutters Door shall be fitted with 4' 3 nos of hinzes,. Complete in all respect as per drawing.               | Sqft | 0   |  |  |
| 1 | <b>FULL HT PARTITION<br/>MANAGER CABIN</b>   |      |     |  |  |
|   | Providing and fixing T.W frame or ply frame of size 2.5"x1 .5"length as per requirment. Up to 7' height T,W.or ply frame shall be covered with6 mm plywood fixed on both side outer side & inner side of partition . Plywood shall be finished with larninate.cabin shah be provided with 70 door with shutter. Door shall be fitted with 4" 3 nos of hinzes.. Complete in all respect as per drawing. | Sqft | 153 |  |  |
| 2 | " for server room / ups /pantry  | Sqft | 273 |  |  |
| 3 | " front partition at entrace excluding door  | Sqft | 0   |  |  |
| I | <b>DOOR</b>  |      |     |  |  |
|   | Doors shall be made with stile and rails made up of T.Kwood of size 1.5" x 2.5"vertical &Horizontal and panel shall be covered with 6 mm plywood & and glass with itching .with closer & lock. Door shall be fitted with 4" 4 nos of hinzes. Complete in all respect as per drawing.ref drgs for door designs. Toilet, Store,Pantry  |      |     |  |  |
|   | Wicket Door 4'ht. '  | Nos  | 1   |  |  |
| J | <b>OVERHEAD STORE</b>  |      |     |  |  |
| K | <b>FULL HTSTORE</b>  |      |     |  |  |
|   | It shall be prepared by using 19 mm plywood with ISI mark laminated with 1 .mm thk laminate from outside & ivory oil paint from inner side, shutter shall be made from 19mm ply with laminate finish with necessary fittings and locking arrangements.height of storage units shall be 30" 2 Shelves shall be provided for file storage Height of store shall be 7 feet from F.F.L.                    | RFT  | 104 |  |  |

|          |  |      |        |  |  |
|----------|--|------|--------|--|--|
| <b>L</b> | <b>UPS, SERVER TABLE</b><br>Providing and fixing in position Printer Table of size 2'6"X2'0" as per drawing by using 19 mm thick plywood for top and 18 mm thick plywood for all other horizontal and vertical members. Telescopic Readymade Keyboard tray shall be provided.  | RFT  | 13.25  |  |  |
| <b>O</b> | <b>PAINTING</b>  |      |        |  |  |
| <b>1</b> | <b>O.B.D for Entire Exposed Wall</b><br>Removing the exiting color wash? distemper? oil bond distemper? plastic/luster etc. paint by scraping ,washing and scrubing . The surface shall then be allowed to dry for 24 hours. It shall besand paper to give smooth & even surface. Holes shall be filled with BIRLA WHITE putty then first coat of primer to be applied. After this necessary leveling shall be done with putty and second primer coat shall be applied. The O.B.D paint of approved shade shall be applied in minimum 2 coat(finishing paint) including scaffoldings, cleaning thefloor, fitting , furnitures jadders, glasses, removing debris out of site etc. complete as per the instruction of the architect. The paint shall be used of I.C.I./britishpaint with pulti made of Asian /goodlacs nerolac.(depending on the available space)<br>(NECESSARY WATER PROOFING TREATMENT SHALL BE DONE PRIOR PAINTING ON WALL) | Sqft | 3182.5 |  |  |
|          | <b>Manager Chair</b>   | No   | 1      |  |  |
|          | <b>Officer Chair</b>   | No   | 9      |  |  |
|          | <b>Bank Customer's Chair</b>   | No   | 7      |  |  |
|          | <b>Coloumn Clading</b><br>Providing name plates for counters and cabins made in steel or acrylic in blue colour with white letters etc complete.   | Sqft | 160.5  |  |  |
| <b>Q</b> | <b>False Ceiling (AMF)</b><br>Providing & fixing in position false ceiling in AMF 600x600mm x15/16mm tile with Tegular adge framework as specified by Armstrong Co. with suspenders where required. And necessary cutouts for diffusers and light fitting . Taping and finishing to proper line & level. Complete as approved by the Architect/ Bank etc compete   | Sqft | 1225   |  |  |

|                       |   |      |        |  |  |
|-----------------------|---|------|--------|--|--|
| M                     | <p><b>Fully Glazed Full Height Partition (M. Cabin)</b><br/> Providing and fixing in position fully glazed Full Height partition work as shown in the drawing<br/> Of Silver Anodized aluminum section and Teak wood member fixing of top and bottom. T.W.member of size 4"x2 ½ "finished with color mach melamine French polish.<br/> Section (Jindal make) in top and bottom, glazed<br/> With 12mm thick glass of approved make with etching and frosting.<br/> Item to include all necessary hardware of stainless steel finish as approved by the project Consultant/ Bank<br/> Complete in all respects</p> | Sqft | 146.25 |  |  |
|                       | <b>TOTAL</b>  |      |        |  |  |
| <b>Say Amount :-</b>  |   |      |        |  |  |
| <b>Rs In words :-</b> |   |      |        |  |  |