

FORWARDING LETTER

Note: - Tender to be submitted on or before **5.00 PM on 5th July, 2016**

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

From

Sub: Tender for the **Interior Work of Latur 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 Latur Main Branch, Latur Zone** and sent as to reach this office not later than **5.00 PM on 5th July, 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 5th July, 2016**.
3. Tender will be opened at Zonal Office **on 7th 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 28.06.2016 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 Econest Mangesh Patil, Latur.

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

Space for office use:

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

Name of Work: Interior work of Latur Main 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 of Work Order : Within 7 (Seven) days from issue
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

Annexure-B

Estimate for proposed work of interior decoration & furniture for Bank Of Maharashtra Latur Main Branch	Date 27.06.2016
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Sr.no	Description	Unit	Qty	Rate	Amount
A	<p>SERVER TABLES Provided & fixing 19 mm plywood with 1.5mm thk laminate on top and 1.0mm on exposed surface and inner side shall be oil painted .Two drawers & file storage shall provided with shutter on one side, shutter shall be fitted with 4", 3 No. Hinges. one drawers shall be provided with 6 partitions 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 & 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 = 4'0ht) Cables under the table shall be provided in truf (DUCT) made in ply as per drg.</p>	R.FT.	4.5		
B	<p>OFFICER AND CLERKS TABLES- 9NOS Providing and fixing 19 mm plywood with laminate on exposed</p>				
1					

	<p>surface & inner side is oil painted.on one side CPU trolley be provided. Table shall be provided with sindoori granite top with round moulding included with key board drawer with 2' lenght with teliscopic channels for easy movement & the front side of 12mm plywood foot rest shall be provide. The box cabinate should be provide two drawers & file storage with shutter, the drawer should be fitted with telescopic drawer channel with necessary locking arrangment. The drawers are made with 12 mm thk plywood for threeside & front side should be of 19 mm ply& base of 6 mm ply & drawer & shutters front side should be laminated . 12mm glass with chamfer edges shall be fixed with s.s steel screws at front as per drawing .The table shall be provided with cable manager. Cables under the table shall be provided in truf (DUCT)made in ply as per drg.</p>	R.FT.	37		
<p>C 1</p>	<p>CASHIER CABIN Partition :- Providing & fixing 7'6" height indian T.K. wood partition made with 1.5" x2.5" T.K. wood Vertical & Horizontal members it should cover upto 3' height with 6 mm plywood by both side & upper portion with a powder coated Aluminium jali up to 6'6" height & upper portion of remaining 1' ft. shall be covered with 6</p>				

	<p>mm plywood by both side & plywood is covered by 1.0mm thk laminate. cabin front glass shall be 12mm thk provided with round opening with 6" 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 & godrej night latch. Door shall be partly glazed with Stile made up of T.Kwood of size 1.5" x 2.5" vertical & Horizontal and panel shall upto 3'ht covered with 6 mm plywood & 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 5"x12" at 5' ht shall be provided for paper transaction completed in all respect as per drawing</p> <p>Roof shall be covered by Aluminium jali above 6'6" ht from floor finish.</p> <p>sNo. of doors = 1 nos. size = 2'6"x7'0"</p> <p>size of partition</p> <p>front partion with glass and jali</p> <p>side partition with tray (without glass)</p> <p>Roof shall be covered with alu.jali painted in ivory p.coat.</p>	<p>SQ.FT. 122.5</p> <p>SQ.FT. 339.5</p> <p>SQ.FT. 96.5</p>			
<p>2</p>	<p>Table for Cashier It should be prepared by using 19 mm plywood finish with 1.0 thk laminate from out side & ivory oil paint from inner side. table should be provided with three drawer. & other side with CPU trolley EBCO make .The drawer should be fitted with</p>				

	<p>telescopic drawer channel with necessary locking arrangement . Two drawers shall be provided with 6 partitions for keeping note of different sizes.these partions in drawer shall not be fixed but kept loose.The table shall be provided with 2 ft key board drawer top side with1.5mm laminate & oil paint on bottom.Service topshall beof 12" sindoori granite with 19 mm plywood base .Footrest should be provided 1.5"xlenght. The front edge of ply is finished with laminateThe table shall be provided with cable manager. Cables under the table shall be provided in truf made in ply as per drg.</p>	R.FT.	18.5		
D	<p>FORM DESK Providing and fixing form desk of 4'ht (at cill lvl) and topshall be placed slant with slope of 4".topshall be finished with laminate and desk shall be supported with19 mm ply with laminate finished from out side and oil paint inside desk shall be provided with store for slips 1 NOS OF SIZE 4'</p>	R.FT.	6		
E	<p>Main Entry Door :- Providing & fixing 12 mm thk PLAIN MODI glass main door made with 4" x2" MALAYSIAN wood top,bottom, side and center frame work with 1.5" x1.5"moulding finished with melamine polish & 12 mm thk modi make plain glass with deep ETCHING design fixed in</p>				

	<p>the frame work along with rough stainless steel 12"handel & 8 lever lock with lacquer finish handel pull& push plate, HEMCO make heavy duty floor spring,top & bottom locks, stopper etc. complete in all respect as per drawing no. & instruction of the manufacturer door shall be provided with collapsible door with necessary security hardware,the collapsing door shall be finishedwith oil paint in ivory colour.necessary pri coating shall be done to the door before painting size of main door with glazing (8'-3" X7'-6")</p>	SQFT	65.25		
F	<p>Sitting Arrangement:- Seating in customer lobby Providing READYMADE M.S. 3 SEATER CHAIRS with steel round handels on both side fitting</p>	NOS.	6		
G	<p>Notice Board Providing & fixing with12 mm plywood & soft board is covered by cotton cloth & the out side of plywood & soft board is covered by 1 1/2" X3/4" T.K. woodbeading . Size :- 6'x2' , Qty = 2</p>	sqft	36		
H 1	<p>Branch Manager Cabin :- Manager Table:- Providing and fixing 19 mm plywood with laminaton exposed surface & inner side is oil painted.on one side CPU trolley be provided. Table shall be provided with sindoori granite top with round moulding included with key board drawer with 2' lenght</p>				

	<p>with telescopic channels for easy movement & the front side of 12mm plywood foot rest shall be provide. The box cabinate should be provide two drawers & file storage with shutter, the drawer should be fitted with telescopic drawer channel with necessary locking arrangment. The drawers are made with 12 mm thk plywood for threeside & front side should be of 19 mm ply& base of 6 mm ply & drawer & shutters front side should be laminated . 12mm glass with chamfer edges shall be fixed with s.s steel screws at front as per drawing .The table shall be provided with cable manager. Cables under the table shall be provided in truf (DUCT)made in ply as per drg.</p>	R.FT.	5.5		
2	<p>Side table shall be provided with two shutter with 3" 2nos of brass hinges finished with laminateand sindoori granite top and oil paint inner side complete in all respect One shelf shall be provided for file storage</p>	R.FT.	3.5		
I	Partition :-				
1	<p>LOW HT 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</p>				

	<p>provided with 3'0 flap door with two shutters . Door shall be fitted with 4" 3 nos of hinzes.. Complete in all respect as per drawing. counters (6'9"x4'6") side of counter</p>	R.FT.	19.5		
2	<p>FULL HT Providing and fixing T.W frame of size 2.5"x1.5"length as per requirment . Up to 3' height T.W.frame shall be covered with 6 mm water proof plywood fixed on both side outer side & inner side of room openings shall be in 6mm plain glassis fixed with T.K. wood beeding . Remaning portition up to ceiling will be of T.K. & plywood frame on both side I.e. outer side & innerside of room. Ply wood shall be finished with laminate from outer side and inner side shall be painted with O.B.D..Cabin shall be provided with 3' WX7' H partly glazed door with stile and rails made up of T.Kwood of size 1.5" x 2.5" vertical & Horizontal and panel upto 3'ht shall be covered with 6 mm plywood & and glass with itching above 3'.with closer & lock. Door shall be fitted with 4" 4 nos of hinzes.Complete in all respect as per drawing. MANAGER CABIN (9 feet high) SERVER ROOM (9 feet high) IN STRONG ROOM</p>	SQ.FT. SQ.FT.	216 101		

<p>J</p>	<p>DOORS Doors shall be made with stile and rails made up of T.Kwood of size 1.5" x 2.5" vertical &Horizontal and panel upto 3'ht shall be covered with 6 mm plywood & and glass with itching above 3'.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. 6'-6" HT(INCL UPS, SERVER ROOM, cashier cabin, manager cabin)</p>	<p>NOS.</p>	<p>7</p>		
<p>K 1</p>	<p>Storage Units LOW HT STORE - 4FEET shall be prepared by using 19 mm plywoodwith ISI mark laminated with 1.5mm thk laminatefrom out side & 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 4'0.4/5 shelves shall be provided for file storage .with s.s. studs for skirting</p>	<p>R.FT.</p>	<p>10.5</p>		
<p>2</p>	<p>FULL HT STORE - 7 FEET (store room) shall be prepared by using 19 mm plywoodwith ISI mark laminated with 1.5mm thk laminatefrom out side & 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 4'0.4/5 shelves shall be provided for file storage .with s.s. studs for skirting</p>	<p>R.FT.</p>	<p>15.25</p>		

	shall be provided for file storage .with s.s. studs for skirting				
L 1	<p>PAINTING: O.B.D for toilets, store room, ups room , strong room and passage wall between store and strong room and toilet</p> <p>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,ladders, 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) (NECESSARY WATER PROOFING TREATMENT SHALL BE DONE PRIOR PAINTING ON WALL)</p>	SQ.FT.	650		
2	Luster Color ON CEILING	SQFT	1650		
3	<p>Luster Color fo Customer Lobby Area , MANAGER CABIN</p> <p>Removing the exiting color wash/ distemper/</p>				

	<p>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 be sand papered 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 luster paint of approved shade shall be applied in minimum 3 coat (finishing paint) including scaffoldings, cleaning the floor, fitting , furnitures,ladders, glasses, removing f debris out of site etc. complete as per the instruction of the architect. The paint shall be used of I.C.I./british paint with pulti made of Asian /goodlacs nerolac. (depening upon the available space)</p>	SQ.FT.	950		
M	<p>Printer Table Providing and fixing 19 mm plywood with 1.0mm laminate from out side and oil paint from inner side for Box Cabinete provided one shelf of 18" depth from front. 6" gap shall be kept for paper passing from rear side.The top of table shall be provided with two1" slits for paper movement.The front edge of plywood shall be finished with laminate.a trolley made in ply shall be provided at bottom of 15"x2'6"size with handel with 4no of wheels below.size of</p>	R.FT.	3		
N	<p>False Ceiling (carpet area to be calculated) Providing and fixing ceiling with decorative borders of plaster of paris .gypsum boards shall be used as per requirement with Aluminium sections of gague 24 for frame work as directed by Architect.in ceiling there should be concealed</p>				

	light as per arch. Direction. (excluding strong room, store room , toilets, ups room.	SQ.FT.	1460		
0	CURTAINS AND LOUVERS	SQFT	225		
TOTAL		R.S.			

IN WORDS :-