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**LETTER OF INVITING TENDER**

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Sealed item rates are invited on behalf of **BANK OF MAHARASHTRA, Zonal Office, 1<sup>st</sup> Floor, Dattaprasad, M.G. Road, Panjim 403 001** for the work as detailed below.

1. Scope of works : Tender for Furniture/Electrical work at **Oras**
2. EMD Amount : 1% of Tender amount as EMD in favour of **Bank of Maharashtra** payable at **Panjim, Goa.**
3. Time of Completion : 3 weeks from the day of acceptance of the tender by the Bank.
4. Date of Issue of Tender : From **13.07.2022** to **26.07.2022** during Bank working days between 11AM TO 3.00 PM (Tender fee of Rs. 1000/- shall be payable in favour of **Bank of Maharashtra**)
5. Submission of tender : Bid shall be submitted in a sealed covers with EMD amount. Technical Cum Priced bid (together) should be in a sealed cover and submitted on the same date & time and superscripted as "**Tender for Electrical work at Oras Branch.**"
6. Date of Submission : Sealed envelopes to be submitted on **26.07.2022** before or up to 3.00 PM.
7. Offer to be submitted to : **The Zonal Manager,  
BANK OF MAHARASHTRA,  
Zonal Office,  
1<sup>st</sup> Floor, Dattaprasad, M.G. Road,  
Panjim 403 001.**
8. Date & time of Opening : Tender (Technical cum Price Bid) will be opened On **26.07.2022** at **3:30 p.m.** at the Office of **The Zonal Manager,  
Bank of Maharashtra,  
1<sup>st</sup> floor, Dattaprasad,  
M.G. Road, Panjim 403 001.**

**MODE OF SUBMISSION OF TENDER:**

The tenderer shall submit their offer with separate sealed envelope duly superscribed as mentioned here under:

**Technical, Commercial Bid & Price Bid.**

Envelope No1:

PART I

- i) EMD:Demand Draft No. / Name of the Bank & Branch of any Scheduled Bank **(1% of tender amount)** EMD in favour of **BANK OF MAHARASHTRA** payable at **Panjim**.
- ii) Certificate for GST Registration and Electrical license Copy**
- iii) Details of present commitments/ Jobs in hand.
- iv) Covering letter with details as mentioned above with authorized signature of authorized person with firm's rubber stamp & date.
- v) Any conditions mentioned shall not be considered.

PART – II

Shall contain only a complete tender document duly filled in together with all drawings and signed with due and seal of the Firm. Any letter of terms and conditions shall not be considered.

**Envelope No. 2:** This envelope shall contain both Commercial Bid and Price Bid.

**NOTE: Tenderers are advised to submit their offer strictly as stated above.**

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**SUBMISSION OF OFFER**

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To,  
**The Zonal Manager,  
BANK OF MAHARASHTRA,  
Zonal Office,  
1<sup>st</sup> Floor, Dattaprasad,  
M.G. Road, Panjim 403 001.**

Dear Sir,

**Sub: Tender for furnishing work at Oras**

We hereby offer to execute the subject work as specified in the tender from, after examining site conditions, related drawings, specifications, designs and having acquired the requisite information relating to the tender.

We hereby agree to abide by to undertake the subject work as per the rates quoted by us and also to commence the said work **within 3 days** of the receipt of work order. The work mentioned in the tender shall be completed on or **before 3 weeks** from the date of receipt of work order.

Unless a formal agreement is prepared and executed, this tender together with your written acceptance thereof, shall constitute a binding contract between us and shall be deemed to the contract agreement for all purpose.

The rates quoted by us valid for 90 days. We have no right to claim any expenses incurred for submission of this tender.

We understand that the Bank reserves right to accept the work in full or in part and do not bind itself to accept the lowest offer and reserve itself the authority to reject any or the entire tender received without assigning any reasons whatsoever.

As per terms of the contract, we have enclosed a Pay order of 1% total cost of tender towards EMD in favour of “ **BANK OF MAHARASHTRA**” in a separate Envelope No. 01 marked “Technical Bid”.

Very truly yours

(Signature of the Tender)  
Full Name of the Proprietor / Partner

Seal of the Firm and Date

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**INFORMATION ABOUT TENDERER**  
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NAME OF THE FIRM / CONTRACTOR / COMPANY :

NATURE OF THE FIRM : Proprietorship / Partnership

ADDRESS IN FULL: OFFICE :

RESIDENCE / WORKSHOP :

TELEPHONE NOS. :

OFFICE :

FACTORY :

RESIDENCE :

NAME OF THE PROPRIETOR / PARTNER:

MOBILE NO. :

GST No./ PAN No.:

ELECTRICAL LICENCE DETAILS (for Electrical work):

PROJECTS IN HAND

DETAILS OF THE PROJECT	NAME OF THE CLIENTS	COST OF THE PROJECT
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**Note: It is mandatory to fill up above details.**

Signature of the Contractor

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**INSTRUCTIONS TO THE TENDERER**

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01. The tenderer shall read carefully the instructions set out below. No claim shall be entertained on the grounds of failure to read or understand the meaning of the instructions.
02. The tenderer shall visit and inspect the site at his own expense, to acquaint himself of the site conditions, the mode of access and any other matter affecting his tender.
03. The tenderer shall confirm receipt of a complete tender and all drawings connected to the project work.
04. The tenderer shall the study documents, drawings and its full meaning before submitting his tender. He shall obtain all necessary information on his own to arrive at his tender price. In case of any doubt or obscurity for the meaning of any of the tender documents, or for the execution of the items or for the instruction or any other matter pertaining to the project, the tenderer must obtain the same from the Architect/ Bank before submission of the tender.
05. The tenderer shall not make any alterations/ changes in any drawing or in the tender documents. The tenders having alterations/ changes will be rejected.
06. All items in the schedule shall be priced in ink. The tenderer shall duly initial any correction in figures or words.
07. The rates must be written in figures & words. In case of any discrepancy between price writing in figures and words, the price writing in words shall be considered to be correct.
08. The tenderer shall submit his tender in a sealed envelope, together with all-tender documents and drawings, without detaching any of the paper. The name of the project shall be written in the left corner topside of the sealed envelope.
09. The rates quoted in the tender shall remain valid for acceptance up to Ninety (90) days from the date of opening of the tenders, unless the offer is withdrawn by writing a letter to the Architect, within a period of fifty days.
10. The Bank/Owner reserves the right to accept any tender or reject any or all tenders, without assigning any reasons whatsoever.
11. No claim of the tender shall be entertained for any claim or reimbursement towards cost incurred for submitting his tender.
12. The bid must be strictly in accordance with the contract document. However, the tenderer may submit quotation for alternative items. These alternative items and quotations, thereof, will not be considered in evaluation of bids for award of contract, but will be used, if approved and found necessary for executing the work.
13. The tenderer may propose the use of substitute material before submission or after acceptance of tender. Such proposal shall be accompanied by full descriptive and technical data in the substitute materials proposed, together with a statement showing additions or deduction from the bid amount. The proposal for substitute material shall be listed out for individual items or variance or departure from the specified item or materials.
14. The tenderer while tendering may submit his proposal without any approval of the Architect.
15. Time is the essence of the contract. The selected contractor shall commence the work with three (3) days on receipt of written work order and shall complete the work in all respect to the entire satisfaction of the Architect/Bank's authority on or before the time stated in the tender.
15. The selected contractor shall employ one technical supervisor, who shall be available on site, at all reasonable times to receive instructions from the Architect /Bank from time to time.
16. One set of drawing shall be kept on site by the Contractor for inspection and use by the Architect or his representative / Bank's representative.
17. Retention amount of from each running account bill shall be deducted and will be refunded after the defects liability period of twelve months provided the contractor has satisfactorily carried out the entire work and attends to all defects, if any, in accordance with the contract. No interest shall be paid on retention amount.

18. The owner within working seven (7) days shall honor the running bills certified by the Architect. Certifying of running Bill is not binding on the Architect, before submitting contractor's final bill.
19. The contractor shall complete all the work within the time prescribed and shall offer the completed work for final inspection, in writing to the Architect submitting his final bill.
20. The period for recording the final measurements shall be one week from the date of completion. Final bill shall be scrutinized and certified for payment as specified in the special conditions of the tender.
21. The contractor shall pay overtime to the Security Staff, if any, as mutually agreed.
22. The old items junk/ debris, etc. shall be removed from the premises immediately by the contractor at their own cost as and when instructed to do so by the Architect/Bank during the progress of the work as well as after completion of the work. If the contractor fails to do so, the Bank will act accordingly and recover the expenses.
23. The contractor shall get the approval for false ceiling electrical layout, etc. from the Architect before he proceeds for the further furniture /electrical work.
24. Ply and wooden members shall be given anti termite treatment and fire retardant paint.
25. Rates must be quoted for complete work at site inclusive of all taxes, sales tax, excise, transportation charges, work contact tax, etc. No separate charges /any tax will be paid to the contractor. The rate shall not be subject to cost escalation of labour, material and exchange or variation in the labour conditions or any other conditions whatsoever.
26. If a schedule of approximate quantities for various items accompanies this tender, it shall be clearly understood that the Bank does not accept any responsibility for the correctness or completeness of this schedule in respect of items and quantities. This schedule is liable to alter by the omissions, deductions or additions at description of the Bank Authority without affecting the terms of the contract.
27. The Bank will not be responsible for any material stolen, damaged, etc. or his representative / Bank's representatives.
28. Contractors are requested to fill all the items carefully within the space and without any scribbling the quoted figure. Any items left blank shall be treated as an incomplete tender and liable for rejection.

**GENERAL CONDITIONS**

1. The tenderer shall study carefully whole of the contract documents, drawings, the site conditions, etc. and all matters related to execution of project before quoting the rates.
2. The tenderer must use only the form issued by the Architect to fill in the rates.
3. The rates quoted shall include all taxes, etc. the owner shall bear no liability in respect of taxes, excise duties and levies like water and sewerage charges of the local authorities i.e. and out pocket of expense for liaisonary with local authorities etc.
4. All disputes and difference of any kind whatever arising out of or inconnection with the contract or out of work whether during the progress of work or after the completion, the Architect and Owner shall discuss the issue and settle the same amicably. If the difference and the dispute cannot be resolved, the decision of the Architect shall be final and binding on the contractor.
5. The contractor shall not sublet the contract work in whole or in part, without the written consent of the Architect. Services performed by the sub-contractor, if any, shall not relieve the contractor from his responsibilities and obligation under this contract.
6. The conditions to the contract shall be as per the proforma of the contract issued by the INDIAN INSTITUTE OF ARCHITECTS.
7. The contractor shall execute the work in accordance with Indian standards and codes. In the absence of any Indian standards specifications, the relevant British or any International standards acceptable to the Architect / Bank shall referred to.
8. Before commencement of work the contractor shall ensure without limiting his obligations and responsibilities against any damage, loss including loss of human or injury, which may occur to any property, including of the third party or of the Owner, or to may person including any employees of the owner, arising out of the execution if the work.
9. The whole of the contract documents and drawings furnished to the contractor shall be returned to the Architect by the contractor, immediately on completion of the job, failing which; the Architect shall have the right to take suitable action against the contractor.
10. The actual work carried out by the contractor shall be measured in the presence of the Architect or his representative and signed by both of them.
11. After finalization of joint measurement, the contractor shall confirm that measurements taken in his or his representative are correct and shall submit a No claim Certificate to Architect.
12. The contractor shall submit his bill within 15 days time from the date of handing over possession to the Architect. If he fails to do so, the Architect shall finalize contractor's bill ex-parte, which will be binding on the contractor and no correspondence for the same will be entertained.
13. The contractor shall carry out work without any undue hindrance to the owner or other agencies working on site & in complete co-ordination with other agencies engaged by the Bank.
14. The work shall be executed in accordance with the contents of the tender documents, drawings and instructions issued by the Architect but in every case shall confirm to the rules and regulations of the local authorities. If any rules / regulations are found to be at variance with any clause in the tender, the Architect shall be intimated about the same before carrying out the work.
15. All the quantities in the schedule are probable quantities, and may vary to any extent during the progress of work.
16. The contractor shall not claim any extra item, unless it is intimated to the Architect in advance or accepted by the Architect in writing as well as Bank executing the same. The contractor shall submit his rate analysis for any extra item for the scrutiny by the Architect and the final negotiation in all such cases and matter, and his decision shall be binding on the contractor.



17. The Architect shall have a right to carry a technical examination of the work and contractor shall furnish to the Architect all supporting vouchers to prove that the materials used in site are as specified.
18. The contractor shall furnish all the samples and literatures of any material to the Architect as and when required by the Architect, free of cost. All samples moulding, profiles of marble, granite, etc. and shall be produced for approval of the Architect's in the office or at the site. The contractor shall be bound carry out any item not in the schedule but indicated in the drawing, of vice versa, without claiming any extra charges.
19. The Architect / Bank have every right to drop all or alter any items, or any part of the work, without giving any reason/notice in advance. In such cases, items included in the schedule through the Architect, as mentioned in cause 18 above.
20. If any discrepancy is noticed in the schedule or in the drawing, the contractor shall seek clarification for the same in this regard, before starting the work.
21. During the progress of work, the Architect may change any specification, details or figure dimensions.
22. The contractor shall maintain a triplicate instruction book with numbered pages. The contractor shall carry out all instructions written in the triplicate book.
23. The contractor shall submit the overall program for execution of work order and shall proceed with his work as per Bar Chart.
24. A qualified supervisor/competent person shall be appointed by the contract at the site. The contractor on request of the Architect/Bank, shall immediately discussed from the works, any person employed thereon by him who may, in the opinion of the Architect/Bank be incompetent or misconduct himself and such person shall not be again employed on the works without the permission of the Architect/Bank.
25. The contractor shall obtain test reports of materials on work whenever required and shall bear the cost of the same. If the test reports are found unsatisfactory, the contractor shall dismantle the defective work and replace the same with the materials from the site immediately.
26. The Architect shall permit use of alternative material, if the same is found at par with specified material.
27. During the progress of work contractor shall cover the valuable equipment, etc. He shall also provide polythene sheet/paper sheets or cloth sheets for covering up all the finished items of work till the completion of work, to avoid damage. No extra charges shall be paid for such work.
28. The contractor shall provide for cleaning of windows, doors, glass panel, and the entire floor, thoroughly, on completion of work to entire satisfaction of the Architect.
29. The contractor shall liaison with the local authorities or the Municipal Corporation and shall get the day-to-day approvals required for the project.
30. The works shall not be considered as complete until the Architect has certified in writing that their visit the site periodically for inspection of the work in progress and quality of the work and shall determine in general, if the work is proceeding in accordance.
31. Day to day supervision does not lie as part of the duties of Architect, however, the Architect shall visit site periodically for inspection of the work in progress and quality of the work and shall determine in general, and of the work proceeding is in accordance.
32. If Contractor fails to complete the work by the fate stated in the tender or within any extended time and the architect certifies in writing that tin his opinion the same ought reasonably to have been completed; the contract shall pay the Employer the sum named as "Liquidated Damages" for the period during for which the said works shall so remain incomplete and the Employer may deduct such damages from the money due to the contractor.

33. The Employer shall with the concurrence of the Architect, be entitled to deduct the amount of any damage, compensation, costs, charges and expenses arising or occurring from, or respect of any such claims or damage from any all sums due or to become due to the contractor, without prejudice to the Employer's other rights in respect thereof.

34. If at any time / after the acceptance of the tender, the Employer neither shall for any reasons whatsoever nor require the whole or any part if the works to be carried out, the Architect shall give notice in writing to contractor. The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from execution of the whole works.

35. All specialist merchants, tradesmen and other executing any work of supplying and fixing, and goods fir which prime cost price or provisional sums are included in the schedules if Quantities and specifications, may be nominated or selected by the Architect and hereby be declare to subcontractors employed by the contractor.

36. "Quote Rate" shall be based on rate analysis –and the rates certified by the Architect shall be paid accordingly.

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**SPECIAL CONDITIONS AND TERMS OF PAYEMENT**

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- 1 Earnest Money to be deposited : (1% of tender amount)
- 2 Possession of site : Immediately after awarding of the Contract or as per the site meeting
- 3 Working Hours : As per the bank's directions.
- 4 Date of Commencement : 3<sup>rd</sup> day from the date of work order.
- 5 Time of completion : **Three weeks**
- 6 Liquidated damages per week for non completion of the work in time : 1% of the contract value including Sundays & holidays per week, subject to a maximum of 10% of the contract Value.
- 7 Security Deposit : Total 2% of the contract Value
- 8 Payment of RA Bill : Recommended payments duly certified by the architect within seven (7) working days.
- 9 Release of Security Deposit : 50% of the Security Deposit will be released on virtual Completion of the work as certified by the Architect and the balance will be withheld as Retention Money which will be refunded after completion of defect liability period.
- 10 Liquidated damage : As certified by the Architect.
- 11 Period of submitting final bill : Within 15 days from day of completion of work
- 12 Period of final payment : Not before thirty (30) days from the due of the submitting the final bill to the Architect.
- 13 Defect Liability Period : Twelve (12) months from date of Virtual completion
- 14 Insurance etc. : Insurance covered as required by the bank. Contractor shall adhere to safe construction practice & against hazardous and unsafe material etc. and comply with the safely rules of the local authorities.
- 15 Income Tax : As per prevailing rate, the tax shall be deducted from bills.
16. Mobilization Advance : No payment towards Mobilization advance.

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**SCOPE OF WORK**

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The Scope of work shall generally be of but unlimited for the following.

01. Entire project shall be completed as per the schedule of items, the necessary work, which are not specified in the tender, shall be carried out to complete the job (project) in all respects.
02. The Bank does not intend to supply any material for the subject project and successful tenderer shall arrange and procure required material for project on his own without affecting the price quoted in the tender.
03. Electric supply shall be provided by the Bank at one point during the execution work free of the cost. However, in case of non-availability of electricity due to power-cut, load shading, contractor has to arrange generator on his own for which no extra payment will be considered.
04. The Contractor has to arrange for water from outside the premises and store it at the place suggested by the Bank.
05. The tenderers are requested to offer Buyback offer for each items separately as per the list given by the bank.
06. The tenderer shall submit the confide certificates from the manufacturing company with regards to plywood & laminate to be used in the work.
07. Working hours have to be discussed with the landlord and or as directed by the Bank.

The above mentioned terms and conditions are acceptable to me.

Signature of the Contractor

Seal of the firm and date.

**LIST OF MAKES**

Note: Makes in the Price schedule supercedes this List. All makes shall be ISI marked wherever applicable.

- 1) All materials shall be of the First Quality.
- 2) Wherever contractor proposes to use equivalent makes (i.e. other than specified), the same shall be done only after prior approval of the Bank/Architect. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall not be entertained.

**CIVIL/FURNITURE WORKS**

Ceramic / Vitrified Tiles	HR Johnson, Kajaria, Bell, Somany
Door closer/Floor Spring:	Everite/ Hyper/Magnum/Inox
Vitreous Sanitary fittings like WC, Urinal, Basin, Cistern, etc.	Hindustan/Parryware
Chromium plated stop/bib/pillar cocks	Jaguar/Plumber/ ESSCO
Gypsum Board	Saint Gobain/ India Gypsum.
Ply (BWR)	Kutir /Century/ Greenply/ Samrat
Paints	Asian, Berger, Nerolac
Water proofing compound	Roff
Laminates	Royal touch/ Greenlam /Archidlam
Screws (Oxidised)	GKW/Nettle fold
Hardware, telescopic channels	Earl Bihari/Innofitt
Adhesive	Fevicol SH
G.I. Pipes	Tata
Locks (with or w/o handles)	Secure/ Godrej/ Golden / Vijayan
Wood Preservative	Bison of British Paints
A.C. grill	Dynacraft
Cement	Ambuja, UltraTech
ACP	Alubond/ Altobond
Epoxy based water proofing	Hindustan Ciba-Geigy Ltd.
Aluminium Door/ Window Sections	Jindal
Vertical Blinds	Vista Leveler
Glass	Modiguard, Saint Gobain
Sun control film	3M, Garware
Hinges, Tower Bolts, Handles	Brass Oxidised/EPC Heavy duty/steel pin
Sand for Plastering etc.	Confirming to IS Code 1542 Obtained from riverbed. Sand shall not contain more than 8% of mud

**Signature of the Contractor/  
Tenderer (With Seal)**

**LIST OF MAKES - (ELECTRICAL WORK)**

**Note:** Makes in the Price schedule supercedes this List. All makes shall be ISI marked wherever applicable.

- 1) All materials shall be of the First Quality.
- 2) Wherever contractor proposes to use equivalent makes (i.e. other than specified), the same shall be done only after prior approval of the Bank/Architect. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall not be entertained.
- 3) Read "or equivalent approved" at the end of the list of approved manufacturer / Sub-contractor / brand for every material.

1. CABLES ISI MARK, 11000V (GRADE)	FINOLEX, POLYCAB,
2. WIRES: 660V GRADE ISI MARK	FINOLEX, POLYCAB.
3. ERW M.S.CONDUITS ISI MARKS	BEC, ASIAN.
4. CASING CAPPING & ACCESSORIES	PRECISION, ASIAN.
5. TRUNKINGS & TRUNKLINKS	PRECISION, ASIAN.
6. PVC CONDUITS	PRECISION, ASIAN
7. 6/16A PLATE TYPE SWITCHES & SOCKETS, ISI MARK	CRABTREE, LEGRAND, ANCHOR.
8. CEILING ROSES, HOLDERS BUZZERS, BELLPUSH, BELLS	. .
9. DISTRIBUTION BOARDS, MCB's	MDS, SIEMENS, LEGRAND
10. ELCB/RCCB	MDS, SIEMENS, LEGRAND
11. ELETRICAL FITTINGS	WIPRO.PHILLIPS CROMPTON PANASONIC
12. CEILING FANS /WALL/ EXHAUST FANS	CROMPTON, GEC USHA.
13. REWIRABLE SWITCH FUSE UNITS	KEW, BOSMA, STANLEY,
14. CUT-OUT'S	KEW, BOSMA, STANLEY,
15. HRC SWITCH FUSE UNITS	GEC ALSTHOM, L&T, SIEMENS.ABB
16. TEAK FRAMED SWITCH BOARDS:	SPEACIAL QUALITY BOARDS AVAILABLE IN MARKET
17. BUS-BAR CHAMBERS	STANLEY, KEW,
18. CABLE GLANDS & LUGS	SIEMENS, DOWELS
19. INDUSTRIAL SOCKETS	LEGRAND, MDS, SIEMENS.
20. 16A DP SWITCHES WITH FUSE	CRABTREE, LEGRAND.
21. GEYSERS/WATER HEATER	SPHERE HOT, RACOLD, USHA.
22. TELEPHONE WIRES	DELTON, FINOLEX.
23. FLOURESCENT TUBES & BULBS	PHILIPS, WIPRO, OSRAM.

**LIST OF MAKES**

24. G.I. B-CLASS PIPES (ISI)	ITC, PRAKASH
25. ELECTRONIC REGULATORS	ANCHOR, RIDER
26. CONTACTORS	L&T, SIEMENS.
27. MCCBs	L&T, LEGRAND, CRABTREE.
28. MEASURING INSTRUMENTS	A.E., IMP, MECCO.
29. C.T	A.E., IMP, MECCO, SIEMENS.
30. CAPACITORS	CROMPTON, ASIAN, L&T.
31. P.F. RELAY	L&T, CROMPTON.
32. TELEPHONE OUTLETS:	ITL, CRABTREE, MDS

## SPECIFICATION OF INTERIOR WORKS

### **General:**

This specification is for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and described herein, all under the supervision and to the satisfaction of Owner.

The workmanship shall be the best available and of a high standard, use must be made of a special trades men in all aspects of the work and allowance must be made in the rates for so doing.

The materials and items to be provided by the Contractor shall be approved by the Owner/Consultant in accordance with the samples, which will be submitted for approval by the contractor and generally in accordance with the specification. Also products are specified in specification the contractor will be required to obtain the approval of the Owner/Consultant before using a material. The contractor shall produce all invoices, vouchers, or receipts for any material if called upon to do so by the Owner/Consultant.

Samples of all materials shall be submitted to the Owner/Consultant for approval before the contractor orders or delivers the material at site. Samples together with their packing shall be provided free-of-charge by the contractor and should any material be rejected, they shall be removed from the site at the contractor's expenses. All samples shall be retained by the Owner for comparison with materials, which will be delivered at the site. Also, the contractor will be required to submit specimen finishes of colours, fabrics etc; for approval of the Owner/Consultant before proceeding with the work.

The contractor shall be responsible for providing and maintaining the boxing or other temporary coverage required for the protection of dresses or finished work if left unprotected. He is also to clean out all shelving's, out ends and other waste from repairs of the works before covering or in filling are constructed.

All unexposed surfaces of timber e.g. false-ceiling, backing fillets, back of door frames, cupboard framing, grounds etc; shall be treated with two coats of approved timber preservative before fixing or covering.

### **MASONRY:**

Rate shall include for provision of:

Work at all heights, depth and in all situation and to all shapes and profile and all necessary works like staging, ladders, platforms, double staging etc. all are required for proper execution of works.

Hacking and roughening of concrete or other surfaces coming in contract with masonry for bondage, cutting bricks/ blocks, wastage etc.

Raking out joints to specified depth either for plaster or pointing or finishing the joints flushes as the work proceeds, all as directed.

Bedding and pointing wall-plaster, lintels, and sills etc. in or on walls, bedding, and pointing doors, windows and like cement mortar.

Making opening for pipes, conduits ducts etc. and closing the same after completion of such works and finishing as directed.

Providing at exact location and to exact sizes pre-designed openings.

Forming chases for edges for concrete floors or other units, for scaling in of waterproofing layers etc.

Providing cement concrete blocks (1:2:4) at doorjambes where required to receive expansion bolts/ holdfasts etc.

Building in holdfasts and or inserts, supplied by the engineer.

Keeping the work well wetted for 10 days.

Bricks/ blocks to be wetted before use.

Bailing out, pumping out, or otherwise removing all water, which may accumulate from all causes.

Sampling and testing of any other material during the course of work as and when directed.



**PLASTER:**

Rate shall include for provision of:

Work at all levels, height and to all situation and profiles.

Double scaffolding, working platforms etc.

A coat of Neeru plaster soon after the curing period is over.

Work in narrow widths and small quantities unless special provision is made to the contrary.

Preparation to the surfaces by raking out joints in brick or by hacking the concrete surface and wetting the surface before plastering wherever required.

Thickness of plaster exclusive of the thickness of key i.e. grooves and open joints in brickwork, stone work etc.

Chamfers of any width, internal and external rounded angles and chases and forming sharp and clean edges as shown.

Curing, protection and cleaning of all surfaces.

Keeping all plastered surfaces well wetted for at least 7 days.

**FLOORING, DADO, SKIRTING AND WALL FINISHES:**

Rate shall include for provision of:

Use and waste of all temporary fillets, side- forms, templates, moulds, straight edges etc.

Washing of coarse and fine aggregates, wherever required by the consultants.

Final preparation of the base, sub- grade or sub- floor including minor trimming of the base to remove slight undulations if necessary.

Clearing and watering the surfaces immediately before laying the floor .Providing bedding layer of mortar as specified, in case of slabs, tiles etc, to correct levels of slopes as called for.

Cutting, rubbing, and polishing surfaces and edges where applicable.

Rounding of corners, edges and junctions of floors with skirting or dado and also cutting recesses where required to accommodate recessed skirting.

Forming rounded recess in floor where called for.

Providing grooves where shown on drawings.

Work in narrow width, bands, cornices, and strips and to profiles shown at all heights, levels and locations and in small quantities, unless otherwise mentioned.

Curing, protecting, and cleaning all finished surfaces as specified.

Work on any surface such as bricks, concrete, stone etc.

Providing grooves at the junction of plaster with other finishes as called for.

Scoring surfaces of plaster for key where the surface is not required to be finished fair.

All samples of finishing materials shall be got approved prior to use.

Keeping the work well wet for at least 7 days.

Cutting tiles/ slabs to require to size/ shapes providing holes etc. before laying.

Hand polishing, machine polishing, cleaning tiles with acid.

All marble work e.g. flooring, cladding, skirting, dado etc. shall have white cement base mortar in bedding and grouts.

All ceramic tiles shall be 1<sup>st</sup> quality.

All flooring to be protected by POP covering with plastic base.

**WATER PROOFING:**

Rate shall include for provision of:

All necessary labour, materials, tools, and equipments for the satisfactory completion of the job.

Preparing the surfaces and providing fillets.

Treating down take pipes, floor traps or any other inserts etc that may cause leakage.

Work in narrow widths and all locations/ situations as called for.

Work at all heights and depths.

Keeping the works well wet for at least 7 days.

Laying to correct slope and level as shown on drawings.

Protecting waterproof layer over which other materials, fittings, fixtures are to be laid/ installed and to prevent damage from other construction operations.

Waterproofing work shall be guaranteed for a period of 10 years from the date of handing over completed building work in Performa approved by the Engineer on a stamp paper, where the work is carried out by an approved agency and according to their specification, the guarantee shall be executed by the firm and submitted directly to the owner.

The waterproofed surface shall be bone dry and there shall not be any moisture or wet patches.

The Contractor to supply full details, with the bid of waterproofing he proposes to adopt for various item.

Measurement shall be on the basis of finished dimensions.

Bailing out, pumping out or otherwise removing all water, which may accumulate from all causes.

**FALSE CEILING:**

Rate shall include for provision of:

All necessary labour, materials, and use of tools and equipments for the satisfactory completion of the job.

Work at all height.

Work in narrow widths and all locations as called for and working to specified patterns and profiles.

Carrying out work to correct line and level.

Providing necessary cutouts and framework for lights, fittings, A C grills, trap doors, sprinkler heads, smoke decorators and similar including supports from ceiling where directed for these.

No rate deductions for opening.

Necessary precautions to prevent damage to the flooring and other works.

## **TIMBER**

Generally is to the best of kind, well and properly seasoned, of natural growth, free from holes, large loose or dead knots or other defects and sawn die square and not to suffer from warping, splitting or other defects through handling.

**THE HARDWOOD** is to Hollock or red maranti with moisture contents not more than 20%.

**TEAK** is to be the best quality from dandily free from soft heart, worm and bee holes, and weighing not less than 50lbs. per cubic foot with maximum moisture contents of 12%. Teak veneers and fitches shall match each other throughout and, where possible, shall match existing fitches in the building.

**THE PARTICLE BOARD** shall be of high density, equal or superior quality to that laid in the IS-3478 and as approved by the Architect/Consultant.

Cold setting case in glue for wood. Where glued joinery and carpentry work is likely to come into contact with moisture, the glue shall be waterproofed. The use of animal glues will not be permitted.

Flush doors of Hollow framed core insulated construction shall be constructed with 4" wide stiles, top and bottom rail, one 4" wide horizontal intermediate rail and two 4" diagonal braces, filled in solid with approved rigid type polyurethane doors shall be constructed with one 3" wide and one 5" wide stile, 4" wide top and bottom rail, one 4" wide horizontal intermediate rail and 2" wide diagonal braces; filled as described before.

Frames to doors, windows, etc. shall be of hardwood or teak as specified and to the required sizes with all necessary moldings with mortised and tennoned joint, lead and teak pins and secured in position as specified.

Shelves generally shall be constructed of plywood with edgings of 1" teak tongued on.

Turning boned joints are to be cross-tongued with teak tongues and where over ½" thick, to double cross-tongued. Joiner's work generally is to be finished with fine sand papered surfaces unless otherwise specified.

Template, boxes and moulds shall be accurately set out and rigidly constructed so as to remain accurate during the time they are in use.

Grounds are to be clean sawn, free from large knots, splayed as required and plugged and fixed to walls, etc. at 1'-6" centers unless otherwise specified.

Wood plugs are to be cut on the twist. Patent wall plugs or plastic fillings may be used in lieu of wood plugs with the prior approval of the Architect/Consultant.

All unexpected surfaces of timber, e.g. false ceiling, backing fillets, backs of door frames, cupboard framing, grounds, etc. are to be treated with two coats of Atlas 'A' or other equal and approved timber preservative before fixing or bedding.

The service stations, bar counters, shelving, etc. shall be generally constructed of plywood as described and specified properly housed, grooved tongued, glued, blocked, and screwed together and entirely to the satisfaction of the Architect/Consultant.

## **ELECTRICAL INSTALLATION**

The whole of the electrical installation shall be carried out by a major registered licensed Electrical Contractor's firm.

The electrical installation shall includes for the supply of the whole of the materials and the work of fixing, necessary for the complete installation. The work shall be carried out in strict accordance with the latest edition of the Regulations for the Electrical Equipment of Buildings issued by the Institute of Electrical Engineers I.E. rules and to the satisfaction of and in accordance with rules, regulations, and equipments of the supply company and the Fire department all to the entire satisfaction of the Architect/Consultant and Owner.

The positions of all points and equipment shown on the drawings shall be assumed to be correct for the purposes of tendering, but it is the main contractor's responsibility to check the exact positions on the site before commencing the works.

**NOTE:** This specification is of the general type only and must be used in conjunction with the drawing of the particular item being made. Anything shown on the drawing and not in the specification must be complied with, and vice versa.

## SPECIFICATION OF MATERIALS

### Hardware and Metals

#### Fastening:

Screws, Nails shall be of non-corrosive metal. IN hardware, they shall match the finish of the hardware item.

#### Hardware:

Hinges locks, latches, door tracks etc; shall be as specified and as far as possible, by the manufacturer specified. In any variation of this, the quality of he substitute shall be equal to or better than the original specification and sample should be submitted to the Owner/ Consultant for prior approval.

The hardware thought-out shall be approved manufacturer and supply well made and equal in every respect to the samples to be deposited with the Owner/ Consultant. The contractor shall be required to produce and provide samples from many different sources before Owner/ Consultant is able to make a decision, and he should allow in his rates for doing so.

Screws are to match the finish of the article to be fixed, and to be round or flat headed or counter sunk as required.

#### Paint and Polishes:

All materials required for the works shall be of specified and approved manufacturer, delivered to the site in the manufacturer's containers with seals etc; unbroken and clearly marked with the manufacturer's name or trade mark with a description of the contents and colour. All materials are to be stored on the site of the work.

All brushes, tolls, pots, kettles etc; used in carrying out the work shall be clean and free form foreign matter and shall be thoroughly cleaned out before being used with a different type of class of materials.

Surfaces of new woodwork which are to be painted shall be rubbed down & cleaned to the approval of the Owner.

Surfaces of previously painted wood work which are to be painted shall be cleaned down with soap and water, detergent solution or approved solvent to remove dirt, grease etc. Whilst wet surfaces shall be flatted down with a suitable abrasive and then rinsed down and allowed to dry.

Minor areas of defective paint shall be removed by scraping back to a firm edge and the exposed surface touched in with primer as described and stopped with putty. Where woodwork has been previously painted or polished and is to be newly polished, scrapping, burning off or rubbing down.

#### Polish:

##### French Polish:

The basic material shall be shellac dissolved in methylated spirit.

##### Preparation:

The timber shall be well sanded and cleaned and the grain filled with grain filler. Any staining must be done before applying the polish.

##### Equipment:

The polishing rubber, the most important implement in French polish shall consist of a pad of cotton wool which acts as a reservoir for the polish and a cover of soft white linen or cotton fabric to a well-worn handkerchief, which acts filler. The rubber shall never be dipped into the polish; it should be changed by pouring the polish on to the pad with cover removed.

**Application:**

Work evenly over the surface with a slow figure-of-eight motion until the timber is coated with a thin layer of polish. The object is to apply a series of thin coats allowing only a few minutes for drying between the coats. When a level and even-bodied surface is obtained the work is ready for the second stage i.e. spiriting off. Allow the work to stand for at least eight hours, then take a fresh rubber with double thickness of cover material and charge it with methylated spirit. The object of spiriting off is to remove the rubber marks and to give the brilliance of finish. Finally, work in the direction of the grain and continue until the surface is free from smears and rubber marks then leave it to harden off. Transparent Coloured Polyurethane (Melamine Polish)  
This shall be applied where natural grain of the wood is required to show. Polyurethane gives a tough surface which resists chipping, scratching & boiling water.

**Application:**

Clean off all grease and wax with an abrasive and white spirit, this should not be applied in humid conditions. Apply the first coat, preferably of clear hard glaze with a cloth pad. Leave this to dry for at least six hours then apply further coats with a paintbrush. If you wait for longer than 24 hours between coats, rub down the previous coat with fine glass paper or a medium grade of steel wool.

**Specifications of Workmanship**

**Joints:**

All joints shall be standard mortise and tenon, dowel, dovetail and cross-halved. Nailed or glued butt joints shall not be permitted. Screws, nails etc; shall be of standard iron or wire of oxidized nettle fold, tenons should fit the mortised exactly.

Nailed or gulled butt joints shall not be permitted, exceptional cases with approval of the Owner/Consultant.

Where screws shown on a finished surface, those shall be sunk and the hole plugged with a wood plug of the same wood and grain of the finished surfaces shall be neatly punched and the hole filled with wood filler to match the colour.

**Application:**

If joints in joiner's work open or other defects arise within the period stated for defects liability in the contract and the clause thereof be deemed by the owner to be due to such defective joiner shall be taken down and refilled, redecorated and /or replaced if necessary and any work disturbed shall be made good at the contractor's expense.

The contract surface of dowels, tenons wedges etc; shall be gulled with an approved adhesive.

**SIGNATURE OF CONTRACTOR (S):**

## ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day \_\_\_\_\_ of 2021 between **The Regional Manager, Bank of Maharashtra, Goa Zonal Office, 1<sup>st</sup> floor, Dattaprasad, M.G. Road, Panaji, Goa 403001**, (Hereinafter called 'The Bank') of one part and -----  
---- whose registered office is situated at ----- . (Hereinafter called the 'Contractor') of the other part Whereas the Bank is desirous of executing furnishing work of **Bank of Maharashtra at Oras, Maharashtra** And has caused drawings and specifications describing the works to be done prepared by Consultant "**Ar. Nilesh G. Bhagat**, having office at , **864, At/Post - Katta, Taluka: Malvan, District: Sindhudurg 416604**, and WHEREAS the said drawings numbered to including the Specifications and/or Schedule of Quantities have been signed by on behalf of the parties hereto and, WHEREAS the contractor has agreed to execute upon and subject to the Conditions set forth herein (hereinafter referred to as 'the said Conditions') the works shown upon the said drawings and/or described in the said Specifications and included in the rates herein set forth amounting to the sum of approximately Rs \_\_\_\_\_ (rupees \_\_\_\_\_ only) (hereinafter referred to as 'the said Contract Amount')

### NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said conditions execute and complete the works shown upon the said Drawings and described in the said Specifications and/or the Schedule of Quantities.
2. The bank shall pay the said Contractor Amount or such other sum as shall become payable at the times and in the manner hereinafter specified in the said Conditions.
3. The term 'the Architect' in the said Conditions shall mean the said **Consultant-"Ar. Nilesh Bhagat"** Or, in the event of their ceasing to be the Architect for the purpose of this Contract such other person or persons as shall be nominated for that purpose by the Bank, not being a person to whom the Contractor shall object for reasons considered to be sufficient by the Employer PROVIDED ALWAYS that no person or persons subsequently appointed to be Architect under this contract shall be entitled to disregard or overrule any previous decisions or approval or directions given or expressed in writing by the Architect for the time being.
4. The said Conditions and Appendix there to shall be read and constructed as forming part of this agreement, and the parties shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said conditions contained.
5. The plans, agreement, and documents mentioned herein shall form the basis of this contract.
6. This contract is neither a fixed Lump sum Contract nor a Piece Work Contract, but is a contract to carry out work in respect of the entire works to be paid for according to the actual measured quantities at the rates contained in the Schedule of Rates and Probable Quantities or as provided in the said Conditions.
7. The Bank reserves to itself the right of altering the drawings and the nature of the work, of adding to, or, omitting from, any items of work or having portion of the same carried out without prejudice to this Contract.

The several parts of this Contract have been read and fully understood by us.

IN WITNESS WHEREOF, the parties hereto have subscribed their respective hands hereto on the day and the year herein above first mentioned.

Signed by the said Contractor:

In the presence of Shri.....

Address.....  
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Occupation: .....

Signed by the said Employer: .....

In the presence of Shri.....

Address.....  
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