



**Reserve Bank of India
Estate Department
Bhubaneswar**

Section A

NOTICE INVITING e-TENDER

Name of the work: "Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha"

e-Tender no: RBI/Regional Office Bhubaneswar/Estate/ 9/24-25/ET/271

A. Eligibility criteria:

E-tenders in two parts are invited for **"Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha."**

1. The estimated capital cost of the work is ₹49,77,000/- and it is to be completed within 35 days.
2. Only those firms who have valid PF, ESI & GST registered and have minimum 5 years of experience in the field of undertaking any civil renovation work for large office buildings/residential premises and have executed successfully similar works individually costing (a) Three works each costing not less than the amount equal to 40% of the estimated cost or (b) Two works each costing not less than the amount equal to 50% of the estimated cost or (c) One work costing not less than the amount equal to 80% of the estimated cost during the last 5 years ending on the last day of the month prior to the one of which applications are invited and have a minimum annual **turnover of ₹49,77,000/-** during the last 3 financial years.
3. At the time of applying for e-tender, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process.

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be uploaded along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/other relevant document.
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(b)	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be uploaded in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any centre, should also be given.
(c)	Credit worthiness of the contractor and their turnover during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of creditworthiness and turnover for last three years should be uploaded.
(d)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses of bankers along with full details such as names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e., the persons who can be contacted at the office of the bankers of the firm, in case it is so needed) should be uploaded.
(e)	Details of bank accounts	Full particulars of bank accounts, such as account no. type, when opened etc., should be uploaded.
(f)	Name(s) and address(es) of the Clients and their present contact executives	Written information about the names and addresses of clients of the firm along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e., the persons who can be contacted at the office of clients by the Bank in case it is so needed) should be uploaded.
(g)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), completion time stipulated in the contract(s) and actual time taken to complete the work(s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be uploaded.

4. In the event of intending contractor's failure to satisfy the Bank; the Bank reserves the right to refuse issuance of tender forms/documents to them. Interested contractors have to upload relevant documents satisfying all the points as stated above along with techno-commercial (Part-I) bid of tender. The same Eligibility documents and the scanned copy of EMD should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. It is to be duly noted that the tender process shall be executed on the MSTC portal through e-Tendering.

5. Tender forms will be available for downloading from MSTC portal w.e.f. date July 26, 2024 from 18.00 hours. A pre-bid meeting of Contractors who qualify the pre-requisite eligibility

criteria of tender conditions will be held offline on July 29, 2024 at 11.00 hours at Estate Department, Reserve Bank of India, Bhubaneswar.

6. Tenders form can be downloaded for viewing from RBI website www.rbi.org.in or www.mstcecommerce.com/eprocn. **The pre-Qualification papers and scanned copy of proof of EMD payment should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. The Demand Draft should reach in original in a sealed envelope to Estate Department, Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 by August 02, 2024 up to 14.00 Hrs. If paid through NEFT, the NEFT receipt should be uploaded along with pre-qualification documents.** After scrutiny, if any of the contractors are not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing. **Further, the contractor should submit the original of the documents to the Bank when demanded to qualify for further tendering process. The duly filled and stamped Part-I of tender document should be uploaded by the contractors on MSTC portal along with all the pre-qualification documents.**

Interested contractors can participate in e-Tender after getting registered with www.mstcecommerce.com/eprocn). Online Part I – Techno-Commercial Bid and Part II–Price Bid shall be opened through www.mstcecommerce.com/eprocn and applicable transaction charges have to be paid by the firm.

7. Tender in prescribed format shall be submitted in two parts. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work, the **EMD of ₹99,540/-should be submitted through NEFT transfer to A/C No-186004001, Reserve Bank of India, IFSC Code- RBIS0BBPA01, Branch Name – Bhubaneswar, Branch Address – Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 Or by a demand draft or Bank Guarantee issued by a Scheduled Bank in favor of 'Reserve Bank of India, Bhubaneswar'.** The documents pertaining to EMD should be scanned and uploaded with the pre-Qualification documents. Part-II of the tender will contain no conditions but Contractor's Price Bid, Bank's Schedule of quantities, tender drawings, if any, only.

8. Part-I of the tenders will be submitted by the Contractors in MSTC portal. The same will be opened by RBI on August 02, 2024 at 15.00 Hrs. Those contractors who would like to depute their representatives, may depute their representatives to Estate Department, Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 for the same. Part II of the tender will be opened later. Due intimations will be given for the same.

9. The contractors have to submit:

- a. Client's certificate as per format at Annex IV from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice. The Bank shall obtain reports on the past performance of the Contractor from their clients and bankers. The Bank shall evaluate the said reports before opening of the Part-II of the tenders. If any contractor is not found to possess the required eligibility for participating in the tendering process at any

point of time and / or his performance reports received from his clients and / or his bankers and found unsatisfactory, the Bank reserves the right to **reject his offer** even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

b. Banker's certificate as per format at Annex V from their banker/bankers.

10. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.

11. Regional Director, Reserve Bank of India, Bhubaneswar, reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Contractor shall have any cause of action or claim against the RBI for rejection of his Bid.



**Reserve Bank of India
Estate Department
Bhubaneswar**

**Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of
Main Office Building, RBI Bhubaneswar, Odisha**

e-Tender No: RBI/Bhubaneswar Regional Office/Estate/ 9/24-25/ET/271

Part I (Techno-Commercial bid)

This document is the property of Reserve Bank of India (RBI). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without the RBI's written permission thereof, except for the purpose of responding to RBI for the said purpose. The use of the contents of this document, even by the authorized personnel/ agencies for any purpose other than the purpose specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.

Disclaimer

Reserve Bank of India, Bhubaneswar (the Bank) has prepared this tender document. The information is provided to prospective Bidders to enable them to bid for **Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha.**

This tender is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this tender is to share requirements of the Bank with all interested parties in order to enable them to submit their Bid. **While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information in tender. The Bank is not responsible if no due diligence is performed by the Respondents.** The Bank reserves the right not to proceed with this tender, to alter the timetable reflected in this document, to update scope of work or to change the process or procedure to be applied. It also reserves the right to decline to discuss the tender further with any respondent. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.

SCHEDULE OF TENDER (SOT)

Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha

a. e-Tender no	RBI/Bhubaneswar Regional Office/Estate/ 9/24-25/ET/271
b. Mode of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprocn)
c. Date of NIT available to parties to download (Notice for Inviting Tender)	July 26, 2024 (Friday) after 18:00 Hrs.
d. Pre-Bid meeting	July 29, 2024 (Monday) at 11:00 Hrs.
e. Date of placing minutes of the pre-bid meeting on RBI website	July 29, 2024 (Monday)
f. Earnest Money deposit	EMD of Rs.99,540/- to be remitted through: i. NEFT: A/C No-186004001, Reserve Bank of India, IFSC Code - RBIS0BBPA01 (0=Zero), Branch Name – Bhubaneswar. The details of transaction have to be provided to estatebhubaneswar@rbi.org.in Or ii. Demand Draft/ Bank Guarantee: DD/ BG in favour of Reserve Bank of India, Bhubaneswar to be delivered in physical form at Reserve Bank of India, Pt. J. N. Marg, Bhubaneswar-751001
g. Last date of submission of EMD	August 02, 2024 up to 14:00 Hrs.
h. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprocn	July 29, 2024 (Monday) from 18:00 Hrs.
i. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	August 02, 2024 (Friday) up to 14:00 Hrs.
j. Date & time of opening of Part-I (i.e., Technical Bid) Part-II Price Bid: Date of opening of Part II i.e., price bid shall be informed separately	August 02, 2024 (Friday) up to 15:00 Hrs.
k. Transaction Fee	As charged by MSTC Ltd. Payment of transaction fees will be paid online through MSTC payment gateway.



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
BHUBANESWAR**

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**Reserve Bank of India
Estate Department
Bhubaneswar**

Section A

NOTICE INVITING e-TENDER

Name of the work: “Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha”

A. Eligibility criteria:

1. E-tenders in two parts are invited for **“Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha”**.
2. The work is **estimated to cost ₹49,77,000/-** and is to be completed within **35 days**.
3. Only those firms who have valid PF, ESI & GST registered and have minimum 5 years of experience in the field of undertaking Civil renovation works for large office buildings/residential premises and have executed successfully similar works individually costing (a) Three works each costing not less than the amount equal to 40% of the estimated cost or (b) Two works each costing not less than the amount equal to 50% of the estimated cost or (c) One work costing not less than the amount equal to 80% of the estimated cost during the last 5 years ending on the last day of the month prior to the one of which applications are invited and have a minimum annual **turnover of Rs. ₹49,77,000/-** during the last 3 financial years.
4. The tender forms will be issued only to those contractors who invariably furnish, at the time of applying for e-tender, the following information in writing and submit relevant documents to satisfy the Bank about their eligibility for participating in the tendering process.

(a)	Composition of the firm	Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) of the composition of the firm of contractors in details should be uploaded along with name(s) and address (es), of the partner's copy of the Articles of Association/ Power of Attorney/other relevant document.
(b)	Work experience & Completion of similar works of specified value during the specified period	Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be uploaded in proof of the work experience. The details along with documentary evidence of previous experience, if any, of carrying out works for the Reserve Bank of India at any centre, should also be given.
(c)	Credit worthiness of the contractor and their turnover during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment Orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant should be enclosed in proof of creditworthiness and turnover for last three years should be uploaded.
(d)	Name(s) and address(es) of the Bankers and their present contact executives	Written Information about the names and addresses of bankers along with full details such as names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos., etc. of the contact executives (i.e., the persons who can be contacted at the office of the bankers of the firm, in case it is so needed) should be uploaded.

(e)	Details of bank accounts	Full particulars of bank accounts, such as account no. type, when opened etc., should be uploaded.
(f)	Name(s) and address(es) of the Clients and their present contact executives	Written information about the names and addresses of clients of the firm along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc., of the contact executives (i.e., the persons who can be contacted at the office of clients by the Bank in case it is so needed) should be uploaded.
(g)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), completion time stipulated in the contract(s) and actual time taken to complete the work(s), Name(s) and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be uploaded.

5. In the event of intending contractor's failure to satisfy the Bank; the Bank reserves the right to refuse issuance of tender forms/documents to them. Interested contractors have to upload relevant documents satisfying all the points as stated above along with techno-commercial (Part-I) bid of tender. The same Eligibility documents and the scanned copy of EMD should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. It is to be duly noted that the tender process shall be executed on the MSTC portal through e-Tendering.

6. Tender forms will be available for downloading from MSTC portal w.e.f. **date July 26, 2024 from 18.00 hours**. A pre-bid meeting of Contractors who qualify the pre-requisite eligibility criteria of tender conditions will be held offline on **July 29, 2024 at 11.00 hours** at Estate Department, Reserve Bank of India, Bhubaneswar.

7. Tenders form can be downloaded for viewing from RBI website www.rbi.org.in or www.mstcecommerce.com/eprocn **The pre-Qualification papers and scanned copy of proof of EMD payment should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. The Demand Draft/ Bank Guarantee should reach in original in a sealed envelope to Estate Department, Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 by August 02, 2024 up to 14.00 Hrs. If paid through NEFT, the NEFT receipt should be uploaded along with pre-qualification documents. After scrutiny, if any of the contractors are not found to possess the required eligibility, their tenders will not be accepted by the Bank for further processing. Further, the contractor should submit the original of the documents to the Bank when demanded to qualify for further tendering process. The duly filled and stamped Part-I of tender document should be uploaded by the contractors on MSTC portal along with all the pre-qualification documents.**

Interested contractors can participate in e-Tender after getting registered with www.Mstcecommerce.com/eprocn). Online Part I – Techno-Commercial Bid and Part II–Price Bid shall be opened through www.mstcecommerce.com/eprocn and applicable transaction charges have to be paid by the firm.

8. Tender in prescribed format shall be submitted in two parts. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work, the **EMD of Rs.99,540/- should be submitted through NEFT transfer to A/C No-186004001, Reserve Bank of India, IFSC Code- RBIS0BBPA01, Branch Name – Bhubaneswar, Branch Address – Reserve Bank of India, 2nd Floor, Pt. Jawaharlal Nehru Marg, Bhubaneswar 751001 Or by a demand draft/ Bank Guarantee issued by a Scheduled Bank in favor of 'Reserve Bank of India, Bhubaneswar'. The documents pertaining to EMD should be scanned and uploaded with the pre-Qualification documents.** Part-II of the tender will contain no conditions but Contractor's Price Bid, Bank's Schedule of quantities, tender drawings, if any, only.

9. Part-I of the tenders will be submitted by the Contractors in MSTC portal. The same will be opened by RBI on August 02, 2024 at 15.00 Hrs. Those contractors who would like to depute their representatives, may depute their representatives to Estate Department, Reserve Bank of India, 2nd Floor, Pt. Jawaharlal

Nehru Marg, Bhubaneswar 751001 for the same. Part II of the tender will be opened later. Due intimations will be given for the same.

10. The contractors have to submit

- a. Client's certificate as per format at Annex IV from their clients for whom they have carried out "eligible works" in terms of the eligibility (Pre-qualification) criteria explained in this notice. The Bank shall obtain reports on the past performance of the Contractor from their clients and bankers. The Bank shall evaluate the said reports before opening of the Part-II of the tenders. If any contractor is not found to possess the required eligibility for participating in the tendering process at any point of time and / or his performance reports received from his clients and / or his bankers and found unsatisfactory, the Bank reserves the right to **reject his offer** even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.
- b. Banker's certificate as per format at annex V from their banker/bankers.

11. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.

12. Regional Director, Reserve Bank of India, Bhubaneswar, reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Contractor shall have any cause of action or claim against the RBI for rejection of his Bid.



**RESERVE BANK OF INDIA
Estate Department
Bhubaneswar**

Section B

Important Information

Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha

1.e-Tenders are invited in two Parts for “**Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha.** The work is estimated to cost **₹49,77,000/-** and is to be completed **within 35 days.**

2. Tender forms can be downloaded from MSTC portal from 18.00 Hrs. on date July 26, 2024.

3. The tenders for the above work in two parts i.e., Part-I containing technical specifications and the terms & conditions (Rates and amounts of items shall not appear anywhere in this part) and Part-II containing only rates of items stated in figures and words and amounts in figures **shall be filled/uploaded/attached on the MSTC portal, not later than 14.00 Hrs. on August 02, 2024, Part-I of the tenders will be opened on the same day at 15:00 hrs. Part-II of the tenders will be opened on a subsequent date under intimation to the Contractors.** Contractors are advised not to use any other forms on their own letterhead or otherwise for furnishing any information/rates/amount etc. All the information called for shall be complete in all respects. No enclosure is permitted in Part-II of the tender. Incomplete tenders or tenders not complying with the requirement are liable for rejection.

4. Before submission of tender, the contractor may inspect the site in person on any working day from Monday to Friday between 10:00 a.m. and 5:00 p.m. to study and understand the scope of works specified.

5.The tender of Part I shall be **opened in the** presence of the Contractors or their representatives who choose to be present **at 15.00 hours on August 02, 2024 and** Price bid (Part II) of such of those tenders who are found eligible after scrutiny of their Part I of the tenders will be opened on a subsequent working day which will be intimated to all the eligible Contractors.



**RESERVE BANK OF INDIA
Estate Department
Bhubaneswar**

**Section C
Form of Tender**

The Regional Director
Reserve Bank of India
Bhubaneswar

Dear Sir,

We have carefully examined the specifications, designs and schedule of quantities relating to the works specified in the memorandum hereinafter set out and have visited and examined the installation site of the works specified in the said memorandum and have acquired the requisite information relating thereto as affecting the tender. We hereby offer to execute the works specified in the said memorandum within the specified time, at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the tenderers and special conditions, conditions hereinbefore referred to, specifications, schedule of works, data sheet and schedule of quantities and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of works	Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha
(b)	Estimated cost	₹49,77,000/-
(c)	Mode of payment	NEFT or DD or BG
(d)	Earnest Money	Rs.99,540/- (Rupees Ninety-Nine thousand Five Hundred Forty only)
(e)	Time allowed for completion of work from tenth day after the date of letter advising acceptance of tender.	within 35 days

Having examined the above Memorandum of work (and other details of the work to be executed) and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates specified in the price bid and as per the specifications of the Bank.

Each page of the tender document has been signed for having acquainted myself /ourselves of the conditions of the contract.

Should this tender be accepted, I/We hereby agree to abide by the terms and Conditions of the Bank in this regard.

I/We undertake to deposit an EMD amount of **Rs.99,540/-** in the form of Demand draft/ Bank Guarantee /NEFT favouring "Reserve Bank of India, Bhubaneswar" with Reserve Bank of India, which amount is not to bear any interest. In case, I/We fail to execute the contract, I/We do hereby agree that this sum shall be forfeited by me/us to the Reserve Bank of India.

Our Bankers are:

i) _____

ii) _____

Name(s) and address(s) of our Company Proprietor/ Partners of the firm are:

i) _____

ii) _____
iii) _____

iv) _____

For and behalf of M/s

Signature with seal of the partner of the firm

Name:

Designation

Place

Date

(Certified true copy of the Power of Attorney of the above signature should be enclosed)

Section D

Important instructions for E-procurement

Bidders are requested to read the terms & conditions of this tender before submitting online tender.

1	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a Personal Computer/Laptop connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>MSTC Version(V3): Vendor must have valid Class-III Digital Signature both Signing & Encryption type Certificate to participate in tenders Vendors are to make their own arrangement for bidding.</p> <p>SPECIAL NOTE: The Technical and Price bid has to be submitted online at www.mstcecommerce.com/eprocn</p> <p>1). Vendors are required to register themselves online with www.mstcecommerce.com→ >Register as Vendor -- Filling up details and creating own user id and password→ Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC (before the scheduled time of the e- tender).</p> <p>Contact person (RBI): Shri Rahul Kant, AGM – rahulkanta@rbi.org.in (Mobile – 9834660988) Shri Aakoju Sravan Kumar, AM – asravankumar@rbi.org.in (Mobile – 8008265842) Smt. Amrita Samal, Manager - amritasamal@rbi.org.in (Mobile – 8895504207)</p> <p><i>Contact person (MSTC Ltd)</i></p> <table border="1"><thead><tr><th>Contact Person</th><th>Mail</th><th>Mobile</th></tr></thead><tbody><tr><td>Shri Mahesh Ramavath</td><td>rmahesh@mstcindia.co.in</td><td>8801281004</td></tr><tr><td>Shri TDMV Satyasai</td><td>tsatyasai@mstcindia.co.in</td><td>6370350776</td></tr><tr><td>Help Desk/ Office</td><td>helpdesk@mstcindia.co.in</td><td>0674-2544199/ 2950091</td></tr></tbody></table> <p>B) System Requirement: i) Windows 7 or above Operating System ii) IE-7 and above Internet browser. To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied. <input type="checkbox"/> Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode". <input type="checkbox"/> Other Settings: Tools => Internet Options => General => Click on Settings under "browsing history/Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".</p> <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→ Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)</p>	Contact Person	Mail	Mobile	Shri Mahesh Ramavath	rmahesh@mstcindia.co.in	8801281004	Shri TDMV Satyasai	tsatyasai@mstcindia.co.in	6370350776	Help Desk/ Office	helpdesk@mstcindia.co.in	0674-2544199/ 2950091
Contact Person	Mail	Mobile											
Shri Mahesh Ramavath	rmahesh@mstcindia.co.in	8801281004											
Shri TDMV Satyasai	tsatyasai@mstcindia.co.in	6370350776											
Help Desk/ Office	helpdesk@mstcindia.co.in	0674-2544199/ 2950091											
2	<p>The Technical Bid and the Price Bid shall have to be submitted online at http://www.mstcecommerce.com/eprocn.Tenders will be opened electronically on specified date and time as given in the Tender.</p>												

3	All entries in the tender should be entered in online Technical & Financial Formats without any ambiguity.
4	<p>Special Note towards Transaction fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p><u>The transaction fee is non-refundable.</u></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee. The transaction fees paid are not refundable.</p> <p><u>NOTE</u></p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	Information about tenders/ corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	E-tender cannot be accessed after the due date and time mentioned in NIT.
7	<p>Bidding in e-tender:</p> <p>a) Vendor(s) need to submit necessary Transaction fees to be eligible to bid online in the e-tender. Transaction fees are non-refundable.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Financial Bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU/Government Depts→ Login under RBI→My menu→ Auction Floor Manager→ live event →Selection of the live event</p> <p>d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common Terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to Save/submit his Technical bid.</p> <p>e) After filling the Technical Bid, vendor should click ‘save’ for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on “save” to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the “Final submission” button to register their bid.</p> <p>f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding</p>

	<p>on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor can be considered Successful on acceptance of terms & conditions of the tender.</p>
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation in terms and conditions of Technical and Commercial are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprocn to familiarize them with the system before bidding.

Section E

GENERAL INSTRUCTIONS TO CONTRACTORS & SPECIAL CONDITIONS

1.1 e-tenders in two parts are invited for **Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha**. The work is estimated to cost **₹49,77,000/-** and is to be completed within **35 days**.

Only those contractors who have valid PF, ESI, GST registration and have minimum 5 years of experience in the field of undertaking Civil renovation works for large office building/residential premises and have, during the last 5 years ending on the last day of the month prior to the one of which applications are invited and have executed successfully similar works during the last five years individually costing as under:

- (a) Three works each costing not less than 40 % of the estimated cost
OR
- (b) Two works each costing not less 50% of estimated cost
OR
- (c) One work costing not less than 80% of estimated cost
AND
- (d) Have a minimum yearly turnover of 100 % of estimated cost during the last 3 years

Only Contractors who qualify as above will be eligible to tender for the work.

NOTE: The above all documents to be uploaded on MSTC portal. e-tender submitted by a contractor who is found to be not satisfying the above criteria will be liable for rejection.

1.2 The tenders for the above work in two parts i.e. **Part-I** containing technical specifications and the terms conditions (Rates and amounts of items shall not appear anywhere in this part) and **Part-II** containing only rates of items stated in figures and words and amounts in figures shall be submitted on MSTC portal not later than **14.00 hrs. on August 02, 2024**. Part-I (Techno commercial bid) of the e-tenders will be opened on the same day at **15.00 Hrs. Part-II of the eligible qualifying tenders will be opened on a subsequent date under intimation to all the Contractors.** Contractors have to apply for the e-tender only through MSTC portal and not to use any other forms on their own letterhead or otherwise for furnishing any rates/amount etc. All the information called for shall be complete in all respects.

No enclosure is permitted in Part II of the tender. Incomplete tenders or tenders not complying with the requirement are liable for rejection.

If the intending Contractor feels that any of the terms and conditions of the tender documents is not acceptable to them or they feel that additional terms and conditions are required to be incorporated, they may indicate these conditions or additional or amended conditions only in separate sealed cover (duplicate). All other terms and conditions on which there are no observations by the intending Contractors shall be constructed as acceptable to the Contractor.

- (a) Part-II of the Tender, containing only rates of items and amount stated in figures and words will be opened on a subsequent date to be intimated to all the Contractors.
- (b) Tenders shall remain open to acceptance by the Bank for a period of three months from the date of opening Part-I of the Tender which period may be extended by mutual agreement and the Contractor shall not cancel or withdraw the Tender during this period.
 - a. No advice of any change in rate or conditions after the opening of Part II of the tender will be entertained.
 - b. Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, Specifications, and Special Conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.
 - c. The Contractor submitted on behalf of a firm shall be signed by all the partners 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 tender may be rejected by the bank.

d. The Reserve Bank of India does not bind itself to accept the lowest or any tender and reserve to itself to accept or reject any or all the tenders either in whole or in part, without assigning any reasons for doing so.

1.3 The Contractors shall pay as earnest money a sum of Rs.99,540/- (Rupees Ninety-Nine thousand Five Hundred Forty only) by way of a demand draft/ Bank Guarantee drawn on scheduled bank payable to Reserve Bank of India, Bhubaneswar or NEFT. A tender which is not accompanied by earnest money will not be considered. The earnest money deposit of all tenders other than successful tenderer shall be refunded on expiry of bid validity (including extended validity) or on award of work to the successful tenderer whichever is earlier but without any interest.

Under no circumstances, Earnest Money Deposit will be accepted in any other form than mentioned above.

The Earnest Money Deposited by the successful tenderer in the form of DD initially valid for 4 months, shall remain un-discharged for such period as may be specified for keeping the tender open.

The EMD of successful Contractor shall be released on acceptance of the tender and on production of a Bank Guarantee called "**Performance Bank Guarantee (PBG)**" from any scheduled bank in the form prescribed by the Bank in **Annex III** towards security deposit for due fulfilment of the contract.

1.4 On receipt of intimation from the Bank of the acceptance of his/their tender, the successful Contractor shall be bound to implement the contract and within fourteen days thereof the successful Contractor shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering whether such formal agreement is or is not subsequently executed.

1.5 i. Performance Bank Guarantee (PBG) as security deposit for completion period: On award of the work, the successful Contractor shall furnish an amount equal to 5% (Five percent) of the contract value in the form of a Bank Guarantee (BG) from any scheduled Bank in the form prescribed by the Bank as per **Annexure III** towards security deposit for the due fulfilment of the contract. This Performance Bank Guarantee (PBG) shall be initially valid for a period of contract duration plus three (3) months and shall be suitably extended till final completion of the work plus three (3) months in case of extension of contract period. Such Performance Bank Guarantee (PBG) should be submitted to the Bank within 15 days of the issue of work order and it will be returned after completion of the work.

Submission of Performance Bank Guarantee shall be ensured as stipulated in the tender. In case of delays in submission of unavoidable circumstances, charge for delay in submission of Performance Bank Guarantee shall be recovered from the bills of the contractor at Bank rate.

ii. Retention Money (RM): In addition to 5% PBG, retention Money @ 5% will be deducted from each bill and retention money shall be released after satisfactory completion of defect liability period (DLP) of one year. The amount retained by the Bank shall not bear any interest.

1.6 All compensation or other sums of money payable by the Contractor to the Bank under the terms of this Contract may be deducted from his/her earnest money and the security deposit if the amount so permits and the contractor shall, unless such deposit becomes otherwise payable, within ten days after such deduction make good in cash the amount so deducted.

1.7 The Contractors shall furnish full details of all such similar works carried out by them during the last 5 years, as per the proforma included in this tender. The Bank will inspect one or all the works and satisfy itself about the performance of the work including the quality and completion time period, etc. before opening Part II of the tenders. Thereafter, the Bank at its discretion will consider or reject any or all the tenders without assigning any reason, therefore.

1.8 The Contractor shall carry out all the work strictly in accordance with drawings, details and instructions of the Bank's Engineer. The bidders are requested to check all the drawings related to this work, which are available at Estate Department, Bhubaneswar Office, before submission of the tender.

1.9 The rates quoted shall be firm and shall not be subjected to variations in exchange rate, rate of taxes,

duties, levies or variation in labour rates. The rates shall be quoted for complete work and shall include charges for all taxes, duties, levies, consumables, labour, transport, insurance for transit, storage as also workmen compensation & 3rd party liability policies, execution & handover the executed work to the Bank. No concessional form for any taxes, duties and levies will be issued by the Bank. Similarly, no import license will be issued by the Bank. All payments will be made at Bhubaneswar and will be in Indian rupees only. The Contractors are advised **to include the GST** in the quoted amount.

1.10 Contractors are advised to quote strictly as per BOQ. The schedule of quantities is based on probable quantities. The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for the Schedule of Quantities approximately indicate the total extent of work but may vary to each and every item should be correct, workable and self-supporting. The quantities upto any extent and may even be omitted depending upon the site conditions and requirements solely at the discretion of the Bank thus altering the aggregate value of the Contract. No claim shall be entertained on this account.

1.11 The tender shall be accompanied by leaflets/literatures giving complete technical & constructional details along with list of make in offered.

1.12 The Contractor must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the Drawings (which are available at Estate Department) and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.

1.13 Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the Contractor and it shall be reckoned from the 10th day after written order to commence the work is issued. The work shall throughout the stipulated period of the Contract be proceeded with all due diligence and if the Contractor fails to complete the work within the specified period, he/she shall be liable to pay compensation as defined in clause 1.25 of the Conditions of Contract. The Contractor shall before the commencing of work prepare a detailed work program which shall be approved by the Bank's Engineer.

1.14 The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing of the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purposes or for any other reason whatsoever and the Bank shall not be liable for any claim in respect thereof. The Bank does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

1.15 The successful Contractor is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by the Architect with the prior consent in writing of the Bank.

1.16 The successful Contractor must co-operate with the other contractors appointed by the bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

1.17 The Contractor must bear in mind that all the work shall be carried out strictly in accordance with Specifications made by the Architects and also in compliance of the requirements of the local public authorities and to the requirements.

1.18 The successful Contractor shall submit a Bar Chart programme for completion of the work.

- 1.19** The successful Contractor shall execute an agreement with the Bank on stamped paper of appropriate value as per stamp act within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.
- 1.20** The payment for the system will be made by Bhubaneswar Office to which the system is supplied and installed. Any dispute arising out of this contract will also be sorted out within the jurisdiction of Bhubaneswar only.
- 1.21** The Contractor shall furnish the name and address of the Bankers with whom they normally Bank. They shall also furnish the name and addresses of their recent clients for whom they have carried out similar works/supplies in the recent past, along with full details like the cost and capacity of the system/machine supplied, the date of the supply etc.
- 1.22** The Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.
- 1.23** The Contractor shall strictly comply with the provision of safety code annexed hereto.
- 1.24** The contractor shall submit the names and personal details of site in-charge/ supervisor and his authorized representative along with their role, responsibilities and authority (with regard to supervision, quality control, documentation, measurements, signing measurement book, correspondence, receiving instructions from bank etc.) within 14 days from the date of issue of work order.
- 1.25** All the bidders shall submit a detailed bar chart indicating the details of various major activities involved in the work and their expected completion period, specifying the parallel and sequential activities, starting from the scheduled commencement of work so as to complete the entire work within the tender specified period along with the Part-I of the tender. The bidders shall also indicate the approximate deployment of manpower/ labour, as planned by them for the above purpose, commensurate with the planned schedule. After award of work, the contractor shall be required to carry out micro planning and the detailed schedule/ Bar Chart shall be submitted within 14 days from the date of issue of work order for proper planning, monitoring and review of progress of work.
- 1.26** The progress of work shall be reviewed by the Bank on a weekly basis or as per requirement of Bank. The meeting may be held at site or in Bank's Main Office Premises. The meeting should be attended by the contractor himself (in case of proprietorship firm) or authorized partner/ senior official in case of partnership firm/ limited company along with contractor's site in-charge. For this purpose, the contractor shall prepare and submit a progress report indicating following:
- a) Progress for the previous week and the planning for the next week.
 - b) The reasons for major deviations in planned schedule and the actual progress achieved along with any hindrances/ decisions required from the Bank.
 - c) Procurement schedule for long lead items
 - d) Variations / extra item statement
 - e) Statement indicating various tests conducted during the week and planned for next week.
- 1.27** The contractor shall maintain following registers/ documents at site and keep them updated on a regular basis. These registers/ documents after completion of work shall be handed over to the Bank:
- a) Hindrance register in the Bank's approved format
 - b) Site instruction book (in duplicate)
 - c) Certified true copy of the contract
 - d) Material receipt register along with copies of delivery challans

- e) Copies of all bills for which Basic rate is specified in the tender
- f) Labour daily attendance register
- g) Approved detailed schedule/ Bar chart and approved modifications of the same, If any.
- h) Signed Minutes of weekly progress review meetings
- i) Register for extra items/ variation/ deviation items
- j) Material test register along with copies of test reports/ certificates received from the manufacturer/ laboratory

1.28 The contractor shall use only approved brands of materials as given in the Annexure. In absence of any such choice indicated by the tenderer in the Part – I, the contractor will be required to use the material as per Bank’s instructions.

1.29 Wherever the basic rate for the material is specified, the contractor should furnish all the paid bills for Banks verification. The purchase rate shall be got approved from the Bank before purchasing. The adjustment in price shall be made only on measured quantity. No overhead and profit shall be considered on the cost difference. The basic prices are ex-godown and are inclusive of excise duty, sales tax, octroi and all other duties levied by Local authority / Government. The rate quoted shall include transportation to site, storing and handling etc.

1.30 Bank will require the contractor to produce, samples of all the materials, accessories/finishes prior to procurement/manufacture. The Bank’s Engineer shall approve samples of the materials for the work. Failure to comply with these instructions can result in rejection of the work.

I/We have understood all the above-mentioned conditions and they are acceptable to me/us.

Place:
Date:

Signature of Tenderer
Name:

Designation:

Seal of the firm

SPECIAL CONDITIONS

1. The workmen will not be allowed to stay within the premises.
2. The water required for the work or workmen can be availed from the available source at site free of cost. The Contractor has to tap the same from the point shown to them at their own cost.
3. The electric power required for the work can also be similarly drawn from the supply available at site free of cost. The Contractor has to tap the same from the point shown to them at their own cost.
4. Permission, if any, required from the local bodies shall be obtained by the Contractor at their cost.
5. Even though in finishing items, the number of coats of paint/polish are mentioned, the contractor shall note that the entire furniture be finished in top class while handing over, including if necessary, additional coat of painting/polishing etc. without any extra cost.
6. The intending tenderer can obtain any clarifications regarding the tender drawings, specifications etc. if any from the office of the Deputy General Manager, Reserve Bank of India, Estate Department, Bhubaneswar, on any Bank’s working day.
7. The entire materials for the work shall be brought to the working area through the staircase. The delivery of materials shall be given on the floors specified in the tenders.
8. Wherever the basic rate for the material is specified, the contractor should provide to the Bank for verifications all paid bills of purchased materials for ascertaining the actual rate of purchase so as to settle the difference in cost of material. The rate shall be got approved from the Bank before purchasing.

The adjustment in price of materials shall be made on measured quantity only. No overhead or profit shall be considered on the cost difference. The basic price for the materials shall be taken as the cost of material at dealer's godown inclusive of taxes.

9. The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Bank's Engineer away from the bank's premises.
10. The tenderer shall use only approved brand materials.
11. A qualified, experienced and responsible full time supervisor shall be posted at site who can receive instructions, maintain account of materials etc. take decisions at site, without waiting for the instructions of the contractor.
12. No lapses from the Contractors side, which may cause damage to the occupants.
13. The work has to be carried out with least inconvenience to the staff.
14. Programme should be submitted before commencement of work so as to enable the Bank to intimate the occupants in advance for smooth working and better progress and the time schedule should be strictly adhered to.
15. No labourers shall be permitted to stay inside the campus after working hours.
16. The Contractors has to obtain permission from the local authorities as per the existing local byelaws for such works and the charges/fees if any, has to be borne and paid by the contractor including water and draining charges.
17. The contractor should have valid Labour license from Labour Commissioner wherever the number of labourers engaged is 20 or more.
18. Works contract/ VAT shall be deducted as per instructions of Government at source. The rate quoted shall include all such taxes and levies.
19. The contractor shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only on producing the photo pass issued by the Bank's Caretaker.
20. Before quoting the rates contractor should inspect the site and understand the nature and scope of the work for themselves.
21. Any damage cause to any of Bank's properties shall be made good by the contractor at their own cost.
22. The contractor shall carry out the work strictly in accordance with specification details and instructions of the Bank's Engineer.
23. The Contractor shall make their own arrangements for storing of their materials at site.
24. The Contractor shall keep the Bank indemnified against all claims, if any.
25. The contractor shall only use MS 'H' frame scaffolding.
26. The Contractor shall ensure payment of minimum wages to the workmen employed by him as per Central Labour Commissioner's rates and obtain their signature or thumb impression on wage slip. A copy of such wage slip shall be submitted to the Bank.
27. Successful contractor shall provide a proper uniform to their worker engaged on site for identification purpose.
28. Successful contractor shall post a qualified Engineer at site during execution that shall follow necessary instruction given by the Bank's Engineer from time to time including keeping proper record of chemicals and cement brought at site including maintaining the record of day to day consumption.

Place:

Date:

Signature of Tenderer with seal



RESERVE BANK OF INDIA
ESTATE DEPARTMENT
BHUBANESWAR

Section F
SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra mazdoor shall be engaged for holding ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalts, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand gloves.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10. (i) No paint containing lead or lead products shall be used except in the form of paste of readymade paint.
(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
11. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
12. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
13. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.
14. To strictly follow health related protocol at work site as advised by authority/authorities.

ELECTRICAL SAFETY

1. All the temporary electrical power for carrying out various services at site such as cutting / drilling machine shall be provided through properly rated earth leakage protection devices (ELCB).
2. Only ISI marked 3 pin plug and other appliances and equipment's shall be used.
3. Electrical power cables / wires used shall be properly rated and joints should be avoided. If there, the joint should be proper and insulated.
4. All electrical appliances i.e. welding, drilling, cutting machine, etc. shall be safely and securely earthed to prevent leakage current while in operation.
5. Before commencing the welding work for the first time on any day, fire section shall be informed.

6. Fire buckets filled clean dry sand and ready for immediate use for extinguishing fires, in addition to fire extinguishers suitable for dealing with fires, shall be conspicuously marked and kept at site at convenient location.
7. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plugs, etc. as applicable depending upon the requirement of the work, shall be used by the workmen to prevent occupational health hazards.
8. The safety belt shall be used by the workmen while working from height for more than 10 feet from ground level.
9. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
10. Power supply shall be switched off from the Mains when equipment is not in use.
11. Wood-shavings, saw-dust or any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
12. The work site shall be properly illuminated during the work.
13. All the electrical works should be carried out by licensed / authorized electricians / wiremen.
14. Portable battery-operated lights may be used at work site to avoid laying of temporary wire for lights.
15. Necessary barricading and signage boards of good quality shall be fixed at conspicuous locations at the work site.
16. Aluminum / steel ladders should have proper rubber insulation at the base and wherever required, these ladders shall be kept on electrical insulating safe rubber mats.

Place :

Date :

Signature of the tenderer with Seal

FIRE SAFETY

- i. Cutting / drilling machine and other electrically operated equipment's used at site shall be plugged into correctly rated electrical outlets.
- ii. Only ISI marked 3 pin plug and other appliances and equipment's shall be used.
- iii. Electrical power cables/wires used shall not have any joints and shall be properly rated.
- iv. All electrical appliances i.e., welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- v. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers/Personnel, work shall be started.
- vi. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- vii. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
- viii. Used paint drums shall be stored in specified store only after closing them properly.
- ix. Personal protective equipment's such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.

- x. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10' from Ground level.
- xi. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- xii. Both the staircase doors shall be normally kept closed.
- xiii. None of the fire extinguishers shall be removed/shifted from its designated location.
- xiv. Power supply shall be switched off from the mains when equipment is not in use.
- xv. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xvi. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
- xvii. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hours.

Place:

Date:

Seal & Signature of the Tenderer.

I/We hereby declare that we have read and understood the safety code of the tender and will fully abide by the same, should the work tender is awarded to me/us.

Place:

Date:

Signature & seal of the contractor



RESERVE BANK OF INDIA
ESTATE DEPARTMENT
BHUBANESWAR

Section G
Conditions of contract - commercial

THE CONDITIONS HEREINBEFORE REFERRED TO

1.1 Interpretation Clause

1.1.1 In construing these conditions, the Specifications, Schedule of Quantities and Contract agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise required.

- (a) "Bank" shall mean the Reserve Bank of India, Bhubaneswar and shall include its assigns and successors.
- (b) "Contractor" (i) in the case of partnership shall mean _____ and _____ trading as partners in the names and style of _____ and _____ having a place of business at _____ and shall include the _____ partners for the time being of the said firm and _____ legal representatives of a deceased partner (ii) in the case of individual shall mean Shri _____ trading in the name and style of _____ and shall include his heirs, successors and legal representatives (iii) in the case of company shall mean _____ a company incorporated under _____ 20_____ and having its registered office at _____ and shall include its successors and assigns.
- (c) "Site" shall mean the site of the Contract works including any building and erections thereon and any other land (inclusively) as aforesaid allotted by the Bank for the Contractor's use.
- (d) "This Contract" shall mean the Articles of Agreement, the Special Conditions, the Conditions, the Appendix, the Schedule of Quantities, Specifications, and Drawings, etc., attached hereto and duly signed.
- (e) "Architect" shall mean General Manager/Deputy General Manager, Estate Department.
- (f) Bank's Engineer: The term "Bank's Engineer" shall mean the person appointed and paid by the Bank to inspect the works. The Contractor shall afford the Bank's Engineer every facility and assistance for inspecting the works and materials, and for checking and measuring time and materials. Neither the Bank's Engineer or any representative of the Bank shall have power to give notice to the Contractor or his representative of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued.
- (g) The work will, from time to time, be examined by the Bank's Engineer/Bank's representative but such examination shall not in any way exonerate the Contractor from the obligation to remedy any defects which may be found to exist at any stage of the works or after the same is completed. Subject to the limitation of this clause the Contractor shall take instructions only from the Bank's Engineer.
- (h) "Notice in Writing" or Written Notice shall mean a notice written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office and shall be deemed to have been received when in the ordinary course of post it would have been delivered.

- (i) "Act of Insolvency" shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any Act amending such original.
- (j) "Net Prices" if in arriving at the Contract amount the Contractor shall have added to or deducted from the total of the items in the tender any sum either as percentage or otherwise, than the net prices of any item in the tender shall be the sum arrived at by adding to or deducting from the actual figure appearing in the tender as the price of that item a similar percentage or proportionate sum provided always that in determining the percentage of proportion of the sum so added or deducted by the Contractor the total amount of any Prime Cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression "Net rates" or "Net Prices" when used with reference to the Contract or accounts shall be held to mean rates or prices so arrived at.
- (k) "The Works" shall mean **"Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha."**
- (l) Words imparting persons include firms and corporations. Words imparting the singular only also include the plural and vice versa, where the context requires.

1.2 Scope of Contract

1.2.1 The Contractor shall carry out and complete the said work in every respect in accordance with this Contract and with the directions of and to the satisfaction of the Bank's Engineer. The Bank's Engineer may in his absolute discretion and from time to time issue further drawings and / or written instructions, details, directions, and explanations which are hereafter collectively referred to as "Bank's Engineer's Instructions" in regard to,

- (a) The variation or modification of the design, quality or quantity of works or the addition or omission or substitution of any work.
- (b) Any discrepancy in the drawings or between the Schedule of Quantities and/or Drawings and/or Specifications.
- (c) The removal from the site of any materials brought thereon by the Contractor and the substitution of any other material therefor.
- (d) The removal and/or re-execution of any works executed by the Contractors.
- (e) The dismissal from the works of any persons employed thereupon.
- (f) The opening up for inspection of any work covered up.
- (g) The amending and making good of any defects under clause 1.19 hereof.

1.2.2 The Contractor shall forthwith comply with and duly execute any work comprised in such Bank's Engineer's Instructions provided always that verbal instructions, directions and explanations given to the Contractor or his representative upon the work by the Bank's Engineer shall, if involving a variation, be confirmed in writing by the Contractor within SEVEN days, and if not dissented from in writing within a further SEVEN days by the Bank's Engineer, such shall be deemed to be the Bank's Engineer's Instructions within the scope of Contract.

1.3 Variations to be approved by Bank

1.3.1 Notwithstanding anything herein contained, the Bank's Engineer or his representative shall not, without the prior concurrence in writing of the Bank issue any instructions, verbal or in writing, which will result in the Bank having to pay the Contractor an additional sum and all instructions issued to the Contractor should forthwith be brought to the notice of the Bank. The Contractor shall submit a statement of variations giving quantity and rates duly supported by analysis of rates, vouchers, etc. The rates on scrutiny and final acceptance by the Bank shall form a supplementary agreement. The Bank shall not be liable for payment of such variations until these statements are sanctioned by it.

1.4 Drawings, Schedule of Quantities and Agreement

1.4.1 The Contract shall be executed in duplicate and the Bank and the Contractor shall be entitled to one executed copy each for his use. The Contractor on the signing hereof, shall be furnished by the Bank's Engineer, free of cost, one copy each of the said Drawings and of the Specifications. Any further copies of such Drawings required by the Contractor shall be paid for by him. The Contractor shall keep one copy of all Drawings on the works and the Bank's Engineer or his representative shall at all reasonable times have access to the same. Before the issue of the final certificate to the Contractor he shall forthwith return to the Bank all Drawings and Specifications.

1.5 Contractor to provide everything necessary at his/her cost

1.5.1 The Contractor shall provide at his/her cost everything necessary for the proper execution of the works according to the intent and meaning of the Drawings, Schedule of Quantities and Specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred therefrom, and if the Contractor finds any discrepancy in the Drawings or between the Drawings, Schedule of Quantities and Specifications he shall immediately and in writing refer the same to the Bank's Engineer who shall decide which is to be followed.

1.6 Authorities, Notices and Patents

1.6.1 The Contractor shall conform to the provisions of any Act of the Legislature relating to the works, and to the regulations and bye-laws of any authority, and of any water, electric supply and other companies and/or authorities with whose systems the structure is proposed to be connected, and shall, before making any variations from the Drawings or Specifications that may be necessitated by so conforming,

give _____ to the Bank's Engineer written notice, specifying the variations proposed to be made and the reason for making it and apply for instructions thereon. _____ In case the Contractor shall not within _____ ten days receive such instructions he/she _____ shall proceed with the work conforming to _____ the provisions, regulations, or bye-laws _____ in question, and _____ any variation so necessitated shall be dealt.

1.6.2 The Contractor shall bring to the attention of the Bank's Engineer all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office all fees that may be properly chargeable in respect of the works and lodge the receipts with the Bank's Engineer.

1.6.3 The Contractor shall indemnify the Bank against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all royalties, license fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.

1.7 Setting out of Works

1.7.1 The Contractor shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions and alignment of all parts thereof. If at any time, any error in this respect shall appear during the progress of the works or within a period of one year from the completion of the works, the Contractor shall, if so required, at his own expense rectify such error to the satisfaction of the Bank's Engineer.

1.8 Materials & Workmanship to conform to Descriptions

1.8.1 All materials and workmanship shall, so far as procurable, be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Bank's Engineers' instructions and the Contractor shall upon the request of the Bank's Engineer furnish him with all invoices, accounts, receipt and other vouchers to prove that the materials comply therewith. The Contractor shall at his own cost arrange for and/or carry out any test of any materials which the Bank's Engineer may require.

1.9 Contractor's Superintendence & Representative on the works

1.9.1 The Contractor shall give all necessary personal superintendent during the execution of the works and as long thereafter as the Bank's Engineer may consider necessary until the expiration of the "Defects Liability Period" stated in the Appendix hereto. The Contractor shall also during the whole time the works are in progress

employ a competent representative who shall be constantly in attendance at the works while the men are at work. Any directions explanations, instructions or notices given by the Bank's Engineer to such representative shall be held to be given to the Contractor.

1.10 Dismissal of Workmen

1.10.1 The Contractor shall on the request of the Bank's Engineer immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank's Engineer be incompetent or misconduct himself and such persons shall not be again employed on the works without the permission of the Bank's Engineer.

1.11 Access to Works

The Bank and their representatives shall at all reasonable times have free access to the works and/or to the workshops, factories or other places where the material is lying or from which they are being obtained and the Contractor shall give every facility to the Bank and their representative necessary for the inspection and examination and test of the materials and workmanship. Pre-dispatch inspection of materials will be carried out by Bank's Technical officer. No person not authorized by the Bank except the representatives of public authorities shall be allowed on the works at any time.

1.12 Assignment and Sub-letting

1.12.1 The whole of the works included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign or under-let the Contract or any part/share thereof or any interest therein without the prior written consent of the Bank, and no undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.

1.12.2 No alteration, omission or variation shall vitiate this Contract but in case the Bank's Engineer thinks proper at any time during the progress of the works to make any alterations in, or additions to, or omissions from the works or any alterations in the kind or quality of the materials to be used therein and shall give notice thereof in writing under his hand to the Contractor, the Contractor shall alter, add to, or omit from, as the case may be, in accordance with such notice, but the Contractor shall not do any work extra to or make alterations or additions to or omissions from the works or any deviations from any of the provisions of the Contract, Stipulation, Specification or Contract Drawings without the previous consent in writing of the Bank's Engineer and the value of such extras, alterations, additions, or omissions shall in all cases be determined by the Bank's Engineers with the prior approval in writing of the Bank and the same shall be added to, or deducted from the Contract Amount, as the case may be, accordingly.

1.13 Schedule of Quantities

1.13.1 The schedule of quantities, unless otherwise stated shall be deemed to have been prepared in accordance with the standard method of measurement. The mode of measurement for measurable items of work shall be as indicated in the sub-section "mode of measurement" under section.

1.13.2 Any error in description or in quantity or in omission of items from the Schedule of Quantities shall not vitiate this Contract but shall be rectified and the value thereof shall be added to, or deducted from, the Contract Amount (as the case may be) provided that no rectification of errors, if any, shall be allowed in the Contractor's Schedule of Rates.

1.14 Sufficiency of Schedule of Quantities

1.14.1 The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the schedule of quantities and / or the Schedule of Rates and prices which rates and prices shall cover all his obligations under the Contract and all matters and things necessary for the proper completion of the works.

1.15 Measurement of Works

1.15.1 The Bank's Engineer may from time to time intimate to the Contractor that he requires the works to be measured and the Contractor shall forthwith attend or send a qualified agent to assist the Bank's Engineer or his representative in taking such measurements and calculations and to furnish all particulars or to give all assistance

required by any of them.

1.15.2 Should the Contractor not attend or neglect or omit to send such Agent then the measurement taken by the Bank's Engineer or a person approved by him shall be taken to be correct measurements of the works. Such measurements shall be taken in accordance with the Mode of Measurements detailed in the Specifications.

1.15.3 The Contractor or his Agent may at the time of measurement take such notes and measurements as he may require.

1.15.4 All authorised extra works, omissions, and all variations made without the Bank's Engineers' knowledge, if subsequently sanctioned by him in writing (with the prior approval in writing of the Bank) shall be included in such measurements.

The following procedure shall be adopted for taking & recording the Measurements of works

The measurements shall be recorded and entered in computerised format as per Annexure X in the first instance by the contractor, and a hard copy shall be submitted to the department. All entries shall be made exactly as per the extant procedure for recording conventional MBs.

These measurements shall be then 100% checked by the junior Engineer/ AM (Tech) If Junior Engineer/ AM (Tech) is not available, the AM (Tech) / Mgr. (Tech) shall perform 100% check of the measurements. The contractor shall incorporate all such changes or corrections, as may be done during these checks, to his draft computerized measurements and submit to the department, the corrected computerised measurement in the form of a book, duly hard bound with its page machine numbered. All the pages of this computerised MB shall have full signature with date of the authorised official of the contractor and the official of the bank with name and designation.

The test checking of these computerised measurements shall be carried out by the concerned officials as per extant instructions. This book shall be treated as computerised Measurement Book.

The computerised MB given by the contractor, duly bound, with its pages machine numbered, shall have no cutting or over- writing. In case of any error, the computerised MB shall be cancelled and the contractor shall re-submit a fresh computerised MB, duly incorporating all corrections. This should be done before the corresponding bill is submitted to the department for payment.

The concerned official shall record the necessary certificates for their checks and test checks as per the extant procedure in the computerised MB. It shall be the responsibility of the concerned officials to ensure that all the corrections have been incorporated in the computerized MB before they record their certificates.

The computerized MB shall be allotted a serial number as per the register of computerised MB to be given by the Bank to the contractor.

All the pages of the Finalised computerizes MB shall have full signature with date of the authorised official of the contractor and the official of the bank with name and designation. The measurements taken by the bank's engineer or a person approved by him shall be taken to be correct measurements of the work. All measurements shall be taken in accordance with Mode of Measurements detail in the specifications.

1.16 Prices for extras etc. - Ascertainment of

1.16.1 The Contractor may, when authorized, and shall, when directed, in writing by the Bank's Engineer with the approval of the Bank add to, omit from, or vary the works shown upon the drawings, or described in the Specification, or included in the Schedule of Quantities, but the Contractor shall make no additions, omissions or variation without such authorization or direction. A verbal authority or direction by the Bank's Engineer shall, if confirmed by him in writing within seven days, be deemed to have been given in writing.

1.16.2 No claim for an extra item shall be allowed unless it shall have been executed under provisions of Clause 1.2.2 hereof or by the authority of the Bank's Engineer with the concurrence of the Bank as herein mentioned. Any such extra is herein referred to as authorized extra and shall be made in accordance with the following provisions.

- (a) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed

under similar conditions as the work priced therein.

- (b) Rates for all items, wherever possible, should be derived out of the rates given in the priced Schedule of Quantities.
- (c) The net prices of the original tender shall determine the value of the items omitted provided if omissions vary the conditions under which any remaining items of works are carried out the prices for the same shall be valued under sub-clause (c) and (d) hereof.
- (d) Where the extra works are not of similar character and/or executed under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omission or additions relative to the amount of the whole of the Contract Works or to any part thereof shall be such that in the opinion of the Bank's Engineer the net rate or price contained in the Priced Schedule of Quantities or tender or for any item of the works involves loss or expense beyond that reasonably contemplated by the Contractor or it by reason of such omission or addition rendered unreasonable or inapplicable, the Bank's Engineer shall fix such other price as in the circumstances he shall think reasonable and proper, with the prior approval in writing of the Bank.

Where extra work cannot be properly measured or valued the Contractor shall be allowed day work prices as the net rates stated in the tender or the Price Schedule of Quantities or, if not so stated, then in accordance with the local day work rates and wages for the district; provided that in either case vouchers specifying the daily time (and if required by the Bank's Engineer the workmen's names) and materials employed be delivered for verification on to the Bank's Engineer or his representative at or before the end of the week following that in which the work has been executed.

1.16.3 Extra item for variation of quantity: - The Contractor should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. However, during the actual execution of work if the quantities of any of the items of work exceeds by more than 25 % of the tender quantities, the quantities of such items executed, by the authority of Bank's Engineer, in excess of 25% of the tender quantity shall be considered as an extra item of work for which the contractors shall submit fresh rates supported by rate analysis worked on the actual cost basis plus 15% towards establishment charges, contractor's over heads and profit. The rates for all such items of work, being current ones, will not be eligible for price adjustments due to increase or decrease in prices of materials and labour rates as per escalation formula, if any given in the tender. If any of the items of work is omitted from the accepted tender at the sole discretion of the Bank, the contractor shall not be entitled to any claim on this account.

1.16.4 The measurement and valuation in respect of the Contract shall be completed within the "Period of final measurements" stated in the Appendix or if not stated, then, within six months of the completion of the Contract works as defined in Clause 1.20 hereof.

1.17 Unfixed materials when taken into account to be Property of the Bank

1.17.1 Where in any certificate (of which the Contractor has received payment) the Bank's Engineer has included the value of any unfixed materials intended for and/or placed on or adjacent to the works such materials shall become the property of the Bank and they shall not be removed except for use upon the works, without the written authority of the Bank's Engineer. The Contractor shall be liable for any loss of or damage to such materials.

1.18 Removal of Improper Works

1.18.1 The Bank's Engineer, shall during the progress of the works, have power to order in writing from time to time the removal from the works within such reasonable time or times as may be specified in the order, of any materials which in the opinion of the Bank's Engineer are not in accordance with the Specifications or the instructions of the Bank's Engineer, the substitution of proper materials and the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the Drawings and Specifications or instructions; and the Contractor shall forth-with carry out such order at his own cost. In case of default on the part of the Contractor to carry out such order, the Bank shall have the power to employ and pay other persons to carry out the same; and all expense consequent thereon, or incidental thereto, as certified by the Bank's Engineer shall be borne by the Contractor, or may be deducted by the Bank

from any moneys due, or that may become due, to the Contractor.

1.19 Defects after Virtual Completion

1.19.1 Any defect, shrinkage, settlement or other faults which may appear within the "defect liability period" stated in the Appendix hereto or, if none stated, then within twelve months from the date of completion of the work arising in the opinion of the Bank's Engineer from materials or workmanship not in accordance with the Contract, shall upon the directions in writing of the Bank's Engineer and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his own cost and in case of default the Bank may employ and pay other persons to amend and make good such defects, shrinkage, settlements or other faults, and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the Contractor and such damages, loss and expenses shall be recoverable from him/her by the Bank or may be deducted by the Bank from any money due or that may become due to the Contractor, or the Bank may in lieu of such amending and making good by the Contractor, deduct from any moneys due to the Contractor a sum, to be determined by the Bank's Engineer, equivalent to the cost of amending such work and in the event of the amount retained under Clause 1.28 hereof being insufficient, recover the balance from the Contractor, together with any expenses the Bank may have incurred in connection therewith. Should any defective work have been done or material supplied by any sub-Contractor employed on the works, who has been nominated or approved by the Bank's Engineer as provided in Clauses 1.11 and 1.12 hereof the Contractor shall be liable to make good in the same manners as if such work or material had been done or supplied by this Contractor and been subject to the provisions of the Clause 1.2 hereof. The Contractor shall remain liable under the provisions of this clause notwithstanding the signing of any Certificate or the passing of any accounts, by the Bank's Engineer.

1.20 Other Persons Employed by Bank

1.20.1 The Bank reserves the right to use the premises and any portions of the site for the execution of any work not included in this Contract which it may desire to have carried out by other persons and the Contractor shall allow all reasonable facilities for the execution of such work not included in this Contract which it may desire to have carried out by other persons and the Contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or materials for the execution of such work except by special arrangements with the Bank. Such work shall be carried out in such manner as not to impede the progress of the works included in the Contract and the Contractor shall not be responsible for any damage or delay which may happen to or occasioned by, such work.

1.21 Insurance in respect of Damage to Person & Property

1.21.1 The Contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated Sub- Contractor or any employee of either, whether such injury or damage arises from carelessness, accident or any other cause whatever in any way connected with the carrying out of this Contract. This Clause shall be held to include inter-alia, any damage to buildings, whether immediately adjacent or otherwise and any damage to roads, streets, footpaths, bridges or way as well as all damages caused to the buildings and works forming the subject of this Contract by frost, rain, wind or other inclemency of weather. The Contractor shall indemnify the Bank and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of any award of compensation or damages consequent upon such claim.

1.21.2 The Contractor shall reinstate all damage of every sort mentioned in this Clause, so as to deliver up the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties.

1.21.3 The Contractor shall indemnify the Bank against all claims which may be made against the Bank by any member of the public or other third party in respect of anything which may arise in respect of the work or in consequence thereof and shall at his own expense arrange to effect and maintain, until the virtual completion of the Contract with an approved office a Policy of Insurance in the joint names of the Bank and the Contractor

against such risks and deposit such policy or policies with the Bank's Engineer from time to time during the currency of this Contract. The Contractor shall also similarly indemnify the Bank against all claims which may be made upon the Bank whether under the Workmen's Compensation Act or any other statute in force during the currency of this Contract or at Common Law in respect of any employee of the Contractor or any Sub-Contractor and shall at his own expense effect and maintain, until the virtual completion of the Contract, with an approved Office a Policy of Insurance in the Joint names of the Bank and the Contractor against such risks and deposit such Policy or Policies with the Bank from time to time during the currency of the Contract.

1.21.4 The Contractor shall be responsible for any liability which may be excluded from the insurance policies above referred to and also for all other damages to any person, animal, or property arising out of and incidental to the negligent or defective carrying out of this Contract. He shall also indemnify the Bank in respect of any costs, charges, or expenses arising out of any claim or proceedings and also in respect of any award of or compensation or damages arising therefrom.

1.21.5 The Bank shall be entitled to deduct the amount of any damage, compensation, costs, charges and expenses arising or accruing from, or in respect of any such claims or damage from any or all sums due or to become due to the Contractor, without prejudice to the Bank's other rights in respect thereof. The Contractor shall, at his own expense, arrange to effect and maintain (until the virtual completion of the Contract) with an approved office, the following insurance policies and deposit such policy or policies with the Bank's Engineer from time to time during the currency of this Contract.

1. **(C.A.R. Policy) for the total amount of contract**
2. **Workmen compensation policy.**
3. **Third party liability policy with the limits as under**
 - (a) Rs.5 lakh in respect of damage to property for any one accident or occurrence subject to an overall ceiling of Rs.10 lakh.
 - (b) Rs.2 lakh per person for any one accident or occurrence.

1.22 Date of Commencement & Completion

1.22.1 The Contractor shall be allowed admittance to the site on the "Date of Commencement" stated in the Appendix hereto, or such later date as may be specified by the Bank's Engineer and he shall thereupon and forthwith begin the works and shall regularly proceed with and complete the same (except such paint or other decorative work as the Bank's Engineer may desire to delay) on or before the "Date of Completion" stated in the Appendix subject nevertheless to the provisions for extension of time hereinafter contained.\

1.23 Damage for Non-completion

If the Contractor fails to maintain the required progress of the works and fails to complete the works by the completion time stipulated in the Contract or within any extended time under time extension (under general instruction to tenderers) and the employer certifies in writing that in his opinion the same ought reasonably to have been completed, the Contractor shall pay the Employer the sum named as "Liquidated Damages" for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any moneys due to the Contractor. The contractor hereby specifically agrees and authorizes the Employer to deduct such liquidated damages, if any, from any installment of payment becoming due and payable to the contractor in terms of this contract or from the retention money."

Liquidated damages at the rate 0.25% of the contract amount per week of delay beyond the stipulated period will be levied subject to maximum of 10% of the contract amount.

1.24 Delay & Extension of Time

1.24.1 If in the opinion of the Bank, the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring owners or public authorities arising otherwise than through the Contractor's own default or (d) by the works or delays of other Contractors or Tradesmen engaged or nominated by the Bank and not referred to in the Schedule of Quantities and/or Specifications or (e) by reason of Bank's Engineer's instructions as per Clause 1.2 hereof or (f) by reason of civil commotion, local commotion of workmen or strike or lock-out affecting any of the building trades or (g) in consequence of the Contractor not having received in due time necessary

instructions from the Bank's Engineer for which he shall have specifically applied in writing or (h) from other causes which the Bank's Engineer may certify as beyond the control of Contractor or (i) in the event, the value of the work exceeds the value of the Priced Schedule of Quantities owing to variation, the Bank's Engineer may with the previous approval in writing of the Bank make a fair and reasonable extension of time for completion of the Contract works; in case of such strike or lock-out the Contractor shall, as soon as may be given written notice thereof to the Bank's Engineer, but the Contractor shall nevertheless constantly use his endeavor to prevent delay and shall do all that may reasonably be required to the satisfaction of the Bank's Engineer to proceed with work.

1.25 Failure by Contractor to comply with Bank's Engineer's Instructions

1.25.1 If the Contractor after receipt of written notice from the Bank requiring compliance within ten days fails to comply with such further drawings and/or Bank's Engineer's instructions, the Bank may employ and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Bank on the Certificate of the Bank's Engineer as a debt or may be deducted by him from any moneys due to the Contractor.

1.26 Termination of Contract by the Bank

1.26.1 If the Contractor being an individual or a firm commits any "Act of Insolvency", or shall be adjudged an Insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up, voluntarily or subject to the supervision of the Court and the Official

Assignee or the Liquidator in such acts of insolvency or winding up, as the case may be, shall within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Bank's Engineer that he is able to carry out and fulfill the Contract and to give security therefor, if so, required by the Bank's Engineer.

Or, if the Contractor (whether an individual, firm or Incorporated Company) shall suffer execution or other process of court attaching property to be issued, against the Contractor.

Or shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor, Or shall assign or sublet this Contract without the consent in writing of the Bank first hand obtained. Or shall charge or encumber this Contract or any payments to you, or which may become due, to the Contractor then and there,

Or if the Bank's Engineer shall certify in writing to the Bank that the Contractor:

- i) has abandoned the Contract, or
- ii) has failed to commence the works, or has without any lawful excuse under these Conditions suspended the progress of the works for fourteen days after receiving from the Bank's Engineer notice to proceed, or
- iii) has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or
- iv) has failed to remove material from the site or to pull down and replace work for seven days after receiving from the Bank written notice that the said materials or works were condemned and rejected by the Bank's Engineer under these conditions, or has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

Then and in any of the said cases the Bank may, notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, determine the Contract, but without thereby affecting the powers of the Bank's Engineer or the obligations and liabilities of the Contractor, the whole of which shall continue in force as fully as if the Contract had not been so determined, and as if the works subsequently executed had been executed by or on behalf of the Contractor. And further, the Bank by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffoldings, shade, machinery, steam and other power utensils and materials lying upon the premises of the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractor or other person or persons to complete the works, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works

shall be completed or as soon thereafter as convenient the Bank's Engineer shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Bank may sell the same by public auction, and give credit to the Contractor for the net amount realised. The Bank's Engineer shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to, or by the Bank, for the value of the said plant and materials so taken possession of by the Bank and the expenses or loss which the Bank shall have been put to in procuring the works to be completed, and the amount, if any, owing to the Contractor and the amount, which shall be so certified, shall thereupon be paid by the Bank to the Contractor or by the Contractor to the Bank, as the case may be, and the Certificate of the Bank's Engineer shall be final and conclusive between the parties.

1.27 Termination of Contract by Contractor

1.27.1 If payment of the amount payable by the Bank under certificate of the Bank's Engineer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Bank, or if the Bank interferes with or obstructs the issue of any such certificate, or if the Bank shall repudiate the Contract, or if the works be stopped for three months under the order of the Bank's Engineer or the Bank or by any injunction or other order of any Court of Law, then and in any of the said cases, the Contractor shall be at liberty to determine the Contract by notice in writing to the Bank, through the Bank's Engineer, and he shall be entitled to recover from the Bank, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract.

1.27.2 In arriving at the amount of such payment, the net rates contained in the Contractor's original tender shall be followed, or where the same may not apply, valuation shall be made.

1.28 Certificate & Payments

1.28.1 A The Contractor shall be paid by the Bank from time to time by installments under Interim Certificates to be issued by the Bank's Engineer to the Contractor on account of the works executed when in the opinion of the Bank's Engineer work to the approximate value named in the Appendix as Value of work for Interim Certificates (or less at the reasonable discretion of the Bank's Engineer) has been executed in accordance with the Contract. No certificate of the Bank's Engineer shall of itself be conclusive evidence that any works or materials to which it relates are in accordance with the Contract neither will the Contractor have a claim for any amounts which the Bank's Engineer might have certified in any interim bill and paid by the Bank and which might subsequently be discovered as not payable and in this respect the Bank's decision shall be final and binding.

1.28.1 B. The contractor, on signing an Undertaking in the specified form, shall be entitled to be paid during the progress of the execution of the work up to 75% of the assessed value of any materials (The assessed value shall be the least of the purchase value supported by the tax paid vouchers, duly verified, or material price derived from the tender rate for the respective item) which are in the opinion of the Bank's Engineer non-perishable, non-fragile and are in accordance with the contract and which have been brought on the site in connection therewith as per the approved progress plan and are adequately stored and/or protected against damage by weather or other causes but which have not at the time of advance been incorporated in the works. When materials on account of which an advance has been made under this sub-clause are incorporated in the work, the amount of such advance shall be recovered /deducted from the next payment made under any of the clause or clauses of this contract.

The decision of the Engineer- in-Charge shall be final and binding on the contractor in this matter. No secured advance, shall however, be paid on high-risk materials such as ordinary glass, sand, petrol, diesel etc.

1.28.2 The Bank's Engineer shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction.

1.28.3 The Bank's Engineer may by any certificate make any correction in any previous certificate which shall have been issued by him.

1.28.4 No Certificate of Payment shall be issued by the Bank's Engineer if the Contractor fail to ensure the works and keep them insured till the completion of the work.

1.28.5 Payments upon the Bank's Engineer's Certificate shall be made within the

periods named in the Appendix as "Period for honour of Certificate" after such Certificates have been delivered to the Bank.

1.29 Delayed Payment

Any amounts payable by the Bank to the Contractor in pursuance of any Certificate given by the Bank's Engineer hereunder shall, if not paid within the "Period for honouring Certificate" named in the Appendix, carry interest at the rate named in the Appendix, as the "Rate of Interest for Delayed Payment" from the date upon which such sum ought to have been paid by the Bank until the payment.

1.30 Matters to be finally determined by Bank's Engineer

1.30.1 The decision, opinion, direction, Certificate of the Bank's Engineer (Except for payment) with respect to all or any of the matters under Clauses 1.2.1 (a, b), 1.5, 1.6, 1.13 and 1.24 (a,b,c,d and f) hereof (which matters are herein referred to as the excepted matters) shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, certificate or valuation of the Bank's Engineer or any refusal of the Bank's Engineer to give any of the same, shall be subject to the right of Arbitration and review under Clause 1.31 hereof in the same way in all respects (including the provisions as to opening the reference) as if it were a decision of the Bank's Engineer.

1.31 Settlement of Dispute by Arbitration

1.31.1 All disputes and differences of any kind whatever arising out of or in connection with Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the Contract) shall be referred to and settled by the Bank's Engineer, who shall state his decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank's Engineer with respect to any of the excepted matters shall be final, But if either the Bank or the Contractor be dissatisfied with the decision of the Bank's Engineer on a matter, question or dispute of any kind (except any of the excepted matters) or as to the withholding by the Bank's Engineer of any Certificate to which the Contractor may claim to be entitled, then and in any such case, either party (the Bank or the Contractor) may within 28 days after receiving notice of such decision given a written notice to the other party through the Bank's Engineer requiring that matters in dispute be arbitrated upon. Such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no other shall be and is hereby referred to the arbitration and final decision of an arbitrator to be agreed upon as appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall, before taking upon themselves the burden or reference, appoint an Umpire.

1.31.2 The Arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition of notice, save in regard to the excepted matters referred to in the preceding Clause, and to determine all matters in dispute, which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

1.31.3 The Arbitrator or Arbitrators, as the case be, shall make his or their award within one year (or such further extended time as may be decided by him or they, as the case may be, with the consent of the parties from the date of the Arbitrator entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the Arbitrator or Arbitrators, as the case may be shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated, with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or Arbitrators as the case may be.

1.31.4 Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be, who may determine, the amount thereof, or direct the same to be taxed as between attorney and client or as between party and party, and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to be a submission to Arbitration within the meaning of the Indian Arbitration and Conciliation Act,1996 or any

statutory modification thereof. The Award of the Arbitrator or Arbitrations, as the case shall be final and binding to the parties. It is agreed that the Contractor shall not delay in carrying out the works by reasons of any such matter, question or dispute being referred to arbitration but shall proceed with the work with all due diligence and shall, until the decision of the Arbitrator or Arbitrators, as the case may be, given abide by the decision of the Bank's Engineer and no Award of Arbitrator or Arbitrators, as the case maybe , shall relieve the Contractor of his obligations to adhere strictly to the Bank's Engineer's instructions with regard to the actual carrying out of the works. The Bank and the Contractor hereby also agree that arbitration under this Clause shall be a condition precedent to any right to action under the Contract.

1.32 Right of Technical Scrutiny of Final Bill

1.32.1 The Bank shall have a right to cause a technical examination of the works by any agency and the full and the final bill of the Contractor including all supporting vouchers, abstracts, etc, to be made at the time of payment of the final bill. If as a result of this examination or otherwise any sum is found to have been overpaid or over-certified it shall be lawful for the Bank to recover the sum.

1.33 Bank Entitled to Recover Compensation Paid to Workmen

1.33.1 If, for any reason, the Bank is obliged, by virtue of the provisions of the workman's Compensation Act, 1923, or any Statutory Modification or re-enactment thereof to pay compensation to a workman employed by the Contractor, in execution of the works, the Bank, shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of the Bank under the said Act. The Bank shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Bank to the Contractor under this Contract or otherwise. The Bank shall not be bound to contest any claim made against it under the said Act, except on the written request of the Contractor and upon his giving to the Bank full security to the satisfaction of the Bank for all costs for which the Bank might become liable in consequence of contesting such claim.

1.34 Abandonment of Works

1.34.1 If at any time after the acceptance of the tender, the Bank shall for any reasons whatsoever not require the whole or any part of the works to be carried out, the Bank's Engineer shall give notice in writing to the Contractor who 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.

1.35 Return of Surplus Materials

1.35.1 Notwithstanding anything to the contrary contained in any of all the clauses of this Contract, where any materials for the execution of the Contract are procured with the assistance of the Bank by purchase made under orders or permits or licenses issued by Government the Contractor shall hold the said materials economically and solely for the purpose of the Contract and not dispose off them without the prior written permission of the Bank and return them to the Bank, if required by the Bank at the price to be determined by the Bank's Engineer having due regard to the condition of the materials, the price to be determined not to exceed the purchase price thereof inclusive of sales tax, octroi and other such levies paid by the Contractor in respect thereof. In the event of breach of the aforesaid condition, the Contractor shall, in addition to being liable to action for contravention of the terms of licenses or permits and/or criminal breach of trust, be liable to the Bank all moneys, advantages or profits resulting or which in the usual course would have resulted to him by reason of such breach.

1.36 Right of the Bank to Terminate Contract in the Event of Death of Contractor, if Individual

1.36.1 Without prejudice to any of the rights or remedies under this Contract, if the Contractor being an individual, dies, the Bank shall have the option of terminating the Contract without incurring any liability for such termination.

1.37 Testing

1.37.1 As required by Bank's engineer, certificate/ purchase bill to be submitted if required.

1.38 Prevention of Sexual Harassment

- a) The Contractor / Agency shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- c) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
- d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

1.39 Non-Disclosure Clause

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/ equipments etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason

1.40 Work at Site

1.40.1 The contractor shall inspect the site and ascertain for himself the nature, character and extent of work to be executed and shall include all items, whether specifically mentioned or not in the Specifications, Drawings, or Schedule of quantity to make with the intent and purpose of these Specifications.

1.40.2 Before submitting the quotations the Contractor is advised to inspect the site and understand the scope of the work fully. In case of any clarifications required, The Contractor may approach the Bank's Engineer.

1.40.3 The labourer of the Contractor will not be allowed to stay within the premises except during the work.

1.40.4 The electric power required for the work can be drawn from the existing supply point available a site. Necessary switch boards with fuse, wires etc. and other accessories required for drawing the power to site will have to be arranged by the contractor.

1.40.5 Permission, if any, required from the local bodies shall have to be obtained by the contractor at his own cost.

1.40.6 The entire materials for the work shall be brought to the working area through the staircase only and the lifts of the Bank shall not be used for the purpose.

1.40.7 The intending Contractor may obtain any clarifications regarding the tender from the office of the AGM, Estate Department, Reserve Bank of India, Bhubaneswar.

1.40.8 The Contractor may please note that the area involved for this work is inside the office Building. This building, therefore, is in occupation. The Contractor, therefore, will have to carry out his work without causing any inconvenience to the staff working in the Premises.

1.40.9 The work area required to be cleared of debris on a day to day basis without any additional cost to the Bank.

1.40.10 At the site of work either the contractor himself should be present to supervise the work or else make necessary arrangements to post a qualified supervisor to supervise the work at site. Any instructions given by the Bank's engineer to the supervisor will be construed to have been given to the contractor and similar compliance expected from him.

1.40.11 Any damage caused to the Bank's/other property (inside the premises) shall be made good by the contractor at his own cost.

1.40.12 The contractor shall ensure that the labourers employed by him have some official valid documents (OVD) such as Aadhar card, voter ID card, driving license etc. to facilitate security related checks on them. In case the labourers do not have any document to prove their identity they may not be allowed to enter the Bank building premises.

I/We have understood all the above-mentioned conditions and they are acceptable to me/us.

Place:

Date:

Signature of Tenderer

Name and designation:

Name of firm with Seal

Section H

A bidder is liable for debarment/disqualification from bidding on the following rounds:

1. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:

- a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- b) Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
- c) Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
- f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) Obstruction of any investigation or auditing of a procurement process.
- h) Making false declaration or providing false information for participation in a tender process or to secure a contract;
- i) Failed to disclose conflict of interest.
- j) Failed to disclose any previous transgressions made in respect of the provisions of sub-clause(i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity

2. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, on-supply of material, abandonment of works, substandard quality of works, failure to abide terms of the tender etc.

3. If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

Undertaking regarding declaration of debarment by public institution(s)
(To be submitted by the tenderer on their letterhead)

Name of Work:.....

1. I / we(Name of the bidder) declares that
(a) I / we or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on (last date of submission of bid).
(b) I / we or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on....(last date of submission of bid).
(c) I / we will inform the Bank in writing, in case, I / we or any of our allied firm* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country on or before award of work for the captioned work.

2. I / we (Name of the firm) declare that I /we or our allied firm* (Name of the allied firms(s)) is / are debarred / suspended/ blacklisted by (Name and address of public institution in India or any other country) and the same effective up to (date). A copy of such letter is attached for your information and record.

(Seal and signature of the applicant)
Date:
Place:

Note: Strike out one of the above two declarations which is not applicable

*Allied firm: A firm would be termed as “allied firm” if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.



**Reserve Bank of India
Estate Department
Bhubaneswar**

Annexure I

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India having its Central office at Mumbai – 400 001 (hereinafter called “The Bank”) of the one part and _____ (herein after called the “contractor”) of the other part.

WHEREAS THE Bank is desirous of carrying out ‘**Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha**’ has caused Drawing and Bills of Quantities showing and describing the work to be done to be prepared by or under the direction of Bank’s Engineer.

AND WHEREAS the contractor has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the works shown upon the said Drawings and / or described in the said Specification and included in the Schedule of Quantities at the respective rate therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (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 work shown upon the said Drawings and described in the said Specifications and the Schedule of Quantities.
2. The Bank shall pay the contractor the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3. The term “Bank’s Engineer” in the said condition regarding execution of the work, quality of construction, quality of materials, progress and completion of the project etc. shall mean the Deputy General Manager (Technical), or any other person designated for the purpose by the Reserve Bank of India. As far as the operation of the provision of the contract viz. clause relating to settlement of disputes through arbitration, the term “Bank’s Engineer” shall be read as Deputy General Manager / Officer – in-charge, of the Estate Department, Reserve Bank of India, Bhubaneswar.
4. The said Conditions and Appendix thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions 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 it is a Contract to carry out the work in respect of “**Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha**” to be paid for according to actual measured quantities at the rates contained in the Schedule of quantities or as provided in the said Conditions.
7. The Contractor shall afford every reasonable facility for the carrying out of all works relating to civil works, installation of sanitary work and fittings, permanent water supply, electrical installations, fittings, and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors, etc. after the completion of such works.

8. The Bank reserves to itself the right of altering the Drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
9. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's etc., which may come to the possession or knowledge of the Contractor during discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank because of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
10. Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from tenth day after the date of issue of formal works order as provided for in the said Conditions whichever is later and to complete the entire work within specified time period subject nevertheless to the provisions for extension of time.
11. All payments by the Bank under this contract will be made only at Bhubaneswar.
12. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Bhubaneswar and only Courts in Bhubaneswar shall have jurisdiction to determine the same.
13. The several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
14. The contractor/agency shall be solely responsible for full compliance with the provision of Sexual harassment of Women at work place under Prevention, Prohibition and Redressal Act 2013. In case of any complaint of sexual harassment against its employee within the premises of Bank, the complaint will be filed before the Internal Complaints Committee constituted by the contractor/agency and the contractor/agency shall ensure appropriate action under the said Act in respect of the complaint.
 - (a) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the bank.
 - (b) The contractor shall be responsible for any monetary compensation that may need to be paid in case of incident involves the employee of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
 - (c) The contractor shall be responsible for educating its employees about the prevention of sexual harassment at work place and related issues.
 - (d) The contractor shall provide a complete and updated list of its employees who are deployed within the bank's premises.
15. Contractors shall comply with minimum wage Act and labour Act in force. Notices/penalty, if any, issued/ imposed by any statutory bodies in the work due to lapses by the contractor in complying with the statutory norms/ requirements shall be paid by the contractor, without any claim to the Bank.

IN WITNESS WHERE OF the Bank and the Contractor have set their respective hands to these presents and two duplicates thereof the day and year first hereinabove written. (If the Contractor is a partnership or an individual).

IN WITNESS WHERE OF the Bank has set its hands to these presents through its duly authorized officials and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written, (If the Contractor is a Company).

Signature Clause

SIGNED AND DELIVERED BY THE
Reserve Bank of India by the hand of

Shri

(Name and designation)

In the presence of witnesses

(1)

Address.....

(2)

Address.....

SIGNED AND DELIVERED BY

If the party is a partnership firm or an individual
should be signed by all or on behalf of all the
partners

(1)

Address.....

(2)

Address

Witnesses

The COMMON SEAL OF:

Was hereunto affixed pursuant to the Resolutions
passed by its Board of Directors at the meeting held

OnIn the Presence of

(1)

(2)

Directors who have signed these presents in token
thereof in the presence of

(1)

(2).....

If the contractor signs under Its common seals,
the signature clause should tally with the sealing
clause in the Articles of Association

If the Contractor is signing by the hand of power
of attorney, whether a company or individual

Annexure II
Proforma Of Bank Guarantee for Earnest Money Deposit
(On Non-Judicial Stamp paper)

The Regional Director,
Reserve Bank of India
Bhubaneswar

Place
Date

Dear Sir/Madam,

Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha.

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai and an office at Bhubaneswar (hereinafter called the 'Bank') has invited **e- tenders** for the work **Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha** (hereinafter referred to as 'the Work') on the terms and conditions mentioned in the tender documents.

1. It is one of the terms of invitation of tenders that the Contractor shall furnish a Bank Guarantee for a sum of Rs. _____ (Rupees _____ only) as Earnest Money Deposit.

2. M/s _____, (hereinafter called as

Contractor), who are our constituents intend to submit their tender for the said work and have requested us to furnish guarantee to the Bank in respect of the said sum of Rs. (Rupees only).

NOW THIS GUARANTEE WITNESS THE

1. We _____ (Bank) do hereby agree with and undertake to the Reserve Bank of India, their Successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Contractor have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor, we shall on demand by the Reserve Bank of India, pay without demur to the Reserve Bank of India, a sum of Rs . _____ (Rupees _____

only) or any lower amount that may be demanded by the Reserve Bank of India. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Contractor under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____/- (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs.

_____/- (Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the Reserve Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Reserve Bank of India shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Reserve Bank of India within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the Reserve Bank of India under this guarantee shall be independent of the agreement or agreements or other understandings between the Reserve Bank of India and the Contractor.

This guarantee shall not be revoked by us without prior consent in writing of the Reserve Bank of India.

We hereby further agree that –

- a) Any forbearance or commission on the part of the Reserve Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the Reserve Bank of India to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractors of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. _____/- (Rupees..... only)
- b) Our liability under these presents shall not exceed the sum of Rs. _____/- (Rupees _____ only)
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force upto _____ provided that if so desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein
- e) Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Reserve Bank of India alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of the Reserve Bank of India against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours' faithfully,

For and on behalf of

_____ Bank.

Authorized official.

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annexure III
Proforma Of Bank Guarantee for Performance Security Deposit

The Regional Director,
Reserve Bank of India
Bhubaneswar

Place
Date

Dear Sir/Madam,

Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha

WHEREAS

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called "the RBI") has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s _____ (Name of the Contractor) (hereinafter called "the said Contractor" which expression shall include its successors and assigns).

AND Whereas the Contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹. _____ (Rupees _____ only) (Amount in figures and words) for the due fulfilment by the said contractor of the terms and conditions contained in the contract.

We, _____ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s _____, the contractor, do hereby undertake to pay to the RBI an amount not exceeding Rs _____ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESS THE

1. We _____ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. _____ (Rupees _____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____ (Rupees _____ only).
2. We also agree to undertake to and confirm that the sum not exceeding Rs. _____/- (Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the Reserve Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Reserve Bank of India shall be conclusive

and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the Reserve Bank of India under this guarantee shall be independent of the agreement or agreements or other understandings between the Reserve Bank of India and the Contractor.
4. This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

- a) Any forbearance or commission on the part of the Reserve Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the Reserve Bank of India to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractors of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. _____/- (Rupees..... only)
- b) Our liability under these presents shall not exceed the sum of Rs. _____(Rupees only).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force up to _____(60 days beyond the Defect liability period) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof I/We of the Bank have signed and sealed this guarantee on the ----- day of ----- (Month) (Year) being herewith duly authorized.

For and on behalf of _____ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature

Name

Address

ANNEXURE-“IV”

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client

Details of Works executed by Shri /M/s

- 1 Name of work with brief particulars
- 2 Agreement No. and date
- 3 Agreement amount
- 4 Date of commencement of work
- 5 Stipulated date of completion
- 6 Actual date of completion
- 7 Details of compensation levied for delay (indicate amount)
if any
- 8 Gross amount of the work completed and paid
- 9 Name and address of the authority under whom works
executed
- 10 Whether the contractor employed qualified
Engineer/Overseer during execution of work?
- 11 i) Quality of work (indicate grading) Outstanding/Very Good/
Good/Satisfactory/poor
ii) Amt. of work paid on reduced rates, if any.
- 12 i) Did the contractor go for arbitration?
ii) If yes, total amount of claim
iii) Total amount awarded
- 13 Comments on the capabilities of the contractor.
 - a) Technical proficiency Outstanding/Very Good/
Good/Satisfactory/poor
 - b) Financial soundness Outstanding/Very Good/
Good/Satisfactory/poor
 - c) Mobilization of adequate T&P Outstanding/Very Good/
Good/Satisfactory/poor
 - d) Mobilization of manpower Outstanding/Very Good/
Good/Satisfactory/poor
 - e) General behaviour Outstanding/Very Good/
Good/Satisfactory/poor

Signature of the Reporting Officer* with Office seal

*** Regarding performance report/ client's certificate, for works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount.**

(i) All columns should be filled in properly

(ii) The Client Certificates should be submitted for each of the Prequalification work/s

ANNEXURE V
FORMAT OF BANKERS' CERTIFICATE

1. Composition of the firm (whether Partnership"/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 financial years (year wise).
2023-24
2022-23
2021-22
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost **₹49,77,000/-**

(Signature)

For the Bank

Note:

Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to RBI.

In case of partnership firm, certificate should include names of all partners as recorded with the Bank

Pro forma for Details of Principal Banker/other bankers

Sr. No.	Particulars	Principal Banker	Banker	Banker
1	Address			
2	Contact Person			
3	E-mail			
4	Telephone Number			
5	Fax Number			

Annexure – VI

**i. List of similar works executed by the organisation
(including works on hand at present)**

Sr. No.	Name of the work	Name and address of the owner	Nature & specification of the work	The name and full address of the officer under whom the work was carried out	Amount	Whether work completed in time	Remarks

ii. Pro forma for Details of Similar Works executed each costing ₹49,77,000/- or more, during the last Five years

Sr. No.	Name and address of the firm	Nature of similar work	Value of the work	Whether works completed in time or not (give date of start & and date of completion)	Completion period as per work order	Fax /phone number &contact person of the firm

Place :

Date:

Signature of the Tenderer

Annexure - VII

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents, We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr./Ms. (Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the **“Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha”** on Item Rate Contract basis for Reserve Bank of India including signing and submission of all documents and providing information / responses to RBI, representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Note:

Power of Attorney should be properly stamped and notarized

Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annexure VIII

Appendix Hereinbefore Referred To

1.	Defects Liability Period	Twelve months from the date of Virtual Completion Certificate
2.	Period of Final Measurement	3 months
3.	Date of Commencement	10 th day from the date of letter of issue of work order.
4.	Date of Completion	Date of virtual completion certificate.
5.	Liquidated damages	As per LD clause (maximum of 10% of the contract value)
6.	Value of works for interim certificates	Rs.10 lakh
7.	Retention percentage	5% from each bills(RA & Final bill)
8.	Installment of security deposit after virtual Completion	PBG as SD shall be refunded after virtual completion and RM as SD will be released after Defect liability Period subject to rectification of defects pointed out, (if any), satisfactorily.
9.	Period for honoring certificates	One month for interim bills and 3 months for final bill.

Annexure X
Schedule of Technical Deviations

We confirm that all technical terms and conditions and specifications of the Bank except for deviations listed below

Sr. No.	Section No.	Clause No.	Deviation proposed
1	2	3	4

Seal & Signature of Tenderer.
Name
Designation
Date

ANNEXURE-"XI"

Format of Computerized Measurement Book

**भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
भुवनेश्वर कार्यालय
BHUBANESWAR OFFICE**

कम्प्यूटरीकृत मापन पुस्तक

COMPUTERISED MEASUREMENT BOOK

(पेज 1 से __)
(Pages 1 to __)

यह पुस्तक M/s _____ से जारी की गई है

This Book is issued by M/s _____

प्रमाणित किया गया कि इस पुस्तक में __ पृष्ठ हैं
Certified that this book contains __ Pages

जिस अधिकारी को पुस्तक जारी की जाती है,
उसके हस्ताक्षर

Signature of the official to whom
the book is issued

Signature of AGM-Estate Department

**II
सूची
INDEX**

क्रम सं SERIAL NO	मदों के विवरण PARTICULARS OF ITEMS	पृष्ठ सं PAGE NO

III
मापन परीक्षण का सारांश
Abstract of Test Check Measurement

क्रम सं SERIAL NO	मदों के विवरण PARTICULARS OF ITEMS	पृष्ठ सं PAGE NO	राशि AMOUNT	अधिकारी के हस्ताक्षर INITIAL OF THE OFFICER

Reserve Bank of India
Estate Department

Bhubaneswar
Measurement
Name of the work:
Name of vendor: M/s
Date of commencement of work:
Work Order No:
Inward No:
Invoice No:
Date of completion of work:

S. No.	Description of item	Unit	Quantity

Page No. - __

Reserve Bank of India
Estate Department
Bhubaneswar
Cash Abstract
Name of the work -

Name of vendor :
Date of commencement of work:
Work Order No:
Inward No:
Invoice No:
Date of completion of work:

S. No.	Description of item	Unit	Quantity	Rate/Unit (in ₹)	Amount (in ₹)
	Total				

Page No. - __

Notes : All the sheets shall be ruled. (sheets shall be in triplicate in three colours - white, yellow and green respectively, as per the proforma given above). Each Measurement Book shall be Hard bound and submitted along with each RA Bill & Final Bill.

Annexure – ‘XII’

Performa for Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India

(To be submitted by bidders on their letter head duly sealed and signed by the authorized signatory)

To,

The Regional Director
Reserve Bank of India
Estate Department, 2nd floor,
Main Office Building,
Bhubaneswar- 751001

Name of Work: Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha

Dear Sir,

I / We (Name of bidder) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. Based on the definitions mentioned in the above referred order and its subsequent revisions regarding the bidder, I / We certify that (Name of the bidder)

- i. is not from a country sharing land border with India, or
- ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
- iii. is from a country sharing land border with India where Government of India has extended lines of credit, or iv. is from a country sharing land border with India where Government of India is engaged in developmental projects. (Strikeout whichever of the above is not applicable).

3. I /We hereby certify that (Name of bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that I/we(Name of bidder) will not sub-contract any work to a contractor from such country(ies) unless such contractor fulfils all the requirements under the above referred office memorandum / order.

4. I have understood that, if this Undertaking / Declaration / Certificate submitted by us found to be false, Bank shall be free to terminate our tender / Work Order. Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the firm with Rubber Stamp

Date:

Place:

Annexure XIII

Escalation Matrix for Project Follow-up

The tenderers are requested to fill in following particulars.

S.No.	Escalation Level	Name of the Person & Designation	Address	E-Mail ID	Phone Number
1	1 (Site - Supervisor)				
2	Junior Management				
3	Middle Management				
4	Top Management				

Escalation Matrix for DLP

The tenderers are requested to fill in following particulars.

S.No.	Escalation Level	Name of the Person & Designation	Address	E-Mail ID	Phone Number
1	1 (Service Manager)				
2	Junior Management				
3	Middle Management				
4	Top Management				

Annexure XIV

Proforma of undertaking in connection with payment of advance of materials brought by the contractor to the site

This undertaking made this _____ day of _____ between the Reserve Bank of India, a corporation constituted under the Reserve Bank of India Act, 1934 and having its Central Office at Shahid Bhagat Singh Road, Mumbai 400001 (hereinafter called the Employer) of the one part and _____ (hereinafter called the Contractors of the other part).

The Employer and the Contractors have entered into an Agreement dated _____ hereinafter called as the said agreement and in terms of Clause No. 1.28 of the conditions in the agreement, the Employer has agreed that the contractor will be paid an advance of 75% of the cost of non-perishable building materials brought by the contractor to the site for consumption in the works at the discretion of the Employer.

The Contractor has applied to the Employer that they be allowed advances on the security of materials absolutely belonging to them and brought by them to the site of work. The Employer has agreed to do so on the terms and conditions hereinafter set out.

Now this Letter of Undertaking witnesses that in consultation of the said agreement and in consideration of the amount paid/payable to the contractor by the Employer and of any further advances as may be made to the Contractors as aforesaid, the Contractor hereby agree with the Employer and undertake as under:

1. The amount advanced by the Employer to the Contractors as aforesaid and all or any further sum or sums advanced as aforesaid shall be employed by the Contractor in or towards expediting the execution of the said works and for no other purpose whatsoever.
2. That the material which have been offered to and accepted by the Employer as security are absolutely the Contractor's own property and free from encumbrances or any kind and the Contractor will not make any application for or receive a further advance on the security of materials which are not absolutely his own property and free from encumbrances of any kind the Contractor indemnify the Employer against all claims to any materials in respect of which an advance has been made to them as aforesaid.
3. That the materials on the security of which any further advance of advances may hereafter be made as aforesaid (hereinafter called the said materials) shall be used by the Contractor solely in the execution of the said works in accordance with the directions of the Bank's engineer of the Employer and in accordance with the terms of the said agreement.
4. That the Contractors shall make at their own cost all the necessary and adequate arrangement for the proper watch, safe custody and protection against all risks of the said materials and that until used in construction as aforesaid, the said materials shall remain at the site of the said works in the Contractor's custody and on their own responsibility and shall at all times be open to inspection by the Employer's Engineers or any officer authorised by the Employer. In the event of the said materials or any part thereof being stolen, destroyed or damaged, the Contractor will forthwith replace the same with other materials of like quantity or repair and make good the same as required by the Assistant Engineer/ Assistant Executive Engineer.
5. That the said materials shall not on any account be removed from the site of the said works except with the permission of the Bank's engineer.

6. That the advances shall be repayable in full when or before the Contractors receive payment from the Employer of the price payable to them for the said works under the terms and the provisions of the said agreement provided that if any intermediate payments are made to the Contractors on account of work done, then on occasion of each such payment by deducting therefrom the value of the said materials then actually used in the construction and in respect of which recovery has not been made previously, the value for this purpose being determined in respect of each description of materials at the rates at which the amounts of the advances made under these presents were calculated.
7. That if the Contractors shall at any time make any default in the performance or observance in any respect of any of the terms and provisions of the said agreement or of these presents, the total amount of advance or advances that may still be owing to the Employer, shall immediately, on the happening of such default, be repayable by the Contractors to the Employer together with interest thereon at 12% per annum from the date or respective dates of such advance or advances to the date of repayment and with all costs charges, damages and expenses incurred by the Employer in or for the recovery thereof or the enforcement of this security or otherwise by reason of the default of the Contractors and the Contractors hereby covenant and agree with the Employer to repay and pay the same respectively to him accordingly.
8. That the Contractors hereby charge all the said materials with the repayment to the Employer of the sum of sums advanced as aforesaid and all costs, charges, damages and expenses payable under these presents PROVIDED ALWAYS and it is hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the powers contained therein if and whenever the covenant for payment and repayment hereinbefore contained shall become enforceable and the money owing shall not be paid in accordance therewith, the Employer may at any time thereafter adopt all or any of the following courses as he may deem best:
 - a. Seize and utilise the said materials or any part thereof in the completion of the said works on behalf of the Contractors in accordance with the provisions in that behalf contained in the said agreement debiting the Contractor with the actual cost of effecting such completion and the amount due in respect of advances under these presents and crediting the Contractors with the value of work done as if he had carried it out in accordance with the said agreement and at the rates thereby provided. If the balance is against the Contractors, they are bound to pay the same to the Employer on demand.
 - b. Remove and sell by public auction the seized materials or any part thereof and out of the moneys arising from the sale retain all the sums aforesaid repayable or payable to the Employer under these presents and pay over the surplus (if any) to the Contractors.
 - c. Deduct all or any part of the money owing out of Security Deposits or any sum due to the Contractor under the said agreement.
9. That except in the event of such default on the part of the Contractors as aforesaid, no interest shall be payable on the said advance.
10. That in the event on any conflict between the provisions of these presents and the said agreement, the provisions of these presents shall prevail and in the event of any dispute or difference arising over the construction or effect of these presents the settlement of which has not been herein before expressly provided for the same shall be referred to the Officer-in-Charge, Premises Department, Mumbai, whose decision shall be final and no appeal shall lie against his decision before any court, arbitrator or authority.
11. The provision of this Undertaking shall be deemed to be supplemented to the said agreement.

IN WITNESS WHEREOF the Contractors have set their hands to these presents the day and year first hereinabove written.

Witness Signature

Name

Address

Witness Signature

Name

Address



**Reserve Bank of India
Estate Department
Bhubaneswar**

Section I

Technical Specifications- Civil works

The scope of work covers execution and completion of work of Renovation (civil work) of the waiting lobby and the seating/ lounging area for the Executive Directors at Main Office Building, RBI Bhubaneswar, Odisha for the Reserve Bank of India in accordance with specifications prepared by the Bank's Engineer and to the satisfaction of the Bank's Engineer.

Contract

The form of contract shall be according to the Conditions of Contract". The following clauses shall be considered as an extension and not in limitations of obligation of the contractor.

Dimensions

Figured dimension are in all cases to be accepted in preference to scales sizes. Large scale details take precedence over small scale drawings. In case of discrepancy the Contractor is to ask for clarification before proceeding with the work.

Contractor to include in his rates

The contractor shall include in his rates for all the items listed in this section.

Contractor to Inspect Site

The contractor shall visit and examine the site and satisfy himself as to the nature of the existing roads or other means of communications, the extent and magnitude of the work and facilities for obtaining materials and shall obtain generally his own information on all matters affecting the execution of the work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points or on the ground of insufficient description will be allowed. All expenses incurred by the contractor in connection with obtaining information for submitting this tender including his visits to the site or efforts in compiling the tender shall be borne by the bidder and no claims for reimbursement thereof shall be entertained.

Gatekeeper and Watchman

The contractor from the time of being placed in possession of the site must make arrangements for watching, lighting and protecting the work, al materials, workmen and the public by day and night on all days including Sundays and holidays at his own cost.

Storage for materials

The Contractor shall provide for all necessary sheds of adequate dimension for storage and protection of materials like cement, lime, timber and such other materials including tools and equipment which are likely to deteriorate by the action of sun, wind, rain or other natural causes due to exposure in the open.

All such sheds shall be cleared away and the whole area left in good order on completion of the contract to the satisfaction of the Architects.

All materials which are stored on the site such as bricks, aggregates etc. shall be stacked in such a manner so as to facilitate rapid and easy checking of quantities of such materials.

Cost of Transportation

The Contractor shall allow in his cost for all transporting, unloading, stacking and storing of supplies of goods and materials for this work on the site and in the places approved from time to time by the Bank's Engineer. The Contractor shall allow in his price for transport of all materials controlled or otherwise to the site.

Rates for non-tender items

Rates of items not included in Schedule of Quantities shall be settled by the Bank's Engineer as mentioned in the variation clause of the Contract Conditions.

Rate to include

The rates quoted shall be for all heights and depths and for finished work.

To ascertain from Contractors for the other trades

The contractor shall ascertain from other Contractors as directed by the Bank all particulars relating to their work with regard to the order of its execution and the position in which chases, holes and similar items will be required, before the work is taken in hand as no claims for extras will be allowed for cutting away work already executed in consequences of any neglect by the Contractors to ascertain these particulars beforehand.

Testing of Material

The contractor shall, before he place orders for supply of materials, furnish to the Bank's Engineer at his own expense, samples of materials including patented products and those under specific makes, proposed to be used in the works, well in time, notwithstanding prior approval by Bank's Engineer/Employer of such products and makes; such prior approval shall not constitute a waiver of the rule regarding approval of samples. In all cases makers/ manufacturers test certificates shall be produced by the contractor along with the samples for their goods/articles/ products/ processes/equipment.

Clearing of Site

The Contractor shall ensure to clear the site of all debris and left over materials at his own expense to the entire satisfaction of the employer and Municipal or other public authorities.

Preparation of building for occupation and use on completion

The whole of the work shall be thoroughly inspected by the Contractors and all deficiencies and defects set right. On completion of such inspection, the Contractor shall inform the employer in writing, that he was finished the work and it is ready for the Bank's engineers' inspection.

On completion, the contractor shall clean all windows and doors and all glass panes including cleaning of all floors, staircase and every part of the work area including oiling of all hardware. He will leave the entire work area neat and clean and ready for immediate occupation and to the satisfaction of the employer.

Vouchers

The Contractor shall furnish the employer with vouchers on request, to prove that the materials are as specified and to indicate the rates at which the materials purchased in order to work out the rate analysis of the non-tender items which he may be called upon to carry out thereafter.

Protection

The contractor shall properly cover up and protect all work throughout the duration of work until completion, particularly masonry / finish, mouldings, steps terrazzo or special floor finishes, staircases and balustrades, doors and windows frames, plaster angles, lighting and sanitary fittings, glass, paint work and all finishes.

MATERIALS AND WORKMANSHIP

The contractor under this contract bind himself to use first class materials. Quality of workmanship shall be of the highest order befitting the nature of the project. All work not upto the standard shall be summarily rejected, and the Contractor will be required to dismantle the defective work and redo the work at his own cost and risk. The decision of architect/employer regarding the quality/standard of workmanship shall be final and binding on the contractor.

MATERIALS:-

1. Materials shall be of the best approved quality and they shall comply with the respective latest IS code specified.
2. In case of non-availability of materials in metrics sizes, the nearest size in FPS units shall be provided with the prior approval of the Bank's Engineer-in-charge for which, neither extra will be paid nor any rebate, be recovered.
3. All material shall be tested in any testing laboratory approved by the Assistant Engineer/ Assistant Executive Engineer / Engineer-in-charge, as per the testing guidelines issued by the Employer, which can be perused by the contractor from the office results of such tests in original issued by the laboratory shall be submitted to the Architects with copy to Assistant Engineer / Assistant Executive Engineer / Engineer-in-charge. The entire charges connected with such testing including for repeated tests if ordered by the Bank's Engineer-in-charge shall be borne by the Contractor.
4. All materials supplied by the Employer / any other specialist firm shall be properly stored and the Contractor shall be responsible for its safe custody until they are required on the works and till the completion of work.
5. Unless otherwise shown on the drawings or mentioned in the Schedule of Quantities or Specified Conditions, the quality of materials, workmanship, dimensions etc. shall be as specified herein under.
6. All equipment's and facilities for carrying out field test on materials shall be provided by the Contractors without any extra cost.

Cement: -

Cement shall comply in every respect with the requirements of the latest publication of IS-268 and unless otherwise specified Ordinary Portland cement shall be used.

The weight of Ordinary Portland cement shall be taken as 1440 kg per CuM (80 lbs per Cft.). Cement shall be measured by weight and in whole bags and each undisturbed and sealed 50kgs. bag being considered equivalent to 34.72 liters (1.2 Cft.) in volume. Care should be taken to see that each bag contains full quantity of cement. When part bag is required, cement shall be taken by weight or measured in measuring boxes.

No other make of cement but that approved by the Bank's Engineer-in-charge will be allowed on works and the source of supply shall not be changed without approval of the Bank's Engineer-in-charge in writing. Test certificates to show that cement is fully complying with the specifications shall be submitted to the Architect and notwithstanding this, the Architects may at their discretion, order that the cement brought on site and which they may consider damaged or of doubtful quality for any reason whatsoever, shall be retested in an approved testing laboratory and fresh certificates of its soundness shall be produced. Cement ordered for retesting shall not be used for any work pending results of retests.

Cement shall be stored in weather proof shed with raised wooden plank, flooring to prevent deterioration by dampness of intrusion of foreign matter. It shall be stored in such a way as to allow the removal and use of cement in chronological order of receipt i.e. first received being first used. Cement deteriorated and / or clotted shall not be used on work but shall be removed at once from the site. However, allowing use of warehouse set cement shall be determined by the Bank's Engineer-in- charge.

Fine Aggregate: -

Sand shall conform to IS-383 and relevant portion of IS-515. It shall pass through a IS sieve 4.75 mm (3/16 BS) test sieve leaving a residue not more than 5%. It shall be from natural source crushed stone screenings, if allowed, chemically inert, clean, sharp, hard, durable, well graded and free from dust, clay, shale large pebbles, salt, organic matter, loam mica or other deleterious matter. The sum of percentages of all deleterious materials in sand shall not exceed 5% by weight. It shall be washed if directed to reduce the percentage of deleterious substance to acceptable limits. Sand shall not contain any trace of salt and it shall be tested and sand containing any trace of salt shall be rejected.

The fine aggregate for concrete shall be graded within limits as specified in IS-383 and the Fineness Modulus may range between 2.60 to 3.20.

The fine aggregate shall be stacked carefully on a clean hard dry surface so that it will not get mixed up with deleterious foreign materials, if such a surface is not available a platform of planks of corrugated iron sheets or brick floor or a thin layer of lean concrete shall be prepared.

Coarse Aggregate :-

Shall consist of crushed or broken stone 85% of which shall be retained on 4.75 mm IS test sieve. It shall be obtained from crushing Granite, Quartzite, Trap, Basalt or similar approved stones from approved quarry and shall conform to IS-383 and IS-515. Coarse aggregate shall be chemically inert when mixed with cement and shall be cubical in shape and free from soft, friable, thin porous, laminated or flaky pieces. It shall be free from dust and any other foreign matter.

Gravel / Shingle of desired grading may be permitted as a substitute in part or full in plain cement concrete if the Architect is otherwise satisfied about the quality of aggregate. For all RCC works the size of coarse aggregate shall be 20 mm and down gauge.

Water :-

Water for mixing cement mortar or concrete shall not be salty or brackish and shall be clean, reasonably clear and free from objectionable quantities of silt and traces of oil, acid and injurious alkali, salts, organic matter and other deleterious materials which will either weaken the mortar or concrete or cause efflorescence or attach the steel in reinforced cement concrete. Water shall be obtained from sources approved by the Architect. Potable water is generally considered satisfactory for mixing and curing concrete, mortar, masonry etc. Where water other than main source is used this shall be tested in an approved testing laboratory to establish its suitability. All charges connected therewith shall be borne by the Contractors.

LAYING OF FLOOR TILES (Ceramic/Vitrified):

For fixing tiles using sand and cement, follow the instructions given below:

- A. Use cement and sand mortar in the ratio of 1:3. Add some water to create consistent paste. **DO NOT USE NEAT CEMENT FOR FIXING TILES**
- B. Once the mixing has been completed, do not add more water and use the mixture within one hour.
- C. Soak the tiles in clean water at least 30 minutes before fixing.
- D. Remove the tiles from the water and allow them to drain to ensure that there is no film of water on the tile surface.
- E. Apply a 15-20 mm layer of bedding material evenly spread over an area of 1 square meter at a time on the surface of the area. Apply a fine slurry to the back of the tile to ensure proper and full bedding. Press gently for even adherence at the back of the tile.

DO NOT USE IRON HAMMER, ALWAYS USE WOODEN HAMMER TO PRESS THE TILE

The tiles shall be laid in pattern/design as approved by Bank. Necessary cutting of tiles where required shall be done. Joints shall be as thin as possible or as directed by Bank's Engineer. Laying shall start after due consideration is given to the following points and approved by Bank's Engineer.

Datum levels of floors in room, passages, etc. In case there is any architectural feature, the same shall be considered and pattern adjusted accordingly. Location and fixing of floor trunking and junction boxes.

Tiles may be allowed to go under plaster/skirting/dado for about 10 mm.

After the flooring is laid surplus adhesive from the joints shall be cleaned. The following day the joints shall again be cleaned and grouted with white cement mixed with matching pigment. Excessive grouts shall be cleaned off. The joints shall be cured for seven days.

The floors shall be washed with oxalic acid, cleaned and dried with a soft cloth before handing over the site.

Measurement:

The flooring shall be measured in square meters. No extra shall be admitted on account of cutting of tiles to size in shape, preparing a pattern, or a special border or band. The area of floor shall be measured from plaster to plaster or from skirting to skirting as the case may be. Portion of flooring below plaster or skirting shall not be measured.

SKIRTING/DADO

Material for skirting, dado shall be as specified herein above.

Surface preparation shall be same as for flooring for each type. Backing coat, plaster for dado and skirting shall be done as detailed herein above. The plaster shall be combed for creating a key and better adhesion with skirting material.

External and internal facings shall be fixed with adequate provision for expansion and compression joints. Skirting and dado shall be fixed as under:

- 1) Sufficiently hardened backing/under coat must be damp.
- 2) Tiles cut to size must be buttered with white/ coloured cement paste on the back side as directed.
- 3) Tiles shall be fixed on the under coat and tamped with wooden mallet or rubber mallet to achieve full adhesion to the under coat. Edges shall be tamped to line and level.
- 4) Care shall be taken to achieve pattern of laying with respect to drawings and the floor.
- 5) The laid tiles shall be mopped with wet cloth to remove grout coming out of the joints.

The cleaning shall be as described herein above and the operation shall be manual.

Measurement shall be in square meters for skirting for specified width. Dado shall be measured in square meters or as specified in specifications.

Rate shall include material and labour required to complete the item as specified and approved by the Bank. It shall include dividing strips if any, treating expansion joints if any, sealing corners and edges around fittings and fixtures, etc. all completed as approved by the Bank.

Timber :-

Timber shall be well seasoned and of the best quality heart wood of specified species viz. Timber shall be considered as well as seasoned, if its moisture content does not exceed the following limits.

- (i) Timber for frames 14%
- (ii) Timber for planking shutters etc. 12%

The moisture content of timber shall be determined according to method described in paragraph 4 of IS 287 for maximum permissible moisture content of timber used for different purposes in different climatic zones.

In measuring cross sectional dimensions of the frame pieces tolerance upto 1.5 mm shall be allowed for each planned surface.

2nd class Indian teak wood

Shall be similar to 1st class Indian teak wood except that knot upto 4 cm diameter and aggregate area of all knots upto 1.5% of the area of the piece shall be allowed. There shall not be less than 4 growth rings per 2.5 cm width.

DOORS:

MATERIALS:

Timber shall be of quality as specified in the BOQ and well seasoned. When a kind of timber is not specified, good quality approved hard wood/imported teak shall be used. It shall have uniform colour, be free from defects such as cracks, dead knots, soft spongy spots and waves of injurious open shakes. Grain shall be reasonably straight. The individual hard sound knots shall not be larger than 6 sq.cm. The aggregate area of all knots shall not exceed 0.5% area of a piece.

All timber shall be kiln seasoned to IS 1141 and conform to IS 287 for moisture content. Maximum permissible limit shall be + 3% for average moisture content of all samples from a given lot and + 5% for individual sample of the given lot. This is applicable when thickness of timber is more than 50 mm. For small sizes, tolerances shall be + 2 and + 3 respectively.

Timber used shall be treated with approved anti termite treatment. Wood work in contact with masonry or concrete shall be painted with hot bitumen coal tar before being placed in position.

Readymade flush shutters shall be as specified and shall comply to respective code of practice. Manufacturer's certificate conforming that shutters supplied comply to IS shall have to be obtained and submitted to the Bank. Also a copy of test certificate from an independent agency/laboratory shall be obtained.

Shutters shall be of specified thickness. They will have teak veneer of 4 mm thickness as specified.

Tolerances on width and height shall be +/-2 mm. Tolerances on thickness shall be +/-1.2 mm. Thickness of shutter shall be uniform throughout.

Fittings and fixtures shall be as specified in BOQ and shall comply to respective IS specifications.

All nails, screws etc. shall be hot dipped 57 hiseled 57d or of S.S. or non ferrous stainless steel.

Adhesive and glues shall be as per IS for exterior quality and water repellent.

WORKMANSHIP:

- (a) Timber brought at site shall be as approved by the Bank.
- (b) No timber shall be painted, tarred, oiled, etc. before its inspection by the EIC. Any efforts to hide the defects by plugging, painting, etc. shall render the piece to be rejected by the EIC.
- (c) All rejected timber shall be removed at once from the site of work.
- (d) All sawing of timber shall be done in straight lines and planes of uniform thickness.
- (e) All joints shall be tongued and grooved or of the type shown in the drawings specified in the item or as directed by the EIC. All joints shall be glued with approved adhesive.
- (f) Joints shall be strong, neat and shall fit without welding or filling. They shall be pinned with hard wood or bamboo pins of 10-15 mm dia after the members of the frame are glued and pressed together in a suitable vice mechanism.
- (g) Prior to joining, wood members of frame shall be planed smooth and accurate to the full depth. Rebates, rounding, moldings, etc. as shown in the drawings shall be done before the members are joined.
- (h) All timber items shall be subjected to inspection by the EIC prior to any treatment like primer, etc. to be carried out. No item shall be installed unless it is approved by the EIC.

GLAZED / PANEL SHUTTERS:

These shall be as detailed and specified in the drawing. The thickness of the styles and rails shall also be as specified in the drawing. The thickness of panels will be as specified and the type of panel also noted therein.

Styles and rails of shutter shall be made out of a single piece of wood. The tenons shall pass clear through styles. The styles and rails shall have a 12 mm groove to receive panel of glass.

Glass:

Glass used for glazing shall be sheet glass of best approved quality, free from flaws, specks, bubble and shall be 2.8 mm thick up to 0.60 x 0.60 mm size and for larger size it shall be 4 / 5 mm thick unless otherwise specified in the Schedule of Quantities.

GLAZING;-

- (a) Glazing shall be in accordance with IS 3548 code of practice for glazing in building works (doors and windows)
- (b) Glass used for the works shall be float glass – clear or frosted as per the approved manufacturers.
- (c) Glass shall be flat, transparent and clear when judged by the unaided eye. It may, however, possess a tint when viewed edge-wise.
- (d) Glass shall be free from cracks, blisters, stones, scratches, bubbles. Glass shall not show any distortion of light when tested to IS.
- (e) Thickness and tolerances on cut sizes of glass shall be as per IS.
- (f) Actual cut size glass shall be measured in square meters.
- (g) Irregular shaped or circular glass shall be measured as smallest rectangular area from which the irregular or circular pane can be cut.
- (h) Glass panes shall be fixed by wooden beading having mitered joints. A thin layer of clear silicon sealant shall be applied between glass panes and the beading. Fixing of glass panes with simple putty and beads shall not be permitted.
- (i) Mirrors shall be out of best quality Belgian or equivalent glass, silvered to give a truly plane and smooth surface which shall produce a good 'undisturbed image'.
- (j) Glass shall be well protected from any damage during transportation, storage and progress of work. Any glass, which is in the opinion of the Bank is not suitable for the work shall be rejected and the contractor shall replace the same forthwith.
The rates for various items shall include material, labour required for proper completion of the item including wastage, breakage involved in process, cutting, cost of subsidiary material required for proper fixing and functioning of glass such as nails, spirits, etc. This shall also include carriage, hoisting, scaffolding, etc.

FITTING AND FIXTURES:

The following standard fittings and fixtures shall be included when not specified in the BOQ or the drawings for door shutters in stainless steel. Required brass CP/SS screws for fixing them in the same colour shall also be included in the pricing. Fittings and fixtures shall be as approved by Bank. This shall also include making grooves, chases, reinforcing, etc.

MEASUREMENTS AND RATES:

Wood work and joinery shall be measured in cubic meters, square meters, running meters or any other manner as detailed in the BOQ.

The price for an item shall include supply of specified quantity and type of timber, sawn, cut, joined, framed and fixed in position including supply and fixing of approved anti-corrosive treated fixtures, straps, bolts, hold fasts, spikes, nails, screws, etc. supplying and applying glue, coal tar, paint and anti-termite treatment. The item shall also include scaffolding, all materials, labour, use of equipment, etc.

Fittings and fixtures shall be as specified herein before if not detailed elsewhere in the drawings and BOQ.

If wood work is found to be defective due to bad workmanship, shrinkage, etc. within 1 year after completion of work, the defective wood work shall be refixed by the contractor at his own cost to the entire satisfaction of the Bank. This includes the repairs required to the complete work as it was finished earlier.

THERMAL INSULATION:

The Thermal insulation used shall be of approved quality heavy density expanded polyurethane or resin bonded glass wool or equivalent. The glass wool shall have a minimum density of 200 gm/sq.m.

VENEER, PLYWOOD:

The veneers, ply wood used in the work shall conform to the IS 851 and IS 303 respectively. It shall be resin bonded suitable for the intended use. The contractor shall produce 1 no. 2400 x 1200 (8'-0" x 4'-0") sample of veneer sheet for the approval of the Bank.

The veneer to be used shall be as specified and shall be of approved brand like Century ply, Green ply or approved equivalent etc. The shades and pattern shall be got approved from the Bank in case the trade name and the pattern number has not been specified in the drawings.

The 'Faux Ebony' veneer shall be imported, and this shall be in accordance with the sample available for inspection at the site with Employer.

ANTI TERMITE TREATMENT AND FIRE PROTECTIVE PAINT:

All concealed wood work like false ceiling frame work, paneling frame work, flooring battens, etc. shall be treated with an approved anti termite agent like creosote oil and approved fire protection paint. When items of furniture like skirting, planking, wardrobes, cup-boards, etc. butt against the wall, rcc face etc. the surfaces in contact with concrete faces as well as the wall surfaces shall be treated with anti-termite agent.

PANELLING:

The frame work for the paneling shall be in accordance with the BOQ/detail drawings out of 1st quality approved. The members of frame work shall have been treated with a coat of approved anti-termite treatment wherever required. The planks used for the paneling shall be of seasoned timber of specified type and thickness. These are to be fixed with counter sunk screws and finished as in the manner specified in BOQ and relevant drawings. The rate quoted shall be also be conclusive of providing grooves, etc. as indicated in the drawings.

GYPSUM BOARD CEILING:

Description: Gypsum board ceiling system consisting of a range of metal component supporting one or two layers of 12.5 mm Gypboard screws fixed to the underside of suspended grid. Tapered edge board used, are then taped and filled to give a smooth, seamless ceiling which can receive most forms of decoration.

Installation: Framing, Perimeter channels are leveled at the required position above the finished ceiling line and fixed to the wall at 610 mm centers. The remaining metal components are installed to form a regular grid suspended from soffit cleats by ceiling angle at 1200 mm centers connected to the intermediate channels are set 1000 mm apart. M/F ceiling section are fixed at 450 mm centers at right angles to the underside of intermediate channels using connecting clips.

The Gypboard membrane comprising one layer are fixed with bound edges at right angles to ceiling section with all joints staggered. Gypboard layers are screwed to the M/F ceiling section and perimeter channels at board ends with Gypboard drywall screws with joints staggered. Jointing the screws, taping, POP, etc. are to be carried out according to the recommendation of India Gypsum.

Suspension: Fixing points for suspending the metal grid are required at 1200 mm centers in each direction. When the ceiling is intended to provide fire protection, the fixing to the structure must be noncombustible.

Imposed Loads: The table provides loading data for the suspension grid based on a limiting deflection factor of L/400.

Fixing: fixing to the system should always be made into the metal grid to supplementary framing as may be necessary fixing or attachments should not be made into the membrane. Some adjustments of the primary grid may be required to support particularly heavy loads, where loads outside this range are anticipated, independent suspension should be provided from the structure.

Fittings and access panels: Where light fittings, access panels and similar components are incorporated as part of the design requirements, consideration must be given to maintain the integrity of the ceiling when fire resistance and sound insulation are also important factors.

GYPSUM PLASTER TO WALLS (POP PUNNING):

GYPSIM UNIVERSAL PLASTER (Base coat), a gypsum-based material in a handy application can be applied over any normal background in not more than one coat, depending on evenness or the back ground. Smooth finish and good impact strength are its virtue.

Gyplaster base coat plaster is a calcium sulphate hemihydrate plaster with additives including lightweight aggregate to improve plasters handling workability and application. It attains early strength and is free from shrinkage cracks. The thickness of the plaster should be a maximum of 13 mm on uneven background but should not exceed 10 mm or less than 5 mm on a level and even background.

The setting time of plaster is approximately 30 minutes after the application, depending upon suction of background. The setting progresses evenly and gradually until the surface is hard enough to receive a final stroke of a trowel, at approximately 45 to 60 minutes.

The coverage is approximately 65 to 75 sq.m. per 1000 kg at 13 mm thickness.

For application of gyplaster, the wall is first marked vertically at 1220 mm 61 hisele, then checked with straight edge, or line (preferably aluminum square tube) 61 hisele to find the high spots which are used as guide for level to be set.

The background should be suitably wetted with a brush 5-10 minutes before plastering to displace the trapped air and for a good plaster contact with the surface.

Four points (by putting plaster with flat surface) are fixed in level and plumb to each corner of the wall to determine the thickness of the plaster required to be done.

40 mm wide strips of plaster are fixed. Then the points are applied vertically, in level and plumb of both ends of the wall.

These vertical strips are then made with plaster at even 1220 (or 1550 mm) 62hisele on the entire area of the wall, to ensure level and plumb of the strips, to be in line.

The plaster is applied to surface of the wall with a trowel to required thickness and finish the surface by setting straight edge (sq. tube) horizontally by them placing on the vertical strips already fixed above, with firm pressure. A tight coat is applied then turned back with the same batch material to fill out to required thickness

A featheredge should be used to straighten the plaster to a reasonable plane, whilst at the same time filling in any slacks or hollows when the plaster has stiffened sufficiently, further ruling out the feather edge is necessary to achieve a flat surface.

As the plaster stiffens progressively, further flattening and paring should be carried out with a spatula.

When the plaster is sufficiently formed, the surface should be soaked lightly with a sponge float and light application of water if necessary to raise the flat and bring the surface to a suitable condition for finishing.

Closing in with the trowel should commence as soon as plaster starts to set, followed by a final trowel at the appropriate time.

Overpolishing should not be done at any cost.

Decoration and final finish should be delayed until the plaster work has dried out thoroughly.

Precautions:

- a. Tools and water used in mixing must be clean and free from set plaster and other impurities.
- b. Set plaster shorten the setting time and thus reduces the strength of plaster which sets.
- c. Surfaces should be protected from weather and should be reasonably wetted 5-10 minutes before plastering so that the plaster holds on the background satisfactorily.
- d. Fittings and plugging of all kinds should be done before proceeding to plaster.
- e. Openings, chases or other apertures for cable conduits and other's should be cut before plastering.
- f. Background to be plastered should be thoroughly brushed with broom to remove dust and loose mortar. Once a mix has started to set, it should not be retempered neither should be a fresh gauging be mixed with an old one.

Background surface should be reasonably dry and protected from the weather. The suitability of a particular background for plastering should be considered in relation to its length, suction, bonding properties, shrinkage or thermal movement characteristics, water and soluble salt content. The high suction of certain backgrounds (like concrete block masonry) should be adjusted by sprinkling water.

Plaster are not supposed to isolate dampness and they are not suitable for use in continuously damp or humid conditions. During application of Gyplaster in hot or dry conditions, care should be taken to ensure that rapid loss of water is avoided. The reason is that Gyplaster requires a proportion of the mixing water in order to set and achieve full strength. If the water is dried off too rapidly then the strength of the plaster will be impaired. Once set and fully dry, it is suitable for use in situation where the inside temperature is 50 de. C maximum.

Universal plaster attains early strength during the drying process and the plaster work does not suffer from inherent shrinkage cracks. Whilst the finished surface can be intended by impact, the natural resilience of set plaster prevents more serious damage.

Tubular service conduits should be chased into the background wherever possible. The following precautions should be taken in order to minimize any risk of subsequent plaster cracking or rust staining over service runs.

1. Conduit of minimum permissible dimensions should be used.
2. High spots in the background should be chased if possible.
3. The undercoat plaster thickness specified should be sufficient to cover the extreme protrusions of the conduit by at least 5 mm.
4. Service routes should avoid door frames, ground, etc.
5. Service piping, conduits, fixing clips and other metallic objects should be adequately
6. protected by galvanizing, painting or applying a thicker layer of lacquer in order to protect it from rusting.
7. At junctions of different materials (like concrete blocks and RCC columns/ beams) a fibre mesh shall be applied prior to the application of the plaster to avoid cracks at a later date.

Gyplaster universal shall be mixed in a clean mixing bucket using clean water. Plastic buckets can be used to avoid rust staining from metal containers.

PAINTING AND POLISHING:

Materials: Paints used in the works shall conform to the respective IS code of practices: These shall be the latest revised. Paints shall be factory made and no site preparation shall be allowed except for the white wash. Paints received at the site shall be in manufacturer's sealed drum.

Paints should be such as to withstand weathering effects of the atmosphere, decay of wood, corrosion of metal and of pleasing appearance. Also their surface should become hygienic, clean and attractive.

Paints shall conform to the following points:

1. Good spreading coverage.
2. Easy application
3. Should form a thin uniform film on application.
4. Surface should not crack when paint dries.
- a. Should be inert to weathering actions of atmosphere.
- b. Final surface should be hard and durable.

The manufacturer and shades of paint used at the work site shall be to the approval of the Bank.

Workmanship: the work shall be carried out as specified in IS 2385 Part I and Part II schedule of painting system to be as per table of IS 2385 Part II.

Surface preparation:

- a. Surface shall be cleaned and any existing fungus or mould shall be removed. A coat of fungicidal wash shall then be applied and allowed to dry if necessary.
- b. Any cracks, defects in the plaster of Paris surface shall be cut out made good, cured and allowed to dry. Minor cracks may be filled with a suitable filler.
- c. Lime mortar plaster shall be left unpainted for the first few months to allow plaster to carbonate, harden and dry thoroughly.
- d. In case of gypsum plaster it shall be ensured that the surface is either alkaline or neutral and tested in accordance with E-1 as specified in IS 2395 Part I.

All paints and products shall be from one manufacturer only. The steps for painting operation to be followed as under :

- a. Primer/sealer – coat as recommended by paint manufacturer.
- b. Filler/Putty as many layer as required and approved of
- c. Undercoats.
- d. Finishing coat or coats.

Paints to be applied shall be spread uniformly over the entire area. Paints shall be mixed and stirred thoroughly prior to use. No addition of thinner or water shall be permitted other than the quantity specified by the manufacturers.

Paint may be sprayed or applied with brush depending upon type of paint used. Finishing shall be to the satisfaction of the Bank.

Sufficient time shall be allowed between two coats to ensure that the earlier coat is fully dry prior to the application of the successive coat.

Application of paint shall be carried out in properly ventilated and dry weather for painting of interiors.

Application of one coat in one room shall be finished in one operation. Filler shall be plaster of Paris or as approved by the Bank.

Brushing of paints in coats shall be in a direction that is at right angles to the previous one.

No brush mark must be visible. The final coat shall be finished with a roller sponge. Painting shall be measured in square meters.

The number of finished coats specified in the BOQ are the minimum require and for guideline only. The finish surface shall be the acceptance and approval of Bank. Any additional coats required to achieve this shall be to the account of the Contractor and no extra charges shall be payable for any additional coat applied.

PAINTING/POLISHING OF WOOD WORK :

Work shall be carried out to specifications IS 2338 Part I and Part II. The system shall be installed as per the schedule for finishing and shall be as per table of IS 2338 Part II.

Surface Preparation:

- a. Wood to be painted shall be seasoned and free from discoloured sap wood and from large resinous or loose knots.
- b. Nail shall be punched well below the surface to provide a firm key for stopping.
- c. Mouldings, sills shall be carefully smoothed with abrasive paper and the fibres left after machining shall be cleaned and removed.
- d. Flat portions shall be smoothed.
- e. Any knot, resinous streaks or bluish sapwood shall be treated with two coats of pure shellac knotting, applied thinly and extended to about 25 mm beyond the actual are requiring treatment.

Priming :

- a. Dirt or any other extraneous material shall be removed. A priming coat shall be applied to the bare wood.

- b. All exposed surfaces of the wood shall be primed.
- c. Unless specified otherwise, all joinery work which is intended to be painted shall receive at least two priming coats.

Stopping and filling :

Stopping and filling shall be carried out only after priming. Filler material shall conform to IS and shall be approved by the Bank.

Filler of stiff paste shall be applied with putty knife to fill holes and cracks and subsequently rubbed down to a level surface with abrasive paper, pumice stone or other suitable abrasive material.

The filler coat shall be of an optimum thickness and shall be allowed to fully hardened and flatten before the subsequent coat is applied. As many layers as necessary shall be applied allowing sufficient time between the coats to harden and flatten.

Undercoats:

- a. The undercoat shall be applied after the surface has been primed, stopped, filled and rubbed down to a smooth surface.
- b. The undercoat may be brushed or sprayed.
- c. After drying the coat shall be carefully rubbed down and wiped clean before the next coat is applied.

Finishing :

The application of finishing paint varies according to the type of paint employed. Cleanliness is essential and as far as possible the application shall be carried out in a normal dry condition. The finishing coat may be applied either with brush or may be sprayed.

Measurement shall be to the actual surface area and in square meters.

Clear finishes for wood surfaces: Clear finishes shall be applied to wood and wood-based interior surfaces. They shall be carried out to IS 2338 Part I. The procedure of application shall be as detailed hereafter.

Filling :

- a. Filler conforming to IS 345 shall be used to level off, to make smooth, to prevent the excessive penetration of the finish and to fill the open cells.
- b. For special stain effects colour fillers shall be used.
- c. On the fine textured woods having minute pores that do not require filling, thin varnishes, lacquer or shellac may be used.
- d. Filler or stain filler shall be applied by hand using hessian or jute rag across the grain. The filled surfaces shall be dried preferably overnight and smoothed with abrasive paper.

Staining :-

- a. Staining of wood shall be restored to create special effects for subsequent clear finishes.
- b. Stains used shall be water based, spirit based or oil based as approved by the Bank according to the purpose and location.
- c. Surfaces shall be kept scrupulously clean and free from greasy finger marks.
- d. Small cracks or nail holes shall be stopped with fine plaster of Paris or suitable stopping.
- e. Stains may be applied by brushing and wiping or spraying.

Application shall be liberal but without over-staining that may spoil the stained surface. Sealing : A suitable seal shall be applied on the filled and sanded surface to prevent absorption by the wood of successive coats of finish and to seal stain and filler and thus preclude their bleeding into the finished coat. When fully dry, the surface shall be sanded taking care not to cut through at corners and edges. Dust shall be blown off and the surface wiped with a clean rag.

French Polish :

- a. Work shall be carried out to IS 2338 Part I and Part II.
- b. Pure shellac varying pale orange to lemon yellow colour, free from resin or dirt shall be dissolved in methylated spirit at the ratio of 0.15 kg of shellac per litre of spirit. Suitable pigment should be added to get the required colour.

All unevenness should be rubbed down to smoothness with sand paper and thus surface shall be well dusted. The pores in wood shall be filled up with filler made of paste of whiting dissolved in water or methylated spirit. Otherwise the French polish will get absorbed and a good gloss will be difficult to obtain.

A pad of woolen cloth covered by a fine cloth should be used to apply the polish. The pad shall be moistened with polish and rub hard on the surface in a series of overlapping circles so that the polish is applied uniformly over the entire area to give it an uneven surface. The surface shall be allowed to dry and the remaining coats applied in the same day.

To finish off, the pad shall be covered with a fresh piece of clean cloth, slightly damped with methylated spirit and rubbed lightly and quickly with clear motions. The finished surface shall have a uniform texture and high gloss/matt finish as per specifications.

Measurements shall be in square meters.

Protection: All metal fittings and fixing shall be removed before preparatory process are commenced and shall be re-fixed on completion of the painting/ polishing.

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:

Section J

List of Approved Brand and / or Manufacturer of Material		
Sl no	Items	Approved list
1	Aluminium Section	Jindal, Hindalco, Indal or equivalent approved
2	Cement based Putty	Birla white, berger, Asian paint or or equivalent approved
3	Cement	A.C.C, Ultratech, Ramco, Birla, Ambuja of approved equivalent
4	White cement	Birla White, J.K. White or approved equivalent
5	PVC door	Black Cobra or approved equivalent
6	Marine plywood (BWP Grade)	Green Ply, Anchor, Kitply, Century or equivalent approved
7	Glue/adhesive	Fevicol, Araldite, Vamicol or equivalent approved
9	WPC Board	Century, Austin or equivalent approved
10	Stainless steel accessories and hardware	Hettich, Sterling, Haffle, Kaff, Ever shine, polo or equivalent approved
11	Glass fittings	Enox, Ozone or approved equivalent
12	Glass (Toughened)	Saint Gobain, AIS , Enox, Ozone, Dorma or approved equivalent
13	Gypsum Ceiling	Gyproc, Armstrong or equivalent

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:



**Reserve Bank of India
Estate Department
Bhubaneswar
Section K**

**Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of
Main Office Building, RBI Bhubaneswar, Odisha**

e-Tender no: RBI/Bhubaneswar Regional Office/Estate/ 9/24-25/ET/271

Un- Priced Schedule of Quantities

Part -II

Name of Contractor _____

Address _____

Close Bid Date: - August 02, 2024 up to 14.00 Hrs.



**Reserve Bank of India
Estate Department
Bhubaneswar**

“Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha”

Preamble

The rates quoted shall include the following:

1. The item and quantities indicated in the schedule of quantity are tentative and as per need of work and as decided by the Bank certain items/ quantities may not be required to be executed or may be executed with reduction in quantities to any extent. The contractor has to execute items/quantities as per direction of Bank and no claim on this account whatsoever it may will be entertained by the Bank in respect of non-operation of items/reduction in quantities.
2. Charges required to comply with all the provision under contract labour Act 1970 (including subsequent revision if any) and rules therein.
3. Providing for all costs and charges incurred by the contractor complying with all safety health and welfare regulations, appertaining to staff and work people employed on the site.
4. Keeping the site free from debris arising from the works during the renovation/construction/repair/ period and leave the site free from debris on completion of work to the satisfaction of the Employer.
5. Providing electric lights, maintain system, all as required for the works and remove the temporary installations on completion.
6. Making necessary holes/pockets/chases in masonry/ concrete/floors/walls/ partition etc. and making good the damages matching to the surrounding specification at no extra cost to the Bank.
7. Providing and erecting necessary scaffolding and providing access for work area as may be required for carrying out the repair works and for inspection of work at all levels and heights and removal the same after satisfactory completion of work.
8. Charges for Inspecting the site and get acquainted with pertaining works just idea for works to be carried out before quoting the rates.
9. Necessary charges towards providing service of a qualified supervisor on the work site during entire working hours and shall be who shall be available at work site to receive instructions from the Bank and act accordingly.

10. Contractors will have to submit a time bound programme just after the award of the work and get it approved from the Bank before commencement of work.
11. The rates shall also include the removal and carting away all debris, etc from Bank's premises.
12. Contractors to provide the original invoices for every supply of materials for Bank's verifications. If it is not provided and the materials found not as per specifications/ approved make shall not be measured for the payment.
13. Curing the items of work involving the use of cement and waterproof paints.
14. The rates should be inclusive of all relevant taxes, GST, transportation charge etc. and for all the accessories required for the completion of the work. No extra amount will be paid for whatsoever. All fluctuations in prices of all materials & labour shall be borne by the contractor.
15. All taxes, levies, and cess including labour cess as may be applicable in respect of the contract shall be payable by the contractor and Bank shall not entertain any claim whatsoever in this respect.

Place:

Signature and Seal of the contractor

Name & address.



**Reserve Bank of India
Estate Department
Bhubaneswar**

Un- Priced Schedule of Quantities

Name of the Work: Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha

Sl.No.	ITEMS OF WORK	UNIT	QTY.
A	FALSE CEILING		
1	Gypsum Ceiling		
	<p>Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sqm (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37 mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia x 50 mm long with 6 mm dia bolts, other flange of cleat fixed to the angle hangers of 25 x10 x 0.50 mm of required length with nuts & bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia x 230 mm long G.I. wire at every junction , including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450 mm centre, with 25 mm long dry wall screws @ 230 mm interval, including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c , including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes , finishing with jointing compound in 3 layers covering upto 150 mm on both sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of</p>		

	perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Architect/Engineer in Charge but excluding the cost of painting		
	Fully Perforated Gypsum Plaster Board of size 1200 x 2400x12.5 mm having approx. 15 % perforated area with perforation size and pattern as approved by the Engineer-in-charge and as per manufacturer's specification, with all 4 side tapered and backed by acoustical tissue with NRC value not less than 0.60.		
	Total Gypsum Ceiling	sqm	52.71
2	PVC Ceiling		
	<p>Supply and fixing of VOX/Paare - Infratop or equivalent approved, false ceiling, of panel sizes of 340mmx 2700mm, resistant to moisture & water. It is durable, scratch resistant EN 438-2 p.25, non-flammable EN 13501-1 BS 476 part 7, impact resistance, not less than 3J (23,03), reaction to fire C-s3:d0, in accordance with regulation (EU) no. 305/2011 under the sole responsibility of the manufacturer. Increases the sound insulation EN ISO 140-4 EN ISO 717-1 of the room, thermal conduction EN 12664, UV resistance EN ISO 4892-2 EN 20105-102, Global migration to food substances. No Emissions of harmful substances ISO 16000.</p> <p>The panels will be fixed flush fit with tongue and groove system with appropriate aluminium / wood / ms profiles to ensure proper suspension from the main structure.</p> <p>Should be non-toxic substances, and made made of recycled materials and 100% suitable for recycling.</p> <p>Suitable edge profile 3050x40x19mm and intermediate profile of size 3050x76x12mm to be used as required, as directed by the Architect/Engineer in Charge</p>		
	The above-mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge		
	Total PVC Ceiling	sqm	24.25
3	Baffle Ceiling		

	Multi Height Baffle False Ceiling (50mm gap) Supply and fixing of Multi Height Baffle Make Schepper / Hunter Douglas / Alwood or approved equivalent , sizes 50*25*50, 75*25*75 & 100*25*100 , formed out of 0.50mm TCT Galvalume with 50mm clear gap between two panels acting as False Ceiling with Plain Powder Coating on Visible Surfaces of Panels to enhance the interior of a building and supporting structure to be coated black. Carrier, 20 mm wide at the bottom x 40 mm deep formed out of 0.60 galvanized steel black Coated with protruding ears to hold the panels in a module of 75mm centre-to-centre. Gi rod 4 mm shall be fixed on Anchor Fastener into the slab at distance not more than 1.2 mtr. centre-to-centre on which will be laid with corrosion proof ss clip and on this rigid structure carrier shall be fixed horizontally at distance of 1 mtr. To 1.2 mtr. centre-to-centre. Panel shall be clipped in carriers. Providing and Fixing Schepper Multi Height Baffle False Ceiling		
	The above mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge		
	Total Baffel Ceiling	Sq m	177.87
B	Glass Door/Partition/Wall Partition		
4	Providing and fixing 12 mm thick frameless toughened glass door shutter and parttion of approved brand and manufacture, including providing and fixing top & bottom pivot & spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (including Door handle, lock and stopper etc.).		
	Total	Sq m	63.60
C	Wall & Column Panelling - as per design		
5	Finished with Sheets/Pannel Work as per design		

	Providing and Fixing of Polypropylene Sheet (PP Sheet)/PET Pannels 1220 mm X 2440 mm of RMD / Bajjax / Rynobond or equivalent approved. PP Sheet directly fixing over Blockage / Plaster wall /Tiles wall With Polymer based adhesive use as per company recommended. The PP Product should be anti-bacterial/ Water Resistant / Fire Retardant/ termite Proof Product, Colour should be selected by Site Engineer / Architects. PP Sheet Materials should be fixed with suitable Cement/ pu based adhesive as per adhesive Chart and substrate as per direction of engineer In Charge, grouting/profiles should be done usually filling and pointing method as per installation drawing provided and colour of the grout / T-Profilic should be as per the Architects specification design on the substrate and as per the direction of Architect/Engineer in charge.		
	Note given below will be considered for all types of wall panelling		
	All electrical wires, accessories, telephone wires, etc, shall be run in the panelling as per Electrical Drawings and designs. Nothing extra shall be paid for the co-ordination of the same.		
	All items necessary for completing the above-mentioned work are deemed to be included in the scope of work, whether or not they are specifically mentioned in the B.O.Q / tender documents / drawings.		
	All exposed wooden surfaces are to be polished and protected with Melamine Polish and shall be of 1st quality teakwood.		
	All complete as per drawings, designs, specifications and directions of Engineer-in-Charge.		
	Column / Wall Panelling (upto false ceiling ht, with a finishing bead above)		
	The above-mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge		
	Total	Sqm	225.06
D	Flooring		
6	Carpet Tile Flooring		
	Providing and fixing of Carpet tile flooring with the following specifications Machine Gauge -1/10 Loop Infinity Yarn Content- PET Pile Height-3mm Size- 50x50cm Density 5000+Tufting Weight-500 GSM/15 Oz Backing System-Welspun Ecolite or equivalent approved Total Thinkness-5mm fixed with adhesive wall to wall as per Architect/ Engineer in charge		

	The above-mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge		
	Total	Sqm	67.65
7	SPC Flooring		
	Providing and fixing of SPC flooring with the following specifications SPC FLOORING - ARISTO 6MM (5MM+1MM IXPE BACKING) or approved equivalent as directed by Architect/Engineer in charge,		
	The rate shall be inclusive of approx. 100mm skirting		
	Total	Sqm	175.02
E	DOOR FRAME AND DOOR SHUTTER		
8	Providing and Fixing factory-made PVC door frame made of PVC extruded sections of size 75 mm x 53 mm, having wall thickness 2.0 mm (\pm 0.2 mm). Both verticals sides of the frame reinforced with PVC profile of cross section size 28 mm x 30 mm x 2 mm thickness (\pm 0.2 mm) and 75 mm x 200 mm long, including reinforcing both ends of the top frame with PVC profile. PVC Door Frame and PVC reinforcement profile to be mitred cut jointed and fusion welded together, including providing and fixing 3 nos of 125 mm long stainless-steel hinges to frame, fixing the frame with jamb with required nos & sizes of anchor dash fastener, all complete as per manufacturer's specification and direction of engineer-incharge.		
	Total	m	6.3
9	Providing and fixing panelled and glazed shutters for doors, windows and clerestory windows, fixing with butt hinges of required size with necessary screws,all complete as per directions of Architect/Engineer-in-charge.		
	Second class teak wood		
	35 mm thick shutters		
	Total	Sqm	4.4
F	PARTITION		

10	P/F Wall with Aluminium members of the minimum size (nominal) 50mm x 25mm, (a bigger size may be required at the corners, etc) firmly affixed to the supporting wall at a maximum spacing of 600mm x 600mm c/c, (the spacing shall need to be closer, if the room grid so dictates), 12.0 mm thick BWP plywood firmly fixed to the aluminium frame. In a T Junction formation as per the instructions of Architect/Engineer-in-charge. The panelling shall be at the required distance from the wall, as per instructions of Architect/Engineer-in-charge.		
	The above-mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge		
	Total	Sqm	143.09
	TOTAL		

Grand Total –

Date:

Signature of Contractor with address & Seal

Place:



**Reserve Bank of India
Estate Department
Bhubaneswar**

Tender for Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha

e-Tender no: RBI/Bhubaneswar Regional Office/Estate/ 9/24-25/ET/271

Part -II

Name of Contractor _____

Address _____

Close Bid Date: - August 02, 2024 up to 14.00 Hrs.



**Reserve Bank of India
Estate Department
Bhubaneswar**

**“Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of
Main Office Building, RBI Bhubaneswar, Odisha”**

Preamble

The rates quoted shall include the following:

The item and quantities indicated in the schedule of quantity are tentative and as per need of work and as decided by the Bank certain items/ quantities may not be required to be executed or may be executed with reduction in quantities to any extent. The contractor has to execute items/quantities as per direction of Bank and no claim on this account whatsoever it may will be entertained by the Bank in respect of non-operation of items/reduction in quantities.

Charges required to comply with all the provision under contract labour Act 1970(including subsequent revision if any) and rules therein.

Providing for all costs and charges incurred by the contractor complying with all safety health and welfare regulations, appertaining to staff and work people employed on the site.

Keeping the site free from debris arising from the works during the renovation/construction/repair/ period and leave the site free from debris on completion of work to the satisfaction of the Employer.

Providing electric lights, maintain system, all as required for the works and remove the temporary installations on completion.

Making necessary holes/pockets/chases in masonry/ concrete/floors/walls/ partition etc. and making good the damages matching to the surrounding specification at no extra cost to the Bank.

Providing and erecting necessary scaffolding and providing access for work area as may be required for carrying out the repair works and for inspection of work at all levels and heights and removal the same after satisfactory completion of work.

Charges for Inspecting the site and get acquainted with pertaining works just idea for works to be carried out before quoting the rates.

Necessary charges towards providing service of a qualified supervisor on the work site during entire working hours and shall be who shall be available at work site to receive instructions from the Bank and act accordingly.

Contractors will have to submit a time bound programme just after the award of the work and get it approved from the Bank before commencement of work.

The rates shall also include the removal and carting away all debris, etc from Bank's premises.

Contractors to provide the original invoices for every supply of materials for Bank's verifications. If it is not provided and the materials found not as per specifications/ approved make shall not be measured for the payment.

Curing the items of work involving the use of cement and waterproof paints.

The rates should be inclusive of all relevant taxes, GST, transportation charge etc. and for all the accessories required for the completion of the work. No extra amount will be paid for whatsoever. All fluctuations in prices of all materials & labour shall be borne by the contractor.

All taxes, levies, and cess including labour cess as may be applicable in respect of the contract shall be payable by the contractor and Bank shall not entertain any claim whatsoever in this respect.

Place:

Signature and Seal of the contractor
Name & address



**Reserve Bank of India
Estate Department
Bhubaneswar
Schedule of Quantities**

**Name of the Work: Renovation (civil work) of the Executive Lobby and the Conference Room
at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha**

RESERVE BANK OF INDIA, BHUBANESWAR.					
Renovation (civil work) of the Executive Lobby and the Conference Room at 3rd Floor of Main Office Building, RBI Bhubaneswar, Odisha.					
INTERIOR WORK					
Sl.No.	ITEMS OF WORK	UNIT	QTY.	RATE	AMOUNT
A	FALSE CEILING				
1	Gypsum Ceiling				
	Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sqm (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37 mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia x 50 mm long with 6 mm dia bolts, other flange of cleat fixed to the angle hangers of 25 x10 x 0.50 mm of required length with nuts & bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia x 230 mm long G.I. wire at every junction , including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450 mm centre, with 25 mm long dry wall screws @ 230 mm interval,				

	including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c , including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes , finishing with jointing compound in 3 layers covering upto 150 mm on both sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Architect/Engineer in Charge but excluding the cost of painting				
	Fully Perforated Gypsum Plaster Board of size 1200 x 2400x12.5 mm having approx. 15 % perforated area with perforation size and pattern as approved by the Engineer-in-charge and as per manufacturer's specification, with all 4 side tapered and backed by acoustical tissue with NRC value not less than 0.60.				
	Total Gypsum Ceiling	sqm	52.71		
2	PVC Ceiling				

	<p>Supply and fixing of VOX/Paare - Infratop or equivalent approved , false ceiling, of panel sizes of 340mmx 2700mm, resistant to moisture & water. It is durable, scratch resistant EN 438-2 p.25, non-flammable EN 13501-1 BS 476 part 7, impact resistance, not less than 3J (23,03), reaction to fire C-s3:d0, in accordance with regulation (EU) no. 305/2011 under the sole responsibility of the manufacturer. Increases the sound insulation EN ISO 140-4 EN ISO 717-1 of the room, thermal conduction EN 12664, UV resistance EN ISO 4892-2 EN 20105-102, Global migration to food substances. No Emissions of harmful substances ISO 16000.</p> <p>The panels will be fixed flush fit with tongue and groove system with appropriate aluminium / wood / ms profiles to ensure proper suspension from the main structure.</p> <p>Should be non toxic substances, and made made of recycled materials and 100% suitable for recycling.</p> <p>Suitable edge profile 3050x40x19mm and intermediate profile of size 3050x76x12mm to be used as required, as directed by the Architect/Engineer in Charge</p>				
	The above mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge				
	Total PVC Ceiling	sqm	24.25		
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	Multi Height Baffle False Ceiling (50mm gap) Supply and fixing of Multi Height Baffle Make Schepper / Hunter Douglas / Alwood or approved equivalent , sizes 50*25*50, 75*25*75 & 100*25*100 , formed out of 0.50mm TCT Galvalume with 50mm clear gap between two panels acting as False Ceiling with Plain Powder Coating on Visible Surfaces of Panels to enhance the interior of a building and supporting structure to be coated black. Carrier, 20 mm wide at the bottom x 40 mm deep formed out of 0.60 galvanized steel black Coated with protruding ears to hold the panels in a module of 75mm centre-to-centre. Gi rod 4 mm shall be fixed on Anchor Fastener into the slab at distance not more than 1.2 mtr. centre-to-centre on which will be laid with corrosion proof ss clip and on this rigid structure carrier shall be fixed horizontally at distance of 1 mtr. To 1.2 mtr. centre-to-Centre. Panel shall be clipped in carriers. Providing and Fixing Schepper Multi Height Baffle False Ceiling				
	The above mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge				
	Total Baffel Ceiling	Sq m	177.87		
B	Glass Door/Partition/Wall Partition				
4	Providing and fixing 12 mm thick frameless toughened glass door shutter and parttion of approved brand and manufacture, including providing and fixing top & bottom pivot & spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (including Door handle, lock and stopper etc.).				
	Total	Sq m	63.60		
C	Wall & Column Panelling - as per design				
5	Finished with Sheets/Pannel Work as per design				

	Providing and Fixing of Polypropylene Sheet (PP Sheet)/PET Pannels 1220 mm X 2440 mm of RMD / Bajjax / Rynobond or equivalent approved. PP Sheet directly fixing over Blockage / Plaster wall /Tiles wall With Polymer based adhesive use as per company recommended. The PP Product should be anti-bacterial/ Water Resistant / Fire Retardant/ termite Proof Product, Colour should be selected by Site Engineer / Architects. PP Sheet Materials should be fixed with suitable Cement/ pu based adhesive as per adhesive Chart and substrate as per direction of engineer In Charge, grouting/profiles should be done usually filling and pointing method as per installation drawing provided and colour of the grout/ T-Profilic should be as per the Architects specification design on the substrate and as per the direction of Architect/Engineer in charge.				
	Note given below will be considered for all types of wall paneling				
	All electrical wires, accessories, telephone wires, etc, shall be run in the panelling as per Electrical Drawings and designs. Nothing extra shall be paid for the co-ordination of the same.				
	All items necessary for completing the above-mentioned work are deemed to be included in the scope of work, whether or not they are specifically mentioned in the B.O.Q / tender documents / drawings.				
	All exposed wooden surfaces are to be polished and protected with Melamine Polish and shall be of 1st quality teakwood.				
	All complete as per drawings, designs, specifications and directions of Engineer-in-Charge.				
	Column / Wall Panelling (upto false ceiling ht, with a finishing bead above)				
	The above-mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge				
	Total	Sqm	225.06		
D	Flooring				
6	Carpet Tile Flooring				

	Providing and fixing of Carpet tile flooring with the following specifications Machine Gauge -1/10 Loop Infinity Yarn Content-PET Pile Height-3mm Size- 50x50cm Density- 5000+ Tufting Weight-500 GSM/15 Oz Backing System-Welspun Ecolite or equivalent approved Total Thickness-5mm fixed with adhesive wall to wall as per Architect/ Engineer in charge				
	The above mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge				
	Total	Sqm	67.65		
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	Providing and fixing of SPC flooring with the following specifications SPC FLOORING - ARISTO 6MM (5MM+1MM IXPE BACKING) or approved equivalent as directed by Architect/Engineer in charge,				
	The rate shall be inclusive of approx. 100mm skirting				
	Total	Sqm	175.02		
E	DOOR FRAME AND DOOR SHUTTER				
8	Providing and fixing factory-made PVC door frame made of PVC extruded sections of size 75 mm x 53 mm, having wall thickness 2.0 mm (± 0.2 mm). Both verticals sides of the frame reinforced with PVC profile of cross section size 28 mm x 30 mm x 2 mm thickness (± 0.2 mm) and 75 mm x 200 mm long, including reinforcing both ends of the top frame with PVC profile. PVC Door Frame and PVC reinforcement profile to be mitred cut jointed and fusion welded together, including providing and fixing 3 nos of 125 mm long stainless-steel hinges to frame, fixing the frame with jamb with required nos & sizes of anchor dash fastener, all complete as per manufacturer's specification and direction of engineer-incharge.				
	Total	m	6.3		
9	Providing and fixing panelled and glazed shutters for doors, windows and clerestory windows, fixing with butt hinges of required size with necessary screws,all complete as per directions of Architect/Engineer-in-charge.				

	Second class teak wood				
	35 mm thick shutters				
	Total	Sqm	4.4		
F	PARTITION				
10	P/F Wall with Aluminium members of the minimum size (nominal) 50mm x 25mm, (a bigger size may be required at the corners, etc) firmly affixed to the supporting wall at a maximum spacing of 600mm x 600mm c/c, (the spacing shall need to be closer, if the room grid so dictates), 12.0 mm thick BWP plywood firmly fixed to the aluminium frame. In a T Junction formation as per the instructions of Architect/Engineer-in-charge. The panelling shall be at the required distance from the wall, as per instructions of Architect/Engineer-in-charge.				
	The above mentioned dimensions may change as per site requirement, as approved by Architect/Engineer in charge				
	Total	Sqm	143.09		
	TOTAL				

Grand Total-

Date:

Signature of Contractor with address & Seal

Place: