

INDIAN BANK

QUOTATION DOCUMENT

FOR

**RENOVATION WORKS FOR FLAT NO 3 OF INDIAN
BANK PARK QUARTERS, BHANDARKAR ROAD,
DECCAN GYMKHANA, PUNE – 411004**

Ref.No: ZO:EST:TNDR:MHB:001:2025-26

Date : 05.12.2025

From:

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This Tender document contains 10 pages

Signature & Seal of the Bidder

INDEX

<u>DESCRIPTION</u>	<u>PAGE NOS.</u>
NOTICE INVITING QUOTATION	3
GENERAL RULES AND INSTRUCTIONS TO BIDDERS	4 - 6
SPECIAL CONDITIONS OF CONTRACT	7
APPROVED LIST OF MATERIALS	8
SCHEDULE OF QUANTITIES	9 - 10

INDIAN BANK
NOTICE INVITING QUOTATION

Indian Bank, Zonal Office, Pune invites sealed Quotation for 'Renovation Works for flat no 3 of Indian Bank Park Quarters, Bhandarkar Road, Deccan Gymkhana, Pune – 411001 from Civil Contractors having full time local office in Pune / Mumbai.

1.	Name of work	'Renovation Works for flat no 3 of Indian Bank Park Quarters, Bhandarkar Road, Deccan Gymkhana, Pune – 411001'
2.	Estimated cost of work	Rs.7.00 Lakh
3.	Period of completion	15 days reckoned from 03 days from the date of Work Order or handing over of site whichever is later
4.	Validity of Quotation	30 Days from the date of opening
5.	Defects Liability Period	12 Months from the date of virtual completion of work
6.	Retention Money/ Security Deposit	8% against the final bill (No interim bill we permitted). 50% of the Security Deposit shall be returned within 30 days from the date of final payment and balance 50% after expiry of defect liability period
7.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 5% of Contract value
8.	Quotation Documents	PDF document can be downloaded from our website from 05.12.2025 to 12.12.2025.
9.	Cost of Quotation Documents	Free of Cost
10.	Earnest Money Deposit	Nil
11.	Last date of submission of Quotation	12.12.2025 up to 15.00 Hrs. at Indian Bank, Zonal Office, Premises, Estate & Expenditure dept., Second Floor, Hermes Waves, Central Avenue Road, Lane no 3, Kalyani Nagar, Pune – 411006.
12.	Date of opening Quotation	12.12.2025 up to 15.30 Hrs. at Indian Bank, Zonal Office, Premises, Estate & Expenditure dept., Second Floor, Hermes Waves, Central Avenue Road, Lane no 3, Kalyani Nagar, Pune – 411006.

Note:

1. The bank reserves the right to reject any bid without assigning any reason.
2. The rates quoted by the bidder shall be based only on the specifications and conditions of the tender documents.
3. Bank is not liable to make any payment to bidders for preparation to submit the tender/bid.

DEPUTY ZONAL MANAGER

Indian Bank, Zonal Office,
 Premises, Estate & Expenditure Dept,
 Second Floor, Hermes Waves,
 Central Avenue Road, Lane no 3,
 Kalyani Nagar, Pune – 411006.
 Ph: 020 -22665 6663

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF BIDDERS

1. Quotes, which should always be placed in sealed cover, with the name of the work written on the envelope "Renovation Works for flat no 3 of Indian Bank Park Quarters, Bhandarkar Road, Deccan Gymkhana, Pune – 411001" will be received by Deputy Zonal Manager, Indian Bank, Zonal Office, Premises, Estate & Expenditure Dept, Second Floor, Hermes Waves, Central Avenue Road, Lane no 3, Kalyani Nagar, Pune – 411006.
2. The Indian Bank does not bind itself to accept the lowest or any bid and reserves to itself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
3. The rate quoted by the bidder shall be net, up to the stage of incorporation and handing over site. All taxes including Sales Tax or any other tax on material or on finished works like work's contract tax, Turn-over Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the Tenderer/ bidder and the Indian Bank will not entertain any claim whatsoever in this respect except the GST to the overall bid amount.
4. The bidder shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
5. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the bid or engagement in the bidders service.
6. The bid for works shall remain open for acceptance for a period of 30 days from the date of opening of bid. If any bidder who withdraws his/ her bid before the said period, then the Indian Bank shall be at liberty to debar the contractor from the panel.
7. It will be obligatory on the part of the bidder to sign & seal the tender documents for all the component parts.
8. **The retention amount at 8% on the value of the bill paid will be held by the Indian Bank. 50% of the retention amount will be paid after 30 days from completion of the project** and balance 50% will be released at the end of Defects liability period, subject to satisfactory rectification of defects noticed, if any. Retention amount held in our Indian Bank's books will not carry any interest.
9. The acceptance of a tender will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. Tenders in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the tender in full or in part and the bidder shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.

All rates shall be quoted on the proper form of the tender alone. **All the entries to be made legibly in ink only.** Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
11. An item rate tender containing percentage below / above will be summarily rejected. However, where a bidder voluntarily offers a rebate for payment along with sealed tender, the same may be considered.
12. On acceptance of the tender the name of the accredited representative(s) of the bidder who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.

13. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
14. The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works. If needed, the Contractor has to obtain required permission/ approval from the building secretary/ association. The Contractor shall before commencing the execution of work issue a certificate to the Employer that he has obtained all the permissions Registrations and give all the notices as are required to be obtained or given under law particularly blasting permission, Police permission etc.
15. The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer. The Contractor shall especially take care to keep areas free from getting water logged, from concrete/mortar dippings, bricks, steel, shuttering materials or any other material / rubbish.
16. Debris and items removed from the building have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
17. Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
18. Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/ materials.
19. For painting, sample area shall be prepared and the shade got approved. It is also advised to give computer presentation of various colour schemes to the employer before going for sample painting.
20. The bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants. Any damage so caused shall be made good at the cost & risk of the bidder.
21. The successful bidders shall include, in the quoted price, all allied civil works such as chasing in wall, drilling holes etc to support the frames, partitions, make the surface good after grouting, scaffolding required if any to load/ unload the materials etc.
22. **The successful contractor shall also be responsible for the safety and security of all their men & materials** and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge. Bank will not be responsible for any untoward accident caused by the negligence of the contractor.
23. The work shall be carried out without disturbing the existing occupants of other flats. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra cost. The work is to be organized and executed so as to have least disturbance to the occupants of other flats.
24. **No interim bill payment is permitted.** The bills in proper forms must be duly accompanied by detailed measurements in support of the quantities of work done and must show deductions for all previous payments, retention money etc. The Employer after detailed scrutiny of the bill shall certify full payment to the Contractor subject to submission of documentation as required.
25. **The contractor should ensure payment of minimum wages + VDA to all labourers / workmen staff employed by him inline with central/ state labour wage act whichever higher.**

- a) The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act 1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made thereunder from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims
26. The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
27. If the work is not started within **3 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory and is not consistent to be in contingent with the period of the completion of the work then the Bank may terminate the work order by giving a final notice to the contractor.
28. The time allowed for completing the works is **15 days** to be reckoned from **03 Days** from the date of Work Order / date of handing over site whichever is later. Bidders shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.
29. If the Contractor fails to complete any or all the works by the date/s named in "Date of Completion" or within any extended time (in case Bank Permits) then the Contractor shall pay or allow the Employer the sum to be worked out at **1.0%** of contract value per week to be recovered as Liquidated Damages (and not by way of penalty) for the delay, beyond the said date or extended time, as the case may be, during which the works shall remain unfinished and such damages may be deducted from any moneys due or which may become due to the Contractor. The maximum amount of Liquidated damages shall be **5%** of contract value. The contractor shall be bound to extend validity of Insurance Cover till such period of completion as may be considered necessary at their cost.
30. The Employer reserves the right to execute any part of the work included in this Contract through some other agency or persons if the progress is not upto the expected level by the Bank and the Contractor shall allow all reasonable facilities for the execution of such work. The Contractor shall extend all co-operation in this regard.
31. If at any time after acceptance of the bid the Employer shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out he shall inform the Contractor in writing to that effect and the Contractor shall have no claim to any payment or compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

DEPUTY ZONAL MANAGER

Indian Bank, Zonal Office,
 Premises, Estate & Expenditure Dept,
 Second Floor, Hermes Waves,
 Central Avenue Road, Lane no 3,
 Kalyani Nagar, Pune – 411006.

Signature & Seal of the Bidder

SPECIAL CONDITIONS OF CONTRACT

- 1) INDIAN BANK, Pune has an existing building which is located in its own premises. The building is a RCC framed structure with **G+2 / 3 floors**. The building has 12Nos flats.
- 2) Bank has appointed an Architect cum PMC & a Contractor to carry out repair and renovation works in the flat by tender process.
- 3) The works being carried out by the Main contractor in the flat are Civil, Plumbing, Roofing, Interior & Electrical works.
- 4) The bidders should visit site to assess the nature and magnitude of work before quoting.
- 5) The colour and sample of all the material to be used in the project has to be got approved from the Bank.
- 6) **Material, labour, polishing machine (minimum 1 no.), other machineries etc. required for the work should be simultaneously provided on each floor so that the work can be taken up concurrently in all floors.**
- 7) Bank reserves the right to select the next most responsive participant to execute the work whole or part in the same rate as quoted by the L-1 bidder, if the selected bidder fails to execute the work as per the above requirement of the Bank.
- 8) The quoted rate is inclusive of all necessary scaffolding, labour, machinery, electrical extension wires, material, tools etc. and as directed by Bank.
- 9) Time is the essence of this project and hence completion schedule of **15 days** should be strictly adhered to.

List of Materials of Approved Brand And/ Or Manufacture

1	Cement	1. Ultra Tech 2. ACC 3. Ambuja 4. Dalmia or approved equivalent.
2	Adhesive	1. Fevicol SH 2. Araldite of Ciba Geigy 3. Bal Endura 4. Pidilite or approved equivalent.
3	Primer	1. Berger 2. Asian 3. ICI Dulux 4. Nerolac paints or approved equivalent
4	Acrylic Emulsion paints	1. Berger 2. Asian 3. ICI Dulux 4. Nerolac or approved equivalent
5	Enamel paints	1. Berger 2. Asian 3. ICI Dulux 4. Nerolac or approved equivalent
6	P.O.P.	1. Gyproc India 2. India Gypsum 3. Saint Gobain or approved equivalent
7	Tiles	1. Johnson 2. Kajaria 3. Somany or approved equivalent

Note –

1. Materials mentioned in the specification shall be used for the work. If specified material is not available prior approval of the Employer shall be taken to use other brands.
2. Preference of makes, supply of items should be consulted with client/consultant before effecting of supply.

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:

Signature & Seal of the Bidder

Schedule of Quantities					
Renovation works					
S. No.	Description	Unit	Qty	Estimate	
				Rate	Amount
1	Dismantling tiles/stone like kota /Kadapa/ granite / marble etc. in flooring and dado of any thickness including backing mortar etc. complete and mending good all the damages including carting away the debris outside the worksite. All complete as per instructions of Bank Architect/ Engineer	Sqm	82.00		
2	Providing and laying vitrified tiles of approved make 9 mm thick of size 600mmx600mm of approved shade and pattern in flooring on existing floor. All complete as per instructions of Bank Architect/ Engineer	sqm	82.00		
3	Internal Cement Plaster 1:5, 12mm thick smooth finish to brick / Cement concrete work (excluding R.C.C. slab soffits) including removing /taking out old plaster, if any including scaffolding. All complete as per instructions of Bank Architect/ Engineer	sqm	25.00		
4	Providing and applying Acrylic Emulsion paint (Plastic Paint) of approved brand and shade including cleaning of floors and glasses etc all complete Two coats with uniform finish (old work). All complete as per instructions of Bank Architect/ Engineer	sqm	350.00		
5	Providing and applying Wall care putty as Birla wall. All complete as per instructions of Bank Architect/ Engineer	sqm	100.00		
6	Providing and Fixing cushion change Three Seater sofa. All complete as per instructions of Bank Architect/ Engineer	nos	1.00		
7	One Seater sofa as per instructions of Bank Architect/ Engineer	nos	4.00		
8	Texture Paint all complete as per instructions of Bank Architect/ Engineer	sqm	40.00		
9	Providing and Fixing Flush door With Laminate. All complete as per instructions of Bank Architect/ Engineer	nos	3.00		
10	Providing and Fixing Roller Blinds for Window All complete as per instructions of Bank Architect/ Engineer	sqm	30.00		
11	Providing and Removing old Dado and Floor Tile Removing including door frame removal as per instructions of Bank Architect/ Engineer	Job	1.00		
12	Providing & Fixing 300 * 450 Dado Tile Johnson/ Kajaria / Vermont / Somany. All complete as per instructions of Bank Architect/ Engineer.	sqm	39.00		
13	Granite Door Frame. All complete as per instructions of Bank Architect/ Engineer	Rmt	16.00		
14	P/F Wall Hung WC. All complete as per instructions of Bank Architect/ Engineer	Nos	1.00		
15	Wash Basin Counter. All complete as per instructions of Bank Architect/ Engineer	Rmt	1.00		
16	Two Way bib cock (jaguar make). All complete as per instructions of Bank Architect/ Engineer	Nos	3.00		
17	Wash Basin (Hindware / Pariware / Jaguar / Cera). All	Nos	1.00		

	complete as per instructions of Bank Architect/ Engineer				
18	Angle Cock (Jaguar). All complete as per instructions of Bank Architect/ Engineer	Nos	8.00		
19	Jet Spray (Jaguar). All complete as per instructions of Bank Architect/ Engineer	Nos	3.00		
20	Bottle Trap (Jaguar). All complete as per instructions of Bank Architect/ Engineer	Nos	3.00		
21	Mirror as per instructions of Bank Architect/ Engineer	Sqm	4.00		
22	Soap Dispenser (Jaguar) as per instructions of Bank Architect/ Engineer	Nos	3.00		
23	Paper Holder (Jaguar) as per instructions of Bank Architect/ Engineer	Nos	3.00		
24	Hot and Cold Mixture (Jaguar) as per instructions of Bank Architect/ Engineer	Nos	2.00		
25	Hand Shower with Pipe (Jaguar) as per instructions of Bank Architect/ Engineer	Nos	2.00		
26	Flush Tank (Consoled - Jaguar) as per instructions of Bank Architect/ Engineer	Nos	2.00		
27	Internal Pipe line per bathroom as per instructions of Bank Architect/ Engineer	Nos	3.00		
28	Bathroom Cabinet as per instructions of Bank Architect/ Engineer	Nos	2.00		
29	Connector Pipe as per instructions of Bank Architect/ Engineer	Nos	12.00		
30	Bathroom door as per instructions of Bank Architect/ Engineer	Nos	3.00		
31	Window Jali as per instructions of Bank Architect/ Engineer	Nos	2.00		
32	Stop Cock (Jaguar) as per instructions of Bank Architect/ Engineer	Nos	3.00		
33	Carting away debris	Job	1.00		
	Sub-Total				
	Discount %				
	Total				
	GST				
	Grand Total				

Total Amount in words: Rupees _____

_____ only + **applicable GST.**

(Amount excluding of GST but including discount, if any will be considered for evaluation of financial bid)

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:

Signature & Seal of the Bidder