

ONLY EMPANELED VENDORS OF BARASAT ZONAL OFFICE CAN APPLY

INVITATION TO TENDER

INSTRUCTION TO TENDERERS

AND

GENERAL CONDITIONS OF CONTRACT

FOR

**ELECTRICAL WORKS AT BANK OF INDIA,
MAHISPOTA BRANCH, GROUND FLOOR**

TENDER ISSUED TO

ADDRESS.....

ARCHITECTS

SUDIP SUR & ASSOCIATES

14/2, Kali Kumar Mukherjee Lane. Shibpur, Howrah-711 102

Tel. : 8910 513 714, 98300 17895 E : sudip.arch@gmail.com

SECTION – 1
TENDER NOTICE

Sealed item rate tenders are invited on behalf of:

Zonal Manager
Bank of India, Barasat ZO,
DD-2, Sector – I, 2nd Floor
Saltlake, Kolkata – 700 064

For the following work;

- a) Name of the Work: Electrical Works at Bank of India, MAHISPOTA branch.
- b) Location of Work: Bank of India, MAHISPOTA branch, Ground Floor.
- c) Time of Completion: 25 days (Twenty five days) from the date of issue of the work order.
- d) Earnest Money: Rs.6,000.00/- (Rupees Six Thousand only) to be deposited in the form of Bank Draft/ Pay order drawn in favor of **Bank of India payable at Kollkata**. [without Earnest Money in proper form Tender will be rejected]. **MSMEs are exempted from paying tender /RFP fee/cost, EMDs as per MSME Act 2012. For getting the benefits in case of MSME firms, contractors/ agencies should submit exemption certificate issued from the relevant authorities.**
- e) Cost of Tender document: Rs 500 /-(Rupees Five Hundred only) to be deposited in the form of Bank Draft/ Pay order drawn in favor of **Bank Of india payable at Kolkata**. [without Tender Cost in proper form Tender will be rejected] **MSMEs are exempted from paying tender /RFP fee/cost, EMDs as per MSME Act 2012. For getting the benefits in case of MSME firms, contractors/ agencies should submit exemption certificate issued from the relevant authorities.**
- f) Availability of Tender Documents: At the office of **Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064** during working hours from **26.05.2026 to 15.06.2026** from 10 am up to 5pm (Except Sunday & Bank Holidays) or tender can be downloaded from bank's website @ **bankofindia.co.in**.
- g) Submission of tenders to: At the office of **Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064** 17:00 hours on **15.06.2026**.
- h) Opening of Tender: At the office of **Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064** At 15.30 hours on **16.06.2026**. If there is any bank holiday then same will be opened on next working day at same time.

i) Mode of submission of Tender:

The tender shall be submitted in accordance to the procedure detailed herein.

Specified documents shall be sealed in envelope of appropriate size, each of which shall be sealed.

- i) Envelope marked No.1: Envelope marked no 1 shall contain earnest money deposit, tender cost if downloaded, **last empanelment letter of required category & valid GST certificate.**
- ii) Special terms and conditions with covering letter furnished in the specified form.
- iii) Envelope marked no.2: Envelope marked no.2 shall contain the price bid and approved Make of materials.
- iv) Envelope no 3: Envelope marked no1&2 shall be put in a large envelope of adequate Size marked no 3 which shall be properly sealed. This envelope, which shall be Endorsed on the outside face.

“Electrical Works at Bank of India, MAHISPOTA branch, Ground Floor and addressed to **The Zonal Manager, Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064.**

- j) Clarification, if any to be Obtained from:
SUDIP SUR & ASSOCIATES
14/2, Kali Kumar Mukherjee Lane. Shibpur, Howrah-711 102
Tel. : 8910 513 714, 98300 17895 E : sudip.arch@gmail.com

- k) Validity of tenders: Three month from the date of submission of tender.

The employer does not bind it to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof. The notification of award of contract will be made to the successful tendered in writing by the consultant.

Yours faithfully

For Bank of India.

**Zonal Manager,
Barasat Zonal Office**

SECTION – II

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDENCE OF TENDERERS.

Tenders are invited on behalf of **The Zonal Manager, Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064** for Electrical Works at Bank of India, MAHISPOTA branch, Ground Floor. Contract document consisting of the plans, specifications, bill of quantities and drawings of various classes of work to be performed and set of conditions of contract to be complied with can be purchased from the office of **Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064** during working hours from 10 am up to 5 Pm (Except Sunday & Bank Holidays) or tender can be downloaded from bank's website @ bankofindia.co.in.

1. It is proposed that the intending tenderers may contact at the office of the Architects of **M/S SUDIP SUR & ASSOCIATES, 14/2, Kali Kumar Mukherjee Lane. Shibpur, Howrah-711 102**. The site of the work is available. The intending tenderer shall visit the site and make him self thoroughly acquainted with the local site condition, nature and requirements of the work, facilities of the work, facilities of transport condition, effective labour and materials, access and storage for materials and removal of rubbish etc.
2. As the entire work is to be completed in all respects within the stipulated period of 25 days and to achieve the target date of entire completion if be required /essential, the work for day and night shifts have to be carried out by the tenderer/contractor, for that at no extra cost, charges shall be paid to the contractor by the employer. While quoting rates, in addition to above, whether mentioned or not the rate shall always include the charges for day to day removal of debris/spoils from site in conformity with the local Municipal rules. Bank's normal work shall not be jeopardized in any way for undertaking the work. Contractor shall include in his quoted rate for supplying the plastic sheets/tarpaulin to cover Banks materials as protection against getting damaged either due to dust or water while executing the work. Tenderers in only printed forms issued by the consultants should be placed in sealed covers addressed to. The tenderers should quote in figures as well as in words the rates, and amount. . The language for filling tender documents shall be in English. The amount for each item should be marked out and requisite total given. The initials of the tenderers with the seal of the firm shall attest all corrections. In case any discrepancy /difference is found on checking between rates quoted by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - A) When there is a difference between the rates in figures and in words, the rate, which corresponds to, the amounts worked out by the contractor, shall be taken as correct.
 - B) When the contractor does not work out the amount of any item or it does not correspond with the rate written either in figures or in worked, then the rate quoted by the contractors in words shall be taken as correct.

C) When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly rate quoted by the contractor shall be taken as correct and not the amount.

D) Amendments as mentioned above shall be based on the tender marked original only.

3. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only. In such way that interpolation is not possible. Amount should be written in figures. In case of figures the words “RS”. Should be written before the figures of rupees and words paise after the decimal figures, e.g. Rs 2.15 and in case of words, the word “Rupees” should precede and the word “Paise” should be written at the end, unless the rate is in whole rupees and followed by the words “only”, it should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word “only” should be written closely following the amount and it should not be written in the next line.
4. The acceptance of a tender will rest with the **Bank of India, Barasat Zonal Office, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064** which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The bank reserves the right to accept the tender in full or in part and the tendered shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
5. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable to rejection.
6. An item rate tender containing percentage below /above will be summarily rejected. However, when a tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.
7. On acceptance of the tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from the Employer Consultant shall be communicated to the Employer /Consultant.
8. Sales Tax, Work Contract Tax or any other tax on materials or on finished work in respect of this contract whether in vogue or likely to be imposed in future, shall be payable by the Contractor and the Employer will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes etc. except GST. **GST will be charged extra.**
9. No employee of the Employer is allowed to work as a Contractor for a period of two years of his retirement from Employer services, without the previous permission of the Employer. This contract is liable to be canceled 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 Employer /Consultant as aforesaid before submission of the tender or engagement in the Contractor’s service.

10. The tender for work shall remain open for acceptance for a period of 3 months from the date of opening tenders. If any tenderer withdraws his tender before the said period, then the employer shall be at liberty to forfeit the earnest money paid along with the tender.
11. The tender for the work shall not be witnessed by a contractor or contractors who himself /themselves has /have tendered or who May and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
12. It will be obligatory on the part of the tenderer to tender and sign the tender in all pages documents.
13. The Earnest money deposit of the contractor whose tender is accepted shall be forfeited in full in case he does not start the work by the stipulated date mentioned in the letter of award.
14. The Earnest money deposit of unsuccessful bidders will be refunded to them WITHOUT ANY INTEREST within 2 weeks from the date of award of work to the successful bidder.
15. A certificate of completion shall accompany the final bill from the consultant. Payment of final bill shall be made after deduction of retention money as specified which sum will be refunded in the manner as stated conditions .In acceptance of payments of the final bill by the contractor would indicate that he will have no further claim in respect of the work executed.
16. **CLEARING SITE ON COMPLETION**
On completion of the work the contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary work of every kind and leave the whole of the site and the work clean and in workmanlike conditions to the satisfaction of the employer /consultant.
17. **TERMS OF PAYMENT**
 - a) 90% to be released after entire work is completed and handed over to the satisfaction and certification of the consultant.
 - b) 10% to be released after the defect liability period of 12 months, without any interest
18. **IDLE LABOUR**
Whatever the reasons may be no claim for idle labour; additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstances.
19. **LIQUIDATED DAMAGE**
The delivery and installation should be adhered to as stipulated time, failing which; liquidated damages @ 0.5% per week subject to maximum of 10 % of the total order value shall be levied.
20. **TERMINATION OF CONTRACT BY EMPLOYER**

If the contractor being a company go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of his creditors or shall enter into a deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the Contractor in insolvency, shall repudiate the contract or, if a receiver of the contractor's firm appointed by the court shall be unable, within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Employer that he is able to carry out and fulfill the contract, and if so required by the Employer to give reasonable security there for, or if the Contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the Contractor, or shall assign, charge or encumber this contract or any payments due or which may become due to the contractor, there under or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the contractor within three clear days after the notice shall have been given to the contractor observe or perform the same or shall use improper materials or workmanship in carrying on the work or shall in the opinion of the employer not exercise such due diligence and make such due progress as would enable the work to be completed within due time agreed upon and shall fail to proceed to the satisfaction of the employer after three clear days notice requiring the contractor so to do shall have been given to the contractor as hereinafter mentioned or shall abandon the contract, then and in any of the said cases, the employer may notwithstanding previous waiver determine the contract by the notice in writing to the effect as hereinafter mentioned but without thereby affecting the powers of the employer of 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 as if the work subsequently executed had been executed by or on behalf of the contractor.

21. CONTRACTOR'S EMPLOYEES

The contractor shall employ competent supervisors for the work who shall be available (by turn) throughout the working hours to receive and comply with instructions of the Employer/ Architects. The contractor shall employ in connection with the work persons having the appropriate skill or ability to perform their job efficiently.

The contractor shall comply with the provisions of all labour legislation including the requirements of

- a) The payment of Wages Act.
- b) Employer's Liability Act
- c) Workmen's Compensation Act.
- d) Contract Labour (Regulation & Abolition) Act. 1970 and Central Rules 1971
- e) Apprentices Act. 1961
- f) Minimum Wages Act
- g) Any other Act or enactment relating thereto and rules framed there under from time to time

whichever is required.

The contractor shall arrange to provide first aid treatment to the labourers engaged on the works. He shall within 24 hours of the occurrence of any accident at or about the site or in connection with execution of the works report such accident to the Employer and also to the competent Authority where such report is required by law.

22. If needed bank or Architect may ask for original purchase bill / challans as when it is required.

IF THE CONTRACT HAS BEEN TERMINATED THE EMPLOYER RESERVES THE RIGHT TO RECTIFY THE ITEMS AND COMPLETE THE JOB IN THE RISK AND COST OF THE TERMINATED VENDOR BY ANY OTHER APPROVED VENDOR.

SECTION –III

ARTICLES OF AGREEMENT

Articles of agreement made the Day of Between the BANK OF INDIA, Barasat ZO, DD-2, Sector – I, 2nd floor, Saltlake, Kolkata – 700064 , having its office at MAHISPOTA Branch, (Hereinafter called the employer) which expression should include its successors and assignee of the one part and (Hereinafter called the contractor) of the other part. Which expression should include its successor and assignee Whereas the employer is desirous of executing the Electrical Works at Bank of India, MAHISPOTA branch, Ground Floor and has caused drawings and specifications describing the work to be prepared by M/S SUDIP SUR & ASSOCIATES, 14/2, Kali Kumar Mukherjee Lane. Shibpur, Howrah-711 102 (hereinafter called the consultants) And whereas the said drawings, schedule of items and quantities have been signed by and on behalf of the parties hereto. And whereas the contractor has agreed to execute upon and subject to the conditions set forth herein and schedule of items and quantities, General conditions of contract, special conditions including other conditions etc. technical specifications and all correspondences exchanged by or between the parties from the date of tender notice decision of negotiations meetings, if any, till the award of work, both letters inclusive, (all of which are collectively hereinafter referred to as the said conditions) the work shown upon the drawings and or described in the said specification and included in the schedule of items and quantities at the respective rates 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 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 drawings and described in the said specifications and the schedule of items and quantities.
2. The employer 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 consultant in the said conditions shall mean the said M/S SUDIP SUR & ASSOCIATES, 14/2, Kali Kumar Mukherjee Lane. Shibpur, Howrah-711 102 or in the event of their ceasing to be the consultant for the purpose if this contract for whatever reason such other person or persons as shall be nominated for that purpose by the Employer, provided always that the person subsequently appointed to be consultant under this contract shall be entitled to disregard or overrule any previous decision or approval or direction given or expressed in writing by the consultant for the time being.
4. The said conditions and appendices thereto shall be read and considered as forming part of this agreement and the parties her to shall respectively abide by submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.

5. The plan 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 in respect of the Electrical Works at Bank of India, MAHISPOTA branch, Ground Floor as per the scope described and to be paid for according to actual measured quantities at the rates contained in the schedule of rates probable quantities or as provided in the said conditions.
7. The employer 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.
8. Time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work on the day on which he is instructed to take possession of the site, or from the 7th day after the date of issue of formal work order as provided for in the said conditions whichever is later and to complete the entire work within 25 days subject nevertheless to the provisions for extension of time.
9. All payment by the Employer under this contract will be made at Estate & Services Deptt., Barasat ZO for running payment and for final payment.
10. Any dispute arising under this agreement shall be referred to arbitration in accordance With the stipulation laid down in the general conditions of contract.
11. That the several parts of this contract have been read by the contractor and fully understand by the contractor.
12. This agreement can be terminated by either client on giving 3 months notice normally. However, in exigent circumstance, the services of the contractor can be terminated by giving notice of lesser period.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

Signed, and delivered by. ----- By the hands of MR----- (name and designation) it's-----and constituted attorney in the presence of

1. -----2. -----

Address-

Address-

Witness

Signed and delivered by the hands of MR. ----- Partner of-----in the presence of

1. -----2. -----

.

Address-

Address-

SECTION IV
SPECIAL TERMS AND CONDITIONS

1. Name of the work : Electrical Works at Bank of India, MAHISPOTA branch.
2. Location : Bank of India, MAHISPOTA branch, Ground Floor.
3. Scope of Work : As in 1 & 2 above and as further detailed in Instruction to Tender.
4. Date of Commencement : Within 3(Three) days from issue of work order.
5. Defect liability period : 12(Twelve) months from the date of completion certificate Issued by the consultant/employee.
6. Initial security deposit : a) the amount of initial security deposit shall be 2% of the accepted value of the tender including the Earnest money deposit.
b) The initial security deposit is to be paid by the Contractor to the bank within 7 days Intimation to him of the acceptance of tender.
7. Limit of variation : No extra /additional work should be carried out by the contractors without prior consent approval .Any sample to be made shall be at your cost for approval.
8. Validity of the tender : Three month from the date of submission of the tender
9. Insurance : Successful contractors shall have to take out statutory labour laws, workmen compensation Act, Insurance policy/Comprehensive Insurance policy for the duration of the work covering all aspects such as fire hazards, earthquake, third party risk etc. They should submit receipt of premium paid to the Bank of India, Barasat ZO prior to commencement of the work.
10. Completion time and Liquidated Damage : The entire job will be completed within 25 days (Twenty five days) from the date of the work order. In the event your failure to complete the work in all respects including site clearance and Reinstatement of damaged proportion within the stipulated time. Liquidated damage @0.50% per week of delay shall be levied subject to a maximum of 10% of the total order value.

11. Force Majeure : Any delay in or failure of the performance of either part hereto shall not constitute default hereunder or give rise to any damage, if any, to the extent such delay or failure of performance is caused by occurrences such as Acts of God or an enemy, expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, explosions, riots or strikes. The contractor shall keep records of the circumstance referred to above and bring these to the notice of the Engineer-in-Charge/site – Incharge in writing immediately on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted for the contract period. One decision of the owner arrived at after consultation with the contractor, shall be final and binding. Such a determined period of time shall be extended by the owner to enable the contractor to complete the job within such extended period of time. If the contractor is prevented or delayed for performing any of his obligations under this agreement by Force Majeure, the contractor shall inform the owner of the circumstance constituting the force majeure and the obligations, performance of which is thereby delayed or prevented, within seven days of the occurrence of the events .

CONTRACTORS ARE REQUESTED TO VISIT THE SITE AND COLLECT ALL OTHER NECESSARY DETAIL DRAWINGS FROM THE CONSULTANTS OFFICE BEFORE QUOTING.

FOR ANY CONFUSION IN THE DRAWING AND SPECIFICATION PLEASE CLARIFY WITH THE CONSULTANT BEFORE THE TENDER OPEN.

NO EXTRA WILL BE PAID TO COMPLETE ONE SINGEL ITEM MENTIONED IN THE TENDER