



REGIONAL OFFICE THIRUVANANTHAPURAM
Union Bank Bhavan, Statue , Trivandrum. Pin:695001

TENDER FOR AIRCONDITINING WORKS OF
UNION BANK OF INDIA
VELLANADU BRANCH AND ATM
LOCATED AT
GROUND FLOOR, D.NO.2003,GAYATHRI ARCADE VELLANADU,TRIVANDRUM 695543

ARCHITECTS

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Place of Submission & Obtaining Bid

UNION BANK OF INDIA
REGIONAL OFFICE - TRIVANDRUM
UNION BANK BHAVAN, 1st FLOOR, STATUE,
M G ROAD, THIRUVANANTHAPURAM - 695001

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NOTICE FOR INVITING TENDER

1. Union Bank of India, the nationwide presence of leading public sector undertaking invites sealed tenders under two-bid system i.e. Technical bid and Commercial/Price bid are invited in the prescribed form/format from competent, experienced, technically and financially sound bidders having sufficient qualified technical personal and possessing required equipment for the proposed Airconditioning works at UNION BANK OF INDIA, VELLANADU BRANCH AND ATM.

2. Name of work : Airconditioning works at UNION BANK OF INDIA,
GAYATHIRI ARCADE, VELLANADU, TRIVANDRUM. 695304

3. Name and address of the
Consultant/Architect : SGS ARCHITECTS, NALLAMTHODATH BLDG.
OPP. DIST.HOSPITAL, KOZHENCHERRY.689641

4. Estimated cost of work : Rs.3.53 lakhs

5. Money Deposit : Rs.7,100/- to be submitted along with tender.
(refundable) (Submission of application fee and EMD exempted to
bidders registered under MSME)

6. Period of Completion : 30 days from the date of commencement

7. Validity of Tender : 60 days from the date of commencement

8. Date of issue of Tender : 17-09-2026

9. Pre-Bid Meeting with
Bidder : 25-09-2026; 3.00 PM at Union Bank Of India Trivandrum
Regional Office, 1st floor Union Bank Bhavan, Statue, Trivandrum. Pin: 695001

10. Last date of submission
of Tender : 07-10-2026, 4.00 PM

11. Date & Time of Opening
of the Technical Bid : 07-10-2026, 4.30 PM

12. Earnest Money Deposit should be by way of demand draft from a scheduled/ nationalized bank in favour of UNION BANK OF INDIA.

13. Tender forms (non-transferable) can be collected from the Regional office of UNION BANK OF INDIA, Trivandrum Regional Office during working days from 17-09-2026 to 07-10-

2026, 04.00 pm or can be downloaded from Bank's website www.unionbankofindia.bank.in and Govt's e-Procurement portal <https://eprocure.gov.in/epublish/app>.

14. Documents will not be sent by post to the bidder/s. Also delivery of the tender through courier/post shall be avoided and any dispute arising thereof shall not be entertained.

15. The filled in tenders shall be submitted in two envelopes. The envelope No. 1 shall be marked as Technical Bid and shall contain technical bid of the tender. The envelope No. 2 shall be marked as price Bid. The above two envelope to be put in 3rd envelope super-scribing the subject tender before submitting with Name, full address with pin code and contact number of Bidder.

16. All three envelopes with the duly filled in tenders, sealed and super-scribed with the name of work, date of submission and name and address with pin code and mobile number of the bidder/bidder of work shall be dropped in the Tender Box placed at 1stFloor, Union Bank Bhavan, Statue , Trivandrum. Pin:695001 by 4.00 pm on 07-10-2026. Technical Bids will be opened at the Regional Office on 07-10-2026 at 4.30PM.

17. The Bank is not bound to accept the lowest tender. The bank shall have the right to omit or cancel, add or alter any specifications of the work without assigning any reason whatsoever and no claim for compensation for damage for damage will be entertained for such omissions, alterations and cancellations other than taking into account the cost involved for such changes to be plus or minus , and the cost shall be arrived by the Architects/Bank Officials taking into consideration the market rate and site condition.

Please refer Bank's Website www.unionbankofindia.bank.in and Govt's website <https://eprocure.gov.in/epublish/app> regarding any corrigendum on the subject tender. The tender documents shall be available/ downloaded from the above-mentioned website on or before 07-10-2026, 4.00 PM.

For UNION BANK OF INDIA

Regional Head

II.BIO - DATA OF CONTRACTING AGENCY

1.	Name of the firm Address Telephone No. Office Residence Mobile Fax E-Mail (The contractor/bidder should have a registered office located within Kerala.Documentary evidence shall be enclosed with the technical bid)	: : : : : : ; :	
2.a)	Whether proprietary/ partnership/ Pvt. Ltd. / Public Ltd. (certificate of registration / partnership deed to be enclosed as Annexure-I).	:	
b)	Name of the Proprietor, Partners, Directors I) II)	:	
c)	Year of establishment	:	
3.	<u>Registration with Tax Authorities</u> : i) Income-tax (PAN) No. ii) GST No. iii) EPF Regn. No. iv) ESI Regn. No. v) Trade/Shop :Licence if any	: : : : : :	

(Copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D & II-E)

4. Names of the Bankers with address & telephone numbers:

I)

- II)
5. Enclose solvency certificate of the : Enclosed/ Not enclosed
amount of 30% of estimated cost

Note: The solvency certificate should be addressed to Union Bank of India and not older than six months from the date of advertisement.

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C. for : Enclosed/ Not enclosed
the last 3 years i.e. 22-23, 23-24 and 24-25.
as Annexure-IV-A, IV-B & IV-C.
7. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

8. Give details of the present cases/litigation in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose :
during execution of contract in the
past 3 years.
10. Specify maximum value of single :
value project executed during the
last three years.

11. Name & relation, if any, with the staff :
Member of Union Bank of India.

12. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date Commence & completion		If work left incomplete or terminated (give reasons)	Appreciation/accloude (or) Experience certificate attached if any (or) satisfactory work completion .

Note: Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., and Semi-Govt. Bodies should be enclosed as Annexure VII).

Type of work (Interior, Furnishing , HVAC, Tiles, Cables, Civil, Ceramic, Furniture, Electrical, Networking etc.)	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value (in Rs.)	Duration of work, stipulated time (from & to)	Present stage of work. in (%)

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14. Details of pre-qualifying work (Filling of columns is mandatory and to be supported by copies of work order and completion letters as per the criteria. On non-filling of columns or not enclosing credentials, the application form submitted will be rejected without assigning any reason thereof.)

Name of the work	Name of the client	Work order reference/date	Completion letter reference/date	Value of work completed (in Rs.)

15. LIST OF NAME/S OF PROPRIETOR/ PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	No of years service

16. Turnover in last 3 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid (in lacs)	VAT/GST paid (in Rs.)	Service Tax paid(in Rs.)
1	2022-23				
2	2023-24				
3	2024-25				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure VIII-A, B, C, D & E

17. List of equipments / machinery owned:

Sr. No.	Name of equipment/s	Year of manufacture	Total number available

Note : add more rows required or attach in annexure papers.

18. PRE-QUALIFICATION CRITERIA:

It is mandatory that all the agencies shall have registration for PAN /VAT / TIN / GST.
(Estimated Cost: Rs.)

Sr. No.	Criteria	Weightage In Marks	Self rating marks
1	Should have executed one similar work of Rs. 2.82 lakhs or should have executed two similar works of Rs. 1.77 lacs or should have executed three similar works Rs. 1.41 lacs.	50	
2	Average turnover for the last three years shall be 30% of estimated cost and above.	25	
3	Should have submitted solvency certificate of 30% of estimated cost (not older than 6 months).	Mandatory	
	The contractor/bidder should have a registered office located within Kerala.Documentary evidence shall be enclosed with the technical bid.	Mandatory	
4	Should have made profit at least in two years during last three years.	All 3 years= 25 & only 2 years =15	

NOTE: The value of work executed will be enhanced by 5% per year to ascertain current value of the work done. Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Bidders scoring 75 marks & above will only be considered for pre-qualification. Bidders themselves have to fill in self-rating marks column in the above table.

The similar work means Interior furnishing work including furniture/furnishing along with related service of Civil, Electrical, Networking, tiles, Ceramics, polywares,HVAC etc.

19. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, GST, EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	

IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for 22-23,23-24,24-25	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt. and Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIC, VIID, VIIIE	Copies of income-tax returns/ assessment orders for each year from 2023 to 2025	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

DETAILS OF PREQUALIFYING WORKS - I

(Filling all details is mandatory without which application will be summarily rejected)

1.	NAME OF FIRM & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	
3.	PHOTOGRAPHS OF WORK COMPLETED (PLEASE ENCLOSE COPY)	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DISCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE (PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
9.	DELAY IN EXECUTION OF WORK (State Reasons)	

10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

SIGNATURE OF THE AUTHORIZED PERSON/ PROPERITOR/
PARTNER/ DIRECTOR WITH OFFICE SEAL

DETAILS OF PREQUALIFYING WORKS - II

(Filling all details are mandatory without which application will be summarily rejected)

1.	NAME OF FIRM & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	
3.	PHOTOGRAPHS OF WORK COMPLETED (PLEASE ENCLOSE COPY)	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DESCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE (PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE (PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	

9.	DELAY IN EXECUTION OF WORK(State Reasons)	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

SIGNATURE OF THE AUTHORIZED PERSON/ PROPRIETOR/
PARTNER/ DIRECTOR WITH OFFICE SEAL

DETAILS OF PREQUALIFYING WORKS - III

(Filling all details are mandatory without which application will be summarily rejected)

1.	NAME OF FIRM & ADDRESS FOR WHOM THE WORK IS EXECUTED	
2.	DETAILS OF WORK DONE BY THE FIRM	
3.	PHOTOGRAPHS OF WORK COMPLETED (PLEASE ENCLOSE COPY)	
4.	VALUE OF CONTRACT EXECUTED	
5.	BRIEF DESCRIPTION OF THE WORK	
6.	PERIOD DURING WHICH THE CONTRACT IS EXECUTED	
7.	WORK ORDER REFERENCE (PLEASE ENCLOSE COPY OF THE WORK ORDER)	
8.	COMPLETION CERTIFICATE REFERENCE	

	(PLEASE ENCLOSE COPY OF THE COMPLETION OF WORK)	
9.	DELAY IN EXECUTION OF WORK(State Reasons)	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

SIGNATURE OF THE AUTHORIZED PERSON/ PROPERITOR/
PARTNER/ DIRECTOR WITH OFFICE SEAL

FORMAT OF CONFIDENTIAL REPORT

(To be submitted by the Client of applicant on their letter head in sealed envelope to the Bank - Mandatory requirement)

To:

The Regional Head,
Regional Office - Trivandrum
1st Floor, Union Bank Bhavan,
Statue , Trivandrum.Pin:695001

Sir,

Confidential Report on M/s. _____

This is to certify that M/s. _____, having Office at _____ have completed the work of _____. Confidential Report for our project executed is as under:

1.	DETAILS OF PROJECT EXECUTED BY THE FIRM	
2.	AREA OF CONSTRUCTION	
3.	DATE OF COMMENCEMENT OF PROJECT	
4.	DATE OF COMPLETION OF PROJECT	
5.	TOTAL VALUE OF PROJECT EXECUTED	
6.	QUALITY OF SERVICE RENDERED	
7.	COMPETENCE TO HANDLE WORKS	
8.	INTEGRITY AND RELIABILITY OF THE FIRM	
9.	DEALING IN EXECUTION OF WORK	
10.	WHETHER TIME SCHEDULE IS ADHERED TO	
11.	WHETHER ANY PENALTY IMPOSED FOR THE DELAY	
12.	GENERAL ATTITUDE OF THE FIRM	
13.	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION	

PLACE:

SIGNATURE: _____

DATE:

NAME: _____

OFFICE SEAL

DESIGNATION: _____

Note: The firm/contractor could attach more than one confidential report if necessary to pre-qualify. (page no. 9 of Point No. 18, Pre-qualification criteria is must for selection)

DECLARATION

I / We have read the instructions appended to the Proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of Union Bank of India in selection of bidders will be final and binding to me / us.

I / We agree that I / we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets.

I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

All the information furnished by me hereunder is correct to the best of my knowledge and belief.

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

III. INSTRUCTION WITH REGARD TO SUBMISSION OF TENDER

NOTE:

Bidders are requested to note that non-compliance of the following instructions are liable to render their tenders invalid.

1.	Address to which the tender is to be submitted	:	THE REGIONAL HEAD, UNION BANK OF INDIA, REGIONAL OFFICE; THIRUVANANTHAPURAM KERALAM 695001
2.	Last date and time of receipt of tender	:	Up to 4 PM on 07-10-2026

3. The bidder shall go through all documents and each page of the bid documents including bid drawings shall be signed and dated by the bidder as a token of having examined the same. Bidder shall enter their rate in figures and in words. No alteration or multiplication, other than filling in particulars wherever called for, shall be made in the document. Any changes /deviations made by the bidder on the bid documents shall not be taken into consideration.

4. No alteration or additions are to be made by the bidders to the text of the Schedule of these tender papers. Violation of this instruction entails rejection of the tender at the discretion of the Bank.

5. Earnest Money Deposit accompanying the tender will be accepted only in the form of Crossed Demand Draft payable at THIRUVANANTHAPURAM of scheduled /Nationalized Bank in favor of UNION BANK OF INDIA.

6. Any tender which is not accompanied by Earnest Money Deposit shall be summarily rejected. No interest will be paid for the period during which the Earnest Money lies in deposit with the Bank.

7. Bidders are cautioned that cash or encashable cheques or Insurance Guarantee or fixed deposit receipt in lieu of the aforementioned form of the Earnest Money remittance will not be accepted.

8. Any tender with conditions or deviation from the tender documents will be summarily rejected.

9. Bids received after the due date and time will be rejected. Union Bank of India will not take any responsibility for the loss, delay or non - receipt tenders sent by mail.

10. Bidder shall commence the work immediately on receipt of letter /Fax or intent of work order whichever is issued earlier and complete the work within the stipulated time limit from the date of issue of L.O.I or work order whichever is issued earlier.

11. Offers shall be valid for a period of 2 calendar months from the date of opening of the tender.

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

IV. UNDERTAKING BY BIDDER/CONTRACTOR

To
THE REGIONAL HEAD,
REGIONAL OFFICE,
TRIVANDRUM.

Sir

Having examined the drawings, specifications, designs and schedule of quantities relating to the works specified in the memorandum herein after set out and having visited and examined the site of the works specified in the said memorandum 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 at the rate mentioned in the attached schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender, articles of agreement, schedule of quantities, general instructions to bidders, special conditions of contract, general technical specifications and with such other materials and conditions as may be prescribed by Bank from time to time.

1. Description of work : Proposed Airconditioning works for Union Bank of India, VELLANADU Branch and ATM.
2. EMD : Rs. 7,100.00
3. Retention to be deducted from bills : 8% of final bill value
4. Time allowed for completion
from the 3rd day after the date : Total of 60 days for all works together

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions

I/We have enclosed a Crossed Demand Draft for a sum of Rs.7,100/- drawn in favor of UNION BANK OF INDIA as Earnest Money which amount not to bear any interest.

It is understood by me/us that the lowest or any tender will not necessarily be accepted.

Should I/We fail to execute the agreement when called upon to do so ,I/We do here by agree that this sum shall be forfeited by me/us to the Bank in addition to other liabilities prescribed by virtue of other terms of contract and under law .

Signature of authorized person/Proprietor/Partner/Director

Designation :
Date and Time :

Stamp of the Firm/Company
Witnesses: -

V. DEFINITIONS AND TERMS

- 1 . Owner /Bank : UNION BANK OF INDIA
2. Interior Consultant : SGS ARCHITECTS, NALLAMTHODATH BLDG.
OPP. DIST. HOSPITAL, KOZHENCHERRY
3. Bidder shall mean, the firm /party /individual who quotes against an enquiry
4. Bidder shall mean the successful bidder whose tender has been accepted by the Bank and to whom a letter of intent or work order has been placed and shall include his heirs, legal representatives and assigns.
5. Sub -contactor shall mean, the person /firm/party named in the contract undertaking a part of the work or any person to whom a part of the contract has been sublet with the consent in writing from the Bank and shall include his heirs, legal representatives and assigns.
6. Contract price shall mean, if there is a formal agreement the prices referred to in the agreement or if there is no formal agreement the prices agreed to be the value of the contract.
7. This contract price shall mean, the article of agreement the prices, general conditions of contract, specifications & Priced bills of quantities duly signed.
8. Site shall mean, the actual place of the proposed project where work is to be executed under this contract.
9. Month shall mean, calendar month.
10. Building shall mean, the proposed building, boards, fencing etc.
11. Earnest money shall mean, the sum paid along with the tender as token to bind a contract.
12. Award shall mean, the written acceptance of tender by the Bank given to the successful bidder.
13. Security Deposit shall mean, the amount pledged with the Bank for faithful and satisfactory performance of contract.
14. Retention amount shall mean, the amount deducted from the running bill.
15. Engineer-in-charge shall mean, the Site Engineer representing Bank.
16. Material shall mean, all construction materials used for civil; interior and Electrical works.

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

VI. GENERAL INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF TENDER: -

1.1 Tenders must be submitted in original and without making any additions alterations and as per details given in other clauses given hereunder.

1.2 Addendum /Corrigendum to this tender document, if issued, must be signed and submitted along with the tender document. The bidder should write clearly the revised quantities in schedule of rates of tender document and should price the work based on revised quantities when amendments for quantities are issued in addendum.

1.3 Covering letter along with its enclosures accompanying the tender document and all further correspondence shall be submitted.

1.4 Tender documents should always be placed in sealed cover super-scribed as

“TENDER FOR THE **AIRCONDITIONING WORKS** AT UNION BANK OF INDIA,
VELLANADU BRANCH AND ATM.”

1.5 The full name, address with pin code and mobile number of bidder/bidders shall be written on the bottom left-hand corner of the sealed cover.

2. TENDER DOCUMENTS

The bid, as submitted, will consist of the following.

- a) Complete set of tender documents as sold together with Addenda / corrigenda duly filled in and signed by the bidder.
- b) Earnest Money in the manner specified

3. ALL PAGES TO BE INITIALLED

All signatures in tender document shall be dated, as well as all pages of the sections of tender documents shall be initialed at the lower right-hand corner or signed where ever required in the tender paper by the bidder or by a person holding power of Attorney authorizing him to sign on behalf of the bidder before submission of tender.

4. RATES TO BE IN FIGURES AND WORDS

The bidder should quote in English both in figures as well as in words the Rate and it should be duly signed.

5. CORRECTIONS AND ERASURES:

All corrections and alterations in the entries of tender paper will be signed in full by the bidder with date. No erasing or overwriting are permissible.

6. SIGNATURE OF BIDDER:

The tender shall contain the name, residence and place of business of person or persons making the tender and shall be signed by the bidder with his usual signature. Partnership firms shall furnish the full names of all partners in the bidding documents It should be signed

in the partnership's name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by a corporation shall be signed by an authorized representative and a power of Attorney in that behalf shall accompany the tender. A copy of the constitution of the firm with names of all partners shall be furnished.

7. WITNESS

Witness and sureties shall be persons of status and property, and their names, occupation and address shall be stated below their signature.

8. TRANSFER OF TENDER DOCUMENTS

Transfer of tender documents purchased by one intending bidder to another is not permissible.

9. EARNEST MONEY

9.1 The bidder must pay Earnest Money Deposit as given in the notice inviting tenders and attach the official receipt with the tender failing which the tender is liable to be rejected. The Earnest Money is to be paid by way of Crossed Demand Draft for **Rs.7,100/-** in favour of UNION BANK OF INDIA from any Nationalized/Scheduled Bank. Cheques are not accepted.

9.2 No interest shall be paid by the owner on the Earnest Money deposited by the bidder.

9.3 The Earnest Money deposited by the successful bidder will be retained towards the security deposit till the fulfillment of the contract but shall be forfeited if the bidder fails to deposit the requisite security deposit or fails to start work within a period of 5 days or fails to execute the agreement within 5 days from the date of receipt of the letter of acceptance of tender.

10. VALIDITY

The tender will be completed within a period of '2 months' from the date of opening the tender, which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period. The Earnest Money Deposit of the successful bidders will be refunded after the tenders are disposed of unselected.

11. ADDENDUM /CORRIGENDUM

11.1 Addendum /Corrigendum to the tender documents may be issued prior to the opening of the tenders to clarify documents or to reflect modification in the design or contract terms.

11.2 Each addendum/corrigendum issued by the Bank will be distributed in duplicate to each person or organization to whom the tender documents have been issued. Each recipient will retain one copy of each addendum /corrigendum for submission along with his tender and return one signed copy to the Bank as acknowledgement receipt of the same. All addendum /Corrigendum issued by the Bank shall become part of tender documents.

12. RIGHT TO BANK ON TO ACCEPT OR REJECT TENDER

12.1 The right to accept/reject the tender will rest with the Bank. The Bank however does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever. The whole work may be split up between two or more bidders or accepted in part and not entirely, if considered expedient.

12.2 Tenders in which any of the particulars and prescribed information are missing/incomplete in any respect and /or the prescribed conditions are not fulfilled are liable to be rejected.

13. DRAWINGS

Drawings listed under schedule of drawings are intended to give the bidder an idea of the type of work involved. The drawings as such are only indicative and for tender purpose only. Work shall proceed only on the basis of drawings issued as “Released for construction” which shall be issued to the bidder progressively after the award of contract. No claim shall be entertained from the bidder if the “Released for construction” are at variance with those shown for tender purposes.

14. SUFFICIENCY OF QUANTITIES

The quantities furnished in the schedule of quantities are only approximate based on preliminary design and are meant primarily to form a common basis for tender analysis. Actual quantities may vary significantly from the quantities given in the schedule. If the value of work as per the schedule does not exceed 25% of the agreed P.A.C the agreed rates. The agreed rates shall hold, and the bidder will have no claim on this account. However, if the value of work as per the schedule exceeds 25% of the agreed PAC excluding cost of extra or additional works, an extra payment of 10% will be made for such exceed.

15. DATE OF COMMENCEMENT & DATE OF COMPLETION

Time is the essence of the contract and upon agreement of the contract prices the bidder shall agree to complete the work within 60 days from the date of commencement of work shall be reckoned from the 2nd day of receipt of work order by the bidder from the Bank.

Date of completion shall be reckoned as the date on which the Bank after satisfactory inspection of the work takes over the building and passes necessary written communication to that effect to the bidder concerned. As soon as the work is completed and ready for inspection the bidder should inform the Bank in writing for such inspection.

16. NIGHT WORK AND WORK SCHEDULE

16.1 If night work is necessary to complete the work in time, the Bank’s prior permission shall be obtained. Night work shall not entitle the bidder to any increase in rates. The work should not disturb the nearby premises owners.

Before commencement of the work, the bidder will be required to submit to Bank a detailed work schedule for completion of the work within the agreed time, specifically mentioning the time period required for each of the items of work and get the schedule approved by Bank. No deviation shall be permissible without the concurrence of the Bank.

16.2 The Bank reserves the right to take out of contract any part of the work and allot it to any agency at the risk and cost of the bidder if in the opinion of the Bank the progress of work is unsatisfactory. The Bank shall not entertain any claim from the bidder as a result of such action on the part of the Bank.

17. FILING OF TENDER

It is very important that the tender documents submitted should be complete in every respect including filling up all the details attached in this RFP. The incomplete applications are liable to be rejected without assigning any reason.

18. SETTING OUT WORKS

The Bidder 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 in the opinion of the Bank any error in this respect shall appear during the progress of the work and after approval of the initial setting out by the BANK the bidder shall be held responsible for its rectification as and when required. No extra cost will be admissible by Bank to accomplish it (or) complete.

19. CANVASSING

Canvassing in connection with tender is strictly prohibited and tender submitted by the bidder who resort to canvass will be liable for rejection.

20. CLEARING THE SITE

The bidder shall at his own expense remove all debris obtained from his works or from other bidders work and clean the building to the entire satisfaction of the Architect/Consultant/Bank, Municipal and other public authorities. No claim shall be entertained for any repeated engagement of labour for such works.

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

VII. PRELIMINARY AND GENERAL CONDITIONS OF CONTRACT.

1. SCOPE OF CONTRACT

1.1 The selected L-1 bidder 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 /Architect /Consultant. The Bank may in their 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 /Architect /Consultants instructions in regard to.

- a. The variation or modification of the design, quality or quantity of works or the addition, 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 bidder and substitution of any other material thereof.
- d. The removal and/or re-execution of any works executed by the bidder.
- 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.

1.2 The selected bidder shall forthwith comply with and duly execute any work comprised in such Bank / Architect /Consultant's instructions.

2. BIDDER TO VISIT SITE

The bidder is required to visit the site and satisfy himself as to the facility for transport and storage of materials, availability of labour, water, Electricity etc. and no extra claim under the above headings shall be entertained after the contract has been executed.

3. LIQUIDATED DAMAGES

In case the entire work is not completed within the stipulated period as undertaken by the bidder due to action or in actions on the part of the bidder, the bidder will be liable to pay liquidated damages as 0.15% of the total value of work for each week's delay beyond the date of completion specified in the contract, subject to a maximum of 5% of the total value of the contract upto 8 weeks' time, if beyond 8 weeks and after which the contract will stand cancelled, the job will be assigned to L2 or L3 bidders at same rate to complete the balance work.

4. INTERIM PAYMENT

Interim payment will be released on the basis of actual satisfactorily executed work and stock of materials

5. DEFECTS LIABILITY PERIOD AND RELEASE OF RETENSION AMOUNT

5.1 The bidder shall be responsible for the maintenance of the work executed by him for a period of 12 months as specified at defects liability period in this contract from the date of completion of works as certified by the Bank /Architect /Consultant and any

defects notified to the construction during this period will have to be rectified by the bidder at his own cost.

5.2 Retention Amount is fixed at 10 % of the final bill.

5.3 Retention amount shall be released on the expiry of the 12 months defect liability period.

6. SUB CONTRACTING

6.1 The bidder shall, without the previous sanction in writing by the Bank sublet or execute any Power of Attorney in respect of any matter touching this contract and any such Power of Attorney executed without the previous written consent shall not be recognized or be binding upon the Bank. It shall be entirely within the discretion of the Bank authority accepting the contract either to grant or to refuse or to revoke a sanction once given.

7. SUBLETTING

Notwithstanding any subletting with such approval as aforesaid and notwithstanding that the Bank shall have received copies of any sub contracts, the bidder shall be and shall remain solely and directly responsible to the Bank for the quantity and proper expeditious execution of the works and the performance of all the conditions of contract in all respects as if such subletting or sub-contracting had not taken place and as if such work has been done directly by the bidder. If any sub- bidder engaged upon the works at site, executes any work which in the opinion of the Bank is without Bank's consent, Bank may issue written notice to the bidder and upon the receipt of such notice the bidder shall terminate such sub-contract and dismiss the sub-bidder and latter shall forthwith leave the works failing which the Bank shall have the right to remove such sub-bidders from the site. Action taken by the Bank under this clause shall relieve the bidder on any of his liabilities under the contract or give rise to any right to compensation, extension of time or otherwise.

8. DELAY AND EXTENSION OF TIME

Time shall be the essence of the contract. The bidder's endeavors shall be to prevent any delay and complete the work within the time agreed.

PENALTY FOR TIME DELAY FOR COMPLETION : An amount of Rs.1% per week from contract value will be deducted for every additional week of delay of work or part taken by the contractor up to a maximum of 10% of the total Value for the satisfactory completion of the work. If the delay occurs due to a reason beyond his control the contractor, should immediately apply for an extension to the employer. A limited extension of time maybe given by the employer in writing after getting the opinion of the architect.

9. TERMINATION OF CONTRACT BY THE BANK

If the bidder being an individual or a firm commits any Act of Insolvency ' or shall be adjudged as 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 made voluntarily or subject to the supervision of the court and the official Assignee or the Liquidator in such act of insolvency or winding up., as the case may be ,in capable within the seven days after notice to him requiring him to do so ,to show to the reasonable satisfaction of Bank /Architect/Consultant that he is able to carry out and fulfill the contract and to give security therefore ,if so ,required by the Bank .

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

Or shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the bidder,
Or shall assign or sublet this contract without the consent in writing of the Bank /Architect/Consultant obtained.
Or shall charge or encumber this contract or any payments due or which may become due to the bidder hereunder, or if the bidder.

- a. At any time makes default in proceeding with the works with the due diligence and continuous to do so after a notice in writing of 7 days from the Bank /Architect/Consultant.
- b. Commits default in complying with any of the terms and conditions of the contract and does not remedy it within 7 days after a notice in writing is given to him in that behalf by the Bank /Architect/Consultant.
- c. Fails to complete the work or items of work with individual date of completion and does not complete them within the period specified in a notice given in writing in that behalf by Bank /Architect/Consultant.
- d. Offers or gives or agrees to give any person in Architects service or to any gift or consideration of any kind as inducement or reward or doing or fore bearing to do or having done or fore bone to do any action in relation to the obtaining or execution of this or any other contract for Architect.
- e. Fails to supply sufficient or suitable constructional plant, temporary works, labour, material or things
- f. Fails to carry out and execute the works to the satisfaction of the engineer -in-charge.
- g. Bank /Architect/Consultant may without prejudice to any other right to remedy which shall have accrued or shall accrued thereafter to the Bank /Architect/Consultant after written notice ,cancel the contract as a whole or only such items of work in default from the contract as assessed by the Bank .In case the contract as a whole is cancelled due to reasons specified above ,the Bank reserves the right to get the whole of the contract or such items of work as are cancelled due to reasons of the bidder and that the Bank will be at liberty to recover the entire loss from the bidder notwithstanding the amount fixed as liquidated damages under clause 3.

10. TERMINATION OF CONTRACT DUE TO BANKRUPTCY

The Engineer shall, as soon as may be practicable after any such entry and termination by the Bank, fix and determine expert, or by or after reference to the parties or after such investigation or enquiries as he may think fit to make or institute and shall certify .

- a. What amount (if any) had at the time of such entry and termination been reasonably earned by or would reasonably accrue to the bidder in respect of work then actually done by him under the contract, and
- b. The value of any of the said unused or partially used materials any bidder's equipment and any Temporary works.

11. ALTERATION

The Bank may be at any time during the progress of the work by order in writing make any alteration in the original specification and drawings by way of addition there to or omission or other deviation there from whereupon the bidder shall execute such additional work or omit or deviate from such specification and drawings as may be ordered by Bank in

the same manner as if the same has been so provided in the original specifications or drawings for the works. All alterations to the accepted tender given in writing by the Bank/architect/consultant shall be proceeded with by the bidder.

12. REMOVAL OF WORKMEN

The bidder shall employ in and about the execution of the works only such persons as are skilled and experienced in their several trades and the Bank/architect/consultant shall be at liberty to object to and require the bidder to remove from the works any person employed by the bidder in or about the execution of the works who in the opinion of Bank/architect/consultant misconduct himself or is incompetent or negligent in the proper performance of his duties and such persons shall not be again employed upon the works without permission of the Bank/architect/consultant.

13. REMOVAL OF WORKS NOT ACCEPTED

The bidder shall invariably execute all works in the most substantial and workman like manner and materials used shall be of best description. The contractor shall also confirm minutely to the drawings and specifications which form the basis of the accepted tender and other written instructions and drawings if any relating to the work which may from time to time be issued by the Bank/architect/consultant. If it shall appear to the Bank/architect/consultant any work has been executed with unsound imperfect or unskillful workman ship or with materials of an inferior description the contractor shall be demand in written forthwith rectify, remove or reconstruct the same in whole or in part as the case may require at his own proper charge and cost and in the event of his refusing to do so within a period to be specified by the Bank/architect/consultant or if shall fail to remove from the site of work within a specified period any materials or articles which are considered by the Bank/architect/consultant unsound or bad quality, or not agreeable to the terms of the contract and to provide immediately suitable materials or articles in lieu of these condemned then the bidder shall be liable to pay liquidated damages at the rate of 1% of the amount of contract for every day not exceeding ten days that he fails to comply with the written demand of the Bank. In case of default on the part of the bidder to carry out such order the Bank shall have the power to employ and pay other persons to carry out the same and all expenses consequent there on or incidental there to, as certified by the Bank is recoverable from any monies due or that may become due to the bidder in addition to the penalty mentioned above.

14. SAFETY MEASURES AND ACCIDENTS

The bidder shall provide at his own cost of all necessary safety measures required to protect the public (including their rights and property) as well as his own workmen from accidents arising out of and in consequence of the work under this contract .The contractor shall be responsible for the safety and insurance of all employees or workmen, employed or engaged by him in connection with the work and in addition to the staff of the Bank employed at the site and that the contractor shall forthwith report to the Bank about any accident, any injuries sustained and shall make adequate arrangements for rendering all possible first aid or hospitalization as the case may be in respect of the victims of any accidents. Adequate precautions shall be taken to prevent danger from electrical equipment. All necessary personal safety equipment as considered adequate by the Engineer should be kept available for the use of the person employed on the site and maintained in a condition suitable for immediate use, and the bidder should take adequate

steps to ensure proper use of equipment by those concerned. The Bank is not responsible for any untoward incidents would happen to workmen deployed by the contractors/bidders or any compensation involved in it viz accident, injury, loss of Limbs and damages, claims and compensation payable to workmen. The contractor/bidder is whole and sole responsible/liable for all.

15. INDEMNIFYING THE BANK BY THE BIDDER

The contractor shall be liable for any claim or compensation ,damages or expenses payable as a result of any accident or injury or loss sustained by any workman engaged or employed by him or any member of the general public on account of the execution of the contract any the amount he is liable to pay in accordance with WC act or any such legislation or rule or common law, for the above the bidder shall, before commencement of work buy and produce a current insurance policy covering the entire period of the contract from a registered insurance company indemnifying Bank/architect/consultant for any such claim compensation damages etc.

Incase such an insurance policy acceptable to the Bank/architect/consultant is not produced, the bidder will be deemed to have agreed to the Bank to deduct 1% of the running bills and the amount so deducted will be credited to the insurance fund maintained by the Bank and the Bank , and claim papers to be hand over to the contractor/bidder to further undertake it.

16.PAYMENT OF WAGES, INSURANCE ETC

It shall also be the responsibility of the bidder to observe the provisions of any other law like the ESI Act, EPF Act, payment on wages Act, the contract labour abolition and regulation Act etc to the extent they are applicable to him in respect of the workmen engaged or employed by him in or for the execution of the work as per this contract. The bidder shall indemnify the Bank/architect/consultant against any claim that may be made on the Bank/architect/consultant for any obligation under the said Acts or any amount which may be required to be paid by the Bank. The said amount shall be recovered from the bidder by deduction from the amounts due to him or otherwise. The selected bidder shall keep a muster roll of the labourers engaged by him at site noting their daily attendance and wages. Payment must be made to them at least once in a fortnight and the signature or thumb impression of the workers should be obtained. Such rolls shall be open for inspection and verification by the officials of the Bank/architect/consultant when ever found necessary. There shall be no Bank employee relationship between the Bank and bidder or Bank and Bidders representatives or workmen.

17. QUANTITY

The quantities in the schedule of quantities indicate approximately the total extend of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract.

18.COMPLETION OF WORK/S

The rate quoted by the L-1 bidder are for works at site to be completed for all materials, plant, labour, machinery and tools of every description necessary for executing and completing the works. Any materials brought on to the site by the bidder and not approved by the Bank/architect/consultant will be removed and replaced by materials acceptable to the Bank at the bidder's own cost. A sample of all materials to be used shall have to be got

approved by the Bank and the same kept at the site for verification. Rate quoted shall be for finished works in site and shall be inclusive of contingent expenses, such as tools and plant scaffolding charges, requisite machinery and cost of operating them, carriage of tools and plant and other appliances, lighting and watching, tool charges duties sales tax on all materials and articles that may be necessary for the successful completion of the work and setting out and measuring of work etc. No claim for separate payment of any such items will be admitted on any account.

19. EXECUTION OF AGREEMENT

The successful bidder shall enter into a contract with UNION BANK OF INDIA for the execution and completion of the above work on proper stamp paper. The Bank will communicate to the successful bidder about the acceptance of his tender, on receipt of which he should remit the security deposit of Rs 8000/- by demand draft and arrange to execute an agreement as decided by Bank within 5 days from the date of receipt of work order.

20. PROCEDURE FOR MEASUREMENTS

All the works shall be done according to the drawings and instructions of Bank/architect/consultant. Figured dimensions shall be followed. Measurements shall be of the actual work done. All measurements shall be in metric system. All works in progress shall be measured by the bidder and the representative of the Bank/architect/consultant jointly. The measurements will be recorded in the presence of the representative of Bank/Architect/Consultant who will check measure.

21. TAXES

Advance income tax together with surcharge will be deducted from the bill as per rules current at the time of passing the bill. The rate quoted by the L-1 Bidder shall be net, up to the stage of incorporation and handing over site. All taxes including or any other tax on material or on finished works like Turnover Tax, including taxes that may be newly introduced subsequent to the tender etc. in respect of this contract shall be payable by the L- 1 Bidder and the Bank will not entertain any claim whatsoever in this respect.

The rate quoted should be excluding GST.

The vendor who wishes to quote for the tender should have GST registration and should mention the registration number.

22. PREPARATION AND CERTIFICATION OF INTERIM AND FINAL BILLS

The bill will have to be prepared by the selected bidder and the same will be checked/ measured by the Bank/architect/consultant or his representative.

23. EXTRA ITEMS

Items which do not find a place in the original tender or in the accepted tender and agreement executed by the bidder shall be deemed as extra items. Such items found necessary to be carried out in the course of construction of the agreed work shall also be carried out by the bidder on written order issued by Bank/Architect/Consultant and after executing a supplemental agreement for that purpose between the selected bidder and the Bank. For carrying out extra items not included in the agreed schedule rate will be based on the market rate of materials and labour plus bidders' profit of 10%. The decision of the

Bank/Architect/consultant about the market rate of materials and labour will be binding on the bidder.

24. ALLIED ITEMS

Allied items or identical items shall be items other than original quoted items or extra items. When minor modifications to quoted items are introduced without basically changing the character of the original item by introducing components of new materials such items shall be called as identical allied items.

The rates for such items shall be derived based on the original items plus or minus cost of components introduced or excluded. The rate for the new components part of items shall be worked out on the same basis as followed for extra items for which supplemental agreement will have to be executed between the Bank and the bidder.

25. MODE OF MEASUREMENTS

Mode of measurements will be as per IS 1200 or as per latest revisions and as per mode of measurements attached on page No 30.

26. WATER AND ELECTRICITY

Water and electricity for the construction purposes will have to be arranged by the bidder at his own cost and risks and bill for its consumption if any, will have to be paid by the bidder.

27. WATCHING AND LIGHTING

The bidder shall provide and maintain at his own expenses, all lights, guards, fencing and watchman when and where necessary or required by Bank/architect/consultant for the protection of the works or for the safety and convenience of those employed on the works or the public.

28. LABOUR LAWS AND SAFETY REGULATIONS

- a. Selected bidder shall be responsible for making premium quality execution at his own cost to the satisfaction of the Bank any loss and damages to any structures or properties belonging to the owner or other agencies or persons if such loss or damages was caused on account of the execution of the work.
- b. The selected bidder shall keep the Bank/architect/consultant indemnified for all claims for damage to property for arising under or by reason of this agreement if such claims result from the fault and or negligence or willful acts or Omission of the bidder, his employees, representative or subbidders as certified by the Bank/architect/consultant.
- c. Should the Bank have to pay any money in respect of such claims or demands as aforesaid the amount so paid and the costs incurred by the Bank shall be charged to and paid by the bidder and bidder shall not be at liberty to dispute or to question the right of the Bank to make such payments notwithstanding the same may have been made without his consent or authority .
- d. The selected bidder shall indemnify the Bank/architect/consultant and every member, officer and employee of the Bank also the Engineer in charge and his staff against all actions, proceedings, claims demands ,cost and expenses which may be made against the Bank/architect/consultant for or in respect of or arising out of any failure by the bidder in the performance of his obligations under the contract .

- e. No labourer below the age of eighteen years shall be employed on the work.
- f. The selected bidder shall not pay less than what is provided under law to labourers engaged by him on the work.
- g. The selected bidder shall at his expense comply with all labour laws and keep the Bank/Architect/Consultant indemnified in respect thereof.
- h. Before commencement of the work the selected bidder will have to obtain a license under the provisions of the bidder labour (Regulation and Abolition Act 1970) and produce the same before the Bank.

29 SUPERVISION

29.1 The bidder should engage at least 3 qualified persons/artisans and well experienced Engineers out of which one should be graduate with one year exposure(or) diploma with 3 years minimum experience to be employed by him to supervise the work during progress, whose bio-data should be forwarded to the Bank/Architect/Consultant for approval.

29.2 The bidder shall also give representatives of the Bank/Architect/Consultant all necessary facilities for inspection, testing and examining any part of the works.

30. MATERIALS AND WORKMANSHIP

The selected bidder should get the materials as per bank/Architect recommended Brands and prior approval to be taken from the Architect/Consultant/Bank. All works shall be carried out as prescribed in the specifications(X) and drawings (XI) in tender documents in accordance with Bank/Architect/Consultants time to time Instructions, and the bidder shall act upon the request of the Bank/Architect/Consultant instructions, furnish with all invoice accounts receipts and other vouchers to prove that the materials in compliance with tender. The bidder shall at his own cost arrange for and carry out test of any materials as and when demanded by the Bank.

31. SETTLEMENT OF DISPUTES

All disputes and difference of any kind whatever arising out or in connection with the contract or the carrying out of the works (whether during the progress of work or after their completion and whether before or after the determination abandonment or breach of the contract) shall be settled by the Bank who shall state its decision in writing. Such decisions may be in the form of a final certificate or otherwise. The decision of the Bank shall be final.

32. JURISDICTION

The courts at THIRUVANANTHAPURAM alone shall have jurisdiction in respect of any matter arising out or in connection with the contract of bidder.

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

VII.SPECIAL CONDITIONS OF CONTRACT

1. SPECIFICATION

1.1 All the supplies and works relating to the wiring of lighting /fan and other power installations points in the building shall be carried out in accordance with the relevant provisions in the following:

- 1.The Indian Electricity Rules 1956
2. The Indian Electricity Act 1908
- 3.The National Electricity code 1985
- 4.The Indian Standard Specifications
5. The Indian Standard Code of Practice
- 6.The Tariff Advisory Committee Regulations
- 7.Specification in the Contract
- 8.Practise approved by the Electrical Inspectorate
- 9.Manufactures Instructions
- 10.Instructions of the Bank.

1.2 All the publications referred to above shall be their latest version including all the revisions and amendments made up to the date on which reference will be made to them. Where relevant Indian Standard Specifications or Codes of Practice are not available reference shall be made to the latest B. S or I.E.C Standard Specifications and Codes and Practice.

2. INSPECTION ON RECEIPT

All the equipments, accessories and materials shall be inspected for damages, defects, shortage and any other discrepancy immediately on receipt at the site. If any damage, defects shortage of discrepancy is detected, immediately corrective action shall be taken under advice to all the parties concerned. All the defective and damaged materials shall be removed from the site immediately under advice to the Bank and with his approval.

3. STORAGE

All the equipments, materials and accessories shall be stored in a clean, dry, well-ventilated and secured places.

4. MATERIALS

The materials used shall be of approved make and type. Where approved makes are not specified, the materials used shall be of good quality of ISI make and the supplies of such materials shall be effected only with the prior written approval of the Bank /Consultant

5. CIVIL WORKS

It shall be the responsibility of the contractor to carry out all the necessary civil works such as chipping of floor and walls ,grouting making holes ,grooves and chases ,filling and fixing etc ,found necessary for fixing of any equipments ,components cable racks cable

trays ,supports ,frame works wiring and earth conductors ,brackets etc ,and the expenses for these shall be deemed to have been included in the rates quoted by L-1 bidder.

6. ERECTION

6.1 The contractor shall carry out the erection works in accordance with the practice and standards in conformity with the relevant rules specifications codes of practice and regulations as detailed under clause 41 hereof.

6.2 Erection work shall be carried out in keeping with the most modern and good engineering practice according to the programme approved by the Engineer /Architect. Erection work shall be carried out in conformity with the manufacturer's instructions relating to the installations.

6.3 During every stage check, tests and measurements shall be carried out to detect any defect and / or error so that timely corrective action can be taken and it should be reported in writing to Bank by consultant/Architect.

6.4 Proper tools and tackles shall be used to carry out the erection work. All precautions shall be taken out to ensure that the erection work is carried out without causing any danger to personal, plant or property.

7. TESTING, COMMISSIONING AND TRIAL RUN

7.1 The contractor shall carry out all tests according to relevant standards on the various equipments supplied by him and furnish the tests results to the Engineer/Architect. The contractor has to submit a list of equipments /materials for his work and get the approval from the Engineer /Architect if any, on the materials required test before dispatch. If the test shall be carried out on the equipments before dispatch from the place of manufacture and if the Engineer decides so ,such tests shall be carried out in the presence of the engineer and architect or representative and dispatch shall be effected only after the Engineer & architect certifies in writing that the results of the tests are satisfactory and the equipment confirm to the specifications as per the contract .

7.2 At any stage during the erection and after completion of erection before commissioning and during trial run every equipments and every part of the installation shall be tested in conformity with the relevant standards, codes of practice, requirements of the Electrical Inspectorate, requirements of the manufacture to be followed as per instruction of site engineer deployed by architect firm.

7.3 All such test shall be carried out in the presence of the engineer and his representatives, and all the test results shall be furnished/recorded by the site Engineer.

7.4 After commissioning of all the installations, they shall be run for a specified period as prescribed by the site engineer under normal and permissible overload conditions for

accessing the performance of the installations. The installations shall be taken over by the Bank only after the satisfactory completion of all tests, commissioning and trial run.

8. QUALITY EQUIPMENTS AND MATERIALS

The L-1 bidder shall use only standard quality equipments and high quality materials as per approved brand quality in the tender documents be used, where approved makes are not mentioned in the tender documents the L-1 bidder shall get the sample of equipments and materials he proposes to supply should be certified by Engineer/Architect in writing .

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

VIII.SAFETY DURING EXECUTION OF WORKS

1. All possible care and precautions shall be taken to prevent any injury or danger to persons, animal and property during the execution of he works.
2. As far as electrical works are concerned all the safety practices are recommended in the following shall be strictly follows:
 - a. The Indian Electricity Rules 1956
 - b. The National Electricity code 1985
 - c. The Indian Standard Specifications
 - d. The Indian Standard Code of Practice
 - e. The Tariff Advisory Committee Regulations

All these publications shall be their latest versions including all the amendments and versions made up to the date on which the references will be made to them. Where relevant Indian standard specification or code of practice are not available, reference shall be mad to the latest version of the relevant BS and IEC standard specification and code of practice.

3. During the job when the work is going on at the site, persons well trained in artificial resuscitation and other treatment should be available at site for giving treatment for anyone suffering from electrical shock.
4. All required first aid applications and materials shall be readily available at site and shall be quickly accessible for use during an emergency.
5. Any person who is required to be hospitalized shall be taken quickly to the nearest public hospital without any loss of time.
6. Scaffolding provide for workmen shall be strong, stable and safe. It shall be tested for safety and shall be continuously inspected for any possibility of failure or danger.
7. No portable single ladder more than 8 meter long should be used. The minimum clearance between the runs between the side rails shall be 300mm and the distance between adjacent rungs shall not be more than 300m. Whenever a ladder is used, an extra workmen shall be engaged to hold the ladder.
8. All excavated trenches and pits shall be surrounded with temporary fencing. These shall be lit during nights and adequate warning notices and lights shall be provided.
9. Opening in the slabs and floors shall be temporarily fenced off to prevent accidental falling of people or materials through these opening. Continuous shafts such as those provided for rising main shall be effectively blocked at every floor till these openings are covered up after installation of the equipment. These blocks shall be removed only where it is necessary for work and shall be suitably closed before leaving the location.

10. Workmen shall be provided with hand gloves, welding goggles, protective footwear, safety helmets, safety belts, etc, as required for the work they are expected to carry out with ease.
11. While housing materials, care shall be taken to ensure that the hoisting machines or tackles do no fall and that all the anchorages, supports, etc are in perfect conditions.
12. The works shall be carried out under the supervision of experienced persons so as to avoid any danger to workmen or property during the execution of the various works.
13. Before energizing any portion of the installation, all the relevant and required inspection, checks and tests shall be carried out by site engineer and also all necessary precautions & instructions should be given/taken to avoid danger and/or damage.
14. The provisions in section 16 of part 1 of the National electrical Code relating to safety during the electrical works shall be strictly followed.
15. The site engineer shall monitor above works & compliance in addition to day to day activities.

Signature of authorized person/Proprietor/Partner/Director

Designation :
Date and Time :

Stamp of the Firm/Company

IX. TECHNICAL SPECIFICATION

1. SPECIFICATION FOR DISTRIBUTION BOARD

1.1 The distribution board shall be installed in a clean, dry and well-ventilated area. The access to the board and area in front of the board shall always remain free without any block or hindrance.

1.2 The DB should be installed recessed on the wall.

1.3 There shall be suitably rated ELCB on the incoming side of the board, wherever specified.

1.4 Required facilities for drawing and terminating the incoming cable and outgoing cables to the distribution board shall be made.

1.5 All internal wiring shall be terminated using proper crimped type cable lugs. The connection shall be made in such a manner that there will be good electrical and mechanical contact.

1.6 All the internal wiring shall be numbered and fixed with ferrules for easy identification.

1.7 The enclosure shall be provided with earthing terminals. There shall be an engraved identification label. A printed circuit list shall also be exhibited. The DB shall be with acrylic door of the manufacturer.

1.8 All the civil works in connection with the installation of the board shall be carried out by the L-1 Bidder at his cost and responsibility. Provision for this shall be made while quoting the rates.

2. SPECIFICATION FOR SUPPLY AND INSTALLATION OF CABLE INSPECTION ON RECEIPT

2.1 Immediately on receipt at the site, the cables shall visually be inspected for signs of any damage or defect. If any sign of damages or defect is observed further investigation shall be made and necessary corrective action shall be taken immediately and under advice to all the parties concerned.

2.2 LOCATION OF INSTALLATION

While selecting the cable routes care shall be taken to avoid areas where the ambient temperature is likely to exceed. The cables shall be well protected against the effects of the high temperature if required special cables shall be used.

2.3 Cables buried under roads and areas where heavy loading can occur shall be protected by enclosing them in ducts of adequate strength and cross section area.

Surface mounted cables wherever they are exposed to the possibility of a mechanical injury or shock, shall be protected against such injury and shock.

2.4 Cables route shall be chosen giving due consideration to the following points:

1. Safety of the cables from possible damage due to the mechanical, chemical, thermal or other causes.
2. Minimization of the length of the cable route.
3. Neatness of arrangements.
4. Facility for inspecting, replacing or removing cables laid along a particular route or for adding cables to the cables already laid along a particular route .
5. Availability of space for proper bending and shaping of the cables without causing any strain on the cable.
6. Protection from fire.
7. Segregation of cables to different working voltages.
8. Minimisation of crossing of cables
9. No joints shall be permitted in the cable installation

3. EARTHING BUS AND CONDUCTORS

3.1 All earthing conductors shall be of Bare copper and of sizes approved by the electrical inspectorate.

3.2 The pipe earth shall be installed around the substation building/or as directed.

3.3 Earthing conductors, except when buried or drawn through pipes, shall be clamped at regular intervals not exceeding 600mm. The earthing conductors shall be well protected against possibility of pilferage, mechanical damage and corrosion.

3.4 To facilitate easy connections, suitable offsets shall be provided at required locations on the earthing buses.

3.5 The contractor shall prepare detailed drawings showing the proposed routes of all earthing buses and continuity conductors and get them approved by the Bank before commencement of installation of the earthing system.

3.6 The fixing of earthing conductors shall be done using specially fabricated clamps and not by drilling holes on the conductors itself and screwing it to the wall or other surfaces.

3.7 The earthing conductors shall as far as possible be installed out of reach of any person.

3.8 As far as possible all earth connection shall be visible for inspection.

3.9 All earthing connections shall be made with due care to ensure good mechanical strength and electrical contact.

3.10 All joints wherever disconnection is not required shall be reverted. All joints shall be overlapped at least twice the width of the strip.

3.11 While earthing on the body of the equipment's which may move, suitable allowance for such movement shall be made by providing required flexible copper earthing conductor installed properly.

3.12 Bolts/nuts and wherever used for making connections in earthing system shall be of 'Galvanized steel'.

3.13 A link of adequate size and good mechanical and electrical design shall be provided in the neutral earthing circuit to facilitate easy disconnection of earth for testing purpose.

3.14 Any special earthing as required by the Bank shall be carried out by the contractor subject to the approval of the Bank.

3.15 After completion of the work the contractor shall prepare an installed drawing of the complete earthing system indicating the Routes of earthing buses, earth continuity conductors and location of earth electrodes.

4. LIGHT AND SMALL POWER ELECTRIFICATION

4.1. CONDUIT INSTALLATION

The conduit used in the installation shall be medium gauge (1.6 mm wall thickness) PVC of ISI GRADE. All the conduits should carry one run of 14/16 SWG bare copper earth conductor which is to be terminated to the earth terminal of the metallic mounting boxes.

All conduits should be embedded in ceiling slab /walls wherever possible.

The wiring installation shall be of concealed type.

4.2 CONTROL SWITCHES FOR LIGHTS AND FANS

The switch shall be mounted at the height of 1450 mm from finished floor level and to be 250 mm away from water service outlet. In case of difficulty in installing the switches above the fixing center shall be decided in the consultation with the Architect /Bank

4.3 SWITCHING SOCKET OUTLET

All the sockets are to be of 3 pin type and shall have a combined switch. The plug tops should not be possible to inter change with the plug socket of any other voltage system other than 230 volts AC and also with other services like telephone and networking.

The socket should have same polarity through out the building as per standard (Right - Phase, Left-Neutral)

The plug socket shall be fixed at the height of 1450mm finished floor lvl and shall be away from danger of mechanical injury.

The earth pin of the socket shall be connected to the earth terminal of the box by using 2 sqmm flexible PVC insulated copper wire of colour green.

4.4 MOUNTING BOXES.

The mounting boxes for switch, sockets and light points shall already made standard GI Zinc passivated MS box suitable for the plate switches. There shall be at least one earthing terminal in the box with necessary washer and nuts.

4.5 TOILETS

Unless otherwise specified, no switch nor sockets shall be located inside a toilet. The exhaust fan in toilets should be controlled along with the bathroom light. In case of 15 A sockets for water heaters, the same shall be located at 500 mm below roof slab.

4.6 EARTH

An earth conductor of 14 SWG bare copper shall run through the entire conduit installation and shall be connected to the metallic boxes /metal body of the fans and light fittings. The connections from the earth terminal of the box to the body of the appliance /fittings should be done using 2 sqmm flexible PVC insulated copper wire of colour Green.

All the conductors shall be connected to the earth connectors strip of DB. The DB earth connectors strip shall be connected to the main earth bench by 2 runs of appropriate size copper wire.

5. GENERAL

5.1 All light fittings shall be installed at a height of not less than 2500mm or as specified separately (from finished floor level) unless otherwise specified the clearance from bottom most point of the ceiling fan and the finished floor shall not less than 2400mm. The minimum clearance between the ceiling and the plane of the blades shall not be less than 300mm

5.2 The bottom most point of the exhaust fan shall not be at a height not less than 2400 mm

5.3 All the ceiling roses are to be 3 terminal type to facilitate earth bounding between the fittings and earth wire.

5.4 No switch boards/distribution board shall be erected above gas stoves or sinks or within 2500 mm of any water outlet. All distribution board shall not be mounted at height more than 2000mm from finished floor level.

5.5 In a single switch box only one phase shall appear.

5.6 In case of three phase installation. RYB & Black colour code shall be adopted for circuits wiring.

5.7 Unless otherwise specified the Main and branch circuits installation to be done by 28/0.3(2.5 sqmm) PVC insulated single core copper wire. the maximum load per lighting circuits shall be 800 W. The 15A switch socket outlet shall be wired using 44/.3 copper (3 sqmm) in general ,unless otherwise specified .

5.8 The wiring installation throughout the building shall be such that there is no break in the neutral wire other than in a mounting /junction box. Unless otherwise specified, the branch circuit wiring shall be done in loop-in-loop -out system. All joints shall be made of approved type connectors and be only one side mounting /junction boxes.

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

APPENDIX

EARNEST MONEY DEPOSIT	:	Rs.7,100/-
RETENTION MONEY	:	8 % of the total value of work.
DEFECTS LIABILITY PERIOD	:	One year from the date of handing over Completed site.
DATE OF COMMENCEMENT OF WORK	:	3 days from the date of signing of agreement or from the date of handing over the premises whichever is earlier.
DATE OF COMPLETION OF WORK	:	30 days from the date of signing of agreement or from the date of handing over the premises whichever is earlier.
INCOME TAX DEDUCTIONS	:	On all payments as applicable from time to time.

LIST OF APPROVED MANUFACTURES AND MODELS		
ALL MATERIALS AS MENTIONED IN STANDARDISATION MANUAL OR AS BELOW		
#	MATERIALS	APPROVED MANUFACTURER
A	AIRCONDITIONING	
	Voltage stabilizer for air conditioner (4/5KVA)(170-270V)	V Guard/Microtek
	Air Conditioner - Split Inverter AC(5 star) - (0.75 ton - 1ton, 1.5 ton, 1.8 ton-2 ton)	Daikin/Blue Star/ Carrier /Voltas
	Air Conditioner - Cassette Inveter AC(5/4/3 star) - (2.9 to - 3.5 Ton)	Daikin/Blue Star/ Carrier / Voltas
B	MISCELLANEOUS ITEMS	
	Lightning Protection Unit	Erico/ Pheonix/ INDELEC
	Relays	L&T/ABB/Siemens/BCH
	Contractors	L&T/ GE Power/BCH/ Siemens/ABB
	Changeover switch	C&S/Havells/ L&T/HPL
	KWH, PF, Frequency meter	BHEL/ AE/Havells/ L&T/ALSTOM
	Push Buttons	L&T/ Siemens
	Timers	L&T/ Legrand/ Schneider/Siemens/GE
	Timer Switch	L&T/ Legrand/ Schneider/Siemens/GE

Signature of authorized person/Proprietor/Partner/Director

Designation :

Date and Time :

Stamp of the Firm/Company

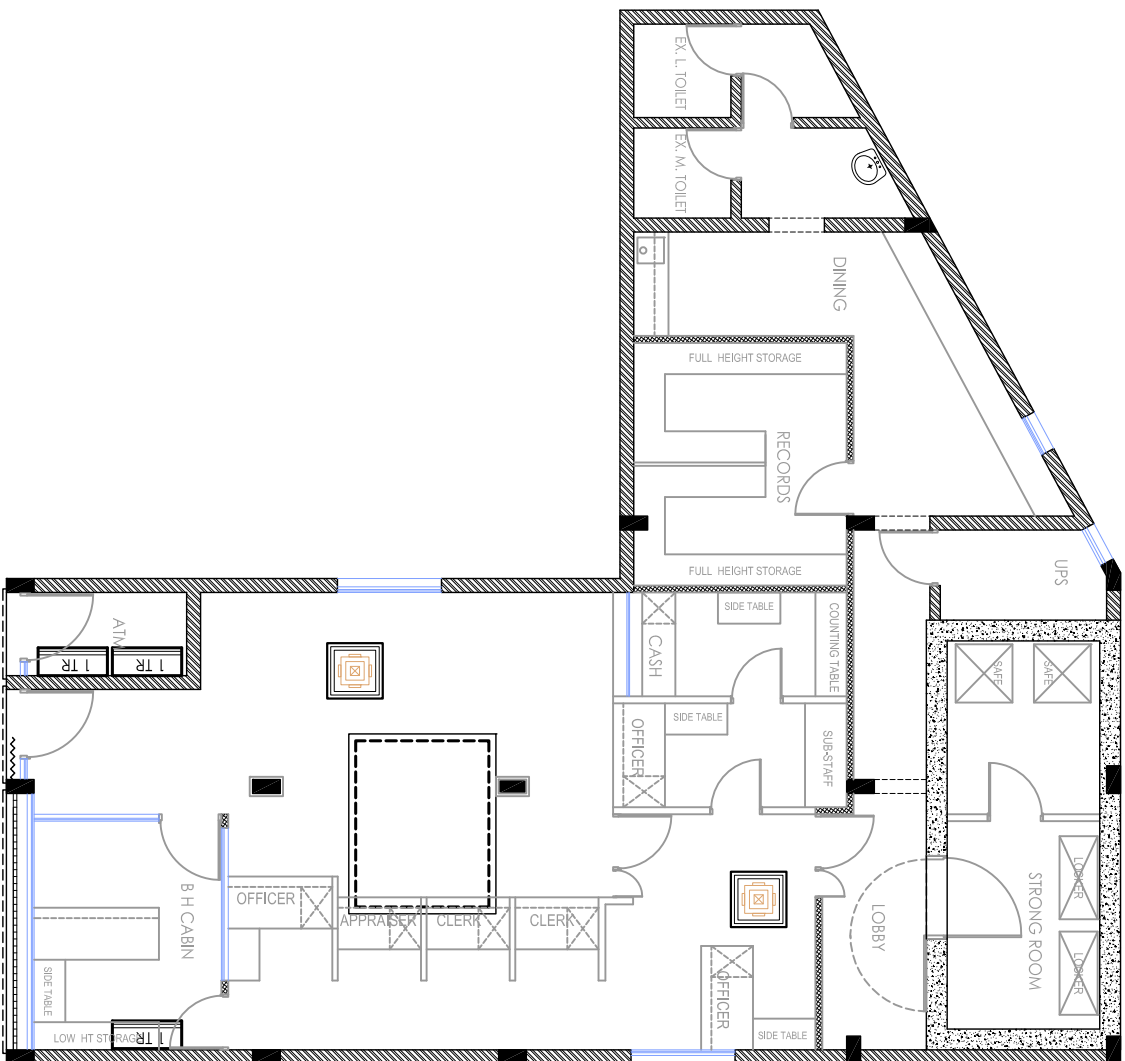
**QUOTATION FOR THE ELECTRICAL WORK OF
UNION BANK OF INDIA, VELLANADU BRANCH & ATM, THIRUVANANTHAPURAM Z.O.**

**PRICE BID
AIR-CONDITIONING WORK**

BILL OF QUANTITIES (BOQ)

No.	Description of work	Qty.	Unit	Rate Rs.	Amount Rs.
A	<u>MACHINE SIDE</u>				
1	CEILING MOUNTED CASSETTE UNITS (Inverter type)				
	Supply of Air Cooled Split type Air Conditioners comprising Ceiling Mounted Cassette type Indoor Units , R32 Gas, Outdoor Condensing unit (with copper coil) , isolating valves, thermostatic control, safety cutouts, Drain Pump, Motorised Drain Pipe Connections, Vibration Dampers, Power connections, Operating on 380-415 Volts / 50 Hz, 3Phase Supply , vibration isolation pads and Cordless remote control.				
	MAKE - BLUESTAR/DAIKIN/MISTUBHUSHI				
1.1	3TR 4 Way Ceiling Mounted Cassette type Units	2	Nos.		
2	HIGHWALL SPLIT UNITS (5 Star - Inverter type)				
	Supply of Air Cooled Split type Air Conditioners comprising High wall split Indoor Units ,R32 Gas, Outdoor Condensing unit (with copper coil) , isolating valves, thermostatic control, safety cutouts, Power connections, Operating on 230Volts / 50 Hz, Single Phase Supply , vibration isolation pads and Cordlessremote control.				
	MAKE - BLUESTAR/DAIKIN/MISTUBHUSHI				
2.1	1.0 TR Split Units	3	Nos.		
2.2	1.5 TR Split Units	0	Nos.		
2.3	2.0 TR Split Units	0	Nos.		
	SUB TOTAL Rs.				
	Add GST 18%				
	Total value for Machine side (with GST) -A				
B	<u>LOW SIDE WORKS</u>				
1	CEILING MOUNTED CASSETTE UNITS (Inverter type)				
	Installation Testing & commissioning of Air Cooled Split type Air Conditioners comprising Ceiling Mounted Cassette type Indoor Units , R32 Gas, Outdoor Condensing unit (with copper coil) , isolating valves, thermostatic control, safety cutouts, Drain Pump, Motorised Drain Pipe Connections, Vibration Dampers, Power connections, Operating on 380-415 Volts / 50 Hz, 3Phase Supply , vibration isolation pads andCordless remote control.				
	MAKE - BLUESTAR/DAIKIN/MISTUBHUSHI				
1.1	3TR 4 Way Ceiling Mounted Cassette type Units	2	Nos.		
2	HIGHWALL SPLIT UNITS (5 Star - Inverter type)				
	Installation Testing & commissioning of Air Cooled Split type Air Conditioners comprising High wall split Indoor Units ,R32 Gas, Outdoor Condensing unit (with copper coil) , isolating valves, thermostatic control, safety cutouts, Power connections, Operating on 230Volts / 50 Hz, Single Phase Supply , vibration isolation pads and Cordless remote control.				
	MAKE - BLUESTAR				
2.1	1.0 TR Split Units	3	Nos.		
2.2	1.5 TR Split Units	0	Nos.		
2.3	2.0 TR Split Units	0	Nos.		
3	<u>REFRIGERANT PIPING</u>				
	Supply Installation and Commissioning of hard/soft copper Refrigerant piping, complete with fittings, elbows, bends, supporting arrangement on walls (RMT:Suction & Discharge)				

BILL OF QUANTITIES (BOQ)					
No.	Description of work	Qty.	Unit	Rate Rs.	Amount Rs.
3.1	Ceiling Mounted Cassette type Units	15	Mtrs.		
3.2	1 , 1.5, 2TR Split Units	20	Mtrs.		
4	<u>STABILIZER</u> Supply and installation of Voltage stabilizer for split units. make- V Guard				
4.1	4 KVA	3	Nos.		
4.2	5 KVA	0	Nos.		
5	<u>CONTROL CABLING</u> Supply & Installation of 2 Core PVC Insulated flexible control cable with saddles / supportes and PVC conduits to connect outdoor unit with Indoor unit	35	Mtrs.		
6	<u>POWER CABLING</u> Supply & Installation of power cable to connect outdoor unit to isolator	35	Mtrs.		
7	<u>DRAIN LINE</u> Supply & Installation of insulated PVC drain pipe of 25mm dia	25	Mtrs.		
8	<u>TIMER</u> Supply and Fixing of Timer for 1.0 Tr Split units in ATM	1	Nos.		
9	<u>OUTDOOR STAND</u> Supply & Installation of wall mounted support for ODU of split AC	5	Nos.		
	TOTAL Rs.				
	GRAND TOTAL (A + B) Rs.				
	Rupees:				
	TOTAL COST FOR AIR-CONDITIONING WORK				
	Signature(S) of Contractor(S)				



LEGEND	
Item	Specification
1 TR	1 TR SPLIT AC
1.5 TR	1.5 TR SPLIT AC
	2 TR CASSETTE TYPE AC

RCC CEILING HEIGHT = 3.32 M
BEAM DROP = 2.86 M
FALSE CEILING HEIGHT = 2.70 M

For SGS ARCHITECTS
Shatish
Managing Partner / Partner

AIR-CONDITIONING LAYOUT PLAN

Note:-
All dimensions are in centimeters
Do not measure this drawing

DRAWING TITLE			
AIR-CONDITIONING LAYOUT PLAN			
DRAWN	SS	DATE	AUG 2026
CHECKED	SS	SCALE	AS SHOWN
REV. NO.	DRAWING NO.	JOB NO.	
00	SGS-G900C-AC-001	G-900C	

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PROJECT
VELLANADU BRANCH
INTERIOR DESIGN

CLIENT
UNION BANK OF INDIA
TRIVANDRUM ZONE