

# CANARA BANK

## INVITATION TO TENDER

ONLY FOR EMPANELLED CONTRACTORS

OF

CIRCLE OFFICE KOLKATA

TENDER FROM ANY OTHER CONTRACTOR WILL BE SUMMARILY REJECTED

INSTRUCTION TO BIDERS

AND

GENERAL CONDITIONS OF CONTRACT

FOR

FURNISHING WORKS

AT

**CANARA BANK - HATINDA BRANCH**

TENDER NO.: 38/24-25/AS

NAME OF THE CONTRACTOR: .....

.....

ADDRESS: .....

.....

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## **NOTICE INVITING THE TENDER**

To,

M/s .....

Sealed tenders on item rate basis are invited from panel Contractors for **Interior furnishing Works at premises of HATINDA Branch.**

Tender Documents may be obtained at free of cost from the Premises & Estate Section, Circle Office Canara Bank, Kolkata during working hours from **04.09.2024** till **11.09.2024**.

**Earnest Money Deposit : NIL**

**Period of completion : 20 days**

**Last date, time and place for Submission of tender : On or before 3:00 pm, 11.09.2024 to  
The Assistant General Manager,  
General Administration Section  
Canara Bank, Circle Office  
Kolkata**

**Time and date of opening of tender : 3.30 pm on 11.09.2024**

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**Assistant General Manager  
Premises & Estate Section  
Canara Bank, Circle Office  
Kolkata**

.....

Date: 04.09.2024

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## **GENERAL RULES & INSTRUCTIONS TO TENDERERS**

### **Name of the work: Furnishing Works to be carried out at premises of HATINDA Branch**

The rates quoted shall also be inclusive of materials, labour charges, work contract tax, surcharge and all the taxes except GST.

**GST WILL BE PAID EXTRA.**

The rates quoted by the tenderer shall hold good till the completion of the work from the date of issue of the "WORK ORDER" and no enhancement in the rates are allowed during the period of execution of the work under any circumstances. The rates quoted shall also cover for the work to be executed before and after office hours and also on holidays.

The time stipulated for the completion of the work is 20 days from the date of issue of the WORK ORDER and the work is to be carried out as per the convenience of occupants without disturbing other occupants of the building.

#### **TENDERS:**

The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initials / signatures will indicate the acceptance of tender papers by the tenderers.

The schedule of quantities shall be filled in as follows:

- The "rate" column to be legibly filled in ink in both English figures and words.
- 'Amount' column to be filled in for each item and the amount for each sub-head as detailed in the "schedule of quantities".
- All corrections to be initialed.
- The "Rate" column for all the items shall be filled up.
- The "Amount" column for the items for which the quantities are not mentioned shall not be filled up.
- In case of any errors / omissions in the quoted rates, the rates mentioned in the tender in words shall be taken as correct rates.

No modifications, over-writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comment or modifications in a separate sheet of paper attached to the original tender papers.

The Bank reserves the right to reject the lowest or any tender or all of the tenders for each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reason.

The tenderers should note that tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self-supporting. If called upon by the bank, detailed analysis of any or all the rates shall be submitted. The architects/bank shall not be bound to accept the contractor's analysis.

The Quantity mentioned in the BOQ is approximate measurements. The works will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contract.

All the items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly, related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection. In the case of lump-sum charges in the tender in respect of an item of works, the payment of such items of work will be made for the actual work done on the basis of lump-sum charges as assessed to be payable by the architects/bank.

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The bank has power to add or delete any work or described in specifications or included in schedule of quantities and intimates the same in writing but no addition, omissions or variation shall be made by the contractor without authorization from the bank. No variation shall vitiate the contract. The bank reserves the right to delete any of the items in the tender without assigning any reasons whatsoever.

The tenderer shall note that his tender shall remain open for consideration for a period of 90 days from the date of opening of tender.

**AGREEMENT**

The successful contractor is required to sign agreement as may be drawn up to suit the local conditions and shall pay for all the stamps and legal expenses incidental thereto. The original will be kept with the Bank and duplicate with contractor.

**EARNEST MONEY AND SECURITY DEPOSIT:**

There is NO Earnest Money Required to deposit/ submit along with the bids. Retention Money shall be deducted from the final bill at 5% of the gross value of bill. The Retention amount will be refunded to the contractor 15 days after the end of defects liability period provided he has satisfactorily carried out all the work and attended to the entire defect in accordance with the condition of the contract. No interest is allowed on Retention Money.

A part of the Security Deposit if and as decided by the constituent bank can also be furnished in the form of a Bank Guarantee on the bank other than that of the constituent bank.

**CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:**

The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the drawings, schedule of the quantities and specifications taken together weather the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the contractor finds any discrepancies therein he shall immediately and in writing, refer the same to the Architects/Bank whose decision shall be final and binding.

The rates quoted against individual items will be inclusive of everything necessary to complete the said items of works within the contemplation of the contract, and beyond the unit price. No extra payments will be allowed for incidental or contingent labour and/or materials inclusive of all taxes and duties whatsoever except for specific items, if any, stipulated in tender documents

The contractor shall supply, fix and maintain at his own cost, for the execution of any work, all tools, tackles, machineries and equipments and all necessary scaffolding, staging and lighting by night as well as by day required not only for proper execution and protection of the said work.

The contractor shall take down and remove any or all such scaffoldings as occasion shall be required or when ordered to do so, and shall fully reinstate and make good all matters and things disturbed during the execution of work to the satisfaction of architect/bank.

The contractor shall all times give access to workers employed by the bank or any men employed at site and to provide such parties with proper sufficient and if required, special scaffolding and ladder and provide them lighting as may be required to enable such workmen to inspect the work, lay or fix pipes, Civil & furnishing wiring, special fittings etc. The quoted rates of tenderers shall accordingly include all these above-mentioned contingent works.

**LIQUIDATED DAMAGES:**

Should the work be not completed to the satisfaction of bank within the stipulated period, the contractor shall be bound pay the bank a sum calculated as given below by way of Liquidated Damages after the expiry of completion date

**.1.00% of the estimated amount shown in the tender per week subject to a ceiling of 10% of the accepted contract sum.**

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**TIME PERIOD FOR COMPLETION: 20 days from the date of award of work.**

#### **FINAL PAYMENTS**

The final bill shall be accompanied by a certificate of completion from the Occupant/Bank Officials. Payments of the final bill shall be made after deduction of retention money as specified in clause 9 of these conditions which sums shall be refunded after the completion of the defects liability period after receiving the banks certificate that the contractor has rectified all defects to the satisfaction of the banks. The acceptance of payments of the final bill by the contractor would indicate that he would have no further claims in respect of the work executed.

#### **ESCALATION:**

The rates quoted shall be firm throughout the tenure of the contract [including extension of time, if any granted] and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, octroi etc, unless specifically provided in these documents.

#### **CONTRACTORS EMPLOYEES:**

The contractor shall employ technically qualify and competent supervisors for the work who shall be available [by turn] throughout the working hours to receive and comply with the instructions of the bank officials. The contractor shall engage at least one experienced engineer, as site in-charge for the execution of the work the contractor shall employ in connection with the work persons having appropriate skill or ability to perform their job efficiently. The contractor shall employ local labours on the work as far as possible. No laborers below age of 16 and who is not an Indian national shall be employed on the work. Any laborers supplied by the contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of bank or its representative shall be deemed to a person employed by the contractor.

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

- a. Payments of minimum wages act
- b. Employers liabilities
- c. Workmen's compensation act
- d. Contract labour (regulation and abolition) act, 1970 and central rules 1971
- e. Apprentices act 1961
- f. Any other act or enactment relating thereto and rules framed there under from time to time

The contractor shall keep the bank saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the bank in connection with any claim that may be made by any workmen.

The contractor shall comply at his own cost with the order of requirement of any health officer of state or any local authority or of the bank regarding the maintenance of proper environmental sanitary condition of the area.

The contractor shall arrange to provide first aid treatment to the laborers engaged on the works. He shall within 24 hrs of occurrence of any accident at or about the site or in connection with execution of work, report such accidents to the bank and also the competent authority where such report is required by law.

The contractor shall obtain all Risk Insurance Policy at their cost within 7 days of commencement of work, for the laborers/workmen working at the site including the work till the work is completed. The policy shall be in the joint name of the Bank and contractor and Bank's name shall appear First.

#### **PAYMENTS:**

The contractor, in the form prescribed by the bank shall prepare all the bills and submit the same to Bank with measurement of work. Normally one interim bill shall be prepared each

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month. Bank may release payment within 15 days of receipt of bills/after check measurement, after deduction of retention money, Income Tax etc. The contractor shall have a competent engineer at site for the supervision of the work.

The contractor shall have to make his own arrangements for watch and ward of the work/building, till the work is handed over to the bank.

The decision of the bank will be final and binding with regard to the quality of work is concerned.

The contractor is responsible for procuring the required materials for the work and stores the same at site at his cost and risk.

The amount stated in the interim certificate shall be the 75% of total value of the work executed up to date of the bill, less the amount to be retained by the bank as retention money. If the bank has supplied any materials or goods to the contractors, the cost of such materials will be progressively deducted from the amount due to the contractor on accordance with the quantities consumed in the work. All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for works actually done and completed and shall not preclude the requiring of bad, unsound or imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part there of if any respect or accruing of any claim nor shall it conclude, determine of effect in any way the power if the bank under conditions or any of them add to the final settlement and adjustment of the accounts or otherwise or in any other way or affect the contract.

The contractor shall submit the final bill within one month from the date of completion of the work. A certificate of completion from the bank shall accompany the final bill. The payment of the final bill shall be made after deduction of retention money as specified elsewhere in these documents.

#### **ARBITRATION:**

All disputes or differences of any kind whatsoever which shall at any time arise between the parties here to touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution of maintenance thereof of this contractor or the construction remaining operation or effect thereof or to the rights or liabilities of the parties are arising out of or in relation thereto whether during or after determination foreclosure or branch of the contract [other than those in respect of which the decision of any person is by the contract expressed to be final and binding] shall after written notice by either party to the contract to the other of them and to the employer hereinafter mention to deal referred for adjudication to a sour arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole arbitrator referred to above, the employer will send within 30 days of receipt of the notice, to the contractor a panel of 3 names of persons who shall be presently unconnected with the organization for which the work is executed.

The contractor shall on receipt of the names as aforesaid, select, anyone of the person's name to be appointed as a sole arbitrator and communicate his name to the employer within 30 days of the receipt of the names. The employer shall thereupon without any delay appoint the person as the sole arbitrator. If the contractor fails to communicate such selection as provided above within the period specified, the competent authority shall make the selection and appoint the selected person as the sole arbitrator.

If the employer fails to send to the contractor the panel of 3 names as a foresaid within the period specified, the contractor shall send to the employer a panel of 3 names of persons who shall be unconnected with either party. The employer shall on receipt of the name as a foresaid select anyone of the person's names and appoint him sole arbitrator. If the employer fails to select the person and appoint him as a sole arbitrator within 30 days of the receipt of the panel and inform the contractor accordingly, the contractor shall be entitled to appoint

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one of the persons from the panel as the sole arbitrator and communicate his name to the employer.

If the arbitrator as appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed as aforesaid.

The work under contract shall, however, continue during arbitration proceedings and payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have entered on the reference the date he issued notice to both the parties fixing the date of the first hearing.

The arbitrator may from time to time, with the consent of parties, enlarge the time or making and publishing the award.

The arbitrator shall give a separate award of each disputes or difference referred to him. The arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasonable award. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion.

The fee, if any, of the arbitrator shall, if required to be paid before the award is made and published, be half and half by each of the parties. The cost of the reference and of the award including the fees, if any, of the arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

The award of the arbitrator shall be final and binding on both the parties.

Subject to aforesaid the provision of the arbitration act 1940 or any statutory modification or re- enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceeding under this clause.

The employer and the contractor hereby also agree that arbitration under the clause shall be a condition precedent to action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

**Date:**

**Signature of the Contractor  
With seal and address**

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<b>SCHEDULE OF WORKS FOR CIVIL &amp; INTERIOR FURNISHING WORKS HATINDA BRANCH</b>					
<b>SL. NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>RATE (Rs.)</b>	<b>AMOUNT (Rs.)</b>
1	Providing and laying in position <b>1:1.5:3</b> (1 cement : 1.5 coarse sand : 3 graded stone aggregate 20mm nominal size) <b>reinforced cement concrete</b> , including the cost of centering, shuttering. For Safe room.	Cum	0.00	0.00	0.00
2	TMT bar reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete.	Kg	0.00	0.00	0.00
3	Providing and laying <b>half brick work</b> with bricks of approved quality having compressive strength not less than 75 kg/sq.cm. laid in cement mortar (1:4) in plain or curved surfaces including offsets etc. complete in all respects including supplying and laying H.B. wire netting at every third layer as directed and specified at all levels and heights as per drawing and specification complete.	Sqm.	0.00	0.00	0.00
4	Providing and laying <b>cement plaster 1:5</b> (1 cement : 5 sand) to walls etc. including raking out joints, cleaning and preparing the surface. Thickness of plaster to be so adjusted to match adjacent sides.	Sqm.	67.00		
5	Providing and painting on wooden, steel or plastered surfaces with two coats of <b>synthetic enamel paint</b> of approved shade and brand over a coat of primer of approved quality after sand papering the surface to give an even uniform shade.	Sqm	30.00		
6	Applying maximum 1.5 mm thick <b>white cement putty</b> to plastered surface after sand papering and preparing the surface complete as per direction.	Sqm.	300.00		
7	Providing and applying minimum two coats of <b>acrylic emulsion paint</b> of approved shade and make on a base coat of necessary primer including necessary surface preparation.	Sqm.	300.00		
8	Supplying and fixing <b>rolling shutters</b> of approved make, made of 80 x 1.20 mm M.S laths interlocked together through their entire length and jointed together at the end by end locks mounted on specially designed pipe shaft with brackets, side guides and arrangements for inside and outside locking with push and pull operation complete including the cost of providing and fixing necessary 27.5 cm long wire springs grade no. 2, ball bearings and 1.20 mm thick M.S top cover for rolling shutters.	Sqm.	0.00	0.00	0.00
1	Supplying and erecting <b>full height opaque partitions</b> (max. upto 2500 mm. high) as per drawing and conforming to the following specifications :				
	<u>basic frame work</u> :				
	Framework of aluminium sections (minimum 25 x 40 mm.) 18 gauge at horizontal and vertical spacings not exceeding 600 mm. c/c. Aluminium sections shall be suitable treated with appropriate wood preservatives.				
	<u>skin membrane</u> :				

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	Single layered 6 mm. MR grade plywood on each face, as per drawing/instructions.				
	<u>finishing</u> :				
	One side finished with 1 mm thick laminate sheet of same or combination shades as per instruction and other side finished with two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer				
	Quoted rates shall include all necessary materials , accessories and labour and also allow provisions for electrical/telephone/computer wiring conduits and switch boxes, etc (Materials for wiring conduits and switch boxes shall be separately paid for.)	Sqm.	12.00		
2	Supplying and erecting <b>low height opaque partitions</b> (upto max. 1050 mm. high) as per drawing and conforming to the following specifications :				
	<u>basic frame work</u> :				
	Framework of aluminium sections (minimum 25 x 40 mm.) 18 gauge at horizontal and vertical spacings not exceeding 600 mm. c/c. Aluminium sections shall be suitable treated with appropriate wood preservatives.				
	<u>skin membrane</u> :				
	Single layer 6 mm thick MR grade plywood on each face, as per drawing/instruction.				
	<u>finishing</u> :				
	1 mm thick laminate sheet of same or combination shades as per instructions.				
	<u>edge moulds</u> :				
	All free top/end surfaces shall have polished teak wood moulds of approved shape ( from 80 x 25 mm. sections) with melamine lacquer in mat finish.				
	Quoted rates shall include all necessary materials , accessories and labour and also allow provisions for electrical/telephone/computer wiring conduits and switch boxes, etc (Materials for wiring conduits and switch boxes shall be separately paid for.)	Sqm.	5.00		
3	Supplying and erecting <b>full height partly glazed partitions</b> (max. upto 2500 mm. high) as per drawing and conforming to the following specifications:				
	<u>basic frame work</u> :				
	Framework of aluminium sections (minimum 25 x 40 mm.) 18 gauge at horizontal and vertical spacings not exceeding 600 mm. c/c. Aluminium sections shall be suitable treated with appropriate wood preservatives.				
	Exposed frame members in the glazed portions shall have wider spacings ( max. 2400 mm. clear )as per instructions. Exposed members shall be finished with 1.00 mm thick laminate sheet of same or combination shades, over 6 mm. thick MR grade plywood facing including 4 x 4 mm. grooves at locations as per instruction.				
	<u>skin membrane</u> :				
	(Opaque portion upto 900 mm from floor level and from 2100 mm. to 2500 mm. from floor level with single layer 6 mm. thick MR grade plywood on each face, as per drawing/instructions				
	<u>glazing</u> :				

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	8 mm. thick clear float glass fixed with continuous teak wood glazing beads of approved shape (from 40 x 25 mm) all round, polished and coated with melamine lacquer finish.				
	Quoted rates shall include all necessary materials , accessories and labour and also allow provisions for electrical/telephone/computer wiring conduits and switch boxes, etc (Materials for wiring conduits and switch boxes shall be separately paid for.)	Sqm.	12.00		
4	Supplying and erecting <b>single skin /wall panelling/column encasing</b> as per drawing and conforming to the following specifications : <u>basic frame work</u> :				
	Framework of aluminium sections (minimum 25 x 40 mm.) 18 gauge at horizontal and vertical spacings not exceeding 600 mm. c/c. Aluminium sections shall be suitable treated with appropriate wood preservatives.				
	<u>skin membrane</u> :				
	Single layer 6 mm. thick MR grade plyboard on one face, as per drawing/instructions.				
	<u>finishing</u> :				
	1 mm thick laminate sheet of approved shades as per instruction.				
	Quoted rates shall include all necessary materials , accessories and labour and also allow provisions for electrical/telephone/computer wiring conduits and switch boxes, etc (Materials for wiring conduits and switch boxes shall be separately paid for).	Sqm.	5.00		
5	Providing and erecting in position, <b>Cash Workstation</b> comprising of the basic workstation and a side - top unit conforming to relevant drawings and following specifications: <u>Basic workstation</u>				
	Approximate overall size 1500mm. long, 850 mm. wide and 750 mm. high. The workstation shall include a <b>customer - top</b> of approx. overall size 1500 mm. long, 300 mm. wide and 1050 mm. high (finished size)				
	The workstation shall be made of 19 mm thick, BWR grade blockboards, suitably supported on the peripheral partition system.				
	The workstation shall also include a <b>cash - drawer unit</b> of approx. overall size 400 mm. wide, 500 mm. deep and 725 mm. high comprising of one tea - tray and three cash drawers of equal depth. It shall be made of 19mm. thick BWR grade blockboards and 12 mm. thick BWR grade plywoods for drawers.				
	The customer side of the drawer unit shall be protected with a lining of 14G MS sheet over the entire area. The metal surfaces shall be finished with two coats of synthetic enamel paint over a coat of approved primer.				
	The <b>customer - top</b> shall be made of 19 mm. thick BWR grade blockboards with the writing surface finished with mirror polished granite slab of approved shade and quality ( single piece upto 1500 mm. length and 300 mm. wide) fixed with approved chemical adhesive. The work shall also include necessary edge mouldings of the stone in approved profile.				

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	A <b>box - band</b> of 'U' profile made of 19 mm. thick BWR grade blockboards of approx. overall size 1500 mm. long, 300 mm. wide and max. 650 mm high shall be erected at height of approx. 1050 mm. above the customer top level. The box- band shall be supported on the peripheral partition system and shall be finished with 1 mm. thick laminate sheet of approved shade over an additional layer of minimum 5.5 mm. thick MDF board in grooved pattern.				
	The vertical gap between the customer - top and the box - band (approx. 1050 mm.) shall have 12 mm clear float glazing in two pieces (1 No. 1500 mm. x 300 mm. and 1 No. 1500 mm. x 550 mm. approx.) as per drawing / instructions. Glass edges shall have machine polished finish. Fixing arrangements of glazings shall be with SS glazing cleats and supporting angles of approved quality at both ends.				
	All blockboard surfaces shall be finished with 1 mm. thick laminate sheet of approved shade or combination of shades as per instructions. Inner faces of workstation including cabinets and drawers shall have polished finish. Blockboard edges shall have polished lippings of approved quality wood. Lamination of the apron part shall be on an additional layer of 4 mm. thick BWR grade plywood laid in grooved pattern.				
	<u>Basic side - top unit</u>				
	Approx. overall size 1200 mm. long, 400 mm. deep and 725 mm. high. The side - top shall also include a <b>drawer unit</b> of approx. overall size 400 mm. wide, 400 mm deep and 700 mm. high comprising of one ordinary drawer (approx. 100 mm. clear height) and one shuttered cabinet below.				
	The side - top unit shall be made of 19 mm thick BWR grade blockboards and 12 mm. thick BWR grade plywood for drawers. It shall be suitably supported from the peripheral partition system and the workstation structure.				
	All blockboard surfaces shall be finished with 1 mm thick laminate sheet of approved shade or combination of shades as per instructions. Inner faces of workstation including cabinets and drawers shall have polished finish. Blockboard edges shall have polished lippings of approved quality wood.				
	<u>Accessories</u>				
	The work of high cash workstations shall also include the following accessories :				
	Readymade metal keyboard drawer (INNOFIT/ IS KD 510 M or similar approved)				
	Readymade CPU Trolley (INNOFIT / IS CPU TR )				
	Approved quality drawer slides (25 kg) (EGL / GLYDO)				
	Approved quality concealed type auto - closing shutter hinges				
	Approved quality shutter / drawer locks with keys in duplicate.				
	Approved quality SS cabinet / drawer handles in matt satin finish.				
	Approved quality wire managers (plastic).				
	Rates to include all necessary allied works. Partition system shall be separately paid for.	Mtr.	1.50		

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6	Providing and fixing <b>12 mm thick clear float glass</b> , machine polished along all free edges.	Sqm.	4.50		
7	Supplying and fixing in position well seasoned <b>Malaysian sal wood scantling</b> to door frame as directed and specified. Exposed surfaces are to be painted with two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer.	Cum.	0.30		
8	Supplying and fixing in position well seasoned <b>teak wood scantling</b> to door frame as directed and specified. Exposed surfaces are to be polished in approved colour and finished with melamine lacquer in mat satin finish.	Cum.	0.04		
9	Providing and fixing <b>slim - stile door</b> made of 50 mm thick well seasoned first class teak wood of special design for stiles and rails, with 8 mm thick clear float glass, necessary hardware fixtures of approved make and design, viz., brass flush bolt, stainless steel decorative tubular handle (Dorset or equivalent approx. 600 mm long) on both faces, complete as per instructions. Wooden surfaces shall be polished in approved shade melamine lacquer in mat satin finish.	Sqm.	2.20		
10	Supplying and fixing in position overall 32 mm. thick <b>solid</b> core hot pressed phenol formaldehyde bonded approved <b>flush door shutter</b> finished with 1.0 mm. thick laminate sheet (without joints) of approved shade and quality on both sides of the door shutter including cost of hardware fittings e.g.brass hinges, Mortice lock sets with handles etc.of approved make and quality.	Sqm.	11.00		
11	Providing and erecting in position full height <b>storage cabinet</b> made of 19 mm thick BWR grade blockboard as per drawing including intermediate shelves , lockable shutters, etc. and 6 mm thick BWR grade ply board at the back, conforming to the following specifications :				
	Shutter faces and exposed sides shall be finished with 1 mm thick laminate sheet of same or combination shades as per instructions with polished teak wood (6 mm thick) edge lippings. Inner faces of cabinets and shutters shall be polish finished.				
	Shutters will be hung by approved quality concealed type hinges.				
	Locks, satin finish S.S handles etc.of approved variety & make.				
	(Payment shall be on the area of cabinet face)				
	Maximum 450 mm deep x 2500 mm high.	Sqm.	15.00		
12	Providing and fixing <b>etching films</b> (frosted) of approved quality on glass surfaces of approved graphical design in patterns of strips as directed.	Sqm.	5.00		
1	Providing and erecting in position, free - standing table as per drawing and conforming to the following specifications :				
	basic structure of 19 mm thick BWR grade block board for sides, top and modesty panel, finished with 1.00 mm thick laminate sheet of approved shade and make including inner faces. The laminate on the front face of modesty panel shall be				

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	on an additional single layer of 4 mm BWR plyboard forming 4 x 4 mm groove pattern.				
	drawer-cum-cabinet unit of approximate overall size of 400 x 500 x 725 mm ( w x d x h) of 19 mm thick BWR grade block board and 12/6 mm thick BWR grade plywood. The drawer unit shall comprise of one readymade drawer manager of engineering plastic ( DM BG 1416/ INNOFITT SYSTEMS or similar) with laminated block board facia, one ordinary drawer and one cabinet with inner faces polished in approved shade. The drawer unit shall be finished with 1.00 mm thick laminate sheet of approved shade including inner faces of cabinet shutters.				
	Readymade keyboard drawer of engineering plastic ( KD 575. P.MT / INNOFITT SYSTEMS or similar) and all necessary accessories , suitably suspended below table top;				
	Readymade CPU holder with swivel facility (CPU HL SW / INNOFITT SYSTEMS or similar)				
	Quoted rates shall also include cost of polished teak wood moulding (finished 40x20 mm and 20 x 20 mm sections) to edges; polished teak wood lipping (6mm thick) to free edges of block board /plywood surfaces ; approved drawer-slides , concealed type auto - closing shutter hinges and locks with keys in duplicate; other necessary hardware and accessories including satin finish S.S handles and plastic wire - managers etc. of approved quality.				
i)	Approx. size 1650 x 750 x 750 mm	Each	1		
ii)	Approx. size 1500 x 750 x 750 mm	Each	1		
2	Providing and erecting in position side / back cabinet units with sliding shutters of approx. size of 450 mm deep x 700 mm high made of 19mm thick BWR grade block boards including intermediate shelves as per drawing /instructions.				
	Exposed block board surfaces shall be finished with 1.00 mm laminate sheet of approved shade and quality. Inner faces of sliding shutters shall be finished with 1.00 mm thick balancing white laminate sheet.				
	Free edges of block board shall have polished teak wood half round moulds (out of 20 x 20 mm sections) .				
	Inner faces of cabinet units shall be polished in approved shade				
	Quoted rates shall include cost of necessary hardware, vis handles, locks with keys in duplicate , etc.	Mtr.	2.50		
3	Providing free standing Daptari table of approx. overall size 900 mm x 600 mm x 750 mm high, made of well seasoned malaysian sal wood support of 50 mm x 50 mm and 19 mm. thick block board on top finished with 1.0 mm thick laminate sheet of approved shade and quality. The exposed edges of block board shall be provided with 6 mm. thick teak wood lipping. All the exposed timber surfaces are to be polished in approved colour.	Each	1		

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4	Supplying and erecting free-standing <b>suggestions box/Cheque drop box/writing ledge</b> of overall size 450 mm long x 300 mm deep x 900 mm high made of 19 mm thick phenol formaldehyde block board, all as in drawing, complete with hardware fittings and fixtures of approved make and quality.				
	On top 18 mm thick single piece granite of approved shade and quality including moulding piece, all complete as in drawing.				
	All exposed surfaces of block board are to be finished with 1mm thick laminate sheet of approved shade and quality. Inner faces of block board surfaces are to be finished with minimum two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer.	Each	1		
5	Providing and fixing in position <b>notice board</b> as per drawing and conforming to the following specifications				
	<u>basic frame work</u> :				
	well seasoned Malaysian sal wood sections, treated with two coats of wood preservatives, minimum 50 x 25 mm, at suitable horizontal / vertical spacings not exceeding 600 mm c/c.				
	<u>skin membrane</u> :				
	1 x 4 mm. thick BWR grade plywood over which 12 mm thick approved quality soft board clad with fabric of approved shade and quality.				
	<u>edge moulding</u> :				
	All free edges shall have polished 2nd class teak wood moulds of approved shape (finished 50 x 25 mm sections) with melamine lacquer in mat finish.	Sqm	2.00		
<b>A</b>	<b>TOTAL EXCLUSIVE OF GST</b>				
<b>B</b>	<b>DISCOUNT IF ANY</b>				
<b>C</b>	<b>TOTAL AFTER DISCOUNT</b>				
<b>D</b>	<b>GST</b>				
<b>E</b>	<b>TOTAL INCLUSIVE OF GST</b>				

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**APPROVED MAKES & MATERIAL**

1	False Ceiling / Channels	India Gypsum / Armstrong / Saint Gobain
2	Wood Frame Work / Wood Section : All Wood, Must be well seasoned, free from knots, other defects decay and defects due to handling and Transportation. Wherever necessary, provide with anti - termite Treatment.	Malaysian Sal / Kapoor
3	Wood Skirting / Moulding / Lipping / Bidding	White Beach / White Ceader / CP Teak
4	Wood Preservative	STP Pentaphene Pale / Termiseal by PCI / Bison by British Paint
5	Fire Reterdant Paint	Industrial grads of Noble / Viper
6	BWP Ply (IS : 710)	Century (excl. Sainik) / Sylvan / Green (excl. Ecotec)
7	Flush Door / BWP Block board (IS : 1659)	Century (excl. Sainik) / Sylvan / Green (excl. Ecotec)
8	Laminate (1.0 mm thk.) (IS : 2046)	Green lam / Century mica / Sunmica
9	Door Closure ( Heavy Duty )	Godrej / Archi / Sterling ( DC 2000)
10	Floor Spring ( Heavy Duty )	Godrej / Archi / Sterling ( FS 3000 )
11	Door Lock ( Dead )	Godrej / Hafele /Hettich / Kich / Doorset / Yale
12	Door Handles	Godrej / Hafele /Hettich / Kich / Doorset
13	Drawer / Storage Handle	Godrej / Hafele /Hettich / Kich / Doorset
14	Drawer / Storage Lock ( Multipurpose )	Hafele /Hettich /Doorset
15	Night latch	Godrej / 4C Acme
16	Screws	GKW / Nettle fold
17	Hinges	CIEF / Hettich
18	Sliding Telescopic Drawer Channel	Ebco / Earl Behari / Efficient Gadjets
19	Cable Organiser	Ebco / Innofitt Systems ( CM 63.C )
20	Adhesive	Fevicol SH / Fevimate TL
21	Soft Board	Jolly Board
22	Vertical Blinds	Mac / Annums / Window Fashion
23	Glass	Modi / AIS / Saint Gobain
24	Paints (Synthetic Enamel / Acrylic Emulsion)	Asain Paints / Berger / ICI
25	PVC Flooring	Krishna Vinyl / Armstrong / Birla
26	Texture Paint	Spectrum
27	Glass	Modi / AIS / Saint Gobain
28	European WC / Washbasin	Hindware /Parryware
29	Sanitary Fittings	Jaquar / Kohler
30	G.I. Pipe	Tata ( Medium )
31	Cement	Ultratech / Laferge / ACC
32	Footmat	Birla 3M / Approved Equivalent
33	Vitrified Tiles	Johnson / Kajaria
34	Ceramic Tiles	Johnson / Kajaria
35	All other items not covered above	As per sample approved by Employer/Consultant

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