

# **THE MUNICIPAL CO – OP. BANK LTD.,MUMBAI**

TENDER DOCUMENT  
FOR

**CONSTRUCTION WORK  
AT THE MUNICIPAL CO – OP- BANK LIMITED**

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PROJECT ARCHITECT

M/S CREATECH ARCHITECTS,  
205 , PRABHAT CENTER ,SECTOR-1A,  
CBD BELAPUR, NAVI MUMBAI

## TENDER NOTICE

M/S.

Tender Ref :

Date:

DEAR SIR,

### TENDER FOR CONSTRUCTION (ATM PORTA CABIN) WORK FOR THE MUNICIPAL CO – OP- BANK LIMITED

The following document forming a part of the above Tender are enclosed herewith.

1. Tender Notice
2. Introduction
3. Special Instruction
4. Form of Agreement
5. letter of offer
6. Special Terms & Condition of Contract
7. Preamble to B.O.Q.
8. Mode of Measurements
9. List of approved manufacturers for materials
10. Bill of Quantity
11. Summary
12. List of Drawings
13. Drawings

You are requested to submit you lowest quotation in a sealed cover for the items of work contained In the tender. Your offer complete in all respect should be submitted on or before 02/05/2024 upto 17.00 hrs.. It is to be submitted at the following address. THE MUNICIPAL CO – OPERATIVE BANK Limited, Muncipal Bank Bhuvan, 245, P. D’mello Road, Fort, Mumbai 400 001.

The tender document shall be downloaded from bank’s website : [www.municipalbankmumbai.com](http://www.municipalbankmumbai.com) from 25/04/2024. Rs. 250/- (plus 18% GST) (Non-refundable) towards the cost of tender, in the form of crossed bank Draft payable to the The Municipal Co – Operative bank Ltd. Mumbai. Should be attached with tender.

You are not expected to include any conditions contrary to tender provisions. However, if it is necessary to include certain conditions, the same should be submitted in a sealed Envelope to facilitate the processing of your offer, sealed envelops – containing conditions or non – conditions statement, along with Earnest Money Deposit & the price tender only, in the stipulated form should be submitted. The Envelop should be suitably sup scribed, including the contents.

The tender must accompany the stipulated Earnest Money Deposit in the Form of demand draft of a Scheduled bank in favor of THE MUNICIPAL CO – OP- BANK LIMITED, MUMBAI. Tender submitted without the demand draft and cost of tender will be rejected.

The Earnest Money Deposit shall not bear any interest and shall be forfeited in the event of any evasion, refusal or delay on the tendered to sign & execute the contract on acceptance of his Tender. The E.M.D. without any interest shall be returned to the tenderer.

The Tenderer should sign all the pages of tender documents.

The Municipal Co-Operative Bank reserves right to accept either in part or as whole any or reject any or all the tenders without assigning any reason thereof.

This tender notice shall form part of the contract and non-submission in the above manner will render your offer liable for rejection.

Thanking You.,

Yours Faithfully,

Sd/-

GENERAL MANAGER,  
THE MUNICIPAL CO-OPERATIVE BANK LIMITED

## INTRODUCTION

- 1.Client : THE MUNICIPAL CO-OP. BANK LTD. MUMBAI
- 2.Architect/ consultant : M/S CREATECH ARCHITECTS,  
205 , PRABHAT CENTER ,SECTOR-1A,  
CBD BELAPUR, NAVI MUMBAI  
Mob. No. 9819080867/8291798503
- 3.Location ( Site Address ) : BMC B WARD OFFICE PREMISES , OPP J J HOSPITAL,  
UMERKHADI , MUMBAI 400009.
- 4.Scop of work : CONSTRUCTION WORK.
- 5.(a) Issue of Tenders : To be downloaded from bank's website :  
[www.municipalbankmumbai.com](http://www.municipalbankmumbai.com) from 25/04/2024
- (b) Submission of Tenders : On or before 02/05/2024 upto 5.00 P.M.  
At Municipal Bank Bhuvan 245, P.D' mello Road,  
Fort, Mumbai 400 001.
- 6.Time limit for execution : 30 days ( 10.00 A.M. To 10.00 P.M. )
- 7.Earnest Money Deposit : 5,000/-
- 8.Security Deposit : 6% of the contract value
- 9.Retention Money : 5% of each running bill
- 10.Defect liability Period : 12 months (including one Monsoon)
- 11.Insurace : All types of risks to be covered.
- 12.Penalty for delay : Rs.1000/- per day
- 13.Running Bills : 1) 1<sup>st</sup> Running bill would be paid after completion of 50 %  
contract value (50 % of the amount of contract value)
- 2) 2<sup>nd</sup> bill would be paid after completion of full and final  
work done with satisfaction of bank officials and architect.

### **SPECIAL INSTRUCTIONS**

Tenderers may specially note the following:

1. Rates quoted by the tendered shall be valid for a period of six month from the date of Opening the tender.
2. All the rates shall be self-sufficient and firm.
3. If the tender fails to accept the work order issued at the rates originally quoted by him or at rates negotiated subsequently, as the case may be, the earnest money shall be forfeited.
4. The rates, at which the work Order is finally placed on the successful Tenderer, shall be valid till the completion of the work.
5. Time Limit: The entire work shall be completed within the time limit as stipulated in the tendered.

If in the opinion of the Employer / Architect, the works gets delayed due to causes which the Employer may consider being beyond the control of the contractor, the employer at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect therefore. For extension of time completion, the contractor has to apply in writing.

6. While executing the work the contractors have to ensure that no inconvenience whatsoever is caused to the offices / people functioning in the premises.
7. Adequate number of fire extinguishers, first aid boxes, must be provided on the site by the contractor.
8. The bank reserves the right to distribute the work among contractors.
9. Permissible working hours. ( 10.00 A.M. To 10.00 P.M. )
  - a. The work shall be carried out without disturbing Bank's normal functioning.
  - b. For working beyond office hour's approval shall be obtained from the Client / Architect The Client / Architect reserves full rights either to accept or reject such requests from

the Contractors without assigning any reason whatsoever.

- 10 Worker of the contractor will not be allowed to stay at site if needed.
- 11 Bank reserves the right of addition or deletion of any item listed in B.O.Q. or may operate any Q R O item. Also Bank reserves full right either to accept or reject any tender document.
- 12 Quantities in tender are approximate and payment shall be made only as per actual measurements excess quantity shall not be executed without written amendment by the Bank / Architect.

**LETTER OF OFFER**

To,  
**GENERAL MANAGER,**  
MUNICIPAL CO – OP. BANK LTD.,  
MUNICIPAL BANK BHAVAN 245,  
P.D'MELLO ROAD,  
FORT, MUMBAI.

Dear Sir,

**CONSTRUCTION WORK (ATM PORTA CABIN) FOR THE  
MUNICIPAL CO – OP. BANK LIMITED.**

TENDER REF :

Having examined the contract document, plans specifications and Bill of quantities prepared by CREATECH ARCHITECTS , 205, PRABHAT CENTER , SECTOR-1A , CBD BELAPUR , NAVI MUMBAI. I / We hereby Offer to executive the subject work at the respective rates which I / We have quoted for the items in the bill of Quantities ( B.O.Q.) Further I declare that before quoting the rates I / We have visited the site and our rates are as per present site and market condition. Further I/ we herewith deposit Rs. \_\_\_\_\_ as Earnest Money for due execution of the work at my / our tendered rates as per the Terms of Contract.

In the event of this tender being accepted, I / We agree to enter into and execute the necessary contract required by you. I am, we are aware that the Bank intends to complete the entire work as covered In the scope of this tender with a period as mentioned in Special Conditions of the contract after the letter of intent is issued, I/ We agree to complete the works within the said Period.

As required by you, I / we are returning herewith the documents ( In single ) duly signed by us at each page in token of our acceptance of the provisions in the documents.

Seal :

Sign with name & Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

FORM OF AGREEMENT

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024,  
Between \_\_\_\_\_  
THE MUNICIPAL CO – OPERATIVE BANK LIMITED, MUNICIPAL BANK BHUVAN 245,  
P.D’MELLO ROAD, FORT, MUMBAI – 400 001 ( hereinafter called “ the owner”) of one part and  
\_\_\_\_\_ of or whose registered office is situated at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called “the contractor”) of the other part.  
Whereas the owner is desirous of \_\_\_\_\_ (hereinafter called “the work”  
) at \_\_\_\_\_  
and has caused drawings and Bills of Quantities showing and describing the work to be done to  
be prepared by or under the direction of \_\_\_\_\_  
\_\_\_\_\_ and whereas the  
contractor supplied the owner with a fully priced copy of the said Bills of quantities ( which copy  
hereinafter referred to as “the Contract Bills” ) and whereas the said drawings ( hereinafter  
referred to as “the Contract Drawings” ) and the contract Bills have been signed by on or behalf  
of the parties hereto and whereas the contractor has deposited the sum of Rupees  
\_\_\_\_\_ with the owner for  
due performance of this Agreement.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. For the consideration hereinafter mentioned the contractor will upon and subject to the conditions annexed carry out and complete the work shown the contract drawings and Described by or referred to in the contract Bills in the said conditions.
2. The Owner will pay the Contractor the sum of Rupees \_\_\_\_\_ (hereinafter referred to as “the Contract Sum”) or such other sum as shall become payable there under at the times and in the manner specified in the said conditions.
3. The term “ARCHITECT” in the said conditions shall mean the said \_\_\_\_\_ in the event of his death or ceasing to be the

“ARCHITECT” for the purpose of this contract, such other person as the owner shall nominate for that purpose of this contract, such other person as the owner shall nominate for that purpose, not being a person to whom the contractor shall object for reasons consider to be sufficient by an arbitrator appointed in accordance with the said conditions. Provided always that no person subsequently appointed to be the “ARCHITECT” under this contract shall be entitled to disregard or overrule any certificate or opinion or expressed by the “ARCHITECT” for the time being.

4. The said conditions thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the conditions and perform the agreements on themselves to the conditions and perform the agreements on their parties respectively in such conditions contained.

AS WITNESS the hands of the said parties.

OWNER

Signed by the said  
In the presence of Witness

NAME :

ADDRESS :

Signed by the said  
In the presence of Witness

CONTRACTOR

NAME :

ADDRESS :



## SPECIAL CONDITIONS OF CONTRACT

1. TIME LIMIT :

The entire work shall be completed within a time as specified above from date of commencement which shall be either two weeks from the of acceptance letter is issued to the contractor or the day on which contractor is instructed to take possession of the site. Which ever is later.

2. TERMS OF PAYMENT :

The following terms of payment shall apply :

3. Running Account's Bills will be paid on item rate basis as certified by our Architect and our Site supervisor taking into consideration actual work in progress.

4. TESTING OF MATERIALS AND WORKS AND PREPARATION OF SAMPLE :

The Contractor shall, if required by Architect, arrange to test materials and / or portion of the works at his own cost in order to prove their soundness and efficiency. If after any such test. the work of portion of work is found, in the opinion of the Architect and employer to be defective or unsound, the contractor shall pull down and re – erect the same at his own cost.

5. NOTICE:

The Contractor shall comply with all acts and regulations for the successful completion of the contract works and shall give notice and pay all fees / taxes.

6. MEASUREMENT IS TO BE RECORDED BEFORE WORK IS COVERED UP:

The Contractor shall take joint measurement with the Architect Representative before covering up or otherwise placing beyond the reach of measurement any item of work should the contractor neglect to do so. The same shall be uncovered at contractor's expense or in default there of no payment or allowance shall be made for such work or the materials with which the same was executed.

7. ACTION WHERE THERE IS NO SPECIFICATION:

In case of any class of work over which there is no specification mentioned the same shall be carried

Out in accordance with the latest Indian Standard Specifications subject to the approval of the Architect and bank.

8. INSURANCE:

The contractor shall obtain adequate insurance cover at his own cost for work against any loss or

Damage as well as workmen compensation and third party risk, until the date of virtual completion of the work. The insurance cover is in joint name of the owner and the contractor is to be deposited of the owner, within 21 (Twenty One) days from the date of issue of work order.

9. PERFORMANCE GUARANTEE FOR ALL BOUGHT OUT ITEMS:

Contractor shall submit written performance guarantee for all bought out items from manufactures.

10 CONTRACTORS SUPERINTENDENCE:

The Contractor shall appoint a qualified and experienced person to supervise the work at site. The contractor shall obtain the approval from bank / Architect about competence of such person

11 INSPECTION BY CONTRACTOR:

The contractor shall inspect all the works and satisfy himself before same is offered for inspection to the Bank / Architect.

12 Security Deposit will be refunded on completion of work i.e. the issuing of final certificate by Architect.

13 5% of the amount shall be retained from each running bill as retention money and shall be refunded after successful completion of the defects liability period of one year from the date of completion certificate issued by the architect.

**PREAMBLE TO BOQ**

**Abbreviations:**

M.S.	:	Mild steel
Rft.	:	Running Feet
Sq.Ft.	:	Square Feet
Cum.	:	Cubic Meter

C / C	:	Center to Center
C.M.	:	Cement Mortar
M.T.	:	Metric Ton
Nos.	:	Numbers
MM.	:	Millimeter
G.I.	:	Galvanized Iron

- All dimensions are in M.K.S. unless otherwise stated.
- The quoted rate shall be all inclusive and cover the cost of material including wastage, freight, all types of taxes, duties, royalties, erection, construction, testing of materials, samples brought for approval, tools and tackles, plant and equipment's, supervision, overheads, profit and any other expenditure incurred for completion of work as per drawings, specifications and to the full satisfaction of Bank / Architect.
- The item rate specifications are indicative. The contractor will have to carry out the work in accordance with the drawings, technical specifications and / or other conditions laid down in tender document and to the full satisfaction of Bank / Architect.
- Quantities mentioned against respective items are approximate and can vary to any extent payment  
Shall be made on actually executed quantities.
- No claims shall be entertained in case of increase or decrease in quantities. Bank / Architect reserve the right to Increase /decrease quantities of any item and also to add / delete any item in totality.
- After completion of work the site shall be handed over absolutely clean, after ensuring that all laminates, floors, walls etc. are spotless clean

### **MODE OF MEASUREMENTS**

- Partition, Panelling : Sqm. area – one side only
- False Ceiling : Sqm area -- Finished length x finished width
- Painting : Sqm. Finished area only.
- Polishing : Sqm. for portion larger than  
230 mm in width. Band Daces from  
25 mm to 230 mm in running meter
- Carpet and other floor : As laid Sqm. area No wastage to be added.

6. Rounding off Measurements : All measurements shall be rounded off to nearest First decimal point .

### **LIST OF APPROVED AND NOMINATED MANUFACTURERS / SUPPLIERS OF MATERIALS**

**NOTE :**

1. No deviation permissible.
2. Wherever contractor proposes to use 'equivalent' makes (i.e. other than specified) he shall obtain Bank's prior approval. Bank may ask architect before giving approval to the same Any additional cost and time lost due to this will be on Contractor's account and no claim will be entertained.
3. All material to be used shall be of first quality unless otherwise specified.

<b>SR. NO.</b>	<b>MATERIALS</b>	<b>: APPROVED MANUFACTURERS / SUPPLIERS</b>
1.	BWP grade phenol bonded plywood ( 710 GRADE ) Marine grade Plywood , Block Board, Flush Board	: Century ply (Century Pro-710), Greenply (Greenpanel-710), Anchor ply (Sevak marine plywood-710), Uniply (Uniply XL-710)
2.	Teak wood based particle board.	: Nova Teak Super by Indian Ply. Mfg. Co. Jolly board
3.	False ceiling	: India Gypsum Ltd. Armstrong ceiling
4.	Laminate	: Formica, Greenlam, Marino, Royal touch., Aica laminates Inside Laminate 1mm thk. Normal Range Rs = 1250/ per sheet Outside Laminate 1mm thk. Premium Range Rs = 1800/ per sheet.
5.	Soft board	: Jolly Board
6.	Screws	: G.K.W., Nettle Fold

7. Hardware : Earl Bihari, Vijayan, EBCO ,ENOX, OZONE
8. Adhesive. : Fevicol Marine , Araldite.
9. Paint : I.C.I. ( Dulex – Duco ), Asian Paint, Goodlas Nerolac
10. Concealed Door Closer / Floor Springs. : Garnish, Everite, Harden, Hemco, ENOX, OZONE  
: All Door Closer is Concealed
11. Locks. : Godrej, Vijayan
12. Wood Preservative. : Bison by British Paints, term seal PCI
13. Glass : Modi, Saint Gobin , Asai Float.
14. Granite : Black Granite Rs. = 200 per sq.ft
15. M.D.F. : Marine M.D.F.
16. Wall and Floor Tiles : Johnson, Kajaria, Cera Basic Rate :- 750/sqm

**Note :** Written consent of manufacturer along with operational warranty must be obtained with reference to the location, size thickness and weight of the door. Bank / Architect reserve

#### **LIST OF APPROVED AND NOMINATED MANUFACTURERS / SUPPLIERS OF MATERIALS**

NOTE :

1. No deviation permissible.
2. Wherever Contractor proposes to use 'equivalent' makes ( i.e. other than specified ) the same shall be done  
only after approval from Bank. Bank may consult Interior Designer before giving approval. Any additional expenditure, time due to this will be on Contractor's account and no claims will be entertained.
3. All materials to be used shall be of first quality unless otherwise specified and of ISI mark.

SR.NO.	MATERIALS	APPROVE MANUFACTURES/SUPPLIERS
1.	ELCB	DATAR / ENGLISH ELECTRIC / MDS / L & T
2.	MCB	INDO KOPP / MDS / S & S / HAVELLS / SIEMENS / L & T
3.	Lugs/ Gland	DOWELLS, COMET, LOTUS.
4.	Terminals.	ESSEN / ELMEX

5.	PVC Insulated Wire, 1100 V Grade.	POLYCAB, V PLAST, FINOLEX.
6.	Commercial Switches / switch- Boards / Sockets / plugs / Regulations etc.	ANCHOR PANASONIC, LEGRAND , L & T
7.	Exhaust Fans	BAJAJ / GEC / UNIQUE
8.	a) Wall mounted Fans / b) Ceiling fan	ALMONARD / REMI MAKE. CROMPTON /ORIENT / BAJAJ.
9.	Cables	POLYCAB/RRKABLES.
10.	Conduit PVC Heavy gauge & duty	PERCISION / CIRCLE ARC.
11.	Light fixtures Led	PHILIPS / CROMPTON / WIPRO / APPROVED SAMPLE.
12.	CCTV	HIKVISION/CPPLUS

NOTE :- Written consent of manufacturer along with operational warranty must be obtained with reference to the location, size, thickness, and weight of the poor. Bank / architect reserve to deduct the entire cost of this item from virtual completion certificate. If the fixture does not perform as expected.