

SBI LIFE INSURANCE COMAPANY LTD.

REGIONAL OFFICE

VIJAYAWADA

Tender Document for Proposed Interiors and allied Works at

SBI Life Insurance Co Ltd
2nd & 3rd Floors, Sri Hari Towers,
H. No. 59A-1-5/1, K P Nagar,
Vijayawada – 520008
Andhra Pradesh

Consultants:
SILPARUPA
Architects & Engineers
8-2-293/K/49, Phase 3,
Kamalapuri colony,
Hyderabad - 500073

INTERIORS & ALLIED WORKS OF

SBI Life Insurance Company Ltd.

Regional Office Address
2nd & 3rd Floors, Sri Hari Towers,
H. No. 59A-1-5/1, K P Nagar,
Vijayawada – 520008
Andhra Pradesh

Tender Document Consists of:

- Notice Inviting Tenders,
- General Rules of Instructions for the Guidance of Tenderers,
- Form of Tender,
- General Conditions of Contract,
- Special Conditions of Contract,
- Technical Specifications and
- Schedule of Quantities for Civil & Interior Works

SBI LIFE INSURANCE CO. LTD.
Notice Inviting Tenders

SBILIFE Insurance Co. Ltd., invites sealed tenders for Interior & Allied Works from SBI empanelled contractors of category above Rs.100 Lacs on behalf of THE REGIONAL DIRECTOR, SBI LIFE INSURANCE CO. LTD., Regional Office Vijayawada. (AP).

Details of the tender are as under:

1	Name of work	:	Interior & allied Works including Civil, Electrical, Networking, AC and Fire Systems, for SBI Life Insurance Co. Ltd. Regional Office Vijayawada, Andhra Pradesh
2	Location of Works	:	2nd & 3rd Floors, Sri Hari Towers, H. No. 59A-1-5/1, K P Nagar, Vijayawada – 520008, Andhra Pradesh
3	Time allowed for completion	:	75 days (Seventy Five) from date of release of order.
4	Earnest Money Deposit	:	Rs.2, 00,000/- (Two Lakh Rupees Only) In the form of a DD from a Nationalized Bank in favor of SBI LIFE INSURANCE CO. LTD. Payable at Vijayawada. EMD of successful contractor will be converted to Security Deposit
5	Total Security Deposit	:	5% of the Tender value
6	Initial Security Deposit	:	2% of tender Value (Initial Security Deposit of 2 % shall be inclusive of the EMD submitted along with Tender.)
7	Availability of tender documents	:	Website of SBI LIFE INSURANCE Co Ltd www.sbilife.co.in
8	Pre-Bid Meeting	:	At our Regional Office Vijayawada at 12 Noon on 13 th October 2017.
9	Last date and time of receipt of Tenders	:	Till 14.00 hrs. On 23 rd October 2017
10	Tender to be addressed to	:	The Regional Director: SBI Life Insurance Co. Ltd. Andhra Pradesh Regional Office Vijayawada
11	Address at which the tenders are to be submitted	:	The Regional Director; SBI Life Insurance Co. Ltd 2nd & 3rd Floors, Sri Hari Towers, H. No. 59A-1-5/1, K P Nagar, Vijayawada – 520008, Andhra Pradesh
12	Date and time of opening tenders	:	At 15: 00 hrs on 23 rd October 2017
13	Place of opening tenders	:	SBI Life Insurance Co. Ltd, Regional Office, Vijayawada.
14	Validity of offer	:	3 months from the date of tender opening
15	Eligibility of contractors	:	SBI's Empanelled contractors of category of above Rs. 100 Lacs
16	Liquidated Damages	:	Rs. 50,000/- per day (Fifty Thousand Rupees Per day) subject to a maximum of 10% of contract value.
17	Defects liability period	:	<u>1 Year</u>

- The Tender Document along with terms and conditions can be downloaded from the website www.sbilife.co.in by the bidders. The bids received after last date and time will be rejected
- SBI Life has the right to accept / reject any/all tenders without assigning any reasons, whatsoever. EMD will be refunded to the unsuccessful tenderers subject to the relevant provisions in the Tender Documents. General Rules and Instructions for the Guidance of Tenderers are enclosed.

GENERAL INSTRUCTIONS TO THE TENDERERS

Scope of work:

This tender will be treated as a Composite tender with works involving Civil & Interior Works including Electrical, Networking, AC and Fire Systems, for SBI Life Insurance Co. Ltd. Regional Office, Vijayawada.

Site and its location:

The proposed works are to be carried out at Vijayawada
2nd & 3rd Floors, Sri Hari Towers,
H. No. 59A-1-5/1, K P Nagar, Vijayawada – 520008 (Andhra Pradesh)

Eligibility of tenderers:

Sealed Tenders are invited from all India SBI empanelled interior contractors from the category for works "ABOVE 100 LAKHS". However, they must have carried out at least one composite work (Interior & Allied Works) of worth Rs. 1.50 Crores or at least two works (Composite Works) of minimum Rs. 1.00 Crore each, during the past 5 years. The contractors must submit relevant testimonials / Completion Certificates from the Architects, giving full details of the project, contact details of the clients etc. **The contractor has to submit all these particulars in a close cover addressed to SBILIFE marked "TECHNCAL DETAILS."** In case of non-submission of appropriate documents / submission of false information, SBI Life will have right to disqualify such contractor and their tender will be liable for rejection.

Every contractor is expected before quoting his rates to inspect the site of proposed works and discuss with Architect/Consultant and/or the Engineer in-charge. The materials must strictly comply with the relevant specifications. Samples of materials as specified shall be submitted for the approval of the Architect/Client, before supplying at the site.

Tender Documents:

The work has to be carried out strictly according to the conditions stipulated in the tender consisting of the following documents and the most workmen like manner.

- a) Tender Notice
- b) General rules
- c) Form of Tender
- d) Articles of Agreement
- e) General Conditions of Contract
- f) Special conditions
- g) Safety code
- h) Technical Specifications
- i) Schedule of Quantities
- j) Drawings issued

The above documents can be obtained from the Company's website www.sbilife.co.in (procurement news) and is to be submitted in printed form duly filled and signed along with the tenderers seal, EMD draft etc. and submitted in a sealed envelope to SBI LIFE INSURANCE CO. LTD, 2nd & 3rd Floors, Sri Hari Towers, H. No. 59A-1-5/1, K P Nagar, Vijayawada – 520008 (Andhra Pradesh). In other words, there are be two sealed covers one with the nomenclature "Technical Details" and the other sealed cover titled "Price Bid". Both these sealed covers should be placed in another large sized cover, duly sealed and addressed as per details indicated herein above.

- Tenders in only printed forms downloaded from SBI LIFE INSURANCE CO. LTD, website should be placed in sealed cover addressed to the REGIONAL DIRECTOR, SBI LIFE INSURANCE CO. LTD, VIJAYAWADA and with the name of the project written on the Envelope and submitted at SBI LIFE INSURANCE CO. LTD, VIJAYAWADA not later than 2:00 PM on____ September 2017 and same shall be opened on____ September 2017 at 3:00 PM.

- The sealed cover shall contain the tender documents and the set of drawings, duly filled and signed by the tenderer shall be submitted as the tender for work.
- The tenderers may depute their authorized representative to be present at the time of opening.
- The tenderers should quote in figures as well as in words the rates and amount tendered by them. The amount for each item should be worked out and requisite total given. In case of discrepancy in the written total figures and words, the amount that is mentioned in words shall be deemed correct.
- All corrections / obliterations shall be attested by the initials of the tenderers with the seal of the Firm
- All rates shall be quoted on the proper form of the tender alone.
- The Contractor whose tender is accepted will be required to furnish by way of security deposit for the due fulfilment of his contract such sum as detailed in the General Conditions of Contract.
- The total amount of security money shall be 5% (Five percent) of the tendered value of work. The earnest money deposited shall become a part of the initial security deposit for the successful tenderer. The balance of the security money would be made up by deducting @ 10% from the running and final bills for work done under the contract.
- The Earnest Money Deposit of the Contractor whose tender is accepted shall be forfeited in full in case he does not start the work by the stipulated date mentioned in the letter of award.
- Tenders without Earnest money in proper form shall be summarily rejected.
- Earnest money of the successful tenderer will be liable to be forfeited in case of withdrawal/modification of offer within the validity period and/or in the event of refusal or delay for whatsoever reason(s) on his part for signing the agreement within 7 (Seven) days of the

issue of letter of award of the work.

- The acceptance of a tender will rest with the SBI LIFE INSURANCE CO. LTD, which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reasons. All tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- The SBI LIFE INSURANCE CO. LTD, reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts. The SBI LIFE INSURANCE CO. LTD, also reserves its right to withdraw or cancel the invitation of Tender without assigning any reason and without any prior notice. The SBI LIFE INSURANCE CO. LTD is not bound to accept the lowest tender or bound to assign any reason for rejecting any or all tenders.
- Canvassing in connection with tender is strictly prohibited and tenders submitted by Contractors who resort to canvassing will be liable for rejection.
- On acceptance of the tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from the SBI LIFE INSURANCE CO. LTD and the Architect shall be communicated to the SBI LIFE INSURANCE CO. LTD, /Architect/Consultant.
- Sales Tax, income tax, service tax, Work Contract Tax, Goods & Service Tax (GST) or any other tax on material or on finished work in respect of this Contract whether in vogue or likely to be imposed in future shall be payable by the Contractor and the SBI LIFE INSURANCE CO. LTD, will not entertain any claim whatsoever in this respect at any time. Rates should be exclusive of all these taxes and must be quoted for the complete work at site exclusive of all costs, taxes, and charges, etc. as applicable in Central or State Sales Tax, Octroi, Royalties, GST, etc. on works and material required for use in the execution of this project.
- The tender for work shall remain open for acceptance for a period of three (3) calendar months from the date of submission of tenders. If any tenderer withdraws his tender before the said period, then the SBI LIFE INSURANCE CO. LTD shall be at liberty to forfeit the Earnest Money paid along with the tender.
- The tender for the work shall not be witnessed by a Contractor or Contractors who himself/themselves has/have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractor tendering as well as witnessing the tender liable to summary rejection.
- It will be obligatory on the part of the tenderer to sign all pages of the tender document. The Tenderer will have to enter into an agreement with the SBI LIFE INSURANCE CO. LTD, when once the contract is awarded.

FORM OF TENDER

(To be filled up by the Tenderer)

The Regional Director
SBI Life Insurance Co. Ltd.
Andhra Pradesh Region Vijayawada

Date:

Dear Sir,

RE: CIVIL, INTERIOR, ELECTRICAL, NETWORKING & AC AND FIRE SYSTEM WORKS FOR SBI LIFE.

1. I / We refer to the tender notice issued by SBI Life Insurance Co. Ltd. for Civil, Interior & Electrical, Networking, AC and Fire System Works at _____.
2. I / We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, bill of quantities for the sum of Rs. _____ at the respective rates quoted in the bill of quantities.
3. I / We have satisfied myself / ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions. Subject to above, I / We do hereby agree, should this Tender be accepted in whole or in part, to:
 - a) Abide by and fulfil the terms and provisions of the said conditions annexed hereto,
 - b) Complete the works within **75 days**, as per the work programme enclosed in Two or three shifts, if considered necessary, by SBI Life at no extra cost.
4. I / We have deposited the earnest money of Rs.2,00,000 /- (Rupees Two Lakhs Only) in the form of Bank Draft. I / We note, the Earnest Money Deposit will not bear any interest and is liable for forfeiture
 - i) If our offer is withdrawn within the validity period of acceptance.Or
 - ii) If the work is not commenced with 15 days after issue of work order.
5. I/We understand that you are not bound to accept the lowest or any tender you receive.
6. Name of Partners / Directors of our Firm:
 - i)
 - ii)
 - iii)

Yours faithfully

Signature

Designation

Name of Partner / Director of the firm authorized to sign or name of person having power of attorney to sign the contract (Certified true copy of Power of Attorney should be attached)

Signature and address of witnesses

Signature:

Name and Address:

ARTICLE OF AGREEMENT

M/S _____

Date:

Re: Civil, Interior, Electrical, AC & Fire System and allied works for SBI Life

1. Please refer to the tender /quotation tendered by you for Civil/ Interiors/ Electrical/ Air-Conditioning/fire System and allied works for Andhra Pradesh Regional office of SBI Life Vijayawada.

2. SBI Life has caused the plans, drawings and specifications, priced schedule of (quantities) of the work to be executed at 2nd & 3rd Floors, Sri Hari Towers, H. No. 59A-1-5/1, K P Nagar, Vijayawada – 520008 (Andhra Pradesh) as per conditions of the contract and special conditions prepared with the assistance of Silparupa Architects - the said Architect/Consultant subject to which the offer of the Contractor shall be accepted.

3. WHEREAS the contractor has deposited with SBI Life Ltd. Rs. 2,00,000 /- (Rupees Two Lakhs Only) as Security deposit for the due performance of the agreement. AND WHEREAS SBI Life has issued work order therefore to the contractor.

AND WHEREAS the said drawings, inclusive of the specifications, site conditions, priced schedule the of quantities, conditions of contract and special conditions (hereinafter collectively referred to as the said condition) have been signed by the parties hereto and the contractor has agreed to execute the works upon and subject to the said conditions

.

4. NOW IT IS HEREBY AGREED AS FOLLOWS:

- In consideration of the payments to be made to the contractor as hereinafter provided the contractor shall upon and subject to the said conditions, execute and complete the works shown upon the said drawings etc. and such further detailed drawings as may be furnished to the contractor by SBI Life through the Architect as described in the said specifications and the said priced schedule of quantities.

- SBI Life Insurance Co. LTD. will pay to the Contractor the sum of Rs. _____ (Rupees _____) (hereinafter called the contract sum) or such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions. However, the actual sum will be paid on the actual value of work done, irrespective of the contract sum.

- The Architect/Consultant in the said condition shall mean Silparupa Architects, or in the event of their ceasing to be Architect/Consultants for the purpose of this contract for whatever reason, such other person as shall be nominated for that purpose by the SBI LIFE INSURANCE CO. LTD, , provided always that no person subsequently appointed to be Architect/Consultant under this contract shall be entitled to discharge or overrule any previous decisions or approval or direction given or expressed in writing by the Architect/Consultant for the time being

- The plans, agreements and documents above mentioned shall form the basis of this contract and all disputes to be decided in the manner prescribed in the conditions attached hereto.

- The said contract comprises the Civil, Interior and electrical, Networking, AC and Fire System works as above mentioned, and all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by SBI Life even though said works may not be shown on the drawings or described in the said specifications or the priced schedule of quantities.
- Notwithstanding what are stated in the special conditions, conditions of contract and herein before stated, SBI Life through the Architect/Consultant reserves to itself the right to alter the drawings and nature of the work and of adding to or omitting any items of works from or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.
- Time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work on the day on which he is instructed to take possession of the site or from 7 days after date of issue of formal work order as provided for in the said conditions whichever is later and to complete the entire work within **75** days (Seventy Five Days Only) subject nevertheless to the provisions, if any, for extension of time.
 - The said conditions shall be read and be treated as forming part of the terms mentioned hereunder and the parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the same on their parts to be respectively observed and preferred.
 - Before payments are effected, the contractor shall submit all original bills of all materials for verification of materials at site. He will ensure that all the warranty cards are handed over to SBILIFE at the time of submission of bills.
 - All payments by the SBI LIFE INSURANCE CO. LTD, under this contract will be made only by SBI LIFE INSURANCE CO. LTD MUMBAI.
 - Any dispute arising under this agreement shall be referred to the arbitration of a sole arbitrator appointed with consent of SBI Life and the contractor as indicated in the Article of the general conditions. The award of the arbitrator shall be final and binding on both parties.

Yours Faithfully
SBI Life Insurance Company Ltd

Signed on behalf of SBI LIFE INSURANCE CO. LTD,
by its duly authorized official

Signed & agreed to the above Terms & Conditions

Contractor

GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITIONS:

Letter of Exchange means the documents forming the tender and the acceptance thereof and the formal acceptance between SBI Life Insurance Co. Ltd and the contractor, together with the documents referred therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Company and all these documents taken together shall be deemed to form the said work conditions.

1.1 In the work conditions the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

1.1.1 Company shall mean SBI Life Insurance Co. Ltd having its registered office at "Natraj", M V Road & Western Express Highway Junction, Andheri - East, Mumbai, Maharashtra, Pin Code: - 400069 and includes the their representatives, successors and Assigns.

1.1.2 The Contractor' shall mean the individual or firm or company whether incorporated or not, undertaking the works and shall include legal personal representative of such individual or partners of the firm or Directors or authorised employees of the company and the permitted assignees of such individual or firm or company.

The expression 'works' or 'work' shall mean the permanent or temporary work described in the 'Scope of work' and / or to be executed in accordance with the contract and includes materials, apparatus, equipment, temporary supports, fittings and things of all kinds to be provided, the obligations of the contractor hereunder the work to be done by the contractor under the contract.

1.1.3 'Engineer' shall mean the representative of the Company.

1.1.4 'Drawings' shall mean the drawings prepared by the Architects and issued by the Engineer or company's officials and referred to in the specifications and any modifications of such drawings as may be issued by the Engineer or officials from time to time 'Contract value shall mean the value of the entire work as stipulated in the letter of acceptance of tender subject to such additions thereto or deductions from there as may be made under the provision hereinafter contained.

1.1.5 'Specifications' shall mean the specifications referred to in the tender and any modifications thereof as may from time to time be furnished or approved by the architect / consultant."Month" means calendar month.

1.1.6 "Week" means seven consecutive days.

1.1.7 "Day" means a calendar day beginning and ending at 00 Hrs and 24 Hrs respectively.

CLAUSES:

1.2 Total Security Deposit (@ 5% of Tender Value)

Total Security deposit comprises of Earnest Money Deposit, Initial security deposit, and Retention Money

- a) Earnest Money Deposit: The Tenderer shall furnish EMD of Rs. **2,00,000/-** (Rupees Two Lakhs Only) in the form of Demand draft drawn in favour of The SBI Life Insurance Co. Ltd,

Regional Office, on any Scheduled Bank. No tender shall be considered unless the EMD is so deposited in the required form. No interest shall be paid on this EMD. The EMD of the unsuccessful Tenderers shall be refunded soon after the decision to award the contract is taken. The EMD shall stand forfeited if the Tenderer revokes his tender at any time during the period when he is required to keep his tender open for acceptance by the SBI Life or after it is accepted by the SBI Life the contractor fails to enter into a formal agreement or fails to pay the initial security deposit as stipulated or fails to commence the work within the stipulated time. EMD for successful tenderer will be converted into Security Deposit.

b) Initial Security Deposit (ISD)

Initial Security Deposit or ISD shall be 2% of accepted value of tender and is to be submitted in the form of D/D drawn on any scheduled Bank and shall be deposited within 15 days from the date of work order issued.

c) Retention Money

Besides the ISD as deposited by the contractor in the above said manner, the balance security deposit will be recovered as retention money which shall be deducted from the running account bill at the rate of 10% of the gross value of work done by the contractor and claimed in each bill until the total security deposit - i.e the EMD plus ISD plus Retention Money shall together not exceed 5% of the contract value. 50% of the total security deposit shall be refunded to the contractor without any Interest on issue of Virtual Completion of the works. The balance 50% of the total security deposit shall be refunded to the contractors without interest within fifteen days after the end of defects liability period, provided the contractor has satisfactorily attended to all defects in accordance with the conditions of contract including site clearance and obtained 'No complaints' certificate from the Company.

2.0 ERRORS, OMISSIONS AND DISCREPANCIES

In case of errors, omissions and / or disagreement between written and scaled dimensions on the drawings or between the drawings and specifications etc. the following order shall apply.

- i. Between scaled and written dimension (or description) on a drawing, the latter shall be adopted.
- ii. Between the written or shown description dimensions in the drawings and the corresponding one in the specification the former shall be taken as correct.
- iii. Between written description of the item in the specifications and descriptions in bills of quantities of the same item, the former shall be adopted.
 - a. in case of difference between rates written in figures and words, the rate in words shall prevail.
 - b. Between the duplicate / subsequent copies of the tender, the original tender shall be taken as correct.

3.0 Scope of Work:

The contractor shall carry out complete and maintain the said work in every respect strictly in accordance with this contract and with the directions of and to the satisfaction of the

Company to be communicated through the architect / consultant. The architect/consultant at the directions of the Company from time to time issue further drawings and / or written Instructions, details directions and explanations which are hereafter collectively referred to as Architect's/consultant's instructions in regard to the variation or modification of the design, quality or quantity of work or the addition or omission or substitution of any work, or any discrepancy in the drawings or between the BOQ and / or drawings and /or specifications. The removal from the site of any material brought thereon by the Contractor and any substitution of any other materials there for the removal and / or re-execution of any work executed by him, the dismissal from the work of any person employed / engaged thereupon Shall be the responsibility of the contractor.

4.0(i) Letter of Acceptance

Within the validity period of the tender, the Company shall issue a letter of acceptance for execution of the works as per the terms of the tender. The letter of acceptance shall constitute a binding contract between the SBI Life and the contractor.

(ii) Contract Agreement:

On receipt of intimation of the acceptance of tender from SBI Life, the successful Tenderer shall sign the contract within fifteen days thereof.

5.0 Detailed drawings and instructions

SBI Life shall furnish with reasonable promptness additional instructions by means of drawings or otherwise necessary for the proper execution of the work. All such drawings and instructions shall be consistent with the contract document, true developments thereof and reasonably inferable there from.

The work shall be executed in conformity therewith and the contractor prepare a detailed programme schedule indicating therein the date of start and completion of various activities on receipt of the work order and submit the same to SBI Life.

6.0 Liquidated damages

If the contractor fails to maintain the required progress in terms of clause 3.0 of GCC or to complete the work and clear the site including vacating their office on or before the contracted or extended date of completion shall be treated as breach of the contract. On account of such breach, the Contractor shall pay liquidated damages at the rate of Rs. 20,000/- (Rs. Twenty Thousand only) per day subject to a maximum of 10 % of the contract value.

7.0 Materials, Appliances and Employees

Unless or otherwise specified, the contractor shall provide and pay for all materials, labour, water, power, tools, equipment transportation and any other facilities that are required for the satisfactory execution and completion of the work. Unless or otherwise specified, all materials shall be new and both workmanship and materials shall be of

best quality. The contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him. Workman whose work or behaviour is found to be unsatisfactory by SBI Life shall be removed from the site immediately.

8.0 Permits, Laws and Regulations

Permits and licences required for the execution of the work shall be obtained by the contractor at his own expenses. The contractor shall give notices and comply with the regulations, laws, and ordinances rules applicable to the contract. If the contractor observes any discrepancy between the drawings and specifications, he shall promptly notify SBI Life in writing. If the contractor performs any act which is against the law, rules and regulations, he shall meet all the costs arising from there and shall indemnify SBI Life against such act.

9.0 Setting out Work

The contractor shall set out the work 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 and get it approved by the consultant before proceeding with the work. If at any time any error in this respect shall appear during the progress of the works, irrespective of the fact that the layout had been approved by the consultant, the contractor shall be responsible for the same and shall at his own expenses rectify such error.

10.0 Protection of works and property

The contractor shall continuously maintain adequate protection for all his works from damage and shall protect the SBI Life's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss, except due to causes beyond his control.

He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protections of his employees on the works and shall comply with all applicable provisions of Govt. and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property on, about or adjacent to his place of work. The contractor shall take insurance covers at his own cost. The policy may be taken in joint names of the contractor and the SBI Life and the original policy shall be lodged with the SBI Life.

11.0 Inspection of work

SBI Life or their representatives shall at all reasonable times have free access to the work site and / or to the workshop, factories, or other places where materials are lying or from where they are obtained and the contractor shall give every facility to SBI Life and their representatives necessary for inspection and examination and testing of the materials and workmanship. No person, unless authorized by the SBI Life, except the representative of Public authorities, shall be allowed on the work at any time.

12.0 Assignment and subletting

The whole of work included in the contract shall be executed by the contractor and he shall not directly entrust and engage or indirectly transfer, assign or underlet the contract or any part or share thereof or interest therein without the written consent of the SBI Life and no undertaking shall relieve the contractor from the responsibility of the contractor from active superintendence of the work during its progress.

13.0 Quality of materials, workmanship & Test

All materials and workmanship shall be best of the respective kinds described in the contract and in accordance with the instructions and shall be subject from time to time to such tests

as directed at the place of manufacture or fabrication or on the site or an approved testing laboratory. The contractor shall provide such assistance, instruments, machinery, labour, and materials as are normally required for examining, measuring, sampling and testing any material or part of work before incorporation in the work for testing as may be selected and required by SBI Life.

ii) Samples

All samples of adequate numbers, size, shades & pattern as per specifications shall be supplied by the contractor without any extra charges. If certain items proposed to be used are of such nature that samples cannot be presented or prepared at the site, detailed literature / test certificate of the same shall be provided to the satisfaction of SBI Life/Consultant. Before submitting such sample / literature the contractor shall satisfy himself that the material / equipment for which he is submitting the sample / literature meet with the requirement of tender specification. Only when the samples are approved in writing by SBI Life / Consultant, the contractor shall proceed with procurement and installation of the particular material / equipment. The approved samples shall be signed by SBI Life / Consultant for identification and shall be kept on record at site office until the completion of the work for inspection / comparison at any time. SBI Life / Consultant shall take reasonable time to approve the sample. Any delay that might occur in approving the samples for reasons of its not meeting the specifications or other discrepancies/inadequacy in furnishing samples of best qualities from various manufacturers and such other aspects causing delay on the approval of the materials / equipment etc. shall be on account of the contractor.

iii) Cost of Tests

Costs for conducting any test, as ordered by SBI Life / Consultant, which is either to be carried out by an independent person at any place other than the site or the place of manufacture or fabrication of the materials to be tested at any Government / approved laboratory, the cost of such tests shall be borne by the contractor.

14.0. Obtaining information related to execution of work

No claim by the contractor for additional payment shall be entertained which is consequent upon failure on his part to obtain correct information as to any matter affecting execution of the work or any misunderstanding or failure to obtain correct information and relieve him from any risks or from the entire responsibility for fulfilment of the contract.

15.0 Contractor's superintendence

The contractor shall give necessary personal superintendence during the execution of the works and as long, thereafter, as the SBI Life may consider necessary until the expiry of the defects liability period, stated hereto.

16.0 Works to be measured

SBI Life may from time to time intimate to the contractor that he requires the work to be measured and the contractor shall forthwith attend and assist in taking such measurements and calculations and furnish all particulars or give all assistance required for the purpose. Such measurements shall be taken in accordance with the Mode of measurements detailed in the specifications. The representative of SBI Life shall take joint measurements with the contractor's representative and the measurements shall be entered in the measurement book. The contractor or his authorised representative shall sign all the pages of the measurement book / register / loose sheets in which the measurements have been recorded in token of his acceptance. All the corrections shall be duly attested by both representatives. No over writings shall be made in the Measurement book / loose sheets. Should the contractor not attend or neglect or omit to depute his representative to take measurements, the measurements recorded by the representative of the SBI Life shall be final. All authorized extra work, omissions and all variations made shall be included in such measurements.

17.0 Variations

No alteration, omission or variation ordered in writing by SBI Life shall vitiate the contract. In case the SBI Life thinks proper at any time during the progress of works to make any alteration, additions or omissions in the works or any alteration in the kind or quality of the materials to be used therein, SBI Life shall give notice thereof in writing to the contractor or shall confirm in writing within seven days of giving such oral instructions to the contractor. The value of such alterations, additions or omissions shall in all cases be determined by SBI Life and the same shall be added to or deducted from the contract value, as the case may be.

18.0 Valuation of Extra Items

No claim for any extra items shall be allowed unless it shall have been executed under the authority of SBI Life as herein mentioned. Any such extra items herein referred to as authorized extra items and shall be made in accordance with the following provisions.

- a] (i) The net rates or prices in the contract shall determine the valuation of the extra Work where such extra work is of similar character and executed under similar conditions as the work priced herein.
- (ii) Rates for all items, wherever possible should be derived out of the rates given in the

priced BOQ.

- b) The net prices of the original tender shall determine the value of the items omitted, provided if omissions do not vary the conditions under which any remaining items of works are carried out, otherwise the prices for the same shall be valued under sub-clause (c) hereunder.
- c) Where the extra works are not of similar character or not executed under similar conditions as aforesaid, then the contractor shall submit a rate which he intends to charge for such items of work, duly supported by analysis of the rate. SBI Life shall fix such rate or prices as in the circumstances in their opinion are reasonable and proper, based on the market rate.
- d) Where extra work cannot be properly measured or valued, the contractor shall be allowed day work prices at the net rates stated in the tender of the BOQ or, if not, so stated, then in accordance with the local day work rates and wages for the district, provided that in either case, vouchers specifying the daily time (and if required by SBI Life) the workman's name and materials employed be delivered for verifications to SBI Life at or before the end of the week following that in which the work has been executed,
- e) It is further clarified that for all such authorized extra items where rates cannot be derived from the tender, the Contractor shall submit rates duly supported by rate analysis worked on the "market rate basis" for material, labour, hire / running charges of equipment and wastages etc. plus 15% towards establishment charges, contractor's overheads and profit. Such items shall not be eligible for escalation.

19.0 Final measurement

The measurement and valuation in respect of the contract shall be completed within 2 (two) months of the virtual completion of the work. No interest will be paid on the bill.

Unless otherwise mentioned in the schedule of quantities or in mode of measurement, the measurement will be on the net quantities or work produced in accordance with up to date Rules laid down by the Bureau of Indian Standards. In the event any dispute/disagreement the decision of the Architect/Consultant shall be final and binding on the contractor

20.0 Virtual completion certificate (VCC)

On successful completion of entire works covered by the contract to the full satisfaction of SBI Life, the contractor shall ensure that the following works have been completed to the satisfaction of the SBI Life, which shall include but not be limited to:

- a) Clear the site of all scaffolding, wiring, pipes, surplus materials, contractor's labour, equipment and machinery.
- b) Demolish, dismantle and remove the contractor's site office if any, temporary works, structures including labour sheds/campus and constructions and other items and things whatsoever brought upon or erected at the site or any land allotted to the contractor by SBI Life and not incorporated in the permanent works.
- c) Remove all rubbish, debris etc. from the site and the land allotted to the contractor by

SBI Life and shall clear, level and dress, compact the site as required by SBI Life.

- d) Shall put SBI Life in undisputed custody and possession of the site and all land / building allotted by SBI Life.
- e) Shall hand over the work in a peaceful manner to SBI Life.
- f) All defects / imperfections have been attended and rectified as pointed out by SBI Life to their full satisfaction.

This issuance of a VCC shall be without prejudice to the SBI Life's rights and contractor's liabilities under the contract including the contractor's liability for defects liability period nor shall the issuance of VCC in respect of the works or work at any site be construed as a waiver of any right or claim of SBI Life against the contractor in respect of works or work at the site and in respect of which the VCC has been issued.

21.0 Insurance of works

21.1 Without limiting his obligations and responsibilities under the contract the contractor shall insure in the joint names of SBI Life and the contractor against all loss of damages from whatever cause arising other than the expected risks, for which he is responsible under the terms of contract and in such a manner that the SBI Life and contractor are covered for the period stipulated in the relevant clause of General Condition of Contract and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations specified herein

- a) The works being executed to the estimated current Contract value thereof, or such additional sum as may be specified together with the materials for incorporation in the works at their replacement value
- b) The constructional plant and other things brought on to the site by the contractor to the replacement value of such constructional plant and other things.
- c) Such insurance shall be effected with an insurer and in terms approved by SBI Life which approval shall not be unreasonably withheld and the contractor shall whenever required produce the policy of insurance and the receipts for payment of the current premiums.

21.2 Damage to persons and property

The contractor shall indemnify SBI Life against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works.

21.3 Accident or Injury to workman

21.3.1 SBI Life shall not be liable for or in respect of any damages or compensation payable in respect or in consequence of any accident or injury to any workmen or other person in the

employment of the contractor or any sub-contractor, save and except an accident or injury resulting from any act or default of the SBI Life or their agents, or employees. The contractor shall indemnify SBI Life against all such damages and compensation, save and except as aforesaid, and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

21.3.2 Remedy on contractor's failure to insure

If the contractor fails to effect and keep in force the insurance referred to above or any other insurance which he may be required to effect under the terms of contract, then and in any such case the SBI Life may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the SBI Life as aforesaid from any amount due or which may become due to the contractor, or recover the same as debt from the contractor.

22.0 Commencement of Works

The date of commencement of the work will be reckoned as the date of handing over site or the date of issue of letter of acceptance of the tender by SBI Life whichever is later.

23.0 Time of completion

Time is essence of the contract and shall be strictly observed by the contractor. The entire work shall be completed within a period of 75 days from the date of commencement.

24.0 Extension of time

If, in the opinion of SBI Life, the work be delayed for reasons beyond the control of the contractor, SBI Life may grant a fair and reasonable extension of time for completion of work as per the terms of contract. If the contractor needs an extension of time for the completion of work or if the completion of work is likely to be delayed for any reasons beyond the due date of completion as stipulated in the contract, the contractor shall apply to SBI Life in writing at least 30 Days before the expiry of the scheduled time and while applying for extension of time he shall furnish the reasons in detail and his justification if any, for the delays. While granting extension of time the contractor shall be informed the period of extended time which will qualify for non-levy of liquidated damages. For the balance period in excess of original stipulated period and duly sanctioned extension of time, the provision of liquidated damages as stated under clause 6 of General Conditions of Contract shall become applicable. Further the contract shall remain in force even for the period beyond the due date of completion irrespective whether the extension is granted or not.

25.0 Work during nights

All *work* at night, after obtaining approval from competent authorities, shall be carried out without unreasonable noise and disturbance.

26.0 Suspension of work

- i) The contractor shall, on receipt of the order in writing from SBI Life (whose decision shall be final and binding on the contractor) suspend the progress of works or any part thereof for

such time and in such manner as SBI LIFE may consider necessary so as not to cause any damage or injury to the work already done or endanger the safety thereof for any of the following reasons.

- a) on account any default on the part of the contractor, or
 - b) For proper execution of the works or part thereof for reasons other than the default of the contractor, or
 - c) For safety of the works or part thereof. The contractor shall, during such suspension, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by the Consultant.
- (ii) If the suspension is ordered for reasons (b) and (c) in sub-para (i) above, the contractor shall be entitled to an extension of time equal to the period of every such suspension. No compensation whatsoever shall be paid on this account.

27.0 Bill payment

The contractor shall submit interim bills only after taking actual measurements and properly recorded in the Measurement books (M.B). The contractor shall not submit interim bills when the approximate value of work done by him is less than Rs. 50 lacs (Fifty Lacs only) and The final bill may be submitted by contractor within a period of one month from the date of virtual completion. SBI Life shall pay the amount within a period of three months from the date of issue of certificate provided there is no dispute in respect of rates and quantities. The contractor shall submit the interim bills in the prescribed format with all details.

28.0 Water Supply

The contractor shall make his own arrangements for water required for the work and nothing extra will be paid for the same.

29.0 Power supply

The contractor shall make his own arrangements for power and supply / distribution system for driving plant or machinery for the work and for lighting purpose at his own cost. The cost of running and maintenance of the plants are to included in his tender prices. He shall pay all fees and charges required for the power supply and include the same in his tendered rates and hold SBI Life free from all such costs. He has to obtain necessary approval from the appropriate authorities, if required.

30.0 Method of measurement

Unless otherwise mentioned in the schedule of quantities or in mode of measurement, the measurement will be on the net quantities or work produced in accordance with up to date rules laid down by the Bureau of Indian Standards. In the event of any dispute / disagreement, the decision of the SBI Life/Consultant shall be final and binding on the contractor.

31.0 Maintenance of Registers

The contractor shall maintain the following registers as per the standard proforma at site of

work and should produce the same for inspection of SBI Life / architect / consultant whenever desired by them. The contractor shall also maintain the records / registers as required by the local authorities / Govt. from time to time.

- i) Register for hindrance to work
- ii) Register for labour

32.0 Price variation - NOT APPLICABLE

33.0 Force majeure

33.1 Neither contractor nor SBI Life shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as but not restricted to war, hostilities, revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of God or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However a notice is required to be given within 30 days from the happening of the event with complete details, to the other party to the contract, if it is not possible to serve a notice, within the shortest possible period without delay.

33.2 As soon as the cause of force majeure has been removed, the party, whose ability to perform its obligations has been affected, shall notify the other of such cessation and the actual delay incurred in such affected activity adducing necessary evidence in support thereof.

33.3 From the date of occurrence of a case of force majeure obligations of the party affected shall be suspended during the continuance of any inability so caused. With the cause itself and inability resulting from there having been removed, the agreed time of completion of the respective obligations under this agreement shall stand extended by a period equal to the period of delay occasioned by such events.

33.4 Should one or both parties be prevented from fulfilling the contractual obligations by a state of force majeure lasting to a period of 12 (Twelve) months or more, the parties shall each other decide regarding the future execution of this agreement

34.0 Local laws, Acts, Regulations

The contractor shall strictly adhere to all prevailing labour laws inclusive of Contract Labour (Regulation and Abolition) Act of 1970 and other safety regulations. The contractor shall also submit with the provision of all labour legislation including the latest requirements of all the Acts, laws, and any other regulations that are applicable to the execution of the project. **Rules in Indian standard codes (IS) will prevail for all works.**

35.0 Accidents

The contractor shall immediately on occurrence of any accident at or about the site or in connection with the execution of the work report such accident to SBI Life. The contractor shall also submit such report immediately to the competent authority whenever such report is required to be lodged by the law enforcing authorities and take appropriate actions thereof

APPENDIX

1.	Name of work	Interior & Allied Works including Civil, Electrical, Networking, AC, Fire Systems & allied Works for SBI Life Insurance Co. Ltd.
2.	Location	Vijayawada
3.	Scope of work	As above and as further in the General Conditions of Contract
4.	Defect Liability Period	One Year from completion of works
5.	Date of Commencement	Date of Work Order
6.	Date/Time of Completion	75 days (sixty days)
7.	Liquidated damages	Rs 50,000/- (Fifty thousand only)per day subject to a maximum of 10% of contract value.
8.	Value of works for interim R.A. Bill	
9.	Payment of Bills	Rs. 50.00 Lakhs 70% of the running bills, pending scrutiny of the bills / verification of quantities of completed works 5% will be retained & will be released after the expiry of Defects Liability period

SPECIAL CONDITIONS OF CONTRACT

Scope of work

1.0 The scope of work is to carry out the Civil, Interior, Electrical, Networking, AC, Fire Systems & allied Works for SBILIFE.

2.0 The site is located at Vijayawada

3.0 Dimensions and levels

All dimensions and levels shown on the drawings shall be verified by the contractor on the site and he will be held responsible for the accuracy and maintenance of all the dimensions and the levels. In case of discrepancy, the contractor shall ask for clarification from the Consultant before proceeding with the work.

4.0 Construction records

The contractor shall keep and provide SBI Life full and accurate records of the works executed.

5.0 Safety of adjacent structures

The contractor shall take all necessary measures / precautions for the safety of adjacent structures while executing the works.

6.0 Temporary works

If any temporary works are required, the Contractor shall take approval for the same and bear all responsibility for the same.

7.0 Work Programme

As soon as the contract is awarded, a suitable programme of work preferably in the form of Bar chart shall be drawn up for computation of the different stages of the work, so as to ensure its completion within the allotted period of time.

8.0 Water, power and other facilities

- a) The rate quoted by the contractor shall include all expenses that are required for providing all the water required for the work. The SBI Life will not be liable to pay any charges in connection with the above.
- b) The rate quoted in the tender shall include the expenses for obtaining and maintaining power connections and shall pay for the consumption charges.
- c) The contractors for other trades directly appointed by the SBI Life shall be entitled to take power and water connections from the temporary water and power supply obtained by the contractor. However the concerned contractor shall make their own arrangements to draw the supply and pay directly the actual consumption charges at mutually agreed rates between them. All municipal charges for drainage and water connection for construction purposes shall be borne by the contractor and charges payable for permanent connections, if any, shall be initially paid by the contractor and SBI Life will reimburse the amount on production of receipts.

d) SBI Life shall give all possible assistance to the contractors to obtain the requisite permission from the various authorities, but the responsibility for obtaining the same in time shall be that of the contractor,

09.0 Lighting of works

The contractor shall at all times provide adequate lighting as required for the proper execution and supervision and inspection of work.

10.0 Fire fighting arrangements

The contractor shall provide suitable arrangement for fire fighting at his own cost.

11.0 Site order book

A site order book shall be maintained at site for the purpose of quick communication between the Contractor & SBI Life.

12.0 Site Meetings

Site meetings will be held to review the progress and quality evaluation. The contractor shall depute a senior representative along with the site representative and other staff of approved sub-contractors and suppliers as required to the site meetings and ensure all follow up actions.

13.0 Disposal of refuse

The contractor shall cart away all debris, refuse etc. arising from the work from the site and deposit the same as directed by the architect / consultant at his own cost.

14.0 Contractor to verify site measurement

The contractor shall check and verify all site measurements whenever requested by other specialists contractors or other sub contractors to enable them to prepare their own shop drawings and pass on the information with sufficient promptness as will not in any way delay the works.

15.0 As built drawings

The Contractor shall prepare and submit as built drawings in soft copy and hard copy to the Company.

16.0 Approved make

The contractor shall provide all materials from the list of approved makes.

17.0 Procurement of materials

The contractor shall make his own arrangements to procure all the required materials for the work. All wastages and losses in weight shall be to the contractor's account.

18.0 Excise duty, taxes, levies etc

The contractor shall pay and be responsible for payment of all taxes, duties, levies, royalties, fees, cess or charges in respect of the works including but not limited to GST, tax on works contract, excise duty, octroi, etc payable in respect of materials, equipment plant and other things required for the contract. All of the aforesaid taxes, duties, levies, fees and charges shall be to the contractor's account and SBI Life shall not be required to pay any additional or extra amount on this account. Variation of taxes, duties, fees, levies, etc, if any, till completion of work shall be deemed to be included in the quoted rates and not extra amount on this account. Variation of taxes, duties, fees, levies, etc if any, till completion of work shall be deemed to be included in the quoted rates and no extra claim on this account will in any case be entertained. **If a new tax or duty or levy or cess or royalty or octroi is imposed under any statute or law during the currency of contract, the same shall be borne by the contractor.**

19.0 Acceptance of tender

SBI Life shall have the right to reject any or all tenders without assigning any reason. They are not bound to accept the lowest or any tender and the Tenderer or Tenderers shall have no right to question the acts of SBI Life. However adequate transparency would be maintained by SBI Life.

20.0 Government and Local Rules

The contractor shall conform and abide by to the provisions of all local Bye-laws and Acts relating to the work and to the Regulations, etc. of the Government and Local Authorities and of any company with whose system the structure is proposed to be connected. The contractor shall give all notices required by said Act, Rules, Regulations and Bye-laws etc., and pay all fees payable to such authority / authorities for execution of the work involved. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities for licenses, fees for footpath encroachment and restorations, etc., and shall indemnify SBI Life against such liabilities and shall defend all actions arising from such claims or liabilities.

21.0 Possession Prior to Completion

SBI Life shall have the right to take possession of or use any completed or partially completed part of the work. Such possession or use shall not be an acceptance of any work not completed in accordance with the contract Agreement.

22.0 Tools, Storage of Materials, Protective Works and Site Office Requirements

All provisions for the necessary Tools, arrangements for Storage of Materials, Protection of the Works, Site Office arrangements etc shall be made by the Contractor.

23.0 Removal of Improper Work

SBI Life shall during the progress of the work have power to order in writing from time to time the removal from the work site within such reasonable time or times as may be specified in the order of any materials which in the opinion of SBI Life are not in accordance with specifications or instructions, the substitutions or proper re-execution of any work executed with materials or workmanship not in accordance with the drawings, specifications or instructions. In case the Contractor refuses to comply with the order, SBI Life shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by SBI Life shall be borne by the Contractor or may be deducted from any money due to or that may become due to the Contractor.

24.0 Dismissal of Workmen

The Contractor shall on the request of SBI Life immediately dismiss from work any person employed thereon by him, who may in the opinion of SBI Life be unsuitable or incompetent or who may be facing misconduct himself. Such discharge shall not be the basis of any claim for compensation or damages against SBI Life or any of their officers or employees.

25.0 Concealed Work

The Contractor shall give not less than 5 days notice to SBI Life, whenever any work is to be concealed, so that measurements can be taken in order that the work may be inspected and correct dimensions taken before such concealment. In default whereof the same shall, at the opinion of SBI Life be either opened up for measurement at the Contractor's expense or no payment shall be made for such materials.

26.0 Substitution

Should the contractor desire to substitute any materials and workmanship, he must obtain the approval of SBI Life in writing for any such substitution well in advance. For materials designated in the specifications indefinitely by such term as "Equal" or "Other approved" etc., specified approval of SBI Life shall be obtained in writing.

27.0 Inspection on Completion

The whole of the work will be thoroughly inspected by the contractor and deficiencies and defects put right. On completion of such inspection the contractor shall inform SBI Life that he has completed the work and it is ready for inspection.

28.0 Defects after Completion

The contractor shall make good at his own cost and to the satisfaction of SBI Life all defects and other faults which may appear within 6 months after completion of the work. In default, SBI Life may employ other persons to amend and make good such damages, defects etc. Expenses consequent thereon or incidental thereto shall be recoverable from the contractor by SBI Life from any money due to the contractor. In the event of the amount being insufficient SBI Life may recover the balance from the contractor.

29.0 Idle Labour

Whatever the reasons be, no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstances.

30.0 Guarantee for the Specialised Works

Wherever provision for submission of a guarantee has been advised, the same shall be submitted from the specialized agency along with a counter guarantee by the main contractor engaged for the work. The guarantee shall be furnished on a non-judicial stamp paper of appropriate value. If the contractor is required to submit guarantee / guarantees for any item / items for a period of more than 6 months, the guarantee / guarantees in case of those items shall remain valid even after expiry of the defect liability period of 12 months as stipulated in the contract.

31.0 Declaration

We have inspected the site of works and have fully acquainted ourselves with the local conditions in and around the

sites of works. We hereby declare that we have gone through the conditions laid down in the Notice Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Additional Conditions for Interior Works, Technical Specifications and understood the same and on the basis of the same we have quoted our rates in the schedule of quantities attached with the tender documents. We shall also uniformly maintain progress of the work, so as to ensure completion of works as per the schedule mentioned in the tender documents.

Signature of Tenderer

Witness:

Address:

Date:

SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot Safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used, an extra labour shall be engaged for holding ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable, fencing or railing whose minimum height shall be one metre.
7. No floor, roof of other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand gloves.
9. Those engaged in welding works shall be provided with welder's protective eye shields and gloves.
10. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
11. Suitable facemasks should be supplied for use by the workers when the paint is applied in the *form* of spray or surface having lead paint dry rubbed and scrapped.
12. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
13. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition.
14. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

TECHNICAL SPECIFICATIONS - CIVIL & INTERIOR WORKS

1. All the work specified and provided for in the schedule and drawings or which may be required to be done in Order to perform and complete any part thereof shall be executed in accordance with the technical specifications, Workmanship, quality control, as prescribed.

2. QUALITY OF MATERIALS

The Contractor shall provide all materials as per standard specifications, Materials shall be subject to mandatory tests and as per instructions given by the Project Engineer and the charges for the said testing from the approved laboratories and the cost of testing materials shall be borne by the contractor.

3. MEASUREMENT

The quantities given in the tender are approximate. However the payment shall be made on the basis of actual measurements taken on site. It is clarified that all quantities are subject to change and no claims whatsoever on this behalf shall be entertained.

4. SUPPLY OF MATERIALS

All materials used in the works shall be of the best respective kind and quality specified in the tender document or approved by the Project Engineer and shall comply strictly with the requirements of the latest, specifications of Indian Standards codes.

5. CONTRACTOR'S EMPLOYEES

The Contractor shall employ technically qualified and competent supervisors for the work who shall be available throughout the working hours to receive and comply with the instructions of the Project Engineer. The Contractor shall engage at least one experienced Engineer / Architect as site-in-charge for execution of the work. The Contractor shall employ in connection with the work persons having the appropriate skill or ability to perform their jobs efficiently.

The Contractor shall employ local labourers on the work as far as possible. Any labourer, if provided by the Contractor to be engaged on the work on day-work basis either wholly or partly under direct order or control of the Corporation or his representative shall be deemed to be a person employed by the contractor.

6. MATERIALS

All materials used in the work shall be of respective kind and quality as specified in the schedule of quantities, obtained from approved sources / manufacturer and shall be subject to prior approval of the Consultant. Samples and materials shall be got approved before placement of order and approved samples shall be deposited with the Consultant.

If for any materials, reference in IS Code is shown in the materials, it shall be tested in any approved laboratory and the test certificate in original shall be submitted to Consultants. The entire charges for testing, including repeated tests if ordered for, shall be borne by the Contractor.

7. WORKMANSHIP

All works shall be of best workmanship and shall be carried out in proper workman like manner and in accordance

with sound engineering practice to the satisfaction of SBI Life. No work shall be considered complete until the Consultant certifies in writing that it has been completed.

TECHNICAL SPECIFICATIONS FOR INTERIOR & FURNITURE WORKS

1. MATERIAL

All materials used in the works shall be of respective kind and quality as specified in the schedule of quantities, obtained from approved sources /manufacturer and shall be subject to prior approval of SBI Life. Samples and materials shall be got approved before placement of order and approved samples shall be deposited with SBI Life.

2: WORKMANSHIP

All works shall be of best workmanship and shall be carried out in proper workman like manner and in accordance with sound engineering practice to the satisfaction of SBI Life / Consultant. No work shall be considered complete until the Consultant certifies in writing that it has been completed.

3: PLYWOOD

It shall be of the type specified in the schedule of items and shall conform to relevant IS Code and shall be obtained from approved manufacturer. All plywood veneered surface shall be of matching type throughout.

4: TIMBER

The timber shall be of the best quality, uniform in colours, free from loose dead knots, cracks, shakes, warps and finish and kiln seasoned in any recognised agency. Test Certificates are also to be produced for acceptance. The moisture content of timber section shall not be more than 12% with a maximum tolerance of +3% .

5: PHENOL BONDED PLYWOOD

Commercial plywood, conforming to, bonded with phenol formaldehyde synthetic Resin of B.W.P. type as specified of approved make.

6: PHENOL BONDED BLOCK BOARD

Commercial Block Board conforming to approved make & standard laid down

7: PHENOL BONDED WOODEN FLUSH DOOR

Commercial Wooden Flush door Shutter with Solid Block Board Core consisting of wooden strips less than 25mm width encased in a frame constructed of stiles and rails of 65 mm width, bonded with phenol Formaldehyde synthetic Resin of B.W.P. Type of approved make.

8: PHENOL FORMALDEHYDE BONDED PARTICLE BOARD WITH OR WITHOUT PRE-LAMINATION

It shall be of the type specified in the schedule of items and shall conform to the relevant samples/specifications and shall be obtained from the approved manufacturers.

9: DECORATIVE LAMINATES

Laminate sheets shall be of the required thickness and obtained from any of the approved samples that have the approval of the Architect/Consultant/SBI Life.

10: IRON MONGERIES / HARDWARE

Samples of all fittings, fixtures, nails, screws, hinges, etc. shall be of approved make and shall conform to specifications laid down in the schedule or in absence thereof, to the directions of the Architect/Consultant/SBI Life.

Samples of all such materials shall be got approved before use and approved samples shall be kept with Architect /Consultant.

11: WOOD WORK

The scantlings shall be sawn in the direction of grains. All wood work shall be neatly and truly finished to the exact dimensions required. No patching or plugging of any kind will be allowed. All joints shall be simple, neat, and strong, TRULY and accurately fitted and coated with lead before being fitted together.

The kind of nails and screws used shall be subject to the approval of the Consultant and the heads of the same shall be sunk and puttied or dealt with as Consultant may direct. All timber surfaces unless otherwise specified in the Schedule of quantities are to be finished in approved / natural colour with Lacquer in mat satin finish.

12: PAINTING

a: Decorative cement based paints shall be of approved colour and manufacture (Snowcem or similar brand). The surface to be painted shall be thoroughly cleaned and all repair works to the surface shall be completed a few days in advance of taking up the painting work. The surface preparation shall have the approval of SBI Life, and shall be applied with hair brushes in a number of strokes to get uniform finish. After the first coat has dried, it shall be cured at least 24 hours before application of the second coat.

b: Ready mixed oil paints and primer shall be of approved quality, colour and shall be obtained from approved manufacturers. These shall be in sealed containers and shall be opened in presence of representative of SBI Life / Consultant.

c: Surface to be painted shall be thoroughly cleaned sand papered and/or rubbed with emery cloth. In case of rusted steel surface, it shall be ensured that all corroded rust is removed. In case of timber surface, the knots and nail holes shall be filled up with knotting and stopping materials. The prepared surface shall be allowed to dry and then sand papered smooth.

d. The paint shall be applied with brushes of type and size suitable for the job and subsequent coat shall be applied after previous coat has dried and care shall be taken so that dust or other foreign Materials do not settle or disfigure the various coats.

13: PREPARATORY WORKS FOR PAINTING ETC.

Painting, polishing, Plaster of Paris work etc shall not be taken up unless the surfaces to be so treated with are made ready with all related preliminary works and the approval of the Architect/Consultant is obtained.

14: MELAMINE LACQUER

The materials shall be of approved brand natural wood finish clear matt. In general, the lacquer shall be applied strictly as per the manufacturer's instructions. The application has to be made using sprayer. To facilitate spraying, "thinner 124" or equivalent is to be mixed at the rate of 20-25% by volume.

The surface to be brushed shall be sand papered using Emery Paper No. 180 or any suitable grade along the grains. After brushing the surface free of loose dust, wood filler shall be applied. Extra filler shall be removed immediately. On drying of the filler, the surface is to be sand papered again with Emery paper 240 or 280 and the surface is to be brushed free of loose dust. Melamine lacquer is then applied on the finished surface after mixing the base and hardener in a container and allowing the mix to stand for 30 minutes.

15: GENERAL

For any item of work, not covered by the specifications mentioned herein above, the instructions and directions of SBI Life shall be obtained and work shall be done accordingly. Their decisions regarding the specifications shall be final and binding. Rules in Indian standard codes (IS) will prevail for all works.

Date:

Signature of Contractor

S.No.	Description	Make/Models
1	Channels for framing	
	Aluminum extrusion for doors, partitions. Etc	INDAL/JINDAL
2	Hardware	
	Brass Locks	Godrej / Dorset
	Door Closers	Dorma / Ozone
	Locks	M/s Godrej / dorset / enox
	Hinges / Sliding drawer channels	Hettich / Enox
	Screws	Nettlefold / GKW / Stag
	Handles for cabinets	Godrej / Hettich / Enox
	Glass Fittings	Enox / Hetich
3	Paints	Asian / Nerolac / Berger
4	Glazing	Saint Gobain / AIS
5	Plyboard and Block board	Green ply / Century ply
6	MDF Board (IS 12406) exterior grade	Green panel max / Econuwud
7	Prelaminated Particle Board phenol bonded grade with ISImark	Greenply / Centuryply
8	False Ceiling	
	Gypsum	India Gypsum Ltd. / Saint Gobain
	Grid	Armstrong / Saint Gobain
9	Laminate	GreenLam / Merino / Century
10	Furnishing Fabric	
		Woven type "harmony" range from "Vimal" or equivalent like seasons furnishing, Eden Furnishing or Shyam Ahuja Ltd
11	Teak/Cedar/Mehogany / Walnut /etc. Veneer	Greenply / Century
12	Teak Wood	CP Teak
13	Vitrified Tiles	Johnson / Kajaria

14	Vertical / Horizontal Blinds	Vista levelor / Hunter Douglas
15	Cement	Ultratech / Birla / Bharathi
16	Steel	Vizag steel / Tata steel
17	Door shutters	Kitply / Sonear / Ravela
18	CI pipes & fittings	Neco
19	PVC / SWR pipes	Finolex / Astral / Ashirwad
20	CPVC pipes	Astral / Ashirwad
21	Sanitary fittings / fixtures	Jaguar / Grohe

Materials Approved

S.No.	Description	Make/ Models
1	Telephone Cables & accessoreies	Dlink / Havells, Krone, Finolex,
2	Wall Mount Network rack with power spike	HCL / Dlink
3	Ac's – High wall Split and Cassette	Voltas / Bluestar / Carrier
4	Speakers	Bosch / Polk / JBL
5	Music System Amplifier	Philips / Sony
	Note; 1. Each vendor to specify the Make of A.C. they propose to supply. 2. Common drain pipes of Cassette / Split A.C.'s be terminated in any toilet Nahni traps OR else be terminated from external wall up to ground. 3. Pl. enclose Technical Brocher of quoted A.C.'s. 4. As built layout drawing of Refrigerant & Drain Piping has to be attached with Final Bill.	
	<u>KINDLY NOTE THAT ACS OF ABOVE LISTED MAKES HAVING COPPER CONDENSER AND EVAPORATOR COILS ONLY SHOULD BE INSTALLED.</u>	

For any queries related to the above tender, you may contact the following persons

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silparupa@rediffmail.com

Sbi Life Insurance Co Ltd

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A Prasada Rao	prasada.alapaty@sbi-life.com	08008442020

Note – Any mail communication should be marked to all the above four mail ID's