



**Open Tender for Modular Furniture Work for Canara Bank,**  
**CPH-Patna at East Boring Canal Road, Patna**

<b>Tender Ref.</b>	<b>: PCO/CPH- Pat/F/01</b>
<b>Notice Type</b>	<b>: Open Tender Notice</b>
<b>Authority Type</b>	<b>: Public Sector Bank</b>
<b>Date of issue of Tender</b>	<b>: 25.10.2021 to 15.11.2021</b> <b>(during working hours)</b>
<b>Date of Pre Bid Meeting</b>	<b>: 01.11.2021 at 12.00 PM(IST)</b>
<b>Cost of Tender Documents</b>	<b>: Rs. 2000/-</b>
<b>Last Date for Submission of Tender</b>	<b>: 16.11.2021 (UPTO 3:00PM [IST])</b>
<b>Date of Opening Technical Bid</b>	<b>: 16.11.2021 (AT 4:00PM[IST])</b>
<b>Earnest Money Deposit</b>	<b>: Rs. 55000/-</b>
<b>Estimated Amount</b>	<b>: Rs. 28,20,327.00</b>

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**ISSUED BY**                      **General Manager**  
   **Premises & Estate Section**  
   **Ground Floor, Luv-Kush Tower**  
   **Canara Bank Circle Office**  
   **Patna**

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**Contact Numbers**                      **:Tel- 0612 – 23 21 787 / 0612 – 23 23 405**

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**CANARA BANK  
( CIRCLE OFFICE, PATNA )**

**NOTICE INVITING TENDERS**

Canara Bank, Circle Office, Patna invites sealed bids from Godrej/ Usha Lexus / Durian or their Authorized dealers in a “TWO BID CONCEPT” system for the work of “ Modular Furniture Works at the CPH-Patna, 4th floor, Roop Bhawan Campus, Krish Complex, East Boring Canal Road for Modular Furniture Work” .

**1) Details of the Tender**

Estimated cost of the works	Rs. 28,20,327.00
Earnest Money deposit	Rs 55000/-
Period of completion	30 days w.e.f date of handing over work order
Date of Pre bid meeting	01.11.2021 at 12:00 PM
Cost of Tender documents	Rs 2000/-
Issue of Tender documents	<b>25.10.2021 to 15.11.2021</b> also available in web site
Last date and time for submission of the tender	16.11.2021 upto 3 PM
Date and time of Opening of the Tenders - Technical bids	16.11.2021 at 4:00 PM

**2) Eligibility Criteria** : firm/dealer who fulfill the following requirements shall be eligible to apply.

SI No	Eligibility Criteria	Documents Required
1	The firm/dealer/contractor should be a registered contractor with PWD, CPWD, MES, Railways and such other Government organizations. Contractors registered/empanelled in Public sector units and public sector Banks and financial institutions are also eligible. Manufacturers of modular Furniture are also eligible.	a) A copy of valid registration certificate from respective authorities.

SI No	Criteria	Documents Required
2	The firm/dealer/contractor should have minimum of 05 years experience in the field as on 31.03.2021.	Works Completion/work order copies prior to/of 31.03.2021. Copy of the registration of firm/ company/agency with competent authority applicable to that period.

3	<p>The firm/dealer/contractor should have executed Modular Furniture work projects during the last five (5) years ending on 31.03.2021 for at least,</p> <p><b>One (1)</b> similar work costing <b>Rs. 23 Lacs.</b> OR <b>Two (2)</b> similar works each costing <b>Rs 17 Lacs</b> OR. <b>Three (3)</b> similar works each costing <b>Rs. 12 Lacs.</b></p> <p>Out of the above works at least one work shall be for Government department/ organization/PSUs/PSBs/Autonomous bodies.</p> <p><b>Similar work means</b> construction of Modular Furniture work for renovation of office / residential complex/institutional buildings covering Modular Furniture work ie. Tables, Storage units, Almirah, Conference table .</p>	<p>Order copies and satisfactory completion certificates clearly indicating the cost &amp; nature of work handled, date of commencement &amp; completion issued by the officer of the organization.</p> <p>Note: The amount of works executed during previous years shall be increased by 5 % every year from the date of actual completion to bring it to the present value.</p>
4	<p>Bidder should have a minimum of <b>Rs 20.00</b> Lacs annual average turnover per year during last three financial years. i.e <b>2018-19, 2021-20, 2020-21</b> from the construction related business.</p>	<p>1. Audited balance sheet and P&amp;L account for years mentioned. 2. Certificate from chartered accountant certifying the turn over for years mentioned.</p>
5	<p>The firm/dealer/contractor must have <b>GST registration / VAT/TIN and PAN number.</b></p>	<p>Copies of the registration certificate and PAN copy shall be enclosed.</p>
6	<p>Either firm themselves should quote or their Authorized dealer of Godrej/ Usha Lexus / Durian.</p>	<p>Copies of ownership/authorized signatory / dealership of Godrej/ Usha Lexus / Durian shall be enclosed</p>

- 3) Tenders documents can be collected on payment of stipulated cost between the dates mentioned in the Notice Inviting Offer (NIO) during the working hours every day except on Sundays and Public Holidays, at Canara Bank, Premises & Estate section, Circle Office, **Patna OR** alternatively tender documents can be downloaded from the banks **web site**.
- 4) The cost of tender documents shall be paid by way of Demand Draft for **Rs 2,000/- ( Two Thousand only )** of a Scheduled Bank issued in favour of **Canara Bank** payable at **Patna**.
- 5) Tenders documents consists of Notice Inviting the Offer ( NIO ) , Eligibility criteria, General rules and Directions to Tenderers, Schedules A to F, Conditions of contract, Clauses of Contract, Special conditions, Technical specifications, Safety code, Model rules for protection of Health & sanitary

arrangements, List of preferred makes, Annexures 1 to 18, Tender Drawings, Schedule of Quantity (SOQ)

- 6) Tenders shall be on prescribed Form for item rate tenders as issued by the Bank / hosted by the Bank in web site.
- 7) **The time allowed for carrying out of the work will be 30 days from the commencement of work. Work should be commenced within ten days after the date of written orders to commence the work or from the first date of handing over of the site, whichever is later.**
- 8) The site for the work is available. **However, the Tenderer is to note that the work has to be carried out in an Existing, Operational Premises, with least disturbance to the Occupants. Work may have to be carried out in the night / holidays etc. and nothing extra shall be payable for the same.**
- 9) Nature of the document: **TWO BID CONCEPT.**

This Tender document comprises of the following:

A. TECHNICAL BID: (first envelope) consisting of following should be hardbound/spiral bound and submitted as in Sl. No. 10 below in a separate envelope-

- a) EMD – Earnest Money Deposit
- b) Notice inviting tender (NIT).
- c) General Rules & directions to contractor.
- d) Schedules.
- e) Conditions of contract.
- f) Clauses of contract.
- g) Special conditions
- h) Safety code.
- i) Model rules for protection of health and sanitary arrangements for workers employed by contractors.
- j) Technical specifications for electrical works.
- k) Preferred makes/brand of materials
- l) Annexures.
- m) Integrity pact.
- n) Tender Drawings.

(Each & every page has to be signed and sealed by the tenderer)

B.FINANCIAL BID (second envelope): Schedule of quantity (SOQ).

Financial bid

should be hardbound /spiral bound and submitted in separate envelop as in Sl. No. 10 below.

#### **10) Submission and opening of Tenders :**

- a) Tenders on prescribed form should be placed in two envelopes, one sealed envelope consisting of “Technical bid” duly super scribed as “Technical bid” and other sealed envelope consisting “Financial bid” duly super scribed as “Financial Bid” and both envelopes shall be kept in one bigger sealed single envelope, with the name of work, Name of Tenderer and due date written on the envelopes.
- b) Sealed Tenders shall be addressed to General Manager, Canara Bank, Premises & Estate section, Circle Office, **Ground Floor, Luv Kush Tower, Exhibition Road, Patna .**

- c) Sealed Tenders can be dropped in the **TENDER BOX** kept at the above said address up to **03.00 P.M.** till **16.11.2021**.
- d) The first part of tenders i.e Technical bid will be opened on the same day and at the same location at **04.00 PM**. If last day of submission of tender is declared a holiday under NI Act by the Government subsequent to issuance of tender the next working day will be deemed to be the last day for submission of the tender.
- e) The Financial bid of only the qualified /shortlisted applicants will be opened on a pre-notified time & date, under intimation to such qualified / shortlisted applicants.
- 11) The tender shall be accompanied by earnest money deposit of **Rs.55000/-** by way of Demand Draft of a Scheduled Bank issued in favour of **Canara Bank payable at Patna**. EMD can also be submitted by way of irrevocable Bank guarantee from scheduled commercial Bank other than Canara Bank valid for 90 days in the **format** prescribed by the Bank.
- No interest shall be allowed on the Earnest Money. Tenders without Earnest Money shall be summarily rejected. However MSEs are exempted from paying Tender/RFP fee/cost, EMDs as per MSME Act 2012. For getting the benefits in case of MSE firms, contractors /agencies should submit exemption certificate issued from the relevant authorities.**
- 12) Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderers at the office of the above mentioned Office of the Bank /Architect.
- 13) Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and not extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderers implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, site details and local conditions and other factors bearing on the execution of the work.
- 14) The tenderer shall be responsible for arranging and maintaining at his own cost all materials, labour, tools and plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.
- 15) Canara Bank reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

- 16) The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid.
- 17) This Notice Inviting Tender shall form a part of the contract document. The successful Tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, enter in to an agreement within 15 days from the date of acceptance letter.
- 18) Canara Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or new conditions are stipulated by the tenderer or are incomplete in any respect are liable to be rejected.
- 19) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection

**20) Pre bid queries and clarification to Tender :**

The tenderer should carefully examine and understand the specifications, terms and conditions of the Tender and may seek clarifications, if required. **The tenderer in all such cases seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant page number and clause number of the Tender.** The soft copy of the pre-bid queries can be sent by E Mail to **premisescopat@canarabank.com**. The pre-bid query should be in the following format.

Sl No	Page No	Tender Clause No	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall be given strictly in writing to the General Manager, Premises & Estate Section, Circle Office, Canara Bank, **Ground Floor, Luv Kush Tower, Exhibition Road, Patna** by the intending tenderers before 5:00 PM on 30.10.2021. No oral or individual consultation shall be entertained.

No queries will be entertained from the tenderers after the pre-bid meeting.

**Pre-Bid meeting**

A pre-bid meeting of the intending tenderer will be held as scheduled below to clarify any point/doubt raised by them in respect of this Tender document

Date	Time	Venue
01.11.2021	12.00 PM	Canara Bank Circle Office Premises & Estate section. Ground Floor, Luv Kush Tower, Exhibition Road, Patna

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day

will be deemed to be the pre-bid meeting day. Authorized representatives of interested tenderers shall be present during the scheduled time.

Bank has the discretion to consider any other queries raised by the bidder's representative during the pre-bid meeting.

The Bank will consolidate all the written queries and any queries raised during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification/amendments/corrigendum furnished hereof will become part and parcel of the Tender document and it will be binding on the tenderers.

**Bank is not bound to reply/clarify each and every query raised. Non-reply to the queries raised by any of the Tenderer shall not be accepted as a valid reason for non-submission of the Tender. In addition, non-reply to any query may not be deemed the version of the Tenderer as reflected in the query has been accepted by the Bank.**

## **20. Amendment to Tender document.**

At any time prior to deadline for submission of Tender, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder may modify the Tender document by amendment.

Notification of amendments will be made available on the Bank's website ([www.canarabank.com](http://www.canarabank.com)) and will be binding on all tenderers and no separate communication will be issued in this regard.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tender, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of tender.

## **21. Brief details of the work :**

**"Interior Furnishing Works (for renovation purpose) at 3rd Floor of Circle Office, Patna"**

**for & on behalf of the Canara Bank**

**General Manager,  
Canara Bank, Circle office  
3<sup>RD</sup> Floor, Luv Kush Tower,  
Exhibition Road,  
Patna  
CANARA BANK  
(Circle Office, Patna )**

## **GENERAL RULES AND DIRECTIONS TO TENDERERS**

1. All work proposed for execution by contract will be notified in a form of Invitation to Tender and signed by the Bank Officer inviting tender.

This form will state the work to be carried out, as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of Earnest money to be deposited with the tender, and the amount of the security deposit to be deposited by the successful tenderers and the percentage, if any, to be deducted from bills. Copies of the specification, drawings and any other documents required in connection with the work signed for the purpose of identification by the officer inviting tender shall also be open for inspection by the contractor at the office of officer inviting tender or the Architect during office hours.

2. **In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorising him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1952 by enclosing a copy of the partnership deed duly certified by one partner as true copy.**

**Tender by Hindu Joint Family (HUF) firm may be signed by the Kartha or Manager or any other duly authorized representative followed by the name and designation.**

3. Receipts for payments made on account of a work, when executed by a firm, shall be in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the usual printed form stating what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the same form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one work. Tenders shall have the name and number of the works to which they refer, written on the envelopes.

Modifications to specifications, item description, any clauses, conditions or any provisions whatsoever in the tender documents shall lead to disqualification of the tender. The tenderer may, if it is a must for any specific reason, give his comments or modifications in a separate sheet of paper attached to the tender.

**In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more contractors is same**, then such lowest contractors may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub-sections/sub heads as the case may be, but the revised quoted rate of each item of schedule of quantity for all sub sections/sub heads should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.

If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more contractors received in revised offer is again found to be equal, then the lowest tender, among such contractors, shall be decided by draw of lots.

In case of any such lowest contractor in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest contractor or case of refusal to submit revised offer by the lowest contractor shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited.

In case all the lowest contractors those have same tendered amount (as a result of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each lowest contractors.

Contractor, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate(s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the retendering process of the work.

- (a) The rate(s) and/or amount(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and less and considering more than fifty paise as rupee one.
  - (b) In case of illiterate contractors the rates or the amounts should be attested by a witness, with a declaration that the contents of the tender documents have been explained to the tenderer.
  - (c) The rate columns should be filled in English figures and English words.
  - (d) The rate and amount columns for alternative items, if any, shall be filled up but amounts shall not be added in the total. The amount of alternative items of which quantities are not mentioned shall not be filled.
5. The officer inviting tender or his duly authorised assistant will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form.
- In the event of a tender being disqualified and rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor remitting the same, without any interest.
6. The Officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any one tender.

7. The **Tenderer** shall take all necessary precautions to ensure that all confidential information which the **Tenderer** obtains in the course of participating in this **Tender** or at any time thereafter is not disclosed or used other than for the purpose of project execution /scope of work/ deliverables. **Tenderer** shall suitably defend, indemnify Bank for any loss/damage suffered by Bank on account of and to the extent of any disclosure of such confidential information. Confidential information for this purpose refers to such information pertaining to Bank provided to **Tenderer** which is marked as confidential and which is not available in the Public Domain”.
8. In the case of any tender where unit rate of any item/items appears unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation such a tender is liable to be disqualified and rejected.
9. In the case of any errors or omissions in the quoted rates, the rates given in the tender marked "Original" shall be taken as correct rates.
10. All rates shall be quoted only on the tender form. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs.' should be written before the figure of rupees and words 'P' after the decimal figures, e.g., 'Rs.2.15p' and in case of words, the words, 'Rupees' should precede and the word 'Paise' should be written at the end, unless the rate is in whole rupees and followed by the words 'only' it should be invariably be up to two decimal places. While quoting the rate in Schedule of quantities, the word 'only', should be written closely following the amount and it should not be written in the next line.

All corrections such as cuttings, interpolations, omissions and over-writings shall be numbered as 'c', 'i', 'o' and 'ow' and initialed and total of such c, l, o and ow on each page certified at the end of the page with grand total at the end of the bill/schedule of quantities. **Use of correcting fluid, anywhere in tender document is not permitted. Such tender is liable for rejection.**

11. The contractor whose tender is accepted shall be required to furnish by way of **Initial security** a sum which shall be equal to 2% (two percent) of the accepted value of the tender including the Earnest Money Deposit, within 14 (fourteen) days of the date of issue of the letter of acceptance of his tender, through Demand Draft payable to the Canara Bank for the duration of the contract period and defect liability period.
12. **Any running payment will be made after obtaining bills and getting the same checked by the empanelled architect and maximum 50% of the completed work will be released after deducting an amount of 8% of each running bill so as to make the total deposit equivalent to 10% of the total gross bill including the 2% of initial security deposit for whole contract period plus the retention period of 1 year, after taking permission from the appellate authority.**
13. A further sum of 8% (eight percent) of the Gross value of each interim/final bill shall be deducted as retention money to make up, together with the Initial Security Deposit, a **total Security** Deposit equal to 10% of the final bill.

14. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-charge shall be communicated in writing to Engineer-in-Charge.
15. The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools and plant, lead, lift carriage and transport supervision, Royalties, duties, levies, cess, entry tax, Octroi, profession tax, Sales Tax, VAT , **GST**, purchase tax, turnover tax, or any other tax on material or finished work in respect of this contract, overheads and profits, mobilizing, demolishing and other charges whatsoever including any special difficulties any restrictions for transport etc. complete for proper execution of the work as per drawings and specifications and no claim whatsoever for any extra payment shall be maintainable.
- Royalties, duties, levies, cess, entry tax, Octroi, profession tax, Sales Tax, VAT , **GST**, purchase tax, turnover tax, or any other tax on material or finished work in respect of this contract shall be payable by the contractor and the Bank will not entertain any claim whatsoever in respect of the same. All charges payable to local bodies for any service connections for construction purposes, land tax etc. shall also be paid by the contractor and nothing extra shall be paid/reimbursed for the same.
16. The contractor shall give a list of the Bank employees related to him with their places of posting and designations in prescribed Format as per the **Annexure-05**.
17. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering, as well as witnessing the tender, liable to summary rejection.
18. The tender for composite work includes in addition to building work all other works such as sanitary and water supply installations drainage installation, electrical work, horticulture work, roads and paths etc. The tenderer apart from being an approved Civil Engineering contractor (Building & Road ) or in the panel of Nationalised Banks must associate himself with agencies of appropriate class which are eligible to tender for sanitary and water supply drainage, electrical and horticulture works in the composite tender. The names and details of such agencies shall be got approved by the Bank.
19. Errors and omissions due to clerical, typographical or printing etc., if any, will have to be got clarified and corrected before quoting the rates. The interpretation given by the appropriate tender accepting authority of the Bank shall be final and binding.
20. Procurement of all materials, other than specifically stipulated to be issued by the Bank, if any, shall be at the cost and the responsibility of the contractor.
21. PROVISIONS FOR MICRO & SMALL ENTERPRISES (MSE):- As per Government of India's Public Procurement Policy act 2012, certain benefits will be given for MSE Units. The details are as under:
- a) The Public Procurement Policy shall apply to MSEs registered with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises.

- b) MSEs are exempted from paying Tender/RFP fee/cost, EMDs. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates and exemption certificate from relevant authorities.

**22. INTEGRITY PACT:** Integrity Pact format is enclosed as Annexure – 16. The same to be duly filled in a non-judicial stamp paper of Rs 200/- and submitted along with offer.

Only those tenderers, who commit themselves to the above pact with the Bank, shall be considered eligible for participate in the tendering process. Those bids/ tenders which are not containing the above pact are liable for rejection.

23. Tenderer shall fill in all the blanks and put their signature and seal on each page of the tender documents. The successful Tenderer will have to enter into an agreement with each component of the Tender document with the Bank
24. The tender drawing under this NIT are only indicative to broadly understand the scope of the works. The contractor shall carry out the works according to the workings drawings/ construction drawings issued by the Engineer in charge during the course of work from time to time.

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**CANARA BANK**  
**(Circle Office, Patna )**

## CONDITIONS OF CONTRACT

### Definitions

1. The 'Contract' means the tender documents and acceptance thereof and the agreement duly executed between the Canara Bank and the Contractor, together with the documents referred to therein including these conditions, NIT, specifications, schedule of quantities, agreement, designs, drawings and instructions issued from time to time by the Engineer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

2. In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them.

a) The expression 'works' or 'work' shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

b) The 'Site' shall mean the land/or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

c) The 'Contractor' shall mean the individual Kartha, or Manager of HUF, firm or Company, whether incorporated or not, undertaking the works and shall include the legal heirs/representatives of such individual or the partners composing firm and their legal heirs and successors, or company's authorised and constituted attorneys/agents and permitted assigns of such firm or company.

d) The 'Employer/Bank/Canara Bank' means any officer of the Bank, who is specifically authorised to enter into contracts in respect of the premises and estate matters of Bank at HO/CO/DO.

e) The 'Engineer-in-Charge' means the Officer, Engineer and/or Site Engineer who shall supervise and be in-charge of the work or any other person specifically deputed by the Employer.

f) 'Contract Price' shall mean the final accepted rates.

g) 'Date of Contract' means the 'Calendar date on which the Employer and Contractor have signed the Agreement on the Stamp Paper.

h) "Accepting Authority" shall mean the Assistant General Manager, overseeing Premises & Estate Section.

i) "Appellate Authority" shall mean the Circle Head.

j) "Excepted Risk" are risks due to riots (other than those on account of contractor's employees or agents or persons worked under or at the instance of the contractor) or civil commotion (in so far as both these are uninsurable), war (Whether declared or not) invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any acts of Government, damages from aircraft, acts of God, such as earthquake, lightning and

unprecedented floods, and other causes over which the contractor has no control and accepted as such by the Accepting Authority.

k) "Market Rate" shall be the rate as decided by the Engineer-in-Charge on the basis of the cost of materials and labour and the site where the work is to be executed to cover all overheads and profits.

l) 'Approved' or 'Approval' wherever used in the specifications or schedule of Quantities shall mean, respectively, 'approved by or approval of the 'Accepting Authority' in writing.

m) 'Notice in writing' or 'written notice' shall mean a notice in writing typed or printed characters delivered to or sent by registered post to the last known address private or business address or registered office address, and shall be deemed to have been received when in ordinary course of post it would have been delivered, and/or delivered personally, or otherwise proved to have been received.

n) 'virtual completion' shall mean that the work/building is complete in all respects in the opinion of the Employer/Bank

o) 'Drawings' shall mean all drawings and/or sketches duly signed by the authorised Engineer-in-charge or Site Engineer or the Architect on behalf of the Employer before commencement or during the progress of the work.

p) 'Letter of Acceptance' shall mean an intimation by a letter issued by the Accepting Authority of the Employer/Bank to tenderers that his tender has been accepted in accordance with the provisions in the said letter.

q) Basic rate (for clause 10 CC) shall be the actual price quoted by the authorised stockist/wholesalers including excise duty, sales tax and all other duties levied by the statutory/local authority but excluding loading, unloading and carriage cost to the site of work, overheads, storage charges at site.

r) "Defect Liability Period" shall mean a period of twelve months from the certified date of virtual completion issued by the Employer/Bank. However, in the case of specialist contracts like for anti-termite treatment, water proofing treatment and the like the period of warranty in such contracts shall supersede the defect liability period, and the defect liability period of twelve months shall stand extended to be equal to the warranty period.

**3. Scope and Performance ::** Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.

**4.** Headings to these Conditions of Contract, Clauses of contract, special conditions, Technical specifications shall not be deemed to form part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.

**5.** The contractor shall be furnished, free of cost one certified copy of the contract documents (except standard specifications, Schedule of Rates) together with all drawings as may be forming part of the tender papers. None of these documents shall be used by the Contractor for any purpose other than for this contract.

**6. Works to be carried out ::** THE work to be carried out under the contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works. The descriptions given in the Schedule of Quantities (Schedule - A) shall, unless otherwise stated, be held to include waste on material carriage and cartage, lead, lift, safety works, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labour necessary and for the full and entire execution and completion as aforesaid in accordance with good practice and recognised principles.

#### **7. Rates**

The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools and plant, lead, lift carriage and transport supervision, Royalties, duties, levies, cess, entry tax, Octroi, profession tax, Sales Tax, VAT, purchase tax, turnover tax, or any other tax on material or finished work in respect of this contract, overheads and profits, mobilizing, demolishing and other charges whatsoever including any special difficulties any restrictions for transport, any other incidentals works etc. complete and for proper execution of the work as per drawings and specifications and no claim whatsoever for any extra payment shall be maintainable unless otherwise specifically exempted and are specified as payable or reimbursable under this Agreement.

**8. Sufficiency of Tender ::** THE Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

**9. Discrepancies and Adjustment of Errors ::** THE several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawing being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.

**9.1** If there is any difference or discrepancy between the description of items as given in the schedule of quantities, particular specifications for individual items of work (including special conditions) and I.S. Codes etc., the following order of preference shall be observed :

- a) Description of the Item as detailed in Schedule of Quantities ( SOQ) .
- b) Particular Specifications, Special condition, Additional conditions if any
- c) Detailed Drawings
- d) CPWD Specifications or any other specifications specified in schedule F.
- e) Clauses of contract
- f) Indian Standard Specifications of B.I.S.
- g) Manufacturer's specifications
- h) As decided by Engineer in charge

Moreover, the Contractor is not allowed to take benefit out of any clerical / grammatical mistake in the standard clauses/ Bill of Quantities/Specifications etc. being used in the agreement ”.

**9.2** If there are varying or conflicting provisions made in any one or more document(s) forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on contractor.

**9.3** Any error in description or quantity or rate in Schedule of Quantities or any omission therefrom shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

**10. Signing of Contract ::** THE successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work sign the contract consisting of :-

- a) Standard form of agreement on stamp paper, the notice inviting tender, all the documents including drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
- b) Standard Contract Form as mentioned consisting of ::
  - a. Notice inviting tender (NIT).
  - b. General Rules & directions to contractor.
  - c. Schedules A to F.
  - d. Conditions of contract.
  - e. Clauses of contract.
  - f. Special conditions
  - g. Technical specifications for civil, plumbing & sanitary works
  - h. Technical specifications for electrical works
  - i. Safety code.
  - j. Model rules for protection of health and sanitary arrangements for workers employed by contractors.
  - k. Preferred makes/brand of materials.
  - l. Annexures 1 to 20 .
  - m. Integrity pact.
  - n. Tender Drawings
  - o. Schedule of Quantities ( SOQ)

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**CANARA BANK**  
**(Circle Office, Patna )**

**CLAUSES OF CONTRACT**

Clause - 1:: DEPOSITS

THE person/persons whose tender(s) may be accepted (hereinafter called the contractor) shall deposit a sum which together with the EMD shall equal to 2% (two percent) of the accepted tendered cost as **Initial security deposit** within 14 days of the issue of the letter of acceptance, in the form of Demand Draft in favour of Canara Bank, payable at Patna for the entire duration of the contract period plus the defect liability period and shall further permit the Employer at the time of making any payment to him for work done under the contract to deduct a sum of **8% of the gross** amount of each running bill till the sum along with the sum already deposited as initial security deposit will amount to **security deposit** of an amount equal to 10% of the final bill.

All compensation or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest if any, arising there from, or from any sums which may be due to or may become due to the contractor by Government on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deduction or sale as aforesaid, the contractor shall within 10 days make good in the cash or Guarantee Bond of a Scheduled Bank other than Canara Bank in favour of the Employer or fixed deposit receipt tendered by the Canara Bank (in case of guarantee offered by scheduled banks, the amount shall be within the financial limits prescribed by the Reserve Bank of India); any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof. The security deposit shall be collected from the running bills of the contractor at the rates mentioned above and the Earnest money deposited at the time of tenders and the Initial Security Deposit will be treated as part of the Security Deposit.

Clause - 2 :: COMPENSATION FOR DELAY ::

If the contractor fails to maintain the required progress in terms of the contract or to complete the work and clear the site on or before the contract or approved extended date of completion, he shall, without prejudice to any other right or remedy of the Employer on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below or such smaller amount as may be fixed by the authority mentioned in Schedule 'F' on the contract value of the work for every completed week that the progress remains below that specified in clause 5 or that the work remains incomplete.

This shall also apply to items or group or items for which a separate period of completion has been specified, if any.

For this purpose the term 'Contract Value' shall be value at the contract rates of the work as ordered.

- a) Completion period (as originally stipulated ) not exceeding 6 months :: @ 1 percent per week
- b) Completion period (as originally stipulated)exceeding 6 months and not exceeding 2 years. :: @ 1/2 percent per week
- c) Completion period (as originally stipulated)exceeding 2 years :: @ 1/4 per cent per week

Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed the undernoted percentage of the Contract Value or of the Contract Value of the item or group of items of work for which a separate period of completion is originally given :-

- a) Completion period (as originally stipulated ) not exceeding 6 months :: 10% percent
- b) Completion period (as originally stipulated)exceeding 6 months and not exceeding 2 years. :: 7-1/2% percent
- c) Completion period (as originally stipulated) exceeding 2 years :: 5%

**Clause -2.1 ::**

Bank shall have the right to adjust set-off against any sum payable to the Contractor under this or any other contract with the Employer/Canara Bank anywhere in India/outside India.

**Clause -3 ::**

Subject to other provisions contained, the Employer may without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine and cancel the contract in any of the following cases;

- i) If the contractor having been given by the Employer and/or the Engineer-in-charge a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or unworkman like manner shall omit or comply with the requirement of such notice for a period of seven days thereafter.
- ii) If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
- iii) If the contractor has without reasonable cause failed to commence the work or has suspended the progress of the work or has failed to proceed with the work with due diligence so that in the opinion of the Employer (which shall be final and binding) he will be unable to secure completion of the work by the date for completion and continues to do so after a notice in writing of seven days from Employer.
- iv) If the contractor fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date (s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer-in-charge.
- v) If the contractor persistently neglects to carry out his obligations under the contract and/or commits default in complying with any of the terms and conditions of the

contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-charge.

- vi) If the contractor commits any acts mentioned in clause 21 hereof.

**Clause -3.1 ::**

When the contractor has made himself liable for action under any of the cases aforesaid, the Employer shall have powers ::

- a) To determine or rescind the contract of which termination or rescission notice in writing to the contractor under the hand of the Employer shall be conclusive evidence. Upon such determination or rescission, the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of Employer.
- b) To employ labour paid by the Engineer-in-charge and to supply material to carry out the work or any part of the work debiting the contractor with the cost of the labour and the price of the materials (of the amount of which cost and price certified by the Engineer-in-Charge shall be final and conclusive) against the contractor and crediting him with the value of the work done in all respects in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract. The certificate of the Engineer-in-charge as to the value of the work done shall be final and conclusive against the contractor provided always that action under the sub-clause shall only be taken after giving notice in writing to the contractor. However if the net total expenses incurred by the employer are less than the amount payable to the contractor at his agreement rates, the difference shall not be paid to the contractor.
- c) After giving notice to the contractor to measure up the work of the contractor and to take such whole, or the balance or part thereof as shall be unexecuted out of his hands and to give it to another person to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor if the whole work had been executed by him, of the amount of which excess the certificate in writing of the Engineer-in-charge shall be final and conclusive shall be borne and paid by the original contractor and may be deducted from any money due to him by Employer under this contract or on any other contract account whatsoever or from his security deposit or the proceeds of sales thereof or a sufficient part thereof as the case may be.

**Clause -3.2::**

In any such event the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provisions aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereto or actually performed under this contract unless and until the Engineer-in-charge has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified; Provided further that any of the recoveries to be made when the excess cost incurred by the Employer under the action in (b) and/of (c) above is more than the Security Deposit to be forfeited, such recoveries shall be limited to the amount by which the excess cost incurred exceeds the Security deposit so forfeited.

**Clause-4 ::**

In any case in which any of the powers conferred upon the Employer under Clause-3 hereof, shall have become exercisable and the same shall not be exercised, the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the contractor and the liability of the contractor for compensation shall remain unaffected. In the event of the Employer putting in force all or any of the powers vested in him under the preceding clause he may, if he so desires after giving a notice in writing to the contractor, take possession of (or at the sole discretion of the Engineer-in-charge which shall be final and binding on the contractor) use as on hire (the amount of the hire money being also in the final determination of the Engineer-in-charge) all or any tools, plant, materials and stores in or upon the works, or the site thereof, belonging to the contractor, or procured by the contractor and intended to be used for the execution of the work/or any part thereof, paying or allowing for the same in account at the contract rates, or, in the case of these not being applicable, at current market rates to be certified by the Engineer-in-charge, whose certificate thereof shall be final and binding on the contractor, otherwise the Employer by notice in writing may order the contractor or his clerk of the works, foreman or other authorised agent to remove such tools, plant, materials, or stores from the premises, within the time to be specified in such notice, and in the event of the contractor failing to comply with any such requisition, the Employer may cause to remove them at the contractor's expense or sell them by auction or private sale on account of the contractor and at his risk in all respects and the certificate of the Engineer-in-Charge as to the expense of any such removal and the amount of the proceeds and expense of any such sale shall be final and conclusive against the contractor.

**Clause-5 :: TIME AND EXTENSION FOR DELAY ::**

The time allowed for execution of the Works by the Contractor or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall Commence from the 15th day after the date on which the Engineer-in-Charge issues written orders to commence the work or from the date of handing over of the site whichever is later. If the contractor commits default in commencing the execution of the work as aforesaid, the Employer shall without prejudice to any other right or remedy available in law be at liberty to forfeit the earnest money absolutely.

**Clause -5.1 ::**

The contractor shall submit a Time and Progress Chart and get it approved by the Engineer-in-Charge. The Chart shall be prepared in **direct relation to the time stated** in the Contract documents for completion of items of the works. It shall indicate the forecast of the dates of commencement and completion of various trades of sections of the work and may be amended as necessary by agreement between the Engineer -in-Charge and the Contractor within the limitations of time imposed in the Contract documents, and further to ensure good progress during the execution of the work, the contractor shall in all cases in which the time allowed for any work exceeds one month (save for special jobs) complete 1/8th of the whole of work before 1/4th of the whole time allowed in the contract has elapsed; 3/8th of the work before one half of such time has elapsed and 3/4th before 3/4th of such time has elapsed.

**Clause -5.2 ::** If the works be delayed by :-

- a) Force majeure, or

- b) Excepted risk;
- c) abnormally bad weather, or
- d) serious loss or damage by fire, or
- e) civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
- f) delay on the part of other contractors or tradesmen engaged by the Employer in executing work not forming part of this Contract, or
- g) Non-availability of stores, which are the responsibility of the Employer to supply or
- h) any other cause which, in the absolute discretion of the authority mentioned is beyond the Contractor's control,

then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Engineer-in-Charge but shall nevertheless use constantly his best endeavour to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in-charge to proceed with the works.

**Clause -5.3 ::**

Request for extension of time, to be eligible for consideration, shall be made by the Contractor in writing within fourteen days of the happening of the event causing delay to the Accepting Authority. The Contractor shall also, if practicable, indicate in such a request the total period for which extension is desired, overlapping period, if any, with earlier events causing delays, net-extension required.

**Clause -5.4 ::**

In such case the authority may give a fair and reasonable extension of time for completion of work. Such extension shall be communicated to the Contractor by the Employer in writing, within 3 months of the date of receipt of such request. Non application by the contractor for extension of time shall not be a bar for giving a fair and reasonable extension by the Employer and this shall be binding on the contractor.

**Clause - 6 ::**

- (i) ENGINEER-IN-CHARGE is duty bound to, except as otherwise provided, ascertain and determine by measurement the value in accordance with the contract of work done.
- (ii) ALL measurement of all items having financial value shall be entered in Measurement Book and/or level field book so that a complete record is obtained of all works performed under the contract. All such measurement books and level books shall be with machine numbered pages with a certificate of the Engineer-in-charge regarding the name of the work and contractor and number of pages. All such measurement books and level books shall be maintained carefully, work wise and shall be handed over to the Employer at the completion of the work.
- (iii) All measurements and levels shall be taken preferably jointly by the site engineer or Engineer-in-Charge or his authorised representative and by the contractor or his authorised representative from time to time during the progress of the work and such measurements shall be test checked to the extent of 25% of measurements of each and all items by the Engineer-in-Charge and 100% by the Architect to verify the accuracy of the measurement and signed and dated by the Engineer-in-Charge or the Architect in token thereof and by the contractor or his representatives in token of their

acceptance. If the contractor objects to any of the measurements corrected a note shall be made to that effect with reason and signed by both parties.

- (iv) THE contractor shall, without extra charge, provide all assistance by providing appliance, labour and other things necessary for such measurements and recording levels.
- (v) Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Indian Standard Institution and if for any item no such standard is available then a mutually agreed method shall be followed.
- (vi) THE contractor shall give not less than seven days' notice to the Engineer-in-Charge or his authorised representative in-charge of the work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be test checked and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer-in-Charge or his authorised representative in-charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of measurements without such notice having been given or the Engineer-in-Charge's consent being obtained in writing the same shall be uncovered at the contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed. No earthwork shall be started without recording initial ground levels in the level field book jointly signed by both the parties in token of acceptance.
- (vii) Whenever any payment for lead in earthwork or any other item of work is involved as an item of work, separately or together with any other item of work, the contractor shall get the lead measured jointly by the Engineer-in-Charge before executing any work and obtain the approval in writing of the Engineer-in-Charge failing which the lead as decided by the Engineer-in-Charge shall be treated as final and binding on the contractor. In the case of earth work of cutting, filling and disposal, lead charts shall be prepared by the contractor giving area and quantities to be cut and filled and lead involved and got approved in writing before executing the work failing which lead charts will be prepared by the Engineer-in-Charge as to cause most economic method of cut fill and shall be accepted for payment whether or not work is actually carried out by the contractor accordingly.
- (viii) Engineer-in-charge or his authorised representative may cause to check the measurements recorded jointly or otherwise as aforesaid and all provisions stipulated herein above shall be applicable to such checking of measurements or levels.
- (ix) Recording of measurements of any item of work in the measurement book and/or its payment in the interim on account of final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.

**Clause 7 ::**

- (i) **Running Bill payments:** All bills shall be prepared by the contractor in the form prescribed by the Employer/ Architects. Interim/running bill shall be prepared subject to minimum payable value of not less than 5 Lacs( **for which completed work value should be 10 Lacs**). The bills in proper forms must be duly accompanied by detailed measurements & test certificate in support of the quality & quantities of work done and must show deductions for all previous payments, retention money, etc. **During the execution of the work running bill payment request will be accepted on maximum two occasions & 50% of the value of the completed work amount will be considered as payable amount during the running bill payment.**

The Architects shall issue a certificate after due scrutiny of the contractor's bill stating the amount due to the contractor from the Employer and the contractor shall be entitled to payment thereof, within the period of honoring certificate stated below.

The amount stated in an interim certificate shall be the value of work properly executed up to 80% of invoiced value of the work after preparation of the previous bill less the amount to be retained by the Employer as retention money vide clause 11 of these conditions.

- (ii) No payment shall be made for a work, estimated to cost Rs 50,000/- ( Rupees Fifty Thousand) or less till after the whole of the work shall have been completed and certificate of completion given.

**Clause - 8 ::**

- (i) WITHIN ten days of the virtual completion of the work, the contractor shall give notice of such completion to the Engineer-in- Charge and within thirty days of receipt of such notice the Engineer-in-Charge shall inspect the work.
- (ii) If there is no defect in the work Engineer-in-charge shall furnish the contractor with a final certificate of completion. Otherwise a provisional certificate of physical completion indicating defects (a) to be rectified by the contractor and/or (b) for which payment will be made at reduced rates, shall be issued.
- (iii) No final certificate of completion shall be issued, nor shall the work be considered to be complete by the employer until the contractor shall have removed from the premises on which the work shall be executed all scaffolding, surplus materials, rubbish and all huts and sanitary arrangements required for his/their work people on the site in connection with the execution of the works as shall have been erected or constructed by the contractor(s) and cleaned off the dirt from all wood work, doors, windows, walls, floor or other parts of the building, in, upon, or about which the work is to be executed or of which he may have had possession for the purpose of the execution thereof, and not until the work shall have been measured by the Engineer-in-Charge. If the contractor shall

fail to comply with the requirements of this Clause as to removal of scaffolding, surplus materials and rubbish and all huts and sanitary arrangements as aforesaid and cleaning off dirt on or before the date fixed for the completion of work, the Engineer-in-Charge may at the expense of the contractor remove such scaffolding, surplus materials and rubbish, etc., and dispose of the same as he thinks fit and clean off such dirt as aforesaid, and the contractor shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realised by the sale thereof.

## **Clause 8**

WHEN the annual repairs and maintenance of works are carried out, the splashes and droppings from white washing, colour washing, painting, etc., on walls, floor, windows, etc. shall be removed by the contractor and the surface cleaned simultaneously with the completion of these items of work in the individual rooms, quarters or premises etc. Where the work is done without waiting for the actual completion of all the other items of work in the contract. In case the contractor fails to comply with the requirements of this clause, the Engineer-in-Charge or employer shall have the right to get this work done at the cost of the contractor either departmentally or through any other agency. Before taking such action, the Engineer-in-Charge or employer shall give ten days notice in writing to the contractor.

### **Clause –9 : MATERIALS SUPPLIED BY EMPLOYER ::**

**No materials will be supplied by the Employer.**

### **Clause -10 A:: MATERIALS TO BE PROVIDED BY THE CONTRACTOR, TESTS**

(i) The contractor shall, at his own expense, provide all materials, required for the works other than those which are stipulated to be supplied by Employer, if any.

(ii) The contractor shall, at his own expense and without delay supply to the Engineer-in-charge samples of materials to be used on the work and shall get these approved in advance. All such materials to be provided by the Contractor shall be in conformity with the specifications laid down or referred to in the contract. The contractor shall, if requested by the Engineer-in-charge furnish proof, to the satisfaction of the Engineer-in-Charge that the materials so comply. The Engineer-in-Charge may within thirty days of supply of samples or within such further period as he may require and so intimated to the Contractor in writing, inform the Contractor whether samples are approved by him or not. If samples are not approved, the Contractor shall forthwith arrange to supply to the Engineer-in-Charge for his approval fresh samples complying with the specifications laid down in the Contract. When materials are required to be tested in accordance with specifications, approval of the Engineer-in-Charge shall be issued after the test results indicate the specification laid down under the contract are met with.

(iii) The Contractor shall at his risk and cost submit the samples of materials to be tested or analysed and shall not make use of or incorporate in the work any materials represented by the samples until the required tests or analysis have been made and material finally accepted by the Engineer-in-Charge. The Contractor shall not be eligible for any claim or compensation either arising out of any delay in the work or due to any corrective measures required to be taken on account of and as a result of testing of materials.

(iv) THE contractor shall at his risk and cost make all arrangements and shall provide all facilities as the Engineer-in-Charge may require for collecting and preparing the required number of samples for such tests at such time and to such place or places as may be directed by the Engineer-in-Charge and bear all charges and cost of testing unless specifically provided for otherwise elsewhere in the contract or specifications. The Engineer-in-Charge or his authorised representative shall at all times have the right to inspect/supervise the works and access to all workshops and places where work is being prepared or from where materials, manufactured articles or machinery are being obtained for the works. The contractor shall afford every facility and every assistance as required by the employer/Engineer-in-Charge/Architect.

(v) The Engineer-in-Charge/employer shall have full powers to require the removal from the premises of all materials which in his opinion are not in accordance with the specifications, and in case of default, the Engineer-in-Charge shall be at liberty to employ at the expense of the contractor other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials. The Engineer-in-Charge/authorised representative of employer shall also have full powers to require other proper materials to be substituted thereof and in case of default the Engineer-in-Charge/Authorised representative of Employer may cause the same to be supplied and all cost which may attend such removal and substitution shall be borne by the Contractor.

#### **Clause 10-B::**

**A.> SECURED ADVANCE ON MATERIALS ::** No advance will be paid

**B.> MOBILISATION ADVANCE ::** No advance will be paid.

**C.> PLANT AND MACHINERY ADVANCE ::** No advance will be paid.

**D.> INTEREST AND RECOVERY ::** Not applicable for the present case

#### **Clause -10 C::**

The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as employer's property unless otherwise specified and such materials shall be handed over or disposed of to the best advantage of the Employer according to the instructions in writing issued by the Engineer-in-Charge.

#### **Clause -11 ::**

(i) THE contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner and both as regards materials and otherwise in every respect in strict accordance with the specifications. "The contractor shall also conform exactly, fully and faithfully to the design, drawings and instructions in writing in respect of the work signed by the Engineer-in-Charge and the Contractor shall be furnished free of charge one copy of the contract documents together with specifications, designs, drawings and instructions as are not included in the standard specifications of Schedule 'F' or in any Bureau of Indian Standard or any

other, published standard or code or, Schedule of Rates or any other printed publication referred to elsewhere in the contract.

(ii) THE contractor shall comply with these provisions and with due care and diligence execute and maintain the works and provide all labour and materials, tools and plants including for measurements and supervision of all works, structural plans and other things of temporary or permanent nature required for such execution and maintenance in so far as the necessity for providing these, is specified or is reasonably inferred from these presents.

(iii) The Contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of construction.

**Clause - 12: DEVIATION/VARIATIONS EXTENT & PRICING::**

The Employer and /or The Engineer- in- Charge with the specific approval of the employer shall have power:-

- (i) to make alteration in, omissions from, additions to or substitutions for the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and
- (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing signed by the Engineer-in-Charge and such alterations, omissions, additions or substitution shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided :
  - (a) No work which radically changes the original nature of the contract shall be ordered by the Engineer-in-Charge as a deviation.
  - (b) In the event of any deviation being ordered which in the opinion of the Contractor changes the original nature of the Contract, he shall within fifteen days of having been so ordered bring this to the notice of the Engineer-in-Charge with the reasons but nevertheless carry it out and the disagreement as to the nature of work and the rate to be paid therefore shall be resolved in accordance with Clause 25.

**Clause -12.1::** The time for completion of the works shall, in the event of any deviations resulting in additional cost over the contract sum being ordered, be extended by the employer if requested by the Contractor as follows ::

- a) In the proportion which the additional cost of the altered, additional or substituted work, bears to the original Contract sum plus

- b) 25% of the time calculated in (a) above or such further additional time as may be considered reasonable on the recommendations of by the Engineer-in-Charge.

Rates for such altered, additional or substituted work shall be determined of the Engineer-in-Charge as follows :

(i) If the rate for altered, additional or substituted item of work is specified in the Schedule of Quantities, the Contractor shall carry out the altered, additional or substituted item at the same rate. In the case of composite tenders, where two or more schedules of quantities may form part of the contract, the applicable rate shall be taken from the schedule of quantities of that particular part in which the deviation is involved, failing that at the lowest applicable rate for the same item of work in the other Schedules of Quantities.

(ii) If the rate for any altered, additional or substituted item of work is not specified in the Schedule of Quantities, the rate for that item shall be derived from the rate for the nearest similar item specified therein. In case of composite tenders where two or more schedule of quantities form part of the contract, the rate shall be derived from the nearest similar item in the Bills of Quantities of the particular part of works in which the deviation is involved failing that from the lowest of the nearest similar items in other schedule of quantities.

#### **Clause -13 :: FORECLOSURE OF CONTRACT IN FULL OR IN PART**

(i) The employer shall give notice in writing at any time after acceptance of the tender, if the Employer shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, to that effect to the Contractor and the contractor shall act accordingly in the matter and the Contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

(ii) The employer may pay to the Contractor at Contract rates full amount for works executed at Site and, in addition, a reasonable amount as certified by the Engineer-in-Charge for the Items hereunder mentioned which could not be utilised on the work to the full extent in view of the foreclosure and the contractor expressly agrees for such payment without demur.

(a) Any expenditure incurred on preliminary site work, e.g., temporary access roads, temporary labour huts, staff quarters and site office.

(b) Employer shall have the option to take over Contractor's materials or any part thereof either brought to site or of which the Contractor is legally bound to accept delivery from suppliers (for incorporation in or incidental to the work). For materials taken over or to be taken over by the Employer cost of such materials as detailed by Engineer-in-Charge shall be paid. The cost shall, however, take into account purchase price, cost of transportation and deterioration or damage which may have been caused to materials whilst in the custody of the Contractor.

(c) Reasonable compensation for transfer of T & P from Site to Contractor's permanent stores or to his other Works, whichever is less. If T & P are not transported to either of the said places, no cost of transportation shall be payable.

- (d) Reasonable compensation for repatriation of Contractor's Site staff and imported labour to the extent necessary.
- (e) The reasonable amount of items on (a), (c) and (d) above shall not be in excess of 2% of the cost of the work remaining incomplete on the date of closure, i.e., total stipulated cost of the work as per accepted tender less the cost of work actually executed under the contract and less the cost of contractor's materials at site taken over by the Employer as per item (b) above. Provided always that against any payments due to the contractor on this account or otherwise, the Engineer-in-Charge shall be entitled to recover to be credited with any outstanding balances due from contractor for advances paid in respect of any tool, plants and materials and any other sums which at the date of termination were recoverable by the employer from the contractor under the terms of the contract.
- (iii) If any materials supplied by the Employer are rendered surplus, the same except normal wastage shall be returned by the Contractor to the Employer at the rates not exceeding those at which these were originally issued less allowance for any deterioration or damage which may have been caused whilst the materials **were in the** custody of the Contractor. In addition cost of transporting such materials from site to the Employers stores, if so required by the Employer shall be paid.
- (iv) THE Contractor shall, if required by the Engineer-in-Charge furnish to him books of account, wage books, time sheets and other relevant documents and evidence as may be necessary to enable him to certify the reasonable amount payable under this Condition.

Provided always that against any payments due to the contractor on this account or Otherwise, the Engineer-in-Charge shall be entitled to recover or be credited with any outstanding balances due from the contractor for advance paid in respect of any tool, plants and materials and any other sums which at the date of termination were recoverable by the Government from the contractor under the terms of the contract.

A compensation for such eventuality, on account of damages etc. shall be payable @ 0.5% of cost of work remaining incomplete on date of closure i.e. total stipulated cost of the work less the cost of work actually executed under the contract shall be payable.

**Clause -14 :: CANCELLATION OF CONTRACT IN FULL OR PART ::**

i.> If contractor ::

- (a) at any time makes default in proceeding with the works or any part of the work with due diligence and continues to do so after a notice in writing of 7 days from the Engineer-in-Charge; or
- (b) commits default in complying with any of the terms and conditions of the Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-Charge; or

- (c) fails to complete the works or items of work with individual dates of completion, on or before the date(s) of completion, and does not complete them within the period specified in a notice in writing is given to him in that behalf by the Engineer-in-Charge; or
- (d) shall offer or give or agree to give to any person in Bank service or to any other person on his behalf any gift or consideration of any as an inducement or reward for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for the Employer or;
- (e) shall enter into a Contract with the Bank in connection with which commission has been paid or agreed to be paid by him or his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Accepting Authority/Engineer-in-Charge; or
- (f) shall obtain a Contract with the Employer as a result of wrong tendering or other non-bona-fide methods of competitive tendering; or
- (g) being an individual, or in a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose or amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors; or
- (h) being a company, shall pass a resolution or the Court shall make an order for the winding up of the company or a receiver or manager on behalf of the debenture holders or others shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager; or
- (i) shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days; or
- (j) assigns, transfers, sublets (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer sublet or otherwise parts with the entire works or any portion thereof without the prior written approval of the Accepting Authority;
- (k) the Accepting Authority may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to the Employer, by a notice in writing cancel the contract as a whole or only such of items in default from the Contractor.

The Engineer-in-Charge shall on such cancellation by the accepting authority have powers to, for which the Contractor shall hereby unconditionally agree ::

- (a) to take possession of the Site and any materials, constructional plant, implements, stores, etc., thereon; and/or
- (b) to carry out the incomplete work by any means at the risk and cost of the Contractor.

ii.> On cancellation of the Contract in full or in part, the Engineer-in-Charge shall determine what amount, if any, is recoverable from the Contractor for completion of the works or part of the Works or in case the Works or part of the Works is not to be completed, the loss or damage suffered by the Employer. In determining the amount, credit shall be given to the Contractor for the value of the work executed by him up to the time of cancellation, the value of Contractors' materials taken over and incorporated in the work and use of tackle and machinery belonging to the Contractor.

iii.> Any excess expenditure incurred or to be incurred by the Employer in completing the Works or part of the Work or the excess, loss or damages suffered or may be suffered by the Employer as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to Employer in law be recovered from any money due to the Contractor on any account, and if such moneys are not sufficient the Contractor shall be called upon in writing and shall be liable to pay the same within 30 days.

iv.> If the Contractor shall fail to pay the required sum within the aforesaid period of 30 days, the Engineer-in-Charge with the approval of the Employer shall have the right to sell any or all of the Contractor's unused materials, constructional plant, implements, temporary buildings, etc. and adjust the proceeds of sale thereof towards the satisfaction of any sums due from the Contractor under the Contract and if thereafter there be any balance outstanding from the Contractor, it shall be recovered in accordance with the provisions of the Contract.

v.> Any sums in excess of the amounts due to the Employer and unsold materials, constructional plant, etc., shall be returned to the Contractor, provided always that if cost or anticipated cost of completion by the Employer of the Works or part of the Works is less than the amount which the Contractor would have been paid had he completed the Works or part of the Works, such benefit shall not accrue to the Contractor.

In the event of above course being adopted by the Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the contract.

**Clause -15: SUSPENSION OF WORK::**

a) The Contractor shall, on receipt of the order in writing of the Employer, whose decision shall be final and binding on the Contractor, suspend the progress of the Works or any part thereof for such time and in such manner as the Employer may consider necessary so as not to cause any damage or injury to the work for any of the following reasons ::

- (i) on account of any default on the part of the Contractor or;
- (ii) for proper execution of the works or part thereof for reasons other than the default of the Contractor; or
- (iii) 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 Engineer-in-Charge.

b) If the suspension is ordered for reasons (ii) and (iii) in sub para (a) above.

- (i) the contractor shall be entitled to an extension of time equal to the period of every such suspension PLUS 25%, for completion of the item or group of items of work for which a separate period of completion is specified in the Contract and of which the suspended work forms a part ; and
- (ii) If the total period of all such suspensions in respect of an item or group of items of work for which a separate period of completion is specified in the Contract exceeds thirty days, the Contractor shall, in addition, be entitled to such compensation as the Engineer-in-Charge may consider reasonable, in respect of salaries and/or wages paid by the Contractor to his employees and labour at Site, remaining idle during the period of suspension to cover all other expenses including indirect expenses of the Contractor, provided the Contractor submits his claim supported by details to the Employer within fifteen days of the expiry of the period of 30 days.

c) If the Works or part thereof is suspended on the orders of the Employer for more than three-months at a time, except when suspension is ordered for reason (i) in sub-para (a) above, the Contractor shall after receipt of such order serve a written notice on the Employer requiring permission within fifteen days from receipt by the Employer of the said notice, to proceed with the Works or part thereof in regard to which progress has been suspended. If such permission is not granted within that time, the Contractor, if he intends to treat the suspension, where it affects only a part of the works as an omission of such part by the Employer or where it affects whole of the Works, as an abandonment of the Works by the Employer shall within ten days of expiry of such period of 15 days give notice in writing of his intention to the Employer. In the event of the Contractor treating the suspension as an abandonment of the Contract by the Employer, he shall have no claim to payment of any compensation on account of any profit or advantage which he might have derived from the execution of the work in full but which he could not derive in consequence of the abandonment. He shall, however, be entitled to such compensation, as the Engineer-in-Charge may consider reasonable, in respect of salaries and/or wages paid by him to his employees and labour at Site, remaining idle in consequence and of materials collected which could not be utilised on the Works, adding to the total thereof the percentage mentioned in Schedule 'F' to cover all other expenses including indirect expenses of the Contractor provided the contractor submits his claim supported by details to the Employer within 30 days of the expiry of the period of 3 months ; Provided, further, that the contractor shall not be entitled to claim any compensation from the Employer for the loss suffered by him on account of delay by the Employer in the supply of materials in Schedule 'B' where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of God, acts of enemies of the state/country or any reasonable cause beyond the control of the Employer.

**Clause -16 :: INSPECTION ::**

(i) All works under or in course of execution or executed in pursuance of the Contract shall be at all times be open and accessible to the inspection and supervision of the Engineer-in-Charge, his authorised subordinates in charge of the work and to all his superior officers of the Quality Control Organisation of the Employer or any Consultant of the Employer and of the Chief Technical Examiner's Office under Central Vigilance Commission.

(ii) The Contractor shall at all times during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the contractor, either himself be present to receive orders and instructions and inspections or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the Contractor himself.

(iii) IF it shall appear to the Engineer-in-Charge or his authorised subordinates in-charge of the work or to the Engineer in charge of Quality Control or any Consultant of the Employer or to the Chief Technical Examiner, that any work has been executed with unsound, imperfect, or unskillful workmanship, or with materials or articles provided by him for the execution of the work which are unsound or of a quality inferior to that contracted or otherwise not in accordance with the contract, the contractor shall, on demand in writing, which shall be made within twelve months of the completion of the work, from the Engineer-in-Charge specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for, forthwith rectify, or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of the contractor failing to do so within a period specified by the Engineer-in-Charge in his demand aforesaid, then the contractor shall be liable to pay compensation at the same rate as under the clause 2 for non-completion of the work in time for this default.

IN such case the Engineer-in-Charge may not accept the item of work at the rates applicable under the contract but may accept such items at reduced rates as the Employer or the competent authority may consider reasonable during the preparation of on account bills or final bill if the item is so acceptable without detriment to the safety and without substantially affecting the utility of the item and the structure or he may reject the work outright without any payment and/or get it and other connected and incidental items rectified, or removed and re executed at the risk and cost of the contractor. Decision of the Engineer-in-Charge to be conveyed in writing in respect of the same will be final and binding on the contractor.

#### **Clause -17 ::**

If the contractor or his working people or servants shall break, deface, injure or destroy any part of building in which they may be working, or any building, road, road curb, fence, enclosure, water pipe, cables, drains, electric or telephone post or wires, trees, grass or grass land, or cultivated ground contiguous to the premises on which the work or any part is being executed, or if any damage shall happen to the work while in progress, from any cause whatever or if any defect, shrinkage or other faults appear in the work within twelve months after a certificate final or otherwise or its virtual completion shall have been given by the Employer/Bank as aforesaid arising out of defect or improper materials or workmanship the contractor shall upon receipt of a notice in writing on that behalf make the same good at his own expense or in default the Employer/Engineer-in-Charge cause the same to be made good by other workmen and deduct the expense from any sums that may be then or at any time thereafter may become due to the contractor, or from his security deposit, except for the portion pertaining to asphaltic work which is governed by sub-para (iii) of Clause 35 or the proceeds of sale thereof or of a sufficient portion thereof. **Fifty (50) percent** of the security deposit the Contractor except the portion pertaining to **asphaltic work** which is governed by sub-para (iii) of Clause 35, may be refunded after the expiry of six months (after the virtual completion of the work) or after the final bill has been prepared and passed whichever is later, and the **remaining fifty (50) percent** of the Security Deposit shall be refunded fourteen (14) days after the expiry of the defect liability period of twelve months after the completion of the work **except for water proofing & anti-termite works** provided that all the works are carried out as per specifications and condition of contract and all

the defect and damages are rectified satisfactorily to the satisfaction of the Employer/Engineer-in-Charge.

**Clause -18::**

THE contractor shall provide at his own cost all materials (except such special materials, if any as may in accordance with the contract be supplied by the Employer), plant, tools, appliances, implements, ladders, cordage, tackle, scaffolding and temporary works required for the proper execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the contract or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer-in-Charge as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefor to and from the work. The contractor shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works, and counting, weighing and assisting the measurement for examination at doing the same may be provided by the Engineer-in-Charge at the expense of the contractor and the expenses may be deducted, from any money due to the contractor, under this contract or otherwise and or from his security deposit or the proceeds of sale thereof, or of a sufficient portions thereof.

**Clause –18 A ::**

In every case in which by virtue of the provisions sub-section of Section 12, of the Workmen's Compensation Act, 1923, Employer is obliged to pay compensation to a workman employed by the contractor, in execution of the works, Employer shall be entitled to recover from the contractor the amount of the compensation so paid; and, without prejudice to the rights of the Employer under sub-Section 12, of the said Act, Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer to the contractor whether under this contract or otherwise. The Employer shall not be bound to contest any claim made against it under Section 12, of the said Act, except on the written request of the contractor and upon his giving to the Employer full security for all cost for which the Employee might become liable in consequence of contesting such claim.

**Clause –18 B ::**

In every case in which by virtue of the provisions of the Contract Labour (Regulation and Abolition) Act 1970, and of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the Employer is obliged to pay any amounts of wages to a workman employed by the contractor in execution of the works, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act and the rules under Clause 19H or under the Contractors' Labour Regulations, or under the Rules framed by the State or Central Employer from time to time for the protection of health and sanitary arrangements for workers employed by the Contractors, the Employer shall be entitled to recover from the contractor the amount of wages so paid or the amount of expenditure so incurred; and **without prejudice to the rights of the Employer** under sub-Section (2) of Section 20, and sub-Section (4) of Section 21, of the Contract Labour (Regulation and Abolition) Act, 1970, the Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer to the contractor whether under this contract or otherwise. The Employer shall not be bound to contest any claim made against it under sub-Section (1) Section 20 and sub-Section (4) of Section 21, or any other provisions of the said Act, except on the written request of the contractor and upon his giving to the Employer full security for all costs for which the Employer might become liable in contesting such claim.

**Clause –19 ::**

The contractor shall obtain a valid licence under the Contract Labour (R&A) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986.

The contractor shall also comply with the provisions of the building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 and the building and other Construction Workers Welfare Cess Act, 1996.

Any failure to fulfil these requirements shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.

**Clause –19 A ::**

NO labour below the age of eighteen years shall be employed on the work.

**Clause -19 B :: PAYMENT OF WAGES ::**

a) The contractor shall pay to labour employed by him either directly or through sub-contractors, wages not less than fair wages as defined as per the provisions of the Contract Labour (Regulation and Abolition) Act 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971 wherever applicable. Such wages paid shall not less than the wages fixed by the state and/or Central Employer under the Minimum Wages Act applicable to the work.

b) The contractor shall, notwithstanding the provisions of any contract to the contrary, cause to be paid fair wage to labour indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labour had been immediately employed by him.

c) In respect of all labour directly or indirectly employed in the works for performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied with the Contractor's Labour Regulations made by Employer and or the Employer (State and Central) from time to time in regard to payment of wages, wage period, deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage books or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of the like nature or as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.

d) (i) The Employer and/or his Engineer-in-Charge concerned shall have the right to deduct from the moneys due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of

the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations.

- (ii) Under the provision of Minimum Wages (Central) Rules 1950, the contractor is bound to allow to the labour directly or indirectly employed in the works one way rest for 6 days continuous work and pay wages at the same rate as for duty. In the event of default the Engineer-in-Charge shall have the right to deduct the sum or sums not paid on account of wages for weekly holidays to any labour and pay the same to the persons entitled thereto from any money due to the contractor by the Employer

In cases where the state Government or Government of the Union of India where all inclusive minimum daily wages are fixed and such wages are inclusive of wages for the weekly day of rest, the question of extra payment for weekly holiday would not arise.

e) The contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, and the Contractors Labour (Regulation and Abolition) Act 1970, or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time.

f) The contractor shall indemnify and keep indemnified the Employer against payments to be made under and for the observance of the laws aforesaid and the Contractors' Labour Regulations without prejudice to his right to claim indemnify from his sub-contractors.

g) The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

h) Whatever is the minimum wage for the time being, or if the wage payable is higher than such wage, such wage shall be paid by the contractor to the workmen directly without the intervention of Jamadar and that Jamadar shall not be entitled to deduct or recover any amount from the minimum wage payable to the workmen as and by way of commission or otherwise.

The Contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered by the Jamadar from the wage of workmen.

**Clause -19 C ::**

IN respect of all labour directly or indirectly employed in the work for the performance of the contractor's part of this contract, the contractor shall at his own expense arrange for the safety provisions as per Government and Employer's safety Code framed from time to time and shall at his own expense provide for all facilities in connection therewith. In case the contractor fails to make arrangement and provide necessary facilities as aforesaid he shall be liable to pay a penalty of Rs.200/- for each default and in addition the Engineer-in-Charge shall be at liberty to make arrangement and provide facilities as aforesaid and recover the costs incurred in that behalf from the contractor.

**Clause -19 D ::**

THE contractor shall submit by the 4th and 19th of every month, to the Engineer-in-Charge a true statement showing in respect of the second half of the preceding month and the first half of the current month respectively.

- (1) the number of labourers employed by him on the work.
- (2) their working hours,
- (3) the wages paid to them,
- (4) the accidents that occurred during the said fortnight showing the circumstances.
- (5) the number of female workers who have been allowed Maternity Benefit according to Clause 19F and the amount paid to them.

Failing which the contractor shall be liable to pay to Employer a sum not exceeding Rs.200/- for each default or materially incorrect statement. The decision of the Engineer-in-Charge shall be final in deducting from any bill due to the contractor the amount levied as fine and be binding on the Contractor.

**Clause -19 E ::**

The contractor shall comply with or cause to be complied with all the rules framed by the State and or Central Government from time to time for the protection of health and sanitary arrangements for workers employed, in respect of all labour directly or indirectly employed in the works for the performance of the contractor's part of this contract.

**Clause -19 F ::**

The Contractor shall maintain appropriate records for LEAVE and pay during leave and the same shall be regulated as follows ::

**1. Leave**

- (i) in the case of delivery - maternity leave not exceeding 8 weeks, 4 weeks up to and including the day of delivery and 4 weeks following that day,
- (ii) in the case of miscarriage - upto 3 weeks from the date of miscarriage.

**2. Pay**

- (i) In the case of delivery - leave pay during maternity leave will be at the rate of the women's average daily earnings, calculated on total wages earned on the days when full time work was done during a period of 3 months immediately preceeding the date on which she gives notice that she expects to be confined or at the rate of Rupee one only a day whichever is greater.
- (ii) IN the case of miscarriage - leave pay at the rate of average daily earning calculated on the total wages earned on the days when full time work was done during a period of 3 months immediately preceeding the date of such miscarriage.

**3. Conditions for the grant of Maternity Leave::**

No maternity leave benefit shall be admissible to a woman unless she has been employed for a total period of not less than 6 months immediately preceeding the date on which she proceeds on leave.

The contractor shall maintain a register of Maternity (Benefit) in the Prescribed Form as shown below and the same shall be kept at the place of work.

**Register of Maternity benefits**  
(Clause 19F of the Conditions of Contractor)

Name and address of the Contractor.....  
Name and location of the work.....

The contractor shall maintain a register of Maternity (Benefit) in the Prescribed Form ::

Name of the Employee	Father’s /Husband’s name	Nature of employ -ment	Period of actual employ -ment	Date on which notice of confine-ment given.
1.	2.	3.	4.	5.

**Date on which maternity leave commenced and ended**

Date of delivery/ Miscarriage	In case of delivery		In case of miscarriage	
	Commenced	ended	Commenced	ended
6.	7.	8.	9.	10.

**Leave pay paid to the employee**

In case of delivery		In case of miscarriage		Remarks
Rate of leave pay	Amount paid	Rate of leave pay	Amount paid	
11.	12.	13.	14.	15.

**SPECIMEN FORM OF THE REGISTER, REGARDING MATERNITY BENEFIT ADMISSIBLE TO THE CONTRACTOR'S LABOUR IN GENERAL PUBLIC WORKS DEPARTMENT WORKS.**

**NAME OF THE WORK** ::

**NAME OF THE CONTRACTOR** ::

1. Name of the woman and her husband's name :
2. Designation :
3. Date of appointment :

4. Date with months and years in which she is employed :
5. Date of discharge/dismissal, if any. :
6. Date of production of certificates in respect of pregnancy. :
7. Date on which the woman informs about the expected delivery. :
8. Date of delivery/miscarriage/death : .
9. Date of production of certificate in respect of delivery/miscarriage. :
10. Date with the amount of maternity/death benefit paid in advance of expected delivery. :
11. Date with amount of subsequent payment of maternity benefit. :
12. Name of the person nominated by the woman to receive the payment of the maternity benefit after her death. :
13. If the woman dies, the date of her death, the name of the person to whom maternity benefit amount was paid, the month thereof and the date of payment. :
14. Signature of the contractor authenticating entries in the register. :
15. Remarks column for the use of Inspecting officer. :

**Clause -19 G :: DEFAULT AS TO REGULATIONS/RULES ::**

(i) IN the event of the contractor(s) committing a default or breach of any of the provisions of Contractors' about Regulations and Model Rules for the protection of health and sanitary arrangements for the workers as amended from time to time or furnishing any information or submitting or filling any statement under the provisions of the above Regulations and Rules which is materially incorrect, the contractor shall without prejudice to any other liability pay to the Employer a sum not exceeding **Rs.100/-** for every default, breach or furnishing, making, submitting, filing such materially incorrect statements and in the event of the contractor(s) defaulting continuously in this respect, the penalty may be enhanced to **Rs.50/-** per day for each day of default subject to a maximum of 5 percent of the estimated cost of the work put to tender. The decision of the Engineer-in-Charge shall be final and binding on the parties.

(ii) Should it appear to the Engineer-in-Charge that the contractor(s) is/are not properly observing and complying with the provisions of the Contractor's Labour Regulations and Model Rules and the provisions of the Contract Labour (Regulation and Abolition) Act 1970, and the Contract Labour (R & A) Central Rules 1971, for the protection of health and sanitary arrangements for work-

people the Engineer-in-Charge shall have power to give notice in writing to the contractor(s) requiring that the said Rules be complied with and the amenities prescribed therein be provided to the work-people within a reasonable time to be specified in the notice. If the contractor(s) shall fail within the period specified in the notice to comply with and/observe the said Rules and to provide the amenities to the work-people as aforesaid, the Engineer-in-Charge shall have the power to provide the amenities hereinbefore mentioned at the cost of the contractor(s). The contractor(s) shall erect, make and maintain at his/their own expenses and approved standards all necessary huts and sanitary arrangements required for his/their work-people on the site in connection with the execution of the works, and if the same shall not have been erected or constructed, according to approved standards, the Engineer-in-Charge shall have power to give notice in writing to the contractor(s) requiring that the said huts and sanitary arrangements be remodeled and/or reconstructed according to approved standards, and if the contractor(s) shall fail to remodel reconstruct such huts and sanitary arrangements according to approved standards within the period specified in the notice, the Engineer-in-Charge shall have the power to remodel or reconstruct such huts and sanitary arrangements according to approved standards at the cost of the contractor(s).

**Clause –19 H :: CAMP ::**

Facility like toilets, water supply, rest rooms shall be provided for the labours as per labours regulations for similar works.

**Clause -19 - I :: COMPLIANCE AS TO EMPLOYEES' SERVICE ::**

THE Engineer-in-Charge may require the contractor to dismiss or remove from the site of the work any person or persons in the contractors' employment who may be incompetent or misconduct himself or undesirable person and the contractor shall forthwith comply with such requirements.

**Clause –19- J :: ILLEGAL OCCUPATION ::**

The contractor shall undertake to see that the building under construction is not occupied by anybody unauthorisedly during construction, and is handed over to the Employer through his Engineer-in-Charge with vacant possession of complete building. If such building though completed is occupied illegally, then the Employer shall have the option to refuse to accept the said building/buildings in that position, and delay in acceptance on this account will be treated as delay in completion and for such delay a levy upto 5% of estimated cost put to tender may be imposed by the Employer whose decision shall be final both with regard to the justification and quantum and be binding on the Contractor.

However, the Employer may request the contractor through a notice to remove the illegal occupation any time on or before construction and delivery.

**Clause - 20 :: COMPLIANCE WITH STATUTE ::**

THE Contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act 1970, EPF & MP Act 1952, ESI Act and amendments from time to time and rules framed thereunder and other labour laws affecting contract labour that may be brought into force from time to time.

**Clause - 21 :: ASSIGNMENT ::**

The contract shall not be assigned or sublet without the written approval of the Employer. And if the contractor shall assign or sublet his contract, or attempt to do so, or become insolvent or commence any insolvency proceedings or make any composition with his creditors or attempt to do so, or if any bribe, gratuity, gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, be given, promised or offered by the contractor, or any of his servants or agent to any officer or person in the employ of the Employer in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Employer shall have power to adopt any of the courses specified in Clause 3 hereof as he may deem best suited to the interest of the Employer and in the event of any of these courses being adopted the consequences specified in the said Clause 3 shall ensue.

**Clause - 22 :: REASONABLE COMPENSATION ::**

All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the use of the Employer without reference to the actual loss or damage sustained.

**Clause - 23 :: APPROVAL FOR CHANGE IN CONSTITUTION ::**

Where the contractor is a partnership firm, the previous approval in writing of the Employer shall be obtained before any change is made in the constitution of the firm. Where the contractor is an individual business concern such approval as aforesaid shall likewise be obtained before the contractor enters into any partnership agreement where under the partnership firm would have the right to carry out the works hereby undertaken by the contractor. If previous approval as aforesaid is not obtained, the contract shall be deemed to have been assigned in contravention of Clause 21 hereof and the same action may be taken, and the same consequences shall ensue as provided in the said Clause 21.

**Clause - 24 :: DIRECTIONS AS TO WORK ::**

All works to be executed under the contract shall be executed under the direction and subject to the approval in all respects of the Engineer-in-Charge who shall be entitled to direct at what point or points and in what manner are to be commenced, and from time to time carried on.

**Clause - 25 :: SETTLEMENT OF DISPUTES AND ARBITRATION ::**

(i) It shall be accepted as an inseparable part of the contract that in matters regarding conditions & clauses of contract, quality of materials, workmanship, removal or rejection of improper work, interpretation of the drawings and specifications, measurements of materials and/or items of work, mode of procedure and carrying out of the work, the decision of the Engineer-in-Charge which shall be given in writing, shall be final, conclusive and binding on the contractor.

ii) (A) If the contractor considers any work demanded of him to be outside the requirements of the contract, or considers any drawings record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of work, to be unacceptable, he shall promptly within 15 days request the Accepting Authority in writing for written instruction or decision. Thereon, the

Accepting Authority shall give his written instructions or decision within a period of two months from the receipt of the contractor's letter.

(B) Upon receipt of such written instructions or decision the contractor shall promptly proceed without delay to comply with such instructions or decisions. If the Accepting Authority fails to give his instructions or decision in writing within a period of two months after being requested or if the contractor is dissatisfied with the instructions or decision of the Accepting Authority Employer, the Contractor may within 30 days appeal to the Appointing Authority who shall afford an opportunity to the contractor to be heard and to offer evidence in support of his appeal and give his decision in writing within a period of Thirty (30) days from the receipt of the contractor's request. If the contractor is dissatisfied with the decision of the appointing authority, then the contractor shall within a period of Thirty (30) days from receipt of the decision of the Appointing authority shall indicate his intention to refer the dispute to Arbitration, failing which the said decision of the Appointing authority shall be final and conclusive and not referable to adjudication by the Arbitrator.

iii) All disputes or differences in respect of which decisions have not been final, binding and conclusive as above shall be referred for adjudication by the arbitration by a Sole Arbitrator appointed as follows:

Within Thirty (30) days of receipt of notice from any party to the contract for appointment of the Arbitrator the Appointing authority, in charge of the work (Schedule F) at the time of such appointment shall send to the contractor a panel of three names of persons who shall not presently be connected with the work.

The contractor shall within fifteen (15) days of receipt of this list select and communicate to the Appointing authority the name of one person from the list who shall then be appointed as the sole arbitrator by the Appointing authority.

If contractor fails to communicate his selection of name of the person, within Fifteen (15) days as stipulated, the Appointing authority shall without delay select one person from the list and appoint him as Sole Arbitrator.

If the Appointing authority fails to send such a list within Thirty (30) days as stipulated, the contractor shall send a similar list to the Appointing authority within fifteen (15) days. The Appointing authority shall then select one person from the list and appoint him as the Sole Arbitrator within Thirty (30) days of the receipt of the list. If the Appointing authority fails to do so then the contractor shall communicate to the Appointing authority the name of one person from the list who shall then be the Sole Arbitrator.

If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole Arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

iv) It is term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection by the Appointing authority of the appeal and a copy of his notice(s) of intention to refer the dispute to arbitration of such disputes as mentioned

in Part (ii) above failing which the notice for appointment of the Arbitrator shall not be treated as notice for appointing the arbitrator.

v) It is also a term of this contract that no person other than a person appointed by Appointing authority, in charge of the work as aforesaid should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.

vi) It is also a term of the contract that if the contractor does not make any demand for appointment of arbitration in respect of any claims in writing as aforesaid within 90 days of receiving the intimation from the Appointing authority that the final bill is ready for payment, the claim of the contractor shall be deemed to have been waived and absolutely barred and the Employer shall be discharged and released of all liabilities under the contract in respect of these claims. No party shall be entitled to bring any claim to arbitration if the arbitrator has not been appointed before the expiry of sixty days after defect liability period.

vii) The arbitration shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation ACT 1996, or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause.

viii) The Arbitrator may from time to time with the consent of the parties enlarge the time for making and publishing the award.

ix) It is also a term of this contract that the Arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against every dispute and claim referred to him and in all cases where the total amount of the claims by any party exceed the amount specified in Schedule 'F' the arbitrator shall give reasons for the award separately for every dispute.

(x) It is also a term of the contract that any fees TA, DA and other charges are payable to the Arbitrator shall be paid by both the parties equally.

(xi) The venue of the arbitration shall be such a place as may be fixed by the Arbitrator in his sole discretion.

xi) It is also a term of the contract that the Arbitrator shall be deemed to have entered on the reference on the date of first hearing. The fees, and charges of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the Arbitrator) shall be in the discretion of the Arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

xii) The award of the Arbitrator shall be final and binding on both the parties.

#### **Clause - 26 :: INDEMNITY ::**

The Contractor shall keep and hold the Employer indemnified and harmless from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses,

damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Employer arising out of :

- i) The breach, default or non-performance of undertakings, warranties, covenants or obligations by the contractor , non-compliance of safety rules, regulations, instructions by the contractor and mishaps occurring at the site due to faulty work executed by the contractor
- ii) Any contravention or Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder

Further, the Contractor shall indemnify, protect and save the Employer against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the contractor .

All Indemnities shall survive notwithstanding expiry or termination of the contract and contractor shall continue to be liable under the indemnities.

There is no limit to claims made by the Employer / third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited ”.

#### **Clause - 27 :: ESTIMATE ::**

When the estimate on which a tender is made includes lump sum in respect of parts of the work the contractor may be entitled to payment in respect of the items of work involved or the part of the work in question at the same rates as are payable under this contract for such items, or if the part of the work in question is not, in the opinion of the Engineer-in-Charge capable of measurement, the Employer may at his discretion pay the lump-sum amount entered in the estimate, and the certificate in writing of the Employer shall be final and conclusive against the contractor with regard to any sum or sums payable to him under the provisions of the clause.

#### **Clause -28 :: ACTION WHERE NO SPECIFICATIONS ARE SPECIFIED::**

In the case of any class of work for which there is no such specifications as referred to in Clause 11, such work shall be carried out in accordance with the Bureau of Indian Standards Specifications. In case there are no such specifications in Bureau of Indian Standards, the work shall be carried out as per manufacturers' specifications, if not available then as per District Specifications. In case there are no such specifications as required above, the work shall be carried out in all respects in accordance with the instructions and requirements of the Engineer-in-Charge.

#### **Clause - 29 :: LIEN ::**

1) (a) Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the contractor, the Engineer-in-Charge or the Employer shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security, if any deposited by the Contractor and for the purpose aforesaid, the Engineer-in-Charge or the Employer shall be entitled to withhold the security deposit, if any, furnished as the case may be and also have a lien over the same pending finalisation or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the Engineer-in-Charge or the Employer shall be

entitled to withhold and have a lien to retain to the extent of such claimed amount or amounts referred to above, from any sum or sums found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract with the Employer pending finalisation or adjudication of any such claim.

(b) Any sum of money due and payable to the contractor (including the security deposit returnable to him) under the contract may be withheld or retained by way of lien by the Engineer-in-Charge or the Employer or any other contracting person or persons through Engineer-in-Charge against any claim of the Engineer-in-Charge or the Employer or such person or persons in respect of payment of a sum of money arising out of or under any other contract made by the contractor with the Engineer-in-Charge or the Employer or with such other person or persons.

(c) It is an agreed term of the contract that the sum of money or moneys so withheld or retained under the lien referred to above by the Engineer-in-Charge or the Employer will be kept withheld or retained as such by the Engineer-in-Charge or the Employer till the claim arising out of or under the contract is determined by the arbitrator (if the contracts governed by the arbitration clause) or by the competent court, as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention under the lien referred to above and duly notified as such to the contractor. For the purpose of this clause, where the contractor is a partnership firm or a limited company, the Engineer-in-Charge or the Employer shall be entitled to withhold and also have a lien to retain towards such claimed amount or amounts in whole or in part from any sum found payable to any partner/limited company as the case may be, whether in his individual capacity or otherwise.

#### **Clause -29 A :: RIGHT TO AUDIT/TECHNICAL EXAMINATION ::**

The Employer shall have the right to cause an audit and technical examination of the works and the final bills of the contractor including all supporting vouchers, abstract, etc., to be made even after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over-payment and it shall be lawful for the Employer to recover the same from him in the manner prescribed in clause 29 or in any other manner legally permissible and if it is found that the contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by the Employer to the contractor, without any interest thereon; Provided that the contractor shall not be entitled to payment of any sum paid short where such payment has been agreed upon between the Engineer-in-Charge on the one hand and the contractor on the other under any term of the contract permitting payment for work after assessment by the Engineer-in-Charge.

#### **Clause - 30 :: CONTROLLED AREA LABOUR ::**

THE contractor shall not employ coal mining or controlled area labour falling under any category whatsoever on or in connection with the work or recruit labour from area within a radius of 32 km (20 miles) of the controlled area Subject as above the contractor shall employ imported labour only i.e., depot imported labour or labour imported by contractors from area, from which import is permitted. Where ceiling price for imported labour has been fixed by State or Regional Labour Committees not more than that ceiling price shall be paid to the labour by the contractor.

The contractor shall immediately remove any labourer who may be pointed out by the Engineer-in-Charge as being a coal mining or controlled area labourer. Failure to do so shall render the contractor liable to pay to Government a sum calculated at the rate of Rs.10/- per day per labour. The certificate of the Engineer-in-Charge about the number of coal mining or controlled area labourer and the number of days for which they worked shall be final and binding upon all parties to this contract.

The aforesaid stipulation in this clause is one in which the public are interested within the meaning of the exception in Section 74 of Indian Contract Act, 1872.

**Explanation ::**

Controlled Area" means the following areas ::

- i) Districts of Dhanbad, Hazaribagh, Jamtara - a Sub-division under Santhal Paragana Commissionery.
- ii) Districts of Bankura, Birbhum, Burdwan.
- iii) Districts of Bilaspur.

Any other area which may be declared a 'controlled Area' by or with the approval of the Central Government.

**Clause - 31 :: WATER SUPPLY**

The contractor(s) shall make his/their own arrangements for water required for the work and nothing extra will be paid for the same. This will be subject to the following conditions ::

- (i) That the water used by the contractor(s) shall be fit for construction purposes to the satisfaction of the Engineer-in-Charge.
- (ii) The Engineer-in-Charge shall make alternative arrangements for supply of water at the risk and cost of contractor(s) if the arrangements made by the contractor(s) for procurement of water are in the opinion of the Engineer-in-Charge, unsatisfactory.

**Clause - 32:: ALTERNATE WATER SUPPLY ::**

(i) Where there is no piped water supply arrangement and the water is taken by the contractor from the wells or hand pump constructed by the Employer, if any, charge at 0.2 % (Point two percent) of the Gross value of the work shall be recovered from the contractor on that account. The contractor shall, however, draw water at such hours of the day that it does not interfere with the normal use for which the hand pumps and wells are intended. He will also be responsible for all damage and abnormal repairs arising out of his use, the cost of which shall be recoverable from him. The Engineer-in-Charge shall be the final authority to determine the cost recoverable from the contractor on this account and his decision shall be binding on the contractor.

(ii) The contractor shall be allowed to construct temporary wells or borewell in on employers land for taking water by pumping at his own cost, for construction purposes only after he has got permission of the Engineer-in-Charge in writing. No charges shall be recovered from the contractor on this account, but the contractor shall be required to provide necessary safety arrangements to avoid any accidents or damage to adjacent buildings, roads and caused due to construction and subsequent maintenance of the wells and shall restore the ground to its original condition after the wells are dismantled on completion of the work.

**Clause - 33 :: TRUST ::**

Notwithstanding anything contained to the contrary herein , where any material for the execution of the contract are procured with the assistance of the Employer either by issue from Employers stocks or purchase made under orders or permits or licences issued by the Employer or with the assistance of the Employer the contractor shall hold the said materials economically and solely for the purpose of the contract and not dispose of them without the written permission of the Employer and return, if required by the Engineer-in-Charge, all surplus or unserviceable materials that may be left with him after the completion of the contract or at its termination for any reason whatsoever on being paid or credited such price as the Engineer-in-Charge shall determine having due regard to the condition of the materials. The price allowed to the contractor however shall not exceed the amount charged to him excluding the element of storage charges. The decision of the Engineer-in-Charge shall be final and conclusive. In the event of breach of the aforesaid condition the contractor shall in addition to throwing himself open to action for contravention of the terms of the licence or permit and/or for criminal breach of trust, be liable to the Employer for all moneys, advantages or profits resulting or which in the usual course would have resulted to him by reason of such breach.

**Clause - 34 :: ARRANGEMENTS OF MACHINERY EQUIPMENT ::**

The contractor shall arrange at his own expense all tools, plant, machinery and equipment required for execution of the work.

**Clause - 35 :: UNDERTAKING BY THE CONTRACTOR & DLP ::**

(i) The contractor undertakes to make arrangement for the supervision of the work by the firm supplying the tar or bitumen used.

(ii) The contractor shall collect the total quantity of tar or bitumen required for the work as per standard formula, before the process of painting is started and shall hypothecated it to the Employer. If any bitumen or tar remains unused on completion of the work on account of lesser use of materials in actual execution for reasons other than authorised changes of specification and abandonment of portion of work, a corresponding deduction equivalent to the cost of unused materials as determined by the Engineer-in-Charge shall be made and the material returned to the contractors. Although the materials are hypothecated to the Employer the contractor undertakes the responsibility for their proper watch, safe custody and protection against all risks. The materials shall not be removed from site of work without the consent of the Employer in writing.

(iii) The contractor shall be responsible for rectifying **defects noticed within a year** from the date of completion of the work and the portion of the security deposit relating to asphaltic work shall be refunded after the expiry of this period.

**Clause - 36 :: CONTRACTORS SUPERINTENDENCE, SUPERVISION, TECHNICAL STAFF & EMPLOYEE ::**

(i) The contractor shall provide all necessary superintendence during execution of the work and as long thereafter as may be necessary for proper fulfilling of the obligations under the contract.

The contractor shall immediately after receiving letter of acceptance of the tender and before commencement of the work, intimate in writing to the Employer the name, qualifications,

experience, age, address and other particulars along with certificates, of the principal technical representative to be in charge of the work. Such qualifications and experience shall not be lower than specified in Schedule F. The Employer shall within 30 days of receipt of such communication intimate in writing his approval or otherwise of such a representative to the contractor. Any such approval may at any time be withdrawn and in case of such withdrawal the contractor shall appoint another such representative according to the provisions of this clause. Decision of the tender accepting authority shall be final and binding on the contractor in this respect. The work shall be started only after such a principal technical representative is appointed.

If the contractor (or any partner in case of firm/company) who himself has such qualifications, it will not be necessary for the said contractor to appoint such a principal technical representative but the contractor shall disengage and appoint a responsible agent to represent him to be present at the work whenever the Contractor is not in a position to be so present. All the provision applicable to the Principal Technical representative under this clause will also be applicable in the case of contractor or his responsible agent. The Principal Technical representative and/or the contractor shall on receiving reasonable notice from the Engineer-in-Charge or his designated representative(s) in charge of the work in writing or in person or otherwise, present himself to the Engineer-in-Charge and/or at the site of work, as required, to take instructions. Instructions given to the principal technical representative or the responsible agent shall be deemed to have the same force as if these have been given to the contractor. The Principal Technical Representative and/or the contractor or his responsible authorised agent shall be actually available at site atleast on two working days every week, these days shall be determined in consultation with the Engineer-in-Charge as well as fully during important stages of execution of work, during recording of measurement of works and whenever so required by the Engineer-in-Charge by a notice as aforesaid and shall also note down instructions conveyed by the Engineer-in-Charge or his designated representative in the site order book and shall affix his signature in token of noting down the instructions and in token of acceptance of measurements. There shall be no objection if the representative/agent looks after more than one work and not more than three works in the same station provided these details are disclosed to the Engineer-in-Charge and he shall be satisfied that the provisions and the purpose of this clause are fulfilled satisfactorily.

If the Engineer-in-Charge, whose decision in this respect is final and binding on the Contractor is convinced that no such technical representative or agent is effectively appointed or is effectively attending or fulfilling the provision of this clause, a recovery shall be effected from the Contractor as specified in Schedule 'F' and the of the Engineer-in-Charge as recorded in the site order book and measurements recorded in Measurement Books shall be final and binding on the contractor.

Further if the Contractor fails to appoint a suitable technical representative or responsible agent and if such appointed person(s) or not effectively present or do not discharge their responsibilities satisfactorily, the Engineer-in-Charge shall have full powers to suspend the execution of the work until such date as a suitable agent is appointed and the Contractor shall be held responsible for the delay so caused to the work. Contractor shall submit a certificate of employment of the technical representative/responsible agent along with every on account bill/final bill and shall produce evidence if at any time so required by the Engineer-in-Charge.

(ii) The contractor shall provide and employ on the site only such technical assistants as are skilled and experienced in their respective fields and such foremen and Supervisory staff as are competent to give proper supervision to the work.

The contractor shall provide and employ skilled, semi-skilled and unskilled labour as is necessary for proper and timely execution of the work.

The Engineer-in-Charge shall be at liberty to object to and require the contractor to remove from the works any person who in his opinion misconduct himself, or is incompetent or negligent in the performance of his duties or whose employment is otherwise considered by the Engineer-in-Charge to be undesirable. Such person shall not be employed again at works site without the written permission of the Engineer-in-Charge and the persons so removed shall be replaced as soon as possible by competent substitutes.

**Clause - 37 :: TAXES ::**

(i) Work contract tax, Sales Tax, VAT, Entry Tax, Octroi, Cess, Profession tax, Purchase tax, turnover tax or any other tax on materials and/or completed works unless otherwise specifically excluded in respect of this contract shall be payable by the contractor and Employer shall not entertain any claim whatsoever in this respect other than normal payment for completed item of work at the accepted rate.

(ii) The contractor shall deposit royalty and obtain necessary permit for supply of the red bajri, stone, kankar etc. from local authorities. All the accepted rates for the work shall be deemed to include all such charges.

(iii) If pursuant to or under any law, notification or order any royalty, cess, fee or the like becomes payable by the Employer and does not at any time become payable by the contractor to the State Government and/or the local authorities in respect of any material used by the contractor in the works then in such a case, it shall be lawful to the Employer and the Employer will have the right and be entitled to recover the amount paid in the circumstances as aforesaid from dues of the contractor.

**Clause - 38 :: TENDERED RATES ::**

(i) All tendered rates shall be inclusive of all taxes, VAT, royalties, cess and levies etc as stated in clause-37.I and payable under respective statutes. However, pursuant to the Constitution (Forty Sixth amendment) Act, 1982, if any further new tax royalties cess or levy is imposed by Statute, after the date of receipt of tenders, and the contractor there upon necessarily and properly pays such taxes/levies the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Employer (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.

(ii) The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorised representative of the Employer and/or the Engineer-in-Charge and further shall furnish such other information/document as the Engineer-in-Charge may require from time to time.

(iii) The contractor shall, within a period of 30 days of the imposition of any such further tax royalties, cess, or levy, pursuant to the constitution (Forty sixth Amendment) Act 1982, give a written notice thereof to the Engineer-in-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

**Clause - 39 :: DEATH ::**

Without prejudice to any of the rights or remedies under this contract if the contractor dies, the Employer shall have the option of terminating the contract without compensation to the contractor.

**Clause - 40 :: RELATIVES ::**

The contractor shall not be permitted to tender for works in the Circle office of the Canara Bank (responsible for award of execution of contracts) in which his near relative is posted as an officer in any capacity between the grades of the General Manager and Manager (both inclusive) of premises and estate department. He shall also intimate the names of persons as per **Annexure 05** who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Officer in the Canara Bank or the Engineer in Charge employed by the Canara Bank for the work. Any breach of this condition by the Contractor would render him liable to be removed from the approved list of contractors of the Employer.

**Note ::-** By the term "near relatives" is meant wife, husband, parents and grand parents, children and grand children, brothers and sisters, direct uncles and aunts and first cousins.

**Clause - 41:: EX-EMPLOYEES ::**

No Engineer or other officer employed in the Canara Bank shall work as a contractor or employee of a contractor for a period of two years after his retirement from the Bank's service without the previous permission of the Employer. This contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such person who had not obtained the permission of the Employer as aforesaid, before submission of the tender or engagement in the contractors' service, as the case may be. Names of such persons employed by the Contractor shall be informed as per **Annexure 18**

**Clause - 42 ::**

The work (whether fully constructed or not) and all materials, machines, tools and plants, scaffolding, temporary buildings and other things connected therewith shall be at the risk of the contractor until the work has been delivered to the Engineer-in-Charge and a certificate from him to that effect obtained. In the event of the work or any materials properly brought to the site for incorporation in the work being damaged or destroyed in consequence of hostilities or warlike operation, the contractor shall when ordered (in writing) by the Engineer-in-Charge to remove any debris from the site, collect and properly stack or remove in store all serviceable materials salvaged from the damaged work and shall be paid at the contract rates in accordance with the provision of this agreement for the work of clearing the site of debris, stacking or removal of serviceable material and for reconstruction of all works ordered by the Engineer-in-Charge, such payments being in addition to compensation upto the value of the work originally executed before being damaged or destroyed and not paid for. In case of works damaged or destroyed but not already measured and paid for, the compensation shall be assessed by the Engineer-in-Charge upto Rs.5,000/- and by the Consultant of and/or the Employer concerned for a higher amount. The contractor shall be paid for the damages/destruction suffered and for the restoring the material at the rate based on analysis of rates tendered for in accordance with the provision of the contract. The certificate of the

Engineer-in-Charge regarding the quality and quantity of materials and the purpose for which they were collected shall be final and binding on all parties to this contract.

Provided always that no compensation shall be payable for any loss in consequence of hostilities or war-like operations (a) unless the contractor had taken all such precautions against air raid as are deemed necessary by the A.R.P. officers or the Engineer-in-Charge (b) for any material etc. not on the site of the work or for any tools, plant, machinery, scaffolding, temporary building and other things not intended for the work.

IN the event of the contractor having to carry out reconstruction as aforesaid, he shall be allowed such extension of time for its completion as is considered reasonable by the employer.

**Clause - 43 :: APPRENTICES ::**

THE contractor shall comply with the provisions of the Apprentices Act, 1961 and the rules and orders issued there under from time to time. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.

**Clause - 45 :: CLEARANCE CERTIFICATE ::**

Security Deposit of the work shall not be refunded till the contractor produces a clearance certificate from the Labour Officer. As soon as the work is virtually complete the contractor shall apply for the clearance certificate to the Labour Officer under intimation to the Engineer-in-Charge. The Engineer-in-Charge, on receipt of the said communication, write to the Labour Officer to this effect till six months after the date of completion, it will be deemed to have received the clearance certificate and the Security Deposit will be released if otherwise due.

**Clause - 46 :: DAMAGES ::**

THE Contractor shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any sub-contractor or of any of his or a sub-contractors employees, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract. The clause shall be held to include interalia, any damages to buildings whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths or ways as well as damages caused to the buildings and the works forming the subject of this contract by rain, wind or other inclemency of the weather. The contractor shall indemnify the employer and hold harmless in respect of all and any expenses arising from such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.

THE Contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties. The contractor shall effect the insurance necessary and indemnify the employer entirely from all responsibility in this respect. The insurance must be placed with a company approved by the employer and must be effected jointly in the name of the contractor and the employer and the policy lodged with the latter. The scope of insurance is to include loss or damage to the work and workmen due to carelessness, accident including fire, earthquake, floods, etc., damage or loss to the contract itself till this is made over a complete state. Insurance is compulsory and must be effected from

the very initial stage. The contractor shall also be responsible for anything which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this contract.

THE employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim or damages from any sums due or to become due to the contractor.

**Clause - 47 :: INSURANCE ::**

The contractor shall insure the works and keep them insured until the virtual completion of the contract against loss or damages by fire and/or earthquake, flood. The insurance must be placed with a company approved by the Employer, in the joint names of the employer and the contractor for such amount and for any further sum if called to do so by the employer and lodge receipts of premiums paid with the employer within 7 days from the date of issue of letter of acceptance unless otherwise instructed. In default of the contract insuring as provided above, the employer on his behalf may so insure and deduct the premiums paid from any money due or which may become due to the contractor. The contractor shall as soon as the claim under the policy is settled or the work reinstated by the insurance company should they elect to do so, proceed with due diligence with the completion of the works in the same manner as though the damages has not occurred and in all respects under the conditions of the contract. The contractor in case of rebuilding or reinstatement after fire shall be entitled to extension of time for completion as the employer/architect may deem fit.



**CANARA BANK**  
**( Circle Office, Patna )**

**SPECIAL CONDITIONS**

**1 Scope :**

1.1 The works to be governed by this contract shall cover Construction of the building as specified in the schedule E along with all services, including all materials, labour, delivery and transportation up to destination, safe custody at site, insurance, erection, testing and commissioning of the entire works including obtaining statutory permissions for the water supply, sanitary services and electrical power.....

1.2 The Contractor shall be responsible to obtain all the **permanent service connections ie Electricity Power, Water and Sewerage** connections and shall bear any incidental expenses. Any statutory payments, deposits, fee made to the appropriate authorities for permanent services connections shall be reimbursed by the Employer provided the receipts/ deposits are in the name of the Canara Bank.

1.3 The Contractor shall be responsible to obtain the NOC / Permissions for the Fire Fighting department of the Government authorities and shall bear any incidental expenses. Any statutory payments, deposits made to the appropriate authorities for the NOC/ permission shall be reimbursed by the Employer provided the receipts/ deposits are in the name of the Canara Bank.

1.4 The works to be undertaken by the contractor shall inter alia include the following:

- i. Preparation of detailed SHOP drawings and AS BUILT drawings wherever applicable.
- ii. Obtaining of Statutory permissions where-ever applicable and required.
- iii. Pre-commissioning tests as per relevant standard specifications, code of practice, Acts and Rules wherever required.
- iv. Warranty obligation for the equipments and/or fittings/fixtures supplied by the contractor.

1.5 Contractor shall provide all the shop drawings or layout drawings for all the co-ordinated services before starting any work or placing any order for any of the services etc. These shop drawings/layout drawings shall be got approved from Engineer-in-charge before implementation and this shall be binding on the contractor. The contractor shall submit material submittals along with material sample for approval of Engineer-in-charge prior to delivery of material at site.

1.6 All the hidden items such as reinforcement steel, electrical conduits, water supply lines, drainage pipes, conduits, sewers etc. are to be properly tested as per the design conditions before covering and their measurements in measurement book duly test checked shall be deposited with Engineer in charge or his authorized representative, prior to hiding these items.

## **2 Precautionary measures:**

2.1 Temporary barricading shall be provided at site by the contractor at his own cost. The barricading physically define the boundaries of the plot for restricted entry to only those involved in the work and also to prevent any accident and also not causing any inconvenience to the traffic. Any further barricading as required for basement excavation at Site shall be provided by the contractor at his own cost. The barricading panels shall be painted and “ CANARA BANK ” mark should be made in suitable size, shapes and number as directed by Engineer-in-charge without any extra cost. It shall be dismantled and taken away by the contractor after completion of the work at his own cost with the approval of Engineer-in-charge.

2.2 Contractor shall take all precautionary measures to avoid any damage to adjoining property. All necessary arrangement shall be made at his own cost.

2.3 The contractor shall take all precautions to prevent his workmen and employees from removing and damaging any Flora (tree/plant/vegetation) from the site.

2.4 The contractor shall take all precautions to avoid accidents by exhibiting necessary caution boards day and night, speed limit boards, red flags, red lights and providing barriers. He shall be responsible for all damages and accidents caused to work due to negligence on his part. No hindrances shall be caused to traffic, during the execution of the work. In case of any accident of the labourers/ contractual staff, the entire responsibility will rest on the contractor and any compensation under such circumstances, if becomes payable, shall be entirely borne by the contractor.

2.5 The contractor, his authorized representative, workmen etc. shall strictly observe orders pertaining to fire precautions prevailing in the area.

2.6 The Contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants or occupants of the adjacent properties and to the public in general. The Contractor shall take all care, as not to damage any other adjacent property or other services running adjacent to the plot. If any damage is done, the same shall be made good by the Contractor at his own cost and to the entire satisfaction of the Engineer-in-Charge. The Contractor shall use such methodology and equipments for execution of the work, so as to cause minimum environmental pollution of any kind during construction, to have minimum construction time and minimum inconvenience to road users and to the occupants of the buildings on the adjacent plot and public in general, etc. He shall make good at his own cost and to the entire satisfaction of the Engineer in Charge any damage to roads, paths, cross drainage works or public or private property whatsoever caused, due to the execution of the work or by traffic brought thereon, by the Contractor. Further, the Contractor shall take all precautions to prevent any pollution of streams and waterways. All waste or superfluous materials shall be carted away by the Contractor, entirely to the satisfaction of the Engineer-in-Charge. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants / users of adjoining buildings. No claim what so ever on account of site constraints mentioned above or any other site constraints not specifically stated here, shall be

entertained from the Contractor. Therefore, the Contractors are advised to visit site and get first hand information of site constraints. Accordingly, they should quote their tenders. Nothing extra shall be payable on this account.

### **3 General cleanliness of the site and Stacking & Storage of Materials:**

3.1 The site of work shall be always kept clean in general strictly adhering to approved job layout and green building parameters. The Contractor shall take all care to prevent any water- logging at site. The waste water shall not be allowed to be collected at site. It may be directly pumped into the public drainage system with prior approval of the concerned authorities. For discharge into public drainage system, necessary permission shall be obtained from relevant authorities after paying the necessary charges, if any, directly to the authorities. The work shall be carried out in such a way that the area is kept clean and tidy. All the fees/charges in this regard shall be borne by the Contractor. Nothing extra shall be payable on this account.

3.2 The contractor shall take instructions from the Engineer-in-Charge regarding collection and stacking of materials at any place. No excavated earth or building rubbish shall be stacked on areas where other buildings, roads, compound wall, services etc are to be constructed. The stacking shall be done as per stacking plan. However, if any change is required, the same shall be done with the approval of Engineer-in-Charge.

3.3 For construction works which are likely to generate malba / rubbish, contractor shall dispose of malba, rubbish & other unserviceable materials and wastes at his own cost to the notified specified dumping ground and under no circumstances these shall be stacked / dumped even temporarily, outside the construction premises.

3.4 The contractor shall construct suitable godowns, yard at the site of work for storing all other materials so as to be safe against damage by sun, rain, damages, fire, theft etc. at his own cost and also employ necessary watch and ward establishment for the purpose at his cost.

### **4 Laboratory Equipment:**

4.1 The contractor shall provide at his own cost suitable measuring tapes, weighing, surveying and leveling and measuring arrangements as may be necessary at site for checking. All such equipments shall be got calibrated in advance from laboratory, approved by the Engineer-in-Charge. Nothing extra shall be payable on this account. A site laboratory with the minimum equipments as required for field tests shall be established, made functional and maintained within 21 days from the award of the work without any extra cost to the department.

## **5. Setting Out of works**

5.1 The contractor shall establish, maintain and assume responsibility for grades, lines, levels and bench marks. Contractor shall report any errors or inconsistencies regarding grades, lines, levels, dimensions to the Engineer-in-Charge before commencing work. Commencement of work shall be regarded as the contractor's acceptance of such grades, lines, levels and dimensions and no claim shall be entertained at a later date for any errors found.

5.2 If at any time, any error in the respect of setting out appears during the progress of the work, the contractor shall, at his own expense rectify such error if so required, to the satisfaction of the Engineer-in-Charge.

Though the site levels are indicated in the drawings, the contractor shall ascertain himself and confirm the site levels from the concerned municipal authorities. The contractor shall protect and maintain temporary/ permanent benchmarks at the site of work throughout the execution of the work. These bench marks shall be got checked by the Engineer-in-Charge or his authorized representatives. The work at different stages shall be checked with reference to bench marks maintained for the said purpose. Nothing extra shall be payable on this account.

a) The approval by the Engineer-in-Charge, of the setting out by the contractor, shall not relieve the contractor of any of his responsibilities and obligation to rectify the errors/defects, if any, which may be found at any stage during the progress of the work or after the completion of the work.

5.3 The contractor shall be entirely and exclusively responsible for the horizontal, vertical and other alignments, the level and correctness of every part of the work and shall rectify effectively any errors or imperfections therein. Such rectifications shall be carried out by the contractor at his own cost to the instructions and satisfaction of the Engineer-in-charge.

5.4 The Contractor shall carry out survey of the work area, at his own cost, setting out the layout of building in consultation with the Engineer-in-Charge & proceed further. Any discrepancy between the architectural drawings and actual layout at site shall be brought to the notice of the Engineer-in-charge. It shall be responsibility of the Contractor to ensure correct setting out of alignment. Total station survey instruments only shall be used for layout, fixing boundaries, and centre lines, etc., along with theodolites. Nothing extra shall be payable on this account.

5.5 Contractor shall provide permanent bench marks, flag tops and other reference points for the proper execution of work and these shall be preserved till the end of work. All such reference points shall be in relation to the levels and locations, given in the Architectural and plumbing drawings.

## **6 Temporary Electrical power, water, sanitary connections :**

6.1 The Contractor shall make his own arrangements of **Electrical power, water, sanitary** required for construction work. The Contractor shall be responsible to obtain necessary permissions for such temporary connections from Electricity Board / appropriate statutory authorities and bear all the fees, deposits, charges and monthly consumption bills.

6.2 Borewell if already sunk by the Bank may be used by the Contractor by providing his own borewell pump/storage arrangement etc. Electrical connection and charges for the Pump shall be paid by the contractor. No recovery for water charges shall be made by the Employer.

## **7. Architectural, structural and integrated service drawings:**

7. 1 Although architectural drawings are either uploaded in the web along with NIT for reference to the bidder or made available in the Circle office **Patna**, Canara Bank, the working & detailed architectural drawings and structural drawings shall be issued as and when required according to the programme chart submitted by the contractor. It is the duty of the contractor to intimate the requirement of drawings reasonably well in advance and no hindrance shall be allowed on this account.

7.2 The work shall be carried out in accordance with the Architectural drawings and Structural drawings, to be issued from time to time, by the Engineer-in-Charge. Before commencement of any item of work, the contractor shall correlate all the relevant architectural and structural drawings issued for the work, nomenclature of items, specifications etc. and satisfy himself that the information available there from is complete and unambiguous. The figures & the written dimensions of the drawing shall supersede the measurement by scale. The discrepancy, if any, shall be brought to the notice of the Engineer-in-Charge for immediate decision before execution of the work. The contractor alone shall be responsible for any loss or damage occurring by the commencement of work on the basis of any erroneous and/ or incomplete information and no claim, whatsoever shall be entertained on this account. The delay caused on account of non-timely action by the contractor in resolution of the differences whatsoever shall not be considered as valid ground for extension of time unless otherwise accepted by Engineer in charge.

7.3 The information and site data shown in the drawings and mentioned herein and also elsewhere in the tender documents are being furnished for general information and guidance only. The Bank shall not bear responsibility for lack of such knowledge and also the consequences thereof. The Engineer-in-charge in no case shall be held responsible for the accuracy thereof or any interpretation/ or conclusions drawn there from by the contractor.

7.4 Before taking up the work, the contractor shall be provided with integrated drawings for various civil and electrical services showing details of lay out plan including sectional

elevations and the contractor shall plan and mobilize his resources as per the integrated drawings and as per the site conditions to facilitate convenient execution, installation as well as maintenance of these services. Nothing extra shall be payable on this account.

#### **8. Scaffolding & Staging :**

8.1 Wherever required for the execution of work, all the scaffolding shall be provided and suitably fixed, by the contractor. The scaffolding shall be provided strictly with steel double scaffolding system, suitably braced for stability, with all the accessories, gangways, etc with adjustable suitable working platforms to access the areas with ease for working and inspection. Single scaffolding system is strictly prohibited and shall invite necessary action. It shall be designed to take all incidental loads. It should cater to the safety features for workmen. Nothing extra shall be payable on this account. It shall be ensured that no damage is caused to any structure due to the scaffolding.

8.2 The contractor should submit the shop drawings of staging and shuttering for approval of Engineer-in-Charge before actually commencing the execution of work under the item. Nothing extra shall be payable on this account.

#### **9. Procurement of materials:**

9.1 All material shall only be brought at site as per program finalized with the Engineer-in-Charge. Any pre-delivery of the material not required for immediate consumption shall not be accepted and thus not paid for.

9.2 The contractor shall procure the required materials in advance so that there is sufficient time for testing of the materials and approval of the same before use in the work.

#### **10 Quoted Rates and other conditions for payment :**

The rates quoted by the Contractor for the descriptions given in the Schedule of quantities ( SOQ ) are deemed to be inclusive of the following apart from other inclusions else where stipulated in these documents :

10.1 Site clearance, setting out work, profile, establishment of reference bench mark(s), taking spot levels, construction of all safety and protection devices, barriers, barricading, signage, labour safety, welfare, preparatory works, working during monsoon, working at all depths, height, lead, lift and location etc until / unless specified otherwise, and any other incidental works required to complete this work. Nothing extra shall be payable on this account.

10.2 For works below ground level the contractor shall keep that area free from water. If dewatering or bailing out of water is required the contractor shall do it and nothing extra shall be paid except otherwise provided in the items of Bill of quantities.

10.3 Any legal or financial implications resulting out of disposal of earth shall be sole responsibility of the contractor. Nothing extra over the schedule shall be paid on this account.

10.4 All labour, material, tools and plants, temporary water, sewerage , electricity connection charges & works and other inputs involved/ required in the execution of the item.

10.5 Conducting Tests materials and works wherever stipulated

10.6 Any cement slurry added over base surface (or) for continuation of concreting for better bond is deemed to have been built in the items.

10.7 For completing the work in time, the Contractor might be required to work in two or more shifts (including night shifts). No claim whatsoever shall be entertained on this account, not with-standing the fact that the Contractor may have to pay extra amounts for any reason, to the labourers and other staff engaged directly or indirectly on the work according to the provisions of the labour and other statutory bodies regulations and the agreement entered upon by the Contractor with them.

10.8 The Contractor shall arrange to give all notices as required by any statutory / regulatory authority and obtain all requisite licenses wherever required and shall pay to such authority all the fees that is required to be paid for the execution of work. Nothing extra shall be payable on these accounts.

10.9 All ancillary and incidental facilities required for execution of work like labour camp, stores, fabrication yard, offices for Contractor, watch and ward, temporary ramp required to be made for working at the basement level, temporary structure for plants and machineries, water storage tanks, installation and consumption charges of temporary electricity, telephone, water etc. required for execution of the work, liaison with municipal / statutory authorities etc., protection works, barricading, testing facilities / laboratory at site of work, facilities for all field tests and for taking samples etc. during execution or any other activity which is necessary (for execution of work and as directed by Engineer-in Charge), shall be deemed to be included in rates quoted by the Contractor for various items in the Bill of quantities. Nothing extra shall be payable on these accounts.

**10.11 Final testing of the installation:**

The Contractor shall demonstrate trouble free functioning of all the Civil and E & M installations and services. The Engineer-in-Charge or his authorized representatives shall carry out final inspection of the various Civil and E & M services and installations. Any defect(s) noticed during demonstration shall be rectified by the Contractor at his own cost to the entire satisfaction of the Engineer-in-Charge. Nothing extra shall be payable on this account.

10.12 All material shall only be brought at site as per program finalized with the Engineer-in-Charge. Any pre-delivery of the material not required for immediate consumption shall not be accepted and thus not paid for.

10.13 Contributions towards the EPF & ESI for the labour, employees engaged by the contractor wherever applicable shall be paid by the Contractor, Nothing extra shall be payable on this account.

**12 Local laws :** The Contractor shall keep himself fully informed of all acts and laws of the Central & State Governments, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect those engaged or employed and anything related to carrying out the work. All the rules & regulations and bye-laws laid down by Collector / Municipal authorities etc. and any other statutory bodies shall be adhered to, by the contractor, during the execution of work. The Contractor shall also adhere to all traffic restrictions notified by the local authorities.

**14. Horticultural works:**

Horticultural activities, tree plantation, Nursery plantation shall be taken up in the campus along with constructional activities, as such, care shall be taken to avoid damages to these including existing trees, recently planted trees including tree guards and irrigation water supply piping system. Hence, while taking up excavation activities, trees as well as their root zones be protected and the stacking of excavated earth shall be made in such a way that neither plants are buried nor damaged. The initial survey, demarcation of roads and various buildings, sub grade of roads have been made in the campus which shall not be disturbed or damaged by vehicular movement or manual tampering; else the same shall be made good by the contractor at his own cost. In case of failure to comply with the above requirements the damage caused shall be made good at cost of contractor and the cost so incurred and assessed by Engineer in charge shall be recovered from running account bill of contractor.

**16 Water Supply & Sanitary Installations & Testing:**

The contractor shall give performance test of the entire installation(s) as per the CPWD standing specifications before the work is finally accepted and nothing extra whatsoever shall be payable to the contractor for the test.

**17. Recording of Hindrances:-**

a. Whenever any hindrance whether on part of department or on part of contractor, comes to the notice of the Engineer in charge, the contractor should at once make a note of such hindrance in the register kept at site, and immediately make a report to the Engineer in charge within a week.

b. Each hindrance should be entered in the Hindrance Register, ( as per Annexure 14 ) which should be authenticated by the Engineer In charge and Contractor. The Bank shall review the Hindrance Register at least once in a month.

c. The hindrances on part of contractor are also to be entered in the Hindrance Register.

d. The hindrance register shall be submitted at the time of payment of each Running Account Bill.

**19. Progress and monitoring of work:**

19.1 The contractor shall submit the progress report using MS Project software / Manual with base line programme referred above for the work done during previous month to the Engineer-in-charge on or before 5<sup>th</sup> day of each month. The progress report shall contain the following, apart from whatever else may be required as specified:-

- (i) Construction schedule of the various components of the work through a bar chart for the next three months (or as may be specified), showing the inter milestones, targeted tasks and up to date progress. At least 3 digital photographs showing all the parts of construction site in soft copy has to be submitted in every monthly progress report.
- (ii) Progress chart of the various components of the work that are planned and achieved, for the month as well as cumulative up to the month, with reason for deviations, if any in a tabular format.
- (iii) The Contractor shall do proper sequencing of the various activities by suitably staggering the activities within various pockets in the plot so as to achieve early completion.

**20. Project review meetings:**

The contractor, immediately on award of work shall submit details of his key personnel to be engaged for the work at site. In addition, he shall furnish the Engineer-in-charge detailed organization involved with the work.

The contractor shall present the programme and status at various review meetings as required.

Monthly Review Meetings: Shall be attended by Contractor / their representatives who can take independent decisions along with Engineer in charge and Bank 's representatives.

**Agenda**

- a) Progress Status/Statistics.
- b) Completion Outlook.
- c) Major hold ups/slippages.
- d) Assistance required.
- e) Critical issues.
- f) Any decision on queries raised either by Contractor
- g) Anticipated cash flow requirement for next two months.

**21 Hardware and sanitary wares:**

21.1 Engineer-in-Charge will take a decision regarding make of materials, model numbers of equivalent Door/window hardware/ sanitary ware at the time of execution, in case the stipulated make or model mentioned, is not available. However, in case, the equivalent make or model so approved, is cheaper than the make or model already mentioned in item/preferred makes list, the price adjustment will be made based on the difference in market rate.

**22. Inspection & Audit of works:**

22.1 In addition to the provisions of relevant clauses of the contract, the work shall also be open to inspection by the Bank internal inspection and other Government authorities . The contractor shall at times during the usual working hours and at all times at which reasonable notices of the intention of the Engineer-in-charge or other officers as stated above to visit the works shall have been given to the contractor, either himself be present to receive the orders and instructions or have a responsible representative duly accredited in writing, to be present for that purpose.

22.2 Any instructions given by the above authorities shall be followed by the contractor. Further any recoveries ordered by the above authorities shall be made from the amount payable to the contractor or such amounts shall be paid by the contractor to the Bank. NO claims or objections shall be raised by the contractor on the above.

**23 Submission of Insurance policies:**

No work shall be commenced by the Contractor unless he obtains the Insurance Policies as mentioned above. Also, no payment shall be made to the Contractor on expiry of insurance policies unless renewed by the Contractor. Nothing extra shall be payable on this account. No claim of hindrance (or any other claim) shall be entertained from the contractor on these accounts.

**24 Applicable permits:**

24.1 The contractor(s) shall give to the Municipality, police and other authorities all necessary notices etc. that may be required by law and obtain all requisite licenses for temporary obstructions, enclosures etc. and pay all fee, taxes and charges which may be levied on account of these operations in executing the contract. He shall make good any damage to the adjoining property whether public or private and shall supply and maintain lights either for illumination or for cautioning the public at night. Nothing extra shall be paid on this account.

24.2 The contractor shall ensure that applicable permits mandated by the local bodies and in case warranted for this work are obtained as required under the Applicable Laws.

**25 Local bye-laws:**

25.1 The building work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body and sanctioned plans under the jurisdiction of which the work is to be executed or as directed by the Engineer-in-Charge and nothing extra shall be paid on this account.

25.2 Some restrictions may be imposed by the local police etc. on the working time and for movement of labour, materials etc. the contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.

25.3 The contractor shall not stack building material/ malba on the road or on the land owned by any other authority, as the case may be. In case, the Contractor is found stacking the building material/ malba as stated above, he shall be liable to pay the stacking charges as may be levied by local body or authority and also to face penal action as per the rules, regulations and bye-laws of the said body or authority. The Engineer-in-Charge shall be at liberty to recover the sums due but not paid to the concerned authorities on the above counts from any sums due to the contractor including amount of the Security Deposit or Retention Money in respect of this contract or any other contract.

25. **Chasing work** : The work should be planned in a systematic manner so that chase cuttings in the walls, ceilings and floors is minimized. Wherever absolutely essential, the chase shall be cut using chase cutting machines. Chases will not be allowed to be cut using hammer / chisel. The electrical boxes should be fixed in walls simultaneously while raising the brick work. The contractor shall ensure proper co-ordination of various disciplines viz. building works, sanitary & water supply & electrical installations etc.
26. **Warranty or Guarantee period for specialized works** : The warranty or Guarantee period for the works of water proofing and anti-termite shall be five years from the date of completion of the works. The contractor shall make good / rectify the defects occurring during the above period. Security deposit equivalent to 10% of the value of the item shall be retained by the Bank for a period of warranty/guarantee.
27. **External Laboratory** : Whereever tests are stipulated for the Materials, concrete etc the same shall be tested at any government, semi government or NABL approved private laboratories.
28. **Licensed agencies** : The contractor shall engage licensed plumbers, electricians of required class as per the statutory rules for the works related to plumbing , sanitary, electrical works.

**30. Maintenance of Registers**

The Contractor will be required to maintain the following registers at site of work and should produce the same for inspection of the Bank/ Engineer in charge wherever desired by them.

Type of Register to be maintained

- i) Register No. – I : Cement
- ii) Register No. – II : Steel
- iii) Register No. – III : Materials at Site Account
- iv) Register No. – IV : Accounts of secured advance
- v) Register No. – V : Bulkage test of sand
- vi) Register No. – VI : Silt Test
- vii) Register No. – VII : Sieve analysis of fine aggregate
- viii) Register No. – VIII : Sieve analysis of coarse aggregate
- ix) Register No. – IX : Slump Test
- x) Register No. – X : Concrete Cube Test
- xi) Register No. – XI : Hindrance to work
- xii) Register No. – XII : Running Account Bill
- xiii) Register No. – XIII : Secured Advance on materials at site
- xiv) Register No. – XIV : Memorandum for Payment
- xv) Register No. – XV : Labour attendance
- xvi) Register No. – XVI : Labour Payment

- i. **Part Payments terms for electrical items** : On account payments for part work (after stipulated and statutory deductions) as assessed by the Engineer – in-charge for the applicable items in the Contract shall be payable at part rates not exceeding the percentage indicated against the stages of work.

A] Items connected with point wiring, circuit wiring, sub-main wiring, power point wiring and light plug wiring.

S.N	Stage of work	Percentage of Rate
A	On laying of conduits with accessories, switch boxes, etc.	NA

B	On drawing of wires i/c terminations, switches, sockets, cover plates etc.	NA
C	On completion of item and after testing and commissioning.	NA
D	At the time of payment of final bill	NA

B]        Items of Distribution Boards, MCBs, RCBOs, fittings etc.

S.N	Stage of work	Percentage of Rate
A	On initial inspection of material and delivery at site in good condition on pro-rata basis.	NA
B	On completion of installation on pro-rata basis	NA
C	On completion of testing and commissioning.	NA
D	At the time of payment of final bill	NA

For other items, the part rates will be decided by the Engineer-In-Charge of the work and shall be binding on the contractor.

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**Technical Specifications – Modular Furniture Works are as per annexure attached separately**

**CANARA BANK**  
**( Circle Office, Patna )**

**SAFETY CODE**

i.> Suitable scaffolds should be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than  $\frac{1}{4}$  to 1 ( $\frac{1}{4}$  horizontal and 1 vertical).

ii.> Scaffolding or staging more than 3.6 m (12 feet) above the ground or floor, swung or suspended from an overhead support or erected with stationary support shall have guard rail properly attached bolted, braced and otherwise secured at least 90 cm (3 feet) high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such opening as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.

iii.> Working platform, gangways, and stairways should be so constructed that they should not sag unduly or unequally, and if the height of the platform or the gangway or the stairway is more than 3.6m (12 feet) above ground level or floor level, they should be closely boarded, should have adequate width and should be suitably fastened as described in (ii) above.

iv.> 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 90 cm (3 feet).

v.> Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 m. (30 feet) in length while the width between side rails in rung ladder shall in no case be less than 29 cm (11  $\frac{1}{2}$  ") for ladder upto and including 3 m (10 feet) in length. For longer ladders this width should be increased at least  $\frac{1}{4}$ " for each additional 30 cm (1 foot) of length. Uniform step spacing shall not exceed 30 cm (12"). Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall provide all necessary fencing and lights to protect the public from accident, and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit, action or proceedings to any such person or which may, with the consent of the contractor, be paid to compromise any claim by any such person.

vi.> Excavation and Trenching :: All trenches, 1.2 m (four feet) or more in depth, shall at all times be supplied with at least one ladder for each 30 m. (100 feet) in length or fraction thereof. Ladder shall be extended from bottom of the trench to at least 90 cm (3 feet) above the surface of the ground. The side of the trenches which are 1.5 m (5 feet) or more in depth shall be stepped back to give suitable slope or securely held by timber bracing, so as to avoid the danger of sides to collapse. The excavated material shall not be placed within 1.5 m(5 feet) of the edges of the trench or half

of the depth of the trench which ever is more. Cutting shall be done from top to bottom. Under no circumstances undermining or undercutting shall be done.

vii.> Demolition :: Before any demolition work is commenced and also during the process of the work :-

- a) All roads and open areas adjacent to the work site shall either be closed or suitably protected.
- b) No electric cable or apparatus which is liable to be a source of danger over a cable or apparatus used by the operator shall remain electrically charged.
- c) All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render it unsafe.

viii.> All necessary personal safety equipment as considered adequate by the Engineer-in-Charge should be kept available for the use of the person employed on the site and maintained in a condition suitable for immediate use, and the contractor should take adequate steps to ensure proper use of equipment by those concerned ::-

- a. Workers employed on mixing asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective goggles.
- b. Those engaged in white washing and mixing or stacking of cement bags or any material which is injurious to the eyes shall be provided with protective goggles.
- c. Those engaged in welding works shall be provided with welder's protective eye shields.
- d. Stone breakers shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
- e. When workers are employed in sewers and manholes, which are in use, the contractors shall ensure that the manhole covers are opened and ventilated at least for an hour before the workers are allowed to get into the manholes, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to the public.
- f. When workers are employed in sewers and manholes, which are in active use, the contractor shall ensure that the following safety measures are adhered to :-
  - i) Entry for workers into the line shall not be allowed except under supervision of the Architect or any other higher officer.
  - ii) At least 5 to 6 manholes upstream and downstream should be kept open for at least 2 to 3 hours before any man is allowed to enter into the Manholes for working inside.
  - iii) Before entry, presence of toxic gases should be tested by inserting wet lead acetate paper, which changes colour in the presence of such gases and gives indication of their presence.
  - iv) Presence of oxygen should be verified by lowering a detector lamp into the manhole. In case, no oxygen is found inside the sewer line, workers should be sent only with Oxygen kit.
  - v) Safety belt with rope should be provided to the workers. While working inside the manholes such rope should be handled by two men standing outside to enable him to be pulled out during emergency.
  - vi) No smoking or open flames be allowed near the blocked manholes being cleaned.
  - vii) The Malba obtained on account of cleaning of blocked manholes and sewer lines should be immediately removed to avoid accidents on account of slippery nature of the malba.

- viii) Workers should not be allowed to work inside the manhole continuously. He should be given rest intermittently. The Engineer-in-Charge may decide the time up to which a worker may be allowed to work continuously inside the manhole.
- ix) Gas masks with oxygen cylinder should be kept at site for use in emergency.
- x) Air blowers should be used for flow of fresh air through the manholes. Whenever called for, Portable air blowers are recommended for ventilating the manholes. The Motors for these shall be vapour proof and of totally enclosed type. Non sparkling gas engines also could be used but they should be placed at least 2 meters away from the opening and on the lowered side protected from wind so that they will not be source of friction on any inflammable gas that might be present.
- xi) The workers engaged for cleaning the manholes/sewers should be properly trained before allowing to work in the manhole.
- xii) The workers shall be provided with Gumboots or non-sparkling shoes, bump helmets and gloves, non-sparkling tools, safety lights and gas masks and portable air blowers (when necessary). They must be supplied with barrier cream for anointing the limbs before working inside the sewer lines.
- xiii) Workmen descending a manhole shall try each ladder step or rung carefully before putting his full weight on it to guard against insecure fastening due to corrosion of the rung fixed to manhole wall.
- xiv) If a man has received a physical injury he should be brought out of the sewer immediately and adequate medical aid should be provided to him.
- xv) The extent to which these precautions are to be taken depend on individual situation but the decision of the Engineer in charge regarding the steps in this regard to be taken in an individual case will be final".

g. The contractor shall not employ men below the age of 18 years and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, the following precautions should be taken ::

- i) NO paint containing lead or lead products shall be used except in the form of paste or ready made paint.
- ii) Suitable face masks should be supplied for use by the workers when paint is applied in the form of spray or a surface having lead paint dry rubbed and scrapped.
- iii) Overalls shall be supplied by the contractors to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.

Whenever men above the age of 18 are employed on the work of lead painting, the following principles must be observed for such use ::

I. a. White lead, sulphate of lead, or products containing these pigments shall not be used in painting operation except in the form of paste or of paint ready for use.

b. Measures shall be taken in order to prevent danger arising from the application of paint in the form of spray.

c. Measures shall be taken, whenever practicable, to prevent danger arising from dust caused by dry rubbing down and scraping.

II .a. Adequate facilities shall be provided to enable working painters to wash during and on cessation of work.

- b. Overall shall be worn by all the working painters during the whole of the working period.
- c. Suitable arrangements shall be made to prevent clothing put off during working hours being soiled by painting materials.
- III .a. Cases of lead poisoning and of suspected lead poisoning shall be notified and subsequently verified by a medical man appointed by the competent authorities of the Employee.
- b. The Employer may require, when necessary a medical examination of workers.
- c. Instructions with regard to the special hygienic precautions to be taken if the painting work shall be distributed to working painters.
- ix.> When the work is done near any place where there is risk of drowning, all necessary equipments should be provided and kept ready for use and all necessary steps taken for prompt rescue of the person in danger and adequate provision should be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.
- x.> Use of hoisting machines and tackle including their attachments, anchorage and supports shall conform to the following standards or conditions ::
- 1) a. These shall be of good mechanical construction, sound material and adequate strength and free from patent defects and shall be kept in good repair and in good working order.  
b) Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.
- 2). Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years should be in charge of any hoisting machine including any scaffolding winch or give signals to operator.
- 3). In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or a means of suspension the safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of a hoisting machine having a variable safe working load, each safe working load and the conditions under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
- 4). In case of departmental machines, the safe working load shall be notified by the Electrical Engineer-in-Charge. As regards contractors' machines the contractors shall notify the safe working load of the machine to the Engineer-in-Charge whenever he brings any machinery to site of work and get it verified by the Electrical Engineer concerned.
- xi.> Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards. Hoisting appliances should be provided with such means as will reduce to the minimum the risk of accidental descent of the load. Adequate precautions should be taken to reduce to the minimum the risk of any part of a

suspended load becoming accidentally displaced. When workers employed on electrical installations which are already energised, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided. The workers should not wear any rings, watches and carry keys or other materials which are the good conductors of electricity.

xii.> All scaffolds, ladders and other safety devices mentioned or described herein shall be maintained in safe conditions and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities should be provided at or near places of work.

xiii.> These safety provisions should be brought to the notice of all concerned by display on a notice board at a prominent place at work spot. The person responsible for compliance of the safety code shall be named therein by the contractor.

xiv.> To ensure effective enforcement of the rules and regulations relating to safety precautions the arrangements made by the contractor shall be open to inspection by the Labour Officer, of the Government Engineer-in-Charge of the Employer or their representatives.

xv.> Notwithstanding the above clauses from (i) to (xiv) there is nothing in these to exempt the contractor from the operations of any other Act or Rule in force in the Republic of India.

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**CANARA BANK**  
**( Circle Office, Patna )**

**MODEL RULES FOR PROTECTION OF HEALTH AND SANITARY ARRANGEMENTS FOR WORKERS**  
**EMPLOYED BY CONTRACTORS**

**1>. Application ::**

These rules shall apply to all building and construction works in which twenty or more workers are ordinarily employed or are proposed to be employed on any day during the period during which the contract work is in progress.

**2>. Definition ::**

Work place means a place where twenty or more workers are ordinarily employed or are proposed to be employed in connection with construction work on any day during the period during which the contract work is in progress.

**3>. First Aid facilities ::**

(1) At every work place there shall be provided and maintained, so as to be easily accessible during working hours, first-aid boxes at the rate of not less than one box for 150 contract labour or part there of ordinarily employed.

(2) The first-aid box shall be distinctly marked with a red cross on white ground and shall contain the following equipment, namely ::-

a.> For work places in which the number of contract labour employed does not exceed 50 -

Each first-aid box shall contain the following equipments ::-

- i. 6 small sterilised dressings.
- ii. 3 medium size sterilised dressings.
- iii. 3 large size sterilised burn dressings.
- iv. 1 (30 ml.) bottle containing a two percent alcoholic solution of iodine.
- v. 1 (30 ml.) bottle containing salvolatile having the dose and mode of administration indicated on the label.
- vi. 1 snake-bite lancet.
- vii. 1 (30 gms) bottle of potassium permanganate crystals.
- viii. 1 pair scissors.
- ix. 1 copy of the first aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
- x. 1 bottle containing 100 tablets (each of 5 grams) of aspirin.
- xi. Ointment for burns.
- xii. A bottle of suitable surgical antiseptic solution.

b.> For work places in which the number of contract labour exceed 50 -

Each first-aid box shall contain the following equipments :-

- i. 12 small sterilised dressings.
- ii. 6 medium size sterilised dressings.
- iii. 6 large size sterilised dressings.
- iv. 6 large size sterilised burn dressings.
- v. 6 (15 gms) packets sterilised cotton wool.
- vi. 1 (60 ml.) bottle containing a two percent alcoholic solution iodine.
- vii. 1 (60 ml.) bottle containing sulvolatile having the dose and mode of administration indicated on the label.
- viii. 1 roll of adhesive plaster.
- ix. 1 snake bite lancet.
- x. 1 (30 gms.) bottle of potassium permanganate crystals.
- xi. 1 pair scissors.
- xii. 1 copy of the first-aid leaf-let issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
- xiii. A bottle containing 100 tablets (each of 5 grams) of aspirin.
- xiv. Ointment for burns.
- xv. A bottle of suitable surgical antiseptic solution.

(3) Adequate arrangements shall be made for immediate recoupment of the equipment when necessary.

(4) Nothing except the prescribed contents shall be kept in the First-aid box.

(5) The first Aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours of work place.

(6) A person in charge of the First Aid box shall be a person trained in First-Aid treatment, in work places where the number of contract labour employed is 150 or more.

(7) In work places where the number of contract labour employed is 500 or more and hospital facilities are not available within easy distance of the works. First/Aid posts shall be established and run by a trained compounder. The Compounder shall be on duty and shall be available at all hours when the workers are at work.

(8) Where work places are situated in places which are not towns or cities, a suitable motor transport shall be kept readily available to convey injured person or person suddenly taken ill to the nearest hospital.

#### **4>. Drinking water ::**

(a) In every work place there shall be provided and maintained at suitable places, easily accessible to labour, a sufficient supply of cold water fit for drinking.

(b) Where drinking water is obtained from an intermittent public water supply, each work place shall be provided with storage where such drinking water shall be stored.

(c) Every water supply of storage shall be at a distance of not less than 50 feet from any latrine, drain or other source of pollution. Where water has to be drawn from an existing well which is

within such proximity of latrine, drain or any other source of pollution, the well shall be properly chlorinated before water is drawn from it for drinking. All such wells shall be entirely closed in and be provided with a trap-door which shall be dust and water-proof.

(d) A reliable pump shall be fitted to each covered well, the trap-door shall be kept locked and opened only for cleaning or inspection which shall be done at least once a month.

**5>. Washing facilities ::**

- (i) In every work place adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.
- (ii) Separate and adequate screening facilities shall be provided for the use of male and female workers.
- (iii) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

**6>. Latrines and Urinals ::**

- (i) Latrines shall be provided in every work place on the following scale, namely :-
  - (a) Where females are employed there shall be at least one latrine for every 25 females.
  - (b) Where males are employed, there shall be at least one latrine for every 25 males.

Provided that where the number of males or female exceeds 100, it shall be sufficient if there is one latrine for 25 males or females, as the case may be, upto the first 100 and one for every 50 thereafter.

(ii) Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have proper door and fastenings.

(iii) Construction of latrines :: The inside walls shall be constructed of masonry or some suitable heat-resisting non-absorbent materials and shall be cement washed inside and outside at least once a year. Latrines all not be of a standard lower than bore-hole system.

(iv) a. Where workers of both sexes are employed, there shall be displayed outside each block of latrine and urinal, a notice in the language understood by the majority of the workers "For Men only" or "For Women Only" as the case may be.

b. The notice shall also bear the figure of a man or of a woman as the case may be.

(v) There shall be at least one urinal for male workers upto 50 and one for female workers upto fifty employed at a time. Provided that where the number of male or female workmen, as the case may be, exceeds 500, it shall be sufficient if there is one urinal for every 50 males or females upto the first 500 and one for every 100 or part thereof, thereafter.

(vi) a. The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.

b. Latrines and urinals other than those connected with a flush sewerage system shall comply with the requirements of the Public Health Authorities.

(vii) Water shall be provided by means of a tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.

(viii) Disposal of excreta :: Unless otherwise arranged for by the local sanitary authority, arrangements for proper disposal of excreta by incineration at the work place shall be made by means of a suitable incinerator. Alternately excreta may be disposed of by putting a layer of night soil at the bottom of a pucca tank prepared for the purpose and covering it with a 15 cm layer of waste or refuse and then covering it with a layer of earth for a fortnight (when it will turn into manure).

(ix) The contractor shall, at his own expense, carry out all instructions issued to him by the Engineer-in-Charge to effect proper disposal of soil and other conservancy work in respect of the contractors' workmen or employees on the site. The contractor shall be responsible for payment of any charges which may be levied by Municipal or Cantonment Authority for execution of such work on his behalf.

**7>. Provision of shelter during rest ::**

At every place there shall be provided, free of cost, four suitable sheds, two for meals and the other two for rest separately for the use of men and women labour. The height of each shelter shall not be less than 3 meters from the floor level to the lowest part of the roof. These shall be kept clean and the space provided shall be on the basis of 0.6 sq.mt. per head.

Provided that the Engineer-in-Charge may permit, subject to his satisfaction, a portion of the building under construction or other alternative accommodation to be used for the purpose.

**8>. Creches ::**

(a) AT every work place, at which 20 or more women worker are ordinarily employed, there shall be provided two rooms of reasonable dimensions for the use of their children under the age of six years one room shall be used as a play room for the children and the other as their bed-room. The rooms shall be constructed with the specification as similar to these given in para 2 (a) of clause 19 H.

(b) The rooms shall be provided with suitable and sufficient openings for light and ventilation. There shall be adequate provision of sweepers to keep the places clean.

(c) The contractor shall supply adequate number of toys and games in the play room and sufficient number of cots and bedding in the bed room.

(d) The contractor shall provide one Dai to look after the children in the creches when the number of women workers does not exceed 50 and two dais when the number of women workers exceed 50.

(e) The use of the rooms earmarked as creches shall be restricted to children, their attendants and mothers of the children.

**9>. Anti-Malarial precautions::**

The contractor shall at his own expense, conform to all anti-malarial instructions including the filling up of any borrow pits which may have been dug by him.

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**LIST OF PREFFERED MAKE / BRAND ALL WORKS**

**Approved Makes:- Godrej / Usha Lexus / Durian**

<b>SL. No.</b>	<b>NAME OF MATERIAL</b>	<b>PREFFERED MAKE</b>
Modular furniture work		As per separately attached list/annexue
1	Modular work station	Godrej / Usha Lexus / Durian
2	Modular Storage Unit	Godrej / Usha Lexus / Durian
3	OFFICE TABLE WITH SIDE UNIT	Godrej / Usha Lexus / Durian
4	BACK SIDE RUNNER	Godrej / Usha Lexus / Durian
5	2 Seater Sofa BERRY/55001/A/2	Godrej / Usha Lexus / Durian
7	Conference Table	Godrej / Usha Lexus / Durian

**CANARA BANK  
( H.O. :: BANGALORE )**

**T E N D E R F O R M**

I/We have read and examined the notice inviting tender. Schedules A,B,C,D,E & F, specifications applicable, Drawings and Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate and all other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Canara Bank within the time specified in Schedule 'F' at the rates specified in the attached Schedule 'A' viz., schedule of quantities and in accordance in all respects with the specifications, designs drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the conditions of contract and with such materials as are provided for, by, and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for hundred and twenty days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs. \_\_\_\_\_** is hereby forwarded in Demand Draft of a Scheduled Bank as earnest money. If I/We, fail to commence the work specified I/We agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clauses 12.2 and 12.3 of the tender form.

I/We hereby declare that I/We treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any persons other than a person to whom I/We am /are authorised to communicate the same or use the information in any manner prejudiced to the safety of the state.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

**Shri. \_\_\_\_\_, Partner/Proprietor/ \_\_\_\_\_** , is the person authorised to negotiate commercial and technical terms and conditions and sign on behalf of the firm any Agreement, Bills and receipts for this work.

I/We agree that should I/We fail to deposit the full amount of initial security deposit and/or fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited to the Canara Bank and the same ,may at the option of the Canara Bank be recovered without prejudice to any other right or remedy available in law, out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Signature of Contractor  
Full Postal Address  
Pin Code No. & Telephone No.

Dated the: \_\_\_\_\_ day of 2021

Witness:

Name :

Address:

Occupation:

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**:ANNEXURE-1:**

**APPLICATION FORMAT**

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1. (a) Name of the Applicant :  
Address :

Telephone No. :  
Office :  
Residence :  
Mobile :  
Fax :  
E-Mail :

(b) Address of office :

2. a) Legal Status of the Firm(Whether company/  
Partnership / proprietary) :

b)Name of the Proprietor/ Partners/ Directors  
(With professional qualifications, if any):

l)

II)

III)

c) Year of establishment :

3. Whether registered with Registrar of  
Companies/ firm. If so, No. & Date :

4 . Registration with Tax Authorities :

a) Income-tax No. PAN ;  
(Furnish copies of Income-tax returns)

b) **GST** Regn Number :  
(Furnish the latest copies of the returns filed)

5. Names of the Bankers with address :

I)

II)

6. Turnover of the Company/firm (Please attach copy of documents in support of the details).

Sl. No.	Year	Turnover
1	2018-19	
2	2019-20	
3	2020-21	

7. Registration/Empanelment with Government / Public Sector / Banks / Corporate if any (Copy of valid registration/empanelment copy should be enclosed).

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

8. What are your fields of activities? Mention the fields on preference Basis

1)

2)

3)

9. Details of the works executed during the last 5 years prior to 31.03.2021 to meet eligibility Criteria 03.

SI	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Date of commencement & Completion.

10. Key personnel permanently employed in your organization:

SI No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

11. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS


12. Furnish the details of AWARDS, CITATIONS etc received in recognition of your services in projects designed/ associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

**:ANNEXURE-2:**

**CANARA BANK  
( Circle Office, Patna )**

**A C C E P T A N C E**

The above tender (as modified by us or negotiations as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Canara Bank for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

The letters referred to below shall also form part of this contract agreement :

a)

b)

c)

**For & on behalf of the Canara Bank**

**Signature : \_\_\_\_\_**

**Designation: \_\_\_\_\_**

**Dated this \_\_\_\_\_ day of 2021.**

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**ANNEXURE-3:**

**CANARA BANK**  
**(Circle Office, Patna )**

**FORM OF AGREEMENT**

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year **2015** BETWEEN, **Canara Bank** a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at **112, J C Road, Bangalore-560002** represented by its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART; and Shri/M/s \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_

the sole proprietor of **M/s** \_\_\_\_\_ having office at \_\_\_\_\_/the partnership firm represented by its Managing/duly authorised partner, having an administrative/principal office at \_\_\_\_\_ /a company/body corporate being its registered office at \_\_\_\_\_

duly represented at \_\_\_\_\_ duly represented by its constituted and authorised Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Contractor) of the other part WHEREAS THE Bank is desirous that certain works should be constructed viz., \_\_\_\_\_ and has accepted the tender dt. \_\_\_\_\_ furnished by the contractor for the constructions, completion and performance of such works.

**NOW THIS AGREEMENT WITNESSETH** as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
  - a) Notice inviting Tender
  - b) The Tender form
  - c) \_\_\_\_\_
  - d) General Rules and Directions to tenderers .

- e) Conditions of contract and clauses of contract along with Annexures thereto and Schedules A to F.
- f) Schedule of quantities ( SOQ ) includes Prices and tendered amount.
- g) Tender drawings.
- h) Technical Specifications for the work.
- i) Safety code and Model rules for the protection of health, Sanitary arrangements for workers employed.
- j) Letter of Acceptance.
- k) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.

3. In consideration of the payments to be made by the Bank to the Contractor the Contractor hereby covenants and agrees with the Bank to construct, complete and perform the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said contractor,\_\_\_\_\_ to bank  
\_\_\_\_\_in the presence of:

**Signature of Contractor (with seal)**

**Signature of Bank Official (with seal)**

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

**ANNEXURE-4:**

**CANARA BANK  
( Circle Office, Patna )**

**DETAILED LIST OF CONSTRUCTIONAL PLANTS AND EQUIPMENT AVAILABLE WITH THE FIRM FOR  
USE ON THIS WORK.**

Sl. No	Name and Description of the Equipments	Make & Year
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**Signature of the Contractor**

◆ ◆ ◆ ◆ ◆ ◆ ◆

Signature of Tenderer

**ANNEXURE-5:**

**CANARA BANK  
( Circle Office, Patna )**

**LIST OF RELATIVES EMPLOYED IN CANARA BANK AND WITH THE ARCHITECT FOR THIS WORK.**

<b>I. No</b>	<b>Name</b>	<b>Designation</b>	<b>Branch/ Office of Bank / Architect</b>	<b>Relationship with Contractor</b>
1.				
2.				
3.				
4.				
5.				

**Signature of the Contractor**

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

**ANNEXURE-6**

**FORMAT FOR RUNNING BILL**

**I. Running A/C Bill**

- i) Name of Contractor / Agency:
- ii) Name of work:
- iii) Sr. No. of this bill:
- iv) No. and date of previous bill:
- v) Reference to Agreement No:
- vi) Date of written order to commence:
- vii) Date of completion as per agreement:

Sr. No.	Item Description	Unit	Rate (Rs.)	As per tender Qty, Amount (Rs.)
1.	2.	3.	4.	5

Upto previous R/A Bill	Upto date (Gross)	Present Bill	Remark
Qty. Amount (Rs.)	Qty. Amount (Rs.)	Qty. Amount (Rs.)	
6.	7.	8.	9.

**Note:**

1) If part rate is allowed for any item, it should be\_\_\_\_\_

Indicated with reasons for allowing such a rate. Net value since

2) If adhoc payment is made, it should be mentioned previous bill specifically.

II. ACCOUNT OF SECURED ADVANCE, IF ADMISSIBLE ON MATERIALS HELD AT SITE BY THE CONTRACTOR

No.	Item	Quantity	Unit	Amount	Remarks
1.	2.	3.	4.	5.	6

Total value of materials at site.

Secured Advance @ \_\_\_\_\_ % of above value B

CERTIFIED (i) that the materials mentioned above have actually been brought by the contractor to the site of the work and no advance on any quantity of any of this item is outstanding on their security (ii) that the materials are of imperishable nature and are all required by the contractor for use in the work in connection with the items for which rates of finished work have been agreed upon.

Dated signature of Site Engineer

Preparing the bill

Designation \_\_\_\_\_

Dated signature of Bank’s

Architects

(Name of the Architects)

\_\_\_\_\_

Dated signature of Contractor

**CERTIFICATE**

The measurements on the basis of which the above entries for the Running Bill No. \_\_\_\_\_ were made have been taken jointly on \_\_\_\_\_ and are recorded at pages \_\_\_\_\_ to \_\_\_\_\_ of measurement book No. \_\_\_\_\_

Signature and Date                      Signature and date                      Signature and date

Contractor Architect’s representative the Site Engineer Bank’s Engineer(seal)

The work recorded in the above mentioned measurements has been done at the site satisfactorily as per tender drawings, conditions and specifications.

Architect                                      Site Engineer                                      Bank’s Engineer

**ANNEXURE-7**

**FORMAT OF CERTIFICATE OF PAYMENT BY ARCHITECT**

<b>Certificate No. Interim /</b>	<b>Dated</b>	
	<b>Project No.</b>	<b>Building work / interior work</b>
	<b>Particulars:</b>	
<b>Contractor:</b>	<b>Contract / Letter No.</b>	<b>Dated:</b>
	<b>Contractor's Bill No.</b>	<b>Dated:</b>
<p>This is to certify that the amount given below (*) is due to your Contractors for the work done by them and/or against materials delivered at site and/or for advance towards contract on the above referred project.</p> <p>Advance against contract Rs_____</p> <p>Less: Advance adjusted to-date Rs. _____</p> <p>Balance Advance Rs. _____</p> <p>Advance against material delivered at site Rs. _____</p> <p>Amount of work done to-date Rs. _____</p> <p><b>Total Rs.</b>_____</p> <p>Less: Retention on work done Rs _____</p> <p>Less: previously certified upto Rs _____</p>		

<p>PRESENT CERTIFICATE (*) Rs. _____</p> <p>RUPEES.....</p> <p>The cost of cement or any other material supplied by you or payments made by you directly, if any and not covered herein above, should be adjusted before making the payment of the certificate amount (*).</p> <p>Necessary Deduction U/S194C of the income Tax 1961 and sales tax may be made before paying the above certified amount.</p> <p>By a copy of this letter, we are intimating the Contractors to call on you for the necessary payments.</p>
<p><b>Remarks if any:</b></p> <p>The details of Insurance policy are given in the next page.</p>
<p><b>Signature of Architects</b></p>
<p>Enclosures : Bill</p>

**ANNEXURE-8**  
**FORMAT OF SITE ORDER BOOK**

Name of the work \_\_\_\_\_

Date of Commencement \_\_\_\_\_

Sr. No	Remarks/ Instructions of the site Engineer/ Architect	Dated Initials of site Engineer/ Architect	Initials of the Contractor for having received the instructions	Action taken with date	Dated initials of the site Engineer	Remarks of the Architects PMC/C.C. Officials
1	2	3	4	5	6	7

**ANNEXURE-9**

**FORMAT FOR APPLICATION BY CONTRACTOR FOR EXTENSION OF TIME**

1	Name of the Contractor				
2	Name of the work as given in the Agreement				
3	Agreement WO				
4	Tender amount				
5	Date of commencement of work				
6	Period allowed for completion as per agreement				
7	Date of completion as per agreement				
8	Period for which extension of time has been given				
			<u>Date</u>	<u>Month</u>	<u>Year</u>
	a)	1 <sup>st</sup> extension vide Bank's Letter No.			
	b)	2 <sup>nd</sup> extension vide Bank's Letter No.			
	c)	3 <sup>rd</sup> extension vide Bank's Letter No.			
9	Reasons for which extensions have been previously given (copies of the previous applications should be attached)				
10	Period for which extension is applied for and the reasons thereof including hindrances, time for extra work assigned, if any etc.				

**ANNEXURE-10**

**FORMAT OF HINDRANCE REGISTER**

Name of Work		:		Date of state of work		:	
Name of Contractor		:		Period of completion		:	
Agreement No		:		Date of completion		:	
Sr. No	Nature of Hindrance	Date of occurrence of hindrance	Date of which hindrance was removed	Period of hindrance	Signature Site Engineer/ Project Engineer	Remarks	
1	2	3	4	5	6	7	

**ANNEXURE-11**

**Bank Guarantee Format for Earnest Money Deposit**

To

.....

.....

.....

WHEREAS \_\_\_\_\_(Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated \_\_\_\_\_ (Date) for the execution of (Name of Contract)\_\_\_\_\_ (hereinafter called "the Tender") in favour of \_\_\_\_\_ hereinafter called the "Beneficiary";

KNOW ALL MEN by these presents that we, \_\_\_\_\_(name of the issuing Bank), a body corporate constituted under the \_\_\_\_\_ having its Head Office at \_\_\_\_\_ amongst others a branch/office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto the Beneficiary for the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for which payment well and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Beneficiary during the period of Tender validity;
  - (i) fails or refuses to execute the Agreement, if required; or
  - (ii) fails or refuses to furnish the performance security, in accordance with clause \_\_\_\_\_ of conditions of Contract.

We undertake to pay to the Beneficiary up to the above amount upon receipt of his first written demand without the Beneficiary having to substantiate his demand, provided that in his demand the Beneficiary will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein

i) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

ii) This Bank Guarantee is valid up to \_\_\_\_\_ and

iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (mention period of guarantee as found under clause (ii) above plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2014.

SIGNATURE & SEAL OF THE BANK

**ANNEXURE-12**

**BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT**

Guarantee No.....

Amount of Guarantee Rs.....

Guarantee cover from Dated : .....

To Dated: .....

Last Date for Lodgement of claim: .....

To:

.....  
.....  
.....  
.....

In consideration of ..... (hereinafter called "Beneficiary") having agreed to exempt ..... Ltd., having its Registered Office situated at ..... (hereinafter called the "the obligator(s)") from the demand of security deposit of Rs..... (Rupees ..... only) under the terms and conditions of an agreement dated ..... (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees ..... only), at the request of the obligator \_\_\_\_\_ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at \_\_\_\_\_ amongst others a branch at ..... (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees ..... only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before ..... we shall be discharged from all liabilities under this guarantee thereafter.
3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. Notwithstanding anything contained herein:
  - (i) Our liability under this Bank Guarantee shall not exceed Rs. ....  
(Rupees ..... only)

(ii) This Bank Guarantee is valid upto ..... and

(iii) We are liable to pay the guaranteed amount or any part thereof  
under this Bank Guarantee only and only if you serve upon us a  
written claim or demand on or before ..... (mention  
period of the guarantee as found under clause  
(ii) above plus claim period)

PLACE:

DATE :

SIGNATURE

**ANNEXURE-13**

**INTEGRITY PACT**

Between

Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970,) having its Head office, 112, J C Road, Bangalore) hereinafter referred to as “The Principal”, which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the ONE PART

and

---

(description of the party along with address), hereinafter referred to as “The Bidder/ Contractor” which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the OTHER PART

**Preamble**

The Principal intends to award, under laid-down organizational procedures, contract/s for **Construction of Branch /Office building, Property No CA-E1(C ), Atal Bihari Vajpayee Layout, Shivamogga.**

The Principal values full compliance with all relevant laws of the land, rules and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitor(s), who will monitor the Tender/RFP process and the execution of the contract for compliance with the principles mentioned above.

## **Section 1 – Commitments of the Principal**

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.1.1 No employee of the Principal, personally or through family members, will in connection with the Tender/RFP for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

1.1.2 The Principal will, during the Tender/RFP process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the Tender/RFP process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender/RFP process or the contract execution.

1.1.3 The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employees which is a penal offence under the Indian Penal Code 1860 and Prevention of Corruption Act 1988 or any other statutory penal enactment, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder(s)/ Contractor(s)**

2.1 The Bidder(s)/ Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender/RFP process and during the contract execution.

2.1.1 The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to the Principal or to any of the Principal's employees involved in the Tender/RFP process or the execution of the contract or to any third person any material, immaterial or any other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender/RFP process or during the execution of the contract.

The Bidder(s)/ Contractor(s) will not enter with other Bidder(s) into any illegal or undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

2.1.2 The Bidder(s)/ Contractor(s) will not commit any penal offence under the relevant IPC/ PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

2.1.3 The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award

of the contract.

2.2 The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from Tender/RFP process and exclusion from future contracts**

If the Bidder(s)/ Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above, or acts in any other manner such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders(s)/ Contractor(s) from the Tender/RFP process or take action as per the separate “Guidelines for Suspension of Business Dealings with Suppliers/ Contractors” framed by the Principal.

### **Section 4 – Compensation for Damages**

4.1 If the Principal has disqualified the Bidder(s) from the Tender/RFP process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit.

4.2 If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.

## **Section 5 – Previous Transgression**

5.1

T

he Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the Tender/RFP process.

5.2 If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender/RFP process or the contract, if already awarded, can be terminated for such reason.

## **Section 6 – Equal treatment of all Bidders/ Contractors/ Sub-contractors**

6.1 The Bidder(s)/ Contractor(s) undertake(s) to demand from his sub-contractors a commitment consistent with this Integrity Pact. This commitment shall be taken only from those sub-contractors whose contract value is more than 20% of Bidder's/ Contractor's contract value with the Principal.

6.2 The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

6.3 The Principal will disqualify from the Tender/RFP process all bidders who do not sign this pact or violate its provisions.

## **Section 7 – Criminal Charges against violating Bidders/Contractors /Subcontractors**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or

Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

## **Section 8 –Independent External Monitor(s)**

8.1 The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

8.2 The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the MD & CEO , CANARA BANK.

8.3 The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) will grant the monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation. The same is applicable to Sub-contractor(s). The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Sub-contractor(s) with confidentiality.

8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

8.5 As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or heal the situation, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

8.6 The Monitor will submit a written report to the MD & CEO , CANARA BANK within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8.7 The MD & CEO , CANARA BANK shall decide the compensation to be paid to the Monitor and its terms and conditions.

8.8 If the Monitor has reported to the MD & CEO , CANARA BANK, a substantiated suspicion of an offence under relevant IPC / PC Act, and the MD & CEO , CANARA BANK has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8.9 The number of Independent External Monitor(s) shall be decided by the MD & CEO, CANARA BANK.

8.10 The word 'Monitor' would include both singular and plural.

## **Section 9 – Pact Duration**

9.1 This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract and for all other Bidders 6 months after the contract has been awarded.

9.2 If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified as above, unless it is discharged/ determined by the MD & CEO, CANARA BANK.

## **Section 10 – Other Provisions**

### **10.1**

This agreement is subject to Indian Laws and jurisdiction shall be registered office of the Principal, i.e. New Delhi.

### **10.2**

Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

### **10.3**

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

### **10.4**

Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

### **10.5**

Only those bidders/ contractors who have entered into this agreement with the Principal would be competent to participate in the bidding. In other words, entering into this agreement would be a preliminary qualification.

For & On behalf of the Principal

For & On behalf of the

Bidder/ Contractor

(Office Seal)  
Seal)

(Office

Place-----

Date-----

Witness: \_\_\_\_\_  
\_\_\_\_\_

Witness:

(Name & Address) \_\_\_\_\_  
Address)\_\_\_\_\_

(Name &

**ANNEXURE-14**

Name of work :

Details List of Retired Government / PSU / Bank employees, employed by the  
Tenderer :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

Name & Signature of Tenderer