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UCO BANK
Honours Your Trust



RefNo:ZO/BONGAI/GAD/32/2025-26

Date:16.08.2025

Tender document
for
Interior furnishing of Bongaigaon Branch

Name of the Tender : UCO Bank Bongaigaon Branch Interior Furnishing.
Address of the Tender: UCO Bank Bongaigaon Zonal office, Ward No-4, Chapaguri
Road, Dist-Chirang, Assam, 783380

Date of submission of tender: 25.08.2025 , Time : 05.00 pm

Date of opening of tender: 26.08.2025, Time : 05.00 pm

Place of submission of tender: To Deputy Zonal Head, UCO Bank Bongaigaon Zonal
Office, Ward No-4, Dist-Chirang, Assam, 783380

Consultant : Architects Collaborative

Address : M.R. Dewan Road , Chandmari, PO: Silpukhuri, Guwahati-781003, Assam

Phone No : 0361-2668301/2663488

TENDER NOTICE

Sealed Tenders are invited from the empanelled Contractors of Zonal office Guwahati
having current IT clearance, Valid GSTIN, on behalf of

The Dy. Zonal Head
UCO Bank,
Zonal Office
Bongaigaon

For the following works:-

Name of the work : Interior Furnishing work (Estimate Rs.825860/-)
for Bongaigaon Branch

2) Location of the work : Mayapuri, Bongaigaon, Dist-Bongaigaon, Assam, 783380

3) Selling of Tender documents: From 18.08.2025 to 25.08.2025 (During office hours
only)

4) Time of completion of work :30 days

5) Earnest money : Rs.8300.00 (Interior Furnishing Work)

6) Defect liability period : 12 months from completion of project

7) Security Deposit : 10% of the final bill amount.



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- 8) Liquidate damage : 1.0 % of the tender value per week subjected to maximum 10 % of the tender value.
- 9) Tenderers might be called upon before the final awarding of contract for any clarifications regarding the quoting of the tenders.
- 10) The Earnest money shall be refunded to the unsuccessful tenderers within fifteen days without any interest.
- 12) The employer will not be bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/-

Dy Zonal Head

For & behalf of

UCO Bank

ZONAL OFFICE, Bongaigaon.

GENERAL INSTRUCTIONS TO TENDERERS

- 1) The term 'Employers' or 'Bank' shall mean 'UCO Bank', or its authorized representatives at The Zonal Office, Bongaigaon.
- 2) The term 'Architect(s)' shall mean 'M/s. Architects Collaborative who is the Architect Consultant to the Employer for this project & having office at M.R. Dewan Road , Chandmari, PO: Silpukhuri, Guwahati-781003, Assam
- 3) The term 'Contractor' shall mean the successful tenderer to whom the Contract shall be awarded.
- 4) The 'Works' shall mean the Interior Furnishing Work of Bongaigaon Branch.
- 5) The Contractor should quote the rates in figures and words. Any corrections or Over-writing should be initialed by the Contractor.
- 6) The Contractor should submit the tenders with seal, signature and date on each Page.
- 7) Tender should be submitted in sealed covers with all requisite documents as desired with the top of the envelope superscribed as 'SEALED TENDER for Total Interior Furnishing work For Bongaigaon Branch.
- 8) The Contractors should submit the cost of the main items as per tender specifications. Further modification after awarding of the contract shall be not allowed unless there is specific instruction by the Bank/Architect to change specifications.
- 9) The contract is time-bound and the works are to be completed within the time limit specified in the notice inviting tenders.



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10) Additional Performance Security shall be deposited by the successful bidder as follows:-

Sl No.	Range of Difference between the estimated cost put to tender and Bid Amount	Additional Performance Security to be deposited by the successful bidder.
1	Below 5%	No Additional Performance Security
2	From 5% and above and below 10%	50% of (Difference between estimated cost put to tender and Bid Amount)
3	From 10% and above	150% of (Difference between estimated cost put to tender and Bid Amount)

11) The additional performance security as per clause 10 shall be furnished by the bidder before execution of the work in shape of Demand Draft or Fixed Deposit Receipt at any Nationalized bank pledged in favor of UCO Bank Bongaigaon Zonal Office which will be over and above the performance security.

12) The Contractor shall be completed all works as per specification to the satisfaction of Engineer/Architect in charge else the total or part of performance security will be forfeited. The performance security will be release by the Bank after completion of the project.

13) The Contractor shall be penalized if the work is not completed within the scheduled time, the Bank will be entitled to charge liquidated damages @ 1% of the accepted contract sum per week subject to a maximum of 10% of the accepted contract sum.

14) The decision of Employer and the Architect is final and binding.



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TERMS & CONDITION

- 1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.
- 2) Any damage to the work before the site is handed over, is to be replaced or made good at the expense of the contractor to the entire satisfaction of the Architect/Bank.
- 3) Income Tax as applicable shall be deducted at source as per the Income Tax Act/Rules.
- 4) The quantities indicated are subject to change. The payment of the bill shall be made as per the actual measurement as certified by the architect but not exceeding the total value quoted in the tender form.
- 5) The Architect or any officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the competent authority of the employers and that of the Architect.
- 6) In case of failure to take up the work even after accepting the work order, or leaving the work incomplete, or for defective work not rectified, or violation of the terms and conditions, the earnest money deposit will be forfeited.
- 7) For any item of work not covered or any unforeseen items of work, payment will be made according to the rates approved for similar nature of work, the costing done by the Architect, as per current PWD schedule of rates, or as per analysis of material cost, labour rate and profit to the Contractor at 10%. The Contractor must obtain prior approval in writing before undertaking such additional works.
- 8) The tenderers shall sign each & every page of the tender documents including the drawings attached here to.
- 9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in words shall be taken as final.
- 10) The Contractor shall make their own arrangement at their own cost for storing materials, plants, tools etc. The employers will not be liable for security of the Contractor's materials.
- 11) No tools or plants will be issued by the Bank.
- 12) The Employer / Architect reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.
- 13) In case of breach of contract by the Contractor for slow progress of works or any other claim of damage, the Employer or the Architect may have the power to rescind the contract without furnishing further reasons thereof.

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- 14) The Architect shall have the power to ask the contractor to furnish the sample/ color / test certificate from any Govt. /Authorized agent for any materials used/ to be used in the Works, the expenditure of which is to be borne by the Contractor.
- 15) The Employer shall be not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the Contractor or any sub-contractor.
- 16) On completion of the Works, all rubbish, debris, materials, tools, Laborers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear & in good condition within 3 days of completion of the works. Failing this, the employer may dispose the materials at the cost of the contractor.

SPECIAL TERMS AND CONDITIONS

1. Completion Period : 30 Days
2. Date of Commencement : 7 days from the date of issue of the work order or the date on which the contractor is Instructed to take possession of the site, or the date of your acceptance of the work- order, whichever is later.
3. Defect Liability Period : One year after actual completion of work.
4. Total security deposit (TSD) : 10 % of the executed value of the work
5. Limit of variation : 100% without any change in price if work is done within six months of the contract and with prior consent of Architect / Consultant.
6. Additional items : For items where unit rates are not available, contractor shall provide proper cost break-up and proceed only after approval/consent. Any sample to be made for approval Shall be at the Contractor's cost.
7. Validity of tender : Three month after the opening of the tender.
8. Rules/ Regulations : The contractor shall have there responsibility of complying with the local shops/establishments Act and other labor/ minimum wages Act and shall keep all such records/ accounts on payment of wages / attendance as deemed necessary.
9. Arbitration : As per the standard arbitration clause Under the jurisdiction of Assam.
10. Organization : The contractor shall employ competent / qualified supervisor /Engineer-in-charge who shall be responsible for the day to day work and coordinate as necessary with the Architect's supervisor. Any workman found guilty of misconduct/theft shall removed from the site.
11. Damage to property : Any damage to the Bank's property during the work period will be recovered from the contractor.



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12. Deduction : Income tax, at source as per Act
13. Terms of payment : Payment after completion of Project.
14. Billing Procedure : All measurements shall be recorded in Duplicate on standard measurement sheets Prepared jointly by the Architect's Site Engineer & The Contractor's Representatives duly signed by them. All Bills shall be submitted along with this Checked measurement sheets.
15. Time schedule of work : The Contractor must submit before the Commencement of work, a Bar chart Showing the date of commencement & The date of completion of each item of Work as mentioned in the Schedule of Quantities.
16. Release of TSD : 100% after the Defect liability period. Retention money will not bear any interest.
17. General : The rates should be quoted considering necessary Scaffolding & staging work, Removal of debris as & when necessary, In view of restriction of Local concern Authority.

Confidentiality:

In order to maintain confidentiality of assignment, contractor shall not share details of projects including agreement conditions with any agency/organization/individual other than the client without prior approval of UCO Bank.



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To,
Dy Zonal Head
Bongaigaon Zonal Office

ACCEPTANCE OF TENDER CONDITIONS

Sir,

The tender documents for the work Bongaigaon Branch Interior Furnishing has been accepted by me/us unconditionally along with the tender conditions and tender documents in its entirety for the above work.

1. The contents of the tender documents have been noted wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s)/conditions(s) (except unconditional rebate on price, if any) in the tender enclosed and the same has been followed in the present case. In case this provision of the tender is found violated at any time after opening of the Bid I/we agree that the tender shall be summarily rejected and UCO Bank shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
2. I/we have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements. In case this provision of the tender is found violated at any time before or after opening of the Price bid/Award, I/we agree that the tender/award shall be summarily rejected and UCO Bank shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money/any other amount payable under this contract absolutely.
3. The required earnest money for this work is enclosed herewith.
4. If I/we will not fulfill the minimum qualifying criteria of the tender I/we not lodge any claim for opening of Bid of the tender.

Yours Faithfully

Signature of the Bidder
With Rubber Stamp



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BANK ACCOUNT PARTICULARS FOR REFUND OF EMD THROUGH ELECTRONIC MODE

Sl No.	Description	Particulars
1	Name of the Beneficiary	
2	Bank Name	
3	Bank Address	
4	Bank branch code	
5	Account No.	
6	IFSC Code	
7	MICR No.	

Date & Place

Signature & Seal of the Bidder



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INTEGRITY PACT:

To,
Deputy Zonal Head
UCO Bank,
Zonal Office, Bongaigaon

Sub: Submission of Tender for Interior Furnishing of Bongaigaon Branch

Dear Sir/Madam,

I/We acknowledge that _____ is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed Integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by _____. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, _____ shall have unqualified, absolute and unfettered right to disqualify the tender/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully
(Bidder)



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VALIDITY OF OFFER:

The bid submitted by the bidder shall be valid for a minimum period of three(3) months from the date of opening of the bid.

RATES TO BE FIRM:

The item rates quoted by the tenderer shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to percentage rates or any escalation shall be allowed on account of any increase in prices of materials, labour, POL and overheads etc or any other statutory increase during the entire contract period or extended contract period.

The contractor shall be deemed to have inspected the site, its surrounding and acquainted with the nature of the ground, accessibility of the site and full extend and nature of all operations necessary for the full and proper execution of the contract, space for storage of materials, temporary works, restrictions on the plying of heavy vehicles in area, supply and use of labour, materials, equipment in laws, rules and regulations, if any, imposed by the local authorities.

The rates and prices given in the bill of quantities are for completed and finished items of works and complete in all respects. It will be deemed to include all labour, supervision, materials, transport, all temporary works, maintenance, contractor's profit and establishment/overheads, together with preparation of designs and drawings pertaining to Electrical and data cabling works set out or implied in the tender documents and contract.

Unless otherwise specified in the Bill of Quantities (BOQ), the contractor has to make his own arrangement at every stage of work wherever required including working under foul conditions as per direction of Engineer-in-Charge at his own cost and the contractor shall not be entitled for any extra payment, whatsoever, in this regard.

ESCALATION/PRICE VARIATION:

No claim on account of any price variation/escalation on whatsoever ground shall be entertained at any stage of works. All item rates as per Bill of Quantities (BOQ) quoted by contractor shall be firm and fixed for entire contract period as well as extended period for completion of the works. No escalation/price variation clause shall be applicable on this contract.



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FORM OF TENDER

Name of Contractor: _____

Address: _____

District: _____

Telephone/Fax/Email: _____

Identification No: _____

National Business Register: _____

National Court Register: _____

Bank/Bank Account No: _____

To,
Dy Zonal Head
Zonal Office, Bongaigaon

On partaking in the public contract awarding procedure, whose subject is Interior Furnishing work of the Bongaigaon Branch new Premises. I hereby offer to implement the subject of the tender according to the rules described in the specifications of the essential Terms of the Tender:

Net Price: _____

Gross Price (Inclusive of GST): _____

Gross price in words (Inclusive of GST) : _____

Signature & Seal of the bidder

Date & Place :



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