



Reserve Bank of India/ भारतीय रिज़र्व बैंक
Estate Department / संपदा विभाग
Guwahati / गुवाहाटी

रिज़र्व बैंक ऑफ़ इंडिया गुवाहाटी के के मुख्य कार्यालय भवन की दूसरी मंज़िल पर स्थित निर्गम विभाग का विद्युत नवीनीकरण

ई- निविदा नं: RBI/GUWAHATI/ESTATE/4/26-27/ET/144

निविदा सूचना

भारतीय रिज़र्व बैंक, गुवाहाटी उपर्युक्त कार्य के लिए दो बोली प्रणाली (तकनीकी-वाणिज्यिक और वित्तीय बोली) के तहत ई-निविदाएं एक साथ आमंत्रित करता है। निविदा प्रपत्र 04 जून 2026 को आरबीआई की वेबसाइट www.rbi.org.in और एमएसटीसी ई-पोर्टल www.mstcecommerce.com पर देखने / डाउनलोड करने के लिए उपलब्ध होंगी।

आपकी निविदा, विधिवत भरी हुई और ई-हस्ताक्षरित, केवल **एमएसटीसी न्यू कॉमन पोर्टल (MSTC New Common Portal)** www.mstcecommerce.com के माध्यम से ई-टेंडरिंग मोड द्वारा प्रस्तुत की जानी चाहिए। ई-निविदा प्रक्रिया की अनुसूची और संक्षिप्त विवरण इस प्रकार हैं:

1. कुल अनुमानित लागत: ₹9,85,256/-
2. इवेंट का प्रकाशन - दिनांक और समय: 04.06.2026 को 17:00 बजे से।
3. बोली प्रारंभ होने की दिनांक और समय: 04.06.2026 को 17:00 बजे से।
4. बोली-पूर्व बैठक की दिनांक: 09.06.2026 को 11:00 बजे से बैंक मुख्य कार्यालय भवन पर
5. बोली बंद होने की दिनांक और समय: 26.06.2026 को 14:00 बजे।
6. बोली खोलने की दिनांक और समय: 26.06.2026 को 15:00 बजे से।

इस निविदा के संबंध में कोई भी संशोधन/शुद्धिपत्र/स्पष्टीकरण केवल वेबसाइट/ई-पोर्टल पर अपलोड किया जाएगा।

बैंक न्यूनतम निविदा स्वीकार करने के लिए बाध्य नहीं है और किसी भी या सभी निविदाओं को बिना कोई कारण बताए अस्वीकार करने का अधिकार बैंक सुरक्षित रखता है।

यह एक सीमित ई-टेंडर है। केवल वे बोलीदाता/विक्रेता जो "₹5 लाख - ₹10 लाख" मूल्य श्रेणी के तहत ऐसे इलेक्ट्रिकल कार्यों के लिए आरबीआई गुवाहाटी के साथ सूचीबद्ध हैं, इस ई-निविदा प्रक्रिया में भाग लेने के लिए पात्र हैं।

**क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
उत्तर पूर्वी क्षेत्र**



Reserve Bank of India/भारतीय रिजर्व बैंक
Estate Department / संपदा विभाग

e-tender for

**Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI
Guwahati**

e-tender no.- RBI/GUWAHATI/ESTATE/4/26-27/ET/144

PART- I

Name of the Tenderer: _____

Address: _____

e-mail ID & Phone No: _____

Date of Publication of e-Tender	June 04, 2026 at 17:00 Hours
Date of Pre-Bid Meeting	June 09, 2026 at 11:00 Hours onwards
Last date of Submission of Bid	June 26, 2026 up-to 14:00 Hours
Date of Opening of Part- I of e-Tender	June 26, 2026 from 15:00 Hours

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DISCLAIMER

Reserve Bank of India, Estate Department, Guwahati, has prepared this document to give background information on the Project to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believes it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. Respondents to this e-tender are required to make their own inquiries and they should not rely solely on the information contained in the blank e-tender documents / forms. The Reserve Bank of India is not responsible if no due diligence is performed by the Respondents.

The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents, or advisors.

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SCHEDULE OF TENDER (SOT)

This is a LIMITED e-TENDER. Only those bidders/vendors who are empaneled with RBI Guwahati for such Electrical works under the Price Category of “₹5 Lakh & above and up-to ₹10 Lakh” or otherwise allowed by the Bank are eligible to participate in this e-tender process.

Particulars	Description
1. e-Tender No	RBI/GUWAHATI/ESTATE/4/26-27/ET/144
2. Name of the Work	Electrical Renovation of Issue Department at 2 nd floor of Main Office Building, RBI Guwahati
3. Estimated Cost of the Work	₹9,85,256/- (Rupees Nine lakh Eighty Five Thousand Two Hundred Fifty Six only)
3. Mode Of Tender	e-Procurement System Online (Part I – Techno-Commercial Bid and Part II - Financial Bid through MSTC Common Portal at www.mstcecommerce.com)
4. Date of NIT available to Parties to download from RBI website and MSTC Portal	June 04, 2026 from 17:00 Hours onwards
5. Date and venue of the Pre-Bid Meeting (offline)	June 09, 2026 from 11:00 Hours onwards at 4th Floor, Estate Department, RBI Guwahati
6. Earnest Money Deposit:	NA
7. Bid Start date (Techno-commercial Bid and Financial Bid) through MSTC Common Portal at www.mstcecommerce.com	June 04, 2026 from 17:00 Hours onwards
8. Last date of submission of DD/ Bank Guarantee for EMD	NA



9. Date of closing of online bid submission for Techno-Commercial Bid & Price Bid	June 26, 2026 up to 14:00 Hours
10. Date and Time of opening of Part-I (i.e. Techno-Commercial Bid)	June 26, 2026 from 15:00 Hours onwards
11. Date and Time of opening of Part-II (i.e. Financial Bid)	Opening of Financial Bid will be intimated to all the eligible bidders later via email/ telephone.
12. Time allowed for completion of the works from tenth day after the date of written order to commence work	180 Days
13. Retention Money (RM) to be deducted from each bill	5% of the bill amount



IMPORTANT INSTRUCTIONS FOR e-PROCUREMENT

Bidders are requested to read the terms & conditions of this tender before submitting their online e-tender. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the e-Tender for opening of the price bid.

1. Process of e-Tender:

(A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid will be done over the internet. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

Special note:

The Technical Bid has to be submitted on-line at through MSTC Portal (Common Portal) at www.mstcecommerce.com.

a) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → Common Portal → Vendor Login → Register → Filling up details and creating own user id and password → Submit

b) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact RBI/MSTC, before the scheduled time of e-Tender.

Contact person (RBI):

S/No	Name of the Person	Designation	Phone Number
1	Shri Guru Charan Behera	Assistant Manager (Tech-Electrical)	+91 8169973005
2	Shri Rajat Das	Assistant Manager (Estate)	+91 9433536847

e-mail ID of Estate Department: estateguwahati@rbi.org.in

Contact person (MSTC Ltd):

S/N	Name of the Person	e-mail	Phone Number
1	Shri Prashant Chitranjan	pchitranjan@mstcindia.co.in	0361-2221199
		ghyopn1@mstcindia.in , ghyopn2@mstcindia.in helpdeskghy@mstcindia.in and bmghymstc@mstcindia.in	+91 8592888286



MSTC Technical Help Desk: **0361-2221199**

(B) System Requirements:

- a) Windows 7 or above Operating System
- b) IE-7 and above Internet Explorer
- c) Signing type digital signature
- d) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system to disable “Protected Mode” for DSC to appear in the signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode if enabled- i.e., Remove the tick from the tick box mentioning “Enable Protected Mode”.

(C) Other Settings:

- Tools => Internet Options => General => Click on Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.
- To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→ Internet Options
→ custom at (Please run IE settings from the page www.mstcecommerce.com once).

(D) Bidders are advised to refer to the “Vendor Guide” and a “Video Guide” before proceeding with the tendering process.

The Technical Bid and the Financial Bid will have to be submitted online at www.mstcecommerce.com Bids will be opened electronically on the specified date and time as given in the Tender.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

2. **Special Note towards Transaction Fee:** The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a Challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the Challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank



account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.

3. Transaction fee is non-refundable. A vendor will not have the access to online e-Tender without making the payment towards transaction fee.

NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

4. Tenderers are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration with MSTC portal. Tenderers are also requested to ensure validity of their DSC (Digital Signature Certificate).

5. e-Tender cannot be accessed after the due date and time mentioned in NIT.

6. Bidding in e-Tender:

a) Vendor(s) need to submit necessary EMD, Tender fees (if any) and Transaction fees (if any) to be eligible to bid online in the e-Tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.

b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → Common Portal → Vendor Login → Register → My menu → Auction Floor Manager → live event → Selection of the live event.

d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendor will not be able to save/submit his Technical bid.

e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid has been saved, the vendor can click on the "Final submission" button to register their bid.

f) Vendors are instructed to use Attach Doc button to upload documents. Multiple documents can be uploaded.

g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.



- h) During the entire e-Tender process, the vendors will remain completely anonymous to one another and to everybody else.
- i) The e-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. All electronic bids submitted during the e-Tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
- j) It is mandatory that all the bids are submitted with digital signature certificate, otherwise the same will not be accepted by the system.
- k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- l) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-Tender floor by any vendor confirms his acceptance of terms & conditions of the tender.
- m) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- n) The tender inviting authority has the right to cancel this e-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- o) Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com to familiarize them with the system before bidding.
- p) No deviation to the technical and commercial terms & conditions are allowed.
- q) Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reasons thereof.
- r) The bid will be evaluated based on the filled-in technical & commercial formats.
- s) The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com to familiarize them with the system before bidding.



FORM OF TENDER

Date:
Place:

To,

Smt Sushmita Phukan
Regional Director
Reserve Bank of India, Guwahati
Estate Department

Madam,

“Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati” Having examined the drawings, specifications, designs and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities (Part II) and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

Memorandum

S/N	Description of work	Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati
1	Estimated cost (Rs.)	₹9,85,256/- (Rupees Nine Lakh Eighty Five Thousand Two Hundred Fifty Six only)
2	Earnest Money (Rs.)	NA
3	Percentage, if- any, to be deducted from bill as Retention Money	5% of the Bill amount
4	Time allowed for completion of the works from tenth day after the date of written order to commence work	180 days

2. Should this e-Tender be accepted, I/we hereby agree to abide by and fulfil all the Terms



and Conditions of the e-Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the e-Tender together with the written acceptance of the Contract.

3. I/We also agree that the e-Tender will remain **valid for acceptance by the Bank for 60 days from the date of opening of Part I of the e-Tender** and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.

4. I/We understand that you reserve the right to accept or reject any or all the e-Tender either in full or in part without assigning any reason therefor.

5. The e-Tender documents are duly signed, filled and submitted / uploaded in two parts separately through online. Part I contains all commercial terms and conditions and technical particulars and Part II contains only the price bid in the Bank's pro-forma.

2. Our Bankers are:

i) _____

ii) _____

5. The names of proprietary /partners of our firm are:

i) _____

ii) _____

Name of the partner of the firm
authorized to sign.

OR

Name of person having Power of
Attorney to sign the Contract
(Certified copy of the Power
of Attorney should be attached).

Yours faithfully,



Signature of Contractor.

[Note: If the party is a proprietary firm or an individual it should be signed by the proprietor or the individual. If the party is a partnership firm it should be signed by all or on behalf of all the partners. If the party is a private limited firm/ Incorporate Company, the COMMON SEAL OF the firm is to be affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on _____ (Copy of the resolution should be attached). If the Contractor signs under common seal, the signature clause should tally with the sealing clause in the Articles of Association]

Witnesses:

1) _____
(Signature)

Name: _____

Address _____

1) _____
(Signature)

Name: _____

Address _____



ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made on the day of between the "Reserve bank of India, Guwahati" having its Central Office at, Mumbai- 400001 (hereinafter called "THE EMPLOYER") of the one part and (hereinafter called "THE CONTRACTOR") of the other part.

WHEREAS the Employer is desirous of getting "**Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati**" and has prepared drawing and/or Schedule of Quantities showing and describing the work to be done under the direction of Bank's (The Employer's) Engineer.

AND WHEREAS the said specifications, the Schedule of Quantities and drawings have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein and to the conditions set forth in the special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as 'the said Conditions') the works shown upon the said drawings and/or described in the said specification and included in the Schedule of Quantities at the respective rates there in set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as 'the said Contract Amount')

Now it is hereby agreed as follows:

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and complete the work shown upon the said drawings and described in the said Specifications and the Schedule of Quantities.
2. The employer shall pay the contractor said Contract amount or such other sum as shall become payable, at the times and the manner specified in the said Conditions.
3. The said conditions and appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and the correspondence and perform the agreements on their part respectively in the said Conditions and the correspondence contained.
4. The plans, agreement and documents mentioned herein shall form the basis of this Contract. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank's Engineer/ official.

This Contract is neither a fixed Lump Sum Contract nor a piece Work Contract but a contract to carry out the work in respect of the work "Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati" amounting to ₹ **9,85,256/-** (Rupees Nine Lakh Eighty Five Thousand Two Hundred Fifty Six only) inclusive of GST and any other



applicable taxes & charges) to be paid for according to actual measured quantities at the rate contained in the Schedule of rates and Probable Quantities or as provided in the said Conditions.

5. The Employer reserves to itself the right of altering the Drawings and/or nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.

6. Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him or from tenth day after the date of issue of formal work order as provided for in the said Conditions whichever is later and to complete the entire work within **180 days in line with civil renovation work** subject nevertheless to the provisions for extension of time.

7. All payments by the Employer under this Contract will be made only at Guwahati.

8. Contractor must comply with the provisions of Payment of Wages Act 1936, Minimum wages Act 1948, Gratuity Act 1972, Stamp Act 1899, EPF Act 1952, ESI Act 1948, Payment of Bonus Act 1965 etc. & all applicable statutory rules/ guidelines. Notices /penalty, if any, issued /imposed by any statutory norms/requirements shall be paid by the contractor, without any claim to the Employer.

9. Contractor must comply with the compliance of Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Central Rules, 1971 & Assam Labour Contract (Regulation and Abolition) Rules 1971 and should display related notice board at the work place.

10. Contractor must comply with provisions of “the Sexual Harassment of women at the work place (Prevention, Prohibition and Redressal) Act 2013”. The Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues. The contractor needs to provide a complete and updated list of the work-personnel that will be deployed in the work place.

11. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Guwahati and only Courts in Guwahati shall have jurisdiction to determine the same.

12. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

13. The Contractor shall not disclose directly or indirectly any information, materials and details of the Employer’s (the Bank’s) infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations



under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

14. The Contractor shall afford every reasonable facility for the carrying out of all works relating to electrical works and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors etc. after the completion of such works.

15. The Contractor's obligations with respect to non-disclosure and confidentiality will survive till the expiry or termination of this agreement for whatever reason.”

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.

(If the Contractor is a partnership or an individual)

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorised official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates / has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

(If the Contractor is a Company)

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of Shri
 (Name and Designation)

In the presence of

Witnesses-

1)

Address:

2)

Address:

If the part is a partnership firm or any individual should be signed by all or on behalf of all the partners



SIGNED AND DELIVERED BY

.....

Witnesses-

1).....

Address

2)

Address

The COMMON SEAL OF

was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on in the presence of

1)

2)

If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.

The Contractor is signing by the hand of power of attorney whether a company or individual.

Directors who have signed these presents in taken thereof in the presence of

1)

2)

If the Contractor is signed by the hand of Power of Attorney, whether of a company or an individual

SIGNED AND DELIVERED BY

The Contractor by the hand of Shri/ Smt./ Ms.
And duly constituted attorney.



Pre-Bid Qualification and General Instructions to Contractors

1) Interested tenderers must upload relevant documents satisfying all the points as stated above along with techno-commercial (Part-I) bid of tender. The same Eligibility documents should be uploaded with Techno Commercial Bid (Part-I) on the MSTC portal. It is to be duly noted that the tender process shall be executed on the MSTC portal through e-Tendering.

2) In the event of intending tenderers' failure to satisfy the Bank; the Bank reserves the right to **refuse their participation**.

3) Tender form will be available for downloading w.e.f **June 04, 2026 from 17:00 hrs**. An **Off-Line Pre-Bid meeting** will be held on **June 09, 2026 from 11:00 AM** onwards at 4th Floor, Estate Department, Main Office Building, Reserve Bank of India, Guwahati. The minutes of the Pre-Bid meeting or any corrigendum/ amendments will be published in the Bank's website.

Tender form can be downloaded for viewing from RBI website www.rbi.org.in or www.mstcecommerce.com. The required pre-Qualification papers should be uploaded with the Techno Commercial Bid (Part-I) on the MSTC portal.

4) Interested vendors/firms can participate in e – Tender after getting registration with (www.mstcecommerce.com) Online Part I – Techno-Commercial Bid and Part II–Price Bid shall be opened through (www.mstcecommerce.com) and applicable transaction charges must be paid by the firm.

5) Tender in prescribed format shall be uploaded on MSTC website. Part-I of tender will contain the Bank's standard technical and commercial conditions for the proposed work, tenderers' covering letter

Part-II of the tender will contain no conditions_but Tenderer's Price Bid, Bank's Schedule of quantities, tender drawings, if any, only.

6) Part-I of the tenders will be submitted by the Tenderers in MSTC portal. The same will be opened by RBI on **June 26, 2026 at 15:00 hrs**. Those tenderers who would like to depute their representatives, may depute their representatives to Estate Department, Reserve Bank of India, Station Road, Pan Bazar, Guwahati- 781001 for the same. Part II of the tender will be opened later. Due intimations will be given for the same.

7) The Bank shall obtain reports on the past performance of the tenderer from his clients and bankers. The Bank shall evaluate the said reports before opening of the Part-II of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and / or his performance reports received from his clients and / or his bankers and found unsatisfactory, the Bank reserves the right to **reject his offer** even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

8) The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof.



9) Tenders shall remain open to acceptance by the Bank for a period of three months from the date of opening of the Part- II of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.

10) Preparation of the Tender:

a) The tenderer must use only the forms issued by the Bank to fill in the rates.

b) Tender form must be filled in Hindi/English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.

c) Rates should be quoted both in figures and words in the columns specified. No advice of any change in rate or conditions after the opening of the tender will be entertained.

d) Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not signed will be rejected.

e) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise, the tender may be rejected by the Bank.

11) **Contract Agreement:** On receipt of intimation from the Bank of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract and within ten days thereof the successful tenderer shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering whether such formal agreement is or is not subsequently executed.

12. Performance Bank Guarantee (PBG): The successful tenderer at the time of agreement must submit a 6 month valid Bank Guarantee (Hard Copy) amounting to 5% of contract value for due fulfilment of the work as a whole. The same PBG will be returned to the vendor on completion of the work, without any interest against this BG. The validity of the BG will be from the date of issue of work order or later.

13. Refund of SD: The Security Deposit/ Retention Money shall be refunded to the contractor without any interest in due course i.e., on successful completion of the DLP and satisfactory rectification of all the defects developed and pointed out to the contractor during the said DLP.

14. Earnest Money Deposit (EMD):

a) Under no circumstances Earnest Money Deposit will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque.

The Earnest Money Deposit paid by the successful bidder will be released after awarding of work and submission of PBG. No interest shall be paid on the said deposit

15) Assignment / Sub-letting the contract:



a) The Contractor shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the Contract whereupon the security deposit shall stand forfeited to the Employer.

b) The Contractor shall carry out all the work strictly in accordance with drawings, details and instructions of the Bank's Engineer. If in the opinion of the Bank's Engineer changes have to be made in the design and with the prior approval in writing of the Employer they desire the Contractor to carry out the same, the Contractor shall carry out the same without any extra charge.

c) If no such facility is available at the site of work and if available and found inadequate, it shall be the responsibility of the contractor to make his own arrangement for obtaining water and power at his cost

2.Safety Code: The contractor shall strictly comply with the provision of safety code annexed hereto.

2) Completion Time Period:

a) Time allowed for completion of the work is **180** calendar days which shall be strictly observed by the tenderer. The time shall be reckoned from the tenth (10th) day of written order to commence the work is issued.

b) The successful tenderer shall be required to submit the detailed work program and the same shall be got approved from the Architect / Employer before commencing the work and accordingly progress shall be monitored by the Architect / Employer.

c) The work shall be carried out throughout the stipulated period of the contract with all due diligence.

3) Liquidated Damages: If the Contractor fails to complete the work within the specified completion period he shall be liable to pay the **Liquidated Damages** at the rate of **₹0.25%** per week of the contract cost subject to a maximum of 10% of the accepted contract amount.

The Contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trader of the project or in commencement or completion of such works or in procuring Government controlled or other building materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the employer shall not be liable for any claim in respect therefore. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

4) Basic Prices:

a) Wherever the basic price for the material is specified, the contractor should furnish to the



Employer for verifications all the tax paid bills. The purchase rate shall be approved from the Architect/Bank's Engineers before purchasing such materials. The adjustment in price of the materials shall be made only on measured quantity. Contractor's overheads and profits shall not be considered on the cost difference.

b) The basic prices are ex-go-down and are inclusive of GST and all other duties levied by Government or any public body (Ex-go-down referred to here will be the dealers go-down). The rate quoted for the respective item shall include transportation to the site, storing, handling etc.

5) Tenderer to inform himself/ herself/ themselves fully:

a) The tenderer must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making this tender and for entering into a contract and must examine the drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matter appertaining thereto.

b) The tenderer shall be deemed to have carefully examined the work and site conditions including the labour, general and special conditions, the specifications, schedules and drawings and shall be deemed to have visited the site of work and have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard, he will be given necessary information available with the department but without any guarantee about its accuracy.

c) If the tenderer shall have any doubts as to meaning of any portion of the general conditions, or the special conditions, or the scope of work or the specifications and drawings or any other matter concerning the contract he shall in good time, before submitting his tender, put forth, the particulars thereof and submit them to the Employer in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted the matter will be decided according to the tender conditions in the absence of such authentic pre-clarification.

35. The successful tenderer should make his own arrangements to procure all materials required for the work.

36. The tenderer shall have to use materials of the makes/manufacturers specified in the list of material of approved brand and/or manufacture contained in this tender form.

37. The rates quoted in the tender shall include all charges for supply, installation (assembly), testing, packing, handling, and transport for all supplies. The rates shall include storage, watch, and ward, temporary structures, lighting at night, tools and tackles, labour and other services for erection and commissioning works.

38. The rates shall also be firm and shall not be subject to exchange variations, labour Condition, fluctuations in railway freights or any conditions whatsoever. Tenderers must include in their rates IGST, CGST, SGST, GST, sales tax, VAT (value added tax), excise duty, customs duty, octroi work contract tax, Service tax and any other tax and duty or other levy levied by the Central Government or any State Government or local authority, if



applicable. No claim in respect of IGST, CGST, SGST, GST, sales tax, sales tax on works contract, Service tax, excise duty, customs duty, VAT, Octroi or other tax or duty or levy whether existing or future shall be entertained by the Employer. Bill of the Contractor, Supplier, Vendor shall be as per the GST requirements and compliances.

39. IS Code numbers wherever mentioned in the tender shall be the latest version of IS codes as on the date of opening of tenders.

40. The successful tenderer shall be required to submit Bar chart for the various activities involved in this work including dependencies etc. and regularly monitor the progress of work accordingly.

41. The security deposit of the successful tenderer will be forfeited if he fails to comply with any of the conditions of the Contract.

42. Errors, Omission and Descriptions:

(a) In case of errors, omissions and/or disagreement between written and scaled dimensions on the drawings or between the drawings and specification etc. the following order of preferences shall apply.

(i) Between actual scaled and written dimension (or description) on a drawing the later shall be adopted.

(ii) Between the written or shown description or dimensions in the drawings and the corresponding one in the specification the later shall be taken as correct.

(iii) Between the written description of the item in the specifications and the detailed descriptions in the schedule of quantities of the same item, the later shall be adopted.

(b) In case of difference between the rates quoted in figures and words, the rate adopted for working out the total amount of item in the original tender form, shall be taken as correct. In all other cases the correct rate would be that which is lower.

(c) Between the duplicate/subsequent copies of the tender and original tender, the original shall be taken as correct.

(d) In all cases of omissions and/or doubts or discrepancies in any item or specification a reference shall be made to the Assistant Manager (Tech), Estate Department, Reserve Bank of India, Guwahati whose elucidation, elaboration or decision shall be considered as authentic. The Contractor shall be held responsible for any errors that may occur in the work through lack of such reference and precaution.

44. Neat & Clean Site:

After completion of the work contractor shall leave the Building in neat, clean and tidy conditions as directed by the Employer. If the contract is terminated prematurely for any reason whatsoever, the contractor shall peacefully hand over everything back to the Employer and leave the Building in neat, clean and tidy conditions as directed by the



Employer. The final dues of the contractors will be settled only after removal of all the debris from the site. In case of failure on the part of contractor to do so, the Employer will get it done at the risk and cost of the Contractor.

45. Labour Laws:

(a) The contractor shall abide by and fulfill all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under and all other relevant statutory acts (such as Minimum Wages Act etc.). If the number of laborers employed by the contractor is twenty or more, the contractor shall obtain the license from the Regional Labour Commissioner. The contractor shall maintain all registers/ documents as required by the Regional Labour Commissioner at site and should furnish the same to the Bank or its representative as and when required.

(b) The offices of the Regional Labour Commissioner (Central), Guwahati will have the jurisdiction over the implementation of the labour laws under this contract.

46. Debarment / Disqualification: A bidder is liable for debarment / disqualification from bidding on the following grounds:

a) If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:

i) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

ii) Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.

iii) Any collusion bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.

iv) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

v) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract which can affect the decision of the procuring entity directly or indirectly.

vi) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

vii) Obstruction of any investigation or auditing of a procurement process.

viii) Making false declaration or providing false information for participation in a tender process or to secure a contract.

ix) Failing to disclose any previous transgressions made in respect with any public institution/ entity in India or any other country during the last three years or being debarred by any public



procuring institution / entity.

b) For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide by the terms of the tender, etc.

c) If the bidder has been convicted of an offence under

(i) the Prevention of Corruption Act, 1988; or

(ii) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

I /we hereby declare that I / we have read and understood the above instructions, terms and conditions, etc. provided for guidance of tenderers and have accordingly quoted my/our rates.

Place:

Name of the Contractor:

Date:

Address:

Sign & Seal of The Contractor:



SPECIAL INSTRUCTIONS TO THE BIDDERS

1. The workmen **will not be** allowed to stay within the Building during night.
2. The Contractor shall submit the addresses, personal details and photographs of their workmen being engaged by them for the said work to the Bank for obtaining Entry passes. Workmen will be allowed inside the Building only on producing the photo passes issued by the Bank. The contractor, his staff and the labour will have to comply with the security regulations of the Bank.
3. Permission, if any, required from the local bodies shall be obtained by the Contractor.
4. The intending bidder can obtain any clarifications regarding the tender drawings, specifications etc. from the office of the Regional Director, Reserve Bank of India, Estate Department, Guwahati on any Bank's working day.
5. The entire materials for the work shall be brought to the working area through the available passage only during specified time of working hours, as per instructions of Bank's Engineer.
6. The bidder may please note that the work must be carried out in an occupied building during normal working hours/restricted hours without causing any inconvenience to the other occupants. The rates quoted for each item shall be quoted accordingly.
7. The Bidder may please note that, the work has to be carried out during the day time or as per the Bank's instructions. All dismantling work and work generating noise shall be done during the daytime and on holidays and day time work may have to be done on restricted hours. Contractor shall take into account the above facts while quoting the rates. The entire work involved shall be carried out with the least disturbance to the occupants of building and also day to day cleaning has to be done by the contractor. The staircase and passages used by the labourers shall be cleaned properly, as per the satisfaction of Bank's Engineer.
8. Neat housekeeping at all times is the responsibility of the contractor. The debris / dust or any waste generated out of the above work shall be cleaned as frequently as required and shall be stored at the specified place inside the Bank's Building, as per the instructions of the Bank's Engineer. The bidder shall remove all the debris stored at the specified place inside the Bank's Building and shift it to the approved waste dumping place as per Municipal regulations as and when the accumulated waste is around one truck load or earlier, if instructed by Bank's Engineer. The contractor shall be solely responsible for any penal action/ penalties levied by Municipal authorities for violation of their rules/ regulations in this regard.
9. Some other works, such as electrical, structural repairs etc., may be organized by the Bank through separate agencies if necessary. The contractor shall coordinate his work with all other agencies deployed by the Bank at site so that no hindrances are presented to the planned work of any other agency.
10. The successful bidder should prepare the layout of the work and any other working drawings related to the said Work, if required, on a 1:4 scale and should get it approved from the Bank's Engineer before commencement of work.



11. Care shall be taken while executing the said job. If anything is damaged, the same shall be rectified at no extra cost.

12. Wherever the basic rate for the material is specified, the contractor should furnish all the paid bills for Bank's verification. The adjustment in price shall be made only on measured quantity. No overhead and profit shall be considered on the cost difference. The rate quoted shall include transportation to site, storing and handling etc.

13. Bank will require the contractor to produce, samples of all the materials, accessories/finishes prior to procurement/manufacture. The Bank's Engineer shall approve samples of the materials for the work. Failure to comply with these instructions can result in rejection of the work.

14. The Bidder should note that he should execute his part of work without causing any damage to any part of the building and also without disturbing the existing occupants. Any damage so caused shall be made good at the cost & risk of the bidder.

15. The bidder should note that the tender drawings and other documents describing each item in the schedule are only indicative in nature and cannot be taken as complete in detail and finishes. It is expected that the bidder should understand the intent of the tender drawings and specifications and provide for materials, workmanship, finishes and accessories appropriately so as to deliver the product of high standards. Bank reserves the right to insist on selection of brand, material, workmanship, detailing and finishes, which they consider are appropriate and suitable for the intended use. The contractor is not eligible to claim extra on this account. No claim from the contractor at a later date will be entertained for his failure to understand this condition. The decision of the Bank in respect of the quality of material, type of work, workmanship, finish etc., shall be final and binding on the contractor.

16. The successful contractor shall make sure that they protect their materials during and after installation and hand them over in good shape to the Bank satisfactorily. At the time of handing over, any damages, scratches, dents, or such defects noticed shall be got rectified as directed without any extra charge by the Contractor to the satisfaction of the Bank.

17. The successful bidders shall include, in the quoted price, all allied electrical works such as chasing in wall, drilling holes etc. to support the frames, partitions, make the surface good after grouting, double scaffolding etc.

18. The successful contractor shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working Building including their part of the work.

19. The contractor will be required to plan and organize manpower and resources in a manner that the entire work is completed within the stipulated period.

20. The work may have to be carried out in phases (if required as per the site conditions) without disturbing the occupants of the office. Necessary barricading of the area, if required from the rest of the area shall have to be arranged by the successful contractor at no extra



21. The contractor shall depute a qualified and experienced supervisor at all times during execution of the work. No work shall be carried out at the site in an unsupervised manner.

22. The contractor shall submit the names and personal details of the site in-charge/ supervisor and his authorized representative along with their role, responsibilities, and authority (with regard to supervision, quality control, documentation, measurements, signing measurement book, correspondence, receiving instructions from bank etc.) within 10 days from the date of issue of work order in the approved format.

23. All the bidders shall submit a detailed bar chart indicating the details of various major activities involved in the work and their expected completion period, specifying the parallel and sequential activities, starting from the scheduled commencement of work so as to complete the entire work within the tender specified period along with the Part-I of the tender. The bidders shall also indicate the approximate deployment of manpower/ labour, as planned by them for the above purpose, commensurate with the planned schedule. After award of work, the contractor shall be required to carry out micro planning and the detailed schedule/ Bar Chart shall be submitted within 10 days from the date of issue of work order for proper planning, monitoring and review of progress of work.

24. The progress of work shall be reviewed by the Bank on a fortnightly basis. The meeting may be held at site or in Bank's Main Office Building. The meeting should be attended by the contractor himself (in case of proprietorship firm) or authorized partner/ senior official in case of partnership firm/ limited company along with contractor's site in-charge. For this purpose, the contractor shall prepare and submit a progress report indicating the following:

a) Progress for the previous fortnight and the planning for the next fortnight along with a few photographs of work in progress and materials received during the fortnight and expected to be received during next fortnight.

b) The reasons for major deviations in planned schedule and the actual progress achieved along with any hindrances/ decisions required from the Bank.

c) Procurement schedule for long lead items

d) Variations / extra items statement

e) Statement indicating various tests conducted during the fortnight and planned for the next fortnight.

25. The contractor shall maintain following registers/ documents/details at site and keep them updated on a regular basis. These registers/ documents after completion of work shall be handed over to the Bank:

a) Hindrance register in the Bank's approved format

b) Site instruction book (in duplicate)

c) Certified true copy of the contract

- d) Material receipt register along with copies of delivery challans
- e) Copies of all bills for which Basic rate is specified in the tender
- f) Labour's daily attendance register
- g) Approved detailed schedule/ Bar chart and approved modifications of the same, if any.
- h) Signed Minutes of fortnightly progress review meetings
- i) Register for extra items/ variation/ deviation items
- j) Material test register along with copies of test reports/ certificates received from the manufacturer/ laboratory.

26. Payment of Bills by the Bank The payment of bills by the Bank shall be made after the successful execution of the work and on submission of Bills complete in all respect. It shall be the endeavor of the Bank to settle the bills at the earliest possible time. Final bill will be paid within 3 months after virtual completion and Bank's Engineer's certification of satisfactory work.

27. The contractor shall use only approved brands of first quality materials as given in the Annexure. In absence of any such choice indicated by the bidder in the Part – I, the contractor will be required to use the material as per Bank's instructions.

28. The contractor will have to arrange the services of authorized technical official of the manufacturer whose materials have been selected / approved by the Bank for the project work who will inspect the materials supplied/ available at site and the method of its uses/ application and will be required to submit a report on the manufacturer's letterhead, under official seal, indicating the genuineness or otherwise of the material and whether the materials are being used as per the Manufacturer's Specifications and specified consumption standards.

29. The successful bidder shall make necessary arrangements to protect the glazing, vehicles, occupants etc. by barricading/ covering the work area suitably with ply-boards/ construction net etc. The successful bidder shall also be required to provide proper danger/ caution notice boards at conspicuous places.

30. The bidders shall quote their rates taking in to account all the above instructions and conditions of the contract.

Place:

Name of the Contractor:

Date:

Address:

Sign & Seal of The Contractor:



SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong double scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30cm. When the ladder is used, an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling materials such as asphalt, cement mortar, concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
10. i) No paint containing lead or lead products shall be used except in the form of paste or readymade paints.

(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint is dry rubbed and scrapped.
 1. Overalls shall be supplied by the contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
 2. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect conditions.
 3. The ropes used in hoisting or lowering materials or as means of suspension shall be of durable quality and adequate strength and free from defects.



4. All the workers shall be provided with safety belts, safety shoes and helmets. No workmen shall be allowed to work on scaffolding without safety helmets and safety belts.

Electrical Safety

1. All the workers, supervisors should wear proper PPE (Personal Protective Equipment) while carrying out the works in the Building. Electrical Safety shoes & safety helmet is compulsory, otherwise, the work / respective workers shall not be allowed to do the work.

2. The electric power required for the work can be drawn only from the authorized supply points available at site. The contractor must make his own arrangements to take the supply to the requisite position. It will be ensured by the contractor, that such arrangements should include suitable length electric cables / extension board with proper ELCB/RCCB/RCBO (Earth Leakage Protection Device) equipment. Preferably joints should be avoided, and if compulsorily needed, all the required joints shall be properly insulated. It will be ensured by the contractor that the entire work site is properly illuminated at all time when the work is in progress. All the electrical related works shall be carried out by an authorized electrician. Wired light fittings should not be taken to inaccessible areas like above false ceiling etc. and instead of that portable battery-operated charging lights shall be used

3. Necessary barricading and signage boards in good quantity shall be fixed at proper locations of the work site.

4. Inverted V type signage shall be kept showing "Under Maintenance – Estate Department" whenever maintenance works go on for the lifts, electrical panels etc.

5. All the works including AMC works should have insurance policies and shall be properly maintained.

6. Do's & Don'ts in terms of Electrical safety to be shared to all the workmen.

7. Contractors should have periodical briefings (pep talks) with their workers about electrical safety.

8. Aluminum / steel ladders should have proper rubber insulation on its legs. And if required, these ladders shall be kept on electrical safety rubber mats and then use them to prevent electrical shocks.

9. Industrial safety training including electrical safety for construction/renovation works, Office Building etc., may be given periodically to the contractors, workers, technical & general staff etc. by professionals / experts like L&T training center etc.

Place:

Name & Address of the Contractor:

Date:

Sign & Seal of the Contractor:



THE CONDITIONS HEREINAFTER REFERRED TO

1. Interpretation Clauses: In construing these conditions, the Specifications, Schedule of Quantities and Contract Agreement, the following words shall have the meanings herein assigned to them except where the subject or context otherwise requires.

2. “Employer”: shall mean the Reserve Bank of India and shall include its assigns and successors.

3. “Contractor” in the case of a Partnership: “Contractor” shall mean _____ and _____ trading as partners in the name and style of _____ and having a place of business at _____ and shall include the partners for the time being of the said firm and the legal representatives of a deceased partner.

In the case of Individual: “Contractor” shall mean Shri _____ trading in the name and style of _____ and shall include his heirs, successors and legal representative.

In the case of Company: “Contractor” shall mean _____ a company incorporated under _____ and having its registered office at _____ and shall include its successors and assigns.

4. “Site”: shall mean the site of the contract works including any building and erections thereon and any other land (inclusively) as aforesaid allotted by the Employer for the Contractor’s use.

5. “This Contract”: shall mean the Articles of Agreement, the Special Conditions, the Conditions, the Appendix, the Schedule of Quantities and Specifications attached hereto and duly signed.

6. “Notice in writing or Written Notice”: shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered.

7. “Act of Insolvency”: shall mean any Act of Insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any Act amending such original Act.

8. “Net Prices”: If in arriving at the contract amount, the Contractor shall have added to or deducted from the total of items in the Tender any sum, either as a percentage or otherwise, then the net price of any item in the tender shall be the sum arrived at by adding to or deducting from the actual figure appearing in the Tender as the price of that item a similar percentage or proportionate sum provided always that in determining the percentage or proportion of the sum so added or deducted by the Contractor the total amount of any Prime



Cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression “net rates” or “net prices” when used with reference to the contract or accounts shall be held to mean rates or prices so arrived at.

“The works” shall mean the “Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati as provided herein.

Words imparting persons include firms and corporations. Words imparting the singular only also include the plural and vice versa where the context requires.

9. The Contractor shall carry out and complete the said work in every respect in accordance with this Contract and with the direction of and to the satisfaction of the Employer. The Employer may in his absolute discretion and from time to time issue further drawings and/or written instruction, details, directions and explanations which are hereafter collectively referred to as “Employer’s Instructions” in regard to:

(a) The variation or modification of the design, quality or quantity of works or the addition or omission or substitution of any work.

(b) Any discrepancy in the Drawings or between the Schedule of Quantities and/or Drawings and/or Specification.

(c) The removal from the site of any materials brought thereon by the Contractor and the substitution of any other material therefore.

(d) The removal and/or re-execution of any works executed by the Contractor.

(e) The dismissal from the works of any persons employed thereupon.

(f) The opening up for inspection of any work covered up.

(g) The amending and making good of any defects hereof.

10. The Contractor shall forthwith comply with and duly execute any work comprised in such Employer’s instructions, directions and explanations given to the Contractor or his representative upon the works by the Employer, shall, if involving a variation, be confirmed in writing by the Contractor within seven days, and if not dissented from in writing within a further seven days by the employer, such shall be deemed to be Employer’s Instructions within the scope of the Contract.

For the purpose of entering day to day instructions by the Employer, the contractor shall maintain at his own cost, a “Site instruction Book” in triplicate in which the instructions shall be entered by the employer and to be maintained by engineer-in-charge of the contractor. Instructions to the contractor shall be issued through Employer’s Engineers.



Scope of contract includes, but is not limited to, the following:

- (a) The co-ordination, scheduling and management of work of component suppliers,
- (b) Provide materials as specified in the technical specifications.
- (c) Assembly, installation and commissioning of all items as specified and handing over the site after completion of work as specified in clean condition to the Employer.

Contractor's Duties: Contractor's duties include the following;

- (a) Provide and pay for labour, materials and equipment, tools and other facilities and services necessary for the proper execution and completion of the specified works.
- (b) Secure and pay for required permits statutory workman's compensation insurance, fees and licenses necessary for proper execution and completion of required work.
- (c) Give required notices.
- (d) Promptly submit written notice to the Employer of observed variance of the Specifications from legal requirements.
- (e) Enforce strict discipline and good order among contractors. Do not employ unskilled persons in assigned tasks. Variations should be approved by Employer.

11. Variations to be approved by Employer

The Contractor shall submit the employer a statement of variations giving quantity and rates duly supported by analysis of rates, vouchers, etc. The rates on scrutiny and final acceptance by the Employer shall form a supplementary tender. The Employer shall not be liable for payment of such variations until these statements are sanctioned by it.

12. Schedule of Quantities and Agreement

The Contract shall be executed in duplicate and the Employer and the Contractor shall be entitled to one executed copy each for his use. The Contractor on the signing hereof shall be furnished by the Employer one copy of each of the specification.

13. Work Sequence:

The successful bidder shall include all costs in the tender to complete the works in the time schedule as given by him in the work schedule table. By submitting a tender, the contractor agrees that they have reviewed the project specifications and drawing, toured the site and will complete all work in accordance in the overall time period as per the approved schedule. The scheduled time frame starts after a notice to proceed, or contract is received from the Employer. The Contractor shall provide a detailed project schedule, in accordance with the time frame approved as per the work task schedule, prior to award of the project.



14. Contractor's use of Estate: The site of the work is an occupied building. Contractor's use of Estate shall be subject to following:

- a) Confine operations at the site to areas permitted by law, ordinances, permits, Specification, and Employer's specific instructions.
- b) Unreasonable encumbrance of the site with materials or equipment should be avoided.
- c) Assume full responsibility for protection and safekeeping of tools and products stored on or off Estate.
- d) Move stored products which interfere with operations of building or the operations of other trades.
- e) Obtain and pay for use of additional storage or work areas needed for operations

15. Contractor to provide everything necessary at his/her cost

The Contractor shall provide at his cost everything necessary for the proper execution of the works according to the intent and schedule of Quantities and Specifications taken together whether the same may or may not be particularly shown or described therein provided the same can reasonably be inferred therefrom, and if the Contractor finds any discrepancy in the Schedule of Quantities and Specifications he shall immediately and in writing refer same to the Employer who shall decide which is to be followed. The Contractor shall provide all works under this specification in full accordance with Health and Safety Regulations.

16. No Disruption to Normal Building Functions:

- a) This work is to be executed in an occupied office building. It is essential that the Contractor gives special attention and priority to all matters concerning safety protection from dust and loose materials, reduction of noise at, protection from water and air infiltration into building and maintenance of neat and orderly conditions in and around work areas inside and outside of building. Packaging, scrap materials and demolition debris shall be promptly removed from the building and site on a daily basis.
- b) If the contract includes works, which will disruptive during normal business operations or would be dangerous to building occupants, said works shall be performed during hours as the Employer dictates. The Contractor shall perform such work during Employer dictated hours and shall include all cost in its tender.
- c) The Contractor shall keep noise at below 75 dB during normal building hours. When it is necessary to produce noise above this at, the Contractor shall advise the Employer of such needs and times will be scheduled as directed. The Contractor shall anticipate any excessive noise generating procedures and include an allowance for it in the tender.
- d) The Contractor shall take due care for protection of the work and Employer's property



17. Authorities Notices and Patents

The Contractor shall conform to the provisions of any Act of the Legislature relating to the works, and to the regulations and bye-laws of any authority and of any water, electric supply and other companies and/or authorities with whose systems the structure is proposed to be connected, and shall, before making any variations from the Drawings or Specifications that may be necessitated by so conforming, given to the Employer written notice, specifying the variation proposed to be made and the reason for making it and apply for instructions thereon. In case the Contractor shall not within ten days receive such instructions he shall proceed with the work conforming to the provisions, regulations, or byelaws in question, and any variation so necessitated shall be dealt with under clause 13 hereof.

The Contractor shall bring to the attention of the Employer all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office all fees that may be properly chargeable in respect of the works, and lodge the receipts with the Employer.

The Contractor shall indemnify the Employer against all claims in respect of patent rights, and shall defend all actions arising from such claims, and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

18. Setting out of Works

The Contractor shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, ats, dimensions, and alignment of all parts thereof. If at any time any error in this respect shall appear during the progress of the works or within a period of one year from the completion of the works, the Contractor shall, if so required, at his own expense rectify such error to the satisfaction of the Employer.

19. Material and workmanship to conform to descriptions

All materials and workmanship shall so far as procurable be of the respective kinds described in the Schedule of Quantities and/or Specifications and in accordance with the Employer's instructions, and the Contractor shall upon the request of the Employer's furnish him with all invoices, accounts, receipts and other vouchers to prove that the materials comply therewith. The Contractor shall at his own cost arrange for and/or carry out any test of any materials which the Employer's may require.

20. Contractor's superintendence and representative on the works

The Contractor shall give all necessary personal superintendence during the execution of the works, and as long thereafter as the Employer may consider necessary until the expiration of the "Defects Liability Period" stated in the Appendix hereto. The Contractor shall also during the whole time when works are in progress, employ a competent representative who shall be constantly in attendance at the works while the men are at work. Any directions,



explanations, instructions or notices given by the Employer to such representative shall be held to be given to the Contractor.

21. Dismissal of workmen

The Contractor shall on the request of the employer, immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Employer be incompetent or misconduct himself and such persons shall not be again employed on the works without the permission of the Employer.

22. Access to works

The Employer, and their respective/representatives shall at all times have free access to the work and/or to the workshops, factories or other places where materials are lying or from which they are being obtained and the Contractor shall give every facility to the employer, and their representative necessary for inspections and examination and test of the materials and workmanship. Any person not authorized by the Employer, except the representatives of public authorities, shall not be allowed on the works at any time.

23. Junior Engineer / Assistant Manager (Tech)/ Manager (Tech)/ Assistant General Manager (Tech) Assistant General Manager (ED)

The term “Junior Engineer” / “Assistant Manager (Tech)” / “Assistant Manager (ED)”/ “Assistant General Manager (Tech)”/ “Assistant General Manager (ED)” shall mean the person appointed and paid by the Employer to inspect the works. The Contractor shall afford the Assistant Manager (T) / Manager (T) every facility and assistance for inspecting the works and materials and for checking and measuring.

The Junior Engineer/ Assistant Manager (Tech), or any representative of the Employer shall have to give instructions to the Contractor or to his representative of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued until the decision of the employer is obtained. The work will from time to time be examined by the Junior Engineer / Assistant Manager (Tech) or the Employer’s representative, but such examination shall not in any way exonerate the Contractor from the obligation to remedy any defects which may be found to exist at any stage of the works or after the same is completed. Subject to the limitation of this clause, the Contractor shall take instruction only from the Employer.

24. Assignment and Sub-letting

The whole of the works included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign or under-let the contract or any part share thereof or any interest therein without the prior written consent of the Employer, and no undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.



25. Alterations/addition/omission etc.

No alteration, omission or variation shall vitiate this contract but in case the employer thinks proper at any time during the progress of the works to make any alterations in, or additions to, or omissions from, the works or any alteration in the kind or quality of the materials to be used therein and shall give notice thereof in writing under his hand to the Contractor, the Contractor shall alter, add to, or omit from, as the case may be, in accordance with such notice, but the Contractor shall not do any work extra or make any alterations or additions or omissions from the works or any deviation from any of the provisions of the Contract, Stipulation, Specifications without the previous consent in writing of the Employer and the value of such extras, alterations, additions or omission shall in all cases to be determined by the Employer in accordance with the provisions of Clause 27 hereof, and the same shall be added to, or deducted from the Contract Amount, as the case may be, accordingly.

26. Schedule of Quantities

The Schedule of Quantities, unless otherwise stated shall be deemed to have been prepared in accordance with the Standard Method of Measurement.

Any error in description or in quantity or in omission of items from the Schedule of Quantities shall not vitiate this contract but shall be rectified and the value thereof shall be added to, or deducted, from the Contract Amount (as the case may be) provided that no rectification or errors, if any shall be allowed in the Contractor's Schedule of Rates.

27. Sufficiency of Schedule of Quantities

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 prices stated in the Schedule of Quantities and/or the Schedule of Rates and Prices which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper completion of the work.

28. Measurement of works

The following procedure shall be adopted for taking & recording the Measurements of works:

- i. The measurements shall be recorded and entered in computerized format in the first instance by the contractor, and a hard copy shall be submitted to the department. All entries shall be made exactly as per the extant procedure for recording conventional MBs.
- ii. These measurements shall be then 100% checked by the junior Engineer/ AM (Tech). If Junior Engineer/ AM (Tech) is not available, the AM (Tech) / Mgr. (Tech) shall perform 100% check of the measurements. The contractor shall incorporate all such changes or corrections, as may be done during these checks, to his draft measurements and submit to the department, the corrected measurement in the form of a book, duly hard bound with its page machine numbered. All the pages of this MB shall have full signature



with date of the authorised official of the contractor and the official of the bank with name and designation.

- iii. The test checking of these measurements shall be carried out by the concerned officials as per extant instructions. This book shall be treated as Measurement Book(MB).
- iv. The MB given by the contractor, duly bound, with its pages machine numbered, shall have no cutting or over- writing. In case of any error, the MB shall be cancelled and the contractor shall re-submit a fresh MB, duly incorporating all corrections. This should be done before the corresponding bill is submitted to the department for payment.
- v. The concerned official shall record the necessary certificates for their checks and test checks as per the extant procedure in the MB. It shall be the responsibility of the concerned officials to ensure that all the corrections have been incorporated in the computerized MB before they record their certificates.
- vi. The computerized MB shall be allotted a serial number as per the register of MB to be given by the Bank to the contractor.
- vii. All the pages of the Finalised MB shall have full signature with date of the authorised official of the contractor and the official of the bank with name and designation.
- viii. All measurements shall be taken in accordance with the Mode of Measurements detailed in the Specifications. Should the Contractor not attend or neglect or omit to take the measurements then the measurements taken by the Bank's Engineer or a persons approved by him shall be taken to be correct measurements of the works.

29. Prices for extras etc. ascertainment of

The Contractor may, when authorized and shall, when directed in writing by the Employer, add or omit from or vary the works shown upon the drawings, or described in the Specification, or included in the Schedule of Quantities, but the Contractor shall make no addition, omission or variation without such authorization or direction. A verbal authority or direction by the employers shall if, confirmed by them in writing within seven days, be deemed to have been given in writing.

No claim for an extra shall be allowed unless it shall have been executed under provisions of Employer or by the authority of the Employer. Any such extra is herein referred to as authorized extra and payment shall be made in accordance with the following provisions:

- a) (i) The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as



the work priced therein. Rates for all items, wherever possible should be derived out of the rates given in the Priced Schedule of Quantities

(ii) The net prices of the original tender shall determine the value of the items omitted, provided if omissions vary the conditions under which any remaining items of works are carried out, the prices for the same shall be valued under sub-clause (c) hereof.

c) Where the extra works are not of similar character and/or executed under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omissions or additions relative to the amount of the whole of the Contract works or to any part thereof shall be such that in the opinion of the employer, the net rate or price contained in the Priced Schedule of Quantities or tender or for any item of the works involves loss or expense beyond that reasonably contemplated by the Contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Employer shall fix such other rate or price as in the circumstances he shall think reasonable and proper with the prior approval in writing of the Employer.

(d) Where extra work cannot be properly measured or valued, the Contractor shall be allowed day work prices as the net rates stated in the tender or the Priced Schedule of Quantities or, if not so stated, then in accordance with the local day work rates and wages for the district provided that in either case, vouchers specifying the daily time (and if required by the Employer, the workmen's names) and materials employed be delivered for verification to the Employer, or his representative at or before the end of the week following that in which the work has been executed.

(e) It is further clarified that for all such authorized extra items where rates cannot be derived from tender, the contractor shall submit rates supported by rate analysis worked on the "actual cost basis", plus 15% towards establishment charges, contractor's overhead and profit. Such items will not be eligible for escalation.

(f) The measurement and valuation in respect of the Contract shall be completed within the "period of final measurements" stated in the Appendix or if not stated then within three months of the completion of the Contract works.

30. Unfixed Material When Taken into Account to be the Property of the Employer

Where in any Certificate (of which the Contractor has received payment) the employer has included the value of any unfixed materials intended for and/or placed on or adjacent to the works such materials shall become the property of the Employer and they shall not be removed except for use upon the works, without the written authority of the Employer. The Contractor shall be liable for any loss or damage to, such materials.

31. Removal of improper work



The Employer, shall, during the progress of the works, have power to order in writing from time to time the removal from the works within such reasonable time or times as may be specified in the order, of any materials which in the opinion of the Employer, are not in accordance with the Specifications or the instructions of the Employer, the substitution of proper materials, and the removal and proper re-execution of any work executed with materials, and the workmanship not in accordance with the Specifications or instructions, and the Contractor shall forthwith carry out such order at his own cost. In case of default on the part of the Contractor to carry out such order, the Employer shall have the power to employ and pay other persons to carry out the same, and all expenses consequent thereon, or incidental thereto, as certified by the Employer, shall be borne by the Contractor, or may be deducted by the Employer from any money due, or that may become due, to the Contractor.

32. Defects after Virtual Completion

Any defect, shrinkage, settlement or other faults which may appear within the “Defects Liability Period” stated in the Appendix hereto, or if none stated then within twelve months after the virtual completion of the works, arising in the opinion of the Employer, from materials or workmanship not in accordance with the Contract, shall upon the directions in writing of the Employer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor, at his own cost and in case of default, the Employer may employ and pay other persons to amend and make good such defects shrinkage, settlements or other faults, and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the Contractor and such damage, loss and expenses shall be recoverable from him by the Employer or may be deducted by the Employer, from any money due or that may become due to the Contractor, or the Employer may in lieu of such amending and making good by the Contractor deduct from any moneys due to the Contractor a sum, to be determined by the Employer equivalent to the cost of amending such work and in the event of the amount retained under clause 42 hereof being insufficient, recover the balance from the Contractor, together with any expenses, the Employer may have incurred in connection therewith. Should any defective work have been done or material supplied by Contractor employed on the works the Contractor shall be liable to make good and been subject to the provisions of this clause and clause 10 hereof. The Contractor shall remain liable under the provisions of this clause notwithstanding the signing of any Certificate or the passing of any accounts by the Employer.

33. Certificate of Virtual Completion and Defects Liability Period

The works shall not be considered as completed until the Employer has certified in writing that the work has been virtually completed. The Defects Liability Period shall commence from the date of such Certificate.



34. Nominated Sub-Contractors

All Specialists, Merchants, Tradesman and other executing any work of supplying and fixing any goods for which prime cost prices or provisional sums are included in the Schedule of Quantities and/or Specifications who may be nominated or selected by the Employer's Engineer are hereby declared to be Sub-Contractors employed by the Contractor and are herein referred to as nominated Sub-Contractors.

No nominated Sub-Contractor shall be employed on or in connection with the works against the Contractor shall make reasonable objection or (save where the Employer and Contractor shall otherwise agree) who will not enter into a Contract provided:

(a) That the nominated Sub-Contractor shall indemnify the Contractor against claims in respect of any negligence by the Sub-Contractor, his servants or agents or any misuse by him or them of any scaffolding or other plant, the property of the Contractor or under any Workmen's Compensation Act in force.

(b) That the nominated Sub-Contractor shall indemnify the Contractor against the same obligation in respect of the Sub-Contract as the Contractor is under in respect of this contract.

(c) Payment shall be made to the nominated Sub-Contractor within fourteen days of his receipt of the Bank's Engineer's Certificate provided that before any certificate is issued the Contractor shall upon request furnish to the Bank's Engineer proof that all nominated Sub-Contractor's accounts included in previous Certificates have been duly discharged, the default whereof the Employer may pay the same upon a Certificate of the Bank's Engineer and deduct the amount thereof from any sum due to the Contractor. The exercise of this power shall not create brevity of contract as between Employer and Sub-Contractor.

35. Other persons employed by Employer

The Employer reserves the right to use Building and any portions of the site for the execution of any work not included in this Contract which it may desire to have carried out by other persons, and the Contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or material for the execution of such work except by special arrangement with the Employer. Such work shall be carried out in such manner as not to impede the progress of the works included in the Contract and the Contractor shall not be responsible for any damage or delay which may happen to or occasioned by such work.

36. Insurance in respect of Damages to Persons and Property

The contractor shall be responsible for all injury or damage to persons, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract. The liability under this clause shall be held to include



inter alia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or ways as well as all damage caused to the buildings and other structures and works forming the subject matter of this Contract. The contractor shall also be responsible for any damage caused to the buildings and other structures and works forming the subject matter of this Contract by frost, rain, wind or other inclemency of weather. The contractor shall indemnify the Employer and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any statute or otherwise and also in respect of any award or compensation or damages consequent upon such claims.

The contractor shall, at his own expense, effect and maintain with effect from the date of commencement till issue of the Completion Certificate under this contract, with an insurance company approved by the employer, an All Risks Policy for Insurance for the full amount of the contract including earthquake risk in the joint names of the Employer and the Contractor (the name of the Employer “Reserve Bank of India” being placed first in the insurance policy) against all risks as per the standard all risk policy for Contractors and deposit such policy or policies with the Employer before commencing the works.

The contractor shall, reinstate all damages of every sort mentioned in this clause, so as to deliver up the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property or third parties.

The contractor shall indemnify the Employer against all claims which may be made against the Employer by any person/ any member of the public or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expenses arrange to effect and maintain, with effect from the date of commencement until the completion of the Contract, with an approved insurance company, a policy of insurance in the joint names of the Employer and the Contractor (the name of the Employer “Reserve Bank of India” being placed first in the insurance policy) against such risks and deposit such Policy or Policies with the Employer before commencement of the work.

The contractor shall also similarly indemnify the Employer against all claims which may be made upon the Employer whether under the Workmen Compensation Act or any other statutes in force during the currency of this contract or at Common Law in respect of any employee of the contractor or any sub-contractor and shall at his own expense effect and maintain, with effect from the date of commencement until the completion of the Contract, with an approved insurance company, a policy of insurance in the joint names of the Employer and the Contractor (the name of the Employer “Reserve Bank of India” being placed first in the insurance policy) against such risk and deposit such policy or policies with the Employer from time to time during the currency of the contract.

The minimum limit of the coverage under the “Third Party Insurance Policy” shall be



Rs. 2 Lakh per person for any one accident or occurrence and Rs. 5 Lakh in respect of damage to property for any one accident or occurrence.

The Contractor shall be responsible for any Liability which may be excluded from the insurance policies referred to above and also for all other damages to any person, animal or any property arising out of and incidental to the negligent or defective carrying out of this contract. He shall also indemnify the Employer in respect of all and any costs, charges or expenses arising out of claim or proceedings of damage arising there from.

In default of the contractor insuring as provided above, the Employer may so insure and may deduct the premiums paid from any money due or which may become due to the contractor. The contractor shall also indemnify and keep indemnified the Employer against all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any award of damage or compensation arising there from.

Without prejudice to the other rights of the Employer against contractors in respect of such default, the Employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the Employer and which are payable by the contractor under this clause.

The contractor shall upon settlement by the insurer of any claim made against the insurer pursuant to a policy taken under this clause, proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event, all the money received from the insurer in respect of such damage shall be paid to the contractor and the contractor shall not be entitled to any further payment in respect of the expenditure incurred for rebuilding or repairing of the materials or goods destroyed or damaged.

The contractor, in case of rebuilding or reinstatement after damage shall be entitled to such extension of time for completion as the employer may deem fit but shall, however, not be entitled to reimbursement by the Employer of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

Without prejudice to his liability under this clause, the contractor shall also cause all nominated sub-contractors to affect, for their respective portions of the works a similar policies of insurance in accordance with the provisions of this clause and shall produce or cause to produce to the Employer such policies. The Contractor shall not permit a nominated sub-contractor to commence work at the site unless said insurance policies are submitted. In the event of failure of the sub-contractor to take out such policy or policies of insurance before commencing the works at the site, the contractor shall be responsible for any claim or damage attributable to the said sub-contractor.

37. Date of commencement and completion

The Contractor shall be allowed admittance to the site on the "Date of Commencement" stated in the Appendix hereto, or such later date as may be specified by the Employer and he shall thereupon and forthwith begin the works and shall regularly proceed with and complete the same (except such painting or other decorative work as the Employer may



desire to delay) on or before the “Date of Completion” stated in the Appendix subject nevertheless to the provisions for extension of time hereinafter contained.

38. Damage for non-completion;

If the Contractor fails to maintain the required progress of the works by the completion time stipulated in the Contract or within any extended time under time extension Clause and the Employer certifies in writing that in his opinion the same ought reasonably to have been completed, the Contractor shall pay the Employer the sum named as “**Liquidated Damages**” for the period during which the said works shall so remain incomplete and the Employer may deduct such damages from any moneys due to the Contractor. The contractor hereby specifically agrees and authorizes the Employer to deduct such liquidated damages, if any, from any installment of payment becoming due and payable to the contractor in terms of this contract or from the retention money.

39. Delay and Extension of Time

If in the opinion of the Employer, the works be delayed (a) by force majeure or (b) by reason of any exceptionally inclement weather or (c) by reason of proceedings taken or threatened by or dispute with adjoining or neighboring owners or public authorities arising otherwise, than through the Contractor’s own default or (d) by the works or delays of other Contractor or Tradesmen engaged or nominated by the Employer and not referred to in the Schedule of Quantities and/or Specification or (e) by reason of Employer’s instructions or (f) by reason of electrical commotion, local combination of workmen or strike or lockout affecting any of the building trade or (g) in consequence of the Contractor not having received in due time necessary instructions from the Employer for which he shall have specifically applied in writing or (h) from other causes which the Employer may certify as beyond the control of Contractor or (i) in the event, the value of the work exceed the value of the Priced Schedule of Quantities owing to variation, the Employer may make a fair and reasonable extension of time for completion of the Contract Works. In case of such strike or lock-out, the Contractor shall immediately give written notice thereof to the Employer but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably be required to the satisfaction of the Bank’s Engineer to proceed with work. Stoppage of work due to normal monsoon cannot be considered as hindrances.

If the contractor needs an extension of time for completion of the work or if the completion of work gets delayed for any reason beyond the due date of completion stipulated in the contract, the contractor shall apply to the Employer for extension of time in writing at least 7 days before the expiry of the scheduled time and while applying for extension of time, contractor shall furnish the reasons in detail and his justification along with documentary evidence (copy of relevant pages of hindrance register), if any, for delays. Only that period of extension of time as granted by the employer (on receipt of the application from the contractor or even in absence of any such application certification as to the reasonableness of the grounds for delay) will qualify for exemption of imposition of liquidated damages. For the balance period in excess of original stipulated period and an authorized extension of time



granted by the Employer, the provision of liquidated damages as stated under clause 36 will become applicable.

Further the contract shall remain in force even for the period beyond the due date of completion irrespective whether the Contractor has applied or not, for the grant of extension of time for completion unless the Employer decides to terminate the contract. The delay for completion of work for any reason will not entail any right to the Contractor to claim any revision of rates or any extra compensation for any reason.

40. Failure by Contractor to comply with Employer's Instructions

If the Contractor after receipt of written notice from the Employer requiring compliance within ten days fails to comply with such further Employer's instructions, the Employer may employ and pay other persons to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer on the Certificate of the Employer's Engineer as a debt or may be deducted by him from any money due to the Contractor.

41. Termination of Contract by the Employer

If the Contractor being an individual or a firm commits any "Act of insolvency", or shall be adjudged an Insolvent or being an Incorporated Company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to the supervision of the Court and the Official Assignee or the Liquidator, in such acts of insolvency or winding up, as the case may be, shall be unable within seven days after notice to him requiring him to do so to show to the reasonable satisfaction of the Employer that he is able to carry out and fulfill the Contract and to give security therefore, if so required by the Employer.

Or

if the Contractor (whether an individual, firm or incorporated Company) shall suffer execution or to other process of Court attaching property to be issued against the Contractor.

Or

shall suffer any payment under this Contract to be attached by or on behalf of any of the creditors of the Contractor.

Or

shall assign or sublet this Contract without the consent of the Employer in writing of the Employer firsthand and obtained.

Or

shall charge or encumber this Contract or any payments due or which may become due to the Contractor hereunder.

Or

if the Employer shall certify in writing that the Contractor

(i) has abandoned the Contract,



or

(ii) has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the works for fourteen days after receiving from the Employer, notice to proceed

or

(iii) has failed to proceed with the works with such diligence and failed to make such progress as would enable the works to be completed within the time agreed upon,

or

(iv) has failed to remove materials from the site or to pull down and replace work for seven days after receiving from the Employer written notice that the said materials or work were condemned and rejected by the Employer under these conditions

or

(v) has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same.

Then and in any of the said cases the Employer may, notwithstanding any previous waiver, after giving 07 (seven) days' notice in writing to the Contractor, determine the Contract, but without thereby affecting the powers of the Employer or the obligations and liabilities of the Contract, the whole of which shall continue in force as fully as if the Contract has not been so determined, and as if the works subsequently executed had been executed by or on behalf of the Contractor and further, the Employer by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffoldings, sheds, machinery, steam and other power utensils and materials lying upon the Building or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractor or other person or persons to complete the works, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient the Employer shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Employer may sell the same by public auction, and give credit to the Contractor for the net amount realized. The Employer shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to or by the Employer and expense or loss which the Employer shall have been put to in procuring the works to be completed and the amount, if any, owing to the Contractor and the amount which shall be so certified shall thereupon be paid by the Employer to the Contractor or by the Contractor to the Employer, as the case may be, and the Certificate of the Employer shall be the final and conclusive between the parties.



42. Termination of Contracts by Contractor

If the payment of the amount payable by the Employer under Certificate of the Employer shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issues of any such Certificate, or if the Employer shall repudiate the Contractor, or if the works be stopped for three months under the order of the Employer or by any injunction or other order of any Court of Law, then and in any of the said cases the Contractor shall be at liberty to determine the Contract by notice in writing to the Employer, and he shall be entitled to recover from the Employer, payment for all works, executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract.

In arriving at the amount of such payment the net rates contained in Contractor's original Tender shall be followed or where the same may not apply valuation shall be made in accordance with the Clause hereof.

43. Certificate of Payments

a) The Contractor shall be paid by the Employer from time to time by installments under Interim Certificates to be issued by the Employer to the Contractor on account of the works executed when in the opinion of the Employer, works to the approximate value named in the Appendix as "Value of work for Interim Certificates" (or less at the reasonable discretion of the Employer) has been executed in accordance with this Contract, subject, however to a retention of the percentage of such value named in the Appendix hereto as "Retention percentage for Interim Certificates" until the total amount retained shall reach the sum named in the Appendix as "Total Retention Money" after which time the installments shall be up to the full value of the work subsequently so executed and fixed in the building.

b) When the works have been virtually completed and the Employer shall have certified in writing that they have been completed, the Contractor shall be paid by the Employer in accordance with the Certificate to be issued by the Employer, the sum of money named in the Appendix as "Installment after virtual Completion" being a part of the said total retention money. And the Contractor shall be entitled to the payment of the final balance in accordance with the final certificate to be issued in writing by the Employer at the expiration of the period referred to as "the Defects Liability Period" in the Appendix hereto from the date of Virtual Completion or as soon as after the expiration of such period as the works have been finally completed and all defects made good according to the true intent and meaning hereof whichever shall last happen provided always that the issue by the Employer of any Certificate during the progress of the works or after their completion shall not relieve the Contractor from his liability under the Clause or relieve the Contractor of his liability in case of fraud, dishonesty, or fraudulent concealment relating to the works of materials or to any matter dealt with in the Certificate, and in case of all defects and insufficiencies in the works or materials which a reasonable examination would not have disclosed. No certificate of the Employer shall of itself be conclusive evidence that any works or materials to which it relates are in



accordance with the Contract neither will the contractor have a claim for any amounts which the employer might have certified in any interim bill and paid by the Employer and which might subsequently be discovered as not payable and in this respect the Employer's decision shall be final and binding.

- b) Site Engineer, pending test checking of work and measurements, checking of details, arithmetical accuracy and certification by the competent authority.
- c) The Employer shall have power to withhold any Certificate if the works or any parts thereof are not being carried out to his satisfaction.
- d) The Employer may by any Certificate make any correction in any previous Certificate, which shall have been issued by him.
- e) No Certificate of payment shall be issued by the Employer if the Contractor fails to insure the works and keep them insured till the issue of the Virtual Completion Certificate.
- f) Any amounts payable by the Employer to the Contractor in pursuance of any Certificate given by the Employer hereunder shall, if not paid within the "Period of honoring Certificates" named in the Appendix, carry interest at the rate named in the Appendix as the "Rate of Interest for delayed payment" from the date upon which such sum ought to have been paid by the Employer until the payment.

44. Matter to be finally determined by Employer

The decision, opinion, direction, Certificate determined by Employer shall be final and conclusive and binding on the parties hereto and shall be without appeal. Any other decision, opinion, direction, Certificate or valuation of the employer or any refusal of the Employer to give any of the same, shall be subject to the right of Arbitration and review under clause 43 hereof in the same way in all respects (including the provisions as to opening the reference) as if it were a decision of the Employer.

45. Settlement of disputes by Arbitration

All disputes and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Employer who shall state his decision in writing. Such decision may be in the form of a final Certificate or otherwise. The decision of the Employer with respect to any of the excepted matters shall be final and without appeal as stated under the above mentioned clauses hereof. But if either the Employer or the Contractor be dissatisfied, question or dispute of any kind (except any of the excepted matters) or as to the withholding by the Employer of any Certificate to which the Contractor



may claim to be entitled then and in any such case either party (the Employer or the Contractor) may within 28 days after receiving notice of such decision give a written notice to the other party through the Employer requiring the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference, of which such written notice has been given.

If both the parties agree, a single arbitrator would be appointed for the purpose. In case no agreement could be reached on the appointment of single arbitrator, both the parties will nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire.

The Arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision, requisition or notice, save in regard to the excepted matters referred to in the preceding Clause, and to determine all matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

The Arbitrator or Arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case, during the arbitration proceedings, the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be shall be deemed to have been revoked and arbitration proceedings shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or the Arbitrators as the case may be.

Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be, who may determine the amount thereof, or direct the same to be taxed as between attorney and client or as between party and shall direct by whom and to whom and in what matter the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The Award of the Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators, as the case may be, is given abide by the decision of the Employer and no Award of the Arbitrator or Arbitrators, as the case may be, shall relieve the Contractor of his obligations to adhere strictly to the Employer's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this Clause shall be a condition precedent to any right of action under the Contract. The venue of arbitration shall be Guwahati, Assam, India.



46. Right of Technical scrutiny of final bill

The Employer shall have a right to cause a technical examination of the works by any of the persons or organization as appointed by the Employer and the final bill of the Contractor including all supporting vouchers, abstracts etc. If as a result of this examination or otherwise any sum is found to have been overpaid or over-certified it shall be lawful for the Employer to recover the sum from any payment due to the Contractor for this work or any other work or works being carried out by Contractors elsewhere under the “RESERVE BANK OF INDIA”.

47. Employer entitled to recover compensation paid to workman

If, for any reason, the Employer is obliged, by virtue of the provisions of the Workmen’s Compensation Act, 1923, or any statutory modification or re-enactment thereof to pay compensation to a workman employed by the Contractor in execution of the works, the Employer shall be entitled to recover from the Contractor the amount of compensation so paid, and without prejudice to the rights of the employer under the Act. 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 under this Contract or otherwise. The Employer shall not be bound to contest any claim made against it under the said Act, except on the written request of the Contractor and upon his giving to the Employer full security to the satisfaction of the Employer for all costs for which the Employer might become liable in consequence of contesting such claim.

48. Abandonment of works

If at any time after the acceptance of the tender, the Employer shall for any reasons whatsoever not require the whole or any part of the works to be carried out, the Employer shall give notice in writing to the Contractor who 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 whole works.

49. Return of surplus materials

Notwithstanding anything to the contrary contained in any or all the clauses of this Contract, where any material for the execution of the Contract is procured with the assistance of the Employer by purchases made under orders or permits or license or licenses issued by Government, the Contractor shall hold the said materials economically and solely for the purpose of the contract and not dispose of them without the prior written permission of the Employer and return them to the Employer, if required by the Employer, at the price to be determined by the Employer having due regard to the conditions of the materials, the price to be determined should not exceed the purchase price thereof inclusive of sales tax, octroi and other such levies paid by the Contractor in respect thereof. In the event of breach of the aforesaid condition, the Contractor shall, in addition to being liable to action for contravention of the terms of licenses or permit and/or criminal breach of trust, be liable to Employer for all



money, advantages or profits resulting or which in the usual course would have resulted to him by reason of such breach.

50. Right of Employer to terminate Contract in the event of Death of Contractor, if individual

Without prejudice to any of the rights or remedies under this Contract, if the Contractor being an individual, dies the Employer shall have the option of terminating the Contract without incurring any liability for such termination.

51. Accident Reports

In the event of accidents of any kind, the Contractor shall furnish the Client with copies of all accident reports. The reports shall be sent without delay and at the same time that they are forwarded to any other parties.

52. Non-Disclosure Clause

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/ equipments etc. which may come to the profession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

53. Contractor must comply with the provisions of Payment of Wages Act 1936, Minimum wages Act 1948, Gratuity Act 1972, Stamp Act 1899, EPF Act 1952, ESI Act 1948, Payment of Bonus Act 1965 etc. & all applicable statutory rules/ guidelines. Notices /penalty, if any, issued /imposed by any statutory norms/requirements shall be paid by the contractor, without any claim to the Employer.

54. Contractor must comply with the compliance of Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Central Rules, 1971 & Assam Labour Contract (Regulation and Abolition) Rules 1971 and should display related notice board at the work place.



55. Prevention of Sexual Harassment of women at work places

- a) The Contractor shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013" In case of any complaint of sexual harassment against its employee within the Building of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the-said Act in respect to the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Employer shall be taken cognizance of by the Regional Complaints Committee constituted by the Employer.
- c) The contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees /workmen of the contractor, for instance any monetary relief to Employer's employee, if sexual violence by the employee /workmen of the contractor is proved.
- d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- e) The contractor shall provide a complete and updated list of its employees who are deployed within the Employer's Building.

Special Conditions of the Contract

56. Project Team:

The contractor shall provide the required project team at site for managing various aspects of the project. The details of the Project Team, as required under special instructions to the bidders, shall be provided by the contractor if required or as per Bank's Instructions

57. Progress of Work

The contractor shall provide the project schedule, as required under Special instructions to the bidders.

Upon award of work, the Contractor shall reconfirm, in writing, the starting and completion schedule including material delivery dates based upon the information submitted in his tender form along with detailed Project schedule/ Bar chart (including details of all the important activities involved), as specified in the Special instructions to the bidders

The Contractor shall submit, in writing, progress reports as specifically described in the Special Instructions to the Bidders and shall attend the progress review meetings as and when convened by the Employer

58. Project Documentation:



The contractor shall be required to maintain all the relevant documents, details, registers etc. as specifically mentioned in the Special instructions to the bidders at site and shall hand them over to the Employer after completion of the work.

59. Marginal Notes

The Marginal Notes in the catch lines hereto and in the annexure hereto are meant only for convenience of reference and shall not in any way be taken into account in the interpretation of these presents and the annexure hereto. The Contractors will have to carry out and complete the said work in every respect in accordance with this contract.

Place:

Name of the Contractor:

Date:

Address:

Sign & Seal of The Contractor:



APPENDIX HEREINBEFORE REFERRED TO

Reference to clauses in Conditions Hereinbefore Referred to:

1	Defects Liability Period	12 Months from the date of virtual completion certificate referred to in the section Conditions Hereinafter Referred To”
2	Period of Final Measurement	3 months from the date of virtual completion
3	Date of commencement	10 th day from the date of issue of work order
4	Date of Completion	Date of virtual completion
5	Completion Period	180 days from the 10 th day of issuing work order
6	Rate of liquidated damages	₹0.25% per week of the contract amount of delay subject to maximum of 10% of the contract value
8	Retention percentage	5% from Each RA Bills
9	Value of Woks for Interim Certificates	Rs. 6 Lakhs for RA Bills
10	Security Deposit	Total Retention Money
11	Part of Security Deposit to be refunded after virtual completion	NA
12	Part of Security Deposit to be refunded after defect liability period	Subject to satisfactory services and satisfactory rectification of all the defects developed and pointed out to the contractor during the said DLP.
13	PBG	NA



GENERAL CONDITIONS

Scope of Work: The scope of work covers Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati for the Reserve Bank of India in accordance with drawings and specifications prepared by and under the direction and to the satisfaction of the Bank.

1. **Contract:** The form of contract shall be according to the printed form “conditions of contract”. The following clauses shall be considered as an extension and not in the limitation of obligation of the contractor.

All-important drawings are to be mounted on boards and placed in racks and indexed.

2. **Dimensions:** Figured dimensions are in all cases to be accepted in preference to scaled sizes. Large scale details take precedence over small scale drawings. In case if discrepancy the contractor is to ask for clarification before proceeding with the work.

3. **Contractor to include in his/her rates:** The Contractor shall include all the items while forming the rate.

4. **Contractor to inspect site:** The Contractor shall visit and examine the site of work and satisfy himself as to the nature of the existing roads or other means of communications, the extent and magnitude of the work and facilities for obtaining materials and shall obtain generally his own information on all matters affecting the execution of work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points or the grounds of insufficient description will be allowed. All expenses incurred by the contractor in connection with obtaining information for submitting this tender including his visits to site or efforts in compiling the tender shall be borne by the Tenderer and no claims for the reimbursement thereof shall be entertained

5. **Access to Site:** The contractor is to include in his rates for forming access to the site, required for the works.

6. **Setting out:** The contractor shall set out the works in accordance with the plans. All grid/center line shall be marked out to the satisfaction of the Employer. The contractor shall be responsible for the correctness of the lining out and any inaccuracies are to be rectified at his own expenses.

7. **Treasure Trove: (If Applicable):** Should any treasure, fossils, minerals, or works of art of a queried interest be found while carrying out the works, the contractor shall give immediate notice to the Employer of any such discovery and shall hand over such find to the Employer.

8. **Access for Inspection:** The Contractor is to provide at all times during the progress of the works and the maintenance period proper means of access, with ladders, etc. and the



necessary attendance to move and adapt as directed for the inspection of measurement of the works by the Employer.

9. Cost of Transporting: The contractor shall allow in his own cost for all transporting, unloading, stacking and storing of supplies and goods and materials for this work on the site and in the places approved from time to time by the Employer. The contractor shall allow in his price for transport of all materials (controlled or otherwise) to the site.

10. Materials, Workmanship and Samples: Materials shall be of approved quality and the best of their kind available and shall generally conform to I.S. Specifications. The contractor shall order all the materials required for the execution of work as early as necessary and ensure that such materials are on site well ahead of requirements for use in the work. The work involved calls for high standard of workmanship combined with speed and to the entire satisfaction of the Employer. Rates for Non-Tender Items:

11. Rates of items not included in Schedule of quantities shall be settled by the Employer as mentioned in the variation clause of the Contract conditions.

12. Rates to include: The rates quoted shall be for all leads and lifts and finished work.

13. To ascertain from Contractor for the other Trades: The Contractor shall ascertain from other contractor as directed by the Employer all particulars relating to their work with regard to the order of its execution and the position in which chases, holes and similar items will be required, before the work is taken in hand as no claims for extras will be allowed for cutting away work already executed in consequence of any neglect by the contractor to ascertain these particulars beforehand. Before ordering materials, the contractor shall get the sample approved from the Employer well in time.

14. Testing of Work and Material: The contractor shall arrange to test the materials to be used for the work as decided and directed by the Employer, at his cost in order to prove their soundness and efficiency. Before sending the samples of materials for testing, the samples shall be sealed and signed jointly by the contractor and the representative from the Employer and each sample shall be given distinct identification mark. On receipt of various test reports, proper record shall be maintained for all the test carried out showing respective identification

marks of the samples and results. If after any such tests, the work or portion of works is found to be defective or unsound in the opinion of the Employer the contractor shall pull down and redo such works at their own cost. The materials found to be defective or declared unsound or not conforming to specifications etc., after testing, shall be immediately removed from the site by the contractor.

In case, the contractor fails to get the work / portion of works / materials tested at appropriate time, the Employer will arrange for getting such testing done and all testing charges and other incidental expenditure incurred by the Employer in connection with such tests shall be



recovered from the Contractor.

After any such tests, the work or portion of works is found to be defective or unsound in the opinion of the Employer, the contractor shall pull down and redo such works at their own cost. The materials found to be defective or declared unsound or not conforming to specifications etc., after testing, shall be immediately removed from the site by the contractor.

15. Clearing of Site: As work is to be carried out in office Building the contractor shall remove debris and clean the Building at the end of every day on his expense and maintain the area in clean and tidy conditions.

SPECIAL CONDITIONS AND INSTRUCTIONS FOR WORK

Tenderer may specially note the following:

1. The work involved in this contract is for the renovation of the Issue department. Offices of the Bank will be functioning in this Building and hence work is required to be carried out with minimum disruption. and no extra claim on this account shall be entertained by the Employer/Bank.
2. The work shall be carried out by the Contractor by taking all necessary precautions to avoid inconvenience to the offices and the people working therein.
3. The Contractor shall obtain working passes for the laborers to be employed for the work. Working passes with Identity Card with Photos to be obtained. The Contractor has to obtain the Police Verification done to his work men employed in this work.
4. No debris shall be stored or stacked in any area other than the area designated by the Employer/ Bank in the compound area of Building. The contractors shall keep the Building clear during the progress of work and ensure to remove the debris / unwanted and or unserviceable materials created in the process of work on a day to day basis, and debris shall be taken out from Building on regular basis but in no case debris will be allowed to remain within Bank for more than a week. Any debris etc. shall, in no case, be kept on Municipal footpath. In case of failure to do so, the contractors will be fully responsible for paying all the fines, if any, imposed by the Municipality or Court including attending to Court Summons etc.
5. No movement of materials including debris into and out of the Building shall be permitted without the requisite formalities. Contractor will keep the Employer/ Bank advised about the movement of materials/debris.
6. No worker of the contractor will be allowed to stay at site.
7. The rates quoted shall be valid for working at all ats, heights. No extra payment shall be made for scaffolding, staging, ladders etc. for transportation of laborers and materials at higher or lower ats.
8. The rates quoted should also include cost of covering all the furniture, computers and its peripherals, machines, cooler etc. in the work area with PVC sheet and cleaning and dusting the entire area and furniture before opening of office on next day.

A bidder is liable for debarment/disqualification from bidding on the following rounds:

9.If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:

- a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- b) Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.



- c) Any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
- f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) Obstruction of any investigation or auditing of a procurement process.
- h) Making false declaration or providing false information for participation in a tender process or to secure a contract;
- i) Failed to disclose conflict of interest.
- j) Failed to disclose any previous transgressions made in respect of the provisions of sub-clause(i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity

10. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works, failure to abide terms of the tender etc.

11. If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

Place:

Contractor's Name & Address:

Date:

Contractor's Signature & Seal:

Technical Specifications /scope of work

ELECTRICAL MATERIAL SPECIFICATION, INSTALLATION AND TESTING

ELECTRICAL INSTALLATION:

This work is totally supply, installation, testing and commissioning of the electrical wiring, light fitting and allied work s as mentioned in the BOQ.

The installations shall generally be carried out in conformity with the requirements of Indian Electricity Act, 1910 as amended up to date and Indian Electricity Rules, 1956 framed there under, the relevant regulations of the Electric Supply Authority concerned and also with the specifications laid down in the Indian Standard IS: 732/1963 "Code of Practice (Revised) for Electrical Wiring Installations (System Voltage not exceeding 650V)". The work shall be executed as per National Electrical Code and if any item is not covered there under or there is any doubt, the specification approved by the Engineer-in-charge will be final and binding.

The work has to be carried out by an agency holding a valid Electrical Contractor license issued by any state Government for carrying out `installation work of the voltage classes involved under the direct supervision of persons holding valid certificate of competency issued by the State Government. The Tenderer shall furnish the particulars of the license held by him for carrying out the installation work along with particulars of certificates of competency held by his supervisory staff.

The Tenderer shall visit the premises and ascertain site conditions, existing structures / ceiling and other obstructions if any, and suitably allow for these exigencies in his offer. No extra claims will be admissible later these Seconds.

1. LIGHT FIXTURES & FANS

1.0 Scope

1.1 The scope of work shall cover the supply, installation and testing, COMMSIISONING of LED light fixtures and wall bracket fans.

2.0 Standards

2.1 The following standards and rules shall be applicable:

- 1) IS Code current of practice for interior illumination.
- 2) IS code General and safety requirements for electric lighting fittings.
- 3) Recent Indian Electricity Act and Rules issued thereunder.

2.2 All codes and standards mean the latest. Where not specified otherwise the installation shall generally follow the Indian standard codes of practice AND absence of Indian Standard, cpwd guidelines may be followed and implemented. The work shall be done to total supply, installation, testing and commissioning of the tender.

3.0 General Requirements

- 3.1 All fixtures shall be complete with accessories and fixing necessary for installation whether so detailed under fixture description or not.
- 3.2 Fixture housing, frame or canopy shall provide a suitable cover for the fixture outlet box or fixture opening.
- 3.3 Fixtures shall be installed at mounting heights as detailed on the drawings or instructed on site by the R.B.I. Engineer.
- 3.4 Fixtures and / or fixture outlet boxes shall be provided with hangers supporting conduit to adequately support the complete weight of the fixture. Design of hangers and method of fastening other than shown on the drawings or herein specified shall be submitted to the R.B.I. Engineer for approval.
- 3.5 Pendant fixtures within the same room or area shall be installed plumb and at a uniform height from the finished floor. Adjustment of height shall be made during installation as per Drawings.
- 3.6 Flush mounted and recessed fixtures shall be installed so as to completely eliminate light leakage within the fixture and between the fixture and adjacent finished surface.
- 3.7 Fixture mounted on outlet boxes shall be tightly secured to a fixture stud in the outlet box. Extension pieces shall be installed where required to facilitate proper installation.
- 3.8 Fixture shall be completely wired and constructed to comply with the regulations and standards for Electric Lighting Fixtures, unless otherwise specified. Fixtures shall bear manufacturer's name and the factory inspection unless otherwise approved.
- 3.9 Wiring within the fixture and for connection to the branch circuit wiring shall be not less than 1.5 sq. mm copper for 250 volt application. Wire installation shall suit the temperature conditions inside the fixture and wires bypassing the choke shall be heat protected with a heat resistant sleeve. Suitable 6/16A PVC insulated terminals shall be provided for looping purpose.
- 3.10 Metal used in lighting fixtures shall be as per OEM design. Sheet steel reflectors shall have a thickness of not less than 20 SWG. The metal parts of the fixtures shall be completely free from burrs and tool marks. Solder shall not be used as mechanical fastening device for any part of fixture.
- 3.11 Ferrous metal shall be given a corrosion resistant phosphate treatment or other approved rust inhibiting prime coat to provide a rust proof base before application of finish.
- 3.12 Non - reflecting surfaces such as fixture frames and trim shall be finished in baked enamel paint.
- 3.13 Light reflecting surface shall be finished in baked white enamel having a reflection factor as

per oem design.

- 3.14 Fixture with visible frames shall have concealed hinged and catches. Pendant fixtures and lamp holders shall be provided with ball type aligners or similar approved means. Recessed fixtures shall be constructed so as to fit into an acoustic tile ceiling or plaster ceiling without distorting either the fixture or the ceiling plaster rings / flanges shall be provided for plaster ceiling. Fixture with hinged diffuser doors shall be provided with spring clips or other retaining device prevent the diffuser from moving.
- 3.15 Detailed catalogue cuts for all fixtures, or if so requested by the R.B.I. Engineer sample fixtures shall be submitted for approval to the Architect Consultant before orders for the fixtures are placed. Shop drawings for non-standard fixture type shall be submitted for approval to the Architect / Consultant.
- 3.16 Recessed fixtures shall be constructed so that all components are replaceable without removing housing from the ceiling.
- 1) Lamps shall be supplied and installed in all lighting fixtures.
 - 2) Lamps used for temporary lighting service shall not be used in the final lamping of fixtures units.
 - 3) Lamps types & wattage as shown on the drawing and schedule.
 - 4) Lamps for permanent installation shall not be placed in the fixtures until so directed by the R.B.I. Engineer, and this shall be accomplished directly before the building portions are ready for occupation.
- 4.0 LED fittings
- 4.1 ballasts shall be used as per OEM in any one fixture. Ballasts shall be completely enclosed inside sheet casing and shall have a corrosion-resistant finish. Ballast shall contain a thermosetting type compound not subject to softening or liquefying under any operating conditions or upon ballast failure. Compound shall not support combustion. All ballasts shall be of high power factor compensated to above 0.9 PF. Ballast temperature and sound rating shall be specified by the manufacturer and guaranteed. Ballasts shall be for operation at the voltages and frequencies indicated and under temperature conditions prevailing in the various locations of the premises. Tapped ballasts are preferred.
- 4.2 All LED fixtures shall be provided with separate wiring channel with cover plate and an earth terminal. All screws shall be chromium brass screws. Lamps and starter holders shall be out of tough molded plastic with spring loaded rotor type contractors rendered shock and vibration proof. Condensers shall be low loss paper impregnated hermetically sealed complying with IS 1969. Internal shall be neatly clipped and where by passing the ballast, a suitable heat resistant barrier or sleeve shall be provided.
- 4.3 Surface mounted fixtures longer than two feet need additional point of support besides the outlet box fixture stud when installed individually. Pendant individually mounted fixtures four feet long and smaller shall be provided with twin stem / conduit hangers. Stems shall have ball aligners or similar

devices and provided for a minimum of 25 mm vertical adjustment. Stems shall be of appropriate length to suspend fixtures at required mounting height.

4.4 Lamps shall have BI - pin bases.

4.5 Workmanship: Good workmanship and neat appearance, and as per reconnection of oem are the prerequisites for compliance with the various sections of these specifications. The work shall be carried out under direct supervision of a person holding certificate of competency issued by the State Govt. and in accordance with the statutory rules and regulations in force. The relevant ISI code of practice shall be followed wherever applicable.

10. Additional Specifications:

- a) Any damage to walls, floors, etc during installation and erection must be repaired by the Contractor to match the original surface for which no extra amount will be paid.
- b) For conduits all the junction boxes etc. should be of inspection type and there must be electrical continuity throughout the length.
- c) Approved materials and fittings shall only be used. The Contractor shall replace the unapproved materials and fittings at his own cost.
- d) Intending tenderers are advised to study all the drawings, specifications, conditions etc in detail and inspect the site before submitting tenders so as to ascertain the nature and scope of the work involved and the methods to be adopted for executing the work.
- e) The rate quoted shall include cost of cutting holes and chase in walls floor slabs, repairing the same and restoration of original surface. Nothing extra shall be entertained on this account.
- f) The Contractor will also be required to submit the 'Form of Completion Certificate' in the required proforma.

2. CONDUIT WIRING

1.0 Scope

1.1 The scope of work shall cover supply, installation, testing and commissioning of all PVC conduit wiring as **per isi code**.

2.0 Standards

2.1 **The IS standards and rules shall be applicable for the following.**

- 1) Code of Practice for Electrical wiring installation (System voltage not exceeding 650V)
- 2) Code of Practice for fire safety of buildings (General) Electrical Installation.
- 3) Flexible steel conduits for electrical wiring.
- 4) Accessories for rigid steel conduit for electrical wiring.

- 5) PVC insulated cables.
- 6) 3 Pin plugs and sockets.
- 7) Conductors for insulated electric cables and flexible cord.
- 8) Specification for conduits for Electrical installation.
- 9) Indian Electricity Act 1910 and rules issued thereunder.
- 10) Regulations for the electrical equipment in buildings issued by the Tariff Advisory Committee of the Insurance Association of India.

2.2 All standards and codes mean the latest.

3.0 Rigid and Flexible conduits – As Specified

3.1 Conduits can be

- i) Mild steel : black enameled
- ii) Mild steel : galvanized
- iii) Rigid PVC as specified and required by the schedule of work. Wall thickness in each case shall be as follow:

	STEEL	Black enameled	Galvanized PVC	Minimum wall thickness
(a)	Up to 32 mm Dia	1.4 to 1.8	Up to 25	2.1 mm
(b)	Over 32 mm Dia	1.6 to 2.2	32 & over	2.8 mm

3.2 PVC conduits shall be used only where ever specified.

3.3 Flexible conduits shall be formed from a continuous length of spirally wound interlocked strip steel with a fused zinc coating on both sides. The conduit shall be terminated in brass or PVC adaptors. PVC flexible shall not be used.

4.0 Accessories

4.1 Conduit fittings such as bends, elbows, reducers, chase nipples, split couplings, plugs, etc. shall be heavy duty specifically designed and manufactured or their particular application and in accordance with relevant I.S.S. Wherever galvanized conduits are specified in the schedule of work , the fittings also shall be galvanized ;

5.0 Wires

5.1 All wires shall be single core multi - strand copper FRLS insulated ISI mark and shall be 1100 V grade as specified and required in the Schedule of work.

5.2 All wires shall be color-coded as follows:

Phase	Colour of wire
R	Red
Y	Yellow
B	Blue
N	Black
Earth	Green (insulated)
Control (If any)	Grey

6.0 Switches & Sockets

6.1 Switches shall be **modular design** with silver-plated contacts. Sockets shall be 3 pin & earth with switch & plate type. All switch mounting shall be 16 SWG galvanized steel or PVC specially made as specified for the switches and sockets used. Combination of multiple switch units and sockets should be used in appropriate manner to minimize the switch boxes.

6.2 Whether and waterproof switches/sockets shall be used in all outdoor location.

6.3 For heavy duty, metal clad sockets with M.C.B. isolator mounted in a galvanized steel box shall be provided.

7.0 Installation

7.1 The size of conduit shall be selected in accordance with the number of wires permitted under table given below. The minimum size of the conduit shall be 20 mm Dia unless otherwise indicated or approved. Size of wire shall be not less than 1.5 sq.mm Copper, but as specified in the schedule of work.

Nominal Dia of Wires (mm)	Cross sec.Area (sq.mm)	20 mm		25 mm		32 mm		38 mm	
		S	B	S	B	S	B	S	B
1/2.40	1.50	4	3	8	6	15	9	-	-
1/2.80	2.50	4	2	6	4	10	8	-	-
1/2.24	4.00	2	2	4	3	8	6	-	-
1/2.80	6.00	1	-	4	3	6	6	-	-
1/3.55	10.00	1	-	3	2	5	4	6	5

S-runs of conduits which have distance not exceeding 4.25m between draw boxes & which do not deflect from the straight by an angle more than 15 degree.

B-runs of conduits which deflect from the straight by more than 15 degree.

- 7.2 Conduits shall be kept at a minimum of 100mm from the pipes of other non-electrical services.
- 7.3 Separate conduits/raceways shall be used for each of the following as specified:
- a) Normal outlets - 15 A 3-pin sockets on lighting circuit.
 - b) Power outlets - 15 A 3-pin 20 A/30 A 2-pin + scraping earth metal clad sockets.
 - c) Emergency lighting.
 - d) Telephone
 - e) Data Cables
 - f) Fire alarm system
 - g) Public address system &
 - h) Call bell wiring.
- 7.4 Conduit layout shall be generally as indicated on drawings and the layout shall be supplemented and complemented by Contractor on site with the approval of the Engineer. Wiring for short extensions to outlets in hung ceiling or to vibrating equipment, motor, etc., shall be installed in flexible conduits. Otherwise rigid conduits shall be used. No flexible extension shall exceed 1.25 m.
- 7.5 Conduits run on surfaces shall be supported on metal 6 mm thick saddles which in turn are properly screwed to the wall or ceiling. Saddles shall be at intervals of not more than 500 mm. Fixing screws shall be with round or cheese head and of rust-proof materials. Exposed conduits shall be neatly run parallel or at right angles to the walls of the building. Unseemly conduit bends and offsets shall be avoided by using fabricated mild steel junction / pull through boxes for better appearance. No crossover of conduits shall be allowed unless it is necessary and entire conduit installation shall be clean and neat in appearance.
- 7.6 Conduits embedded into the walls shall be fixed by means of staples at not more than 500 mm intervals. Chases in the walls shall be neatly made and refilled after laying the conduit and brought to the finish of the wall but final finish will be done by the building Contractor / client.
- 7.7 Conduits buried in concrete structure shall be put in position and securely fastened to the reinforcement and got approved by the Engineer, before the concrete is poured. Proper care shall be taken to ensure that the conduits are neither dislocated nor chocked at the time of pouring the concrete.
- Suitable galvanized steel fish wires of not less than 0.63 mm dia shall be drawn in all conduits before they are embedded. Where conduit passes through expansion joints in the building, adequate expansion fittings shall be used to take care of any relative movement.
- 7.8 Inspection boxes shall be provided for periodical inspection to facilitate with drawl and removal of wires. Such inspection boxes shall be flush with the wall or ceiling in the case of concealed conduits. Inspection boxes shall be spaced at not more than 12 meters apart or two 90 degree solid bends or equal. All junction and switch boxes shall be covered by 6 mm clear Perspex plate truly cut and fixed with cadmium plated brass screws. These junction boxes shall form part of point wiring or conduit wiring as the case may be including the cost of removing the Perspex cover for painting and re-

fixing.

- 7.9 Conduits shall be free from sharp edges and burrs as and the threading free from grease or oil. Conduit ends shall be threaded to a minimum length of 15 mm so as to provide sufficient length of thread for proper grip and continuity.
- 7.10 An insulated earth wire of not less than 2.5 sq.mm Aluminium or Copper shall be run in each conduit as specified in the Schedule of work.

8.0 Lighting & Power Wiring

- 8.1 All final branch circuits for lighting and appliances shall be single conductor cables run inside conduits. The conduit shall be properly threaded and screwed into sockets, bends and junction boxes. No part of the wiring shall be open without a suitable conduit piping.
- 8.2 Branch circuit conductor sizes shall be as shown in the schedule of quantities and or drawings.
- 8.3 Final branch circuits shall preferably be kept in a separate conduit up to the Distribution Board. No other wiring shall be bunched in the same conduit except those belonging to the same phase. Each lighting branch circuit shall not have more than ten outlets or 800 watts, whichever is lower or as shown on drawings. Each conduit shall not hold more than three branch circuits.
- 8.4 Flexible cords for connection to appliance, fans and pendants shall be 660/1000V grade (three or four cores i.e. with insulated neutral wire of same size) with tinned stranded copper wires, insulated, twisted and sheathed with strengthening cord. Colour of sheath shall be subject to the Engineer's approval.
- 8.5 Looping system of wiring shall be used. Wires shall not be joined. Where joints are unavoidable, they shall be made through approved mechanical connectors. No such joints shall be made unless the length of the sub-circuit, sub main or main is more than the length of the stranded coil.
- 8.6 Control switches shall be connected in the phase conductors only and shall be `ON` when knob is down. Switches shall be fixed in 2mm thick galvanized steel boxes with cover plates as specified. Cadmium plated brass screws shall be used.
- 8.7 Power wiring shall be distinctly separate from lighting wiring. Conduits not less than 25 mm and wires not less than 2.5 sq. mm Aluminium / Copper shall be used as specified in the Schedule of work.
- 8.8 Every conductor shall be provided with identification ferrules at both ends matching the drawings.

9.0 Testing

9.1 The entire installation shall be tested for:

- a) Insulation resistance
- i) Between phases.

- ii) Between each phase and earth.
- b) Earth continuity
- c) Polarity of single pole switches.

No installation shall be commissioned unless and until the insulation resistance is 2.0 Mega ohms or less between phase and neutral. All tests shall be witnessed by the Engineer-in-charge and attested.

A test certified shall be submitted as per local statutory norms .

10.0 Mode of measurement

- 10.1 The final sub circuit wiring commencing from the distribution board till the first switch box or light fitting shall be measured as one point.
- 10.2 The secondary point wiring shall be in accordance with drawing and should include wiring from 10.1 onwards together with all junction boxes, connectors, earth-wire, fixing accessories connection to all light fittings switches etc.,as specified and shown on drawings. Measurements shall be along the conduit and concurrent length of sub-circuit wiring shall not form part of the point wiring for purposes of assessment of point length.
- 10.3 All switches sockets with boxes, earthing interconnection and plate type silver contact switch shall be paid for per unit of 1 switch, 2 switch, 3 switch,4 switch units, 5 A, 15 A switch-sockets, 20 A/ 30 A / 60 M.C. sockets & MCB shall be paid extra.
- 10.4 All empty conduit runs, including junction boxes fish wire etc., shall be paid on the basis of unit length.
- 10.5 Two way points shall be classified as separate point and shall consist of 2 Nos.2 way plate type switches, wiring from the 1st 2 way switch to the 2nd 2 way switch to the first light controlled. Subsequent lights, if any shall be measured as ordinary points according to the length.
- 10.6 Staircase lighting shall be measured as shown in the schedule of work.

3. **M.V. SWITCHGEAR**

1.0 Scope

- 1.1 The scope of work shall cover the **supply, installation, testing and commissioning of all** power panels, incorporating circuit breakers, switch fuses, bus bars, interconnections, earthing, etc., meeting the requirements shown in equipment schedule and the drawings and IS code.

2.0 Standards as per ISI recent amendment.

2.1 All codes and standards mean the latest. Where not specified otherwise the installation shall generally follow the Indian Standard Codes of Practice or Indian Standards or CPWD standard.

3.0 Circuit Breakers

4.0 MCCBs

4.1 Moulded cases circuit breakers shall be standard products of established manufacturers and shall conform to ISI. Breakers shall be rated for system short circuit levels and if unavoidable, backed up by HRC fuses. Breakers shall incorporate thermal and magnetic Trips unless shown otherwise in the drawings.

5.0 Switch fuse units & Disconnects

5.1 Switch fuse units shall have quick-make, quick-break silver plated preferably double break contacts with operating mechanism suitable for rotary operation in the case of cubicle mounting. All switches shall be rated according to the equipment schedule or drawings and shall withstand the system prospective fault current as per IS .

5.2 Fuse shall be HRC cartridge type conforming to IS with a breaking capacity corresponding to system fault level Fuses shall be link type with visible indication. Screw type Bottle fuses are not acceptable for any rating.

5.3 All disconnects shall consist of switch units quick-make, quick-break type with silver plated contacts. The switches shall preferably have double breaks. The switches shall preferably have sheet steel enclosure, which in turn is mounted on angle iron frame work. In wet locations, switches shall have cast iron enclosures. Disconnects shall have a minimum breaking capacity of 5 KA at 415 Volts.

6.0 Instrument Transformers, Meters and Relays

6.1 Ammeters and voltmeters shall have moving iron spring controlled dead-beat elements in square bezel flush type cases 96 mm in size and suitable for switch board mounting. Meters shall conform to BS:89 and have grade `A` accuracy. Scale ranges shall meet with the requirements or as indicated on the drawing or in the schedule of quantities.

7.0 Cubical Boards

7.1 All boards shall be combination of 14 & 16 SWG sheet steel, free standing, extensible, totally enclosed, dust tight, vermin-proof cubicle, flush dead front and modular construction suitable for 3 phase 415V 4 wire 50 Hertz system. All boards shall be accessible from the front for the maintenance of switch fuses, bus bars, cable terminations, meters, etc. Cables shall be capable of entering the board both from top as well as bottom. All panels shall be machine pressed with punched opening for meters, etc. All sheet steel shall be rust inhibited through a process of degreasing acid pickling, phosphating, etc. The panels shall be finished two coats of synthetic enamel of approved color applied over one coat of red oxide primer. Engraved plastic labels shall be provided indicating the feeder details, and capacity and danger signs.

7.2 The boards shall accommodate air insulated bus bars, air circuit breakers, switch fuse units with

HRC fuses, starters, necessary meters, relays contractors, etc. as required and arranged in suitable tiers. All breakers and switch fuse shall be suitably dated taking into account specified ambient temperature and ruling temperature inside the cubicle.

- 7.3 The switch board shall be fully compartmentalized in vertical tiers housing the feeders witches in totally enclosed independent compartments. Each compartment shall be self-sufficient with switch unit, fused, contractors, relays, indicating lamps and an inter-locked door with facility for padlocking. Each feeder must terminate in an independent labeled terminal block. Strip type terminal block accommodating several feeders together is not acceptable. Pressure clamp type terminals suitable for Aluminium wires may be used up to switches of 25A and cable lugs for higher ratings. All terminations shall be shrouded in an approved manner. The entire enclosure shall meet with IS: 2147-1962. Feeder connections shall be UT of solid insulated Copper/ Aluminum wires or strips with bimetallic clamps wherever required. Internal wiring, bus bar markings etc., shall confirm to IS: 375 / 1963. Internal wiring shall have terminal ferrules.

Main switch should be at an easily accessible height and the highest switch operating handle should not be over 1.75m from floor level. Cable glands need not form part of the switch board as the cost of glands will form part of the cable termination.

8.0 Bus bars

- 8.1 Bus bars shall be three phase and neutral and of copper as specified and shown on drawings and rated for a temperature rise of 30 deg. Cover the ambient temperature specified, based on insulated conductor rating (IS: 8084-1976). The main horizontal bus bars shall be of uniform cross section and rated in accord with the incoming switch. The vertical bus bars for the feeder columns may be rated at 75% of aggregate feeder capacity and shall of be uniform size. Bus bars and interconnections shall be taped with PVC colour coded tape to prevent bar-to-bar accidental shorts. Each bus bar shall be directly and easily accessible on removal of the front cover. Bus bars shall be totally enclosed, shrouded and supported on non-hygroscopes insulator blocks to withstand thermal and dynamic over loads during system short circuits. An earth bus of size 50% of the phase subject to the following maximum and minimum shall be provided. Individual switch components shall be connected with the earth bus through Copper or Aluminum or galvanized steel strip size as shown. All wire connections to bars shall be through lugs, bolts and nuts and spring washers.

	Copper	Aluminium	Galvanized Steel
Minimum	6.5 sq. mm	10 sq. mm	16 sq. mm
Maximum	65 sq. mm	120 sq. mm	200 sq. mm

The minimum size of earth bar in a board shall however be 15x3 Cu or 25x3 Al or equivalent.

9.0 Isolators

- 9.1 Isolators shall be fixed on wall on self-supported angle iron framework as required and mounted as near to the motor as possible. Where several motors are installed, isolators, if required, shall be provided at a central location on a common framework.
- 9.2 Painting, earthing and labels shall be provided as generally indicating for MV Switchgear and shown

on drawings.

10.1 Earthing

10.1 All switches panels shall be provided with an earth bar as specified.

10.2 Earthing of the switchboards shall be through the equipment earthing system provided in the building with two-earth connection as shown.

11.0 Installation

11.1 All panels shall be supported on MS channels incorporated in the panel during the fabrication. All such supports shall be prime coated with two finish coats after completion of the work. All panels shall be touched up for damaged painting.

11.2 All panels shall be megger phase to phase and phase to neutral using a 1000V megger with all outgoing feeders in closed position. The megger value should not be less than 2.5 megaohms between phases and 1.5 mega ohms between phases and neutral.

11.3 Fabrication drawings of all panels shall be approved by the Consulting Engineers before fabrication.

12.0 Testing & Inspection

12.1 All switchboards shall be factory inspected before finishing and dispatch. Certificate for all routine and type tests for circuit breakers in accordance with the IS: 2516-1963 shall be furnished. In addition, all panels shall be meggered phase to phase and phase to neutral, using a 1000V megger with all switchgear in closed position. The megger value should not be less than 2.5 mega ohms between phases and 1.5 mega ohms between phase and neutral.

12.2 All meters shall be calibrated and tested through secondary injection testes.

12.3 All field tests shall be witnessed by Bank and recorded.

13.0 Mode of measurement:

13.1 Panels will each be considered as one unit for the purpose of measurement and shall include the following:

- i) Incoming and outgoing feeder terminals.
- ii) Interconnections and controls and instrument wiring with necessary protective fuses.
- iii) Meters Relays, Indicating lamps, CT's control fuses etc.
- iv) Supporting structure, sheet steel enclosure.
- v) Installation and testing.

13.2 Isolators shall each be measured as on unit complete with:

- i) Mounting frame
- ii) Switch / fuse

13.3 Earthing of the Panel / Isolator from the equipment earthing system will be measured separately and paid at unit rates.

13.4 Outgoing and incoming feeder terminations will be paid for at the unit rates separately as specified under cabling.

4. MEDIUM VOLTAGE CABLING

1.0 Scope

1.1 The scope of work shall cover supply, laying, connecting, testing and commissioning of low and medium voltage power and control cabling.

2.0 Standards – ISI

3.0 Cables

3.1 All cables shall be 1100-Volt grade XLPE, PVC insulated sheathed with or without steel armoring as specified and with an outer PVC protective sheath. Cables shall have high conductivity stranded Copper conductor and cable core color coded to the Indian Standards.

3.2 All cables shall be new without any kinks or visible damage. The manufacturer's name, insulating material, conductor size and voltage class shall be marked on the surface of the cable every 600 mm centers.

4.0 Installation

4.1 Cables shall be laid in the routes marked in the drawings. Where the route is not marked, the Contractor shall mark it out on the drawings and also on the site and obtain the approval of the R.B.I. Engineer before laying the cable. Procurement of cables shall be on the basis of actual site measurements and the quantities shown in the schedule of work shall be regarded as a guide only.

4.2 Cables running indoors shall be laid on walls, ceiling, inside shafts or trenches. Single cables laid shall be fixed directly to walls or ceiling and supported at not more than 500 mm by G.I. spacer & G.I. clamp, cable angle iron support, etc. Where number of cables is run, necessary perforated cable trays if specified shall be provided where shown. Perforated trays shall be steel or Aluminium as specified in the schedule of work and supported on mild steel framework as shown on drawings or as approved. Cables laid in built-up trenches shall be on steel supports. Plastic identification tags shall be provided at every 30 m.

4.3 Cables shall be bent to a radius not less than 12 (twelve) times the overall diameter of the cable or in accordance with the manufacturer's recommendations whichever is higher.

4.4 In the case of cables buried directly in Second, the cable route shall be parallel or perpendicular to roadways, walls etc. Cables shall be laid on an excavated, graded trench, over a sand or soft earth cushion to provide protection against abrasion. Cables shall be protected with brick or cement tiles as shown on drawings. Width of excavated trenches shall be as per drawings. Backfill over buried cables shall be with a minimum earth cover of 600mm. The cables shall be provided with cable

markers at every 35 meters and at all loops/points.

- 4.5 The general arrangement of cable laying is shown on drawings. All cables shall have one length from panel to panel without any joints or splices. Cables shall be identified at end terminations indicating the feeder number and the Panel/Distribution board from where it is being laid. All cable terminations for conductors up to 4 sq. mm may be insertion type and all higher sizes shall be tinned copper crimp type lugs. Cable terminations shall have necessary brass glands. The end termination shall be insulated with a minimum of six half-lapped layers of PVC tape. Cable armoring shall be earthed at both ends.

5.0 Testing

- 5.1 MV cables shall be tested upon installation with a 500V Megger and the following readings established.

- 1) Continuity on all phases.
- 2) Insulation Resistance
 - (a) Between conductors
 - (b) All conductors and Second

All test readings shall be recorded and shall form part of the completion documentation.

6.0 Mode of measurement

- 6.1 Cables will be measured based on common rate per unit length indoor or outdoor and shall include the following:

For cables laid indoors:

- i) G.I. spacer, Clamp & angle iron cable support.
- ii) Installation, commissioning and testing
- iii) Cable marking

OR

For cable buried under Second:

- i) Cables and protective bricks & tiles
- ii) Installation, commissioning & testing
- iii) Cable markers

- 6.2 Cable trays/racks will be measured on the basis of unit length for individual sizes and shall include.

- i) Perforated trays on M.S. framing ladder wall support or ceiling suspenders.

ii) Installation and painting in 2 coats of black bituminous paint on one coat of red oxide primer.

6.3 Each cable termination will be measured as one unit for payment. Certain cable sizes are grouped together and rates shall be furnished against each group. The item shall include the following:

- i) Cable glands, lugs, bolts, nuts
- ii) All jointing materials
- iii) Installations, testing and commissioning.
- iv) Earthing the glands.

6.4 For cables buried under Second, excavation shall be paid for additionally for the following per unit volume:

- i) Excavation and back filling.
- ii) 6" soft earth cushioning below and above cable.

The cost of laying protective tiles shall be part of cable cost.

5. DISTRIBUTION BOARDS

1.0 Scope

1.1 The scope of work shall cover as per ISI code the supply installation, testing and commissioning of lighting and power distribution boards recess manner. Associated minor civil work required for the erection of the DBs, such as opening in wall, plastering, finishing etc., also included in the scope of this contract.

2.0 Standards

2.1 The ISI following standards and rules shall be applicable:

- 1) Enclosed distribution fuse boards and cutout for voltages not exceeding 1000V
- 2) Marking and arrangement of Switchgear bus bars main connections and auxiliary wiring.
- 3) Miniature circuit Breakers.
- 4) Air break isolators for voltages not exceeding 1000V
- 5) Fuse wire used in Rewirable type Electric fuses up to 650 Volts
- 6) Indian Electricity Act 1910 and rules issued thereunder.

2.2 All codes and standards mean the latest. Wherever not specified, the installation shall generally follow the Indian Standard Codes of Practice or the relevant British Standard Codes of Practice in the absence of Indian Standard.

3.0 Distribution Boards

3.1 Distribution boards Factory fabricated & painted along with the controlling MCB's or Isolator as shown shall be fixed in mild steel box with hinged lockable door suitable for recessed mounting in wall. Distribution boards shall be made of 16 SWG sheet duly rust inhibited through a process of degreasing, acid pickling, phosphating and spray painting to an approved colour over a coat of red oxide primer.

Three phase boards shall have phase barriers and a wire channel on three sides generally as shown on drawings. Neutral bars shall be solid tinned copper bars with tapped holes and chase headed screws. For 3 phase DBs 3mm independent neutral bars shall be provided. All DBs shall be internally pre-wired using copper insulated PVC wires brought to a terminal strip of appropriate rating for outgoing feeders. All Blank space shall be provided with suitable PVC Blank plate.

3.2 Conduit knockout shall be provided as required/shown on drawings and the entire board shall be rendered dust and vermin proof with necessary sealing gaskets.

3.3 MCBs shall have quick make-and-break non-welding self-wiping silver alloy contacts for SKA short circuit both the manual and automatic operation. Each pole of the breaker shall be provided with inverse time thermal over load and instantons over current tripping elements, with trip-free mechanism. In case of multiple breakers, the tripping must be on all the poles and operating handle shall be common. Breakers must conform to BS: 3871 with facility for locking in OFF position. Pressure clamp terminals for standard/solid conductor insertion are acceptable up to 4 sq. mm Aluminium or 2.5 sq. mm copper and for higher ratings, the terminals shall be suitably shrouded. Wherever MCB isolators are specified they are without the tripping elements.

3.4 Fuses shall be HRC link type or rewire-able with necessary fuse carriers and with S.C. rating of not less than 50KA. Bottle type fuses are not acceptable. Fuse carrier terminals shall be suitably shrouded.

3.5 Distribution boards shall have HRC/rewire-able fuses as shown on the schedule and drawings. Board shall meet with the requirements of IS: 2675 and marking arrangement of bus bars shall be in accordance with IS: 375. Bus bars shall be suitable for the incomer switch rating and sized for a temperature rise of 30deg Cover the ambient. Each board shall have two separate earthing terminals. Circuit diagram indicating the load distribution shall be pasted on the inside of the DB as instructed. One earthing terminal for single phase and two terminals for 3 phase DBs shall be provided with an earth strip connecting the studs and the outgoing earth bar.

3.6 In the case of MCB distribution boards, the back-up fuses wherever shows shall be not less than 63A with a delayed characteristic and a minimum piercing time of 0.5 sec at 9 KA fault current.

3.7 All outgoing feeders shall terminate on terminal strip which in turn is power wired to the MCB/Fuse base by means of insulated single conductor copper wires as follows:

- Up to 15 A - 2.5 Sq. mm
- 25 A - 4.0 Sq. mm
- 63 A - 6.0 Sq. mm

3.8 Each DB shall have indicating lamps preferably neon type denoting power availability in the board

after the switch. Indicating lamps shall be completely with fuses.

4.0 Installation & Testing

4.1 All distribution boards shall be mounted on wall or recessed, with necessary angle iron framework. All mounting frames shall have one prime coat and two finish coats after the completion of the work. All distribution boards shall be touched up for damaged painting.

4.2 All boards shall be meggered phase to phase and to neutral using 1000V megger with all switches in closed position. The megger value should not be less than 2.5 mega ohms between phase and 1.5 mega ohms between phase and neutral.

4.3 Fabrication drawings of all boards shall be approved by the consultants before fabrication and be inspected before dispatch, unless waived in writing.

5.0 Mode of measurement

5.1 The distribution board complete with the various components specified, indicating lamps, supporting frame, internal wiring, erection, etc., will be treated as one unit for the purpose of measurement and payment.

5.2 DBs with dimmers shall be separately counted.

6. EARTHING

1.0 Scope

1.1 The Scope of work shall cover supply Copper earth strips and connecting the power panels, DBs and switchboards.

2.0 Standards

2.1 The following standards and rules shall be applicable:

- 1) IS: Code of Practice for earthing.
- 2) Indian Electricity Act and Rules.

2.2 All codes and standards mean the latest. Where not specified otherwise the installation shall generally follow the Indian Standard Code of Practice or the British Standard Codes of Practice in the absence of Indian Standards.

3.0 Plate Earthing Station

3.1 The substation earthing shall be with copper plate earthing station unless otherwise specified.

3.2 The earthing station shall be as shown on the drawing. The earth electrodes shall be 600x600x3 mm copper plate. The earth resistance shall be maintained with a suitable soil treatment and watering arrangement as shown on drawings. Excavated soft soil shall be thoroughly mixed with 6 percent by weight

of common salt with 10 percent by weight of water and fill the earth pit.

3.3 The resistance of each earth station should not exceed 5 ohms.

3.4 The earth lead shall be connected to the earth plate through Copper / Brass bolts as shown on the drawing.

4.0 Pipe Earthing Station

4.1 The pipe earth station shall be as shown on the drawing and shall be used for equipment earth grid. The earth electrodes shall be 2.5 m long 50mm dia 5mm thick galvanized steel pipe. The earth resistance shall be maintained with a suitable soil treatment as shown on drawings and as per plate electrodes.

4.2 The resistance of each earth station should not exceed 5 ohms.

4.3 The earth lead shall be fixed to the pipe with a clamp & safety set screws. The clamps shall be permanently accessible.

5.0 Earth leads and connections

5.1 Earth lead shall be bear Copper or Aluminium or galvanized steel as specified sizes shown on drawings. Copper lead shall have a phosphor content of not over 0.15 percent. Aluminium and galvanized steel buried in Second shall be protected with bitumen and hessian wrap or polythene faced hessian and bitumen coating. At road crossing necessary Hume pipes shall be lead. Earth lead run on surface of wall or ceiling shall be fixed on saddles or wall so that the strip is at least 6 mm away from the wall surface.

5.2 All earth strips shall be jointed as follows:

Aluminium: Riveting with 2 Nos. 100 mm long bimetal fish plates using copper rivets.

Galvanized steel : Lap welding with 50mm minimum lap.

5.3 All strips shall be run on walls/beams with 6mm thick galvanized steel earth saddles at 500 mm center to center.

6.0 Equipment Earthing

6.1 All apparatus and equipment transmitting or utilizing power shall be earthed in the following manner. Copper earth wires shall be used where copper wires are specified. Aluminium wires may be used where aluminium phase wires are specified unless otherwise indicated in the schedule of work and drawings.

6.2 Power transmission apparatus

6.2 1) Metallic conduits hall not be acceptable as an earth continuity conductor. A separate insulated / bare earth continuity conductor of size related to phase conductor shall be provided as follow:

Cross-section in sq. mm			
Size of phase	Copper	Aluminium	Galvanized steel

conductor			
Up to 16	<	same	>
More than 16 up to 35	<	16	>
Over 35	<	as shown in drawings	>
Minimum (bare)	2.5	4	6
Minimum (enclosed)	2.5	2.5	-

The earth continuity conductor may be drawn inside the conduit in which case, its should be insulated.

6.2 2) Non-metallic conduit shall have an insulated earth continuity conductor of the same size as for metallic conduit. All metal junction and switch boxes shall have an inside earth stud to which the earth conductor shall be connected. The earth conductor shall be distinctly coloured Green and Yellow for easy identification.

6.2 3) Armoured cables shall be earthed by 2 distance earth connections to the armouring at both the ends. In multiple cables earthing a panel / DB, the cable joints shall be bonded together using a bonding wire selected on the basis of the largest size of cable in the group.

6.2 4) In the case of unarmoured cable, an earth continuity conductor shall either be run outside along the cable or should form a separate insulated core of the cable.

6.2 5) 3 pH Power panels and distribution boards shall have 2 distinct earth connections of the size correlated to the incoming cable size. In case of 1 pH DBs a single earth connection is adequate. Similarly, for 3 pH and 1 pH isolating switches there shall be 2 and 1 earth connections respectively, size being correlated to the incoming cable.

7.0 Testing

7.1 The following earth resistance values shall be measured with an approved earth megger and recorded.

- 1) Each earthing station.
- 2) Earthing system as a whole
- 3) Earth continuity conductor.

Important:

- (i) **The details / description mentioned in the tender Part-II shall supersede the drawings and scope of work mentioned in part 1 wherever applicable.**

Place:

Signature of Contractor

Date:

Name and designation:

Name of firm with Seal:

APPROVED MAKES OF MATERIALS / EQUIPMENTS - Electrical Work

Note:

1. The Contractor shall obtain prior approval from the Engineer-in-charge before placing order for any specific material or engaging any of the specialized agencies. The Contractor shall make a detailed submittal with catalogues and highlighted proposed specifications, as well as full details of the works executed by the specialized agency, as specified.
2. In case of non-availability of the brand specified in the contract the Contractor shall approach Engineer-in-charge to acquiring alternate equivalent brand of the material subject to submission of documentary evidence of non- availability of the specified brand. No claim on this account shall be entertained.

Sr. No.	Item/ Material	Name of the manufacturer or equivalent
1	MCBs, MCCBs, ELCBs and MCB DBs AND Change over switch	LEGRAND, HAGER, SIEMENS, L & T,, ABB ,Schnider or equivalent
2	PVC INSULATED ARMOURED CABLES (Cu)	POLYCAB, CCI, FINOLEX, RR CABLE, or equivalent
3	FRLS COPPER CONDUCTOR PVC INSULATED WIRES	POLYCAB, FINOLEX, RR Cables, havells, or equivalent
4	PVC CONDUITS (1.5 mm THICK) & ACCESSORIES	PRECISION/AKG/SANCO/KINJAL or equivalent
5	SWITCHES/PLUG SOCKET, FAN REGULATOR , TEL. SOCKET, INFORMATION OUTLET MODULAR TYPE	A LEGRAND, CPL OBSESSION, MKEI, ANCHOR, ABB, HAGER, HBL
6	TEL WIRES AND CABLES	POLYCAB, DELTON, ITL,FINOLEX or equivalent
7	LIGHT FITTINGS, TUBES AND LAMPS	WIPRO, PHILIPS, CROMPTON, Havells, jaguar or equivalent
8	WALL FANS/EXAUST FANS	CROMPTON, BAJAJ, ELECTROMECH, USHA, ALMONARD or equivalent
9	DOUBLE COMPRESSION TYPE CABLE GLAND, SOCKETS CRIMP TYPE	DOWEL'S, SIEMENS, COMET or equivalent
10	RJ 6 CABLE	AVAYA, D-LINK, POLYCAB, FINOLEX, DELTRON or equivalent
11.	ANGLE/BATTEN & CEILING ROSE	ABB/ANCHOR/HAGER or equivalent
12	Any material which is not defined above,	Shall be as per ISI standard and as per approval of banks engineer.
13	CEILING SPEAKER	AHUJA OR EQUIVALENT

Place:

Date:

Signature of Contractor

Name and designation:

Name of firm with Seal:



CHECK LIST (wherever applicable)

(To be filled –in by the bidder)

S/N	Documents/ Confirmation to be submitted along with Part-I of the Tender	Bidder's response (Yes/No)
1	Pre- Qualification Criteria: Composition of the firm [Refer Chapter 5 clause no- 6(a)]- Annexure-I	
2	Proforma of bank Guarantee for security Deposit: Annexure-II	
3	Pre- Qualification Criteria: Creditworthiness of the contractor & their Turn over during the specified period [Refer Chapter 5 clause no- 6(c)]	
4	Client certificates period [Refer Chapter 5 clause no- 6(h)]	
5	<u>Draft of Bank Guarantee for Earnest Money Deposit</u> Annexure-III	
6	Whether the bidder satisfied himself with all aspects of work which may have bearing on project completion and/ or rates	

Place:

Name of the Contractor:

Date:

Address:

Sign & Seal of the Contractor:



Composition of the Firm/ Company

(To be uploaded by the Tenderer along in the e-tendering portal-whenever applicable)

(Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati)

1	Name of the Applicant / Organisation and address of the registered office	
2	PAN No.	
3	GSTIN	
4	Type of Applicant /Organisation (whether sole proprietorship / partnership/ private limited/ limited or co-operative body etc.)	
5	Name of the Proprietor / Partners /Directors of the Applicant / Organisation /Firm.	
6	Details of Registration (Firm, Company, etc.)Registering Authority, Date, Number etc.	
7	Registered Office, Address, Mobile No:	
	Email Id	
	Office Address through which the work will be handled	
8	Indicate if involved in any litigation	
9	Any electrical suits pending in any of the works executed. Give details.	

Declaration:

The above information, is true to the best of my / our knowledge and if any information is found untrue or false, I/We may be debarred from the tender process/being given the contract.

I/We agree to abide by all the terms and conditions stipulated by the Bank.

I/We understand that the Bank reserves the right to accept or reject any or all the tender either in full or in part without assigning any reason therefor.

Place:

Name of the Contractor:

Date:

Address:

Sign & Seal of the Contractor:



Annexure-II

Pro-forma of Bank Guarantee for Security Deposit

(This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Regional Director
Reserve Bank of India
Estate Department
Guwahati-781001

Date:
Place:

Madam,

Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati

WHEREAS

The Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai and an office at GUWAHATI (hereinafter called the 'Employer') has invited tenders for the work " Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati" (hereinafter referred to as 'the Work') on the terms and conditions mentioned in the tender documents.

1. It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of Rs. _____/-(Rupees only) towards satisfactory performance on Comprehensive AMC as per the tender.

2. M/s _____(hereinafter called as Tenderer), who are our constituents intend to submit their tender for the said work and have requested us to furnish guarantee to the Employer in respect of the said sum of Rs. _____ (Rupees _____ only).

NOW THIS GUARANTEE WITNESSETH

1. We (Bank) do hereby agree with and undertake to the Reserve Bank of India, their Successors, Assigns that in the event of the Reserve Bank of India coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by the Reserve Bank of India, pay without demur to the Reserve Bank of India, a sum of Rs. _____ (Rupees only) or any lower amount that may be demanded by the Reserve Bank of India. Our guarantee shall be treated as Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____/- only). (Rupees _____ only).

2. Bank of India in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the Reserve Bank of India to the Tenderer or any other matters

in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. _____/- (Rupees _____ only) We also agree to undertake to and confirm that the sum not exceeding Rs. _____/- (Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the Reserve Bank of India on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Reserve Bank of India shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Reserve Bank of India within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the Reserve Bank of India under this guarantee shall be independent of the agreement or agreements or other understandings between the Reserve Bank of India and the Tenderer. This guarantee shall not be revoked by us without prior consent in writing of the Reserve Bank of India.

We hereby further agree that -

- a) Any forbearance or commission on the part of the Reserve
- b) Our liability under these presents shall not exceed the sum of Rs. _____/- (Rupees _____ only)
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations thereunder or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force up to _____ provided that if so desired by the Reserve Bank of India, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under this presents will terminate unless these presents are renewed as provided herein above on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Reserve Bank of India alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of the Reserve Bank of India against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours' faithfully,

For and on behalf of Bank.
(Authorized official with seal)



Annexure-III

Draft of Bank Guarantee for Earnest Money Deposit

(To be stamped as Security Bond) _____ In consideration of Reserve Bank of India, Guwahati (hereinafter called "the Reserve Bank") having agreed _____ to _____ exempt

M/s _____ (hereinafter called "the said tenderer") from the demand under the terms and conditions of the tender for "Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati" (Hereinafter called "the said tender") of Earnest money for the due fulfillment by the said tenderer of the terms and conditions contained in the said tender on production of a Bank guarantee for Rs. _____

We (hereinafter referred to as "the Bank") do hereby agree and undertake to indemnify and keep indemnified the Reserve Bank of India to the extent of Rs. _____ against any loss or damage caused to or suffered by the Reserve Bank of India by reason of any breach by the said tenderer of any of the terms and conditions contained in the said tender and pay to the Reserve Bank of India on demand without demur the said sum of Rs. _____ within a period of one week from the date of receipt of demand from the Reserve Bank of India. Any statement made by the Reserve Bank of India and the amount mentioned in the demand notice given to us shall not be called in question by us and shall be conclusive proof regarding the amount that is payable under the guarantee and that we shall not demand any proof thereof. We further undertake that we will make the payment pursuant to the demand notice issued by the Reserve Bank of India notwithstanding any dispute that may exist or arise between the Reserve Bank of India and the tenderer or any other person. We,

_____, 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 tender and that it shall continue to be enforceable till all the dues of the Reserve Bank under or by virtue of the said tender have been fully paid and its claims satisfied or discharged or till the Reserve Bank certifies that the terms and conditions of the said tender have been fully and properly carried out by the said tenderer and accordingly discharges the guarantee subject however, that the Reserve Bank of India shall have no rights under this guarantee after the expiry of -----or till such extended period required for completion of the entire work at the request of the tenderer and/or the Reserve Bank of India. We, _____, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Reserve Bank of India in writing. Notwithstanding anything stated above, our liability under this guarantee is restricted to Rs. -----Our guarantee shall remain in force until 6 months or such extended date, which may be granted by us at the request of the tenderer, and/or the Reserve Bank of India. Unless a suit or action to enforce a claim under this guarantee is filled against us within _____ thereafter, all your rights under the said guarantee shall be forfeited and we shall be released and discharged from all liability thereunder.

NAME AND ADDRESS OF THE CONTRACTOR:

SIGNATURE & SEAL OF THE CONTRACTOR:

Date:

Place:

SCHEDULE OF QUANTITY**Unpriced Bid**

Name of the work:- Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati

Sr No.	Description of Items	Qty	Unit	Rate	Amount (including gst)=qtyxrate
1	SH-I (WIRING)				
1.1	Wiring, testing and commissioning for light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable in surface/ recessed Medium class PVC conduit, with modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq.mm. FRLS PVC insulated copper conductor single core cable etc as required.				
1.1.1	Group A(5-6 mtr)	2.00	Point		
1.1.2	Group B (8-9mtr)	22.00	Point		
1.1.3	Group C(11-12mtr)	32.00	Point		
1.2	Wiring for Ckt/ Submain along with earth wire of 2x6 sqmm of FRLS PVC insulation copper conductor, single core with 1 No 6 sq. mm FRLS PVC in recessed / surface manner insulated copper conductor single core cable for loop earthing as required.	220.00	Mtr		
1.3	Wiring for light/ power plug with 2X4 sq. mm FR LS PVC insulated copper conductor single core cable in surface/ recessed Medium class PVC conduit along with 1 No 4 sq. mm FR PVC insulated copper conductor single core cable for loop earthing as required.	375.00	Mtr		
1.4	Wiring for circuit/ sub main wiring along with earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed Medium class PVC conduit as required.				
1.4.1	i)2 X 1.5 sq. mm + 1 X 1.5 sq. mm earth wire (for loop wiring)	300.00	Mtr		
1.4.2	ii)2 X 2.5 sq. mm + 1 X 2.5 sq. mm earth wire (FOR COMPUTER,TV)	900.00	Mtr		

1.5	Supplying and drawing, commissioning following pair 0.5 mm dia FRLS PVC insulated annealed copper conductor, unarmored telephone cable in the existing surface/ recessed steel/ PVC conduit/Floor raceways complete as required.				
1.5.1	2 Pair	712.00	Mtr		
1.6	Supplying and drawing co-axial TV cable RG-6 grade, 0.7 mm solid copper conductor PE insulated, shielded with fine tinned copper braid and protected with PVC sheath in the existing surface/ recessed steel/ PVC conduit as required	90.00	Mtr		
1.7	Supplying and fixing of following sizes of Medium Class Pvc conduit along with accessories in surface/recess including painting in case of surface conduit, or cutting the wall and making good the same in case of recessed conduit as required. (For LAN, Telephone, TV)				
1.7.1	(i) 25 mm	78.00	Mtr		
1.8	Supplying and fixing, testing ,commissioning following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.				
1.8.1	Telephone socket outlet	52.00	Each		
1.8.2	TV antenna socket outlet	5.00	Each		
1.8.3	16/25 amp socket outlet	6.00	Each		
1.8.4	25 Amps DP Switch / Starter For Split AC	6.00	Each		
1.8.5	Supply and laying of 2 core 1.5 sqmm PVC insulated flexible cable unarmored for PA system loop wiring	160.00	mtr		
1.8.6	supply, fixing and commissioning 2 way PA Ceiling Speaker I/P Power 6-10W RMS Power taps-30/15/7.5w, 92dB	12.00	Each		
1.8.7	Supplying and fixing of 16 / 18 SWG metal box of 200 mm x 150 mm x 60 mm deep on surface / recess with suitable size of phenolic laminated sheet cover in front including cutting the wall and making good the same in case of recessed conduit as required. (Tel junction Box)	2.00	Each		
1.9	Supplying and fixing following size/ modules, GI box along with modular base & cover plate for modular switches in recess etc as required.				
1.9.1	i. 1 or 2 Module (75 mm X 75 mm)	39.00	Each		

1.10	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection etc. as required.	36.00	Each		
1.11	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection etc. as required.	62.00	Each		
1.12	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 2 nos. 3 pin 5/6 A modular socket outlet and 2 nos. 5/6 A modular switch, connections etc. as required.	64.00	Each		
1.13	Supplying and fixing and connection call bell/ buzzer suitable for single phase, 230 volts, complete as required.	6.00	Each		
2	SH-II(DB & SWITCHGEARS)				
2.1	Supplying and fixing, testing and commissioning following way, Horizontal type three pole and neutral, sheet steel, MCB distribution board, 415 V, on surface/ recess, complete with tinned copper bus bar, neutral bus bar, earth bar, din bar, interconnections, powder painted including earthing etc. as required. (But without MCB/RCCB/Isolator)				
2.1.1	4 way (4+12), Double door for lighting and power DB	2.00	Each		
2.1.2	6 way(4+18), Double door for UPS DB	1.00	Each		
3.1	Supplying and fixing following rating, 240/415 volts, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.				
3.1.1	i) Single pole(5-32 amp)	52.00	Each		
3.1.2	ii) 63/40 amp TPN	3.00	Each		
4	SH-III (CABLING)				
	CABLE TRAY				
4.1	Supply and installation of Pregalvanised Perforated type cable trays without cover. The rate shall include bends, Tees, all supporting brackets, anchor fasteners, screws, bolts, nuts etc., including painting of cable trays. Thickness of sheet steel shall be 1.6 mm. Support sizes similar to ladder type trays				

4.1.1	Size of Cable Tray :150 mm x 50 mm x 1.6 mm	98.00	Mtr		
4.1.2	Providing and fixing 12 SWG dia GI wire on surface or in recess for looping earthing along with the existing surface / recess conduit / submain / cable as reqd.	97.00	Mtr		
	TOTAL Amount (including GST)				

PART- II

e-tender for

**Electrical Renovation of Issue Department at 2nd floor of Main Office Building,
RBI Guwahati**

e-tender no.- RBI/GUWAHATI/ESTATE/4/26-27/ET/144

Name of the Tenderer: _____

Address: _____

e-mail ID & Contact Number: _____

Date of Publication of e-Tender	June 04, 2026 at 17:00 Hours
Date of Pre-Bid Meeting	June 09, 2026 at 11:00 Hours onwards
Last date of Submission of Bid	June 26, 2026 up-to 14:00 Hours
Date of Opening of Part- I of e-Tender	June 26, 2026 from 15:00 Hours

(Note: Do not quote the rate/amount in this document. All amounts must be quoted online in MSTC portal. All the items in the charts are shown as representational purpose only)

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SCHEDULE OF QUANTITIES

PREAMBLE

The rates quoted shall include the following:

1. The item and quantities indicated in the schedule of quantity are tentative and as per need of work and as decided by the Bank certain items/ quantities may not be required to be executed or may be executed with reduction in quantities to any extent. The contractor has to execute items/quantities as per direction of Bank and no claim on this account whatsoever will be entertained by the Bank in respect of non-operation of items/reduction in quantities. It is advised to visit the site, gather the information about work and understand the scope of work well before quoting the rates
2. The contractor shall abide by and fulfill all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under and all other relevant statutory acts (such as Minimum Wages Act etc.). If the number of laborers employed by the contractor is twenty or more, the contractor shall obtain the license from the Regional Labour Commissioner. The contractor shall maintain all registers/ documents as required by the Regional Labour Commissioner at site and should furnish the same to the Bank or its representative as and when required.
3. The Contractor must comply with the provisions of Payment of Wages Act 1936, Minimum wages Act 1948, Gratuity Act 1972, Stamp Act 1899, EPF Act 1952, ESI Act 1948, Payment of Bonus Act 1965 etc. & all applicable statutory rules/ guidelines. Notices /penalty, if any, issued /imposed by any statutory norms/requirements shall be paid by the contractor, without any claim to the Employer.
4. Providing for all costs and charges incurred by the contractor complying with all safety health and welfare regulations, appertaining to staff and work people employed on the site.
5. The Bank may consider allowing contractor to take the water (in case of water supply with the Bank is sufficient during the work) and electricity from the Bank's Building. The cutting machine etc. shall be arranged by the contractor as per load of the Bank's meter and wires in case if they are will to take use the electricity from Bank's common area. In case if any damage of electric line/electric meter is observed due to work the contractor has to make it good at his own cost, failing on which the Bank will recover the cost of damages from the bill/security deposit of the contractor without further referring the matter to contractor.



6. Necessary charges towards arranging and getting approval of all materials etc. to be used for work with reference to their make, quality, shade, size etc. of materials shall be borne by the contractor. Only approved materials are to be used in above work.
7. The contractor has to arrange for collection & disposal of debris outside from the Building and site is to be kept clean after day-to-day work.
8. The contractor shall ensure validity of the necessary insurance policies and the Bank Guarantees for the extended period of the work.
9. Contractors will have to submit a time bound program just after the award of the work and get it approved from the Bank before commencement of work.
10. The contractor shall make arrangement for obtaining the necessary work permission / gate passes for bringing and taking out of the materials from the Banks Building including the permission from the authorities.
11. The rates should be inclusive of all relevant taxes like GST, transportation charge, etc. and for all the accessories required for the completion of the work. No extra amount will be paid for whatsoever. All fluctuations in prices of all materials & labour shall be borne by the contractor.
12. The Contractor shall at his own cost arrange for and/or carry out any test of any materials as decided and directed by the Bank. In case, the contractor fails to get the work / portion of works/ materials tested at appropriate time, the Bank will arrange for getting such testing done and all testing charges and other incidental expenditure incurred by the Bank in connection with such tests shall be recovered from the Contractor.
13. Police verification of the contractor and workman is compulsory.

Place:

Name of the Contractor:

Date:

Address:

Sign & Seal of the Contractor:

Schedule of Quantity

Name of the Work: Electrical Renovation of Issue Department at 2nd floor of Main Office Building, RBI Guwahati

Sr No.	Description of Items	Qty	Unit	Rate	Amount (including gst)=qtyxrate
1	SH-I (WIRING)				
1.1	Wiring,testing and commissioning for light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable in surface/ recessed Medium class PVC conduit, with modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq.mm. FRLS PVC insulated copper conductor single core cable etc as required.				
1.1.1	Group A(5-6 mtr)	2.00	Point		
1.1.2	Group B (8-9mtr)	22.00	Point		
1.1.3	Group C(11-12mtr)	32.00	Point		
1.2	Wiring for Ckt/ Submain along with earth wire of 2x6 sqmm of FRLS PVC insulation copper conductor, single core with 1 No 6 sq. mm FRLS PVC in recessed / surface manner insulated copper conductor single core cable for loop earthing as required.	220.00	Mtr		
1.3	Wiring for light/ power plug with 2X4 sq. mm FR LS PVC insulated copper conductor single core cable in surface/ recessed Medium class PVC conduit along with 1 No 4 sq. mm FR PVC insulated copper conductor single core cable for loop earthing as required.	375.00	Mtr		
1.4	Wiring for circuit/ sub main wiring along with earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed Medium class PVC conduit as required.				
1.4.1	i)2 X 1.5 sq. mm + 1 X 1.5 sq. mm earth wire (for loop wiring)	300.00	Mtr		
1.4.2	ii)2 X 2.5 sq. mm + 1 X 2.5 sq. mm earth wire (FOR COMPUTER,TV)	900.00	Mtr		
1.5	Supplying and drawing, commissioning following pair 0.5 mm dia FRLS PVC insulated annealed copper conductor, unarmored telephone cable in the existing surface/ recessed steel/ PVC conduit/Floor raceways complete as required.				

1.5.1	2 Pair	712.00	Mtr		
1.6	Supplying and drawing co-axial TV cable RG-6 grade, 0.7 mm solid copper conductor PE insulated, shielded with fine tinned copper braid and protected with PVC sheath in the existing surface/ recessed steel/ PVC conduit as required	90.00	Mtr		
1.7	Supplying and fixing of following sizes of Medium Class Pvc conduit along with accessories in surface/recess including painting in case of surface conduit, or cutting the wall and making good the same in case of recessed conduit as required. (For LAN, Telephone, TV)				
1.7.1	i) 25 mm	78.00	Mtr		
1.8	Supplying and fixing,testing ,commissioning following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.				
1.8.1	Telephone socket outlet	52.00	Each		
1.8.2	TV antenna socket outlet	5.00	Each		
1.8.3	16/25 amp socket outlet	6.00	Each		
1.8.4	25 Amps DP Switch / Starter For Split AC	6.00	Each		
1.8.5	Supply and laying of 2 core 1.5 sqmm PVC insulated flexible cable unarmred for PA syatem loop wiring	160.00	mtr		
1.8.6	supply, fxing and commissioning 2 way PA Ceiling Speaker I/P Power 6-10W RMS Power taps-30/15/7.5w, 92dB	12.00	Each		
1.8.7	Supplying and fixing of 16 / 18 SWG metal box of 200 mm x 150 mm x 60 mm deep on surface / recess with suitable size of phenolic laminated sheet cover in front including cutting the wall and making good the same in case of recessed conduit as required. (Tel junction Box)	2.00	Each		
1.9	Supplying and fixing following size/ modules, GI box along with modular base & cover plate for modular switches in recess etc as required.				
1.9.1	i. 1 or 2 Module (75 mm X 75 mm)	39.00	Each		
1.10	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection etc. as required.	36.00	Each		

1.11	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection etc. as required.	62.00	Each		
1.12	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 2 nos. 3 pin 5/6 A modular socket outlet and 2 nos. 5/6 A modular switch, connections etc. as required.	64.00	Each		
1.13	Supplying and fixing and connection call bell/buzzer suitable for single phase, 230 volts, complete as required.	6.00	Each		
	TOTAL SH-I				
2	SH-II(DB & SWITCHGEARS)				
2.1	Supplying and fixing ,testing and commissioning following way, Horizontal type three pole and neutral, sheet steel, MCB distribution board, 415 V, on surface/ recess, complete with tinned copper bus bar, neutral bus bar, earth bar, din bar, interconnections, powder painted including earthing etc. as required. (But without MCB/RCCB/Isolator)				
2.1.1	4 way (4+12) , Double door for lighting and power DB	2.00	Each		
2.1.2	6 way(4+18) , Double door for UPS DB	1.00	Each		
3.1	Supplying and fixing following rating, 240/415 volts, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.				
3.1.1	i) Single pole(5-32 amp)	52.00	Each		
3.1.2	ii) 63/40 amp TPN	3.00	Each		
	TOTAL OF SH-III			TOTAL	
4	SH-III(CABLING)				
	CABLE TRAY				
4.1	Supply and installation of Pregalvanised Perforated type cable trays without cover. The rate shall include bends, Tees, all supporting brackets, anchor fasteners, screws, bolts, nuts etc., including painting of cable trays. Thickness of sheet steel shall be 1.6 mm. Support sizes similar to ladder type trays				

4.1.1	Size of Cable Tray :150 mm x 50 mm x 1.6 mm	98.00	Mtr		
4.1.2	Providing and fixing 12 SWG dia GI wire on surface or in recess for looping earthing along with the existing surface / recess conduit / submain / cable as reqd.	97.00	Mtr		
	TOTAL OF SH-III				
	<u>ABSTRACT OF COST</u>				
	SH-I (WIRING)				
	SH-II(DB & SWITCHGEARS)				
	SH-III(CABLING)				
				TOTAL	