



**Empanelment of Contractors for Execution  
of “Interior Furnishing And Carpentry  
Works” at J&K Grameen Bank (UT of J&K  
And UT of Ladakh)**

- NOTE: Contractors who have already submitted Tender documents as per the RFP having Ref No. JKGB/GAD/EMPANELMENT OF CONTRACTORS – INTERIOR WORKS/2023-24/8665 dated 27.03.2024 in the sealed envelopes at GAD HO Jammu need not to apply afresh. Their tender documents shall be considered as valid and shall be evaluated by the Bank. However if they wish to revise the tender document, they may reapply and in that case, previous one will deemed to be cancelled.

**(A) Disclaimer**

The information contained in this Tender document or any information/documents provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties/Bidders for submission of bids. The purpose of this Tender is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this Tender does not claim to include all the information each bidder may require. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this Tender.

**(B) Brief about J&K Grameen Bank:**

“J&K Grameen Bank”, a Regional Rural Bank created by amalgamation of Jammu Rural Bank and Kamraz Rural Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act,1976 vide notification dated 30th June 2009, issued by Ministry of Finance, Department of Financial Services, carrying on Banking Business, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”.

Detailed information about J&K Grameen bank is available at Banks website [www.jkgb.in](http://www.jkgb.in).

**(C) Objective of Tender**

To empanel contractors for execution of “Interior Furnishing and Carpentry works” at Branches / Offices of the Bank located in UT of J&K and UT of Ladakh for a period of Five (05) Years w.e.f the date of issue of empanelment letter. **The Tender document can be downloaded from official web site of the Bank [www.jkgb.in](http://www.jkgb.in). Other details i.e. specifications and Terms and Conditions will be available along with the Tender document.**

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**(D) Schedule for Tender Process:**

<b>1. TENDER Ref. No.</b>	<b>JKGB/GAD/EMPANELMENT OF CONTRACTORS – INTERIOR WORKS/2023-24/1389 DATED: 07.06.2024</b>
<b>2. Scope of Work</b>	Empanelment of contractors for execution of “Interior Furnishing and Carpentry works” at Branches / Offices of the Bank located in UT of J&K and UT of Ladakh
<b>3. Mode of Tender Submission</b>	Offline
<b>4. Contact details for correspondence regarding this TENDER</b>	Mr. Nitesh Sharma General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu  E-mail: <a href="mailto:nitesh.sharma@jkgb.in">nitesh.sharma@jkgb.in</a> Contact No. 9797127377/ 7051754801
<b>5. Tender Type</b>	Open
<b>6. Base Currency</b>	INR (₹)
<b>7. Tender Document Availability</b>	Document can be downloaded from the Bank’s website : <a href="http://www.jkgb.in">www.jkgb.in</a> w.e.f. 10.06.2024 to 02.07.2024
<b>8. Pre-bid queries</b>	Contractors may submit their queries at <a href="mailto:pdg.hoj@jkgb.in">pdg.hoj@jkgb.in</a> w.e.f. 10.06.2024 to 24.06.2024
<b>9. Pre-bid Conference</b>	25.06.2024 at 12 noon at J&K Grameen Bank, Head Office Narwal, Jammu
<b>10. Last date and time for Tender submission</b>	02.07.2024 upto 05:00 P.M
<b>11. Address for submission of Sealed Tender</b>	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu
<b>12. Technical Bid opening date</b>	03.07.2024 at 12 noon at J&K Grameen Bank, Head Office Narwal, Jammu

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**(E) DETAILS ABOUT WORKS (Interior Furnishing and Carpentry works)**

**1. Works for which the empanelment is to be done are mentioned below:**

Work for which Empanelment is to be done	Category
<b>Interior furnishing and carpentry Works.</b> <b>Scope of Work:</b> - mainly involves erection of partitions, counters, work stations, paneling, false ceiling, furniture, fabricated workstations, roller blinds, painting, glass works and other allied works for furnishing of branches and offices of the Bank (Detailed Description of Work is mentioned at Annexure - 10)	A,B,C

**2. Details of Category:**

Sr. No.	Category for Empanelment	Amount of Work
1	Category A	Works Upto Rs.2.50 Lacs
2	Category B	Works Above Rs.2.50 Lacs and Upto Rs.5.00 Lacs
3	Category C	Works Above Rs.5.00 Lacs

**3. Description of Category:**

**a. Category A: For Works upto Rs 2.50 Lacs:** Contractors should have successfully completed similar works during the last five years w.e.f Jan 2019 onwards in which application is submitted as under:

- One similar work costing not less than Rs.2.00 Lacs Or
- Two similar works each costing not less than Rs. 1.25 Lacs OR
- Three similar works each costing not less than Rs.1.00 Lacs

**Average Annual Financial Turn Over of the Contractor during the last 03 years, ending 31<sup>st</sup> March 2023, should be minimum Rs.2,00,000/-.**

**b. Category B: For Works Above Rs.2.50 Lacs and upto Rs 5.00 Lacs:** Contractors should have successfully completed similar works during the last five years w.e.f Jan 2019 onwards in which application is submitted as under:

- One similar work costing not less than Rs.4.00 Lacs Or
- Two similar works each costing not less than Rs. 2.50 Lacs OR
- Three similar works each costing not less than Rs.2.00 Lacs

**Average Annual Financial Turn Over of the Contractor during the last 03 years, ending 31<sup>st</sup> March 2023, should be minimum Rs.3,50,000/-.**

**c. Category C: For Works above Rs 5.00 Lacs:** Contractors should have successfully completed similar works during the last five years w.e.f Jan 2019 onwards in which application is submitted as under:

- One similar work costing not less than Rs.8.00 Lacs Or
- Two similar works each costing not less than Rs. 5.00 Lacs OR
- Three similar works each costing not less than Rs.4.00 Lacs

**Average Annual Financial Turn Over of the Contractor during the last 03 years, ending 31<sup>st</sup> March 2023, should be minimum Rs.5,00,000/-.**

4. Contractors empanelled for higher category shall be eligible for carrying out jobs in lower categories as well.

**(F) INSTRUCTIONS TO THE CONTRACTORS:**

- 1. Contractors are required to submit details about their organization, experience, technical personnel in their organization / firm, competence and adequate evidence of their financial standing etc. and should submit duly signed and stamped copies of all the required documents and Annexures enclosed with the tender document.**
- 2. Each page of the tender should be duly signed and stamped by the contractor or authorized signatory (Power of Attorney should be provided).**
3. While doing technical evaluation, great emphasis will be given on the ability and competence of contractors to do good quality works within the specified time schedule and in close co-ordination with other agencies.
4. If the space in the Annexure is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Annexure and serial number. Separate sheets shall be used for each part. However the format shall be as per the said Annexure.
5. Applications containing false / incomplete and / or inadequate information are liable to be rejected.
6. Clarifications if any, may be sought from General Administrative Department of J&K Grameen Bank at Head Office.
7. Canvassing in any form is strictly prohibited and the tender of such contractors that resort to canvassing will be liable to rejection/blacklisting of the said contractor.
8. The subject empanelment does not confer any right or claim that the work should be entrusted to you only but the Bank reserves right to allot the work on its own discretion.
- 9. Contractors who have already submitted Tender documents as per the RFP having Ref No. JKGB/GAD/EMPANELMENT OF CONTRACTORS – INTERIOR WORKS/2023-24/8665 dated 27.03.2024 in the sealed envelopes at GAD HO Jammu need not to apply afresh. Their tender documents shall be considered as valid and shall be evaluated by the Bank.**

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**(G) TERMS AND CONDITIONS:**

The following terms and conditions will be binding on all the contractors. These terms and conditions will also form a part of the Empanelment Letter, to be issued to the Successful contractor and shall be applicable during the complete term of the agreement:

- 1) Contractors who have already submitted Tender documents as per the RFP having Ref No. JKGB/GAD/EMPANELMENT OF CONTRACTORS – INTERIOR WORKS/2023-24/8665 dated 27.03.2024 in the sealed envelopes at GAD HO Jammu need not to apply afresh. Their tender documents shall be considered as valid and shall be evaluated by the Bank. However if they wish to revise the tender document, they may reapply and in that case, previous one will deemed to be cancelled.**
- 2) Contractors have to submit Tender fees (non- refundable) of Rs.1,770/- (Rupees One Thousand Seven Hundred Seventy Only) into below mentioned account and should enclose the receipt in the Sealed Envelope.**
  - A/C No. : 3096010100000075
  - A/c Name: Parking account for NEFT/ RTGS
  - IFSC : JAKA0GRAMEN
  - Bank Name: J&K Grameen Bank
  - Branch Name: Narwal, Jammu
- 3) The Empanelment period is of 05 years. Contractors are advised to check the minimum eligibility criteria before submitting the tender.**
- 4) Contractors have to submit all the mandatory documents along with the duly signed and stamped Tender document. Offer without the same shall be considered incomplete and shall be rejected. All the documents / certificates / license / TDR etc. should be enclosed in the Sealed Envelope only. The technically qualified contractors shall be empanelled for a period of 05 years and accordingly Empanelment letters shall be issued.**
- 5) Commercial Bids in Sealed Envelopes shall be invited during each year among the empanelled contractors only for freezing the rates of various items pertaining to “Interior Furnishing and Carpentry works”. All empanelled contractors shall be intimated about “Submission of Commercial Bids” at their registered mail addresses (as mentioned in the tender document), and each contractor has to submit their bids in the Sealed envelope within 10 days w.e.f date of intimation. Accordingly L-1 contractor shall be declared each year at the rates finalized by the Bank.**
- 6) Contractors have to submit a Security Deposit of Rs.10,000/- (Rupees Ten Thousand only) in the shape of TDR pledged to The GENERAL MANAGER, J&K Grameen Bank. Any Tender without Security Deposit will out rightly be rejected by the bank. The TDR may be of any branch**

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of J&K Grameen Bank or any branch of a Scheduled Commercial Bank and should be valid for 05 years and 02 months.

- 7) Security Deposit of such contractors, who fail to qualify the technical evaluation and are not empanelled by the Bank, shall be released within two months of completion of the whole empanelment process. The unsuccessful contractors have to collect the instrument (in original) from General Administrative Department, Head Office Jammu. Information regarding release of Security Deposit in favor of unsuccessful contractor shall be provided via mail (as mentioned in the tender document of the contractor). Loss of Security Deposit of unsuccessful contractors (if not collected by them within 02 months w.e.f. the date of communication) shall be the sole responsibility of the said contractor. The bank shall not be responsible for loss of instrument after the after-mentioned time.
- 8) Security Deposits of the empanelled contractors shall be retained for a period of 05 years. If any empanelled contractor denies / don't participate during the Commercial bids invited by the Bank anytime, the empanelment of such contractor shall be ceased immediately and Security Deposit shall be forfeited.
- 9) **L-1 contractor has to submit Performance Bank Guarantee amounting to Rs.20,000/- in the shape of TDR pledged to "General Manager, J&K Grameen Bank" and duly signed and stamped notarized Service Level Agreement to the Bank within 10 days w.e.f. the date of declaration of L-1 by the Bank. Format of Service Level Agreement shall be provided to L-1 contractor and shall contain all Terms & Conditions as mentioned in this tender document. The validity of PBG should be minimum 01 year and 02 months. PBG shall be released after completion of defect liability period.**
- 10) **List of approved makes of different materials required for execution of Interior Furnishing and Carpentry Works is provided in Annexure-11.** The contractor has to use the material as per the said list. No other brand / Sister Concerned Brand shall be used by the L-1 contractor.
- 11) **COMPLETION OF WORK:** Bank shall issue work order to the L-1 contractor. The allotted work **must be completed within 30 calendar days w.e.f the date of issuing of the work order by the Bank** and the program for carrying out the job shall be drawn out in consultation with General Administrative Department, Head Office Jammu. Adequate labour force shall be provided by the L-1 contractor to complete the work within the specified period. Proper security aspects should be taken care of by L-1 contractor in view of the importance of the building. **Completion certificate as per Annexure - 12 has to be submitted by the L-1 contractor failing which the payment shall not be released.**

- 12) **ADEQUATE LABOUR FORCE:** Bank may issue multiple orders to the L-1 contractor simultaneously. Before applying for this tender, all contractors are advised to ensure that they should have Adequate labour force all the time during the empanelment period so that the allotted work/s should be executed / completed well in time.
- 13) **THIRD PARTY DAMAGE:** The contractor shall be responsible for any injury to third party or any damage to building, road, streets, footpaths and in case any damage/loss is occurred, the contractor shall rectify the same at its own cost.
- 14) **INSURANCE COVER:** Insurance of all the workers (if required) shall be the sole responsibility of the L-1 contractor. Bank shall not be liable for the same.
- 15) **DELAY & EXTENSION OF TIME:** All the work should be completed within the specified time period. If the work is delayed due to the reasons beyond the control of the contractor, he should explain the reasons for such delays immediately in writing and if in the opinion of Bank's authorities, the delay is justified, the contractor may be granted extension in time limit.
- 16) **RECORDS & MEASUREMENTS:** After submission of the completion certificate, measurements shall be taken jointly by Bank's Officials and L-1 contractor who, without extra charges, is responsible to provide assistance with appliance, labour and other things necessary for the work. Bank's Officials shall verify the work executed by the L-1 contractor and submit a verification report at General Administrative Department, Head Office Jammu. It may take 3-4 months for submission of verification report by the Bank's officials.
- 17) **PAYMENT TERMS:** Payment shall be released in the following manner:
- a. 70% of the total bill shall be released within 15 days after submission of duly attested completion certificate by the contractor.
  - b. 20% of the total bill shall be released within 15 days after submission of Verification report.
  - c. 10% of the total bill shall be deducted as Retention Money and shall be released within 15 days **after completion of defect liability period of 12 months and submission of Satisfactory Certificate (duly verified by the concerned Branch Head / Incharge) by L-1 contractor.** Format of Satisfactory Certificate is enclosed as Annexure – 13.
  - d. **Payments shall be released only after submission of PBG and Service Level Agreement.**
- 18) **DEFECT LIABILITY PERIOD:** The defects or other faults which may appear during the defect liability period which is 12 months after the completion of the work, arising in the opinion of the bank due to inferior quality of material or bad workmanship not in accordance with the contract, **contractor shall make good at his own cost within a time period of 7 days w.e.f date of intimation of such defects to the contractor.** In case of default, Bank may employ and pay



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other agencies to amend and make good such defects and all expenses / damages / losses shall be recovered by Bank or may be deducted from any money due to the contractor including Retention Money.

**19) PENALTY:**

- a. **Penalty on account of non-submission of Commercial Bids by empanelled contractors:** If any empanelled contractor fails to submit the Commercial Bid in the sealed envelope as and when invited by the Bank due to any reason, Bank may cancel the empanelment of the said contractor. Further, the Security Deposit submitted by the said contractor shall be forfeited.
- b. **Penalty on account of non-submission of PBG and Service Level Agreement by L-1 contractor:** If L-1 contractor fails to submit the PBG and Service Level Agreement within 10 days from the date of declaration of L-1 contractor by the Bank, due to any reason, Bank may cancel the empanelment of the said contractor. Further, the Security Deposit submitted by the said contractor shall be forfeited.
- c. **Penalty on account of non-execution of allotted work by L-1 contractor within the stipulated time:** If L-1 contractor fails to execute the allotted work **within stipulated time as mentioned at Para G(10) above** from the date of issue of Work Order due to any reason, penalty @Rs.1,000/- per day shall be imposed subject to a maximum of Rs.20,000/-. Also PBG and Security Deposit shall be forfeited and Bank shall cancel the empanelment of the said contractor. Further, the said contractor shall be black-listed. **DELAY & EXTENSION OF TIME as mentioned at Para G (14) shall be considered before imposing the penalty.**
- d. **Penalty on account of non-rectification of any fault arised during the Defect Liability period of 12 months:** If L-1 contractor fails to rectify any fault occurred during the **Defect Liability period of 12 months within stipulated time as mentioned at Para G(17) above** from the date of intimation of such defect to the contractor, due to any reason, **penalty @Rs.500/- per day shall be imposed subject to a maximum of Rs.3,000/-**. In case of default, Bank may employ and pay other agencies to amend and make good such defects and all expenses / damages / losses shall be recovered by Bank or may be deducted from any money due to the contractor including Retention Money besides imposing penalty as mentioned above.

- 20) STACKING OF MATERIAL:** The L-1 contractor shall not stack any of his material recklessly so as to endanger the safety of the building and cause any nuisance to the occupants and the public.

- 21) EXTRA CHARGES:** It must be clearly understood that all the conditions of contracts are intended to be strictly enforced and that no extra charges in respect of extra work will be allowed unless they are clearly outside the spirit and meaning of the condition and unless such work shall have been ordered in writing.
- 22) INTERPRETATION OF DOCUMENTS / DRAWING:** Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design drawings and instructions herein before mentioned and as to the quality of workmanship or materials used for the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract, designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the competent authority of the Bank whose decision shall be final and binding on the contractor.
- 23) SITE CLEANING:** All the rates quoted by empanelled contractors in the commercial bid should be inclusive of removal of rubbish / debris collected during the progress of work, rejected material and clearance of site (which mainly include cleaning of electric switches, boards, window panes etc) after the work is completed. If the L-1 contractor is failing to remove the same, the expenses incurred by the bank on removing the same shall be recovered from the L-1 contractor and he will not dispute for the expenses so incurred.
- 24) PRICE FLUCTUATION:** The rates shall be freezed with the L-1 contractors for a period of one year and will not be subject to any fluctuation due to any reason including variation in the cost of material or labour.
- 25) TESTING OF MATERIALS:** If at any point of time during the work, if Bank desire to carry out the tests of certain materials, the L-1 contractor shall arrange for the same and submit the test report without charging any extra cost to the Bank.
- 26) ABANDONMENT OF WORK:** If in any case the work is required to be abandoned by the Bank, the L-1 contractor shall not be entitled for any claims. However, he will be paid as per the actual work done till that period.
- 27) The Bank reserves the right to accept / reject any or all tenders in part or in whole without assigning any reason thereof.**
- 28)** If at any point of time, it is observed that the L-1 contractor is not executing the work with due diligence, care and lagging much behind the schedule time or fails to gear up the work despite instructions from General Administrative Department, Head Office Jammu, Bank reserves the

right to terminate the contract and in such case, the contractor shall be liable to pay the Bank any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other contractor / agency. After completion of entire work the L-1 contractor shall be paid for the actual work executed by him after deducting any claims, damages.

- 29) FIRST AID:** The L-1 contractor shall be responsible for all first aid and he shall keep the site fully equipped to meet such emergency.
- 30) COMPLETENESS OF TENDER :** All sundry fittings, assemblies, accessories, hardware items, as required, and all other sundry items which are useful and necessary for proper assembly and efficient working of the various components of the work shall be deemed to have been included in the tender, whether such items are specifically mentioned in the tender documents or not.
- 31) PROVISIONS AGAINST ACCIDENTS AND SAFETY MEASURES**
- a) All safety rules and codes as applicable to work should be followed during execution of allotted work.
  - b) All safety appliances and protective devices including hand gloves, aprons, helmets, shields, goggles, safety belts etc. shall be provided by Contractor for his personnel.
  - c) The L-1 Contractor shall arrange to provide prominent display caution notices if access to any equipment / area is considered unsafe and hazardous
- 32) TOOLS FOR HANDLING AND ERECTION :-** All tools and tackles required for handling of equipment and materials at site of work as well as for their assembly and erection and also necessary test instruments shall be the responsibility of the L-1 contractor.
- 33) CARE OF BUILDINGS :-** Care shall be taken by the L-1 contractor to avoid damage to the building during execution of his part of the work. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of his work from the site, from time to time.
- 34) WORK IN OCCUPIED BUILDINGS:** - When work is executed in occupied buildings, there should be minimum inconvenience to the occupants. The L-1 contractor shall not tamper with any of the existing installations including their switching operations or connections without specific approval from General Administrative Department Head Office Jammu/GA Cell GMO-K.
- 35) DISPUTE RESOLUTION / ARBITRATION:** In the case of any dispute arising upon or in relation to or in connection with this agreement between parties, the disputes shall at the first instance be resolved through negotiations. If the dispute cannot be settled amicably within fourteen (14) days from the date on which either party has served written notice on the other, then any party

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can submit the dispute for arbitration under arbitration and conciliation Act, 1996. The sole Arbitrator shall be the Internal Dispute Resolution Committee of the Bank. The Place of Arbitrations shall be Jammu, India and the language of the arbitration proceedings and that of the documents and communication between the parties shall be English. The Decision of the Arbitrator shall be final and binding upon the parties. The parties shall continue to be performing their respective obligation under this Agreement, despite the continuance of the arbitration proceedings, except for the disputed part under arbitration.

- 36) Contractors are not permitted to alter or modify their bids after submission of the tender.**
- 37) The Contractor should sign & affix his/her firms stamp on each page of the Tender and on all other documents submitted by the contractor** as the acceptance of the offer made by the Contract will be deemed as a contract.
- 38) Bank shall have the right to call upon the information regarding status of work at any point of time.**
- 39) Sensitive Information:** Any information considered sensitive must be protected by the contractor from unauthorized disclosure, modification or release or access.
- 40) The Contractors are advised to submit the Tender document (duly signed and stamped) and all related documents (including Security deposit) in a single envelope clearly stating “Empanelment of contractors for execution of “Interior Furnishing and Carpentry works” at Branches / Offices of the Bank located in UT of J&K and UT of Ladakh” & should also indicate their valid telephone numbers and valid email address.**
- 41) REPAIR / RENOVATION OF EXISTING PREMISES:** It is also the responsibility of L-1 contractor to provide services regarding repair / renovation of the Branches / Offices of the Bank as and when asked by the Bank irrespective of the location / value of the repair / renovation work.

**(H) MINIMUM ELIGIBILITY CRITERIA:**

- 1) Contractors who have not executed any work related to “Interior Furnishing and Carpentry works” in the last 05 years are not eligible to apply i.e the works shall be reckoned w.e.f Jan 2019 onwards only.
- 2) The contractor should have executed works related to “Interior Furnishing and Carpentry works”. **The minimum value of works (Category Wise) are mentioned at Para E(3)** (Duly certified Work Completion certificate must be provided in this regard).
- 3) The Contractor should have valid GST Registration Certificate and PAN Card.

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- 4) The Contractor should have a minimum experience of three (03) years regarding execution of “Interior Furnishing and Carpentry works” of Branches / Offices of Commercial Banks / Govt. Organisations / PSUs / Autonomous Bodies.
- 5) The Contractor should have never been blacklisted by the Commercial Banks / Govt. Organisations / PSUs / Autonomous Bodies.
- 6) The contractor should have a well maintained office / premises and workstation in UT of J&K or UT of Ladakh.
- 7) The Contractor should be a profit making firm. Net Profit after Tax shall be considered.
- 8) The Contractor should fulfill the criteria of **minimum Annual Turnover (Category Wise) as mentioned at at Para E(3)**

**(I) DOCUMENTS TO SUBMITTED BY THE CONTRACTORS:**

**All Documents (duly signed and stamped by the contractor) should be submitted in the same order as mentioned below:**

1. Duly Signed and Stamped tender document (**All 39 Pages of this tender document should be signed and stamped**).
2. Receipt of Tran/UTR no. of Tender Fee.
3. TDR of Earnest Money Deposit
4. Bank details (Account No and Name, Bank name, IFSC code) as per Annexure-8
5. Copy of PAN.
6. Copy of GST Registration Certificate.
7. Copy of Work orders, Work Completion certificates & Experience Certificate issued by Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions in the last five Years w.e.f Jan 2019 onwards. The tender shall be rejected if the work orders, work completion certificates & Experience Certificates are not certified by the employer.
8. Income Tax Returns for the last three Assessment Years (2021-22, 2022-23 and 2023-24).
9. CA Certified Turnover Certificate.
10. Balance Sheets and Profit & Loss Statements (Audited, if applicable) of last three financial years (FY 2020-21, 2021-22 and 2022-23).
11. Declaration regarding not-being blacklisted / debarred.
12. Declaration that the documents attached in response to this bid are genuine and bonafide.
13. Latest Bank solvency certificate with Bank Seal, as per Annexure-9
14. Duly Filled Annexures (2 to 9)

**ANNEXURE 1**

**List of Branches**

<b>S No.</b>	<b>Branches/Offices under Jammu Division</b>
1	Head Office Jammu
2	RCC Shakti Nagar
3	AKHNOOR
4	CHOWKI CHOWRA
5	JOURIAN
6	KHOUR
7	MAIRA
8	NARDI
9	PALLANWALA
10	PARGAWAL
11	ARNIA
12	BISHNAH
13	DEOLI
14	KANHAL
15	KHERI
16	REHAL DHAMALIAN
17	SARORE
18	BATERA
19	BHALWAL
20	MISHRIWALA
21	KALUCHAK
22	GAJANSU
23	GHO MANHASAN
24	BAHU FORT
25	BANTALAB
26	CHATHA
27	CHHANNI HIMMAT
28	DIGIANA
29	JEEVAN NAGAR
30	LAXMI NAGAR SARWAL
31	MALIK MARKET
32	MUTHI
33	NAGROTA
34	NARWAL
35	PALOURA
36	SHAKTI NAGAR
37	BOHRI PATTA
38	JANDRAH
39	KALYANPUR
40	KOTLI JHAJJAR

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41	SANGRAMPUR
42	SURINSAR
43	PHALAIAN
44	BADYAL BRAHAMANA
45	BASPUR
46	CHAKROI
47	DABLEHAR
48	KIRPIND
49	KOTLI MIAN FATEH
50	SIMBAL CAMP
51	BRIJ NAGAR
52	RS PURA
53	SIMBLE MORH
54	SAI
55	SATRAYAN CAMP
56	DOOL
57	KISHTWAR
58	RO Jammu
59	BARWAL KATHUA
60	BHOOND
61	CHADWAL, KATHUA
62	CHAN GRAN
63	COLLEGE ROAD KATHUA
64	DAYALACHAK, KATHUA
65	DUGGAN
66	GHAGWAL
67	GUJROO NAGROTA
68	GURAH SALATHIA
69	HARIPUR MORE
70	HATLI
71	JAKH, SAMBA
72	JAKHBAR, KATHUA
73	KARTHOLI
74	KATHUA
75	MAHANPUR, KATHUA
76	MANDI SANGWALI
77	MANDLI, KATHUA
78	MARTA NAGROTA
79	NADH
80	NAGRI PAROLE
81	NANDPUR
82	PALLI MORH
83	PANGDOUR
84	PARNALLA



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85	PHAINER
86	PURMANDAL
87	RAJBAGH
88	RAMGARH
89	RAYA, SAMBA
90	SAMBA
91	SHERPUR BALA
92	SMAILPUR
93	SUMB,SAMBA
94	SWANKHA MORE
95	RO SAMBA/KATHUA
96	BAGNOTI
97	BAJABAIN, RAJOURI
98	BAWANI
99	BUFLIAZ
100	CHANDAK
101	CHANNI PRAT
102	CHINGUS
103	DARHAL MALKAN
104	DEVAK, RAJOURI
105	DHANGRI, RAJOURI
106	DHARAMSAL
107	DHARGLOON, POONCH
108	DOONGI BRAHMANA
109	JHULAS, POONCH
110	KHEORA
111	LAM, RAJOURI
112	MANDI,POONCH
113	MANJAKOTE, RAJOURI
114	MANKOTE, POONCH
115	MENDHAR, POONCH
116	NOWSHERA, RAJOURI
117	PALAM
118	POONCH
119	RAJOURI
120	SHAHDARA
121	SIALSUI
122	SIOT
123	SOLKI
124	SUNDEBANI
125	SURANKOTE
126	TATAPANI
127	TRIATH
128	RO RAJOURI/POONCH

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**DATED: 07.06.2024**

<b>S No.</b>	<b>Branches/Offices under Kashmir division</b>
1	RO SOPORE
2	AGRIKALAN
3	ARAGAM
4	ARINDARDPORA
5	ASHTINGO
6	BANDIPORA BRANCH
7	CHANDILORA
8	DAWAR GUREZ
9	DOBIWAN
10	E/C SHALTANG
11	GOSBUG
12	HAJIN
13	HANJIWARA
14	HYDERBEIGH
15	KHANPETH
16	KHORESSHERABAD
17	KUNZER
18	MIRGUND
19	NADHIHAL
20	NEHALPORA
21	NOWGAM SONAWARI
22	OGMUNA
23	PALHALAN, PATTAN
24	PANZINARA
25	PATTAN
26	QUILMUQAM
27	SAFAPORA
28	SHEERPORA
29	SUMBAL
30	TANGMARG
31	TILGAM
32	WAILU KRALPORA
33	WATPORA
34	RO BANDIPORA
35	AZADGUNJ
36	BIJHAMA
37	BOMAI
38	BONIYAR
39	BOTINGOO
40	DUROO
41	GINGAL
42	HYGAM SOPORE

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**DATED: 07.06.2024**

43	JADEED
44	KACHUMUQAM
45	KAKARHAMAM
46	KAMALKOTE URI
47	KANISPORA BRANCH
48	KHANPUORA BARAMULLA
49	KRANKSHIVAN
50	MB SOPORE
51	MODEL TOWN (NOORBAG)
52	NEW COLONY SOPORE
53	OTHOORA
54	PATLHA
55	PEERNIYA
56	PRINGAL
57	REBAN
58	SANGRAMA BRANCH
59	SEER-JAGIR
60	SHEERI
61	SINGHPORA KALAN
62	TREGPORA
63	TUJAR-SHARIEF
64	UMER MARKET
65	URI , BARAMULLA
66	WAGOORA
67	WAGUB SOPORE
68	WARPORA
69	WATERGAM
70	RO BARAMULLA
71	BAGH BELLA
72	CHOWKIBAL
73	CHUGAL
74	DRUGMULLA BRANCH
75	GULGAM
76	HANDWARA BRANCH
77	KALAMABAD
78	KANDI KARNAH
79	KANTHIPORA
80	KHUMRIYAL
81	KRALGUND
82	KRALPORA
83	KUPWARA BRANCH
84	LADERWAN
85	LALAPORA
86	NATNUSSA

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87	NOWGAM
88	PHUROPETH
89	POSHWAN
90	TADD
91	TARATHPORA
92	WILGAM
93	YUNISOO
94	RO KUPWARA

<b>S No.</b>	<b>Branches/Offices under UT of Ladakh</b>
1	KARGIL
2	LEH
3	SPITUK
4	CHUCHOT YAKMA

**Sign & Stamp**

**ANNEXURE – 2:**

**Basic Information of Contractor**

Sr. No.	Particulars	Detail
1.1	Trade and Category (A/B/C) Applied For	<b>Trade:</b>  <b>Category:</b>
1.2	Name of Contractor / Firm	
1.3	Address of the Registered Office (Enclose Certified Copies of Documents as evidence)	
1.4	Address of the Work station (Enclose Certified Copies of Documents as evidence)	
1.5	Contact No.	
1.6	E-Mail ID	
1.7	Name of Contact Person / SPOC	
2	Year of Establishment	
3	Type of the organization (Whether Sole Proprietorship/Partnership/Private Ltd. or Ltd. Co. etc.) Enclose certified copies of documents	
4	Name & qualification of the Proprietor/Partners/ Directors of the Organization/Firm (Enclose certified copies of documents)	
4.1		
4.2		
4.3		
5	Details of Registration – Whether Partnership Firm, Company etc. Name of Registering Authority, Date and Registration Number. (Enclose certified copies of documents)	
6	Whether registered with Government/Semi-Government/Municipal Authorities of any other Public Organization and if so, in which class and since when(Enclose certified copies of	

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	documents		
7	Details of Registration of firm under J&K Shop & Establishment Act 1966 (Enclose certified copy of Documents)	Year of Registration	Valid Upto
8	No. of years of experience in the field and details of Work in any other field.		
9	Yearly turnover of the organization during last 03 years (year wise) and furnish Balance Sheets and Profit & Loss A/c (audited, if applicable) for the last 03 years	Furnish Certificate issued by Chartered Accountant indicating the turnover for last three years	
9.1	FY 2020-21		
9.2	FY 2021-22		
9.3	FY 2022-23		
10	Enclose copy of ITR Certificate for AY 2021-22, FY 2022-23 and FY 2023-24		
11	Name & Address of Bankers (Solvency Certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)		
12	PAN No.		
13	GST Registration No.		
14	Empanelment with other Companies / PSUs.		
15	Detailed description and value of works done and works on hand		
16	Details of Key Personnel Permanently Employed		
17	Other infrastructural information to be used/referred		
18	Furnish the names of 03 responsible persons along with their designation, address, tel. no., email etc. for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization		
18.1	Name		
	Address		
	Contact No.		
	E-mail Id		
	Organization		

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18.2	Name	
	Address	
	Contact No.	
	E-mail Id	
	Organization	
18.3	Name	
	Address	
	Contact No.	
	E-mail Id	
	Organization	
19	<p>Whether any Civil Suit/Litigation arisen in contracts executed/being executed during the last five years.</p> <p>If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.</p>	
20	<p>Have you ever been disqualified or levied penalty by any organization in past for non-fulfillment of the contractual Obligations.</p> <p>If yes, please provide details.</p>	
21	<p>Have you in past carried out any works for J&amp;K Grameen Bank ?</p> <p>If yes, give details.</p>	
22	<p>The bidder should never have been blacklisted/debarred by the Govt. of India. or any other institution/organization. Undertaking must be provided by the bidder. If the bidder fails to provide the undertaking, the bid will be summarily rejected and no correspondence in this matter shall be replied by the Bank</p>	

**Sign & Stamp**

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**ANNEXURE-3**

**LIST OF PROJECTS EXECUTED BY THE ORGANIZATION DURING THE LAST 05  
YEARS w.e.f Jan 2019 onwards**

Sr. No.	Name of Work / Project with Address	Name & full postal address of the owner. (Specify whether Govt. undertaking)	Contract Amount (Rs.) with copy of work order & completion certificate	Stipulated time of completion (Months)	Actual time of completion (Months)	Any other relevant information. Actual amount of the Project, if increased, give reasons	Enclose clients certificate for satisfactory completion
1	2	3	4	5	6	7	8

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure". Attach extra sheets if necessary.
2. For certificates, the issuing authority shall not be less than an Executive in-charge.

(Signature of the Contractor)

Name:

Date:

Designation:

Seal of the Firm/ Company



**ANNEXURE-4:**

**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL  
QUALIFICATION & EXPERIENCE INCLUDING THAT IN YOUR ESTABLISHMENT**

<b>Sr. No.</b>	<b>Name and Designation</b>	<b>Age</b>	<b>Qualificatio n</b>	<b>Experienc e</b>	<b>Nature of works handled</b>	<b>Name of the projects handled with amount s</b>	<b>Date from which employed in your organizatio n</b>	<b>Indicate details of experienc e for similar projects</b>

**Notes:**

1. Information has to be filled up especially in this format. Please do not write remark "As indicated in Brochure".
2. List of Associates / Consortium should be mentioned.

**Indicate other points, if, any, to show your technical and managerial competency to  
indicate any important point in your favour**

(Signature of the Contractor)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE – 5**

**DETAILS OF  
INFRASTRUCTURE IN  
OFFICE**

<b>Sr. No.</b>	<b>Items</b>	<b>Description</b>
1	Office Premises, Area etc.	
2	e-mail address	
3	Telephones	
4	Details of Workshop Setup	
	i.	
	ii.	
	iii.	

(Signature of the Contractor)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE - 6**

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE  
CONTRACTS EXECUTED IN THE LAST FIVE YEARS OR CURRENTLY UNDER  
EXECUTION**

s. no	Year	Award for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount
1						
2						
3						
4						
5						

(Add separate sheet if required)

Notes: 1. Information has to be filled up specifically in this format.

2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

(Signature of the Contractor)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE - 7**

**DECLARATION**

**(To be given on Firm/ Company Letter Head)**

**To**

**The General Manager**

**J&K Grameen Bank**

**Head Office, Narwal**

**Jammu**

**Dear Sir,**

1. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.
2. I/ We also confirm and undertake that the documents attached and information provided by me/us to the bank in response to the Tender are genuine to the best of my knowledge. In case any of the documents/ information is found to be false/ fake/incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Security Deposit.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Company was or is Proprietor or Partner or Director of any firm/ Company with whom any Government Deptt/ PSU or Bank has blacklisted/ banned / suspended business dealing. I/We further undertake to report to the J&K Grameen Bank immediately after we are informed but in any case not later than 15 days, if any firm/Company in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm/Company which is blacklisted/banned/suspended in future during the currency of the Contract with you.

(Signature of the Contractor)

Name:

Date:

Designation:

Seal of the Firm/ Company

ANNEXURE – 8

**MANDATE FORM FOR BANKING DETAILS (On the letter head of the Firm)**

<b>1</b>	<b>Name of the contractor / firm as per bank records:</b>	
<b>2</b>	<b>Bank details of the Firm:</b>	
	<b>a) Bank Name:</b>	
	<b>b) Branch Address:</b>	
	<b>c) Account No.</b>	
	<b>d) Type of Account</b>	
	<b>e) (Current/Savings)</b>	
	<b>f) MICR No.:</b>	
	<b>g) IFSC Code:</b>	

- **All the payments shall be credited into the above mentioned Account.**

(Signature of authorized signatory)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE – 9:**

**FORMAT FOR SOLVENCY CERTIFICATE  
(To be issued by a Commercial Bank only)**

Reference No. \_\_\_\_\_

Dated:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. \_\_\_\_\_  
having their office at \_\_\_\_\_ are a regular  
customer of our bank. They are solvent to an extent of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only). The conduct of their  
Account is good.

It is certified that this certificate is issued without any risk and responsibility on the  
part of this Bank or any of it's officials in any respect whatsoever, more particularly  
either as guarantor or otherwise. This certificate is issued at the specific request of  
the customer.

**(Signature, Name & Designation of issuing  
authority with Seal)**

**ANNEXURE - 10**

**DESCRIPTION OF THE ITEMS (To be used by the contractors)**

<b>S NO.</b>	<b>DESCRIPTION OF ITEMS</b>	<b>UNIT</b>
<b>01</b>	<p><b><u>Front Line Counters/Cash Counter</u></b></p> <p>Providing and fixing in position counters as per layout plan in single/double level 2'-6" &amp; 4'-0" high &amp; 2'-6" deep. Counter shall be made of 19 mm thick (ISI marked) phenol bonded commercial board with 1mm thick laminate (century/sunmica/green/stylam) on visible surface in combination of shades as approved by bank/architect. Front apron will be in single/double level, finished with laminate with appropriate grooves with provision of cable management for computer cables at appropriate place, with liping 3/4" X 1/4" on inner side and all edges including bottom touching floor and half round moulding 3/4" X 3/4" on front side (public side). The counter shall have key board tray having size approx. 22"X15" or as directed made of 19mm thick commercial board with 1-1/2" X 3/4" wooden moulding on front and back sides with chamfered edges and 3/4" X 1/4" liping on remaining two sides and 1mm thick laminate on horizontal surface with drawer channel (Godrej / Hettich) of 15' length. A full depth CPU shelf 14" wide shall be provided at left hand side of counter underneath the working top, at 4" above the floor level and 3" away (horizontally) from vertical end (officer's side) which will be made of 19mm thick commercial board laminated with 1mm thick laminate on top &amp; 3/4" X 1/4" wood liping on two visible sides. A full length foot rest made of hard wood 3"x1-1/2" section shall be provided at 4" above floor level. Drawer unit of drawers (outer size) and of 6" clear depth shall be provided on right hand side of the counter, of which three sides will be made of 12mm commercial plywood and front side of 19mm commercial board with 1mm thick laminate. The bottom of drawer shall be made of 6mm thick commercial plywood. The drawer will be provided with handle/knob of good quality to be got approved before fixing with drawer channel of 18" length. The drawers will be divided into six compartments with 12mm thick both side pre-laminated board partitions for keeping different currencies closing lock. One cupboard with shutter, handle/knob/auto closing lock and magnetic catcher can be considered in place of two drawers, if required beneath the top drawer, non laminated surfaces i.e. inside leg space of counter/nuwood lipping/moulding/footrest etc. shall enamel painted.</p>	<b>RFT</b>
<b>02</b>	<p><b><u>12mm Glass in front and side of Counters</u></b></p> <p>Providing and fixing 12mm thick plain glass with acid wash/etching of semi circular or any other pattern/textured fixed to steel holders/38mm thick board having mica on both sides at appropriate distance sufficient in number so as to hold glass complete in all respects. All the visible edges of glass shall be grinded &amp; polished beveled. The rates shall be inclusive of cost of all fitting, beadings, making suitable openings for transaction and voice communication etc. complete.</p>	<b>Sqft.</b>

<b>03</b>	<p><b><u>Wooden Partitions/Panelling/Cash Cabin</u></b></p> <p>Providing and fixing full height/low height wooden partitions with following specifications:</p> <ul style="list-style-type: none"> <li>a) Supporting System comprising of Dry wall Frame Work Boral / Prima / Rondo / Gyp. Of 50 mm x 50 mm (18 Gauge) square section @max 600mm c/c both horizontally and vertically. The frame shall be fixed rigidly at floor level wherever possible. The rate should also include necessary strengthening with additional members at doors and ceilings.</li> <li>b) The partition shall have 12 mm Plywood fixed on both sides with screws for the entire height of the partition and finished with approved 1.00 mm Th. Laminate of desired shade, design and gloss on both sides. Wooden molding, lipping etc. as directed by Bank shall be provided wherever required.</li> <li>c) The full height partitions shall be with or without 8mm clear float glass with etching fixed as per drawing with 75mm x 12 mm Teak wood jamb/chowkhat around glass opening and 12mm x12mm teak wood beading for fixing of glass on both sides as per the direction of Branch Head.</li> </ul> <p>The work to include providing and fixing of partly glazed wooden door shutters using 35mm readymade ISI flush door shutter with 1.0mm thick wood lipping all around the edges. The door shall have vision panels with 8mm thick clear float glass with etching fixed with double 14mm x 25mm thick teak wood moulding as per design. The exposed surface of wood shall be deco painted in desirable shade. The door shall be complete in all respect with hardware handles, godrej 6-lever lock/night latch lock, door stoppers, 8" tower bolts, hinges etc brass</p>	sq.ft.
<b>04</b>	<p><b><u>Manager Table with Side Storage</u></b></p> <p>Supplying wooden table of size 5'0"x2'6"x2'6" and side table 3 x 1 ½ x 2 ½ made up of 19mm thick (ISI market phenol bonded) boiling water proof commercial board with 1mm thick laminate green, sunmica, Century on vertical as well as horizontal surfaces with provision of 3" dia round cable management for computer cables at appropriate place with wood lipping ¾" x ¼" on inner side (officer side) and all edged including bottom touching floor and half round wood moulding ¾" x ¾" on remaining three sides. The top will be having 2 ½"x 1 ½" wood moulding on all four sides. The table top will be protruding out 3" from sides &amp; 9" from visitor's side. The</p>	No.



	<p>outer 3" edges will be made of double board. Table has one side rack of 36"x 15" x 30" having two drawer &amp; cabinet with shutter having good quality locks, magnetic catcher, hinges, handle/knob etc on the right or left side of the table. All the three sides of the drawer will be made of 12mm commercial ply wood and front side of 19mm commercial board with 1mm thick laminated. The bottom of the drawer shall be made of 6mm thick commercial plywood. The drawer will be provided with handle/knob of good quality to be got approved before fixing. The front apron will be of two levels with 6" frame from sides &amp; 9" from top ¾" up them the base finished with laminate and sides to be finished with ¾" x ¼" wood lipping laminate at the base (front side) will be pasted in grooves. The table shall have wooden grey coloured key board tray having size approx. 22"x15" or as directed, made of 19mm thick (ISI marked) phenol bonded commercial board with 1 ½" x ¾" wood moulding on front and back side and ¾" x ¼" lipping on remaining two sides and 1mm thick laminate on horizontal surface fixed on drawer channel of 15 length. A full deep CPU shelf 15" wide shall be provided at left or right hand side underneath the working top, at 5 ½" above floor level and 3" away (horizontally) from vertical end (officer's side) with 19mm thick commercial board laminated with 1mm thick laminate on top and ¾" x ¼" nuwood lipping on visible edges. A full length foot rest made of hard wood 3" x ½" section shall be provided at 4" above floor level. Non laminated surface ie. Inside leg space of table/inside of drawer/cupboard/outside of drawer/footrest/moulding shall be enamel painted.</p>	
<p><b>05</b></p>	<p><b><u>Manager Table without side Storage.</u></b>                  Same specifications as that of item no. 04 with drawer and cupboard unit on one side with following dimensions                  a. 5' x 2' -6" x 2' -6"                  b. 4' x 2' -6" x 2' -6"</p>	<p>No.</p>
<p><b>06</b></p>	<p><b><u>Sofa/Seatee</u></b>                  Supplying two/three seater sofa/seatee with made up of solid local wood frame with MS Heavy duty springs and jute filling only covered with resin cloth 040 density polyurethane foam 4" thick for seat and 3" thick for back duly finished with tapestry cloth of approved shade, colour and design costing. The rate should be inclusive of all other material required for making standard design of Sofa/Seater.</p>	<p>Seat</p>

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<b>07</b>	<p><b><u>Notice Board</u></b></p> <p>Providing and fixing notice board of size 2'x3' having 12mm ply back fitted with 12mm soft board covered with cloth (velvet) of approved shade and having wooden beading 1'-2"x ¾" in all sides duly painted.</p>	No.
<b>08</b>	<p><b><u>Door Closers</u></b></p> <p>Providing and fixing hydraulic door closer ISI marked to doors complete in all respects.</p>	No.
<b>09</b>	<p><b><u>Aluminium Partitions</u></b></p> <p>Providing and fixing new aluminium partition including door with frame made of extruded section having thickness 16 SWG of size 3" x 1 ½". All the members of aluminium sections should be anodized and are to be fabricated as per approved pattern for doors/partitions fixed in position (with floor/wall/roof) with rawl plugs, wooden pegs, screws, aluminium angles/cleats, butt hinges etc. There will be three horizontal members for 4'6" high partitions ( at 0', 2'6", and 4'6" from floor level), three horizontal members for 7'0" high partitions ( at 0', 2'6" and 7') four horizontal members for 8'6" high partitions ( at 0', 2'6", 7' and 8'6"), four horizontal members for partitions above 8'6" upto 12' ceiling level ( at 0', 2'6", 7' and ceiling level) as per site conditions. The spacing of the vertical members shall not be more than 4'. Both sides pre-laminated aluminium mesh (as per directions of the Bank / Architect) 12mm thick shall be fixed in partitions with square//tampered glazing clips upto 2'6" height and beyond 8'6" height as per site conditions and 5mm thick clear plain float glass, duly etched in desired pattern, shall be fixed in partitions with glazing clips, beading and rubber gaskets, between 2'6" to 8'6" height. The doors will be made aluminium section 85 x 38mm x 165 WG bottom section 115 x 44mm x 165 WG.</p>	Sq.ft.
<b>10</b>	<p><b><u>Roller Blinds</u></b></p> <p>Providing and fixing of 100mm wide roller blinds of Vista, Levolar, Mac make.</p> <p style="margin-left: 40px;">a. Normal</p> <p style="margin-left: 40px;">b. Black Out</p>	Sq.ft.
<b>11</b>	<p><b><u>Center Table</u></b></p> <p>4' x 2' x 1'-6" made up of 19mm thick ISI board fitted with 1mm thick mica on all four side and top of the table. Top also fitted with 12 mm glass duly grinded/ bevelling over 2" long steel spacer.</p>	No.

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<b>12</b>	<p><b><u>Wooden Table (04 legs) without 12 mm glass</u></b></p> <p>4' x 2' x 2'-6'' made up of 19mm thick ISI board fitted with 1mm thick mica on top of the table. One drawer must be provided on left or right side of the table. All the three sides of the drawer will be made of 12mm commercial ply wood and front side of 19mm commercial board with 1mm thick laminated. The bottom of the drawer shall be made of 6mm thick commercial plywood. The drawer will be provided with handle/knob of good quality.</p>	No.
<b>13</b>	<p><b><u>Voucher Stand:</u></b></p> <p>made up of 19mm thick ISI board of size 36'' x15'' x12'' fitted with 1mm thick mica on all side and having six Nos compartment for vouchers. All the expose portion duly panted of approved shade.</p>	No
<b>14</b>	<p><b><u>Low height back storage cabinet (2'6''height)</u></b></p> <p>Providing and fixing storage cabinets of size 2'6'' high x 16'' deep along the walls/partitions, as per interior drawings, using 19mm board for carcass, shutters. Vertical and horizontal partitions, 6mm ply for the back and 1mm thick laminate approved shade on vertical and horizontal visible surfaces. The shutters shall be overlapped on the carcass and shall be provided with hinges. The width of the shutter shall be between 15'' to 18'' as per the site conditions. All the exposed edges of the board shall be provided with wooden lipping 19mm x 5mm, duly PU polished/deco painted in desired shade. The inner surface shall be painted in white. The cabinet shall be complete with handles, knobs, locks and magnet catchers etc. to the satisfaction of the Architect/Engineer.</p>	RFT
<b>15</b>	<p><b><u>COMPLAINT / CHEQUE DROP BOX</u></b></p> <p>Supplying and fixing complaint / cheque drop box (overall size 1'-6'' x 1'-6'' x 6'') made of 19mm thick phenol formaldehyde bonded plyboard. A slit opening of 10 mm x 150 mm is to be provided at the top of the box. All the exposed timber surfaces including all free edges are to be finished with 1 mm thick laminate sheet of combination shade. Inner faces of block board surfaces are to be finished with minimum two coats of synthetic enamel paint of approved shade and quality over a coat of approved primer. Rate to include cost of necessary hardware fittings e.g. brass hinges, lock, knob etc. of approved designed quality.</p>	No.

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**DATED: 07.06.2024**

**ANNEXURE - 11**

**LIST OF APPROVED MAKES**

<b>S. No.</b>	<b>Description</b>	<b>Approved Brands to be used</b>
1	Ply	Greenply (Ecotec), Century (Sainik), Archidply, Sonear
2	Laminates	Merino, Greenlam, Century, Archid, Sun-Mica
3	Gypsum Board	Lafarge, Saint Gobain (Gyproc)
4	Wood primer	Asian paints, Nerolac, Dulux, Berger
5	Patch Fittings	Ozone (8400), Dorma (BTS 65), Enox
6	Dead Locks / Hardware	Godrej, Hettich, Ozone, Link
7	FLOAT GLASS/Toughened Glass	Asahi, Saint Gobain, Gold Plus, Ozone
8	Roller Blinds	Vista, MAC
9	Aluminium Sections	Jindal, Hindlaco
10	Aluminium Composite panels	ALSTONE, EUROBOND, 4-MANN
11	Telescopic Channel	Godrej, Hettich, Ozone

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**DATED: 07.06.2024**

ANNEXURE - 12

**Completion Certificate (To be filled in presence of Branch Head / Incharge)**

<b>Name of the Branch / Office</b>	
<b>Date of Issue of Work Order</b>	
<b>Date, when the work started in the premises of the said Branch</b>	
<b>Number of Labours deployed</b>	
<b>Details of Labours deployed (Name, Aadhaar Card Number ):</b>	
1.	
2.	
3.	
4.	
5.	
<b>No. of Days allotted by the Bank</b>	<b>30 Calendar days</b>
<b>No. of Days taken to complete the work allotted</b>	
<b>Work Completed on (Mention Date)</b>	
<b>Whether the Branch Head / Incharge and Other Staff members of the Branch are satisfied with the work executed by the contractor (Yes / No)</b>	
<b>Reason for Delay (if any):</b>	
<b>REMARKS (by Branch Head / Incharge)</b>	

Sign & Stamp of the Contractor

Sign & Stamp of Branch Head / Incharge  
Code:

**ANNEXURE - 13**

**Satisfactory Certificate (To be filled by Branch Head / Incharge and submitted by L-1 contractor  
after expiry of Defect Liability Period of 12 months)**

<b>Name of the Branch / Office</b>	
<b>Date of Completion of work at Branch</b>	
<b>Whether any defect arises during the defect liability period of 12 months w.e.f the date Completion of work at Branch (Yes / No)</b>	
<b>If Yes, Please give the details as mentioned below:</b>	
<b>1. No. of times the defect arises after completion of the work:</b>	
<b>2. Whether contractor has aligned technicians to rectify the defects each time when the complaint was lodged (Yes / No):</b>	
<b>3. Behavior of Contractor while attending the calls for rectification of issues:</b>	
<b>4. Behavior of Laborers aligned by the contractor for rectification of issues:</b>	
<b>5. Whether Branch Head / Incharge and other Staff members are satisfied with the services provided by the contractor during defect liability period (Yes/ No):</b>	
<b>Remarks of Branch Head / Incharge (if any)</b>	

- Retention Money shall be released only if the Satisfactory Certificate duly signed and stamped is submitted by the L-1 contractor.
- Please keep a copy of duly filed certificate at Branch for records.

**Sign & Stamp of Branch Head / Incharge**

**ANNEXURE - 14**

**EMPANELMENT EVALUATION MATRIX**

**Maximum Score for Valuation: 100 Marks**

**Minimum Marks required for qualifying: 60 Marks**

<b>(i) Number of Years of Experience of Firm</b>	<b>Max 15 Marks</b>
(a) More than 3 years and up to 5 years	5 Marks
(b) More than 5 years and up to 10 years	10 Marks
(c) More 10 years	15 Marks
<b>(ii) Constitution of Firm</b>	<b>Max 15 Marks</b>
(a) Sole Proprietary	10 Marks
(b) Partnership	12 Marks
(c) Private / Public Limited	15 Marks
<b>(iii) Average Annual Turnover</b>	<b>Max 20 Marks</b>
(a) More than Rs.2.00 Lac and upto Rs.5.00 Lac	5 Marks
(b) More than Rs.5.00 Lac and upto Rs.15.00 Lac	10 Marks
(c) More than Rs.15.00 Lac and upto Rs.25.00 Lac	15 Marks
(d) More than Rs.25.00 Lac	20 Marks
<b>(iv) Value of Single Largest Project Completed in Last 5 Years</b>	<b>Max 20 Marks</b>
(a) More than Rs.1.00 Lac and upto Rs.2.00 Lac	5 Marks
(b) More than Rs.2.00 Lac and upto Rs.5.00 Lac	10 Marks
(c) More than Rs.5.00 Lac and upto Rs.10.00 Lac	15 Marks
(d) More than Rs.10.00 Lac	20 Marks
<b>(v) Empaneled with Organizations</b>	<b>Max 15 Marks</b>
(a) With J&K Grameen Bank / Commercial Banks	15 Marks
(b) Other PSU/ Govt Organisations	12 Marks
(c) Private Banks	7 Marks
<b>(vi) Performance Report from Client</b>	<b>Max 15 Marks</b>
(a) Good/Satisfactory	10 Marks
(b) Very Good	12 Marks
(c) Excellent/Outstanding	15 Marks

(Signature of the Contractor)

Name:

Date:

Designation:

Seal of the Firm/ Company