

THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.
64, G.T. Road, P.O. – Burdwan, Dist. – Purba Bardhaman – 713 101 (West Bengal).

e-Tender Document
FOR CONSTRUCTION OF ROOM FOR ATM AT
KALYANESWARI GUEST HOUSE, UNDER ASANSOL
MUNICIPAL CORPORATION, ASANSOL, DIST- PASCHIM
BARDHAMAN, PIN-713369

TENDER ID : E&B-e/4/2023-24 dated 22/08/2023

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THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.
64, G.T. Road, P.O. – Burdwan, Dist. – Purba Bardhaman – 713101



Ref. No.: **E&B-e/4/2023-24**

Date : **22/08/2023**

NOTICE INVITING TENDER

Request for Proposal (RFP) through E-TENDER platform

The Burdwan Central Co-Operative Bank Ltd. intends to select vendor for Construction of ATM Room at Kalyaneswari Guest House, under Asansol Municipal Corporation, Barabani, Dist-Paschim Bardhaman, PIN-713369 through online eTender. The tentative quantity of the required items along with technical configuration of each items are mentioned. This is looking for interested vendor who have experience in supplying of above type of material and may follow the instructions as given below for submission of their tenders under online mode.

1. General Instructions :

Intending vendor may download the tender documents from the website directly with the help of Digital Signature Certificate. Last date of submission is **22/09/2023(Friday) at 14:00 hrs. Bid opening time is 22/09/2023(Friday) at 14:30 hrs.**

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website – www.tenderwizard.com/eproc. All papers must be submitted in English language.

3. Time Schedules for the e-tender :

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 1 given below.

4. Eligibility of the vendor for Quoting :

- i) Vendor who have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting.
- ii) Interested Vendors just have at least 05 years experience in similar kind of jobs.



- iii) Intended vendors must have one successful work completion certificate of Rs.7 lakhs(seven lakh) or two completion certificate of Rs. 05 lakhs(five lakh) each for Banking Sector and other sectors i.e. Central / State Govt./PSU.
- iv) Further, vendors who were declared black-listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.
- v) Manufacturers or Dealers/Distributors/Agents duly authorized by the manufacturers who have requisite Certificates, as per mentioned in the sl. No. 3 of My Documents (Non-Statutory cover) are eligible for quoting.

5. Annual Turnover Requirements:

Vendor having average annual Turnover more than Rs.10(ten) lakhs in India for the last financial year are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format to the portal in the designated locations / folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2. Technical Bid

The Technical Bid should contain scanned copies and / or declarations in the following Standardized formats in two folders :



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- I. Technical Bids (Statutory Cover) containing :
1. Annexures
 - a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
 - b) Application for Teander – (Vide Annexure II) (to be submitted in “Annexure” folder)
 - c) Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)
 - d) Affidavit Proforma(Vide Annexure IV) (to be submitted in “Annexure” folder)
 - e) Declaration on The Burdwan Central Co-Operative Bank Ltd. (Vide Annexure I) (to be submitted in “Annexure” folder)
 2. Technical details of the Items Quoted as per BOQ
 3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2020-21 , 2021-22 &2022-23 in “Accounts” folder.

Note : Tenders will be summarily rejected if any item in the statutory cover is missing.

II My Document (Non-Statutory Cover) containing as follows :

Sl. No	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			UDYAM Registration Certificate
2	Company Details	Company Details 1	Trade License / Enlistment Certificate
			Registration with Registrar of Companies (if any)
			Memorandum of Articles for Limited Companies (if any)
3	Credential	Credential 1	Intendent vendors must have one successful work completion certificate of Rs.07 lakhs or two completion certificate of Rs. 05 lakhs each for Banking Sector and one completion certificate of Rs. 07 lakhs or two completion certificate of Rs. 05 lakh



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			each for other sector i.e. Central / State Govt./PSU.
4	Financial Information	Certificate 1	Income tax Returns submitted for the financial year 2020-21, 2021-22,2022-23
		Certificate 2	GST Returns of the year 2020-2, 2021-22,2022-23

Note:- L-1 may not be the sole criteria in selection of Vendor.

6.3. Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder) available in the online e-tender portal www.tenderwizard.com/eproc. For any technical queries regarding submission of e-Tender please contact Helpdesk No- 9073677150/151/152 or Mr. Kusal Bose- 9674758719.

7. The tenderers are not required to submit hard copies of Technical File (Statutory Cover) or My documents (Non- Statutory Cover). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line via e-Tender portal.

8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be indentified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting). Final selection of the bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc.

9. Terms & Conditions Regarding Purchase Policy of Tendering Authority:

9.1. Bid Information :

- a) Partial Quotation within the same item (if any) will not be accepted and tender will be liable for cancellation.



- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract for the first year and the rate may be negotiated before renewal of the contract annually.
- d) Vendor must follow the instruction for filling up BOQ as per Clause 6.3.
- 9.2 Evaluation of Quotation :** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.
- 9.3 Award of Contract :** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and justified with the market price both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.
- 9.4. Adequate infrastructural facility:** The vendor should have registered establishment set up within West Bengal.
- 9.5. Credentials :** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.
- 9.6 DSIR Certification :** The Burdwan Central Co-operative Bank Ltd. Does not possess the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification at present.
- 9.7 Time Schedule :** The supply of the item(s) must be completed within the time frame from the date of receipt of the purchase order /work order.
- 9.8 Validity of offer :** A bidder should spell out in the tender that it shall remain valid for a period of fixed by the authority from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 9.9 Period of Contract :** An offer letter to be issued to the selected vendor with the quoted rate and period.
- 9.10 Place of delivery :** The Burdwan Central Co-operative Bank Ltd. HQ and other branch within Purba and Paschim Burdwan.
- 9.11 Payment Schedule :** Payment will be made after successful completion and installation (Wherever required) of the Item(s). Advance payment will be as desired by the bank made in this regard. Credit period will be minimum 15



working days and 20 working maximum from the date of receiving of the Invoice/Bills.

- 9.12 Quantity Changeability:** Quantity as stated in the tender document /BOQ is only for getting rate. The actual quantity will be ordered as per requirement and subject to availability of fund and it may be change at the time of issuing purchase order for other valid reasons.
- 9.13 Earnest Money Deposit (E.M.D.):** E.M.D. of Rs.5,000/- (Rupees five thousand) only payable in favour of the Bank through on-line, E-Tender Portal.
- 9.14 Requisite Documents to be submitted:** Vendor must have adequate documents relating to Trade License and updated returns for Income Tax. GST, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender along with photocopy of the E.M.D. documents.
- 9.15 Turnover Criterion :** Bidder must have average annual turnover of more than Rs. 15(fifteen) lakhs in last financial year ending 2022-23.
- 9.16 Disposal of Disputes :** In case of any dispute, the Bank's decision will be treated as the final and conclusive. All legal actions are subject to Burdwan jurisdiction only.
- 9.17** The Bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

10. Discretion of the Bank:

- 10.1 The Bank may take decision about non-purchase of the said equipment even after selection vendor due to its fund constraints.
- 10.2 The Bank may seek documents from the bidder in addition to scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- 10.3 The Bank reserves the right to relax any clause as stated hereinabove for selection of responsive vender. The decision of the Bank in this respect will be final.



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11. Dates & Information :

Sl. No.	Activities	Date & Time
1	Date of uploading in the e-tender portal	24/08/2023
1	Documents download (online)	24/08/2023
3	Bid Submission Start Date (online)	24/08/2023
4	Bid Submission Closing Date (online)	22/09/2023(Friday) at 14:00 hrs.
5	Bid Opening Date (online)- Technical Bid	22/09/2023(Tuesday) at 15:00 hrs.
6	Date of uploading list for technically qualified bidder (online)	26/09/2023(Friday) at 16:00 hrs.
7	Date opening of Financial Bid	22/09/2023 (Friday) at 16:30 hrs
8	Date of uploading of list of bidders along with the approved Rate	26/09/2023 (Tuesday) at 17:00 hrs

12. Financial bid can be seen & accessed by the bidder through the e-Tender Portal online after opening of financial bid online. No objections raised by the Bidder in this respect will be entertained by the Bank. No informal tender will be entertained in the Bid further.
13. During the Scrutiny , if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.
14. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.


(A. Chattopadhyay)
Chief Executive Officer



Annexure I
FURNISHING BASIC INFORMATION
(To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License no. (Please enclose copy of Trade License)	
6	PAN (Please enclose copy of PAN Card)	
7	GST No. (Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Bank (Please enclose copy of purchase order & user list, if yes)	
9	Annual Turnover as per Audited P/L Accounts and Balance sheet	2020-21: Rs. 2021-22: Rs. 2022-23 Rs.
10	Status of the bidder (Please enclose copy authentication your status)	Manufacturer/ Dealer / Distributor / Selling Agent / Stockiest (Please put tick mark)
11	Income Tax Returns submitted for the Financial Year 2019-20 (Please enclose copy)	Yes / No (Please put tick mark)
12	Income Tax Returns submitted for the Financial Year 2020-21 (Please enclose copy)	Yes / No (Please put tick mark)
13	Income Tax Returns submitted for the Financial Year 2021-22 (Please enclose copy)	Yes / No (Please put tick mark)
14	GSTR 9 for the FY 2019-20 (Please enclose copy)	Yes / No (Please put tick mark)
15	GSTR 9 for the FY 2020-21 (Please enclose copy)	Yes / No (Please put tick mark)
16	GSTR 1 and 3B for the FY 2021-22 (Please enclose copy)	Yes / No (Please put tick mark)



Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no. E-mail address etc.)

To
The Chief Executive Officer
The Burdwan Central Co-Operative Bank Ltd.
64, G. T Road, P.O- Burdwan
Dist. – Purba Bardhaman – 713 101 (WB)

Sub “ Tender for the enlistment of vendor for Contruction of ATM Room at Kalyaneswari Guest House, under Asansol Minicipal Corporation, Block-Barabani, Dist-Paschim Bardhaman Bardhaman, PIN-713369”

Ref: Tender no. Dated

Sir, Having examined the pre-qualification & other documents published in the Tender no. dated, I /we hereby submit all the necessary information and relevant documents for evaluation :

1. That the application is made by me/us on behalf of in the capacity ofduly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.
2. We accept the terms and conditions as laid down in the tender document vide Clause 9 and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. W have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published form time to time.
4. We are offering rate in Financial Bids (BOQ) for printing and supplying of answer booklets (main & supplementary) for The Burdwan Central Co-Operative Bank Ltd.
5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is not beyond our control.



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Date : _____ Signature and name of applicant including title
and capacity in which application is made

Contact no. : _____

E- Mail address: _____

Postal Address : _____

Annexure III

Authorization letter in favour of the applicant (other than Managing Director /Proprietor/ /Partner)
from the competent authority)

(To be furnished in the company's official letter pad with full address and contact no. email Address etc.)

This is to certify that Mr. _____ (Name), Employee of the
organization as _____(Official Designation) is hereby authorized to submit tender
online, Vide Ref. No _____ Dated _____ On behalf of the
organization.

Signature of the Authorized Person

Signature of Mris hereby attested .

Signature of the competent authority with Seal



ANNEXURE IV
(Affidavit Proforma)

(To be furnished in Non- Judicial Stamp paper of appropriate value duly notarized)

I, Sri /Smt..... the Managing Director /Proprietor (etc.) of the firm
..... (Name of the firm) at (address) do hereby
solemnly affirm and declare as follows :

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Instruments/ Equipment's / or other items to any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Instrument's Equipment or any other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (if any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and behalf and all documents attached are genuine & correct.

Deponent(s)



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ANNEXURE V
(Affidavit Proforma)

(To be furnished in Non- Judicial Stamp paper of appropriate value duly notarized)

DECLARATION OF THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

I the undersigned , do hereby declare that on behalf of my organization, I will comply all the formalities that are require to be complied as per The Burdwan Central Co-Operative Bank Ltd. and I will observe all clauses of The Burdwan Central Co-Operative Bank Ltd. (including Terms & conditions). In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by The Burdwan Central Co-Operative Bank Ltd. For taking decision related with the tender.

Full signature of the Person (Designation with sign)

Date:

Place :



BOQ for construction of ATM at Kalyaneswari

Sl. No.	Item Description	Quantity	Unit (₹)	Rate including GST (₹)	Total Amount including GST (₹)
1	Surface dressing of the ground in kind of soil including removal of vegetation including undulation not exceeding to 15 cm depth	30.00	Sqm.		
2	Earth work with excavation of foundation trenches or drains in all sorts of soil, bailing out water as required (complete). Depth of excavation shall not exceed 1.5 metre.	11.61	cum		
3	Earth work in filling in foundation trenches or plinth with good quality soil including watering, ramming etc. lair by lair (earth obtained from excavation of foundation).	3.00	Cum		
4	Filling in foundation or plinth by silver sand in lairs not exceeding 15 cm (including the carrying cost of sand).	9.00	cum		
5	Brick flat soling of picked jhama bricks filling joins with local sand.	21.00	Cum		
6	Pre-constructional anti-termite treatment at the bottom surface (in case of masonry foundation and basement up to the height of 300 mm. from the bottom.	2.10	Cum		
7	Anti-termite treatment to the top surface of the consolidated earth within plinth walls with chemical emulsion by admixing chloropyrofos emulsifiable concentrates (1% concentration)	25.00	Sqm		
8	Ordinary cement concrete (mix 1 : 2 : 4) with grade stone-chips (20 mm. nominal size) excluding shuttering reinforcement, if any,	7.00	cum		
9	Ordinary cement concrete (mix 1 : 1.5 : 3) M-20 with grade stone-chips (20 mm. nominal size) excluding shuttering reinforcement, if any,	0.50	Mt.		
10	Hire & labour charges for shuttering with centering and necessary staging up to 4 M using approved stouts props and thick hard wood planks, striking out after completing works (steel shuttering or 9 mm to 12 mm thick approved quality ply board shuttering in any concrete work.	2.50	cum		
11	Reinforcement for reinforced concrete work in all sorts of structure including distributing bars, stirrups, binders etc. complete as per drawing and direction	2.50	Cum		
12	Brickworks with first class bricks in cement mortar (1 : 6)(a) in foundation and plinth (b) in super structure.	3.00	cum		



Contd. to....P/2....

Sl. No.	Item Description	Quantity	Unit (₹)	Rate including GST (₹)	Total Amount including GST (₹)
13	125 mm. thick brick work with first class bricks with cement mortar (1 : 3) using H.B. netting in every third lair.	7.43	Cum		
14	40 mm. thick damp proof course with cement concrete (1 : 1.5 : 3) with graded stone chips 20 mm. nominal size with water-proofing compound with approved brand.	3.03	Cum		
15	Supplying and laying true to line and level vitrified tiles of approved brand (with size not less than 600 mm x 600 mm x 10 mm in floor, skirting (light colour decorative).	20.22	Cum		
16	Supplying, fitting and fixing of first ceramic tiles in walls and floor to match the existing work by synthetic adhesive and gout materials.	29.23	Sqm		
17	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar excluding the cost of chipping over the concrete surface with 1.6 cement mortar (20 mm. thick plaster)	28.21	Sqm		
18	15 mm thick plaster	60.13	Sqm		
19	With 1 : 3 cement mortar, 10 mm. thick plaster	17.25	Sqm		
20	Neat cement punning about 1.5 mm. thick in wall deto, window seal, floor etc.	5.05	Sqm		
21	Applying interior grade acrylic primer of approved quality and brand on plastered or concrete surface.	28.02	Sqm		
22	Applying exterior grade acrylic primer of approved quality and brand on plastered or concrete surface.	38.90	Sqm		
23	Protective and decorative acrylic exterior emulsion paint of approved quality and brand be applied over acrylic primer as required. The rate includes cost of materials, labour, scaffolding and all incidental charges excluding the cost of primer.	38.90	Sqm		
24	Protective and decorative acrylic interior emulsion paint of approved quality and brand be applied over acrylic primer as required. The rate includes cost of materials, labour, scaffolding and all incidental charges excluding the cost of primer.	28.02	Sqm		
25	Priming one coat with best quality synthetic oil primer on timber or plaster surface and on steel or metal surface.	3.33	Sqm		
26	Painting with synthetic enamel paint of approved quality and brand (a) on timber or plaster surface, two coats, super gloss with shade except white. (b) On steel or metal surface two coats super gloss of any shade except white.	5.04	sqm		



Contd. to....P/3....

Sl. No.	Item Description	Quantity	Unit (₹)	Rate including GST (₹)	Total Amount including GST (₹)
27	Rendering the surface of walls and ceiling with a coat of white cement based wall putty of approved make and brand (1.5 mm. thick).	3.33	Sqm		
28	Acrylic distemper of interior wall, ceiling with a coat of solvent based interior grade Acrylic Primer including cleaning and smoothening the surface (2 coats).	5.04	sqm		
29	Dismantling all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish.	28.02	Sqm		
30	Supplying profiles of required section made of aluminium alloy extrusions, anodized with required film thickness with specified colour/natural mat finish including fabrication of composite door. Fixed Glazing				
	i) Top, bottom and side member	6.60m			
	ii) Mullion	.33m			
	iii) Glazing clip	9.00m			
	iv) Rimless door (Top & Bottom Rail.)	2.30m			
	v) Supplying weather gasket/wool pile for door vertical.	4.20 m			
31	Labour charge for fabrication and installation of composite door (fully glazed single leaf rimless swing door, made up anodized aluminium alloy, drilling and aligning fitted with heavy duty hydraulic action floor spring with top pin assembly and fitted with inbuilt locking arrangement and all other necessary fittings the same with dry set neoprene/EPDM gasket.	5.40	Sqm		
32	Supplying heavy duty hydraulic double action floor spring with top pin/set of pivots (branded).	5.40	Sqm		
33	Supplying heavy duty aluminium handle (EBCO), natural white.	1	Pic.		



Contd. to....P/4....

Sl. No.	Item Description	Quantity	Unit (₹)	Rate including GST (₹)	Total Amount including GST (₹)
34	Supplying fitting and fixing steel rolling shutter profile type with 18 B.G. of approved type steel latch section 75 mm. Wide fitted with coil wire spring to necessitate the fitting of required Nos of C.I. Pulleys on heavy type solid drawn seamless steel tube complete with locking arrangements both inside and outside specially built up side guide channels including providing a hood for steel rolling shutter in the room, painting two coats of approved aluminium paint over a coat of red led primer complete.	5.40	Sqm		
35	Supplying fitting & fixing UPVS pipes A-type and fittings conforming to IS: 13592-1992 with all necessary clamps nails, including making holes in walls floor etc. if necessary and mending good damages including jointing with jointing materials complete. UPVS pipes 110 mm. dia	4.00	Mts.		
36	UPVC Fittings: bend 87.5 degree 110 mm. dia.	1	Pcs.		
37	Shoe 110 mm. dia.	1	Pcs.		

