# BANK OF BARODA

# Baroda Apex Academy

## Signages & allied works for Baroda Apex Academy Building, Law Garden, Ahmedabad

### Proforma & Invoices

# PROFORMA & ANNEXURES

## PROFORMAS & ANNEXURES

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**PROFORMA & ANNEXURES**

**ANNEXURE – A**

**PROFORMA OF NOTICE OF COMMENCEMENT / COMPLETION OF CONTRACT WORK**

1. Name and principle employer & address

2. No. and date of certificate of registration

3. I / we hereby intimate that the contract work _____ (Name of work) given to _____ (Name and address of the Contractor) having License No. _____ dated _____ has commenced / has been completed with effect from _____ (date ) / on _____ (date).

Signature of the Principle Employer

The Inspector,

_____

_____

_____

## PROFORMA & ANNEXURES

**ANNEXURE – B**

## PROFORMA OF MONTHLY PROGRESS REPORT

Name of work

Progress report for the month

Report No.

| Sr. No. | Description | Details of location where works is done | Approximate Quantity Executed |
|---|---|---|---|
| | | | |
| | | | |

A **GENERAL BUILDING WORK**

1. Excavation work
2. Reinforcement fabrication
3. Shuttering work
4. Reinforce d cement concrete
5.

| Sr. No. | Description of work | Date of Commencement | Due date of Completion | Percentage Progress Achieved |
|---|---|---|---|---|
| | | | | |
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**PROFORMA & ANNEXURES**

**ANNEXURE - C**

**RECEIPT & CONSUMPTION OF MATERIALS AT SITE**

| Sr. No. | Description | Opening Balance | Receipt During month | Consumption During month | Closing balance | Total quantity received till date |
|---|---|---|---|---|---|---|
| | | | | | | |
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| | | | | | | |

1. Cement (M.T.)

2. Mild Steel (M.T.)

3. Tor Steel (M.T.)

4. Coarse Aggregate (cu.mt.)

5. Fine Aggregate (cu.mt.)

## PROFORMA & ANNEXURES

**ANNEXURE – D**

## PROFORMA OF CONCRETE CUBE TEST REPORT

1. Name of the Project _____

2. Name of the Contractor _____

| Sr. No. | Date of Casting | Identification Mark and location in which the representative concrete is placed | Mix Proportion | Date of Testing | Crushing strength as on the date of Test. |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | . |

| Crushing Strength as on the 28th day | Average Crushing Strength (average of3 companion cubes) as on the 28th day | Remarks | Signature of the Site Engineer |
|---|---|---|---|
| 7 | 8 | 9 | 10 |
| | | | |
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## PROFORMA & ANNEXURES

**ANNEXURE – E**

## PROFORMA OF MEASUREMENT BOOK (STEEL)

| Sr. No. | Description | Dr. No. | Typical Dia. Sketch | Spacing | L. of Bars | No. of Bars | 8 mm | 10 mm | 12 mm | 16 mm | 20 mm | 25 mm | 28 mm | 32 mm |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |

## PROFORMA & ANNEXURES

**ANNEXURE – E1**

### MEASUREMENT BOOK (CIVIL WORK)

| Item. No. | Description | L | B | D / H | Quantity |
|---|---|---|---|---|---|
| | | | | | |
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**PROFORMA & ANNEXURES**

**ANNEXURE – F**

**I - RUNNING A/C BILL**

1. Name of Contractor / Agency

2. Name of work

3. Sr. No. of this bill

4. No. and date of previous bill

5. Reference to Agreement No.

6. Date of written order to commence

7. Date of completion as per agreement

| Sr. No. | Item Description | Unit | Rate (Rs.) | As per Tender |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Upto previous R/A. Bill | | Upto date (Cumulative) | | Present Bill | | Remarks |
|---|---|---|---|---|---|---|
| Quantity | Amount(Rs.) | Quantity | Amount(Rs.) | Quantity | Amount(Rs.) | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Note:** 1) if part rate is allowed for any item, it should be indicated with reasons for allow ing such a rate

2) if ado payment is made, it should be mentioned specifically

Net values since previous bill

**PROFORMA & ANNEXURES**

**ANNEXURE – G**

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

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

_____

Total value of material at site

_____

Secured Advance @ _____ % of the above value

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

_____

Dated signature of
Site Engineer PMC
Preparing the bill

Designation _____

Dated signature of Bank's Architects

_____

(Name of the Architects)

_____

Dated signature of Contractors

**PROFORMA & ANNEXURES**

**ANNEXURE – H**

**R.A. BILL CERTIFICATE**

The measurements on the basis of which the above entries for the running bill no. : _____ were made have been taken jointly on_____ and are recorded at pages _____ to _____ of Measurement Book No. _____

| Signature and date of Contractor | Signature and date of PMC's Representative (seat) |
|---|---|
| | |
| | |

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

Architect

P.M.C.
Bank's Engineer

## PROFORMA & ANNEXURES

**ANNEXURE – I**

### PROFORMA OF UNDERTAKING IN CONNECTION WITH PAYMENTS OF ADVANCE ON MATERIALS BROUGHT BY THE CONTRACTORS TO THE SITE

The undertaking made this _____ day of _____ 20 18 _____ between the Bank of Baroda _____ and having its _____ office at (hereinafter called the Employer) of the one part and _____ (hereinafter called the Contractors of the other part).

The Employer and the Contractors have entered into an Agreement dated _____ hereinafter called as the said agreement and in terms of clause no. _____ of the conditions in the agreement, the Employer has agreed that the Contractors will be paid an advance of 75 % of the cost of non-perishable building materials brought by the Contractor to the site for consumption in the works at the discretion of the Employer.

The Contractors have applied to the Employer that they are allowed advances on the security of materials absolutely belonging to them and brought by them to the site of work. The Employer has agreed to do so on the terms and hereinafter set out.

Not this Letter of Undertaking witnesses that in consideration of the said agreement and in consideration of the amount paid / payable to the Contractors by the Employer and / or any further advances as may be made to the Contractors as aforesaid, the Contractors hereby agree with the Employer and undertake as under:

i) The amount advanced by the Employer to the Contractors as aforesaid and all or any further sum or sums advanced as aforesaid shall be employed by the Contractors in or towards expediting the execution of the said works and for no other purpose whatsoever.

ii) That the materials which have been offered to and accepted by the Employer as security are absolutely the Contractors own property and free from encumbrances of any kind and the Contractor will not make any application for or receive a further advance on the security of materials which are not absolutely his own

property and free from encumbrances of any kind and the Contractors indemnify the Employer against all claims to any materials in respect of which an advance has been made to them as aforesaid.

iii) That the materials on the security of which any further advance or advances may hereafter be made as aforesaid (hereinafter called the said materials) shall be used by the Contractors solely in the execution of the said works in accordance with the directions of_____ of the Employer and accordance with the terms of the said agreement.

iv) That the contractors shall take their own cost all the necessary and adequate arrangement for the proper watch, safe custody and protection against all risks of the site of the said works in the contractors custody and on their own responsibility and shall at all times be open to inspection to the Employer's Engineers or any Officer authorized by the
Employer. In the event of the materials or any part thereof being stolen, destroyed or damaged, the Contractors will further replace the same with other materials of like quality or repair and make good the same as required by the Employer.

v) That the said materials shall not on any account be removed from the site of the said works except with the written permission of the_____ of Bank of Baroda.

vi) That the advances shall be repayable in full when or before the Contractors receive payment from the Employer of the price payable to them for the said works under the terms and the provisions of the said agreement provided that if any intermediate payments are made to the Contractors on account of work done, then on occasion of each such payment, the Employer will be at liberty to make a recovery from the Contractors bill for such payment by deducting there from the value of the said materials then actually used in the construction and in respect of which recovery has not been made previously, the value for this purpose being determined in respect of each description of materials at the rates at which the amount of the advances made under these presents were calculated.

vii) That if the Contractors shall at any time make any default in the performances or observance in any respect of any of the terms and provisions of the said agreement or of these presents, the total amount of advance or advances that may still be owing to the Employer, shall immediately on the happening of such default be repayable by the Contractors to the Employer together with interest

thereon at 12% per annum from the date or respective dates of such advance or advances to the date of repayment and with all costs, charges, damages and expenses incurred by the Employer in or for the recovery thereof or the enforcement of this security or otherwise by reason of the default of the Contractors and the Contractors hereby covenant and agree with the Employer to repay and pay the same respectively to him accordingly.

viii) That the Contractors hereby charge all the said materials with the repayment to the Employer of the sum or sums advanced as aforesaid and all costs, charges, damages and expenses payable under these presents PROVIDED ALWAYS and it is hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the powers contained therein if and whenever the covenant for payment and repayment hereinabove contained shall become enforceable and the money owing shall not be paid in accordance therewith, the Employer may at any time thereafter adopt all or any of the following courses as he may deem best:

ix) Seize and utilize the said materials or any part thereof in the completion of the said works on behalf of the Contractors in accordance with the provisions in that behalf contained in the said agreement debiting the Contractors with the actual cost of effecting such completion and the amount due in respect of advances under these presents and crediting the Contractors with the value of work done as if he had carried it out in accordance with the said agreement and at the rates thereby provided. If the balance is against the Contractors, they are bound to pay the same to the Employer on demand.

x) Remove and sell by public auction the seized materials or any part thereof and out of the moneys arising from the sale, retain all the sums aforesaid repayable or payable to the Employer under these presents and pay over the surplus (if any) to the Contractor.

xi) Deduct all or any part of the money owing out of the Security Deposits or any sum due to the Contractor under the said agreement.

xii) That except in the event of such default on the part of the Contractors as aforesaid, no interest shall be payable on the said advance.

xiii) That in the event on any conflict between the provisions of these presents and the said agreement, the provisions of these presents shah prevail and in the event of

any dispute or difference arising over the construction of effect of these presents the settlement of which has not been herein before expressly provided for the same shall be referred to the Officer in charge, Premises Department , whose decision shall be final and no appeal shall lie against his decision before any court, arbitrator or authority.

xiv) The provision of this Undertaking shall be deemed to be supplemental to the said agreement.

IN WITNESS WHEREOF the Contractors have set their hands to these presents the day and year first hereinabove written.

Signed, sealed and delivered by the said Contractors in the presence of Witness:

Signature

Name

Address

**PROFORMA & ANNEXURES**

**ANNEXURE – J**

**PROFORMA OF CERTIFICATE OF PAYMENT BY PMC**

| **Certificate No. Interim** | **Dated** | |
|---|---|---|
| Client: | Project No. | Building Work / Interior Work |
| | Particulars: | |
| Contractor: | Contract / Letter No. | Dated: |
| | Contract's Bill No. | Dated: |

This is to certify that the amount given below (*) is due to your contractors for the work done by them and / or against materials delivered at site and/or for advance towards contract on the above referred project.

Advance against contract:

Less: Advance adjusted to date

Balance Advance

Advance against material delivered at site

Amount of work done to date

Total

Less: Retention on work done

Less: Previously certified upto

Present Certificate (*)

Rupees _____the cost of cement or any other material supplied by you or payments made by you directly if any, and not covered herein above, should be adjusted before making the payment of the certified amount (*)

Necessary Deduction U/S 194C of the Income Tax 1961 and sales tax may be made before paying the above certified amount.

By a copy of this letter, we are intimating the contractors to call on you for the necessary payment. Remarks, if any

the details of insurance policy are enclosed .

Enclosures: Bill Signature of P.M.C.

## PROFORMA & ANNEXURES

**ANNEXURE – K**

## PROFORMA OF HINDRANCE REGISTER

| | | | |
|---|---|---|---|
| Name of the work : | | Date of state of work | |
| Name of Contractor : | | Period of Completion: | |
| Agreement No. : | | Date of completion: | |

| Sr. No. | Nature of Hindrance | Date of Occurrence of Hindrance | Date Which Hindrance was Removed | Period of Hindrance | **Signature of PMC** | **Remarks** |
|---|---|---|---|---|---|---|
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
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PMC – Project Management Consultant

**PROFORMA & ANNEXURES**

**ANNEXURE - L**

**FORMAT OF GUARANTEE TO BE EXECUTED BY THE FIRM / CONTRACTOR IN RESPECT OF THE WORK OF PRE-CONSTRUCTION ANTI-TERMITE TREATMENT**

This agreement made this _____ day of _____ two thousand _____ between_____ having its Head Office at _____(herein after called "the Employer") of the one part and _____(herein after called " the Guarantor") of the other part.

WHEREAS THIS AGREEMENT is supplementary to a contract (hereinafter called the contract dated _____ and made between the Employer of the one part and the Guarantor of the other part) where by the Firm / Contractor inter alia undertook to render the building / structure completely free from any infestation of termites. And whereas the Guarantor agreed to give guarantee to the effect that the said building / structure shall remain free from any infestation of termites for a minimum period of ten years from the date of completion of preconstruction anti-termite treatment carried out as per the relevant I.S. Code.

Now the Guarantor hereby agrees to make god all defects and render the building / structure free from any infestation of termites, during this period of guarantee and to the satisfaction of the Employer. The Guarantor also agrees to take up such rectification work at his own cost, and within one week from the date of issue of notice from the Employer, calling upon him to rectify the defects. The decision of the employer as to the cost payable by the Guarantor will be final and binding, in case the Guarantor fails to commence the work as per above notice and the work is got done through some other contractor. That if the Guarantor fails to execute the pre-construction anti-termite treatment or commits breach there under then the Guarantor will indemnify the principal and his successors against all loss, damage caused, expense or otherwise which may be incurred by him by any reason of any default on the part of the Guarantor in performance and observance of this agreement. As to the amount of loss and / or damage and/or cost incurred by the Employer the decision of the Employer will be final and binding.

In witness where of these presents have been executed by the obligator _____ and by _____ and for on behalf of the Employer on the month and year first above written.

Signed, and delivered by _____ by the hands of Shri _____ in the presence of _____

Signed and delivered by the hand of _____in the presence of _____

**PROFORMA & ANNEXURES**

**ANNEXTURE – M**

**FORM OF GUARANTEE IN RESPECT OF WATER PROOFING WORKS**

The Agreement made this …….day of ……..two thousand and seven between …….. (Hereinafter called the Guarantor of the one part) and the Dy. General Manager, state management, Bank of Baroda Bandra Kurla Complex (hereinafter called the other part.)

WHEREAS THIS agreement is supplementary to a contract (hereinafter called the Contract ), dated …… and made between the GUARANTOR OF THE ONE part and BANK OF BARODA other part, where by the Contractor, interalia, undertook to render the buildings and structures in the said contract recited completely water and leak-proof.

AND WHEREAS THE GUARANTOR agreed to give a guarantee to the effect that the said structures will remain water and leak-proof for 10 years from the date giving of water proofing treatment.

NOW THE GUARANTOR hereby guarantees that water proofing treatment given by him will render the structure completely lick-proof and the minimum life of such water proofing treatment shall be 10 years to be reckoned from the date after the maintenance period prescribed in the contract. Provided that the guarantor will not be responsible for leakage caused by earthquake or structural defects or misuse of roof or alteration and for such purpose.

(a) Misuse of roof and other water proofed surface shall mean any operation which will damage proofing treatment, like chopping of firewood and things of the same nature which might cause damage to the water proof surface.

(b) Alteration shall mean construction of any additional work by removing the water proofing treatment in parts.

(c) The decision of the Architect / PMC with regard to cause of leakage shall be final.

During this period of guarantee, the guarantor shall make good all defects and in case of any defect being found render the building water proof to the satisfaction of the Architect / PMC at

him cost and shall commence the work for such rectification within seven days from the date of issue of the notice from the Architect / PMC calling upon him to rectify the defects failing which the work shall be got done by the owner by some other contractor at the Guarantor's cost and risk. The decision of the Architect / PMC as to the cost, payable by the Guarantor shall be final and binding. That if Guarantor fails to execute the water proofing or commits breach there under, then the Guarantor will indemnify the Principal and his successors against al lose, damage, cost expense or otherwise which may be incurred by him by reason of any default on the part of the GUARANTOR in performance and observance of this supplementary agreement As to the amount of loss and / or cost incurred by the Owner the decision of the Architect / PMC will be final and biding on the parties.

IN WITNESS WHEREOF these presents have been executed by the obligor …….. and by ……. And for and on behalf of the Dy. General Manager, state management, Bank of Baroda – Bandra Kurla Complex on the day, month and year first above written.

SIGNED, SEALED AND delivered by OBLIGOR in the presence of :

2.

3.

SIGNED ON BEHALF OF BANK OF BARODA BY ……In the presence of :

1.

2.

## PROFORMA & ANNEXURES

**ANNEXURE – N**

## APPLICATION OF PROFORMA FOR EXTENSION OF TIME LIMIT

1. Name of Contractor

2. Name of the work as given in the Agreement

3. Agreement No.

4. Estimated Tender Amount.

5. Date of Commencement of work as per Agreement.

6. Period allowed for Completion of work as per Agreement.

7. Date of Completion Stipulated in Agreement.

8. Period for which Extension of Time has been given previously:

   a) 1st Extension vide Architects / Bank letter no. dtd, month, days

   b) 2nd Extension vide Architects / Bank letter no. dtd, month, days

   c) 3rd Extension vide Architects / Bank letter no. dtd, month, days

   d) 4th Extension vide Architects / Bank letter no. dtd, month, days

9. Total Extension previously given.

   a) Reasons for which extensions have been given (copies of the previous application should be attached)

10. Period for which extension is applied for :

11. Hindrances on account of which extension is applied for with dates on Hindrances occurred and the period for which these are likely to last :

    a) Serial No.

    b) Nature Of Hindrance:

    c) Date of Occurrence:

    d) Period for which is likely to last :

    e) Period for which Extension required for this particulars Hindrance:

    f) Overlapping period if any , with to item (e) above

    g) Net extension applied for :

    h) Remarks if any

12. Extension of time required for extra work

13. Details of extra work and amount involved :

    a) Total value of extra work :

    b) Proportionate period of extension time on estimated amount put tender

14. Total extension time required for 11 & 12 :

Submitted to the PMC / Architects / Bank

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Signature of
contractor Date: