



दि न्यू इंडिया एशुरेंस कंपनी लिमिटेड THE NEW INDIA ASSURANCE CO.LTD  
दिल्ली क्षेत्रीय कार्यालय II DELHI REGIONAL OFFICE-II  
10 वीं मंजिल, स्कोप मीनार 10<sup>th</sup> FLOOR,SCOPE MINAR,  
लक्ष्मी नगर,दिल्ली-110092 LAXMI NAGAR,DELHI-110092

DRO/II/TEN/APRIL/01

Dated 20/04/2017

TENDER FOR REPAIR AND RENOVATION WORK

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Dear Sirs,

Renovation and Repair work at - 10<sup>th</sup> floor , Scope Minar, Core – I,laxmi Nagar, Delhi-110092

Kindly quote your lowest rates for Repair and Renovation work in our office premises at above mentioned address.

The nature and specification of work is as per B.O.Q attached.

Kindly submit your Quotation in sealed envelopes up to 02/05/2017 ( 3:00 PM ) at the below mentioned address.

For inspection of Repair/Renovation work site the interested contractors may visit between 02.00 P.M to 5.00 PM on between 25/04/17 to 27/04/17

The quotations will be opened on same day at 4:00 PM.

Yours Faithfully,

**REGIONAL MANAGER**

दि न्यू इण्डिया एश्योरन्स कम्पनी लिमिटेड  
(भारत सरकार के पूर्ण स्वामित्वधीन)  
दिल्ली क्षेत्रीय कार्यालय- II (320000)  
दूरभाष:011-22404256, 011-22404175



The New India Assurance Co. Ltd.  
(Wholly Owned by Govt. Of India)  
Delhi Regional Office-II (320000)  
Ph.011-22404256, 011-22404175

B.O.Q. FOR RENOVATION WORK AT NEW INDIA ASSURANCE, SCOPE MINAR, LAXMI NAGAR, NEW DELHI

S.No.	Items	Unit	Quantity	Rate	Amount
1	Refitting & repairing old DGM cabin , secretariat & reception area	EACH	1		
	Removing & refixing existing partition of DGm cabin toward secretariat to enlarge cabin size by upto 2'-6". This item include all necessary item to be taken for job as per instructions.				
	Removing & refixing existing cabin's table toward glass window as per site conditions.				
	Providing & fixing 600X600mm vitrified tiles on window's cill & jamb area of good quality & of same colour & design & thickness as of existing.				
	Repairing existing flooring with required vitrified tiles patch work of good quality & of same colour & design & thickness as of existing.				
	Removing existing plywood on the back side of table & refixing 12mm thick plywood with required fittings of good quality & of same colour & design & thickness as of existing.				
	Providing & refitting required additional partition work for the cavity area				
	Providing & fixing additional storage unit as per site conditions				
	Shifting DGM cabin door towards secretariat & providing & fixing partition on existing door space.				
	Removing & refixing workstation of secretariat as per site condition & as per instruction given.				

	Removing & refixing reception area as per site condition & as per instruction given.				
	Polishing & refurbishment of all wooden surface which include partition, storage, table, workstations, paneling of DGM cabin, secretariat & reception				
	TOTAL				

*[Handwritten signatures and initials in blue ink]*