

THE NEW INDIA ASSURANCE CO. LTD.
REGIONAL OFFICE DEHRADUN
2nd Floor, 430, Niranjapur,
Saharanpur Road,
Dehradun



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| Tender Description | e-TENDER FOR INTERIOR FURNISHING, ELECTRICAL, AIR CONDITIONERS AND FURNITURE WORKS AT MUZAFARNAGAR OFFICE (DDNRO/340700/Refurbishment/OCT-2024) |
| Date of publishing of tender | 15/10/2024 |
| Last date and time for Bid submission | 04/11/2024 up to 5pm |
| Last date for Queries | 22/10/2024 upto 3pm |
| Date and Time of Technical Bid Opening | 04/11/2024 5:30pm |
| Date and Time of Commercial Bid Opening | Will be informed later to technically qualified bidders |
| Address for Communication | The New India Assurance Company Limited Dehradun Regional Office 430, 2 nd Floor, Niranjapur Saharanpur Road, Dehradun - 248171 |
| Tender Fees (Non-Refundable) | Rupees 1,180/- (inclusive of 18% GST) is to be sent to NIACL bank account bearing no. 510101002002451, IFS Code UBIN0556459, Union Bank of India, Patel Nagar, Dehradun. |
| EMD (Refundable) | Rupees 19,000/- is to be sent to NIACL bank account bearing no. 510101002002451, IFS Code UBIN0556459, Union Bank of India, Patel Nagar, Dehradun. |

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INTRODUCTION

The New India Assurance Company Limited – Dehradun Regional Office (hereinafter called “NIACL”) invites **ONLINE BIDS for Interior Furnishing, Electrical, Air Conditioners and Furniture Works at Muzaffarnagar Office.**

The tender documents will be available on official web-site of NIA (<https://newindia.co.in/tender.aspx>) as well as <https://tenderwizard.in/NIAEPROC>.

Downloading of tender document from <https://www.tenderwizard.in/NIAEPROC> portal is mandatory for tender participation.

The bidder has to use the portal <https://tenderwizard.in/NIAEPROC> for participating in the tender. **Refer Annexure-A for e-tendering instructions.**

Location of work:

**MUZAFFARNAGAR OFFICE
First Floor,183, North Civil Line,
Railway Road, Near Omega Hotel,
Muzaffarnagar, Uttar Pradesh**

Architects:

M/s Bajaj & Associates,
Sophia Market, Court Road,
Saharanpur
Ph – 098970-66906, 098370-23300
09997339956, 09837933338

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TERMS AND CONDITIONS

1. The online bids under two envelopes/cover system comprising of (1) Technical bid and (2) Commercial bid should be submitted online on website <https://www.tenderwizard.in/NIAEPROC> on or before **04/11/2024 up to 5pm**. The bidder has to quote for all line of items mandatorily.
2. The Technical Bid, apart from the online template filling up, should upload the scanned copies of following documents –
 - a) Tender fee online submission proof.
 - b) EMD online submission proof.
 - c) Certificate of Incorporation/Registration of Firm Certificate/Partnership Deed/Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be
 - d) Audited Balance Sheets /Chartered Accountant Certificates for last three Financial years.
 - e) PAN and GST Registration Certificate
 - f) Affidavit/Self Declaration (on bidder's letterhead) by the vendor declaring that the firm is not blacklisted or dis-empaneled for whatsoever reason by any Central/State Government Department/Public Sector Banks/Financial Institutions/other PSUs in India during the period from 1st April 2021 till the last date of this tender (Annexure-I)
 - g) Bank Details for refund of EMD through NEFT mode in case bidder is unsuccessful (Bank Name, Address, Account No, IFS Code, PAN No.) along with a cancelled cheque.
3. The work to be completed within **4 weeks** from 3rd day of the date of acceptance of work order placed by **M/s The New India Assurance Co. Ltd. (NIACL)**.
4. The tenderers are required to complete form of tender, price the schedule of quantities and sign each page of tender documents before submission. The completed set is to be enclosed in a sealed envelope addressed to: **Chief Regional Manager, The New India Assurance Co. Ltd. Regional Office, 2nd Floor, 430, Niranjanpur, Saharanpur Road, Dehradun-248171.**
5. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
6. Tender shall remain valid for acceptance for a period of 120 days from the notified last date of tender submission.
7. NIACL reserves the right to reject any or all tender received without assignment of any reasons thereof.
8. The tender rate against each item of work / price indicated in the schedule of quantities and rates / price should be indicated both in words and figures. In case of any discrepancy, the rates indicated in words would prevail.
9. The rates quoted against each item of work / price should be for the complete finished item of work and include all labour, material, taxes, overhead, duties, etc. Any statutory change in the tax structure after opening of the tender shall be reimbursed by the NIACL as per actual.

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10. Each tender shall be accompanied by Earnest Money of **Rs. 19,000/- (Rs. Nineteen Thousand only)** to NIACL bank account bearing no. 510101002002451, IFS Code UBIN0556459, Union Bank of India, Patel Nagar, Dehradun. Tenders without Earnest Money shall be summarily rejected.
11. The earnest money deposited shall not carry any interest and will be refunded to the unsuccessful tenderers after tender finalization. Earnest money paid by the successful contractor will be retained by the NIACL till completion of the work.
12. Earnest money paid by contractor shall be forfeited by the NIACL if contractor fails to undertake the job if he is communicated about acceptance of his rates.
13. If the bidder submits any Tender Fee/EMD exemption certificate, the certifying authority should clearly mention in its letterhead that the certificate submitted by the bidder is applicable for this tender and the line of items mentioned in this tender.
14. All tenders in whom any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. This tender notice shall form part of the contract documents.
15. The item rates under the contract include for full, final & entire completion of all works in all respects described in contract & as shown in drawings forming part of the contract. Contractor must quote item rates for all the items of work.
16. Tenderers are advised not to make any alternation / modification in the tender documents, item of work or in any respect whatsoever. Violation of this requirement will make the Tender Liable for rejection.
17. Every page of the tender documents should be signed by the person or persons submitting the tender in token of his / their having acquainted himself / themselves with the all the Terms and Conditions of Contract, Specifications etc., as laid down. Any tender with any of the documents not so signed will be subjected to rejection.
18. No consideration will be given to a tender received after the time stipulated above and no extension will be allowed for submission of the tender. The NEW INDIA ASSURANCE CO. LTD., shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
19. This notice inviting tenders, the conditions of tender and the duly completed form of tender etc. will form part of the Agreement to be executed by the successful tenderer with the NIACL. This tender notice shall form part of the contract and non-submission of tender in the above manner will render your offer liable for rejection.
20. Draft Agreement will be shared with the successful bidder.
21. For this tender, bidder/contractor/tenderer/vendor all terms are same.
22. The Committee constituted by NIACL will open the Technical Bids electronically.

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23. The Commercial bids of only technically qualified bidders will be opened.
24. Any Commercial Bid incomplete in any respect will be disqualified.
25. All process should be undertaken by the selected bidder only and no job should be outsourced/sublet to anyone by the successful bidder.
26. All payments would be made through NEFT mode and in INR only.
27. The tender will be awarded in totality for all line of items together to a single successful bidder.
28. Bidders agreeable to all the terms and conditions of this tender may only participate in the e-tender.
29. Any Addendum/Corrigendum published before the last date of submission of tender will be a part of this tender.
30. Any dispute arising out of or related to this Tender shall be deemed to have arisen in Dehradun City and be subjected to the jurisdiction of a Dehradun Court only.

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GENERAL CONDITIONS OF CONTRACT

General Instructions to Contractor

Inspection of sites: The contractor shall visit and examine the site and satisfy as to the nature and correct dimensions of work and facilities for obtaining material and shall obtain generally his own information on all matters affecting the execution of work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points on the ground of insufficient description will be allowed. All expenses incurred by the contractors in connection with obtaining information for submitting this tender including his visit to site and efforts in compiling the tender shall be borne by the tenderer and no claims for reimbursement thereof shall be entertained.

Vouchers / bills: Contractor shall upon the request of the NIACL furnish bills, invoices, accounts, receipts and other vouchers for all materials brought on site to prove that the material purchased are as mentioned in the specification.

Contractor's responsibility: The work will from time to time be examined by Project Architect, but such examination shall not in any way exonerate the contractor from the obligation to remedying any defects which may be observed at any stage of the work or after the same is completed.

Dismissal from work: The contractor shall upon the written request of the Project Architect immediately dismiss from the work any person employed by him thereon, who may in the opinion of the authority be incompetent or misconduct himself and such person shall not be again employed on the work, without the permission of the NIACL.

Order of work, etc.: NIACL reserves the right to fix the order in which the various items of work involved are to be executed. However, the contractor shall be responsible for the completion of the entire job within the item limit specified failing which liquidated damages as mentioned in clause No.49 shall be recovered from the contractor.

Commencement of work: The work must be started within **3 days** upon accepting the work order and the programme for carrying out the various jobs shall be drawn out in consultation with the Project Architect. Adequate labour force shall be provided to complete the work within the specified period. Proper security aspects should be taken care of by adequate vigilance in view of the importance of the building. Default in compliance with the programme so finalized shall entail operation of liquidated damages as stated.

Subletting the work: The contractor shall not directly or indirectly sublet the work to other party without written permission from the NIACL.

Quantities of works are provisional: The quantities mentioned in schedule are provisional and likely to increase / decrease to any extent or may be omitted thus altering the aggregate value of the contract. No claim for loss of profit / business shall be entertained on this account

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Distribution of work: NIACL reserve the right to distribute the work for which quotation have been called, among more than one parties, if found necessary. No claim in this respect shall be considered and the contractor agrees to cooperate with other agencies appointed by the NIACL.

Third party damage: The contractor shall be responsible for all injury to persons, animals, building, building structure, any damage to road, streets, and footpaths and shall rectify it at its own cost.

Insurance cover: All the workers of the contractor as well as his sub-contractor must be properly covered by an Insurance Policy under Workman's Compensation Act and Fatal Accidents Act. The contractor at his own expenses arrange to effect and maintain until the virtual completion of the contract, insurance policy in the joint name of the NIACL and the contractor against this risk to be retained by the NIACL until the virtual completion of the work, and indemnify the NIACL from all the liabilities arising out of such events. In case of delay, contractor shall arrange to extend insurance policy till work is completed.

Delay & Extension of time: All the work should be completed within the specified period in the tender. If the work is delayed due to the reasons beyond the control of the contractor, he should applying to the NIACL explaining, therein the reasons for such delays, immediately and if in the opinion of NIACL authorities the delay is justified, the contractor shall be granted extension in time limit.

Certificate of virtual completion: As soon as the work is completed, the contractor shall inform in writing such completion to the **Project Architect, Ar. Manmeet Singh Bajaj, M/s Bajaj & Associates, Sophia Market, Court Road, Saharanpur** who will inspect the work and if satisfied will issue the certificate that the work has been virtually completed and the defects liability period shall commence from the date of such certificate.

Defect liability period: The defects or other faults which may appear during the defect liability period which is 12 months after the virtual completion of the work, arising in the opinion of the NIACL 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 reasonable time. In case of default, NIACL may employ and pay other agencies to amend and make good such defects and all expenses / damages / losses shall be recoverable by NIACL or may be deducted from any money due to the contractor

Arrangement of work: The contractor shall organize the work in such a way that the office users or the nearby public area put to no hardships and the working of the office is not affected. The contractor shall take adequate care during the progress of work to protect the office property like stationery, furniture, etc. In case of any damage, the same shall be made good by the contractor. Contractor is agreed to work after office hours for which no extra cost shall be considered.

Stacking of material: The contractor is not to 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.

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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.

Protection of material and work: The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost. The contractor and his worker will be allowed to use lift after office hours. However, no paint drums or heavy bag of cement / paint will be allowed to be taken into the lift. Any damage / spoiling of lift / floor / dado caused during such act will have to be made good by the contractor at his own expenditure.

Electric supply: The contractor shall make his own arrangement for Electricity required for the work.

Approval of samples: The contractor shall furnish well in time before work commence at his own cost, colour samples, samples of material or workmanship that may be called by Project Architect and NIACL both for approval. Rates quoted shall cover for such preliminary work.

Workmanship: The work involved calls for a high standard of workmanship combined with speed. All the glass panes, door handles / hinges, electric fitting, fans, furniture records, floors etc. are to be thoroughly cleaned after work is completed. Any damage to the flooring, tiles, dado, paneling or any other part of the building, etc. shall be made good at the cost of the contractor to the entire satisfaction of the NIACL. Contractor shall make all arrangements for shifting of furniture / records and keeping the same in its original position after he finishes the work on daily basis. The contractor at his own cost shall provide brown paper, polythene, tarpaulin etc. for protecting furniture / fixtures, paneling, electrical, fittings, records, etc.

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 NIACL whose decision shall be final and binding on the contractor.

Provisional Item: If ordered by the NIACL, contractor shall be required to carry out provisional items at the same conditions and rates as applicable for this contract.

Measurements of all concealed items: Measurements of all concealed items of work and extra item if any, shall be got recorded by the Project Architect before they are checked up.

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Measurements: All measurement tapes shall be of steel and all scaffolding and ladders that may be required for taking measurements shall be supplied by the contractor.

Cleaning during the work: The rates quoted shall include cleaning of ceiling roses, electric switches, boards, window panes etc. after the repairing leaving the site neat and tidy from time to time.

Complying I.S. specification: Unless otherwise mentioned in the contract, the latest Indian Standard Code for material specifications, method of work, and mode of measurements shall be followed. The payment shall be made on the basis of actual measurement of work done to be submitted along with bill

Rate to include: The rates quoted by the contractor shall cover for work at any height in the premises for all finished items under this contract. The rate quoted shall be inclusive of all material cost, wastage, labour, loading, profit, taxes if any, scaffolding, transport, supervision, spot light arrangement and any other means to complete the job. **Octroi, sales-tax, works contract tax or any other taxes present or future to be included in the rates so quoted.**

Price Fluctuation: The rates quoted by the contractor shall be firm throughout the currency of contract (including extension of time if any granted) and will not be subject to any fluctuation due to variation in the cost of material or labour

The successful tenderer if called upon to do so, shall obtain a letter from the approved trade manufacturer whose product is used, if found necessary by the NIACL confirming that the manufacturer shall provide all the technical assistance and supervision during the execution of the work at all such places as directed and the contractor shall bear the expenses, if any, for such supervision and technical assistance supplied by the trade manufacturer.

Testing of materials: If at any point of time during the work, if NIACL authorities desire to carry out the tests of certain materials, the contractor shall arrange for the same and submit the test report without any extra cost to the NIACL.

The contractor shall note that they should bring to the notice of the Architect / Engineer any breakage in glass window before starting work. However, if any glass window is found to be broken during the repairing work, the same shall be replaced by the contractor at his own cost.

Conditional tenders: Conditional tenders are liable to be rejected.

Rates of non-tendered items: The successful tenderer is bound to carry out any item of work necessary for the completion of the job even though such items are not included in schedule of quantities.

Abandonment of work: If in any case the work required to be abandoned, the contractor shall not be entitled for any claims and he will be paid as per the actual work done till that period.

The NIACL reserves the right to accept / reject the lower or any or all tenders in part or in whole without assigning a reason therefore.

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Decision of the NIACL shall be final and binding on any matter connected with the work. The matter of any dispute shall be decided after mutual discussions based on the terms and conditions of this contract. However, if the matter cannot be resolved then the same shall be referred to the respected, qualified person in the field agreed to both the parties and his opinion shall be binding on both the parties. However, this is recourse to any legal action in this regard.

Incomplete quotation: Incomplete quotations shall be summarily rejected

Payments: The NIACL reserve the rights for advance/running payment.

No advance payment shall be made to the Contractor on supply of any material to the site.

Only in case of acute emergency Vendor can request for advance and that too after minimum completion of work @ 70%., further after verification of the same by the Architect and NIACL official shall release 50% of the tendered Amount.

When the work has been virtually completed and NIACL Architects / Engineer has certified in writing that the work has been completed on the basis of detailed measurements and has made a final scrutiny and that there is no dispute items, rates, ad quantities, the contractor shall be entitled to the payment of the final bill in accordance with the final certificate which will be honored within the period specified in the Appendix as period of honoring final certificate.

The contractor shall be paid by the NIACL within the period named in Appendix (period of honoring certificate) after such certificate has been delivered to the employer by the Project Architect. Project Architect has power to withhold any certificate in the work or any part thereof are not carried out to his satisfaction or the contractor fails to show the desired progress or fails to follow the instructions given or in case of breach of this contract.

The contractor is requested to sign each page of the quotation and put rubber stamp, seal below his signature and seal the quotation in an envelope.

Liquidated damages: If the contractor fails to maintain the required progress or to complete the work and clear the site or before the contract or extended date period of completion, he shall without prejudice to any other right, pay as agreed compensation amount of **1** % of contract amount per week of delay subject to maximum of **10** % of contract amount as liquidated damages.

Records & measurements: Measurements shall be taken jointly by Project Architect and contractor and shall without extra charges provide assistance with appliance; labour and other things necessary for the work and measurements will be signed and dated by both the parties on completion of measurements.

If there is delay in commencement of work for any reason, the employer that is NIACL shall not be liable for any compensation.

If at any point of time during the progress, it is observed that the contractor is not progressing the work with due diligence, care and lagging much behind the schedule or fails to gear up the work despite instructions from Project Architect, the employer (NIACL) reserves the right to

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terminate the contract with 7 days' notice. In such case, the contractor shall be liable to pay the employer any extra cost involved for the completion of the said work and will not obstruct any way in completing the work through other agency. After completion of entire work, the contractor shall be paid for the actual work executed by him at the quoted rates after deducting any claims, damages. In case of such termination the security deposit held by the NIACL will be forfeited.

Although the number of coats of paints / polishing / white washing are specified the contractor will have to additional coats if the surface is not to the satisfaction of the Project Architect and there shall be no extra payment on account of such coats

First Aid: The contractor shall be responsible for all first aid and he shall keep the site fully equipped to meet such emergency.

Supervision: The contractor is required to have on site during all working hours a competent supervisor (acceptable to NIACL) who will be responsible for the conduct of worker and who has authority to receive and act on such instructions issued by the Architect / Engineer of NIACL.

All work shall be carried out in a workman-like manner to the entire satisfaction of the Architect / Engineers.

Contractor shall follow all rules / regulations in force and should possess the license for employing labour and also follow all safety measures, labour bye law and shall be responsible for any lapse.

Transfer of Tender Documents: Transfer of tender documents purchased by one intending tenderer to another is not permissible.

Safety: The contractor shall carry out the entire work in a workman like manner having full regard for the safety of the men working at site. All safe practices shall be strictly adhered to by the workmen of the contractor like wearing helmets, safety belts when working at heights, gloves when handling sharp objects and reinforcement, eye shields during welding, safety shoes, etc. The contractor shall protect sides of openings in floor slabs, edges of slabs, stairs, stairwells etc. with barricades, warning signs / lights and educate all his workmen regarding following safe working practices. He shall provide first aid boxes at site.

In spite of following safe methods, in case of any unfortunate accident, the contractor shall indemnify the employer against any expenses or claims towards treatment or compensation.

Nuisance: The contractor shall not any time do cause or permit anyone to do or cause any nuisance on the site or do anything which shall cause unnecessary disturbance of inconvenience to the Employer or to the owners, tenants or occupiers of other properties near the site and to the public generally.

Rights, remedies and powers:

I) Termination of contract due to contractor's default. If the contractor:

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- a. Abandon the contract.
- b. At any time defaults in proceedings with the works with due diligence and continues to do so after a notice in writing of seven days from the Engineer or Project Architect or Employer, or
- c. Commits default in complying with any of the terms and conditions of the contract and does not remedy it within **3rd days** after a notice in writing is given to him in that behalf of the Engineer or Project Architect or Employer.
- d. Persistently disregards the instructions of the Engineer, Project Architect or contravenes any provision of the contract, or
- e. Fails to remove materials from the site or to pull down and replace work after receiving from the Engineer, Project Architect notice to the effect that the said materials or works have been rejected.
- f. Fails to complete the works or items of work on or before the stipulated date (s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer, or Project Architect of Employer, or
- g. Offer or gives or agrees to give to any person in the Employer's service or to any other person on this behalf, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do so for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for the Employer, or
- h. Shall enter into a contract with the Employer in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to the Employer / Engineer, or
- i. Shall obtain a contract with the Employer as a result of ring tendering or other non-bonafide methods of competitive tendency, or
- j. Being an individual, or if a firm, any partner thereof, shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or support so to do, or any application be made under any Insolvency Act for the time being in force for the sequestration of his estates or if a trust deed be executed by him for benefit of his creditors, or
- k. Being a company, shall pass a resolution or the court shall make an order for the liquidation of its affairs, or a appointed or circumstances shall arise which entitle the court or debenture holders to appoint a receiver or manager, or
- l. Shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days, or

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m. Assigns, transfers, sublets (engagement of labour on a piece work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be sub-letting) or attempts to assign, transfer or sub-let the entire works, or any portion thereof without the prior written approval of the employer.

I) NIACL may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter as the Employer by written notice determine the contract either as a whole or in part.

II) Upon such determination of the contract in whole or in part, the security deposit with the Employer in respect of the contract shall stand forfeited to the Employer without in any way effecting the rights of the Employer.

III) Rights of the employer after determination of the contract due to contractor's default.

The Engineer shall on such determination have powers to:

- a. Take possession of the site and any materials equipment, plant, implements stores etc. thereon, and / or
- b. Carry out the incomplete work by any means at the risk and cost of the contractor.

IV) On determination of the contract in full or in part, the Engineer shall determine what amount, if any, is recoverable from the contractor for completion of the works or part of the works or in case the works or part of the works is not to be completed, the loss or damage suffered by the Employer. In determining the amount, credit shall be given to the contractor for the value of the work executed by him upto the time of cancellation or the value of contractor's materials to be present so as to record the measurements in his presence. If the contractor fails to be present in response to the notice, the recording of measurements shall be proceeded with ex-parte and the measurements as recorded shall be binding the contractor.

V) NIACL shall have the right to use contractor's plant, machinery and materials on the balance work but shall not in any way be responsible for any damage or loss of the same and the contractor shall not be entitled to any compensation thereof.

APPENDIX TO THE CONTRACT DOCUMENTS

| | | |
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| Subject: | : | Interior Furnishing, Electrical, Air Conditioners and Furniture works at Muzaffarnagar Office in The New India Assurance Co. Ltd. |
| 1. Defect liability period | : | 12 months from the date of virtual Completion of work. |
| 2. Date of commencement | : | 3rd day after the contract is accepted by the contractor |
| 3. Date of completion | : | 4 (Four) weeks. |
| 4. Liquidated damages | : | 1% of contract amount per week/day of Delay Subject to maximum of 10% of contract amount for the works of less than 6 months' completion Period. |
| 5. Period of honoring final certificate | : | 35 days |
| 6. Value of work for interim certificate | : | 9.45 Lakh |
| 7. Period of honoring certificate | : | 15 days |
| 8. Retention money | : | 5% of the bill value will be deducted as retention subject to maximum security deposit. The retention money so held shall be refunded after defects liability period of 12 months of full & final completion of job. |

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**Chief Regional Manager,
The New India Assurance Co. Ltd.
2nd Floor, 430, Niranjapur,
Saharanpur Road,
Dehradun**

Dear Sir,

LETTER OF OFFER

**Sub: Interior Furnishing, Electrical and Air Conditioners works in
The New India Assurance CO. Ltd. at Muzaffarnagar Office**

With reference to the tender regarding the above work invited by you, we have to state as under. We declare that before quoting the rates, we have visited the site and our rates are as per present site condition. Further we herewith deposit **Rs. 19,000/- (Rs. Nineteen Thousand only)** as Earnest Money for due execution of the works at my /our tendered rates as per the Terms of Contract. In the event of this tender being accepted, I / We agree to enter in to and execute the necessary contract documents as required by you.

As required by you, I / We are returning herewith the documents (in single) duly signed by us at each page in token of our acceptance of the provisions in the documents.

We hereby offer to execute and complete the whole of the works strictly in accordance with the said conditions of contract, special conditions of contract, specifications and drawings at the rates set out against each of the items of work in the schedule of quantities.

We have carefully read and clearly understood the conditions of contracts, special conditions of contract, special conditions of contract and specifications. We agree to complete the work at the rate / rates quoted by me / us in the schedule of quantities and within the specified time from the date of work order awarding the work to us.

We understand the work is to be completed within scheduled time period.

Our rates are firm, include and cover all cost, expenses, liabilities of every description and all risk of every kind to be taken in execution and handing over the work to the Bank. The VAT, Service Tax, Sales Tax (State & Central), works contract tax, octroi, duties, municipal tax, general tax and any other taxes applicable and prevailing from time to time on such item for which the same are livable and the rates quoted by us are inclusive of the same.

Thanking You,

Yours faithfully,

Name :

Address :

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TECHNICAL BID**ELIGIBILITY CRITERIA**

| S N | Particulars | Compliance Yes/ No |
|-----|--|-----------------------|
| 1 | The bidder should be of reputed background having similar line of business as per tender in India for at least 5 years as on 1 st October 2024. Bidder has to submit Registration number of the firm along with the GST and PAN number. <i>(Documentary proof to be submitted)</i> | |
| 2 | The bidder should have an average Annual Turnover of Rs. 50 Lakh for the last 3 financial years i.e. FY21-22, FY22-23 & FY23-24 for this tender related work only. <i>(CA certified Annual Turnover documents to be submitted/CA certified last 3 ITR acknowledgement copies)</i> | |
| 3 | The bidder should not have been disqualified, blacklisted, de-empanelled, left/abandon the work for whatsoever reason from any of the Government organizations during the period from 1 st April 2021 until last date of this tender. <i>(Undertaking to be submitted as per Annexure-I)</i> | |
| 4 | The bidder should have executed minimum 1 nos. of contract of similar nature (excluding NIACL Company) for a value not less than Rs.20 Lakh/annum during the last 3 financial years i.e. FY21-22, FY22-23 & FY23-24 <i>(Documentary proof to be submitted)</i> | |
| 5 | Signed copy of all 33 pages of tender | |

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COMMERCIAL BID

| Furnishing Work Detail | | | | | |
|-------------------------------|--|-------------|------------|-------------|---------------|
| SR. | ITEMS | UNIT | QTY | RATE | AMOUNT |
| 1 | <p>Providing and fixing Gypsum False Ceiling as per India Gypsum specification for ceiling with drops as per drawing including of providing and fixing G.I. Frame work as per specification of India gypsum at a distance of 2'0" c/c both ways complete with 12.5 mm board and all necessary perimeter channels etc. No extra payment will be made for the cutting of light points, stained glass, vertical cove design etc. The measurement will be taken in one level, rate should include the drops also, no extra amount will be paid for the drops. The joints to be properly mended with paper tapes and gypsum compound all complete. The rate should include the full completion cove light design of the ceiling. At the time of handing over the site all necessary repairing work to be considered if required. The work.</p> | Sqm | 56.00 | | |
| 2 | <p>Providing and fixing 2X2 Grid Old False Ceiling :- <u>2x2 Sheets are available</u> Providing & fixing white mineral fiber tile (size 24" x 24") / equaling false ceiling with G.I. frame T angle (size 24" x 24") aluminum frame work. The frame channel should be suspended from the R.C.C. slab strap hangers. shall be screwed to the frame work with steel screws. All additional frame work required for light points. Fitting shall be provided.</p> | Sqm | 112.00 | | |

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| 3 | <p>Providing and fixing Wooden Block & Glazed partitions in position as per design with 2" x 1.5" Aluminum section finished frame work @ 2'-0" c/c both ways screwed to the floor and ceiling with M.S. Cleats and to be treated with anti-termite oil. The measurement will be taken upto the false ceiling visible height in case of full height partition. The frame work will be cladded with 10mm thk comm. Ply both sides and to be finished with approved 1 mm laminate (color as per brand manual Extra frame work to be fixed for fixing class. In the glazed partition 10mm thk. Glass with etching and bank logo. Specification for all Glass and Block Partition.</p> <p>Glazed Partition for 2 no. Manager Cabins repairing and Refittings with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | Sqm | 43.00 | | |
| 4 | <p>Glazed Partition for Cash Cabin only repairing and Refittings with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | Sqm | 16.00 | | |
| 5 | <p>Providing and fixing New Glazed Partition for Low HT 1.5mtr HT Specification item no. 3</p> | Sqm | 24.00 | | |
| 6 | <p>Providing and fixing New Blocked partition upto 2.5 m height record room and ups room Specification item no. 3</p> | Sqm | 26.50 | | |
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| 7 | <p>Providing and fixing 1st Manager Table 1.8 M x 0.91 x 0.75 M (ht.) and 10mm beveled glass of approved make to be fitted on top obtain the total height of 0.75m as per detailed drawing. made up of 19 mm commercial board of approved make the finished with 1 mm thick laminate of approved make and shad as approved as par detailed drawing. Table shall be provided with 3 drawers sliding on telescopic channels with proper locking arrangements and keyboard with telescope channels tabletop shall be finished with 1.0 mm thick laminate of approved shade & quality. The work includes provided and fixing locks, wire manager, spirit polishing of steam beach bending etc. complete in all respects to the entire satisfaction of the architect. Note the specifications for all counters and tables</p> | No. | 1.00 | | |
| 8 | <p>2nd Manager table only repairing and Refittings with required with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | No. | 1.00 | | |
| 9 | <p>Cash Counter only repairing and Refittings with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | Rmt. | 1.50 | | |
| 10 | <p>Officers Tables and Running counters only repairing and Refitting with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | No. | 17.00 | | |
| 11 | <p>Full HT and Low HT Storage only repairing and Refittings with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | Sqm | 42.00 | | |

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|----|--|-----|--------|--|--|
| 12 | <p>Suggestion Box:- Providing and making Suggestion box 1.5'x1'x9" deep)as per design & pattern with 19 mm ply finished exterior surface with 6 mm thick extra clear white paited glass having 4"x1" slots with 3 mm thick S.S. plat pasted with metal adhesive. Rate shall include all necessary hard wares and locking and side opening arrangements</p> | No. | 1.00 | | |
| 13 | <p>Notice Board:- only repairing and Refittings with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map</p> | No. | 1.00 | | |
| 14 | <p>Cabinet for Electrical LT Panel Providing and fixing LT Panal Cabinet 400mm deep made out of 19mm bwp block board finished with 1.0mm laminate in all exposed areas. The drawers to be made out of 19mm BWP block board in the front cladded with 1.0mm laminate (color, vertical grain). sides to be made out of 6mm plywood duly painted in matching tone and it should play on drawer sliding channels. The shutters to be made out of 19mm block board and should play on drawer slidign castors on powder coated channels. The necessary locks, handles, etc.</p> | Sqm | 3.50 | | |
| 15 | <p>Essentials Vinyl Vertical Blinds only fittings with required hardware and necessary Fittings etc</p> | Sqm | 15.00 | | |
| 16 | <p>Providing and fixing Wall Paneling. Framing shall consist of Aluminum Section 1"x1.5"x2 mm) @ 2'0" C/C. Both ways horizontally and vertically on the wall. This framing would be covered by 10mm thk HDMR board. In Managers Cabins, Cash Cabin, Column, and Hall</p> | Sqm | 130.00 | | |
| 17 | <p>3 Seater Sofa only repairing and Refittings with required hardware, and necessary Fittings etc. as per map</p> | Set | 2.00 | | |

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| 18 | Center Table only repairing and Refittings with required hardware, adhesive plywood, mica, and locks and necessary Fittings etc. as per map | No. | 1.00 | | |
| TOTAL WITHOUT GST | | | | | |

| Electrical Work Detail | | | | | |
|-------------------------------|--|------|--------|------|--------|
| SR. | ITEMS | UNIT | QTY | RATE | AMOUNT |
| 1 | 5 Amp Light Points only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 150.00 | | |
| 2 | Providing and fixing wiring : Circuit wiring FRLS for 5mpr 1.5mm switches, sockets, and all lights etc. starting from DB to point control box/switch box using PVC (Heavy) 25mm dia conduits, accessories such as bends, tees, saddles, draw boxes, mounting boxes, inner plates, cover plates, ceiling rose etc. (including chase cutting where ever required) with 2x2.5 sqmm PVC insulated 1100V grade multi-stranded copper conductor wire and 1.5 sqmm PVC insulated earth wire and 1.5sqmm. PVC insulated earth Wire (color code to be used) Identification ferrules at both end to be provided. (Flexible conduit/elbow NOT allowed) | Rmt | 550.00 | | |
| 3 | 16mpr Power Points. only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 20.00 | | |
| 4 | A.C. Points. only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 7.00 | | |
| 5 | Main LT Panel. only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 1.00 | | |
| 6 | 2x2 LED Lights. only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 50.00 | | |
| 7 | LED Down Lights. only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 60.00 | | |

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|----|---|-----|--------|--|--|
| 8 | LED Strip Cove Light. | Rmt | 100.00 | | |
| 9 | LED 4ft Tube Light | No. | 10.00 | | |
| 10 | Wall Mounted Fan. only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 15.00 | | |
| 11 | Exhaust Fan only repairing and Refittings with required Screws and necessary Fittings etc. as per map | No. | 4.00 | | |
| 12 | Providing and fixing UPS Computer Point including Wiring with sx2.5 sqmm + 1x1/5 sq mm PVC insulated 1100 V grade multistranded copper conductor wires in 2 mm thick PVC conduit from UPSDB to computer point. Each point to have 4 nos A -5 Pin modular type sockets, 4 nos. 5A Switch at below the top of table/counter and controlled by one 16A modular switch at above the table top in wooden partition with all accessories, inner/outer plates, metal box etc. and to be fixed on wooden partitions/by grouting on wall etc. as per the requirement at site. | No. | 28.00 | | |
| 13 | Providing and fixing of porcelain fuse 63 Amp with neutral and Cut out 63 AP | Set | 4.00 | | |
| 14 | Providing and fixing UPS wiring for UPS | Rmt | 200.00 | | |
| 15 | Providing and fixing Cat 6 Cable for Data | Rmt | 700.00 | | |
| 16 | Providing and fixing Patch Cord 1 Meter | No. | 28.00 | | |
| 17 | Providing and fixing Patch Cord 2 Meter | No. | 28.00 | | |
| 18 | Providing and fixing Data I/O box | No. | 28.00 | | |
| 19 | 12U Rack Data Hub Fully Complete Ready to Use only repairing and Refittings with required Screws and necessary Fittings etc. | Set | 1.00 | | |
| 20 | Providing and fixing of 1x8-port switch and telephone wiring Complete Connections. | Set | 2.00 | | |
| 21 | Providing and fixing of following earth station as per IS:3043, with water pouring pipes, GI funnels, masonry brick chamber with CI cover, including Excavation & refilling of pit after filling with charcoal, salt and sand, entification of pit as required. 600x600x3.15mm Copper Plate Earth Station. | Set | 2.00 | | |
| 22 | Providing and fixing 50mm dia (16SWG & 7mtr. Length) GI Pipe Earth Station. | Set | 2.00 | | |
| 23 | Providing and fixing and terminating of the following tapes/ wires with suitable I/copper clamps. 25x3mm Copper strip with copper clamps. | Rmt | 70.00 | | |

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|--------------------------|--|-----|--------|--|--|
| 24 | Providing and fixing 1x8SWG Copper earth wire in PVC conduit inside the Branch. | Rmt | 70.00 | | |
| 25 | Providing and fixing Circuit for Power Points and AC Points Wiring FRLS Power Point wire 2.5mm & AC Wire 4.0mm insulated copper earth wire in 25 mm dia. 2 mm thick pvc conduit ISI mark. | Rmt | 180.00 | | |
| 26 | Providing and fixing 4 x 16 mm + 2 x 6 mm pvc wiring in 25mm dia conduit for main line. | Rmt | 70.00 | | |
| 27 | Providing and fixing 4x4 mm + 1 x 2.5 mm pvc wiring/UPS to MCB in 20 mm dia conduit for pipe. | Rmt | 60.00 | | |
| TOTAL WITHOUT GST | | | | | |

| Air Conditioner Work Detail | | | | | |
|------------------------------------|--|------|--------|------|--------|
| SR. | ITEMS | UNIT | QTY | RATE | AMOUNT |
| 1 | A.C. Un-installed with the External Units only repairing and Refittings with required Gas, External Stand, Screws and necessary Fittings etc. ready to use | No. | 7.00 | | |
| 2 | Providing and fixing concealed copper pipe with wire proper insulation i/c cutting and repairing etc. Malaysia & Hitachi) total line | Rmt | 120.00 | | |
| 3 | Providing and fixing 1" PVC Plumbing Concealed Drain pipe with proper fixing & including cutting and repairing etc. | Rmt | 80.00 | | |
| TOTAL WITHOUT GST | | | | | |

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| Removal, Transportation and Reinstallation of Items | | |
|--|--|---------------|
| SR. | Items/Work Detail | AMOUNT |
| 1 | <p>Removal, Transportation and Reinstallation of items</p> <p>1. Scope of Work: The contractor shall carefully remove all old furnishing items, electrical items, air-conditioning units, almirahs and other miscellaneous items from the existing branch and transport them to the proposed branch. The contractor shall ensure the proper refitting of all items at the proposed branch in accordance with the tender</p> <p>2. Items to be Removed: Furnishing items, Electrical equipment, Air-conditioning units, Almirahs and Other miscellaneous items</p> <p>3. Cost Inclusions: The quoted price shall be inclusive of the following: Removal of items from the existing branch. Transportation of items between branches, with the transportation distance being approximately under 1 kilometer. Loading and unloading of all items at both branches. Reinstallation and fitting of all items at the proposed branch as per the tender requirements.</p> <p>4. Floor Location: Both the existing and proposed branches are located on the first floor, and the contractor shall make necessary arrangements for safe removal, transport, and reinstallation of items at the proposed site.</p> <p>5. Time Frame: The existing branch must be completely emptied, and all items transferred to the proposed branch within the specified project duration. The contractor is responsible for ensuring timely completion of the work to meet the project deadline.</p> | |
| TOTAL WITHOUT GST | | |

| SR | WORK DETAIL /NAME | AMOUNT WITHOUT GST |
|----|--|--------------------|
| 1 | FURNISHING WORK | |
| 2 | ELECTRICAL WORK | |
| 3 | AIR CONDITIONER WORK | |
| 5 | REMOVAL, TRANSPORTATION, AND REINSTALLATION OF ITEMS | |
| | GRAND TOTAL WITHOUT GST (A) | |

Please note – NIACL RESERVES THE RIGHT TO INCREASE OR DECREASE THE QTY REQUIRED FOR THE ABOVE MENTIONED ITEMS.

Note –

1. L1 will be decided on the basis of the Grand total without GST (A).
2. Colour scheme as per brand manual.
3. Before filling tender please go through attached drawing for distance & other related queries. We also advise Vendor to visit site physically if possible to determine actual work environment and difficulties.
4. No labour charges will be given for shifting Almirahs and after works re-shifted in this place.

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LIST OF FURNISHING MATERIAL

| S.NO. | MATERIALS | APPROVED BRANDS |
|--------------|---|--|
| 1 | False Ceiling & Cornices | India Gypsum or approved equivalent |
| 2 | Grid Ceiling | Armstrong/Gypro/ luxelon |
| 3 | Wood Frame work:All wood must be well seasoned, free from knots, other defects. | Meranti (seasoned) with two coats of wood preservative |
| 4 | Aluminum frame work | Jindal/Indal/Hindalco |
| 5 | Wood skirting /moldings, Lipping /beading | Steam beech/ Mahogany/ Teak wood/Mirandi |
| 6. | hdmr , confirming to is : 12406 - 2003. (density: 750 – 850 kgs/m3) colour code follow as per bank norms. | Century/Greenply/ Archidply |
| 7 | Commercial Plywood (6mm,8mm,12mm,19mm) | Green ply/Archid/Century |
| 8 | Laminate | Century/Archid/Greenlam |
| 9 | Veneer | Century/Archid/Greenlam |
| 10 | Wood Preservative | STP- Pentaphene pale / Termination Tor(Pidilite) |
| 11 | Adhesive | Fevicol SH (Pidilite) / Araldite/SR 998/Century – SH |
| 12 | Door Closer | Hafel/ ozone/ Dorma |
| 13 | Floor Spring | Dorma/ozone/ Hafel |
| 14 | Door Lock | Dorma/ozone/ Hafel/ Godrej |
| 15 | Drawer Lock | Dorma/ozone/ Hafel/ Godrej |
| 16 | Hardware | GKW/Everite |
| 17 | Hinges | CIEF/Ebco/GKW |
| 18 | Screws | GKW/ Nettle fold |
| 19 | Carpet | Interface/ Shaw/Modi |
| 20 | Vertical/Poller blinds | MAC/Vista/Dack |
| 21 | Sun Control Film | 3M/Garware or equivalent |
| 22 | Soft Board / Display Board | Jolly board/Western India Plywood |
| 23 | Paints | Berger/ Asian/ Nerolac |
| 24 | Texture paint | Spectrum/ Oikos |
| 25 | Ceramic Tiles | Johnson/ Kajariya / AGL |
| 26 | Vitrified tiles | Johnson/ Kajariya / AGL |
| 27 | Glass & Mirror | Modi Guard/ Saint gobain, Ashai |
| 28 | Handle | Stainless steel finish Neki / Hassely/ Hattich |
| 29 | MDF Boards | Greenpanel max/ Archid/Century |
| 30 | Wooden flooring | Green panel max/Archid/Pergo/Action Tissa |
| 31 | PVC flooring | Armstrong/ Krishna vinyl |
| 32 | Sanitary fittings | Kohler/ Grohe / Jaquar |
| 33 | Cement | Grade 43/53 of L&T/A.C.C./Ambuja/Ultratech |

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|----|-------------------|-------------------------------------|
| 34 | White Cement | Birla cement/JK cement |
| 35 | ACP Panels/Sheets | Alubond/ALU Décor/Alstrong/Alstone |
| 36 | Flush door | Century/Archid/Sonear |
| 37 | AC grill | Air products/omicron/patrawala |
| 38 | Melamine polish | Berger/Nerolac |
| 39 | Ball Catch | Magnetic (M-2)/ Brass or Equivalent |

ELECTRICAL WORKS

| S.NO. | MATERIALS | APPROVED BRANDS |
|-------|------------------------------|-------------------------------|
| 1 | PVC fittings | Polycab/ CAP / FINOLEX |
| 2 | Wires – PVC insulated copper | Finolex/Polycab/Havells |
| 3 | Cables (armored) | Havells/ Polycab |
| 4 | A.C Starter, Plug Socket | Crabtree / Legrand/Havells |
| 5 | Light & Power switch socket | Crabtree / Northwest /Philips |
| 6 | Telephone Socket | RJ-11 Crabtree/ Philips |
| 7 | DB MCB | Legrand/ Schneider |
| 8 | MCB | Legrand/ Schneider |
| 9 | Telephone cable | D-Link / Delton / AMP/Dowel |
| 10 | Light fitting | PHILIPS/POLYCAB /Havells |
| 11 | Fuse Switch | L&T / Havell's |
| 12 | Telephone Connector | Corn |
| 13 | Ceiling/ Wall fan | Crompton / Orient / Havells |
| 14 | Exhaust fan | Crompton / Orient / Havells |
| 15 | P.V.C tape | Steel Greep |
| 16 | Call bell | Max |
| 17 | Cable Lug | Dowell's |

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| 18 | Cable gland | Comet/ Gripwel/ Dowel |
| 19 | Distribution board | L&T/ Havells/Legrand |
| 20 | MS conduit | BEC/ Precision/ AKG |
| 21 | Starter & single phasing preventer | SEIMENS |
| 22 | SPN, TPN, Sheet metal | Havell's / Legrand/ L&T |
| 23 | Pipe Metal | M.S Conduit 16 S.W.G |
| 24 | Metal Pipe Fittings | Cast iron with thread & inspection cover |
| 25 | Pipe PVC (Rigid Conduit) | AKG / Polypack/Precision |
| 26 | PVC fitting for Rigid | -Do- |
| 27 | PVC Roll Pipe | Super Dalda or equivalent heavy guage |
| 28 | PVC Casing & Casing Fittings | Good quality heavy guage (colour white) |
| 29 | Lugs | Dowel/Braco/Nettlefold |
| 30 | Terminals | Essen/Elmex |
| 31 | Burglar alarm | Godrej/ Globe detective |
| 32 | E-cat 6 Patch panel | Schneider Electric/ Avaya |
| 33 | P.A. System | Bosch/ Ahuja |
| 34 | CCTV camera | Sony/ Bosch |
| 35 | CCTV camera wiring | Crompton/ KEI |
| 36 | UPS wiring | Crompton/KEI |
| 37 | Aluminum ducting sheet | Jindal/ SAIL |
| 38 | AC | Blue Star/ Hitachi/ Daikin |
| 39 | Timer | Legrand |
| 40 | Cat-6 cable/Cat-6 I/O | D-Link |

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NOTES:

1. In case of unavailability of any material of specific make an equivalent make can be used only after a written approval of the NIACL and Architect (both). The preference of make/brand of the material listed above will be decided by the Architect. The make/brand of any other item will be as mentioned in the drawings issued by the Architect.
2. The contractor shall provide samples of all materials mentioned in the list of makes as required by the NIACL and Architect (both). A written approval of these samples shall be sought prior to commencement of any work. Architect reserve the right to enquire the genuineness of any material used at site directly from the manufacturer/Dealer.

Annexure-I**UNDERTAKING REGARDING NON-BLACKLISTING****Tender Ref: DDNRO/340700/Refurbishment/OCT-2024**

We, M/s _____, participating in the bid, confirm that we have not been disqualified/blacklisted/de-paneled/Left any work/abandon any work of any Central/State Government Department/Public Sector Banks/Financial Institutions in India including NIACL during the last three years starting from 1st April, 2021 till last date of submission of this tender.

Dated at _____ this _____ day of _____ 20__

Signature**Name:****Designation:****Name & Address of the company:****Seal of the Company****Signature & Seal of the Contractor**

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

1. Tender document with detailed terms and conditions is available on our website <https://www.tenderwizard.in/NIAEPROC>. Interested parties may download the same and participate in the tender as per the instructions given therein on or before the due date of the tender. The tender shall have to be submitted online through the e-Procurement system on <https://www.tenderwizard.in/NIAEPROC>.

2. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of Class III (with both signing and encryption component) and above as per Indian IT Act from the licensed Certifying Authorities (For ex. N-codes, Sify, E-mudra etc.) operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by the vendor. In case any vendor so desires, he may contact our e-Procurement service provider M/s. Antares Systems Ltd, Bangalore for obtaining the Digital Signature Certificate.

3. Corrigendum/amendment, if any, shall be notified on the site <https://www.tenderwizard.in/NIAEPROC>. In case any corrigendum/amendment is issued after the submission of the bid, then such vendors, who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email (In case of open tender corrigendum / amendment will be on the public dash board and no mail will be fired for the vendor who has not participated by that time). It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.

4. Vendors are required to complete the entire process online on or before the due date of closing of the tender.

5. The Commercial/Price bid of only those vendors shall be opened whose Technical bid is found to be acceptable to us. The schedule for opening the price bid shall be advised separately.

6. Directions for submitting online offers, electronically, against e-Procurement tenders directly through internet:

a. Vendors are advised to log on to the website (<https://www.tenderwizard.in/NIAEPROC>) and arrange to register themselves at the earliest.

b. The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.

c. Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system well before the closing date and time of bid. If the vendor intends to change/revise the bid already entered, he may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.

d. Once the entire process of submission of online bid is complete, the vendors are required to go to edit attachment for own bid and to take the print of the acknowledgment as a proof of submitted bid.

e. Bids / Offers shall not be permitted in e-Procurement system after the due date / time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.

f. No manual bids/offers along with electronic bids/offers shall be permitted.

7. Once the Commercial/Price bids are opened, vendors can see the rates quoted by all the participating bidders by logging on to the portal under their user ID and password and clicking on competitors Bid Sheets.

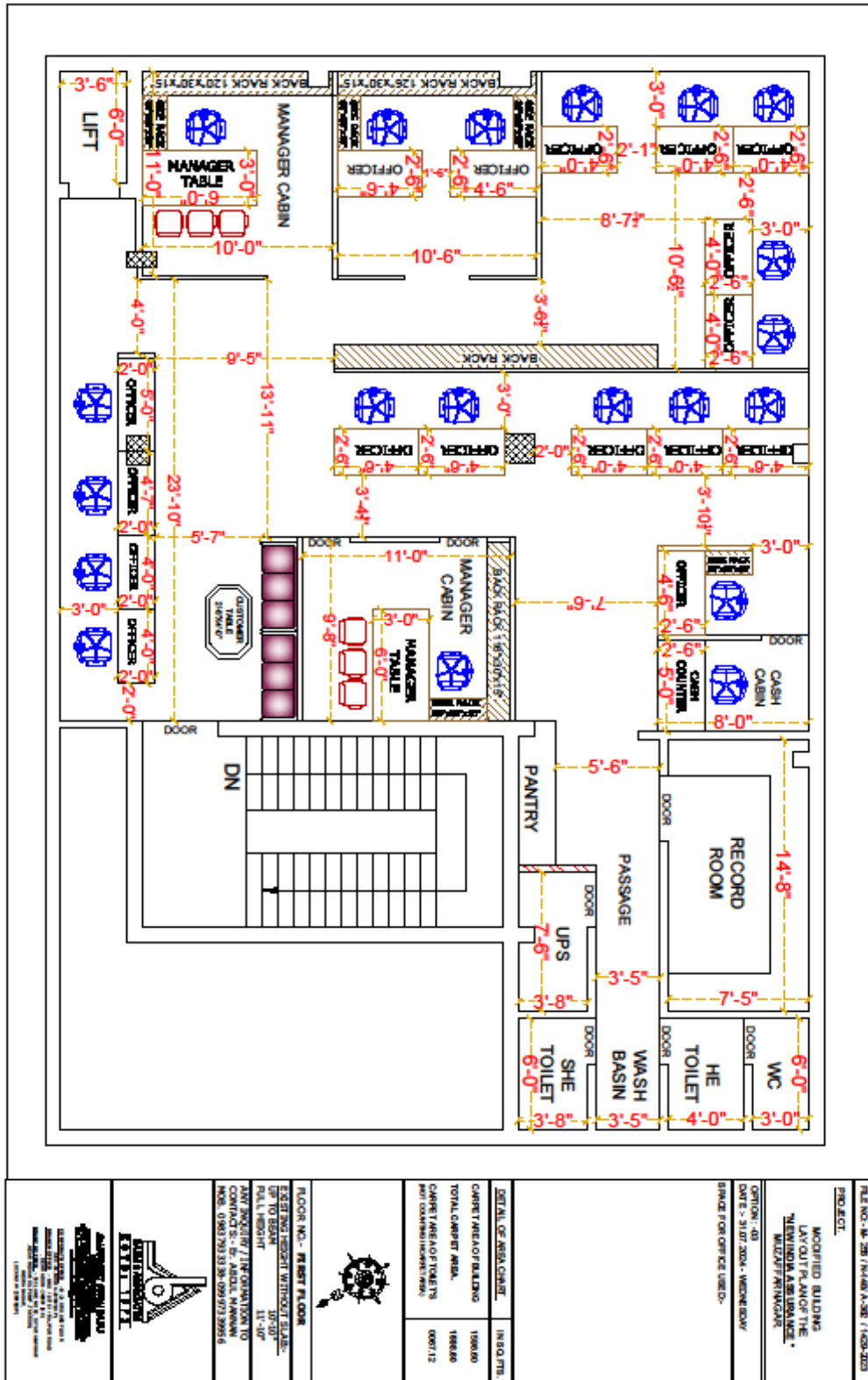
8. No responsibility will be taken by and/or the e-Procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date /time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as New India Assurance officials.

9. New India Assurance and/or the e-Procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.

10. In case of any clarification pertaining to e-Procurement process, the vendor may contact the following agencies / personnel:

| | | | |
|----|----------------------------|---------------------------------|--|
| 1. | For e-Tendering support | M/s. Antares Systems Ltd. | 080-40482100; +91 9731468511 lokesh.hr@etenderwizard.com raghuprashanth@etenderwizard.com sushant.sp@etenderwizard.com |
| 2. | For Tender related queries | The New India Assurance Co. Ltd | 0135-2528409/ nia.340000@newindia.co.in |

LAYOUT PLAN OF MUZAFFARNAGAR OFFICE



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