



दि न्यू इन्डिया एश्योरन्स कम्पनी लिमिटेड  
THE NEW INDIA ASSURANCE COMPANY LIMITED

ERNAKULAM REGIONAL OFFICE (760000) KANDUMKULATHY TOWERS, P.B.NO.1049,

M .G. ROAD, OPP.MAHARAJA COLLEGE GROUND, ERNAKULAM, KOCHI – 682 011.

PHONE Nos. (0484) 2361547, 2361556, 2361584 FAX No.2370593

**PROPOSED INTERIOR WORKS FOR VC ROOM LOCATED AT THIRD FLOOR, KANDUMKULATHY  
TOWERS, P.B.NO.1049, M .G. ROAD, OPP.MAHARAJA COLLEGE GROUND, ERNAKULAM, KOCHI –  
682 011.**

**TENDER DOCUMENT-FINANCIAL BID**

**Time of Completion:** 20 days

**Date of issue of Tender:** 08/12/2025

**Last date for submission of Tender:** 15/12/2025 up to 3 PM

**Date of opening of Tender:** 16/12/2025 at Regional Office, Ernakulam

**DETAILS OF TENDER**

DETAILS OF TENDER	
Tender No.	ERO-Estt & Estb/2025-26/06
Name of Project	Interior Furnishing Work, Supply of Modular Furniture, Electrical work, Data cabling Works for VC Room, Ernakulam RO (760000)
Period allowed for completion of work	20 days from the date of work order

Estt & Estab Dept

Ernakulam RO-760000

Date:07/12/2025





## GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF TENDERER

1. The New India Assurance Company Ltd, Regional Office, Ernakulam, Reserves the Right to Accept or reject any or all Tenders or split the work between more than one bidders without assigning any reason or without any prior notice thereof.
2. Tenderers are accepted to visit the site before quoting the rates and should satisfy themselves as to the nature and conditions of work and facilities available etc.
3. The Tenderers are required to examine the Tender form and conditions mentioned in the Tender.
4. The Tenderers should quote the rates in figures. The amount for each item should be worked out and the requisite total shall be given.
5. The total amount shall be written both in figures and words.
6. The rates quoted in this Tender shall be for measured finish works and shall include all charges including cost of all materials, transportation, freight charges, sales Tax or any other applicable taxes etc., complete.
7. The work is to be completed within 20 days from the date of issue of acknowledged work order.
8. The successful Tenderer shall give all necessary personal attention to the work during the progress of work, and also until the expiry date of "DEFECTS LIABILITY PERIOD" which is 12 Months.
9. The Company reserves the right to reject any portion of work or materials which is found unsatisfactory and not up to the standard.
10. A Tax deduction at Source (T.D.S.) at applicable rates will be done from payments to Contractors and the same will be paid to Income Tax Department and certificates of TDS will be paid to the Contractors.
11. Sales Tax or any other tax on materials in respect of this contract shall be payable by the Contractor and Company will not entertain any such claims.

## CONDITIONS OF CONTRACT

**NOTE:** The requirements of these conditions shall be fulfilled by the Tenderer without extra charges, the item rates quoted shall be deemed to have taken these conditions into account.

1. The term Company means The New India Assurance Company.
2. If any addition and alterations are found necessary, the Tenderer will have to do the same within the Tendered rates with the approval of the Company.
3. The Contractor shall employ adequate labour to complete the work within the scheduled time and shall make his own arrangements for storing materials etc. The Contractor shall have to make his own arrangements to house his labour and staff, and for their services.
4. All Tendered rates shall include for the cost of materials, labour, supervision, tools, plant, transport, all taxes, contingencies duties, breakages, wastages, sundries, scaffolding etc., complete.
5. All instructions regarding the execution of works shall be received from the Company only. Any other instructions issued directly to the Contractor by anyone else shall not be binding on the Company.





6. The Company, shall have the power to omit or cancel, any item of work without assigning any reason whatsoever and no claim for compensation for damage will be entertained for such omissions and cancellations.
7. The Tenderer shall maintain satisfactory progress of work as well as maintain a desired level of workmanship. If in the opinion of the Company the progress is unsatisfactory or the workmanship is unsatisfactory, the Company to take possession of the work with 4 days to that effect. The Company shall then complete the entire work and rectify all the defects at the Contractors cost and consequences.
8. In case the Company are not satisfied with the quality of materials used by the Tenderer, they reserve the right to direct the Contractor to procure such supplies from agencies they deem fit.
9. The Tenderer is responsible for clearing any dirt, rubbish & superfluous materials as they accumulate and everything unnecessary & to leave the Premises in a clean and orderly condition on completion and fit for occupation. No extra payment shall be made for doing this.
10. Any work which is not approved by the Company shall have to be removed within 24 hours from the time of order and shall have to be redone by the Tenderer at his own cost and this cost will be borne by the Company.
11. No deviation whatsoever for any reason will be permitted. However, if any deviation becomes necessary, the same should be brought to the immediate notice of the Company and written approval must be obtained for such deviation before proceeding with the execution of work.
12. The Company has got the right to supply any materials required for the work and the cost of the materials so supplied will be deducted from the bills of the successful Contractor.
13. The Contractor shall be responsible for the safe custody of the materials issued to him by the Company till they are used for the work. He shall make his own arrangements for the safe custody and proper storage and preservation in sound conditions till the same are actually used in the work.
14. For items other than mentioned in the Tender document, the Company as per prevailing fair market rate, shall fix the rate, which will be binding on both the Company and the Contractor.
15. The Tenderer shall have a competent supervisor who should invariably be available at the site during progress of work and during working hours.
16. In case the Brand of materials mentioned in the Tender is not available in the market, the alternate materials to be used shall be approved by the Company. Necessary cost adjustments will be made in the rate, if required by the Company.
17. All other materials that will be used for the work shall be of best quality as specified in the Bureau of Indian Standards.
18. The Contractor shall be given a single electrical connection at the work site. Arrangement for the water shall be made by the Tenderer.
19. The Contractor should strictly adhere to the specifications and Brand of the materials, mentioned in the annexure. Any such deviations done without bringing it to the notice of Company will be rejected and NOT QUALIFY for payment.
20. Any clarification on the specifications or further details needed, are made available from the RO Estate and Establishment Dept.
21. In case the Contractor executes the work of certain items at their workshop or at any other places, they shall inform the Company before and get the approval of the same from them.





22. The Company will 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.
23. The successful tenderer shall inform the Company of the work if the Tendered quantity increases more than 25%.
24. Time shall be the essence of this contract and the contractor shall commence the works immediately upon agreement and finish the work in the stipulated 20 days.
25. The successful tenderer shall be ready to carry out works between non-Company working hours and even at nights and Sundays or other holidays.
26. The tenderer shall extend full co-operation to the other contractors / agencies who are also working for the same project and coordinate with them in finishing the awarded work.

## ANNEXURE

		Proposed Interior Works of The New India Assurance Company, Ernakulam Suit claim hub (766000), Ernakulam.	Interior Furnishing Work, Supply of Modular Furniture, Electrical work, Data cabling Works & Air conditioning work
	Name of the work		
1	Date of commencement of work		After Issue and Acceptance of Work Order
2	Date of completion		20 days.
3	Liquidated damages for	Non-completion of work in time	Rs. 1500 /- per day.
4	Period of payment on		On completion of the works
5	Period for submitting	Final bill by the contractor.	15 days from the date of, Virtual completion of the work.
6	Defects Liability Period		12 Months

## NOTE:

1. New India Assurance Company Ltd. Reserves the right to choose from any of the brand mentioned above or equivalent to it. All the equivalent make shall be subject to approval of New India Assurance Company Ltd.
2. Equivalent means both quality and rate should match.





# ESTIMATION/BoQ FOR INTERIOR WORKS

Description	QTY	Rate	Taxable Value	Total
<b>Interior Work</b>				
<b>Partition</b>				
Supply and fixing 75 mm thick semiglazed partition. 16 mm thick BWR grade plywood frame and 12 thick Bwr grade plywood panelling finished with 0.8 mm thick mica. 10 mm thick toughened glass provided with the partition. Overall height of partition is 2.82 Metre. Glazed height is 1.8 metre.	350			
Providing and fixing both side partition using GI frame works and 12mm thick gypsum board. All joints to be fixed with self adhesive tape and filled with pop/putty for smooth joints as per design. 50 mm aluminium modular skirting providing herewith.	140			
Providing table of size 4 feet width, 15 feet length made by 16mm thick Bwr grade plywood finished with 1mm thick mica of approved shade.	60			
Supply and fixing flip up boxes with each containing 5 nos 6 amps power supply controlled by single switch and four nos Data port (2 module plate) (Make_Legrand for power and Dlink for Data). Laying of Data cables and power cables are not inclnding in the scope of work.	4			
Supply and fixing flush door finished with mica both side. D/H. type door handle, Mortise dead lock with key rose and Door closer is providing (Make - Ebco/Dorset). Supply and fixing door frame including in the scope of work.	1			





Painting with double coat putty, single coat primer and two coat emulsion ( Make - Asian paints_Apcolite premium)	290			
Painting with two coat emulsion (Make - Asian paints_Apcolite premium)	425			
Removal of existing workstations, power supply and data network lines etc. Shifting of debris to the location in the same premises as directed.	1			
<b>Electrical Work</b>				
Supply and fixing 16 amps power supply (Make - Legrand) using 3 module plate/box	2			
Supply and fixing hanging light fittings. Customized/ Linear fitting preferred.(Make - Dewton)	4			
Supply and laying of floor mounted cable duct for communication lines. Size 80 mm x 40 mm. Floor cutting and mortar packing is including in the scope of work. Laying of 25 mm conduit for power supply along with the duct.	1			
Providing power supply for work stations: Supply & fixing, connecting and commissioning of 4nos, of 6 Amps. 5 pin Socket controlled by 2 no. of 6 Amps. Switch with suitable legrand pvc box	3			
Supply and laying 3 run 2.5 sqmm flexible copper wire through pvc conduit for power supply. (Considering two circuits only from near by switch board)	30			
<b>Blinds/Carpet/Sofa/WS</b>				
Supply and fixing Zebra blinds (Make - NL)	350			
Supply and fixing carpet tiles over-existing floor. (Make - Welspun)	390			





Providing fabric furnished premium sofa as per the dimension.	1			
Providing and fixing linear type workstation using BWR grade IS 303 Plywood finished with laminate. Unit to have keyboard-tray and pinner board (size-1200L x 600D	3			
Grand Total				

#### Approved List of Materials for Interior and Electrical Works

S. No.	Category	Material	Approved Makes
1	Interior Works	Marine Plywood (IS 710)	Century Ply / Duro / Uny ply / Archidply / Greenply or ISI and ISO Certification equivalent as approved by the Architects / Company
2	Interior Works	Flush door MR grade of ISI mark	Anchor / Greenply / Century Ply / Which is ISO certified or equivalent as approved by the Architects / Company
3	Interior Works	Laminates	1mm thick: for all exposed surfaces; 0.8mm thick: for internal surfaces. Of Sunmica / Signature / Archidlam / Greenlam / Airolam or Equivalent As Approved.
4	Interior Works	Veneer	4mm Thick natural veneer of Duro / Timex / Archid or Equivalent as Approved by the Architects / Company.
5	Interior Works	Glass	Triveni / Saint Gobain / Asahi Float or Equivalent as Approved by the Architects / Company.
6	Interior Works	Paint	ICI / Asian / Nerolac / Berger or Equivalent Approved by the Architect / Company.
7	Interior Works	Vinyl flooring	Krishna Vinyl / Rikvin / Premier / Armstrong Or Equivalent as approved.
8	Interior Works	Gypsum Board	India Gypsum / Saint Gobain or Equivalent as approved.
9	Interior Works	Adhesive	Fevicol / Vamicol or Equivalent approved by Architect / Company.
10	Interior Works	Melamine Polish	Asian / MRF or Equivalent approved by Architect / Company.
11	Interior Works	Prelaminated Board	Archid / Novopan / Bhutan / or Equivalent approved Architect / Company.
12	Interior Works	Castor	Rexelo, Maxwell or Equivalent approved by Architect / Company.
13	Interior Works	Cushion	M.M Foam / Restonic / Restolex / Nilkamal or Equivalent approved by Architect / Company.
14	Interior Works	Lock	Godrej / Europa / Armor / Ebco or Equivalent approved by Architect / Company.
15	Interior Works	Ceramic tile	Johnson / Bell / Spartek / Naveen / Kajaria Or equivalent approved by the Architects / Company.
16	Interior Works	Vitrified Tiles	Johnson / Kajaria / Bell / Naveen / Nitco or equivalent approved by the Architects / Company.
17	Interior Works	Tile Adhesive	Balendura / Roffe / Fosroc / Laticrete or Equivalent approved by Architect / Company.



18	Interior Works	Telescopic Channel, Floor Springs & Door Closures	Hettich / EBCO / ENOX or equivalent as approved by the Architects / Company.
19	Interior Works	Vertical Blinds	Marvel / D'décor or equivalent as approved by the Architects / Company.
20	Electrical Materials	Distribution Boards	Legrand, GE, Schneider Electric or Equivalent as approved by the Architects / Company.
21	Electrical Materials	ELCB / MCB / Isolators	All 10 k.A Category:- Legrand / GE / Schneider or Equivalent as approved by the Architects / Company.
22	Electrical Materials	FRLS insulated Copper wires	Finolex (Flame Guard), R.R. Kabel (Flamex), Havell's - FRLS, Anchor FRLS, Polycab (FRLS) or Equivalent as approved by the Architects / Company.
23	Electrical Materials	PVC conduit Pipe	Avon Plast, Precision, V.I.P, Polycab with ISI mark, Of Grey Colour or Equivalent as approved by the Architects / Company.
24	Electrical Materials	Modular type Switches & Sockets	Anchor, Panasonic, Legrand or Equivalent as approved by the Architects / Company.
25	Electrical Materials	Industrial Plug & Sockets	MDS / Hager or Equivalent as approved by the Architects / Company.
26	Electrical Materials	Telephone Wires / Cables	Delton / Finolex / R.R Kabel or equivalent.
27	Electrical Materials	Ceiling Mounted fan	Crompton / Orient / Havell's Any other Brand WITH prior approval of specific model.
28	Electrical Materials	CFL Lamps	HPL / Crompton / Havells / Phillips as approved by the Architects / Company.
29	Electrical Materials	LED Lamps	Syska / RR / Wipro / Philips or Equivalent as approved by the Architects / Company.
30	Electrical Materials	Exhaust fans	Havell's / Almonard / Usha / Orient / Bajaj / Crompton or equivalent by the Architects / Company.
31	Electrical Materials	Light Fixtures	Philips / Wipro / G.E / Bajaj, Havell's by the Architects / Company.
32	Other Materials	Sanitary fittings	Parryware / Hindware / Jaguar
33	Other Materials	C.P fittings	Jal / Hindware / Jaguar
34	Other Materials	SS kitchen sink	Nirali / Franke
35	Other Materials	AC make - Cassette / Split AC	Daikin / Carrier / Voltas

