



दि न्यू इण्डिया एश्यरेंस कंपनी लिमिटेड  
THE NEW INDIA ASSURANCE CO. LTD.

NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY,  
BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD,  
GUWAHATI-781007, ASSAM

Phone  
:(0361)-2450639,  
2454344  
Email :  
bss53@newindia.c  
o.in

Tender No.: NERO/ESTB/CONTRACTOR/2024/001

Date:17/12/2024

**NOTICE INVITING E-TENDER FROM CONTRACTORS**

Online E-Tender is invited, on behalf of The New India Assurance Co. Ltd, North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007, Assam, for **"RENOVATION AND REFURBISHING OF AGARTALA DIVISIONAL OFFICE AT AGARTALA, TRIPURA"**, from reputed, bonafide and intending contractors having their registered office in Guwahati or any other North Eastern State of India, with adequate experience to execute Composite Work which includes Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, Air - conditioning work and other associated works, under 2(Two) Bid system i.e. **Techno-Commercial Bid (Cover-I) & Price Bid (Cover-II)** meeting the under noted Pre-qualification criteria for carrying out the above work in accordance with the Company's General Conditions of Contract, Special Terms & Conditions of Contract & Particular Terms & Conditions of Contract, Standard specifications, Extent of Work, Special Instructions to Bidders as appended on the subsequent page & Annexures.

Bidders can download the requisite tender documents from our website- [www.newindia.co.in](http://www.newindia.co.in) and <https://newindia.eproc.in/> , [www.tenderwizard.com](http://www.tenderwizard.com)

For any further clarification / query, please contact Mr G. F.Sharma , Manager, Phone No. 9540840072 or Ms Promita Sen, Asst Manager , Mob No. 8240598323 during office hours from 10:00 AM to 5:30 PM (Mon to Fri) over phone or in person at The New India Assurance Co. Ltd., North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007. For further Technical queries contact- M/S Archiventions- Architects & Engineers, Lachit Nagar, Guwahati-781007, Ph-9854062928/ 9436017122

- A) Name of work : RENOVATION AND REFURBISHING OF AGARTALA DIVISIONAL OFFICE AT AGARTALA, TRIPURA.
- B) Estimated Cost : Rs. 6.16 Lakhs (Approx)
- C) Time of Completion : 45 Days
- D) Earnest Money : Rs. 6500/- (Rupees Six Thousand Five Hundred only)  
by crossed demand draft / Pay order payable at Guwahati in favor of THE NEW INDIA ASSURANCE CO. LTD.
- E) Cost of Tender Document : Rs. 500/- (Rupees Five Hundred only) per set of documents
- F) Last Date of Bid Submission : 06<sup>th</sup> January 2025 (Upto 1:00 PM)
- G) Availability of Tender Documents : [www.newindia.co.in](http://www.newindia.co.in) and <https://newindia.eproc.in/>  
[www.tenderwizard.com](http://www.tenderwizard.com)
- H) Pre-Qualification Criteria : The firms having experience of successfully completed Composite nature of work comprising of Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, Air-conditioning and other associated works during the last 7 years ending on 30<sup>th</sup> September 2024



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1. 3 (three) "similar completed works" costing not less than the amount equal to 40% of the estimated cost (Rs. Rs. 2.46 lac lac)  
OR
2. 2 (two) "similar completed works" costing not less than the amount equal to 50% of the estimated cost (Rs. 3.80 lac)  
OR
3. 1 (one) "similar completed work" costing not less than the amount equal to 80% of the estimated cost. (Rs 4.93 lac lac)

Minimum average turnover of Rs. 1.85 lacs (i.e 30% of project cost) during the last 3 (three) years, testimonials to be submitted along with tender in Cover – I.

1. The Tenderer should have at least min. 03 years experience of working with nature of works as briefly mentioned below:
  - a. **Civil Interior Works :** [1] New partition walls made of wooden, aluminum, gypsum board, bison board [2] False ceiling, acoustic paneling and flooring work [3] Center table, loose furniture [4] Door closer, louver window work, floor spring works [5] All types of anti-termite and pest control treatment works [6] All types of plumbing, sanitary works in the residential / office complex including supply of plumbing and sanitary materials as per the requirement for office premises, board rooms, auditoriums, hotels, resorts etc.
  - b. **Internal Electrical works :** [1] Installation, testing, commissioning of all electrical low tension [LT] works [2] Electrical control panel, wiring, conducting, trunking. [3] Installation of fitting and fixture, chandelier, switches, MCB's [4] Maintenance and repair of earthing system and lightning arrestors. Works for office premises, board rooms, auditoriums, hotels, resorts etc.
  - c. **HVAC works:** Installation of ducts, AHUs, FCUs, Refrigeration pipes, Inline fan and other related works.

The Bidder / Tenderer who are registered as an Interior Contractor with any Institutional, Public Sector and Corporate Sector and having experience of executing above types of works under a single contract may apply with detailed certificates / credentials to the The Regional Manager, THE NEW INDIA ASSURANCE CO. LTD, North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007

"Similar Completed Works" mean Composite nature of work comprising of Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, Air - conditioning work and other associated works.

Following documents (with its supporting valid papers) are also to be submitted along with tender in Cover-I.

1. Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, telephone numbers, fax numbers etc.
2. List of Govt./ Quasi-Govt. Deptt. and other organizations of repute with whom the company is empanelled/ working.



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3. List of similar work completed in last 3 years with details enclosing completion certificate from the clients the clients along with the names of two responsible clients/ persons with address & telephone number who will be in position to certify about quality as well as past performance of your organization.
4. List of similar works in hand with details enclosing the copies of work orders from the clients.
5. Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account.
6. Banker's Certificate for credit worthiness.
7. Valid Income Tax/ Pan Card, Sales Tax clearance certificates, GST Certificate & Registration No. etc.
8. List of disputes/ litigations entered into, if any, with its details

Regional Manager



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**Tender No.: NERO/ESTB/CONTRACTOR/2024/001**

**Date: 17/12/2024**

**TENDER DOCUMENTS FOR E-TENDER FROM CONTRACTORS**

Online E-Tender is invited, on behalf of The New India Assurance Co. Ltd, for **“RENOVATION AND REFURBISHING OF AGARTALA DIVISIONAL OFFICE AT AGARTALA, TRIPURA”**, from reputed, bona fide and intending contractors having their registered office in Guwahati or any other North Eastern State of India, with adequate experience to execute Composite Work which includes Civil work, Carpentry work, Painting work, Furniture work, Electrical work, LAN Cabling and other associated works, under **2(Two) Bid** system i.e. **Techno-Commercial Bid (Cover-I) & Price Bid (Cover-II)** meeting the under noted Pre-qualification criteria for carrying out the above work in accordance with the Company’s General Conditions of Contract, Special Terms & Conditions of Contract & Particular Terms & Conditions of Contract, Standard specifications, Extent of Work, Special Instructions to Bidders as appended on the subsequent page & Annexures.

Pre-Qualification Criteria :The firms having experience of successfully completed Composite nature of work comprising of Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, Air-conditioning and other associated works during the last 5 years ending on 30<sup>th</sup> September, 2024

1. 3 (three) “similar completed works” costing not less than the amount equal to 40% of the estimated cost (Rs. 2.46 lac)  
**OR**
2. 2 (two) “similar completed works” costing not less than the amount equal to 50% of the estimated cost (Rs. 3.80 lac)  
**OR**
3. 1 (one) “similar completed work” costing not less than the amount equal to 80% of the estimated cost. (Rs. 4.93 lac)

Minimum average turnover of Rs. 1.85 lacs (i.e 30% of project cost) during the last 3 (three) years, testimonials to be submitted along with tender in Cover – I.

1. The Tenderer should have at least min. 03 years experience of working with nature of works as briefly mentioned below:
  - a. **Civil Interior Works:** [1] New partition walls made of wooden, aluminum, gypsum board, bison board [2] False ceiling, acoustic paneling and flooring work [3] Center table, loose furniture [4] Door closer, louver window work, floor spring works [5] All types of anti-termite and pest control

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treatment works [6] All types of plumbing, sanitary works in the residential / office complex including supply of plumbing and sanitary materials as per the requirement for office premises, board rooms, auditoriums, hotels, resorts etc.

b. **Internal Electrical works:** [1] Installation, testing, commissioning of all electrical low tension [LT] works [2] Electrical control panel, wiring, conducting, trunking. [3] Installation of fitting and fixture, chandelier, switches, MCB's [4] Maintenance and repair of earthing system and lightning arrestors. Works for office premises, board rooms, auditoriums, hotels, resorts etc.

c. **HVAC works:** Installation of both High Wall and Duct-able units including laying of Ducts, AHUs, FCUs, Refrigeration pipes, Inline fan and other related works.


2. The Bidder / Tenderer who are **registered as an Interior Contractor with any Institutional, Public Sector and Corporate Sector** and having experience of executing above types of works under a single contract may apply with detailed certificates / credentials to **The Regional Manager, THE NEW INDIA ASSURANCE CO. LTD,** North Eastern Regional Office, Star City, 5th Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007

3. The Bidder / Tenderer should have Local Office/ Branch Office/ Head office in Guwahati or any other North Eastern States of Assam, with requisite supportive documents.

**“Similar Completed Works”** mean Composite nature of work comprising of Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, and other associated works.

Following documents (with its supporting valid papers) are also to be submitted along with tender in Cover-I.

1. Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, telephone numbers, fax numbers etc.
2. List of Govt./ Quasi-Govt. Deptt. and other organizations of repute with whom the company is empanelled/ working.
3. List of similar work completed in last 3 years with details enclosing completion certificate from the clients along with the names of two responsible clients/ persons with address & telephone number who will be in position to certify about quality as well as past performance of your organization.
4. List of similar works in hand with details enclosing the copies of work orders from the clients.

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5. Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account.
6. Banker's Certificate for credit worthiness.
7. Valid Income Tax/ Pan Card, Sales Tax clearance certificates, GST Registration Certificate etc.
8. List of disputes/ litigation entered into, if any, with its details
9. Local Office/ Branch Office/ Head office in Guwahati or any other North Eastern State of India, with requisite supportive documents.
10. In support of above, the bidder must submit the documentary evidences in the form of Work Order copies & completion certificate etc. without which the offer is liable to be rejected.


**NOTE:-(i) The above mentioned documents should be enclosed in sequenced order as mentioned above.**

**(ii) The agency will be fully responsible for correctness of all documents submitted along with the tender. The false documents may lead to termination of the offer.**

## **GENERAL INSTRUCTIONS**

### **A. MODE OF SUBMISSION**

Bidders can also download the requisite tender documents from our website- [www.newindia.co.in](http://www.newindia.co.in) and <https://newindia.eproc.in/> [www.tenderwizard.co](http://www.tenderwizard.co)

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Bidders must submit the bids on <https://newindia.eproc.in> only. No other mode of submission of tender shall be accepted. **Last date of submission of both the Bids (Cover-I & Cover-II ) is 06<sup>th</sup> January, 2025, upto 1.00 PM.**

Cost of the tender shall be Rs 500.00 (Non-refundable) and Earnest Money Deposit (EMD) will be Rs 6500.00 (Refundable without interest) in the form of DD/ PO, **payable at Guwahati in favor of The New India Assurance Co. Ltd.**

Both the DD/ PO has to be submitted at the Office of **The Regional Manager, THE NEW INDIA ASSURANCE CO. LTD**, North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007 on or before the Last Date & Time of Bid Submission as mentioned above (i.e. 06th of January 2025, upto 1:00 PM)

Scanned copies of both the DD/ PO shall have to be uploaded on <https://newindia.eproc.in/www.tenderwizard.com>, during the online bidding process.

Intending Contractor should have Local Office/ Branch Office/ Head office in Guwahati or any other North Eastern State of India, with requisite supportive documents.

**For any further clarification / query, please contact Mr G. F.Sharma , Manager, Phone No. 9540840072 or Ms Promita Sen, Asst Manager , Mob No. 8240598323, during office hours from 10:00 AM to 5:30 PM (Mon to Fri) over phone or in person at The New India Assurance Co. Ltd., North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road,Guwahati-781007.**

**For further Technical queries contact- M/S Archiventions- Architects & Engineers, House No-95, Ground Floor, Lachitnagar Main Road, Opposite Hari Naamghar, Lachitnagar, Guwahati-781007, Assam**

NOTE:

*1. The contractor / tenderer means the person / the firm / the agency who is participating in the contract bid which shall also include their Legal Representatives, Successors, Hirers and Assignee of the firm.*

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2. **Consultant means M/s ARCHIVENTIONS- Architects & Engineers House No-95, Ground Floor, Lachitnagar Main Road, Opposite Hari Naamghar, Lachitnagar, Guwahati-781007, Assam**

3. *Engineer-in-charge means, the Engineer/ Architect/ consultants/ specialized agency/ person appointed by the THE NEW INDIA ASSURANCE CO. LTD/ M/s Archiventions, who will be supervising the work, certifying the bill and who will also be responsible for the entire project.*

a) As far as possible corrections in the tender documents to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the Tender. Over writing on the tender document is not permitted.

b) The Tender should be forwarded in the official letter head of the tenderer.

4. The requisite DD/ PO has to be submitted at the Office of **The Regional Manager, THE NEW INDIA ASSURANCE CO. LTD**, North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007 and should reach the office on or before the last date fixed for bid submission as notified in the tender document.

5. The Tenders will not be received after the due date and the time fixed. However, if THE NEW INDIA ASSURANCE CO. LTD, Guwahati Regional Office desires to extend the time limit, it can be done so by informing all the tenderer s either before the due date and time fixed for submission or after the due date and time.

6. In case the due date for submission / opening of the tender is declared as a public holiday in the State,(where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.

7. THE NEW INDIA ASSURANCE CO. LTD will take no responsibility for delay or loss or non-receipt of DD/PO after dispatch, by the tenderer.

10. The tenderer s are requested to inspect the site of work and acquaint about the site conditions and rules and regulations before quoting the rates. For this, the officials of Company may be contacted to make the arrangements.

11. The rate quoted should be inclusive of the cost of materials, labor, transportation, loading, unloading, installation, or any other expenditure that may be incurred during the course of work.

**Regd. & Head Office: The New India Assurance Building, 87, M G Road, Fort, Mumbai – 400 001 Website:**

<http://www.newindia.co.in>



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12. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.

13. Incomplete tenders are liable to be rejected.

**C. Acceptance of the tender**

1. The rates quoted by the contractors should be valid as specified in the cover page no 1.
2. THE NEW INDIA ASSURANCE CO. LTD/ Architect reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any other tender.
3. It will be open to THE NEW INDIA ASSURANCE CO. LTD/ Architect to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by THE NEW INDIA ASSURANCE CO. LTD/ Architect will be the contract value and work order will be placed for the said amount.
4. The tenders for the work shall remain for acceptance for a period as specified on the cover page or the period that may be extended by mutual agreement and the tenderer s shall not cancel / withdraw the tenders during that period.
5. The EMD will not carry any interest. In case of failure on the part of the contractor for commencement of work / delay in execution of the project, the said amount will be forfeited.
6. The Earnest Money will be returned to the unsuccessful tenderer after the intimation of rejection of the tender is sent. The Earnest Money will be retained in the case of the successful tenderer and will get converted as a part of Security Deposit for the due performance of the contract.

**7. Earnest Money Deposit will be forfeited, if the contractor:**

- a. Revokes the tender or increases the earlier quoted rates within the validity period.
- b. Refuse, delay to sign and execute the contract after tender is accepted.
- c. Does not commence the work within the time specified in the letter of intent/work order or 7 days from the issue of such letter, whichever is later.

**8. The tenders will be rejected;**

- a. If the contractor does not quote any of the item / sub-item in the tender



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7. If the tenderer fails to commence the work within the days i.e 7 days as specified on the cover page from the date of receipt of intimation for commencement of the work and / or the contractor fails to show progress in execution of work and THE NEW INDIA ASSURANCE CO. LTD/ Architect feels the work cannot be completed within the stipulated time, THE NEW INDIA ASSURANCE CO. LTD/ Architect will have the right to terminate the contract by **giving three days' notice** to the contractor, at the full discretion of THE NEW INDIA ASSURANCE CO. LTD/ Architect and the decision of THE NEW INDIA ASSURANCE CO. LTD/ Architect will be final and binding. In case of termination of the contract, the payment if any, due to the contractor will be released only on completion of the entire project. The amount that may be spent for completion of the balance work will be recovered from the contractor. It will be the full discretion of THE NEW INDIA ASSURANCE CO. LTD/ Architect to carry out the balance work through any agency at any rate as per the specification.

8. All the **materials and workmanship** shall be of the kind described in the schedule of quantities / specifications and in accordance with relevant BIS codes and as per directions of the Engineer-in-charge.

9. The tenderers shall submit photocopies / originals of vouchers / challans etc., for verification of actual purchases of any material, if so, desired by the Engineer-in-charge.

10. The tenderer shall have to carry out testing of all materials brought on site at their own cost in any institute / laboratory / site of works as desired by the Engineer-in-charge. No extra claim will be entertained for such testing of materials.

11. The tenderer shall not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.


12. The quantities indicated in the bill of quantities are approximate and the quantities may vary as per the site conditions / requirements. The rate quoted should be firm for the deviated quantities of work also.

13. The tenderer's workers will not be allowed to stay at the work site.

14. The tenderer or his workers can use the common facilities such as water, electricity etc., provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.

15. Water and Electricity as per the availability at site can be made use of by the contractor. If not available the contractor has to arrange it on his own. However, the actual consumption of water and



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26. Any damage / loss to THE NEW INDIA ASSURANCE CO. LTD/ Architect will be rectified at the cost & risk of the contractor.
27. The workmanship should be of high quality / standard and the decision of the Engineer-in-Charge / Consultant shall be final in this regard.
28. The tenderer should not apply primer / putty work / paint or any other finishing material before inspection and certification of the wood work by the Engineer – in – Charge.
29. The tenderer should not engage any person prohibited by the law for execution of the job.
30. The tenderer should carry out the work strictly as per the specification and as directed by the Engineer-in- Charge.
31. All the materials proposed to be used should have the approval of THE NEW INDIA ASSURANCE CO. LTD/ Architect.
32. The materials required for the work **should be purchased only from the manufacturers directly or from the approved dealers**. Confirmation for the same may be submitted if so desired by the Engineer-In-Charge.
33. The tenderer should strictly follow the approved colour scheme. The colour scheme will be intimated to the contractor within a week from the date of issue of the work order. However THE NEW INDIA ASSURANCE CO. LTD/ Architect has the liberty to make any other modifications as per requirements.
34. The tenderer shall ensure that the dismantled material / debris are removed from the site daily and transported out to the place as designated by the Municipal Corporation at his own cost.
35. The tenderer shall ensure make his own arrangement for storage of materials. THE NEW INDIA ASSURANCE CO. LTD/ Architect may provide some space subject to availability (uncovered) within the premises for storage purpose. Materials only as per requirement are to be stored at site. Security for the material lying at site will be arranged by the contractor.
36. Any damage / loss will be rectified at the cost & risk of the tenderer.
37. The tenderer has to maintain a book for instructions from the Engineer-in-charge.



	<p>□ □</p> <p>□ □ □ □ □ □ □</p> <p><b>THE NEW INDIA ASSURANCE CO. LTD.</b></p> <p><b>NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM</b></p>	<p><b>Phone :(0361)- 2450639, 2454344</b></p> <p><b>Email : bss53@newindia.c o.in</b></p>
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**the Defect Liability Period.** THE NEW INDIA ASSURANCE CO. LTD/ Architect would **not be responsible for the certificate.**

In case the no defect certificate / no objection certificate is not taken by the contractor, then the defect liability period will increase till the said no defect certificate / no objection certificate is obtained by the contractor from the THE NEW INDIA ASSURANCE CO. LTD, Guwahati Regional Office, Guwahati.

2. Income Tax, / or any other Statutory deductions as per the prevailing rules at the time of execution will be deducted from the payable amount for which certificate will be issued in favor of the tenderer.

3. Tenderer will not be entitled to any interest on Retention Money or Security Deposit or any Running account bill money for the time such money will remain with the Client.

4. The items of works as well as the approximate quantities against these items as given in the schedule of **quantities and the same should not be considered precise quantity of works to be carried out.** The tenderer shall be paid on the basis of the actual quantity of completed work as per the provisions of the contract and as per the specifications.

5. It is possible that certain extra items of work may come up during the course of work. The payment for such items will be made based on Engineering/Market rate analysis. A component of 15% on the cost of material (actual purchase cost / market price without any wastage) and labor will be considered as tenderers profit and other overheads.

6. The Tax invoice and the abstract of the bill should be submitted strictly as per the approved format of THE NEW INDIA ASSURANCE CO. LTD/ Architect.

7. The bill should be attached with all necessary measurements, sketches, joint measurements (if any).

**F. Escalation**

1. **No escalation** in rate shall be paid for the works carried out.

2. No claim on account of fluctuation of rates of material and labour will be entertained during the course of work – (from the date of acceptance of the Tender till issue of completion certificate).

**G. Defect Liability Period**







**THE NEW INDIA ASSURANCE CO. LTD.**

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o.in**

4. In case any goods are manufactured at the tenderer's office / site, the tenderer has to pay Central Excise or GST as applicable and he has to produce Excise / GST Invoice Copy for removal of goods from the manufacturing site. In case the goods are manufactured or produced at the site then Excise / GST Invoice showing that the Central Excise or GST has been paid should be submitted to THE NEW INDIA ASSURANCE CO. LTD.

5. The tenderer should submit a statement confirming that all duties / taxes of every nature covered under the contract have been paid and the tenderer shall indemnify THE NEW INDIA ASSURANCE CO. LTD and the Architect against all claims in that behalf.

6. The tenderer should ensure adherence of all the requirements and statutes under the State and Central Rules in force.

7. The tenderers should submit an affidavit / Declaration for payment of Central Excise / GST as per the enclosed format.

8. The tenderer should also submit when required, a copy of the declaration filed with the Central Excise / GST for the last financial year.

**I. Responsibilities of the Tenderer**

1. The tenderer should enter into an agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of the tender.

2. The tenderer shall not sublet the work without written approval from THE NEW INDIA ASSURANCE CO. LTD/ Architect.


3. The tenderer should co-ordinate with all the other contractors for execution of the project.

4. The tenderer should set out the layout at site before commencement of work and obtain approval for the same from THE NEW INDIA ASSURANCE CO. LTD/ Architect.

5. The contractor should arrange for sufficient light & power point required for entire project at his cost.

6. The tenderer should clear the site within 7 days of virtual completion of work of all material not paid for. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and after joint inspection of work by the Engineer-in-charge and tenderer.



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Dear Sir,

**TENDER FOR RENOVATION AND REFURBISHING OF AGARTALA DIVISIONAL OFFICE AT AGARTALA, TRIPURA**

I / We the undersigned have carefully gone through and clearly understood, after visiting the site, the tender drawings and tender documents comprising of the Tender form, Notice Inviting Tender, General terms and conditions of tender, Special Conditions, Specifications and Schedule of Quantities prepared by your **Architect**: Archiventions-Architects & Engineers, Lachitnagar, Guwahati-07, Assam.

I/We hereby offer to execute the works specified in the said Memorandum within the time specified, at the rates mentioned in the financial/ price Bid Rates [filled in Schedule of Quantities] and in accordance in all respects of the tender and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

I / we do here by undertaken to execute and complete the whole or part of the work (as desired by you) at the respective rates quoted.

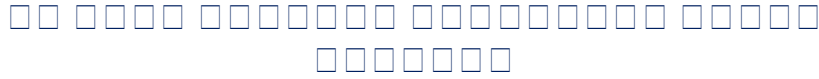
In the event of this Tender being accepted I / we agree to enter into an agreement as and when required and executed the contract according to your form of Agreement, in default whereof, I / we do hereby bind my-self / ourselves to forfeit the aforesaid deposit.

I / we further agree to complete the work included in the said schedule of quantities within two months from the date of commencement. Date of commencement shall be either one-week, from the date, the acceptance letter is issued to the contractor or day on which the contractor is instructed to take possession of site whichever is later.

I / we agree to employ only those sub-contractors; approved by **Architects / Employer**. I/we agree to provide the list of all the sub-contractors in the beginning or at least one week prior to commencement of the work by the said sub-contractor. In case of non-compliance, I/ we authorize **Architect / Insurer** to stop the work at site.

I / We agree to pay Government, GST, General and Sales Tax [State and Central], Excise and Octroi duties etc. for insurance and all other taxes including works contract extra, turnover tax, VAT, any other taxes...etc. as prevailing from time to time, on such items for whom same is to be levied, and the rates quoted by me / us are inclusive of the same

**Memorandum**



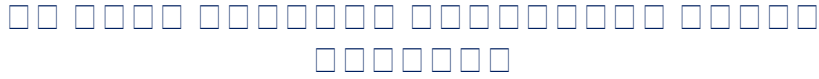
## THE NEW INDIA ASSURANCE CO. LTD.

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o.in

Description of work	RENOVATION AND REFURBISHING OF AGARTALA DIVISIONAL OFFICE AT AGARTALA, TRIPURA
Earnest Money Deposit	Rs. 6500/- (Rupees Six Thousand and Five Hundred only) by crossed demand draft / Pay order payable at Guwahati in favor THE NEW INDIA ASSURANCE CO. LTD.
Time of Completion	45 days from the date of Issue of Work Order
Date of Commencement of work	Within 7 days from the date of issue of work order.
Performance Guarantee	The <b>Successful Bidder</b> shall submit an <b>Irrevocable Performance Guarantee of 5% [Five percent]</b> of the tender quoted amount in addition to other deposits mentioned elsewhere in the contract for his proper performance, issue of work order from <b>Employer</b> and execution of Article of Agreement between <b>Employer and Successful Tenderer / Bidder</b> . This Guarantee shall be in the form in accordance with the form annexed hereto. The performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the <b>Tenderer / Bidder</b> shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the <b>contractor</b> , without any interest.
Liquidated damages	1% of the total final certified value per week subject to the maximum of 5% of the final certified value.
Validity of the offer	90 days from the date of opening the tender.
Security Deposit (Retention money)	5 % of total value of work done, out of which, 50% will be released at the time of settlement of final





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2. \_\_\_\_\_  
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The names of partners / directors of our firm are :

i) \_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_  
\_\_\_\_\_

iii) \_\_\_\_\_  
\_\_\_\_\_



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2. All the edges of the plywood should be teak wood beading's. The beading to be fixed with adhesive / screw/ nails.
3. The measurements indicated in the drawings are approximate and may vary as per the site conditions. THE NEW INDIA ASSURANCE CO. LTD's/ Architect's interpretation of the design and the specifications mentioned in the entire document shall be final and without appeal. In case of Errors or inconsistency, if discovered in the drawing and specifications, THE NEW INDIA ASSURANCE CO. LTD's/ Architect's interpretation shall be final and without appeal.
4. The contractor shall submit the Bar Chart & PERT chart before commencement of work and the progress chart during the course of work.
5. For the design and other details mentioned in the entire document THE NEW INDIA ASSURANCE CO. LTD/ Architect alone has the patent right.
6. The contractor shall take the prior approval from THE NEW INDIA ASSURANCE CO. LTD/ Architect for subletting the job even if the same is to a specialized agency.
7. In case THE NEW INDIA ASSURANCE CO. LTD/ Architect rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work.
8. The Contractor has to take all safety measures with regard to the workmen employed as per relevant laws and good engineering practices at site and safety measures against the fire hazard.
9. The contractor has to make necessary arrangement for internal lighting at the site.
10. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.
11. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.
12. The electrical installation works are to be carried out by engaging licensed electrical contractor. The successful tenderer shall submit the photocopy of Electrical Contractor's license at the time of execution of work. The copy of license of Electrical Supervisor and electricians also are to be submitted.
13. The contractor shall submit the single line drawing of electrical installations/wiring of completed work along with the final bill.



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14. The contractor shall submit the Test Certificate of the Electrical installations carried out by him as per requirement of local Electrical supply Authority, Indian Electricity Rules, and Indian Electricity Act.

15. The work shall be carried out during office hours on working days, however, work on holidays, Sundays and Saturdays can be taken only after the prior approval of THE NEW INDIA ASSURANCE CO. LTD. The Contractor shall ensure that there shall not be any problem, disturbance in office/other areas/floors as the work is to be executed in working office.

16. The Contractor shall depute one electrician and one helper during office hours to avoid any electrical breakdown in electrical installation.

18. The work will be awarded to the agency that has given the lowest rate (L-1).



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**PREAMBLE TO THE BILL OF QUANTITIES**

The work proposed is to be carried out at the Office premises mentioned on the cover page (no.1) of the tender. The premises is proposed to be provided with Furnishing, civil, plumbing works and Air-conditioning works. The quality of work proposed should have ***the best*** workmanship. The contractor should ensure that only the first quality materials mentioned in the list of material is purchased for the project.

1. The work should be carried out in such a way that the structure is not disturbed.
2. Any difference / discrepancies in the specification should be clarified with the Engineer-in-charge / Authority concerned before submitting the tender. The Engineer in charge / Authority concerned will have the liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work; the tenderer should carry out such work without any extra cost.
3. In case of any major modification such items will be considered as an extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. ***15% of the total cost of material and labor*** will be considered as ***tenderer's profit***.
4. The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.





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	Ball catch magnetic	Earl Bihari Pvt. Ltd.
	Handle	Brass lacqure quoted / brush finish
	Hinges for cupboards – with stainless steel rod	Hettich / Earl Bihari or equivalent.
	Hinges for cupboards – with stainless steel rod	Hettich / Earl Bihari or equivalent.
	Box Hinges	Hettich / Earl Bihari or equivalent.
	Drawer Guide – Telescopic	Hettich / Earl Bihari or equivalent.
	Drawer Guide – Regular	Hettich / Earl Bihari or equivalent.
	Keyboard – Indian	Hettich / Earl Bihari or equivalent.
	Keyboard – Imported with HDP	BTC – first quality
	Screws	GKW or equivalent
	Lock for drawers – multi lock	Efficient / Godrej/Link
	Lock – for cupboards	Godrej/ Link
	Door Lock – Cylindrical lock	YELE / Union / Godrej
	Door Lock – Mortise	Godrej
	Night latch	Godrej / Yele
	Door Closure	Garnish / Hyper / Everlite
	Floor Spring	Everite/ Garnish
	Door stopper	Earl Bihari Pvt. Ltd. or equivalent.
	Aluminum Section	HINDALCO / JINDAL / SHUBAM
	Adhesive for wood	Fevicol / Vamicol
	Rubberised adhesive	SR 998 or SR Express of M/s. Pedilite Industries.
	Acrylic sheet	Approved quality
	Asbestos cement sheet	Everest
	False Ceiling Sections	USG Boral
	Plaster of Paris	Approved quality
	Marble	First quality with uniform texture
	Cement	Larsen & Tubro / ACC - 53 grade or high.
	Cement for fixing tiles as dado	Larsen & Tubro / ACC - 43 grade.
	White cement	Birla white
	Steel for reinforcement	TATA/SAIL conforming to BIS specification.
	Water proofing compounds	Roffe/ Cica / Krishna Chemicals / SunandaPerma quick
	Vitrified Tiles	Bell Granito / Johnson / Euro / Nitco
	Ceramic tiles	Kajaria/ NITCO/Johnson/Somani.





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Copper Conductor PVC coated wire (Flexible)	As per IS:694-1977 of Finolex (FRLS), National (FRLS)
Raceways and Junction Boxes	Legrand
Switches	Legrand
Main Switch fuse upto 63 Amps - A.C. 23 duty	Legrand / L&T/ Hager
Above 63 Amps-A.C. 23 duty	L&T / Hager
HRC Fuses	L&T / Hager
MCBs	Legrand (Load Contact) / L&T / Hager
Distribution boards	MDS/L &T (Double Door), Factory fabricated duly as per the drawing / Legrand / Hager
Rewirable Porcelain Fuse	CPL, KEI.
Telephone wires	Delton, Finolex as per ITD S/WS-113 B
PVC tape	Steel grip.
Compound	Shalimar No. 6
Main Cables down stream up to 35 sq.mm	PVC armoured cable For 1.1 KV as per ISI 1554. KEI / Asian / National/Polycab/ KEI
Branched Cable downstream from 35 sq.mm.	KEI / Asian / National/Polycab
Glands	Double compression type, siemens type with rubber ring and double washers (Sample to be approved) Comet/ Comex
Cable Lugs	Dowells, 3-D.
Metal Clad Plugs	Legrand
Switch Plate & Switches	Legrand
Connectors/ Indicator	Technic, Mimic (Static LED type), Technoplast, Porcelain
Button holder, Angle holder, ceiling Rose	Anchor, Precision
M.S.Conduit ISI	BEC 16 gauge
M.S. Boxes	Fabricated out of 16 gauge continuously welded (sample to be approved)
ELCB	Legrand / Hager
A.C.B. Drawout type (LT)	L&T
Telephone tag block	Chrono India Ltd./ Legrand
Capacitor	L&T / Crompton Greaves.
Relay	L&T
MCCB	Legrand / Hager
Meter	Jaipur, Havells.



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**TECHNO-COMMERCIAL BID**

**PERFORMA – A**

**BASIC INFORMATION OF THE TENDERER**

SI.	Particulars	Information
1.	Name of the organization	
2.	Type of Organization - Whether Proprietorship, Partnership	
3.	Name of the Proprietor / Partners / Directors in the organization.	1. 2. 3.
4.	Details of Registration [Firm / Company etc.] 1. Registering Authority, 2. Date, 3. Number etc.	Registering Authority : Date : Number :
5.	Experience in the respective field of work in years	
6.	Name and address of the Bank/Bankers.	Bank No. 01 : Add. :  Bank No. 02 : Add. :
7.	Yearly turnover of the organization for the last 3 years ending 30 <sup>th</sup> September 2024 [Please, enclosed copy of Audited Final Accounts in support]	
	Year 2021-22	
	2022-23	
	2023-24	
8	Details of Office:	Office Address :





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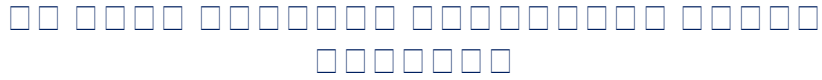
Phone :(0361)-  
2450639,  
2454344,  
Email :  
bss53@newindia.  
co.in

Sl.	Particulars	Information
	1. Office address, 2. Telephone Number, 3. Person to contact.	
		Telephone Number :
		Person to contact :
		Email ID :
9.	Details of Workshop: a. Area of the workshop [Supported by relevant paper].	
	b. Relevant documents for said space being used as workshop supported by Electricity Bill [Commercial].	
	c. Details of Tools & Machinery supported by self attested photographs.	
9.	Details of working with any of the Govt./Semi Govt. Undertakings / Public Sector / Institutional / Corporate Sector...etc. as approved contractors. Furnish details in <b>Performa – B</b> attached.	
10.	Details of Technical personnel employed in the organization. Furnish details in <b>Performa – C</b> attached.	
11.	Indicate if involved in any litigation, arbitration or any civil suits pending in any of the works executed during last 3 years / being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
12.	Kindly mention if your firm / agency / company is blacklisted / debarred by any organization. If yes, mention the relevant details.	

**SIGNATURE OF THE APPLICANT**  
**[WITH COMPANY SEAL]**

**Note:**

Regd. & Head Office: The New India Assurance Building, 87, M G Road, Fort, Mumbai – 400 001 Website:  
<http://www.newindia.co.in>



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co.in

1. Please fill / mark all rows, as NOT APPLICABLE where you cannot provide information.
2. Attach a separate sheet, if required in the same format as prescribed above.

**PERFORMA - B**

**PREVIOUS EXPERIENCE**

**LIST OF SIMILAR INTERIOR WORKS OF VALUES 2.46 Lacs/ 3.08 Lacs or 4.93 LACS AND ABOVE OF THREE/ TWO OR SINGLE WORK ORDER [SINGLE JOB] IN GUWAHATI EXECUTED BY THE FIRM DURING THE LAST 7 YEARS UP TO SEPTEMBER 2024**

Sl. No.	Name of the work & location	Nature of work Involved in the contract (e.g. residential, offices, industrial etc.)	Name & address of the owner & architect	The name & full address of the officer under whom the work was carried out. Also indicate whether Govt. / semi Govt. / Public Sector / Institutional / Corporate Sector...etc.	Contract Amount	Completion period stipulated	Completion period actual	Whether the work was left incomplete or contract was terminated from either side. Give full details.	Any other relevant information including reason, if any, for delay in completion of work.
01.									
02.									
03.									

**SIGNATURE OF THE APPLICANT  
[WITH COMPANY SEAL]**

**Note:**

1. Attach a separate sheet, if required in the same format as prescribed above.
2. Projects completed should be supported by the copy of completion certificate issued from the competent authority on the said project attested by gazette officer, self attested photographs of the said project and TDS certificate furnished by the said client on the project. [Without TDS certificate said project will not be considered].
3. Similar works means Large Office Interiors / Hospitality / Institutional – Library, Training Centre & Office area.
4. Non-availability of any of the said supporting documents will disqualify the bidder / tenderer automatically.

**PERFORMA - C**

Regd. & Head Office: The New India Assurance Building, 87, M G Road, Fort, Mumbai – 400 001 Website:

<http://www.newindia.co.in>

	<p>□ □</p> <p>□ □ □ □ □ □ □</p> <p><b>THE NEW INDIA ASSURANCE CO. LTD.</b></p> <p>NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM</p>	Phone :(0361)- 2450639, 2454344, Email : bss53@newindia. co.in
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**LIST OF TECHNICAL PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION, EXPERIENCE, ETC. WHO ARE ON REGULAR PAY ROLE OF THE COMPANY TILL SEPT-2024**

<b>Sl. No.</b>	<b>Name</b>	<b>Age in years</b>	<b>Qualification</b>	<b>Experience in years</b>	<b>Nature of Interior works handled</b>	<b>Name of the projects handled costing more than 2.46 Lacs/ 3.08 Lacs or 4.93 LACS AND ABOVE OF THREE/ TWO OR SINGLE WORK ORDER</b>	<b>Date from which employed in your organization</b>	<b>Any other remark</b>
01.								
02.								
03.								
04.								
05.								
06.								
07.								
08.								
09.								

**SIGNATURE OF THE APPLICANT**  
**[WITH COMPANY SEAL]**

**Note:**

1. Attach a separate sheet, if required in the same format as prescribed above.
2. Technical qualification of said individual technical person employed should be supported by attested [gazetted] copy of technical qualification documents [Diploma / Degree]. Without said documents, details of said person would not be considered.



	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Phone :(0361)- 2450639, 2454344, Email : bss53@newindia. co.in</b>
	<b>THE NEW INDIA ASSURANCE CO. LTD.</b> <b>NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM</b>	

7. The **Employer** reserves to itself the right of altering the nature of work by adding to or omitting any items of works or having portions of the same carried out without prejudice to this contract.
8. Time shall be considered as the essence of this contract, and the Tenderer hereby agrees to complete the entire work within the time period prescribed in the tender reckoned from the date of commencement of the work subject nevertheless to the provision for extension of time.
9. All payments by the **Employer** under this contract will be made only at Guwahati.
10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Guwahati and only Courts in Guwahati shall have the jurisdiction to determine the same to the exclusion of all other courts.
11. That the several parts of this contract have been read by the tenderer and fully understood by the tenderer.
- IN WITNESS WHEREOF the **Employer** has set its hands to these presents through its duly authorized officials and the Tenderer has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates here of to be executed on its behalf, the day and year first herein above written [If the Tenderer is a company].

Signature Clause

SIGNED AND DELIVERED by the  
New India Assurance Co. Ltd by the hand of  
Shri

(Name & Designation)

In the presence of:

Witness # 1  
Signature:


Name:

Address

Witness # 2  
Signature:  
Name:  
Address

SIGNED & DELIVERED by



	<div style="display: flex; justify-content: space-between;"> <span>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</span> <span>Phone : (0361)-</span> </div> <div style="display: flex; justify-content: center;"> <span>□ □ □ □ □ □ □</span> </div> <p><b>THE NEW INDIA ASSURANCE CO. LTD.</b></p> <p><b>NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM</b></p>	<p><b>2450639,</b> <b>2454344,</b> Email : <b>bss53@newindia.</b> <b>co.in</b></p>
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1. In consideration of **New India Assurance Co. Ltd**, North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007, [hereinafter called the **Employer**] having agreed to exempt M/s. \_\_\_\_\_ [hereinafter called The Contractor] from demand, under the terms and conditions of the Purchase order No. \_\_\_\_\_ Dt. \_\_\_\_\_ placed by **Employer** on the contractor for “\_\_\_\_\_” hereinafter called [The said order], on production of a bank Guarantee for **Rs.** \_\_\_\_\_ [**Rs** \_\_\_\_\_ **only**], we \_\_\_\_\_ Bank \_\_\_\_\_, having its Head Office and registered Office at \_\_\_\_\_, at the request of the contractor, do hereby undertake to pay to the **Employer** an amount not exceeding **Rs.** \_\_\_\_\_ [**Rs** \_\_\_\_\_ **only**], against any loss or damage by reason of any breach by the said contractor of any of the terms and conditions contained in the said order.

2. We, Bank \_\_\_\_\_, do Hereby unconditionally and irrevocably undertake to pay the amount due and payable under this guarantee, without any objection or demur, merely on a demand from the **Employer** Stating that the amount claimed is due by way of loss or damage caused to or suffered by the **Employer** by reason of breach by the said contractor of any of the terms and conditions Contained in the said order or by reason of the contractor’s failure to perform the said order. Any such demand made on the Bank, shall be conclusive as regards the amount due and Payable by the bank under this Guarantee, however, not exceeding **Rs.** \_\_\_\_\_ [**Rs** \_\_\_\_\_ **only**].


3. We, Bank \_\_\_\_\_, Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till all the dues of the **Employer** under or by virtue of the said order, have been fully paid and its claims satisfied or discharged or till the **Employer** certifies that the terms and conditions of the said order have been fully and properly carried out by the said contractor and, accordingly, discharges this Guarantee.

4. We, the said bank, further agree with the The New India Assurance Co. Ltd. that The New India Assurance Co. Ltd. shall have the fullest liberty, without our consent and without affecting in any manner, our obligations here under to vary any of the terms and conditions of the said order or to extend time of performance by the said contractor from time to time.

5. We, the said Bank, further agree that it shall not be necessary for The New India Assurance Co. Ltd. to proceed against the contractor before proceeding against the bank and the Guarantee herein contained shall be enforceable against the Bank.





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	<b>THE NEW INDIA ASSURANCE CO. LTD.</b> <b>NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM</b>	

From: The Contractor

To: Regional Manager  
New India Assurance Co. Ltd  
North Eastern Regional Office,  
Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir,  
Lachitnagar, G.S Road, Guwahati-781007

Dear Sirs,

We refer to the tender dated \_\_\_\_\_ for \_\_\_\_\_ at the premises mentioned on cover page (page no.1) of the tender. We hereby confirm that we have complied with all formalities in the performance of our Contract for the supply of goods and services under all statutes governing the same, Central, State or Local. We further confirm that we have paid all taxes and duties including sales tax and excise duty in respect of the goods and services supplied to you and undertake to be responsible for the same.

We agree to indemnify and keep you indemnified against any claim or demand and all loss, costs, charges and expenses incurred or suffered by you as a result of any claim being made by any person in respect of our obligation under the said tender for payment of taxes, duties or otherwise.

Yours faithfully,

**Date:** \_\_\_\_\_

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**

**Annexure – II**

**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

From: The Contractor

To: Regional Manager  
New India Assurance Co. Ltd  
North Eastern Regional Office,

	<p>□□ □□□□ □□□□□□□ □□□□□□□□ □□□□□□</p> <p>□□□□□□□</p> <p><b>THE NEW INDIA ASSURANCE CO. LTD.</b></p> <p>NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM</p>	<p>Phone :(0361)- <b>2450639,</b> <b>2454344,</b> Email : <b>bss53@newindia.</b> <b>co.in</b></p>
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Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir,  
Lachitnagar, G.S Road, Guwahati-781007

Dear Sirs,

We / I refer to the tender / contract dated \_\_\_\_\_ for supply of goods and services at the premises mentioned on cover page (page no.1) of the tender. We / I advise that, we/ I are / am covered under the exemption limit prescribed by the Central Excise Act 1944 and no Excise is payable by us / me on the goods and services supplied to you.

We / I further confirm that we / I have complied with all the formalities in the performance of our contract for the supply of goods and services and under all statues governing the same, Central, State or local.

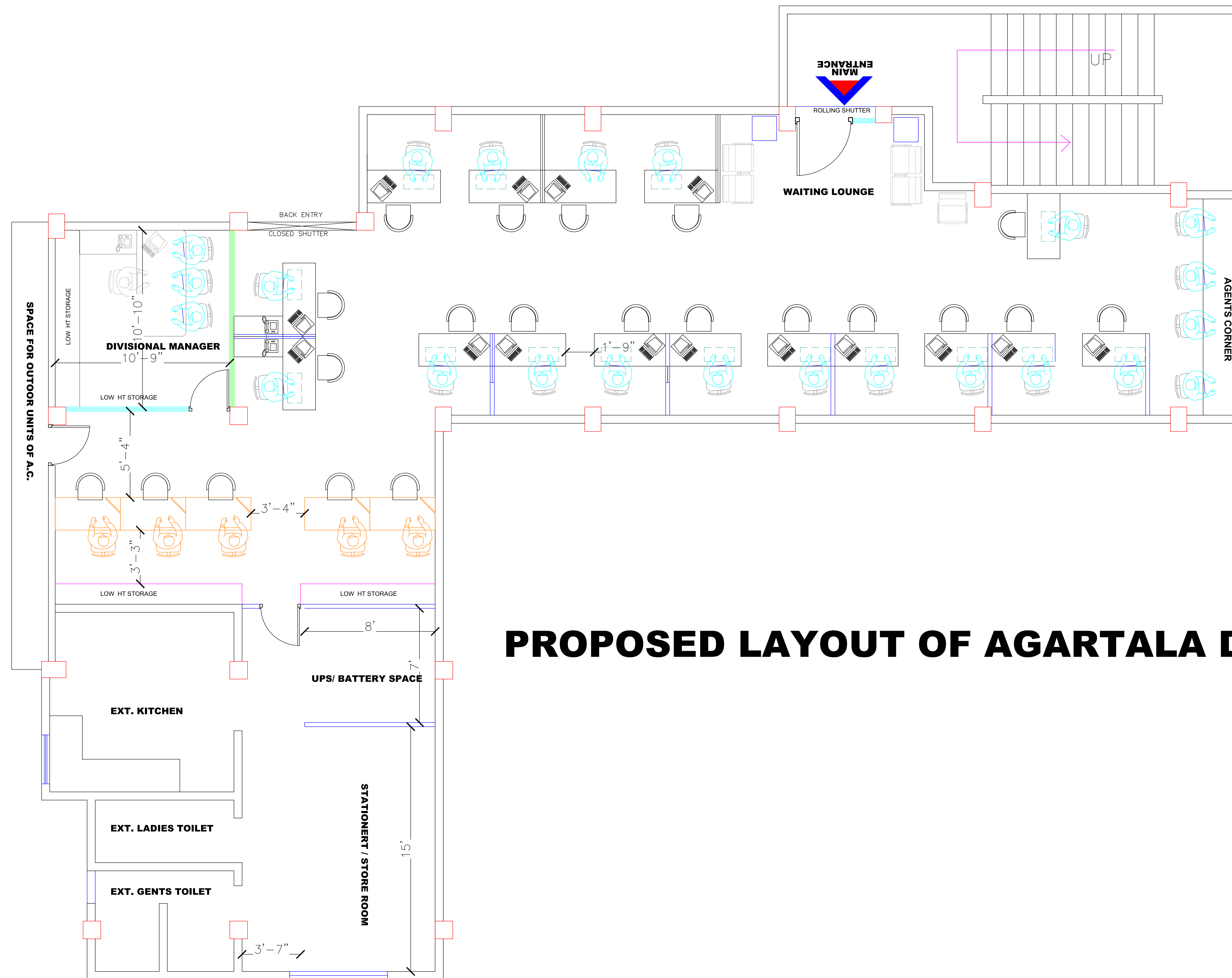
We / I undertake that if any taxes and duties including sale tax and Excise duty in respect of goods and services supplied to you by us / me is payable, the responsibility of paying the same shall be our / mine.

We / I agree to Indemnify and keep you Indemnified against any claim or demand and all loss, cost, charges and expenses incurred and suffered by you as a result of any claim being made by any person in respect of our / my obligation under the said tender / contract for payment of taxes, duties or otherwise.

Yours truly,

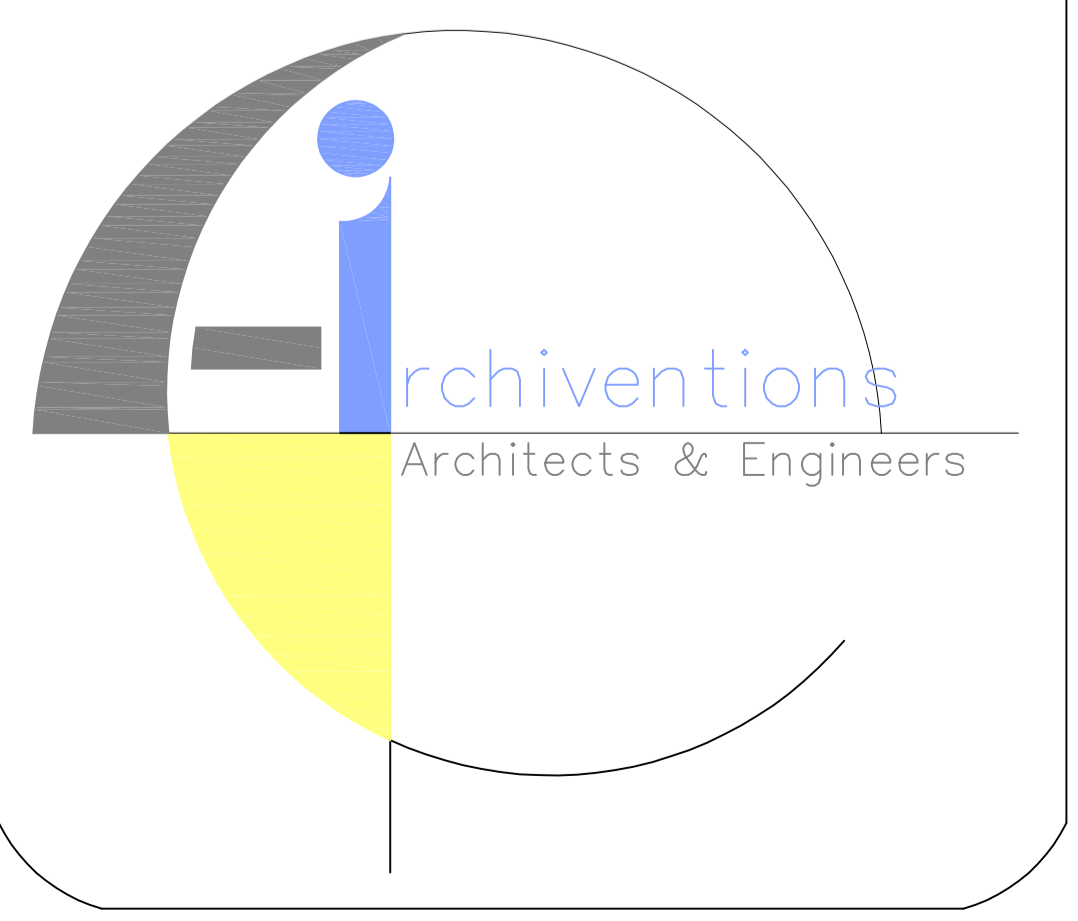
**Date:** \_\_\_\_\_

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**



# PROPOSED LAYOUT OF AGARTALA DIVISIONAL OFFICE

AREA-1894 SFT  
 FLOOR TO SLAB HT- 9'8"  
 FLOOR TO BEAM HT- 8'7"

<p>CLIENT</p> <p><b>THE NEW INDIA ASSURANCE CO.LTD</b>          NORTH EASTERN REGIONAL OFFICE. G.S ROAD          BHANGGARH, GUWAHATI          781005</p>	<p>Description of Proposal.</p> <p><b>PROPOSED LAYOUT PLAN OF AGARTALA DIVISIONAL OFFICE AT POST OFFICE CHOUMANAI, AGARTALA, TRIPURA.</b></p> <p style="text-align: right;">CARPET AREA-1894 SFT</p>			<p><b>FIRM NAME &amp; ADDRESS</b></p> <p><b>ARCHIVENTIONS</b>          Architects , Planners &amp; Interior Designers          C.O.A. Regd. No.- CA / 2004 / 32922</p> <p>ADDRESS          BARDS INSTITUTE, HOUSE NO-3, 3RD FLOOR          SENDURI ALI PATH, OPP SBI ZOO ROAD BRANCH          R.G BARUAH ROAD, GUWAHATI- 24, ASSAM, INDIA          PH- + 91-361-2200094, 09854062928</p>												
<p><b>FLOOR PLANS</b></p>	<table border="1"> <thead> <tr> <th>JOB NO.</th> <th>DATE</th> <th>SCALE</th> <th>DEALT BY</th> <th>CHKD BY</th> <th>DRG NO.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>AR. DEBOJYOTI DEBROY</td> <td></td> <td></td> </tr> </tbody> </table>	JOB NO.	DATE	SCALE	DEALT BY	CHKD BY	DRG NO.				AR. DEBOJYOTI DEBROY					
JOB NO.	DATE	SCALE	DEALT BY	CHKD BY	DRG NO.											
			AR. DEBOJYOTI DEBROY													

<b>COST SUMMARY</b>		
<b>SL. NO</b>	<b>ITEM DESCRIPTION</b>	<b>AMOUNT (RS.)</b>
<b>A</b>	<b>INTERIOR FURNISHING WORKS</b>	
<b>1</b>	<b>CARPENTRY WORKS</b>	
<b>2</b>	<b>ELECTRICAL &amp; OTHER RELATED WORKS</b>	
	<b>SUB- TOTAL</b>	
	<b>LESS BUY BACK OF EXISTING STEEL TABLE FROM THE BRANCH AS PER THE LIST AS BELOW OF MINIMUM FIXED PRICE OF RS 20000.00</b>	
	1.0 - Table T9-double side drawer=3 Nos of size L×B×H=4.5'×2.0'×2.5',	
	2.0 - Table T7-single side drawer=16 Nos, L×B×H=4' ×2' ×2.5'	
	<b>GRAND TOTAL</b>	
	Note- If the contractor's Bid Value is found to be less/more than the Minimum fixed value of 20,000.00 for Buy back item then the higher value shall only be considered for deduction	
	GST shall be payable extra on the above cost	

New India Assurance Co. Ltd BOQ : INTERIOR WORKS BRANCH NAME : Agartala D.O AREA		AGARTALA, TRIPURA			
SR	DESCRIPTION	UNIT	QTY	RATE (Rs.)	AMT (Rs.)
1	MAIN ENTRANCE DOOR : P/F Entrance Glass Door made out 6" x 1 1/2" (40mm thk) of 19mm Comm. ply with specified laminate shade of approved brand for Top, Bottom and Vertical rails with 8 mm thick float glass, moulding, complete with SS - H handle of approved design. P/F Heavy Duty Floor Spring of approved make, with all accessories for the Main Entrance Door. Rest as per design, instructions. Minimum openable shutter size to be : 3'-6" (min width), 4'0 (max width) x 7'-0" (height).	Sq.ft.	25		
2	FIXED ENTRANCE : P/F Entrance Fixed Portion (except main door) made out 6" x 1 1/2" (40mm thk) of 19mm Comm. ply with specified laminate shade of approved brand for Top, Bottom and Vertical rails with 8 mm thick float glass, moulding, complete.	Sq.ft.	22		
3	WORKSTATIONS : LINEAR/ RUNNING COUNTER : P/F Linear / Running Counters with 12mm plywood front apron made with 19mm thk commercial ply and finished with 1.0mm thk laminate of approved shade and make on all outer exposed surface, having a size of 4'-0" / 4'-6" x 2' x 2.6" with 19mm thk commercial plywood vertical support at every 4'-4"-6" length as per design and finished with 1.0mm thk laminate of approved shade and make. A drawer unit of size 1'-4" x 1'-8" x 2'-5" in 19 mm comm ply with three drawers as per the drawing etc complete. The table shall be provided with 12mm thk commercial ply front apron and finished with approved shade of laminate.each table shall consist of a Keyboards to be of EBCO make only.(Low height partitions abutting the counters shall be paid separately.) For CPU : P/F 19 mm thk ply stand 18" x 9" to be fixed with on the verticals/ apron of the table as directed.	Rft	90		
4	WORKSTATIONS : LINEAR/ RUNNING FOR AGENT'S CORNER : P/ F Linear /Running counters having size of 3' 0"L x 2'-0" W x 2' 6" ht in 25 mm thk Comm. grade block board for top & vertical supports finished with 1 mm thk laminate of approved make & shade, but without 12mm thk glass divider, key board & drawer unit. The rate shall be inclusive of 2.5" X 6" box (when the IA bay desk is fixed towards the wall) in 12 mm Comm. ply running along the length of the counter for cables, switch / sockets etc. complete as per the design / drawing. No drawer units/ pedestals/ keyboards to be provided for IA Bay counters(Low height partitions abutting the counters shall be paid separately). All exposed surfaces whether inner side or outside must be 1mm laminated with approved laminate shade. (Exposed surfaces should not be painted)	Rft	14		
5	PARTITION : 3'-0" HIGH LOW - HEIGHT (FULLY PANELLED IN PLY & LAMINATE): P / F Low ht. partition 1.2 m high made out of 16 gauge 50 mm X 50 mm Aluminium Box Framing at 60 cm Centre to Centre both ways (horizontally & vertically) fixed with 16 gauge aluminium angles / cleats and aluminium metal screw. The frames must be rigidly fixed to the floor / walls. The 16 gauge aluminium angle cleats shall be used for joinery with aluminium metal screws. The aluminium framing shall be covered with 6mm thk. comm Ply of approved make finished in 1 mm thk laminate of approved make & shade as per the design / drawing. The Partition shall have 3" X 12 mm thk MDF moulding/ beading on the horizontal & vertical sides with matching polish. The partition shall have intermediate panels of 8 mm thk clear float glass / 1mm metal sheet mounted with 3M make white writable film 1.5' X 1.0' fixed with 3M make double adhesive tape as per the design / drawing. The necessary cuttings / openings shall be provided in the partition for the Electrical / Telephone cable conduits/ switches/ sockets etc. complete.	Sq.ft.	196		
6	PARTITION : 3" THICK FULL - HEIGHT (FULLY PANELLED IN PLY & LAMINATE): P/ F full height partitions made out of 16 gauge Aluminium Framing of 50 mm X 50 mm at 600 mm Centre to Centre both ways (vertically & horizontally). The frames must be rigidly fixed to the floor / walls & ceiling slabs. The frames must be rigidly fixed to the floor / walls/ ceiling. The 16 gauge aluminium angle cleats shall be used for joinery with aluminium metal screws. The aluminium framing shall be covered with 6mm thk. comm Ply of approved make & shade on both sides as per the design / drawing. The Partition shall have 3" X 12 mm thk MDF moulding/ beading on the horizontal & vertical sides with matching polish. The necessary cuttings / openings shall be provided in the partition for the Electrical / Telephone cable conduits/ switches/ sockets etc. complete.The partition rate shall be inclusive of cost of the door including the door frame of size 4" X 2' 6", H - handle, door closure, hinges and tower bolts. Note: For the measurements of Partitions, area up to the false ceiling height only shall be considered. (In case door frames are not provided suitable deduction will be done)	Sq.ft.	96		
7	PARTITION : 3" PARTLY GLAZED PARTLY PANELLED – TYPE 1 : P/ F Full height, Partly Glazed Partly Panelled Partition made out of 2" square aluminium pipe, both ways, at maximum 600 mm c/c, 6 mm thk comm ply on both sides, finished with 1 mm thk laminate of approved make & shade / design, - With 6 mm thk clear float glass (where the wooden partition height is upto 3' high), mouldings, making necessary cuttings in ply, aluminium pipes etc to accommodate switch / socket boxes, conduit pipes etc, including cost of the doors / Glazed Doors/ Door frame as per the drawings etc. complete. Note: For the measurements of Partitions, area up to the false ceiling height only shall be considered. (In case door frames are not provided suitable deduction will be done). The partition rate shall be inclusive of cost of the door including the door frame of size 4" X 2' 6", H - handle, door closure, hinges and tower bolts. (In case door frames are not provided suitable deduction will be done)	Sq.ft.	190		
8	CREDENZA UNIT / STORAGE(0.75 m HIGH X .45 m DEEP) : P/F Credenza Unit / storage 2'-6"Ht.made out of 19 mm thk Comm. grade Ply0.40 to0.45 cm deep, 6mm thk Comm. Grade Ply for the back, 19mmthk.Comm. Grade ply with drawers &openable shutters with hinges as recommended & with laminate for all exposed surface, in Laminate of approved colour. 19mm. Thk.removable shelves with laminate finish on both sides, edges shall be provided with leaping patties on all sides, at 40 cm spacing. All hinges, tower bolts, S.S Brush finish handles, ball-catches shall be of brass heavy duty. Complete with approved make Locks handles etc.complete as per design/ instructions. All exposed surfaces whether inner side or outside must be 1mm laminated with approved laminate shade. (Exposed surfaces should not be painted)	Sq.ft.	15		
9	BOARDS- 5' X 4' SOFT BOARD FOR MANDATORY NOTICES : P/F Soft Board panelling (5'-0"X4'-0") made out of 12mm thick Soft Board covered with approved colour (Celestial Blue) felt/cloth on 6 mm. Thk. Comm. Grade ply backing.	Nos	1		
10	DISTEMPER PAINTING IN MAIN HALL WALL & CEILING ONLY (No payment shall be made if any other paint are used if other paints are used ) (FOR ALL MAIN WALLS ONLY) 2 COAT PRIMER + 3 COAT PAINT: Scraping the existing paint, levelling, filling the cracks / crevices with POP putty, applying single coat of primer and the 3 coats of Lustre Paint / Oil Paint of approved make & shade to the walls, ceiling, windows / doors as per instructions etc complete.	Sq.ft.	2500		
<b>TOTAL OF INTERIOR WORKS (Rs.)</b>					
				Carpet Area Rate/ Sq.ft.	

NAME OF BRANCH:- DIVISIONAL OFFICE AT AGARTALA, TRIPURA

**D. ELECTRICAL WORKS**

**IMPORTANT Note :**

1. Successful/L1 contractor has to strictly use only Approved Make Of materials.
2. Final As Built CAD Drawings ( 3 sets) with Measurement Sheets ( D.B. To Each Switch-Board+ D.B. To Each A.C. + D.B. to Each UPS & Raw P.P. Points etc and clearly showing Conduit routes for Lighting, UPS & Raw + LAN cabling and indicating the points looped on one ckt.+ Marking of UPS and RAW Pts on each Work-Station and Pasting of Chart in each D.B. indicating the Ckt, etc. to be attached with the final bill. All the above requirements are MANDATORY without which FINAL Bill will not be processed.

Supply, Installation, Testing & Commissioning (S.I.T.C.) Of All Items described below should be Factory Manufactured & Tested & ISI marked. Proposed location & route should be as per the drawing. However , if any obstruction is encountered at site suitable modification may be made as per site condition.

After completion of work the contractor must supply 3 copies of "As-Built" drawing of actual route & location of items . All UPS & Raw Power points to be Marked as U1,U2----- & R.P.1, R.P.2 – etc on each work-Station/Desk etc. Similarly load/points connected on Each M.C.B. to be indicated with a chart pasted inside the cover of each Distribution Board.

Insulation testing of Wiring with Meggar & Testing of E.L.C.B. with Test lamp should be carried out before charging system & Insulation test report as well as RCCB/RCBO test report to be submitted with the Bill.

LOAD should be equally BALANCED on 3 PHASES.

All D.B.'s and UPS + Raw power Points should have an earth wire Connection in their socket earth terminal.

SL. NO	DESCRIPTION	UNIT	Qty	RATE	Amount
1	Distribution System.				
1.2	Dismantelling, Shifting in Position, Re-wiring, Re-modelling and placing all in existing position of all DB's & Switch gears (Light DB, Raw Power DB, A.C DB, Main Switch, Main Panel, UPS DB , UPS/ Inverter Input/ Output etc all complete) as per the new branch layout plan. The scope of work shall include shifting of UPS & Network Rack to new location as per the approved plan	Job	1		
	<i>Note- Rates Shall be inclusive of all necessary wirings all complete</i>				
2	<b>POINT WIRING AND SUBMAIN WIRING</b>				
	Wiring for following points with 1.5 sq.mm PVC insulated <b>flexible copper</b> conductor single core wires of 1100 V grade in recess or surface PVC medium grade ISI marked conduit <b>(IS-9537- Part -III)</b> with modular type <b>plate switches</b> .Rates for the point wiring shall be considered inclusive of circuit wiring with 3x1.5 sq mm. wire and modular switches, face plate, 5 sided Metal boxes complete as required or directed by Engineer In-charge.PVC conduit shall be used in ceiling on surface of wall and for wall drop(concealed manner)/or as per the direction of Engineer in charge. Circuit wiring from DB to SB shall be provided in separate conduit. Cost of MCB shall not be considered in point rate.Metal back box of suitable depth be provided in the wooden partitions/walls. All drop should contain MS flexible pipe , MS adapter/coupler, connector /in 3 point ceiling rose as per requirement. All wires of point wiring shall terminate in lighting fixture/ceiling rose and switch board. Above false ceiling no joint in wiring shall be allowed. Earth wire should be terminated in MS box with thimbles.				
a	Shifting in position by looping from existing Light points wiring of the branch	No s	10		

	<b>1.2</b>	Supply and fixing of COMPUTER POWER SOCKETS SHUTTERED, DATA OUTLET, TELEPHONE SOCKET, Modular type complete with chrome plated mounting box.The switch box shall be fixed in partition works and shall be of Crabtree.The rate shall be inclusive of connecting the switches/sockets complete with accessories and 3 Nos. of 2.5 sq.mm. PVC FRLS wires to be laid in PVC conduit pipe. Cost of PVC pipe shall be considered under this item.				
	<b>a</b>	2 Nos of sockets 1x 5A 3pin & 1x6/16 pin socket controlled with 1No. 16A switch. UPS Power ON ALL WORK STATION	Set	23		
	<b>b</b>	1 Nos of sockets 2x 5A 3pin switch controlled with 1No. 16A switch. UPS Power in Agents table	Set	4		
	<b>c</b>	1 No of 6A switch sockets 5pin. For Raw Power ON ALL WORK STATION	Set	27		
	<b>d</b>	1 No of 16A switch sockets 5pin. For Printer/ Xerox on RAW Power	Set	3		
	<b>3 3.1</b>	<b>WIRING FOR DATA AND VOICE OUTLETS</b>				

		Supply & laying of Voice/Data wires in PVC conduits/raceways and terminating with RJ-45 terminals for data & RJ-11 terminals for Voice / Data Points. Rates shall be inclusive of Supply and fixing of RJ 45 outlet with end to end terminations(both end termination of CAT 6 cable) with face plate & I.O box. (D Link make only)				
	<b>a</b>	CAT-6 for voice point	Poi nts	0		
	<b>b</b>	CAT-6 enhanced data point	Poi nts	41		
	<b>c</b>	SUPPLY AND FIXING OF CAT-6 PATCH CHORD (3' LONG)	No s	41		
	<b>d</b>	Shifting and refixing including re-wiring of existing Rack for Patch Panel	No s	1		
	<b>4 4.1</b>	<b>LIGHTING FIXTURES AND FANS</b>				0.00
		S & I of lighting fixture as per the details given below including necessary hardware such as clamps, nuts, bolts, nails, screws and suspension chains as required for fixing the fixture in position as directed by architect/ consultant				0.00
	<b>a</b>	<b>1200 MM TUBE LIGHT</b> - 28 W LED batten tubes, Glaze LED Batten, High quality aluminium extruded with decorative end caps, 1200mm of Havells/ Bajaj/SYSKA LED make or equivalent as approved by the Engineer-incharge/ Architect	No s	15		
	<b>b</b>	Repairing, Cleaning , rewiring & Shifting in position of existing Wall fan/ Ceiling Fan/ Exhaust fan/ Tube Lights and other usable Electrical Fittings of the branch and fixing the same at new locations as per the approved layout plan. Rate shall be inclusive of necessary j hooks/ fastener hook as may be required to fix the existing fans at new locations as per the approved electrical fittings layout plan	Job	1		
		<b>A.C POINT WIRING</b>				

		A.C. power point wiring from AC DB with 1100 volt grade 2 Nos. single core 6 sq.mm. + 1 No. 4 sq.mm. (Green colour for earthing) PVC insulated flexible FRLS copper conductor cable through suitable size M.S. conduit (ISI marked embossed on conduit surface) complete with junction box, circular box, elbows, bends, couplers and other accessories on surface above false ceiling or concealed by chase cutting on wall complete with AC power unit having 20A DP MCB in Metallic Box along with Stabilizer, 20A plug and Socket, 20A Starter, mounting box & front plate, interconnection, mending good all damages to original finish, painting etc. as required. All connections of wires to be done by means of 'Wago' type connectors. Rates shall be inclusive of cost of wires, wirings, sockets, starter, testing all complete.	NO S	3		
		<u>Note- Any Extra New AC Point if required has to be done only after confirmation from the Architect/ Concerned Branch Head/ RO Officials, other wise the same shall be treated as old points and paid accordingly</u>				
	D	<b>TOTAL OF ELECTRICAL WORKS</b>				
						0