

## दि न्यू इण्डिया एश्यूरेंस 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, 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 and https://newindia.eproc.in/, 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 :

06th January 2025(Upto 1:00 PM)

G) Availability of Tender Documents

www.newindia.co.in and https://newindia.eproc.in./

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 30th September 2024



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 3 (three) "similar completed works" costing not less than the amount equal to 40% of the estimated cost (Rs. Rs. 2.46 lac lac)

2 (two) "similar completed works" costing not less than the amount equal to 50% of the estimated cost (Rs. 3.80 lac)

OR

 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.

- 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.

- 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 Transcriber T



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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 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- <a href="www.newindia.co.in">www.newindia.co.in</a> and <a href="https://newindia.eproc.in/">https://newindia.eproc.in/</a> 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 <a href="https://newindia.eproc.in/">https://newindia.eproc.in/</a> 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.



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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. <u>Acceptance of the tender</u>

- 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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- b. If the contractors makes any correction in the rate while quoting, not countersigned and duly stamped for the correction of that particular item of work.
- 9. The tenders which does not fulfill any of the prescribed conditions will not be accepted.
- 10. Canvassing in connection with the tender is strictly prohibited.

### D. **Execution of Work**

- 1. The work should commence within the period of 7 days from the date of the receipt of work order or the date that may be indicated in the work order. Accordingly, date of commencement of the work will be reckoned from the day as specified in the cover page.
- 2. The **work should be completed within 45 days** from the date of issue of Work Order or within the time limit that may be indicated in the work order.
- 3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract, the tenderer shall plan the execution of the said work and it needs to be carried out without disturbing the running of the office or as per the client's instructions strictly within the schedule Time as specified in the Tender.
- 4. If the tenderer commits default in commencing the work, as required by the work order and observed that the date stipulated cannot be adhered to, THE NEW INDIA ASSURANCE CO. LTD/ Architect shall be entitled without prejudice to any other rights or remedies available and/or may terminate / rescind the contract.
- 5. If the tenderer fails to carry out the work within the stipulated time mentioned in the work order, the THE NEW INDIA ASSURANCE CO. LTD / Architect will have liberty to impose penalty @ 1% of the certified final bill per week of delay subject to an overall limit of 5%, without prejudice to other remedies available. The tenderer has to pay to THE NEW INDIA ASSURANCE CO. LTD/ Architect such amount that may fall short over the amount due to them, if any.
- 6. However, if THE NEW INDIA ASSURANCE CO. LTD/ Architect is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, they may award extension of the same to the extent they feel justified based on the request of the tenderer. In such case liquidated damages will be levied for the balance period, if any as provided as per the condition of 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-incharge.
- 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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electricity should be payable by the contractor only. Failure to pay the electricity and water charges will be deducted from the bill of contractor.

- 16. In case of any damage to the existing structure, the tenderer should rectify the same free of cost up to the satisfaction of the Engineer-in Charge.
- 17. THE NEW INDIA ASSURANCE CO. LTD/ Architect will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification.
- 18. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.
- 19. The tenderer has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
- 20. The tenderer should provide samples of the materials for approval of THE NEW INDIA ASSURANCE CO. LTD/ Architect and the samples will be kept in the custody of the Engineer-incharge.
- 21. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.
- 22. The tenderer should make necessary arrangement for inspection of the items made at his factory / work place by the Engineer-in-charge. The tenderer should complete fabrication and other works at factory and only assembling work and the finishing may be carried out at the site.
- 23. The tenderer should abide by the rules and regulations of the premises, entry of the workers to the premises, interpersonal relation with the staff members and other agencies engaged at the site.
- 24. The tenderer should make necessary arrangement for covering of all the furniture items/records, if any of the client with cover / cloth during the course of work.
- 25. The tenderer should arrange a qualified (minimum diploma holder) supervisor at site during the course of the entire work. The tenderer should arrange a qualified technical supervisor at site during the course of the entire work. The tenderer should not change the supervisor till completion of the work or the contractor should arrange the alternative supervisor at site on the basis of the site requirement. The supervisor should be available at site when the work is in progress.



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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.



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### THE NEW INDIA ASSURANCE CO. LTD.

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- 38. The work needs to be carried out as per the instruction of the THE NEW INDIA ASSURANCE CO. LTD/ Architect and completed within the stipulated time period. It is the responsibility of the tenderer to take all kinds of security and safety measures of all the existing office furniture, equipment and valuables at site during the execution of the work. During the execution, in case of any damage to the existing furniture, office equipment etc. It will be the responsibly of the contractor to repair/rectify the same, failing which the cost shall be recovered from the contractor's bill.
- 39. If required, the entire furniture, office equipment and other accessories shall be strictly covered with plastic sheets etc. to avoid any damages, all the furniture shall be cleaned and workable by the contractor before the start of office every day and one supervisor with required labour shall be made available with the office to attend complaints, if any from the concern official.
- 40. It is the responsibility of the contractor to get the confirmation certificate from the client after virtual completion of the work. 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 contractor.
- 41. All the electrification work shall be carried out by a licensed electrician under the supervision of the contractor. After completion of the work, the tenderer/contractor shall submit the test certificate for the electrical work carried out by them.
- 42. It is the responsibility of the contractor to take all the necessary permissions from the Local Municipal Corporation and other Government agencies/authorities to carry out the contract work.
- 43. No advance will be paid.

### E. <u>BILLS & PAYMENTS: TERMS AND CONDITIONS</u>

- 1(a.) The billing is to be done in the name of 'The CHIEF REGIONAL MANAGER, THE NEW INDIA ASSURANCE CO. LTD, Guwahati Regional Office' as specified on cover page (page no. 1) of the tender.
- 1(b) The Contractor has to submit the bill strictly as per the format of the specifications as mentioned on the bill of quantities in the tender document.

NOTE: It is the responsibility of the contractor to take the no objection certificate / no defects certificate from THE NEW INDIA ASSURANCE CO. LTD, Guwahati Regional Office on completion of



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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



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- 1. Defect Liability Period as per the terms of the contract is **12 months** from the date of virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and joint inspection of work by the Engineer-incharge and tenderer.
- 2. The **Security Deposit** will be refunded only after the defect liability period of *12 months* and rectification of the defects occurred whether pointed out in writing or not. It will be the duty of the contractor to inspect the site for defects and rectify the defects within the defect liability period.
- 3. During the course of Defect Liability Period the tenderer has to rectify all the defects,
- 4. In case the tenderer fails to attend the rectification work within 7 days of reporting the same in writing, THE NEW INDIA ASSURANCE CO. LTD/ Architect will have the liberty to carry out the said work through some other contractor at the cost & risk of the tenderer. Such expenditure incurred to the client will be recovered from the Security Deposit. In case any expenditure incurred is more than the Security Deposit, the tenderer should pay the difference that may fall short.
- 5. While carrying out the rectification work, the tenderer should ensure that the surroundings should be protected against any possible damage. In case of any damage, the same should be made good by the tenderer.

### H. Statutory obligations to be followed

- 1. The tenderer should ensure adherence of all statutory requirements under the State and Central Rules in force and other local bodies for smooth and timely completion without any additional cost.
- 2. The tenderer shall comply with the provisions of all the rules and regulation in respect of labors engaged at site (such as Contract Labor {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labor laws as may be enforced from time to time by the Government Authorities) for execution of work, procurement of material for completion of the entire project. THE NEW INDIA ASSURANCE CO. LTD/ Architect shall not be held responsible for any penalty on failure to comply with any of the labor regulations or legal requirements or failure of any compliance of any rule in force.
- 3. The tenderer shall strictly comply with the provision of GST (both State & Central) and any other taxes with respect to the said work. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself, THE NEW INDIA ASSURANCE CO. LTD shall not be responsible for any payment/ penalty on this account at any stage.



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- 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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- 7. The tenderer should submit the schedule and bar chart of work before commencement of the work within 7 days of receipt of work order.
- 8. The tenderer should take adequate precaution against fire hazard at site. The tenderer should ensure that all fire safety measures are taken during execution and that the work carried out is as per the fire safety norms of the local Fire office.
- 9. The tenderer should arrange scaffolding s / ladders for proper execution of work, and shall also ensure safety of the workers as per the relevant provisions of the law.
- 10. The tenderer should submit rate analysis for the extra/deviated items of work before commencement of the work.
- 11. The tenderer should submit samples of the material proposed to be used for the approval of THE NEW INDIA ASSURANCE CO. LTD/ Architect.
- 12. The tenderer should prepare mock-up of the items for the approval of THE NEW INDIA ASSURANCE CO. LTD/ Architect and as per the advice of THE NEW INDIA ASSURANCE CO. LTD/ Architect, the contractor has to modify the mock-up samples till it meets with the approval of THE NEW INDIA ASSURANCE CO. LTD/ Architect. The expenditure that may be incurred for making the mock-up samples should be included in the respective items of work.
- 13. In case the tenderer is a partnership firm, any change in the constitution of the firm shall take place only with the prior approval of THE NEW INDIA ASSURANCE CO. LTD/ Architect during the contract period.
- 14. The tenderer should submit shop drawings for all the items for the approval of THE NEW INDIA ASSURANCE CO. LTD / Architect before execution of each item of work.

### **FORM OF TENDER**

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, Assam



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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

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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</b>
	Performance Guarantee of 5% [Five percent] of the
	tender quoted amount in addition to other deposits
	mentioned elsewhere in the contract for his proper
	performance, issue of work order from Employer
	and execution of Article of Agreement between
	Employer and Successful Tenderer / Bidder. 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
	Tenderer / Bidder 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	5 % of total value of work done, out of which, 50%
money)	will be released at the time of settlement of final



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	bill. No interest is allowed on Retention
	money/Security deposit.
Defects Liability Period	12 (Twelve) months from the date of virtual
	completion / handing over
Terms of Payment	1.No advance
	2.RA bill / Interim Payment can be paid to the
	contractor after receiving the recommendation
	from the Consultant
	3. Final Bill settlement within 45 days from the
	date of proper submission of all required
	documents and joint verification of measurements
	at site.
Deductions	1. Income Tax at source as per Income Tax Rules
	Sales
	Tax / Works Contract Tax/ Commercial Tax as
	applicable in the statement.
	2. Cess applicable as per the local rules
	<ol><li>Any other Levy/Cess/Tax to be deducted at</li></ol>
	source by law.
Extra / Additional work	Cost of material and labor plus 15% extra towards
	overheads and profit

We understand that the time for completion shown above shall be reckoned form the date of commencement of the work.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions or the said Conditions of the tender annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to THE NEW INDIA ASSURANCE CO. LTD. the amount mentioned in the said tender conditions.

Our Banker's are :			
1	 	 	



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<del></del>
2
The names of partners / directors of our firm are :
i)
ii)
<u> </u>
iii)
<b>,</b>



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Name of the partner of the
firm
Authorized to
sign:
OR
Name or person having Power of Attorney to sign the contract [certified copy of the Power of
Attorney should be attached]:
Yours faithfully,
Signature of Tenderer

### **Special conditions of the contract**

1. The wood to be used should have similar / uniform grains and should be totally free from white portions, decay, knots etc.



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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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### **SPECIFICATIONS**

## LIST OF MATERIALS OF APPROVED BRAND AND/OR MANUFACTURER - FURNISHING

Commercial plywood confirming	Greenply/ Century/ Duro
to BIS.	
Marine/ water proof plywood confirming to relevant BIS	Greenply/ Century/ Duro
Flush Door confirming to relevant BIS	Greenply/ Century/ Duro
Block Board confirming to relevant BIS	Greenply/ Century/ Duro
One side Laminated sheet (1 mm thick)	Century / Green / Merino / Formica
One side Laminated sheet (1.5 mm thick)	Century / Green / Merino / Formica
12 mm thick pre-laminated (on both sides) particle board	Century / Green / Merino / Formica
ACP	Al Strong, Alstone / Euro Bond or Equivalent
Soft Board	Jolly Board or equivalent.
Veneer	Century/ Donear / Garnet/Greenlam
Veneer – Indian	Century/ Donear / Garnet/Greenlam
Melamine Finish	Wood coat pigmented (2 coats) manufactured by M/s. MRF Ltd. / Asian Paints – as per manufacturers specification
Glazing	Tata Float / Modi / Saint Gobian
Glazing (Clear)	Modi / Hindustan / Tata / Saint Gobian
Mirror	Modi float / Tata asahi / Saint Gobian
Tower bolt	Jyoti/ ISI Mark / Flora or equivalent.
Ball catch ordinary	Brass Heavy Duty



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D. H I.	5 101 10 111
Ball catch magnetic	Earl Bihari Pvt. Ltd.
Handle	Brass lacqure quoted / brush finish
Hinges for cupboards – with	Hettich / Earl Bihari or equivalent.
stainless steel rod	
Hinges for cupboards – with	Hettich / Earl Bihari or equivalent.
stainless steel rod	
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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Sanitary fittings	Parryware /Hindware/ Jaguar & Co.
Water supply fixtures	Jaguar & Co./ Essco
CI Pipe & fittings – LA Class	NICO / BIC / ISI marked
GI Pipe – C Class	TATA/ zenith / ISI marked
Stoneware pipe – Grade A	Dalmia / ISI marked
Cement pipe	Everest / ISI marked
PVC Pipe & fittings	Prince/ Tribore / ISI marked
Gate valve	Leader / ISI marked
Pipe fittings	R Brand / ISI marked
Colour pigment	Roffe Compound
Toilet Seat cover	Parryware /Hindware/ Jaguar & Co.
Toilet – Accessories	Jaguar – continental series
Liquid Soap Container	ASCON Engineers / ISI marked
Hand dryer	ASCON Engineers / ISI marked
Paint	Nerolac/ Asian/ Berger / ICI
Sealant	Silicon – Dow Corning 995
	Polysulphide – Pedilite Industries

### NOTE:-

- The tenderer shall use all the material strictly as per the list of approved make as stated above, it is mandatory to take the written confirmation well in advance if the material as stated above is not available and / or the same is not suitable (colour, size, shape, texture) as per the site condition.
- In case the tenderer wish to verify the detailed specification of materials, workmanship etc. the same may be verified from the office of Architect before submission of the tender.
- $\searrow$  Whether a product is equivalent or not will be decided by the Engineer-in-Charge only.

### LIST OF MATERIALS OF APPROVED BRAND AND/OR MANUFACTURE - ELECTRICAL

ALL MATERIAL USED MUST BE ISI	
& FIA APPROVED	
Rigid PVC Conduit	Medium Gauge wall thickness ISI &
	FIA approved & manufactured from
	virgin material Precision, BEC or
	equivalent
Accessories for conduit	Same make as sr. no. 1 above.



## THE NEW INDIA ASSURANCE CO. LTD.

NORTH EASTERN REGIONAL OFFICE,  ${\bf 5}^{\rm TH}$  FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM

Copper Conductor PVC coated wire	As per IS:694-1977 of Finolex (FRLS),
(Flexible)	National (FRLS)
Raceways and Junction Boxes	Legrand
Switches	Legrand
Main Switch fuse upto 63 Amps -	Legrand / L&T/ Hager
A.C. 23 duty	
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	PVC armoured cable For 1.1 KV as per ISI 1554. KEI / Asian
sq.mm	/ National/Polycab/ KEI
Branched Cable downstream from	KEI / Asian / National/Polycab
35 sq.mm.	
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	e 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	Chrone India Ltd./ Legrand
Capacitor	L&T / Crompton Greaves.
Relay	L&T
МССВ	Legrand / Hager
Meter	Jaipur, Havells.



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## 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

Light Fixture	Syska LED
Ceiling Fans	Crompton / Orient / Usha
Exhaust Fan	Crompton/ Orient.with PVC body.
Electronic call bell / timer	Anchor / Precision
TV Cable	Finolex.
Volt meter & Ammeter (Digital)	Meco, AE
Current Transformer	AE, Kappa
L. T. Panel	Hager, L&T or fabricated by CPRI approved
	Fabricator / Hager
Data Telephone(Cat5 & Cat 6)	AMP / D Link
cabling & its Components	
Change over switch	Legrand / L&T / Hager
24 port jack Panel	AMP / D Link
4U/9U / 12U / 15U Rack for jack	Vallrack
Panel	

#### NOTE:-

- The tenderer shall use all the material strictly as per the list of approved make as stated above, it is mandatory to take the written confirmation well in advance if the material as stated above is not available and / or the same is not suitable (colour, size, shape, texture) as per the site condition.
- In case the tenderer wish to verify the detailed specification of materials, workmanship etc. the same may be verified from the office of Architect before submission of the tender.
- Whether a product is equivalent or not will be decided by the Engineer-in-Charge only.







## THE NEW INDIA ASSURANCE CO. LTD.

NORTH EASTERN REGIONAL OFFICE,  $5^{\rm TH}$  FLOOR, STAR CITY, BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM

Phone :(0361)-2450639, 2454344, Email :

bss53@newindia.

### **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.		
	the organization.	2.		
		3.		
4.	Details of Registration [Firm / Company etc.]	Registering Authority :		
	1. Registering Authority, 2. Date, 3. Number etc.	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.	Washington of the considering for the last 2			
1.	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 :		







## THE NEW INDIA ASSURANCE CO. LTD.

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

Phone :(0361)-2450639, 2454344, Email:

bss53@newindia. co.in

SI.	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 Sectoretc. 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:

## 



### 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. 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

S1.	Name of	Nature of	Name &	The name & full	Contr	Completi	Complet	Whether	Any other
No.	the work	work	address	address of the	act	on period	ion	the work	relevant
	&	Involved in	of the	officer under	Amou	stipulate	period	was left	informatio
	location	the	owner &	whom the work	nt	đ	actual	incomplete	n including
		contract	architect	was carried out.				or contract	reason, if
		(e.g.		Also indicate				was	any, for
		residential,		whether Govt. /				terminated	delay in
		offices,		semi Govt. /				from either	completion
		industrial		Public Sector /				side. Give	of work.
		etc.)		Institutional /				full details.	
				Corporate					
				Sectoretc.					
01.									
02.									
						<b>-</b>			
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







### 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.co.in

# LIST OF TECHNICAL PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION, EXPERIENCE, ETC. WHO ARE ON REGULAR PAY ROLE OF THE COMPANY TILL SEPT-2024

S1. No.	Name	Age in years	Qualificatio n	Experience in years	Nature of Interior works handled	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	Date from which employed in your organization	Any other remark
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.

## 



## 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.

### **ARTICLE OF AGREEMENT**

(On Rs. 200/- Non-judicial Stamp Paper)

ARTICLES OF AGREEMENT made on this $\_$	day of _	between the New India
Assurance Co. Ltd [hereinafter called "the <b>Em</b>	ployer"] and having	its North Eastern Regional Office,
Star City, 5 <sup>th</sup> Floor, Beside Hanuman Mandir, La	achitnagar, G.S Road,	Guwahati-781007 of the one part
and[hereinafter called "t	the Tenderer"] and	having its registered office at
	of the othe	er part.
WHEREAS the <b>Employer</b> is desirous of gettin	_	
AGARTALA DIVISIONAL OFFICE AT AGAR' Bid showing and describing the work to be Employer.		
E - V -		

AND WHEREAS the said technical bid and the Financial/Price Bid have been signed by or on behalf of the parties hereto.

AND WHEREAS the Tenderer has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of Contract [all of which are collectively hereinafter referred to as "the said Conditions"] the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under [hereinafter referred to as "the said contract amount"]. NOW IT IS HEREBY AGREED AS FOLLOWS:-

- 1. In consideration hereinafter mentioned, the Tenderer will upon and subject to the conditions annexed, carry out and complete the works shown in the contract, described by or referred to in the Schedule of Quantities and in the said conditions.
- 2. The **Employer** shall pay the Tenderer the said contract amount or such sum as shall become payable at the times and in the manner specified in the said conditions.
- 3. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
- 4. This Agreement and documents mentioned herein shall form the basis of this contract.
- 5. This contract is an item rate contract for the complete work to be paid for according to necessary installation carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.
- 6. The Tenderer shall afford every reasonable facility for carrying out all the works of other Contractors employed by the **Employer** and shall make good any damage done to walls, floors, etc. after the completion of such works.





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. co.in

- 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:

SIGNED & DELIVERED by



### 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. co.in

(Authorized person of bidder)

Directors who have signed these

If the bidder is a partnership firm or an individual should be signed by all or on behalf of all the partners.

In the presence of:

Witness #2 Signature:

Name:

Address

The COMMON SEAL OF:

was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on:

If the bidder signs under Presents Common seal, the

signature clause should tally with the sealing clause in the Articles of Association
SIGNED AND DELIVERED by the Bidder
If the bidder is signing by the
by the hand of Shri
Or authorized by Power of Attorney,
Whether a company or an
Individual.
Duly Constituted Attorney.
Witness #1
Signature:
Name:
Address

PERFORMA: BANK GUARANTEE FOR PERFORMANCE

# 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.

In consideration of New India Assurance Co. Ltd, North Eastern Regional Office, Star City, 1. 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 \_ Bank only], we \_\_, having its Head Office and registered Office at \_\_\_\_\_ request of the contractor, do hereby undertake to pay to the Employer an amount not exceeding \_\_\_\_\_[Rs \_ 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 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 however, Guarantee, not exceeding Rs. [Rs only]. 3. 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,

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.

accordingly, discharges this Guarantee.

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.

# THE NEW INDIA ASSURANCE CO. LTD.



# NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY,

Phone :(0361)-2450639, 2454344, Email :

bss53@newindia.

BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD, GUWAHATI-781007, ASSAM

- 6. This Guarantee will not be discharged due to the change in the constitution of the bank or the contractor.
- 7. We, the said bank, lastly undertake not to revoke this Guarantee during its currency without the previous consent of the **Employer** in writing.
- 8. The bank also agree that the **Employer** at its option shall be entitled to enforce the guarantee against the bank as a principal debtor, in the first instance without proceeding against the contracting and notwithstanding any security or other guarantee that the college may have in relation to the contractor's liabilities.

9.	For the purpose of enforcing legal/remedies in	respect of this guarantee, we agree with you
that _	shall h	ave the exclusive jurisdiction.
10.	Notwithstanding anything contained herein:	
a.	Our [Bank] liability under this Bank Guarante	e shall not exceed <b>Rs</b> .
b.	This Bank Guarantee shall be valid up to	
c.	We are liable to pay the guaranteed amount of	or any part thereof under this guarantee only
and o	nly if the <b>Employer</b> serve upon us a written clai	m or demand in terms of the guarantee on or
before	<del></del> •	
	tness whereof the Bank, through its authorized day of 2017. ESS:	officer, has set its hand and stamp on this
 [Signa	ature]	[Signature]
 [Name	e	[Name]
		(Designation with Commons's stamp)
TOIIIC1	ial Address]	(Designation with Company's stamp)

Attorney as per Power of Attorney

### Annexure-I

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





# 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.

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 tende	r. We hereby confirm	n that we have complied with
all formalities in the performance of our Contrac	ct for the supply of	goods and services under all
statutes governing the same, Central, State or Loc	cal. We further confi	rm 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.

Date:			

Yours faithfully,

# 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,

# 00 0000 0000000 000000000000000





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

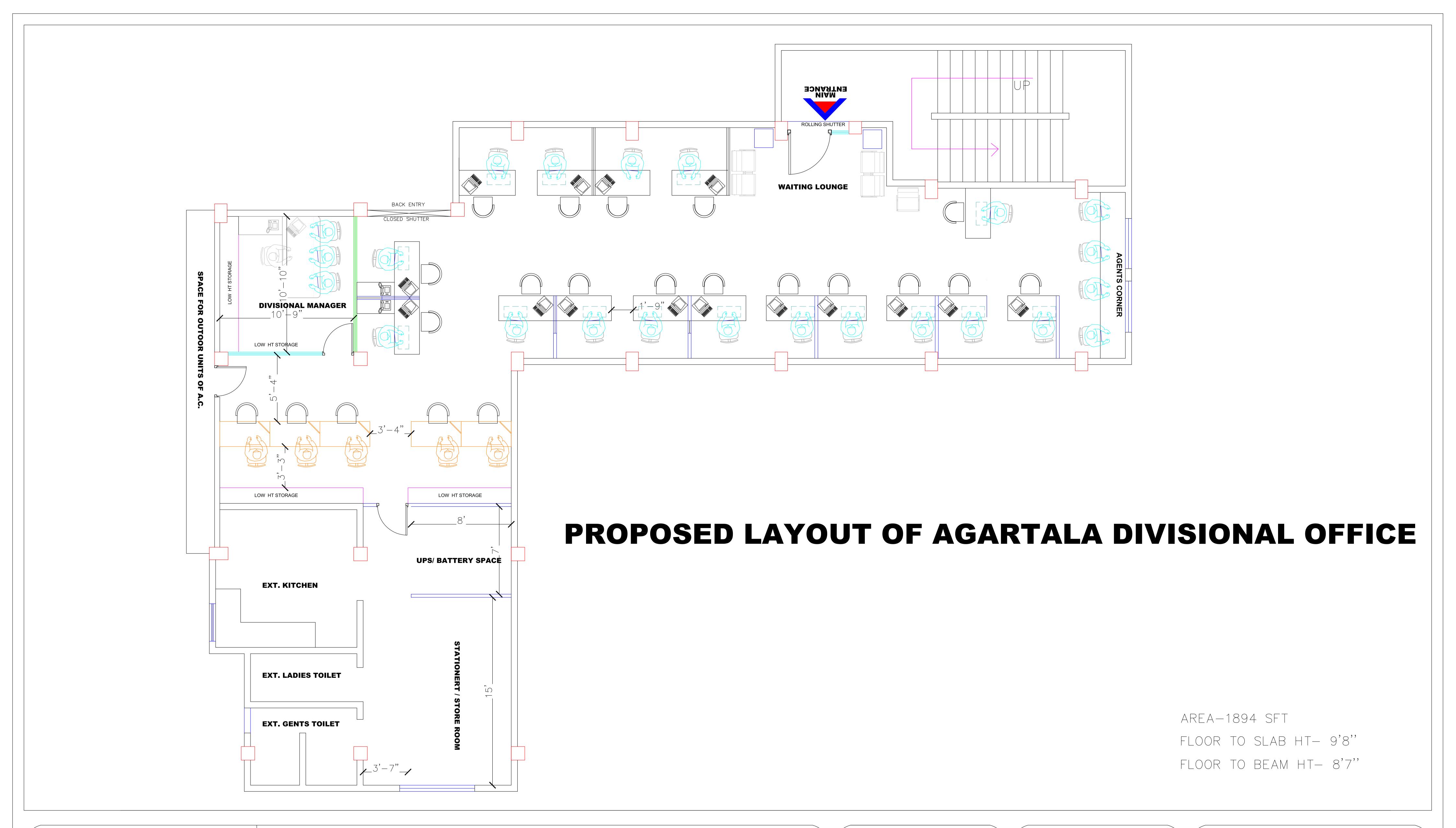
Phone :(0361)-2450639. 2454344, Email:

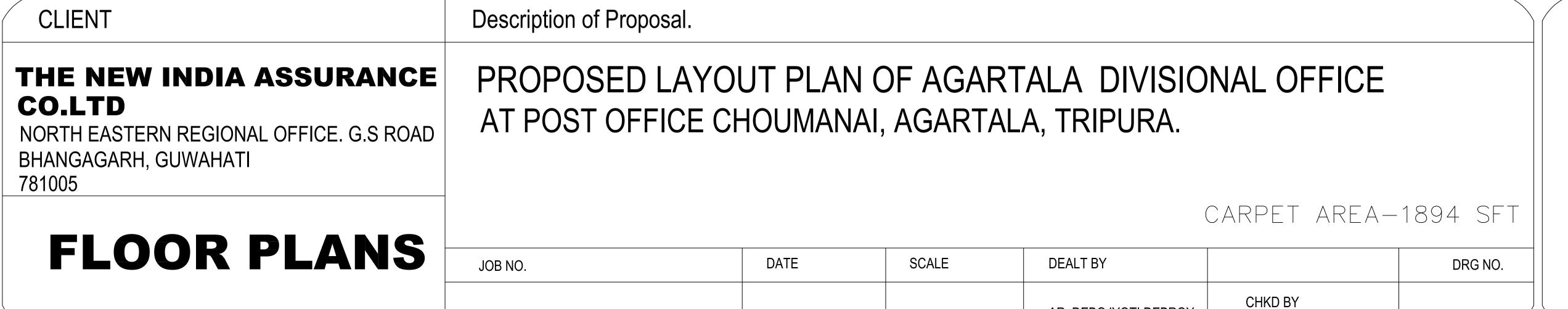
bss53@newindia. co.in

Star City, 5th 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





AR. DEBOJYOTI DEBROY

# rchiventions Architects & Engineers

# FIRM NAME & ADDRESS

# ARCHIVENTIONS

Architects , Planners & Interior Designers C.O.A. Regd. No.— CA / 2004 / 32922

# <u>ADDRESS</u>

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

	COST SUMMARY	
CI NO	TEAN DESCRIPTION	AAAQUAIT (DC )
SL. NO	INTERIOR FURNISHING WORKS	AMOUNT (RS.)
1	CARPENTRY WORKS	
'	CARFENIRI WORKS	
2	ELECTRICAL & OTHER RELATED WORKS	
	LLECIRICAL & OTHER RELATED WORKS	
	SUB- TOTAL	
	LESS BUY BACK OF EXISTING STEEL TABLE FROM THE BRANCH AS PER THE LIST AS BELOW OF MINIMUM FIXED PRICE OF RS 20000.00	
	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'	
	GRAND TOTAL	
	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 AGARTALA, TRIPURA **BOQ: INTERIOR WORKS** BRANCH NAME: Agartala D.O DESCRIPTION UNIT QTY RATE (Rs.) AMT (Rs.) SR MAIN ENTRANCE DOOR: P/F Entrance Glass Door made out 6" x 1 1/2" (40mm thk) of 19mm Comm. ply with specified Sq.ft. 25 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). 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 Sq.ft. 22 specified laminate shade of approved brand for Top, Bottom and Vertical rails with 8 mm thick float glass, moulding, complete 3 WORKSTATIONS: LINEAR/RUNNING COUNTER: P/F Linear / Running Counters with 12mm plywood front appron made with Rft 90 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 appron 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. WORKSTATIONS: LINEAR/ RUNNING FOR AGENT'S CORNER: P/F Linear/Running counters having size of 3' 0"L x 2'-0" W x 2' Rft 14 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 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/ pedastals/ 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 outerside must be 1mm laminated with approved laminate shade. (Exposed surfaces should not be painted) 5 PARTITION: 3'-0" HIGH LOW - HEIGHT (FULLY PANELLED IN PLY & LAMINATE): P / F Low ht. partition 1.2 m high made out of Sq.ft. 196 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. PARTITION: 3" THICK FULL - HEIGHT (FULLY PANELLED IN PLY & LAMINATE): P/F full height partitions made out of 16 gauge Sq.ft. 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 finished in 1 mm thk laminate 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) 7 PARTITION: 3" PARTLY GLAZED PARTLY PANELLED - TYPE 1: P/F Full height. Partly Glazed Partly Panelled Partition made out 190 Sa.ft. 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) 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 Sq.ft. 15 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 outerside must be 1mm laminated with approved laminate shade. (Exposed surfaces should not be painted) 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 Nos 1 Board covered with approved colour (Celestial Blue) felt/cloth on 6 mm. Thk. Comm. Grade ply backing 10 DISTEMPER PAINTING IN MAIN HALL WALL & CEILING ONLY (No payment shall be made if any other paint are used if other Sq.ft. 2500 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. TOTAL OF INTERIOR WORKS (Rs.)

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	UNI T	Qnt y	RATE	Amoun t
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		
		Note- Rates Shall be inclusive of all necessary wirings alll complete				
2		POINT WIRING AND SUBMAIN WIRING				
		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.				
	а	Shifting in position by looping from existing Light points wiring of the branch	No s	10		

1.2	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.			
а	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	1 Nos of sockets 2x 5A 3pin switch controlled with 1No. 16A switch. UPS Power in Agents table	Set	4	
С	1 No of 6A switch sockets 5pin. For Raw Power ON ALL WORK STATION	Set	27	
d	1 No of 16A switch sockets 5pin. For Printer/ Xerox on RAW Power	Set	3	
3 3.1	WIRING FOR DATA AND VOICE OUTLETS			

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	
а	1200 MM TUBE LIGHT- 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	
1 11-	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
4 4.1	LIGHTING FIXTURES AND FANS			0.00
d	Shifting and refixing including re-wiring of existing Rack for Patch Panel	No s	1	
С	SUPPLY AND FIXING OF CAT-6 PATCH CHORD (3' LONG)	No s	41	
b	CAT-6 enhanced data point	Poi nts	41	
а	CAT-6 for voice point	Poi nts	0	
	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)			
	Supply & laying of Voice/Data wires in PVC conduits/raceways and terminating with RJ-45			

	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 Matellic 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	
	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			
D	TOTAL OF ELECTRICAL WORKS			
				0