

CIVIL & FURNISHING WORK

FOR

THE ORIENTAL INSURANCE CO. LTD

AT

SAKET RAW HOUSE No. 51, 52 & 115

MEMNAGAR, AHMEDABAD

Name of the Contractor:

VIJAY SAHIJWANI & ASSOCIATES
CONSULTING ARCHITECT, ENGINEERS &
INTERIOR DESIGNER

55, SAHYADRI APPARTMENT
NEAR STADIUM CIRCLE, NAVRANGPURA
AHMEDABAD – 380 009, PHONE : 26448937
Mobile-98240-95276/9824088276

Email : vijay_sahijwani@yahoo.com

NOTICE INVITING TENDER

The Oriental Insurance Co. Ltd invites sealed item rate tender for below mentioned work from the contractors

- 1) Description of work : CIVIL & FURNISHING WORK for
AT 51,52&115, SAKET RAW HOUSE,
MEMNAGAR,AHMEDABAD.
- 2) Time Limit : 40 days
- 3) Earnest money deposit : **Rs. 5,000=00 (Rupees Five Thousand Only)**
by Demand Draft of the firm's account
payable to The Oriental Insurance Co. Ltd.
- 4) Tender Documents cost : Rs. 300=00
- 5) Date of Tender Issue : 06.03.2017
- 6) Last date of issue of tender : 22.03.2017 up to 03.00 PM
- 7) Last date & time for receiving
complete tender : 23.03.2017 up to 3.0 PM at
Deputy General Manager,
The Oriental Insurance Co. Ltd
Regional Office, 3th Floor , Navajivan Trust Building,
B/h. Gujarat Vidyapith, Ashram Road,
Ahmedabad-380014.
- 8) Opening of tender : 23.03.2017 at 3.30 PM

The Insurance Company will not be bound to accept the lowest tender & reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Note : Tender copy can be obtained on payment of Rs 300/= (non-refundable) at the below mentioned address:

Deputy General Manager,
The Oriental Insurance Co. Ltd.,
Regional Office,
3th Floor , Navajivan Trust Building,
B/h. Gujarat Vidyapith, Ashram Road,
Ahmedabad-380014.

[For and on behalf of Oriental Insurance Co.]

GENERAL CONDITIONS

- (1) **Sealed tenders should be addressed to Deputy General Manager, The Oriental insurance Co. Ltd, Regional Office, 3th Floor, Navjivan Trust Building, B/h. Gujrat Vidyapith, Ashram Road, Ahmedabad- 380014 and superscribed Name of Work "CIVIL & FURNISHING WORK for 51,52&115,SAKET ROW HOUSE, MEMNAGAR Ahmedabad" before 3.0 PM on 23.03.2017.**
- (2) No tenders will be received after **3.00 PM ON 23.03.2017** and the tenders will be opened on the same day unless otherwise informed.
- (3) The tenders will remain valid for a period of **3 month** from the date of opening of tenders, Insurance Co. reserves the right to accept or reject any or all the tenders without assigning any reason to do so. Insurance Co. does not bind itself for accepting the lowest tender.
- (4) At the time of submission of every tender, It must be accompanied by a DD/Banker's cheque for Rs 5,000/= only in favour of **The Oriental insurance Co. Ltd** as earnest money. No interest will be paid on earnest money. Any tender which is not accompanied by the earnest money shall be summarily rejected.
- (5) The tenderers should quote the rates in figures as well as in words.
- (6) Please ensure that corrections and alterations made while filling the tender must be attested by initials of tenderers, overwriting of the figures is not permitted.
- (7) The Oriental Insurance Co. Ltd reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
- (8) Joint tenders shall not be considered.
- (9) Within 24 hours of receipt of intimation regarding acceptance of his tender by the Oriental Insurance Co., the tenderer should send his acceptance of the work order in writing. If the tenderer does not do that, or does not start the work within 24 hours of such intimation to him or fails to give justified reasons not to do so, acceptance of his tender would be withdrawn and Earnest Money Deposit would be liable to be forfeited.
- (10) The rates quoted in the tender shall include all charges of scaffolding, lift, any tools and plants railway freight labour conditions and fluctuation in the rates, excise duty, sales tax, octroi, VAT and any other taxes or expenditure for carrying out the work.
- (11) **Water & Electricity shall be provided by the Oriental Insurance Co. at one point. However further distribution & extension & light fixtures etc. with required MCB switches, switch boards, lamp, tube etc. shall be arranged by the contractor at their own cost within the accepted tender amount. Oriental Insurance Co. will recover 0.5% of the final bill amount towards consumption of water & electricity.**
- (12) No escalation in rates will be allowed under any circumstances.

- (13) The successful tenderer is bound to carry out entire work within the period stipulated in the Appendix. The tenderer will have to pay liquidated damages for non-completion of job within stipulated period at the rate of 0.25% per day after expiry of period of completion subject to maximum of 5% of the contract value.
- (14) The liquidated damages as mentioned above may not be enforced if the contractor applies sufficiently in advance for extension of time mentioning the unavoidable reasons for extension. The Oriental Insurance Co. shall, if in its opinion (which shall be final and binding upon the contractor) finds genuine reasons shown by the contractor for such request, grant suitable extension in time limit. Any claim for damage or compensation in relation there to by contractor is not permissible. Also other terms and conditions of the contract will remain unaltered in the extended period.
- (15) The successful tenderer is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra items will be derived from the tender. In case the rates do not exist in the tender and extra item is not similar to tender item, then the rates will be worked out on actual cost of material and labour, any other expenditure for completing that work plus 15% towards contractor's profit & overheads. For this contractor must submit the rate analysis supported by original vouchers for purchase and labour.
- (16) The contractor must co-operate with other contractors appointed by The Oriental Insurance Co. Ltd so that entire work shall proceed smoothly with least possible delay and to the satisfaction of The Oriental Insurance Co. Ltd.
- (17) The contractor shall remove all rubbish etc. out of site/premises wash and clean the floors and hand over the site in proper and tidy condition on the completion of work.
- (18) The tenderer shall acquaint himself with the site conditions making his own arrangement for storing of material at site lift, cartage etc.
- (19) Contractor shall shift furniture, cupboards records, for the purpose of painting and re-arrange the same as directed. No extra charge shall be paid for the same.
- (20) Contractor shall be prepared to work at times convenient to The Oriental Insurance Co. Ltd and no charges shall be paid for the same.
- (21) 5 percent of the value of work done shall be deducted as retention money from the running bill of the contractor, which shall be released after the defects liability period, provided no defects are noticed during the period.
- (22) The contractor will attend to all defects noticed during defect liability period. If the contractor fails to attend to the defects within a reasonable time these defects will be rectified by The Oriental Insurance Co. Ltd and the expenditure incurred on this account will be recovered from security deposit or any other money due to contractor.
- (23) The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub-contractors.
- (24)

- (24) The work executed should be got approved by The Oriental Insurance Co. and contractor shall rectify and bad workmanship pointed out at any stage and remove from site all the rejected material immediately.
- (25) The contractor shall be responsible for application of labour laws, compensation for injury and accident to person, whether employed by his or by his sub-contractor.
- (26) The contractor will take necessary precautions for carrying out the work avoiding any damage to fixed or loose furniture, structures/decorative parts of the property. The contractor will rectify any damages done at his cost.
- (27) The contractor shall ensure that workmen employed by him for execution of work are suitably covered against Workmen's Compensation Act and that all liabilities arising out of Workmen's Compensation Act, ESIS and other legislative enactments applicable, to such works and workmen shall be to the contractor's account.
- (28) The Contractor shall inform The Oriental Insurance Co. Ltd to check quality/measurements of any work which is likely to be hidden before covering. In case contractor fails to get hidden measurements checked before covering. Decision for the same shall be taken by the Architect which shall be binding on the contractor.
- (29) The contractor will submit running Bills for the value of work done not less than interim payments (as mentioned in the Appendix) mentioning full nomenclatures of items, rates, amount, measurement sheet, reasons for part rates claimed, if any.
- (30) In case of non-completion or delay in completion of work or removal of defects in time, The Oriental Insurance Co. Ltd shall be free to appoint another agency to get the job done at contractor's risk and cost.
- (31) Income-Tax at the applicable rate will be deducted at source from the contractor's bill and will be deposited with the I.T.O as per rules.
- (32) The Oriental Insurance Co. Ltd may delay the progress of work without, in any way, vitiating the contract and grant such extension of time for the commencement/completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim for compensation of damages in relation there of.
- (33) The Contractor will not execute any extra item without The Oriental Insurance Co. Ltd's permission in writing.
- (34) The quantities mentioned in the schedule of quantities are approximate. Payment will be on actual work done by the contractor. However the contractor should not deviate the quantity without The Oriental Insurance Co. Ltd's permission.
- (35) Conditional tenders quoted by the tender is liable to be rejected.
- (36) The Oriental Insurance Co. has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice to this contract.
- (37). The owner shall be free to terminate the contract by giving proper notice to the contractor if :

- a) Contractor fails to commence the work within the reasonable period when asked to do so
 - b) Fails to show desired progress within the reasonable period despite being instructed to gear up the work
 - c) Does not follow the instructions given by the Architect.
 - d) The contractor fails to complete the work within the specified period including the extension in time limit if any (either with liquidated damages or without liquidated damages).
- (38) The contractor can terminate the contract by giving proper notice to the owner if,
- a) The owner fails to instruct the contractor within the reasonable time to commence the work after the work order is issued and contract has been entered in to.
 - b) The owner stops the work for more than 3 months for the reasons not attributing to the contractor's default.
 - c) The owner fails to make the payment to the contractor within a period of one Month from the date of certification of the bill by the Architect without any justifiable grounds.
- (39). In case the owner terminates the contract for the reasons mentioned above then and in that event the contractor shall be paid for the actual work carried out by him at the rates quoted in the tender /agreed during the negotiations and certified by the Architect, provided the work is found satisfactory. However the Retention money so deducted shall be forfeited.
- (40). In case the contract is terminated by the contractor for the reasons mentioned in clause 30 then and in that event the contractor shall be paid for the actual work carried out by him at the quoted/ agreed rates and as certified by the Architect. However the retention amount shall be refunded as per clause No19. In such case the Defect's liability period shall be counted from the date of termination .
- (41) The Contractors are required to obtain / assist the Project Architects in obtaining any permission/s from the Muncipal/Local Authority and/or Liasion with the Authorities. Any out of pocket expenses etc. in this regard shall not be reimbursed to the contractor.
- (42) Labour shall not be allowed to stay overnight in the premises.
- (43) Material shall be delivered at site at time permissible by traffice rules and shall be stacked in such a way that it does not hinder normal working of branch.
- (44) The Contractor shall inform 2 days in advance to The Oriental Insurance Co. Ltd / Architect to check quality/measurements of any work which is likely to be hidden before covering. Contractor is soly responsible to get work checked and certified in writing from Architect before covering
- (45) Measurement for all items shall be taken as per actual work done and no claim for any wastage in all material shall be considered.
- (46) Contractor must quote balanced rates as quantities mentioned in the tender are approximate and may vary to any extent. No extra shall be given on this account.

- (47) The contractor should inspect the sites before quoting the rates.
- (48) The contractor shall place order immediately after hearing the approval of the tender of the material required for the work in order to get them on site well in advance of their requirement. Sample of each material should be got approved in advance.
- (49) The contractor shall have to make necessary arrangements for proper storage of the materials and will be responsible for any loss of material due to theft or otherwise.
- (50) The items of work will be measured as per standard mode of measurements as laid down by I.S.I
- (51) The quantities given in the Bills of quantities are approximate and given as a guide to tenderer and are liable to variations.
- (52) Contractor shall be paid for the actual measured quantities of work executed by him.
- (53) LIST OF APPROVED MAKE IS ENCLOSED

Oriental Insurance Co. reserves the right to select any of the manufactures party from the above list and to add or delete names of the other parties as and when required.

- (54) Contractor shall have prepared any No of samples as directed by Architect / The Oriental Insurance Co. Ltd before finalizing of scheme. For this No extra payment shall made.
- (55) The contractor have read and understood the "General condition of contract.

Signature of Tenderer/s

Seal/stamp of the firm/company

(Only authorized for tendering)

APPENDIX REFERRED TO IN THE GENERAL CONDITIONS

1. Defects liability period : 12 Months
2. Date of commencement : Immediate on receipt of work order/Handing over the site.
3. Date of Completion : 30 Days from issue of Letter of intent./Work order
4. Stipulated period for completion : 40 Days
5. Minimum value of work done for interim payment : Only full and final payment will be made .on completion of work
6. Interim Payment : Only full and final payment will be made.
7. Retention money for defects liability period : 5 % of the total value of work
8. Liquidated damages for non-completion of work within stipulated period. : 0.25% per day subject to maximum of 5 % of contract value.
9. Validity of the Tender : Three months from the last date of opening of the Tender.
10. Terms of Rates : The rates shall be at the site of the work and shall include all Taxes, Octroi, Labour, Transportation, work contract Tax VAT if any etc.[**Service Tax shall be paid seperatly as per Government Guide Lines**]
11. Period of honouring interim Certificate : 30 Working days after the submission of the interim Certificate.
12. Period for honouring final Certificate : 60 working days after the submission of the Final Certificate.
13. Validity of Rates : The quoted Rates in the Tender shall remain valid till the completion of the work. No escalation in rates shall be allowed.
- 14.. Extra Items : The contractor shall not execute the item for which the rate cannot be derived form the Tender. He shall submit the Rate analysis for such item on actual cost plus 15% as over-heads, establishment charge and contractor's profit, and get it approved by Architect/Employer before starting the work of such items.

15.. Working Hours

: Most of the work may take place at contractors workshop, However in case if the work is to be executed in a working premises of the employer the same shall generally be execute after office hours of the employer i.e. in the evening, nights and holidays. The employer shall make necessary arrangements required or their part of such working. The work shall be carried out in such a way that minimum disturbance is caused to the functioning of the employer. The Contractor shall make all necessary arrangement for cleaning the premises everyday and to ensure the complete safety of the furniture, machinery, computers, plants, equipment etc. lying in the premises and also provide safeguard from dust etc. For night working no extra charge shall be paid.

16. Contractor shall shift and rearrange necessary Furniture/Fixture to keep site tidy and clean, protect office equipment by covering during execution. If contractor fails then Employer shall employ other agency for the job and cost incurred shall be recovered from the bill Amount.

17. Electrician/Network Technician/Carpenter/A.C Technicians shall remain present at site at all the time during execution of work to avoid any power/Network failure/Disturbance of branch functioning.

18. Contractors shall have to make necessary temporary arrangement to the satisfaction of Employer for Electrification / Data Cabeling / Furnishing / A.C. No extra payment shall made for this.

19. On completion of work all contractor shall give detailed measurements / circuit diagram / List of materials used Test reports duly signed and sealed.

20. All hidden measurements must be got checked / reconded before concealing.

21. All material and makes shall be as per specifications any deviation will not be accepted without written permission of Architect/Bank

Signature of Tenderer/s

Seal/stamp of the firm/company

TECHNICAL SPECIFICATIONS (MAKES/MODELS)

LIST OF APPROVED BRAND AND / OR MANUFACTURE FOR CIVIL WORK

Sr.No.	Particulars and Specifications	Approved Make/ model
1[a]	Sanitary Fittings	Cera/Parryware/Hindware/Nirali
[b]	Plumbing Fixture	Jaquar/hindware/Parryware
[c]	GI Pipes	TATA [Medium]/Asian/Jindal
[d]	GI Fiting	'R' Brand, DRP
[e]	Sluice Valve/C.I Valves	Zoloto/Indian Valve Co.Mumbai Leader/Kriloskar
[f]	P.V.C Pipes & Fitting	Finolex/Supreme/Prince
2.	Synthetic enamel, Distemper, plastic emulsion	Asian paints / Berger / Nerolac
3.	Wall Putty	Birla White / J. K. White
4.	Glazing	Aasahi, TATA, Modi Guard or Saint-Gobain
5.	Commercial Ply (IS-303) / Waterproof ply (IS-710) / Block board (IS-1659) / Flush door (IS- 2202)	Century/ Green Lam/ ARCHID / Anchor / Mayur/Samarat
6.	Laminate confirming to IS:2045-1995	Sunmica/ GREENLAM /Century /Formica/Samrat
7.	Glass	Modi float / Saint gobain
8.	Hardware	Efficient gadget / Earl Behari (EBCO) Hardwin / Etalica
9.	Flush door confirming to IS 2202 part I - 1991	Green ply/true wood/Kitply
10.	GI support system for false ceiling	Rondo/Indian gypsum/Boral
11.	Plaster boards	Rondo/Indian gypsum/Boral
12.	Screws	GKW nettle fold or approved equivalent

13.	Adhesives	Fevicol / Bluecoat/Movicol/Araldite
14.	Floor spring / Door closure	EBCO / Everite/ Hardwyn/Dorma/Everite
15.	Vitrified tiles flooring	Asian/Johnson/Nitco/ Bell/Somani
16.	Ceramic tiles	Asian/Johnson/Nitco/ Bell/Somani
17.	Venation blinds	Vista/ MAC
18.	False ceiling	Armstrong/Daikin
19.	Hinges	Clip on hinge of nickel chrome plated finish of ebco make
20.	Handles	Brass/Gold finish of dorset/Godrej
21.	Water proofing compound	Foroc,CICO,ACCO proof,Impermo
22.	Hardware Fittings	E.G. Bulush,Earl Bihari
23.	Cement	Ambuja/Ultratech/ACC/equiv
24.	Sand	Clean Sand
25.	Anti-Termite Treatment	Chlorpyriphos 20 EC of Pest Control (I) Ltd
26.	Aluminum section	Jindal / Hindalco/Indal /
27.	ACP panel	Timex / Alu decor / Euro/Flexi Bond/Euro Bond/Alubond

[a] Before starting of work contractor must get all samples/make approved from Architect before using at site

[b] Consultants reserve the right to add or delete name of any manufacture as and when required.

[c] Consultants reserve rights to select any of the specified brands mentioned above.