

**PUBLICITY DEPARTMENT
THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002**

TENDER DOCUMENT

CONTAINING

TERMS AND CONDITIONS

FOR REFURBISHMENT OF ORIENTAL INSURANCE COUNTER AT
DELHI INTERNATIONAL AIRPORT – T3 TERMINAL

LAST DATE FOR RECEIPT OF TENDERS

30TH JULY 2018 UPTO 12.00 P.M.

FOR ANY CLARIFICATION PLEASE CONTACT:-

CHIEF MANAGER (PUBLICITY)
THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002
Tel No -011- 43659105

THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
NEW DELHI-110002

**TENDER FOR REFURBISHMENT OF ORIENTAL INSURANCE COUNTER AT
DELHI INTERNATIONAL AIRPORT AT T-3 TERMINAL**

Quotations are invited from Delhi/NCR based contractors having expertise and experience in installing counter at Airports. The sealed cover shall be superscribed "**Quotation for Oriental Insurance T-3 Counter**" and addressed to **The Chief Manager, Publicity Department, 1st Floor, The Oriental Insurance Company Ltd, A-25/27, Asaf Ali Road, New Delhi-110002** to reach latest by **12.00 PM on or before 30th July 2018**. Sealed tenders are invited in "Two Part Bid" (Technical Bid and Financial Bid) as hereinafter explained.

The company will not accept any responsibility for the tender lost in transit. The earnest money of **Rs.50,000/- (Rupees Fifty Thousand only)** is required to be submitted by way of demand draft/pay order in favour of the '**The Oriental Insurance Company Ltd**' from any **Scheduled Bank** payable at **Delhi** along-with tender document and **should be kept in Envelope No. 1** as hereinafter explained. Earnest money deposit will be returned to all the unsuccessful bidders after the award of the contract.

1. TENDERING IN TWO SEALED ENVELOPES (TWO BID SYSTEM)

The tender documents should be submitted in two separately sealed envelopes as follows:-

- 1a) The Envelope No. 1 superscribed as "**TECHNICAL BID**" should contain the following:-
- (i) Details required as per Annexure - 1
 - (ii) Earnest Money Deposit of Rs.50,000/- to be submitted in the form of Demand Draft / Pay Order of any Scheduled Bank in favour of "The Oriental Insurance Company Ltd" payable at Delhi/New Delhi
 - (iii) Signed copy (by authorized signatory of the tenderer company) of Acceptance of Terms and conditions of The Oriental Insurance Co. Ltd as per Annexure - 2
- 1b) The Envelope No. 2 superscribed as "**FINANCIAL BID**" should contain the following:-
- (i) Amount (in words as well as in figures) stating clearly total bid cost of Counter refurbishment in the prescribed Annexure - 3. Amount quoted will specifically mention all taxes exclusive.
- 1c) Both the envelopes should be placed in a third envelope which will be duly sealed and superscribed as "**Quotation for Oriental Insurance T-3 Counter**". This single envelope containing two separate envelopes is to be submitted to the Company.
- 1d) The criteria followed by the company will be at its sole discretion and will not be open to question. The tenderer shall unconditionally accept terms & conditions of the Company. Conditional offers shall be summarily rejected. The tenderer shall sign and submit the unconditional Acceptance Letter (attached as Annexure - 2 to this tender document) and submit the same in envelope No. 1 as stated herein above.

2. SCOPE OF WORK

The scope of work covers complete refurbishment of Oriental Insurance Counter located at T-3 terminal of Delhi International Airport. The items to be used must be as per specifications given hereinafter.

3. TAXES AND DUTIES

Price quoted by the bidder will be exclusive of all duties and taxes etc. upto the premises. GST and other charges, if any to be charged will be shown separately alongwith HSN code. If any taxes/charges are not explicitly mentioned, no claim on this account shall be entertained later.

4. EARNEST MONEY

Any bid not accompanied by Earnest Money shall be rejected summarily.

5. COMPLETION SCHEDULE

(i) From the date of order given to the successful bidder(s), the work must complete within 30 days.

(ii) In case of delay in completion of work mentioned above, the Company has the right to impose penalty at the rate of 10 per cent of the total bill amount for each week's delay or a part thereof, subject to maximum of 50 per cent of the total bills. The amount of penalty so imposed will be deducted from the bill presented by the contractor. In the event of delay in completion of work beyond 5 weeks after 30 days mentioned in part (i) above, Company reserves the right to forfeiture of the Earnest Money and cancellation of order.

6. CANCELLATION OF CONTRACT

In the event of contractor's failure to complete the job as per stipulated delivery schedule and specifications, the Company reserves the right to cancel the order and get the work done from any other source at contractor's risk and cost. In the event of the cancellation of order, the Company reserves the right to take into possession material lying at the said premises.

7. INSURANCE

The work to be done should be insured by the contractor against loss or damage incidental to the work. The details of insurance, if so arranged should be provided to us..

8. ADVANCE PAYMENT

No advance payment shall be made for the specified job. Payments shall be made only after compliance with the terms and conditions and completion of work to the complete satisfaction of the concerned department.

9. APPLICABILITY OF TAX

In pursuance of the provisions of the Income Tax Act, the Company will deduct tax at the applicable rate on the amount payable.

10. MISCELLANEOUS

(i) Tender Document can be downloaded from our website or obtained free of cost from our office.

(ii) Company reserves the right to accept / reject any or all tenders partly or fully, without assigning any reasons thereof and also to modify the terms and conditions any times if the execution of work is unsatisfactory or time schedule is not strictly adhered to. The decision of Company in respect of evaluation of bids and / or award of contract shall be final.

(iii) The Company reserves the right to inspect at the counter at any time during execution and may take decision as deemed fit by the Company and its decision would be final.

(iv) Incomplete tenders which do not contain all the information called for are liable to be rejected. If any benefits are given by the Government, bidder has to attach necessary certificates in the technical bid otherwise their claims will not be entertained.

- (v) The Deputy General Manager, Publicity Department shall be the authorized officer with regard to the contract. The decision of Deputy General Manager shall be final and binding on the contractor and shall hold all the meetings at Delhi only.
- (vi) Any attempt to negotiate directly or indirectly on part of the tenderer with any official of the Company to influence the acceptance of tender by any means shall render his/her tender liable for exclusion from consideration and may lead to blacklisting of the firm by the Company.
- (vii) Prices are to be quoted in Indian Rupees and shall be final and binding on them and not subject to any price escalation. The rate is to be filled in figures as well as in words. Rates written in words shall govern in case of any discrepancy.
- (viii) In the event of any dispute or difference whatsoever arising out of this contract, the same shall be resolved as per the provisions of Indian Arbitration Act 1940, as amended as on date. The Courts of Delhi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.


CHIEF MANAGER

(TO BE ATTACHED IN TECHNICAL BID)

| | | | |
|----|--|---|--|
| 1. | COMPANY / FIRM NAME | : | |
| 2. | REGISTRATION NUMBER & DATE OF REGISTRATION | : | |
| 3. | ADDRESS FOR COMMUNICATION (WITH FAX & E-MAIL) | : | |
| 4. | PAN AND GST REGISTRATION NUMBER | : | |
| 5. | EXPERIENCE IN DEALING SIMILAR WORK AS REQUIRED IN TENDER | : | |
| 6. | EARNEST MONEY DEPOSIT DETAILS: DRAWEE BANK DEMAND DRAFT / PAY ORDER NO. & DATE | : | |
| 7. | ANY OTHER INFORMATION | : | |

I / We certify that the above particulars are true.

AUTHORIZED SIGNATORY
(SEAL OF COMPANY / FIRM)

DATE :

PLACE :

ACCEPTANCE LETTER

(To be submitted on Bidder's LETTER HEAD in Envelope No.1)

CHIEF MANAGER (PUBLICITY)
THE ORIENTAL INSURANCE COMPANY LTD
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD
HEAD OFFICE, NEW DLEHI

Sir,

Re: Acceptance of The Oriental Insurance Co. Ltd. Tender Conditions

I/We hereby certify that I/We have read the entire terms and conditions of the tender document for refurbishment of Oriental Insurance Counter at T3 terminal of Delhi International Airport. I/We shall abide by the conditions/clauses contained in the tender documents. In case, any of the provisions of the tender is found violated, I/We agree that the tender shall be liable to be rejected and The Oriental Insurance Co. Ltd shall without prejudice to any other right or remedy be at liberty to forfeit my/our earnest money absolutely. I/We hereby unconditionally accept the terms & conditions of tender document of The Oriental Insurance Co. Ltd in its entirety for the above work.

The required earnest money for this work is enclosed herewith in the form of demand draft / pay order for Rs.50,000/- (Rupees Fifty Thousand Only) drawn on _____
Bank _____ Branch payable at New Delhi

Yours faithfully

Signature & Seal of Tenderer/

Authorized Representative of the Tenderer

Name: _____

Designation: _____

Mob. No.: _____

Date: _____

BILL OF QUANTITY

| S. No. | Elements | Preferred Specification | Unit | Quantity |
|--------|---|--|------------|----------|
| 1 | Pre- Laminated Wooden Flooring | Providing and fixing 8 mm thick pre-laminated wooden plank fixed on wooden platform as per approved design | Sq. ft. | 120 |
| 2 | Bidding and profiles for wooden flooring as per approved design | Providing and fixing bidding and profiles for wooden flooring | Sqft / Rft | 100 |
| 3 | Wooden Work on MS Platform as per approve design | Providing and fixing 19 MM & 12 MM thick FR Grade (Make -Greenly / Archidply) double core Ply board fixed on MS platform as per design | Sq. ft. | 120 |
| 4 | MS Platform for flooring | Providing and fixing (50 mm x 40 mm) (16 Gauge) MS Square frame platform for wooden flooring base as per approve design | Sq. ft. | 125 |
| 5 | Wooden Wall Partition | Providing and Fixing (100mm) thick FR grade wooden panelling including (25mm x 25mm) (16 gauge) MS Pipes and 10mm plyboard FR Grade (Make - Greenply / Archidply) as per approve design | Sq. ft. | 65 |
| 6 | Laminate for Wall Partition or Canopy works | Providing and fixing (1mm) thick laminate (Shade No- 21024 HGL & 21081 HGL) for Exterior Wall panelling & Wooden partiton as per approve design (Make Marino/ Ika/ Formica) or equivalent | Sq. ft. | 150 |
| 7 | Corean Works | Providing and Fixing (6mm- thick LG make Corean) (Shade - S - 028 Apline White) work require on front counter as per approve design | Sq. ft. | 150 |
| 8 | Wooden Counter | Providing and fixing (19MM) thick (FR Grade) Fire rated ply board fixed on Counter with approve laminate as per design (Make - Greenply / Archidply) | Sq. ft. | 60 |
| 9 | Lights Fixtures | (10 Watt - LED lights) lights with necessary fittings as per approve models (Make- Philips/ Bajaj/ Crompton/ Wipro or equivalent) | No | 10 |
| 10 | MS Pole for Canopy Works | Providing and Fixing (100mm x 3mm) (10 Gauge) MS Round Pipe in Middle of Canopy Structure as per approve design | No | 1 |
| 11 | Canopy Works | Providing and Fixing (100 x100 mm) thick wooden Framing including (50 x 50mm) Aluminium framing x (8mm) FR Grade plyboard fire rated with Laminate Pasting as per approve design (Make - Greenply / Archidply) | Sq. ft. | 120 |
| 12 | MS Pole CAVER | Providing and Fixing (9mm) FR Grade wooden panelling For pole caving as per approve design (Make - Greenply / Archidply) | No. | 1 |
| 13 | Electrical Cabinet | Providing and Fixing FR Grade Wooden Cabinet inside Counter for Electrical items FR Grade double core plyboard (19mm) with Laminate pasting as per approve design (Make - Greenply / Archidly) | Sq. ft. | 30 |

| | | | | |
|----|--|---|-----|-----|
| 14 | FRLS Site wiring | Proving & fixing FRLS (1mm, 1.5mm & 2.5 sqmm) wiring for site including wire for earthing, lighting, switch sockets etc. (Make - Havells / Polycab or Equivalent) | Rft | 200 |
| 15 | MS Conduit for wiring | Providing & Fixing of MS flexible Conduit for wiring and data cabling | Rmt | 75 |
| 16 | SS Skirting | SS Skirting (100 MM) wide fixed with necessary screw as per design | Rft | 30 |
| 17 | SS Tubes | Providing and Fixing SS tubes (25 mm) (16 Gauge) at the Front of Counter as per design with necessary fittings | No. | 4 |
| 18 | Executive Chair | Providing and Supplying Executive Chairs as per approved design | No. | 2 |
| 19 | Miscellaneous Work including fire fighting system and installation on site | coordination with GMR and making amendments as per their requirements | -- | -- |

PRICE BID

Cost for complete execution/refurbishment of Oriental Insurance T3 counter at Delhi International Airport:

Rupees (in figures) _____

Rupees (in words _____)

GST HSN Code _____ @ _____ %

Final Amount including GST: Rupees (in figures) _____

Rupees (In words _____)

Signature of Tenderer/
with Rubber Stamp

Authorized Representative of the Tenderer

Name: _____

Designation: _____

Mob. No.: _____

Place :

Date :