

# **The Oriental Insurance Co. Ltd.,**

**Regional Office  
4, Lyons Range  
Kolkata-700 001.**

## **Tender Document**

### **TECHNICAL BID**

**Repair and Renovation work of 3 nos. Flats at "ANUPAMA CO-  
OPERATIVE HOUSING SOCIETY LTD." AT BIDHANNAGAR,  
DURGAPUR-713 212.**

### **Architects/Consultants**

**The Designers-N-Planners  
EB-98, 1777, Rajdanga Main Road  
Kolkata-700 107  
Ph. No. -033-2441 5859, Mob : 98741 92619  
E-Mail : [contact@designersnplanners.com](mailto:contact@designersnplanners.com)**

**The Oriental Insurance Co. Ltd.,  
Regional Office  
4, Lyons Range  
Kolkata-700 001.**

**TENDER NOTICE**

**TENDER FOR REPAIR AND RENOVATION WORK OF 3 NOS. OF RESIDENTIAL  
FLATS AT "ANUPAMA CO-OPERATIVE HOUSING SOCIETY LTD." AT  
BIDHANNAGAR, DURGAPUR-713 212.**

Sealed tender are invited under two-bid system (Tech. & Financial) from eligible bonafide and reputed Civil contractors for above works (civil & electrical) at the above premises. The Tender documents can be obtained from our above office on payment of Rs. 500/- (non refundable) in the form of Demand Draft favouring "**The Oriental Insurance Company Limited**" payable at **Kolkata** on all working days upto 3.30 p.m. From 23.02.2016 to 15.03.2016 except (saturday, sunday & holiday). The tender forms can be downloaded from the official web site [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) and to be submitted in person or by post so as to reach on or before 15.03.2016 along with a Demand Draft of E.M.D. of Rs. 16,500/- (Rupees Sixteen thousand five hundred) Only drawn in favour of "**The Oriental Insurance Company Limited.**" payable at **Kolkata**. The authority reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

**The Deputy General manager  
The Oriental Insurance Co. Ltd.,  
Regional Office,  
4, Lyons Range,  
Kolkata-700 001.  
CIN-U36010DL1947GO1007158**

  
**Deputy General Manager**

**The Oriental Insurance Co. Ltd.,  
Regional Office  
4, Lyons Range  
Kolkata-700 001.**

web site [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)  
CIN-U66010DL1947GOI007158

Date :

**IMPORTANT INSTRUCTIONS**

1. Technical Bid and EMD if any, to be put up in envelope-1 duly sealed and superscribed as "Technical Bid" and mentioning your name, address and telephone numbers thereon.
2. Financial Bid along with Bill of Quantities shall be put up in envelope-2 duly sealed and superscribed as "Financial Bid" and mentioning your name, address and telephone number thereon.
3. Both the "Technical Bid" and "Financial Bid" envelopes are to be put up in the Envelope-3 duly sealed and superscribed as "Tender for Repair & Renovation work of 3 nos. Flats at "ANUPAMA CO-OPERATIVE HOUSING SOCIETY LTD." AT BIDHANNAGAR, DURGAPUR-713 212, and mentioning your name, address and telephone number thereon.

The envelope-3 should be sent to :

**The Deputy General Manager  
The Oriental Insurance Co. Ltd.,  
Regional Office  
4, Lyons Range  
Kolkata-700 001.**

**Due date of submission :- 15.03.2016 at 15.30 Hrs.**

4. Any offer received after this date and time shall not be considered.
5. Offers received through post should also reach before the stipulated last date. For offers, lost in transit, Company will not be held liable.
6. The Company reserves the right to reject all or any of the offers without assigning any reason.

Hindi version follows :

**Deputy General Manager**

**PART – A (Technical Bid)**  
**The Oriental Insurance Co. Ltd.,**  
**Regional Office**  
**4, Lyons Range**  
**Kolkata-700 001.**

**Tender Document**

**For Repair and Renovation works of 3 nos. Flats at “ANUPAMA CO-  
OPERATIVE HOUSING SOCIETY LTD.” AT BIDHANNAGAR,  
DURGAPUR-713 212.**

Name of the Tenderer :-----

Address :-----

**Date of Submission: On or before -15.03.2016 at 15.30 Hrs.**

**Architects/Consultants**

**The Designers-N-Planners**  
**EB-98, 1777, Rajdanga Main Road**  
**Kolkata-700 107**  
**Ph. No. -033-2441 5859, Mob : 98741 92619**  
**E-Mail : contact@designersnplanners.com**

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## SECTION - II

### INSTRUCTION TO APPLICANTS

- 2.1 The completed "Tender Documents" in duplicate and in sealed covers should be returned so as to reach by 15.03.2016 at 3:30 Hrs. on or before at the following address :

**The Deputy General Manager  
The Oriental Insurance Co. Ltd.,  
Regional Office  
4, Lyons Range  
Kolkata-700 001.**

Tender documents received after the due date and time will not be considered and summarily rejected.

If the receipt date is declared as a holiday the applications will be received on the next working day at the same time and place.

- 2.2 The envelope or packet submitted must show on the outside the name and complete address of the Applicant. In addition, the upper left hand corner of the packet should bear the title "**For Repair and Renovation work of 3 nos. Flats at "ANUPAMA CO-OPERATIVE HOUSING SOCIETY LTD." AT BIDHANNAGAR, DURGAPUR-713 212.**"
- 2.3 All financial data/monetary values entered in the form(s) for the work executed / work in hand should be stated in Indian Rupees. For details of Contract submitted in support of past experience, the contract amounts in original currency should also be stated in Indian Rupees exchange rate, as application for Tender and as determined by the Reserve Bank of India.
- 2.4 It is mandatory that each application shall contain all the information called for in the "FORMS" included in the document.
- 2.5 All details furnished should be complete and as applicable on the date 30 days prior to the last date for submission of application.
- 2.6 Applicants are particularly advised to fill in the details asked for strictly as per the enclosed forms. Applications may be rejected if relevant details are not furnished in prescribed formats and also which do not meet the qualification requirements given in the paragraphs that follow. The applicant may furnish any additional information, which in his opinion will highlight his capacities to perform, along with his application.

### 2.7 ELIGIBILITY FOR TENDER

The application for Tender will be entertained only from Contractors with technical know-how, financial standing, experience and proven reputation in execution of similar work and who can show satisfactory evidence of successful completion and satisfactory performance of work as stated. For execution of specialized items of work like water proofing, termite control, Anchoring etc. the bidders will be required to associate specialist firms then the list of such associates, duly authenticated, shall also be submitted with this application along with their consent letter clearly indicating their willingness to undertake the work on your behalf.

Stamp and Signature of the Bidder 1

- 2.8 The site of the work may be inspected by applicant or his representative at his own cost.
- 2.9 Information regarding applicant's experience shall cover the work carried out only before last date of application.
- 2.10 The decision of the Company to accept or reject any application for Tender shall be final and binding.
- 2.11 While applications are under consideration, Applicants and their representatives, or other interested parties, are advised to refrain from contacting, by any means, any of the Company's or Consultant's personnel on matters related to the applications under study. Such activities, if noticed, will lead to rejection of the application. The Company/ Consultant, if necessary will obtain clarification of applications by requesting such information from any or all Applicants in writing.

Stamp and Signature of the Bidder 2

## **SECTION – III : BASIS FOR PERQUALIFICATION OF APPLICANTS**

3.1 Applications will be evaluated under the following three heads :

A: Financial standing and capability

B: Past experience

C: Organisational Capability

Applicants are required to furnish necessary data, documents drawings and other particulars along with their application in support of their competence under the above heads.

Data/documents furnished should be true in all respects. On verification if it is found that such data/documents are not true or concerned Applicant has attempted to conceal any unfavourable data, his application for Tender will be rejected.

The minimum qualification expected in respect of the above heads are given hereafter. Applicants meeting these requirements will be considered for eligible Tender.

### **3.2 CRITERIA FOR QUALIFYING**

To be eligible to bid for the work, for which this Tender is invited, applicants must meet the following criteria.

#### **3.3 FINANCIAL STANDING :**

i. The financial standing will be judged from the Financial statement (form I) and by the overdraft facilities / credit worthiness (in the form of Solvency Certificate as indicated in form IA) from a bank available to the Applicant.

The Applicant is expected to furnish credit rating from a Schedule Bank equivalent to a minimum of Rupees 2 lakhs.

ii. Annual Turnover.

The minimum annual turnover of prospective applicants is expected to be above Indian Rupees 50 lakhs.

#### **3.4 PAST EXPERIENCE**

i. Quantum and experience of work executed

It is necessary that the Applicant has executed similar type of work in the past Three years. It is expected that the present worth of work executed by the bidder should meet any of the following requirements:-

- 1) At least one work of Rs. 8.00 lakhs.
- 2) At least Two work of Rs. 6.00 lakhs.
- 3) At least Three works of Rs. 5.00 lakhs.

Stamp and Signature of the Bidder 3



### iii. PAST PERFORMANCE

The past performance of an Applicant is established in respect of having successfully executed similar type of work in time and in workman like manner. For this purpose, testimonials etc. from Clients for whom the Applicant has executed similar type of work during the past will have to be submitted by the applicant and where necessary reference will be made to previous clients. Applicant must furnish performance data vide Form-2 & Form- 2A.

### 3.5 ORGANISATIONAL CAPABILITY

Organizational capability of an Applicant will be judged based on data furnished by him in respect of personnel, job executed for past experience. The Applicant is required to confirm that he shall have the required strength of personnel in his employment as per Form 4 and he would deploy the same in case the job is entrusted to him. The applicant is also expected to deploy adequate supporting staff (i.e. Sr./Jr. Engineers/Foremen/Electrical Supervisors and below) and any additional plant and equipment for completion of the proposed work in scheduled time.

### 3.6 QUALIFIED APPLICANTS

The Company will decide which of the Applicants are qualified and will advise them through the Consultant / Architect in due course of time with the date, time and place of opening of "Part-B" i.e. the price bid of this Tender. The "Part-B" i.e. the price bid of non-qualified contractors will remain un-opened and No reason, whatsoever will be furnished.

Stamp and Signature of the Bidder 4

## FORM - 1 : FINANCIAL STATEMENT

1. Attach audited balance sheets and profit and loss statement for the last 3 years.
2. Annual value of building renovation work, undertaken for each of the last three years and projected for current year.

Current year	One year before	Two year before	Three Year before
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3. Applicant's financial arrangement :

a. Own resources :

b. Bank Credits :

c. Others (Specify) :

Seal  
Date :

Stamp and Signature of the Bidder 5

**FORM - 1A : BANKER'S REPORT**

**SOLVENCY CERTIFICATE FROM THE SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s. -----

-----  
(Name and Address of the applicant / Contractor) a customer of our bank is

respectable and can be treated as good for any engagement upto a limit of Rs.-

----- (In figure) Rupees -----

----- (in words) only. Overdraft facility available to M/s -----

----- ( Name of Applicant) are upto a limit of Rs.-----

(In figures) Rupees,-----only.

The certificate is issued without any guarantee of responsibility on the Bank or  
any of its officers.

Signature and Seal of the Bank

Name of the Bank -----

Address: -----

Date -----

Stamp and Signature of the Bidder 6





**FORM - 4 : KEY PERSONNEL**

DETAILS OF KEY PERSONNEL EMPLOYED OR TO BE EMPLOYED FOR THE PROPOSED WORK.

Designation	Name of Nominee	Summary of Qualification Experience (in years) and present occupation
-------------	-----------------	---

Office: Partner/ Director/Proprietor

Other Key Staff  
(Give Designation)

Supervising Site Engineer

Construction Supervision  
(Technical / Foreman /  
Asst. Foreman)

Seal

Stamp and Signature of the Bidder 9

Date .....

**FORM - 5 : BIO DATA OF KEY TECHNICAL PERSONNEL**

FORMAT OF BIO DATA FOR KEY TECHNICAL PERSONNEL

1. Name :
2. Address :
3. Age :
4. Nationality :
5. Professional Qualification :
6. Membership of Professional Bodies :
7. Work Experience :
  - i. a. Name of Post held :
  - b. Name of Immediate Supervisor :
  - c. Name & Address of the Employer :
  - d. Brief details of work experience :
8. Number of years served and :
  - Date of Joining :
  - Date of Leaving :
9. (Repeat information under sub-clause :  
(i) above starting with the most  
recent post held).

Seal

Date

Stamp and Signature of the Bidder 10

**FORM-6 : OTHER RELEVANT INFORMATION.**

**A. WORK PLACE**

Sl No.	Particulars	Permanently Employed (In Nos.)	Hired as and when required (In Nos.)	Year with the firm
1.	Masons :			
2.	Carpenters :			
	a) Highly Skilled :			
	b) Semiskilled :			
3.	Plumbers :			
4.	Wine / Helpers :			
5.	Painter / Polishers :			
6.	Electricians :			
7.	Others :			
	a) :			
	b) :			
	c) :			
	d) :			
	e) :			

Seal

Stamp and Signature of the Bidder II

Date .....



**IV : CERTIFICATE OF DECLARATION**

I / We hereby undertake that the above information furnished are true. You are at liberty to reject this application of pre-qualification in case any of the information furnished found false and also incomplete. We assure you that the facilities wherever mentioned in this pre-qualification bid shall be extended to you and at your work site. We also understand that you are not bound to accept and assign reasons whatsoever for not considering this application of pre-qualification.

Seal

Stamp and Signature of the Bidder 12

Date .....

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## NOTICE OF INVITATION OF TENDER

Sealed tenders in two bid system are invited from established experienced contractors by

**Deputy General Manager  
The Oriental Insurance Co. Ltd,  
Regional Office,  
4, Lyons Range  
Kolkata-700 001.**

for the following work:-

- 1) **Name of the work** : For Repair & Renovation works of 3 nos. Flats at "ANUPAMA CO-OPERATIVE HOUSING SOCIETY LTD." AT BIDHANNAGAR, DURGAPUR-713 212.
- 2) **Place of the work** : BIDHANNAGAR, DURGAPUR-713 212.
- 3) **Time of completion** : 02 (Two) calendar Months.
- 4) **Estimate Money** : Rs. 16,500.00 (Rupees Sixteen thousand five hundred) only by crossed demand draft/Pay order of any nationalized Bank, drawn in favour of The Oriental Insurance Company Limited payable at Kolkata. Tender without earnest money in proper form will be rejected.
- 5) **Total Tender Amount** : Rs. 8.37 Lakhs (Rupees Eight lacs thirty seven thousand only)
- 6) **Cost of Tender Document** : Rs. 500/- (Rupees Five hundred) only (Non refundable).
- 7) **Availability of Tender Document** : The complete tender documents can also be downloaded from the official Website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) (tender). While submitting tender, has to attach a Demand Draft of Rs. 500.00 (Rupees Five hundred) only from a scheduled bank shall be paid in favour of "The Oriental Insurance Company Limited payable at Kolkata towards cost of the tenders along with EMD are to be enclosed, failing which tender will be rejected.

Stamp and Signature of the Bidder

- 8) Time, date and place of submission of Tender : 15.03.2016 On or before 15.30 Hrs. at the office of the:-  
**Deputy General Manager**  
**The Oriental Insurance Co. Ltd,**  
**Regional Office,**  
**4, Lyons Range**  
**Kolkata-700 001.**
- 9) Time, date and place of opening of tender : Part-A of the Tender will be opened first at 15.00 Hrs. on the next day at the office of the :-  
**Deputy General Manager**  
**The Oriental Insurance Co. Ltd,**  
**Regional Office,**  
**4, Lyons Range**  
**Kolkata-700 001.**
- Date & time of opening of the Part-B (Price Bid) will be intimated on the same day and / or to be decided by the Tender Committee constituted by the Company.
- 10) Tender to be addressed to : **Deputy General Manager**  
**The Oriental Insurance Co. Ltd,**  
**Regional Office,**  
**4, Lyons Range**  
**Kolkata-700 001.**
- 11) Procedure of submission of Tender : Tenders are to be submitted in two parts viz; Part-A & Part-B separately sealed and superscribed with the name of the work along with the required document and manner as detailed in General rules and instruction for the guidance to the tenderers.
- 12) Inspection of drawing and clarifications : Follow specifications as enclosed for clarification , contact with the consultant on all working hours and days upto \_\_\_\_\_.
- 13) Validity of Tender : Three (3) months from the stipulated last date of submission of tender.

- 14) Sales Tax / Value Added Tax / Service Tax or any other tax on materials or finished work like Works Contract Tax, Turn Over Tax etc. in respect of this contract whether in vogue or may be imposed in future shall be payable by the contractor and the Company will not entertain any claim whatsoever in this respect. However any benefit due to reduction of taxes etc. shall be passed to the employer.
- 15) Delay in submission arising out of postal or any other irregularities will not be considered. The Company in any case will not be responsible for any damage in transit in case of postal delivery.
- 16) The Company will not be bound to accept the lowest tender and reserves the rights to accept or reject any or all the tenders without assigning any reason whatsoever.

**Deputy General Manager  
The Oriental Insurance Co. Ltd,  
Regional Office,  
4, Lyons Range  
Kolkata-700 001.**

Stamp and Signature of the Bidder

## GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenders are hereby invited on behalf of **Deputy General Manager The Oriental Insurance Co. Ltd, Regional Office, 4, Lyons Range, Kolkata-700 001**. For Repair & Renovation work of 3 nos. Flats at "ANUPAMA CO-OPERATIVE HOUSING SOCIETY LTD." AT BIDHANNAGAR, DURGAPUR-713 212. at an Estimated cost of Rs.8.37 Lakhs. (Rupees Eight lacs thirty seven thousand only).
2. Tender document consisting of the following:
  - i. Notice of Invitation of Tender.
  - ii. General Rules and instructions for the Guidance of Tenderers.
  - iii. Form Of Tender.
  - iv. Article of Agreement.
  - v. General Condition of Contract.
  - vi. Special Conditions and Annexures.
  - vii. Technical Specifications for Civil, Sanitary Interior & Electrical Work.
  - viii. Bill of Quantities.
3. The site for the work is readily available.
4. Tenders, which shall always be placed in sealed cover, No. 1 Superscribed as "**Technical Bid**" and No. 2 superscribed as "**Financial Bid**" Both the envelopes should be kept in Envelope No. 3 superscribed with the name of the project written on the envelopes will be received by The **Deputy General Manager, The Oriental Insurance Co. Ltd, Regional Office, 4, Lyons Range, Kolkata-700 001**. on or before time and date and will be opened on the next day as stipulated in the Tender Notice.
  - 4.1. Part-A Shall contain :-
    - a) The covering letter without any condition and without dis-closing any of the quoted rate or total tender sum.
    - b) A letter of authorisation in favour of the representative attending the Tender.
    - c) Earnest Money in required shape.
    - d) Tender Paper Cost in required shape.
    - e) The complete documents of 'Part-A' duly filled in.
  - 4.1.2 Part-B Shall contain :-
    - a) Offered price with the tender document duly filled with all the items of the bill of quantities attached together with the tender document.

4.1.3 Part-A will be opened first on the date and time as stipulated in Tender Notice.

In case E.M.D. in improper shape or No E.M.D. is found then the Tender shall be rejected and the 'Part-B' of the tender will remain unopened thus rendering the Tender as 'NON-BONAFIDE'.

The Tender with conditions, what-so-ever, which, in the opinion of the Company, may have financial implication, will be out-rightly rejected and in the event of the same the part-II of the Tender will remain un-opened and the same will be returned back to the tenderer without assigning any reason whatsoever.

The content of 'part-A' will be evaluated first and the contractors whoever are eligible and qualified in the opinion of the company will be notified with the date, time and place of opening of 'part-B' the price bid of this Tender. No reason whatsoever will be furnished to non-qualified contractors.

Tenderers are strictly warned, not to advise any thing other than the prices which is to be offered in words as well as in figure for all the items listed in the bill of quantities. The tender will be summarily rejected in case of any advice made other than the offered prices in the requisite columns and also in case of any of the item found without rate. No opportunity will be given to fill/quote for any omission/s thus rendering the tender as incomplete tender and the tender will be summarily rejected under the sole discretion of the Company.

5. The time allowed for carrying out of the work will be **02 (Two)** Calender Months to be reckoned from the **Fourteenth day** after the date of written order to commence work or taking over the site whichever is later.

6. The contractors should quote in figures as well as in words the rate, and amount tendered by them. The amount for each item should be worked out and the requisite totals given.

All corrections shall be attested by the initials of the tenderers with the seal of the firm. In case any discrepancy / difference is found on checking between rates quoted by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed:

a) When there is a difference between the rates in figure and in words, the rates which corresponds to the amount worked out by the Contractor, shall be taken as correct.

b) When the amount of any item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rates quoted by the Contractors in words shall be taken as correct.

c) When the rates quoted by the Contractor in figure and in words tally but the amount is not worked out correctly, rate quoted by the Contractor shall be taken as correct and not the amount.

d) All settlements as mentioned above shall be based on the tender marked "original" only.

7. When a contractor signs a tender in an Indian Language, the tendered amount and total amount tendered shall also be written in the same language. In the case of illiterate contractors the rates or the amounts tendered should be attested by a witness.
8. Earnest money in the form of Bank Draft of any nationalized Bank drawn in favour of The Oriental Insurance Company Limited must accompany each tender and each tender is to be in a sealed cover superscribed "Tender For Repair & Renovation work of 3 nos. Flats at PANUPAMA CO-OPERATIVE HOUSING SOCIETY LTD." AT BIDHANNAGAR, DURGA PUR-713212 and addressed to The **Deputy General Manager The Oriental Insurance Co. Ltd, Regional Office, 4, Lyons Range, Kolkata-700 001.**
9. The contractor, whose tender is accepted will be required to furnish by way of security deposit for the due fulfillment of his contract, such sum as will amount as detailed in subsequent clause, hereinafter, of the General Conditions of the Contract.  
The FMD of the contractor whose tender is accepted, shall be forfeited in full in case he does not submit the initial Security Deposit within the stipulated period or start the work by the stipulated date mentioned in the award letter.
10. The acceptance of a tender will rest with the Company who does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.  
The Company reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
11. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be liable to rejection.
12. All rates shall be quoted on the proper form of the tender alone.
13. A tender containing percentage below / above will be summarily rejected.
14. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer / Architects shall be communicated to the Employer.
15. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words "Rs." should be written before the figure of rupees and words "P" after the decimal figures, e.g. Rs.2.15p. and in case of words, the word "Rupees" should precede and the word "Paise" should be written at the end, unless the rate is in whole rupees and followed by the words "only". It should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word "only" should be written closely following the amount and it should not be written in the next line.



16. The Company does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
17. All taxes including Sales Tax / Value Added Tax / Service Tax or any other tax on material or on finished works like work's contract tax, Turn-over Tax, etc. in respect of this contract shall be payable by the contractor and the Company will not entertain any claim whatsoever in this respect. Sales Tax / Value Added Tax / Service Tax or any other tax on materials or finished work like Works Contract Tax, Turn Over Tax etc. in respect of this contract whether in vogue or may be imposed in future shall be payable by the contractor and the Company will not entertain any claim whatsoever in this respect. However any benefit due to reduction of taxes etc. shall be passed to the employer.
18. The contractor shall give a list of his relatives working with the Company along with their designations and addresses.
19. No employees of the Company is allowed to work as a contractor for a period of two years of his retirement from Company service, without the previous permission of the Company. The contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Company as aforesaid before submission of the tender or engagement in the contractor's service.
20. The tender for works shall remain open for acceptance for a period of **Three months** from the date of opening of tenders. If any tenderer withdraws his tender before the said period, then the Company shall be at liberty to forfeit Earnest Money paid along with the tender.
21. The tender for the work shall not be witnessed by a contractor or contractors who himself / themselves has / have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
22. It will be obligatory on the part of the tenderer to tender and sign and tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the Competent Authority in the Company.
23. The tenderer, apart from being a competent contractor must associate himself with agencies of the appropriate class who are eligible to tender for (i) Electrical (ii) Sanitary and Water supply installations and (iii) Specialist's Work.

The Deputy General Manager,  
The Oriental Insurance Co. Ltd,  
Regional Office, 4, Lyons Range,  
Kolkata-700 001.

11 Stamp and Signature of the Bidder