

TENDER DOCUMENT FOR

Proposed Furnishing & Electrical Work for

THE ORIENTAL INSURANCE CO. LTD.

DO - 2, NEPTUNE TOWER, ASHRAM ROAD,
AHMEDABAD.

Name of Tenderer :

Address :

OWNER

THE ORIENTAL INSURANCE CO. LTD.

Regional Office, 3rd Floor, Navjeevan Trust Building,
B/h. Gujarat Vidhyapith, Ashram Road, Ahmedabad - 380 014.

MESSRS VIRAT V. THAKORE ARCHITECTS, URBAN DESIGNERS AND VALUERS

'SHEEL', 98/1, SAMASTA SOCIETY, NARAYANNAGAR ROAD, AHMEDABAD - 7,

Ph - 26601814

M- 98250 12645

TENDER NOTICE

Tenders on Item Rate Basis in Two Bid System are invited in prescribed form for Furnishing and Electrical work of DO-2, Neptune Tower, Ashram Road, Ahmedabad of The Oriental Insurance Co. Ltd., Regional Office, Ahmedabad.

- Tender publishing Date : 18-12-2018
- Tender Fee : Rs 1,000.00 (Rupees One Thousand Only) Non Refundable
- Location of work : 1st Floor, Neptune Tower,
Nr. Nehru Bridge, Ashram Road,
Ahmedabad - 380 009.
- Earnest Money Deposit : Rs 12,000.00 (Rupees Twelve Thousand Only)
- Contract Period : 05 Weeks (Five Weeks)
- Bid Submission end date and time : 4 PM on 03-01-2019
- Bid opening date & time : 4.30 PM on 03-01-2019
(Technical bid)
- Place of Submission of Bid : The Oriental Insurance Co. Ltd.
Regional Office,
3rd Floor, Navjeevan Trust Building,
Off Ashram Road,
Ahmedabad - 380 014.
Ph : (079) 27541953, 27540401
- Architect : M/s. Virat V. Thakore
'Sheel', 98/1, Samasta Society,
Narayannagar Road, Paldi,
Ahmedabad - 380 007.
Ph : (079) 26621815, M : 98250 12645

1.0 INSTRUCTIONS TO TENDERERS :

- 1.1 Tender document can be down loaded from company's web site at www.orientalinsurance.co.in or may be obtained from the Regional Office, Ahmedabad on payment of the Tender Fee Rs 1,000.00 (Rupees One Thousand Only) Non Refundable.
- 1.2 The tenderer shall examine carefully all the tender documents consisting of :
-Tender Notice
-Instructions to Tenderers
-Appendix
-Bill of quantities
The tenderer is advised to visit and inspect the site at his own cost and responsibility and to secure all necessary information which may be required for completing the tender. All costs, charges and expenses that may be incurred by the tenderer in connection with the preparation of his tender shall be borne by him and the Employer / Architect does not accept any liability whatsoever in this regard.
- 1.3 The bidder shall prepare Technical bid as Part - I and Financial Bid as Part- II, keep them in two separate envelopes marked Technical Bid and Financial Bid, place them in one large envelope super scribed " Tender Document For Furnishing and Electrical Work of DO-2, Ashram Road, Ahmedabad" and submit the same to :
- The Regional Manager Incharge
The Oriental Insurance Co. Ltd.
Regional Office,
3rd Floor, Navjeevan Trust Building,
B/h Gujarat Vidhyapeeth,
Off Ashram Road, Ahmedabad - 380 014.
- On or before the last date of submission of bids mentioned in the Tender Notice. Any bid received after the dead line prescribed above due to any reasons whatsoever will not be accepted. In event of the specified date of submission of bids being declared as holiday by the employer, the bids will be received up to the appointed time on the next working day.
- 1.4 The original and all copies of the bids shall be typed or written in indelible ink. Copies of the supporting documents shall be signed by persons duly authorized to sign on behalf of the bidder. All pages of bid also shall be stamped and initialed by person(s) signing the bids.
- 1.5 Time is essence of the contract The Total work as detailed in this tender shall be executed and completed in all respect within a period of 5 weeks from the date of written order to commence the work in accordance with the tender documents, instructions to tenderers, bill of quantities, Apendix & drawings to the satisfaction of Architect / Employer.
- 1.6 Tenderer is required to deposit Rs 1,000/- (Non Refundable) towards the Tender Fee (if the tender is down loaded from company's website) and Rs 12,000.00 as Earnest Money Deposit (Refundable) along with the tender in form of two separate crossed Demand Drafts / Banker's Cheque Only drawn in favour of The Oriental Insurance Co. Ltd. and payable at Ahmedabad. Tender without Earnest Money Deposit or EMD paid in form other than crossed D/D / Banker's Cheque shall be out rightly rejected.

1.7 Price, Taxes, Duties :

Bidder should quote firm prices inclusive of all taxes, duties, sales tax or works contract and other levies such as E.S.I/P.F. charges etc. as applicable in Gujarat. Octroi Royalties, inter state transportation etc. on works and materials required for use in this project shall be also entirely borne & payable by the contractor. The Employer will not entertain any claim whatsoever in this respect. The contractor is advised to familiarize himself with site conditions and tender rates shall be inclusive of cost of such site conditions, restrictions (if any). Employer will not entertain any claim whatsoever in this respect either. Any tax / surcharge applicable / introduced during the course of execution of the work shall also be entirely borne by the contractor and the Employer shall remain immune to such additional charges.

However the quoted price should be exclusive of GST

Payment towards GST Component of contract value will be released only if contractor :

- i) Possesses valid GST Registration
- ii) Submits invoices under Latest GST rules.

1.8 The tender should contain not only the rates but also the value of each item of work entered in the prescribed column of the B. O. Q. and all the items should be totaled up to order to show the aggregate value of the entire tender. The rates quoted by the tenderer should be expressed accurately both in words and figures so that there is no discrepancy.

All corrections in the tender shall be duly attested by initials of the tenderers. Corrections, if not attested, may entail rejection of tender . The rates quoted by the tenderers in words in item rate tender will be the basis (and not the amounts in case of discrepancies) in finalizing the tender.

1.9 It shall be clearly understood that the rates quoted in the tender are to be for complete work at site, as per instructions to tenderer, drawings, addenda referred to therein and also for all such works as are necessary for the proper completion of the contract, although specifications there of may not have been made in the specifications or drawings or tender documents. The rates shall be firm and shall not be subject to cost escalation on account of labour and material conditions or any other reason whatsoever.

1.10 The tenders shall remain valid for acceptance by employer, for a period of 120 Days from the date of opening of price bid of the tender.

1.11 Refund of Earnest Money Deposit : The earnest money deposit of unsuccessful tenderers i. e. tenderers who have not been qualified for opening of “ FINANCIAL BID” or who, after opening of “ FINANCIAL BID” have NOT BEEN “L-1” shall be returned without any interest.

The Earnest Money Deposit of the successful bidder shall be adjusted against Security Deposit.

1.12 Total Security Deposit shall comprise of :

- a) Initial Security Deposit to be submitted at the time of award of work.
- b) Retention Money to be recovered from Running Bills.

1.13 Initial Security Deposit :

The first part of the Security Deposit inclusive of the Earnest Money already paid shall be 2 % of the contract value and shall be paid by the successful bidder within 7 days of receipt of the work order vide crossed D/D / Banker's Cheque only of any Scheduled Bank drawn in favour of company and payable at Ahmedabad.

1.14 Retention Money :

All Running / on Account bills shall be paid @ 95 % (Ninety Five Percent Only) of the work done value. This 5 % deduction towards Retention Money is Second Part of the Security Deposit.

1.15 Refund of Security Deposit :

- a) 2 % Initial Security Deposit shall be refunded without any interest on expiry of one month after approval of the Final Bill of Contractor and issuance of the Virtual Completion Certificate by the architect.
- b) Retention Money shall be returned without any interest on expiry of the Defects Liability Period or 12 months from the date of Virtual Completion Certificate by the architect.

1.16 Earnest Money Deposit of the successful tenderer shall be forfeited in case i) If he fails to commence the work within the time stipulated for commencement of work in Appendix to this tender or ii) If he fails to deposit Initial Security Deposit within 7 days of receiving the work order.

1.17 The Oriental Insurance Co. Ltd. and the Architects M/s. Virat V. Thakore do not bind them to accept the lowest or any tender, and reserve the right to reject all bids and or distribute work to more than one contractors (item wise) without assigning any reason thereof.

1.18 Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing in any form should be liable for rejection.

1.19 The tendering firms, in case the tenderer is a partnership firm, shall submit the tender signed by all partners. In the event of absence of any partner, it must be signed on his behalf by a person holding power of attorney authorizing him to do so and such power of attorney shall be attached along with the tender. However Joint Tenders shall not be accepted.

1.20 A schedule of approximate quantities for various items accompanies this tender. It shall be clearly understood that neither the Architect nor the Employer accept any responsibility for the correctness or completeness of this schedule in respect of items and quantities and this schedule is liable to alterations by omission, deduction or additions at the discretion of the Employer in consultation with the Architect without violating the terms of the contract.

- 1.21 Income tax deductions will be made as per the prevailing rates from the contractor's on account bills.
- 1.22 No mobilization advance or secured advance is to be forwarded to the contractor.
- 1.23 Water and Electricity shall be provided by The Oriental Insurance Co. Ltd. at one point. However further distribution and extension, light fixtures with required MCB, switch boards, lamps, tubes etc. shall be arranged by the contractor at their own cost within the accepted Tender Amount. The Oriental Insurance Co. Ltd. shall recover 0.50 % of the final bill amount towards consumption of water and electricity.
- 1.24 The successful tenderer is bound to complete the entire work within the period stipulated in the Appendix. On tenderer's failure to do so the Liquidated Damages shall be recovered from him @ 1 % of the tender amount per week subject to maximum 10 % (ten percent only) of the contract value.
- 1.25 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.
- 1.26 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.
- 1.27 The contractor shall remove all rubbish etc. out of site/premises, wash and clean the floor and handover the site in proper and tidy condition on completion of the work.
- 1.28 Contractor shall arrange for shifting of the existing furniture, record etc. for execution of work.
- 1.29 Contractor shall be prepared to work at times convenient to The Oriental Insurance Co. Ltd. and no charges shall be paid for the same.
- 1.30 The contractor will attend to all defects noticed during defects 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.
- 1.31 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.

- 1.32 In case of non-completion or delay on 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.
- 1.33 The Oriental Insurance Co. Ltd. may delay the progress of work without vitiating the contract and grant such extension of time for the commencement / completion of the contract as it may think proper and sufficient in case of such delay and the contractor shall not make claim for compensation of damages in relation thereof.
- 1.34 The Contractor will not execute any extra item without written permission of The Oriental Insurance Co. Ltd.
- 1.35 Conditional tenders quoted by the tender is liable to be rejected.
- 1.36 The Oriental Insurance Co. Ltd. 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 variation shall be carried out without prejudice to this contract.
- 1.37 The owner shall be free to terminate the contract by giving prior 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).
- 1.38 The contractor can terminate the contract by giving prior 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.
 - 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.
- 1.39 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.

- 1.40 In case the contract is terminated by the contractor 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 counting the Defects Liability Period from the date of termination.
- 1.41 The items of work will be measured as per standard mode of measurements as laid down by I.S.I.
- 1.42 Height of vertical partitions shall be measured up to the false ceiling level.
- 1.43 **SUCCESSFUL TENDERER WILL HAVE TO COMPLETE ALL WORKS BY HIMSELF. NO SUBLETTING OF WORK OR ANY PORTION OF WORK SHALL BE PERMITTED UNDER ANY CIRCUMSTANCES.**
- 1.44 The contractor shall be responsible for all injury to persons, animals or things and for all structural and decorative damages to property which may arise from the operation or neglect of himself or of any approved sub-contractor's or Employees, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this work. The contractor shall indemnify the employer and hold him harmless in respect of all and any expenses arising from any such injury or damage under any Acts of Government or otherwise and also in respect of any compensation of damages consequent upon such claims.

APPENDIX

1	Date of Commencement	:	Within 3 days of issuing work order or handing over of site
2	Period of Completion	:	5 weeks from Date of Acceptance of work Order
3	Initial Security Deposit	:	2 % of the accepted value of the Tender Inclusive of the Earnest Money Deposit.
4	Refund of Initial Security Deposit	:	On Expiry of one month from the date of approval of the final bill and issuance of Virtual Completion Certificate
5	Value of Running Bill / Interim Bill	:	At least Rs 6,00,000.00 as per architects assessment of progress of work.
6	Retention Money	:	5 % from every Running Bill / Final Bill and to be released on expiry of the Defects Liability Period.
7	Defects Liability Period	:	12 months from the date of issue of the Virtual Completion Certificate.
8	Liquidated Damages	:	1 % of the tender amount per week of Delay subject to maximum 10 % of the tender amount
9	Validity of Tender	:	120 days from the date of opening of the Price Bid.
10	Period of Final Measurement	:	Within 3 weeks of submission of the final bill to architect.

TECHNICAL BID

Pre-Qualifying Criteria for Bidder

- a) The Agency should have valid Pan No. & GST Registration.
- b) Bidders should have average annual turnover of not less than Rs 10 Lakh (Rupees Ten Lakh Only) during the last three financial years ending March 2018.
- c) Bidders should have Experience of successfully completing similar works for any CPUs/SPUs/Government Organizations/Banks/Insurance Sector during last 5 years ending September 2018 either of the following :

Three similar completed works costing not less than Rs 5.5 Lakh each.

OR

Two similar completed works costing not less than Rs 7.0 Lakh each

OR

One similar completed work costing not less than Rs 12.00 Lakh.

Similar work means interior or interior renovation works of any building. Interior or interior renovation work should include electrical works, data line, telephone connections, furnishing work etc.

DOCUMENTS REQUIRED TO BE SUBMITTED IN TECHNICAL BID :

- 1 Crossed Demand Draft / Banker's Cheque for Rs 1,000.00 (Rupees One Thousand Only) of any Scheduled Bank drawn in favour of The Oriental Insurance Co. Ltd. and payable at Ahmedabad towards tender fee (in case if the tender document is uploaded from the company's website).
- 2 Crossed Demand Draft / Banker's Cheque for Rs 12,000.00 (Rupees Twelve Thousand Only) of any scheduled Bank drawn in favour of The Oriental Insurance Co. Ltd. and payable at Ahmedabad towards payment of Earnest Money.
- 3 Self attested photocopies of Pan card and GST Registration.
- 4 Balance Sheet, Profit & Loss Account and Statement giving details of the Applicants Turn Over for the last three financial years all duly endorsed and certified by the applicants Chartered Accountant / Income Tax Practitioner.
- 5 Self attested photocopies of Work Orders / Completion Certificates of the similar works issued by clients.
- 6 Self attested photocopies of the letters of empanelment issued by different PSUs, Insurance Companies, Banks etc.

Agency must not have been black listed or deregistered by any government organization or Public Sector Undertaking before or after submission of bid. If such thing happens after submission of bid, the matter must be brought to notice of the employer immediately. The Oriental Insurance Co. Ltd. reserves the right to accept or reject any or all bids without assigning any reason.

PRIMARY DETAILS OF BIDDERS

Name of Bidder
Address (Correspondence address)
with pin code
Contact Number
E mail address
Contact Person
Bank Details
Account No
Bank Name
IFSC Code
Type of Account

CHECKLIST FOR DOCUMENTS

S.No.	Criteria	Supporting Docs	Enclosed Yes / No
1	Registration	GST No allotment letter	
2	Valid Pan No	Copy of PAN	
3	Average annual Turnover of 10 Lacs During last 3 years	Balance sheets /Profit & Loss a/c for the last 3 years	
4	Bidders should have Experience of Successfully completing similar works for any CPSUs/SPSUs/ Governmental Organizations / Bank / Insurance Sector during last 5 years ending September 2017 either of the following :	Both Award and completion letters	
	a) Three similar completed works costing not less than Rs 5.5 Lacs each OR		
	b) Two similar completed works costing not less than Rs 7.0 Lac each OR		
	c) One similar completed work costing Not less than RS 12.00 Las		
5	Tender Fee	Cross D/D / Bankers Cheque	
6	EMD	Cross D/D / Bankers Cheque	

LIST OF APPROVED BRANDS / MAKE FOR FURNISHING WORK :

MATERIAL	MANUFACTURER/BRAND NAME
Ply wood confirming to IS-303	Green Ply / Century / Archid / Anchor
Veneer	Green / Century / Archid / Duro
Flush doors confirming to IS 2202 Part I, 1999	Green Ply / Kit Ply/ True Wood
MDF Board	Duratuff / Glow Wood / Euro / Pratik / Nu Wood (Exterior EVF Grade)
Gypsum Board Ceiling	India Gypsum
Mineral Fibre Tile ceiling	Arm strong / India Gypsum / Durian
G I support system for false ceiling	India Gypsum / Boral / Rondo
Laminate Confirming to IS 2045-1995	Formica / Sunmica / Century / Greenlam
Soft Board	Sita Tex or equivalent
Paints	Asian / Nerolac / Berger / ICI
Wall Putty	Birla putty / J. K. Putty or equivalent
PU / Melamine Polish	Asian / MRF or equivalent
Texture Paint	Asian / Royale Play / Oikos or equivalent
Surface Texture Wall coating	Unitile / Oikos / Asian / Acro Paints
Vertical Venetion Blinds	Vista leveler / MAC
Chairs	Geeken / HOF / Durian / Wipro
Film on glass	3 M / Godrej or equivalent
Alluminium Sections	Jindal / Indal / Hindalco
Adhesives	Fevicol / Blue coat / Movicol / Araldite
Adhesives	Timex / Aludecor / Euro / Flexi Bond / Alu Bond
Glass	Modi float / Saint Gobain

MATERIAL

MANUFACTURER/BRAND NAME

Hardware

Efficient Gadget/ Earl Bihari (EBCO)/
Hardwin / Etalica

Screws

GKW / Nettle ford or equivalent

Floor Spring / Door Closer

EBCO / Everit / Hardwin / Dorma /Everite

Locks

Godrej or equivalent

Hinges

Clip on hinge of nickel chrome plated finish of
RBCO make

Handles

Brass / Gold finish of door set / Godrej

LIST OF APPROVED BRANDS / MAKE FOR ELECTRICAL WORK :

- 1 PVC rigid conduits & Accessories: 1.5 mm thick (MMS) ISI and FIA approved - Precision / Vraj / Nihar / BLP / PFI / Anchor / Polycab make. (Only white coloured pipes to be used.).
- 2 L.T. Cables: Havells / Diamond / KEI / Finolex / Polycab.
- 3 Wires (FRLS): Finolex / R. R. Kable / Havells / L & T / KEI / Anchor Polycab.
- 4 Main Distribution Boards: M DS Legrand (Lexic) / Hager / Havells Euro II / Schneider (Acti 9) / L & T EXORA / C & S Wintrip.
- 5 ELCB / RCCB / Miniature Circuit Breaker: M DS Legrand (Lexic) / Hager / Havells Euro II / Schneider (Acti 9) / L & T EXORA / C & S Wintrip.
- 6 Switch gears: M DS Legrand (Lexic) / Hager / Havells Euro II / Schneider (Acti 9) / L & T EXORA / C & S Wintrip.
- 7 Change Over Switch: HPL Socomac/ Havells / L & T / Hager.
- 8 Domestic fittings:
 - a)All Switching Modular Accessories. MK Wrapped Wround Plus / Anchor Roma Plus / Schneider Livia / L & T entis / Crabtree Verona / Salzer Elite / Legrand Myris.
 - b) Holders / ceiling roses Anchor or equivalent approved make.
 - c) Adhesive Tape Bhor (Steel Grip) or approved.
- 9 10 - 30 A Polycarbonate Socket & Top: M DS Legrand (Lexic) / Hager / Havells Euro II / Schneider (Acti 9) / L & T EXORA / C & S Wintrip.
- 10 Telephone Wires / Cable: Finolex / R. R. Kable / Havells / L & T / Polycab.
- 11 Telephone tag block: Krone make.
- 12 Cable Lugs: Dowell / Lotus / Jainson / 3 D.
- 13 Cable gland Single / Double Compression: HM I / Comet / 3D.
- 14 Ammeter / Voltmeter: AE / HPL /MECO/ Enercon make.
- 15 Selector switches: L & T salzer / Kaycee make.
- 16 Indicator lamps: LED type Teknic / Precifine/ Binay.

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| 17 | Connector strips: | Wago / Elmex make. |
| 18 | Lighting Fixtures : | C & S / Wipro / Philips / Crompton |
| 19 | Exhaust fan (Light duty): | Khaitan / Crompton / Havells / Luminious. |
| 20 | Ceiling Fan (5 star rated): | Orient (PSPO) / Crompton (High Breeze Plus) / Havells / Luminious. |
| 21 | Wall mounted Fan (5 star rated): | Crompton / Khaitan / Havells / Luminious. |
| 22 | Data Cable - I / O Unit: | D - Link / Digi Link. |

CONTRACTOR SHOULD USE ONLY ONE COMPANY FOR ALL SWITCHBOARDS / DBS.

CONTRACTOR SHOULD SUBMIT SIGNED COPY OF MAKE LIST BEFORE STARTING OF WORK.