

THE ORIENTAL INSURANCE COMPANY LTD.

Mumbai Regional Office 3: Town Centre, Tower 1,
6th Floor, Andheri – Kurla Road, Marol, Andheri (E),
Mumbai 400059

Tender for Furnishing work
for Sanvordem Branch Office, Goa

Name of the Contractor Firm :

sh Bhagat

A.I.I.A., B.E. (Civil), A.M.I.E.
864, Geet-Govind, A/P. Katta, Tal.: Malvan, Dist: Sindhudurg
Contact: 09833472133
E-mail: nileshgbhagat@gmail.com

LETTER OF INVITING TENDER

Sealed item rates are invited on behalf of The Oriental Insurance Company Ltd., Mumbai Regional Office 3 : Town Centre, Tower 1, 6th Floor, Andheri-Kurla Road, Marol, Andheri East, Mumbai 400 059 for the work as detailed below.

- Scope of works : **Furnishing of Sanvordem Branch Office at Goa**
- EMD Amount : **Rs. 48,700/-** in favour of The Oriental Insurance Company Ltd., payable at Mumbai.
- Time of Completion : 30 days from immediate acceptance of the tender by the Company.
- Date of Issue of Tender : **Tender documents can be download from the Company's Website www.orientalinsurance.org.in or can be obtained directly from the Company's Regional Office 3 at Mumbai.**
The cost of the tender documents is Rs.1500/- and shall be paid by DD in the name of " The Oriental Insurance Company Ltd." Payable at Mumbai.
- Submission of tender : Bid shall be submitted in a sealed covers. The sealed covers i.e., EMD amount, Technical and Price bid (with names superscribed on each cover) should be in a separate sealed cover and submitted on the same date & time and superscribed as tender **for Furnishing work of Sanvordem Branch Office, Goa.**
- Date of Submission : Sealed envelopes to be submitted **on 20.6.2017** before or up to 3.30PM.
- Offer to be submitted to : The Chief Regional Manager,
The Oriental Insurance Company Ltd.,
Mumbai Regional Office 3 : Town Centre, Tower 1,
6th Floor, Andheri-Kurla Road,
Marol, Andheri East,
Mumbai 400 059.
- Date & time of Opening : Tender(**Technical bid**) will be opened **On 24.6.2017 at 3.00 p.m. & financial bid on 26.6.2017 at 3 pm at the Office of**

The Chief Regional Manager,
The Oriental Insurance Company Ltd.,
Mumbai Regional Office 3 : Town Centre, Tower 1,
6th Floor, Andheri-Kurla Road,
Marol, Andheri East,
Mumbai 400 059.

SUBMISSION OF OFFER

To,
The Chief Regional Manager,
The Oriental Insurance Company Ltd.,
Mumbai Regional Office 3 : Town Centre,
Tower 1, 6th Floor, Andheri-Kurla Road,
Marol, Andheri East,
Mumbai 400 059.

Dear Sir,

Sub: Tender for furnishing of Sanvordem Branch office at Goa.

We hereby offer to execute the subject work as specified in the tender from, after examining site conditions, related drawings, specifications, designs and having acquired the requisite information relating to the tender.

We hereby agree to abide by to undertake the subject work as per the rates quoted by us and also to commence the said work **immediately** of the receipt of work order. The work mentioned in the tender shall be completed on **or before Thirty (30) days** from the date of receipt of work order.

Unless a formal agreement is prepared and executed, this tender together with your written acceptance thereof, shall constitute a binding contract between us and shall be deemed to the contract agreement for all purpose.

The rates quoted by us valid for 90 days. We have no right to claim any expenses incurred for submission of this tender.

We understand that the Company reserves right to accept the work in full or in part and do not bind itself to accept the lowest offer and reserve itself the authority to reject any or the entire tender received without assigning any reasons whatsoever.

As per terms of the contract, we have enclosed a Pay order of **Rs. 48,700/-** of towards EMD in favour of "**The Oriental Insurance Company Ltd.**" payable at **Mumbai** in a separate Envelope.

Very truly yours

(Signature of the Tender)
Full Name of the Proprietor / Partner

Seal of the Firm and Date

INFORMATION ABOUT TENDERER

Note: It is mandatory to fill up the details below.

NAME OF THE FIRM / CONTRACTOR / COMPANY :

NATURE OF THE FIRM :

Proprietorship / Partnership

ADDRESS IN FULL: OFFICE :

RESIDENCE / WORKSHOP :

CONTACT & MAIL ID:

OFFICE :

FACTORY:

RESIDENCE :

NAME OF THE PROPRIETOR / PARTNER :

CONTACT No & MAIL ID :

PAN No. :

SERVICE TAX REGN. NO.:

VAT/ TIN No.

PROJECTS IN HAND:

DETAILS OF THE PROJECT NAME OF THE CLIENTS COST OF THE PROJECT

Signature of the Contractor
along with Seal of the firm

INSTRUCTIONS TO THE TENDERER

- 1) The tenderer shall read carefully the instructions set out below. No claim shall be entertained on the grounds of failure to read or understand the meaning of the instructions.
The tenderer shall visit and inspect the site at his own expense, to acquaint himself of the site conditions, the mode of access and any other matter affecting his tender.
The tenderer shall confirm the receipt of a complete tender with drawings connected to the project work.
- 2) The tenderer shall the study documents, drawings and its full meaning before submitting his tender.
He shall obtain all the necessary information on his own to arrive at his tender price.
In case of any doubt or obscurity for the meaning of any of the tender documents, or for the execution of the items or for the instruction or any other matter pertaining to the project, the tenderer must obtain the same from the Architect/ Company before submission of the tender.
- 3) The tenderer shall not make any alterations/ changes in any drawing or in the tender documents.
The tenders having alterations/ changes will be rejected.
All items in the schedule shall be priced in ink.
The tenderer shall duly initial any correction in figures or words.
The rates must be written in figures and words.
In case of any discrepancy between prices writing in figures and words, the prices writing in words shall be considered to be correct.
- 4) The tenderer shall submit his tender in a sealed enveloped, together with all-tender documents and drawing, without detaching any of the paper.
The name of the project shall be written in the left corner topside of the sealed envelope.
The rates quoted in the tender shall remain valid for acceptance up to Ninety (90) days from the date of opening of the tenders, unless the offer is withdrawn by writing a letter to the Architect, within a period of fifty days.
- 5) The Company reserves the right to accept any tender or reject any or all tenders, without assigning any reasons whatsoever.
No claim of the tender shall be entertained for any claim or reimbursement towards cost incurred for submitting his tender.
- 6) The bid must be strictly in accordance with the contract document.
However, the tenderer may submit quotation for alternative items.
These alternative items and quotations, thereof, will not be considered in evaluation of bids for award of contract, but will be used, if approved and found necessary for executing the work.
- 7) The tenderer may propose the use of substitute material before submission or after acceptance of tender.
Such proposal shall be accompanied by full descriptive and technical data in the substitute materials proposed, together with a statement showing additions or deduction from the bid amount.
The proposal for substitute material shall be listed out for individual items or variance or departure from the specified item or materials.
The tenderer while tendering may submit his proposal without any approval of the Architect.
- 8) Time is the essence of the contract.
The selected contractor shall commence the work immediately on receipt of written work order and shall complete the work in all respect to the entire satisfaction of the Architect/Company's authority on or before the time stated in the tender.
- 9) The selected contractor shall employ one technical supervisor, who shall be available on site, at all reasonable times to receive instructions from the Architect /Bank from time to time.
One set of drawing shall be kept on site by the Contractor for inspection and use by the Architect or his representative / Company's representative.
- 10) 10% of the final bill will be refunded after the defects liability period of **twelve months** provided the contractor has satisfactorily carried out the entire work and attends to all defects, if any, in accordance with the contract.
No interest shall be paid on retention amount.

INSTRUCTIONS TO THE TENDERER (Cont'd)

- 11) The Company within working **seven (7)** days shall honor the running bills certified by the Architect.
Certifying of running Bill is not binding on the Architect.
The contractor shall complete all the work within the time prescribed and shall offer the completed work for final inspection, in writing to the Architect submitting his final bill.
- 12) The period for recording the final measurements shall be one week from the date of completion.
Final bill shall be scrutinized and certified for payment as specified in the special conditions of the tender.
The contractor shall pay overtime to the Security Staff, if any, as mutually agreed.
- 13) The old items junk/ debris, etc. shall be removed from the premises immediately by the contractor at their own cost as and when instructed to do so by the Architect/Company during the progress of the work as well as after completion of the work.
If the contractor fails to do so, the Company will act accordingly and recover the expenses.
- 14) The contractor shall get the approval for false ceiling electrical layout, etc. from the Architect before he proceeds for the further furniture /electrical work.
Ply/ wooden members shall be given anti termite treatment & fire retardant paint.
Rates must be quoted for complete work at site inclusive of all taxes, sales tax, excise, transportation charges, work contact tax, etc.
- 15) No separate charges /any tax will be paid to the contractor except Service tax.
The rate shall not be subject to cost escalation of labour, material and exchange or variation in the labour conditions or any other conditions whatsoever.
- 16) If a schedule of approximate quantities for various items accompanies this tender, it shall be clearly understood that the Company does not accept any responsibility for the correctness or completeness of this schedule in respect of items and quantities.
This schedule is liable to alter by the omissions, deductions or additions at description of the Company Authority without affecting the terms of the contract.
- 17) The Company will not be responsible for any material stolen, damaged, etc. or his representative / Company's representatives.
Contractors are requested to fill all the items carefully within the space and without any scribbling the quoted figure.
Any items left blank shall be treated as an incomplete tender and liable for rejection.

GENERAL CONDITIONS

- 1) The tenderer shall study carefully whole of the contract documents, drawings, the site conditions, etc. and all matters related to execution of project before quoting the rates.
The tenderer must use only the form issued by the Architect to fill in the rates.
- 2) The rates quoted shall include all taxes, etc. (except Service tax) the Company/Architect shall bear no liability in respect of taxes, excise duties and levies like water and sewerage charges of the local authorities i.e. and out pocket of expense for liaisonary with local authorities etc.
- 3) All disputes and difference of any kind whatever arising out of or in connection with the contract or out of work whether during the progress of work or after the completion, the Architect and Company shall discuss the issue and settle the same amicably.
If the difference and the dispute cannot be resolved, the decision of the Architect shall be final and binding on the contractor.
- 4) The contractor shall not sublet the contract work in whole or in part, without the written consent of the Architect.
Services performed by the sub-contractor, if any, shall not relieve the contractor from his responsibilities and obligation under this contract.
The conditions to the contract shall be as per the proforma of the contract issued by the INDIAN INSTITUTE OF ARCHITECTS.
- 5) The contractor shall execute the work in accordance with Indian standards and codes.
In the absence of any Indian standards specifications, the relevant British or any International standards acceptable to the Architect / Company shall referred to.
Before commencement of work the contractor shall ensure without limiting his obligations and responsibilities against any damage, loss including loss of human or injury, which may occur to any property, including of the third party or of the Owner/Company, or to any person including any employees of the owner, arising out of the execution of the work.
- 6) The whole of the contract documents and drawings furnished to the contractor shall be returned to the Architect by the contractor, immediately on completion of the job, failing which; the Architect shall have the right to take suitable action against the contractor.
The actual work carried out by the contractor shall be measured in the presence of the Architect or his representative and signed by both of them.
- 7) After finalization of joint measurement, the contractor shall submit a No claim Certificate to Architect.
The contractor shall submit his bill within 7 days time from the date of handing over possession to the Architect.
If he fails to do so, the Architect shall finalize contractor's bill ex-parte, which will be binding on the contractor and no correspondence for the same will be entertained.
- 8) The contractor shall carry out work without any undue hindrance to the owner or other agencies working on site & in complete co-ordination with other agencies engaged by the Company.
The work shall be executed in accordance with the contents of the tender documents, drawings and instructions issued by the Architect but in every case shall conform to the rules and regulations of the local authorities.
If any rules / regulations are found to be at variance with any clause in the tender, the Architect shall be intimated about the same before carrying out the work.
- 9) All the quantities in the schedule are probable quantities, and may vary to any extent during the progress of work.
The contractor shall not claim any extra item, unless it is intimated to the Architect in advance or accepted by the Architect in writing as well as Company executing the same.
The contractor shall submit his rate analysis for any extra item for the scrutiny by the Architect and the final negotiation in all such cases and matter, and his decision shall be binding on the contractor.
- 10) The Architect shall have a right to carry a technical examination of the work and contractor shall furnish to the Architect all supporting vouchers to prove that the materials used in site are as specified.

GENERAL CONDITIONS (Cont'd)

- 11) The contractor shall furnish all the samples and literatures of any material to the Architect as and when required by the Architect, free of cost.
All samples moulding, profiles of marble, granite, etc. and shall be produced for approval of the Architect's in the office or at the site.
The contractor shall be bound carry out any item not in the schedule but indicated in the drawing, of vice versa, without claiming any extra charges.
- 12) The Architect / Company have every right to drop all or alter any items, or any part of the work, without giving any reason/notice in advance.
In such cases, items included in the schedule through the Architect, as mentioned in clause above.
If any discrepancy is noticed in the schedule or in the drawing, the contractor shall seek clarification for the same in this regard, before starting the work.
- 13) During the progress of work, the Architect may change any specification, details or figure dimensions.
The contractor shall maintain a triplicate instruction book with numbered pages.
The contractor shall carry out all instructions written in the triplicate book.
The contractor shall submit the overall program for execution of work order and shall proceed with his work as per Bar Chart.
- 14) A qualified supervisor/competent person shall be appointed by the contract at the site.
The contractor on request of the Architect / Company, shall immediately dismiss from the works, any person employed thereon by him who may, in the opinion of the Architect/Company be incompetent or misconduct himself and such person shall not be again employed on the works without the permission of the Architect/Company.
- 15) The contractor shall obtain test reports of materials on work whenever required and shall bear the cost of the same.
If the test reports are found unsatisfactory, the contractor shall dismantle the defective work and replace the same with the materials from the site immediately.
- 16) The Architect shall permit use of alternative material, if the same is found at par with specified material.
During the progress of work contractor shall cover the valuable equipment, etc.
The contractor shall also provide polythene sheet/paper sheets or cloth sheets for covering up all the finished items of work till the completion of work, to avoid damage.
No extra charges shall be paid for such work.
- 17) The contractor shall provide for cleaning of windows, doors, glass panel, and the entire floor, thoroughly, on completion of work to entire satisfaction of the Architect.
- 18) The contractor shall liaison with the local authorities or the Municipal Corporation and shall get the necessary approvals required for the project.
- 19) The works shall not be considered as complete until the Architect has certified in writing that their visit the site periodically for inspection of the work in progress and quality of the work and shall determine in general, if the work is proceeding in accordance.
- 20) Day to day supervision does not lie as part of the duties of Architect, however, the Architect shall visit site periodically for inspection of the work in progress and quality of the work and shall determine in general, of the work proceeding is in accordance.
- 21) If Contractor fails to complete the work by the date stated in the tender or within any extended time and the architect certifies in writing that in his opinion the same ought reasonably to have been completed; the contractor shall pay the Employer the sum named as "Liquidated Damages" for the period during for which the said works shall so remain incomplete and the Employer may deduct such damages from the money due to the contractor.
- 22) The Company shall with the concurrence of the Architect, be entitled to deduct the amount of any damage, compensation, costs, charges and expenses arising or occurring from, or respect of any such claims or damage from any all sums due or to become due to the contractor, without prejudice to the Employer's other rights in respect thereof.

GENERAL CONDITIONS (Cont'd)

- 23) If at any time / after the acceptance of the tender, the Company neither shall for any reasons whatsoever nor require the whole or any part if the works to be carried out, the Architect shall give notice in writing to contractor.
The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from execution of the whole works.
- 24) All specialist merchants, tradesmen and other executing any work of supplying and fixing, and goods for which prime cost price or provisional sums are included in the schedules, the quantities and specifications, may be nominated or selected by the Architect and hereby be declared to subcontractors employed by the contractor.
- 25) "Quote Rate" shall be based on rate analysis –and the rates certified by the Architect shall be paid accordingly.
- 26) Entire project shall be completed as per the schedule of items, the necessary work, which are not specified in the tender, shall be carried out to complete the job (project) in all respects.
- 27) The Company does not intend to supply any material for the subject project and successful tenderer shall arrange and procure required material for project on his own without affecting the price quoted in the tender.
Electric supply shall be provided by the Company at one point during the execution work free of the cost.
However, in case of disruption of electricity contractor has to arrange an inverter/generator at his own cost.
- 28) The Contractor has to arrange for water from outside the premises and store it at the place suggested by the Company.
- 29) Working time is to be discussed with the Company branch and decided mutually.
- 30) Toilet facilities are already provided in premises and furnished with fittings and fixtures, etc. completed in all respect.
Any one of the toilet will be allowed to use during work in progress.
However, before handing over complete furnished premises, the said toilet shall be handed over to the Company without any damages and making clean good for use.

SPECIAL CONDITIONS AND TERMS OF PAYMENT

- 1) Earnest Money to be deposited : **Rs. 48,700/- (Forty eight Thousand seven hundred Only)**
- 2) Possession of site : **Immediately after award of the contract as per site meeting**
- 3) Working Hours : **As per the instruction of Company's instructions.**
- 4) Date of Commencement : **Immediately from the date of work order.**
- 5) Time of completion : **Thirty (30) days**
- 6) Liquidated damages per week for Non-completion of work : **Rs. 1000/- (One Thousand) per day.**
- 7) Security Deposit : A further security deposit DD for Rs.48,700/- should be submitted at the time of issuing the work order
- 8) Payment of Final Bill : Recommended payments duly certified by the architect within seven (7) working days.
- 9) Release of Security Deposit : Security amount will be released after the completion of the work duly certified by the Architect.
- 10) Period of submitting final bill : Within 7 days from day of completion of work
- 11) Period of final payment : Not before seven (7) days from the due date of the submitting the final bill to the Architect.
- 12) Defect Liability Period : Twelve (12) months from date of Virtual completion
- 13) Insurance etc. : Insurance covered as required by the Company. Contractor shall adhere to safe construction practice & against hazardous and unsafe material etc. and comply with the safely rules of the local authorities.
- 14) Income Tax, Vat, Etc. : As per prevailing rate, the tax shall be deducted from bills.
- 15) Mobilization Advance : No payment towards Mobilization advance.

LIST OF MAKES

All materials shall be ISI marked and of the First Quality. Wherever contractor proposes to use equivalent makes (i.e. other than specified), the same shall be done only after prior approval of the Bank/Architect. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall be entertained.

CIVIL/FURNITURE WORKS

01)Ceramic / Vitrified Tiles	HR Johnson, Kajaria, Bell
02)Door closer/Floor Spring	Everite/ Hyper/Magnum/Inox
03)Vitreous Sanitary fittings like W.C., Urinals, Wash Basin, Cistern, etc.	Hindustan/Parryware
04)Chromium plated stop/bib/pillar cocks	Jaguar/Plumber/ ESSCO
05)Gypsum Board	Saint Gobain/ India Gypsum.
06)Ply (BWP)	Archid /Green/ Sonear /Kitply
07)Paints	Asian / Nerolac /
08)Water proofing compound	Roff
09)Laminates	Archidlam/ Royal touch / Sunmica/ Greenlam / Formica
10)Screws (Oxidised)	GKW (Nettle fold)
11)Hardware, telescopic channels	EBCO / Innofitt
12) Adhesive	Fevicol SH
13) CPVC Pipes	Prince
14) Locks (with or w/o handles)	Secure/ Godrej / Golden / Vijayan
15) Chairs	As approved by Architect/ Company
16) A.C. grill	Dynacraft
17) Cement	Ambuja, UltraTech
18) ACP	Alubond/ Altobond
19) Epoxy based water proofing	Hindustan Ciba-Geigy Ltd.
20) Aluminium Door/ Window Sections	Jindal
21) Vertical Blinds	Vista Leveler
22) Glass	Modiguard, Saint Gobain
23) Sun control film	3M / Garware
24) Hinges, Tower Bolts, Handles with steel pin	SS / EPC Heavy duty
25) Sand for Plastering etc.	Confirming to IS Code1542 Obtained from riverbed. Sand shall not contain more than 8% of mud

**Signature of the Contractor/
Tenderer (With Seal)**

ELECTRICAL WORKS

1)Cables: ISI MARK, 11000V Grade	Finolex, Polycab, RR Kables
2) Wires: ISI MARK, 660V Grade (FRLS)	Finolex, Polycab, RR Kables
3) ERW ms Conduits ISI MARK	BEC, Asian
4) Casing capping & Accessories / PVC conduits	Precision, Asian.
5) Switches	Anchor Roma ISI MARK
6) Ceiling Rose/ holders/ buzzers/ bell push	Anchor / Vinay
7) Distribution Boards, MCB's/ ELCB/ RCCB/ MCCB's Industrial sockets	Siemens/ Legrand/ Hager /L&T
8) Electrical fittings	Wipro/ Phillips
9) Fans & exhaust fans	Crompton / Bajaj / Havells
10) Re-wireable switch fuse units/ cut outs	KEW, Bosma, Stanley
11) HRC Switch units/ Bus-bars/ Contacts	L&T/ Siemens/ KEW
12) Cable glands & Lugs	Siemens/ Dowels
13) Telephone wires	ITL/ Delton/ Finolex
14) Telephone outlets	MDS/MK India
15) GI B class pipe ISI mark	ITC/ Prakash
16) Measuring instruments	AE/ IMP/ MECCO
17) Electronic regulator	Anchor/ Rider
18) CT/ Capacitors/ PF Relay	L&T/ Crompton/ Siemens
19) Computer cable (CAT6) & Networking outlets	D-Link

Signature of the Contractor/