

**THE ORIENTAL INSURANCE CO. LTD
(A GOVT. OF INDIA UNDERTAKING)
R.K. PLAZA, 1st FLOOR, PACHPEDI NAKA,
RING ROAD NO. 1 RAIPUR (CG)**

A. GENERAL INSTRUCTIONS

1. This invitation to tender is for :-

- ❖ Civil Construction work in our Company owned premises proposed for guest house.
- ❖ The proposed site is situated at - HIG-1/101, Sec-29, Naya raipur (CG).

2. Civil Construction works has to be done as per the specifications given under Schedule - 1.

3. Tenderers are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after careful examination & study of the tender document with full understanding of its implications. **Tenderers / Bidders can visit the said site on 18th September, 2021 (11:00 AM - 04:00 PM).**

4. Sealed offers should be submitted to us not later than the date and time laid down at the address given below in person or sent by registered post or dropped in the tender box kept at the said address:-

**REGIONAL MANAGER - ESTATE & ESTB.,
THE ORIENTAL INSURANCE CO. LTD.
REGIONAL OFFICE RAIPUR - R.K. PLAZA, 1st FLOOR,
PACHPEDI NAKA, RING ROAD NO. 1 RAIPUR (CG)**

5. Last date & time for submission of tenders is proposed - **Wednesday, 22nd September' 2021 at 17:00 hrs.**

6. Tentative Place , date & Time of opening of technical bid of tender :-

At 15:00 hrs on Thursday, 23rd September' 2021 at the address given above under point (4).

Note: - The oriental Insurance co. ltd. shall not be responsible for non-receipt / non-delivery of the bid documents due to any reasons whatsoever.

7. **Tenderers / Bidders are invited to visit the said site on 18th September, 2021 (11:00 AM - 04:00 PM).**

They may contact Mr. RAM KHILAWAN GOND (Mob: - 83494 - 48998) for reaching the site & visiting the same on mentioned date & time.

B. PROCEDURE OF BIDS SUBMISSION

1. It is proposed to have a **two cover system** this tender:-
 - ❖ **Technical Bid** comprising of Annexure - 1 in **one separate cover.**
 - ❖ **Commercial Bid** comprising of Annexure - 2 & Annexure - 3 in **one separate cover.**
2. The cover should indicate clearly the - Name & Address of the Bidder submitting tender.
3. Technical bid of the tender should be covered in a separate sealed cover, superscripting the cover with the wording - "Technical Bid for Civil Construction".

(Please note that prices should not be indicated in Technical bid)
4. Commercial bid of the tender should be covered in a separate sealed cover, superscripting the cover with the wording - "Commercial Bid for Civil Construction"

(Commercial bid should indicate prices (Inc. of all taxes & charges) both in words & figures)
5. Both the technical Bid & commercial Bid covers, prepared as above are to be kept in a single sealed cover superscripted with - "**Tender for Civil construction**".
6. Bids will be returned un-opened in case it is declared late submission beyond given time & date.

C. TERMS & CONDITIONS

1. Performance Security

The bidder should deposit a security amount of Rs. 10,000/- in the form of DD at the time of submission of tender which shall be refunded if bid un-successful (**No interest will accrue on this amount**). The successful bidder should send the signed contract within 02 days after the receipt of notification of final award / work order from the publisher. **The bid security of successful bidder will be treated as performance security till the end of contract / work order period.**

2. TIME PERIOD

If the work is allotted through contract, it has to be accomplished within the time of 03 weeks from the date of allotment of such contract / work order

3. Penalty

If the work allotted as per work order/ contract is not accomplished within the maximum specified time in the work order / contract or as per the specifications given, a further extension of one week will be given / allowed for subject to a penal interest @ 1% of the amount of order per day of delay over & above the specified timeframe. **If the work is not completed even after the extended period, it would be the discretion of competent authority to either extend the period or to cancel the contract with forfeiture of security amount above.**

4. Payment terms

The payment terms shall be as under -

- ❖ 25% - After Completion of Care taker bathroom & construction of Underground water Tank.
- ❖ 25% - After Completion of Partioning work in hall & Woods work in kitchen.
- ❖ 50% - On successful completion of total work inc. Painting works & handing over the premise after proper cleaning.
- ❖ For balance payment all bills/invoices have to be submitted. After proper scrutiny & verification payment will be released.

5. Price

The prices quoted for labour & materials should be inclusive of all taxes including all duties, all local levies, freight charges, transportation charges, installation charges & fitting charges.

6. Validity of Bid prices

Prices will be valid & in effect upto the completion of awarded work order / contract for total civil constructions as mentioned. No variations will be entertained.

7. Procurement of Items

The contractor / bidder will be responsible for the procurement of all the materials required for civil works / construction; Wooden works; Water motor pump & bathroom fittings. All the plumbing & piping works has to be done by him and the cost of material forms a part of the prices quoted above. **The material / items so used in process should be renowned names / brand.**

8. Cleaning & Handing over

The contractor will be responsible & liable for handing over the premises post-civil works completion after prospering washing & cleaning of the premises. The contractor is expected to maintain proper cleanliness in & around the proposed site.

9. Cancellation of contract

The competent authority at Oriental Insurance Co. Ltd. reserves its rights to cancel the order in the event of one or more of the following:

- ❖ Delay in completion of work allotted beyond given timeframe specified.
- ❖ Serious Discrepancy / abnormality observed during the contractual period in the works allotted.

10. The bathroom fittings should be of best quality and with warranty.

11. Wooden ply used for partitioning in hall & kitchen wood cabinet should only be of standard thickness & water proof & of BWR quality.

12. The materials proposed to be used should be of standard quality (cement – Ultratech)/ Bricks – Fly Ash Black)/ TMT – Kamdhenu/Nakoda).

13. The bills should be submitted for all the supplies done / procured so as to check the quality and authenticity of the items utilized.

14. The contractor has to make arrangement for residence & other requirements of the labour kept for working in the proposed site & in any case none of the part in full or partial of our premises should be used for washroom and residence and cooking purpose.

15. Proper measures should be taken to protect the premises and any damage if occurred during the contract period will be the responsibility of the bidder / contractor & the amount will be recovered from his contractual amount.

CHIEF REGIONAL MANAGER
THE ORIENTAL INSURANCE DO. LTD.

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SCHEDULE - 1

S.NO.	PARTICULARS	SPECIFICATIONS
1.	CARE TAKER'S TOILET	
	BRICK WORK WITH PLASTER (04" WALLS) (dimensions given post plastering & tiling)	FRONT WALL - 3' 4" SIDE WALL - 6' 4" SIDE WALL - 6' 8" HEIGHT - 9' 6"
	ROOF SLAB FOR BATHROOM	ALREADY DONE, NOT REQUIRED
	DOOR	ONE (01)
	VENTILATOR	ONE (01)
	BATHROOM FITTINGS	ONE (01) - WASH BASIN ONE (01) - INDIAN TOILET WITH WATER TAP & FLUSH ONE (01) - SHOWER TWO (02) - WATER TAPS
	PLUMBING	WHOLE BATHROOM AS REQUIRED
2.	UNDER GROUND WATER TANK	
	BRICK WORK WITH PLASTER (04 INCHES WALLS ALL SIDE) (dimensions given post plastering & tiling)	LENGTH - 6' 6" WIDTH - 5' HEIGHT - 4'
	TILES IN WATER TANK	ALL WALLS & FLOOR
	SLAB FOR WATER TANK (Inc. Waterproofing)	6" - RCC SLAB
	WATER MOTOR PUMP & PIPE FITTING (Water motor Pump - KIRLOSKAR 2 H.P.)	CONNECTING TANK WITH WATER LINE & MOTOR PUMP

(CONTINUED)

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3. PARTIONING & WOODS WORK		
A)	ONE DOOR & PARTITION WITH WOODEN BOARD / ALUMINIUM & PARTIAL BOARD	IN HALL FOR TWO SIDES
B)	ONE DOOR & PARTITION WITH WOODEN BOARD / ALUMINIUM & PARTIAL BOARD	IN HALL FOR ONE SIDE
C)	WOOD WORK FOR MODULAR KITCHEN (WATER PROOF & BWR QUALITY)	04 DOOR WOOD CABINET ON WALL 05 DOOR (wood frame only) BELOW PLATFORM
4. PAINTING WORK		
	PAINING TO BE DONE ON ALL INNER WALLS	DISTEMPER PAINT (02 COATS) PUTTY / WALL REPAIR WORK WHEREVER REQUIRED
5.	ONE CHANNEL GATE	IRON GATE ON ROOF DOOR
6.	SHIFTING ONE WASH BASIN IN HALL	WITH PROPER PLUMBING & FITTINGS

(Signature)

NAME :

ADDRESS:

DATE :

TECHNICAL BID

1. **NAME OF THE BIDDER :**
(With full address, telephone
No. & e-mail id)

2. **NAME & DESIGNATION :**
(of contact person with full
Address & mobile no.)

3. **YEARS OF EXPERIENCE :**

4. **DETAILS OF WORKS DONE :**

5. **LIST OF EXISTING SITES
WORKING ON**

6. **WHETHER ANY DISPUTE
IN LAST THREE YEARS**
(Reasons for the same, if any)

7. **NO OF LABOUR / WORKER**

8. **LIST OF CONSTRUCTION
EQUIPMENT YOU HOLD**

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9. PAN NO. (attach copy)

10. AADHAR NO. (attach copy)

11. ADDITIONAL INFO.

(if any desired)

I/We agree to all the terms & conditions given in the tender document and assure to abide by them.

(Signature)

NAME :

ADDRESS:

DATE :

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ANNEXURE - 2

COMMERICAL BID

- 1. NAME OF THE BIDDER :**

- 2. ADDRESS OF BIDDER :**

- 3. BIDDER PROPOSAL NO :**

- 4. DATE OF PROPOSAL :**

- 5. The prices during the period of contract will be linked to MRP (all inclusive) as per the current market price prevailing. For any variation in the price, I agree that no variation will be entertained beyond the mentioned price.**

- 6. Further work will not be on stand / withhold due to variation or in need of any advance amount apart from payment schedule.**

(YES / NO)

- 7. I / We agree to all the terms & conditions including the terms of payment given in the tender document and assure to abide by them.**

(Signature)

NAME :

ADDRESS:

DATE :

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ANNEXURE - 3

DETAILS OF COST

S.NO.	PARTICULARS	COST (inc. of taxes)
1.	CONSTRUCTION COST OF BATHROOM CONSTRUCTION {Including bathroom fittings, Labour & transportation charges}	
2.	CONSTRUCTION COST OF UNDER-GROUND WATER TANK (Including Labour charges & transportation charges)	
3.	COST OF PARTIJOINING IN HALLS & KITCHEN WOOD WORKS (Including Labour charges & transportation charges)	
4.	TOTAL COST OF PAINTING WORKS (Including cleaning & washing charges)	
5.	ANY OTHER CHARGES (Specify in an additional sheet)	

- ❖ I/We agree to all the terms & conditions given in the tender document and assure to abide by them.
- ❖ The materials used will be of standard quality and as listed above. We provide the undertaking that no items of any inferior quality will be used.
- ❖ Further, proper measures for stopping/ minimizing the spoilage/ leakage will be taken.
- ❖ Any damage thus occurring during the course of contract will be our responsibility and we stand liable for re-paying the same.
- ❖ Further, any extra expense arising in due course apart from as mentioned in the above cost - sheet will be the liability of the contractor/ bidder. OICL is not bound to pay any extra amount.

(Signature)

NAME :

ADDRESS:

DATE :