



दि ओरिएण्टल इन्शोरेंस कम्पनी लिमिटेड  
The Oriental Insurance Company Limited

**TENDER FOR INTERIOR & ELECTRICAL WORKS  
AT BALASORE –DO, THE ORIENTAL INSURANCE CO. LTD,  
BALASORE**

**Technical Bid**



**ARCHITECT:**

VASTUKAR

2845, NAGESWAR TANGI,

BHUBANESWAR-751002

PHONE:0674-2435060, FAX NO.0674-2433686

EMAIL:vastukar\_architect@rediffmail.com

**Date of Pre-bid Meeting:**

**Last date Tender submission:29/05/2015 05.30 P.M.**

Date of Opening:05/06/2015(tentative)

**PROPOSED INTERIOR & ELECTRICAL WORK  
FOR  
THE ORIENTAL INSURANCE CO. LTD.  
AT  
BALASORE BRANCH, ODISHA**

**NAME OF THE TENDERER:**

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**ADDRESS:**

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.....  
.....

**PLACE OF SUBMISSION OF THE TENDER:**

**The Chief Regional Manager,  
The Oriental Insurance Co. Ltd. ,  
4<sup>th</sup> Floor, Alok Bharati Towers, Sahid Nagar,  
Bhubaneswar-751007  
Phone: 0674-2538318 / 2547831**

**PART-I**  
**TECHNICAL BID**

## TENDER FOR WORK

I/We hereby tender for the execution of works specified in the underwritten memorandum within the time specified in such memorandum at the rates specified therein and in accordance with the specifications, design drawing and instructions in writing that may be issued from time to time by the Engineer-in-charge during the execution of the work.

### MEMORANDUM OF TENDER

<b>(A) Name of work</b>	<b>PROPOSED INTERIOR WORKS FOR THE ORIENTAL INSURANCE CO. LTD., BALASORE DIVISION, BALASORE</b>
<b>(B) Earnest Money</b>	<b>@ 1% of the quoted amount</b>
<b>(C) Retention Money</b>	<b>8 (eight) percent of the total value of work.</b>
<b>(D) Time allowed for completion of work</b>	<b>Total 20 (Twenty) days from the date of issue of work order.</b>
<b>(E) Defect Liability Period</b>	<b>3 (Three) calendar months after completion of the work.</b>
<b>(F) Date of commencement of the work</b>	<b>7 (seven) days from the date of issue of work order.</b>

Should this tender be accepted, I/WE hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract as herein before and hereinafter stated and annexed hereto and to abide by and to fulfill all such terms and conditions or in default hereof to forfeit and pay to Chief Regional Manager, *The Oriental Insurance co. Ltd, Bhubaneswar* the penalties or sum of money mentioned in the said conditions.

The sum of Rs. @ 1% of the quoted amount forwarded herewith in the form of Bank

Draft/Pay Order No.....

Date..... As earnest money for the work is to be absolutely forfeited by the said *Chief Regional Manager, The Oriental Insurance co. ltd, Bhubaneswar*, or his/her successors should I/We fail to execute the formal contract agreement.

**Signature of the tenders**

Witness:

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Signature:

Date:

Name:

Address:

Address:

*The above tender is accepted by the Chief Regional Manager, The Oriental Insurance co Ltd,  
Bhubaneswar*

**FORM OF TENDER**

**The Chief Regional Manager,  
The Oriental Insurance co. Ltd.  
Bhubaneswar**

**Proposed Interior & Electrical works at Balasore Divison, The Oriental Insurance Co. Ltd,  
Balasore**

Having examined the design drawings, conditions of contract, specifications and other documents for the construction of the above mentioned work, we, the undersigned offer to construct, complete and maintain during the liability period the whole of the said works in conformity with the said drawings, conditions of contract, specifications and other documents of the tender for the sum of Rs...../- and such other sum as may be ascertained in accordance with the said conditions.

- We undertake to sign the agreement as given herewith within 2 days from the date of receipt of the letter of Intent.
- We undertake, if our tender is accepted, to commence the works within 3(Three) days of the work order and to complete and deliver the whole of the work comprised in the contract within the time specified in the schedule of works.
- This tender shall remain valid for a period of 10 (**ten**) days from the date fixed for receiving the same and it shall remain binding on us, and may be accepted at any time before the expiry of that period.
- We understand that you are not bound to accept the lowest or any tender you receive.
- We agree that the tender notice, information to bidders, scope of work term & conditions of the tender, the specifications of the tender, the Bill of quantities and design-drawings and any other recorded notes/discussions/deliberations relating to the bid will form an integral part of the contract agreement.

COMPANY.....

ADDRESS.....

PHONE/FAX.....

SIGNATURE.....

NAME.....

DESIGNATION.....

DATE.....SEAL.....

## INSTRUCTION TO BIDDERS

- - a. The *Chief Regional Manager, The Oriental Insurance co. Ltd., Saheed Nagar, Bhubaneswar in Odisha* (herein after called the owner) invites bids on form attached hereto, all blanks of which must be appropriately filled in Bids will be received by the said trustee in his office on the date and time mentioned in the tender notice and will be opened in the said office in presence of the tenderer or their duly authorized representative if any.
  - b. The envelopes containing the bid must be sealed and be, addressed to The Chief Regional Manager, The Oriental Insurance co Ltd. Saheed Nagar, Bhubaneswar, which shall be received **upto 20<sup>th</sup> May'2015, 3 P.M.**
  - c. Any bid which is not prepared and submitted in accordance with the terms and conditions of the tender document will be considered incomplete. The owner, however, reserves the right to waive any infirmities/irregularities in the tender if it is deemed to be in the interest of the organization.
- Qualified contractor for this project while submitting bid for the works must furnish following documents.
  - a. The Tenderer shall furnish up to date income tax and sales tax certificates from the appropriate authority.
  - b. The Tenderer must submit details of construction equipment's, technical personnel etc. which can be deployed for the work.
  - c. The Tenderer must give a list of successfully completed works costing Rs. 3 lacs and above during the last three years with full address of the owner.
  - d. Item wise rates must be quoted for all items as per the schedule of items.
  - e. Any bid which is on a form not completely filled in or which is conditional and obscure or illegible or which contains any addition not called for shall be subject to rejection.
  - f. The complete form should be without inter lineation, alterations or erasing or over writings but if these are necessary to correct errors made by the bidder, these shall be initiated by the person signing the bid.
  - g. All Pages of the tender documents must be gone through and initialed by the some person signing the bid after duly affixing the seal of his/their firm.
  - h. If the bidder finds any provision of the contract document as being inconsistent and/or of doubtful application after through study of design drawings specifications and site he shall immediately object/inform the owner in writing.

- i. Earnest money deposit in the manner as shown in the tender notice should accompany the tender failing which the tender will be summarily rejected.
- j. The successful bidder hereinafter called the contractor will be required to appear at the office of The *Asst. General Manager, The Oriental Insurance co. Ltd., Saheed Nagar, Bhubaneswar* in person or in case of the firm corporation, representatives with power of attorney shall so appear to execute the contract agreement effected by the acceptance of the Bid failing which his earnest money will be forfeited with 7 days notice.
- k. The Tenderer should note that no enhancement of rates under any circumstances will be allowed for any rise of cost of materials or labour even if enhanced by the Government during the contract period or approved extension. Tenderer should therefore consider all such future rise of cost of materials or labour and all other contingent incidental charges etc. and submit the bid accordingly.
- l. The contractor shall purchase all the materials required for the work considering prospect of availability at the time of requirement and taking due care that such procurement does not lead to quality deterioration of materials. No plan of non-availability of material will be accepted under any circumstances during the contract period.
- m. The engineer or any other representative of the owner shall have the right to verify and test any materials brought to the site and the contractor will render full assistance to the engineer in charge or the representative of the owner in such work.
- n. The work shall be completed in all respect within the time schedule of the tender notice counting from the date of issue of work order.
- o. Before submitting the tenders the tenderer should inspect the site to ascertain all relevant matters relating to the condition of the so and no claim whatsoever later on will be entertained for not seeing the sites.
- p. The drawings may be studied at the office of the Consultant at **M/s Vastukar, 2845, Nageswar Tangi, Bhubaneswar-751002.**
- q. The tenderers must submit an organization chart construction schedule list of major equipment aligns with the tender if the time schedule and programme of work is found unrealistic or unacceptable. Impositions of any condition on the time schedule will render the bid liable for rejection.
- r. The bid should remain valid for 15( Fifteen) days from the date of submission of tenders for acceptance by The *Chief Regional Manager, The Oriental Insurance co. Ltd., Saheed Nagar, Bhubaneswar,* If the tendered desires to withdraw his tender or refuse to work as per the offered rates during the period his earnest money will be forfeited.

- s. In case of error or mistakes in the schedule the unit price will be the basis for correction.
- t. The present location of site is the running branch premises for Balasore-DO, the Oriental Insurance co Ltd., Balasore, odisha
- u. No objection/compensation will be entertained for any delay or change of site and the contractor will have to work accordingly.
- v. Rates for all item of work shall be quoted in figures. In the event of not quoting of rate against any item(s) it will be presumed that the said rate(s) included in the rates quoted for other items and accordingly the bid shall be dealt with.
- w. No deviation from the BOQ shall be allowed. In exceptional cases if shall be allowed on written submission duly recommended by the architect and duly approved by the owner.
- x. Samples of all materials except purchased items should be deposited approval and as sample. For the purpose of painting, board name, code no. is to be mentioned.

**LIST OF MATERIALS OF APPROVED BRAND AND OR MANUFACTURERS (Interior works)**

- a. Locks : Godrej / Doorset
- b. Hardwares : Eari-Behiri/Arises/Httpch/Harsson /EBCO/Efficient Gadgets/Equivalent
- c. Smoke Mirror/Glass : Modiguard , Saint Govind
- d. Door closer/Floor Springs : Godrej/Hardwyn
- e. Paints : Asian Paints/ Berger/ICI/Nerolac
- f. Nails, Screws etc. : Nettle Fold or equivalent
- g. Aluminium Sections/Grills : Jindal/Indal /OEL/ A lumulite Everest
- h. Floor Spring : Goderj/ Dorma
- i. False ceiling : Indian Gypsum Ltd
- j. Adhesive: Fevicol SH/ Jeevanjor
- k. Blinds: Levior/Lauflex/MAC/Annams
- l. Ply (BWR- Grade): Archid / Aeon/ Sylvanm
- m. Laminates (1.0 mm th.) : Merino / Sunmica

**LIST OF MATERIALS OF APPROVED BRAND AND OR MANUFACTURERS (Electricals)**

- 01. 11 KV (UE) 3 Core, ZLPE : CCI/INCAB/RETCO. armoured cable (ISI marked).
- 02. 11 KV cable termination. : INCAB/ CCI/M-SEAL./RR KABLE
- 03. 100/500 KVA, 11/0.433 KV : OEU/KT PVT. LTD./KEO/ALPHA.DYN-II, ONAN Type cooling.
- 04. LT switch board panel. : L&T / MDS / LEGRAND/HAVELL'S
- 05. Switch fuse/fuse switch : L&T / LEGRAND./HAVELL'S units.
- 06. Protective Relays. : English Electric/GEC/Seimens/L&T.
- 07. Data Cable & I.O Box : D - Link.
- 08. Voltmeter and Ammeter. : A.E / Equivalent or MDS.
- 09. Voltmeter and Ammeter : Kaycee / MDS / L&T. Selector switch.
- 10. HRC Fuse. : LEGRAND / L&T .



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|--------------------------------------------------------------------|-----------------------------------------------------------------|
| 11. HRC fuse base and carries.                                     | : LEGRAND / L&T.                                                |
| 12. 1.1KV grade PVC insulated wire and flexible cord (ISI marked). | : INCAB / NICCO /RR.CABLE/RETCO. & sheathed/ insulated aluminum |
| 13. 1.1 KV grade PVC insulat marked).                              | : CCI/INCAB / RETCO./ RR KABLEED armoured aluminium cable (ISI  |
| 14. 1.1KV grade PVC insulated                                      | : Finolex /Havell's copper wire and flexible cords.             |
| 15. RCCB/ELCB/MCCB.                                                | : L&T / LEGRAND/ HAVELL'S                                       |
| 16. Switch fuse with rewirable                                     | : L&T/ LEGRAND/ HAVELL'S fuses.                                 |
| 17. Isolator.                                                      | : L&T / LEGRAND/ HAVELL'S                                       |
| 18. Changeover Switch.                                             | : L & T / LEGRAND/ HAVELL'S                                     |
| 19. MCB Distribution Board.                                        | : MDS / L&T/LEGRAND/HAVELL'S                                    |
| 20. MCB/MCB type Isolator.                                         | : MDS / L&T/ LEGRAND/HAVELL'S                                   |
| 21. 30/32A DP moulded Isolat                                       | : CRABERTEE / LEGRAND / ROMAING Switch.                         |
| 22. 15/5 Amp switch & plug                                         | : CRABTEE / LEGRAND/ ROMA socket.                               |
| 23. 15/5Amp modular switch                                         | : CRABTEE / LEGRAND/ ROMA and socket.                           |
| 24. 15/5 Amp piano key type                                        | : CRABTEE / LEGRAND/ ROMA switch/flushed type plug socket.      |
| 25. Ceiling Rose.                                                  | : Anchor / Cona.                                                |
| 26. Buzzer/Call Bell.                                              | : Cona / L.K FUGA                                               |
| 27. Electrical fitting fixtures                                    | : Philips / HAVELL'S ( Lights )                                 |
| 28. Electrical fitting fixtures                                    | : Bajaj/ Usha                                                   |