

**ADVERTISEMENT FORMAT**



**UNITED INDIA INSURANCE COMPANY LIMITED  
178,DR. NANJAPPA ROAD,COIMBATORE- 641 018**

**Tel. No. 0422-2239707**

**United India Insurance Co. Ltd., a Public Sector Undertaking invites tenders from Firms/Contractors for carrying out Interior Furnishing, Electrical Installation and allied works in their Div.Office IV, 768, Avanashi Road, Coimbatore Office premises.**

**Interested parties may download the forms from our Company's Web site [http:// www.uiic.co.in](http://www.uiic.co.in) / Tenders. Last date for submission of Tenders is 02.01.2018.**

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## **ELIGIBILITY CRITERIA**

The proposed Interior Renovation works for United India Insurance Co. Ltd in the premises of Divisional Office 4, 768, Avanashi Road, Coimbatore 641018 are estimated at a cost of Rs.2400000/- only( inclusive of GST).

The Contractors participating in the tender should fulfill the following **MANDATORY** criteria to participate in the tender process.

- 1) They should have successfully completed ONE single work of value more than or equal to Rs.19 lacs in any Direct Government Organisations or Nationalised Banks or PSUs or Private Companies.
- 2) They should have successfully completed TWO works of value more than or equal to Rs. 12 lacs in any Direct Government Organisations or Nationalised Banks or PSUs or Private Companies.

The Contractors participating in the tender should submit the following along with the tender documents.

- a) Copies of Work orders issued from the respective Organisations/Consultants corroborating the above mentioned eligibility criteria.
  - b) Copies of Completion Certificates issued from the respective Organisations/Consultants corroborating the above mentioned eligibility criteria.
  - c) Letters of Appreciation if any issued from the respective Organisations/Consultants corroborating the above mentioned eligibility criteria.
- 3) Details (Name, Value, Location, Type of the works etc) of Past Works completed in any Direct Government Organisations or Nationalised Banks or PSUs or Private Companies, along with necessary supporting documents.
  - 4) Empanelment in any Direct Government Organisations or Nationalised Banks or PSUs or Private Companies.
  - 5) The necessary Contact details of any contact persons in the Companies/Organisations where you claim to have already worked for.

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## NOTICE INVITING TENDER

To

Dear sir/s,

Sub: Composite tender for proposed Interior Furnishing, Electrical and allied works for United India Insurance Co.Ltd., Divisional Office 4, 768, Avanashi Road, Coimbatore 641018.

Tenders are hereby invited by United India Insurance Company Ltd.,

Regional Office:  
No.178, Dr. Nanjappa Road,  
COIMBATORE - 641 018.

1. The contract documents consisting of Notice Inviting Tender, Instructions to the Tenderers, General Conditions of Contract, Special conditions of Contract, List of approved Makes, Bills of Quantities and Working Drawings etc., can be downloaded from our Company's Web site <http://www.uiic.co.in/Tenders>.
2. Please fill in the Bills of Quantities **in duplicate** and send your Tender in all respects as indicated on Instructions to Tenderers, before 15.00 hrs on the 02.01.2018 in a sealed single cover superscribed "Composite tender for proposed Interior Furnishing, Electrical and allied works for United India Insurance Co.Ltd.,Divisional Office 4, Coimbatore".

The sealed cover should be sent directly to the following address:

United India Insurance Company Ltd.,  
Regional Office:  
No.178, Dr. Nanjappa Road,  
COIMBATORE - 641 018.

3. If there is any covering letter it must also be in duplicate.
4. The Tender is to be submitted in a single cover. Contract conditions, Technical Specifications, Drawing and only Bill of Quantities in duplicate. The Bill of Quantities both original and duplicate should mandatorily be in a separate sealed cover which is contained in the outer single cover. The EMD shall be submitted in a separate sealed cover superscribed "EMD for the work of Composite tender for proposed Interior Furnishing, Electrical and allied works for United India Insurance Co.Ltd., Divisional Office 4, Coimbatore.
5. The tender will be opened in the Office of the Chief Regional Manager, United India Insurance Co.Ltd., Regional Office, No.178, Dr.Nanjappa Road, Coimbatore at 16.00 hrs on 02.01.2018 in the presence of the Tenderers/Authorised representative who may choose to be present. Tenderers could depute one person only for the Tender opening who is duly authorised and they should produce an authorised letter.
6. No consideration will be given to a Tender received after the stipulated time and no extension of time will be allowed for submission of the Tender.
7. The site will be handed over in single phase and the time of completion of work is 40 days from the 3rd day of offer of written order to commence the work by the Architect or the date on which the site is handed over to the Contractor whichever is later.

8. Every tender shall be accompanied by an Earnest Money Deposit for Rs.48000/- (Rupees Fortyeight thousand only) in the form of Demand Draft drawn in favour of **United India Insurance Company Limited** payable at Coimbatore. The Tender not accompanied by such Earnest Money will be rejected (EMD in any other form will not be accepted).
9. The Earnest Money will be retained in the case of the successful Tenderer as part of the Security deposit for the due fulfillment of the Contract and will be refunded without any interest thereon to the unsuccessful Tenderers within 30 days of award of contract.
10. The Tenderer will have to submit their tender after carefully examining the whole of the Tender documents and the conditions of Tender and of Contract, the drawings and specifications, the Bill of Quantities etc and after inspecting the site. The tenderer will have to quote for all the sections in the tender document. No section should be left blank. Incomplete tenders are liable to be rejected.
11. Canvassing in connection with Tenders is strictly prohibited and tenders submitted by the Contractors who resort to canvassing are liable to be rejected.
12. Tenders not fulfilling any or all of the conditions prescribed or which are incomplete shall be rejected. Client reserve the right to accept or reject any tender either in whole or in part without assigning any reason for doing so and do not bind themselves to accept the lowest or any tender.
13. Tenderers are requested to visit the site and make themselves familiar with the work before submitting the tenders.
14. All the individual pages of all the documents that comprise the tender documents should be signed and sealed by the tenderer.
15. No part of the Bill of Quantities (or) drawing should be deleted.
16. Client also reserves the right to divide and distribute the work, floor wise/Sections wise/ item wise and trade wise and this may please be noted by the tenderer. In such cases, the decision will be solely at the discretion of the client in consultation with Architects M/s.Shrishti, including that of assignment of works. Tenderers are advised to ensure strict observance of commercial aspect of this tender.
17. The successful Tenderer shall furnish a list of his relatives working with the Employer along with their designations and addresses.
18. No employee of the Employer is allowed to work as a Contractor for a period of 2 years from his retirement from the service under the employer without the prior permission of the previous Employer. The contract (awarded) is liable to be cancelled 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, as aforesaid before submission of Tender, or engagement in the Contractor service.
19. Validity period of Offer : The tender shall remain valid for 90 days from the date of opening of Price Bid.
20. Liquidated damages: 0.5% per week subject to maximum of 5% Contract value.

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21. Defects Liability period : 12 months from the date of 'Virtual Completion' certified by Client/Architect.

22. The successful tenderer will enter into agreement with client within 15 days from the date of receipt of tender acceptance letter from the Employer.

23. This Notice Inviting tenders, Instructions to the Tenderers, General Conditions of Contract, Special Conditions of Contract will interalia form part of the Agreement to be executed by the successful Tenderer with the Employer within 15 days.

Yours faithfully,

Signature of Tenderers with seal

Address:

Date:

## **APPENDIX - A**

1. Address at which the tenders are to be submitted : The Chief Regional Manager  
Regional Office:  
United India Insurance Co.Ltd.,  
No.178, Dr.Nanjappa Road,  
Coimbatore - 641 018.
2. Last date of submission of tender : 02.01.2018 at 15.00 hrs
3. Date and time of opening tender : 02.01.2018 at 16.00 hrs
4. Place of opening Tender : United India Insurance Co.Ltd.,  
Regional Office:  
No.178, Dr.Nanjappa Road,  
Coimbatore - 641 018.
5. Earnest Money Deposit only) : Rs.48,000/- (Rupees fortyeight thousand)
6. Tender rate includes : All taxes,duties, levies,royalties,fees,cess or charges in respect of the works including but not limited to sales tax, tax on work contract, service tax and all other duties/taxes levied by the Central / State Government during the currency of the contract shall be borne by the Contractor.
7. Initial Security Deposit : Sum equivalent to 2% of Contract value less EMD.
8. Retention Money : Retention money shall be 5% of actual value of works executed, & refunded after Defects Liability Period.
9. Liquidated Damages : 0.5% per week subject to maximum of 5% of total contract value.
10. Time of completion : 40 days from the 3rd day of offer of written order to commence the work or the date on which the site is handed over to us whichever is later.
11. Certificate of payment : Interior Furnishing, Electrical and allied works:  
  - 1) No advance in any form shall be payable against any material brought to site.
  - 2) The final bill may be submitted to the Architects within a period of 15 days from the date of virtual completion certified by Architects.

3) Architects shall issue the certificate of final bill payment within a period of 15 days.

Signature of tenderer with seal

Date:

## **APPENDIX - B**

### **Salient conditions of Composite Contract:**

- 1) The successful contractors have to furnish a detailed PERT CHART/ BAR CHART indicating their schedule programme for all the major activities within 15 days from the date of written order to commence the work. This PERT CHART/ BAR CHART will be referred for during the progress of the work to establish the periodical land marks of achievement of work. If necessary the revised PERT CHART/BAR CHART based on the revised scope of work have to be submitted by the contractor.
- 2) The electric power required to execute the work would be arranged by the client at a particular point and the contractors have to make their own arrangements for tapping the supply at various points. The amount equivalent to 0.15% of final bill value of total work done towards the Electrical charge shall be recovered from the Contractors.
- 3) Contractors will have to make their own arrangement for water. However, water could be arranged by the client and the amount equivalent to 0.10% of final bill value of total work done towards the water charges shall be recovered from the contractors after meeting the requirement of Divisional Office.
- 4) The successful tenderer should appoint a Project Engineer who is well acquainted with the composite nature of work and handle the work of Interior Furnishing, Electrical and allied works. He should be in a position to answer for any clarification during site visit by Architect/client Engineers.
- 5) The Tenderer should have the valid "ESB" grade/"EA" grade license in their firm name issued by the Electrical Inspectorate of Government Authority and furnish the copy of License along with tender Part I-TD.
- 6) In case the tenderer engage their associate agencies for the electrical work, they should also possess the same license and the tenderer should furnish the name of such Agency along with the copy of licence in the tender Part I - TD. In case the successful tenderer would change such associate agency for electrical work during the course of execution, for any reason, it should be intimated in prior by writing to the Architect/Client and an approval from the Architect./client has to be obtained before any such act.
- 7) The associate agencies to be engaged by the tenderer to carry out the specialist job like Electrical and allied works should have three years experience in the respective field and the tenderer should furnish the name of such agencies along with their experience certificate in tender Part I-TD.
- 8) Tenderer should ensure that the electrical items/light fixtures should be procured from the Original Equipment Manufacturers (OEM) or their authorized dealers and the same should be approved by Architect/client before placing orders for execution.
- 9) The Tenderers after collecting tender document should thoroughly study the relevant Interior, Electrical drawings in relation with BOQ and bring to notice of abnormality, if any, to the Architects prior to submission of tender.
- 10) The light fixtures should be procured from any one of the following approved Manufactures (OEM) or from their dealers as approved by client.
  - a) M/s.Asian Electronics Ltd.
  - b) M/s.Crompton Greaves Ltd
  - c) M/s.K-Lite Industries
  - d) M/s.Thron Lighting India Pvt.Ltd.
  - e) M/s.Wipro Ltd.



11) The successful tenderer should also prepare

a) the Composite RCP (Reflected Ceiling Plan) incorporating Light Fixtures, AC Grills, Fire detectors, PA System, AC ducting (in dotted line) etc and the drawing should also show the final levels of false ceiling as per site condition.

b) The AC ducting lay-out shall also be prepared by the successful tenderer after examining the site condition and in conformity with actual site measurement in contiguous with the above RCP. Architect/Consultant shall issue the soft copy of the ceiling drawing to the successful tenderers.

c) The said drawing should be prepared within the period of 15 days from the date of award of work and before the commencement of work.

12) Preferably, it is advised to carry out the entire work including ducting, piping, installation of equipments etc by the accredited dealer of OEM. In case the ducting is done by the Contractors by utilising their own force, the responsibility of satisfactory maintenance of inside temperature shall rest with the composite contractor and have to produce a satisfactory completion of work certificate from the OEM/or their dealers appointed by the contractors who have executed the work.

13) It is the responsibility of the Contractor to arrange the Light fixture as approved by Architect/Client from approved OEM or from dealers and no hindrance is accepted on account of delay caused due to arrival of such equipments. It is the contractor's responsibility to study the availability and feasibility of such equipments/materials before quoting.

14) The water supply and sanitary installations which will be the part of the composite work shall be carried out under the supervision of licensed plumbers approved by the local body authorities. The work shall be carried out strictly in accordance with the bye-laws enforced by the local body authorities from time to time.

15) Contractors are expected to strictly adhere to the Labour laws in force from time to time by both Central and State Governments. The necessary records should be maintained at site and an amenity to the Labourers has to be made available at site as per law. The Labourers should be paid the salary in time as per the Minimum Wages Act. The Labour license shall also to be obtained from the authorities concerned.

16) Contractors should ensure to make all the statutory taxes like Service tax, work contract/Sales tax etc. and make sure to pay the ESI and EPF as per law in practice. Contractors are advised to quote the rates after considering the payment of such taxes/liabilities and client will not make any reimbursement of such taxes.

17) After completion of work the contractor should prepare as built drawings of each trade such as Interior Furnishing, Electrical and allied works after modifying the actual drawings issued by the Architect wherever the changes made by UIIC/Architect/Consultant in the form of two sets of hard copy and one soft copy.

18) The successful tenderer awarded with the composite work assumes over all responsibilities and are solely responsible for co-ordination, execution of works by engaging the associate agencies for Electrical Installation and extracting the works from them as per specification within the time frame to the satisfaction of client/Architect as per tender conditions. Any dispute if arisen among them to be sorted out/settled at their level. The successful tenderer is the sole representative for whole composite work and they/he is liable for any clauses of this tender.

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19) If the composite contractor are under liquidity crisis or in unpredictable financial crunches or in any other problems and by which, the works are stalled due to non-payment for the completed works to the Associated agencies engaged by them and the Composite contractor are not in a position to progress the works further, in the interest and earlier completion of the work. client have every right to make direct payment to such already declared Associate agencies with written consent of the principal Composite contractor. In that event, the amount paid to the Associate agencies shall be adjusted while making the actual payment as per the relevant clauses to the Composite Contractors.

20) Necessary Insurance policies such as CAR policy/Workmen's Compensation, Third Party liability policy to be taken before commencing the work and the original policies to be deposited with client.

21) Necessary Labour License to be taken before commencement of work.

22) Client will not pay any mobilization advance/material advance and there will not be any escalation for the work.

23) No deviation will be allowed in the material specified and the tenderers are advised to specify the make of materials list enclosed.

24) The composite work shall be executed in a functioning office and hence necessary precautions shall be taken while executing the works. The major part of the work may need to be carried out during night hours in order to achieve the target period.

25) The Tenderer is required to inspect the site and obtain for himself on his own responsibility and at his own expense all necessary information and particulars to enable him to submit a proper tender.

26) The work includes cost of fitting and fixing the several items in position to floors, walls, ceiling etc., in the building in accordance with the drawings or as may be directed and it may be necessary to make holes, chases etc., on floors, walls, ceilings, etc as may be shown in the drawings. The composite contractor must not only note of these provisions but must also allow for such as he may be required to do at the time of work taken up by him and it will be deemed that his rates take into account all forceable contingencies which will include making good disturbed floors, walls, ceilings, to their original condition.

27) The contractor at site verify the dimensions shown in the drawing before he takes up actual manufacture of the several items, making allowances for the actual dimensions that prevail at site.

28) The drawings, specifications and the bills of quantities forming part of the contract are explanatory and are complementary to one another, representing together the works/installations to be carried out.

29) If neither the drawings nor the specifications nor the accepted bills of quantities include any part/parts the intention to include which is nevertheless clearly to be inferred and which are obviously necessary for the proper completion of the works/installations, all such parts shall be supplied and executed by the Contractor at no extra charge.

30) Anything contained in one or another of (a) the drawings (b) the specifications and (c) the accepted bills of quantities and not found in the other will be equally binding as if contained in each of them.

- 31) The work will be done strictly in accordance with the drawings and as instructed by the Architects/Client.
- 32) The descriptions in the bills of quantities are brief and have been compiled as correctly as possible but are not meant to be exhaustive.
- 33) Laminate shall be of approved quality, make and color and shall be fixed with approved adhesive. Unless otherwise specified, laminate should be 1.00 mm/1.5 mm thick for table top/cupboards top, partitions, cupboard shutters and all vertical surfaces.
- 34) Unless otherwise specified:
- a) All concealed faces of ply and CW should be painted with one coat of wood preservative paint.
  - b) All exposed faces of teakwood beading/white cedar lipping should be melamine polished as directed by the employer/Architect.
  - c) All comply free edges should be provided with teakwood, white cedar lipping all-round.
  - d) All joinery fittings and fixtures should be of approved make.
  - e) The size of the wooden planks to be specified in the BOQ and drawings are of finished size after doing necessary surface wood planning etc.
- 35) The Contractor should arrange for inspection of the sample of each item by the Architects/Client proceeding with the work of manufacturing other units. The samples should be produced for inspection and approval of the Architects in the stages (1) after the same is assembled and made ready as per the Architect's drawings and (2) after completing the finishing items viz. Polishing/Painting etc.
- 36) It may clearly be noted that the inspection and approval of the items of work at any stage shall not exonerate the Contractor of his responsibilities in respect of the quality of work, workmanship and quality of materials.
- 37) The Employer reserves the right to split the Contractor amongst more than one agency and the rates quoted by the Tenderer for individual items should be self supporting and should hold good even for part orders. The rates should also include all taxes, excise duty, sales tax, control work contract tax, service tax if any and all other duties and taxes levied by the Central Government/State Government for the present and future.
- 38) Rate should also include providing necessary cut-outs, holes for electrical conduits, switch boxes, plug points in work stations, partitions, tables etc., wherever necessary and as shown in drawing along with the co-ordination of other agencies.
- 39) The rate should also include providing additional wooden members horizontal/vertical adjacent to the switch box conduits etc., in order to support the switch box conduits etc.
- 40) The work should be completed as per the items specified elsewhere to the document and the rate quoted shall include for doing work round the clock. No extra is payable in this respect.
- 41) The successful tenderer has to prepare an electrical works drawing and get the approval for routing from Architect/Client.
- 42) The necessary approval from Architect/Client should be obtained for the materials like wire/switches/panels (with necessary General Arrangement (GA) drawings) in time.

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- 43) The fabricator for all electrical panels should possess CPRI test certificate for panels.
- 44) The Contractor should not deliver the panel to site without relevant test being carried out at fabrication unit.
- 45) The Contractor should ensure to provide rubber bushes in the MS Conduit to avoid peeling of insulation while pulling the wire.
- 46) A coat of red oxide primer should be applied after the enamel portions of the MS conduit are threaded.
- 47) Contractors should ensure that the chase cutting for conduits done vertically/horizontally at appropriate level. Cross-cutting should be totally avoided. While embedding the conduit in floor/wall ensure that sufficient gap is maintained between conduits for proper filling of cement mortar. Chicken mesh should be used while the number of conduits exceeds more than 2 in a row.
- 48) The minimum and maximum operating height should be maintained at 450 mm/1800 mm for all the panels.
- 49) The bus bar should be provided for the entire length of bus bar chamber.
- 50) Validity period of offer : The tender shall remain valid for 90 days from the date of opening of price Bid.
- 51) Liquidated damages: 0.5% per week subject to maximum of 5% of total contract value.
- 52) Defects liability period: 12 months from the date of 'virtual completion' certified by client/Architect.

Signature of Tenderer with seal:

Address:

Date:

**FIRM DETAILS:**

Name of Firm	
Mailing Address of Firm with Contact Phone & Mobile No.	
Local Mailing Address of Firm with Contact Phone and Mobile No.	
E-Mail Id:	
PAN No.	
TAN No.	
TIN / VAT No.	
CST No.	
Service Tax Registration No.	
ESI/PF Registration No.	
Any other Registration details relevant to the Contract.	
Name of Bank with complete Address	
Branch IFSC Code	
Type of Account	
Account No.	
9 Digit MICR Code No.	

Signature of Tenderer with Seal

Date:

**SUMMARY**

**UNITED INDIA INSURANCE COMPANY LIMITED – DIVISIONAL OFFICE 4, COIMBATORE**

<b><u>S.No.</u></b>	<b><u>Type of Work</u></b>	<b><u>Amount Quoted (Rs)</u></b>
1.	Interior Furnishing Work for DO 4, COIMBATORE	
2.	Electrical & allied works for DO 4, COIMBATORE	
	TOTAL	Rs.

(In Words Rupees

**Signature of the Tenderer:**

**Address of the Tenderer with Company's Seal.**

**Date:**