



युनाइटेड इंडिया इन्श्यूरेन्स कं. लि.

UNITED INDIA INSURANCE COMPANY LIMITED

REGIONAL OFFICE KOLKATA

38B, J.L.Nehru Road,,Kolkata-700 071; Ph.Nos. (033)
2226-6770 / 2288 1352/ 2288 1351

TENDER NOTICE

Sealed tenders are invited from the bonafide & reputed contractors having similiar experiences for proposed composite work comprising of **Civil & interior decoration ,Electrical & Allied job for an estimated amount of Rs 4.50 lacs** at our new Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101 having previous experience of undertaking works of such nature for same amount or more in a single project . The details of which are mentioned in the general instruction.

For details, contractors may contact us at the above mentioned office address and/or visit the existing Divisional Office Howrah, at 4/12 G T Road (South), 2nd floor, Howrah, West Bengal, 711101 after making prior appointment with Divisional Officer Howrah. Last date of submission of completed tender documents is /03/2021 .Authority reserves the right to reject/cancel any or all the tenders without assigning any reason whatsoever. Brokers need not apply.

DY. GENERAL MANAGER



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UNITED INDIA INSURANCE COMPANY LIMITED
REGIONAL OFFICE KOLKATA

TENDER DOCUMENTS

PROPOSED INTERIOR RENOVATION WORKS & ELECTRICAL WORKS AT UNITED INSURANCE CO.LTD. Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101.

NAME OF THE TENDERER : UNITED INDIA INSURANCE CO. LTD.

ADDRESS OF THE TENDERER : HIMALAYA HOUSE, 38B, J L NEHRU ROAD KOLKATA
– 700 071

LAST DATE OF SUBMISSION OF TENDER : 22/03/2021 by 3.00 P.M.

: CONSULTANT :

M/s Sudip Sur & Associates.
14/2, Kalikumar Mukherjee Lane, Shibpur
Howrah – 711102
Ph. No. 9830017895



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UNITED INDIA INSURANCE COMPANY LIMITED
REGIONAL OFFICE KOLKATA

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed contractors for proposed composite work comprising of **Civil & interior decoration ,Electrical & Allied works** at Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101.

Tender documents including relevant drawings may be collected from the office of the United India Insurance Co.Ltd. , Regional Office Kolkata, 2nd floor of 38B,J.L.Nehru Road,Kolkata-71 within the office hours. Tender documents duly properly filled are to be submitted in a sealed cover , addressed to the Deputy General Manager , superscribing the envelope "**Proposed Civil & interior decoration, Electrical & Allied Job**" at Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101.

Issue of Tender Documents : From 06/03/2021 at above office from 11-00 am to 5-30 pm on all working days except holidays (Monday to Friday)

- 1) Last date of Submission of Tender Documents : On 22/03/2021 by 03.00 P.M. to be submitted in sealed cover to the Estates department, Regional Office Kolkata,UNITED INDIA INSURANCE CO. LTD., HIMALAYA HOUSE 38 B Floor No -2 JAWAHARLAL NEHRU ROAD CHOWRINGHEE KOLKATA WEST BENGAL - 700071 .
- 2) Opening of Tender Documents : On 22/03/2021 at 03:30 pm. at the aforesaid address.
- 3) Completion Time of entire job(s) : 20 days from the date of issue of the work-.order
- 4) **Earnest Money Deposit :Bidder shall have to submit EMD of Rs. 15000/- (Rupees Fifteen thousand) in favour of United India Insurance Co. Ltd alongwith technical bid. Payment can be made by A/c payee Demand Draft(preferred)/ NEFT. Bid received without NEFT receipt/ Demand Draft of earnest money will not be entertained/considered at all and will be rejected summarily. No interest will be paid on the Earnest Money Deposit.Kindly contact our Regional Office Accounts dept, in case bidder wants to deposit the EMD through NEFT. EMD amount of the unsuccessful bidders will be returned to them without interest on completion of the bid process .In no case EMD is to be put inside the envelop of "Financial/ Price Bid"**

- 5) Tenderers may be called upon before the final awarding of the contract for any clarifications regarding the quoting of the tenders.
- 6) The Employer will not be bound to accept the lowest tender and reserves the right to accept / reject any or all tenders without assigning any reason thereof.
- 7) The tenderer may visit the site before quoting if they wishes for .No change in amount will be entertained after final quoting.

Signature & Seal of the tenderer

GENERAL INSTRUCTIONS TO TENDERERS

- 1) The term “Employer” shall mean “United India insurance Co.Ltd.”, or its authorized representatives at Himalaya House,38B,J.L.Nehru road 2nd .floor,Kolkata-700 071
- 2) The term “Consultant(s)” shall mean “M/s Sudip Sur & Associates” , who are the Consultant to the employer for this project & having its office at 14/2, Kalikumar Mukherjee Lane, Shibpur Howrah 711102, Ph. No. 9830017895 or its authorized representative.
- 3)The term “Contractor” shall mean the successful tenderer to whom the contract shall be awarded.
- 4) The “work” shall mean the proposed composite work comprising of **Civil & interior decoration ,Electrical & Allied Job** at Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101.
- 5) The contractor shall quote the rates in figures and words. Any corrections or overwriting should be initialled by the Contractor,otherwise the quote(s) will be summarily rejected in case of any dispute.
- 6) The contractor should submit the tender with seal, signature and date on each page.
- 7) **Technical bid & financial bid for proposed job are to be given in separate sealed envelopes marked as Techical Bid /Financial Bid, mentioned at the top of the envelope .Above 2-envelopes are to be inserted in a separate sealed envelop marked as “Tender for Civil & interior decoration ,Electrical & Allied Job at Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101”**
- 8) The contractors should quote the cost of the items as per tender specification. Further modification after awarding the contract shall not be allowed.
- 9) The contract is time bound and the work is to be completed within the time limit specified in the notice inviting tenders.
- 10) The decision of Employer is final & binding.
- 11) The contractor shall be penalized if the work is not completed within scheduled time @1% of the total contract value per week subject to maximum of 10% of the total contract value and United india Insurance Co.Ltd. reserves right to terminate the contract in the event of delay.
- 12) **All the existing electrcial fittings (excluding air conditioners) will have to be dismantled, transported from our existing DO Howrah and BO Howrah premises to new DO Howrah premises and reinstalled at our new DO Howrah premises without any cost.**

Signature & Seal of the tenderer

TERMS & CONDITIONS

- 1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.
- 2) Any damage to the work before the site is handed over, to be replaced or made good at the expense of the contractor to the entire satisfaction of the consultant / United india Insurance Co.Ltd.
- 3) Income Tax as applicable and shall be deducted at source as per the Income Tax Act/Rules.
- 4) The quantities indicated in the job description are subject to change. The payment of the final bill shall be made as per the actual measurement as certified by the Consultant. However if the final bill value is exceeding the total value quoted in the tender form, then the contractor must obtain prior approval from the competent authority of UIICL in writing before executing such job otherwise any such payment exceeding the total value quoted in the tender form will be rejected.**
- 5) The consultant or any Officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the Competent Authority of the Employers and that of the Consultant.
- 6) In case of failure to take up the work even after accepting the work order/leaving the work incomplete, or for defective work not rectified, or violation of the terms and conditions, the EMD & Initial Security Deposit will be forfeited & UIICL may initiate suitable legal proceedings against the contractor's firm.
- 7) For any item of work not covered or any unforeseen item of work, payment will be made according to the rates approved for similar nature of work, the costing done by the consultant, as per current PWD / CPWD schedule of rates, or as per analysis of material cost, labor cost and profit to the Contractor at 15%. The contractor must obtain prior approval in writing before undertaking such additional works, without which no additional payment for such job will be entertained/ made.
- 8) The tenderers shall sign each & every page of the tender documents including drawings attached hereto.
- 9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in words shall be taken as final.
- 10) The Contractor shall make their own arrangement at their own cost for storing material, plants, tools, etc. The employers will not be liable for security of contractor's material.
- 11) No tools or plants will be issued by the insurance company.
- 12) The employer/Consultant reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.

Signature & Seal of the tenderer

13) In case of breach of contract by the contractor for slow progress of works or any other claim of damage, the Employer or the Consultant may have the power to rescind the contract without furnishing reason thereof.

14) The consultant/employer shall have the power to ask the contractor to furnish the sample/colour/test certificate from any Govt./Authorised agent for any materials used/to be used in the works, the expenditure of which is to be borne by the contractor.

15) If the successful tenderer intends to sublet any portion of the scope of work they must intimate the same to the Employer/Consultant and obtain the permission before engaging any sub-contractor, in writing & UIICL reserves the right for according the approval in such cases.

16) The Employer shall not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the contractor or any sub-contractor.

17) On completion of the works, all rubbish, debris, materials, tools, labourers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear in usable condition within 3 days of completion of the works. Failing this, the Employer may dispose the materials at the cost of the contractor.

18) In case of any dispute, matter will be referred to the Deputy General Manager, United India Insurance Co.Ltd., Regional Office Kolkata.

19) The contractor shall not submit any work bill until he finishes the Project completely, as certified by the consultant.No interim/on-account payment will be made under any circumstances.

20) **The rates quoted in the tender shall exclude G.S.T** . No escalation of rates will be allowed under any circumstances.G.S.T if payable, will be paid extra subject to submission of appropriate invoice by the contractor at the time of final billing.

21) Tenderer is requested to sign each page of the terms and conditions and then submit the tender documents which would imply that the tenderer is agreeing to each and every term and condition mentioned in this tender document.

22) **All the existing electrical fittings (excluding air conditioners) will have to be dismantled, transported from our existing DO Howrah and BO Howrah premises to new DO Howrah premises and reinstalled at our new DO Howrah premises without any cost.**

Signature & Seal of the tenderer

SPECIAL TERMS AND CONDITIONS

1. Completion Period : 20 days
2. Date of commencement : Immediately following the award of work contract and acceptance of the order by the respective contractor(s).
3. Defect Liability period (D.L.P.) : One year after actual completion of the entire work.
4. Initial Security Deposit(ISD) : 2% of value of work . While awarding the contract , ISD in favour of UIICL will be collected from the contractor. However EMD money of the successful bidder will be adjusted against ISD, so that ISD remains 2% of the value of total work.
5. Retention Money : 10% of total value of work from final bill.
6. Total Security Deposit (TSD) : Initial security deposit + retention money =12% of value of work. To be released after successful completion of D.L.P (Defect Liability Period).
7. Liquidity Damage : To be deducted @ 1% of the total contract value per week .In case it is delayed after stipulated completion period subject to maximum 10% of total contract value, accrued of which entitles UIIC to rescind the contract.
8. Additional items. : For items where unit rates are not available, contractor shall provide proper cost break up and proceed only after approval/consent in writing. Any sample to be made for approval shall be at the contractor's cost.
9. Validity of Tender : Three months after the opening of the tender.
10. Rules/Regulations. : It is the responsibility of the Contractor of complying with all local shops/establishments Act and other labour/ minimum wages Act and shall keep all such records/accounts on payments of wages/attendance as deemed necessary.
11. Arbitration : As per the standard arbitration clause under the jurisdiction of Kolkata.
12. Organization : The contractor shall employ competent/qualified supervisor/ who shall be responsible for the day to day work and co-ordinate as necessary with the Consultant's supervisor. Any workman found guilty of misconduct/theft shall be removed from the site.
13. Damage to property : Any damage to the United India Insurance Co. Ltd. property during the work period will be recovered from the contractor.
14. Deduction : Income Tax at source as per I.T. Act.
15. Terms of Payment : a) Final payment shall be made only after completion of the job in all respect based on the certification of job both by the Architect/Consultant & UIICo.ltd.

Signature & Seal of the tenderer

16. Billing procedure. : All measurements shall be recorded in duplicate on standard measurement sheets prepared jointly by the Consultant's site Engineer & Contractor's representative duly signed by them. All bills shall be submitted along with this checked measurement Sheet.
17. Time schedule of work : The contractor must intimate from time to time, about the progress of the work after taking up the job. The officials may advise to expedite the job if necessary.
18. General : The rates should be quoted considering necessary scaffolding & staging work, removal of debris as & when necessary & complying with the restriction of local Municipality.
19. Insurance :The contractor shall take out insurance in the joint name where first being UIICL name as required by "Third Party Risk under workmen's compensation Act" at their own cost, before commencement of the work and ensure that the insurance remains valid during the period of contract until the same is completed and shall indemnify the UIICo. against all claims in respect of damage, compensation, cost, charges and expenses arising of accruing due to the work undertaken by the contractor. The receipt of premium paid in this connection must be submitted to the UIICL whenever necessary.
20. **Remarks** :Tenderer must submit GSTIN registration and without these documents the tender will be rejected. Moreover, the rate quoted by the contractor must be exclusive of G.S.T. G.S.T if payable, will be paid extra subject to submission of appropriate invoice by the contractor at the time of final billing.
21. **The rates quoted for each of the items under Buy back as detailed in our B.O.Q. are to be quoted in strict conformity with the Minimum reserved prices as mentioned for the buy back materials. In the event of a tenderer not quoting any price against the buy back items the buy back amount will be fixed as the default minimum reserved amount for each buy back item as estimated in our B.O.Q. If, upon/after award of work order, the tenderer doesn't accept the minimum reserved prices of the buy back materials/ the prices quoted by the tenderer for the buy back materials in conformity to our minimum reserved prices as per our B.O.Q. then the issued work order shall be rescinded and withdrawn forthwith.**
22. **With reference to the quote for buy back materials as per Tender B.O.Q. in conformity with the minimum reserved prices for the buy back materials, the tenderer is requested to visit the premises before quoting for the buy back materials.**
23. **All the existing electrical fittings (excluding air conditioners) will have to be dismantled, transported from our existing DO Howrah and BO Howrah premises to new DO Howrah premises and reinstalled at our new DO Howrah premises without any cost.**

Signature & Seal of the tenderer

TECHNICAL BID

Technical bid must contain-(All Points are mandatory)

1. Name & Address of the Contractor
2. Contact person & Mob No.
3. E-mail /ID (**mandatory for official communication)
4. IT Return for last 3 financial years
5. Audited Accounts for last 3 financial years
6. Trade Licence
7. PAN
8. GSTN
9. Job Completion Proof(work order & completion certificate)(similar job in any PSU/Govt.Orgn. during past 3-years out of which at least 01 such jobs must be for Rs 14.96 lacs or more)(**Job completion certificate issued by consultant/architect will not be entertained.Only job completion certificate issued by the employer will be counted as valid proof)
10. NEFT receipt/Demand Draft of EMD (Rs 15000/-) in favour of UIICL must be included.**Kindly contact our Regional Office Accounts dept, for bank details in case bidder wants to deposit the EMD through NEFT.**

FINANCIAL BID

1. Financial bid must contain information of item no, description, unit rate, amount, total value, Tender amount for work strictly as per attached annexure/ schedule of Civil & interior decoration, Electrical & Allied Job.If the financial bid does not comply with the annexure/schedule attached herewith, the bid of the concerned contractor(s) will be summarily rejected. The rate quoted by the contractor must be exclusive of G.S.T. G.S.T if payable, will be paid extra subject to submission of appropriate invoice by the contractor at the time of final billing.
2. The rates quoted for each of the items under Buy back as detailed in our B.O.Q. are to be quoted in strict conformity with the Minimum prices as mentioned for the buy back materials. In the event of a tenderer not quoting any price against the buy back items the buy back amount will be fixed as the default minimum amount for each buy back item as estimated in our B.O.Q. **If, upon/after award of work order, the tenderer doesn't accept the minimum prices of the buy back materials/ the prices quoted by the tenderer for the buy back materials in conformity to our minimum prices as per our B.O.Q. then the issued work order shall be rescinded and withdrawn forthwith.**

GENERAL INSTRUCTION

Technical bid & financial bid for proposed job are to be given in separate sealed envelopes marked as Technical Bid /Financial Bid ,mentioned at the top of the envelope

Above 2-envelopes are to be inserted in a separate sealed envelop marked as "Tender for Civil & interior decoration ,Electrical & Allied Job at Divisional Office Howrah, at Madhusudan Apartment, P-18, Dobson Lane, Howrah, West Bengal, 711101.

Signature & Seal of the
tenderer

Please note that financial bid submitted by the contractor(s) will be opened only when they qualify in technical bid for final assessment and ranking.

Technical Bids and the Financial Bids of the technically qualified contractors will be opened in presence of Estate Committee members of Regional Office Kolkata & in the presence of bidders who may wish to be present, either by themselves or through their authorized representatives.

Signature & Seal of the tenderer