

**ECGC LIMINTED  
JALANDHAR BRANCH**

**TENDER**

For the furnishing, civil, electrical and air-conditioning works of their proposed office at Ground Floor, Office No. 1, Midland Financial Centre, G.T. Road, Jalandhar city-144001.

The Branch Manager,  
ECGC Limited, 2<sup>nd</sup> Floor, 36,  
G.T. Road, Jalandhar-144001.

**ARCHITECTS:**

Matinee Foundations, 405,  
2<sup>nd</sup> Floor, Karan Chamber,  
483, Green Park, Garha Road,  
Near Bus-stand, Jalandhar-1.

## INVITATION TO TENDER AND GENERAL INSTRUCTIONS TO CONTRACTORS

Sealed item rate tender on behalf of **THE BRANCH MANAGER, ECGC LIMITED, 2<sup>ND</sup> FLOOR, 36, G.T. ROAD, JALANDHAR CITY** invited by the Architect **M/s Matinee Foundations, Jalandhar** and will be received in the office **THE BRANCH MANAGER, ECGC LIMITED, JALANDHAR.**

1. Details of work to be done : Interior/Furnishing, Civil, Electrical, Air-conditioning & Data Cabling works for ECGC Ltd at G.T. Road, Jalandhar.
2. Form of Contract : Item wise rate
3. Earnest Money : Rs. **40,000/- (Forty thousand)** only) in form of Demand draft in favour of **ECGC Ltd.**, payable at Jalandhar.
4. Cost of Tender : Rs. 1000/- in form of Demand draft in favor of **Matinee Foundations**, payable at Jalandhar.
5. Period of contract / time of Completion : 45 days.
6. Liquidated damages for non-completion of work in time : 1.0% of the contract value per week subject to a max of 10% of the contract value.
7. Defect Liability Period : 12 months (Twelve months) from the date of virtual completion as certified by Architect / employer.
8. Retention amount for 12 months : 5% of the total bill.
9. Period of submitting of Final bill : 15 days from the date of completion.
10. Mobilization Advance / Secured Advance : No. Mobilization Advance / secured advance will be given to the contractor.

11. Last date of submission of tender : 05-01-2018 at 5.00pm at ECGC Ltd.,  
2<sup>nd</sup> Floor, 36, G.T. Road, Jalandhar.
12. Date of opening of tender : 08-01-2018 at 11.00 am.
13. Validity of tender : 90 days.

Branch Manager,  
ECGC Limited,  
Jalandhar branch.

## GENERAL CONDITIONS

- 1) Tenders are invited from competent interior/furnishing contractors approved/empanelled with PSUs/CPWD, MES approved Contractors (**minimum 5 years of experience**) who have completed one work of Rs. 16.00 lakh or two works of Rs. 12.00 lakh or three works of Rs. 8.00 lakh in during the last three years of similar nature with completion certificates. The tenderer should also attach **SOLVANCY CERTIFICATE** of Rs. 10.00 lakh alongwith tender. **All the said documents should be attached with Technical bid alongwith tender fee and earnest money, otherwise tender will be rejected.**
- 2) Each tender shall furnish earnest money of Rs. **FORTY THOUSAND ONLY** by way of bank draft favouring ECGC Ltd., payable at Jalandhar to be submitted along with the tender documents. The tender and the demand drafts should be in two separated sealed covers. Tenders without earnest money and tender fee will not be considered.
- 3) Every tender is expected before quoting these rates to inspect the site of the proposed work. He should also inspect the source of materials, their quality and availability including the removal of Malba from site since there is no Malba stacking area available permission may be required from local competent authority. The material must strictly comply with the relevant specifications attached. Samples of the materials as required by the Architect in all cases shall be submitted for their approval before the supply to site of work begins, in the absence of any specifications of entire satisfaction of the Architect.
- 4) A schedule of approximate quantities for various items accompanies this tender. It shall be definitely understood that the architects do not accepts any responsibility for the correctness of completeness of this schedule is liable to alteration by omission, deduction additions or substitution of any materials specified in the schedule at the discretions of the architects without affecting the terms of the contract.
- 5) The tender form must be filled in English only and all entries made by hand written in ink. Any tender in which there is over written or erasure is liable to rejected. All corrections should be attested by the tenderer with his dated initials as many times as the corrections occur. Tenders which propose any 3 alteration in the work specified in the said form of invitation to tender or in the time allowed for carrying out the work or which contain any other conditions of any sort, will be liable to rejection.
- 6) The contractor should fill in the rates tendered in figures as well as in words. The amount for each item should be worked out and the required total is given. The tenders who do not fulfill those requirements are liable to be summarily rejected.
- 7) No excuse as regards went of information on any particular point will be considered after the tender has been received. No advice of any change in rate or conditions after the opening of tender shall be entertained.

- 8) The contractor will not be paid any extra charges for load involved in transport of materials to site of works, erection and hire of Tools and Plants, Sheds for materials royalty for earth boulders, metal and sand etc. or for any other reasons in case the contractor is found later on to have misjudged the materials available. All taxes any claim whatsoever in this respect shall not be entrained.
- 9) No alteration which is made by the tender In the Notice of Tender, instructions to the contractor, the contract form, the conditions of the contract, drawings, specifications or quantities accompanying the same shall be recognized, and if any such alterations are made or any special conditions are attached the tender is liable to be rejected. The site for the work is available.
- 10) The acceptance of a tender will rest with the employer. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 11) The employer does not bind himself to accept the lowest or any tender and reserve the right of accepting the whole or any apart of the tender and the tender shall be bound to perform the same at the rates quoted.
- 12) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 13) The work shall be carried out under the direction and supervision and in stages desired by the employer's Architects, **M/S Matinee Foundations, Jalandhar**. Drawings for the work can be seen in the office of the architect on any working day between 10: 30 a.m. to 4. p.m. On acceptance of the tender the contractor shall intimate the name of his accredited representative(s) who would be responsible for taking instructions from the architects and for carrying out the work.
- 14) No part of the contract shall be sublet without the written permission of the Architect/ Employer nor shall be made by power of Attorney authorizing other to receive the payment on behalf of the contractor.
- 15) Tender shall remain open for acceptance for a period of 90 (Ninty) days from the date of opening of tenders.
- 16) The successful tender must be co-operative with the contractors appointed by the employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the architects.

- 17) The tenderer whose tender has been accepted shall, within two days of the intimation of the acceptance of tender, hand over to Architect a stamp-paper of **Rs. 300/-** ( Rupees **Three hundred** only). The tenderer failure to furnish stamp paper within the time, shall give right to the employer to revoke the acceptance of tender without any further notice to the tender.
- 18) After acceptance of the tender, the tenderer shall sign the necessary contract papers with in 3 day of the above intimation. In case of delay to sign the necessary contract papers, the work order shall be assumed as cancelled.
- 19) The contractor's a responsibility for his contract shall commence within 3 days from the date of issue of order of acceptance of tender.
- 20) The Contractor shall sign each page of this tender. The rates are includes removing of existing partitions, paneling, false ceiling, electrical/data cabling wiring, if required at site of work.
- 21) Payment to the Contractor Agency shall be made as per actual work done at site.
- 22) Quantity of work may increase or decrease at site as per requirement, which shall not affect the rates quoted by the contractor.
- 23) Furnishing works including electrical works etc. shall be done to the complete satisfaction of the Architect-in-charge.
- 24) All teak wood to be used should be knotless which is to be polished with all background surface preparation courses maintaining the visibility of wood grains.
- 25) The rates to be quoted shall include the **cost of material, labour charges, carriage, Goods and Service Tax (GST), or any / all other taxes** any required hardware etc.
- 26) The contractor agency shall keep particular vigil on his workers / carpenters / painters etc. to maintain very good workmanship of all items, failing which no payment shall be made and no claim of material / labour used shall be made to him in any case, and the same work shall be executed by him again without charging any extra cost.
- 27) All the cutting over writing shall be signed.
- 28) All items to be executed, as per drawings, if any change is required, the same shall be brought to the notice of Architect-in-Charge.
- 29) Any tender / quotation containing clerical or arithmetical mistakes shall be rejected.

- 30) Any addition, alteration or correction shall be signed and stamped properly.
- 31) Contractor/ agencies are advised (before quoting the rates) to inspect the site of the proposed work. He must go through all drawings and specifications and documents.
- 32) The Contractor agency should have already executed works of furnishing interiors & exterior, civil works, electrical works of very good workmanship.
- 33) Quality of material and workmanship rejected by the Architect / Concerned Authorities shall be removed immediately by the contractor and rectified / replaced.
- 34) No advance payment shall be made to the Contractor on supply of any material supplied at site for execution. Payment shall only be made on execution of any concerned / particular item.
- 35) Rates for partitions, paneling, wall cladding and false ceiling shall include cutting and making good of necessary cut-outs/chiseling to be made for electrical conduits, switch boards etc.
- 36) Time period for the completion of work shall be **45** (Forty five) days from the date of award of work-order.
- 37) Tenders for works shall remain open for acceptance for a period of 5 days from the date of opening of tenders. If the tenderer withdraws his tender before the expiry of the period or makes any modifications in terms and conditions of the tender which are not acceptable to the employer, then the employer without prejudice to any other right or remedy is at liberty to forfeit the earnest money.
- 38) ECGC Limited shall not be responsible for any lose or damage to the contractor/labour due to any natural calamity during the course of construction. Contractor is liable to make good all the damages if any, till the work is completed and handed over to the ECGC Ltd. authorities.
- 39) Any payment to the contractor on account of execution of work, whether it is running payment or final, shall be verified by the Architect-in-Charge.
- 40) Unless, otherwise mentioned all materials to be used shall be I.S.I. marked. Failure to do so, the work may be rejected and in that case contractor shall have to remove the defective materials and replace / re-do the work for which no claim shall be entertained.
- 41) The total work shall be supervised by the Architect-in-Charge and he/she shall be kept fully informed by the contractor regarding the progress of work.

- 42) ECGC Limited may award the work in part or whole to a single party or any other party.
- 43) It may please be noted that the employer is not bound to allot the work to the lowest party. And as such, the allotment of work shall be based on work ability of rates quoted by the contractor on account of quality work.
- 44) TDS as applicable shall be deducted from the payments due to the contractor.
- 45) Contractor shall follow all rules/regulations in force and should possess the license for employing labour and also follow all safety measures, labour bye-laws and shall be responsible for any lapse.
- 46) At any stage i.e. during the execution of work, any kind of change reqd. whether it is in design or specifications, the same has to be incorporated by the contractor.
- 47) Last date for submission of competitive tenders is **05-01-2018 upto 5.00 p.m.** Tender document, duly filled in super scribing the name of work, contractors' address shall be addressed to **THE BRANCH MANAGER, ECGC LIMITED, 2<sup>ND</sup> FLOOR, 36, G.T. ROAD, JALANDHAR CITY.**
- 48) The employer reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- 49) Only contractors having GSTIN (Goods and Service Tax) are eligible. The contractor has to submit their GST No. along with tender, otherwise tender will be rejected.
- 50) The tenderers are required to take **Contractor's All risk insurance policies (CAR Policies)** with respect to the work within one week from the receipt of the work order and workmen with an approved Indian Insurance Company in the **joint name of the CLIENT and the Tenderer** from the day of commencement of the work till the defect liability period. The value of the work to be insured would be 125% of the contract value.
- 51) The tenderer should enter into the agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of tender.

**CONTRACTOR**

**ECGC LIMITED**



FORM I

**DETAILS OF THE CONTRACTOR / FIRM**

1	Name of the Contractor firm			
2	Address			
3	Name of the Directors / Partners/ Proprietor			
4	Empanelled with PSUs/CPWD/MES, Work experience certificate (Pl. enclose letter of award of the work and completion certificate of concern Department)			
		Interior Work		
5	Details of Bank account	<b>Bank &amp; Branch</b>	<b>Account No.</b>	
6	GSTIN			
7	PAN number.			
8	Service Tax Registration No.			
9	TIN No.			
10	Details of Litigation / Arbitration entered in to last five years, if any.			
11	Currently handling works in the Govt. Deptt.			
	Branch / Office	Quantum of work ( )	When allotted	Date for completion

We undertake the information submitted above is true and no material information has been concealed. If at any time, it is found that we have given wrong information of concealed material information, the tender and / or our firm's empanelment may be cancelled.

Signature of the Contractor

## LETTER FROM THE CONTRACTOR

**To**

The Branch Manager,  
ECGC Limited,  
2<sup>nd</sup> Floor, 36,  
G.T. Road, Jalandhar-1.

Dear Sir,

### INTERIOR FURNISHING WORKS FOR JALANDHAR OFFICE.

1. Having examined the specifications, conditions of the tender, form of item rate, contract, schedule of Quantities relating to the above work and having visited and examined the site of the proposed works having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the ECGC Limited, I/We, the undersigned hereby offer to execute the above proposed works on item rate basis in strict accordance with the contract conditions and specifications for the sum of Rs ...../- (Rupees .....only) or such other sums as may be ascertained in the accordance with the said contract.

2. I/We, undertake to complete and deliver the whole of the works within a stipulated period as specified in the contract conditions. I/We, shall be under obligation to pay the sum as stated in the conditions of the contract for every day if the work remains incomplete, damages, as compensation subject to the conditions of the contract relating to an extension of time.

3. I/We, enclose herewith my/our tender with Earnest Money remittance of Rs. 40,000/- (Rupees Forty thousand only) in the form of demand draft in favour of ECGC Limited payable at Jalandhar. I/We, hereby agree that this sum shall be forfeited by the ECGC Limited in the event of my/our tender being accepted and I/We fail to execute the contract when called upon to do so.

4. **In the event of the tender being accepted**, I/We, agree for the Deptt. to retain the EMD & initial security amount as a part of the security deposit. Further, I/We agree that 5% of the gross amount of each interim bill shall be deducted and accumulated till the sum along with the sum already deposited equals the total security deposit as per the clause of the conditions of the contract.

Yours faithfully,

SIGNATURE OF THE CONTRACTOR  
(With official seal)

## ARTICLES OF AGREEMENT BETWEEN CLIENT AND CONTRACTOR

Made on the \_\_\_\_\_ day of \_\_\_\_\_ 2017 \_\_\_\_\_ Between  
\_\_\_\_\_ of \_\_\_\_\_  
( hereinafter called “ the Employer”) of the one part and \_\_\_\_\_  
\_\_\_\_\_ of (or whose Registered office is situated  
at) \_\_\_\_\_  
( hereinafter called “the Contractor”) of the other part, WHEREAS the Employer is desirous of  
\_\_\_\_\_ and has caused Drawings and a Specification describing the works to be done to be prepared by  
\_\_\_\_\_ of \_\_\_\_\_ his Architect and  
WHEREAS the said drawings numbered to include, the Specification and / or on the Schedule of  
Quantities have been signed by or on behalf of the parties here to AND WHEREAS the  
conditions set forth herein ( hereinafter referred to as “the said Conditions”) the works shown  
upon the said Drawings and / or described I the said specification and included in the said  
Schedule of quantities at \_\_\_\_\_ the rates therein set forth amounting to the sum of  
Rupees (“hereinafter referred to as “the said Contract Amount”).

### NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said contract amount to be paid at the times and in the manner set forth in said conditions, the Contractor shall upon and subject to the said Conditions execute and complete the works shown upon the said Drawings or described in the Specified and / or the priced Schedule of Quantities.
2. The Employer shall pay the Contractor, the said Contract Amount or such other sum as shall become payable at the times and in the manner hereinafter specified in the said Conditions.
3. The term “the Architect” in the said Conditions shall mean the said firm, Matinee Foundations or, on the event of his death or ceasing to be the Architect for the purpose of this Contract, such other person as shall be nominated for that purpose by the Employer, not being a person to whom the Contractor shall object for reasons considered to be insufficient provided always that no person subsequently appointed to be Architect under this Contract shall be entitled to disregard or overrule any previous decision or approval or direction given or expressed by the Architect for the time being.
4. The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement; and the parties hereto shall respectively abide by, submit themselves to the Conditions and perform the agreements on their respectively in such contained.

As witness our hands this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Signed by the said :

In the presence of : \_\_\_\_\_

Address: \_\_\_\_\_

Occupation

Signed by the said :

In the presence of : \_\_\_\_\_

Address: \_\_\_\_\_.

Occupation

**RECOMMENDED MAKE TO BE USED FOR THE FURNISHING, CIVIL,  
ELECTRICAL & AIR-CONDITIONING WORKS OF ECGC LIMITED,  
GROUND FLOOR, OFFICE NO. 1, MIDLAND FINANCIAL CENTRE,  
G.T. ROAD, JALANDHAR.**

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>MAKE/BRANDS</b>
1.	Board/Ply (M R Grade)	<b>Green, Duro, Century, Samrat.</b>
2.	Laminates	Greenlam, Formica/Sunmica, Delta, & Moulding/Margin Teak wood.
4.	Adhesive	Fevicol SH.
5.	Locks (Multi purpose)	Godrej.
6.	Night Latch	Godrej.
7.	Glass	Modi / Asahi (Tata) / Saint Gobain.
8.	Aluminum	Jindal.
9.	Aluminum Cladding	Eurobond / Altobond / Alukbond.
10.	Door Closer	Godrej/ Sandhu /ISI.
11.	Paint	Nerolac / ICI Dulux./ Asian/ Paints.
12.	Wood	Preservative Bison by British Paints / Termiseal by ICI.
13.	Wood	Well Season partal / kail.
14.	Drawer Channel	Telescopic
15.	Screw	Nettle fold
16.	Key Board Drawer	EBCO, EARL BIHARI, EVERITE,
17.	Telescopic CPU Stand /Trolley	EBCO, EARL BIHARI, EVERITE,
18.	Cable Organiser	EBCO
19.	Cement	ACC / Ambuja / Birla Plus.
20.	Rubber foam	Dunlop
21.	Polyurethan foam	Dunlop
22.	Texture paint	Spectrum / Heritage
23.	Electrical wires	Finolex/RR Kabel/Havells (FRLS)
24.	Switches and Sockets	Modular range- Anchor(Roma)/Legrand/MDS/ North-west.
25.	Telephone wire	Plaza/Deltron/Grandlay/Leader.
26.	DB & MCB	L&T/Havells/GE/Standard
27.	PVC Conduit	Polycab/Jindal/Berrillia
28.	Cables	Romax/ESC/Rajtech
28.	Mirror Optics	Wipro/Philips/Bajaj/Crompton
29.	Down Lighter	Wipro/Philips/Bajaj/Crompton
30.	Wall fan	Bajaj/Usha/Crompton
31.	Exhaust fan	Bajaj/Usha/Crompton

- |     |                    |   |
|-----|--------------------|---|
| 32. | Change over Switch | L&T/Havells/HPL                                   |
| 33. | TPN switch         | L&T/Havells/Standar/GE/Standard                   |
| 34. | Patti fittings     | Philips/Bajaj/Crompton                            |
| 35. | Panel parts        | VSS-Alfa/AE, VSS-CE/L&T, Meter-<br>CE/L&T/Rishov. |

**All other Materials shall be best quality heavy section mentioned in the drawing as well as in bill of quantities and also approved by Employer / Architect.**