

Our Ref : WRO/Admn/2:5:6

Date:29/01/2009

**Subject: Invitation of Quotation for rates of Civil (Renovation) work of LIBRARY.**

Dear Sirs,

Sealed Bids are invited for **Rates of the Civil (Renovation) work of LIBRARY as per Annexure**, from experienced, competent and established contractors which should reach the following address latest by **5 February 2009 at 1500 h**, :-

ADMINISTRATION DEPT.  
BUREAU OF INDIAN STANDARDS  
Western Regional Office,  
Manakalaya, E-9, Road No 8, MIDC,  
Andheri (E) MUMBAI 400093.

2. The detailed Schedule of work is given in Annex-A
3. Terms and conditions are given in Annex-B
4. Earnest money amounting to **Rs.12,000.00 (Twelve Thousand only)** by **Bank Draft only in favour of the Bureau of Indian Standards** must accompany each tender, otherwise it will be summarily rejected.
5. The Bids shall be opened at the address mentioned above at **1530 h on 5/02/09** or next working day if it is closed day, in presence of the tenderers or their duly authorized representatives, who may like to attend.

6. Please ensure that the envelopes containing Bids are sealed properly i.e. either wax sealed or with adhesive cello tape on both ends. **Unsigned Bids, Unsealed /stapled envelopes** and bids **without EMD** shall be summarily rejected. **No exemption** whatsoever for payment of EMD shall be accorded.

7. The actual work site may be inspected at the premises of Bureau of Indian Standards, Western Regional Office, Manakalaya, E-9, Road No.8, MIDC, Andheri(East) Mumbai-400 093, anytime between 1400 h to 1600 h on any working day between Monday to Friday with prior intimation to the Section Officer, Administration.

8. The successful tenderer shall have to complete the work within **21 days** of the award of contract failing which, the Earnest Money Deposit will be forfeited. All quotations shall remain open for acceptance for a period of 10 days from the date of opening of quotations.

9. All work executed shall be paid for in accordance with the actual measurements. The Schedule of quantities to be given in a work order are only approximate and unless otherwise Stated, shall be deemed to have been prepared in accordance with relevant part of **IS 1200 Methods of Measurement of Building and Civil Engineering Work (Latest version)**.

10. The schedule of work and terms & conditions can also be downloaded from BIS Website – [www.bis.org.in/other/tender.asp](http://www.bis.org.in/other/tender.asp)

Thanking you,

Yours faithfully,

(Section Officer, Admn.)

Encl.: as above.

## **ANNEX - A**

### Specification for the **Civil (Renovation) work of LIBRARY**

Note: The item rate should cover the complete cost of work including all necessary fixtures as handles, hinges, bolts, (All material used should be ISI marked as far as possible) labour charges, removal and disposal of debris of demolished old structure from the work site .The work should be completed in a manner to give aesthetic look to the completed structure.

**PLEASE SEE NEXT PAGE FOR CONTINUATION**

**SPECIFICATION & ESTIMATE FOR THER PROPOSED RENOVATION WORK OF  
LIBRARY AREA, OF BUREAU OF INDIAN STANDARDS.  
WESTERN REGIONAL OFFICE, "MANAKALAYA" M.I.D.C. ANDHERI (E) MUMBAI -400 093**

Sr.No	Description	Qty.	Unit	Rate	Amount
<b>A</b>	<b>CIVIL WORK</b>				
1	Demolishing existing flooring, Partition etc. and clearing away the debris as per clients instruction	264	Sq.ft		
2	Demolishing the existing window & storing the same in a place as per further instruction of the client	4	Nos		
3	Providing and laying average 4" thick <b>IPS flooring</b> in all the the areas in proper line and level sufficient to accommodate the floors trunking and raceways. The surface shall be evenly finished at calculated level and accordingly prepared to receive different types of flooring such as marble, ceramic, tiles, carpet etc., as directed by client.				
4	Providing & Fixing <b>floor Tiles</b> in 600 x 600 mm first quality vitrified joint free tiles of approved colour over an even beding of cement mortar of ratio 1:4 in proper line and levels. All joints shall be filled with matching colour pigment, complete with cleaning and acid wash etc. with basic cost of tile @ 60/- Sft.	264	Sq.ft		
5	Providing & fixing 4" <b>tiling dado</b> of approved colour at the junction of the floor & walls.	50	Rft		
6	Supplying & Fixing <b>PVC Flooring</b> of 2 mm thick and of desired colour in library. Quality of tiles should be pre approved by the client/consultant	264	Sq.ft		Rate Only
7	Providing and Fixing <b>window cil of</b> moulded, <b>green marble</b> of dark shade upto 12" width in 2 steps to receive alluminum sliding window and also in all the side of main door openings	154	Rft		
<b>B</b>	<b>CARPENTARY WORK</b>				
1	Providing & Fixing in horizontal level, <b>false ceiling</b> grid of 600 mm x 600 mm. The grid shall be made of galvanized steel sections with white colour coated cap having main tee of 34 x 24 mm with prepunched cross tee slots, to be placed at to be placed at 600 mm c/c and suspended with 2 mm GI Wire anchored in a soffit cleat to be fixed to the slab with the help of an expansion fastener of 6mm diameter and total depth of 50mm for level adjustment at every 1.2 to 1.5 meters. The cross tee at 1200mm length of size 35 mm x 24 mm shall be locked in the main tee at every 600 mm/c.c. Providing and installing PRIME FINE FISSURED Mineal Fiber board of ARMSTRONG design Beauty Sky with anti-sag features for high Relative Humidity resistance (RH 90 or above) shall be placed in the above mentioned grid to complete the job.	264	Sq.ft		
2	Providing and fixing <b>semi height partition</b> made of 2" x 1 1/2" teakwood frame work, fixed with 6 mm commercial plywood and 1mm laminate on both the sides as per desired colour, edge to be finisihed with 3" x 1/2" teakwood, melamine polished	96	Sq.ft		

Sr.No	Description	Qty.	Unit	Rate	Amount
3	Providing and fixing <b>terminal table</b> in library size 2' x 4' made of 19mm commercial plywood, all external sides laminated internally french polishing shall have keyboard,one pencil drawer etc,	4	Nos		
4	Providing and fixing <b>librarian table</b> size 4'.6" x 2'.0" make and finish as above in item no B-3	1	Nos		
5	Providing and fixing <b>side table</b> to above table of 16" D x 3' long make and finish as above shall have openable shutters with locking arrangement	1	Nos		
6	Providing and fixing <b>library storage</b> , made of 19mm commercial plywood necessary deep 12" to 15" externally laminated internally polish shall have shutters,necessary selves etc.complete	114	Sq.ft		
7	Providing and fixing colour anodized <b>alluminum sliding</b> windows made of 3/4" heavy guage section with the necessary lock complete and 6 mm branded clear glass .	112	Sq.ft		
8	Providing and fixing <b>alluminum door</b> size 7'.0" x 3'.0" for the library entry made of 3/4" heavy gauge section color anodised with 6 mm clear glass.Door shall have one horizontal division, shall rest on heavy duty 'ozone' make sleek type floor spring shall have handles either side, locking arrangement etc complete	1	No		
<b>C</b>	<b>PAINTING</b>				
1	Providing & applying <b>paint</b> to the walls & ceiling with plastic emulsion paint of approved colour and shade of asian or equivalent Brand make in two coats after carrying out the necessary priming and putty /lambi work exactly as per the manufactures specifications to ensure a long and durable life of the base to eliminate the chances of the paint peeling or cracking.The job shall include touching up of surface suffering possible incidental damage during the finishing stages, as well as carry a gurantess against defective material or workmanship of a minimum period of six months or one monsoon, whichever is later.	916	Sq.ft		
<b>D</b>	<b>ELECTRICAL WORK</b>				
1	<b>WIRING &amp; FITTING</b> Providing and Laying wiring to light points using 2 x 1.5 x 1 sq.mm 600 V grade PVC insulated copper wires drawn through PVC surface fixed conduit with drops to switch locations concealed inculding circuit wiring upto primary point (switch plated are measured separately) i) Light Points including fan/ regulator ii) 6 Amp power Point iii) 16 Amp Power Point iv) Combine Switches inculding concealed box and plates of Roma Brand or equivalent v) 40 Amp switch circuit combine	14 39 1 50 1	Pts. Pts. Pts. Nos Nos		

Sr.No	Description	Qty.	Unit	Rate	Amount
2	<b>Light Fitting</b>				
	Supply & Installation of the following lighting fixtures with necessary wall/ceiling support, flexible cable drops ceiling roses, etc. and testing & commissioning of all lighting fixtures to be complete with necessary blubs, tubes, chokes, igniters, starter etc.				
	i) 4 x 18 w mirror optics fitting with higher reflective alluminum louvers.The cost to include supply & installation of 4 nos. supports, 4 nos-ceiling hooks, connecting wires, connectors and 4 nos - 18 W colour 86 fluorscent lamps.				
	ii) 2 x 18 w PL square consealed fitting.	6	Nos		
	ii) Installation of MCB	3	Nos		
	iii) Supplying and installation of Main circuit breaker	1	Nos		
	<b>Sub Total</b>				
	<b>Add VAT</b>				
	<b>Service Tax</b>				
	<b>Octroi</b>				
	<b>Grand Total</b>				

Date:

Signature\_\_\_\_\_

Name &amp; Designation\_\_\_\_\_

Name of Company\_\_\_\_\_

## **ANNEX - B.**

### **TERMS & CONDITIONS**

1. Quotation(s) shall remain open for acceptance for a period of 10 days from the date of opening of tender.
2. Rates quoted shall include, in addition to material and labour, the provision of all scaffoldings, tools, plants accessories etc. required for the proper execution of work. Rates shall also cover the cost of handling carriage, taxes, duties, royalties etc. and the removal of debris from the work site.
3. Bid security (EMD) of unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after award of the contract.
4. Bid security (EMD) of the successful bidder shall be refunded on satisfactory completion of the civil work as indicated in clause 5..
5. Security Deposit at the @ **10%** will be deducted from the bills of the Contractor which will be refundable on satisfactory completion of work and after the defects liability period of 6 months. Any defects shall have to be repaired again without cost otherwise the amount shall be deducted from Security Deposit. EMD of the successful tenderer will be treated as part of the Security Deposit.
6. The civil contractors should be competent, skilled and should have thorough experience of executing similar work. An evidence of previous such works successfully completed must be provided. They should have allotted PAN numbers.
7. All the civil work must be carried out during the hours permitted by office.
8. The Bureau reserves the right without assigning any reasons there of to:
  - a) Accept or reject any or all quotations in whole or in part;
  - b) Increase or decrease the quantities of any item of the work and the successful tenderer shall perform the same at the rates approved.
9. The safety of the building materials for execution of the job will be contractor's responsibility.
10. All material and workmanship shall be of the kind described in the schedule of quantities or specifications and in accordance with the instructions of Officer-in-charge. Wherever materials bearing BIS standard Mark are available only those shall be used.
11. All material shall be received; job executed shall be subjected to approval on inspection of BIS authorized officer. The decision of BIS shall be binding and final. Rejected items shall be removed by the tenderer at his own cost and risk, within 10 days of receipt of notice to the effect after which the Bureau shall not be responsible for the rejected/disapproved items.
12. Rates for extra, altered, additional or substituted etc. items of work shall be got approved before carrying out the same.

13. The date of completion of job is the essence of this contract. You will be , therefore, required to complete the job as per the work contract issued but not later than 21 days from the award of the work. However, during the progress of the work should you find that the completion date stipulated cannot be adhered to, you will apply to the Bureau, well in advance for extension of time along with the reasons thereof. This does not, however, involve any commitment on the part of the Bureau and is without prejudice to our right to:

- a) Cancel/rescind/revoke the order if work is not carried out satisfactorily and in time.
- b) Impose a penalty up to 10% for unsatisfactory service during currency of the contract.

14. The contractor shall be responsible for making good any defects which may be found in the work within a period of six months after handing over the same completed in all respects to the Bureau. In case the contractor fails to carry out the work, the same would be got done at his risk, responsibility and the cost thereof will be deducted from the security deposit.

15. Particular care must be taken to see that no damage is caused to the floors, walls, furniture and other fixtures. They shall be left neat and clean after completion of work.

16. No claim on account of fluctuation in rates for materials or labour will be entertained by the Bureau.

17. All work executed shall be paid for in accordance with the actual measurements. The schedule of quantities given in a work order are only approximate and unless otherwise stated, shall be deemed to have been prepared in accordance with relevant part of **IS 1200 Methods of Measurement of Building and Civil Engineering Work (Latest version)**.

18. The Bureau may delay the progress of the work in case of rain or other unforeseen reasons revoking the work order and extend the period suitably. In consequence of such delays the contractor shall not make any claim for compensation or damage.

19. The contractor shall in respect of labour employed by him comply with or cause to be complied with the contract labour regulation, payment of wages etc. or any other law relating thereto and rules made there under from time to time.

20. The contractor shall at his own expense arrange for all safety provisions for the workers employed by him or by any of his subcontractors.

21. The contractor shall indemnify the Bureau against all claims which may be made upon the Bureau whether under the Workman's Compensation Act or any other statute in force during the currency of the contract or a common law in respect of any Employee of the contractor. The contractor shall be responsible for all damage to any property arising out of and incidental to the negligent or defective carrying out of the contract.

22. In case any material is issued by the Bureau, the contractor shall account for the same. The contractor shall also be responsible for any loss or damage of such materials.

23. The Bureau reserves the right to increase or decrease the quantities of work.

24. Running payment may be made to the contractor where the value of work executed exceeds

Rs. 1 lakh, after deduction of Security Deposit @ 10%.in each running bill.

25. In case of non compliance with the Terms & Conditions of the contract, the Bureau reserves its right to:

- a) Cancel/rescind/revoke the order if work is not completed in time and is not conforming to the required specification.
- b) Impose Penalty up to 1% of the total value of the order for a delay of every seven days after the schedule date subject to the ceiling of a maximum of 10% of the total value of the order.

26. All questions, disputes or difference arriving under, out of or in connection with this tender enquiry shall be subject to the exclusive jurisdiction of Mumbai Courts.