

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

Date:04/02/2009

Subject: Invitation of Quotation for rates of Civil (Renovation) work of RECEPTION and SALES.

Dear Sirs,

Sealed Bids are invited for **Rates of the Civil (Renovation) work RECEPTION and SALES as per Annexures**, from experienced, competent and established contractors which should reach the following address latest by **18 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 Tender Document may be downloaded from our Website: <http://www.bis.org.in/other/tender.asp>. Parties who are downloading the tender document from the BIS Website are requested to enclose a Bank Draft of Rs. 100=-00 alongwith Tender towards the tender document fee.

3. The detailed Schedule of work is given in Annex-A

4. Terms and conditions are given in Annex-B

5. Earnest money amounting to **Rs.35,000.00 (Thirty Five Thousands only) by Bank Draft only in favour of the Bureau of Indian Standards payable at Mumbai** must accompany each tender, otherwise it will be summarily rejected.

6. The Bids shall be opened at the address mentioned above at **1530 h on 18/02/09** or next working day in the presence of the tenderers or their duly authorized representatives, who may like to attend.

7. 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.

8. 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 permission to the Section Officer, Administration.

9. The successful tenderer shall have to complete the work within **28 days** of the award of contract. failing which, the Earnest Money Deposited will be forfeited. All quotations shall remain open for acceptance for a period of 15 days from the date of opening of quotations.

10. The work shall be carried out in phased manner which may be divided into two sections, Reception and Sales.

11. 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)**.

12. The Bureau reserves the right without assigning any reasons there of to Accept or Reject any or all quotations in whole or in part;

13. The schedule of work and terms & conditions can also be downloaded from BIS Website – <http://www.bis.org.in/other/tender.asp>.

Thanking you,

Yours faithfully,

Encls: as above.

Section Officer (Admn.)

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ANNEX - A

Specification for the Civil (Partition) work at WRO. **The work shall be carried out in phased**

manner which may be divided into two sections, Reception and Sales.

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
SALES DEPARTMENT OF BUREAU OF INDIAN STANDARDS.WESTERN
REGIONAL OFFICE, "MANAKALAYA" M.I.D.C. ANDHERI (E) MUMBAI**

Sr.No	Description	Qty.	Unit	Rate	Amount
A	CIVIL WORK				
1	Demolishing existing flooring, partition etc & clearing away the debris as per clients instruction	416	Sq.ft		
2	Demolishing the existence windows & storing the same in a place as per further instruction of the client	5	Nos		
3	Providing and laying average '4" thick IPS flooring in all the areas in proper line and level sufficient to accommodate the floors trunking and raceways.The surface shall be evenly finished at calculated levels/ zonewise accordingly prepared to receive different types of flooring such as marble,ceramic, tiles,carpet etc., as directed by client.	416	Sq.ft		
4	Providing & Fixing floor Tiles 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 level.All joints shall be filled with matching colour pigments complete with cleaning and acid wash etc with basic cost of tiles @ 60.0 sft.	416	Sq.ft		
5	Providing & fixing 4" tiling dado of approved colour at the junction of the floor & walls.	38	Sq.ft		
6	Supplying & Fixing PVC Flooring of 2 mm thick and of desired colour sample has to be pre approved by the client/consultant	416	Sq.ft		Rate Only
7	Providing and fixing edge moulded, window cil green marble of dark shade 12" width in 2 steps to receive alluminium siding window.	78	Rft		
B	CARPENTRY				
1	Providing & Fixing in horizontal level, false ceiling grid of 600 mm x 600 mm.The grid shall be made of galvanized steel section with white colour coated cap having main tee of 34 x 24 mm with prepunched cross tee slots, 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 6 mm diameter and total depth of 50mm for level adjustment at every 1.2 to 1.5 meters.The cross tee at 1200 mm 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 ARMSTONG, 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.	416	Sq.ft		
2	Providing & Fixing Alluminium partition using 3" x 1.5" heavy guage section anodized of desired colour and 12 mm laminated novapan panel or equivalent, Partition shall have partly glass panels above 8' 0"	324	Sq.ft		
3	Providing and fixing Alluminium door size 7'.0" x 3'.0" using sections of above details for the above partition with 6 mm 'Modi guard' or equivalent brand clear glass panel, provision of heavy duty, Hyper, or equivalent brand floor spring,handle lock etc. compl.	1	No		
4	Providing and fixing colour anodized alluminum sliding windows made of 3/4" heavy guage section with the necessary lock complete and 6 mm branded clear glass .	100	Sq.ft		

Sr.No	Description	Qty.	Unit	Rate	Amount
5	Providing and Fixing semi Ht partition upto 4'.6" Ht having teakwood frame work, 6 mm commercial plywood and 1 mm laminate both the sides as per desired colour.Edge to be finished with 3" x 1/2" teak wood melamine polish	188	Sq.ft		
6	Providing and Fixing staff table of (4'.0' x 2'.0') as per design made of 19mm comm.ply. of reputed brand finished with 1 mm laminate on external side 1 mm on the internal side.Edge of the table finished with 2mm thick PVC lipings. Table shall have one key board,pencil drawer and provision of cable manager etc.compl	5	Nos		
7	Providing and Fixing table for executive size 4'.6" x 2'.3" Finished as above and shall have keyboard and pencil drawers.	1	No		
8	Providing and fixing side table for the above executive table size 3'.0"L x 1'.6" W make and finish as above shall have openable shutters.	1	No		
9	Providing & making Pedestal drawer units with two equal and one filing drawer out of 19 mm commercial plywood of reputed brand The drawers shall be equipped with approved SS telescopic slides. The unit shall be finished with approved laminate and complete with edge banding and all hardware, fitting,handle, locks etc. compl.	6	Nos		
10	Providing and Fixing - Cash counter - 8' L x 2' W made of 19mm plywood and finished with laminate counter top shall have edge moulded 20mm thick, granite of desired colour.Provision of 2 No. keyboard, pencil drawer etc. compl	8	Rft		
11	Providing and Fixing fully solid partition made of 2" x 1" alluminum frame work 2' C to C and 6mm commercial plywood both the sides and finished with 1mm laminate.	202	Sq.ft		
12	Providing and Fixing door to above partition made of 35mm thick plus door then finished with approved laminates having a 60" x 9" glazed prot holes.The glass shall be finished in 1mm laminate of approved make and colour.The edges shall be polished to match the colour of the laminate.The door shall be equipped with a floor spring of Heavy duty hyper /Hemco make or equivalent and all the other relevant hardware including a brushed stainless stell furnished spherical door knob and a cylindrical lock arrangement there shall be a door stopper fabricated out of SS as per the Architect's design.	1	No		
13	Providing and Fixing fully glazed parition of 10mm thick glass,edge diamond cut polish above the cash counter upto ceiling height with the necessary slit for paper transaction	52	Sq.ft		
14	Providing and Fixing filing cabinet made of 19mm commercial ply of reputed brand upto 3' Ht, 16" Deep, to have necessary selves and shutters & lock etc. externally laminate to match with other furniture internally french polished	54	Sq.ft		

C	PAINTING...				
	Providing & applying paint to the walls & ceiling with plastic emulsion paint of approved colour and shade of Asian or equivalent Brand 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 guarantee against defective material or workmanship of a minimum period of six months or one monsoon, whichever is later.	640	Sq.ft		
D	ELECTRICAL WORK				
1	WIRING & FITTING				
	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 including circuit wiring upto primary point (switch plates are measured separately)				
	i) Light Points including fan/ regulator	21	Pts.		
	ii) 6 Amp power Point	41	Pts.		
	iii) 16 Amp Power Point	3	Pts.		
	iv) Combine Switches including concealed box and plates of Roma Brand or equivalent	60	Nos		
	v) 40 Amp switch circuit combine	3	Nos		
2	Light Fitting				
	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 aluminum louvers. The cost to include supply & installation of 4 nos. supports, supports, 4 nos-ceiling hooks, connecting wires, connectors and 4 nos - 18 W colour 86 fluorescent lamps.	12	Nos		
	ii) Installation of MCB	3	Nos		
	iii) Supplying and installation of Main circuit breaker	1	Nos		
	Sub Total				
	Add VAT				
	Service Tax				
	Octroi				
	Grand Total				

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

Date :

Sr.No	Description	Qty.	Unit	Rate	Amount
A	CIVIL WORK				
1	Demolishing existing flooring, Partition etc. and clearing away the debris	702	Sq.ft		
2	Providing and laying average 4" thick IPS flooring the areas in all in proper line and level sufficient to accommodate the floors trunking and raceways.The surface shall be evenly finished at calculated level/zonewise and accordingly prepared to receive different types of flooring such as marble,ceramic, tiles,carpet, etc., as directed by client i) Reception ii) Compound in front of main entrance	720 240	Sq.ft Sq.ft		
3	Providing & Fixing flooring 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 level.All joints shall be filled with matching colour pigments, complete with cleaning and acid wash etc. with basic cost of tiles @ 100/- Sft	702	Sq.ft		
4	Providing & fixing 4" tiling dado of approved colour at the junction of the floor & walls.	102	Rft		
5	Providing & fixing " Ultra inter Lock tiles " Veranda with necessary coba work etc. border of the tiles block to be secured with 3" patti of green marble or proper slope to be provided at either edges with concrete, strong enough for smooth running of vehicle.	240	Sq.ft		
6	Providing & fixing 0'.6" thick brick wall with both the side cement plaster to close existing library internal door	21	Sq.ft		
7	Providing & Fitting window cil of greem marble of edge moulded approx 12" width properly finished to receive sliding window and also in all side of main door openings	65	Rft		
8	Providing and fixing corner moulded green marble step at the main entry upto 11" W	153	Sq.ft		
B	CARPENTARY				
1 (a)	Providing and laying Gypsum false ceiling in Reception area... out of 12.5 mm Gypsum of India Gypsum make fixed over a GI Frame work Comprising main runners, distribution members, end pieces, wire sring clips and suspenders of the make and guage specified by India Gypsum Ltd. The suspenders shall be affixed to the underside of the RCC slab using approved anchor bolt fasterners.The gypsum sheets shall be fixed to the frame work with cadmium coated screw fasterners only.The joints shall be covered with the sealing tape and sealant provided by the Indian Gypsum Ltd.And finished to absoluted line and level.The abberations on edges and surfaces shall be smoothened out to display a high level of finish and ready to receive any further treatment as directed by the architect.	702	Sq.Ft		

Reception Area Of Bureau Of Indian Standards					
Sr.No	Description	Qty.	Unit	Rate	Amount
(b) 1	Providing and Fixing round False ceiling drop down of approximately 3" from main false ceiling of 5'.0" dia circle with provision for concealed lights		Job		
2	Providing & fixing column cladding with 6mm plywood & laminate all sides to match the partition.				
3	Providing and Fixing reception table of 6'-0' long as per the design. The table shall be made out of 18mm plywood with approved laminate and TW half round moulded edges and arm rest top out of 12mm glass with round moulded edges held to the table with the help of SS brushed finish 50mm diameter rods with screw arrangement as directed.	40	Sq.ft		
		1	nos		
4	Providing and Fixing plywood panel with the teakwood frame work and 6mm plywood laminated surface behind reception tables.	96	Sq.ft		
5	Providing & Fixing 8'.0" x 3'.0" Main Entrance Door having 12 mm thick toughened glass of saint gobain/Modiguard/ASI make. The Door shall be equipped with heavy duty sleek type ozone make floor spring, supported by necessary patch fittings of same brand shall have 24" long brush finished 25 mm dia handle as per approved design. All the edges of the glass should be machine cut/Diamond polished door shall also have sun control film as per design and all as per clients/consultants instructions	2	Nos		
6	Providing and fixing main entrance door size 8'.0" x 3'.0" 35mm thick entrance door out of block board finished with approved laminate having a 60" x 9" 6mm glazed port holes. The glass shall be modigard, Saint Gobain, or ASI make. The door shall be finished in 1mm laminate the door shall be equipped with floor spring of Heavy duty Hyper or equivalent make and all the other relevant hardware including a pair of 'C' shaped 12" brushed stainless steel finished pipe handles compl.	2	Nos		Rate only
7	Providing and Fixing fully solid partition made of 2" x 1" aluminum frame work 2' C to C and 6mm commercial plywood both the sides and finished with 1mm laminate.	156	Sq.ft		
8	Providing and Fixing door to above partition made of 35mm thick plus door then finished with approved laminates having a 60" x 9" glazed port holes. The glass shall be finished in 1mm laminate of approved make and colour. The edges shall be polished to match the colour of the laminate. The door shall be equipped with a floor spring of Heavy duty hyper /Hemco make or equivalent and all the other relevant hardware including a brushed stainless steel furnished spherical door knob and a cylindrical lock arrangement there shall be a door stopper fabricated out of SS as per the Architect's design.	1	No		
9	Providing and fixing panel glass on the sides of the main door of 12 mm thick toughened glass	40	Sq.ft		
10	Providing and fixing colour anodized aluminum sliding of window made of 3/4" heavy gauge section with the necessary lock complete and 6 mm branded clear glass.	40	Sq.ft		

Reception Area Of Bureau Of Indian Standards

Sr.No	Description	Qty.	Unit	Rate	Amount
C	PAINTING...				
	Providing & applying paint to the walls & ceiling with plastic emulsion paint of approved colour and shade of Asian Asian or equvalant Brand make in two coats after carrying out the necessary priming and putty /lambi work exactly as per the manufactures specifications to ensue a long and durable life of the base to eliminate the chances of the paint peeling or cracking.The job shall included touching up of surface suffering possible incidental damage during the finishing stages, as well as carry a guarantee against defective material or workmanship of a minimun period of six months or one monsoon, whichever is later	940	Sq.ft		
D	ELECTRICAL WORK				
1	WIRING & FITTING				
	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.	120	Pts		
	ii) 6 Amp power Point	12	Pts		
	iii) 16 Amp Power Point	4	Pts		
	iv) Combine Switches inculding concealed box and plates of Roma Brand or equivalent	106	Nos		
	v) 40 Amp switch circuit combine	3	Nos		
	Light Fitting				
2	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) 2 x 18 w PL squares consealed fitting	70	Nos		
	ii) Installation of MCB	5	Nos		
	iii) 12" Long CFL lamp of desired colour	20	Nos		
	iv) Supplying and installation of Main circuit breaker	1	Nos		
	Sub Total				
	Add VAT				
	Service Tax				
	Octroi				
	Grand Total				

ANNEX - B.

TERMS & CONDITIONS

1. Quotation(s) shall remain open for acceptance for a period of 15 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 30th day after award of the contract.
4. Bid security (EMD) of the successful bidder shall be refunded on satisfactory completion of the civil work.
5. Security Deposit at the @ **10%** will be deducted from the bills of the Contractor and 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 this 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 28 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.