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Issued to M/s.

**UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LTD.  
MUMBAI**

Address: UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051

Tel No: 022 66786205 / 6312/ 6115. Fax: 022 66786005 / 6364

Name of work:

***Supplying and Installation of Modular Furniture at the Office  
Premises of Department of Income Tax at Pratyaksh Ka  
Bhawan , Ambawadi , Ahmedabad - 380 006***

Estimated Cost	:	Rs 2,50,000.00
Last date of submission of tender	:	03.00 p.m. on 05 / 03/ 2015
Date of opening of the Tender	:	03.30 p.m. on 05 /03/ 2015
Venue of the Tender opening	:	UTI Infrastructure Technology And Services Limited, UTI Tower, 'Gn' Block, Bandra Kurla, Complex, Bandra (E), Mumbai - 400 051
Validity of Tender from the date of opening	:	60 days
Time of commencement from the	:	Within 3 days from the date of Letter of Intent (LOI) or actual Commencement whichever is earlier.
Stipulated period of Completion	:	Within 30 days from the date of Commencement
Documents to be provided	:	i) CAR Policy and Workmen Compensation policy during the contract Period from approved Insurance Co within 3 days from the date of LOI , and Fire Policy for the period
	of	

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	ii)	one year from the completion of the Works Indemnity regarding Central Excise Payments Plus Agreement within 7 days from the Date of Letter of Intent
Earnest Money Deposit Ltd	:	Rs.5,000.00 (Five Thousand only ) favour of UTI Infrastructure Technology and Services  Payable at Mumbai.

## UTI Infrastructure Technology And Services Ltd.

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# UTI Infrastructure Technology And Services Ltd.

## Tender Notice

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On behalf of our client, we hereby invite sealed tenders for the above work as per the enclosed schedule of quantities, specification, list of materials and as per the terms and conditions spelt out in this notice:

### A. Submission of Tender :

Tenders in sealed covers superscribing “**works and Client ID as mentioned on the cover page (Page no.1) of the tender** and quoting the reference number of the letter forwarding this notice should reach the office of, UTIITSL as mentioned on the cover page of the tender.

- a) All entries in Tender document must be made in ENGLISH. It must be hand written in INK and must NOT be typed. The rate column to be filled in both figures and words against each item . Amount column to be filled for each item and the total amount for each trade/part to be given.

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- NOTE : 1) *The contractor / tenderer means the person / the firm / the agency who is participating in the contract bid which shall also include their Legal Representatives, Successors, Hirers and Assignee of the firm.*
- 2) *Consultant means UTI Infrastructure Technology And Services Ltd. having their office at ground floor, UTI-Tower, Gn Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400 051. Ph. No.022-66786205/6115 Fax No. 022-66786005/6364.*
- 3) *Engineer-in-charge means, the Engineer/ advisor/ consultants/ specialized agency/ person appointed by the UTI Infrastructure Technology And Services Ltd. who will be*

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*supervising the work, certifying the bill and who will also be responsible for the entire project.*

Only the Tender form issued by UTIITSL or downloaded from the website should be used.

- 4) The tender document is available free of cost on our website i.e. [www.utiitsl.com](http://www.utiitsl.com) and on Government website [www.tenders.gov.in](http://www.tenders.gov.in). The tenderer can also collect the tender form from our office on payment by paying demand draft / pay order of any Nationalised Bank/ approved scheduled Bank as mentioned. The tenderer is requested to download the complete tender document from our website as given above and take the printout of the complete tender document and submit the same duly signed on all pages.

As far as possible corrections in the tender documents to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the Tender. Over writing on the tender document is not permitted. No additions or alterations are to be made by the tenderer to the text or the schedule of these tender papers. If made, they will be considered invalid. The Tender should be forwarded in the official letterhead of the tenderer.

5. The complete Tender documents (duly signed tender conditions, specification, priced bill of quantities etc.) should be addressed to “ **The Deputy Vice President, UTI Infrastructure Technology And Services Ltd. (UTIITSL), UTI Tower, ‘Gn’ Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051** ” and reach the office on or before date fixed and notified in the tender document.
6. The Tenders will not be received after the due date and the time fixed. However, if the UTIITSL desires to extend the time limit, it will do so by informing on UTIITSLs’ website [www.utiitsl.com](http://www.utiitsl.com) either before the due date and time fixed for submission or after the due date and time.
7. In case the due date for submission / opening of the tender is declared as a public holiday in the State, (where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.
8. In case, the tenderer does not wish to quote for the work, the same should be informed to UTIITSL over letter / fax addressed to The Company Secretary on or before the due date of submission of the Tender. **The blank Tender also must be returned to the UTIITSL.** The technical specification, design and all other contents of the tender documents are patent and the same should not be reproduced without the prior permission of the UTIITSL. The payment made to UTIITSL towards the cost of the tender document is not refundable.

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9. UTIITSL will take no responsibility for delay or loss or non-receipt of tenders after dispatch, by the tenderer.
  10. The tenderers are advised to drop the tender in tender box kept in the office of UTIITSL as mentioned on cover page 1 or ensure that the tender reaches the office before the due date fixed for submission of the tender. This tender box would be opened and the tenders scheduled to be opened at 3.30 pm would be taken out from the tender box for consideration.
  11. **The tenderers are requested to inspect the site of work and acquaint about the site conditions and rules and regulations before quoting the rates. For this, the officials of UTIITSL may be contacted to make the arrangements.**
  12. The rate quoted should be inclusive of the cost of materials, labour, transportation, Sales Tax, Excise Duty, Cess, Sales Tax on works contract, VAT but exclusive of Service tax along with Education Cess and Secondary and Higher Education Cess as applicable to this Works Contracts Service. The service tax along with Education Cess and Secondary and Higher Secondary Education Cess shall be reimbursed on production of proof of payment made to concerned authorities.
  13. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.
  14. **Incomplete tenders are liable to be rejected.**
- B. Opening of the Tender:**
1. The sealed tenders will be opened in the presence of the authorized official of the UTIITSL/Client on the day as specified on the cover page.
  2. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned in page no. 3 point on Note. 2 on the day fixed for opening of the tender.
- C. Acceptance of the tender :**
1. The rates quoted by the contractors should be valid as specified in the cover page.

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2. UTIITSL reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any other tender.
3. It will be open to UTIITSL to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by UTIITSL will be the contract value and work order will be placed for the said amount.
4. The tenders for the work shall remain for acceptance for a period as specified on the cover page or the period that may be extended by mutual agreement and the tenderers shall not cancel / withdraw the tenders during that period.
5. Each tenderer must submit an Earnest Money Deposit of as mentioned on the cover page (page no.1) in the form of a **Demand Draft only** in favour of UTI Infrastructure Technology And Services Ltd. payable **at Mumbai** drawn on any Nationalized bank or approve scheduled bank (and which shall not bear any interest). The tender document duly filed shall along with the tender duly marked with details. **No tender will be accepted with out EMD.** The EMD will not carry any interest. In case of failure on the part of the contractor for commencement of work / delay in execution of the project, the said amount will be forfeited.
6. The Earnest Money will be returned to the unsuccessful tenderer after the intimation of rejection of the tender is sent. The Earnest Money will be retained in the case of the successful tenderer and will get converted as a part of Security Deposit for the due performance of the contract.
7. **Earnest Money Deposit will be forfeited, if the contractor:**
  - a. Revokes the tender or increases the earlier quoted rates within the validity period.
  - b. Refuse, delay to sign and execute the contract after tender is accepted.
  - c. Does not commence the work within the time specified in the letter of intent/work order or 7 days from the issue of such letter, whichever is later.
8. **The tenders will be rejected if;**

If the contractor does not quote any of the item/sub-item in the tender.

If the contractors make the correction in the rate while quoting and not countersigned duly stamped at that particular item of work.

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If the contractor is not empanelled with UTIITSL and does not meet the eligibility criteria.

- If the contractor proposes any alterations to any of the conditions laid down or proposes any other conditions of any description whatsoever.
9. The tender which does not fulfil any of the prescribed conditions will not be accepted.
  10. Canvassing in connection with the tender is strictly prohibited.
  11. **In case the performance of the Contractor is observed to be not satisfactory his tender may not be consider.**

**D. Execution of Work :**

1. The work should commence *within the period specified on the cover page no.1* from the date of the receipt of work order or the date that may be indicated in the work order. Accordingly, date of commencement of the work will be reckoned from the day as specified in the cover page.
2. The *work should be completed as specified on the cover page calculated* from the date of commencement of the work or within the time limit that may be indicated in the work order.
3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract.
4. If the contractor commits default in commencing the work, as required by the work order and found that the date stipulated cannot be adhered to, UTIITSL shall be entitled without prejudice to any other rights or remedies available may terminate / rescind the contract.
5. If the contractor fails to carry out the work within the stipulated time mentioned in the work order, the UTIITSL will have liberty *to impose penalty @ 2% of the total contract value per week* of delay subject to an overall limit of 10%, without prejudice to other remedies available. The tenderer has to pay to UTIITSL such amount that may fall short over the amount due to them, if any.
6. However, if UTIITSL is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, they may award extension of the same to the extent they feel justified based on the request of the tenderer. In such case liquidated damages will be levied for the balance period, if any as provided as per the condition of the tender.

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7. If the tenderer fails to commence the work within the days as specified on the cover page from the date of receipt of intimation for commencement of the work and / or the contractor fails to show progress in execution of work and UTIITSL feels the work cannot be completed within the stipulated time, UTIITSL will have the right to terminate the contract by **giving three days notice** to the contractor, at the full discretion of UTIITSL and the decision of UTIITSL will be final and binding. In case of termination of the contract, the payment if any, due to the contractor will be released only on completion of the entire project. The amount that may be spent for completion of the balance work will be recovered from the contractor. It will be the full discretion of UTIITSL to carry out the balance work through any agency at any rate as per the specification.
8. All the *materials and workmanship* shall be of the kind described in the schedule of quantities / specifications and in accordance with relevant BIS codes and as per directions of the Engineer-in-charge.
9. The contractor shall produce original vouchers/ challans etc., for verification of actual purchases of any material and submit photocopies of same, if so, desired by the Engineer-in-charge.
10. The contractor shall submit manufacturers' test certificates for all important materials and in case if so desired by UTIITSL will have to carry out testing of materials brought on site at their own cost in any institute / laboratory / site of works as desired by the Engineer-in-charge. No extra claim will be entertained for such testing of materials.
11. The contractor shall not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
12. The quantities indicated in the bill of quantities are approximate and the quantities may vary as per the site conditions / requirements. The rate quoted should be firm for the total quantities of work executed to complete the work. The tenderer's workers will not be allowed to stay at the work site
13. The contractor his workers can use the common facilities such as drinking water, toilet etc., provided at the premises. However, it should be ensured that the same should be kept in hygienic condition
14. Water and Electricity as per the availability at site can be made use of by the contractor. If not available the contractor has to arrange it on his own. The Actual consumption for water and electricity charges in case used from the site shall be paid by the Contractor.



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15. In case of any damage to the existing structure, the contractor should rectify the same free of cost up to the satisfaction of the Engineer-in Charge.
16. UTIITSL will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification
17. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.
18. The tenderer has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
19. The tenderer should provide samples of the materials for approval of UTIITSL and the samples will be kept in the custody of the Engineer-in-charge.
20. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.
21. The contractor should allow Engineer-in-charge or any other designated officer to inspect the items being made at the factory / work place. The contractor should complete fabrication and other works at factory and only assembling work and the finishing may be carried out at the site.
22. The tenderer should abide by the rules and regulations for the premises especially on the working hours, entry to the workers to the premises, interpersonal relation with the staff members and other agencies engaged at the site.
23. The tenderer should make necessary arrangement for covering of all the furniture items/ records, if any of the client with cover / cloth during the course of work.
24. **The tenderer should arrange a qualified technical supervisor at site during the course of the entire work.** The tenderer should not change the supervisor till completion of the work. The supervisor should be available at site when the work is in progress.
25. Any damage / loss to UTIITSL will be rectified at the cost & risk of the contractor.
26. The workmanship should be of high quality / standard and the decision of the Engineer-in-charge / Consultant shall be final in the regards.
27. The tenderer should not apply primer / putty work / paint or any other finishing material before inspection and certification of the wood work by the Engineer - in - Charge.

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28. The tenderer should not engage any person prohibited by the law for execution of the job.
29. The tenderer should carry out the work strictly as per the specification and as directed by the Engineer-in- Charge.
30. All the materials proposed to be used should have the approval of UTIITSL.
31. The materials required for the work **should be purchased only from the manufactures directly or from the approved dealers**. Confirmation for the same may be submitted if so desired.
32. The tenderer should strictly follow the approved colour scheme. The colour scheme will be intimated to the contractor within a week from the date of issue of the work order. However UTIITSL has the liberty to make any other modifications as per requirements.
33. The dismantled material / debris/ waste material should be removed from the site daily and be transported out to the place as designated by the Municipal Corporation at his own cost.
34. The tenderer should make his own arrangement for storage of materials. UTIITSL may provide some space subject to availability (uncovered) within the premises for storage purpose. Materials only as per requirement are to be stored at site. Security for the material such stocked /lying at site will be arranged by the contractor.
35. It is the responsibility of the contractor to get the confirmation certificate from the client after virtual completion of the work.
36. All the electrification work shall be carried out by the licensed electrician under the supervision of licensed electrical contractor. After completion of the work, they shall submit the test certificate for the electrical work carried out by them.
37. the contractor need to clean the premises on day to day basis.  
In case the work is required to be carried out on holidays, Sundays, night hours, after& office hours necessary permission shall be obtained from the client/ UTIITSL

#### **E. Payments :**

1. No advance will be paid.
- 1(a.) The billing is to be done in the name of the client as specified on cover page (page no.1) of the tender.

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- 1(b) **The Contractor has to submit the bill strictly as per the format of the specifications as mentioned on the bill of quantities in the tender document.**
2. All the payments shall be released to the tenderer on back to back basis once the payment is received from the client.
3. The running account bills will be released for the completed items of work and for the partly completed items based on the percentage of the work executed on proper submission of the bill together with the measurements of the work carried out. The Security Deposit, other statutory deduction and any other amounts as may be deductible / recoverable as per the terms and conditions of contract will be deducted from the running bills.
4. The payment towards the settlement of running bills will be treated as the advance towards settlement of final bill.
5. 10% of the value of each running bill will be deducted as Retention Money / Security Deposit.
6. The final bill will be released on satisfactory completion of the entire work and on completion of all the terms and conditions / obligations spelt out and on proper submission of the bill together with the measurements.
7. 50% of the Security Deposit will be refunded together with the final bill. The remaining 50% will be returned to the tenderer after the completion of defect liability period of *12months*. **Before releasing the security deposit, it is mandatory that the contractor has to take the completion certificate from the respective Client.**
8. The contractor should approach the concerned client officials one month before the completion of the 'Defect liability Period' and obtain such certificate so that the Security Deposit may be released. In the event that some rectification or some repairs have to be carried out, the same should be completed and got certified from the concern client and forwarded to us for releasing the Security Deposit.
9. **Note: It is responsibility of the contractor to take the no objection certificate/ no defects certificate from the concerned official on completion of the defect liability period. UTIITSL/ Client would not be responsible for the certificate.**  
**10. In case the no defect certificate/no objection certificate is not taken by the contractor, then the Security deposit will not be released till such time UTIITSL has a satisfactory note in successful completion of the defect liability period..**
12. Income Tax, Sales Tax on Work Contract, VAT, Cess and / or any other Statutory deductions as per the prevailing rules at the time of execution will be deducted

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from the payable amount for which certificate will be issued in favour of the tenderer.

13. Tenderer will not be entitled to any interest on Retention Money or any Running account bill money for the time it will remain with the UTIITSL/Client.
14. The items of works as well as the approximate quantities against these items as given in the schedule of *quantities and the same should not be considered precise quantity of works to be carried out*. The tenderer shall be paid on the basis of the actual quantity of completed work as per the provisions of the contract and as per the specifications.

#### 8. DEVIATION, VARIATION, EXTRA/DEVIATED ITEMS AND PRICING :

The rates of such altered, additional or substituted works shall be determined in accordance with the following.

- a. The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.
- b. If the rate for any altered, additional, or substituted item of work is not specified in the schedule of quantities, the rate for that item shall be derived from the rate for the nearest similar item specified therein.
- c. If the rate for altered, additional or substituted item of work cannot be determined in the manner specified above, then such items of work shall be priced on the basis of rates for labour and materials as per the market rate prevailing at the time of execution.
- d. While fixing rates of extra items 15% (Fifteen percent only) shall be allowed on the cost of material and labour to cover all supervision, overheads, statutory Taxes and Levies and profits except service tax.
- e. Items for which the rates, as assessed by the UTIITSL are higher or lower by more than 35% of the market rates shall be termed as Abnormally High Rated Items (AHRI) and Abnormally Low Rated Items (ALRI) respectively. The deviation limit for variation in quantities of AHRI & ALRI shall be 25% in foundation and plinth, and 15% in super-structure. Quantities in excess of the deviation limit shall be treated as extra items of work and priced accordingly as above. The decision of the UTIITSL on categorization of items as AHRI / ALRI shall be final and binding.

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- f. For all extra items of work, the contractor should submit to the concerned UTIITSL Engineer the necessary particulars along with his analysis and the rate he proposes to claim for consideration immediately or latest within a period of 4 (four) weeks from the time of cropping up of any authorized extra / deviated item. He shall also ensure that all the authorized claims are included in the final bill. If the contractor fails to submit his claim within the stipulated period or the period duly extended by the UTIITSL Engineer, then the UTIITSL shall proceed to fix the rate for the item(s) and the same shall be final and binding on the contractor.
- g. The Contractor shall note that Extra/Deviated items claim and/or any other claim whatsoever if submitted after submission of his Final Bill, will not be entertained and considered. The Contractor shall not be allowed to make any Additions/ Alterations/ Revisions / Changes/ Modifications/ Variations in the final bill, after the final bill is submitted by him.
15. The Tax invoice and the abstract of the bill should be submitted strictly as per the approved format of UTIITSL.
16. The bill should be attached with all necessary measurements, sketches, joint measurements (if any).

**F. Escalation :**

1. *No escalation* in rate shall be paid for the works carried out.
2. No claim on account of fluctuation of rates of material and labour will be entertained during the course of work - (from the date of acceptance of the Tender till issue of completion certificate).

**G. Defect Liability Period :**

1. Defect Liability Period as per the terms of the contract is *12 months* from the date of virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and joint inspection of work by the Engineer-in-charge and tenderer.
2. The *Security Deposit* will be refunded only after the defect liability period of *12 months* and rectification of the defects occurred whether pointed out in inviting or not. It will be the duty of the contractor to inspect the site for defects and rectify the defects within the defect liability period.
3. During the course of Defect Liability Period the tenderer has to rectify all the defects, if any, noticed free of charge.

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4. In case the tenderer fails to attend the rectification work within 7 days of reporting the same in writing, UTIITSL will have the liberty to carry out the said work through some other contractor at the cost & risk of the tenderer. Such expenditure incurred to the client will be recovered from the Security Deposit. In case any expenditure incurred is more than the Security Deposit, the tenderer should pay the difference that may fall short.
5. While carrying out the rectification work, the tenderer should ensure that the surroundings should be protected against any possible damage. In case of any damage, the same should be made good by the tenderer.

#### **H Statutory obligations to be followed :**

1. The tenderer should ensure adherence of all statutory requirements under the State and Central Rules in force and other local bodies for smooth and timely completion without any additional cost.
2. The tenderer shall comply with the provisions of all the rules and regulation in respect of labours engaged at site (such as Contract Labour {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labour laws as may be enforced from time to time by the Government Authorities) for execution of work, procurement of material for completion of the entire project. UTIITSL shall not be held responsible for any penalty on failure of any of the labour regulations or on failure of any compliance of any rule in force.
3. The tenderer shall strictly comply with the provision of Sales Tax (both State & Central), Excise Duty, etc. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself. UTIITSL shall not be responsible for any payment/ penalty on this account at any stage.
4. The goods are manufactured at the tenderers office / site, the tenderer has to pay Central Excise and he has to produce Excise Invoice Copy for removal of goods from the manufacturing site. In case the goods are manufactured or produced at the site then Excise Invoice showing that the Central Excise has been paid should be submitted to UTIITSL.
5. The tenderer should submit a statement confirming that all duties / taxes of every nature covered under the contract have been paid and the tenderer shall indemnify the UTIITSL against all claims in that behalf.
6. The tenderer should ensure adherence of all the requirements under the State and Central Rules in force.
7. The tenderers should submit an affidavit / Declaration on payment of Central Excise as per the enclosed format.

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8. The tenderer should also submit when required, a copy of the declaration filed with the Central Excise for the last financial year.
9. The tenderers are required to take ***Contractor's All risk insurance policies (CAR Policies)*** with respect to the work and Workmen insurance policy for the workmen within 3 days from the receipt of the LOI with an approved Indian Insurance Company in the **joint name of the CLIENT and the Tenderer valid** from the date of commencement of work till the completion of the Works .The Contractor also submit the Workmen Compensation policy .
10. The value of the work to be insured would be 125% of the contract value.
11. The CAR policies should have additional coverage under 3<sup>rd</sup> party liabilities and maintenance period. The liabilities should be one lakh rupees per accident and the number of accidents. The maintenance period shall be the defect liability period as per the terms of the contract. The photocopies of the premium receipt and the policies should be submitted to UTIITSL.
12. The tenderer has also to insure their workers under Workman's compensation Act- 1923. The Contractor also submit the Fire Policy for the period of one year from the date of the Completion of the Work , Policy value of the Final bill Value.
13. UTIITSL will have the right to protect its interest either by taking insurance directly or by any action that it may deem fit on account of the tenderer and recover the same from the tenderer incase the tenderer fail to do so.
14. The tenderer has also to insure their workers under Workman's compensation Act- 1923.
15. UTIITSL will have the right to protect its interest either by taking insurance directly or by any action that may deem fit on account of the tenderer and recover the same from the tenderer incase the tenderer fail to do so.

#### **H. Responsibilities of the tenderer**

1. The tenderer should enter into an agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of the tender.
2. The tenderer shall not sublet the work without written approval from UTIITSL.
3. The tenderer should co-ordinate with all the other contractors for execution of the project.
4. The tenderer should set out the layout at site before commencement of work and obtain approval to the same from UTIITSL.

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5. The contractor should arrange for sufficient light & power point required for entire project at his cost.
6. The tenderer should clear the site within 7 days of virtual completion of work of all material not paid for.
7. The tenderer should submit the Material Procurement schedule and bar chart of work along with the acceptance letter.
8. The tenderer should take adequate precaution against fire hazard at site. The tenderer should ensure that all fire safety measures are taken during execution and that the work carried out is as per the fire safety norms of the local Fire office.
9. The tenderer should arrange scaffoldings / ladders for proper execution of work, also to ensure safety of the workers as per the relevant provisions of the law.
10. The tenderer should submit samples of the material proposed to be used for the approval of UTIITSL.
12. The tenderer should prepare mock-up of the items for the approval of the UTIITSL and as per the advise of UTIITSL, the contractor has to modify the mock-up samples till it meets with the approval of the UTIITSL. The expenditure that may be incurred for making the mock-up samples should be included in the respective items of work.
13. In case the tenderer is a partnership firm, any change in the constitution of the firm shall take place only with the prior approval of UTIITSL during the contract period.
14. The tenderer should submit shop drawings for all the items for the approval of UTIITSL before execution of each item of work.
15. The tenderer should remove the rejected work / materials immediately on receipt of instruction to do so.
16. The tenderer has to ensure safety of the premises and the work till handing over of the same to UTIITSL.
17. The tenderer should submit the As-built drawings of the entire work together with the Final bill.
18. UTIITSL has been appointed as the Consultant for our client as mentioned elsewhere in the contract no arbitration or legal claim will stand against UTIITSL. The claim if any with respect to the work payment or any other matter including



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release of Security Deposit etc., will be limited to the client as mentioned and not against UTIITSL.

19. The Contractor should strictly follow up the rule of the building Societies for executing the job times schedules etc.
20. The contractor should obtain necessary permission from the building society executing the said work along with the security deposit amount if any which is on refundable basis.
21. **Determination of contract due to abandonment or reduction in scope of work:**  
If at any time after the acceptance of the tender, the UTIITSL/CLIENT shall for any reasons whatsoever not require the whole or any part of the works to be carried out, the UTIITSL shall give notice in writing to the Contractor who shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the Execution of the whole of the works.

The Contractor shall be paid at contract rates for the full amount of work executed and All surplus materials collected for incorporation in the work, which the Contractor has procured will be taken back by the contractor.

#### **SERVICE TAX**

22. Service Tax along with Education Cess and Secondary and Higher Education Cess as applicable to Works Contract Service in terms of Section 66B and Section 67 of Finance Act, 1994 read with Rule 2A of Service Tax (Determination of Value) Rules, 2006 shall be chargeable on the contract. The quantum of service tax chargeable by service provider shall be determined in terms of Section 68(2) of Finance Act, 1994 read with Rule 2(1)(d)(i)(F)© of Service Tax rules, 1004 and Notification No. 30/2012-ST dated 20<sup>th</sup> June, 2012 (as amended). Service Tax Registration Certificate of service provider to be enclosed along with tender application.
- The quantum of service tax as admissible will be payable on receipt of a demand raised by the service provider on actual service tax paid basis.
  - The special conditions annexed with this notice has to be strictly followed.
  - This notice shall form part of the contract.

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## UTI Infrastructure Technology And Services Ltd.

Summary		
1.	Time of Completion	15 days from the date of commencement of work
2.	Date of Commencement of work	Within 3 days of LOI or actual date of commencement which ever is earlier.
3.	Liquidated damages	2 % of the total contract value per week subject to the maximum of 10 % of the contract value
4.	Validity of the offer	60 days from the date of opening the tender.
5.	Security Deposit (Retention money)	10 % of total value of work done, out of which 50% will be released at the time of settlement of final bill.
6.	Sales Tax, Excise duty, Royalty, Octroi, Work contract tax or any other statutory levies / Taxes / Cess.	<b>To be entirely borne by the Contractor. The Sales Tax, Excise Duty, Octroi, Works Contract Tax and any other statutory levies / taxes / cess as applicable. Service Tax shall be reimbursed on production of receipt as proof of payment.</b>
7.	Insurance policy Within 3 days of LOI	<ol style="list-style-type: none"> <li>CAR policy with value of 125% of the contract value in the joint name of client and the tenderer up to the completion of the works.</li> <li>Third Party Insurance - Rs.1 Lac per accident.</li> <li>Workmen Compensation policy</li> <li>Fire Policy for the Period of one Year from the Completion of the work for the value of the</li> </ol>

Contractor's Signature

Seal

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		Final bill Value.
8.	Defects Liability Period	12 (Twelve) months from the date of virtual completion / handing over of site to the client
9.	Terms of Payment	<ol style="list-style-type: none"> <li>1. No advance</li> <li>2. All the payments (running bills and final bill) shall be released to the tenderer on back to back basis once the payment is received from the client.</li> <li>3. Final Bill settlement within 45 days from the date of proper submission and verification of measurements and handing over of site to client whichever is later</li> </ol>
10.	Deductions	<p>Income Tax at source as per Income Tax Rules and as per Income Tax directives.</p> <p>Sales Tax / Works Contract Tax/ Commercial Tax as applicable in the state.</p> <p>Cess applicable as per the local rules Any other Levy/Cess/Tax to be deducted at source by law.</p>
11.	Extra / Additional work	15% of the cost of material and labour towards overheads and profit

**I/We hereby agree and accept the above terms and conditions.**

(Seal)  
For (Name and address of the Contractor)  
Designation)

Signature of the Tenderer  
For (Name of the Contractor and

Contractor's Signature

Seal

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## Annexure-I

(On Rs.100/- non-judicial stamp paper by the successful bidder)

From. : **Contractor**

To : UTI Infrastructure Technology And Services Limited,  
UTIITSL Tower, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai -  
400 614

Dear Sirs,

We refer to the tender dated \_\_\_\_\_ for \_\_\_\_\_, hereby confirm that we have complied with all formalities in the performance of our Contract for the supply of goods and services under all statutes governing the same, Central, State or Local. We further confirm that we have paid all taxes and duties including sales tax and excise duty in respect of the goods and services supplied to you and undertake to be responsible for the same.

We agree to indemnify and keep you indemnified against any claim or demand and all loss, costs, charges and expenses incurred or suffered by you as a result of any claim being made by any person in respect of our obligation under the said tender for payment of taxes, duties or otherwise.

Yours truly,

**Date:**

**SIGNATURE OF CONTRACTOR  
WITH RUBBER STAMP**

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**Annexure - II**  
**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

From : **Contractor**

To : UTI Infrastructure Technology And Services Limited,  
UTIITSL Tower, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai -  
400 614

Dear Sirs,

We refer to the tender dated \_\_\_\_\_ for \_\_\_\_\_  
We advise that, we are covered under the exemption limit prescribed by the Central Excise Act 1944 and no Excise is payable by us on the goods and services supplied to you. We further confirm that we have complied with all the formalities in the performance of our contract for the supply of goods and services and under all statutes governing the same, Central, State or Local.

We undertake that if any taxes and duties including sales tax and Excise duty in respect of goods and services supplied to you by us is payable, the responsibility of paying the same shall be ours.

**We agree to indemnify and keep you Indemnified against any claim or demand and all loss, cost, charges and expenses incurred and suffered by you as a result of any claim being made by any person in respect of our obligation under the said tender for payment of taxes, duties or otherwise.**

Yours truly,

Date:

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**

Contractor's Signature

Seal

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**ARTICLES OF AGREEMENT**  
**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

ARTICLES OF AGREEMENT made at Mumbai this \_\_\_\_\_ between UTI Infrastructure Technology And Services Limited, having its Registered Office at UTI ITSL Tower, Plot No. 3, Sector 11, CBD Belapur, Navi Mumbai - 400 614(hereinafter called the 'Consultant' of the one part) and \_\_\_\_\_, (hereinafter called the 'Contractor' of the other part).

WHEREAS the consultant on behalf of client \_\_\_\_\_ is desirous of carrying \_\_\_\_\_, hereinafter called 'The Work', and has prepared drawings/specifications the Schedule of Quantities, which have been seen and understood by the contractor..

AND WHEREAS the contractor has agreed to execute upon and subject to the conditions and instructions set forth herein (hereinafter referred to as the 'the said conditions') the works shown upon the said drawings and/or described in the said specifications and included in the said Abstract Schedule of Quantities at the item rates therein set forth amounting to the contract sum of **Rs. \_\_\_\_\_ only)** 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 the 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 Specifications and/or the priced Schedule of Quantities.
2. \_\_\_\_\_, the Client 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 either directly or through the consultants.
3. The said conditions and appendices thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and perform the agreement on their part respectively in such conditions contained.
4. The contractor shall complete the work within the time period stipulated in the work order. Time is the essence of contract.

Contractor's Signature

Seal

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5. Work completion certificate to be taken by contractor from the client.
6. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen in Mumbai and only the Courts in Mumbai, shall have jurisdiction to determine the same.
7. This Contract comprises :
- i) Tender documents serial pages \_\_\_\_\_ to \_\_\_\_\_ dated \_\_\_\_\_.
  - ii) Subsequent correspondence and written instructions from time to time on the work
  - iii) Work order no. \_\_\_\_\_ dated \_\_\_\_\_
  - iv) Specifications and Drawings
8. Only NIL alterations have been made in these documents and as evidence that these alterations were made before the execution of Contract Agreement, they have been initialed by the Contractor and The Company Secretary / official otherwise designated by UTI Infrastructure Technology And Services Limited, the said officer is hereby authorised to sign and initial the documents on behalf of the **UTI Infrastructure Technology And Services Limited**, the document forming part of this contract.
9. IN WITNESS WHEREOF THE official seal of the UTI Infrastructure Technology And Services Limited, was thereto affixed on its behalf by the Company Secretary / official otherwise designated by UTI Infrastructure Technology And Services Limited and the Contractor/s has / have signed this Agreement on the dates respectively mentioned against their signatures in the presence of the following witnesses.

Signed by the Contractor

Signature with : \_\_\_\_\_  
Rubber Stamp

Date : \_\_\_\_\_

In the presence of :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

Contractor's Signature

Seal

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Date : \_\_\_\_\_

For and on behalf of

UTI Infrastructure Technology And Services Ltd.

Signed by : \_\_\_\_\_

Name : \_\_\_\_\_

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

Date : \_\_\_\_\_

In the Presence of

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

Date : \_\_\_\_\_

Contractor's Signature

Seal



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# UTI Infrastructure Technology And Services Ltd.

## Special conditions of the contract

1. The wood to be used should have similar / uniform color, grains and should be totally free from white portions, decay, knots etc.
2. All the edges of the plywood should be teak wood beadings. The beading to be fixed with adhesive / screw/ nails.
3. The measurements indicated in the drawings are approximate and may vary as per the site conditions. UTIITSL's interpretation of the design and the specifications mentioned in the entire document shall be final and without appeal. In case of Errors or inconsistency, if any discovered in the drawing and specifications, UTIITSL's interpretation shall be final and without appeal.
4. The contractor shall submit the Material Procurement Schedule & Bar Chart along with the acceptance of LOI and the progress chart during the course of work.
5. For the design and other details mentioned in the entire document UTIITSL alone has the patent right.
6. The contractor shall take the prior approval from UTIITSL for subletting the job even if the same is to a specialised agency.
7. In case UTIITSL rejects a particular work the tenderer shall remove the same within two days and no payment shall be made for such work.

Contractor's Signature

Seal

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8. The Contractor has to take all safety measures with regard to the workmen employed as per relevant laws and good engineering practices at site and safety measures against the fire hazard.
9. The contractor has to make necessary arrangement for internal lighting at the site.
10. The contractor has to carry out the job strictly as per specification spelt out in the bill of quantities, the drawings, instructions that may be issued by the Engineer-in-charge and the specification of the Bureau of Indian Standards, National Building Code etc.
11. In case of any discrepancy between the specifications and the drawings, the details mentioned in the specifications / Bill of quantities may be taken as final.
12. The electrical installation works to be carried out by engaging licensed electrical contractor. The successful tenderer shall submit the photocopy of Electrical Contractor's license at the time of execution of work. The copy of license of Electrical Supervisor and electricians also are to be submitted.
13. The contractor shall submit the single line drawing of electrical installations/ wiring of completed work along with the final bill.
14. The contractor shall submit the Test Certificate of the Electrical installations carried out by him as per requirement of local Electrical supply Authority, Indian Electricity Rules, and Indian Electricity Act.
15. The work shall be carried out on holidays and Sundays, after and before office hours with the due permission of the UTIITSL/ Client and during office hours on working days. There shall not be any problem, disturbance in office/ other areas/ floors as the work is to be executed in working office.

Contractor's Signature

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16. The successful tenderer shall depute one electrician and one helper during office hours to avoid any electrical breakdown in electrical installation.

**17 .The tenderer is strictly advised to adhere to all the safety norms and precautions as stipulated in the BIS / NBC standards. The tenderer should follow all the relevant direction on safety and the directions related to safety as given in the tender. Please note that no work is to be carried out without following safety norms. Any instructions from any one against these norms are not to be followed and reported to the client / UTI ITSL in writing. UTI ITSL office will not be responsible for any work or any consequences or any damages arising out of action taken by the contractor which is in violation of this clause.**

The tenderer has to maintain a book for instructions from the Engineer-in-charge.

The work need to be carried out strictly as per the society rules and regulation.

The contractor needs to take necessary permission from society including the security deposit on refundable basis if required

Additionally,

- The L2 will be asked to confirm if he can do the work at the lowest rates quoted by L1.
- If the L2 gives a letter confirming that he is ready to carry out the work at the lowest rate (L1), then it can considered to award the work to him also. The condition of this award of work to L2 on the rates of L1 will be as under:
  1. When L1 denies in writing that he does not have capacity to do the work.
  2. When it is observed by UTI Infrastructure Technology And Services Ltd. that L1 has not completed sites in time.
  3. When defects are found in the work of L1.
  4. When L1 does not take up the work as assigned with the stipulated time period as mentioned in the work order.

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15. The contractors who have been restrained to bid due to bad or faulty workmanship or due to delay in carrying out the projects at scheduled time / period after bidding as per our letters reference and date as under :
- a. UTIITSL/ 590 /Empanelment/2014-15 dated 15-04-2014
  - b. UTIITSL/ 593 /Empanelment/2014-15 dated 15-04-2014
  - c. UTIITSL/ 595 /Empanelment/2014-15 dated 15-04-2014
  - d. UTIITSL/ 2638 /Empanelment/2014-15 dated 09-06-2014
  - e. UTIITSL/ 2639 /Empanelment/2014-15 dated 09-06-2014

shall not be entitled to bid. Even if such agencies download tender for and participate, their bids will be considered invalid.

Contractor's Signature

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# UTI Infrastructure Technology And Services Ltd.

## PREAMBLE TO THE BILL OF QUANTITIES

The work proposed to be carried out at the proposed Office premises as mentioned on cover page, the premises is proposed to be provided with Furnishing, civil, Electrical and LAN cabling works. The quality of work proposed should have *the best* workmanship. The contractor should ensure that only the first quality materials mentioned in the list of material is purchased for the project.

1. The work should be carried out in such a way that the structure is not disturbed.
2. Any difference / discrepancies in the specification should be clarified with the Engineer in charge before submitting the tender. The Engineer in charge will have the liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work; the tenderer should carry out such work without any extra cost.
3. In case of any major modification such items will be considered as an extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. *15% of the total cost of material and labour* will be considered as *tenderers profit*.
4. The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

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### LIST OF APPROVED MATERIALS

1.	Pre-laminated Particle Board	Archidlam / <b>Action</b> / Decoboard / Nepal Board/ Asish sridi /
2.	Plain Particle Board	Eco Board / Deco Board / Archidpan / Nepal Board
3.	MDF	Duratuff / Nuwood
4.	Post Formed Laminates	FORMICA/ Merino / Century / Decolam / Greenlam
5.	Locks	Godrej / Ebco / Efficient
6.	Handles	Dorma / Neki / Crystal / Kich
7.	Hinges and other hardware	Ebco / Hettich / Hafele
8.	Screws	GKW / Ebco / or equivalent
9.	Glazing (Clear)	Modiguard / Hindustan Pilkington / Tata float
10.	Drawer Guide - Telescopic	Efficient / Earl Bihari or equivalent.
11.	Keyboard drawer	Ebco

NOTE :-

- *The tenderer shall strictly use the materials as per the list of approved makes as stated above.*
- *In case the tenderer wish to verify the detailed specification of materials, workmanship etc. the same may be verified from the office of UTIITSL before submission of the tender.*
- *Whether a product is equivalent or not, will be decided by the Engineer-in-Charge only.*

Contractor's Signature

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### **Technical specification for the Modula Furniture :**

1. The tenderer shall inspect the site of work carefully before quoting the rates.
2. Modular furniture shall be fabricated in the workshop only on State of Art the Modern Machines. No fabrication will be allowed at the site. Various fabricated units shall be transported to site in proper packing & assembled/ erected in position as per approved layout.
3. All the material to be used in the work shall bear BIS certification mark unless otherwise the make is specified in the tender. In case BIS marked materials or the make specified in the tender documents are not available as per opinion of the Engineer-in-charge, which shall be final. In all case of use of BIS marked materials, the tenderer to the entire satisfaction of Engineer-in-charge shall provide proper proof of procurement of materials from authentic manufacturers,
4. The Tenderer shall procure and provide all the materials from the manufacturers / suppliers as per the list attached with the tender documents, as per the item description and particular specifications for the work. The equivalent brand for any items shall be permitted to be used in the work, only when the specified make is not available. This is however, availability of the brand specified and also subject to independent verification by the Engineer-in-charge. In such cases, the decision of Engineer-in-charge as regards equivalent make of the material shall be final and binding on the tenderer. No claim, whatsoever, of any kind shall be entertained from the tenderer on this account. Nothing extra shall be payable on this account. Also the material shall be procured only after the written approval of Engineer-in-charge.
5. The tenderer will have to work according to the program decided by the Engineer-in-charge, for which purposed the tenderer should submit a tentative program of the work with in ten days from the date of start of the work. The tenderer shall prepare shop drawings for various items & shall submit for the approval of Engineer-in-Charge within 10 days from the issued of award letter. Based on the approved shop drawings the tenderer shall prepare sample units of various items & obtain approval of the Engineer-in-charge before taking up mass fabrication.
6. The tenderer shall keep the Engineer-in-charge informed about progress of work during manufacturing. The Engineer-in-charge shall have full access to the manufacturing units & will be at liberty to collect samples of various materials being used in the fabrications to have effective quality control.

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7. The tenderer shall also produce manufacturers test certificate for various materials such as hardware, board, fabric etc.
8. Wherever testing of any materials is required, samples will be collected & got tested from the approved laboratory for which testing charges shall be borne by the tenderer. The material represented by the sample shall be rejected & the tenderer at his cost shall remove the same. However in all cases cost of packaging & forwarding the samples to the approved laboratory shall be born by the tenderer.
9. All prefabricated components & other materials brought at site shall be subject to inspection & approval by the Engineer-in-charge. If required by the Engineer-in-charge, testing can be carried out from the lot of finished product brought at site by the tenderer. In case any material is found unsatisfactory / unacceptable, the same shall be removed from the site within 3 days, failing which it may be got removed by the Engineer-in-charge from the site at the risk & cost of the tenderer.
10. The tenderer should have good network of dealers across India and shall have compliance team for attending complaints with 48 hrs from the time of lodging the complaint.
11. Factory dispatch document/challan shall be issued by the agency while dispatching each consignment of the material from the factory.

**SALIENT TECHNICAL FEATURES OF MODUALR PARTITIONS.**

Contractor's Signature

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S.No.	ITEMS	SPECIFICATION
1.	Type	Modular, no grouting, tile based, screw less snap fit arrangement for tiles,
2.	Over all thickness	65 to 75mm
3.	Width of Tiles	600mm & 900 mm
4.	Height of Partition	1200mm to 1200 mm height As directed by Engineer-in-charge
5.	Frame work	<p>CRCA steel sheets/ Roll formed M.S. sheets/ERW tubes. OR Aluminium Minimum thickness for all vertical supports should be 1.5mm &amp; for horizontal members 1.2mm. Slotted for cable management &amp; supported on leveling screws. Adequate number of PVC wire supporting hangers should be provided between panels for carrying additional wires.</p> <p>Note if the partition frame are made in aluminium frame, the aluminium frame thickness should be take care of the required load for the workstation.</p>
6.	Trims	Aluminum (min1.6mm thick), bent to required shape, over all width 65-75mm to match the thickness of the partition.
7.	Raceways	Minimum 2 nos. box type in built raceways, Min 150mm wide 3each with pivot type hinged powder coated M.S. cover plate .and skirting in the bottom frame.
8.	Powder coating	All steel work should be Epoxy polyester powder coated with dry film thickness 45-50 microns confirming to IS: 13871 in required shade. All steel components shall be provided class-D anticorrosive phosphate treatment as per IS: 3619 before powder coating
9.	Partition Materials (Panels)	i) 9mm thick flat pressed three layered pre-laminated particle bound with one side decorative lamination, other side balancing lamination (medium density), grade I, type-II

Contractor's Signature

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		<p>confirming to IS:12823(exterior grade)</p> <p>ii) 9mm thick matt finish stove enamel coated white magnetic board with aluminum beading</p> <p>iii) Race way cover made out of 1.0mm thick powder coated M.S. Sheet bent to the required shape to match with the thickness of the tiles.</p> <p>iv) 8mm thick exterior grade MDF confirming to IS 12406 covered with fabric on exposed face.</p> <p>v) 6mm thick clear float glass with aluminum beading.</p>
10.	Weight of the frame i/c trims	Minimum weight @ 9.50kg/sqm of over all partition area. For this purpose, weight of the frame shall be considered before cutting slots for cables etc.

Contractor's Signature

Seal

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## 1.0 MODULAR PARTITIONS FOR WORK STATIONS

The partitions for low height cabins & workstations should be modular both horizontally and vertically and it should provide easy flexibility to layouts such that it can be easily combined, realigned, interchanged and allow any addition or subtraction to it according to the changing needs, without any damage of the material.

The whole system should be freestanding system without need for grouting to the floor. The frame of the partitions must be rigid enough and structurally stable to support cantilevered work surface, shelves and overhead storage units (including the weight of files) on the partition frames. There must be a further provision for adjustment of these cantilevered items to any desired height.

The joining of the partitions should allow connectivity for 2,3 or 4 workstations at one node to give any desired configuration. Partition will have different type of panels on the either side as per architectural drawing & details given in the salient technical features.

Pre-laminated particleboard panels should be of approved shade. All edges of panels of pre-laminated particles boards shall be covered and sealed with PVC edge banding tape of specified thickness & make matching with the shade of the particle board using hot melt glue on edge banding machines in the factory at required temperature.

Stove enameled matt finish magnetic board should be of 9mm overall thickness consisting of the following components.

- (i) The surface material shall be made of 0.40mm thickness chemically treated zinc coated steel sheet with minimum zinc coating of 550 grams/sqm and shall be as per IS 1367(PtXIII) with top surface finished with stove enamel paint in matt finish of thickness not less than 45 micron.
- (ii) Core material shall be of 8mm thickness exterior grade MDF board confirming to IS12406
- (iii) The backing material shall be of 0.40mm thickness chemically treated Zinc coated steel sheet.
- (iv) Both surface & backing material should be properly bonded with core material using Rubber based sprayable adhesive.
- (v) Edges of the board should be covered and sealed with polyurethane primer.
- (vi) The board should pass the tests like Surface Hardness, Gloss, Scratch Resistance, Abrasion Resistance, atmospheric Corrosion Resistance, Water Resistance, Humidity Resistance, Impact Resistance, and Erasability. The test results shall confirm as per table given below.

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Test Item	Test Method	Result	Remarks
Surface Hardness	Pencil Hardness	8H	JIS G3312
Gloss	60 degree specular gloss	80%	-
Scratch Resistance	#000steel wool 1kg, 10 times	No scratch	-
Abrasion Resistance	Abrasion Loss (mg) rotational frequency 2000 CS-10, 1kg	12	Taber abrasion resistance test
Atmospheric Corrosion Resistance (Accelerated Weather test 100 hrs)	Dew-Cycle Weather-0-meter	Normal	-
Water Resistance (50degree Celsius x 100 hrs)	Change in gloss erasability (by marker)	92.6-92.0% very good	Gloss retention 99.30%
Humidity Resistance (50degree Celsius x 100 hrs RU 98%)	Change in gloss erasability (by marker)	92.6-92.0% very good	Gloss retention 97.80%
Impact Resistance	DU point impact 1/2"0 x 500g x 50cm	Excellent	-
Erasability	Commercially available	Excellent	Ease of erasing marker stains

Fabric panels should be of 8mm thick exterior grade MDF confirming to IS:12406 & covered with fabric on exposed side, turned back (min. 40mm) & stapled with pins on the back side. The Fabric shall contain any of the following materials or combinations & shall be of various colours / shades as approved by the Engineer-in-charges. Basic cost of fabric shall not be less than Rs. 150/- per meter.

- |                   |                    |                 |
|-------------------|--------------------|-----------------|
| a) Acrylic        | b) Polyester       | c) Poly-viscose |
| d) Poly-propylene | e) Handloom cotton |                 |

Glass panels should be of 6mmk thick clear float glass of specified make with necessary aluminum beading Payment of aluminum beading shall be made for separately.

Contractor's Signature

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Raceway panel/covers shall be of min 1mm thick polyester powder coated (thickness of powder coating to be not less 45 microns) M.S. sheet bent to the required shape to match with the thickness of the particleboard panel, hinged/pivoted to the partition frame

Panels should be snap fitted to the frame. Use of screws will not be allowed for fixing of panels. The raceway covers should be hinged / pivoted at bottom & to be provided with snap fit arrangement with the main frame.

This system should have the facility of in-built wire management i.e. it should be able to accommodate the complete wiring need such as telephone wires, electrical wires, computer data wires etc. These race ways should be able to accommodate the junction boxes, switch, cover plates, sockets etc. of all standard/reputed manufactures. Cutouts and holes for screws shall be provided in required numbers as per approved layout, design and dimensions. The system should provide for on spot accessibility for inspection / repair of cables / wire switches etc. without disturbing other panels. Adequate number of PVC wire supporting hangers should be provided between panels for carrying additional wires.

### **Measurement**

Different type of panels shall be measured separately under the respective items on each face. Length & breadth of the actual finished panel shall be measured correct to a cm. Area shall be calculated in square meter correct to two places of decimal. No deduction shall be made of openings for electrical switch boxes, junction boxes etc & nothing extra shall be paid for making such openings, grooves etc.

## **2.0 WORK TOPS FOR WORK STATIONS AND CABINS**

The worktop for work stations shall be made of 25mm thick post formed table top, the particle board should be flat pressed, three layered exterior grade particleboard with one side decorative lamination of approved shade & other side balancing lamination (medium density) Grade I, type-II conforming to IS:12823 (Exterior Grade). The worktop shall be of required shape as per architectural drawing. Worktop for each workstations shall be taken from a single board without any joint. All edges of the pre-laminated particleboard shall be covered & sealed with PVC edge banding tape of specified thickness & make matching with the shade of particle board using hot melt glue on edge banding machines in the factory at required temperature. Worktop should be supported with the help of minimum three numbers powder coated (45-50 microns) M.S. brackets (total weight of the brackets to be not less than 1.80kg) mounted on partition frames. Necessary openings shall be made in the worktop to accommodate wire cable manager.

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## **Measurement**

Length & breadth of the finished worktop shall be measured correct to a cm. area shall be calculated in square meter correct to two places of decimal. For curvilinear shape, worktops will be divided into two nearest super scribing rectangles for the purpose of taking measurement. No deduction shall be made for openings made for wire cable manager etc. nothing extra shall be paid for making such openings.

### **2.0 SIDE SUPPORT TO WORK TOPS**

These shall be made as per size & shape given in architectural drawings from flat pressed three-layered pre laminated particleboard of 18mm thickness with both sides decorative lamination of approved shade (medium density), grade-I, type-II confirming to IS:12823 (exterior grade). Joining of these panel to work top shall be done using plastic dowels, mini-fix, modular clips, nuts & bolts, clamps & washers etc washers etc wherever required. All edges of the pre-laminated particleboard shall be covered & sealed with PVC edge banding tape of specified thickness & make matching with the shade of the particle board using hot melt glue on edge banding machines in the factory at required temperature. Each panel shall be supported on leveling screws.

## **Measurement**

For the purpose payment-finished area of pre-laminated particleboard shall be measured under the respective item. Length & breadth shall be measured correct to a cm. areas shall be calculated in square meter correct to two places of decimal. No deduction shall be made for openings for electrical switch boxes, junction boxes etc & nothing extra shall be paid on this account

### **4.0 Computer Key Board, CPU trolley**

These shall be made as per manufacturer's specifications. All M.S. should be Epoxy polyester powder coated with dry film thickness 45-50 microns confirming to IS:13871 in required shade. All steel components shall be provided class-D anticorrosive Phosphate treatment as per IS:3619 before powder coating.

## **Measurement**

Each item will be enumerated separately under the respective items

### **5.0 PEDESTAL/DRAWDER UNITS**

These shall be made as per sizes & shape given in architectural drawings from flat pressed three-layered pre laminated particleboard of required thickness & lamination of approved shade (medium density), grade-I, type-II confirming to

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IS:12823 (exterior grade). Joining of various components shall be done using plastic dowels, mini-fix, modular clips, nuts & bolts, clamps & washers etc where ever required. All edges of the pre-laminated particleboard shall be covered & sealed with PVC edge banding tape of specified thickness & make matching with the shade of the particle board using hot melt glue on edge banding machines in the factory at required temperature. Configuration of the pedestal/drawer unit shall be as described below.

A.	Carcass	Top, bottom, sides panels shall be made of 18mm thick pre-laminated particleboard. Backside panel shall be made of 9mm thick pre laminated particleboard and duly inserted all-round in the adjoining panels. The carcass shall be supported on leveling screws.
B.	Skirting	100mm high, 18mm thick pre laminated particleboard skirting shall be provided in front & backside
C.	Drawers	Front fascia panels shall be made of 18mm thick pre laminated Particle board. Back & bottom panel shall be 9mm thick pre laminated particleboard. Sides of the top two drawers shall consists of M.S. powder coated 86mm high full panel drawer slides of required length of 'edco' or equivalent make. Sides of the bottom drawer shall consists of M.S. powder coated 125mm high full panel drawer slides of required length & studded with gallery fitting of 'edco' model no GF-1 or equivalent make.
D.	Locking arrangement	Multi drawer lock of approved make with adjustable brackets, suitable to lock three drawers
E.	Handles	3Nos. (one handle for each drawer) satin finish stainless steel AISI 316 grade of size 10x96mm of approved design & make.

### **Measurement**

Each unit of different sizes shall be enumerated separately under the respective items,

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# UTI Infrastructure Technology And Services Ltd.

## SUMMARY

**Note:** Rates should be inclusive of all the taxes i.e. Sales Tax, Excise Duty, Royalty, Octroi, Works Contract Tax, or any other statutory liabilities, taxes, VAT, duties i.e. the rate should be all inclusive, but exclusive of Service Tax

The rates should inclusive of installation and commissioning of the work and free delivery of the material at the site

PART	DESCRIPTION	AMOUNT IN FIGURES
A	Computer Table	
	GRAND TOTAL	Rs
Rupees (In words) (..... ..... )		

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**UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LTD.  
MUMBAI**

**BILL OF QUANTITIES:**

**Note :**

1. Rates to be quoted by the tenderers in the item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figure and in words. However, if a discrepancy is found between the rate written in figures and rate written in words then the rate which correspond with the amount worked out by the tenderer shall be taken as correct.
2. If the amount of an item is not worked out by the tendered, or it does not correspond with the rate written either figures or in words, then the rate quoted by the tenderer in words shall be taken as correct.
3. Where the rate quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rate quoted by the tenderer will be taken as correct, not the amount.
4. all the edges should be finished with PVC edge binding .
5. all the Visible external pre laminated surface should be finished with approved laminate shade and color.
6. Wherever the Table / storage finish specified in veneer - The said item to be finished in veneer , and veneer to be finished as per the specification.

**PART - A**

S.no	Description	Unit	Qty	Rate	Amount
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<b>1</b>	<p><u>Computer table of Size 1050mm to 1150mm X 600mm Breadth X 750mm Height:</u>  <b>Work Table Size 1050 - 1150 mmX600X750mm</b>  The worktop shall be made of 25mm thick post formed table top, the particle board should be flat pressed, three layered exterior grade particleboard with one side decorative laminate of approved shade with post formed &amp; other side balancing lamination (medium density) Grade I, type-II confirming to IS:12823 (Exterior Grade). The worktop shall be of required shape as per architectural drawing. Worktop shall be taken from a single board without any joint. All edges of the pre-laminated particleboard shall be covered &amp; sealed with PVC edge banding tape of specified thickness &amp; make matching with the shade of particle board using hot melt glue on edge banding machines in the factory at required temperature.</p> <p><b><u>Legs:</u></b>  Made from 18mm both side laminated Pre laminated Board, All edges are covered by 0.8mm PVC edge bands glued by hot melt glue applied by auto edge banding machine.</p> <p><b><u>Modesty panel:</u></b>  Made from 18mm both side pre laminated particle boards.  The computer Table Should provide with 150 mm Height Drawer , the Drawer to be slide with telescopic Channel of approved make of Ebco. , Lock, Handle and other all Hardware.  The drawer should provide telescopic channel of EBCO make. of 89 mm to 125mm thick powder coated full panel drawer slides of required length of ebco.  The drawer should provide lock, Handle,</p>				
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<p>ad all hardware as per the approved design and make.</p> <p>The Computer Table also provided with Open box one side of size 450 mm X 295 mm X 600 mm Depth, the box should be made out of 18mm both side pre laminated particle boards , and all the edges should be covered with 0.8 mm thick PVC edges.</p> <p>And other side the open box of size 300 mm X 295 mm X 600 mm Depth, the box should be made out of 18mm both side pre laminated particle board and all the edges should be covered with 0.8 mm thick PVC edges.</p> <p>Each Computer Table should be provided with one number of Metal key board make of Ebco.</p> <p><b><u>KD fitting:</u></b> Entire table is assembled through 8mmX45mm concealed bolt with 15mm eccentric cranks, 8mm wooden dowels, etc. Complete drilling and boring work is done on Multi drill machine in KD - 32 System. All mounting holes are notched in all axis simultaneously in single reference. Complete interchangeability is required in all parts.</p>				
<b>Approximate Quantity</b>	<b>No.</b>	<b>39</b>		
<p>Mode of measurements : Counts Units : Each.</p> <p>Rate in words : Rupees.....only each</p>				
<b>GRAND TOTAL -</b>				
<b>RUPEES (IN WORDS):</b> .....				

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**Confirmation of Acceptance of Tender terms and conditions**

(To be signed by the bidder and enclosed along with their offer in a separate envelope)

We have studied the terms and conditions of Tender Enquiry including General and Special terms and conditions, the specifications, lay-out drawings, Schedule of Quantities, Commercial terms and conditions, Approved Makes, etc.

We are accepting all terms and conditions of the Tender without any deviation.

Offers with any deviations from the Tender Enquiry are likely to be rejected.

We also understand that the order / s will be placed in the name of principals only and not in the name of their dealer/s. Our quotation is based on the above.

Date : \_\_\_\_\_

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**

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### DECLARATION

I / We hereby declare that I / We have read and understood the Terms and Conditions of the contract, Specifications, Drawings, Schedule of Quantities etc. and hereby agree to abide by them. In token thereof, I / We have signed below and at the end of the Schedule of Quantities, failing which the tender is liable to be rejected.

I / We hereby confirm that only the relevant entries asked for, have been made within the Tender documents issued to us. I / We also confirm that in the event of any entry in this Tender document other than the relevant entry or condition shall make this Tender invalid.

Rates are inclusive of all the taxes i.e. Sales Tax, Excise Duty, Royalty, Octroi, Works Contract Tax, or any other statutory liabilities, taxes, VAT, duties i.e. the rate should be all inclusive. but exclusive of Service tax

The rates are inclusive of installation and commissioning of the work and free delivery of the material at the site

Date : \_\_\_\_\_

SIGNATURE OF TENDERER  
WITH RUBBER STAMP

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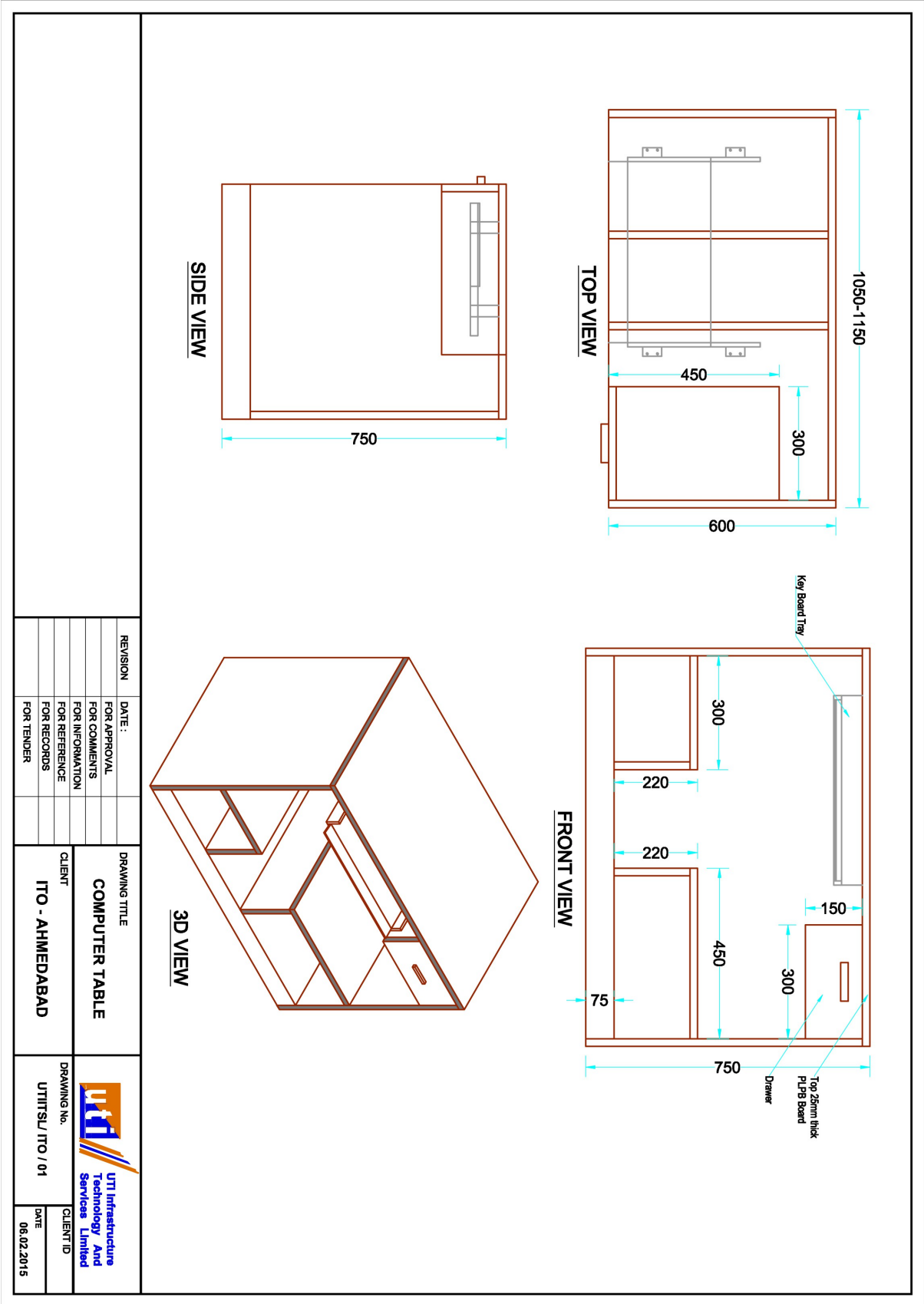
**LIST OF DRAWINGS**

<b>Sr. No.</b>	<b>Subject</b>	<b>Drawing</b>
01	Computer Table	

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