

**TENDER FOR  
RENOVATION AND MODERNIZATION OF  
SOUTHERN REGIONAL OFFICE,  
BANGALORE AND CHENNAI OUTLET OF  
NATIONAL BOOK TRUST, INDIA**

**DATE OF ISSUE OF TENDER DOCUMENT:  
15 DECEMBER 2012 TO 04 JANUARY 2013**

**PRE-BID MEETING  
21 DECEMBER 2012 AT 11.00 A.M**

**LAST DATE FOR SUBMISSION:  
04 JANUARY 2013 UPTO 1.00 P.M**

**DATE OF OPENING OF TECHNICAL BID:  
04 JANUARY 2013 - 3 P.M.**

**DATE OF OPENING OF FINANCIAL BID:  
05 JANUARY 2013 - 11 A.M.**

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**National Book Trust, India**  
Southern Regional Office  
Hall No.1, B.D.A. Shopping complex,  
Banashankari 2<sup>nd</sup> stage,  
Bangalore 560070

**NATIONAL BOOK TRUST, INDIA**  
Southern Regional Office  
Hall No.1, B.D.A. Shopping complex,  
Banashankari 2<sup>nd</sup> stage,  
Bangalore 560070

**NOTICE INVITING TENDER**

**Subject: Tender for modernization and renovation of Southern Regional office at Bangalore and their outlet in Chennai of National Book Trust.**

Sealed tenders bids are hereby invited for renovation and modernization of Southern Regional Office, at Bangalore, and their outlet in Chennai of National Book Trust from the experienced and eligible contractors who have adequate resources and required experience of carrying out renovation and modernization of office premises.

2. Contract documents consisting of the detailed plans, complete technical specifications, the schedule of quantities of the various classes of work to be done and the set of 'conditions of contract' to be complied with by the person whose tender may be accepted are printed in the form of tender which can be purchased on payment of **Rs. 500/- (Rupees Five Hundred only)** (Non-Refundable) in the form of demand draft favoring National Book Trust ,payable at Bangalore, during the

period from 15<sup>th</sup> December 2012 to 4<sup>th</sup> January 2013 (except Saturday, Sundays and Bank Holidays) up to 5.00 P.M. or the tender documents can be downloaded from our web site. If downloaded from the web site, the cost of tender document of Rs. 500/- (Rupees Five Hundred only) is to be submitted at the time of submission of tender in the form of demand draft favoring as stated above. Bids of such tenderer who would download the tender documents from the official website of this organization found without the receipt of Demand Draft of Rs. 500/- (Rupees Five Hundred only) stated above shall be liable to be rejected out rightly.

3. Tender should be submitted in two bids system a sealed envelopes viz., Technical bid and Financial bid. The Technical bid shall contain Earnest Money Deposit (EMD), along with prequalification documents as per eligibility conditions of NIT. The Financial bid shall contain Bill of Quantity /work specifications duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification and the application form along with Priced Schedule of quantities.

4. The sealed cover containing both Technical bid and Financial bid with the name of the project clearly written on envelope on top as "Tender for modernization and renovation of Southern Regional office at Bangalore and their outlet in Chennai of National Book Trust, India.". The tenders will be received till 04/01/2013 up to 1.00 P.M. in the office of **National Book Trust, India ,Southern Regional Office, Hall No.1, B.D.A. Shopping complex, Banashankari 2<sup>nd</sup> stage, Bangalore 560070.**

5. The bid shall be opened on 04<sup>th</sup> January 2012 at 3.00 PM in the presence of the tenderers or their representatives who wish to be present at National Book Trust, Bangalore. The bids shall be scrutinized by the committee constituted for the purpose. The decision of NBT in this regard shall be final and binding.

6. Tender can be obtained from the office of employer on address mentioned above as per below schedule.

No	Tender Schedule	Date and time.
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1	Issue of tender from the office of National Book Trust, India, Southern Regional Office, Hall No.1, B.D.A. Shopping complex, Banashankari 2nd stage, Bangalore 560070. Ph. 080-26711994	15 <sup>th</sup> December 2012
2	Date of submission of tender	4 <sup>th</sup> January 2013 up to 1.00 P.M.
3	Date of opening of tender	4 <sup>th</sup> January 2013- 3.00 P.M. Technical Bid
		5 <sup>th</sup> January 2013- 11.00 A.M. Financial Bid

7. The contractors should quote in figures as well as in the words the rates and amount tendered by them in the price schedule the amount for each item should be quoted and the requisite totals given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc except service Tax which shall be paid on rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.

8. Earnest Money Deposit (EMD) amounting to Rs.40,000 is to be deposited with the tender in the form of Demand Draft/ Banker's Cheque payable at Bangalore and drawn in the favour of National Book Trust, India otherwise the tender is liable for rejection. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**

9. The acceptance of a tender will rest with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.

10. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.

11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

12. All taxes, duties, etc. including Sales Tax, octroi, service tax, Excise duty or any other tax on material or on finished works like work's contract tax, turn over tax, Income tax, service tax etc. as applicable till completion of work in respect of this contract shall be payable by contractor and NBT will not entertain any claim whatsoever in this respect. The rate quoted by the contractor should take care of all such taxes, octroi, duties etc. till the completion of work.

13. The delivery of items will have to be made at National Book Trust, Bangalore and Chennai. No transportation/cartage or cost of transportation will be provided by NBT.

14. The time of completion shall be 2 months from the date of issue of work order.

15. Tenders shall remain open for acceptance for a period of 6 months from the date of opening of Bid. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to NBT or the contract is not executed within seven (7) days from the date of letter of acceptance or the work is not commenced within seven (7) days after execution of contract then the NBT without prejudice to any other right or remedy be at liberty to forfeit the earnest money.

16. The tenderers are free to visit the site to ascertain for themselves the following and quote the rates for proper completion of various items of work in the schedule of quantities to the satisfaction of NBT:-

- i. The working conditions,
- ii. Local authority regulations/restrictions if any,
- iii. Any other information required for the proper execution of the work.

17. The quantities of various items of work given in the schedule of quantities are approximate. The quantities of work may increase/decrease at the time of allotment/execution of work. NBT reserves the right to omit/delete any item(s) of work from the schedule at the time of allotment/before the commencement of work without assigning any reason whatsoever. Contractor will be paid for the authorized actual work done duly verified by the concerned officials of the NBT.

Yours faithfully,

**Regional Manager(South)**  
**National Book Trust, India**  
**Southern Regional Office, Bangalore.**

## GENERAL TERMS AND CONDITION OF CONTRACT

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### 1. Parties

The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the NBT through the Director.

### 2. Address

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### 3. Contractor

The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/ their heirs, legal representative, assigns and successors.

### 4. The Schedule of Quantities

The Schedule of Quantities shall mean the schedule of quantities as specified and forming part of this contract.

### 5. Priced Schedule of Quantities

Priced Schedule of Quantities shall mean the schedule of quantities duly priced with the accepted quoted rates of the contractor.

### 6. Tenderer shall visit the site

The new furniture items need to be supplied from the factory/showroom and installed in NBT Bangalore and their outlet in Chennai as indicated in technical



specification and design. The refurbishment of old furniture and renovation work can be undertaken by the contractor in NBT campus itself if the contractor so desire. For that, the intending tenderer shall visit the site and make himself thoroughly acquainted with the local site condition, nature and requirements of the works, facilities of transport conditions, access and storage for materials and removal of rubbish. **The rate quoted by the contractor shall take care of all contingencies required for completion of the work to the entire satisfaction of the NBT.** The tenderer shall provide in their tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport etc., for proper execution of work as indicated as per specifications. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the NBT might be deemed to have reasonably been inferred to be so existing before commencement of work.

#### **7. Tenders**

The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer. The schedule of quantities shall be filled in as follows:

- i) The "Rate" column to be legibly filled using Ball pen both in English figures and English words.
- ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
- iii) All corrections are to be initialed.
- iv) In case of any errors / omissions in the quoted rates, the rates given in the tender marked "original" shall be taken as correct rates. No modifications, writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.

7.2 The NBT reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.

7.3 The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self supporting. If called upon by the NBT detailed analysis of any or all the rates shall be submitted. The Trust shall not be bound to recognize/accept the contractor's analysis. The tenderer should quote for all the items otherwise his tender would be rejected.

7.4 All items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly related to and reasonably detectable from the specifications and schedule of quantities and no further extra charges will be allowed in this connection.

7.5 The employer has power to add / omit from any work described in specifications or include in schedule of quantities and intimate the same in writing but no addition, omission or variation shall be made by the contractor without authorization from the Employer. No variation shall vitiate the contract.

7.6 The tenderer shall note that his tender shall remain open for consideration for a period of 180 days from the date of opening of the tender

7.7 **Completion period:** The entire work should be completed within a period of 60 days from the date of handing over the site to the contractor failing which liquidated damages as per clause 8 shall be taken.

## **8. Liquidated Damages:**

8.1 The work must be completed as stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given

except in exceptional circumstances. However, if the work is completed after expiry of the contracted completion period without prior concurrence of NBT, such delivery will not deprive the purchaser of his right to recover liquidated damage under clause 8.2 below.

8.2 Should the supplier fails to complete the work within the period prescribed, NBT shall be entitled to recover 0.5% of the value of the delayed supply for each week of delay or part thereof for a period up to 10 weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another ten weeks of delay subject to a maximum Liquidated damages of 10% of the total contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

#### **9. Force Majeure:**

9.1 If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such nonperformance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may at lists option, terminate the contract.

#### **10. Insolvency:**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm

failing to comply with any of the conditions herein specified the NBT shall have the power to terminate the contract without previous notice.

**11. Breach of terms and condition:**

In case of breach of any of terms and conditions mentioned above, the Competent authority will have the right to cancel the work order without assigning any reason there for and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

**12. Subletting of work:**

The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**13. Right to call upon information regarding status of work:**

NBT will have the right to call upon information regarding status of work/job at any point of time.

**14. Access:**

Any authorized representative of the NBT shall at all reasonable times have free access to the works and /or to the workshops, factories or other places where materials are being prepared or constructed for the work and also to any place where the materials are lying or from where they are being obtained, and the contractor shall give every facility to NBT or their representatives necessary for inspection and examination and test of the materials and workmanship. Except the representatives of NBT no person shall be allowed at any time without the written permission of the NBT.

**15. Clearing site on completion:**

On completion of the works the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workmanlike condition to the satisfaction of the NBT. The rate quoted by the contractor shall include all such contingencies.

**16. Disclaimer:**

The near relatives of employees of the NBT are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family'
- (b) their spouses'
- (c) the one related to the other in the manner as father, son(s), son's wife, daughters & daughter's husband, brothers and brother's wife, sisters and sister's husband.

**17. Validity of tender:**

The tender is valid for a period of 6 months.

## CONDITIONS SPECIFIC TO THE CONTRACT

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### **1. Tender:**

Tenders are to be submitted in details as set out in the Schedule of Quantities and must be completed in all respects. NBT reserves the right to discharge any or all the tenders for each section or split up and distribute any item of work to any specialist firm or firms without assigning any reason.

No stipulation/condition other than the tender should be enclosed by the contractor in any of the tender envelopes/covers or inserted on the body of the tender papers issued, in which case this may be liable to rejection.

### **2. Preparation and Submission of Tender:**

The tender should be submitted in TWO BID SYSTEM duly filled up as per chapter 6 along with Demand Draft of Earnest Money amount and documentary proof of eligibility shall be placed in a sealed cover. The Financial Bid and EMD should be kept in separate sealed covers, addressed to the Regional Manager (South), NBT, India, SRO, Bangalore. The outer envelope containing both sealed covers should bear the address, Tender No. and date, subject of tender, date and time of opening of the same. If the outer envelope is not sealed or marked as prescribed above, the proposal will be rejected summarily. First the technical bid would be evaluated on the basis of criteria specified in Chapter IV & V. Financial bid of only those who are eligible on the basis of criteria specified in Chapter IV & V would be opened.

### **2(A). Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly execute by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

**N.B:**

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Director, NBT without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING TENDER (NIT).

(v) Any correction, mutilation or overwriting in figures of rates should be supported by your signature; otherwise the quotation may not be considered.

2 (B) **Technical Bid:** The tenderer should submit the technical details in Contract Form.

2 (C) **Financial Bid:** It should be submitted in form i.e. Bill of Quantity and Summary of Tendered Amount. The price quoted should be consolidated price that is inclusive of the taxes and shall be fixed and final. Taxes, if any to be paid need to be duly indicated in the bid; otherwise no extra payment would be made on this account. At the time of payment Income tax or any tax payable shall be deducted at source. No packing or transportation charges would be provided.

**3. Rates quoted:**

The rates quoted in the tender shall be for the finished items of work. The rates quoted shall include all the charges required for labour, material, sheds for storage of materials, transportation of material and equipment, tools and plants, cleaning of sites during execution/completion of various items of work, overheads, supervising staff salary etc. and to do all things necessary to provide complete finished items of work consistent with the specifications attached to this tender document. The rates quoted shall also include all duties, royalties, cess, sales tax on materials, income tax, service tax, octroi, sales tax on work contract or any other taxes or local charges or duties etc. as applicable till the completion of work. No extra claim will in any case be entertained. The rates shall be firm and shall not be subjected to change variations due to labour conditions or any other conditions whatsoever.

**4. Opening of tender:**

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

**5. Earnest money:**



Earnest Money of Rs. 40,000/- (Rs. Forty Thousand Only) should be submitted in the form of a Demand Draft along with their tenders.

6.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.

6.3 The tenders without Earnest Money Deposit will be summarily rejected.

6.4 No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.

#### **7. Validity of bids:**

The bids shall be valid for a period of 180 days from the date of opening of the tenders. This has to be so specified by the tenderer in the financial bid.

#### **8. Award of tender**

Financial bids shall be opened of only those tenders who will qualify the conditions/criteria of techno commercial bid specified in Chapter 4 of the tender documents.

#### **9. Communication of acceptance /right of acceptance**

The NBT reserve all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it-self to accept the lowest or any specific tender. The decision of the NBT in this regard is final and binding. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.

#### **10. Performance Security**

The bidder would have to submit the performance guarantee to the value of 10% of the basic value of contract in the form of DD or alternatively in the form of bank guarantee to NBT within 10 days from the day of issue of work order. The earnest money i.e. Rs. 40,000 (Rupees Forty thousand only ) shall be adjusted

against the performance security to be submitted by the successful bidder. The performance security can be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observation of any condition of contract. On expiry of the contract, such portion of the said security deposit as may be considered by NBT sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the account of firm's bill has been received and examined.

**11. Completion Period**

The work should be completed by the tenderer within 2 months (sixty days) of placing of purchase order.

**12. Warranty:**

The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type offered and in full conformity with the specifications or samples, if any and shall if operable, operate properly. This warranty shall survive inspection of payment for and acceptance of goods but shall expire 12 months from the date of installation or 24 months from the date of dispatch, whichever is earlier.

**13. Storage of Materials**

The contractor shall not store their materials and debris within the premises other than the work site handed over to him.

**14. Terms of payment.**

No payment shall be made in advance nor shall the loan from any bank or financial institution be recommended on the basis of the order of award of work. The contractor shall submit the bill in triplicate only after completion of work to the satisfaction of the NBT, on receipt of a pre-receipted bill/invoice from the Contractor, the case of issuing sanction and passing of the bill for payment will be

initiated. No payment will be made for goods rejected at the site. All payments shall be made by Cheque only. The NBT shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para. The term payment mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding EMD and Security Deposit governed by separate clauses of the contract.

**15. MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS.**

All the works specified and provided for in the specifications or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workmanlike manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and according to such other additional particulars, and instructions as may from time to time be given by the NBT during the execution of the work, and to his entire satisfaction.

The work must be done in the best workmanlike manner. **Samples of all materials to be used must be submitted to the NBT and written approval from NBT must be obtained prior to placement of order.** Any damage to any part of the work for any reasons due to rain, storm, or neglect of contractor shall be rectified by the contractor in an approved manner at no extra cost.

Should the work be suspended by reason of rain, strike, lock-outs or any other cause, the contractor shall take all precautions necessary for the protection of work and at his own expenses shall make good any damage arising from any of these causes. The contractor shall cover up and protect from damage, from any cause, all new work.

**Contractor shall be required to submit material board of approved sample. Sample material board shall have real samples (smaller size) of all the finishing material to be used for execution.** Below are some of the items which are mandatorily required on the sample board. Below list shows some of the essential items however sample board shall not be limited to the below list.

1. Plywood
2. Laminates
3. Veneers
4. Glasses
5. Polish samples
6. Paint samples
7. Hardware
8. Electrical fittings
- 9.

### **Quality Control - Furniture work**

Contractor to check following in case of all materials:

- a. The sources, types, qualities, finishes and colors are correct, and match any approved samples.
- b. All accessories and fixings which should be supplied with the goods have been supplied.
- c. Sizes and dimensions are correct.
- d. Tolerances of components are critical, measure a sufficient quantity to ensure compliance.
- e. The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- f. The products are clean, undamaged and otherwise in good condition.
- g. Products which have a limited shelf life are not out of date.

### **Protection of Furniture work:**

Contractor to take following precautions for protection of carpentry and furniture work.

- a. Prevent over-stressing, distortion and any other type of physical damage.
- b. Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- c. Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off

the ground and allow free air movement around and between stored products.

- d. Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- e. Protect adequately from rain, damp, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- f. Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.

**Workmanship - Quality:**

Operatives must be appropriately skilled and experienced for the type and quality of work. Contractor to take following care in maintaining quality of workmanship

- a. Take all necessary precautions to prevent damage to the work from rain and other hazards.
- b. Inspect components and products carefully before fixing or using and reject any which are defective.
- c. Fix or lay securely, accurately and in alignment.
- d. Provide suitable, tight packing at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not over tighten fixings.
- e. Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
- f. Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.

Any product or furniture if found to be not in accordance with the specification, contractor to immediately submit proposal to NBT for opening up of that furniture / product and rectify the same. All such cost of rectification and opening of furniture shall be on contractors account.

**PARAMETER AND TECHNICAL SPECIFICATION FOR EXECUTING THE WORK.**

**Part-I Parameters for executing the work (Qualification criteria)**

- a. The firm should be registered having an existence of at least 5 years.
- b. The firm has to submit certificate of incorporation, a copy of VAT registration, service tax registration & provident Fund Registration.
- c. The firm should have the experience of working with Central / State Government / Public sector undertaking/Autonomous Organization/ Banks. Copy for documents in support of their claim should be enclosed.
- d. The firm should have successfully completed either of the following in the last five years;

Three similar completed works each consisting of not less than the amount equal to 40% of the value of the estimated cost.

OR

Two similar completed works each consisting of not less than the amount equal to 50% of the value of the estimated cost.

OR

One similar completed works each consisting of not less than the amount equal to 80% of the annualized value of the estimated cost.

- i. The firm should have a valid TIN number.

**Part-II Technical Specifications for Furniture Work**

**Table of Content**

- 1. **General Instructions.**

## **2. List of approved makes.**

### **1. General Instructions:**

The detailed specifications given hereinafter are for the items of works described in the schedule of quantities attached herein & shall be guidance for proper execution of work to the required standard. It may also be noted that the specification are of generalized nature & these shall be read in conjunction with the description of item in schedule of quantities as per specifications. The work also includes all minor details of manufacturing which are obviously & fairly intended & which may not have been referred to in these documents but are essential for the entire completion in accordance with standard Engineering and Architectural practice.

Unless specifically and otherwise mentioned, all the applicable codes & standards published by the Indian standard Institution & all other standard which may be published by them before the date of receipt of tenders, shall govern in all respects of dosing workmanship quality & propitious of materials & methods of testing, method of measurements etc. Wherever any reference to any Indian Standard specifications occurs in the documents relating to this contract, the same shall be inclusive of all amendments issued to or revisions thereof, if any, up to the date of receipt of tenders.

All material used should have ISI mark and should be as per IS standard.

Contractor to submit samples, (at least 3 numbers) of all materials to be used, prior to start of the work. Only approved material shall be used for work. There shall be no charge for submission of sample, all charges for submission and approval of sample shall be borne by the contractor.

In case of any discrepancy between technical specifications and description in bill of quantity, bill of quantity (BOQ) shall supersede all other specifications.

In case of any discrepancy between descriptions in bill of quantity as per specifications, specifications shall supersede bill of quantity

Following order of precedence shall be followed.

1. Drawing
2. Bill of Quantity
3. Technical specifications.

However all three shall be read in conjunction while operating any item. The order of precedence shall only govern in case of any discrepancy.

**1. MATERIAL SPECIFICATIONS/APPROVED BRANDS**

DESCRIPTION	BRANDS
1. Plywood	Archid ply, Anchor, Century,
2. Laminates	Greenlam, Merino, Century
3. gypsum material	Indian gypsum ltd, Lafarge
4. Handles / Locks for Doors	Yale, Europa, Dorset, Godrej, Dorset, Archie
5. Locks for Cabinets	Godrej, Europa, Ebco
6. Glass /Mirror	Modi Float, Saint Gobain
7. Hardware	Earl Behari, Blum, haffle, ebco
8. Door Closers / Floor Spring	Ozone, Pag, hardywn, Everite, Dorma
9. Paints-emulsion and enamels	ICI Dulux, Asian, Berger, Nerolac
10. polish	Cat ,light house, sheen lac
11. Screws	Nettle fold
12. Hinges	Earl bihari, palladium, garg
13. Drawer slides	Ebco, ozone, blum
14. Adhesives	Fevicol / Araldite,



15. Granite	20mm thick - slabs as approved
16. Frosting	As readily available ,3 M etching and vinyl films
17. Stainless Steel	Bhrouka, Jindal, salem
18. Acrylic Sheet/ Poly carbonate	
19. sockets and switches	Anchor roma, Crabtree, MK india, Elle
20. Electrical wires	Finolex, Havels
21. Electrical fittings	Philips, Wipro, Samson, Havells
22. Sanitary fittings	Parry ware, Hindware, Ess Ess, Cera
23. Vitrified tiles	Asian, Euro, Marbonite, Kajaria, Johnson
24. Cement and grouts	ACC ,L&T, Roff,, pidilite, Dr.Fixit
25. PVC pipes	Supreme, Prince, Finolex
26. Fans	Usha, Polar, Havells, Compton Greeves, Bajaj
27. Lights	Phillips, Bajaj, Wipro

## Contract Form

### Tender No

### National Book Trust, India

#### Technical Information and Undertaking

**Sub: Notice inviting tender for Modernization and renovation of Southern Regional office at Bangalore and their outlet in Chennai, National Book Trust.**

1. Name of the Tenderer/Concern :
2. Nature of the concern ;  
  
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization)
3. Present Address :
4. Permanent Address :
5. Earnest Money :
6. DD No. & Date, Name of the bank:
7. Whether each page of NIT and its Annexure have been signed and stamped.

8. Permanent Account Number :
9. Sales tax registration No. :
10. VAT Registration No :  
Copy of last VAT return to be annexed
11. TIN with proof :
12. Experience certificate of supplier covering execution to various PSUs or Govt. Organization.
13. The work completion certificate/Final Bill Copy from the concerned Unit / Deptt. should be submitted, in support of the experience.
14. Declaration in Affidavit on Non Judicial Stamp Paper duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct (in enclosed format).

(Signature of Tenderer with stamp of the firm)

Date

Place

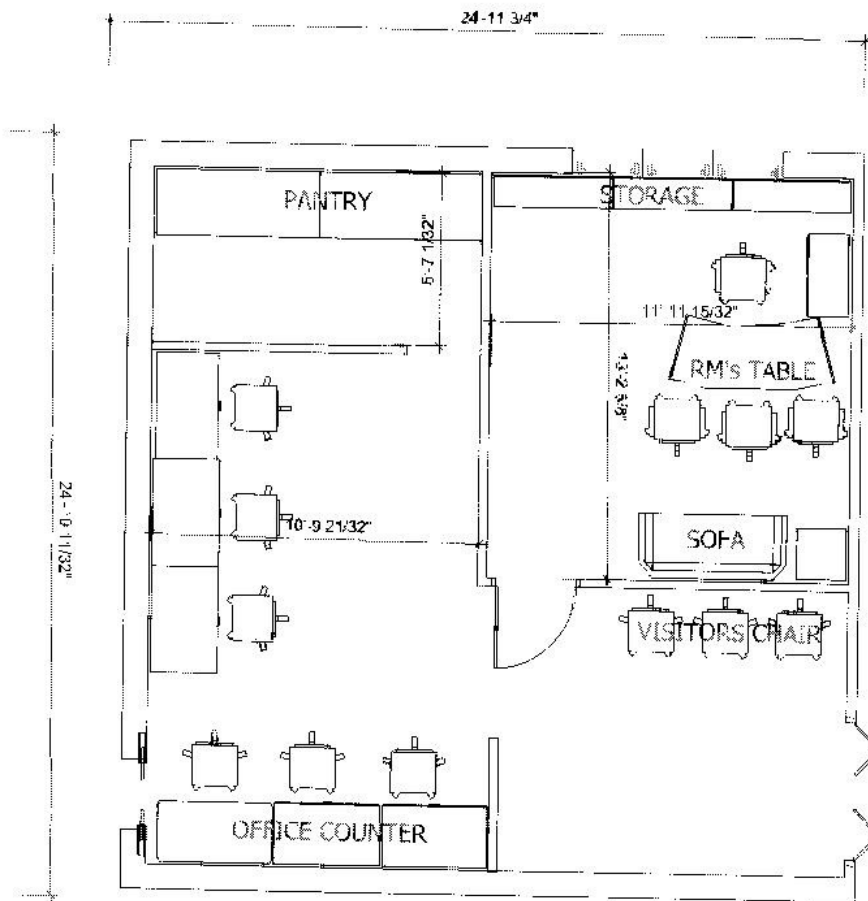
## UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the NBT and shall abide by them.
2. I/we also undertake that I/we have understood “Parameters and Technical specifications for executing the work” and shall execute the work strictly as per these parameters and technical specifications for executing the work.
3. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.
4. I/we shall be responsible for rejection/cancellation of contract if the samples are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub standard or not according to the samples furnished.

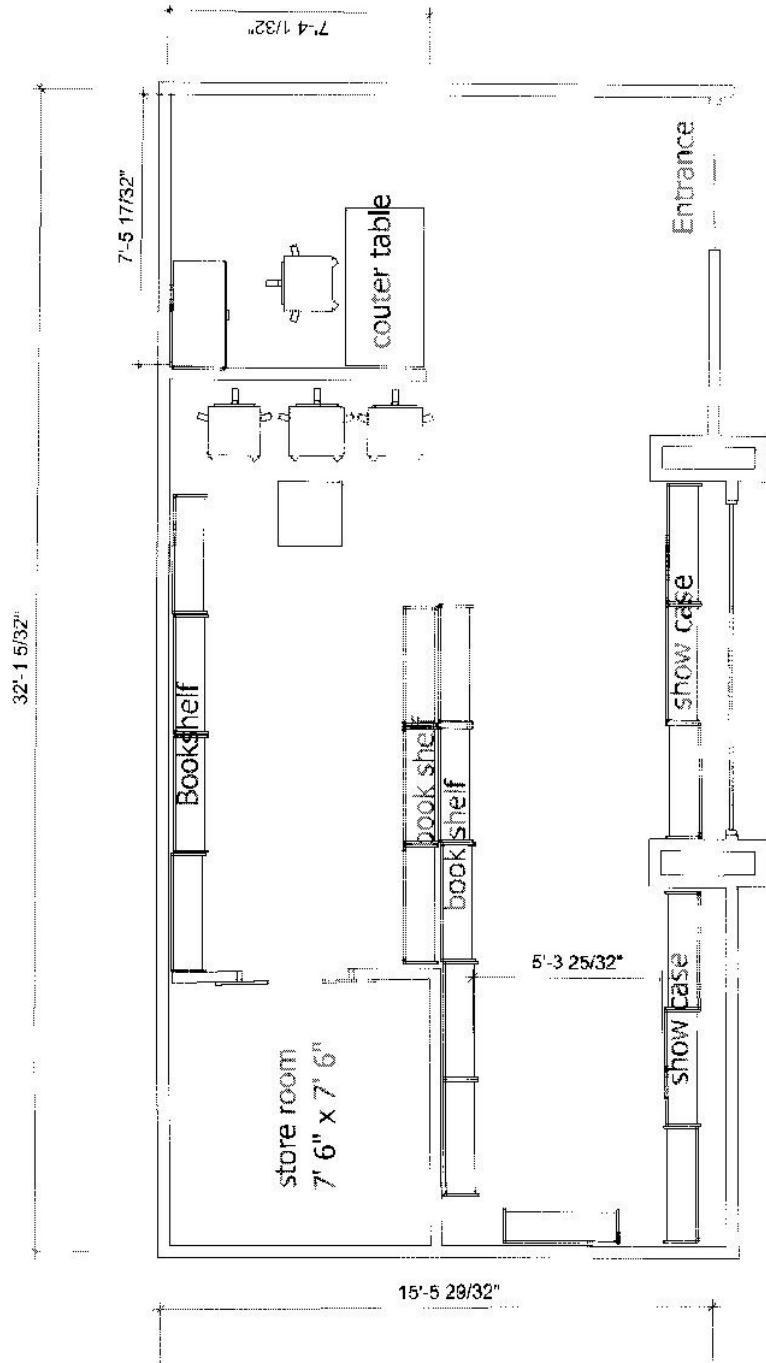
(Signature of the tenderer with stamp of the firm)

Date

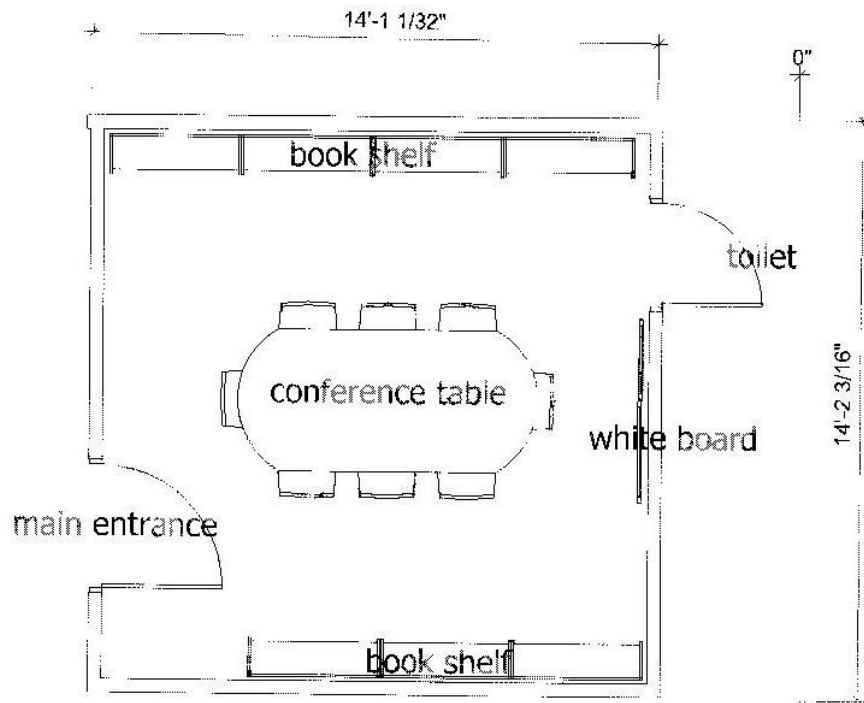
Place



RM's Cabin and staff tables



Book Store Outlet Chennai



Conference Room, NBT, RO, Bangalore

**BILL OF QUANTITY AND SPECIFICATION OF WORK TO BE EXECUTED AT  
SITE:**

**A. RM's Cabin and Board Room, Bangalore:**

Sl no	Description of item	Qty	Rate (Rs.)	Amount ( Rs. )
1	<b>STORAGE RACKS:</b> Fabricating and fixing of 900mm wide X 450mm deep bookshelf with 6 intermediate horizontal panel shelves made out of 18mm commercial ply finished with laminate on all sides as per design of the architect. 2mm MS L-cleat 40mm long X 25mm wide on either side screw fixed to horizontal panels/shelves to be supported and height adjustable by fixing to 25mm wide 2mm thick MS strip with holes at every 50mm vertical interval flush embedded to the edges of the 2 vertical side panels running full height of the book shelf. The edges of the horizontal panels / shelves to be postform edge finished. Book stopper made of 18mm thick commercial ply with laminate finish if screw fixed to the backside of the horizontal shelves / panels. All necessary accessories and fittings shall be included for stability and rigidity of the bookshelves. Cost to include borer / anti termite treatment for ply / commercial Ply / wooden battens, complete as directed. ( All materials used to be good quality )	600 Sft		
2	<b>FULL HEIGHT PARTITION- PART GLAZED:</b> Providing, fabricating and fixing in position, partly glazed partition made out of Teak wood section 60 mm X 60 mm at 600 mm centre to centre on both directions. Providing and fixing 8mm thick commercial plywood on both sides of the frame work up to 900 mm height finished with 1mm thick laminate on both sides as directed by the Engineer-In-charge, providing and fixing 100 mm x 12 mm Teak wood skirting all complete. Providing 5.5 mm thick float glass as filler with suitable beading between the level 900 mm to 2100 mm as per the site conditions. The top rail should be suitably anchored with the partition above so as to withstand the free standing glass partition. The Teak wood members to be finished in polish. The glass may be fixed with the help of suitable Teak wood Wooden beading. The bottom rail to be fixed with the floor with the help of expansion bolt all complete as per the directions of the Engineer- in-charge.	375 Sft		
3	<b>CONFERENCE TABLE:</b> Providing and making conference table of size 2100mm (L) and 1350 mm width x 750 mm height. The table top to be made out of 2 layer of 19 mm thick commercial Plywood and the main table all four side should be finished with 50mm x 50mm teak wood moulding and the base should be made out of 2 layer of 19 mm thick commercial Plywood as per the drawing up to the height of 750mm height and the table edge side should be provided with V shape support as per the design and pattern the base apron also should be finished with 1mm tick laminate of approved colour and shade, and all the plywood edges should be finished with 6 mm to 12mm thick teak wood beading and the table top edges should be finished with 50 mm x 50 mm teak wood			



	decorative wooden beading and all the external surface should be finished with 1 mm thick laminate of approved colour and shade and the wooden edges should be finished with melamine polish and internal surface should be finished with French Polish .All complete jobs as per the details of drawing.	1 no		
4	<b>COUNTER FOR PANTRY:</b> Fabricating and fixing of 500mm wide X 750mm high counter made of 18mm commercial marine ply finished with approved 1mm thick laminate as per the design. The front side to be finished with approved color laminate as per design. The desk shall have one drawer of 500mm wide X 200mm high X 450mm deep and a shelf with necessary accessories and fittings as directed .Cost to include borer / anti termite treatment for ply / commercial ply / wooden battens, complete.	15 Rft		
5	<b>COUNTER FOR OFFICE:</b> Providing and Fixing of running table of size 750x740mm completely made up of 19 mm thk. Commercial ply with laminate finish. Only Tops are finished with superior post formed edge finish with enhanced scratch resistance and supported on 25mm thk Gable ends and 18mm thk Modesty panels. Gable ends & modesty exposed edges are in 2mm thk PVC edge banding & sealed edges are in 0.8mm thk PVC edge banding. Wire management shall be provided on main or side table as specified by customer. Pedestal unit of size 350x450x550mm made up of 19mm thk. commercial ply with premium central locking and 3 equal size drawers with roller slide mechanism for added mobility.	18 Rft		
6	<b>CENTRE TABLE</b> Providing and Making Center table of size 900 mm x 600 mm made out of double layer of plywood for the frame work and the side panel size of 900mm x 450 mm height and 600mm x 450mm height in other side , the top should be fixed with 12mm thick clear glass and the glass should be fixed with suitable wooden beading with required groove, the table bottom also provided with ply wood top of size 900mm x 600mm x 19mm thick with 1mm thick laminate in all four side all as per the drawing and detail. The wooden surface should be finished with 3 coat of melamine polish and all the ply wood surface should be finished with laminate of approved colour and shade internal and external surface. The entire wooden surface polished with melamine etc. all complete as per the directions of the Engineer-in-charge.	1 nos		

7	<p><b>OFFICE TABLE WITH SIDE UNIT</b>          Providing, fabricating and installing <b>back office table with side unit</b> of size 1500 x 750 mm X750 mm ht as per the design and pattern with side unit of size 1100 mm x 400 mm. made out of 18 mm thick commercial ply of approved make for vertical supports, side unit, shelves, working platform etc. The side unit to have one drawer unit in 3 parts; pencil drawer of 63 mm. middle drawer 150 mm. and the rest with openable shutter, storage unit shall have openable shutter, the centre portion to have telescopic key board drawer factory made of 'Earl Behari'. Additional supports may be provided to mount the key board drawer. All the external surfaces shall be finished in 1.00 mm thk laminate of approved make, shade and pattern. The item also includes providing and fixing molding of size 30 mm x 40 mm in approved design, providing, finished in melamine and fixing additional support of plywood to hold the beading, making provision for switches and electrical etc. providing foot rest, skirting, etc. and internal surface to be finished with sealer. All complete including all the associated hardware such as locks, hinges, in heavy duty brass approved make, GI Guides, etc. complete as per the direction of the Engineer-in- Charge. The item also includes making provision for the electrical/ data/ communication outlets/ wire managers. The item includes providing platform for CPU and factory made keyboard drawer of M/s. ebco make. The table front apron should be made out of 19mm thick commercial plywood with approved design and pattern, the front apron also should be finished with laminate.</p>	1 no		
8	<p><b>PANELLING LAMINATE FINISH:</b>          Providing and fixing 6 mm thick Commercial plywood to the existing frame work. Providing and fixing 1.00 mm thick laminate of approved make, design colour and pattern with the help of suitable adhesive of approved make all complete as per drawings and as per the directions of the Engineer - in- charge. This item includes providing and fixing 100mm x 12mm thick teak wood skirting and the skirting to be finished with 3 coat of polish of approved colour and shades.</p>	350 Sft		

9	<p><b>LOW HEIGHT STORAGE UNIT</b>  Providing, fabricating and installing storage unit 450 mm Depth (outer to outer) made out of 18 mm. thick commercial ply for the main body, intermediate shelves, platform at the skirting level and shutters and , 6 mm thick commercial plywood for the back. The storage unit to have shelves at a space not less than 380 mm. The alternate shelf should be fixed to the main body with tongue and groove joint, providing and fixing 20 x 20 mm. teakwood supports to the intermediate shelves. All the external edges of the plywood should have teakwood beadings of thick 12 mm the hinge portion should be strengthened with the help of teakwood sections 125 x 18 mm in '[' shape, coping made out of teakwood member of size 40 mm x 40 mm in approved design may be provided. The grooves between the shutter and the frame shall be of 6 mm. The groove may be made out of suitable teakwood beading fixed all around. <b>All the external surface should be finished with 1mm thick laminate in approved colour , finish / texture and shade</b> finished in approved design, Providing and fixing cup board lock manufactured by M/s. Godrej, providing hardware fixtures such as tower bolt, ball catch, Handle , stopper, the internal surface to be polished as directed by the Engineer -in - charge. Providing stainless steel brush finished handles. The storage should have the drawers and shutter combination as per the Direction of the Engineer In -Charge. For the low height storage the top surface and side and back all visible area to be finished with 1mm thick laminate.</p>	40 Sft		
10	<p><b>ALUMINIUM WINDOW WITH SHUTTERS:</b> Providing, Fabricating and fixing of Aluminium powder coated <u>glazed</u> Window with two openable shutters and a partly fixed as per design using suitable aluminium sections. The window shall be fixed to the wall by dismantling the existing MS window. The aluminum window shall have 5.5 mm thk. glass of approved make using gaskets and snap-on-beading and all necessary hardware &amp; fittings of powder coated finish as approved by the Architect, as per directions.</p>	60 Sft		
11	<p><b>FLUSHED DOORS - LAMINATE FINISH:</b>  Providing &amp; Fixing flush door of thickness 30 mm to 35 mm raw size conforming to IS 2202 of approved make. The shutter may be finished with 1mm thick laminate in approved make, shade, and design on either side. The wooden surface to be finished with 3 coat of french polish of approved colour and shade .Providing and fixing teak wood beading to the edges, Providing and fixing hardware fixtures and fittings in heavy duty brass such as lock of 6 lever locks with handles in S. S. finish of approved model of make of Godrej or door set, tower bolt, hinges, handle, door stopper, incl. door closer of approved make etc. The item includes polishing the edges of the shutter and the frame in polish all complete as per drawings and details or as per the directions of the Engineer-in-charge.</p>	3 Nos		

12	<b>FULL GLAZED DOORS :</b> Providing and fixing fully glazed door made out of 100 mm x 50 mm 1st quality C.P teak wood for the frame work and 100 x 50 mm teak wood frame for the door shutter. The filler shall be of 12 mm thick clear float glass of approved make. The item includes providing & fixing heavy duty door closure of Everite or ISI marked, and fittings in heavy duty brass such as tower bolt, locks, SS brush finished handle 600mm long, door stopper, PVC buffer, heavy duty tower bolt of approved make etc. complete as per drawings and details or as directed by the Engineer-in-charge.	1 no		
13	<b>SOFT BOARD:</b> Providing and fixing soft board made out of 12mm thick imported soft board made of pine wood finished with approved colour fabric having basic cost of Rs.200/- per mtr. at desired location, fixed with the help of teak wood beading 15 cm x 22 cm all around with 6 mm groove polished in black colour, etc complete as directed	50 Sft		
14	<b>WHITE BOARD :</b> Providing and fixing Writing Board made out of white glossy laminate 1mm thick fixed on 8.0 mm thick plywood conforming to BIS 303-1989 BWR Grade. Providing and fixing of teak wood moulding of size 40 mm x 40 mm all around. The item also includes providing a ledge of size 150 mm made of 18 mm thick plywood finished with 1.00 mm thick laminate and suitable moulding finished in natural polish of approved shade and colour etc. complete as per drawings and details	25 Sft		
15	<b>VERTICAL BLIND :</b> Providing and fixing vertical blinds having width 100 mm manufactured by M/s Alps Industries with suitable manual gear system, control, weight, chain, pulling string, tilting arrangements etc. all complete as per manufacture's specification and directions of the Engineer -in charge. The contractor has to produce the delivery challan of M/s. Alps Industries to verify the make as per approved list.	200 Sft		
16	<b>CONFERENCE ROOM CHAIRS/ OFFICERS CHAIRS:</b> Providing & Supplying of Mid Back revolving chair upholstered with Fabric of approved colour and make. The seat & back shall be made up of metal tubular frame upholstered with Fabric and moulded Polyurethane foam. The density of polyurethane foam is 45(+/-) 2kg/m <sup>3</sup> . The back foam shall be designed with contoured lumber support for extra comfort. BACK SIZE: 44.0cm (W) x 69cm (H). SEAT SIZE: 49.0cm (W) x 47.0cm (D). The armrest assly is fixed type hold together seat & back. The Chair shall have Synchro Tilt Mechanism, 5nos. twin wheel castors, pedestal assy and Pneumatic Height Adjustment.	12 nos		
17	<b>SOFA:</b> Providing Sofa made out of silver oak wood frame work all designs as per the approved design made and tie in approved shape the hidden members may be of silver oak wood members of required size and 50 density forms 100 mm thick for the base and back covered with a foam padding of density 26 of 25 mm. thick with suitable rubberized adhesive, providing cutting to the required size, fabric upholstery costing up to Rs.350/- per meter to the			

	<p>required size with suitable stitches, including lateral spring, all the external wooden portion to be finished in melamine all complete as per directions of the Engineer and In-Charge. The Sofa to be finished with all sides required foam work with fabric finish. The sample sofa to be made for the client approval.</p> <p>A) Three Seater Sofa Length 1800 to 1950mm</p>	1 no		
18	<p><b>FALSE CEILING:</b>  Providing and fixing in position suspended false ceiling consisting of the following G.I. sections manufactured by M/s. India Gypsum Ltd. vertical suspenders of angle section, peripheral channels, primary and secondary frame work at centre to centre distance of 600 mm maximum of 'C' channels, the suspenders to be fixed with the ceiling with the help of angle cleats and expansion bolts. The peripheral channels to be screwed to the wall with the help of metal screws, the junction of peripheral channels and primary / secondary channels to be screwed with suitable metal screws. The junctions of primary and secondary channels to have G.I. clips. Providing and fixing 12 mm thick double skin gypsum board manufactured by M/s. India Gypsum Ltd. to the frame work with the help of suitable screws in line and level. The item also includes providing false ceiling in stepped design. The joints of the boards to be finished with bonding paper. Providing and applying 2 coats of gypsum primer to the entire surface and finish the same with putty work etc. so as to be ready to receive paint. The false ceiling will be in stepped design. The actual visible area will be measured and paid. All as per the India Gypsum Board manufacturer standard specifications and this item includes of cutting for the other service i.e. light fittings cut out and AC cut out.</p>	550 Sft		
19	<p><b>POP PUNNING :</b>  Providing and applying POP punning of average thickness 6 mm to 12 mm in perfect line, level and plumb for ceiling and wall as per the surface to receive the paint. The rate shall include the scaffolding at all levels and cleaning. The contractor should clean the complete area after completion of the punning work etc complete as directed.</p>	1300Sft		
20	<p><b>PAINTING - WALL/ CEILING :</b>  Erecting, Scaffolding at all levels, preparing the surface by rubbing the surface by sand paper of different grade, removing all dirt, smoke, grease, lose plaster etc., if any, from the existing surface cleaning the surface thoroughly and removing all dirt from the surface. Providing and applying three coats of approved quality paints over required number of coats approved cement primer in all ceilings, internal walls and internal surface of the external walls, ceilings, false ceiling etc., all complete including necessary carrying out lambi work with "Birla white putty" as per manufacturer's specification and finished in plain, clear and smooth or rough surface as per the site condition etc., standard specifications and as directed by the Engineer-in-Charge with 1st grade Acrylic Emulsion paint (vinyl base) of approved manufacturer like Asian, Nerolac ICI, Berger of approved colour,</p>			

	shade and pattern and design. The rate shall include the required protection by covering the existing furniture by plastic sheet so as to avoid any damage and keeping the furniture in-tact, including complete cleaning after completing the painting, removing painting marks and making good the same. All complete as directed.	3000Sft		
21	<b>ENAMEL PAINTING:</b> Cleaning the surface thoroughly and removing the external elements, if any, such as dust, dirt, grease etc., providing and applying one base coat of red oxide and three coats of 1st grade synthetic enamel paint of approved manufacturer in approved colour and brand. All complete including scaffolding, cleaning the site etc., as per specification and as directed by the Engineer-in-Charge.	500Sft		
22	<b>VITRIFIED TILE FLOORING</b> Removing the existing flooring carefully without damaging the structure and providing and fixing first quality vitrified tiles homogenous body on floor of approved make of H.R. Johnson or Marbita or Kajaria shade and colour and of size 605 mm x 605 mm having modulus of rupture greater than 500 kg / cm <sup>2</sup> and modulus of hardness 8.0 with variation in size less than 0.05% in approved colour, design and size in cement mortar bedding avg. 40 mm thk. to 60mm thick in C:M 1:4 with neat white cement slurry fixed in correct line, level in approved design and pattern. The maximum variation from the stated size other than thickness shall be 0.2 mm, including pointing the joints with matching colour cement, cleaning the surface, curing, acid cleaning the tile work, curing etc., all complete as per directions of the Engineer-in-Charge. (Basic rate of tile should be Rs. 80/-per sft ) The contractor has to take care of the laid flooring against any damages during the complete progress. If required and necessary the contractor has to cover the newly laid flooring by POP paste with a plastic sheet. The item also includes fixing 100 mm high tile skirting. All complete as per drawings and details or as directed as per the instructions of Engineer-in -charge	700 Sft		
23	<b>AIR CONDITIONING (HVAC):</b> Providing, fixing, testing and commissioning of wall mounted split AC as specified including concealing of the conduiting, insulation & testing and 1 year service warranty also fixing the outdoor units at the specified location as per direction.( Bluestar / Samsung / LG or Equivalent ) a) 1 Tr capacity	2 nos		
24	<b>DISTRIBUTION BOARDS:</b> Providing and fixing of the Distribution Board with below description. The cost includes for making all the connections etc. and includes wiring from panel board to DB.			
	4 WAY TPN DB Incomer - 63A TPN MCB Outgoing - 6A/16A/20A/32A SP MCB's as specified in drawings (Total = 12 No MCB)(Havells / Standard / datar)	1 Set		
25	<b>ELECTRICAL POINTS:</b> Providing, laying, fixing and testing of electrical points of following light, 6 amps, 16 amps socket outlets			

	with suitable size wire, PVC insulated 1100 volt grade multi-stranded copper conductor wire for phase, neutral & earth continuity conductor and loop earth to fitting & fixture run inside 1.5mm thick PVC conduit pipe recessed in wall/ column/ ceiling of the building to be controlled by modular switch on switch board or MCB in the MCB DB as the case may be including supply of materials such as clip-in modular type switches, sockets, modular PVC switch boxes, cover, FRLS (Fire retardant low smoke) wire, ceiling rose, angle / batten holder, junction box etc. complete with making good the damages caused as required and as per direction of Engineer - in -charge. (Havells, finolex or equivalent)			
	a. Wiring double light points by laying 1.5 sq mm. copper wire independent control with 6 amp switch for entrance lights.	4 nos		
	b. Wiring single light points by laying 1.5 sq mm. copper wire independent switch with 6 amp switch for ceiling lights.	12 nos		
	c. Wiring AC points by laying 4 sq mm. copper wire independent switch with 32 amp MCB. )	4 nos		
	d. Wiring raw power points (3 pin 5 / 15 amp power plug) by laying copper wire 2.5sqmm. In 1" PVC pipe. ( Socket - 3pin 6A )	20 nos		
23	Providing and erection of wiring set for computers in zinc passivated boxes embedded in walls / partitions to accommodate 3 Nos. 6 amp modular switch socket with 1.5 sq. mm copper conductor, PVC insulated ISI marked cables along with independent earth wire of 1/18 run in 2 mm thick PVC conduits. Complete job to be done to architects approval.			
	a. Wiring raw power points (3 pin 5 / 15 amp power plug) by laying copper wire 2.5sqmm. In 1" PVC pipe. ( Socket - 3pin 6A)	10 nos		
24	<b>NETWORKING CABLING:</b> Providing and data cabling from mother computer to individual computers through PVC conduits with UPP cable CAT - 6 including Data outlet with face plate, RJ45 socket and Zinc chromate passivated box complete in all respects. The rate is inclusive of PVC conduits.	8 nos		
25	<b>TELEPHONE CABLING:</b> Providing and laying telephone two pair cable in PVC conduits including all fittings, complete in all respects.	6 nos		
	<b>ELECTRICAL CABLE:</b> Supply, laying , testing, commissioning & termination of 1100 V grade PVC insulated Aluminium conductor armored cables on existing wall, false ceiling (concealed in lobby) from meter board to library panel board including the cost of providing identification tags, all crimping lugs and compression glands, cable sockets insulation tape sealing compound etc. complete as per specification, as required.			
	a. 50 Sq mm, 3.5C Al	20 mtr		
	<b>LIGHT FIXTURE:</b> Providing and fixing circular concealed ceiling mounted 210mm Dual CFL 2x18W Light Fixtures / 12V 50W halogen lighting fixtures.(Philips/Osram/Wipro or equivalent )	10 nos		
	<b>CEILING FANS:</b> Providing and fixing ceiling fan of dia 48" of Crompton Greeves, Havells, Bajaj, Khaitan make with electronic			

	regulator. The rate is inclusive of cost of ceiling hook, breaking and repair of plaster etc complete.	03 nos		
	<b>LIGHT FITTINGS:</b> Providing and fixing 2'x2' mirror optic light fitting concealed ceiling mounted Dual CFL 2x36W Light (Philips/Osram/ Wipro or equivalent	6 nos		
	<b>Visitors chairs :</b> supplying M S perforated chairs made out of MS tubular sections and box sections for supports and frame for visitors finished with chrome plated finish for seating of visitors in waiting area with arm rest as per design and directions of Engineer in charge: 3 seater	1 set		
	<b>TOTAL</b>	<b>A</b>		

**Amount in words Rupees .....only**

### **B. Chennai Book Shop:**

Sl no	Description of item	Qty	Rate (Rs.)	Amount ( Rs. )
1	<b>STORAGE RACKS :</b> Fabricating and fixing of 900mm wide X 450mm deep bookshelf with 6 intermediate horizontal panel shelves made out of 18mm commercial ply finished with laminate on all sides as per design of the architect. 2mm MS L-cleat 40mm long X 25mm wide on either side screw fixed to horizontal panels/shelves to be supported and height adjustable by fixing to 25mm wide 2mm thick MS strip with holes at every 50mm vertical interval flush embedded to the edges of the 2 vertical side panels running full height of the book shelf. The edges of the horizontal panels / shelves to be postform edge finished. Book stopper made of 18mm thick commercial ply with laminate finish if screw fixed to the backside of the horizontal shelves / panels. All necessary accessories and fittings shall be included for stability and rigidity of the bookshelves. Cost to include borer / anti termite treatment for ply / commercial Ply / wooden battens, complete as directed. ( All materials used to be good quality )	600 Sft		
2	<b>FULL HEIGHT PARTITION:</b> Providing, fabricating and fixing in position, wooden partition made out of Teak wood section 60 mm X 60 mm at 600 mm centre to centre on both directions. Providing and fixing 8mm thick commercial plywood on both sides of the frame work up to ceiling height finished with 1mm thick laminate on both sides as directed by the Engineer-In-charge. The Teak wood members to be finished in polish. As per pattern / design with teak wooden beading. The bottom rail to be fixed with the floor with the help of expansion bolt all complete as per the directions of the Engineer- in-charge.	175 Sft		



3	<p><b>COUNTER FOR OFFICE:</b> Providing and Fixing of running table of size 750x740mm completely made up of 19 mm thk. Commercial ply with laminate finish. Only Tops are finished with superior post formed edge finish with enhanced scratch resistance and supported on 25mm thk Gable ends and 18mm thk Modesty panels. Gable ends &amp; modesty exposed edges are in 2mm thk PVC edge banding &amp; sealed edges are in 0.8mm thk PVC edge banding. Wire management shall be provided on main or side table as specified by customer. Pedestal unit of size 350x450x550mm made up of 19mm thk. commercial ply with premium central locking and 3 equal size drawers with roller slide mechanism for added mobility.</p>	10 Rft		
4	<p><b>CENTRE TABLE</b>  Providing and Making Center table of size 900 mm x 600 mm made out of double layer of plywood for the frame work and the side panel size of 900mm x 450 mm height and 600mm x 450mm height in other side , the top should be fixed with 12mm thick clear glass and the glass should be fixed with suitable wooden beading with required groove, the table bottom also provided with ply wood top of size 900mm x 600mm x 19mm thick with 1mm thick laminate in all four side all as per the drawing and detail. The wooden surface should be finished with 3 coat of melamine polish and all the ply wood surface should be finished with laminate of approved colour and shade internal and external surface. The entire wooden surface polished with melamine etc. all complete as per the directions of the Engineer-in-charge.</p>	1 nos		
5	<p><b>LOW HEIGHT STORAGE UNIT:</b>  Providing, fabricating and installing storage unit 450 mm Depth (outer to outer) made out of 18 mm. thick commercial ply for the main body, intermediate shelves, platform at the skirting level and shutters and , 6 mm thick commercial plywood for the back. The storage unit to have shelves at a space not less than 380 mm. The alternate shelf should be fixed to the main body with tongue and groove joint, providing and fixing 20 x 20 mm. teakwood supports to the intermediate shelves. All the external edges of the plywood should have teakwood beadings of thick 12 mm the hinge portion should be strengthened with the help of teakwood sections 125 x 18 mm in '[' shape, coping made out of teakwood member of size 40 mm x 40 mm in approved design may be provided. The grooves between the shutter and the frame shall be of 6 mm. The groove may be made out of suitable teakwood beading fixed all around. <b>All the external surface should be finished with 1mm thick laminate in approved colour , finish / texture and shade finished in approved design,</b> Providing and fixing cup board lock manufactured by M/s. Godrej, providing hardware fixtures such as tower bolt, ball catch, Handle , stopper, the internal surface to be polished as directed by the Engineer -in - charge. Providing stainless steel brush finished handles. The storage should have the drawers and shutter combination as per the Direction of the Engineer In -Charge. For the low height storage the top surface and side and back all visible area to be finished with 1mm thick laminate.</p>	20 Sft		

6	<b>FLUSHED DOORS - LAMINATE FINISH:</b> Providing & Fixing flush door of thickness 30 mm to 35 mm raw size conforming to IS 2202 of approved make. The shutter may be finished with 1mm thick laminate in approved make, shade, and design on either side. The wooden surface to be finished with 3 coat of french polish of approved colour and shade .Providing and fixing teak wood beading to the edges, Providing and fixing hardware fixtures and fittings in heavy duty sliding tack mortice lock with handles in S. S. finish of approved model of make of Godrej or door set, handle, The item includes polishing the edges of the shutter and the frame in polish all complete as per drawings and details or as per the directions of the Engineer-in-charge.	1 Nos		
7	<b>SOFT BOARD:</b> Providing and fixing soft board made out of 12mm thick imported soft board made of pine wood finished with approved colour fabric having basic cost of Rs.200/- per mtr. at desired location, fixed with the help of teak wood beading 15 cm x 22 cm all around with 6 mm groove polished in black colour, etc complete as directed	10 Sft		
9	<b>WHITE BOARD :</b> Providing and fixing Writing Board made out of white glossy laminate 1mm thick fixed on 8.0 mm thick plywood confirming to BIS 303-1989 BWR Grade. Providing and fixing of teak wood moulding of size 40 mm x 40 mm all around. The item also includes providing a ledge of size 150 mm made of 18 mm thick plywood finished with 1.00 mm thick laminate and suitable moulding finished in natural polish of approved shade and colour etc. complete as per drawings and details	10 Sft		
10	<b>VISITORS CHAIRS/ OFFICERS CHAIRS:</b> Providing & Supplying of Mid Back revolving chair upholstered with Fabric of approved colour and make. The seat & back shall be made up of metal tubular frame upholstered with Fabric and moulded Polyurethane foam. The density of polyurethane foam is 45(+/-) 2kg/m3. The back foam shall be designed with contoured lumber support for extra comfort. BACK SIZE: 44.0cm (W) x 69cm (H). SEAT SIZE: 49.0cm (W) x 47.0cm (D). The armrest assly is fixed type hold together seat & back. The Chair shall have Synchro Tilt Mechanism, 5nos. twin wheel castors, pedestal assy and Pneumatic Height Adjustment.	3 nos		
11	<b>POP PUNNING :</b> Providing and applying POP punning of average thickness 6 mm to 12 mm in perfect line, level and plumb for ceiling and wall as per the surface to receive the paint. The rate shall include the scaffolding at all levels and cleaning. The contractor should clean the complete area after completion of the punning work etc complete as directed.	700Sft		
12	<b>PAINTING - WALLS / CEILING :</b> Erecting, Scaffolding at all levels, preparing the surface by rubbing the surface by sand paper of different grade, removing all dirt, smoke, grease, lose plaster etc., if any, from the existing surface cleaning the surface thoroughly and removing all dirt from the surface. Providing and applying three coats of approved quality paints over required number of coats approved cement			

	primer in all ceilings, internal walls and internal surface of the external walls, ceilings, false ceiling etc., all complete including necessary carrying out lambi work with "Birla white putty" as per manufacturer's specification and finished in plain, clear and smooth or rough surface as per the site condition etc., standard specifications and as directed by the Engineer-in-Charge with 1st grade Acrylic Emulsion paint (vinyl base) of approved manufacturer like Asian, Nerolac ICI, Berger of approved colour, shade and pattern and design. The rate shall include the required protection by covering the existing furniture by plastic sheet so as to avoid any damage and keeping the furniture in-tact, including complete cleaning after completing the painting, removing painting marks and making good the same. All complete as directed.	1000Sft		
13	<b>PAINTING - ENAMEL PAINT TO THE ROLLING SHUTTER/ COLLAPSIBLE DOOR / MS WORKS / GRILLS etc.</b> Cleaning the surface thoroughly and removing the external elements, if any, such as dust, dirt, grease etc., providing and applying one base coat of red oxide and three coats of 1st grade synthetic enamel paint of approved manufacturer in approved colour and brand. All complete including scaffolding, cleaning the site etc., as per specification and as directed by the Engineer-in-Charge.	500 Sft		
14	<b>DISMANTLING BRICK MASONRY:</b> Breaking of existing Brick Masonry wall including plastering without disturbing the structure including cleaning the surface as required or as directed by the Engineer in charge, including carting away the debris to a place approved by Municipal Corporation / Local Authorities.	40 Sft		
15	<b>AIR CONDITIONING (HVAC)</b> Providing, fixing, testing and commissioning of wall mounted split AC as specified including concealing of the conduiting, insulation and testing and 1 year service warranty also fixing the outdoor units at the specified location as per direction. (Bluestar/ Samsung / LG or Equivalent )  a) 2 Tr capacity	3 nos		
16	<b>DISTRIBUTION BOARDS:</b> Providing and fixing of the Distribution Board with below description. The cost includes for making all the connections etc. and includes wiring from panel board to DB.			
	4 WAY TPN DB Incomer - 63A TPN MCB Outgoing - 6A/16A/20A/32A SP MCB's as specified in drawings (Total = 12 No MCB) (Havells / Standard / datar)	1 Set		
17	<b>ELECTRICAL POINT:</b> Providing, laying, fixing and testing of electrical points of following light, 6 amps, 16 amps socket outlets with suitable size wire, PVC insulated 1100 volt grade multi-stranded copper conductor wire for phase, neutral & earth continuity conductor and loop earth to fitting & fixture run inside 1.5mm thick PVC conduit pipe recessed in wall/ column/ ceiling of the building to be controlled by modular switch on switch board or MCB in the MCB DB as the case may be including supply of			

	materials such as clip-in modular type switches, sockets, modular PVC switch boxes, cover, FRLS (Fire retardant low smoke) wire, ceiling rose, angle / batten holder, junction box etc. complete with making good the damages caused as required and as per direction of Engineer - in -charge. (Havells, finolex or equivalent)			
	a. Wiring double light points by laying 1.5 sq mm. copper wire independent control with 6 amp switch for entrance lights.	6 nos		
	b. Wiring single light points by laying 1.5 sq mm. copper wire independent switch with 6 amp switch for ceiling lights.	10 nos		
	c. Wiring AC points by laying 4 sq mm. copper wire independent switch with 32 amp MCB. )	5 nos		
	d. Wiring raw power points (3 pin 5 / 15 amp power plug) by laying copper wire 2.5sqmm. In 1" PVC pipe. ( Socket - 3pin 6A )	6 nos		
18	<b>ELECTRICAL POINT FOR COMPUTER:</b> Providing and erection of wiring set for computers in zinc passivated boxes embedded in walls / partitions to accommodate 3 Nos. 6 amp modular switch socket with 1.5 sq. mm copper conductor, PVC insulated ISI marked cables along with independent earth wire of 1/18 run in 2 mm thick PVC conduits. Complete job to be done to architects approval.			
	a. Wiring raw power points (3 pin 5 / 15 amp power plug) by laying copper wire 2.5sqmm. In 1" PVC pipe. ( Socket - 3pin 6A)	4 nos		
19	<b>NETWORKING CABLING:</b> Providing and data cabling from mother computer to individual computers through PVC conduits with UPP cable CAT - 6 including Data outlet with face plate, RJ45 socket and Zinc chromate passivated box complete in all respects. The rate is inclusive of PVC conduits.	3 nos		
20	<b>TELEPHONE CABLING</b> Providing and laying telephone two pair cable in PVC conduits including all fittings, complete in all respects.	2 nos		
21	<b>ELECTRICAL CABLE</b> Supply, laying , testing, commissioning & termination of 1100 V grade PVC insulated Aluminium conductor armored cables on existing wall, false ceiling (concealed in lobby) from meter board to library panel board including the cost of providing identification tags, all crimping lugs and compression glands, cable sockets insulation tape sealing compound etc. complete as per specification, as required.			
	50 Sq mm, 3.5C Al	20 mtr		
22	<b>LIGHT FIXTURES</b> Providing and fixing circular concealed ceiling mounted 210mm Dual CFL 2x18W Light Fixtures / 12V 50W halogen lighting fixtures.(Philips/Osram/Wipro or equivalent )	6 nos		
23	<b>CEILING FANS:</b> Providing and fixing ceiling fan of dia 48" of Crompton Greeves, Havells, Bajaj, Khaitan make with electronic regulator. The rate is inclusive of cost of ceiling hook, breaking and repair of plaster etc complete.	03 nos		
24	<b>LIGHT FITTING :</b> Providing and fixing 2'x2' mirror optic light fitting concealed ceiling mounted Dual CFL 2x36W Light (Philips/Osram/ Wipro or equivalent	04 nos		

25	Providing and fixing of external Display panel of size 1000mmx600mmx150mm using 4mm thk ACP cladding of approved colour fixed with 3mm tape over a frame of 65x65 MS square hollow sections and 25x25 alluminium square hollow sections fixed with MS cleet. The text shall be in backlit acrylic dye cast letters. The signange to be fixed to wall with gusset plate system. Materials/fittings used to be of approved make and colour and as per design.	1 no		
26	Providing and fixing of rectangular Shop Display of size 3000mmx1000mmx150mm above main entry made of backlit acrylic sheet mounted over alluminium frame with acrylic dye cast letters projected 20mm from surface of approved colour and as per design.	1no		
27	<b>Visitors chairs</b> : supplying M S perforated chairs made out of MS tubular sections and box sections for supports and frame for visitors finished with chrome plated finish for seating of visitors in waiting area with arm rest as per design and directions of engineer in charge: 3 seater	1 set		
	<b>TOTAL</b>	<b>B</b>		

**Amount in words Rupees .....only**

**Signature of the contractor with date and seal**

### Summary sheet of quotation

SI no.	DISCRIPTION	AMOUNT ( Rs.)
01	Total Quoted amount for RM's Cabin and Board Room, Bangalore: ( A )	Rs.....
02	Total Quoted amount for Chennai Book Shop ( B )	Rs.....
	<b>Total</b>	<b>Rs.....</b>