

IMPORTANT NOTE

TENDER NO. : LCP 3452L17 DATED 29.12.2016.

BID CLOSING DATE & TIME : 24.01.2017 at 14:30 Hrs.(IST)

BID OPENING DATE & TIME : 24.01.2017 at 14:45 Hrs.(IST)

Limited Tender No. LCP 3452 L17 dated 29.12.2017 has been issued to the following 7(seven) parties

- 1. M/s. Ganpati Creations.**
- 2. M/s. R.K.Consultant.**
- 3. M/s. Rajesh Maintenance Works.**
- 4. M/s. Modern Concept Construction.**
- 5. M/s. G-Tech Solution**
- 6. M/s. AFT INFRA**
- 7.M/s. Suraj Associates.**

In addition to the above 7 (Seven) parties, other parties, who are interested to participate in this tender may apply with proper credentials in proof of meeting the Bid Rejection Criteria (BRC) mentioned in para 10.0, 10.1 & 10.2 of the tender. Application for issue of tender document along with credentials must be received in the following office of Oil India Limited latest by 18.01.2017 :

**General Manager (Contract & Purchase)
Oil India Limited,
Plot No. 19, Sector 16A,
Noida- 201 301(U.P.).**

NOTE : Tender document will be issued from the above office of Oil India Limited, to only those applicant who can submit all documentary evidences required in proof of meeting the Bid Rejection Criteria (BRC) of the tender.



Oil India Limited
(Govt. of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.

Phone No. : 0120 - 2419000

Fax: 0120 - 2488310

E-mail: oilindia@oilindia.in

Web Site: www.oil-india

(F O R W A R D I N G L E T T E R)

Tender No.	LCP 3452 L17
Date	29.12.2016
Bid Closing Date	24.12.2017
Bid Closing Time	14 : 30 Hrs.(IST)
Bid Opening Date	24.01.2017
Bid Opening Time	14 : 45 Hrs. (IST)
Performance Security	7.5% . Initial Performance Security along with acceptance of contract is to be deposited for 2.5% of contract value & remaining 5% is to be recovered from running account bill.

Sirs,

1.0 Oil India Limited (OIL), a Govt. of India Enterprise, invites sealed quotations for repair works at inside of 40 nos. of domestic helper quarters at OIL Residential Complex, Sector-15A, Noida. All materials are to be supplied by the successful party.

2.0 General Terms and Conditions of the tender are enclosed vide Annexure-I.

3.0 Scope of Work :

- a) Repair of plaster.**
- b) Repairing of doors/windows wherever required.**
- c) Painting works.**

3.1 Detailed description of jobs is provided in the Bidding Format enclosed as PART . I. Bidders are requested to quote their rates for all items in the bidding format.

4.0 Bidders are requested to submit their offer in a sealed envelope super scribing the following details on the right hand top corner :

OIL# Tender No. _____
Bid Closing date _____
Brief description of the job _____
Bidder# Name _____

5.0 Offers must be addressed to:

**General Manager(C&P)
Oil India Limited
Plot No. 19, Sector-16A,
NOIDA-201301**

5.1 The sealed envelope containing the offer must be delivered at the Office of Group General Manager(C&P) at above address latest by 2.30 PM (IST) on the Bid Closing Date.

5.2 Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.

5.3 In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date / Time will get extended up to the next working day.

5.4 Offers or modifications to offers received after the Bid Closing Time / Date will not be considered. No unsolicited correspondence after submission into cognizance of the offer will be taken .

5.5 Your offer must include :

- i)** Tender No. & Date
- ii)** Full description of the works offered.
- iii)** Rates as per the Bidding Format enclosed as Part-I.

6.0 All entries in the offer must be made in English. The offered rate must be firm and shall be both in figures and words. Deviations/conditions, discounts if any, should be high-lighted. Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all charges / expenses for completing the job in all respect at the required place / location.

7.0 Validity:

Offers must be valid for acceptance for a period of 60 (sixty) days from the Bid Closing date. Bidder must indicate validity of the offer in the quotation failing which it will be construed that offer is valid for 60 (sixty) days from the bid closing date.

8.0 Offers must conform in all respects to the terms & conditions of the tender. Deviations, if any, must be clearly and specifically stated. OIL reserves the right to reject any or all tenders or to accept any tender either in full or in part without assigning any reason whatsoever.

9.0 By submitting a bid, a bidder will be deemed to have understood and satisfied himself the nature of service to be rendered and they have taken into account all conditions and difficulties that may be encountered during supply of the items.

10.0 Bid Rejection Criteria (BRC) :

The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the bidders without which the same will be considered as non-responsive and rejected. All documents related to BRC must be submitted along with the Bid document.

10.1 Technical Criteria : The bidder should have experience of executing at least one similar work of value not less than Rs. 4.21 lacs during the last 7(seven) years.

SIMILAR NATURE OF WORK means civil maintenance works for Multistoried Housing Complex .

10.2 Financial Criteria : Annual financial turnover of the firm should be atleast Rs. 2.52 lacs as per the audited Annual Report for the last 3(three) accounting years. All documents in support of financial turnover must be duly certified by a practising Chartered / Cost Accountants firm.

IMPORTANT NOTES :

1. Bids should be accompanied by adequate documentary evidence of the above mentioned experience and annual turnover criteria. Bidders must submit Completion Certificate showing Gross value of the job/service, description of job/service and duration of the contract along with the bid, otherwise their bid will be rejected. Contractors who are giving Contract copies along with extension letters, if any, issued from Oil India Limited (OIL), need not submit Completion certificate separately. All documents in support of financial turnover must be duly certified by a practicing Chartered/Cost Accountant, otherwise the offer of the bidder will be rejected.

10.3 Bids with inadequate validity will be rejected.

10.4 Bids received after Bid Closing date and time will be rejected.

10.5 Bids received from unsolicited bidder will be rejected.

10.6 Bids containing incorrect statement and / or incomplete information will be rejected.

10.7 Bidders must quote for all the items failing which the offer will be considered as unresponsive and will be rejected.

11.0 Bid Evaluation Criteria :

11.1 Evaluation will be on overall total lowest value, based on the quantities shown in the bidding format(Part-I).

11.2 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.

11.3 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

12.0 Mobilisation Time & Execution Time :

Successful bidder must mobilize the work within 3 days from the date of issue of work order and work must be completed within 16(sixteen) weeks time from the date of issue of work order.

13.0 Payment Terms:

a)The contract shall submit his bills along with joint measurements in respect of completed jobs only with items recorded serially in the standard measurement sheets. The contractor shall inform the Engineer . in . charge or his representatives well in advance for recording the joint measurement. However, the mode of measurements will be as in technical/standard specifications. If not available in the technical/standard specifications, then the CPWD specification/IS codes/standard engineer practice for measurements of work shall be followed.

b)On account payment shall be made ,not oftener than monthly and not less than Rs. 2.00 lacs per bill, upto the amount of 92.5% of the value of work done. Final payment shall be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviation and any deduction and the measurement shall be checked and certified & corrected by the Company's engineer before any such final payment is made.

14.0 Contact Personnel :

Bidders, in their own interest, are advised to visit the sites before submitting their quotation. In this regards and for any clarification please contact:

Mr. D. C. Nath
Dy.CE (Civil)
Oil India Limited
Contact No. 8826086789.

15.0 Termination :

OIL reserves the right to terminate the contract, any time with one week written notice without assigning any reasons whatsoever. The contractor will however be paid for the period of services rendered before termination.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

(Ms. A. Doley.)
Chief Manager Materials.
For General Manager (C & P)
For Chairman & Managing Director.

ANNEXURE I

OIL INDIA LIMITED

(A Government of India Enterprise)
Plot No. 19, Sector 16A, Noida - 201301
Phone: 0120 - 241900
Fax: 0120 - 2488310
E-mail: oilindia@oilindia.in
Web Site: www.oil-india.com

GENERAL TERMS AND CONDITIONS

1.0 TRANSFERABILITY OF BID DOCUMENTS :

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

2.0 COST OF BIDDING :

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.0 AMENDMENT TO BIDDING DOCUMENTS :

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

4.0 CONTENTS OF OFFERS :

- 4.1 Offer should be in English . The Price Schedule shall be furnished by the bidder as per proforma vide Annexure - II. The prescribed proforma duly filled in and signed should be returned intact whether quoting for any service or not. When any service is not being quoted by the Bidder, the corresponding space should be filled up by the words "Not Quoting". The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 Offered rates should be kept firm through completion of the Contract duration.
- 4.3 Taxes, duty etc, if any, should be shown separately. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

4.4 STATUTORY VARIATION:

Any statutory variation (increase/decrease) in the rate of any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence.

- 4.5 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 4.6 **Bidders should offer firm prices.**
Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

4.7 VALIDITY :

Offers must be valid for acceptance for the minimum period of 60 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be liable for rejection. In the absence of any categorical mention regarding validity of the offer, it will be construed

that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

4.8 VAGUE AND INDEFINITE EXPRESSIONS:

Any vague and indefinite expressions will not be considered.

5.0 CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

6.0 DOCUMENTS COMPRISING THE BID :

6.1 The bid prepared by the bidder shall comprise the following components, duly completed:

- a) Schedule of Rates (Refer Annexure-II)
- b) Bid must accompany necessary literature/catalogue of the product , wherever required.
- c) Exceptions/Deviations Statement, if any
- d) Authorisation letter for attending Tender Opening (Refer Annexure - IV)

7.0 SUBMISSION OF OFFER :

7.1 *In the event of receipt of only a single offer against the tender within the B.C. date OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date , shall not be permitted to revise their quotation.*

7.2 Bidders, in their own interest, are advised to drop their offers personally in "LOCAL TENDER BOX" at C & P department at NOIDA. Alternatively they may send the same through Registered Post/courier. Oil India Limited will not be responsible for any delay, wrong delivery or non-delivery of the offers. No offer will be accepted after the bid closing date and time.

7.3 Bids must be submitted in original. No offer should be sent by Telex / Cable / Fax / E-mail/telephone unless specifically asked for in writing. Bids not complying with above will be rejected.

8.0 DEADLINE FOR SUBMISSION OF BIDS :

8.1 Offers must be received at the office of the Chief Adviser(C & P), Oil India Limited at NOIDA by the Bid Closing Date & time mentioned in the Notice Inviting Tender (NIT).

8.2 Timely delivery of the offer at the above address is the responsibility of the bidder.

9.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS :

9.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.

9.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification of its bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply of the bidder should be restricted to the clarifications sought.

10.0 EXTENSION OF BID SUBMISSION DATE :

Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.

11.0 RETURN OF LATE BIDS :

11.1 Bids received after Bid Closing Date & time will be treated as "Late Bids". In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders immediately. In all other cases, the late bids will be destroyed by OIL.

12.0 OPENING OF TENDERS :

- 12.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter (in the form as per Annexure - IV enclosed) must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.
- 12.2 In case of any unscheduled holiday/Bandh on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

13.0 COMPLIANCE WITH TENDER :

- 13.1 Bidder's offer must conform in all respects with the applicable specifications, terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. If the bidder does not superficially mention about any deviations from the tender terms and conditions, it will be construed that they have agreed to comply with all the terms and conditions of the tender.
- 13.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the terms and conditions stipulated in this tender without assigning any reason.

14.0 OIL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

- 14.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.

15.0 BANKING CHARGES :

All banking charges will be to the bidder's account.

16.0 ASSIGNMENT :

The Bidder/ Contractor shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/ Contractor of any of his obligations which might have arisen before such permission was given.

17.0 BID SECURITY : Not applicable.

- 17.1 All the Bids must be accompanied by Bid Security for the amount as mentioned in the NIT and shall be in the prescribed format (Annexure - V) in one of the following forms:

- i) A Bank Guarantee from any scheduled Indian Bank. The Bank Guarantee shall be valid for 3(three) months from the bid closing date and shall be enforceable at NOIDA/Delhi.
- ii) Bank draft in favour of OIL INDIA LIMITED and payable at NOIDA.

- 17.2.1 The bidders will have to submit the Bank Guarantee from any of the scheduled Indian banks and on non-judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.

- 17.2.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank :

- (a) Full Address
- (b) Branch Code
- (c) Code Nos. of the authorized signatory with full name and designation
- (d) Phone Nos./Fax Nos./E-mail address

- 17.2.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.

- 17.3 Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 17.1 and 17.2.1 will be rejected outright without any further reference.
- 17.4 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format (Annexure - VI) against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will however, ensure that the validity of the Bid Security till such time the Performance Security in conformity with Clauses 18.0 below as the case may be, is furnished.
- 17.5 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 17.6 Bid Security will not accrue any interest during its period of validity or extended validity.
- 17.7 The Bid Security will be forfeited:
- a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,
- OR
- b) If the successful Bidder do not accept the order or fails to furnish the Performance Security within 15 days of placement of order or before the expiry of Bid Security (unless extended), whichever is earlier
- OR
- (c) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act.
- 18.0 **PERFORMANCE SECURITY :**
- 18.1 The successful bidder shall furnish Performance security of 7.5% of the contract value. Initial Performance Security of 2.5% should be submitted in the form enclosed (Annexure - V) herewith within 15 days of the receipt of the notification of award of Contract, failing which OIL reserves the right to cancel the award of Contract and forfeit the Bid Security. Balance 5% shall be deducted from their running account bills. Bidders should undertake in their bid to submit Performance Security as stated above. Performance Security should be for an amount as mentioned in the Forwarding Letter. The Bank Guarantee issued by any Scheduled Bank should be kept valid for six more month than the validity of the Contract and extensions thereto. Alternatively the successful bidder can submit the Performance Security in the form of Bank Draft for the amount mentioned above. Performance security in any form will be returned to the Contractor only after six months after the validity of the Contract and extensions if any.
- 18.2 In the event of Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be forfeited in part or full without any further reference to the Bidder.
- 18.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee or Bank Draft.
- 18.4 The Bank Guarantee will have to be given from the Scheduled Bank on non judicial stamp papers of requisite value, as per the Indian Stamp Act, and stamp papers should be in the name of the issuing bank.
- 18.5 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank
- (a) Full Address
 - (b) Branch Code
 - (c) Code Nos. of the authorized signatory with full name and designation
 - (d) Phone Nos./Fax Nos./E-mail address
- 18.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOA/Contract issued/placed on the Contractor shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Contractor shall be invoked without any further reference.
- 18.7 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the Tender/Contract.
- 18.8 Performance Security amount will not accrue any interest.

19.0 RETENTION MONEY : Not applicable.

A Retention Money equivalent to 7.5 % of each running account bill will be deducted till final completion of the Contract. This amount will be released to the Contractor along with the Performance Security i.e. after 6(six) months but within 7(seven) months from Completion of the Contract period. Retention Money will not accrue any interest.

20.0 LIQUIDATED DAMAGES :

The Contractor shall mobilize their personnel and equipment within the specified time for commencement / completion of services as mentioned in the notice of award of contract. In the event of the Contractor's default in timely commencement/ completion of services within the stipulated time, the Contractor shall be liable to pay Liquidated Damages at the rate of 0.5% (half percent) of the total evaluated value of the Contract per week or part thereof of delay subject to maximum of 7.5%. Liquidated damages will be reckoned from the stipulated date of commencement / completion as defined in the notice of award of the contract. Company may without prejudice to any other right or remedy available to it to recover damages for breach of contract, recover the liquidated damages as above from the Contractor. This is an agreed genuine pre-estimate of damages duly agreed by the parties.

The Company also reserves the right to cancel the contract without any compensation whatsoever in case of failure to commence services within the stipulated date.

21.0 FORCE MAJEURE :

21.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (within maximum one week), after the occurrence of the cause relied on then the obligations of the party giving such notice with proper documentary evidence so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

21.2 The term "Force Majeure" as used herein shall mean "Acts of God" including Landslides, Lightning, Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Government regulations etc., which are not within the control of the party claiming suspension of its obligations within the meaning of the above Clause 21.1 and which renders performance of the contract by the said party completely impossible.

22.0 The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India. The personnel employed by the contractor shall be the sole responsibility and liability of the contractor and also expenses in connection with their employment shall be borne by the contractor. Oil India Ltd shall not bear any responsibility or have liability whatsoever arising out of this contract, including the liability under the Workmen's Compensation Act or any other Act (s) applicable. The Contractor shall comply with provisions of various labour laws enacted by the Central / State Government, as amended from time to time. All statutory requirements / obligations there under, as may be applicable to the contract labour, will have to be adhered to by the contractor and any failure on his part on this account shall be responsibility of the contractor. The contractor will abide by rules, regulations, by-laws and statutes, imposed by the Government and other local authorities etc. The Contractor has to ensure that the payment of wages / salaries / allowances / overtime etc shall be subject to the minimum wage rates notified by the State Govt. from time to time. The payment of wages shall be made directly by the contractor to his staff and not through the kedars or any other party or person. No amount shall be deducted from the wages of the workmen by way of commission of any nature whatsoever, except for statutory deductions. Any financial liability on account of non-observance/no-compliance of any statutory requirement shall be responsibility of contractor. The contractor shall keep Oil India Ltd indemnified for any claims/ damages / disputes that may arise under any provision of law at any point of time during the currency of the contract or thereafter for the relevant period.

23.0 ARBITRATION :

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL

To
General Manager(C & P)
OIL INDIA LIMITED
Plot No. 19, Sector 16A
Noida - 201301

Annexure-IV

Dear Sir,

Sub : Tender No.....

For

Mr. /Mrs. has been authorised to be present at the time of opening of the
above Enquiry due on at NOIDA on my/our behalf.

Yours faithfully,

Name :
Designation:

PERFORMANCE BANK GUARANTEE

Oil India Limited,
Plot No. 19, Sector 16A
NOIDA-201301
Attn: Senior Adviser (Contracts & Purchase)

WHEREAS _____ (Name and address of Contractor) (hereinafter called "Contractor") had undertaken, in pursuance of Contract No. _____ to execute (Name of Contract and Brief Description of the Work) _____ (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) _____ (in words)(_____), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date _____ (calculated at 90 days after Contract completion date).

SIGNATURE AND SEAL OF THE GUARANTORS _____

Designation _____

Name of Bank _____

Address _____

Date: _____

Place: _____

(End of Annexure-I)

PART-I

SCHEDULE OF RATES

DETAILED DESCRIPTION OF JOB , QUANTITY & UNIT OF MEASUREMENT ARE AS UNDER:

Sl. No.	Description of Job	Quantity	Unit	Unit Rate (Rs.)	Total (Rs.)
1	Providing & Laying cement Concrte in retaining walls, return walls (any thickness) including attached pilasters, columns, piers, abutments, pillars, posts, struts, buttresses, string or lacing courses, parapets, coping bed blocks, anchor blocks, plain window sills, fillets etc upto floor five level, excluding the cost of centring, shuttering and finishing: 1:2:4 (1 cement: 2 coarse sand : 4 graded stone aggregate 20 mm nominal size).	10.00	M3		
2	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string courses, fillets, columns, pillars, piers, abutments, posts and struts etc. upto floor five level excluding cost of centring, shuttering, finishing and reinforcement: 1:2:4 (1 cement: 2 coarse sand : 4 graded stone aggregate 20 mm nominal size).	10.00	M3		
3	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq. meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground within 50 metres lead : With cement mortar 1:4 (1 cement : 4 fine sand).	600.00	M2		
4	Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	2600.00	M2		
5	Distempering with oil bound washable distemper of approved brand and manufacture to give an even shade: Old work (one or more coats).	2600.00	M2		
6	Providing & Fixing factory made P.V.C. door frame of size 50x47mm with a wall thickness of 5mm, made out of extruded 5mm rigid PVC foam sheet mitred at corners and joined with 2 Nos. of 150mm long brackets of 15x15mm M.S. square tube, the vertical door profiles to be reinforced with	192.00	M		

	19x19mm M.S. square tube of 19 gauge, EPDM rubber gasket weather seal to be provided through out the frame. The door frame to. be fixed to the wall using M.S. screws of 65/100mm size complete as per manufacturers specification and direction of Engineer-in-Charge.				
7	Providing & Fixing to existing door frames.: 30mm thick factory made panel PVC door shutter consisting of frame made out of M.S. tubes of 19 gauge thickness and size of 19mm x 19mm for styles and 15x15mm for top & bottom rails. M.S. frame shall have a coat of steel primers of approved make and manufacture . M.S. frame covered with 5mm thick heat moulded PVC 'C' channel of size 30mm thickness, 70mm width out of which 50mm shall be flat and 20mm shall be tapered in 45degree angle on either side forming styles; and 5mm thick, 95mm wide PVC sheet out of which 75mm shall be flat and 20mm shall be tapered in 45 degree on the inner side to form top and bottom rail and 115mm wide PVC sheet out of which 75mm shall be flat and 20mm shall be tapered on both sides to form lock rail. Top, bottom and lock rails shall be provided either side of the panel. 10mm (5mm x 2) thick, 20mm wide cross PVC sheet be provided as gap insert for top rail & bottom rail. Paneling of 5mm thick both side PVC sheet to be fitted in the M.S. frame welded / sealed to the styles & rails with 7mm (5mm+2mm) thick x 15mm wide PVC sheet beading on inner side, and joined together with solvent cement adhesive. An additional 5mm thick PVC strip of 20mm width is to be stuck on the interior side of the 'C' Channel using PVC solvent adhesive etc. complete as per direction of Engineer-incharge. Manufacturer's specification & drawing (for W.C. and bathroom door shutter).	68.00	M2		
8	Easing of door/windows / drawers etc. edges for proper closing/ opening of shutter drawer etc complete.	80.00	EA		
9	Repairing and refixing of door/window shutters including removal of shutter from chowkats, cutting wherever necessary, removing and refixing butt hinges on other side of frame and shutter wherever required.	128.00	M2		
10	Repairing of steel window by welding / strength and greasing with replacement of hinges.	115.20	M2		

11	Fixing plywood 4mm thick one side decorative veneer conforming to IS : 1328 (type-1) for plain lining / cladding with necessary screws, priming coat on unexposed surface with:Decorative veneer facings of approved manufacture.	108.00	M2		
12	Providing & Fixing C.P. brass shower rose with 15 or 20mm inlet:150mm diameter.	40.00	NO.		
13	Fixing fly proof galvanised M.S. wire gauze to windows and clerestory windows using galvanised MS wire gauze with average width of aperture 1.4mm in both directions with wire of dia. 0.63mm.With 2nd class teak wood beading 62X19mm.	120.00	M2		
14	Providing & Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade:One or more coats on old work.	600.00	M2		
Total cost (Rs.)					
Sales Tax, if any.					
Service Tax, if any					
Grand Total value (Rs.)					

(End of PART-I)