



**Institute for Social and Economic Change**

**Dr. V.K.R.V Rao Road, Nagarabhavi, Bengaluru – 560 072.**

## **TENDER DOCUMENT**

### **PART – A**

## **TECHNICAL & COMMERCIAL BID**

### **NAME OF WORK:**

**Design, Fabricating and Installation of Furniture,  
Fixtures and Front Office Desk @ Dr. V.K.R.V. Rao  
Hostel Building**

**Design & Execution Contract for works**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

# **Institute for Social and Economic Change**

**Dr. V.K.R.V Rao Road, Nagarabhavi, Bengaluru – 560 072.**

**NAME OF WORK:**

## **Design, Fabricating and Installation of Furniture, Fixtures and Front Office Desk @ Dr. V.K.R.V. Rao Hostel Building**

**ISSUED TO:**

**ISSUED ON:      March 10, 2023**

**ISSUING OFFICER:    The Registrar, ISEC**

**This document contains:**

**40 pages in PART – A Technical and Commercial Bid and  
7 pages in PART – B, Financial Bid**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**Name of work: Design, Fabricating and Installation of Furniture, Fixtures and Front Office desk @ Dr. V.K.R.V Rao Hostel Building**

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**Note:**

1. Sections I – IV are enclosed in this Technical & Commercial Bid.
2. All the forms (A-F) are to be filled in by the tenderer.
3. Section – V is enclosed in separate Financial Bid Cover.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**SECTION – I**

**NOTICE INVITING TENDER (NIT)**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

## Institute for Social and Economic Change

Dr. V K R V Rao Road, Bangalore – 560 072.

**NIT No.:**

**Dated**

1. Separate sealed item rate two part tenders are invited on behalf of the Director, ISEC and will be received in the Office of the Registrar from Designers and Fabricators who have executed works of similar nature and magnitude, for the following work.

<b>Sl. No.</b>	<b>Description</b>	<b>Approx. Cost</b>	<b>Earnest Money Deposit</b>	<b>Cost of tender document</b>	<b>Period of completion</b>
1.	Design, Fabricating and Installation of Furniture, Fixtures and Front Office desk @ Dr. V.K.R.V Rao Hostel Building	Rs.36.50 Lakhs	Rs36,500/-	Rs.100/-	One month

2. The entire work is to be completed within one (1) **month**, in accordance with the time schedule indicated in the tender, from the 15<sup>th</sup> day of issue of letter communicating release of order. The period includes monsoon period also.
3. The Designer should provide suitable Design proposal with 3d views & material specification which would merge with the overall ambience of the Hostel Building in respect to Design & usage of materials. Designer should visit site and study in detail the existing materials around & take necessary measurements before providing documents.
4. Tender documents (Non Transferable), consisting of complete specifications, schedule of quantities for various items of work to be done and the set of conditions of contract to be complied with by the tenderer, whose tender may be accepted can be obtained from the office of the Registrar on any working day between 10:00 Hours to 16:00 Hours on payment of amount mentioned in paragraph 1 (non-refundable) from **March 13, 2023**.
5. **Designer should have pursued full time Interior courses from the recognized Institution and firm should have experienced of having successfully completed similar wooden works during the last five years ending last day of the month previous to the one in which applications are invited i.e., the list of similar works completed with value of each work, the addresses of the clients for whom the works were executed should be furnished along with the application seeking the tender document. The Designer firm should have established office & fabrication unit in Bangalore .**

**Similar nature of works: Design, Fabrication, Supply and Installation of furniture and fixtures for Guest House including front office desk, Storage unit, Kitchen unit etc.**

6. The tenderers shall be required to submit the bids in two envelopes in sealed cloth lined covers as below: -

**Envelope a – Technical & Commercial bid with EMD**  
**Envelope b -- Financial bid**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

- a. Envelope should be super scribed with “Technical and Commercial bid” and contain the EMD in the prescribed form, any deviation with respect to SOQ/ Instituteal conditions, Proposal for the subject job with necessary detail drawings, views and detail specification in respect to usage of materials, list of similar works done and their details etc.
- b. Envelope should contain only the financial bid.

All the two envelopes shall be put in another sealed cloth lined cover super scribed with the Name of work, NIT number and Name of the Tenderer. The envelope - a will be opened first, in the presence of intending tenderers, on the due date and time for receipt and opening. (It may be noted that only those covers (Envelope–a) containing EMD in the prescribed form shall be taken for further consideration and all others, without EMD shall be rejected). **Proper evaluation of the technical offers opened will be done by ISEC committee.** After the above Technical evaluation, the time and date of opening of financial bid will be informed to the qualified tenderers and the financial bids will be opened accordingly in the presence of the intending tenderers.

If any tenderer withdraws his tender after the price bid is opened, within the validity - period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Institute, then ISEC shall without prejudice to any / or other rights or remedy be at liberty to forfeit 50% (Fifty Percent) of the earnest money absolutely.

**Application for tender document not accompanied by the following is liable for rejection of issue of tender document: -**

- (i) Proof of experience in execution of similar nature and magnitude of work as indicated at Para (5) above.
- (ii) Valid PAN No. of the Company/firm.
- (iii) Letter of authority in case the application is through authorized person.
- (iv) Cost of tender document.
- (v) Five-year Income tax filed documents.
- (vi) Design proposed with 3D view and material specifications.

Note: Application for tender document should be submitted at least one working day before the last date for sale of tender. Late application for the tender document is liable for rejection.

- 7. **Pre bid meeting for tender clarifications, if any: -**  
For any information/ technical details / clarifications that may be required by tenderers, they can address The Registrar in writing so as to reach him on **March 15, 2023**. ISEC **shall** not be responsible or liable to reply clarifications requested, if any thereafter.
- 8. As said above tender which should always be placed in sealed covers super scribed with the name of work (as given in paragraph 1) will be received by ISEC up to 17:00 Hrs on **March 24, 2023** and will be opened in the Committee Room of the Institute, on **March 27, 2023** at 15:30 Hours onwards in the presence of the tenderers or their representatives who would be present.
- 9. Tenders are to be on the printed form of ISEC which can be obtained on payment of the cost of documents as mentioned above by cash, crossed Demand Draft or Bankers cheque, drawn in favor of ISEC **payable** at Bangalore. The Designers shall quote rates in figure as well as in words and amounts tendered by them. The amount for each item shall be worked out and requisite totals given. All corrections shall be attested by the dated initials of the tenderer. The Designers not tendering for this work after the purchase of the tender documents must return the tender documents within 15 days of the due date of receipt of the tender. However, the cost of the tender documents will not be refunded.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

10. Tenders not accompanied by the above documents are liable to be summarily rejected.
11. Tenderers shall furnish the Earnest Money Deposit which may be in the form of Crossed Demand Draft/Fixed deposit receipts of a Scheduled Bank guaranteed by the Reserve Bank of India.
12. EMD shall be returned after receipt of Bank Guarantee for Performance Guarantee.
13. The Designers whose tenders are accepted will be required to furnish Security Deposit of 2.5% tendered value and Performance Guarantee of 5% of tendered value for the due fulfillment of the contracts
14. The acceptance of the tender will rest with the Director, ISEC who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for the acceptance or rejection of any tender.
15. Canvassing in connection with tender will result in disqualification.
16. Any tender that does not fulfill any of the prescribed conditions will be liable to be rejected.
17. ISEC reserves the right to alter the scope/or reduce quantum of work before issue of work order and the Tenderer shall not have any claim what so ever on this account.
18. Rates quoted by the Designers in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if any discrepancy is found, the rate, which corresponds with the amount worked out by the Designers, shall be taken as correct.
19. If the amount of an item is not worked out by the Designers or it does not correspond with the rate written either in figures or words, then the rate quoted by the Designers in words shall be taken as correct.
20. Where the rates quoted by the Designers in figures and in words tally but the amount is not worked out correctly the rate quoted by the Designers will be taken as correct and not the amount.
21. Where the rates are not quoted by the Designers in words and amount is not worked out or not worked out correctly, the rate quoted by the Designers in figures will be taken as correct.
22. **IN EVENT NO RATE HAS BEEN QUOTED FOR ANY OF THE ITEM(S) LEAVING SPACE BOTH IN FIGURE(S), WORD(S), AND AMOUNT BLANK, IT WILL BE PRESUMED THAT THE DESIGNERS HAS INCLUDED THE COST OF THIS /THESE ITEM(S) IN OTHER ITEMS AND RATE FOR SUCH ITEM(S) WILL BE CONSIDERED AS ZERO AND WORK WILL BE REQUIRED TO BE EXECUTED ACCORDINGLY.**
23. Deployment of adequate number of men machineries to ensure completion of the work within the stipulated time schedule should be ensured by the tenderer.
24. ISEC reserves the right to reject any application for issue of tender document without assigning any reason.

**Registrar  
ISEC, Bangalore**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**SECTION – II**

**FORM OF AGREEMENT & GENERAL RULES AND DIRECTIONS**  
**FOR GUIDANCE OF THE DESIGNERS**

Signature of the Tenderer:

**ISEC**

Date:

Seal:



## Institute for Social and Economic Change

Dr. V K R V Rao Road, Bangalore – 560 072.

### Form of Agreement.

#### Item Rate Tender for Works

I/We hereby tender for the execution for the Director, ISEC for the work specified in the under Written Memorandum within the time/s specified in such Memorandum at the rates specified in the attached schedule of quantities and in all respects with these specifications, design, drawings and instructions in writing referred to the General conditions of Contract and with such materials as provided for by and all other respects in accordance with, such conditions so far as applicable.

#### Memorandum

- |    |   |                |
|----|---|----------------|
| a) | General description (if several sub-work are included they should be detailed in a separate list)                             |                |
| b) | Estimated Cost  | Rs.36.50 lakhs |
| c) | Earnest Money   | Rs.36,500/-    |
| d) | Security Deposit @ 2.5% of tendered value   | Rs.91,250/-    |
| e) | Performance guarantees @ 5% of tendered value   | Rs.1,82,500/-  |
| f) | Time allowed for the work is One (01) Month from the 15 <sup>th</sup> day of issue of the written order to commence the work. |                |

**Note:** Tendered Value/amount means the value of the entire work as stipulated in the letter of award

Should this tender be accepted in whole or in part I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions annexed here to and all the terms and provisions contained in NIT. In the pamphlets named "General directions and conditions of contract", "Additional Conditions", "Special Conditions" which has been read by me/us and explained to me/ us so far as applicable or in default thereof to forfeit and pay to the Director, ISEC or the successors in Office the sums of money mentioned in the said conditions.

A sum of **Rs.36,500/- (Rupees Thirty Six Thousand Five Hundred only)** is hereby forwarded by crossed D.D., Fixed deposit receipt of a Scheduled Bank guaranteed by the Reserve Bank of India as earnest Money, If I/We fail to commence the work specified in the above Memorandum, I/We agree that the said Director, ISEC or his successors in office shall, without prejudice to any other right or remedy be at liberty to forfeit the said EMD and the performance guarantee absolutely.

I/We agree to execute all the works referred to in the tender documents upon the terms and conditions contained or referred therein and to carry out such deviation as may be ordered subject to the condition of clause 12 herein after referred to as the deviation limit at the rates quoted in the tendered documents and those in excess of that limit at the rates to be determined in accordance with the provision contained in clause 12 of the tender form.

I/We agree that should I/We fail to commence the work specified in the above Memorandum an amount equal to amount of the Earnest Money mentioned in the form of invitation of tender shall be absolutely forfeited to the Director, ISEC and same may at the option of ISEC be recovered out of the deposit in so far as the same may extend in terms of the said bond and in the event of the deficiency out of any other money due to me/us or otherwise.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

Dated the ..... Day of.....2023

Signature of the Designers

Witness

Address

Occupation

The above tender for a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) is hereby accepted by me on behalf of the Registrar, ISEC.

Dated the ..... day of .....2023

Signature of Witness

Signature of the Officer by whom accepted

Witness

Address

Occupation

Signature of the Tenderer:

**ISEC**

Date:

Seal:

## **Institute for Social and Economic Change**

Dr. V K R V Rao Road, Bangalore – 560 072.

### **GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF DESIGNERSS**

1. All works proposed for execution by contract will be notified in a form of invitation to tender signed by the Registrar, ISEC or by appropriate competent authority declared by ISEC.

This form will state the work to be carried out as well as the date for submitting and opening of tenders and the time allowed for carrying out the work, also the amount of Earnest Money to be deposited with the tender and the amount of Security Deposit to be deposited by the successful tenderer and the percentage if any, to be deducted from the bills (Performance Guarantee).

2. In the event the tender being submitted by a firm, it must be signed separately by each member thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, such power of attorney be produced that the firm is duly registered under the Indian Partnership Act.
3. Receipts for payments made on account of a work when executed by a firm must also be signed by the several partners, except where the Designers are described in the tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the usual printed form, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable for rejection.
5. The rate(s) and / or amount (s) must be quoted in decimal coinage.
6. The Registrar, ISEC or his duly authorized assistant will open the tender in the presence of any intending Designers who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the Earnest Money forwarded therewith shall there upon be given to the Designers who shall there
7. Upon for the purpose of identification, sign copies of the specifications and other document mentioned in Rule. 1. In the event of the tender being rejected, the Earnest Money forwarded with such unaccepted tender shall there upon be returned to the Designers remitting the same.
8. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
9. The receipt of an accountant/clerk for any money paid by the Designers will not be considered as an acknowledgment of payment to the Registrar, ISEC and the Designers shall be responsible for seeing that he procures a receipt signed by the Accounts Officer or his duly authorized assistant.
10. The Memorandum of work tendered for and the schedule of materials to be supplied by the ISEC and their issue rates, shall be filled in and completed in the Office of the Registrar, ISEC before the tender is issued. If a form is issued to an intending tenderer without having been so filled in and completed, he shall request the office to have the same done before he completes and delivers his tender.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

11. The tenderers shall sign a declaration under the Official Secret Act for maintaining secrecy of the tender documents, drawings or any other records connected with the work given to them. The unsuccessful tenderers shall return all the tender documents, drawings, etc., given to them.
12. Use of correction fluid shall not be done in the tender document. Tenders with use of correction fluid are liable to be rejected.
13. The Designers shall submit their "Quality Assurance Plan" along with their tender in the commercial terms bid cover. This shall indicate all the relevant and applicable codes, specifications and Standards as well as acceptable criteria for each of the relevant items of the work, material used and process employed. It is the responsibility of the Designers to implement the quality control plan scrupulously.

### **DECLARATION**

I/We hereby declare that I/We shall treat the tender documents, drawings and other records connected with as secret/ confidential documents and shall not communicate the same or use the information in any manner prejudicial to the safety of the country.

**Signature of Designers**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**SECTION – III**  
**BRIEF TO THE TENDERER**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

## Section –III

### Name of Work:

**Institute for Social and Economic Change**  
**NIT No.: ISEC** **dated**

### BRIEF TO THE TENDERER

#### 1. PREAMBLE

- 1.1 Institute for Social and Economic Change, Bangalore now intends to undertake the **Design, Fabricating and Installation of Furniture, Fixtures and Front Office desk @ Dr. V K R V Rao Hostel Building.**
- 1.2 This tender is for selection of suitable agency for **Design, Fabricating and Installation of Furniture, Fixtures and Front Office desk @ Dr. V K R V Rao Hostel Building** with storage unit, Kitchen unit and furniture and fixtures for hostel building.

#### 2. INTENT

- 2.1 **The intent of this tender is to provide appropriately Design for the front office with suitable furniture, light fitting, furniture and fixtures for Guest room. The end result should provide functionally suitable, sleek and elegant, with high standards of design, finishes and quality of materials used. The overall workmanship by the tenderer and the finished product should complement the architectural feel and enhance the ambience of the internal spaces.**

#### 3. DESIGN OF MODULAR FRONT OFFICE DESK, FURNITURE AND FIXTURES FOR HOSTEL BUILDING

- 3.1 The carpentry work for the furniture fabrication shall not be allowed at site. The tenderer shall fabricate all items in their factory and transport the final product to site.
- 3.2 Any variation in the material thickness and deviations in specifications, functionalities must be clearly brought out with the tender submission.
- 3.3 All test reports to be submitted by the Designers. ISEC reserves the right to have the quality of the materials tested by an independent test lab.

#### 4. STANDARDS AND CERTIFICATION

- 4.1 The materials used shall conform to IS standards.
- 4.2 **Patents & Awards**, if any, attested on the technological lead, shall also be furnished in the Technical and commercial part.

#### 5. SCOPE OF WORK

- 5.1 The tenderer shall inspect the site to understand the site conditions and constraints including the limits of the services available on site (junction boxes, free cable ends, etc.).
- 5.2 The successful tenderer shall study the site and take necessary measurements prevailing at site prior to taking action on fabricating the units.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

- 5.3 The tenderer shall fabricate, supply and install the furniture and fixtures as per requirement specified in the Schedule of Quantities.
- 5.4 The scope of work includes all raw materials, tools, manpower required to fabricate, supply of all furniture items and installation as described in the SOQ.
- 5.5 Tenderers may be called for technical clarifications vide this tender submission. They should be able to attend such meetings in short notices.
- 5.6 ISEC may inspect similar works undertaken by them in Bangalore/India if required. Tenderers shall arrange to take permissions from such works, for the inspection.
- 5.7 Successful tenderer shall submit the following before execution:
- (i) Shop Drawings: The modular furniture manufacturer shall furnish shop drawings, including three dimension drawings, showing enclosures, cabinets, hardware, etc., complete with numbers and names of all items and details including construction kinds and gauges of materials for cupboard, cabinets, benches and all other items necessary to complete the work. In addition, it is the responsibility of the furniture manufacturer to flag any deviations in dimension, material detail, etc.
  - (ii) Samples of materials: The successful tenderer shall furnish samples of all materials and hardware, including colour and finishes of these materials from which the casework and other items will be constructed, for approval before fabrication of casework starts. Furnishing samples is a part of the work and are not paid separately.
  - (iii) They shall also co-operate and co-ordinate with other agencies undertaking the works of providing electrical, data, voice and other services in the same site.
  - (iv) The successful tenderer shall ensure that the finishes already executed by other agencies shall be untouched. Covering the flooring already laid shall be included in their scope in order to prevent damage to the flooring. Similarly, care to be taken not to damage any other finishes and fittings already executed in the ISEC Laboratory Building. Any damage on the finishes shall be made good by them at their own cost.
  - (v) Keeping the site in a clean and tidy condition always and clearing all debris from the site, then and there, is included in the scope of work, and has to be strictly followed.

**6. FOR TECHNICALLY QUALIFYING:**

- 6.1 Tenderer should have executed similar works of Design, fabrication, supply and installation of furniture related to offices and allied products required for work, as per details brought out in Para 4 of NIT (Page No.05).
- 6.2 The Tenderer must be a Manufacturer or its Authorized Agent. Sub – authorization is not accepted.
- 6.3 The tenderer should have established office , fabrication units and technical team at Bangalore.
- 6.4 Tenderer should have their own factory with latest machinery required for fabrication of the furniture items listed in the Schedule of quantities, like CNC router, Edge banding, Profile cutting, Variable notching, Hydraulic bending, Sheet rolling, Magnetic bending, Pipe grinding, Pipe notching, Aluminum cutting, Hydraulic shearing, Beam saw, Membrane press, Edge trimmer, Turret punch press, Multi boring, Dowling machine, etc that are required for the tendered works. In case the tenderers associating with any other furniture manufacturer & are making use of their factory, such details are to be brought out by the tenderer.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

- 6.5 The Tenderer shall furnish a brief write – up, packed with adequate data explaining and establishing his available capacity / capability (both technical and financial) to perform the Contract (if awarded) within the stipulated time period, after meeting all its current / present commitments.
- 6.6 The Tenderer shall also fill and submit all **Forms** – stipulated in the tender from A-F.
- 6.7 Works executed by the tenderers shall be inspected by the committee duly constituted to evaluate the tender, to assess the quality of works and finishes achieved.
- 6.8 Notwithstanding anything stated above, ISEC reserves the right to assess the capability and capacity of the tenderer to perform the contract, satisfactorily before deciding on award of Contract, should circumstances warrant such an assessment in the overall interest of the Institute.

**7. Financial Capability:**

- (i) The applicant should not have incurred any loss in more than two years during the last five (5) years ending 31<sup>st</sup> March 2023, duly certified by the Chartered Accountant.
- (ii) The applicant should not be under liquidation, court receivership or similar proceedings.
- (iii) The applicant should furnish their annual financial statement for the last five (5) years in the format prescribed in this document.

**8. EVALUATION OF THE TENDER:**

**8.1 TECHNICAL & COMMERCIAL BID:**

Upon receipt of the document and opening of the cover containing technical and commercial bid, the Evaluation Committee, duly constituted by the Director, will analyze all technical bids received and evaluate as per guidelines given in Section – I

**8.2 FINANCIAL BID:.**

Financial proposals of only those firms who are technically qualified shall be opened in the presence of the qualified tenderers' representatives, who choose to attend, on the date and time, which shall be communicated to the qualified applicants.

**9. TERMS & CONDITIONS TO THE TENDERER:**

- 9.1 The work to be done (as per schedule of quantities) consists of all raw materials, tools, implements, equipment's, labour force and services etc., required to execute the work specified in the tender, in accordance with the tenderer's design and details and final approved shop drawings etc., which include everything requisite and necessary to complete the entire work. Notwithstanding the fact that every item necessarily involved may not be specially mentioned, all work when finished will be delivered in a complete and undamaged state.
- 9.2 Conditions of contract and the drawings shall be read in conjunction with the specifications and matters referred to in the schedule of quantities, shown or described in one and not necessarily in the other. Any ambiguity in the Technical Specifications, Schedule of Quantities and the Drawings shall be referred to the Officer Incharge for clarifications.
- 9.3 The prices quoted shall include packing, loading, transportation, unloading charges and any other unforeseen expenditure which may be incurred by the Tenderers to fabricate and supply the items of furniture to the site including all leads and lifts. Total value of the work described in the Schedule of quantities shall be inclusive of all cost and expenses which may be required in and for the execution of the work described together with all general rules, liabilities and obligations

Signature of the Tenderer:

**ISEC**

Date:

Seal:



set forth or implied in these documents. ISEC shall not supply any material towards this work, unless otherwise specified.

- 9.4 The total value of work will be inclusive of all duties, taxes and levies including GST etc., as may be applicable and each such component should be indicated separately in the SOQ. This is required for availing any exemption permissible by this Institute, for which required documents will be furnished to the successful tender.
- 9.7 The rates shall hold good for variation upto +/- 100 mm of the sizes specified in the drawings and schedule of quantities, vide this tender and all items shall be supplied based on prevailing measurements at site.
- 9.9 The Selected Designers shall be responsible for storing, handling, transporting and custody (including safety) of all materials covered in this Contract including loading and unloading of materials as required. They shall make their own arrangements for completing the work and cleaning the premises as per the instructions of the Registrar. They should keep the premises of the work place always clean and tidy.
- 9.10 Similarly, any damage to any other person/persons at the Centre or premises or building is attributable to the selected Designers and such damages shall be made good by them. Till the work is completed in all respects and handed over to ISEC, it is the responsibility of the Tenderer to protect his materials from theft, damages due to fire or any such causes. Any dust, rejected or damaged materials, debris etc, generated out of the work should be cleaned and If the cleaning is not done same day, it will be got done by ISEC and the cost recovered from the bills of the Tenderers.
- 9.11 Selected Designers shall note that the furniture items will be fabricated in their workshop. All installation works shall be undertaken by experienced technicians under the able guidance of a qualified site engineer nominated by the Designers.
- 9.12 During installation of the Modular components of furniture at site, the selected Designers shall follow all security rules as may be existing at ISEC Campus, with respect to material movement, entry of personnel etc.
- 9.13 At ISEC work shall be restricted between 09:00 hours and 17.30 hours generally on week days, i.e., from Monday to Friday. However, this may be relaxed with prior written intimation requesting for extra working hours, both on week days and holidays, to facilitate early completion.
- 9.14 All finished products shall be well packed and delivered to ISEC, Bangalore. The Designers shall make good any damage to the finished product during transportation to ISEC or installation at site.

## **10. COMPLETION PERIOD –**

- 10.1 All works are to be completed in a period of One month from the 15<sup>th</sup> day of issue of communication of the award of work (Total 1.5 Months), as prioritized by ISEC.**

## **11. PROGRAM CHART –**

- 11.1 The tenderer shall submit the program chart indicating dates for commencement and completion of all stages of work involved within the stipulated delivery period, including material procurement, fabrication, PU Polish and finishing all items in their factory, supply to site and installation. This program chart shall be submitted along with their Technical and Commercial Bid.**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**FORM OF PERFORMANCE GUARANTEE  
BANK GUARANTEE BOND**

1. In consideration of the Director, ISEC (hereinafter called "ISEC") having offered to accept the terms and conditions of the proposed agreement between..... and ..... (hereinafter called the said Designers(s)”) for the work.....(hereinafter called ‘ the said agreement) having agreed for produce of a irrevocable Bank Guarantee for Rs. ....(Rupees .....Only) as a performance guarantee from the Designers(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement. We.....(indicate the name of the Bank) .....(here in after referred to as the Bank”) at the request of .....Designers(s) do hereby undertake to pay to the ISEC an amount not exceeding Rs.....(RUPEES.....ONLY) on demand by ISEC.

2. We, ..... (indicate the name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from ISEC stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Designers(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....Only).

3. We, ..... (indicate the name of the Bank) the said bank further undertake to pay ISEC any money so demanded notwithstanding any dispute or disputes raised by the Designers(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Designers(s) shall have no claim against us for making such payment.

4. We, ..... (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of ISEC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till In-Charge on behalf of ISEC certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Designers(s) and accordingly discharges this guarantee.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

5. We,..... (indicate the name of the Bank) further agree with ISEC that the ISEC shall have fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Designers(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the ISEC against the said Designers(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Designers(s) or for any forbearance, act of omission on the part of the ISEC or any indulgence by the ISEC to the said Designers(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Designers(s).

7. We..... (Indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of ISEC in writing.

8. This guarantee shall be valid up to ..... Unless extended on demand by ISEC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees..... only) and unless a claim in writing is lodged with us within six months from the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ..... Day of ..... for..... (Indicate the name of the Bank)

**Note:**

Before a Bank Guarantee is accepted, an affidavit duly sworn in before a first class magistrate, may also be taken from the Designers that he would keep the validity of the Bank Guarantee intact by getting it suitably extended from time to time, at his own initiative, up to a period of twelve months for any other maintenance period prescribed in the agreement after the recorded date of completion of the work as directed by the In-Charge and indemnifies ISEC against any losses arising out of non-encashment of Bank Guarantee. Such an undertaking may be taken on a non-judicial stamp paper, as required, in the enclosed proforma.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**45. FORM OF BANK GUARANTEE TO SECURE A LUMP SUM ADVANCE**

TO

THE DIRECTOR, ISEC, , BANGALORE.

In consideration of the Director, ISEC , , Bangalore (hereinafter called "ISEC " which expression shall unless repugnant to the subject or context include his successor and assigns) having agreed under the terms and conditions of Contract No. .... Dated made between \* ..... and the ISEC in connection with (hereinafter called "the said Contract") to make at the request of the Designers a Lump sum advance of Rs.....(Rupees.....) for utilizing it for the purpose of the Contract on his furnishing a guarantee acceptable to ISEC , we the \* \* ..... Bank Ltd. (hereinafter referred to as "the said Bank") a company under the Companies Act, 1956 and having our registered office at ..... Do hereby guarantee the due recovery by ISEC of the said advance with interest thereon as provided according to the terms and conditions of the Contract. We \*\* ..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur; merely on a demand from ISEC stating that the amount claimed is due to ISEC under the said Agreement. Any such demand made on the ..... Shall be conclusive as regards the amount due and payable by the ..... Under this guarantee and the ..... agree that the liability of the ..... to pay ISEC the amount so demanded shall be absolute and unconditional notwithstanding any dispute or disputes raised by the Designers and not withstanding any legal proceeding pending in any Court or Tribunal relating thereto. However, our liability under this Guarantee shall be restricted to any amount not exceeding Rs.....(Rupees.....)Only/-)

2 We \*\* .....bank Ltd. further agree that ISEC shall be the sole judge and as to whether the said Designers has not utilized the said advance or any part thereof for the purpose of the contract and the extent of loss or damage caused to or suffered by ISEC on account of the said advance together with interest now being recovered in full and the decision of ISEC that the said Designers has not utilized the said advance or any part thereof for the purpose of the Contract and as to the amount or amounts of loss or damage caused to or suffered by ISEC shall be final and binding on us.

2. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and till the said advance with interest has been fully recovered and its claims satisfied or discharged and till the Engineer in charge on behalf of ISEC certify that the said

Signature of the Tenderer:

**ISEC**

Date:

Seal:

advance with interest has been fully recovered from the said Designers, and accordingly discharges this Guarantee subject, however: that ISEC shall have no claims under this Guarantee after six months from date of completion of the said Contract, as the case may be, unless a notice of the claim under this Guarantee has been served on the Bank before the expiry of the said period of six months in which case the same shall be enforceable against the Bank notwithstanding the fact that the same is enforced after the expiry of the said period of six months.

3. ISEC shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or the advance or to extend time of performance by the said Designers or to postpone for any time and from time to time any of the powers exercisable by it against the said Designers and either to enforce or forbear from enforcing any of the terms and conditions governing the said Contract or the advance or securities available to ISEC and the said Bank shall not be released from its liability under these presents by any exercise by ISEC of the liberty with reference to the matters aforesaid of by reasons of time being given to the said Designers or any other

forbearance, act or omission of the part of ISEC or any indulgency by ISEC to the said Designers or of any other matter or thing whatsoever under the law relating to sureties would but for this provision have the effects of so releasing the Bank from its such liability.

4. It shall not be necessary for ISEC to proceed against the Designers before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding any security which ISEC may have obtained or obtain from the Designers shall at time when proceedings are taken against the Bank hereunder be outstanding or unrealized.

5. We, the said Bank lastly undertake not to revoke this Guarantee during its currency except with the prior consent of the ISEC in writing and agree that any change in the constitution of the said Designers or the said Bank shall not discharge our liability hereunder.

6. This guarantee shall be valid up to ..... unless extended on demand by ISEC . Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs..... (Rupees.....Only/-) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

Dated this..... Day of .....20.....

For and on behalf of the Bank..... (Name and Designation)

The above Guarantee is accepted by the Director, ISEC .

For and on behalf of ISEC ,  
Bangalore.

..... (Name and Designation)

Note:

\* For proprietary Concerns

Shri..... Son of resident of ..... Carrying on business under the name and style ..... of.....at ..... (hereinafter called the said Designers which expression shall unless the context requires or otherwise include his heirs, executors, administrators and legal representatives).

\* For Partnership Concerns.

(1) Shri of ..... Son of .....Resident of .....

(2) Shri ..... Son of resident of ..... Carrying on business in co-partnership under the name and style ..... of.....at ..... (hereinafter called the said Designers which expression shall unless the context requires or otherwise include each of them and their respective heirs, executors, administrators and legal representatives)

\* For Companies.

S / Shri..... A Company under the Companies Act, 1956 and having its registered office at ..... in the State of .....(hereinafter called the said Designers which expression shall unless the context requires or otherwise include his successors and assign).

\*\* Full in name of the Bank.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**DRAFT BANK GUARANTEE BOND / SECURITY DEPOSIT BANK GUARANTEE**

- 1 In consideration of the Director of ISEC (hereinafter called "The ISEC ) having agreed to exempt.....(hereinafter called "the said Designers(s)") from the demand, under the terms and conditions of an Agreement No.....dated.....made between ..... and .....for the work.....(hereinafter called "the said Agreement") of Security Deposit for the due fulfillment by the said Designers(s) of the terms and conditions contained in the said agreement, on production of a bank guarantee for Rs. .... (RUPEES.....ONLY). We.....(indicate the name of the Bank) .....(here in after referred to as the Bank") at the request of .....Designers(s) do hereby undertake to pay to the ISEC an amount not exceeding Rs.....(RUPEES.....ONLY) on demand by ISEC .
2. We,.....(indicate the name of the Bank) do hereby undertake to pay amounts due and payable under this guarantee without any demure merely on a demand from ISEC stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Designers(s). Any such demand made on the Bank shall be conclusive as regards to amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rs -----only )
9. We undertake to pay to ISEC any money so demanded notwithstanding any dispute or disputes raised by the Designers(s)in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Designers (s) shall have no claim against us for making such payment.

4. We,..... ( indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the ISEC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharges or till In-Charge on behalf of the ISEC certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Designers(s) and accordingly discharges this guarantee.
5. We, ..... (indicate the name of the Bank ) further agree with the ISEC that he ISEC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Designers(s) from time to time or to postpone for any time or form time to time any of the powers exercise ably by the ISEC against the said Designers(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Designers(s) or for any forbearance, act or omission on the part of the ISEC or any indulgence by the ISEC to the said Designers(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Designers(s).

7. We,..... (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the ISEC in writing.

1. "This Guarantee shall be valid upto ..... unless extended on demand by ISEC . Notwithstanding any thing mentioned above, our liability against this Guarantee is restricted to Rs. .... (RUPEES.....ONLY) and unless a claim in writing is lodged with us within six months from the date of expiry or the extended date of expiry of this Guarantee, all our liabilities under this Guarantee shall stand discharged.

Dated the ..... day of .....20..... for .....

(indicate the name of the Bank)

**Note:**

Before a Bank Guarantee is accepted, an affidavit duly sworn in before a first class magistrate, may also be taken from the Designers that he would keep the validity of the Bank Guarantee intact by getting it suitably extended from time to time, at his own initiative, upto a period of twelve months for any other maintenance period prescribed in the agreement after the recorded date of completion of the work as directed by the Architect-In-Charge and indemnifies ISEC against any losses arising out of non-encashment of Bank Guarantee. Such an undertaking may be taken on a non-judicial stamp paper, as required, in the enclosed proforma.

Signature of the Tenderer:

**ISEC**

Date:

Seal:



**AFFIDAVIT**

I/We, have submitted a Bank guarantee for the work..... (Name of work) Agreement No..... dated..... from ..... (name of Bank with full address) to the ...../ in-Charge with a view to seek exemption for payment of Security Deposit / Performance Guarantee in cash. The Bank guarantee expires on ..... I/We undertake to keep the validity of the Bank guarantee intact by getting it extended from time to time at my / our own initiative upto a period of ..... Months after the recorded date of completion of the work as directed by the In-Charge.

I/We also indemnify the ISEC against any losses arising out of non-encashment of the Bank guarantee, if any.

Note: This affidavit is to be given by the executant before a first class Magistrate.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**SECTION – IV**  
**TECHNICAL SPECIFICATIONS**

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**Name of work: Design, Fabricating and Installation of Furniture, Fixtures and Front Office desk @ Dr. V K R V Rao Hostel Building**

**NIT No.: ISEC/**

**dated**

**TECHNICAL SPECIFICATIONS**

1. These specifications are intended for general description of quality and workmanship of materials and finished work. They are not intended to cover minute details. The work shall be executed in accordance with best modern practices, using best raw materials, tools, machinery and workmanship.
2. Any ambiguity or discrepancy between specifications and the description in the schedule of quantities and drawings may be referred to the Registrar after signing of the contract and the Registrar shall give a ruling which shall prevail. However, no claim for additional cost due to above will be entertained. The decision of the Registrar shall be final on any issue arising out of such discrepancies, and binding on the Designers.
3. The Plans and Specifications are intended to include everything obviously required for necessary completion of the work. Notwithstanding the sub-division of the specification into various headings, every part of it is to be deemed supplementary to every other part and is to be read with it, so far as it may be practicable so to do, or when the context so admits.
4. Prior to the execution of the work, the Designers shall submit all drawings, co-relate the same with the specifications and relevant schedule of quantities.
5. **Progress and completion:**

The time allowed for carrying out the work as entered in this tender shall be strictly observed by the Designers and shall be deemed to be the essence of the contract on the part of the Designers and shall be reckoned from the 15<sup>th</sup> day of issue of work order / letter of intent. It is the responsibility of the Designers to mobilize suitable manpower and raw materials and make actual progress in work so as to adhere to the time allowed for completion of the entire work. Monsoon or inclement weather will not be considered reason for extension of time.

According to this time schedule, the Designers shall submit the detailed time chart for completion of the entire work for the approval of the officer Incharge and such approved programmer shall be strictly adhered to by the Designers.

6. The raw materials and manufacturing process proposed to be used by the Designers for fabricating the items in the Schedule of Quantities shall conform to relevant IS Codes, wherever applicable. For specifications of various applications, the MANUFACTURER'S MANUAL shall be followed.
7. The Designers shall be responsible for protecting all items of work done by him. The Designers shall replace at his own expense any damaged work caused through lack of adequate protection or care in installation or handling.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

8. The adhesives used for all wood work and MDF shall be FEVICOL or approved equivalent of appropriate grade. Manufacturer's recommendations shall be followed for adhesive other than above required for any specified/specialized work.

**9. Timber:**

The moisture content of the timber during manufacture, delivery to site, storage, site working, assembly, installation shall be 10 to 12 percent.

Timber shall be suitable for the purpose for which it is intended. It shall be seasoned or kiln dried, absolutely free from worm holes, large loose or dead Knots or other defects which would affect strength or usability and shall be flat, straight non-splitting and dressed on all sides. It shall be matched for colours and graining.

Rubber wood/steam beech wood or hard wood, as specified in the drawings and SOQ.  
1st quality Light Grained of reasonably straight grains, light vein free of Knots and sap.

Finger jointed rubber wood lumber board shall be of best quality – 'AA' grade.

**Fixing: -**

The carpentry timber shall be fixed with nails, spikes, bolts screws, hangers, stirrups, anchors, ties or any other accessories which are suitable to develop the full strength of the member to which they are attached, as directed.

Carpentry timber where fixed to solid masonry or concrete shall be secured with expansion bolts or other positive methods of mechanical fastening. MS hold fast grouted in CC block shall be used to hold the door frames.

**10. Metal components & Powder Coating Finish**

11.1 All metal components shall be treated and free of scale, without rugged edges, scratches or other injurious effects. Wherever welding is required it shall be done without visible seams, spot-welded seams are not acceptable. All welded parts are ground and filed to a smooth finish so that after welding & powder coating the frame work shall have flawless appearance and without dents. Sharp profile or plate edges, bore hole edges and exterior corners are not acceptable. All open ends of pipes are covered with end caps. It must be possible to level each element individually. Open threaded rods with ball heads and plastic base plates are not acceptable. The frames shall include bore holes for worktop mounting, supporting elements etc., The frames shall have height adjustable feet with levelers for regulating heights easily up to 30 mm with necessary adjustments for steady positioning. The frames shall be held by these feet and raised from the floor by 30 mm for easy cleaning of the floor, and individually adjustable.

11.2 The metal components shall be powder coated after pretreatment including de greasing, de rusting, phosphating, passivation, and rinsing between every stage of pretreatment. The material is then pre heated 150-170 deg C and cleaned with fine cloth. Required color of powder coating is loaded in to a gun and sprayed uniformly on the whole surface, to achieve 60 microns' adhesion to the metal components. The powder coated material is finally heated in a chamber to a temperature of 200 deg C for about 10 min and cooled for another 10-15 minutes.

**11. Toughed Glass infill for vertical glazing on the sides.**

12.1 The Designers shall furnish all materials, labour, tools, appliances, equipment and incidentals required to complete the installation of all glass and related items. All glass shall be first class in every respect, reasonably free from blisters, stains, scratches and bubbles so as not to disturb the visibility through the glass. The Designers shall cut glass sizes by field measurements or dimensionally approved shop drawings. The responsibility for correct glass sizes shall rest with the Designers. No cracked, chipped or disfigured glass shall be accepted.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

Glass for all glazing work shall be toughening / laminated glass, where proposed shall be carried out to the best standards available.

12.2 Before installation the Designers shall ensure that all glazing rebates are square, plumb and true in plane, clear, dry and dust free, all frame adjustments are made prior to glazing, all glass edges, are clear cut to exact sizes, allowing expansion tolerance as recommended by the glass manufacturer, glass shall not be forced into place. Upon completion of the work all surfaces shall be thoroughly cleaned, paint/excess sealant or other marks removed. Any cracked, scratched, chipped or other defective glass shall be removed and replaced without extra cost to ISEC.

**12. MDF (Medium Density Fibre Boards)**

For interior works MDF of approved make/manufacturer shall be of only EXTERIOR GRADE as per IS: 12406-1988. It is to be contained that MDF shall be invariably used in place of Ply/Boards.

So specified in the specifications of either same thickness or of higher thickness. Wherever feasible the minimum thickness of MDF to be used shall be 6 mm. Wood screw shall be used for MDF and only fully threaded parallel shank screw shall be used after drilling pilot holes.

**13. Wood Work – Joinery**

Joinery shall be carried out strictly in accordance with drawings, where joints are not specifically indicated recognized forms of joints shall be used. Joinery shall conform to IS standards. Panels shall be rendered flame retardant and to conform to local fire regulations. The Designers shall submit samples of all materials including samples of veneer for approval. All materials pre-fabricated, delivered and assembled shall in accordance with the approved sample.

These shall conform to drawings in all details. No unsightly nail marks and screw heads shall be permitted. Grains shall be matched to give a uniform and pleasing appearance. Partitions shall be checked for rigidity of fixing, alignment and plumb and shall be as per relevant item. All peripheral & loose ends of boards shall be Covered with 2 mm thick matching PVC edge band.

The Designers shall be responsible for protecting all items of wood work done by him. The Designers shall replace at his own expense any damaged work caused through lack of adequate protection or care in installation or handling.

**Adhesives: -**

The adhesives used for all wood work and MDF shall be FEVICOL or approved equivalent of appropriate grade. Manufacturer's recommendations shall be followed for adhesive other than above required for any specified/specialized work.

**14. Design of Wall Paneling with 6mm th toughened glass and rubber wood slots:**

Specified timber shall be used, and it shall be sawn in the direction of the grains. Sawing shall be truly straight and square. The timber shall be planned smooth and accurate to the full dimensions, rebates, rounding's and moldings as shown in the drawings made, before assembly. Patching or plugging of any kind shall not be permitted except as provided.

**15. Design of Rubber Wooden Low & Raised Desk:**

The outer surface to be 25mm th A++ treated Rubber wood without any dark patches or knots with uniform grains. The front modesty surface to be provided with 18mm th mdf with treated Rubber wooded slots of 100-150mm wide of 25mm th. The slots should have uniform vertical grains without any dark patches or knots. The Edges of slots to be smooth with CNC cut and gap of 10-15mm b/w each slots. None of the hardware to be exposed while fixing the slots and to be plumb. All the carpenter fabrication to be tough and groove joints. The entire surface to be polished with 3 coats of Matt Polyurethane coating. The Inner side of the MDF

Signature of the Tenderer:

**ISEC**

Date:

Seal:

to be provided with two coats of Sealer coats polish with uniform surface. Provision to be made for mounting sleek MS boxing with three track for routing service cables like power/ups/Lan/voice lines on the inner surface of the modesty panel below the table top. The table top to be provided with 25mm thick Machine cut colored granite tops with beveled edge at the front surface and straight cut edges on the remaining sides. The table top to be provided with square ms wire manager. The vertical routing of the service cables to be covered with MS The desk to provide with Ms leveler in line with the thickness of the wood.

**16. Pedestal Units for the Centre desk of size 450mm long, 450mm Deep and 700mm height.**

These are made of 20 mm thick A++ treated rubber wood with 3coats of Matt polyurethane coating entire surfaces, and are fitted with slides and channels for smooth drawer movement. These shall be provided with central locking arrangement, sleek and elegant concealed SS handles and mounted on lockable castors.

**Size: 450mm long, 450mm Deep and 700mm height.**

**17. Storage Units below the Counter for desk on two sides and at two corners:**

17.1 The storage units are fabricated using - carcass is made of 20 mm thick A++ treated Rubber wood, and height adjustable intermediate shelves & shutters using 18mm th rubber wood placed on SS pins / suitable supporters. Complete with locking arrangement, sleek and elegant stainless steel concealed handles for shutters and heavy duty lockable castors. The shutter for two corner units to be provided on the sides and corner surface to be made dummy and provided with Granite top similar to the desk.

**18. Protect and Clean**

Designers shall protect not only his own work at all times, but shall also protect all adjacent work and materials by suitable covering during progress of his work. Upon completion of his work, he shall remove all paint and varnish spots from floors, glass and other, surfaces. Any defaced surfaces shall be cleaned and the original finish restored. He shall remove from the premises all rubbish and accumulated material and shall leave the work in clean, orderly and acceptable conditions.

**19. Final Finishing of Wooden surfaces:**

**Wood:** Sand paper to smooth even surface and then dust off and wipe clean. Touch up all knots and pit pockets with shellac on interior wood and shall be covered with a preparation of red lead and glass laid on while hot on exterior work. After priming coat has been applied thoroughly fill all nail holes, irregularities and cracks, use with wood filler for stained or natural finish.

**20. Polishing Surfaces:**

**a. Preparation of surface:** The surface shall be cleaned. All unevenness shall be rubber down smooth with sand paper and well dusted. Knots if visible shall be covered with a preparation of red lead and glue size laid on while hot. Holes and indentations on the surface shall be stopped with glazier's putty. The surface shall then be given a coat of wood filler made by mixing whiting (ground chalk) in methylated spirit at the rate of 1.5kg of whiting per litre of spirit. The surface shall again be rubbed down perfectly smooth with glass paper and wiped clean.

**b. Application:** The number of coats of polish to be applied to achieve the desired shade/finish.

Signature of the Tenderer:

**ISEC**

Date:

Seal:

A pad of woolen cloth covered by a fine cloth shall be used to apply the polish. The pad shall be moistened with the polish and rubbed hard on the wood, in a series of overlapping circles applying the mixture sparingly but uniformly over the entire area to give an even level surface. A trace of linseed oil on the face of the pad facilitates this operation. The surface shall be allowed to dry and the remaining coats applied in the same way. To finish off, the pad shall be covered with a fresh piece of clean fine cotton cloth slightly dampened with methylated spirit and rubbed lightly and quickly with circular motions. The finished surface shall have a uniform texture and high gloss.

**24. List of Approved makes.**

- a. The following is the list of approved makes of materials mentioned below.
- b. The Designers shall produce samples, before procurement of the materials, for approval of the Registrar. Samples of best quality shall be submitted before procuring.
- c. Where more than one manufacturer is listed, the names are given in the order of preference. The Designers shall quote the rates for the various items of work based on the materials of first preference after ascertaining the availability, delivery schedule of the same. Unless the Designers stipulates in his tender, it shall be presumed that the rates quoted are for material of first preference only and this shall be construed as establishing a standard of quality and not as a limiting competition.
- d. In the event, the Designers is permitted to use the material of lower preference because of valid reasons, than the contract rates for the relevant items of work shall be suitably adjusted on the basis of variation in prices of the materials of first preference and those actually used. If the prices of the materials used are higher than the material of first preference, the owner shall not be liable to make any enhanced payment for the affected items of work on this account.
- e. In respect of materials for which approved makes are not specified below, these will be of makes to be decided by Architect / Project Managers and as per samples getting approved.

MATERIAL	MAKE/BRAND NAME
Adhesive	For wood – Fevicol – SH
Steel Tubes and Pipes	Tata Steel, SAIL or approved equivalent
Hardware	Haffle / Hettich / or approved equivalent
MDF board	Merino, Greenlam, Century ply or approved equivalent
Locks	Hettich/ Doorset / Godrej or approved equivalent
Silicon sealant	GE or equivalent general purpose
Screw	Pentagon, Nettle fold
Glass	Saint Gobin or approved equivalent
Furniture Handles	Doorset / Hettich or approved equivalent

Signature of the Tenderer:

**ISEC**

Date:

Seal:

Hinges, slides and channels	Doorset / Hettich or approved equivalent
PU polish	Asian or equivalent
Wood Preservatives	Asian paint, J&N, Shalimar, Berger paints
Veneer	Century, Greenlam, Merino

### LIST OF THE IS CODES

Following are some of the Indian standard relevant to Interior works:

<b>INDIAN STANDARD</b>	<b>SUBJECT</b>
-----	-----
287-1973	Recommendation for maximum permissible Moisture content of timber used for deferent purposes
451-1972	Technical supply condition for wood screws
452-1973	Double acting spring hinges
723-1972	Steel counter sunk head wire nails
1141	Code of practice for seasoning of timber
1761	Transparent sheet glass for glazing and Framing purpose
3087	Wood particle board (medium density) for General purpose
335	varnish, finishing interior
338	varnish, under coating exterior, natural Resin
340	varnish, mixing
348	French polish
3696 (Pt.I)	Safety code of scaffolds
3696 (Pt.II)	Safety code for ladders
5807 (Pt.I & II)	Method of test for clear finishing for wooden Furniture

Signature of the Tenderer:

**ISEC**

Date:

Seal:



2338

code of practice for finishing of wood and  
And wood based material (Part-I)

1761

Transparent sheet glass for glazing and  
Framing purpose

NOTE:

Only latest editions as on date of bid  
Opening of above referred codes shall be  
followed

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**DEVIATION STATEMENT**

The tenderer shall bring out all deviations from the descriptions in the schedule of quantities in Section –VIII of this tender in the format below.

Sl. No. of item	Description of items	
	As laid by ISEC in this tender	As per tenderer's designs

Signature of the Tenderer:

**ISEC**

Date:

Seal:

**ORGANISATIONAL STRUCTURE**

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	Address of local office (in Bangalore/India)	
3	Year of Establishment	
4	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
5	Names of Directors & other executives with designation to be concerned with this work	
6	Designation of individuals authorized to act for the organization.	
7	Has the bidder, or any constituent partner in case of partnership firm / limited company/ Joint venture, ever been convicted by the court of law ? if so, give details.	

Signature of the Tenderer:

ISEC -

Date:

Seal:

8	<p>Details of Fabrication unit</p> <ul style="list-style-type: none"> <li>a. Address</li> <li>b. Area of the unit</li> <li>c. Personnel</li> <li>d. Tools and Equipments</li> <li>e. Details of Testing Laboratory</li> </ul>	
9	<p>Any other information considered necessary but not included above.</p>	

Signature of the Tenderer:

**ISEC -**

Date:

Seal:

**PERFORMANCE REPORT OF WORKS**

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	i. Stipulated date of completion	
	ii. Actual date of completion	
7a	<b>Whether case of levy of compensation for delay has been decided or not</b>	Yes / No
7b	<b>If decided, amount of compensation levied for delayed completion, if any</b>	
8	Performance Report	
	i. Quality of work	<b>Outstanding/Very Good/Good /Poor</b>
	ii. Financial soundness	<b>Outstanding/Very Good/Good /Poor</b>
	iii. Technical Proficiency	<b>Outstanding/Very Good/Good /Poor</b>
	iv. Resourcefulness	<b>Outstanding/Very Good/Good /Poor</b>
	v. General Approach & Behavior	<b>Outstanding/Very Good/Good /Poor</b>

Signature & Seal of  
Executive engineer or equivalent

Signature of the Tenderer:

**ISEC -**

Date:

Seal:

**FINANCIAL INFORMATION****DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH JANUARY 2023**

- I. Financial Analysis** – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last seven years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Institute (copies to be attached).

Particulars	Financial Year				
	17-18	18-19	19-20	20-21	21-22
i. Gross Annual turnover on similar works (In Lakhs)					
ii. Profit / Loss					
iii. Certified by					

**I. Financial arrangements for carrying out the proposed work.**

**II. The following certificates are enclosed:**

- (a) Current Income Tax Clearance Certificate / Profit & Loss account

Signature of Chartered Accountant with seal

Signature of the Tenderer:

**ISEC -**

Date:

Seal:

**FORM-E**

**MAJOR WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST 5 YEARS, ENDING 31<sup>TH</sup> JANUARY 2023**

<b>Sl. No.</b>	<b>Name of the work/project and location</b>	<b>Name of the Client</b>	<b>Cost of work in Lakhs</b>	<b>Date of start</b>	<b>Period of Completion</b>	<b>Actual Date of Completion</b>	<b>Name and address/telephone number of officer to whom reference may be made</b>	<b>Final value of the project</b>	<b>Reasons for the variation delay if any</b>	<b>Whether carried out as prime Designers</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Credential issued by the Clients shall be enclosed.

Photographs and details of major works executed may be enclosed.

Work should have been executed by the firm under the name in which they are submitting the applications.

Signature of the Tenderer:

**ISEC -**

Date:

Seal:

## MAJOR WORKS OF SIMILAR CLASS – ON GOING

Sl. No.	Name of the work/project and location	Name of the Client	Cost of work in Lakhs	Date of start	Period of Completion	Actual Date of Completion	Name and address/telephone number of officer to whom reference may be made	Final value of the project	Reasons for the variation delay if any	Whether carried out as prime Designers
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Credential issued by the Clients shall be enclosed.

Photographs and details of major works executed may be enclosed.

Work should have been executed by the firm under the name in which they are submitting the applications

Signature of the Tenderer:

ISEC -

Date:

Seal: