

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY  
PASHAN, PUNE-411 008**

**Tender No. CE/IITM/Project/Work station/CCCR /2012-13/07**

**e-TENDER NOTICE**

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411 008 (India) invites sealed separate tenders for following work (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers from Contractors registered in the approved list of contractors of PWD/ MES/ CPWD/ Railways/P&T/Experienced industrial contractors and any other government departments in appropriate class for following work.

**Name of work: - Supply & Installation of Modular Work Stations for CCCR Office Building at IITM Pune.**

Tender documents can be down loaded from e-procurement web site <http://www.eprocure.gov.in> or from Institutes web site <http://www.tropmet.res.in> and also can be obtained from the Civil wing of the Institute. In case of downloading of tender documents from above websites the bidder has to submit the tender document fee of Rs.1,000=00 (Rs, One thousand only ) in the form of DD drawn in favour of Director, IITM, Pune.

Date of issue of tender documents	<b>19/06/2012</b>
Pre - Bid Meeting	<b>29/06/2012 at 1100 hrs</b>
Last date of receipt of Tender at IITM, Pune:	<b>10/07/2012 at 1230 hrs</b>
Opening of Tenders (Technical Bids only) :	<b>10/07/2012 at 1500 hrs</b>

The Institute reserves the right to reject any or all tenders without assigning any reason there of. Further details please visit our Website: [www.tropmet.res.in](http://www.tropmet.res.in)

Civil Engineer  
For Director  
**Email: [anupam@tropmet.res.in](mailto:anupam@tropmet.res.in)**

# **[Technical-Bid]**

## **Part-I**

**Supply & Installation of Modular Work Stations for CCCR Office Building**

**AT**

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY,**

**DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008**

<b>Name of Work</b>	<b>: Supply &amp; Installation of Modular Work Stations CCCR Office Building at IITM, Pune-411008</b>
<b>Completion Period</b>	<b>: 60 days from date issue of LOI</b>
<b>Tender documents Fee</b>	<b>: Rs 1000/-(Non Refundable) on payment of D.D, in favour of Director, Indian Institute of Tropical Meteorology, Pune-411008</b>
<b>E.M.D (Interest Free)</b>	<b>: Rs.50,000=00(Rs. Fifty thousand only)</b> in the form of Demand Draft or Bank Guaranty from Indian Nationalized Bank, in favour of Director, Indian Institutes of Tropical Meteorology, Payable at Pune. The EMD will be return to unsuccessful bidders after issuing the LOI to successful bidders.
<b>Security Deposit</b>	<b>: 5%</b> of Order value in the form of Demand Draft or Bank Guaranty from Indian Nationalized Bank. EMD will be adjusted towards security deposit.
<b>Retention Money</b>	<b>: 5%</b> amount of actual work done will be retained and released after defect liability period of 12 months from the date of Handing over the site.
<b>Bid validity period</b>	<b>: 120 days from date of opening of technical bid,</b>
<b>Bid sale start date</b>	<b>: 19/06/2012</b>
<b>Pre Bid Meeting</b>	<b>: 29/06/2012 at 1100 hrs</b>
<b>Due Date of Bid Submission</b>	<b>: 10/07/2012 at 1230 hrs</b>
<b>Date of Technical Bid Opening</b>	<b>: 10/07/2012 at 1500 hrs</b>
<b>Commercial Bid</b>	<b>: After evaluation of Technical Bids, the date and time will be communicated to technically qualified/shortlisted Companies.</b>

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**Supply & Installation of Modular Work Stations ('L" type) WORK AT  
CENTRE FOR CLIMATE CHANGE RESEARCH BUILDING  
AT INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM) CAMPUS,  
PASHAN, PUNE- 411008**

**PART 1  
(TECHNICAL/ CONDITIONS BID)**

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## **NOTICE INVITING TENDER**

1. Sealed item rate tenders are hereby invited on behalf of INDIAN INSTITUTE OF TROPICAL METEOROLOGY, Dr. Homi Bhabha road, Pashan, Pune 411 008. for the proposed interior furnishing works to be carried out at the above location.
2. The work is to be completed within **60 Days** from the date of issue of the LOI.
3. The tender documents can be obtained from INDIAN INSTITUTE OF TROPICAL METEOROLOGY, Dr. Homi Bhabha road, Pashan, Pune 411 008.
  - 3.1 Part 1 (Technical / Conditions Bid)
  - 3.2 Part II (Commercial Bid)
  - 3.3 Drawings
4. The Technical & Commercial bid should be submitted separately in two sealed envelope duly superscribed on each envelop Technical bid “ **Commercial bid for supply & Installation of modular work stations for CCCR Office Building at IITM, Pune-8.** The full name and postal address of the tenderer, shall be written on the bottom left hand corner of the envelope. The completed tender should be submitted to Administrative Officer. Indian Institute of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008.
5. Acceptance of the tender will rest with the employer who reserves the right to accept or reject any tender/all tenders without assigning any reasons.
6. **All the rates mentioned in the tender are inclusive of material, labour, transport charges, wastage, overheads & profit etc, and shall remain firm till completion of work, no escalation in price will be payable for whatsoever reasons. Contractor shall mention VAT & Service Tax separately while quoting the rates.**
7. **Incomplete tenders are liable to be rejected.**
8. **The last date for receipt of completed tenders is 19/07/2012 at 1230 hrs**
9. **Tender fee and EMD by Demand Draft or Bank Guarantee should be submitted along with the technical Bid.**
10. **Commercial Bid duly signed and stamped filled, rates should be submitted in the commercial bid envelope.**

## **FORM OF TENDER**

INDIAN INSTITUTE OF TROPICAL METEOROLOGY  
Dr. Homi Bhabha road, Pashan, Pune 411 008.

Dear Sir:

With reference to the tenders invited by you for the proposed Interior work CCCR Building at Indian Institute Of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008

I / We the undersigned hereby tender and undertake to the works under the contract at rates quoted by me / us in the schedule of quantities and on the site conditions with this tender.

I /We have carefully studied and understood the plans, drawings, terms and conditions, schedule of works and have acquainted myself/ ourselves with the site conditions.

4. I / We agree to complete the total work within **60days** from the date of issue of LOI.

I / We agree that the amount of 5 (five) percent of the total amount of work done deducted proportionately from the interim bills towards Security Deposit shall be with the Client as Retention Money till the Defects Liability period of twelve months is over after handing over of the work to the client and the said amount shall bear no interest. The Earnest Money Deposit with the tender document would be returned to the bidder after final selection of Contractor is decided. The EMD of successful bidder could be adjusted against the Security Deposit of 5% if agreed to by the bidder.

The criteria of selection would be based on quality of work of the Contractor assessed by Site visit, Profile, the Commercial quote and Interview.

Place :

Signature of Contractor(s )  
Address :

Date :

## **CONDITIONS OF CONTRACT**

Tenderers shall sign all the pages of tender document.. Tenders not so signed are liable to be rejected. The pre qualifying criteria of the contractor needs to be submitted in the office of Indian Institute Of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008 (please refer prequalifying notice for submission details)

1. Fluctuations in the price of any materials or equipment or labour etc., shall not be taken into account either for compensation for damage or for extras. **The validity of the tender shall be 120 days for acceptance.**
2. Watch and ward in respect of all plants and machinery at site for use in work shall be the contractor's sole responsibility.
3. The contractor shall have to make his own arrangements to house his labour and staff and for their services and at no cost Indian Institute of Tropical Meteorology, Pune premises shall be used for accommodating the workers.
4. All instructions regarding the execution of works shall be received from the Architects/Owners only. Any other instructions issued directly to the contractor by anyone else shall not be binding on the owner.
5. During execution of works the contractor must check his work with the drawings. The contractor shall be responsible for all the errors in this connection and will have to rectify all defects at his own cost, failing which the owner reserves all right to get the same rectify at the risk and cost of the contractor.
6. The contractor executing the work shall indemnify the owners and the Architects against theft, mishaps in construction and injury to workman, damage to person, property etc. He shall make good the damage at his own expense.
7. The Owners, shall have the power to omit or cancel, add or alter any item of work without assigning any reason whatsoever and no claim for compensation for damage will be entertained for such omissions, alterations, addition and cancellations other than taking in account the cost involved for such changes, to be plus or minus, and the cost shall be arrived at by the Architects / Owners taking into consideration the market rates, site conditions, etc.
8. **Time is the essence of the work. All the works shall have to be completed within the stipulated time from the date of work order (Appendix - A). If the work is not completed within the aforesaid period the contractor shall pay the owners liquidated damages of 1.0% per week subject to a maximum of 10% of value of work order value in case of delays beyond the accepted completion period for reasons solely attributed to him.**
9. The contractor shall maintain satisfactory progress of work as well as maintain the desired standard of workmanship. He shall submit weekly progress reports to the Architects & Owner in the format approved by the Owner / Architect. If in the option of the Architects / Owners the progress is unsatisfactory and / or the workmanship is

unsatisfactory, the Architects shall advise the employer to take possession of the work in as and where condition with 7 days notice to that effect. The employer shall then complete the entire work and rectify all the defects at the contractor cost and consequences.

10. In case the Owner / Architects are not satisfied with the quality of materials used by the contractors, they reserve the right to reject such materials/work and direct the contractor to procure such supplies from agencies they deem fit.
11. It is agreed that if the works are delayed ( 1 ) by force majeure or ( 2 ) by reasons of any exceptionally inclement weather or ( 3 ) by reasons of loss or any damage by extensive fire not caused by an act or a default on the part of the contractor, by earthquake or civil commotion, strike or lockouts affecting any of the trade employed upon the works, then the owner shall make fair and reasonable extension of time for completion of works. Upon the happening of any such event, causing delay, the contractor shall immediately give notice thereof in writing to the owner and the assist the contractor to the almost extent possible to meet the situation. If no such notice as mentioned above is given within 7 days of happening of such event, no consideration for extra time on this account will be given. No Claim for damage or compensation will be entertained on this account and the decision of Owners will be final and binding on all parties.
12. The contractor shall submit the bills for payment strictly in the format given below along with detailed statement showing the actual works carried out under different heads of items.

**BILL FORMAT:**

Item No	Description of Item,	Unit	Tender	Executed	Rate	Amount
	At least 2 lines.		Quantit	Quantity		
			y			

**NOTE: ALL QUANTITIES IN THE BILL SHOULD BE CUMULATIVE. .ALL MEASUREMENTS SHOULD BE IN THE ORDER OF TENDER SEQUENCE AND STRICTLY IN THE FORMAT MENTIONED FURTHER.**

**MEASUREMENT FORMAT**

Item No.	Description of Item & Location against each measurement taken.	Nos.	Length .	Breadth / Width	Height	Quantity
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15. The contractor shall clear the site of works as per the instructions of the Owners/Architects. The site of works shall be cleared of all men, materials etc., belonging to the contractor. The site shall be delivered in clean and neat condition immediately after

the job is completed. In case of failure by the contractor, the employer shall have right to get the site cleared at the risk and cost of the contractor.

16. The contractor shall not without the written consent of the Owners / Architects assign the agreement of subject any portion of works.
17. The bidder should produce **Banker's Solvency** Certificate or Revenue Solvency Certificate of the value of **Rs.7 lakhs (Rs. Seven lakhs only)** Solvency Certificate must have been obtained not earlier than 1<sup>st</sup> July 2011.
18. **The quoted rates shall be all inclusive and cover the cost of all** materials, labour, freight, insurance, duties, royalties, erection, construction, testing, of materials, samples brought for approval, setting up mock up samples for approval, temporary arrangements for lighting /fans tools and tackles, plant and equipment's, supervision, overhead, profit and any other expenditure incurred for completion of work as per drawings and specification. **Contractor shall mention VAT & Service Tax separately while quoting the rates**
19. Wherever required, the Owners / Architects shall instruct for supply of samples of items or erection of mock- up, as the case may be, and upon approval of the same, the items shall be fabricated and completed by the contractor ( with or without modification as the Architects/owner shall instruct).
20. The final bill from the contractor shall not be entertained under any circumstances without full completion of all the items of works. Any work found defective or wrongly carried out, and instructed by the Architect to be rectified or replaced shall be rectified or replaced prior to submission of the final bill. It is to be expressly noted that no final bill will be held valid in the event of non - rectification of the defective or wrongly carried out items and the completion date shall not on this account be extended. Defects liability period will be effective from the day of satisfactory completion of all the items of work, as may be certified by the Architects.
21. In the event of work being executed on holidays and during of beyond the normal office working hours which might be required for the completion of the work within the stipulated time, utmost care to be taken not to disturb the normal working of the office, neighboring offices if such a situation exists.
22. While executing the work, considerable amount of shifting and reshifting of several furniture items are likely to be involved. It is also likely that some of the items might be required to be temporarily shifted elsewhere in the premises on any other floors. These shall be done by the contractor, and no payment against these works shall be separately paid for by the Owners.
22. The contractor shall acquaint himself with the site conditions, local traffic regulations, local authority regulation, availability of materials, labour tax structure, etc., and quote rates accordingly. No extra charge/increase in rates shall be allowed on any other accounts.

23. The contractor shall have a competent supervisor on the site all the time. He will be responsible for coordinating the work with all the other specialized agencies appointed for the related work incl HVAC and Electrical work, Civil work etc.
24. The contractor and / his authorised representative will attend all the meeting whenever called for and the decisions taken in the meeting will be binding on the contractor.
25. The contractor shall extend all necessary help to the agencies of associated works like Civil work, A.C. works , fire detection works and works to be carried out by the landlords agencies, in such a manner that they can carry out their works smoothly and the whole finished work must appear absolutely integrated . Nothing extra shall be paid on this account whatsoever.
26. All wood cutting, major planning, loose furniture items, etc., shall be done by the contractors at their workshop and only assembling work shall be carried out at site.
27. Figured dimensions are in all cases to be followed and in no case should they be scaled. Large scale details take precedence over small scale drawings. In case of any ambiguity, conflict of interpretation, generally the provisions giving more rigorous interpretation shall prevail, and the Architects decisions in this regard shall be final and binding.
28. In case any municipal / local authorities and competent authorities approval is necessary for executing the work then it shall be the contractor's responsibility to secure necessary approval and all expenses incurred thereof shall be borne by him.
29. In case the local authorities such as Ward Office raise objections in matters of water / electricity consumption debris disposal etc., the contractors shall solve the matter at their end, without involving or putting financial liability on the Client/owner.
30. Water if available within the premises is made available at one suitable point at the work site. All additional piping connections from this point, water meters etc., shall be installed by the contractor at his own cost. Water charges for consumption by the contractors will be charged separately by the Owners in case available. In case adequate water supply is not available, contractor shall make his own arrangements for meeting his requirements for executing the work at his cost.
31. The contractor shall be given **single electrical connection on chargeable basis** at the work site in case available. In case or non-availability of adequate power supply, contractor shall make his own arrangements for meeting his power supply requirements at his cost.
32.
  - a) **The contractor shall be bound to carry out any extra items of work as per site requirement. The rate for extra items shall be derived from the rate already quoted. Where the items are not specified in the BOQ the rate shall be worked out at cost of material + labour + 10% towards overheads, wastage and transportation & profit.**
  - b) Wherever applicable the basic rate difference in materials (mentioned in the tender) shall be payable plus -minus without any profits, overheads etc., on said rate difference.
  - c) Variation and Non-tendered items, if any, up to value of Rs.50000/- shall be carried out under specific written instruction by the Architects and owner. However, such

items of value in excess of Rs.50000/- shall be carried out under prior sanction by the Owners. Sanction for all extra items shall be sought by the contractor within seven days from the occurrence of such necessity.

33. The rates shall be entered in figure as well as in words.

34. The payments shall be made in the following manner :

35. The payments shall be made in the following manner :

- a) 1st running bill to be submitted after completion of 25% of total work.
- b) 2<sup>nd</sup> running bill to be submitted after completion of 50% of total work.
- c) 3<sup>rd</sup> running bill to be submitted after completion of 75% of total work.
- d) 4<sup>th</sup> running bill to be submitted after completion of 90% of total work
- e) Balance 5% bill amount shall be released after completion of defect liability period of one year from the date of handing over the site.(satisfactory completion of work duly certified by the Architectural Consultant/Owner)

The Contractor shall submit his running bills for payment concerning work executed or materials delivered on the site. Payment would be made after the work certified by the Architectural Consultant / Owner.

The Architect will not certify to any application for payment to any contractor if there are:

- A) Defective items of work still uncorrected.
- B) Any claims or liens filed against the contractor for failure to pay for materials, labour of sub -contract amounts due , or reasonable evidence that indicates probable filling of such claims.
- C) Damage to another contractor.
- D) A reasonable doubt that the contract cannot be completed.

35. When the works are complete in all respects, shall intimate in writing to the Architect and the Owners to enable the Owners to take the possession of the same. The works shall not be considered virtually complete until the Owners and the Architect have jointly inspected the works and certified in writing that this has been completed.

36. Unless otherwise instructed, the contractor shall at his cost insure the works and keep them insured comprehensively, against loss or damage by fire and / or earthquake and flood, until the virtual completion certificate is issued. The insurance must be placed with a company approved by the Owners in the joint names of the Owners and the contractor for such amounts. The contractor shall deposit the policy along with all amendments and the receipts for premium paid with the Owners within 10 days from the date of issue of work order unless otherwise instructed.

37. All quantities mentioned in the BOQ are approximate and contractor will not claim any damages for increase/decrease in profit on account of variation in the actual work executed.

38. All disputes or deference of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof this contract or the construction remaining operation or effect thereof or the rights or liabilities of the parties of arising out to or in relation thereto whether during or after determination, foreclosure or breach of the contract. (other then those in respect of which the decision of any person is by contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to the appointing Authority who shall be appointed for the purpose by the Owners be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided.
39. Contractor shall submit shop drawings for ducting system & partitions. The drawing shows design intent of the ducting system. The contractor to suggest, specify
- 40. Important Note: No drilling or fixing screws, fasteners, bolts etc. are allowed on the portion of RCC slab where PEX pipe system is embedded. The contractor to take all necessary precautions to safeguard the integrity of PEX system during execution of interior work.**

**Along with final bills the contractor shall submit as built drawings of all the work under his scope. He shall also submit the guaranty/warranty certificates of equipments and material supplied by him.**

### **APPOINTING AUTHORITY**

The Appointing Authority will be the Owners.

The name of the arbitrator will be selected from one of the following disciplines, in order of preference:

- A) Retried High Court/ Supreme Court Judges, who have experience in handing Arbitration cases.
  - B) Member of the Council of Arbitration.
  - C) Fellow of Indian Institute of Architects.
  - D) Eminent retired Chief Engineers from State/ Center / P.W.D./ Public sector undertakings.
- For the purpose of appointing the sole Arbitrator referred to above, the Appointing Authority will send within thirty days of receipt by him of the written aforesaid notice, to the Contractor a panel of three names of persons who shall be presently unconnected with the organisation for which the work is executed.

The contractor shall on receipt by him of the names as aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to the Appointing Authority within thirty days of receipt by him of the names. The Appointing Authority shall there upon without any delay appointment the said person as the sole Arbitrator. If the Contractor fails to communicate such selection as provided above within the period specified, the Appointing Authority shall make the selection and appoint the selected person as the sole Arbitrate.

If the Appointing Authority fails to send to the Contractor the panel of three names as aforesaid within the period specified, the Contractor shall send to the Appointing Authority a panel of three names of person who shall all be unconnected with either party. The



Appointing Authority shall on receipt by him of the names aforesaid select any one of the persons named and appoint him as the sole Arbitrator within 30 days of receipt by him of panel and inform the contractor accordingly, the contractor shall be entitled to Appoint one of the persons from the panel as the sole Arbitrator and communicate his name to the Appointing Authority.

If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reasons whatsoever another sole Arbitrator shall be appointed as aforesaid. The work under the Contract shall, however continue during the arbitration proceeding and no payment due or payable to the contractor shall be withheld on account of such proceedings. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and Publishing the award.

The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion.

The fees, if any, of the Arbitration shall, if required to be paid before the award is made and published, be paid half by each of the parties. The costs of the reference and of the award including the fees, if any, of the Arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

The award of the Arbitrator shall be final and binding on both the parties. Subject to aforesaid the provisions of the Arbitration Act 1940 or any statutory modification of reenactment thereof and rules made thereunder, and for the time being in force, shall apply to the arbitration proceeding under this clause.

It is also a term of the contract that if contractor (s ) do / does not make any demand for arbitration in respect of any claim (s) within 90 days of receiving intimation from the Owners / Architect that the bill after due verification is passed for payment of a lesser amount, or otherwise, the contractors right under this agreement to refer to arbitration shall be deemed to have been forfeited and the Owners / Architect shall be relieved and discharged of their liability under this agreement in respect of such claim ( s ). Further, it is agreed that for the Purpose of this clause, such notice is deemed to have been received by the contractor (s) within 2 days of posting of the letter by the Owners / Architect or when delivered by hand immediately after receipt thereof by the contractor(s), whichever is earlier. Further, a letter signed by the officials of the Owners / Architect that the letter was so posted to the contractor ( s) shall be conclusive.

I / We hereby declare that I/ we have read and understood the above terms and conditions and those we shall abide by them if the work is awarded to us.

Date:

Signature of tenderer.

## **FORM OF AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 2012 between Indian Institute Of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008 ( hereinafter called the owner) of the one part and \_\_\_\_\_ of or whose registered office situated at \_\_\_\_\_

WHERE the Owners desirous to do the Interior work at CCCR Building ( hereinafter called 'the work ') at Indian Institute Of Tropical Meteorology, Dr. Homi Bhabha road, Pashan, Pune 411 008 and has caused Drawings and Schedule of Quantities and Rates showing and describing the work to be done to be prepared by or under direction of M/s. Madhav Joshi and Associates, Architects and Urban Planners, Flat No.8, Matru Smruty Apartment, Mayur Colony, Plot no. 92, Kothrud, Pune 411038, phone 020-25410557/58

AND WHEREAS the Contractor has supplied the Owner with a fully priced copy of the said Schedule of Quantities and Rates ( which copy is hereinafter referred to as the Contractor Bills ) AND WHEREAS the said Drawings ( hereinafter referred to as the Contract Drawing ) and the Contract bills have been signed by or on behalf of the parties hereto .

### **NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. For the consideration hereinafter mentioned the Contractor will upon and subject to the Conditions annexed carry out and complete the Work shown upon the Contract Drawings and described by or referred to in the Contract Bills and in the said conditions.

2. The Owner will pay the Contractor the sum of Rupees \_\_\_\_\_

( hereinafter referred to as the Contract Sum or such other sum as shall become payable hereinafter at the times and in the manner specified in the said Conditions.)

3. The term the Architect in the said conditions shall mean the M/s. Madhav Joshi and Associates or in the event of his death or ceasing to be the Architect for the purpose of this Contract, such person as the Owner shall nominate for that purpose, not being a person to whom the Contractor shall object for reasons considered to be sufficient by an arbitrator appointed in accordance with said Conditions. Provided always that no persons subsequently appointed to be the Architect under this Contract shall be entitled to disregard or overrule any certificate or opinion or decision or approval or instruction given or expressed by the Architect for the time being.

4. The said Conditions and appendix thereto shall be read and constructed as forming part of this Agreement, and parties hereto shall respectively abide by submit themselves to the Condition and perform the agreements on their parts respectively in such Conditions contained.

AS WITNESS the hands of the said Parities.

Signed by the said  
In the presence of

OWNER.

Witness

CONTRACTOR

Name:

Address:

Signed by the said  
in the presence of

Witness

Name:

Address:

## **LIST OF DRAWINGS**

**Supply & Installation of modular work stations for CCCR Building at IITM, Pune-8**

<b>DRG.NO.</b>	<b>TITLES OF DRAWINGS</b>
1	Furniture layout- Ground Floor
2	Furniture layout – First Floor
3	Furniture Layout – Second Floor
4	Sections

### **APPENDIX- A**

1. Date of Commencement	: within 10 day from the date of LOI
2. Date of Completion	: The total work is to be completed within 60 days from the date of issue LOI by the Client.
3. Liquidated Damages	: If the work is not completed within the aforesaid period the contractor shall pay the owners liquidated damages of 1.0% per week subject to a maximum of 10% of value of work order in case of delays beyond the accepted completion period for reasons solely attributed to him
4. Defects liability period	: 12 Months from the date of actual Handing over the site.
5. Earnest Money deposit	: Rs 50,000=00 (Rs. Fifty thousand only). ) in the form of DD payable to Indian Institute of Tropical Meteorology will be adjusted security deposit.
6. Security Deposit	: 5% of order value in the form of DD/BG drawn in favour of Director, IITM Pune which will release on completion of work awarded.
7. Retention money	: 5% of value of total work done, which will be released after the defect liability period of 12 months from the date of handing over the site the Institute.
8. Period for honoring certificates for payment	21 days
9. Insurance etc.	: Insurance cover as required by the Bank. (Contractor shall adhere to safe construction practice and guard against hazardous and unsafe materials, etc. and comply with rules of the local authorities.)
10. Income tax.	: As per prevailing rate Income Tax shall be deducted from bills.

We agree to the terms incorporated in the above Appendix- A

Signature of Contractor( s)

Date:

## **GENERAL SPECIFICATION**

### **1.0 GENERAL**

These specifications are for work to be done, item to be supplied and materials to be used in the works as shown and defined on the drawings and herein to the satisfaction of the Owner/ Architect.

- 1.1 The workmanship is to be the best possible and of a high standard. The contractor shall take all steps immediately to make up deficiency if any noticed by the Owner / Architect. Use must be made of special tradesmen in all aspects of the work and allowance must be made in the rates for the same.
- 1.2 The materials to be provided by the contractor shall be in accordance with the samples already got approval from the Owner / Architect by the contractor and in conformity with specification and approved is list of manufacture and brand. The contractor shall produce all invoices, vouchers or receipts for any materials if called upon to do so by the Owner/ Architect.
- 1.3 Samples of all materials are to be submitted to the Owner/ Architects for their approval before the contractor orders or delivers the material to the site. Samples together with their packing are to be provided free of charge by the contractor and should any materials be rejected they will be removed from the site at the contractors expense. All samples will be retained by the Owners / Architects for comparison with materials which will be delivered at site. Also the contractor will be required to submit specimen finishes colours, fabric, etc., for the approval of the Owners / Architects before proceeding with the works.
- 1.4 The contractor shall be responsible for providing and maintain temporary coverage required for the protection of finished work. He is also to clean out all wood shavings; cut ends and other waste from all parts of the works before covering of infillings are constructed.
- 1.5 Contractor shall maintain uniform quality and consistency in workmanship throughout the execution of the work.
- 1.6 The Contractor shall be responsible for all injury to persons, animals or things and for all damage to the structural and or any part of property arising out of his operations or neglect of himself or of any of his approved sub-contractor's employees, whether out of carelessness, accident or whatever cause. This clause will include buildings, roads, cables, drains, and tanks. The Contractor shall indemnify the owner and hold him harmless in respect of all any expenses arising from any such injury or damage to person or property. The Contractor shall reinstate at his cost all damages of every sort mentioned in this clause, so as to deliver the whole of the work complete and perfect in every respect and make good or otherwise satisfy all claims for damages to property of third party. The Contractor shall indemnify the owner against all claims made against the owner by any member of public or other third party arising out of his work or in consequence thereof and shall at his own cost arrange to effect and maintain until the virtual completion of the work, an insurance policy with an approved nationalized insurance company in joint names of owner and himself against such risk and deposit such policy with the Client.

The contractor shall also indemnify the owner against all claims, which may be made upon the owner.

Whether under workmen's compensation act or any other against such risks. The Contractor shall be responsible for anything which may be excluded from insurance policy and also for all other negligent or defective carrying out of this contract.

The owner shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising from any such claims from any sum due to Contractor.

## **2.0 Teakwood**

2.1 Teakwood to be used shall be properly seasoned, of natural growth and shall be free from worm holes, loose or dead knots or other defects, sawn square and shall not suffer warping, splitting or other defect.

2.2 The moisture content shall not exceed 12%

2.3 All internal framework shall be treated with approved preservative.

2.4 All Teakwood brought to site shall be clean, it shall not have any preservative or other coating / covering.

2.5 All rejected decayed, bad quality Teakwood shall be immediately removed from site.

2.6 All the dimensions mentioned for Teakwood Members are finished size + 2mm.

## **3.0 PLYWOOD**

All plywood shall be phenol formaldehyde resin bonded with ISI mark IS: 303 /1975 unless specified otherwise.

## **4.0 HARDWARE AND METALS**

4.1 All the screws/ bolts with nuts to be used shall have oxidized finish (unless required otherwise) of approval shape, size and quality.

4.2 Fittings shall be of brass oxidized unless specified otherwise.

4.3 Samples of all hardware are required to be got approved in advance.

4.4 The agency should cover -up and protect the brass surfaces by thick grease or other suitable material as necessary and subsequently clean it away at time of handing over.

4.5 All hardware shall be fitted with good workmanship without the surrounding edges being damaged

4.6 All chair stands shall be 5 prong aluminium revolving tilting as approved by Owners/ Architects, with a diameter of 25 1/2 inches, and finished with powder coating of high quality. In case M.S. stands are approved, the same shall be embossed m.s. with a seven - tank anti - rust treatment procedure before powder coating.

- 4.7 All castors shall be of approved make, quality and type. They shall be glass -reinforced-nylon castors, with twin wheels having independent movement, and with a load carrying capacity of 100 k.g per castors.

## **5.0 LAMINATE**

- 5.1 All laminate, unless otherwise mentioned shall be 1.0 mm thk. Matt/Suede finished laminate of approved make.
- 5.2 All contractors shall get the sample showing the surface texture, pattern and colour approved, by Owners/Architect.
- 5.3 All edges, beading, etc. Shall also be finished in laminate unless specified otherwise.

## **6.0 FABRICATION IN METAL**

All brazing and welds are to be executed in a clean and smooth manner, rubbed down and finished in flat and tidiest way, particularly where exposed.

## **7.0 GLAZIER**

- 7.1 All glass is to be of Modiguard/ Asahi/ Saint Gobain or equivalent, to be of the quantities specified and free from bubbles, air holes, waviness and other defect.
- 7.2 In cutting glass, proper allowance shall be made for expansion.
- 7.3 Glass for mirror shall be as per approved sample and quality for glass.
- 7.4 On completion, all glass surfaces shall be cleaned inside and out, and all cracked, scratched glass /mirror shall be replaced.
- 7.5 Sun control film shall be non -reflective type, of approved make and shade. The fixing shall be without any defects such as air bubble/creases / adhesive mark, etc.

## **8.0 PAINT AND POLISHES**

- 8.1 All material required for the works shall be specified and approved manufacture, delivered to the site in the manufacturer's containers with the seals, etc. Unbroken and after use empty containers shall be stored till finally cleared by the Owner.
- 8.2 All iron or steel/metal surfaces shall be thoroughly scraped and rubbed down with wire brushes and shall be entirely free from rust, mill scale, etc., before applying the primary coat.
- 8.3 Melamine polish finishes shall be properly finished, without any flow marks, spots, roughness, etc.
- 8.4 Painting work shall be of high standard, without any hurt marks on the finished surface and no spots adjacent furniture, glass, etc.



## **9.0 CIVIL WORKS**

9.1 The contractor shall use cement of approved make only.

9.2 Only first quality ceramic tiles of approved make shall be used. All the tile joints shall be filled up properly using cement slurry mixed with matching pigments.

9.3 Only best quality granite and marble of the basic rate specified and of approved shade shall be used (Basic rates wherever mentioned are ex-godown and excluding taxes). The granite/ marble shall be from the same lot and without colour/shade variations or any other defect.

9.4 All edge chamfers /cutting of granite shall be mirror polished and no extra shall be paid for the same

Signature of Contractor (s)

## **MODE OF MEASUREMENTS**

### **1. DOOR, WINDOWS AND GRILL.**

Clear area over one face inclusive of frame shall be measured. Hold fasts and portion embedded in masonry of flooring shall not be measured.

### **2. PARTITIONS IN WOOD GLASS.**

The partitions height shall be measured up to bottom of false ceiling and framing members/ply going above shall not be measured.

### **3. DECORATIVE PANELING OVER WALL OR OVER PARTITIONS**

The area of the cladding shall be measured in square meter, or square feet.

### **4. CARPET**

The actual area covered by the carpet shall be measured .No extra shall be allowed for wastage.

### **5. PAVING AND TILE WORK**

The work mentioned in this section shall be measured in sq.ft. and shall be priced per unit of sq.ft. in all paving work. The slabs shall be touching the walls and go well under the plaster, but the measurements shall be the clear measurements of the rooms or area finished. No. Allowance shall be made for portions going under the plaster.

### **6. ALUMINIUM SLIDING WINDOWS.**

The measurement of aluminum sliding windows shall be taken only after the frame along with shutter is fixed in its final finished positioning line level and plumb. Width and height shall be measured net between the out to out of the aluminum windows frame.

### **7. FALSE CEILING**

For false ceiling work, the measurement shall be for the actual area covered. No deductions shall be made for the cutout, for lighting, speakers, column up to 5.00 sq.ft.

***8. For conversion of inches to feet, the resultant figure shall be taken up to two digits after decimal point. Third digit shall not be taken into account.***

Signature of Contractor (s)

**LIST OF APPROVED NOMINATED MANUFACTURERS/  
SUB CONTRACTORS/ BRANDS**

- Note: 1) All materials shall be of the 1st quality. **(Among the approved brand, selecting brand shall be done as per Owner / Architects choice)**
- 2) Wherever contractor proposes to use equivalent makes (i.e. other than specified), the same shall be done after prior approval of the owner / Architect. Any additional expenditure and time due to this shall be solely on contractor's account and no claims whatsoever shall be entertained, in this regard.
- 3) Read "or equivalent approved 'at the end of the list of approved manufacturer / sub- contractor / brand for every material

Sr.No.	MATERIAL	APPROVED MANUFACTURER/SUB-CONTRACTOR /BRAND
1)	Commercial plywood / B.B	: National, Greenply, Woodcraft (Birla) Merino, Century or equivalent
2)	Marine plywood	: Archidply, Aero, Woodcraft ( Birla ), National, Tuffply, greenply, century or equivalent
4)	Veneer	: Green Decowood, Century, or equivalent
5)	Fabric protection coating for upholstery	: Fabgard of Dove Corporation, Scotchgard of Birla3m Ltd or equivalent.
6)	Laminates	: Formica, National, Greenlam, Royal Touche, Merinolam or equivalent
7)	Screws (Oxidised)	: GKW,R.K, Laxmi
8)	Adhesive	: Fevicol sh, Araldite of Hindustan Ciba-geigy Ltd, V
9)	Locks	: Efficient Gadgets, Godrej, Europa, or equivalent
10)	Preservatives	: Termisil, woodcare
11)	Drawer sliders	: Hettich, Ebco, Hafele or equivalent
12)	Patch Fittings	: Geze, Hettich, Ozone, Enox
13)	Aluminum Profile handles	: Hettich, hafele or equivalent
14)	Hardware	: Hettich, Hafele, Ozone or equivalent
15)	Glass	: Modi, Asahi, Saint Gobain
16)	Film on glass	: 3M
17)	Autoclosing hinges	Mepla, hettich, Hafele, or equivalent
18)	Mineral fiber modular tiles	: Armstrong, India Gypsum

**All brands to be specified and approved by the Architect and owner at the time of execution. Contractor to confirm before placing the order with the supplier.**

Signature of Contractor (s)

**IMPORTANT NOTE: (To be read & signed by the contractor)**

The contractor will not be declared qualified unless he produces the required documents and information as listed below.

- 1) If the Contractor is Government Registered contractor in required appropriate class I, and if certified true copy of valid registration as per clause under appropriate class is not enclosed.
- 2) If the Contractor is Un-registered Private Contractor and if the annual turnover of the contractor is less than as stipulated under clause 5.
- 3) Certified true copy of VAT & Service tax valid registration as per clause 6 (a) and (b) is not enclosed.
- 4) Insufficient staff and does not produced the information in form 'B'.
- 5) If the list of similar nature of work in form 'C' is not furnished. (The list of one or two works which satisfies the norms of similar nature of work shall only be given for which he should produce the experience certificates in form E.)
- 6) Work done certificate for similar nature of work is not submitted as per form 'E'. (Only one or two certificates for the works which he claimed to be best and satisfying the required norms shall only be submitted.)
- 7) If the list of works tendered for and in hand as per form 'D' showing cost of balance works is not furnished.
- 8) If the actions as stipulated under clause 3 (C) of tender are taken and the work is rescind due to poor performance of contractor.
- 9) If the compensation is recovered for slow progress or bad quality of work, the contractor shall not be prequalified.

**Contractor**

**Director, IITM**

- 10) If the financial statement in form 'F' required as per clause 13, duly signed by the Chartered Accountant is not furnished.
- 11) If the Bid Capacity is found less than cost put to tender.
- 12) The financial indices for any one of the three years are not meeting (Sr. No. 14, 15 to 18 of the form)
- 13) If the information as stated above is found incorrect and misleading.
- 14) The information submitted is not readable and certificates are not attested by the Gazetted Officer.
- 15) The form is submitted incomplete.
- 16) Information is not furnished on form supplied by IITM and duplicate PQ form is used by contractors.

**Contractor**

**Director, IITM**

**Summery of Forms**  
**(To be filled in by the contracting firm)**

- 1) i) Name of the Contractor : \_\_\_\_\_  
 ii) Postal Address : \_\_\_\_\_  
 \_\_\_\_\_  
 iii) Telephone No. : \_\_\_\_\_  
 iv) Fax No. : \_\_\_\_\_  
 v) Mobile No. : \_\_\_\_\_  
 vi) Email Address : \_\_\_\_\_
- 2) Please mention status  
 i) Proprietary firm ..... : Yes / No\*  
 ii) Partnership firm ..... : Yes / No\*  
 iii) Pvt. Ltd. Co. .... : Yes / No\*  
 iv) Public Ltd. Co. .... : Yes / No\*  
 v) Co. Op. Society) ..... : Yes / No\*  
 (\* - Strike out whichever is not applicable)
- 3) a) Registration Class of Contractor :  
 b) Validity of Registration :  
 c) Authority issuing the registration  
 Certificate (Copy of registration  
 Certificate to be enclosed as  
 Annexure I)
- 4) i) Mention the names :1)-----  
 of Partners or Directors 2) -----
- 5) Annual turnover of the : 2009-2010 Rs. ....  
 firm for last 3 years as  
 Certified by the Chartered Accountant vide Form F. 2010-2011 Rs. ....  
 Minimum required turnover per year 2011-2012 Rs. ....  
 Shall be more than **Rs. 1.00 Crore (Rs. One Crore)**  
 for any one of the year.

**Contractor**

**Director, IITM**

- 6) a) Whether the contractor is having valid VAT & Service Tax Registrations : Yes/No
- b) If so whether the certified copy of Such registration is enclosed (As Annexure II) : Yes/No
- 7) a) Whether the contractor is having plant, machinery and equipments as per requirement of project : Yes/No
- b) If yes, whether information in form “A” with documentary evidence is furnished. : Yes/No
- 8) Whether the information in respect of trained and qualified staff is furnished in form B with documentary evidence. : Yes/No
- 9) a) Whether the contractor has executed a single work of similar nature having cost of work more than **Rs. 100 lakhs (Rs. One Hundred lakhs)**. : Yes/No
- b) If Yes, whether the information of such work in form “C” is furnished. : Yes/No
- c) Whether the certificates from concerned authorities in ‘E’ form are enclosed (Work value should be more than the amount as mentioned under Sr. No. 9) : Yes/No
- 10) Whether the list of works in hand is enclosed in form “D” : Yes/No
- 11) Whether the amount of balance Works vide col. No.5 of Form “D” is mentioned. : Yes/No
- Quote the amount of balance work. : Rs. \_\_\_\_\_
- 12) State.....**
- a) In how many cases the notice under penalty / Liquidated damages clauses of the tender was issued to the applicant during last 3 years. : Nos/Nil
- b) In how many cases the work was rescind during last three years. : Nos/Nil
- c) If the work is rescind, the reasons for the same shall be mentioned : \_\_\_\_\_

with documentary proof. \_\_\_\_\_

- d) In how many cases compensation was recovered for slow progress : \_\_\_\_\_
- 13) Whether financial information in form "F" is furnished duly signed by Chartered Accountant : Yes/No
- 14) Quote the bid capacity calculated as Per formula prescribed for the Purpose. (Shall not be less than the cost put to tender) : Rs. \_\_\_\_\_ lakhs
- 15) Quote the Net worth to long term Liabilities (shall not be less than 20%) : \_\_\_\_\_
- 16) Quote the Net profit to capital investment (should not be less than 5%) : \_\_\_\_\_
- 17) Whether the list of machinery owned by the tenderer which will be used for the work is enclosed in form "A": Yes/No
- 18) Whether the list of technical personnel of the tender likely to be deployed for each project is enclosed in form "B": Yes/No
- 19) Whether the details of works of similar or allied type and magnitude carried out by tendered is enclosed in form "C": Yes/No
- 20) Whether the details of other works tendered for and in hand on the date of submission of this application is enclosed in Form "D": Yes/No
- 21) Whether the details of certificate in respect of completion of work by tenderer enclosed in form "E": Yes/No
- 22) Whether the details of financial statement enclosed in form "F": Yes/No

The information given above and in the enclosed forms, annexure is true to the best of my knowledge and belief and I am fully responsible for its correctness.

**Signature of Contractor**

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

**The Director,  
IITM**



**FORM - A**

**LIST OF MACHINERY OWNED BY THE  
TENDERER WHICH WILL BE USED FOR THIS  
WORK.**

NAME OF TENDERER: \_\_\_\_\_

Sr. No.	Name of Machineries and Equipments required for execution of work	No. of Machineries, equipments required for the work.	No. of Machineries, equipments owned by Tenderer	No. of Machineries equipments separable for this work
(1)	(2)	(3)	(4)	(5)

Sufficient proof in support of the machinery owned by tenderer as mentioned under **Sr. No. to \_\_\_\_** be produced. Tenderer should produce documentary evidence like statement of fixed assets attached with balance sheet, RTO registration etc, for having owned the machinery as on date not earlier than 6 months of the date of submitting the pre-qualification form. The Xerox copy of the documents shall be readable and attested by Gazetted officer. If the tenderer does own the said machinery he shall not be pre-qualified.

If the information found false and misleading, he shall not be pre qualified.

**Note: The rent agreement for hiring the machinery shall not be accepted.**

**Tenderer**

**Director, IITM**

**FORM-B**

**Sheet No.**

**LIST OF TECHNICAL PERSONNEL OF THE TENDERER LIKELY TO BE APPOINTED ON THIS  
WORK**

**NAME OF WORK:**

<b>Sr. No.</b>	<b>Name of Persons</b>	<b>Designation / holding the post in the firm.</b>	<b>Status in the firm</b>	<b>Academic Qualification &amp; experience</b>	<b>Remarks &amp; any other points.</b>
1.	2.	3.	4.	5.	6.

**NOTE:-**

- 1) Continuation sheet shall be used if required.
- 2) The contractor should produce either a copy of form No. 24 of annual return of I. T. Authority for schedule of employees attached to the latest annual report or such other proof like extract of employment tax register, to the satisfaction of tender inviting authority.

**Contractor**

**Director, IITM**

## Sheet No.

## OUT BY TENDERER

NAME OF TENDERER. :

Sr. No.	Name of work	Name of Organization and place of work	Tender cost	Stipulated date of completion	Actual Date of completion	Principal features in brief.
1.	2.	3.	4.	5.	6.	7.
		TOTAL				

**NOTE:-**

- 1) The contractor should have completed at least a single work of similar nature as mentioned under Sr. No. 9

(Only one or two works which contractor claimed to be the best and fulfill the norms and willing to produce the experience Certificate in form 'E' shall only be mentioned.)

**Contractor**

**Director, IITM**

FORM-D

Sheet No.

**DETAILS OF OTHER WORKS TENDERED FOR AND IN HAND ON THE DATE OF  
SUBMISSION OF THIS APPLICATION**

**NAME OF TENDERER. :**

Sr. No	Name of work	Name of organization and place of work	Work in hand			Works tendered For			<u>REMARKS</u>
			Tender ed cost	Cost of remainin g work	Anticipat ed date of completio n	Estimate d cost.	Date when decision is Expecte d.	Stipulate d period for completio n.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
		<b>TOTAL</b>			<b>TOTAL</b>				

NOTE :- The continuation sheet may be used if required.

**Contractor**

**Director,IITM**

**FORM-E**

**CERTIFICATE IN RESPECT OF COMPLETION OF  
WORK BY CONTRACTOR.**

1. Name of contractor. : \_\_\_\_\_
2. Name of work. : \_\_\_\_\_
3. Estimated cost put to tender. : Rs. \_\_\_\_\_  
\_\_\_\_\_
4. Period stipulated in tender for completion of work. : \_\_\_\_\_
5. Date of work order. : \_\_\_\_\_
6. Actual Date of completion. : \_\_\_\_\_
7. If time over-run, the reasons for the same. : \_\_\_\_\_
8. Final cost of work completed. : \_\_\_\_\_
  - i) Has he started the work promptly after issue of work order? : YES / No
  - ii) Has he maintained the progress of work as per agreement? : YES / No
  - iii) Quality of work : Excellent / Good / Satisfactory.
  - iv) Compensation / Penalty levied if any, with reasons. \_\_\_\_\_  
\_\_\_\_\_
9. Any other information about the overall performance of the contractor, the authority may like to mention. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certified that the information given above is based on the facts and figures recorded in this office through various documents and is true to the best of my knowledge and belief.

**Signature and seal of Officer issuing the Certificate.**

Outward No. \_\_\_\_\_

Dated : \_\_\_\_\_

**NOTE :- 1) For works costing Rs. 1.00 Crore and above certificate issued by the  
S. E. or duly countersigned by the SE/CE shall be accepted.**

**Contractor**

**The Director, IITM**

## **FORM –F**

### ***FINANCIAL STATEMENT***

1. Name of Contractor :  
In case of Joint Venture /  
Consortium, the name of the  
Consortium firm).

2. Summary of Assets & Liabilities :  
on the basis of the audited financial  
statement of the last three financial  
years. ( Attach copies of the audited  
financial statements of the last three  
financial years )

		<b>Year 2009-2010 (Rs. In Lakhs)</b>	<b>Year 2010-2011 (Rs. In Lakhs )</b>	<b>Year 2011-2012 (Rs. In Lakhs)</b>
A)	Authorized capital			
B)	Issued capital			
C)	Paid up Capital /Partners / Proprietor Capital.			
D)	Reserves & Surplus.			
E)	Long term liabilities.			
F)	Current liabilities & Provisions.			
G)	<b>TOTAL ( C + D + E + F )</b>			
H)	Net Tangible Fixed Assets.			
I)	Intangible Assets.			
J)	Long term investment			
K)	Current Assets, loans & Advances.			
L)	<b>TOTAL ( H + I + J + K )</b>			
M)	Quick Assets i.e. cash & equivalent, short term investment and current receivables.			
N)	Net profit after interest and depreciation.			

		Year 2009-2010 (Rs. In Lakhs)	Year 2010-2011 (Rs. In Lakhs )	Year 2011-2012 (Rs. In Lakhs)
P)	Turn over in terms of value of Civil / Electrical Engineering works executed during each Year as reflected in the Profit & Loss Account.			
3)	<b><u>RATIOS :</u></b>			
i)	Net worth to long term Liabilities ( O:E)			
ii)	Current Ratio ( K:F )			
iii)	Quick Ratio ( M:F )			
iv)	% of net profit to capital invested i.e. ( N x 100 )/( C + D )			
4)	<b>Net Profit before Taxation</b>			
a)	Current Period.			
b)	During the last financial year.			
c)	During each of the Four previous Financial years.			
	Certified that the facts and figures given above have been verified from the audited balance sheet at the end of the respective year and the profit and loss accounts for the respective year, are true to the best of our knowledge and belief.			
	Seal	Signature of the Chartered Accountant.		

**Contractor**

**The Director,  
IITM**

	<b>Detail Calculations for all the Ratios should be submitted on separate Annexure.</b>		
5.	Applicants financial arrangements (Mention amount in Rupees )	:	Rs.
a)	Own Resource	:	Rs.
b)	Bank Credit.	:	Rs.
c)	Others ( Specify )	:	Rs.
6.	Certificate of financial soundness from bankers of applicants together with their full address.	:	
7.	Credit Facilities :	:	
a)	Name / Address of Nationalized Bank providing credit line.	:	
b)	Total Amount of credit line (Attach certificate from the bank )	:	
8.	Approximate value of works in hand.	:	
9.	Bid capacity i.e. $(A \times N \times 2) - B$ where - (shall not be less than the cost put to tender)	:	
A	Maximum of the updated values of Civil & Plumbing works executed in one of the Preceding 3 years. The updating of the Value of work should be done at 10% per annum (compounded) by multiplying the Values with applicable factor i.e. 1.10, 1.21, Or 1.331 as the case may be.		
B	Value of existing commitment and works (on going or to be completed in the period stipulated for completion of the work in the present tender) i.e. from _____ to _____		
N	Number of years prescribed for completion of the work for which tenders are invited. = ____ Year.		

**Contractor**

**The Director,  
ITM**



## **BLANK BOQ: ONLY FOR REFERENCE**

### **Note:**

**(1) Bidders shall comply the BOQ and signed & stamped on each page. This will be part of technical bid.**

**Reference for BOQ of Supply and Installation Modular work station at CCCR office**  
**Building, IITM, Pune-411008**

Sr.	Item	Unit	Quantity	Rate(Rs)	Amount(Rs)
	<b>Modular Workstations</b>				
1.0	Providing and installing modular workstation ('L' Type)				
	<b>Partition:</b> 75mm thick tile based system with alluminium/m.s. Framework having adequate horizontal & vertical slots for cable management. The tile/tiles made of prelaminated particle board and/or white board and/or fabric on GI panel shall be clipped on to the frame. The tiles shall have cutouts for electrical & data plates. The top & vertical exposed thickness of the partition shall be covered using an alluminium. anodised/powder coated trim of approved suitable colour.				
	<b>Table top:</b> Made of 25mm particle board with laminate finish. The table top edge shall be postformed.				
	<b>Drawer pedestal :</b> M.S. powder coated/ both side laminated particle board with 3 drawers with single lock. The pedestal shall have castors at the base.				
	<b>Accessories:</b> Powder coated CPU trolley, Articulated Keyboard tray with pull out mouse tray.				
	approx size 5'9"x5'9"	nos	56		
2.0	Providing and installing modular workstation (Linear Type)				

	<b>Partition:</b> 75mm thick tile based system with alluminium/m.s. Framework having adequate horizontal & vertical slots for cable management. The tile/tiles made of prelaminated particle board and/or white board and/or fabric on GI panel shall be clipped on to the frame. The tiles shall have cutouts for electrical & data plates. The top & vertical exposed thickness of the partition shall be covered using an alluminium. anodised/powder coated trim of approved suitable colour.				
	<b>Table top :</b> Made of 25mm particle board with laminate finish. The table top edge shall be postformed.				
	<b>Drawer pedestal :</b> M.S. powder coated/ both side laminated particle board with 3 drawers with single lock. The pedestal shall have castors at the base.				
	<b>Accessories:</b> Powder coated CPU trolley, Articulated Keyboard tray with pull out mouse tray.				
	approx size 4'0" x 2'0"	nos.	16		
	<b>Basic Cost</b>				
	<b>Tax [VAT &amp; Service Tax]</b>				
	<b>Total Amount Rs.....</b>				

**[Commercial-Bid]**

**Part-II**

**Supply & Installation of Modular Work Stations for CCCR Office Building**

**AT**

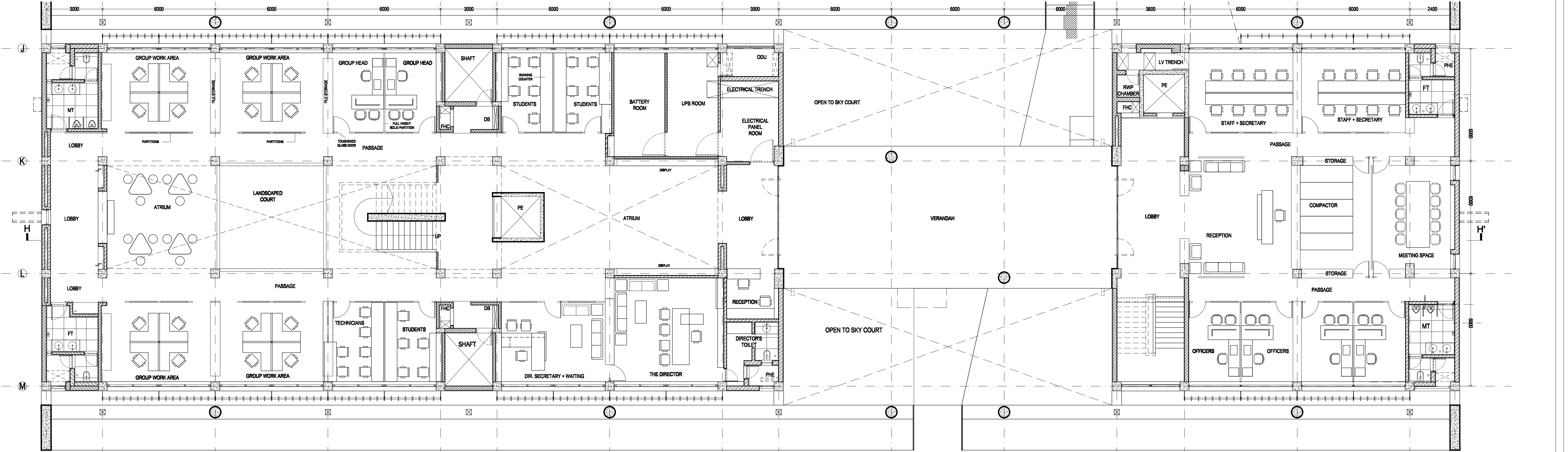
**INDIAN INSTITUTE OF TROPICAL METEOROLOGY,**

**DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008**

**BOQ of Supply and Installation Modular work station at CCCR office Building, IITM,**  
**Pune-411008**

Sr.	Item	Unit	Quantity	Rate(Rs)	Amount(Rs)
	<b>Modular Workstations</b>				
1.0	Providing and installing modular workstation ('L' Type)				
	<b>Partition:</b> 75mm thick tile based system with alluminium/m.s. Framework having adequate horizontal & vertical slots for cable management. The tile/tiles made of prelaminated particle board and/or white board and/or fabric on GI panel shall be clipped on to the frame. The tiles shall have cutouts for electrical & data plates. The top & vertical exposed thickness of the partition shall be covered using an alluminium. anodised/powder coated trim of approved suitable colour.				
	<b>Table top :</b> Made of 25mm particle board with laminate finish. The table top edge shall be postformed.				
	<b>Drawer pedestal :</b> M.S. powder coated/ both side laminated particle board with 3 drawers with single lock. The pedestal shall have castors at the base.				
	<b>Accessories:</b> Powder coated CPU trolley, Articulated Keyboard tray with pull out mouse tray.				
	approx size 5'9"x5'9"	nos	56		
2.0	Providing and installing modular workstation (Linear Type)				

	<b>Partition:</b> 75mm thick tile based system with alluminium/m.s. Framework having adequate horizontal & vertical slots for cable management. The tile/tiles made of prelaminated particle board and/or white board and/or fabric on GI panel shall be clipped on to the frame. The tiles shall have cutouts for electrical & data plates. The top & vertical exposed thickness of the partition shall be covered using an alluminium. anodised/powder coated trim of approved suitable colour.				
	<b>Table top:</b> Made of 25mm particle board with laminate finish. The table top edge shall be postformed.				
	<b>Drawer pedestal :</b> M.S. powder coated/ both side laminated particle board with 3 drawers with single lock. The pedestal shall have castors at the base.				
	<b>Accessories:</b> Powder coated CPU trolley, Articulated Keyboard tray with pull out mouse tray.				
	approx size 4'0" x 2'0"	nos.	16		
	<b>Basic Cost</b>				
	<b>Tax [VAT &amp; Service Tax]</b>				
	<b>Total Amount Rs.....</b>				



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4. DISCREPANCIES IF ANY SHOULD BE IMMEDIATELY BROUGHT TO THE NOTICE OF THE ARCHITECT

5. ACTUAL SITE DIMENSIONS MAY VARY

**CONSULTANTS**

H.V.A.C :  
ELECTRICAL : ABHIYANTA

**DRAWING REFERENCES:**

CONSULTANTS	DRG.NO.	REV.NO.	DATE
H.V.A.C			
ELECTRICAL			

**GROUND FLOOR**

**TENDER DRAWING**

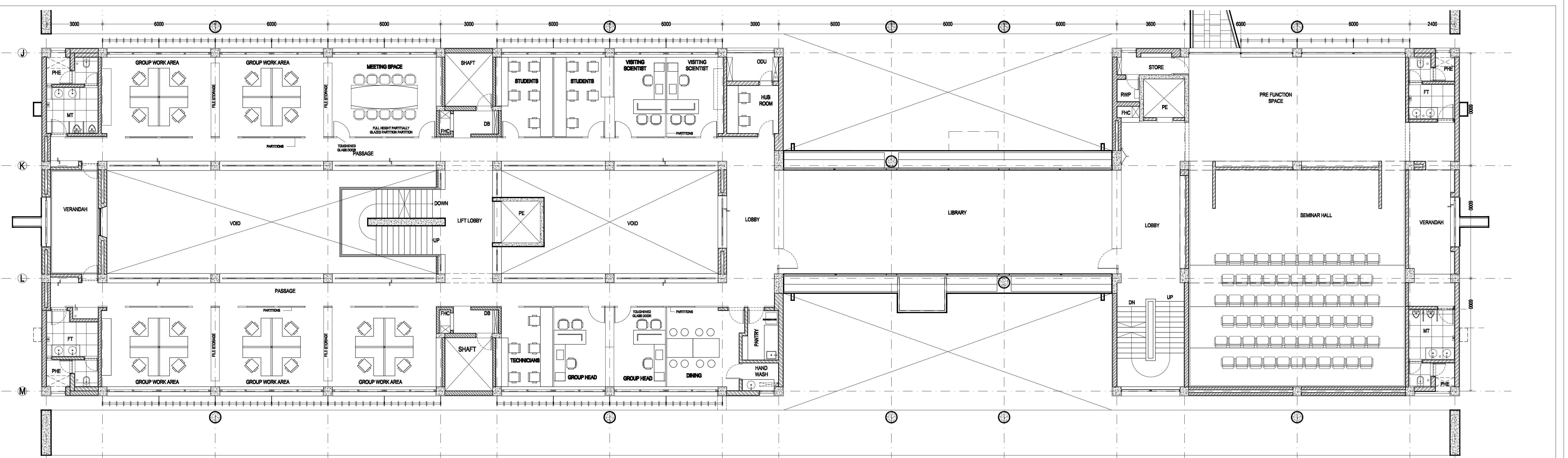
**FURNITURE LAYOUT**

PROJECT NO.	027	DELT	vr
DRG.NO.	TD1	CHK	-
SCALE	1 : 100	DATE	10.03.12

**PROJECT**  
**PROPOSED FURNITURE WORK AT CCCR BUILDING, IITM, PUNE**

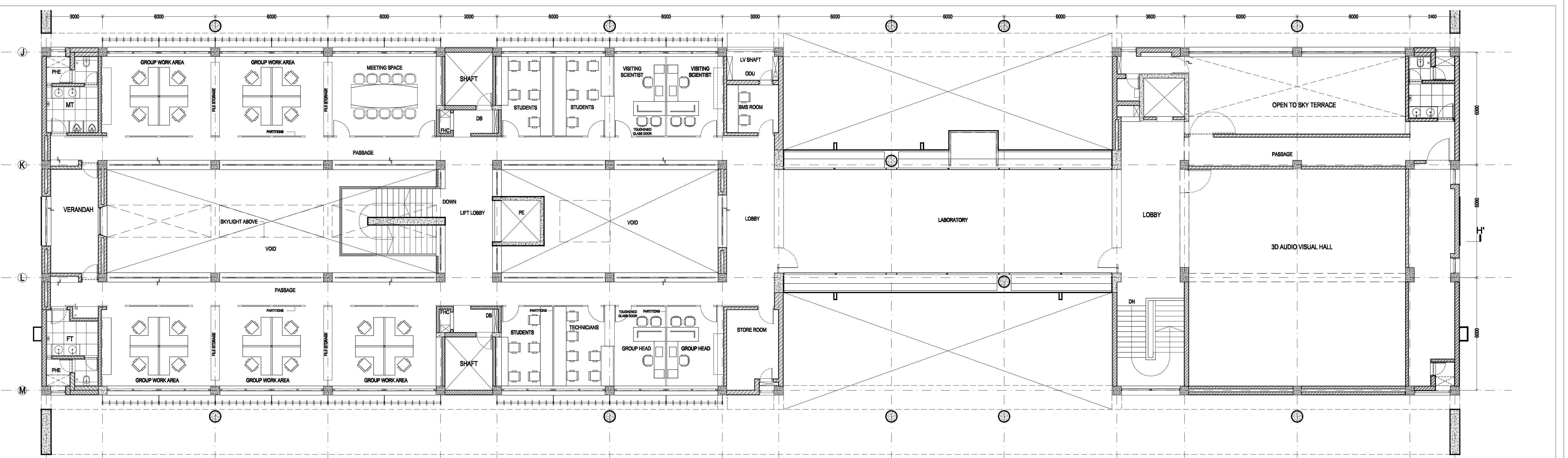
**CLIENT**  
**INSTITUTE OF TROPICAL METEOROLOGY, PUNE**

**ARCHITECTS**  
**MADHAV JOSHI AND ASSOCIATES**  
**ARCHITECTS AND URBAN PLANNERS**  
MADHAVJOSHI@MADHAVJOSHI.COM  
PH : 91 20 26419807 / 18    E-mail : mjc@madhavjoshi.com



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	DRAWING REFERENCES:					PROJECT NO:	027	DEL	18	
	CONSULTANTS					DRG.NO.		CHK	-	
	H.V.A.C					DWG NO.	TD 2			
	ELECTRICAL					SCALE	1 : 100	DATE	10.03.12	

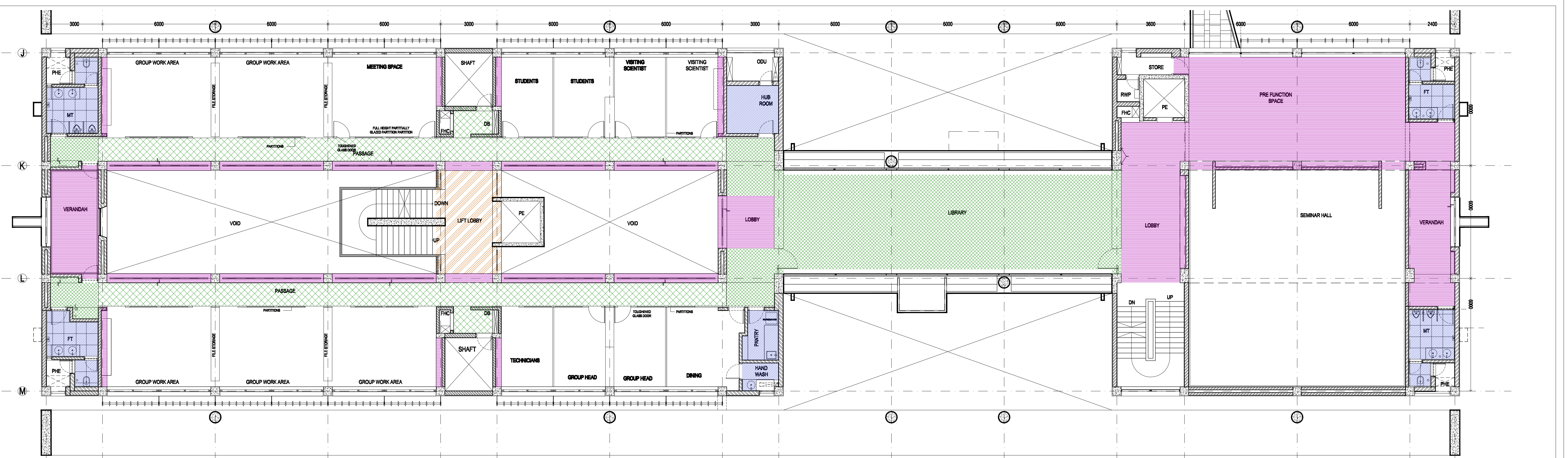




GENERAL NOTES	CONSULTANTS				SECOND FLOOR				TENDER DRAWING				PROJECT			
	H.V.A.C : ELECTRICAL : ABHIYANTA												PROPOSED FURNITURE WORK AT CCCR BUILDING, IITM, PUNE			
	DRAWING REFERENCES: CONSULTANTS    DRG.NO.    REV.NO.    DATE H.V.A.C ELECTRICAL												CLIENT			
													INSTITUTE OF TROPICAL METEOROLOGY, PUNE			
													ARCHITECTS			
1. ALL DIMENSIONS ARE IN MILLIMETERS, UNLESS OTHERWISE MENTIONED. 2. THE DRAWING IS NOT TO BE SCALED 3. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH OTHER RELEVANT ARCHITECTURAL, ENGINEERING DRAWINGS. 4. DISCREPANCIES IF ANY SHOULD BE IMMEDIATELY BROUGHT TO THE NOTICE OF THE ARCHITECT 5. ACTUAL SITE DIMENSIONS MAY VARY								MADHAV JOSHI AND ASSOCIATES ARCHITECTS AND URBAN PLANNERS 9, MAYADEV NAGAR, KOTWADI, PUNE - 411008 PH: +91 20 26419807 / 18, E-mail: <a href="mailto:rajesh@madhavjoshi.com">rajesh@madhavjoshi.com</a>								







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4. DISCREPANCIES IF ANY SHOULD BE IMMEDIATELY BROUGHT TO THE NOTICE OF THE ARCHITECT

5. ACTUAL SITE DIMENSIONS MAY VARY

CONSULTANTS

H.V.A.C :  
ELECTRICAL : ABHIYANTA

DRAWING REFERENCES:

CONSULTANTS	DRG.NO.	REV.NO.	DATE
H.V.A.C			
ELECTRICAL			

LEGEND

	GYPSUM CEILING		FC AT 3180 FROM FFL
	GYPSUM CEILING		FC AT 2830 FROM FFL
	GYPSUM CEILING		FC AT 2700 FROM FFL
	DUCT SYSTEM AS PER DETAIL		FC AT 2400 FROM FFL
	METAL CEILING		

FIRST FLOOR

TENDER DRAWING

FALSE CEILING LAYOUT

PROJECT NO.	027	DELT	vw
DRG. NO.	TD 5	CHK	-
SCALE	1 : 100	DATE	10.03.12

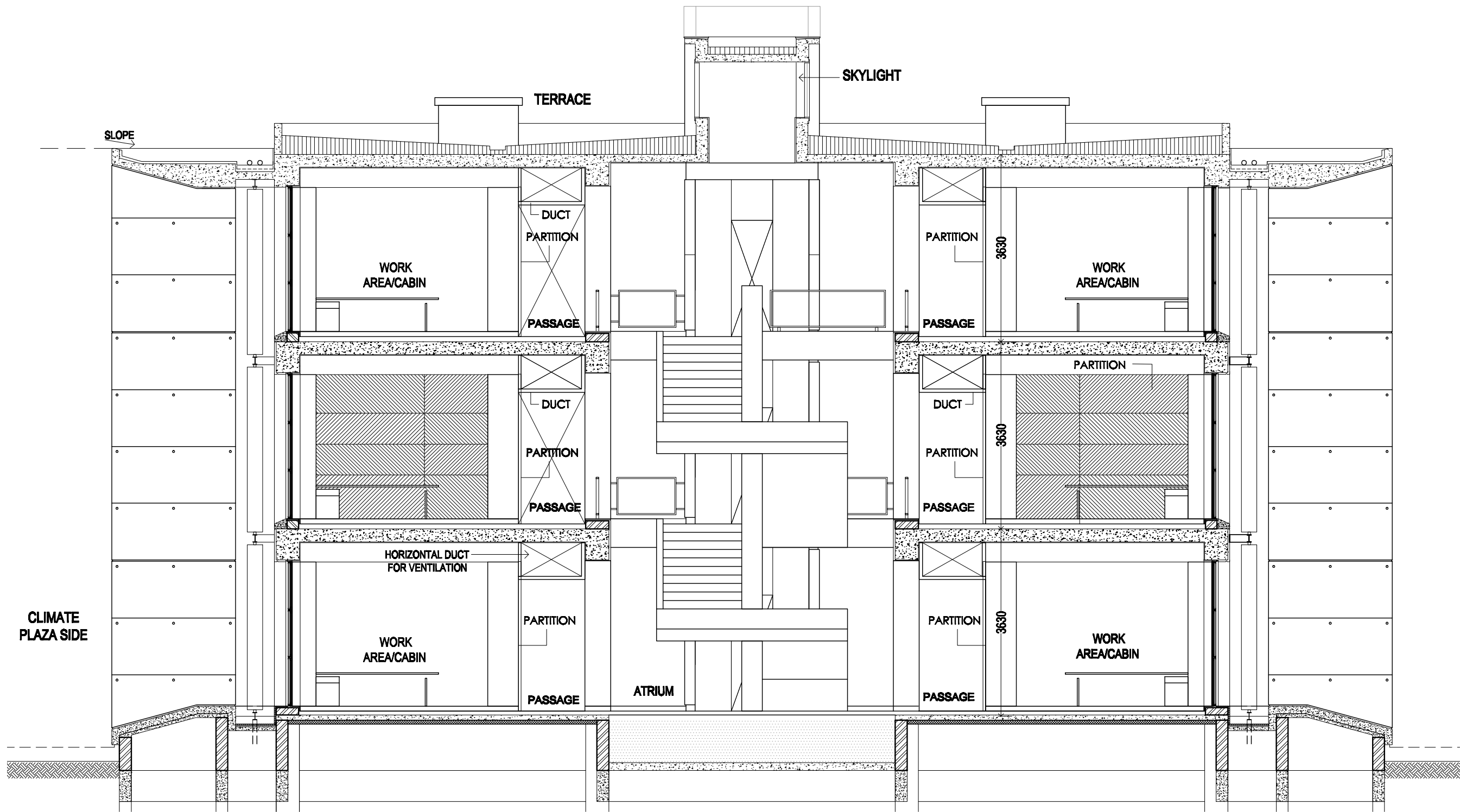
PROJECT  
PROPOSED FURNITURE WORK AT CCCR BUILDING, IITM, PUNE

CLIENT  
INSTITUTE OF TROPICAL METEOROLOGY, PUNE

ARCHITECTS  
MADHAV JOSHI AND ASSOCIATES  
ARCHITECTS AND URBAN PLANNERS  
B-14/1, MIDC INDUSTRIAL AREA, KOTHRUWADI, PUNE-411008.  
PH : +91 20 26419807 / 18. E-mail : [rajesh@madhavjoshi.com](mailto:rajesh@madhavjoshi.com)







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4. DISCREPANCIES IF ANY SHOULD BE IMMEDIATELY BROUGHT TO THE NOTICE OF THE ARCHITECT
5. ACTUAL SITE DIMENSIONS MAY VARY

#### CONSULTANTS

H.V.A.C :  
ELECTRICAL : ABHIYANTA

#### DRAWING REFERENCES:

CONSULTANTS	DRG.NO.	REV.NO.	DATE
H.V.A.C.			
ELECTRICAL			

#### TENDER DRAWING

#### CROSS SECTION

PROJECT NO:	027	DELT	vw
DRG.NO:	TD 7	CHK	-
SCALE	1 : 70	DATE	10.08.12

#### PROJECT

**PROPOSED FURNITURE WORK AT CCCR BUILDING, IITM, PUNE**

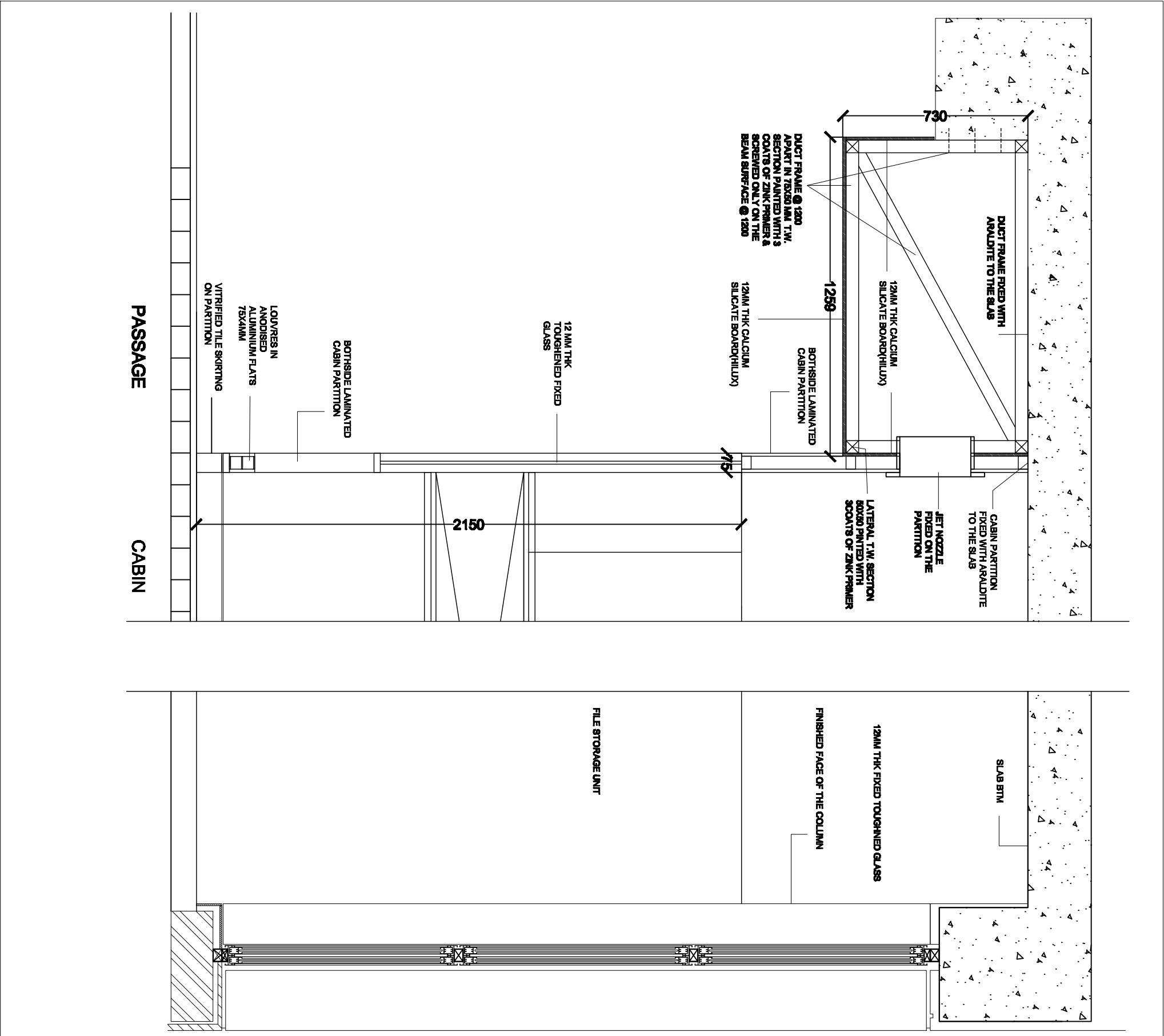
#### CLIENT

**INSTITUTE OF TROPICAL METEOROLOGY, PUNE**

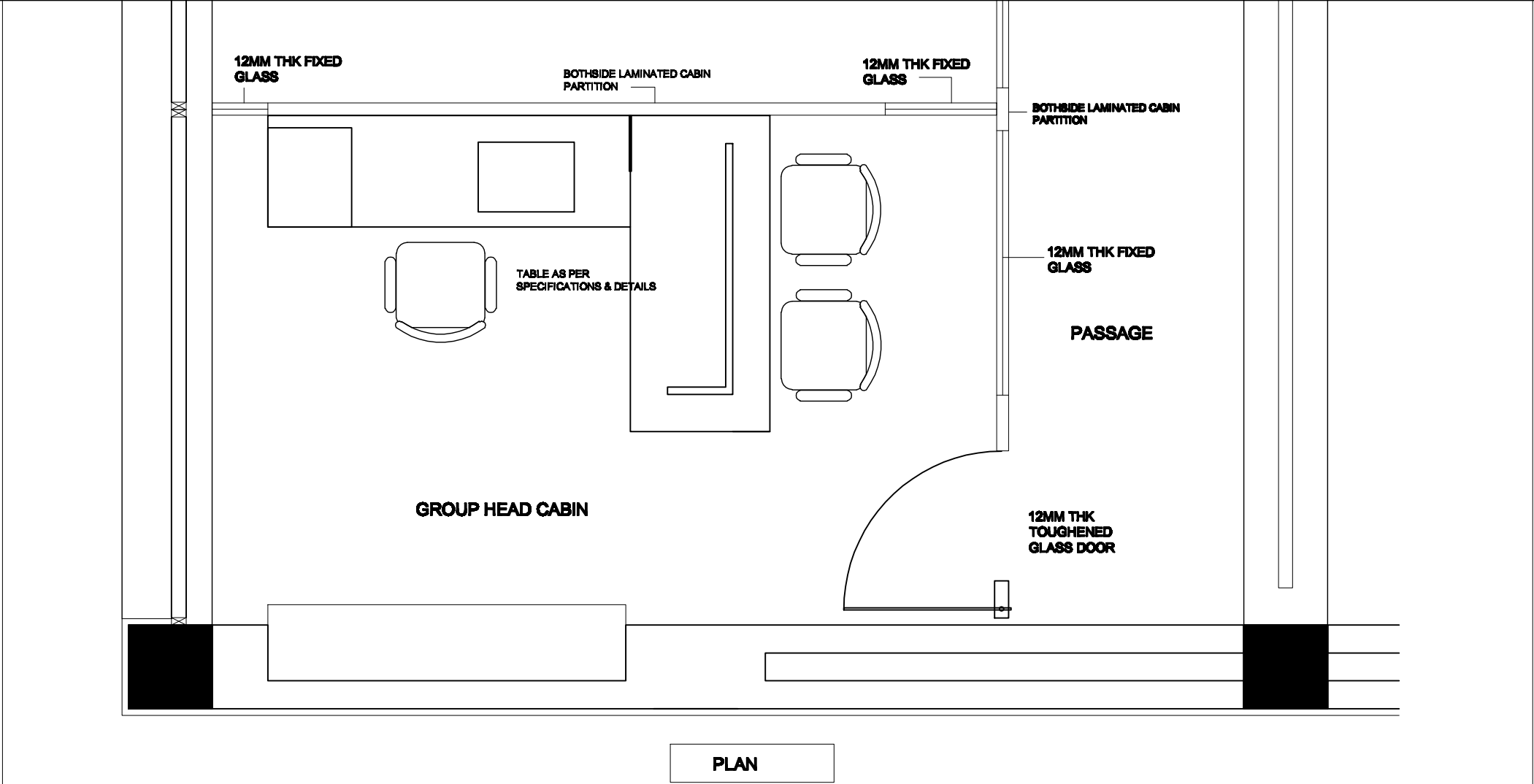
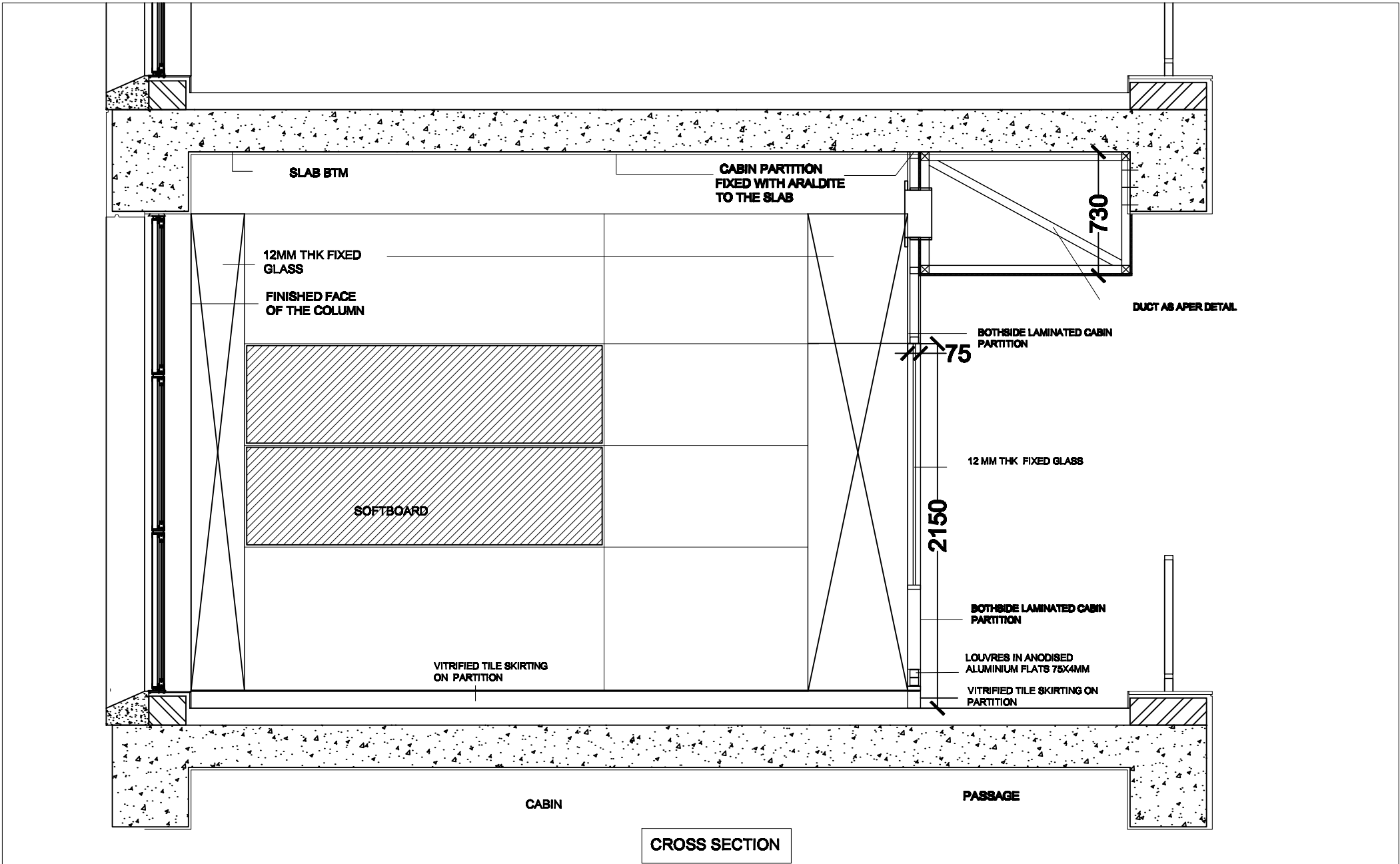
#### ARCHITECTS

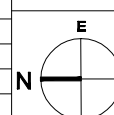

**MADHAV JOSHI AND ASSOCIATES**  
ARCHITECTS AND URBAN PLANNERS

8-MATRUSHRUTI, 80-MAYUR COLONY, KOTHURD, PUNE-411038.  
PH : + 91 20 26410887 / 88. E-mail : mjarchitects@gmail.com



GENERAL NOTES		CONSULTANTS		TENDER DRAWING		PROJECT	
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		DRAWING REFERENCES:		PROJECT NO: 027		CLIENT	
		CONSULTANTS		DRG.NO.		INSTITUTE OF TROPICAL METEOROLOGY, PUNE	
		H.V.A.C.		REV.NO.		ARCHITECTS	
		ELECTRICAL		DATE		<b>MADHAV JOSHI AND ASSOCIATES</b> ARCHITECTS AND URBAN PLANNERS SHATKARNI, SEAWATER COLONY, KOTHRU, PUNE-411004. PH: 91 20 2748887 / 88. Email: <a href="mailto:spandan@madhavjoshi.com">spandan@madhavjoshi.com</a>	
				DRG.NO.		DELTD	
				SCALE		CHK	
				1 : 15		DATE	
						10.08.12	

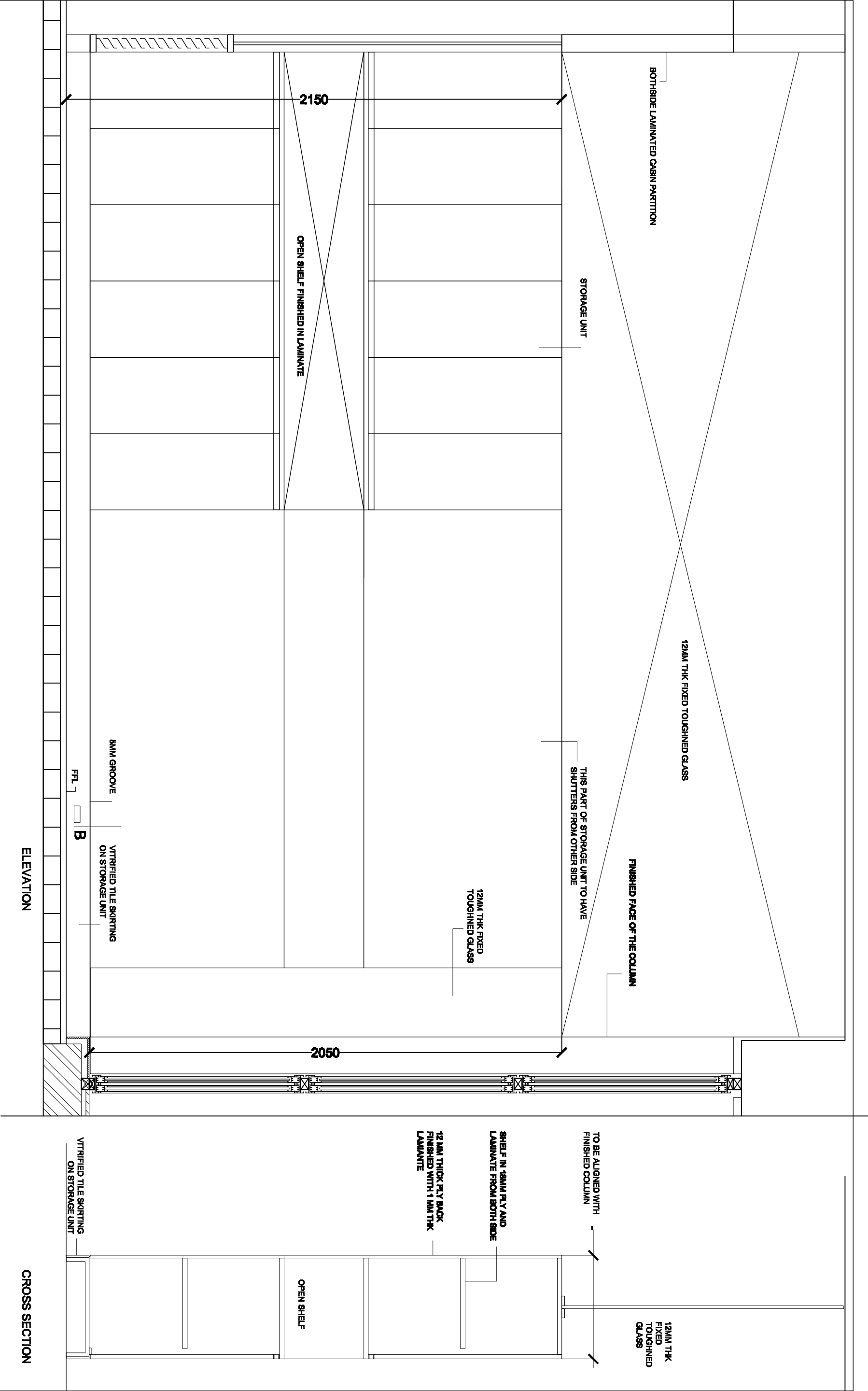


GENERAL NOTES		CONSULTANTS		TENDER DRAWING				PROJECT PROPOSED INTERIOR WORK AT CCCR BUILDING		
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		DRAWING REFERENCES:						ARCHITECTS		
		CONSULTANTS	DRG.NO.	REV.NO.	DATE		PROJECT.NO:	027	DELT	vw
		H.V.A.C.					DRG.NO:	TD 9	CHK	-
ELECTRICAL				SCALE	1" = 2		DATE	10.03.12		
								 MADHAV JOSHI AND ASSOCIATES ARCHITECTS AND URBAN PLANNERS 8-MATRUSMRITI, 02-MAYUR COLONY, KOTHRUD, PUNE- 411038. PH :- 91 20 25410557 / 58. E-mail : mjaarchitects@gmail.com		

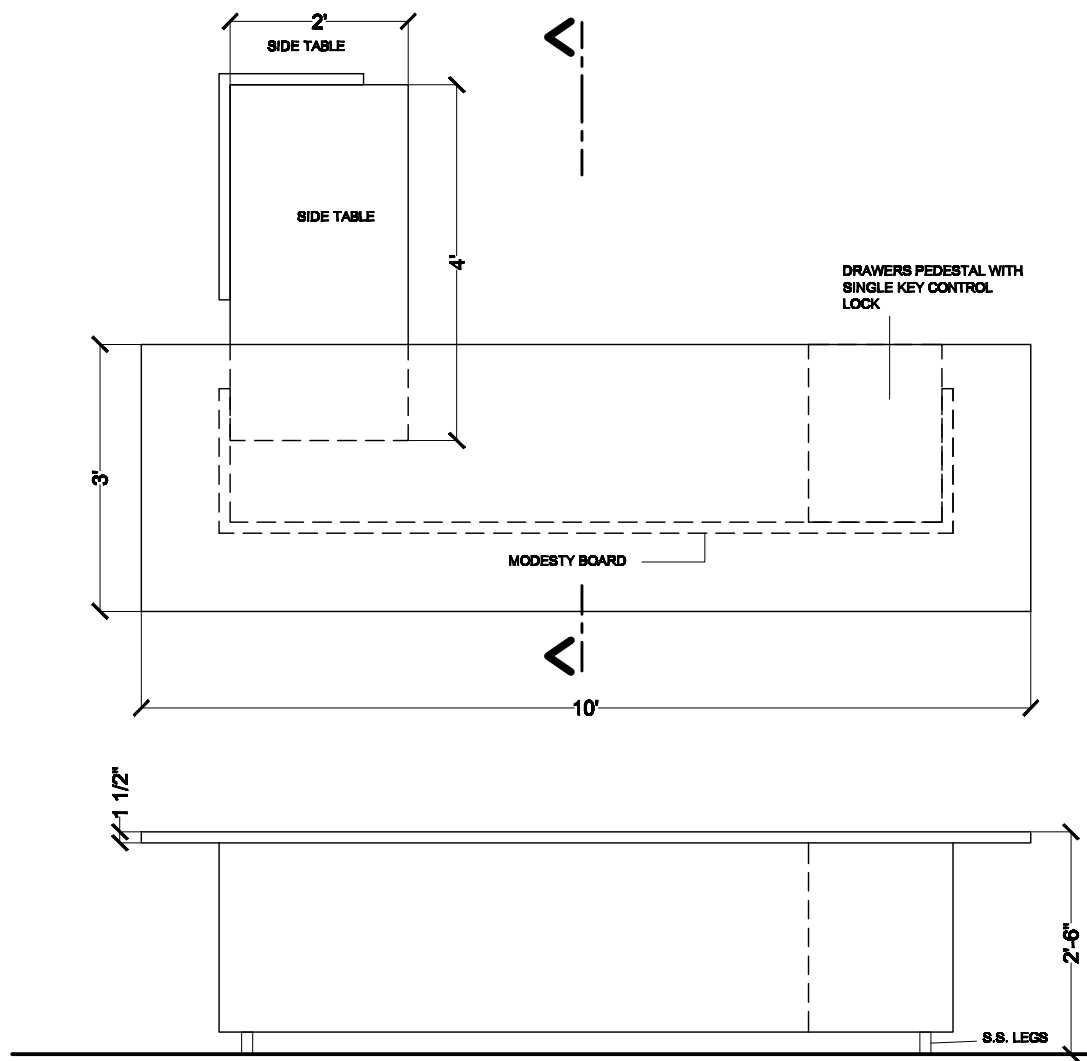




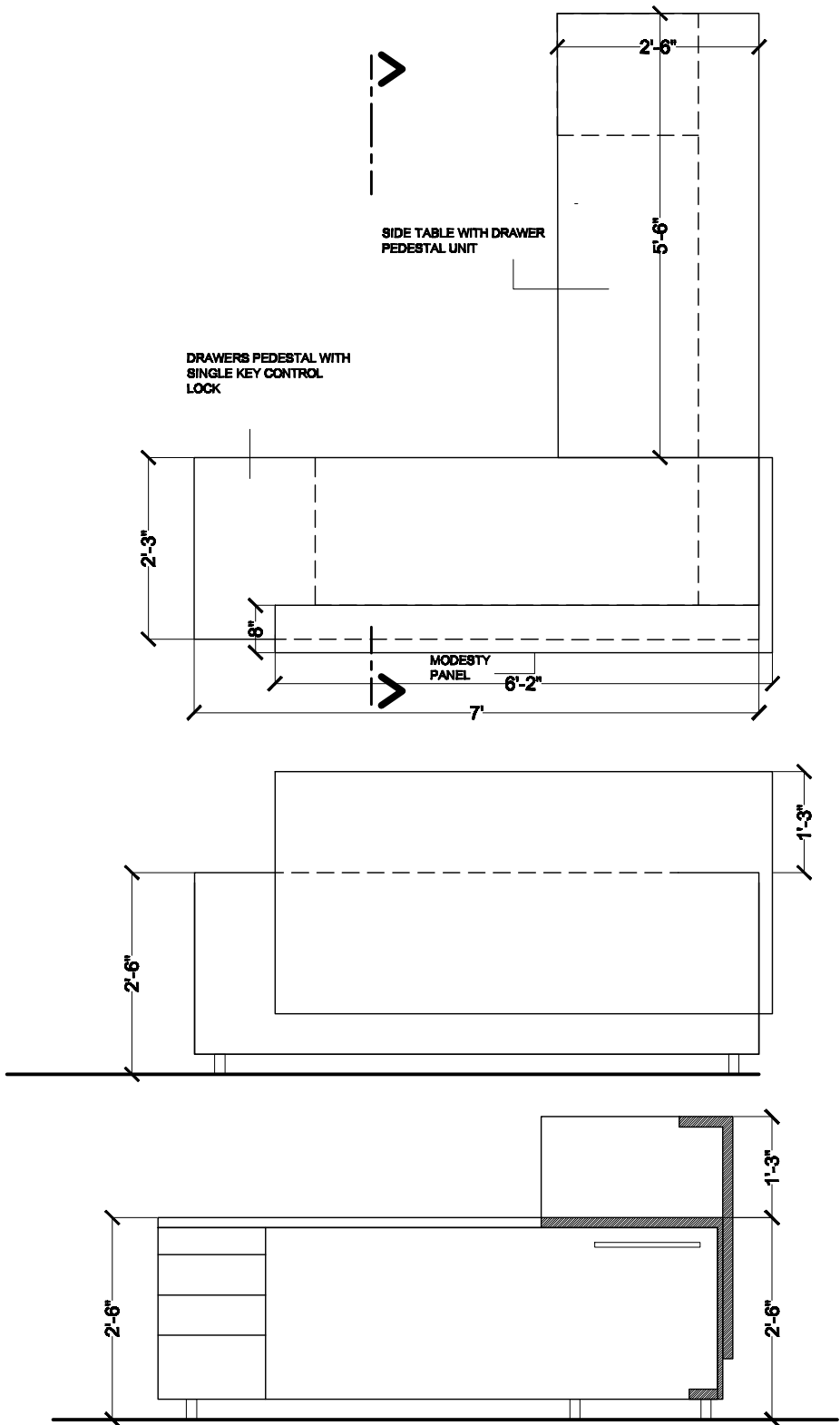




GENERAL NOTES		CONSULTANTS				TENDER DRAWING		PROJECT	
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DRAWING REFERENCES:						PROJECT NO:		ARCHITECTS	
CONSULTANTS		DRG.NO.		REV.NO.		DATE		MADHAV JOSHI AND ASSOCIATES	
H.V.A.C.								ARCHITECTS AND URBAN PLANNERS	
ELECTRICAL								84A,TRUSARATI 92,AYUR COLONY,KOTHRUD,PUNE-411038	
								PH : + 91 20 23410257 / 80. E-mail : info@madhavo@gmail.com	

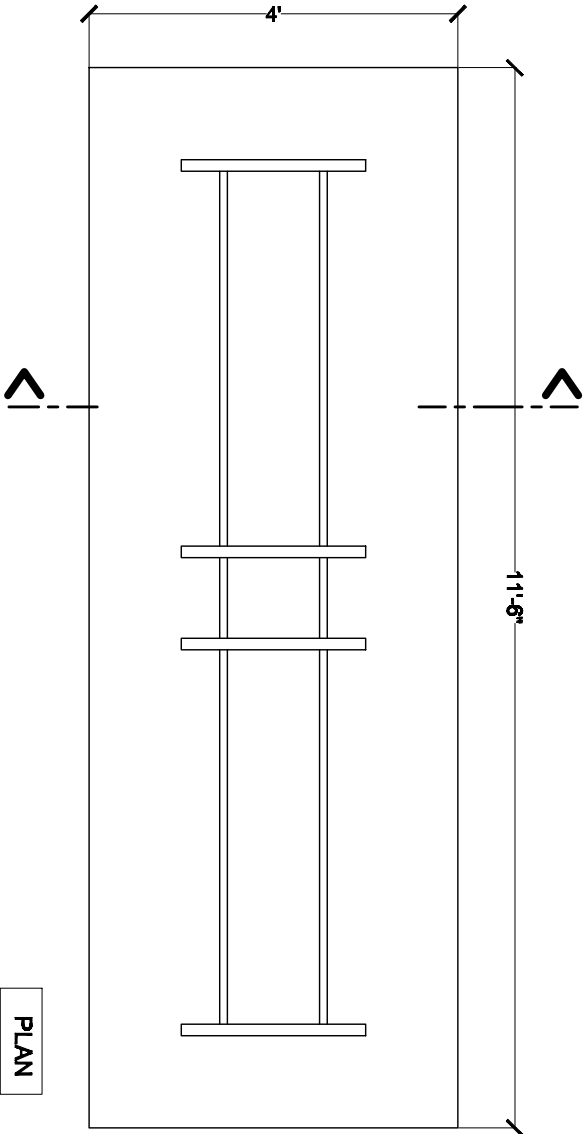


DIRECTORS TABLE

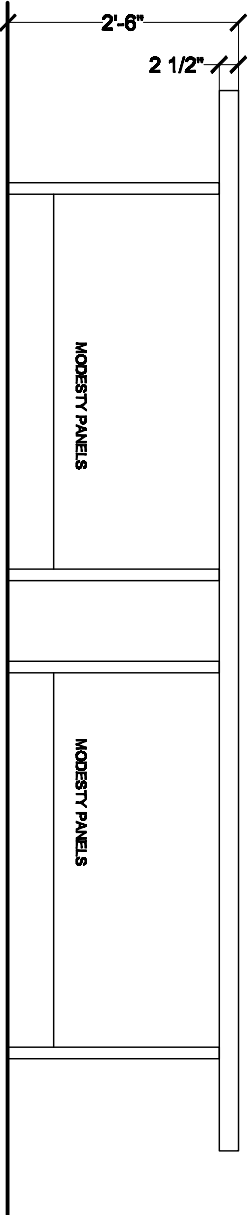


SECRETARY'S TABLE

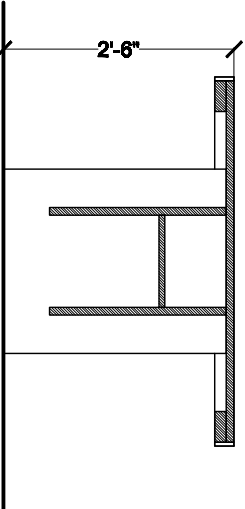
GENERAL NOTES	CONSULTANTS					TENDER DRAWINGS				PROJECT PROPOSED INTERIOR WORK AT CCCR BUILDING	
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	DRAWING REFERENCES:						PROJECT.NO:	027	DELT	vw	
	CONSULTANTS	DRG.NO.	REV.NO.	DATE			DRG.NO:	TD 12	CHK	-	
	H.V.A.C.										
	ELECTRICAL						SCALE	1" = 4'	DATE	10.03.12	



PLAN




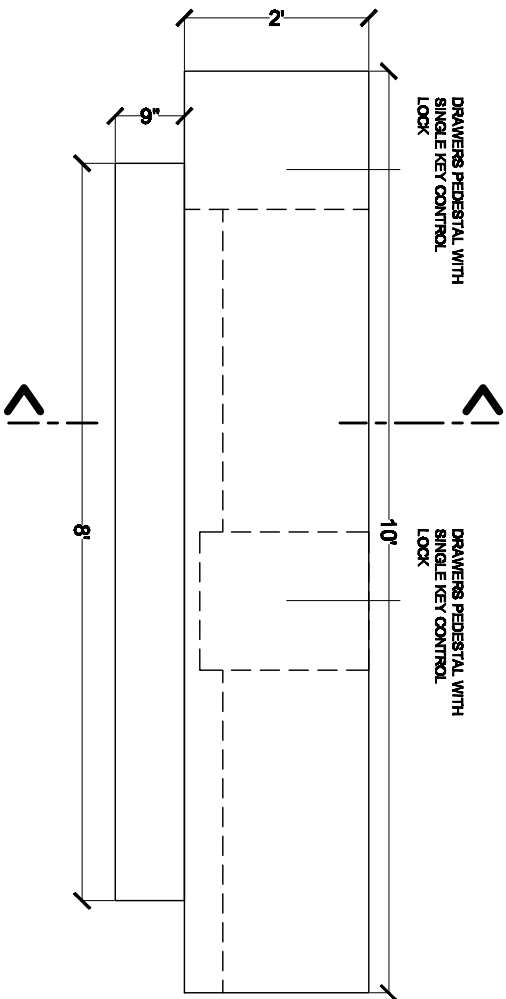
ELEVATION



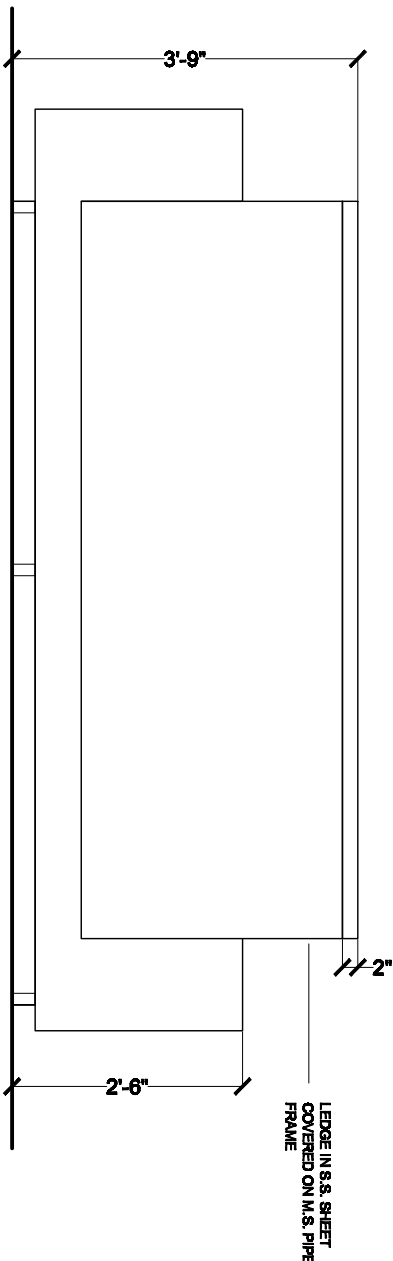
SECTION

MEETING TABLE

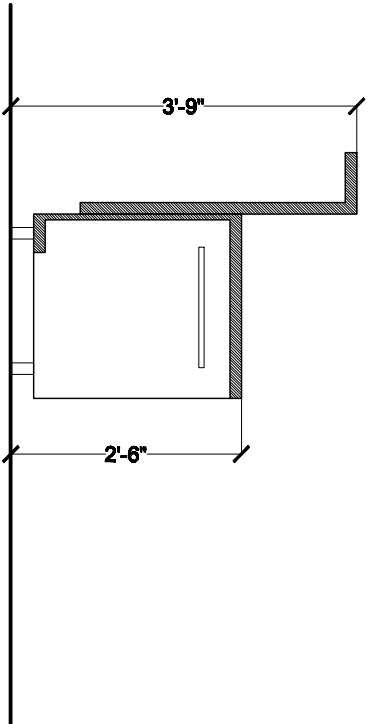
GENERAL NOTES		CONSULTANTS						PROJECT PROPOSED INTERIOR WORK AT CCCR BUILDING	
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		DRAWING REFERENCES:						ARCHITECTS	
		CONSULTANTS	DRG.NO.	REV.NO.	DATE			 <b>MADHAV JOSHI AND ASSOCIATES</b> ARCHITECTS AND URBAN PLANNERS 8,MAHATMAJI, 82,MAAYUR COLONY, KOTHRUD, PUNE-411038. PH : + 91 20 28410687 / 88.    E-mail : mjarchitects@gmail.com	
		H.V.A.C.							
		ELECTRICAL							



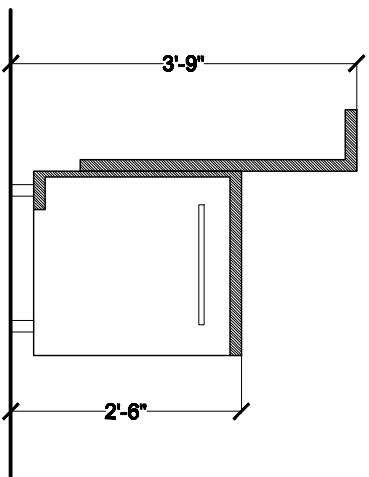
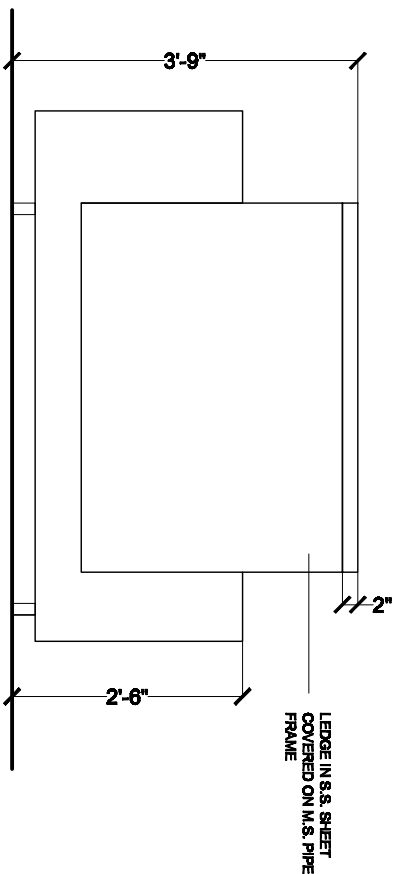
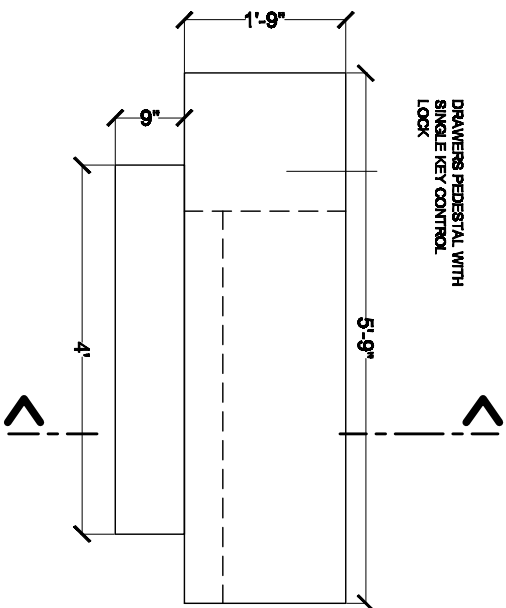
PLAN



ELEVATION



SECTION



RECEPTION DESK 1

RECEPTION DESK 2

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4. DISCREPANCIES IF ANY SHOULD BE IMMEDIATELY BROUGHT TO THE NOTICE OF THE ARCHITECT

CONSULTANTS

H.V.A.C : R.S.KULKARNI  
ELECTRICAL : ABHIVANTA

DRAWING REFERENCES:

CONSULTANTS	DRG.NO.	REV.NO.	DATE
H.V.A.C.			
ELECTRICAL			

TENDER DRAWINGS

PART ELAVATIONS & SECTIONS

PROJECT NO:	027	DELT	W
DRG.NO:	TD 14	CHK	-
SCALE	1" = 4'	DATE	10.03.12

PROJECT  
PROPOSED INTERIOR WORK AT CCCR BUILDING

CLIENT

INSTITUTE OF TROPICAL METEOROLOGY, PUNE

ARCHITECTS

 **MADHAV JOSHI AND ASSOCIATES**  
ARCHITECTS AND URBAN PLANNERS  
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PH : + 91 20 25410557 / 58. E-mail : mjsarchitect@gmail.com