

INKEL LIMITED
*Door No. 7/473ZA – 5 & 6, 2nd Floor, Ajiyal Complex,
Kakkanad, Cochin – 682030
(Phone: 0484 - 6491138)*

No. NIQ/INKEL/EKM/2017-18/194

Date: 6th September 2017

NOTICE INVITING QUOTATION

Name of work: - Interior fit outs for Office Annexe

Sealed quotations are invited for by M/s INKEL Limited, having its registered office at Door No. 7/473ZA – 5 & 6, 2nd Floor, Ajiyal Complex, Kakkanad, Cochin 682030, so as to reach the undersigned on or before **11/09/2017** up to 2.30pm for carrying out the work listed below. The quotations received will be opened at 3.00pm on the same day. The description of works to be carried out are attached along with this document. The rates quoted shall be final and all-inclusive and nothing extra will be paid on any account. The quotations for submission shall not be sent by post or courier.

Specific Conditions

1. The intending bidders should have completed at least one work of similar nature costing not less than Rs. 5 lakh within last 3 years. Certificates to this effect from the competent authority are to be enclosed with the quotation.
2. The intending bidder, who has the requisite experience in this field, can obtain the quotation formats from INKEL Office on any working day between 10 am & 4 pm up to 10/09/2017, free of cost. Quotation formats can also be downloaded from our website www.inkel.in
3. The quotation shall be accompanied by Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of demand draft of a scheduled bank, issued in favour of INKEL Limited payable at COCHIN.
4. The successful bidder has to sign an agreement with M/s INKEL Limited in non-judicial stamp paper worth Rs.200/- within 7 days of receipt of the acceptance letter.
5. The successful bidder on receipt of the acceptance letter is required to submit an irrevocable PERFORMANCE GUARANTEE of 5% of the total quoted amount in the form of DD/BG in favour of M/s INKEL Limited, payable at Cochin - 682030. The earnest money already deposited will be treated as part of this Performance Guarantee.
6. The performance guarantee will be refunded after recording of the completion certificate of the work by the Engineer-in-charge.

7. A Retention Amount at the rate of 5% of the value of work for each running bill will be deducted from first and following part bills until such time as the cumulative total of such deductions (herein referred to as the Retention Money) shall amount to 5% of the executed value of the work. On expiry of the defects liability period of one year or on payment of the amount of the Final Bill whichever is later, the Engineer-in-charge, shall on demand from the contractor refund to him the retention amount provided that the Engineer-in-charge is satisfied that there is no demand outstanding against the Contractor. Provided that when the Retention amount reaches a limit of 5% of the contract value or on completion of the work, if the Contractor so demand may convert the amount into one of the Government securities, or Bank guarantee from any nationalized bank; the bank guarantee being valid till the completion of the defect liability period.
8. The EMD of the unsuccessful bidder will be refunded without interest on finalization of the contract with the successful bidder.
9. EMD deposited with INKEL Limited will be forfeited, if
 - i) The successful bidder fails within the time limit to sign the Contract Document or fails to furnish the required Performance Guarantee
10. The period of contract shall be **30 days**. Commencement of the work shall be considered from the 7th day of receipt of acceptance letter.
11. The contractor's rate must be firm and include the cost of transportation, loading/unloading of materials to the site, GST, statutory levies & applicable cess etc and the fixing or placing in position for which the item of work is intended to be operated. **The rates quoted by the contractor shall be firm throughout the contract period and there shall be no upward revision of the rates quoted by the contractor for any reasons whatsoever.**
12. Compensation for delay of work shall be Rs 1000/- per day and subject to a maximum of 10% of the contract value. The computation shall be based on certified financial progress till that date.
13. INKEL Limited reserves the right to rescind the contract if the contractor fails to start the work within 1/8th of stipulated time or fails to complete the work within the stipulated time, after serving 7 days notice to this effect by INKEL Limited and the balance works will be executed at the risk and cost of the contractor.
14. Any defect developed within the Defect Liability Period of one year will have to be rectified by the contractor at their own cost and in case the defects are not rectified by the contractor, INKEL or its authorized representative shall get the work done at the risk and cost of the contractor.
15. The contractor must co-ordinate with other contractors involved in other related works within the site to minimize the disruption of continuous works.
16. The site should be kept clean and the surplus materials and unwanted debris should be removed / disposed to a proper place by the contractor or moved to a location as directed by INKEL or its authorized representatives. Re-handling charges will not be allowed.
17. GST or any other taxes / statutory levies applicable to this contract will be deducted from each successive running bills and the final bill, as per the provisions in the act.

18. Water and electricity is available at the building & can be used free of cost.
19. The successful quotationer shall take out Contractor's All Risk (CAR) insurance policy, jointly in the name of INKEL Limited and the contractor, and the original policy shall be deposited with INKEL.
20. The quantity mentioned in the BOQ is indicative only. The payment shall be based on the actual measurement of completed surface area at site jointly taken by the contractor and INKEL representatives.
21. Employment Card - The Contractor shall issue an employment card to each worker on the day of work or entry into his employment. If a worker has already any such card with him issued by the previous employer, the contractor shall merely endorse that Employment Card with relevant entries. On termination of Employment, the Employment Card shall again be endorsed by the contractor and returned to the worker.
22. Register of Workmen - A register of workmen shall be maintained in the form appended to these regulations and kept at the work site or as near to it as possible, and the relevant particulars of every workman shall be entered therein within THREE days of his employment.
23. ESI / EPF – Along with each running bill, the contractor shall also submit ECR Chellan copy along with a copy of muster roll certified by concerned PM on monthly basis to INKEL Limited
24. The payment terms for the work is as detailed below:

Stage	Payment Terms
1	Mobilization advance: Nil
2	<p>Progressive payments – every 15 days</p> <ul style="list-style-type: none"> Final payment at the end of the contract period based on the successful completion of work and as certified by INKEL Officials. <p><i>All payments will be processed within 15 days of submission of correct invoice and bill, along with the payment certificate issued by INKEL Officials.</i></p>

Authorized Signatory
INKEL Limited
Cochin - 30

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Name of Work - Interior fit outs for Office annexe

Schedule of Quantities

SI No	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
	Sub Head I- Block Work				
1	Masonry with solid concrete blocks in foundation and plinth in blocks of size 30x20x15cm , grade D of block density not less than 1800 kg/cum and average compressive strength of 4 N/mm ² and minimum strength of individual blocks 3.2 N/mm ² (as specified in IS 2185 part I 1979 Grade D) blocks constructed with cement mortar 1:6 for 20cm thick walls including cost and conveyance of all materials to site, labour charges, hire and labour for scaffolding, curing etc complete.	Cum	2.00		
	Sub Head II- Joinery / False ceiling works				
2	Providing and fixing in position powder coated aluminium doors with frames single leaf fully glazed with 5mm thick toughened glass as per details, fabricated out of extruded sections confirming to BIS IS 733 of specified size and shape of approved shade, powder coating minimum 50 micron of approved shade, including supplying and fixing necessary holdfasts / CP brass and Stainless steel screws for fixing, cleats, 12mm dia tie rods both at top and bottom chromium coated screws, powder coated aluminium handles of approved shape, size and finish, for each leaf on both the sides, tower bolt in matching finish 300mm long at the top and 200mm long at the bottom, high quality DORMA or equivalent lock, 125mm SS butt hinges or pivots and all fixtures fastenings as per requirement, 5mm thick toughened glass fixed with special EPDM gasket felt and powder coated aluminium fittings, leaf mounted open door closer of DORMA TS 68 or equivalent make, with all labour and materials complete as per drawings and as directed.	Sqm	7.00		

3	<p>Providing and fixing in position framed fixed glazing using 5mm Thick Clear Toughened Glass (Brand - saint gobain / modi guard) fixed Dorma WCP at Top and bottom or SS patch fittings as approved from finished floor level up to height of 3.6 meter or as required</p>	Sqm	22.00		
4	<p>Supply and installation of 3M make frosted film pattern throughout all the internal glass panels wherever required of approx. 1.5 m height as per the approved pattern.</p>	Sqm	6.00		
5	<p>Providing and fixing Fiber Glass Reinforced plastic (FRP) Door Frames of cross-section 90 mm x 45 mm having single rebate of 32 mm x 15 mm to receive shutter of 30 mm thickness .The laminate shall be moulded with fire resistant grade unsaturated polyester resin and chopped mat. Door frame laminate shall be 2 mm thick and shall be filled with suitable wooden block in all the three legs. The frame shall be covered with fiber glass from all sides. M.S. stay shall be provided at the bottom to steady the frame. - Toilet door frames</p>	RM	13.00		
6	<p>Providing and fixing to existing door frames-30 mm thick Glass Fibre Reinforced Plastic (FRP) paneled single / double door shutter of required colour and approved brand and manufacture, made with fire - retardant grade unsaturated polyester resin, moulded to 3 mm thick FRP laminate for forming hollow rails and styles, with wooden frame and suitable blocks of seasoned wood inside at required places for fixing of fittings, cast monolithically with 5 mm thick FRP laminate for panels conforming to IS: 14856, including fixing to frames. The rates shall also include providing and fixing MS sliding door bolt of 250 x 16mm (1 no), MS tower bolt 150 x 10mm (1 no) with nuts and screws etc. complete - Toilet door shutters</p>	Sqm	4.00		

Sub Head III - Steel work					
7	Providing and fixing M S grills of required pattern in frames of windows with MS flats, square or round bars etc.complete as per the drawing. The grills should be fixed to the window walls using concrete anchorage, rawl plugs screws, other fixtures etc prior to plastering of the walls. The rate shall also be inclusive of two or more coats of synthetic enamel paint over a coat of zynchromate primer. - grills for windows / ventilators/ childrens play area etc.	Kg	200.00		
Sub Head IV - Flooring & Waterproofing works					
8	Providing and laying vitriified floor tiles of size 600 x 600mm with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades, laid on minimum 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3kg/sqm including grouting the joints using 3mm spacer filled with epoxy joint filler of matching colour and shade etc. complete. The rate shall be inclusive of cost and conveyance of all materials, labour etc. - all internal flooring areas (Note - Basic Price of tile - Rs 600/sqm including tax. Any savings/reduction in basic price shall be accounted in the bill on pro rata basis)	Sqm	9.00		
Sub Head V- Finishing & Roofing					
9	Plastering using 12 mm cement plaster of mix :- 1 : 6 (1 cement : 6 fine sand) wherever necessary in all heights including cost and conveyance of all materials, labour charges, curing, scaffolding etc. complete in all floors - for all internal walls	Sqm	49.00		
10	Providing and applying white cement based putty of average thickness 1mm of approved brand and manufacturer over the plastered wall surface to prepare the surface even and smooth complete - all internal walls, toilet walls, lobby etc.	Sqm	244.00		

11	Wall painting with Acrylic plastic emulsion paint of approved brand and manufacture to give an even shade: Two or more coats on new work over a coat of water thinnable cement primer of approved brand and manufacture wherever necessary in all heights including cost and conveyance of all materials, labour charges, curing, scaffolding etc. complete in all floors - all internal walls	Sqm	500.00		
Sub Head VI -PARTITION WALL/STORAGE /WORK STATION					
12	Providing and installing linear work station 600mm wide and 750mm above the floor level using pre laminated particle board of 25mm thickness with PVC edge banned on the exposed area or 18mm thick BWP 710 grade Marine Plywood with hot pressed laminate neatly edge banded with PVC lipping. The table shall be mounted back to the wall on powder coated MS square tubes which shall have a fascia panel at the rear end with wall for running cable management tray. The rate shall be include running cable management tray right below the cable top and provision for sockets (2 nos),land connections etc for every 1.2 m in length .Where ever two work stations are provided back to back ,there shall be a modesty panel in between which shall be kept at 30cm above the top of the work station using the same material. Wherever the linear work station has an edge laminate at a point where there is no wall, support side panel shall be provided from floor level projecting not less than C154cm from table level .This may be finished with a curvature on the top for better aesthetic view. Measurement shall be in linear meter and no extra payment shall be made for the modesty and edge panel .The table have shall provision for key board trays which shall be paid extra	RM	44.00		
13	Providing and installing file storage using 18 mm thick pre laminated particle board in cm width and size as per site condition. It shall be provided with shelves every 30 cm in height ,doors and shutters, SS self closing hinges or sliding as per site condition. The exposed surface of the pre laminated particle board shall be mechanically edge banned with PVC all inclusive	Sqm	19.00		

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14	Pedestal drawer 450mmx700mm size using 18mm thick pre laminated board with two drawers of 15cm and one drawer with 30cm in height. Edges of the plywood should be finished with Laminate/PVC/T.W. patti, with lock , S.S. legs and necessary aluminum profile handle as per detail drawing Including all materials and labour etc.	Each	24.00		
Grand Total					

Total (Rupees

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.....**Only**)

Place:

Signature of the Contractor:

Date:

Name & Address with Seal: