



HOOGHLY COCHIN SHIPYARD LIMITED (A WHOLLY-OWNED SUBSIDIARY OF COCHIN SHIPYARD LTD)

SUPPLY OF FURNITURE FOR ADMIN BUILDING AT PANDU, GUWAHATI

TENDER FOR SUPPLY OF FURNITURE FOR ADMIN BUILDING

**TENDER NO: HCSL/PANDU/TEN/2026/006
Dt. 08.01.2026**

Due Date of Submission: 15.00 Hrs on 28.01.2026

Date & Time of Opening: 15.30 Hrs on 28.01.2026





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Furniture for Various Buildings at Hooghly Cochin Shipyard Limited, Howrah

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NOTICE INVITING TENDER

TENDER NOTICE NO : HCSL/PANDU/TEN/2026/006 dated 08.01.2026

Sealed competitive tenders are invited from resourceful, experienced and bona fide contractors with sound technical and financial capabilities for the scope of work given below. Tenders are to reach the undersigned on or before the date and time mentioned below. Please refer scope of supply/Technical specification, General Terms and conditions and special terms attached.

Tender Document no:		HCSL/PANDU/TEN/2026/006 dated 08.01.2026
Sealed tenders in the prescribed form are invited for the following work:		
1	Name of the work:	SUPPLY OF FURNITURE FOR ADMIN BUILDING AT HCSL, PANDU, GUWAHATI
2	Employer:	HOOGHLY COCHIN SHIPYARD LTD
3	Design Consultants:	National Technology Centre for Ports, Waterways and Coasts, IIT Madras (NTCPWC - IITM).
4	Completion time:	2 Months from the Start Date specified in the Letter of Acceptance or the date of handing over of buildings whichever is later.
5	Tender Security (Earnest money deposit):	Rs 51,000/- (Rupees Fifty-One Thousand only)
6	Cost of Tender Document:	NIL
7	Tender Documents will be available from:	08.01.2026
	Last date for written queries	17.01.2026.
9	Pre-bid meeting	17.01.2026 at 3.30PM
10	Last date and time for submission of Tender Document	28.01.2026 upto 3PM
11	Time and venue for opening of tenders:	28.01.2026 at 3.30PM, Hooghly Cochin Shipyard Ltd, Nazirgunge, Satyen Bose Road, PO: Danesh Seikh Lane, Howrah, West Bengal-711109.
12	Delays in submission of tenders:	The Employer will not be responsible for any delay, loss or non-receipt of Tender Documents or tenders during transit by courier or mail.
13	Employers' rights:	The Employer reserve the right to issue / refuse Tender Documents and to accept / reject any or all tenders either in part or full or to split and award the work to more than one agency without assigning any reasons thereof and without any liability to the Employer / Design Consultants.
14	Address for requisition and submission of tender document	Hooghly Cochin Shipyard Ltd, Nazirgunge, Satyen Bose Road, PO: Danesh Seikh Lane, Howrah, West Bengal-711109



Tender reference should be clearly indicated on top of the respective envelopes.

Sealed tenders addressed to the Chief Executive Officer, Hooghly Cochin Shipyard Ltd, shall be dropped in the "Hooghly CSL Tender box" located at Hooghly CSL-Nazirgunge Unit at Danesh Sk. Lane, Nazirgunge, Howrah -711109 or courier to Hooghly CSL, Nazirgunge at Danesh Sk. Lane, Nazirgunge, Howrah -711109, West Bengal by the due date and time and the bids should be submitted in **hardcopy**.

Tenders should be submitted in a two separate sealed covers/files as PART – I "TECHNO- COMMERCIAL" & PART – II "PRICE" BID indicating the tender number, due date of the tender and subject as in-line with the scope of work.

Tender documents received after the due date & time will not be considered.

1. Short Description of Work

Hooghly Cochin Shipyard Ltd (HCSL) desires to procure the following furniture's.

Office Furniture, Conference table, Linear Work stations, Executive Tables, Executive Chairs, Office Chairs, Wardrobe, Cupboard, sofas etc. for admin buildings at HCSL, Pandu, Guwahati. Detailed list is provided in the specification and bill of quantities.

2. Minimum qualification criteria for participating in the tender will be as follows:

The bidder should have satisfactorily completed **one work of similar work** of value not less than **Rs. 20.13 lakhs** under a single contract during last five years. (Satisfactory completion certificate from the Client for work done should be submitted along with bid).

or

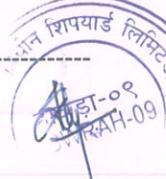
The bidder should have satisfactorily completed **two works of similar work** of value not less than **Rs. 12.60 lakhs** under a single contract during last five years. (Satisfactory completion certificate from the Client for work done should be submitted along with bid).

or

The bidder should have satisfactorily completed **three works of similar works** of value not less than **Rs. 10.10 lakhs** under a single contract during last five years. (Satisfactory completion certificate from the Client for work done should be submitted along with bid).

Definition of similar work: Similar work means work involving Supply and Installation of office furniture for **any of the Central Govt. / State Govt. /PSU Departments / Reputed Private Organizations** within the last **5 (Five)** years immediately preceding the application due date.

3. The Bidder participating in the tender should be a furniture manufacturer having his own manufacturing facility or an Authorized Dealer of the furniture manufacturer. In case of Authorized Dealers, original copy of the authorization letter from furniture manufacturer shall be submitted along with the tender.
4. The furniture manufacturer should have ISO 9001:2015 Certification for product manufacturing consistency.
5. The furniture manufacturer should be a Member of BIFMA (Business Institutional Furniture Manufacturers Association) and IGBC (Indian Green Building Council) and or GRIHA Council and or AIOTA.
6. Firm should have dedicated functional authorized office in Guwahati, Assam or Kolkata (not operating from home cum office) and address proof of office should be submitted along with technical bid.
7. The average Annual Turnover of the bidder should be more than **Rs. 7.55 lakhs** during the last three preceding years.
8. Audited Balance sheets showing turnover, Profit & Loss account of the firm for the preceding 03 years (FY 2022-23, 2023-24, 2024-25) should be submitted along with the application for prequalification).



9. The Tenderer should enclose copy of EPF, ESI, PAN, GST registration certificate, Income tax returns for last three years. (A copy of the same shall be submitted along with the application for issue of tender document)

10. Offers from joint ventures/consortium will not be accepted.

11. Net worth of the contractor must be positive as per the latest balance sheet. (MSE/NSIC will get exemptions)

All corrigenda, addenda, amendments, and clarifications to this tender will be hosted in the website www.hooghlycsl.com, www.cochinshipyard.com or <http://www.eprocure.gov.in> and not in the newspaper. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.

Tender administration: Tender procedure/administration/evaluation including correspondences will be done M/s. Hooghly Cochin Shipyard Limited, Howrah and awarding of the contract will be done by M/s. Hooghly Cochin Shipyard Limited, Howrah, West Bengal.

It is considered necessary that the Bidder(s) shall visit the site and get clear idea about the work involved, before quoting. The Bidder(s) are therefore advised to visit the site and study all the particulars of the site and the nature of the work.

SRF project location:

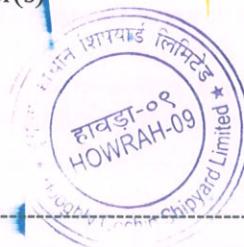
Opposite Assam Railway Police Station,
Pandu Port Road,
Maligaon, Guwahati 781 012,
Assam, India

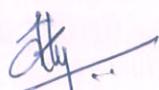
Officer - in - Charge for the above work:

Name: Sajal Sengupta
Designation: Chief Project Engineer
Email: sajal.sengupta@hooghlycsl.com
Phone No: +91 9007696751

Name : Subham Manna
Designation : Sr. Project Officer (Civil)
Email : subham.manna@hooghlycsl.com
Phone No : +91 7003595364

Signature and Seal of the Contractor(s)




Chief Executive Officer
For Hooghly Cochin Shipyard Ltd
SREEJITH K. NARAYANAN
मुख्य कार्यकारी अधिकारी
Chief Executive Officer
Hooghly Cochin Shipyard Limited
হুগলী কোর্পোরেশন শিপিয়ার্ড লিমিটেড
হাওড়া/Howrah-711 109



1. INSTRUCTIONS TO THE BIDDERS:

- 1.1. Offer shall be submitted in the prescribed form to M/s Hooghly Cochin Shipyard Ltd (Hooghly CSL), Nazirunge Works, Satyen Bose Road, P. O. Danesh Sk. Lane, Howrah - 711 109, West Bengal at the designated tender box and has to be addressed to The Senior Manager (IR & HR).
- 1.2. Before submission of the tender, the bidder must visit the site, examine the General Conditions of Contract, the Specifications (including any drawings and other specifications referred to therein), the schedules and the Bill of Quantities. In case of any ambiguity or discrepancy between any of these documents or between figured and measured dimensions, the bidder should immediately refer the matter to Hooghly CSL.
- 1.3. Hooghly CSL will not be responsible for any costs or expenses incurred by the Bidder in connection with the preparation and submission of his bid or for any other expenses incurred in connection with such bidding regardless of the conduct or outcome of the tendering process including cancellation of this tender process.

2. GUIDANCE FOR TENDER SUBMISSION:

Tender shall be submitted in two separate sealed covers as given below super scribbling the name of work, address of Accepting Authority and the address of the Tenderers. These 2 covers shall be sealed within 1 larger cover.

Cover A.

- a. Inside the cover-A two separate covers should be there consisting of 'EMD within a separate envelop 'Cover-1' 'Technical eligibility criteria related documents, undertakings and declarations, etc. within another separate envelop 'Cover-2' and
- b. Duly filled, signed and sealed tender document and unpriced commercial Bid ("PART-1" original issued by Hooghly CSL).
- c. Copy of PAN & GST registration certificate.
- d. Power of attorney or authorization with seal of the company in favour of persons signing the bid.
- e. EMD (in separate envelop within the Cover-A).
- f. Copy of un-priced price bid (attached), Annexure-12.

Cover B.

- a. Quoted Price Bid (original issued by Hooghly Cochin Shipyard Ltd) duly signed and sealed in the prescribed format, Price Bid Format Annexure-12 (there shall not be any clause added by the tenderer in the price bid, price bid with any additional clause/conditions etc will be summarily rejected).

3. SITE VISIT:

3.1. SRF project location:

Opposite Assam Railway Police Station,
Pandu Port Road,
Maligaon, Guwahati 781 012,
Assam, India

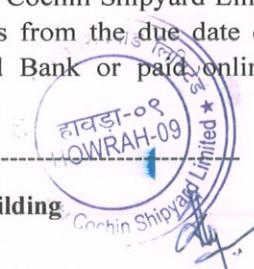
3.2. It is considered necessary that the Bidder(s) shall visit the site and get clear idea about the work involved, before quoting. The Bidder(s) are therefore advised to visit the site and study all the particulars of the site and the nature of the work.

3.3. Bidder(s), if required, may contact on telephone no. +91 9007696751 for any doubts /clarifications / site visits.

4. EARNEST MONEY DEPOSIT (EMD) / BID BOND:

4.1. Bidders shall furnish EMD of Rs. 51,000/- (Rupees Fifty-One Thousand Only), against this tender.

4.2. The EMD can be remitted in the form of Demand Draft (DD) / Banker's Cheque / Fixed Deposit Receipt (FDR)/ Bank Guarantee drawn in favour of "Hooghly Cochin Shipyard Limited" payable at Kolkata and shall be valid for a period of 6 (Six) months from the due date of opening of Techno-commercial Bids from any Nationalized/ Scheduled Bank or paid online through e-gateway of –





HOOGHLY COCHIN SHIPYARD LIMITED
STATE BANK OF INDIA
BRANCH: COCHIN SHIPYARD
ACCOUNT NO: 37354232301
IFSC CODE: SBIN0003229

- 4.3. EMD furnished by all contractors except the lowest tenderer will be released after issuing work order and submission of SD and its acceptance by the contractor to whom the work is awarded. Except L2, all other bidders EMD could be released earlier.
- 4.4. EMD of the successful tenderer will be refunded after remittance of the security deposit and acceptance of the order. EMD of L2 can be released after the issuance of work order to L1.
- 4.5. The Earnest Money Deposit (EMD) may be forfeited if: -
 - a. The bidder withdraws, amends, impairs, or derogates from the tender or agreed conditions in any respect within the period of validity of their offer.
 - b. Non-acceptance of work order.
 - c. Bidder after accepting the work order fails to provide services.
- 4.6. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from submission of EMD.

TENDERS RECEIVED WITHOUT EMD or EMD furnished not as per Hooghly CSL format in case of BG will be summarily rejected (other than those who are exempted from payment of EMD).

- 4.7. Refund of EMD in all the cases shall be without interest as stated below:
 - i. EMD will be refunded to the **techno-commercially** rejected bidders within 15 days from the date of price bid opening and remaining bidders within 30 days of determination of L1 or placement of Order on Successful bidder whichever is earlier.
 - ii. In the event of cancellation of tender, the EMD will be refunded / returned to all the bidders
 - iii. EMD of successful bidders may be converted into performance security or refunded on receipt of performance security B.G.
 - iv. If the validity of the offer of the firm has expired and if bidder is not willing to extend the validity of offer, the EMD of such bidders to be refunded.

5. VALIDITY PERIOD:

- 5.1 Bids / Offers shall remain valid for a period of not less than **120 Days** after the deadline date of submission.

6. OPENING OF BIDS:

- 6.1. **Part-I (Techno-commercial Bid):** Part-I bid will be opened on the due tender opening date from 15:30 Hrs onwards at Administrative Building, Hooghly CSL, Howrah.
- 6.2. **Part-II (Price Bid):** After completion of Techno-Commercial scrutiny, intimation for opening of Part-II bid will be communicated only to Techno-Commercially accepted bidders. Such intimation may be given at a short notice by E-mail or even by telephone, only to the Techno-Commercially qualified bidder(s).

7. BID EVALUATION CRITERIA AND SELECTION PROCESS:

- 7.1 The Tender Committee of Hooghly CSL shall evaluate the Technical Bids based on the fulfilment of Eligibility Criteria; in this regard shall be binding and final. The tenderers will then be informed about the date of opening of their Financial Bids, if required.
- 7.2 The financial bids of those bidders, whose technical bids have been approved, and the rates quoted by the bidders will be read out.





7.3 L1 to be calculated based on the TOTAL CONTRACT AMOUNT (EXCLUDING GST) as mentioned in PRICE BID FORMAT.

7.4 The committee after evaluation of these financial bids shall give its final recommendations on the successful bidder.

8. BID REJECTION CRITERIA:

8.1 The Following conditions/ deviations are non- negotiable and therefore any bid falling under these conditions/ deviations shall be **summarily rejected**. Bidders to note that they shall not be provided any opportunity to rectify these conditions/ deviations post bid opening:

8.1.1. Bids received after tender closing date and time.

8.1.2. Bids received other than email mentioned above.

8.1.3. Bids received without EMD (other than those who are exempted from payment of EMD or those submitting valid EMD Exemption document).

8.2 Non-compliance/non-acceptance to any of the terms and conditions of the tender shall render the bid liable for rejection;

Equal time and opportunity for submission of deficient techno-commercial documents and clarification shall be given to the bidders.

8.3 DISQUALIFICATION:

Even if a bidder meets the tender terms and conditions including prequalification criteria, he shall be subject to disqualification if he is found to have:

(a) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or;

9. DELIVERY PERIOD/COMPLETION SCHEDULE:

The Completion period for entire work shall be **2 Months** (from the Start Date specified in the Letter of Acceptance or the date of handing over of buildings whichever is later.)

10. DELAYS IN COMMENCEMENT

The Contractor shall not be entitled to any compensation and/or damages for any loss suffered by him on account of delays in commencing whatever the cause for such delays may be. Similarly, the Contractor shall not be entitled to claim any amount from Client for delays in completion of work.

11. PRICING:

All materials shall be procured by the contractor as specified in the Technical Specification/Bill of Quantities, at his own cost and the price quoted shall be deemed to be inclusive of all applicable taxes, transportation, storage, royalties, handling, etc. The contractor should produce challans / Invoices of the materials and its quantity brought to the site as and when required by Hooghly CSL.

12. ALL INCLUSIVE RATES

The Contractor's rate shall be fixed & firm and shall include the cost of material, labour, transportation of material to the site, duties, labour cess etc. 18% GST shall be considered. 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. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the Client on production of documentary evidence. However any increase in the duties & taxes during construction because of delays in the completion of work attributed to the Contractor shall be to the Contractor's account.

13. TERMS OF PAYMENT:

Hooghly CSL payment terms shall be as under:

1.31.1 Payment terms for the project shall be as follows:-

a) **70%** of the quoted value of the respective item would be paid on supply of respective materials mentioned in BOQ along with required documents complete in all respects and certification by Engineer upon delivery at Project site.





b) 20% of the quoted value of the respective item would be paid on complete installation of respective item (not part).

c) 10% of the quoted value would be paid on satisfactory completion and handing over and on compliance of all contractual requirements.

1.31.2 The quantities given in the schedule of work are based on the tender drawings and payment will be made as per actual measured quantities of work executed at site.

1.31.3 All the payments are made, after deducting there from the amounts already paid, the security deposit, income tax, workers welfare fund and other amounts as may be deductible or recoverable in terms of the contract as applicable.

1.31.4 The amount admissible for interim bills or running account bills shall be normally paid within a month (30 working days) from the date of receipt of the error free/certified bill by the Engineer. It will be mandatory for the bidders to indicate their bank account numbers and other relevant E-payment details so that payments could be made through ECS/NEFT/RTGS mechanism instead of payment through cheques, wherever feasible

1.31.5 Before submission of the final bill, the Contractor should sign and submit the following:

- A "No Claim Certificate" indicating that he has no claim against the company under the contract except as included in the final bill.
- Taking over certificate issued by Engineer In charge, Hooghly CSL.

14. LIQUIDATED DAMAGES:

- Liquidated Damages will be levied at the rate of 0.5% of the value of contract per week of delay involved subject to a maximum of 10% of the value of the executed contract value.
- The owner shall be at liberty to adjust or deduct the said amount of liquidated damages (not the way of penalty) from any amount due to the contractor including Security Deposit.
- When the delay is not a full week or in multiples of a week and involves a fraction of a week, the LD payable for that fraction shall be proportional to the number of days involved.

15. DEFECT LIABILITY PERIOD (DLP):

The contractor has to guarantee the material and workmanship for a minimum period of TWO YEARS (24 months) from the date of commissioning and acceptance of the same by Hooghly CSL against defective workmanship/inferior quality of materials used. During this period any part/Items found defective shall be repaired/replaced by the Contractor free of cost any trouble or defect originating with the workmanship of any facilities installed arises at any time up to 24 months from the date when the system is taken over after commissioning, and the CONTRACTOR is notified thereof, the CONTRACTOR shall at his own expense and as quickly as possible make such alteration / repairs and replacements as may be necessary to comply with the above guarantees and shall reimburse any costs and expenses incurred by HCSL in connection with such trouble or defect. If the contractor fails to take action as above as HCSL shall direct, HCSL shall be free to take corrective/alternative action at the contractor's cost and risk within a reasonable time.

16. SECURITY DEPOSITE:

- Contractor shall give security deposit in the form of Bank Guarantee for 5% order value within 15 days after receiving of Work Order.
- The Security Deposit deposited shall be released on satisfactory completion of 02 years of defect liability period.
- No interest shall be payable on SD for the period of its pendency.
- SD will be forfeited where the contractor fails to meet the contractual obligations.
- Bidders with valid registration under NSIC/MSE category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard.

17. Measurement and Billing

- The Contractor or his representative shall accompany the Client or their representative in taking measurements/inspection and shall agree to the measurements taken on spot. The Contractor shall then present his bill based on the agreed and recorded measurements and as per the directions of the Engineer. If the Contractor fails to accompany the Client for measurements, then he shall be



bound by the measurements taken by the Client.

2. Payment towards all 'on account' bills shall be normally paid by the Client within 30 working days from the date of receipt of error free / certified bill by the Engineer as far as possible.
3. Period of final measurement shall be one month from the time of completion of the works.

18. CHANGES:

- 18.1 Hooghly CSL reserves the right to issue change orders which provide for changes in the scope of work required under WORK ORDER, and for equitable adjustment in the price hereunder.
- 18.2 Any amendment to WORK ORDER shall be made in writing by Hooghly CSL and all other terms and conditions of WORK ORDER shall remain unchanged.

19. INDEMNITY CLAUSE:

The firm shall indemnify Hooghly CSL and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against HCSL directly or indirectly by reason of:

- i) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
- ii) Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.

20. RECOVERY OF DUES FROM THE CONTRACTOR:

Hooghly CSL shall have recourse to Contractor for any costs, claims, demands, proceedings, damages and expenses whatsoever arising out of or in connection with any failure of Contractor to perform any of his responsibilities / obligations under the terms of the order. Any amount due from Contractor as per the order shall be deducted from money due or becoming due to Contractor or may be recovered as provided for in the contract.

21. PERMITS AND CERTIFICATES:

CONTRACTOR shall procure, at his expense, all necessary permits, third party approval certificates, and licenses required by virtue of all applicable laws, regulations, ordinances and other rules in force at the place where any of the work is to be performed, and CONTRACTOR further shall hold Hooghly CSL harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinance or other rules.

Tender documents, Terms and conditions and Drawings should be signed and sealed in all pages by the contractor and accompanied along with the tender.

I / We hereby declare that I/we have read and understood the above instructions and the terms and conditions mentioned above are binding on me/us.

Signature and Seal of the Contractor(s)

Chief Executive Officer
For Hooghly Cochin Shipyard Ltd

श्रीजित के नारायण
SREEJITH K. NARAYANAN
मुख्य कार्यकारी अधिकारी
Chief Executive Officer
हुगली कोची शिप्यार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
हावड़ा/Howrah-711 109





GENERAL CONDITIONS OF CONTRACT

1. Scope of Work

- 1.1. Manufacturing and Delivery, Installation of the furniture's at the points as mentioned in the BOQ and drawings. Scope also includes packing, transportation to site, unloading, storage, insurance, transportation from stores to site, installation, demonstration and handing over to Client including submission of hardcopy and soft copy of all manuals, warranty certificates etc.
- 1.2. The scope of work further includes variation or modification of design, quantity or quality of work, addition, omission or substitution of any work under the instruction of the Engineer. Such instructions shall be complied forthwith.
- 1.3. The Contractor shall provide all necessary labour, materials, equipment and management and supervisory personnel to complete the works provided under this contract in time.

2. Drawings

- 2.1. Drawings for the admin building indicating the furniture arrangement is attached as Appendix -II.
- 2.2. Detailed drawings for fabricated units like tables, workstations, file cabinets, dining table and if any other as mentioned in the BoQ shall be prepared by the Contractor. Detailed drawings shall be submitted to Engineer for approval.
- 2.3. Drawings and catalogues shall be submitted to Engineer within 1 weeks from the date of issue of Work Order.

3. Material Tests and Workmanship

3.1. Quality of Materials, Workmanship and Tests

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with the Consultants'/Client's or their representative's instructions and shall be subject, from time to time, to such tests as the Engineer direct at the place or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials, as are normally required for examining, measuring and testing any work and the quality, weight or quantity of any material used and shall supply samples of materials before incorporation in the works for approval as may be required by the Consultants, Client or his representative.

3.2. Cost of Tests

The cost of making any test as per specifications shall be borne by the Contractor, and the Contractor should arrange for all facilities as required for carrying out such tests.

3.3. Inspection of Operation

The Consultants/Client or their representative shall at all times have access to the works and to the site and to all workshops and places where materials, manufactured articles or machinery are being obtained for the works and the Contractor shall afford every facility or every assistance in obtaining the right to such access.

3.4. Removal of Improper Work and Materials

The Client or his representative shall during the progress of the works have power to order the following in writing from time to time of which no extra payment will be made to the Contractor.

- a) The removal from the site within such time or times as may be specified in the order of any materials which in the opinion of the Client or his representative are not in accordance with the contract.
- b) The substitution of proper and suitable materials.

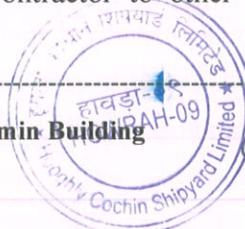
3.5. Suspension of Work

The Contractor shall, on the written order by the Client suspend the progress of the works or any part thereof for such time or times and in such manner as the Consultants may consider necessary and shall during such suspension, properly protect and secure the work, so far as is necessary in the opinion of the Client.

4. Work Treated as Complete

The works shall not be treated as complete until:

- i) The site is clear from all surplus or waste materials, and the Client is satisfied with the job done by the Contractor.
- ii) Power connection taken for the execution of the works have been disconnected by the Contractor and due payments made.
- iii) Rectification of any damage done by the Contractor to other works have been satisfactorily completed.



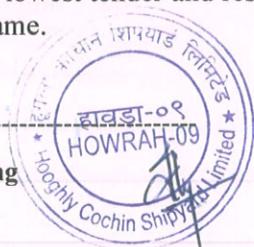


5. Completion & Taking over

- i) Contractor shall give HCSL fifteen days' notice in writing of the date on which he will be ready to handover the works.
- ii) After handing over entire works covered under scope, HCSL shall issue a taking over certificate stating the date on which the work has been commissioned satisfactorily.
- iii) Issue of Taking Over Certificate shall not relieve Contractor of his guarantee responsibilities /obligations

6. Execution of work

- 6.1. The work has to be carried out without affecting other works at SRF and to other agencies engaged in that area where works are to be carried out and shall be arranged with minimum hindrances.
- 6.2. Contractor shall submit a work execution schedule prior to its commencement.
- 6.3. The entire works should be carried out as per the direction of the Engineer deputed for the work.
- 6.4. All the materials used shall be got approved by the Engineer deputed for the work before being used.
- 6.5. All tools /equipments /machineries required for the work has to be arranged by the contractor.
- 6.6. Before Supervisors with their qualification and experience / Workers engaged by him for the work.
- 6.7. Waste materials/Scraps shall be cleared without fail from site on a day-to-day basis and to be dumped at designated places only. If noncompliance of this is noted HCSL will clear the site at the cost of the contractor.
- 6.8. The contractor shall be responsible for the safe custody of materials issued to him or brought in by him.
- 6.9. The Contractor should arrange all safety precautions for the personnel engaged for the works. The contractor should abide by CSL/HCSL's safety rules.
- 6.10. The contractor shall also take all accessories required for the successful completion of the work even though not specifically mentioned in the tender.
- 6.11. If found required contractor shall ensure round the clock deployment of employees/workers to complete the work within the timeframe.
- 6.12. The date of commencement of work and the date of completion of work shall best strictly adhered-to, by the contractor.
7. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
8. All applicable taxes, duties, transportation and insurance etc. except GST should be included in the rate quoted, unless specified otherwise. Hooghly CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
9. Tender documents issued are not transferable. Tender documents issued/downloaded shall be submitted wholly without altering any part.
10. The bidder shall not have been debarred / black listed by Hooghly CSL or by any of the Public Sector Undertaking or Government department etc. Bidders shall produce a self-declaration in this regard as attached.
11. Bidders are instructed to carefully go through the tender documents and shall agree to Hooghly CSL terms and conditions, specifications, scope of work etc and quote their offer accordingly. Bidders shall produce a self-declaration in this regard as per the format enclosed with the tender documents. All the pages of tender documents shall be signed and duly sealed by the bidder as a token of the acceptance of conditions stated therein.
12. Tender opening shall be carried out at the designated date, time and location as specified in the Notice Inviting Tender. It may please be noted that, if any of the dates indicated in the tender notice is declared a public holiday, the dates shall be extended to the next working day.
13. The price bids will be evaluated based on the lowest offer on the total amount such as basic price, GST and all other applicable taxes obtained from eligible and qualified valid bids for opening the price bids. (on lowest total landed cost to Hooghly CSL)
14. Hooghly CSL reserves all the rights to reject any or all tenders without assigning any reason. Acceptance of a bid will rest with the competent authority, who does not bound himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason for the same.





15. Throughout the bidding documents, the terms "bid" and "tender" and their derivatives ("bidder / tenderer", "bid / tender", "bidding / tendering", etc.) are synonymous, and day means calendar day. Singular also means plural.
16. Hooghly CSL has the right to award work, part or in full to a single party or multiple parties as deemed fit. Also, Hooghly CSL shall have the right to issue work order & supply order separately.
17. During the evaluation of tender, Hooghly CSL may seek clarifications from the bidders. Clarification if any shall be given in writing/e-mail. Hooghly CSL decision will be final and binding on the bidder.
18. Bringing in new conditions after the tender opening will not be allowed. Under no circumstances, will an enhancement of quoted rate be allowed, once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply/execution within the stipulated delivery/completion period will entail cancellation of the order and forfeiture of EMD/Performance security, if any/ and or risk purchase.
19. HCSL shall without prejudice to any right or remedy is at full liberty to forfeit the said EMD/Cost of Tender absolutely if the tenderer withdraws his tender before the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to HCSL. After the issue of work order by HCSL, failing /refusing to execute the agreement/ start the work, the tenderer shall be deemed to have abandoned the contract and such an act shall amount to and be construed as the contractors calculated and the willful breach of the contract, HCSL shall have full right to take suitable action against the firm together with forfeiture of Earnest Money Deposit.
20. Security deposit/Performance guarantee will be released only after attending all the defects pointed out to the contractor during the defect liability period/guarantee/warrantee period. Any work which are not attended/replaced during the defect liability period within a reasonable time given by Officer in charge /Engineer, the work will be carried out at the risk and cost of the contractor by HCSL.
21. The site will be available for work during office hours (08:30 Hrs to 17:15 Hrs.) only. However, if the Contractor wishes to carry out the work beyond normal working hours or on holidays, he should get specific approval from the Officer-in-Charge.
22. The work shall be inspected by the Officer –in – Charge /Engineer, his authorized representative deputed by the Officer –in – Charge. Officer-in – Charge /Engineer will have full liberty to impose penalties for the violation of any of the agreement clauses.
23. **General conditions on work part:**
 - 23.1. Hooghly Cochin Shipyard Limited reserves the right to make minor alterations, additions or substitutions to the existing specifications/scope of work, if found necessary during the progress of work and the contractor is bound to carry out the work without any additional cost, as per such altered specifications.
 - 23.2. The completion of work may entail working in monsoon period/ rainy season also. The contractor shall take such events into consideration while quoting for the work. The contractor must maintain sufficient labour force for the timely completion of work as per the prescribed schedule. No extra rate will be admissible for work in monsoon/rainy season. During monsoon and other period, it shall be the responsibility of the contractor to keep the work site free from water at his own cost and ensure safety of their workmen and materials.
 - 23.3. All labour, skilled or unskilled shall be provided by the contractor. Settling any dispute with the labour, subcontractor, labour union shall be the sole responsibility of the contractor. Workers engaged for works should have sufficient knowledge and experience in the respective fields.
 - 23.4. The contractor should take insurance for the men and materials till the handing over of the entire system to Yard. The contractor is bound to meet the expenses or defence of any action of legal proceedings that may be brought by any person for injury sustained owing to neglect of safety precaution and to pay damages and costs which may be awarded in consequence as per rules in force. It is the responsibility of the contractor to ensure that workmen engaged in the work should wear safety appliances like helmet, safety shoes, safety belts etc. and should strictly comply with Yard Safety Rules and Regulations in vogue. For obtaining entry permission of workmen into the company premises, the contractor has to furnish the identity proof of those persons to be engaged [Passport/Electron Identity card etc. If required, police clearance certificate shall also be submitted. They should carry / display the pass issued by Yard authorities during the entire span while in Yard. The contractor has to abide by all relevant Labour Regulations and enactments as applicable to the contractor and his/their workmen and as amended from time to time without causing or claiming any responsibility or liability thereof to the company.



- 23.5. The workmen are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc. inside Yard and any illegal activity by the work men should be reported to the Officer-in- charge without delay and the contractor shall remove such persons from Yard premises.
- 23.6. The Contractor should furnish their Registration code, ESI/EPF (if applicable) /PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to Hooghly CSL in the event of requirement. Hooghly CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.

24. TAX ELEMENTS

- a. The tax rate of the Goods and Services would be as per the Government of India published GST rate schedule for goods & services. The rates have been mapped with HSN& SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
- b. GST ID should be mentioned.
- c. The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST&SGST or IGST) should be separately indicated in the invoice.
- d. Tax inclusive invoices will not be accepted.
- e. All correction/rectification in the invoices should be done through Debit note/ Credit note only.
- 24.1. The entire work should be carried out to the satisfaction of the Officer-in-charge/Engineer of the work. Decisions of the Officer-in-charge/Engineer will be final and binding to the contractor.
- 24.2. The workmanship shall be as per industrial standard in every respect both for the equipment supplied and for the installation carried out. The work should confirm to relevant Indian Standard Specification / other statutory rules wherever necessary/ applicable.
- 24.3. Arrangement of all necessary accessories shall be carried out by contractor for successful completion of work even though not specifically mentioned in the tender/ order. All tools, tackles, accessories and other materials brought into Shipyard for the work shall comply with statutory requirements and shall be declared.
- 24.4. Necessary storage space will be provided by Yard as per the prevailing rules subject to the availability of space. If not, contractor has to make necessary arrangements outside Yard premises at his own cost and risk.
- 24.5. All statutory requirements are to be followed by the contractor. Packing material used if any should be eco-friendly.
- 24.6. The contractor has to abide by the Contract Labour Act 1970 and rules there under and applicable State Contract Labour Rules and the Yard safety rules and regulations. It is the responsibility of the contractor to follow all safety rules and regulations in force, during the period of contract in Yard, and any violation of the same during the course of work will be at the risk and cost of the contractor and will attract penal action.
- 24.7. Necessary "Work in progress" boards shall be provided by the contractor at locations shown by the Officer –in – Charge/Engineer.
- 24.8. The contractor shall make arrangements for collection, preparing, forwarding and testing of samples (if required) at his cost as directed by the Officer –in – Charge /Engineer. The charges for testing to be borne by the Contractor.
- 24.9. Electrical connections issued to the Agency will be exclusively for their own use and any power sharing with other agencies shall be totally under the risk and cost of the agency to which power supply is allotted.

25. Bidders shall follow the Security instructions and HSE guidelines as enclosed with the Tender documents.

26. PRE-BID MEETING:

- 26.1 Any essential requirement not included in the Price Schedules but required for successful operation as per Scope of Work shall be indicated by the bidders and submitted before the pre-bid meeting by the date specified in the schedule.
- 26.2 Only the queries, raised on or before the specified time frame, will be eligible for discussion during the course of the Pre bid discussion.
- 26.3 The bidder or its authorized representative is invited to attend pre-bid meeting to be held on the date, time and location specified in the schedule. *or through VC*.
- 26.4 Non-attendance at the pre-bid meeting will not be a cause for disqualification of bidders but at the same time shall not entitle them to raise any query at a later date.



[Signature]

26.5 The purpose of the meeting will be to clarify the exact scope of work and any issues regarding the bidding documents and the technical specifications for its clarification, if raised at that stage by the bidders. Hooghly CSL shall not be under any obligation to entertain/respond to suggestions made or to incorporate modifications sought for by the prospective bidders.

26.6 Bidders shall not be permitted to indicate any additional requirements in the bid for any reason whatsoever after the Client has considered such amendments.

26.7 Hooghly CSL shall make related modifications/ amendments in the bidding documents as may be considered necessary exclusively through issue of an amendment.

27. FORCE MAJEURE CONDITION:

Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other statutory Authority or illegal strike (event like local strike/ hartal etc. in the yard, state or national), riot, legal lock out, flood, bad weather, fire, explosion, pandemic, epidemic, Act of God of any inevitable or unforeseen beyond human capacity which may be construed as reasonable ground for an extension of time. HCSL may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/ cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence or cessation.

28. RISK PURCHASE: - If the contractor fails to complete the work, in time as per the terms in work order, HCSL shall have the following rights.

- To terminate the contract within 15 days of notice.
- To initiate alternative arrangements at the risk and cost of the contractor.
- HCSL reserves the right to terminate the work order at short notice in case the firm's performance is found not satisfactory with regard to the progress of work, quality, time factor, labour dispute with their workers, poor safety record and other violation of any contract conditions. No claim whatsoever will be entertained in this regard from the firm.

29. JURISDICTION: Any dispute(s) or differences arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between HCSL and the contractor under mediation. Arbitration under provisions of Indian Arbitration and Conciliation Act shall not be applicable for this contract. Any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Kolkata, West Bengal, India.

General Conditions, technical specifications, Drawings etc. and all tender documents of HCSL is legally binding on the tenderer.

30. USE OF APPROVED MAKES

List of approved makes for use in permanent works is mentioned in the tender. It will be deemed that the contractor has priced the respective items on the basis of the approved makes.

Where a particular brand or make is specified in Bill of Quantities or Technical specification, such brand or make of material shall only be used in the works.

Whenever equivalent is specified in the list of approved makes, permission for use of equivalent make shall be subject to contractor submitting proof of non-availability by way of valid regret letters from the makes listed along with the comparison table of properties of proposed make w.r.t specified make. Also, contractor shall submit sample of equivalent material along with test certificates and other documentary evidences to the Engineer-in-charge for approval. Decision of Engineer-in-charge on approving equivalent makes shall be final and binding on the contractor.

31. SITE HANDING OVER

The site will be handed over in full. However, if this is not possible due to reasons that cannot be anticipated now, site shall be handed over in multiple phases based on the exigency of work. If there is any delay in work due to delay in handing over of site by HCSL which is not attributable to the contractor, proportionate extra time will be granted if found necessary by the Engineer-in-charge without any additional cost implication and the decision of Engineer-in-charge shall be final.

32. MOBILIZATION ADVANCE

Mobilization advance shall not be applicable for this contract

33. PRICE ADJUSTMENT

Price Adjustment shall not be applicable for this contract





34. SAFETY AND SECURITY PROVISIONS

The Site of Work is a protected area. Contractor shall strictly abide by the rules and regulations of HCSL regarding entry and exit of vehicles, materials, equipment's & contractor's workmen.

All the Contractors and subcontractors shall comply with the measures related to the Quality, Health, and Safety & Environment (QHSE) policy of HCSL. It is the responsibility of the contractor to follow all safety rules and regulations in force, during the currency of contract in HCSL, and any violation of the same during the course of work will be at the risk and cost of the contractor and will attract penal action. Upon any violation of Safety rules by the contractor, safety department will impose penalty of Rs 5,000/- per violation. Action for debarring the contractor also will be taken in case of repeated violations. Any accident caused due to safety violation and any damage to the Employer property suitable penalty will be imposed by HCSL including termination of contract, if required.

35. Following declaration signed by the contractor.

"I/WE HAVE INSPECTED THE SITE AND GONE THROUGH THE TENDER TERMS AND CONDITIONS IN FULL AND UNDERSTAND AND ACCEPT THE SAME AND HEREBY TRULY CONFIRM AND DECLARE THAT THE RATES QUOTED IN THE PRICE BID ARE INCLUSIVE OF ALL TAXES, ALL CESS AND DUTIES BUT EXCLUDING GOODS AND SERVICES TAX. I / WE ALSO CONFIRM THAT COVER B (PRICE BID) DO NOT CONTAIN ANY CONDITIONS"

"I/WE HAVE NOT MADE ANY PAYMENT OR ILLEGAL GRATIFICATION TO ANY PERSON/AUTHORITY CONNECTED WITH THE BID PROCESS SO AS TO INFLUENCE THE BID PROCESS AND HAVE NOT COMMITTED ANY OFFENCE UNDER THE PC ACT IN CONNECTION WITH THE BID."

Signature and Seal of the Contractor(s)

Chief Executive Officer
For Hooghly Cochin Shipyard Ltd

श्रीजित के नारायण
SREEJITH K. NARAYANAN
मुख्य कार्यकारी अधिकारी
Chief Executive Officer
गाली कोचीन शिप्यार्ड लिमिटेड
Hooghly Cochin Shipyard Limited
714/ Howrah-711 109



TECHNICAL SPECIFICATION

PREAMBLE

1. The following technical specification, code of practice etc. referred herein is form a part of the Item Specification and work shall be executed accordingly. Items which are not covered under Technical Specification shall be carried out as per relevant IS Specification or as per manufacturers specification or as directed by Engineer.
2. On award of work, drawings/ catalogues and colour variants/shades for all the items provided in the BOQ shall be submitted to the Engineer for approval. Fabrication or procurement of the materials shall be carried out only after getting the approval from CLIENT.

1. DETAILED SCOPE OF WORK

- Initial visit at site for observing the site and approach to the location.
- Prepare the detailed drawings of fabricated units like tables, workstations, file cabinets, dinning table and if any other as mentioned in the BoQ. Detailed drawings shall be submitted to Engineer for approval.
- Catalogues and details of Chairs or any other direct supply item shall be submitted to Engineer for Approval.
- Any supporting details required for preparation of above drawings with respect to the buildings at CLIENT shall be provided to the Contractor.
- Supply or fabrication of furniture as mentioned in the tender based on the approval of the drawings and catalogues from CLIENT
- Installation and commissioning of various furniture's at site.

2. PRE-LAMINATED PARTICLE BOARD

Material

All Particle Board anywhere mentioned in the Technical specification and BOQ shall be conforming to **IS: 12823, Interior Grade (Grade II)** with post formed finish. The prelaminated particle board using should be tested for stain resistance as per relevant IS codes and it should satisfy the requirements. The board should have a steep density gradient across the thickness so as to make both the top and bottom surfaces dense and compact.

Synthetic resin bonded flat pressed three layer, multilayer and graded particle board defined in IS 3087: 1985 having superfine surface shall be used for production of prelaminated particle board. Moreover the board should have a steep density gradient across its thickness so as to make both the top and bottom surfaces dense and compact.

Impregnated Base Paper: Printed or plain colored absorbent base paper having a weight of 60-140 g/m³ impregnated in a suitable synthetic resin and dried to a volatile content of 4-8 percent shall be used for pre lamination on both surfaces of particle board.

Impregnated Overlay: An absorbent tissue paper having a weight of 18-40 g/m³ Impregnated in a suitable synthetic resin and dried to a volatile content of 4-8 percent.

Finished Foil: Synthetic resin based surfacing film having a weight of 40-100 g/m³ with one of the faces fully finished.

Dimensions and Tolerances

The dimensions and tolerances shall be as per IS 3087 (2005). The size of Particle Boards shall be as follows:

- a) Length (in mm) - 4800, 3600, 3000, 2700, 2400, 2100, 1800, 1500, 1200, 1000, 900
- b) Width (in mm) - 1800, 1500, 1200, 1000, 900, 600, and 450





Note – Any other dimensions as agreed to between the manufacturer and the purchaser, shall be permissible.

c) Thickness (in mm) - Unless otherwise specified, thickness of particle board shall be 6 mm, 9 mm, 12 mm, 15 mm, 20 mm, 25 mm, 30 mm, 35 mm, 40 mm, 45 mm.

Tolerances: The following tolerances on dimensions of finished boards shall be permissible:

Sl.No	Dimensions	Tolerance
1	Length	+ 6 mm
		- 0 mm
2	Width - For all width	+ 3 mm
		- 0 mm
3	Thickness	± 5 Percent
4	Edge Straightness	2 mm per 1000 mm or 0.2 Percent
5	Squareness	2 mm per 1000 mm or 0.2 Percent

Marking

Each particle board shall be legibly marked near of any of its edges with the following:

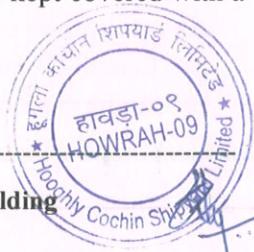
- (a) Indication of the source of manufacture,
- (b) Grade and Type of Pre-laminated Particle Board,
- (c) Thickness, and
- (d) Batch Number and Year of Manufacture.

BIS Certification Marking

A scheme of labelling environment friendly products to be known as ECO Mark has been introduced at the instance of the Ministry of Environment and Forests (MEF), Government of India. The ECO Mark shall be administered by the Bureau of Indian Standards (BIS) under the BIS Act, 1986 as per the Resolution No. 71 dated 21 February 1991 and Resolution No. 425 dated 28 October 1992 published in the Gazette of the Government of India, For a product to be eligible for ECO Mark, It shall also carry the Standard Mark of the BIS besides meeting additional environment friendly requirements. For this purpose, the Standard Mark of BIS would be a single mark being a combination of the ISI Mark and the Eco logo. Requirements to be satisfied for a product to qualify for the BIS Standard Mark for Eco friendliness, will be included in the relevant published Indian Standards through an amendment. These requirements Will be optional; manufacturing units will be free to opt for ISI Mark alone also.

Storage of Materials

Particle boards shall be stored in packs on a level flat surface in a clean, dry and covered place with free circulation of air. The boards shall be protected from rain, dampness and insect and fungal attack. The edges of boards in a pack shall be in a straight vertical plane. If required the edge may be sprayed or painted with a suitable protective coat or sealing material. The packs shall be kept clear of the floor. The top of the stack shall be kept covered with a cover board and weighted down suitably.





3. GLASS

Sheet glass or plate glass shall be of specified make as per the tender. It shall be free from waves and bubbles and all defects.

It should be clearly understood that glass which does not have uniform refractive index or which is wavy, will be rejected. The glazing shall be fixed with suitable beading to the frame.

4. STAINLESS STEEL

The stainless steel shall be generally confirming to IS 6911. The material properties of stainless steel frames, SS sheets, SS flat bars etc and accessories should be conforming to SS 316 grade. It should satisfy the requirements of chemical analysis test as per IS 228. The stainless steel provided should satisfy the requirements as per IS 1500, IS 1501, IS 1586 respectively. The materials should satisfy the tensile strength requirements as per IS 1608 and IS 1663. Stainless steel sheets and strips shall be free from harmful defects, such as scale, rust, blisters, laminations, cracked edges and seams.

5. CRCA STEEL

CRCA is cold rolled close annealed material. Components of locker shall be made of CRCA 'D' grade high yield strength as per IS: 513.

6. WOOD

Wood used for all work shall be the best of the respective class specified, and properly seasoned, suitable for joinery work should be of natural growth, uniform in texture, straight grained, free from sapwood, dead knots, open shakes, rot, decay and any other defects and blemishes.

For joints following principles to be observed:

At the joints the weakness of pieces must be minimum as far as possible. To place each abutting surface in a joint as neatly as possible, perpendicular to pressure. To form and fit accurately every pair of surface that come in contact.

All joining shall be wrought on all faces and finished off by hand with sand paper with slightly rounded arises.

The joints shall be pinned with hard wood pins and put together with white lead. Jointing shall be by means of mortice and tenon or dovetailed joints as approved. For external work the joints shall be coated with white or red lead before the members are put together. For internal joints where there is no chance of moisture the joint shall be glued. **Driving of screws with hammer is prohibited.** The screws shall be soaked in oil before driving them home. The heads of the screws and nails shall be sunk and puttied.

Any joinery work which shall split, fracture, shrink or show flaws or other defects due to unsoundness, inadequate seasoning or bad workmanship, shall be removed and replaced with sound materials at the contractor's expense.





7. FURNITURE SPECIFICATION

7.1 WORKSTATIONS FOR STAFF

7.1.1 LINEAR WORKSTATION

a) SIZE: 1200W X 600D X 750HT TABLE TOP

Specifications:

Table top: Made of 25mm thick prelaminated particle board (Century/ Green) of approved shade. All the edges of workstation surface shall be provided with machine pressed 2mm thick PVC Edge band finish. Under Structure: Table top is supported on PLPB board.

Modesty Panel: One no. 17mm thick 1150mm width X725mm ht PLPB modesty with machine pressed 2mm thick PVC Edge band finish.

Geble end: Two no. 25mm thick 750mm width X725mm ht PLPB Geble end with machine pressed 2mm thick PVC Edge band finish.

Wire Management: The Raceways are provided below the work surface for carrying wires from one end to other end of the cluster, Size offered is 150mm Ht, 125mm wide, Thickness 1mm.

Provide with separator for data and power cables. Designed to accommodate 50-60 CAT-6 cables.

Wire entry through intermediate

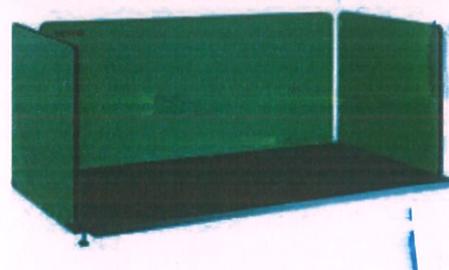
leg & 65mm dia grommet hole for wire access.

b) Pedestal units: 1 Nos each for one table made of good quality both side prelaminated Particle Board with 2 drawers and 1 storage cabinet. Drawers and cabinets to have locks openable with the same key and supported on castor wheels with locking device. The size of pedestal unit shall be 475 mm depth x 420 mm width x 725 mm height. The top, two sides, bottom, back & drawer/storage fascia are to be made of 25 mm thick both side pre laminated good quality Particle Board. The drawer/storage sides and bottom are to be made of 12 mm thick both side pre laminated good quality Particle Board.

c) Keyboard tray moulded type, recessed to accommodate the keyboard and with sufficient space for mouse and resting hand and connected with smooth stainless steel metal rails and of good ergonomic design be provided for each officer work station

Material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete

7.1.2 16 MM THK MAGNETIC FABRIC PARTITION/SCREEN



7.2 TABLES

7.2.1 EXECUTIVE TABLE WITH SIDE COMPOSITE STORAGE UNIT

Table with Side Unit

Main Top Size: 2400W X 900D X 750HT





Side Unit Size: 1200W X 450D X 750HT

Specifications:

Supplying, fixing and placing in position L-Shaped table with, wire manager hole on Table Top. The table shall comprise of

Specifications:

Table top: Made of 25mm thick prelaminated particle board (Century/ Green) of approved shade. All the edges of workstation surface shall be provided with machine pressed 2mm thick PVC Edge band finish. Under Structure: Table top is supported on PLPB board.

Modesty Panel: One no. 18mm thick 2350mm width X725mm ht PLPB modesty with machine pressed 2mm thick PVC Edge band finish.

Geble end: Two no. 25mm thick 900mm width X725mm ht PLPB modesty with machine pressed 2mm thick PVC Edge band finish.

Wire Management: wire manager hole on Table Top. 65mm dia grommet hole for wire access.

Side Unit: 900 X 450 X 750 side table with storage shelf and shutters, drawers in box section, side table top of 25mm thick, All Curcass will be of 18 mm Prelamainted Particle board along with Back will have 9 mm Prelam Particle. There will have Auto HInges. There will have two nos of Drawer unit at Top with Telescopic chennal and locking system. All exposed edge cover with 2mm thk PVC edge banding. With CPU Trolley & Key Board Tray.

The Raceways are provided below the work surface for carrying wires from one end to other end of the cluster, Size offered is 150mm Ht,125mm wide, Thickness 1mm. Provide with separator for data and power cables. Designed to accommodate 50-60 CAT-6 cables. Wire entry through intermediate leg & 65mm dia



7.2.2 CONFERENCE TABLE

Providing and supplying 10-seater conference table made of 38 mm thick good quality both side prelaminated Particle Board with overall size of 3500 x 1500 mm approx. finished in laminate of approved shade with edge banding to match the profile. Table frame shall be fabricated out of power coated M.S frame work and MS powder coated Legs. Conference table shall be provided with wire management system and 2 Nos. flip tops / pop-up boxes for one number each 5A power socket, LAN connection and telephone socket, with necessary powder coated aluminum pedestals. And material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete.





7.2.3 RECEPTION TABLE

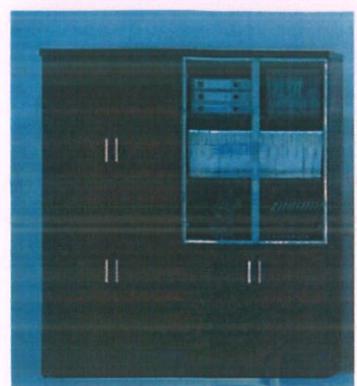
Providing and supplying reception table of size 2400mm x 750mm x 750mm (Height for table top 750mm and 1050mm Height for counter top) Two fixed pedestals and two keyboard trays and two cpu trolleys to be included. As per the photo attached and material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete



7.3 FILE STORAGE CABINET

Specification:

The storage top 17mm thick, shutter & sides panel are made of 17mm thick & back panle is made of 09mm thick prelaminated particle board of approved shade. All the edges of storage surface shall be provided with machine pressed 2mm thick PVC edge band finish. Openable shutter is considered along with Auto hinges, handle and suitable Locking Facility. All exposed area PVC edge lipping.



7.4 CHAIRS

7.4.1 EXECUTIVE CHAIR

Supply & placing in position high back chairs with following specifications:

Design: Ergonomically designed with good slim features

Resting Type: High-Back

Headrest: Covering with Leatherette

Backrest: Upholstered with leatherette

Seat: Upholstered with leatherette

Armrest: Fixed PP with fiber upholstered with leatherette

Seat Feature: Simple single lock mechanism

Gas Lift: QPQ treated Grade 4 Gas Lift

Base: Star Designed Nylon Base

Casters: 330 mm noise free PU Casters



7.4.2 VISITORS CHAIR FOR EXECUTIVE

Design: Ergonomically designed with good slim features

Resting Type: Low-Back

Backrest: Upholstered with leatherette

Seat: Upholstered with leatherette

Armrest: Fixed Aluminum with upholstered with cushioned leatherette

Base: Mild steel cantilever base





7.4.3 WORKSTATION/CONFERENCE ROOM CHAIR

Supply & placing in position high back chairs for workstations with following specifications:

Resting Type: High-Back

Headrest: Frame extended Leatherette

Backrest: Upholstered with leatherette

Seat: Upholstered with leatherette.

Armrest: Armrests fixed- PP with fiber

Seat Feature: Synchronized simple single lock/multi-lock mechanism

Gas Lift: QPQ treated Grade 4 Gas Lift

Base: Star Designed Nylon Base

Casters: 330 mm noise free PU Casters



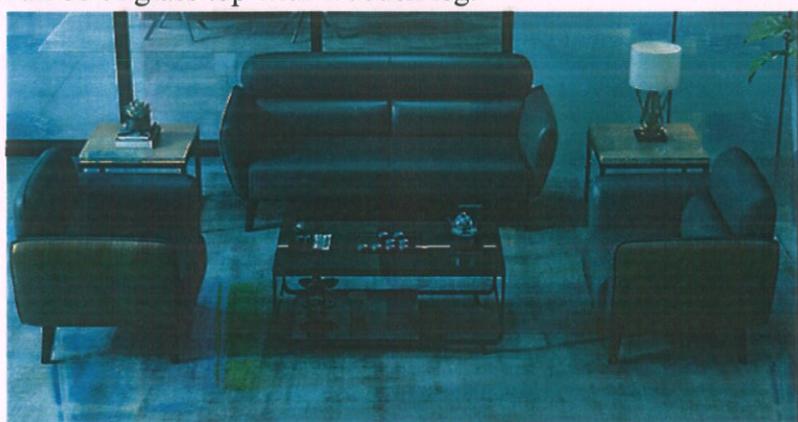
7.5 SOFA FOR RECEPTION

Manufacturing, Supply & Installation of Three-Seater Sofa, Two-Seater Sofa, Centre Tables for reception.

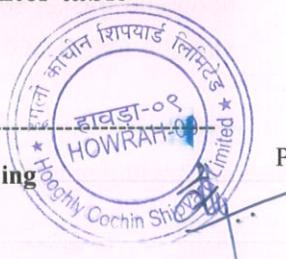
The seat shall be made of PU foam with Density 28 ± 2 kg / cub. mtr having an additional top layer of super soft PU foam in Density 32 ± 2 kg / cu . upholstered with fabric or leatherette. The back shall be made of PU foam with Density 28 ± 2 kg / cub. mtr with two additional top layers of super soft foam of density 32 ± 2 kg / cub. mtr, upholstered with fabric or leatherette. Understructure shall be made up of 1.2 ± 0.1 cm. thick hot-pressed plywood (moisture resistance & termite proof as per IS: 303) & pinewood of cross section devoid of major knots & surface defects 6 nos. per seat & 3.8 mm Dia zigzag spring assembly is mounted over understructure for cushioning purpose 6 nos. per seat & 3.8 mm Dia zigzag spring assembly is mounted over understructure for cushioning purpose.

LEG ASSEMBLY: It is a welded assembly made in Stainless steel (grade SS 202) tube & plate with plastic endcap.

Center table shall be of glass top with wooden leg.



Indicative image of Sofa with center table





Measurement

The measurement shall be in numbers of set as mention in BOQ

Rate

The Rate shall include all the material including cost and conveyance of all material, accessories & hardware's, lead, lift, all labour involved to complete the work in all respects and all taxes like CGST, SGST etc. as applicable.

7.6 DINING AREA

Dining Table

Supply and placing in position Dining table with Granite top and 304 grade SS base frames and supporting frame

Dining Chair

304 grade SS Metal leg with seat cushions as per architect's choice and Material Approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete



Indicative image

Measurement

The measurement shall be in numbers.

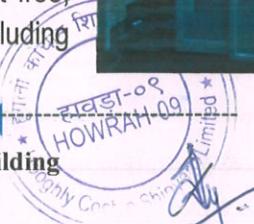
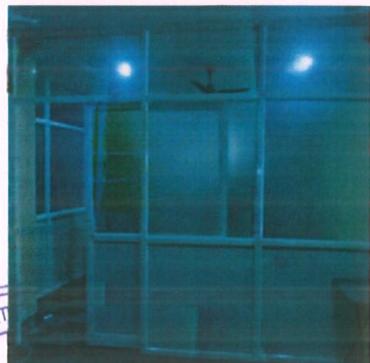
Rate

The Rate shall include all the material including cost and conveyance of all material, accessories & hardware's, lead, lift, all labour involved to complete the work in all respects and all taxes like CGST, SGST etc. extra as applicable.

7.7 PARTITION WORK

7.7.1 ALUMINIUM PARTITION WALL

Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including





cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :

For fixed portion

Powder coated aluminium (minimum thickness of powder coating 50 micron)

Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in panelling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge.

Pre-laminated particle board with decorative lamination on both sides

Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge. (Cost of aluminium snap beading shall be paid in basic item):

With float glass panes of 4.0 mm thickness (weight not less than 10kg/sqm)

7.7.2 GLAZED DOOR

Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing & fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per Engineer-in-charge

Providing and fixing D type pull Handle of 300mm length, 22mm dia, SS 304 grade with all fixtures and should have supporting washer with raised bevelling on the outer surface and necessary screws etc. Including cost and conveyance of all materials, labour charges, lead, lift etc complete as directed by the Engineer at all levels

Providing and fixing glass door lock, SS 304 grade with all fixtures and necessary screws etc. Including cost and conveyance of all materials, labour charges, lead, lift etc complete as directed by the Engineer at all levels



APPROVED MAKES

1.	Prelaminated marine plywood	Centuryply, Greenlam, Associate, Marino, Greenply
2.	Marine Plywood	Centuryply, Greenply
3.	Glass	Saint Goban, Asahi, Modi float
4.	SS handle and accessories	Hafele, Hetich, EBCO, Ozone
5.	Telescopic channels and accessories	Hafele, Hetich, EBCO
6.	Readymade keyboard tray	EBCO, Godrej
7.	Primer & Paint, synthetic enamel, polish etc.	Berger, Asian, ICI, ICA, Jotun, Nerolac, JK, MRF
8.	Locks	EBCO, Godrej, Hetich
9.	Microphone jac	Sennheiser, beyerdynamics
10.	Power socket and switches	Legrand
11.	Adhesive	Fevicol or equivalent as approved
12.	Aluminium sections	Indal, Jindal
13.	GI sections	Everest, India gypsum or equivalent as approved
14.	Stainless steel	Salem Steel, Indalco, Jindal or equivalent as approved
15.	Chairs	Godrej, Wipro, I-Matrix, Monarc, BOSQ or equivalent as approved
16.	Tables	Godrej, Wipro, I-Matrix, Monarc, BOSQ or equivalent as approved
17.	Lockers	VINAR, Godrej, Wipro, I-Matrix or Manufacturer own make

Signature and Seal of the Contractor(s)



Chief Executive Officer
For Hooghly Cochin Shipyard Ltd

শ্রীজিত কে নারায়ণ

SREEJITH K. NARAYANAN

মুখ্য কার্যকারী অধিকারী

Chief Executive Officer

হুগলী কোচিন শিপ্যার্ড লিমিটেড

Hooghly Cochin Shipyard Ltd



Annexure-1

CHECK LIST

(To be enclosed in Cover-1)

Bidder should compulsorily fill this check list and ensure that all details / documents as mentioned in the Tender Document is submitted along with their bid. Please Put Yes or No (Y/N) in the box and ensure compliance and specify the page no. of bid submitted.

CHECK LIST FOR DOCUMENT SUBMISSION

SL. NO.	DESCRIPTION	Tick (Yes/No)		REMARKS
		YES	NO	
1	Submission of scanned copy of Audited Balance Sheet and Profit and Loss statement of last three FY's (2022-23, 2023-24, 2024-25).			
2	Submission of Copy of PAN, GST Registration Certificate			
3	Stamped and signed copy in duplicate the tender general terms & conditions, general and technical specification and special terms and conditions			
4	Submitted cost of EMD (Rs. 51,000/-) in DD/Cheque/NEFT mode (if applicable)			
5	Submitted Duly filled power of attorney in favour of signatory of bid documents			
6	Attestation by authorized representative of bidder in all pages of tender document			
7	Submitted un-priced BID in techno-commercial bid			
8	Submitted Undertaking regarding acceptance of terms & conditions mentioned in the tender documents			
9	Submitted EPF, ESIC details			
10	Submitted Priced Bid			
11	Checklist duly ticked/markred wherever applicable with comments (as applicable) (Annexure-1)			
12	Techno-commercial & Price Bid are in separate Envelope			
13	Any other additional documents enclosed with offer?			
14	Price correspondent to each line item provided?			

Signature & Seal of the Bidders(s)



Annexure-2

Self-Declaration to be given by the bidder in Letter head

Bid's Reference No. & Date:

Bidder's Name & Address:

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

1. We do hereby declare that we have not been debarred/black listed by HCSL or by any of the Public Sector Undertaking or Government department etc.
2. If HCSL finds that, we have been blacklisted/debarred by any of the Public Sector Undertaking or Government department, and then HCSL can reject the offer or terminate the contract at any point of time. In such case, we are aware that, EMD, security deposit, performance guarantee etc will be forfeited by HCSL. Further we are confirming herewith that, any loss that has happened to HCSL due to this will be compensated by us.

For and on behalf of the firm

(Firms Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date:

Place:



Annexure-3

Acceptance of the Terms & Conditions by the Tenderer

(To be given in the Letter Head of Contractor/Contractor)

1. I/We have understood clearly the Specifications, scope of materials, scope of work, General, Specific and Commercial Terms and Conditions of the Tender. I shall scrupulously abide by the same.
2. I/We have understood clearly that this is a supply/ installation/testing/commissioning work, for which I am/we are required to quote unite price + GST as applicable.
3. I/We certify that to the best of my /our knowledge the particulars furnished above is true.

(Signature with company seal)

For and on behalf of the company
Name & Designation of Signatory.



Annexure-4

POWER-OF-ATTORNEY

(ON THE LETTER HEAD OF THE COMPANY)

To
Chief Executive Officer
Administrative Building, HCSL Premises,
Satyen Bose Road, P.O.- Danesh Shaikh Lane,
Nazirgunge, Howrah, West Bengal 711109.

Dear Sir,

We _____ do hereby confirm that
Mr./Ms. _____ (Name and Address) is /are authorized to represent us to bid,
negotiate and conclude the agreement on our behalf with you against Tender No. _____

We confirm that we shall be bound by all and whatsoever our said agents shall commit.

Yours faithfully,

Signature:

Name & Designation:

For & on behalf of: Signature, name and seal of the certifying authority

Annexure-5

Security Instructions and HSE Guidelines

Security Instructions

1. All contractors and their personnel are bound to comply with the security instructions/ orders of the Shipyard issued from time to time.
2. Movements of all persons entering through the Gate should be recorded at the Gate.
3. 100% checking and frisking of all contractors/contract workmen entering into the yard will be done
4. All vehicles carrying materials shall have material entry pass. Such material carrying vehicles shall be permitted entry to the Factory Area on production of material pass. All contractors and their workmen shall keep personal vehicles in the designated parking area.
5. All persons engaged for various works in the Yard through contractors should produce any of the following documents for entry at Site.

Attested copy of any of the documents mentioned below:

- a) Photo identity card issued by government bodies
- b) Electoral identity card with clear photo and address particulars
- c) Driving license with photo and address particulars
- d) Passport/ attested copy of passport with photo and address particulars

HSE Guidelines

Occupational Health, Safety & Environmental requirements of Hooghly Cochin Shipyard Ltd. shall include the following:

1. The contractor (or a sub- contractor performing work on behalf of the contractor) is deemed to comply with the occupational health, safety and environmental policy of the company and also to all operational controls/standard operating procedures and shall undertake the work in total compliance with the HSE requirements of the Yard.
2. The contractor shall undertake the work in total compliance with all applicable legal /statutory requirements related to occupational health, safety and environment effective in Kolkata, in the state of West Bengal.
3. It is the sole responsibility of the contractor to assure that any subcontractors who shall perform works in company lands/facilities/worksites on behalf of the contractor, is also following all HSE requirements of the company and the health/safety/environmental rules effective in the state.
4. The contractor shall provide/implement and operate/practice all occupational health, safety and environmental management measures/facilities for their period of contract, in their activities/at their work sites, which shall be required by the health safety environmental rules established and effective in the state, at their own cost.
5. If any contractor failed to comply with or violated any clauses/requirements of occupational health, safety and environmental rules effective in the state, in their activities or at work sites and the same shall be exposed to the government or any competent authorities upon inspections, the contractor shall solely be responsible for all liabilities caused by his/her action and shall be responsible for paying the penalty and taking the stipulated corrective actions insisted by the authorities within the specified time, at their own cost. Any liability to the company in this regard needs to be compensated by the contractor.
6. Upon the completion of the work, contractor shall clear the area and shall not leave any occupational health/safety/environmental liabilities to the company, from their activities at the worksites.
7. Lifting appliances should be fixed and securely anchored.
8. Any clarification related to HSE requirements of the yard, may be obtained by the contractor from the authorized representative of the contract, prior to the commencement of work.



Annexure-6

BANK GUARANTEE TOWARDS EMD

To

HOOGHLY COCHIN SHIPYARD LTD
(Govt. of India Enterprise,)
Satyen Bose Road,
Danesh SK Lane (PO),
Nazirgunge, Howrah,
West Bengal - 711109.

This deed of Guarantee made on Day of Two Thousand between HCSL on one part and (Name and address of the bank) of the other part is as follows:

In consideration of HCSL having allowed M/s.(herein after referred to as „the Contractor”) to submit Tender No.....without Earnest Money according to the conditions of such Tender Notification, we... (Name of the Bank) (hereinafter referred to as „the bank”) undertake to pay to HCSL on demand the sum of money payable as Earnest Money in respect of the Tender Number.....made by the contractor in case the contractor withdraws from the tender before the date of firmness stipulated or when the tender is accepted by HCSL, the contractor makes default in furnishing the Security Deposit or in entering into an agreement as required by HCSL or otherwise commits any breach of the terms and conditions of the tender.

We, the bank, hereby irrevocably undertake to pay you any amount not exceeding in total the Guarantee Amount upon receipt by us of your demand in writing accompanied by the following documents:

Your signed statement certifying that the Contractor is in breach of his obligation(s) under the Contract and the respect in which the Contractor is in breach.

Any demand for payment should contain your authorized signatures which must be authorized by your bankers or by a notary public.

The guarantee shall remain in full force and effect during the period that would be taken for the finalization of the tender and till HCSL certifies that the terms and conditions of the said tender have been fully and properly carried out by the said contractor and accordingly discharges this guarantee or for 6 months from the date of issue of this guarantee whichever is earlier. A notice of the claim under this guarantee may be served on the bank within 3 months after the said period in which case the same shall be enforceable.

We, the Bank, further agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder. This guarantee shall not be avoided, released or affected by any variation in the terms of the tender, acceptance of the contract between the contractor and HCSL or any neglect, indulgence or forbearance by HCSL.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed -----only).
2. This Bank Guarantee shall be valid up to (date) (9 months from the date of issuing the BG) and



3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before(validity date).

Any demand for payment under this Guarantee must be received by us at this office during working hours on or before the validity Date. Should we receive no claim from you by the validity Date, our liability to you will cease and the guarantee will definitely become null and void whether returned to us or not.

Yours truly,

Signature and seal of the guarantor:

Name of Bank:.....

Address:

Date:.....



Annexure-7

**BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT/
WARRANTY GUARANTEE**

To

HOOGHLY COCHIN SHIPYARD LTD
(Govt. of India Enterprise,)
Satyen Bose Road,
Danesh SK Lane (PO),
Nazirgunge, Howrah,
West Bengal - 711109.

WHEREAS(Name & Address of Supplier) (hereinafter called "the Supplier") has undertaken , in pursuance of Contract..... No..... Dated:..... to execute (Name of Contract and brief description of works)(hereinafter called "the Contract").

AND WHEREAS it has been stipulated by HOOGHLY COCHIN SHIPYARD LTD (The Buyer – hereinafter called "HCSL") in the said contract that the Supplier shall furnish HCSL with a Bank Guarantee for the sum specified therein as security for compliance with the Supplier's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee.

NOWTHEREFORE we.....(Name of the Bank) having its Head Office at.....(Address of Head Office)and acting through its branch office at.....(Address of the executing branch)(hereinafter called "the Bank") hereby affirm that we are the Guarantor and responsible to HCSL, on behalf of the Supplier upto a total of.....(amount of Guarantee) in words).

We, the bank, hereby irrevocably undertake to pay you any amount not exceeding in total the Guarantee Amount upon receipt by us of your demand in writing accompanied by the following documents:

1. Your signed statement certifying that the Supplier is in breach of his obligation(s)under the Contract and the respect in which the Supplier is in breach.
2. Your signed statement certifying that the Supplier has been given a prior written notice by email from you to make good the aforesaid breach and that the Supplier still failed to fulfill the Contract within 30 days of such notice. A copy of such notice given by email to the Supplier shall be attached to the demand for payment.

Any demand for payment should contain your authorized signatures which must be authorized by your bankers or by a notary public.

We, the Bank, further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between HCSL and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. We, the Bank, further agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder.

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed



.....(only).

2. This Bank Guarantee shall be valid upto (date)and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if HCSL serve upon us a written claim or demand on or before.....(validity date).

Any demand for payment under this guarantee must be received by us at this office during working hours on or before the validity date. Should we receive no claim from you by the validity date, our liability to you will cease and the guarantee will definitely become null and void whether returned to us or not.

Yours truly,

Signature and seal of the
guarantor:.....

Name of

Bank:.....

Address:.....

Date:.....

¹An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in respective Dollars / Indian Rupees/Other Currency.

Annexure-8

VENDOR DETAILS (to be submitted along with TECHNICAL BID)

1	Name of Bidder/Firm	
2	Registered office Address of Company/firm in Kolkata/Howrah: Local office address at Kolkata/Howrah (if held):	
3	Telephone No./Fax No./Mobile No:	
4	E-mail address:	
5	Names of the contact person & Designation:	1) 2) 3)
6	Type of Entity- Pro-praetorship / Partnership firm/company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
7	Cost of Tender Details (DD No. Name of Bank)	
8	EMD Details (DD No. Name of Bank)	
9	PAN Card Number (Self-attested copy of PAN card has to be Submitted) GST Registration No. (Self-attested copy has to be Submitted)	
10	Whether the agency has been blacklisted/de barred or given tender holiday or contract terminated before expiry of the contract period by any govt. autonomous bodies/organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (Please tick as applicable) If yes, please furnish details on a separate sheet

• C
ertified that the above information is true to the best of our belief and information.

Place:

Date:

Signature of Supplier/Authorized signature of firm/agency:

Name of Supplier or authorized signatory of firm/agency:

Designation:



Annexure 9



HOOGHLY COCHIN SHIPYARD LIMITED

A wholly owned Subsidiary of Cochin Shipyard Limited,

A Government of India Enterprise under Ministry of Ports, Shipping and Waterways

Site Visit Slip

I, authorized representative of

..... address:

..... Visited the site on and understand
the work completely related to “SUPPLY OF FURNITURE FOR ADMIN BUILDING AT HCSL, PANDU,
GUWAHATI”.

Stamp and Signature of the bidder,

Signature of HCSL Official

Appendix I

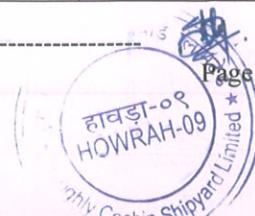
PRICE BID

SLNo	DESCRIPTION	Qty	UNIT	BASIC RATE	TOTAL PRICE
				(INR)	(INR)
1.00	WORSTATIONS FOR STAFF				
1.01	LINEAR WORKSTATION	39.00	nos		
	a) SIZE: 1200W X 600D X 750HT TABLE TOP Specifications: Table top: Made of 25mm thick prelaminated particle board (Century/ Green) of approved shade. All the edges of workstation surface shall be provided with machine pressed 2mm thick PVC Edge band finish. Under Structure: Table top is supported on PLPB board. Modesty Panel: One no. 17mm thick 1150mm width X725mm ht PLPB modesty with machine pressed 2mm thick PVC Edge band finish. Geble end: Two no. 25mm thick 750mm width X725mm ht PLPB Geble end with machine pressed 2mm thick PVC Edge band finish. Wire Management: The Raceways are provided below the work surface for carrying wires from one end to other end of the cluster, Size offered is 150mm Ht,125mm wide, Thickness 1mm. Provide with separator for data and power cables. Designed to accommodate 50-60 CAT-6 cables. Wire entry through intermediate leg & 65mm dia grommet hole for wire access.				
	b) Pedestal units: 1 Nos each for one table made of good quality both side prelaminated Particle Board with 2 drawers and 1 storage cabinet. Drawers and cabinets to have locks openable with the same key and supported on castor wheels with locking device. The size of pedestal unit shall be 475 mm depth x 420 mm width x 725 mm height. The top, two sides, bottom, back & drawer/storage fascia are to be made of 25 mm thick both side prelaminated good quality Particle Board. The drawer/storage sides and bottom are to be made of 12 mm thick both side prelaminated good quality Particle Board.				
	c) Keyboard tray moulded type, recessed to accommodate the keyboard and with sufficient space for mouse and resting hand and connected with smooth stainless steel metal rails and of good ergonomic design be provided for each officer work station				
	d) CPU trolley mounted on castor wheels shall be provided for each work station.				
	Material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete				
1.02	16 MM THK MAGNETIC FABRIC PARTITION/SCREEN				
	SIZE: 1200W X 450HT	27.00	nos		
	SIZE: 600W X 450HT	52.00	nos		





2.00	TABLES				
2.01	<p>EXECUTIVE TABLE WITH SIDE COMPOSITE STORAGE UNIT</p> <p>Table with Side Unit Main Top Size: 2400W X 900D X 750HT Side Unit Size: 1200W X 450D X 750HT</p> <p>Specifications: Supplying, fixing and placing in position L-Shaped table with, wire manager hole on Table Top. The table shall comprise of</p> <p>Table top: Made of 25mm thick prelaminated particle board (Century/ Green) of approved shade. All the edges of workstation surface shall be provided with machine pressed 2mm thick PVC Edge band finish. Under Structure: Table top is supported on PLPB board. Modesty Panel: One no. 18mm thick 2350mm width X 725mm ht PLPB modesty with machine pressed 2mm thick PVC Edge band finish. Geble end: Two no. 25mm thick 900mm width X 725mm ht PLPB modesty with machine pressed 2mm thick PVC Edge band finish. Wire Management: wire manager hole on Table Top. 65mm dia grommet hole for wire access. Side Unit: 900 X 450 X 750 side table with storage shelf and shutters, drawers in box section, side table top of 25mm thick, All Curcass will be of 18 mm Prelamainted Particle board along with Back will have 9 mm Prelam Particle. There will have Auto HInges. There will have two nos of Drawer unit at Top with Telescopcic chennal and locking system. All exposed edge cover with 2mm thk PVC edge banding. With CPU Trolley & Key Board Tray. The Raceways are provided below the work surface for carrying wires from one end to other end of the cluster, Size offered is 150mm Ht, 125mm wide, Thickness 1mm. Provide with separator for data and power cables. Designed to accommodate 50-60 CAT-6 cables. Wire entry through intermediate leg & 65mm dia</p>	1.00	nos		
2.02	<p>CONFERENCE-TABLE</p> <p>Providing and supplying 10 seater conference table made of 38 mm thick good quality both side prelaminated Particle Board with overall size of 3500 x 1500 mm approx finished in laminate of approved shade with edge banding to match the profile. Table frame shall be fabricated out of power coated M.S frame work and MS powder coated Legs. Conference table shall be provided with wire management system and 2 Nos. fliptops / pop-up boxes for one number each 5A power socket, LAN connection and telephone socket, with necessary powder coated aluminium pedestals. And material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete.</p>	1.00	nos		
2.03	<p>RECEPTION-TABLE</p> <p>Providing and supplying reception table of size 2400mm x 750mm x 750mm (Height for table top 750mm and 1050mm Height for counter top) Two fixed pedestals and two keyboard trays and two cpu trolleys to be included. As per the photo attached and material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete</p>	1.00	nos		



3.00 FILE STORAGE CABINET					
	FILE-STORAGE-CABINET				
3.01	Specification: The storage top 17mm thick, shutter & sides panel are made of 17mm thick & back panel is made of 09mm thick prelaminated particle board of approved shade. All the edges of storage surface shall be provided with machine pressed 2mm thick PVC edge band finish. Openable shutter is considered along with Auto hinges, handle and suitable Locking Facility. All exposed area PVC edge lipping.				
3.01.1	SIZE: 800W X 2100H X 450D	3.00	nos		
3.01.2	SIZE: 1050W X 2100H X 450D	2.00	nos		
3.01.3	SIZE: 1200W X 2100H X 450D	1.00	nos		
3.01.4	SIZE: 1350W X 2100H X 450D	2.00	nos		
3.01.5	SIZE: 1500W X 2100H X 450D	8.00	nos		
3.01.6	SIZE: 2000W X 2100H X 450D	2.00	nos		
4.00 CHAIRS					
4.01	EXEVUTIVE CHAIR Supply & placing in position high back chairs with following specifications: Design: Ergonomically designed with good slim features Resting Type: High-Back Headrest: Covering with Leatherette Backrest: Upholstered with leatherette Seat: Upholstered with leatherette Armrest: Fixed PP with fiber upholstered with leatherette Seat Feature: Simple single lock mechanism Gas Lift: QPQ treated Grade 4 Gas Lift Base: Star Designed Nylon Base Casters: 330 mm noise free PU Casters Material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete	1.00	nos		
4.02	VISITORS CHAIR FOR EXECUTIVE Design: Ergonomically designed with good slim features Resting Type: Low-Back Backrest: Upholstered with leatherette Seat: Upholstered with leatherette Armrest: Fixed Aluminum with upholstered with cushioned leatherette Base: Mild steel cantilever base Material Approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete	3.00	nos		
4.03	WORKSTATION/CONFERENCE ROOM CHAIR Supply & placing in position high back chairs for workstations with following specifications: Resting Type: High-Back Headrest: Frame extended Leatherette Backrest: Upholstered with leatherette Seat: Upholstered with leatherette. Armrest: Armrests fixed- PP with fiber Seat Feature: Synchronized simple single lock/multi-lock mechanism	50.00	nos		

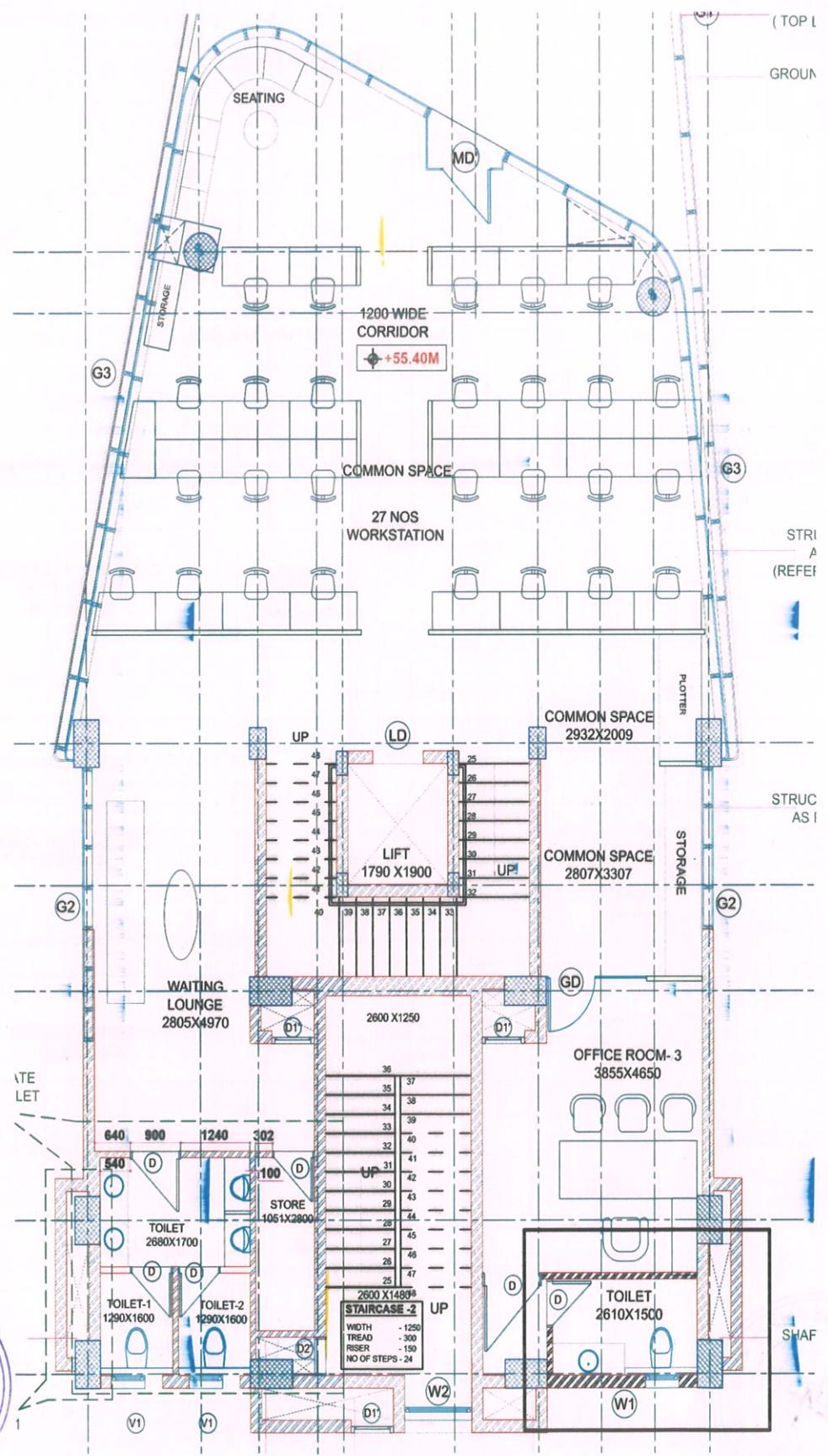


	Gas Lift: QPQ treated Grade 4 Gas Lift Base: Star Designed Nylon Base Casters: 330 mm noise free PU Casters Material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete				
5.00 SOFAS					
5.01	SOFA FOR RECEPTION Supplying and Providing One Nos of Three Seater Sofa , Two nos Two Seater Sofa, One Centre Table of approved color and material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete	2.00	nos		
5.02	SOFA FOR RECEPTION Supplying and Providing Two No of Three Seater Sofa , Two Centre Table of approved color and material approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete	1.00	nos		
6.00 DINING AREA					
6.01	Supply and placing in position Dining table with Granite top and 304 grade SS base frames and supporting frame 2400W X 500D X 750HT 2200W X 500D X 750HT 1200W X 900D X 750HT	1.00 1.00 1.00	nos nos nos		
6.02	DINING CHAIR 304 grade SS Metal leg with seat cushions as per architect's choice and Material Approved by the Engineer in charge, including the cost of transportation, unloading, other expenses etc. Complete	10.00	nos		
7.00 PARTITION WORK					
7.01	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :For fixed portion Powder coated aluminium (minimum thickness of powder coating 50 micron)	630.00	kg		



7.02	Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade 1 Type II, in panelling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge. Pre-laminated particle board with decorative lamination on both sides	140.00	sqm		
7.03	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge . (Cost of aluminium snap beading shall be paid in basic item): With float glass panes of 4.0 mm thickness (weight not less than 10kg/sqm)	65.00	sqm		
8.00	GLAZED DOOR				
8.01	Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing & fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per Engineer-in-charge (Door handle, lock and stopper etc. to be paid separately)				
8.01.1	GD1 (1200*2100)- 1 no	2.52	sqm		
8.01.2	GD (900*2100)- 5 no	9.45	sqm		
8.02	Providing and fixing D type pull Handle of 300mm length ,22mm dia, SS 304 grade with all fixtures and should have supporting washer with raised bevelling on the outer surface and necessary screws etc. Including cost and conveyance of all materials, labour charges, lead, lift etc complete as directed by the Engineer at all levels	12.00	Nos		
8.03	Providing and fixing glass door lock, SS 304 grade with all fixtures and necessary screws etc. Including cost and conveyance of all materials, labour charges, lead, lift etc complete as directed by the Engineer at all levels	6.00	Nos		
TOTAL					
GST@18%					
GRAND TOTAL					





FIRST FLOOR

Appendix II

DRAWING

