

**TENDER FOR  
RENOVATION AND MODERNIZATION OF  
DISTRICT LIBRARY, JIND**

**DATE OF ISSUE:**

1<sup>st</sup> December 2017 TO 10<sup>th</sup> December 2017

**LAST DATE FOR SUBMISSION:**

10<sup>th</sup> December 2017 UPTO 05.00 P.M.

**DATE OF OPENING:**

12<sup>th</sup> December 2017 – 11:00 A.M. (TECHNICAL BID),  
12<sup>th</sup> December 2017 - 03:00 P.M.(FINANCIAL BID)

**Deputy Commissioner Office, JIND**

Room No: 321, Second Floor, Nazar Branch Mini Sectt. Jind

PIN: 126102

TEL.: 01681-246820, 01681-246818

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## **DISTRICT LIBRARY, JIND**

### **NOTICE INVITING TENDER**

**Subject: Tender for modernization and renovation of District Library Jind.**

Sealed tenders bids are hereby invited for renovation and modernization of District Library from the experienced and eligible contractors who have adequate resources and required experience of carrying out renovation and modernization of office premises.

2 Contract documents consisting of the detailed plans, complete technical specifications, the schedule of quantities of the various classes of work to be done and the set of 'conditions of contract' to be complied with by the person whose tender may be accepted are printed in the form of tender which can be purchased on payment of **Rs. 500/- (Rupees Five hundred only) (Non-Refundable) in the form of demand draft favoring Deputy Commissioner Jind , payable at Jind, during the period 1<sup>st</sup> December 2017 TO 10<sup>th</sup> December 2017 (except Saturday, Sundays and Bank Holidays) up to 5.00 P.M. or the tender documents can be downloaded from our web site. If downloaded from the web site ([jind.nic.in](http://jind.nic.in)), the cost of tender document of Rs. 500/-(Rupees Five hundred only) is to be submitted at the time of submission of tender in the form of demand draft favoring as stated above. Technical Bids of such tenderer who would download the tender documents from the official website ([jind.nic.in](http://jind.nic.in)) found without the receipt of Demand Draft of Rs. 500 as stated above shall be liable to be rejected outrightly.**

3 Tender should be submitted in two sealed envelope, **TECHNICAL BID** (Envelope-I) shall contain Earnest Money Deposit (EMD), prequalification documents, Tender conditions, Bill of Quantity /work specifications duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification and the application form **.PRICE BID** (Envelope-II) shall contain Priced Schedule of quantities.

4 Tenders placed in sealed covers (in two envelopes duly marked as **TECHINICAL BID** (Envelope-I) and **Financial BID** (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as “Tender for modernization

and renovation of District Library, Jind.”. The tenders will be received till 10.12.2017 up to 05.00 P.M. at the Room No: 321, Second Floor, Nazar Branch Mini Sectt. Jind.

5. The technical bid shall be opened on **12.12.2017 at 11.00 AM** in the presence of the tenderers or their representatives who wish to be present at Room No: 321, Second Floor, Nazar Branch Mini Sectt. Jind. The technical bids shall be scrutinized by the committee constituted for the purpose. The Committee will assess the ability of the agencies to carry out the requisite work and quality of furniture based on its record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening. The decision of Committee in this regard shall be final and binding.

The Financial bids of those contractors whose technical bids are acceptable to Committee shall alone be opened and the decision of Committee in this regard shall be final and binding. The Financial bids will be opened on **12.12.2017 at 03.00 p.m.**

6. Tender can be obtained from the office of employer on address mentioned above as per belowschedule.

No	Tender Schedule	Date and time
1	Issue of tender from employers office	1 <sup>st</sup> December 2017
2	Date of submission of tender	10 <sup>st</sup> December 2017 upto 05.00 P.M.
3	Date of opening of tender	12 <sup>th</sup> December 2017- 11:00 A.M. (Technical bid) 12 <sup>th</sup> December 2017- 03 P.M. (Financial bid)

7. The contractors should quote in figures as well as in the words the rates and amount tendered by them in the price schedule the amount for each item should be quoted and the requisite totals given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc which shall be paid on rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.

**8** Earnest Money Deposit (EMD) amounting to Rs. 25,000 is to be deposited with the tender in the form of Demand Draft/ Banker's Cheque payable at Jind and drawn in the favour of Deputy Commissioner Jind otherwise the tender is liable for rejection. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**

9. The acceptance of a tender will rest with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the

tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.

10. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.

11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

12. All taxes, duties on material or on finished works as applicable till completion of work in respect of this contract shall be payable by contractor and District Library Jind Administration will not entertain any claim whatsoever in this respect. The rate quoted by the contractor should take care of all such taxes, octroi, duties etc. till the completion of work.

13. The delivery of items will have to be made at District Library Jind Headquarters. No transportation/cartage or cost of transportation will be provided by District Library Jind Administration.

14. The time of completion shall be 3 months from the date of issue of work order.

15. Tenders shall remain open for acceptance for a period of 6 months from the date of opening of Technical Bid. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to District Library Jind Administration or the contract is not executed within seven (7) days from the date of letter of acceptance or the work is not commenced within seven (7) days after execution of contract then the District Library Jind Administration without prejudice to any other right or remedy be at liberty to forfeit the earnest money.

16. The tenderers are free to visit the site to ascertain for themselves the following and quote the rates for proper completion of various items of work in the schedule of quantities to the satisfaction of District Library Jind Administration:-

- i. The working conditions,
- ii. Local authority regulations/restrictions if any,
- iii. Any other information required for the proper execution of the work.

17. The quantities of various items of work given in the schedule of quantities are approximate. The quantities of work may increase/decrease at the time of allotment/execution of work. District Library Jind Administration reserves the right to omit/delete any item(s) of work from the schedule

at the time of allotment/before the commencement of work without assigning any reason whatsoever. Contractor will be paid for the authorized actual work done duly verified by the concerned officials of the District Library Jind Administration.

Yours faithfully,

**Deputy Commissioner  
Jind**

## **GENERAL TERMS AND CONDITION OF CONTRACT**

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### **1. Parties**

The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the District Library Jind Administration.

### **2. Address**

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to District Library Jind Administration. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### **3. Contractor**

The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/ their heirs, legal representative, assign and successors.

### **4. The Schedule of Quantities**

The Schedule of Quantities shall mean the schedule of quantities as specified and forming part of this contract.

### **5. Priced Schedule of Quantities**

Priced Schedule of Quantities shall mean the schedule of quantities duly priced with the accepted quoted rates of the contractor.

### **6. Tenderer shall visit the site**

The new furniture items need to be supplied from the factory/showroom and installed in District Library Jind as indicated in technical specification and design. The refurbishment of old furniture and renovation work can be undertaken by the contractor in District Library Jind Administration campus itself if the contractor so desire. For that the intending tenderer shall visit the site and make himself thoroughly acquainted with the local site condition, nature and requirements of the works, facilities of transport conditions, access and storage for materials and

removal of rubbish. The rate quoted by the contractor shall take care of all contingencies required for completion of the work to the entire satisfaction of the Committee/ District Library Jind Administration. The tenderer shall provide in their tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport etc., for proper execution of work as indicated as per specifications. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the District Library Jind Administration/Committee might be deemed to have reasonably been inferred to be so existing before commencement of work.

## **7. Tenders**

The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer. The schedule of quantities shall be filled in as follows:

- i) The “Rate” column to be legibly filled using Ball pen both in English figures and English words.
- ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
- iii) All corrections are to be initialed.
- iv) In case of any errors / omissions in the quoted rates, the rates given in the tender marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.

7.2 The District Library Jind Administration/Committee reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.

7.3 The tenderers should note that the tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self supporting. If called upon by the District Library Jind Administration detailed analysis of any or all the rates shall be submitted. The Committee shall not be bound to recognize/accept the contractor’s analysis. The tenderer should quote for all the items otherwise his tender would be rejected.

7.4 All items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly related to and reasonably detectable from the specifications and schedule of quantities and no further extra charges will be allowed in this connection.



7.5 The District Library Jind Administration has power to add / omit from any work described in specifications or include in schedule of quantities and intimate the same in writing but no addition, omission or variation shall be made by the contractor without authorization from the District Library Jind Administration. No variation shall vitiate the contract.

7.6 The tenderer shall note that his tender shall remain open for consideration for a period of 90 days from the date of opening of the tender.

## **8. Liquidated Damages**

8.1 The date of delivery of the stores stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. However, deliveries be made after expiry of the contracted delivery period without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage under clause 8.2 below.

8.2 Should be contractor fail to complete the work within the period prescribed for completion, District Library Jind Administration shall be entitled to recover 2% of the value of pending work for each week of delay or part thereof for a period up to 10 weeks and thereafter at the rate of 5% of the value of the pending work for each week of delay or part thereof for another ten weeks of delay subject to maximum of 10% of liquidated damages of estimated cost. Quantum of liquidated damages assessed and levied by District Library Jind Administration shall be final and not challengeable by the contractor.

## **9. Force Majeure**

9.1 If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such nonperformance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may at lists option, terminate the contract.

9.2 Provided also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the supplier at a price to be fixed by the purchaser, which shall be final all unused undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the supplier at the time of such termination or such

portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the supplier may with the concurrence of the purchaser elect to retain.

**10. Insolvency etc.**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the District Library Jind Administration shall have the power to terminate the contract without previous notice.

**11. Breach of terms and condition**

In case of breach of any of terms and conditions mentioned above, the Competent authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by District Library Jind Administration in that event and the security deposit shall also stand forfeited.

**12. Subletting of work**

The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**13. Right to call upon information regarding status of work**

District Library Jind Administration will have the right to call upon information regarding status of work/job at any point of time.

**14. Access**

Any authorized representative of the District Library Jind Administration shall at all reasonable times have free access to the works and /or to the workshops, factories or other places where materials are being prepared or constructed for the work and also to any place where the materials are lying or from where they are being obtained, and the contractor shall give every facility to District Library Jind Administration or their representatives necessary for inspection and examination and test of the materials and workmanship. Except the representatives of District Library Jind Administration no person shall be allowed at any time without the written permission of the District Library Jind Administration.

**15. Clearing site on completion**

On completion of the works the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workmanlike condition to the satisfaction of the District Library Jind Administration. The rate quoted by the contractor shall include all such contingencies.

**16. Disclaimer**

The near relatives of employees of the District Library Jind Administration are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family'
- (b) Their spouses'
- (c) the one related to the other in the manner as father, son(s), son's wife, daughters & daughter's husband, brothers and brother's wife, sisters and sister's husband.

**17. Arbitration**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at Jind and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings.

**18. Legal jurisdiction**

The agreement shall be deemed to have been concluded in the Jurisdiction of Jind District and all obligations hereunder shall be deemed to be located at the Jind District and the Court within Jind District will have jurisdiction to the exclusion of all other Courts.

**19. Validity of tender**

The tender is valid for a period of 3 months.

## CONDITIONS SPECIFIC TO THE CONTRACT

### 1. Tender

Tenders are to be submitted in details as set out in the Schedule of Quantities and must be completed in all respects. District Library Jind Administration reserves the right to discharge any or all the tenders for each section or split up and distribute any item of work to any specialist firm or firms without assigning any reason.

No stipulation/condition (commercial or technical) other than the tender should be enclosed by the contractor in any of the tender envelopes/covers or inserted on the body of the tender papers issued, in which case this may be liable to rejection.

### 2. Preparation and Submission of Tender

The tender should be submitted in two parts, namely: (i) Technical bid and (ii) Financial bid. The duly filled up chapter 6 along with Demand Draft of Earnest Money amount shall be placed in the sealed cover containing Technical Bid. The financial bid shall be given in Chapter 8&9. Each bid should be kept in separate sealed covers, addressed to the **Deputy Commissioner Jind**. The outer envelope containing both sealed covers should bear the address, Tender No. and date, subject of tender, date and time of opening of the same. The inner envelope should be superscripted with Tender No, subject of tender whether the envelope is containing the 'Technical Bid' or the

'Financial Bid' and date of opening of the tender. If the outer envelope is not sealed or marked as prescribed above, the proposal will be rejected summarily

#### 2 (A). *Signing of Tender*

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly execute by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the

Company.

**N.B.**

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the District Library Jind Administration without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING TENDER.**
- (v) Any correction, mutilation or overwriting in figures of rates should be supported by your signature; otherwise the quotation may not be considered.

2(B) *Technical Bid:* The tenderer should submit the technical details in Contract Form.

2 (C) *Financial Bid:* It should be submitted in form given in Chapter-6 i.e Bill of Quantity and Summary of Tendered Amount. The price quoted should be consolidated price that is inclusive of the taxes and shall be fixed and final. Taxes, if any to be paid need to be duly indicated in the bid; otherwise no extra payment would be made on this account. At the time of payment Income tax or any tax payable shall be deducted at source. No packing or transportation charges would be provided.

**3. Rates quoted**

The rates quoted in the tender shall be for the finished items of work. The rates quoted shall include all the charges required for labour, material, sheds for storage of materials, transportation of material and equipment, tools and plants, cleaning of sites during execution/completion of various items of work, overheads, supervising staff salary etc. and to do all things necessary to provide complete finished items of work consistent with the specifications attached to this tender

document. The rates quoted shall also include all duties, royalties, cess, all kind of taxes on work contract etc. as applicable till the completion of work. No extra claim will in any case be entertained. The rates shall be firm and shall not be subjected to change variations due to labour conditions or any other conditions whatsoever.

#### **4. Opening of tender**

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

#### **5. Criterion for Evaluation of Tenders**

The evaluation of the tenders will be made first on the basis of technical and commercial information furnished in form given in chapter 6. The Financial bid (Chapter 7 & 8 ) of such firms found valid based on technical parameters(as per chapter 4) only will be opened on the date, time and venue to be announced after opening of the Technical Bid. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in chapter 3.

#### **6. Earnest money**

Earnest Money of Rs. 25,000/-(Rs. Twenty five thousand only) should be submitted in the form of a Demand Draft along with Technical bid of their tenders.

62 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.

63 The tenders without Earnest Money Deposit will be summarily rejected.

64 No claim shall lie against District Library Jind Administration in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.

#### **7. Validity of bids**

The bids shall be valid for a period of 90 days from the date of opening of the tenders. This has to be so specified by the tenderer in the financial bid.

#### **8. Award of tender**

Financial bids shall be opened of only those tenders who will qualify the conditions/criteria

of techno commercial bid specified in Chapter 4 of the tender documents.

#### **9. Communication of acceptance/right of acceptance**

The District Library Jind Administration reserve all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the District Library Jind Administration in this regard is final and binding. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.

#### **10. Performance Security**

The bidder would have to submit the performance guarantee of Rs. 15000/- in the form of DD or alternatively in the form of bank guarantee to District Library Jind Administration within 10 days from the day of issue of work order. The performance security can be forfeited by order of the District Library Jind Administration in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observation of any condition of contract. On expiry of the contract, such portion of the said security deposit as may be considered by District Library Jind Administration sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the account of firm's bill has been received and examined. The performance security shall be returned to the contractor after successful /satisfactory completion of the work by contractor.

#### **11. Period and terms of Delivery**

The work should be completed by the supplier within 4 months of placing of purchase order.

#### **12. Warranty:**

The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type offered and in full conformity with the specifications or samples, if any and shall if operable, operate properly. This warranty shall survive inspection of payment for and acceptance of goods but shall expire 12 months from the date of installation or 24 months from the date of dispatch, whichever is earlier.

#### **13. Storage of Materials**

The contractor shall not store their materials and debris within the premises other than the work site handed over to him.

#### **14. Terms of payment.**

No advance would be paid nor the loan from any bank or financial institution shall be recommended on the basis of the order of award of work. The contractor shall submit the bill in triplicate only after completion of work to the satisfaction of the District Library Jind Administration, on receipt of a pre- receipted bill invoice from the Contractor the case of issuing sanction and passing of the bill for payment will be initiated. No payment will be made for goods rejected at the site. All payments shall be made by cheque only. The District Library Jind Administration shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para. The term payment mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding EMD and Security Deposit governed by separate clauses of the contract.

#### **15. MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS.**

All the works specified and provided for in the specifications or which may be required to be done in order to perform and complete any part thereof shall be executed in the best and most workmanlike manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specifications and according to such other additional particulars, and instructions as may from time to time be given by the District Library Jind Administration during the execution of the work, and to his entire satisfaction.

The work must be done in the best workmanlike manner. **Samples of all materials to be used must be submitted to the District Library Jind Administration and written approval from District Library Jind Administration must be obtained prior to placement of order.** Any damage to any part of the work for any reasons due to rain, storm, or neglect of contractor shall be rectified by the contractor in an approved manner at no extra cost should the work be suspended by reason of rain, strike, lock-outs or any other cause, the contractor shall take all precautions necessary for the protection of work and at his own expenses shall make good any damage arising from any of these causes. The contractor shall cover up and protect from damage, from any cause, all new work.

**Contractor shall be required to submit material board of approved sample. Sample material board shall have real samples (smaller size) of all the finishing material to be used for execution.** Below are some of the items which are mandatorily required on the sample board. Below list shows some of the essential items however sample board shall not be limited to the below list.

1. Plywood
2. Laminates
3. Veneers
4. Glasses



5. Polish samples
6. Paint samples
7. Hardware

### **Quality Control – Furniture work**

Contractor to check following in case of all materials:

- a. The sources, types, qualities, finishes and colors are correct, and match any approved samples.
- b. All accessories and fixings which should be supplied with the goods have been supplied.
- c. Sizes and dimensions are correct.
- d. Tolerances of components are critical, measure a sufficient quantity to ensure compliance.
- e. The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- f. The products are clean, undamaged and otherwise in good condition.
- g. Products which have a limited shelf life are not out of date.

### **Protection of Furniture work:**

Contractor to take following precautions for protection of carpentry and furniture work.

- a. Prevent over-stressing, distortion and any other type of physical damage.
- b. Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- c. Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.
- d. Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- e. Protect adequately from rain, damp, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- f. Ensure that sheds and covers are of ample size, in good weatherproof condition and well

secured.

- g. Keep different types and grades of products separately and adequately identified.
- h. So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.
- i. Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
- j. Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

Workmanship - Quality: Operatives must be appropriately skilled and experienced for the type and quality of work. Contractor to take following care in maintaining quality of workmanship

- a. Take all necessary precautions to prevent damage to the work from rain and other hazards.
- b. Inspect components and products carefully before fixing or using and reject any which are defective.
- c. Fix or lay securely, accurately and in alignment.
- d. Provide suitable, tight packing at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings.
- e. Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
- f. Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.

Any product or furniture if found to be not in accordance with the specification, contractor to immediately submit proposal to District Library Jind Administration for opening up of that furniture / product and rectify the same. All such cost of rectification and opening of furniture shall be on contractors account.

**PARAMETER AND TECHNICAL SPECIFICATION FOR  
EXECUTING THE WORK.**

**Part-I**

**Parameters for executing the work (Qualification criteria).**

- a. The firm should be registered having an existence of at least 3 years.
- b. The firm has to submit certificate of incorporation, a copy of GST registration
- c. The firm has to declare the Company profile such as partnership / proprietorship/Memorandum & article of Association of the company.
- d. The firm should have the turnover of at least Rs. 15 lakh for the last three years.
- e. The firm has to submit a proof of turnover as mentioned above supported by documentary materials.
- f. The firm should have the experience of working with Central / State Government / Public sector undertaking/Autonomous Organization/ Banks. Copy for documents in support of their claim should be closed.
- g. The firm should have a valid TIN number.

## **Part-II**

### **Technical Specifications for Furniture Work**

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- 1. General Instructions.**
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- 1. General Instructions:**

The detailed specifications given hereinafter are for the items of works described in the schedule of quantities attached herein & shall be guidance for proper execution of work to the required standard. It may also be noted that the specification are of generalized nature & these shall be read in conjunction with the description of item in schedule of quantities as per specifications. The work also includes all minor details of manufacturing which are obviously & fairly intended & which may not have been referred to in these documents but are essential for the entire completion in accordance with standard Engineering and Architectural practice.

Unless specifically and otherwise mentioned, all the applicable codes & standards published by the Indian standard Institution & all other standard which may be published by them before the date of receipt of tenders, shall govern in all respects of dosing workmanship quality & propitious of materials & methods of testing, method of measurements etc. Wherever any reference to any Indian Standard specifications occurs in the documents relating to this contract, the same shall be inclusive of all amendments issued to or revisions thereof, if any, up to the date of receipt of tenders.

All material used should have ISI mark and should be as per IS standard.

Contractor to submit samples, (at least 3 numbers) of all materials to be used, prior to start of the work. Only approved material shall be used for work. There shall be no charge for submission of sample, all charges for submission and approval of sample shall be borne by the contractor.

In case of any discrepancy between technical specifications and description in bill of quantity, bill of quantity (BOQ) shall supersede all other specifications.

In case of any discrepancy between descriptions in bill of quantity as per specifications, specifications shall supersede bill of quantity

Following order of precedence shall be followed.

1. Drawing

2. Bill of Quantity
3. Technical specifications.

However all three shall be read in conjunction while operating any item. The order of precedence shall only govern in case of any discrepancy.

#### 1. MATERIAL SPECIFICATIONS/APPROVED BRANDS

DESCRIPTION	BRANDS
1.Plywood	Archid ply, Century ,Greenlam
2.Laminates	Greenlam, merino,vir Century
3. gypsum material	Indian gypsum ltd, Lafarge
4. Handles / Locks for Doors	Yale, Europa, Dorset, Godrej, Archie
5. Locks for Cabinets	Godrej, Europa, Ebco
6. Glass /Mirror	Modi, Hoat Saint Gobain
7.Hardware	Earl Behari, Blum, haffle,ebco
8. Door Closers / Floor Spring	Ozone, Pag, hardywn, Dorma
9. Paints-emulsion and enamels	ICI Dulux, Asian, Berger, Nerolac
10. Polish	Cat ,light house, sheen lac
11. Screws	Nettle fold
12. Hinges	Earl bihari, palladium, garg
13. Drawer slides	Ebco, ozone, blum
14. Adhesives	Fevicol / Araldite, wood lock
15. Granite	20 mm thick – slabs as approved
16. Frosting	As readily available ,3 M etching and vinyl films
17. Stainless Steel	Jindal Salen, SAIL

18. Acrylic Sheet/poly carbonate	Cornica, Alfa
19. sockets and switches	Anchor roma, Crabtree,MK India
20. Electrical wires	Finolex, Havells
21. Electrical fittings	Philips, Wipro, Samson, Havells
22. Air Conditioners	Hitachi Voltas, Blue Star, LG
23. Vitrified tiles	Naveen, Marbonite, Johnson, Kajaria
24. Cement and grouts	Roff, ACC, L&T Ultratech
25. PVC pipes	Supreme, Prince
26. Fans	Usha, Polar, Compton Greeves, Bajaj, Havells
27. Lights	Phillips, Bajaj, Wipro
28. LAN/Telephone Cable	
29. Door Closure	Hardywn, Garnets

The contractor should specify the make while quoting the price for the items.

**Contract Form Tender No  
District Library, Jind**

**Chapter 5**

**Technical Information and Undertaking**

Subject: Notice inviting tenderfor\_\_\_\_\_

1. Name of the Tenderer/Concern
2. Nature of the concern  
  
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organisation)
3. PresentAddress
4. PermanentAddress
5. EarnestMoney
6. DD No. &Date, Name of thebank
7. Whether each page of NIT and its Annexure have been signed andstamped.
8. Proposed date to startsupply\_\_\_\_\_
9. List of Major Customers may be given on a separate sheet and proof of satisfactorysupply.
10. Permanent AccountNumber
11. GST Registration No.  
  
Copy of last VAT return to be annexed
12. TIN withproof
13. Experience certificate of supplier covering execution to various previous projects
14. Bidder must have Bank Account and the Demand Draft/Banker's Cheque for Earnest Money shall be prepared from that account only.

Only one DD/BC of the same denomination as indicated in the NIT shall be accepted. Contractor must submit Certificate from the Bank issuing DD/BC in the following format:

CertifiedthattheDemandDraft/Banker'sChequeNo.\_\_\_\_dated:  
\_\_\_\_\_amountingtoRs.\_\_\_\_\_has been issued after debiting the

amount from A/C No. \_\_operated by M/s./ Shri \_\_\_\_\_ and its also certified that our firm has not been blacklisted by any of the Govt./PSU Institutions.

**Sealed & signed on behalf of the Bank**  
**Signature of the Contractor**  
**Address:**  
**Seal**

Any other information important in the opinion of the tenderer.



## Undertaking

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the District Library Jind Administration and shall abide by them.
2. I/we also undertake that I/we have understood “Parameters and Technical specifications for executing the work” and shall execute the work strictly as per these parameters and technical specifications for executing the work.
3. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.
4. I/we shall be responsible for rejection/cancellation of contract if the samples are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub standard or not according to the samples furnished.

(Signature of the tenderer with stamp of the firm)

Date

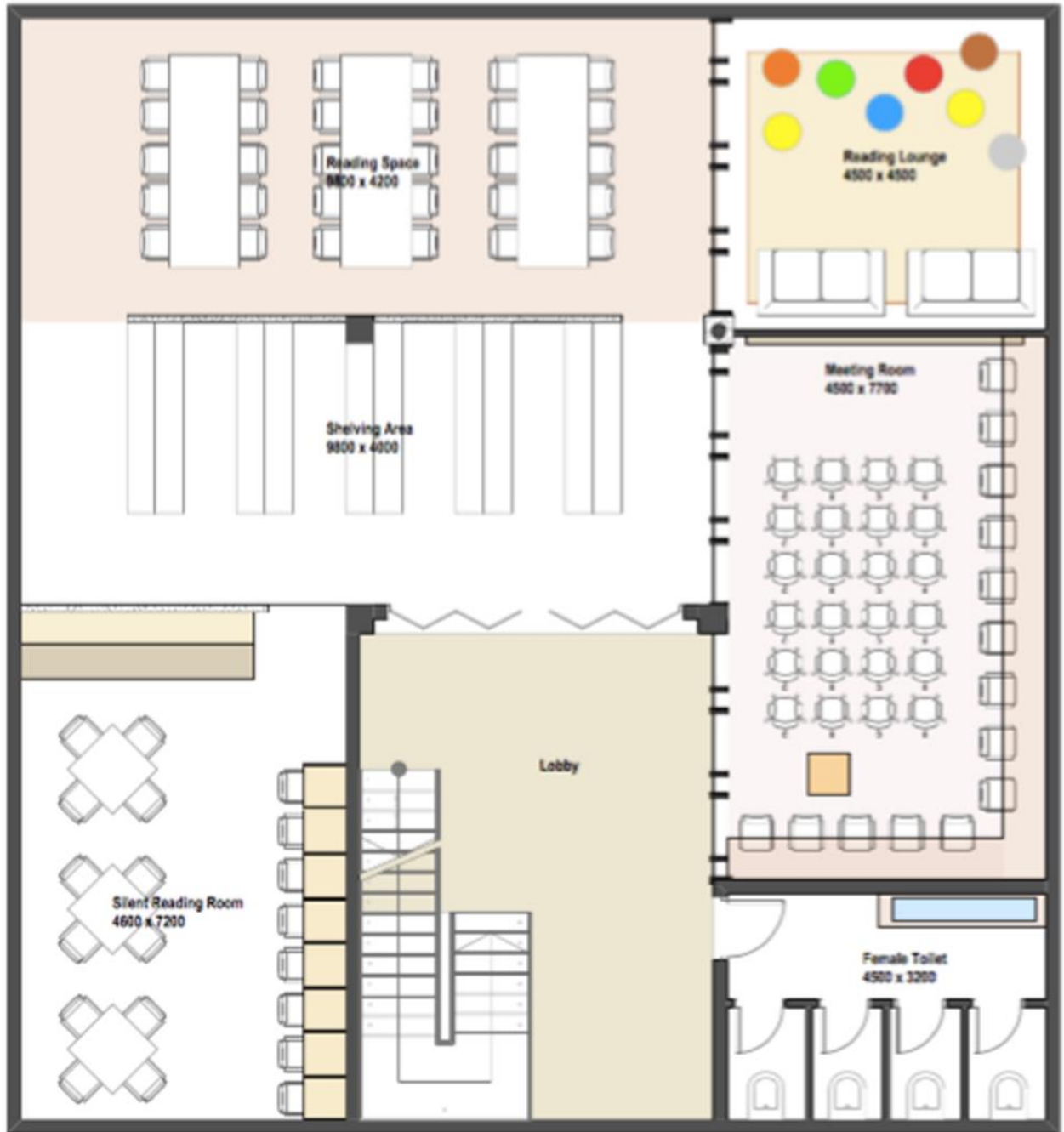
Place

Layout Design Ground Floor



GROUND FLOOR PLAN

# Layout Design First Floor



**FIRST FLOOR PLAN**

**SUMMARY OF TENDERED AMOUNT**

	<b>Description</b>	<b>Amount</b>
	<b>CONSOLIDATED FIGURES FOR WORKS OF DISTRICT LIBRARY</b>	
	<b>TOTAL</b>	
	<b>GST</b>	
	<b>GRAND TOTAL</b>	

**Note:-**

1. Any other HSR item beyond BOQ in tender would be paid at overall excess/below of tender of the bidder.
2. Any other NS item beyond BOQ in tender would be paid as per existing market rate as approved by committee constituted for approval of the tender.