

## রাজ্য নগর উন্নয়ন সংস্থা

## STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal.

ক্রমিক নং SUDA- 341/08/1319

তারিখ... 26.11.08

**NOTICE INVITING TENDER**

Sealed tender in printed letter head are hereby invited by the **Director (SUDA), ILGUS BHAVAN, HC Block, Sector-III, Salt Lake City, Kolkata-700 106** from the reputed and reliable agencies capable of Renovation Work by utilising the existing furniture up to the maximum level that commensurate with our Office as mentioned below :

**A. Scope of Wok** : Supply, erection, installation, testing and commissioning of different items related to Interior, overhead wooden cabinet, Workstation, Networking as detailed in enclosed specification along with the Layout drawing including transportation, loading , unloading , tools, tackles, machinery, manpower ,clearing the site and giving unobstructed clear possession to the Office.

- a) The detailed specification in respect of Items is given at **Annexure- I**
- b) Layout Drawing at **Annexure –II**
- c) Existing Furniture at SUDA Health wing at **Annexure –III**
- d) Material Specification at **Annexure-IV**

**B. Competency** : The tendering firm should have a minimum of 2 (two) years experience in similar nature of works. All such experience should be supported with documented credentials, testimonials and certificates.

**C. Payment** :The payments will be released within 15 working days on submission of bills in triplicate along with the receipted Challan only after the successful execution of the whole assignment.

**D. Job Completion Time** : 21 ( Twenty ) days

## TERMS AND CONDITIONS

1. The tendering firms should quote the rates itemwise/workwise both in figure and words and should be inclusive of all charges, as applicable and the total amount quoted should be realistic and reasonable.
2. The tendering firm must have proven track record and copy of the audited balance sheet of the firm for the last two years from a Chartered Accountant must be submitted with the tender.
3. The tendering firm should have VAT registration, Service Tax registration be submitted along with tender papers.
4. Latest Income Tax Clearance Certificate alongwith PAN in the name of the firm, and not in individual's name, should invariably be submitted along with tender papers.
5. Request for enhancement of rates during the contract period or request for advance payment shall not be considered under any circumstances.
6. Quantities mentioned at Annexure –I are approximate and payment shall be made on actual measurement of applicable units.
7. The tender should be accompanied by earnest money of **Rs. 20,000/-** in the form of **Demand Draft** in favour of the **“Director, SUDA**. The earnest money is refundable to the unsuccessful bidders immediately. In case of successful bidder, the amount of earnest money will form a part of Security Deposit. Rest amount of security deposit totalling to be 10% will be adjusted with the Bill. The Security Deposit will be refunded after successful completion of One Year maintenance period.
8. In the event of failure to complete the work in time or not according to specification by the selected bidder or refusal to undertake the work allotted to them either expressly or otherwise, the Earnest Money and/or Security Deposit will be forfeited and the work order will be cancelled.
9. Statutory Taxes, if any, should also be inclusive in the rates to be quoted.
10. Bidder, if interested, may visit the site ( ie, **Health Wing of SUDA, 2<sup>nd</sup> Floor, HC Block, SUDA Building , Sector –III, Kolkata -700 106** ) for physical inspection during office hours from 1<sup>st</sup> to 5<sup>th</sup> December,2008
11. The tender should be addressed to **“Director (SUDA), ILGUS BHAVAN, H-C Block, Sector-III, Salt Lake City, Kolkata-700 106”** should be superscribed on the sealed cover containing the tender.
12. The undersigned is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reasons thereof.
13. The sealed tender should reach this Office within 3.00 p.m. on 12.12.2008 and will be opened on the same date at 4.00 p.m. in presence of such bidder or his/her authorised agents.

Yours faithfully,

**Director, SUDA**

## Annexure -I

**Annexure -I (Detailed item Specification)**

<b>SUDA Health Wing</b>					
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Unit</b>	<b>Total.</b>
<b>A</b>	<b>Seating arrangement of 7 doctor's Room.</b>				
1	Cost for making 2'-0" depth workstations with 19 mm block boards with top laminated finish with front wooden lipping 35 mm thk.with every person having one key board tray and one drawer unit with 2 normal drawer and one bigger drawer all the inside portion will be spirit polish complete and top of the work surface will be laminated finish and front of the drawers will be laminated finish. we will be providing shelves under the work surfaces deptyh of 12 " all through.	51		per rft	
2	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 40 RFTx 14"(D) x 36" (H) all the visible portion will be laminated finish and inside polish finish.	120		each	
3	Painting existing Storwel	1		each	
4	Painting 4 drawer Filing Cabinet	1		each	
<b>B</b>	<b>MIES OFFICE</b>				
1	Suppling Table top of 60" x 30" of 2 nos. for seating arrangement of 2 officers with providing modesty pannel and painting the existing understructures to match with the décor.	1 item		L.S.	
2	Supplying side unit beside the tables 36" x 16" x 30"(Ht) made of 19 mm block board and 6 mm ply with all the visible sides laminated finish and all the non visible sides Spirit polish finish	2		each	
3	Erecting Half ht. partition make out of 50 mm x50 mm T.W. frame of Malaysian Kappur ) @ 600 mm C.C. bothways properly screwed to floor . It should be clad with 6 mm commercial ply and 1 mm thk laminate from both the ways as directed. (ply make - Decorgold Century/Narrottam or equivalent. Laminate make - Sundek/ Century/Greenlam or equivalent) as per drawing.	24.75		per sft.	
4	Supplying one secretary table with one drawer unit (Consisting 3 drawers) all visible portion laminated finish size :- 60" x 24" x 30"(Ht).	1		each	
5	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 5'-0" x 14"(D) x 5'-6" (H) all the visible portion will be laminated finish and inside polish finish.	27.5		per sft.	
6	Supplying Shutters and fixing them at the box area under the windows.	18		per sft.	

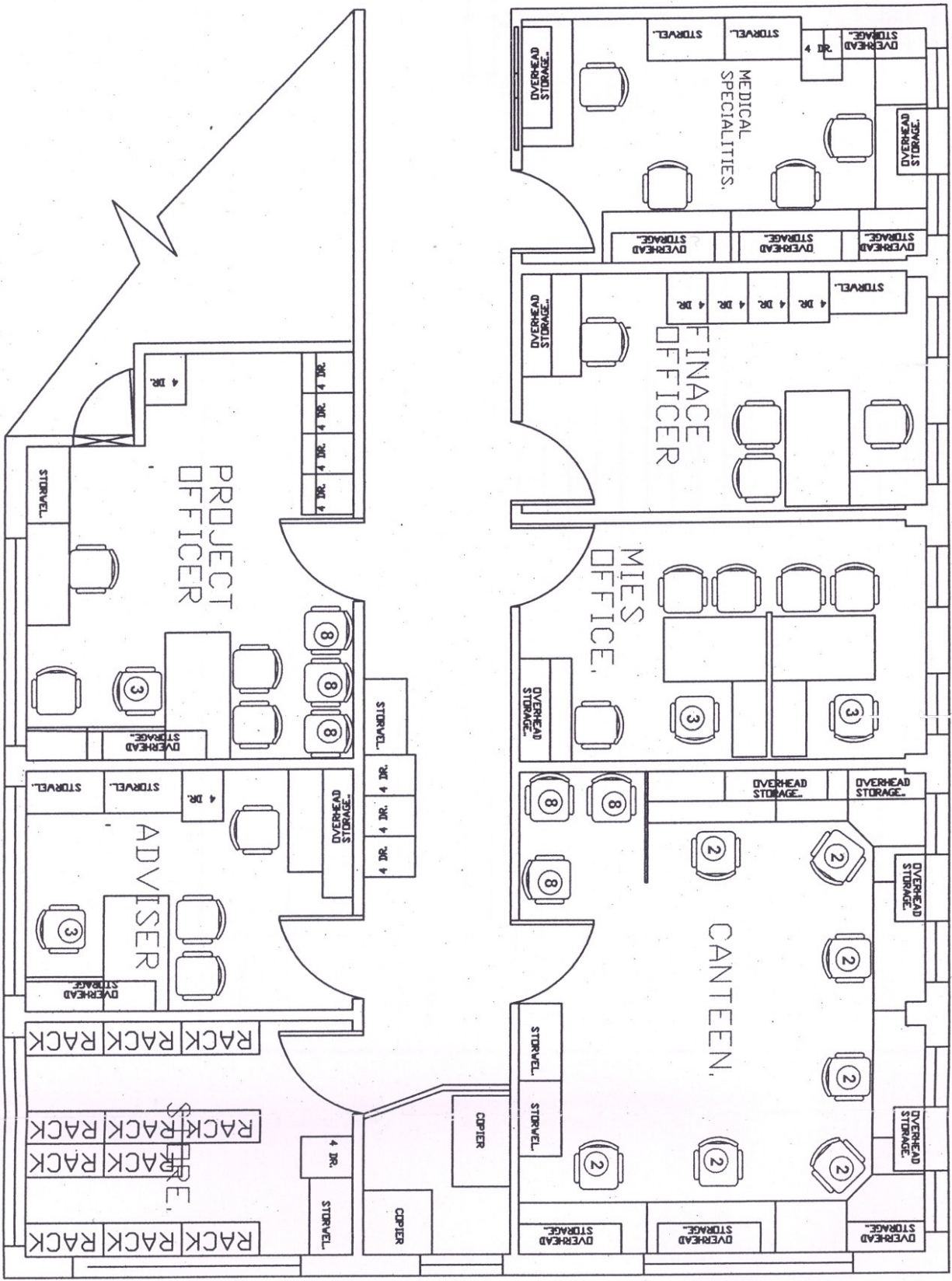
## Annexure -I

<b>C</b>	<b>Accounts Section</b>				
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Unit</b>	<b>Total.</b>
1	Painting existing Storwel	1		each	
2	Painting 4 drawer Filing Cabinet	2		each	
3	Supplying one secretary table with one drawer unit (Consisting 3 drawers) all visible portion laminated finish size :- 60" x 24" x 30"(Ht).	1		each	
4	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 5'-0" x 14"(D) x 2'-0" (H) all the visible portion will be laminated finish and inside polish finish.	10		per sft	
5	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 5'-6" x 18/"(D) x 5'-6" (H) all the visible portion will be laminated finish and inside polish finish.	30.25		per sft	
6	Cost for making 2'-0" depth workstations with 19 mm block boards with top laminated finish with front wooden lipping 35 mm thk.with every person having one key board tray and one drawer unit with 2 normal drawer and one bigger drawer all the inside portion will be spirit polish complete and top of the work surface will be laminated finish and front of the drawers will be laminated finish.	28		per rft	
7	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 20 RFTx 14"(D) x 36" (H) all the visible portion will be laminated finish and inside polish finish.	60		per sft.	
8	Painting existing Storwel	2		each	
9	Painting 4 drawer Filing Cabinet	1		each	
10	Making an opening for a window for the cash office with fixing MS Grill in the front with shutters of wooden to be closed from inside. Fixing 12 " deep Black granite as a counter top from the customer sides (This consist of shifting telephone line and electric line of the passage.)	1 item.		L.S.	
<b>D</b>	<b>Adviser Room</b>				
1	Supplying one secretary table with one drawer unit (Consisting 3 drawers) all visible portion laminated finish size :- 60" x 24" x 30"(Ht).	1		each	
2	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 5'-0" x 14"(D) x 2'-0" (H) all the visible portion will be laminated finish and inside polish finish.	10		per sft	
3	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 5'-6" x 18/"(D) x 5'-6" (H) all the visible portion will be laminated finish and inside polish finish.	30.25		per sft	
4	Painting existing Storwel	1		each	
5	Supplying side unit beside the tables 36" x 16" x 30"(Ht) made of 19 mm block board and 6 mm ply with all the visible sides laminated finish and all the non visible sides Spirit polish finish	1		each	

## Annexure -I

E	Project Officer Room				
Item No.	Description	Qty	Rate	Unit	Total.
1	Painting existing Storwel	1		each	
2	Painting 4 drawer Filing Cabinet	5		each	
3	Painting the rack	1		each	
4	Supplying new table 60" x 30" x 30(ht) with drawer unit	1		each	
5	Supplying side unit beside the tables 36" x 16" x 30"(Ht) made of 19 mm block board and 6 mm ply with all the visible sides laminated finish and all the non visible sides Spirit polish finish	1		each	
6	Supplying one secretary table with one drawer unit (Consisting 3 drawers) all visible portion laminated finish size :- 48" x 24" x 30"(Ht).	2		each	
7	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 7'-0" x 14"(D) x 2'-0" (H) all the visible portion will be laminated finish and inside polish finish.	14		per sft	
8	Supplying overhead wooden cabinet mounted on wall made of 19 mm block board and fixing 6 mm ply on the back hinge type shutters size :- 6'-6" x 18/"(D) x 5'-0" (H) all the visible portion will be laminated finish and inside polish finish.	32.5		per sft	
9	Applying 3 coats Acrylic Distemper paint over a coat of cement primer on walls and ceiling after proper scrapping and servicing all complete.	6879		per sft.	
10	Cost for laying Electrical line line for A.C. split Unit with fixing required no. of MCBs as switch.	250		per rft	
11	Cost for laying computer line with 4 sq mm x 2 for main line and 2.5 sq mm x 2 copper wire for point wiring in partly concealed . In the 7 Doctor's room	110		per rft.	
12	Erecting Full ht. Wooden Partition with 50 mm x 35 mm wooden section of Malaysian Kappur with fixing 6 mm ply from both the sides upto 48" then fixing 5 mm clear glass with wooden beets and the rest of the partition upto the ceiling same as below with fixing one flush door.	82.5		per sft	
13	Supplying CPU trolleys for better space management	16		each	
14	Supplying Metal Key board trays for better space management	16		each	

ANNEXURE -II



## Annexure- III (Existing Furniture at SUDA, Health Wing)

Annexure- III (Existing Furniture at SUDA, Health Wing)			
<b>Table</b>	Sl		Qty
	1	24"X30 " Computer Table	3 Nos
	2	30"x54" Table	2 Nos
	3	30"x48" Table	2 Nos
	4	36"x24" Table	2 Nos
	5	28"x48" Table	1 No.
	6	38"x48" Table	2 Nos
	7	24"x48" Table	1 No.
<b>Chairs</b>	Sl		Qty
	1	Cane Chairs	2 Nos
	2	Arm Fixed	11 Nos
	3	Fabric, Revolving,without arm	4 Nos
	4	Wooden	3 Nos
	5	Fabric , with Arm	1 No.
	6	Fabric , without Arm	6 Nos
<b>Rack</b>		Rack	11 Nos
<b>Store well</b>		Storewell	10 Nos
<b>Filing Cabinet</b>		4 Drawer filing cabinet	14 Nos

## Annexure- IV (Material Specification)

Sl	Material Description	Specification
1	Block Board	All Block Boards should be no de lamination in extreme range of humidity dimensional change not more than +/- 1 mm in local Planeness as per IS 1659-1990 . Water resistance - should not be any de -lamination after 72 hrs of Boiling. Minimum pass standard for Adhesion of plies, No apprciable sign of separation at Mycological test. Modulus Rupture -- 50N/sq. mm and Modulus of Elasticity 5000 N/ sq. mm.
2	Ply 6 mm/4mm	Plywood should Have Glue Shear Strength (in dry state) Avg. 1000 N Min. Ind. 800 N ,Glue Shear strength(in wet State) Avg.800N Min.Ind 650N, Mycological Test should be Avg 800 N , Min Ind 650 N , Moisture content Not less than 5% not more than 15%.
3	Laminated Sheet	Laminate thickness should be 1 mm , resistance to dry heat 180 degree Centigrade, resistance to wear 350 minimum Resistance to immersion boiling water a) mass increase 12% , Thickness increase 14%, Resistance to colour change in Xenon Arc light 6% , In enclosed Carbon Arc Light 5% , Resistance to staining 5% , Dimensional stability at 20 degree centigrade .425% to .675 % , Resistance to cracking not worse than 4%.
4	Glass	Asahi float glass/saint gobain or equivalent
5	Paint	ICI/ASIAN/BERGER
6	Cement	ACC/Ambuja/Konark/ultratech
7	Solid Core / Doors	32 mm Summi Ply
8	Vertical Blinds	Vista or equivalent