

**Stock Holding Corporation of India Limited  
(StockHolding)**



**RFP Reference Number: CPCM-09/2024-25**

**Date: 06-Mar-2025**

**GEM Reference No. - GEM/2025/B/6030910**

**Request for Proposal (RFP) for Interior and Allied works for StockHolding Satellite  
Branch at Ahmedabad**

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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### **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Contractor(s) or applicants whether verbally or in documentary form by or on behalf of Stock Holding Corporation Stock Holding Corporation of India Limited (StockHolding), is provided to the Contractor(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by StockHolding to any parties other than the applicants who are qualified to submit the bids (“Contractors”).

The purpose of this RFP is to provide the Contractor(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Contractor may require. Each Contractor should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. StockHolding makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. StockHolding may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

### RFP Document Details

Sr. No.	Description	Remarks
1	Name of Organization	Stock Holding Corporation of India Limited
2	RFP Reference Number	CPCM-09/2024-25
3	Requirement	RFP for Interior and Allied works for StockHolding Satellite Branch at Ahmedabad
4	Site Details	Satellite Branch 202, 2 <sup>nd</sup> Floor, Iconic Shyamal, Satellite, Ahmedabad - 380015
5	Interest free Earnest Money Deposit (EMD) [*]	Rs.1,50,000/- (Indian Rupees One lakh Fifty Thousand only) by way of RTGS/NEFT to be paid to Stock Holding Corporation Stock Holding Corporation of India Limited as Earnest Money Deposit should be submitted separately before submission of online bids by way of RTGS/NEFT on StockHolding's Bank Account No.: 004103000033442 Bank: IDBI Bank (Nariman Point Branch) IFSC: IBKL0000004. Please share the UTR details to us on below mentioned email address.  Contractors registered under Micro, Small and Medium Enterprises (MSME) for specific trade are exempted from EMD. Contractors shall upload the scanned copy of necessary documents as part of eligibility criteria documents.
6	Email Id for queries up to Pre-Bid Meet	<a href="mailto:CPCM@StockHolding.com">CPCM@StockHolding.com</a>
7	Date of Issue of RFP Document	06-Mar-2025
8	Onsite Visit	Interested Contractors can schedule onsite visit between 07-Mar-2025 to 13-Mar-2025 during StockHolding office working hours only. After due-date, no onsite visits will be allowed. For onsite visit, Contractors can send email request to <a href="mailto:CPCM@StockHolding.com">CPCM@StockHolding.com</a> .
9	Date, Time and place for online Pre-bid meeting	17-Mar-2025 03:00 PM For participation in pre-bid meeting, please send mail for online meeting link to <a href="mailto:CPCM@StockHolding.com">CPCM@StockHolding.com</a> before 17-Mar-2025 01:00 PM
10	Last Date for Submission of Online Bid	27-Mar-2025 03:00 PM

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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13	Date of opening bid	27-Mar-2025 03:30 PM
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This bid document is not transferable.

StockHolding reserves the right to modify/update activities/ dates as per requirements of the process.

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

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### Table of Contents

SUBMISSION OF PROPOSAL .....	6
ELIGIBILITY CRITERIA (Documents to be Submitted Online) .....	8
REQUIREMENT.....	10
Scope of Work .....	10
Timelines for the Work .....	10
Service Level Agreement (SLA).....	11
Contract Duration.....	11
Terms and Conditions .....	11
ANNEXURE - 1 - Details of Bidder's Profile.....	30
ANNEXURE - 2 – Eligibility Criteria .....	31
ANNEXURE - 3 - Commercial Price Bid Format .....	33
ANNEXURE - 4 – Integrity Pact.....	56
ANNEXURE - 5 - Covering Letter on Contractor's Letterhead of Integrity Pact .....	63
ANNEXURE – 6 - Compliance Statement .....	64
ANNEXURE - 7 - Proposed Layout of Satellite Branch.....	68
ANNEXURE – 8 - Format of Bank Guarantee .....	69
ANNEXURE – 9 – Format of Non-Disclosure Agreement.....	71

## **SUBMISSION OF PROPOSAL**

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StockHolding invites e-tender through GeM Portal, in two bid system (Eligibility/Technical and Commercial bid) for Civil, Furniture, Electrical, CCTV, Data Cabling and Air Conditioning works of StockHolding Satellite branch at Ahmedabad.

### **Submission of Bids:**

The online bids will have to be submitted within the time specified on website <https://gem.gov.in/> the following manner:-

1. Eligibility/Technical Bid (.pdf files)
2. Commercial Bid (.pdf files)

### **Invitation for bids:**

This “Invitation for bid” is meant for the exclusive purpose of “Civil, Furniture, Electrical, CCTV, Data Cabling and Air Conditioning works of StockHolding Satellite Branch at Ahmedabad”. The scope includes various activities, as outlined in the terms, conditions, and specifications of this RFP. This document is intended solely for the specified purpose and must not be transferred, reproduced, or used for any other purpose.

### **Due Diligence:**

The Bidder is expected to examine all instructions, Forms, Terms, Conditions and Specifications in this RFP. Bids shall be deemed to have been made after careful study and examination of this RFP with full understanding of its Implications. The Bid should be precise, complete with all details required as per this RFP document. Failure to furnish all information required by this RFP or submission of Bid not as per RFP requirements will be at the Bidder’s risk and may result in rejection of the bid and the decision of StockHolding in this regard will be final and conclusive and binding.

### **Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation & submission of its bid and StockHolding will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **Contents of this RFP Document:**

The requirements, bidding procedure, general terms & conditions are prescribed in this RFP document with various sections

- a Bidder Details – Annexure 1
- b Format for Eligibility Criteria - Annexure 2
- c Format for Price Bid (Commercial) Bids - Annexure 3
- d Integrity Pact (Text) - Annexure 4
- e Covering Letter of Integrity Pact - Annexure 5
- f Compliance Statement – Annexure 6
- g Layout of Satellite branch-Annexure 7
- h Format of Bank Guarantee – Annexure 8

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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### **i Format for Non-Disclosure Agreement – Annexure 9**

#### **Clarifications regarding RFP Document:**

- Before bidding, the bidders are requested to carefully examine the RFP Document and the Terms and Conditions specified therein, and if there appears to be any ambiguity, contradictions, gap(s) and/or discrepancy in the RFP Document, they should forthwith refer the matter to StockHolding for necessary clarifications.
- Bidder requiring any clarification for their queries on this RFP may obtain such clarifications via email to [CPCM@StockHolding.com](mailto:CPCM@StockHolding.com)
- StockHolding shall not be responsible for any external agency delays.
- StockHolding reserves the sole right for carrying out any amendments / modifications / changes in the bidding process including any addendum to this entire RFP
- At any time before the deadline for submission of bids / offers, StockHolding may, for any reason whatsoever, whether at its own initiative or in response to a clarification requested by Contractors, modify this RFP Document.
- StockHolding reserves the rights to extend the deadline for the submission of bids, if required. However, no request from the Bidders for extending the deadline for submission of bids, shall be binding on StockHolding.
- StockHolding reserves the right to amend / cancel / postpone / pre-poned the RFP without assigning any reasons.
- It may be noted that notice regarding corrigendum/addendums/amendments/response to Contractor's queries etc., will be published on StockHolding's website only. Prospective Contractors shall regularly visit StockHolding's website for any changes/development in relation to this RFP.

#### **Validity of offer:**

The offer should remain valid for a period of at least **90 days** from the date of submission.

The tendered Rates shall remain firm during the contract period and no price escalation shall be permitted.

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

### ELIGIBILITY CRITERIA (Documents to be Submitted Online)

SI. No	Criteria	Documents to be submitted by Bidder
1	The Bidder should be registered as a Company and should have carried out work of similar nature in India for the past 05 (five) years.	Copy of Certificate of Incorporation issued by the Registrar of Companies; and Self-declaration by the bidder on its Letter Head duly signed by the Authorized Signatory.
2	The bidder should be registered with Income Tax and Self-attested copy of valid registration certificate under GST and PAN.	Copy of GST and PAN card during bid submission.
3	The Bidder should have an average annual turnover of at least Rs. 1.2 Crores (Rupees One Crore Twenty lakhs) per annum for last three financial years (2021-22, 2022-23 and 2023-24). It should be of individual company and not of Group of Companies	Certificate from CA mentioning annual turnover for last three financial years.
4	The Bidder should have Positive Net worth minimum Rs. 15 lakhs(Rupees Fifteen lakhs only) for each of the last 03 (three) audited financial years	Certificate from CA mentioning net worth for the past three financial years.
4	The Bidder should not be blacklisted by any Government, Government Body, PSU, Bank, Autonomous body and any other entity for any reasons within last 2 years from the RFP date.	Self-declaration by the bidder on its Letter Head duly signed by the Authorized Signatory
5	The Bidder should have project of similar nature with any entity in the last 5 years as on date of submission of bid for atleast: 03 (Three) projects each costing not less than Rs. 12 lakhs (annually) or 02 (Two) projects each costing not less Rs. 15 lakhs (annually) or 01 (One) project costing not less than Rs. 24 lakhs	Purchase Order and Completion Certificate / Satisfactory Certificate from Customer to be shared
6	The Bidder should have registered/Support office at Gujarat state.	Office address along with GST details on Letterhead.



## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

7	The Bidder should provide atleast three Customer Satisfactory Performance Reports(CSPRs) from previous companies in the last five years (as on Bid last date)	CSPRs duly stamped and signed as per Annexure – on company letterhead
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The L-1 Bidder will be determined on the basis of the lowest price quoted / offered in the Commercial Bid.

*StockHolding* may accept or reject the offer without assigning any reason what so ever at any stage of bid evaluation.

The Bidder is required to comply with the requirement mentioned in the RFP. Non-compliance to this may lead to disqualification of a Bidder, which would be at the discretion of *StockHolding*.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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### **REQUIREMENT**

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#### **Scope of Work**

The Scope of work covered in this RFP shall be as per the BOQ & specifications (attached in Annexure - 3), layout (attached in Annexure -7).

The Contractor shall carryout complete and maintain the said work in every respect in strictly accordance with this RFP and with the directions of and to the satisfaction of StockHolding through the Architect appointed by StockHolding. For any clarification in any item of work, the contractor should get the same from the Architect before carrying out the work and all items of work should be carried out with the approval of the StockHolding.

#### **Timelines for the Work**

Timelines for completion of all the work to the satisfaction of StockHolding is 45 days from the date of issuance of Purchase Order (PO).

#### **Defect Liability Period:**

Defects pointed out during the defects liability period of 12 (Twelve) months from the date of virtual completion of work, will be satisfactorily rectified by the Contractor at no extra cost to the StockHolding with end satisfaction. If the Contractor fails to resolve the defects identified, StockHolding reserves the right to invoke the Bank Guarantee (BG).

#### **Virtual Completion Certificate (VCC):**

On successful completion of entire works covered by the contract to the full satisfaction of the StockHolding, the contractor shall ensure that the following works have been completed to the satisfaction of the StockHolding:

- a. Contractor to clear the site of all scaffolding, wiring, pipes, surplus materials, contractor's labour, equipment and machinery from the site. (Excepting for a small presence required if any for rectification during defect liability period and approved by StockHolding).
- b. Demolish, dismantle and remove the contractor's site office, temporary works, structures including labour sheds/camps and constructions and other items and things whatsoever brought upon or erected at the site or any land allotted to the contractor by the StockHolding and not incorporated in the permanent works.
- c. Remove all rubbish, debris etc. from the site and the land allotted to the contractor by the StockHolding and shall clear, level and dress, compact the site as required by StockHolding.
- d. Shall hand over the work in a peaceful manner.
- e. All defects/imperfections have been attended and rectified as pointed out to the full satisfaction of StockHolding.

Upon the satisfactory fulfilment by the contractor as stated above, the contractor shall be entitled to apply for the VCC certificate. If StockHolding is satisfied of the completion of the work, relative to which the completion certificate has been sought, StockHolding shall issue a VCC in respect of the work for which the VCC has been applied.

This issuance of a VCC shall be without prejudice to the StockHolding's rights and contractor's liabilities under the contract including the contractor's liability for defects liability period nor shall the issuance of VCC in respect of the works or work at any site be construed as a waiver of

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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any right or claim of the StockHolding against the contractor in respect of works or work at the site and in respect of which the VCC has been issued.

### **Service Level Agreement (SLA)**

The Contractor needs to provide all remedial action for any defect in material or workmanship during the contract period. (Items having warranty need to be covered for the warranty period)

**Response Time:** For any call lodged with regards to the defect observed or workmanship, the response time should be within 1 week.

### **Contract Duration**

Contract period duration is for 01(one) year.

The contract will be deemed completed only when all the items and services contracted by StockHolding are provided and accepted by StockHolding as per the requirements of the contract executed between StockHolding and the Contractor.

### **Terms and Conditions**

The general Terms and Conditions that are more particularly set out herein below for the purpose of appointing contractors for the purpose of carrying out Interior Work at Satellite Branch of StockHolding Corporation of India Ltd. and other ancillary activities-

#### **Responsibilities for Contractor:**

- The Contractor should visit the site and acquaint himself with the site conditions and should study all the tender documents carefully and understand the tender contract conditions, specifications etc. before quoting.
- StockHolding has assumed that Contractor is fully aware of all items of work. Some items of work will be done simultaneously and some items will be done in sequence and different operations in different times.
- The Contractor is responsible for the due and proper execution of all the works, terms and conditions stipulated under this contract. Before offering his tender, Contractors should visit the site of works to ascertain the nature of work and to collect all relevant information such as general, local, physical & climatic conditions of the site, availability, handling and storage of materials, water, electricity, availability of labour, roads, the configuration of the ground. Any failure on the part of the Contractor in this regard shall not absolve him from any responsibilities or obligations under this contract and no claim whatsoever on account of these shall be entertained.
- The Contractor should note that unless otherwise stated, the Tender is strictly on item rate basis and his attention is drawn to the fact that rates for such a every item should be correct, workable and self –supporting. The quantities in the BOQ (attached in Annexure-3) approximately indicated the total extent of work, but may vary and even be omitted thus altering the aggregate value of the Contract. No claim for any compensation shall be entertained in this regard.
- The Contractor must obtain all the information which may be necessary for the purpose of tendering for himself, on his own responsibility and at his own expenses and for entering into a Contract must inspect the Site of the work and all matters pertaining thereto, regarding

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

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supplying, fabricating and erecting at Site without any damage to the existing property of the StockHolding's or their neighbours, if any.

- The rates quoted by the Contractor in the BOQ (attached in Annexure-3) will be deemed to be for the finished work and shall include all charges for:
  - a) Design, Fabrication, supply and installation at Site, Labour, maintenance, fixing, arranging, cleaning, making good, hauling etc.
  - b) Plant, double, scaffolding, frame work, ladders, ropes, nails, spikes, tools, materials, workmen, protection from weather, temporary support, platform, and maintenance of the Same. Insurance for Labour materials and third party.
  - c) All Taxes or any other levy imposed by Central Government or State Government or any Local Authorities.
  - d) Packing, transportation, loading and unloading, freight charges, transit
  - e) Covering for the walling and other works during inclement weather or strikes or whenever Directed, as necessary.
  - f) All temporary canvas, lights, tarpaulin, barricade, water shoots etc.
  - g) All measures required to be taken for protection of existing works.
  - h) All such temporary weather-proof sheds at such places and in a manner approved by the Architect for the storage and protection of materials against the effects of sun and rain.
  - i) Testing of materials.

### **Payment:**

- Payment Milestones
  - 1) On 60% work completion - 30% payment of the contract value will be released after it is duly certified by the Architect and StockHolding
  - 2) On 90% work completion - 30% payment of the contract value will be released after it is duly certified by Architect and StockHolding
  - 3) On 100% work completion - remaining 40% payment of the contract value will be released after it is duly certified by Architect and StockHolding.
- Bill in Triplicate duly Certified by Architect shall be submitted to StockHolding after satisfactory completion of the work.
- Bill submitted by the Contractor must be duly authorized by StockHolding officials against the work completed. The quantities for which the bills are submitted shall be subject to physical verification before payment. In the event of variation in the Quantity / Area, the payment shall be made on the basis of the actual Quantity / Area at the quoted Rate.
- All the payments will be processed at Satellite Branch of StockHolding.
- No interest will be given for late payments.
- All payments to the Contractor shall be made subject to deduction of taxes at source at the rate applicable.
- Payment of Running Account (RA) bill value of 1st running bill shall not be less than 30% of total contract.
- Final payment, except Security Deposit (which is to be released only after the defect liability period including observing the performance of water proofing during the rainy season) shall be made after the submission of the final bill after verification of the completion of the work.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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No further claim except the security Deposit after the submission of the final bill shall be accepted.

- For final payment, the Contractor will submit details of all items, payments received for works and materials, any claim and net balance due which Architect/ StockHolding will check, make any adjustments if any, will receive 'No Claim' from the Contractor and pay and settle the same if any.
- The Contractor will submit original certificate for payment of Works Contract Tax in respect of the owner / StockHolding or else the same will be deducted from his bills.
- The decision of the Architect and StockHolding for payment or for any extra work to be made or any deduction to be made from the whole cost of the work or any other matter whatsoever relating to the contract shall be final and binding to all parties.

### **Taxes & Levies:**

#### **Income Tax**

- Income Tax of each payment shall be deducted and deposited with the Government as per Current Statutory provision if applicable. On completion of the work, a certificate for the Income Tax deducted at source given to the Contractor.
- Applicable TDS will be deducted (recovered) from the payment(s).
- The Successful Contractor shall permit StockHolding to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.
- Taxes will be paid by StockHolding separately. In case GST is not paid by the Contractor, StockHolding will recover the same from the next bill or any other works carried out by the Contractor.
- Payments will be released only after submission and verification of the required Bank Guarantee (BG). No payment will be made to successful Contractor, until the BG is submitted.

### **Bid, Quantities / Measurements:**

- Price bid shall be quoted for all the items described in the schedule of quantities. Price quotation for part items of the schedule shall not be accepted and such tender shall be summarily rejected.
- No payment shall be made for the personal visit for assessing the quantities/ measurements for the preparation of the tender bid.
- Quantities / measurements for which the bid for various item is submitted shall be given precisely in the schedule of Quantities, these quantities and measurements shall be based on the basic of personal assessment and physical verification at site.
- The Contractor shall calculate realistic quantities after receipt of drawings and after submitting first interim bill but before submitting the second interim bill to StockHolding.
- Any work done at factory will not be counted in the running accounts bill until the material is brought on site.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- Excess quantity shall not be executed without written permission from StockHolding. In case of upward or downward revision in quantities of items, the rate quoted by the Contractor shall remain firm at all the times.
- The Contractor shall take joint measurements with the Architect/StockHolding representative before covering up or otherwise placing beyond the reach of measurement any item of work should the contractor neglect to do so, the same shall be uncovered at contractor's expense or in default thereof, no payment or allowance shall be made for such work or the materials with which the same, was executed.
- In case of any class of work over which there is no specification mentioned, the same shall be carried out in accordance with the latest Indian Standard Specifications subject to the approval of the Architect / Stock Holding.

### **Dimensions:**

- Figured dimension are to be followed in all cases, large scale details take precedence over small scale drawings, In general the drawings shall indicate the dimensions positions and type of construction, the specification shall indicate the qualities and methods, and the bill of quantities shall indicate the quantum and rate for each item of work.
- Any work indicated in the drawings and not mentioned in the specifications or vice-versa shall be furnished as though fully set forth in both. Any ambiguity, conflict of interpretation, errors or inconsistencies discovered in the drawings / documents shall be promptly brought to the provisions giving more rigorous interpretation shall prevail but in the event of disagreement between the contractors and the supervisors, decision of Architect shall be final In case of any discrepancy, the contractor is to ask for an explanation before proceeding with the work. However, specifications will prevail over the drawings.

### **Execution of Documents:**

After StockHolding notifies the Successful Contractor that its bid has been accepted; the Contractor should sign the Contract and complete the execution of all other documents within 15 business days of the acceptance of LOI / PO.

The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, or any other legal Document etc.

Payment of any Stamp duty would be as per laws applicable in the State of Gujarat.

The Contractor shall bear all costs and expenses for the execution, stamp duty and submission of the contract and agreements. StockHolding shall not be responsible or liable for reimbursing / compensating these costs and expenses.

The incidental expenses of execution of the Contract as well as the conditions stipulated in the contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of StockHolding including but not limited to the right to levy / impose and recover penalties as specified in this RFP or Contract.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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### **Liability**

The Contractor shall be responsible for and pay the expenses for providing medical treatment / compensation to their workmen who may suffer any bodily injury / loss of life during the course of their business while carrying out their contractual obligations, as a result of any accident, within StockHolding premises. StockHolding will not in any case be liable to entertain any claim thereto.

### **Program work and progress reports**

The successful Contractor will have to submit a detailed Bar-Chart indicating the schedule of various activities from the date of commencement till completion and get the same approved by Architect. Contractor shall strictly adhere to the same. This program shall form part of contract and shall be binding on the Contractor. However, StockHolding reserves the right to alter the Program, if necessary, from time to time, No claim whatsoever of any nature by the Contractor on this account shall be entertained by StockHolding. They shall also have to write their requirements about co-ordination from other agencies working at site.

### **Penalty**

Liquidated damages Rs. 10,000/- per week of the contract value inclusive of non-completion of work in time including Sundays and holidays per week, subject to maximum of 10% of contract value. StockHolding may without prejudice to any other mode of recovery deduct the amount of such damages from any moneys in his hands due or which may become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor of his obligations and liabilities of this contract.

If in the opinion of StockHolding / Architect, the works gets delayed due to causes which StockHolding may consider being beyond the control of the Contractor, StockHolding at the completion of the time allowed for the contract shall make fair and reasonable extension of time for completion in respect thereof. For extension of time for completion, the Contractor has to apply in writing with detail reasons.

The Contractor shall be liable to pay Rs. 500/- per day as penalty in the event of default for any reason whatsoever in the removal of debris and / or materials and / or tools and / or plants and / or equipment within 7 days from the written instructions given to Contractor to do so till such removal takes place. StockHolding may without prejudice to any other mode of recovery deduct the amount of such damages from any moneys in his hands due or which may become due to the Contractor. The payment or deduction of such damages shall not relieve the Contractor of his obligations and liabilities of this contract.

### **Compliance of Labor Laws and Other Statutory Provisions for the Contract**

- The Contractor shall, in the execution of the contract, be responsible to comply with all the labor laws & statutory provision governing the work, such as, but not limited to, the following Laws or any other act or enactment relating thereto and rules as amended up to date.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- a. Contract labor (Regulation & Abolition) Act. 1970. The Contractor shall submit a copy of the license obtained under this act along with the bid.
- b. Employees State Insurance Act for Security and Insurance of staff/ workers.
- c. Payment of Wages Act.
- d. Minimum wages Act, 1948.
- e. Workmen's Compensation Act.
- f. Industrial Disputes Act.
- g. Bank's Liability Act

The Contractor shall abide by and adhere to all labour laws, PF, ESIC, etc. The Contractor shall work only on and during hours of working day unless he obtains prior approval of the Architect / StockHolding. The Contractor will observe and abide by the rules and regulations of the public Authorities regarding overtime, night working and any particular rule regarding nuisance to the residence that may result there from.

- The works to be carried out under the contract shall, except as otherwise provided in these conditions, include all labor, supervision, materials, tools, tackles, plants, equipment, transport, lead/ lift of materials etc. as may be required for execution and completion of the works.
- The materials used for the work shall be of prescribed quality / standard and the work executed according to the prescribed specification. Materials and mix not being of the specified standard / specification shall be rejected at the cost of the Contractor.
- Doors, Windows, Staircases and passages shall be cleaned / washed by the Contractor as part of the contract work without any additional payment.
- The Contractor shall clean the site every day before the closure of work.
- No additional work is to be carried out by the Contractor unless instructed by StockHolding through Architect. The Contractor will have to carry out the item of work with prior permission from StockHolding and as per instruction from Architect which may not have been specified in tender but necessary for completion of job.
- Any extra item of work carried out other than specified in tender will be paid by StockHolding as per the actual expenses certified by Architect.
- The Contractor shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
- Contractor shall also adhere to all requirement/regulations of StockHolding during the execution of the work.
- The Contractor shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. The Contractor shall provide tool kit and safety kit to Electricians.



## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- The Contractor shall obtain at his own cost any license or permission or any sort whatsoever (namely labor license, ESIC, PFs, Service Tax, and Income Tax etc.)
- The Contractor shall be responsible for maintenance of proper records as required under the provision of various labor laws/Statutory Acts applicable to the Contractor and contract employees such as attendance register, overtime register, advance register, register of deduction for damage and loss, register of fines, accident register etc. and produce them for inspection as and when demanded by StockHolding or any appropriate labor authorities.

### **Documents to be Complementary**

All sections of contract document and working drawings shall be complementary to each other. In case of ambiguities, discrepancies or contradictions between any two sections. StockHolding's / Architect's decision shall be final and binding on the contractor for interpretation of same.

### **Water & Electricity Requirement**

- The Contractor will be permitted to draw and use water from StockHolding's U/W Tank and O/W Tank. He will not claim any compensation for late, intermittent and no supply of water. At the time of shortfall, the Contractor will arrange water without any extra cost. The Contractor has to arrange 'Sintex/Astral/Plasto/Reno or Omtex' tanks of adequate capacity to store water and pumps and pipes for distribution of water from tanks to work place free of charge. The site for storage and distribution of water will be decided by the owner / StockHolding.
- The Contractor will be provided Electricity at one point by StockHolding. He will also ensure that all safety measures are adhered to at his costs. The Contractor will not make any wastage of this facility nor will claim any compensation for late or intermittent supply for electricity. Cost of power shall be borne by StockHolding. Any accidents, mishaps, etc. due to fault and negligence of Contractor's workmen, the Contractor will be responsible and indemnifies and keep indemnified the members of the managing and repair committee and StockHolding.
- The Contractor shall make his own arrangement to draw the power and water from source as decided by StockHolding.

### **Defects in Work**

- Any defects / deficiency pointed out by StockHolding's authorized person(s) shall be removed / rectified to his / their satisfaction, otherwise payment for such items(s) shall not be passed till the defect/ discrepancy is removed / rectified by the Contractor.
- The Architect shall have the power to withhold any certificate of work and/ or part thereof not being carried out to his satisfaction and he can make the necessary corrections in previous certificate in any subsequent certificates.
- In case the Contractors are disobeying Architect/ StockHolding, they may get bad work replaced in the manner the Architect think fit at the cost and consequences of the Contractor.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- The Architect/ Stockholding shall have the right to alter, omit and abandon any part of work without invalidating the contract. If any work is over and above that included into the Contract and is required to be executed at site, the Architect/ StockHolding has power either to delegate this work to Contractor as an extra item or to any outside Contractor, as the case may be.

### **Security of Works / Materials / Stores etc. of The Contractor and StockHolding's Property**

- The Contractor shall be responsible to make safety arrangements at his own cost for his materials / stores, storages, etc. All such stores shall be cleared away and the ground left in good and proper order on completion of this contract unless otherwise expressly mentioned therein.
- StockHolding will provide the Contractor open space for storing the cement. The area has to be maintained by the Contractor during the period of work. He can construct a temporary shed and he alone will be responsible for his materials.
- All stores, materials, tools, plant and equipment brought to the site shall become and remain the property of StockHolding and shall not remove from the site without prior written approval of StockHolding. When the work is finally completed or the contract is determined for reason other than default of the Contractor, he shall forthwith remove the same from site.
- For any damage / injury to StockHolding's property or to any StockHolding employee on account of any unsafe practices adopted or by any un-prudential action by the Contractor or by his men, the Contractor shall be responsible. StockHolding reserves the right for recovering proper remedy / compensation for the same from the Contractor.
- Selection of material to be done in consultation with StockHolding's representative / Engineer. The Contractor shall, if required by Architect/ StockHolding, arrange to test materials and / or portion of the work at his own cost in order to prove their soundness and efficiency. If after any such test, the material or portion of work found, in the opinion of the Architect and StockHolding to be defective or is found, in the opinion of the Architect and StockHolding to be defective or is found, in the opinion of the Architect and StockHolding to be defective or unsound, the Contractor shall pull down and re-erect the same at his own cost. Samples of materials and workmanship shall be submitted by the Contractor for the Approval of the Architect / StockHolding before procurement and execution.
- Contractor shall submit written performance guarantee from the manufactures of all bought out items.
- The Contractor shall submit original copies of invoices, order forms for any materials purchased for project work, to StockHolding / Architect if called for.

### **Contractor's Supervision:**

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- The Contractor shall give and provide all necessary superintendence during the execution of work and as long after as Architect / StockHolding may consider necessary for proper fulfilling of Contractor's obligations under the contract. The Contractor shall himself supervise the execution of contract and shall appoint a full time competent agent (site engineer / supervisor) approved by the Architect / StockHolding to act on his behalf and to be present all throughout at site. The Contractor shall further employ engineers and assistants to the above to supervise the work in sufficient numbers to the satisfaction of Architect / StockHolding. These engineers must be completely authorized by the Contractor to represent him and to receive and execute order and instructions by the Architect / StockHolding as if Contractor himself is present. The Contractor shall visit the site daily and shall have minimum once a week, or more as the case may be, joint meeting with the Architect & StockHolding on a day fixed jointly by the Architect and StockHolding.
- The Contractor shall provide and employ on site in connection with the execution and maintenance of the works:
  - a) Only such assistance's as are skilled and experienced in their respective fields and qualified and such agents, foreman and leading hands as are competent to give proper supervision to the work.
  - b) Such skilled, semi-skilled and unskilled labour as is necessary for the proper and timely execution and maintenance of the work.
  - c) The Contractor shall employ a whole time qualified and competent supervisor for the work, whose name shall be notified and who shall interface with StockHolding's representative(s) for the ongoing contract work.
- The Architect / StockHolding shall be at liberty to object any Contractor man / men, employed by him, for misconduct or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Architect / StockHolding to be undesirable to work within the premises of StockHolding. Any person so removed from the works shall be replaced immediately by a competent substitute.

### **Insurance:**

- The Contractor shall obtain adequate 100% of contract value insurance cover at his own cost for work against any loss or damages as well as workman compensation and third party risk, until the date of virtual completion of the work. The insurance cover is to be deposited with the owner within 21 (twenty one) days from the date of issue of work order.
- The Contractor must take all measures and precautions to prevent death / injury to his own labourers or any other person and shall take Third Party (Public Liability) Insurance Policy in the joint name of StockHolding and Contractor at his own expenses. This will be comprehensive and all risks covered to safeguard all men, materials and property during and on account of the execution of work under this contract and will submit certified copy to employee.
- All Risk Policy with accidental cover to neighbouring property due to work of Contractor's workmen.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- Workmen's Compensation Policy.
- Automobile Third Party Insurance with unskilled third-party liability of his vehicles or his suppliers or debris removal vehicles, etc. damaging any cars, etc. while bringing, removing materials, etc.

### **Occupation of Partially Completed Portion by StockHolding:**

StockHolding shall be entitled to and will be at liberty to occupy even the partially completed portion of the work by themselves or through their agents and servants if they so desire. Necessary extension of time for completing the work shall have no claim for any compensation whatsoever due to the delay, if any involved in completing the work on account of partial occupation.

### **Mock Up :**

The Contractor shall prepare a mock-up of items, if required, strictly in accordance with the specification, free of cost, for approval of Architect and StockHolding. The work on these items shall proceed further only after the approval of the mock-up.

### **Disposal of Debris :**

- On completion of the work the Contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary works of every kind and leave whole of the site and the works clean and in a workman like condition to the satisfaction of client. No extra payment will be made for this purpose.
- After completion of work all accumulated debris, dirt etc. shall be removed and disposed away from the Stock Holding premises by the Contractor at his expense. The Contractor shall take due care while disposing of such waste materials and ensure that any rules / regulations laid down by Municipal Corporation or any other statutory body are not violated. The Contractor shall be responsible and answerable to any complaint arising out of improper disposal of waste material.
- All debris resulting from breaking work shall be carefully lowered on specially constructed platforms preferably in specially provided chutes and suitable screens and hoppers shall be provided to ensure that as far as possible no debris flies or rebounds from the building and / or scaffolding. Under no circumstances shall debris be thrown down on the ground or footpath.
- The Contractor shall regularly remove all waste and debris from the site. Dumping of debris temporarily on the premises shall be strictly in location allotted for the purpose and nowhere else. Every day after working hours, the site must be cleaned.

### **Unscheduled Items of Work :**

- Work should be carried out strictly as per the standard specifications given in Tender document and the directions of the Engineer Workmanship / Work of substandard nature will not be accepted and paid for.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- Any work carried out as per specifications and found defective in opinion of Architect / StockHolding shall be demolished and replaced by new work by Contractor to the satisfaction of architect / StockHolding at no extra cost.
- If change in any item or additional work is to be carried out while executing the job by the Contractor will be executed with prior consent from StockHolding and as per instruction from Architect which may not have been specified in tender but necessary for completion of job.
- In case of any dispute the decision of StockHolding will be final and binding on the Contractor.
- The Contractor shall comply with all acts and regulations for the successful completion of the contract works and shall give due notice and pay all fees / taxes etc. as per statutory requirements.
- All materials to be delivered at site. If the material used for the work is not in conformity with the specifications, the same shall be replaced at Contractor's cost. All the material required for the work shall be arranged by the Contractor at his own cost.
- Rules for varied/deviated or extra items to be worked out on the rates quoted in the Tender for the similar items. Wherever it is not possible to base the rates for varied/ deviated or extra items on Tender quoted rates then the rate analysis is to be submitted by the Contractor will include the actual cost of material, Taxes, Transportation if any, Miscellaneous expenses, labour, Wastage of materials, 15% towards Contractors overheads and profit.
- While executing the work the Contractors have to ensure that no inconvenience whatsoever is caused to the offices / people functioning in the premises.
- Doors, Windows, Staircases and passages shall be cleaned / washed by the Contractor as part of the contract work without any additional payment. The Contractor shall clean the site every day before the closure of work.
- Adequate number of fire extinguishers, first aid boxes, must be provided on the site by the Contractor.
- Any item work which is not specified in the schedule and which is not capable of assessment by sight (visual) inspection and which becomes known only after the contract work has commenced, such as broken/ leaky pipes, cracks in walls, seepage. Percolating through the walls, beams / pillars etc. shall be, on joint inspection, by StockHolding and Contractor, assessed for quantum and the rate decided on mutual consultation.

### **Variations**

- The Architect/ StockHolding shall make any variations of the form, quality or quantity of the works or of any part thereof that may in their opinion be necessary and for that purpose or for any other reason it be necessary, the Contractor shall do any of the following:
  - a) Increase / decrease/ omit any work
  - b) Change, character, quality, level, lines, position, dimensions etc.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- c] Execute additional work of any kind as may be necessary for completion of the work.
- And no such variation shall in any way vitiate or invalidate the contract but the extension of proportionate time limit, if any, for all such variations shall be taken in to account.
- The Contractor shall make no such variations without an order in writing by Architect / StockHolding.

### **Cancellation of the Contract or Part or Full on Contractor's Default:**

- If the Contractor shall at any time:
  - a) Become bankrupt or insolvent.
  - b) Make an arrangement without assignment in favor of his creditors or agree to carry out the contract under the committee of Inspection of his creditors.
  - c) Being an individual / partner / company or StockHolding go in to liquidation.
  - d) Have action levied on his goods or property on the works.
  - e) Assign the contract or any part thereof otherwise than as provided in the general condition of the Contract.
  - f) Abandon the Contract.
  - g) Persistently disagree the instructions of the Architect / Stockholding and or contravene any provisions of the contract including general accepted principles of working.
  - h) Stopping the work under flimsy excuse with threatening attitude or showing discourtesy to members so the majority members wish this.

In that case, StockHolding may determine and terminate the contract after giving due notice and time to the Contractor.

StockHolding shall be entitled after giving due notice in writing for removal of the Contractor from whole or any portion of work, without avoiding the Contract or releasing the Contractor from any of his obligation or liabilities under the Contract and adopt any or several of the following measures:

- Rescind the Contract, in which case the security deposit(Bank Guarantee) of the Contractor shall stand forfeited to StockHolding without prejudice to StockHolding's right to recover any amount from Contractor,
- Carry out the work or any part thereof by employing other agency and required labour and materials and debiting on Contractor's account.
- Measure up the work executed by the Contractor and to get the remaining work completed by another Contractor at the risks and expenses of the Contractor. In the event of any several of the courses referred above being adopted.
- Upon non-completion of the work, upon use of sub-standard quality, upon non-co-operation, upon a deadlock on a particular issue between the StockHolding and the Contractor / Architect.
  - a. The Contractor shall have no claim for compensation for any loss sustained by him by any reason for material purchased by him, tools, machinery, and labor to retain the same in further execution of the work for wear, tear and destruction caused by his negligence.
  - b. StockHolding shall be entitled to take possession of any materials, tools, machinery, equipment which was on site, as if those are the property of Stockholding to carry out the balance work, In this case Contractor is not entitled for any compensation for use and employment of the same.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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### **Arbitration :**

All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching of concerning the work or the execution or maintenance thereof of this contract or the right touching of concerning the works or the execution or maintenance thereof of this contract or the construction, remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination, foreclosure or Branch of the Contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to the Appointing Authority who shall be appointed for this purpose by StockHolding, be referred for adjudication to a sole arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole Arbitrator referred to above, the Appointing Authority will send within thirty days of receipt by him of the written notice aforesaid to the Contractor, a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.

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

If the Appointing Authority fails to send to the Contractor the panel of three names as aforesaid within the period specified, the Contractor shall send to the Appointing Authority a panel of three names of persons who shall all be unconnected with either party. The Appointing Authority shall on receipt by him of the names as aforesaid selected any one of the persons named and appoint him as the sole Arbitrator. If the appointing authority fails to select the person and appoint him as the sole Arbitrator within thirty days of receipt by him of the panel and inform the Contractor accordingly, the Contractor shall be entitled to appoint one of the persons from the panel as the sole Arbitrator and communicate his name to the Appointing Authority.

If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due any reason whatsoever another sole Arbitrator shall be appointed as aforesaid.

The work under the contract shall, however, continue during the arbitration proceeding and no payment due or payable to the Contractor shall be withheld on account of such proceedings.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

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

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

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

The award of the Arbitrator shall be final and binding on both the parties.

Subject to aforesaid, the Provisions of the Arbitration Act, 1996 or any statutory modification or re-enactment thereof and the rules made there-under, and for the time being in force, shall apply to the arbitration proceeding under this clause.

### **Special Conditions:**

- All materials, tools, plants and equipment to be used for construction, shall be brought and stored at StockHolding premises by the Contractor in a manner directed in specifications for construction materials at his own cost and risk including his own security arrangement without causing hindrance to occupants.
- All due precautions shall be taken by the Contractor to prevent damage including that of window panes, as a result of Contractor's action will have to be made good by the Contractor at his own expense.
- The Contractor will provide at his own expense necessary sheds, passages, special covering, platforms to be constructed in front of main entrance, STOCKHOLDING office, staff toilet, and also netting, kantans, etc. in area of common passage at the work site.
- Proper cordoning off shall be maintained at all times to ensure that no children or unauthorized persons enter the work area.
- The Contractor shall bear in mind that he may have to carry out certain part of work inside the premises of the occupants and he will take extreme care not to damage inside Branch.



## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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- The Contractor shall provide at his own cost necessary sanitary and drinking water facilities for his workers more about in area of site only and they commit no nuisance.
- When a Contractor is selected, if Architect/ StockHolding find any anomaly in rates of some specific items, the Contractor shall furnish explanation and rate analysis.
- Rates quoted by the Contractor shall include all terminal taxes, central or state excise duties, import duties, sales tax and any other taxes leviable under the state or central government or public rules. No claim whatsoever shall be entertained in respect of escalation in prices of materials, labour etc. except change in taxes announced by Municipal or Government bodies subsequently. Rates quoted also include work Contract Tax. M.W. Tax, extra water charges, all liaison work with municipal authorities for building department, water department, pest control etc. including specific bills of water charges and sewage charges raised by local authorities towards the repair works under taken including all out-of-pocket expenses. The Contractor at his costs and expenses shall obtain all permission from local authorities, etc.
- The contract shall not be deemed to be duly completed until maintenance certificate have been issued by the Architect recording that the works have been completed and maintained to his satisfaction and will be issued after defect liability period is over and after ascertaining the views of Stockholding.
- The Contractor is responsible for the execution of all works, which is more particularly set out as per terms and conditions of the Agreement. The Contractor is well aware about the dangers and hazards for the completion of the said work. It is the Contractor who would be responsible in the event of breakage of glass of windows, etc. of StockHolding and Contractor will take all precaution of StockHolding's property so as not to damage them.
- The Contractor, shall, at his own expense supply all the stores and materials required for the contract. All the materials to be supplied by the Contractor shall be of the best of kinds, and only of ISI standard. The Contractor shall furnish necessary proof to the satisfaction of the Architect / StockHolding that the materials complies with specifications as described in the Technical specifications. The Contractor shall, at his own expense and without delay, supply samples of materials proposed to be used in the execution of the work for the approval of the Architect / StockHolding, who may reject all materials not corresponding either in quality or in character with the approved samples. The Contractor is made aware that there will be no basic rate for all construction materials.
- The Contractor shall not enter on or take possession of the site unless permitted to do so by StockHolding. The portion of the site to be occupied by the Contractor will be clearly defined and indicated by the Stock Holding and the Contractor will on no account be allowed to extend his operation beyond these areas. Then on completion, completely clean the areas of works against his final completion of work done in that area.
- The Contractor shall suspend the execution of the work of any part/s thereof, wherever called upon in writing by StockHolding / Architect to do so and shall not resume work thereon until so directed in writing by the authority. The Contractor shall also suspend the execution of

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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work or any part thereof under notice of court, Government or Municipal StockHolding unless the Architect/ StockHolding instructs otherwise in writing. The Contractor will be allowed an extension of time for completion equal to period of suspension and no claim otherwise will be considered for payment. Time may also be extended to allow for alterations of work or deviation from the contract if it is felt reasonable by Architect / StockHolding.

- If StockHolding has permitted the Contractor to house his workers on site in specified areas, during progress of work he will erect temporary structures of the approved standards and scales for his workers and maintain at his own expenses. The Contractor should demolish / remove temporary structures before the main work comes to an end and clear the site. This facility is not incorporated in contract and will be exclusively at the discretion of StockHolding and StockHolding can stop this facility in the middle of work and Contractor cannot claim anything whatsoever for taking away this facility any time. The Contractor shall obtain all necessary permission from municipality, government, etc. at his own costs.
- It is hereby clarified that within the guarantee period of the entire work the owner / StockHolding observes any hitches or lacunas or damage caused to the flat and / or common area and / or StockHolding's property, the Architect / Contractor shall be communicated regarding the same. The Architect / StockHolding would visit the premises and give their comments in respect of the same. The rectification of the damaged area is the sole prerogative and responsibility of the Contractor who is to rectify the said damage at his costs, etc. within the decided time frame as mutually decided between the parties. In the event of failure of the Contractor to rectify such error StockHolding shall have the full liberty to deduct the amount of loss at cost from the balance amount due and payable to the Contractor
- The Contractor shall clean and level up the premises and open spaces in and around building to the satisfaction of the Stock Holding at regular intervals and after completion of work. If he fails to their satisfaction, the same shall be carried out by the owner at Contractor's risk, cost and consequences and work will be treated as incomplete.
- It is hereby clarified that the Employees / Workers who would be assigned the work and who would be temporarily lodged in the premises of the owner shall have no access whatsoever in the building after the completion of the work for the particular days. The workers shall not enter the building for the purpose of taking water or for any other private jobs that would be given by the flat owners during the subsistence of the work assigned.

### **Refund of Earnest Money Deposit (EMD)**

- EMD will be refunded through NEFT to the successful Contractor on providing (a) an acceptance confirmation against the PO issued by StockHolding and (b) submission of Performance Bank Guarantee wherever applicable and should be valid for 30 days beyond the contract period.
- In case of unsuccessful Contractors, the EMD will be refunded to them through NEFT within 15 days after selection of successful Contractor subject to internal approval of StockHolding.

### **Performance Bank Guarantee (PBG)**

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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Successful Bidder shall, at own expense, deposit with *StockHolding*, within fifteen (15) days of issuance of PO, a Bank Guarantee (BG) for the value of 5% of the Contract Value including GST from a scheduled commercial banks as per Annexure - 8. This Bank Guarantee shall be valid up to 60 days beyond the completion of the contract period and claim period shall be valid 12 months beyond the expiry of BG. No payment will be due to the successful bidder based on performance, until the BG is submitted. A penalty of ₹5,000 per day will be imposed on the successful bidder for any delay in issuing the PBG within the specified timeline.

Bank Guarantee may be discharged / returned by *StockHolding* upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Bank Guarantee.

Stock Holding Corporation of India Limited reserves the right to invoke the BG in the event of non-performance by the successful bidder.

### **Force Majeure**

Neither StockHolding nor the Contractor shall be responsible for any failure to fulfil any term or condition of the Contract if and to the extent that fulfilment has been delayed or temporarily prevented by a Force Majeure occurrence, defined as "Force Majeure". For purposes of this clause, "Force Majeure" mean an event beyond the control of the Parties and which prevents a Party from complying with any of its obligations under this Contract, including but not limited to: acts of God not confined to the premises of the Party claiming the Force Majeure, flood, drought, lightning or fire, earthquakes, strike, lock-outs beyond its control, labour disturbance not caused at the instance of the Party claiming Force Majeure, acts of government or other competent authority, war, terrorist activities, military operations, riots, epidemics, civil commotions etc.

The Party seeking to rely on Force Majeure shall promptly, within 5 days, notify the other Party of the occurrence of a Force Majeure event as a condition precedent to the availability of this defence with particulars detailed in writing to the other Party and shall demonstrate that it has taken and is taking all reasonable measures to mitigate the events of Force Majeure. And, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure. Each PARTY shall bear its own cost in relation to the force majeure occurrence.

However, any failure or lapse on the part of the Contractor to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force Majeure, as set out above.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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If the duration of delay exceeds ninety (90) consecutive or one hundred eighty (180) cumulative days, StockHolding and the Contractor shall hold consultations with each other in an endeavour to find a solution to the problem. Notwithstanding above, the decision of StockHolding, shall be final and binding on the Contractor.

### **Dispute Resolution**

In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavour to resolve the same amicably and if the dispute could not be settled amicably, the matter shall be settled in the court under Gujarat jurisdiction only. The final payment will be released only after the Contractor complies with above-mentioned clause

### **Right to alter RFP**

- a. StockHolding reserves the right to alter the RFP terms and conditions at any time before submission of the bids.
- b. StockHolding reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. We further understand and accept that StockHolding's decision in this regard will be final and binding on all Contractors.

### **Integrity Pact**

The Contractor will have to enter in to an Integrity Pact with StockHolding. The format (text) for the Integrity Pact is provided as Annexure-4. The successful Contractor will have to submit a signed and stamped copy of the Integrity Pact by the authorized signatory of the successful Contractor.

### **Sub-Contracting**

The selected service provider/ Contractor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required under this project.

### **Non-Disclosure Agreement (NDA)**

The successful Contractor shall execute Non-Disclosure Agreement (NDA) (shall be provided to the winning Contractor), which contains all the services and terms and conditions of the services to be extended as detailed herein.

The support obligations under the agreement will be of OEM. All the expenses related to execution of the document such as the applicable stamp duty and registration charges if any shall be borne by the successful Contractor.

### **Indemnify**

The Contractor should hereby indemnify, protect and save StockHolding against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment offered by the Contractor. Any publicity by Contractor in which

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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name of StockHolding is used should be done only with the explicit permission of StockHolding.

### **Termination Clause**

- i. StockHolding reserves right to terminate the contract without assigning any reason whatsoever by giving 30 days prior written notice to successful Contractor. During the Termination notice period successful Contractor must adhere to all the conditions mentioned in the 'Exit Management' clause.
- ii. StockHolding reserves the right to recover any dues payable by the selected Contractor from any amount outstanding to the credit of the selected Contractor, including the adjustment of pending bills and/or invoking the Performance Bank Guarantee under this contract.

### **Exit Management**

- Purpose: In the case of termination of the Contract, the Exit Management procedure should start 30 days before the expiry or termination of contract. Termination notices need to be formally issued.
- Contractor shall fully and timely compliance with the Exit Plan.
- Service Continuity and Quality Assurance: Contractor shall continue providing high-quality services until the contract ends. Ensure there is no degradation in service levels during the exit period, especially in terms of work quality, safety, etc. Perform regular quality checks and compliance to ensure expectations are met throughout the notice period.
- Handover of Assets and Premises:
  - a) Return of StockHolding's Assets:
    - Inventory and return all assets belonging to StockHolding; in good condition.
    - Ensure the return of all StockHolding assets is completed before the final day of service. Document the handover with sign-off from both parties.
  - b) Facility Handover:
    - Clean and prepare the branch space for handover to StockHolding.

I / We hereby declare that I/We have read and understood the above conditions for the guidance of Bidders.

Seal:  
Place:

Signature of the Bidder  
Address:

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

**ANNEXURE - 1 - Details of Bidder's Profile**

**(To be submitted along with technical bid on Company letter head)**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sl. No	Parameters	Response		
1	Name of the Firm/Company			
2	Year of Incorporation			
3	Names of the Partners/Directors			
4	Company PAN no.			
5	Company GSTN no. (please attach annexures for all states )			
6	Addresses of Firm/Company			
	a) Head Office			
	b) Local Office in Mumbai(if any)			
7	Authorized Contact person			
	a) Name and Designation			
	b) Telephone number			
	c) E-mail ID			
8	Years of experience in providing Interior and allied works			
9	<b>Financial parameters</b>			
	Business Results (last three years)	Annual Turnover	Net Worth	
		(Rs. in Crores)	(Rs. in Crores)	
		2021-22		
		2022-23		
	2023-24			
(Only Company figures need to be mentioned not to include group/subsidiary Company figures)		(Mention the above Amount in INR only)		

N.B. Enclose copies of Audited Balance Sheet/CA Certificate along with enclosures

Dated this..... Day of ..... 2025

(Signature)  
(In the capacity of)

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

### ANNEXURE - 2 – Eligibility Criteria

SI. No	Criteria	Documents to be submitted by Bidder
1	The Bidder should be registered as a Company and should have carried out work of similar nature in India for the past 05 (five) years.	Copy of Certificate of Incorporation issued by the Registrar of Companies; and Self-declaration by the bidder on its Letter Head duly signed by the Authorized Signatory.
2	The bidder should be registered with Income Tax and Self-attested copy of valid registration certificate under GST and PAN.	Copy of GST and PAN card during bid submission.
3	The Bidder should have an average annual turnover of at least Rs. 1.2 Crores (Rupees One Crore Twenty lakhs) per annum for last three financial years (2021-22, 2022-23 and 2023-24). It should be of individual company and not of Group of Companies	Certificate from CA mentioning annual turnover for last three financial years.
4	The Bidder should have Positive Net worth minimum Rs. 15 lakhs(Rupees Fifteen lakhs only) for each of the last 03 (three) audited financial years	Certificate from CA mentioning net worth for the past three financial years.
4	The Bidder should not be blacklisted by any Government, Government Body, PSU, Bank, Autonomous body and any other entity for any reasons within last 2 years from the RFP date.	Self-declaration by the bidder on its Letter Head duly signed by the Authorized Signatory
5	The Bidder should have project of similar nature with any entity in the last 5 years as on date of submission of bid for atleast: 03 (Three) projects each costing not less than Rs. 12 lakhs (annually) or 02 (Two) projects each costing not less Rs. 15 lakhs (annually) or 01 (One) project costing not less than Rs. 24 lakhs	Purchase Order and Completion Certificate / Satisfactory Certificate from Customer to be shared
6	The Bidder should have registered/Support office at Gujarat state.	Office address along with GST details on Letterhead.

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

7	The Bidder should provide atleast three Customer Satisfactory Performance Reports(CSPRs) from previous companies in the last five years (as on Bid last date)	CSPRs duly stamped and signed as per Annexure – on company letterhead
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Note:

- a. All self-certificates shall be duly signed and Stamped by Authorized signatory of the Contractor Firm unless specified otherwise.
- b. Contractor response should be complete, Yes/No answer is not acceptable.
- c. Details of clients and relevant contact details are mandatory. Contractors may take necessary approval of the clients in advance before submission of related information. StockHolding will not make any separate request for submission of such information.

Dated this..... Day of ..... 2025

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Contractor)



**ANNEXURE - 3 - Commercial Price Bid Format**  
**Commercial Price Bid Format**

Sr. Nos.	Item Description/Particulars	Unit	Qty	Rate	Amt.
<b>A</b>	<b>GENERAL WORKS</b>				
<b>1</b>	<b>Gypsum Board False Ceiling</b>				
	Providing and fixing 12.00mm thick PVC laminated gypsum tile ceiling and fixing flat tee grid ceiling at all heights and levels Armstrong/ Saint-Gobain false ceiling systems, fine fissured ceiling tiles fixed to coordinated suspension ceiling system with galvanized steel sections (powder/ coil coated in white colour) of the grid consisting of hangers, main runners crossstess, perimeter profiles etc. all complete.	Sq.ft	1300		
<b>2</b>	<b>Modular False ceiling ( Grid Ceiling)</b>				
	Providing and fixing 12.5mm thick gypboard ceiling surfaces in plain including G.I. suspenders forming a grid of intermediate channel at 1220mm centre to centre with ceiling sections fixed at 450mm centre to centre at right angle to the underside of intermediate channels with connecting clips complete as per India Gypsum Technical Manual including finishing with jointing compound and joint paper tapes and priming with two coats of drywall top coat and fixing of perimeter channel at both ends.	Sq.ft	400		
<b>Total Amount (A)</b>					
<b>B</b>	<b>PAINT ON WALLS &amp; CEILINGS</b>				
<b>1</b>	<b>Paint On Wall</b>				
	Providing and applying painting with Two or more coats of acrylic emulsion paint of approved shade and colour of ICI/ Asian Paints/equivalent make to Wall any other exposed surface, applied evenly to give an approved uniform matt finish including preparation of the surface and primer coat etc. complete. Rate to include all necessary labour, material, hardware necessary for application, ladder, scaffolding etc. as necessary to complete the	Sq.ft	2200		

	job. This item also includes some portion of the wall to be highlighted of different color shade as per requirements.				
<b>2</b>	<b>Paint On gypsum Ceiling</b>				
	Providing and applying painting with Two or more coats of acrylic emulsion paint of approved shade and colour of ICI/ Asian Paints/ equivalent make to Ceiling any other exposed surface, applied evenly to give an approved uniform matt finish including preparation of the surface and primer coat etc. complete. Rate to include all necessary labour, material, hardware necessary for application, ladder, scaffolding etc. as necessary to complete the job.	Sq.ft	1300		
<b>3</b>	<b>Synthetic Enamel Paint (for Rolling shutter)</b>				
	Providing and applying synthetic enamel paint on rolling shutter including painting of STOCK HOLDING logo on rolling in standardised colour codes in required visible fonts with official business hours mentioned at particular location complete. Rate to include all necessary for application, ladder, scaffolding necessary etc. necessary to complete the job.	Sq.ft	500		
<b>Total Amount (B)</b>					
<b>C</b>	<b>PARTITIONS &amp; PANELLING</b>				
<b>1</b>	<b>Full/Low Height Partially Glazed And Partially Panelled Partition</b>				
	Providing and fixing partially glazed partition including door up to 2'-9" height bottom 12 mm termite proof ply wooden partition both side having 1 mm thick. laminate of approved shade with up to 4'-3" height 12mm thick. float glass partition and top 2'-2" height termite proof wooden partition both side having 1mm thick. laminate of approved shade with top 0'-1" X 0'-1½" wooden frame as per the given drawings including all hardware in full respect. Rate to include all requisite hardware & finishing & fixing materials, transport labour etc. as necessary to finish the job all complete. This item also includes in low ht. partitions provision for planter box size 6" x 6" at the top of partitions.	Sq.ft	700		

	<b>Full ht. glazed partition for cabins including doors</b>				
	<b>Size = 15'-0" x 10'-10" = 162.45 (Front of Broking Cabin)</b>				
	<b>Size = 18'-0" x 10'-10" = 194.94 (Front of Meeting and BM Room)</b>				
	<b>Size = 12'-0" x 10'-10" = 130 (between broking &amp; Meeting Cabin)</b>				
	<b>Size = 8'-0" x 10'-10" = 87 (Side of BM)</b>				
	<b>Size = 8'-0"x 5'-0" = 40 (Central partition between BM &amp; meeting room)</b>				
	<b>Size = 14'-0"x 5'-0" = 70 (UPS space)</b>				
<b>2</b>	<b>Full Height Solid Wooden Partition</b>				
	Providing and fixing full height 12 mm thick. termite proof plywood solid wooden partition 3" thick on both faces and having 1 mm thick. laminate of approved shade make fixed on both surfaces and top 2'-2" height termite proof wooden partition both side having 1mm thick. laminate of approved shade with top 0'-1" X 0'-1 ½" aluminium frame as per the given drawings including all hardware in full respect. All exposed wood should be melamine finish as per approved tone by Architect in charge. Rate to include all requisite hardware & finishing & fixing materials, transport labour etc. as necessary to finish the job all complete.	Sq.ft	550		
	<b>Size = 12'-0" x 10'-10" = 129.96 (Side of Brooking Cabin)</b>				
	<b>Size = 38'-6"x 10'-10" = 416.95 (Front &amp; Side of Document room)</b>				
<b>3</b>	<b>Fully Glazed Full Height Partition with Wooden Box Framing</b>				
	Providing and fixing 12mm thick fully glazed full height glass partition 3" thick with 6" X 3" framing with 12mm thick. termite proof Plywood on both faces and having 1mm thick. Laminate approved shade and make fixed on both face as per design drawings and including all fixing hardware all complete. Rate to	Sq.ft	100		

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**



	include all requisite hardware & finishing & fixing materials, transport labour etc. as necessary to finish the job all complete.				
<b>4</b>	<b>Laminate Panelling (On Column)</b>				
	Providing & fixing laminate panelling on RCC column/wall and existing wooden solid partition etc. to be made out of 1" x 1" aluminium framing for levelling at 2'-0" c/c in both ways with 12mm & 6mm thick MR Grade UF plywood of approved make. Panelling will be finished 1mm thick laminate of approved color & shade. If necessary 2" X 2" decorative beading/moulding will be provided at top & bottom or as per instructions with liquor polished. The entire item will be carried out as per direction.	Sq.ft	200		
<b>Total Amount ( C)</b>					
<b>D</b>	<b>DOORS</b>				
<b>1</b>	<b>Fully Glazed Toughened Glass Door</b>				
	Providing and fixing 12 mm thick fully glazed toughened glass openable door shutter with patch fittings to take floor spring, handle, lock including 6" X 2" termite proof ply wooden framing & fitting etc. All necessary equipment & labour necessary to complete the job. Melamine polish for the wood frame. Rate to include all requisite hardware & finishing & fixing materials, transport labour etc. as necessary to finish the job all complete.	Sq.ft	0		
<b>2</b>	<b>Laminated Flush Door</b>				
	Providing and fixing 1mm thick Laminate of approved shade on existing flush door with all necessary fixing hardware complete.	Sq.ft	20		
	<b>Size = 1 x 2'- 9" x 7'-0" (near pantry)</b>				
<b>Total Amount ( D)</b>					
<b>E</b>	<b>LOOSE FURNITURE</b>				
<b>1</b>	<b>User Counter Work Station</b>				

	<p>Providing and Fixing linear / running Work Station having a size of 16'-0" x 2'-6"x 2'-6" in 25mm thick. termite proof ply of approval make for table top &amp; side supports. The Front side of table in 12mm. Thick. termite proof ply with approved colour 1mm thick Laminate &amp; on fixed Raised panel in 12mm. Thick. Finished in approved colour laminate for all exposed surface, fixed with S.S. Stude &amp; the top and sides of the counter to be finished on both sides with 1mm thick. Laminate of approved make and shade / design. A Powder coated Wire manager, Key board made out by wooden support and channel, Drawer size 16" x 24" x 24" deep made out of 12 mm thick. Ply, wooden beading patty four side in laminate finish run on with heavy duty sliding Chanel, A drawer unit of size 1'-4" x 0'-5" x 1'-10" in 19 mm termite proof ply with two drawers and unit of size 1'-4" X1'-4" X 1'-10" openable shutter with auto hinges, handles, lock etc. to be provided in standards make as per the drawing etc. complete. Rate shall be inclusive of providing and fixing 12mm thick. Front glass 1'-0" ht. 6" gap on table top for work station with diamond edge polish with S.S. "D" brackets. The entire item will be done as per requirement and design pattern given as per directed.</p>	Nos.	1	
	<p><b>Size - 16'-0" x 2'-6"x 2'-6" (Work Station)</b></p>			
2	<p><b>Broking Cabin - Modular Work station</b></p>			
	<p>Providing and Fixing linear / running Work Station having a size of 12'-0" x 2'-6"x 2'-6" ht. in 25mm thick. termite proof ply of approval make for table top &amp; side supports. The Front apron in 12mm. Thick. termite proof ply with approved colour 1mm thick. Laminate &amp; on fixed Raised panel in 12mm Thick. Finished in approved colour laminate for all exposed surface, fixed with S.S. Stud &amp; the top and sides of the counter to be finished on both sides with 1mm thick. Laminate of approved make and shade / design. A Powder coated Wire manager, Key board made out by wooden support and channel, Drawer size 16" x 24" x 24" deep made out of 12 mm thick. Ply, wooden beading patty four side in laminate finish run on with heavy duty sliding Chanel, A drawer unit of size 1'-4" x 0'-5" x 1'-10" in 19 mm termite proof ply with two drawers and unit of size 1'-4" X1'-4" X 1'-10" openable shutter with auto hinges, handles, lock etc. to be provided in standards make as per the drawing etc. complete. Rate to include all requisite hardware &amp; finishing &amp; fixing materials, transport, labour etc. as necessary to finish the job all</p>	Nos.	1	

	complete. The entire item will be done as per requirement and design pattern given as per directed.			
	<b>Size = 12'-0"X 2'-6" X 2'-6"</b>			
<b>3</b>	<b>Wooden Tables</b>			
	Providing and Fixing Wooden Tables having required size in 25 mm thick. termite proof of approved make for table top and sides. Table Front side made out of 12mm. Thick. termite proof ply with approved colour laminate & on additional raised panel 12mm thick. termite proof ply with approved colour laminate fixed with S.S.Studs for Table front apron. A Powder coated Wire manager, Key board made out by wooden support and channel, drawer size 16" x 24" x 24" deep made out of 12 mm thick.. Ply, Wooden Beading patty four side in Laminate finish run on with Heavy duty sliding Chanel the side credenza of size 3'-0" x 1'-3" x 2'-6" ht. in 19 mm termite proof ply with two drawers size 1'-4"x 0'-5"x 1'-3" & two openable shutters size 1'-4"x 1'-8"x 1'-3" with bottom 3" base in 18 mm termite proof ply with as per the drawing, finishing in 1 mm thick.. Laminate of approved make and shade / design etc. Rate to include all requisite hardware & finishing & fixing materials, transport, labour etc. as necessary to finish the job all complete. The entire item will be done as per requirement and design pattern given as per directed.			
	<b>BM Table Size = 5' -0" x 2' - 6" x 2' - 6" with Side Cabinet - 3'-6" x 1'-4" x 2'-6"</b>	Nos.	1	
	<b>Meeting Room Table Size = 5' -6" x 2' - 6" x 2' - 6"</b>	Nos.	1	
	<b>Reception &amp; clerk Table Size = 3' -0" x 1' - 9" x 2' - 6"</b>	Nos.	3	
<b>4</b>	<b>Low Ht. Floor Mounted Storage Unit</b>			
	Providing and fixing a floor mounted storage unit size 5'-3"X 1'-6"X 2'-0" in 18mm thick. termite proof plywood with 8 mm thick. plywood back and 18 mm thick. shelf in entire length of wall mounted storage and having 18 mm thick.. Plywood shutter and with 1 mm thick. laminate of approved shade With 3"thick. 6" width skirting bottom make on wall external surface and 0.6 mm thick. liner laminate of approved shade and make on all internal surfaces with all locks, handles and hardware necessary for fitting all complete. All edges to have 2mm thick teak beading with polish, binding to match external laminate. Rate to include all necessary fitting & fixing hardware etc. complete.	Sq.ft	125	

	Size = 20'-0" X 2'-6" X 1'-6" (front office rear Storage)				
	Size = 7'-6" X 2'-6" X 1'-6" (BM Rear Storage)				
	Size = 7'-0" X 2'-6" X 1'-6" (meeting room Rear Storage)				
	Size = 15'-0" X 2'-6" X 1'-6" (Brooking Office rear Storage)				
5	<b>Over Head Storage Unit in wall</b>				
	Providing and fixing Built in storage made out of 19mm thick. termite proof Ply 45cm deep, 6mm thick. termite proof Ply for the back, Openable shutters with hinges as recommended & in laminate of approved colour. 19mm removable shelves with laminate finish on both sides edges shall be provided with leaping patties on all sides, at 40 cm spacing. All hinges, tower bolts, S.S. brush finish handles, ball-catches shall be of brass heavy duty. Complete with approved make Locks handles etc. complete as per design/instructions. All the shutters shall be made out of 12 mm termite proof ply framing 80 mm wide with 3 Nos. wide at middle horizontal and 2 vertical rails and then covered with 6 mm termite proof ply from both sides with internal surface with liner laminate on both sides of the shutter, All Internal & External Surface finished with approved colour laminate. Rate to include all requisite hardware & finishing & fixing materials, transport, labour etc. as necessary to finish the job all complete.	Sq.ft	125		
	Size = 20'-0" X 2'-0" X 1'-6" (front office rear Storage)				
	Size = 7'-6" X 2'-0" X 1'-6" (BM Rear Storage)				
	Size = 7'-0" X 2'-0" X 1'-6" (meeting room Rear Storage)				
	Size = 15'-0" X 2'-0" X 1'-6" (Brooking Office rear Storage)				
	Size = 12'-0" X 2'-0" X 1'-6" (above dining counter Storage)				
6	<b>Full Height Storage Unit on floor</b>				

	Providing and fixing full height storage units consist of 18mm thick. Termite proof ply top, sides, bottom, shelves and shutters with 1mm thick. laminate. The back of the storage shall consists of 18 mm termite proof ply .The bottom of the storage shall be at 75 mm from FFL. The shutter with box type hinges and openable shutter finished with approved shade 1mm thick. laminate on all the shutter edges. Division of the shutters shall be made equally according to the length of the storages. internal surface with liner laminate. All edges to have 2mm thick teak beading with polish. binding to match external laminate include all necessary fitting & fixing hardware etc. all complete.	Sq.ft	50		
<b>7</b>	<b>Dinning Counter/Lunch Desk at Lunch room space</b>				
	Providing and fixing Dinning counter/Lunch Desk in size 5'-3" length & 1'-6" width made out from 36 mm thick. (18mm double sandwich type) termite proof plywood with 1 mm thick. Laminate of approved shade and make on all external surfaces and 0.6mm thick. liner laminate of approved shade. The counter/desk will have required support/bracket made from plywood & laminate finish etc. complete. All edges to have teak beading with polish. binding to match external laminate include all necessary fitting 7 fixing etc. all complete as per direction.	Sq.ft	20		
	<b>Size- 12'-0" X 1'-6" (3'-0" height from the floor level at Lunch room)</b>				
<b>8</b>	<b>Magazine Rack</b>				
	Providing and fixing magazine/Display rack with size 3'-0" X 0'-6"X 7'-0" and 6" deep in 18 mm thick. termite proof ply with 6 mm thick. Plywood back and 12mm thick. Glass shelves in inclined angle to store with 1 mm thick. laminate of approved shade and make on all external surface and 0.8mm thick. liner laminate of approved shade and make on all internal surface with hardware necessary for fitting all complete as per drawing. All edges to have TW edges bend to match with external laminate. Rate to include all necessary fittings and fixing hardware etc. all complete.	Sq.ft	20		



9	<b>Company Logo On Glass</b>				
	Providing & fixing STOCK HOLDING Logo as per standardized design with 8 mm thick. clear glass & size of 2' x 2' & back colour stickers with SS stud as per design etc. Complete.	Sq.ft	4		
10	<b>Privacy Film -One way-vision film</b>				
	Providing & fixing one way vision digital print with STOCK HOLDING Logo colour scheme on main Glass door shutter and fixed glass partition complete including finishing and jointing .drawings and architects instruction. Rate to include material labour, cutting fixing transport etc. all complete . Contractor shall provide digital draft copy of design for STOCK HOLDING for approval before printing and installation.	Sq.ft	150		
11	<b>Display Board/ Soft Board/ Notice Board</b>				
	Providing and fixing of 12mm thick. Soft board with 12mm thick. termite proof Plywood back side and with 12mm thick. Boarder Patti on all 4 sides and covered with fabric of approved make and shade and fixed to wall all complete. All boarder Patti to be finish in lacquer polish with melamine finish in approval shade. The shade of fabric shall be as per company stander colour scheme.	Sq.ft	150		
12	<b>Backlit Glow Sign Board</b>				
	Providing and fixing GI. Metal box framed backlit type acrylic with digital print surface glow sign board as per company's standardized colour scheme including electrical connections and fitting with required scaffolding /ladder as per site condition. Rate to also include shifting and necessary fitting & connection of ON/OFF timer. (This item also includes design as per STOCK HOLDING 2022 Specifications)	Nos.	1		
	<b>Size- 16'-0" X 2'-6" (Out Side)</b>				
13	<b>Networking Equipment 12 U or 16 U Router Box</b>				

	Providing and fixing 12U OR 16U Wall Mounted Rack with Size Width 1.65 Feet Height Feet x 1.65 Inch x Depth 1.65 Feet, with Accessories, Fully Loaded (exhaust fan, PDU 6 point-5 amp, 4 nos of shelves full size, 2 cable managers, with door and hardware) complete including making incoming holes for wire , cable etc. Rate to include all necessary material, hardware, finishes transportation and installation etc. all complete.	Nos.	1		
<b>14</b>	<b>High Back Chair - Godrej Interio make</b>				
	Providing and fixing godrej beat blue colour fabric <b>high back chair</b> having size 67.5 CM (W)X 67.5 CM(W) X 102-119 CM (H) MS frame covered with breathable mesh for back & Lumber support, 12mm.Moulded ply for seat with PU on it. PU Adjustable arms, Chrome base, Synchro mech. & gas Lift etc. complete. Or as per manufacturer specification includes necessary material, hardware, finishes transportation & installation etc. all complete	Nos.	1		
<b>15</b>	<b>Staff Chairs - Medium Back Chair - Godrej Interio make</b>				
	Providing and fixing godrej beat blue colour fabric <b>medium back chair</b> having size 67.5 CM (W)X 67.5 CM(W) X 92-110 CM (H) in MS frame covered with breathable mesh for back & Lumber support, 12mm.Moulded ply for seat with PU on it. PU Adjustable arms, Chrome base, Synchro mech. & gas Lift etc. complete. Or as per manufacturer specification includes necessary material, hardware, finishes transportation & installation etc. all complete	Nos.	10		
<b>16</b>	<b>Visitor's Chair - Low Back Chair - Godrej Interio make</b>				
	Providing & fixing godrej beat blue colour fabric visitor's <b>low back chairs</b> having size 57.5 CM (W)X 58.2 CM(W) X 100.8 CM (H) covered as per manufacturer specification includes necessary material, hardware, finishes transportation & installation etc. all complete	Nos.	13		
<b>16A</b>	<b>Meeting room Chair - Low Back Chair - Godrej Interio make</b>				
	Providing & fixing godrej make Meeting Room covered as per manufacturer specification includes necessary material, hardware, finishes transportation & installation etc. all complete	Nos.	8		
<b>16B</b>	<b>Lunch Room Chair</b>				

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**



	Providing & fixing godrej make pantry room covered as per manufacturer specification includes necessary material, hardware, finishes transportation & installation etc. all complete	Nos.	5		
<b>17</b>	<b>TEPOY/CENTER TABLE</b>				
	Providing & supplying Tepoy/Center table's size 2'-0" x 3'-0" to be made out of 18mm plywood boxing finished with 1mm thick laminate finish. 12mm thick glass top fixed on support with rubber gasket and ss stud air vacuum etc. complete	Nos	2		
<b>18</b>	<b>VISITOR SOFA</b>				
	Preparing and providing fully upholstered sofa made of teakwood frame work of 3"x1 1/2" size for the structure, seat and back. The box be made of 19mm thick plywood of MR grade UF Plywood of approved make and back rest and the rear to have 6mm thick plywood of MR grade UF Plywood of approved make. The seat shall have helical coil springs covered with jute cloth fixed to the frame work of seat. The seat shall be provided 3" thick foam rubber for seat 2" for back and extra 1/2" for edge binding. The entire sofa along with seat back & handles shall be lined with tapestry finish of approved make, colour, shade and design with necessary piping, stitching etc. complete with stainless steel studs and shoes. All the exposed wooden surface shall be lequare polished. (Basic soct of tapestry fabric @ 300/- per Meter.). For RM/WAITING only. - 7 RFT X 2 Nos.)	Rft.	14		
<b>19</b>	<b>ELECTRICAL PANEL BOARD CUP BOARD</b>				
	Supplying, providing & fixing Electric cup board shutter made out from 19mm thick plywood of MR grade UF Plywood of Kama Ply/Falcon Ply/Virgo Croma make with 1.0mm thick laminate of approved make on outer sides, polishing/painting on internal surface side Godrej lock, handle ball catchers, SS jail, complete as directed depth of cupboard is as per requirement etc. as per instructions. The entire inner surface of cupboard shutter will have 0.8mm thick balance laminate as per instruction.	Sq.ft	25		
	<b>Size- 3'-0" Length X 8'-0" Height X 16" Width/Deep (Out Side)</b>				
<b>Total Amount ( E)</b>					
<b>F</b>	<b>ELECTRICAL WORKS</b>				
<b>1</b>	<b>5 AMP Plug Point :(1 Nos pp / 1 Nos S/W)</b>				

	<p>Supply, installation testing &amp; commissioning of 1 Nos 5 amp 3-pin plug point powered by 1 Nos 5 Amp switch, mounted on switch board, and having FRLS wiring in single core multistring /flexible 1.5 sq.mm. PVC insulated copper FRLS wire, installed in concealed rigid 2mm thick. PVC conduit of 25 mm dia.&amp; including earth wire of proper capacity &amp; including switch board, concealed box, plates etc. as required all complete. Point to be considered at point rate only. A Maximum of Three Nos plug point will be taken on one circuit. (AEC power for all Plug Points)</p>	Nos.	15		
2	<b>5 AMP Plug Point: (2 Nos pp / 1 Nos S/W)</b>				
	<p>Supply, installation testing &amp; commissioning of 2 Nos 5 amp 3-pin plug point powered by 1 Nos 5 Amp switch, mounted on switch board, and having FRLS wiring in single core multistring /flexible 1.5 sq.mm. PVC insulated copper FRLS wire, installed in concealed rigid 2mm thick. PVC conduit of 25 mm dia. &amp; including earth wire of proper capacity &amp; including switch board, concealed box, plates etc. as required all complete. Point to be considered at point rate only.</p> <p>A Maximum of Three Nos plug point will be taken on one circuit. (UPS Power for only UPS Points) Location at Computer 4x4 rectangle box, switch Board required Total nos 70 ( FO 16 point / Broking 20 Point / BM 8 Point / 10 Network Rack / 2 Burglar alarm</p>	Nos.	60		
3	<b>15 AMP Plug Point :</b>				
	<p>Supply, laying, installation &amp; testing of 15 amp plug point wiring using 1100 v grade 3 nos of 2.5 sqmm Copper conductor PVC insulated FRLS wires (with Proper RYB colour code) pulled through rigid /flexible 25mm /20mm PVC conduits of medium quality &amp; crimp type lugs at both ends. Each circuit feeding not more than 4 points.</p>	Nos.	10		

	(For UPS /Battery area). This item also includes required MCB for Input & Out for UPS power etc. complete as per direction.				
<b>4</b>	<b>Air Condition Point</b>				
	Supply, installation, testing & commissioning of 15 amp 3-pin plug point done with 2 nos of 4 sq. mm flexible Copper conductor PVC wire with stranded Cu. earth wire or 2.5 sq. mm. insulated earth wire mounted on switch board. and having specs. This all the points as per site condition and requirements.	Nos.	5		
<b>5</b>	<b>Wall Fan Point</b>				
	Supply, installation, testing & commissioning wall fan <b>points</b> comprising of 5amp socket near fan and switch on light switch board or wall fan.	Nos.	7		
<b>6</b>	<b>Ceiling Fan Point</b>				
	Supply, installation, testing & commissioning ceiling fan <b>points</b> comprising of 5amp socket, regulator near switch on light switch board for ceiling fan.	Nos.	5		
<b>7</b>	<b>Exhaust Fan Point</b>				
	Supply, installation, testing & commissioning Exhaust fan <b>points</b> comprising of 5amp socket near fan and switch on light switch board exhaust fan. One point behind branch manager partition & One point in Toilet ventilation.	Nos.	2		
<b>8</b>	<b>25 MM Dia Mark PVC Heavy Duty Conduits</b>				
	Supply and laying of following RACEWAYS/CONDUITS in required size trenches with proper ties / clamps at appropriate intervals. The rate shall be inclusive of carefully removing the floor tiles by machine cutting & removing the malwa below the tiles for laying raceways conduits for power, telephone, Data cables etc. The depth of the trenches shall be minimum 2" or upto the RCC of slab from the finished floor level . The rate shall also inclusive of back filling the trenches with mix of 1:2 PCC after laying the raceways /conduits for smooth finish upto the floor level.	Nos.	10		
<b>9</b>	<b>Armoured Cable</b>				

	Supply & Installation 25 mm armoured cable having sector / circular shaped aluminium / copper conductor PVC insulated cores, laid up, PVC tape wrapped inner sheathed, GI strip / wire armoured and overall extruded PVC sheathed conforming to IS: 1554, laid on wall / ceiling using GI clamps & spacers as per route shown at site (Use for Main 3 phase Electric line from Distribution Board in Server Room)	Mtr	30		
<b>10</b>	<b>Circuit Wiring For 5 Amp Plug/ Switch</b>				
	Supply, installation testing & commissioning of 2.5 sq. mm flexible Copper conductor PVC wire with stranded Cu 1.5 sq. mm. insulated earth wire from D.B. to PLUG POINT.  Maximum of 3 Nos plug points to be taken on each circuit.	Mtr	250		
<b>11</b>	<b>Circuit Wiring For 15 Amp Plug/ Switch</b>				
	Supply, installation testing & commissioning of 4 sq. mm flexible Copper conductor PVC wire with stranded Cu 2.5 sq. mm. insulated earth wire from D.B. to PLUG POINT	Mtr	200		
<b>12</b>	<b>6.00 Sq.mm Wire For DB And Main Line</b>				
	Supply, installation testing & commissioning of 6 sq. mm wire Copper conductor PVC wire with stranded Cu 2.5 sq. mm. insulated earth wire.	Mtr	50		
<b>13</b>	<b>1.5 Sq.mm Wire</b>				
	Supply, installation testing & commissioning of 1.5 sq. mm wire from main DB to Circuits.	Mtr	200		
<b>14</b>	<b>1 Nos Light Point Single Switch Operated :</b>				
	Supply, installation testing & commissioning of Light point connected from 1 nos switch to 1 nos light point with 1.5 sq. mm flexible Copper conductor PVC wire with stranded Cu 1.0 sq. mm. insulated earth wire from switchboard to light point.  Maximum of 3 Nos light points to be taken on each circuit	Nos.	50		

<b>15</b>	<b>2 Nos Light Point Single Switch Operated :</b>				
	Supply, installation testing & commissioning of Light point connected from 1 nos switch to 2 nos light point with 1.5 sq. mm flexible Copper conductor PVC wire with stranded Cu 1.0 sq. mm. insulated earth wire from switchboard to light point.  Maximum of 3 Nos light points to be taken on each circuit.	Nos.	20		
<b>16</b>	<b>18 Walt Concealed LED Square Type Fixture</b>				
	Providing and installing 18 Walt Square LED fixture (Pure white) as per sample including all necessary suspension system from main RCC slab and cut-out in False ceiling.	Nos.	40		
<b>16A</b>	<b>36 Walt Concealed LED Square Type Fixture</b>				
	Providing and installing 36 Walt Square LED fixture (Pure white) as per sample including all necessary suspension system from main RCC slab and cut-out in False ceiling.	Nos.	36		
<b>17</b>	<b>20 Walt LED Tube Light Type Fixture</b>				
	Providing and installing 20 Walt Tube Light LED fixture (Pure white) as per sample including all necessary fitting & fixtures on wall and ceiling as per requirements.	Nos.	3		
<b>18</b>	<b>TPN Distribution Board ( Lighting/A.C)</b>				
	Supplying assembling installing testing of TPN Distribution board as required. All GEB and UPS power control by TPN distribution board. Rate to including all DPMCB & SPMCB as required. All MCB & Box to be of LEGRAND make.	Nos.	2		
<b>19</b>	<b>TPN Distribution Board ( Computer &amp; UPS Power)</b>				

	Supplying assembling installing testing of TPN Distribution board as required. UPS power control by TPN distribution board. Rate to incl. all DPMCB & SPMCB as required. All MCB & Box to be of LEGRAND make.	Nos.	2		
<b>20</b>	<b>Main Electrical panel</b>				
	Supplying, assembling, installing, testing of Main Electrical panel with bus bar, digital meter required capacity MCB, ELCB, Power switch etc. as per Requirement.	Nos.	1		
<b>21a</b>	<b>ELCB 63 Amp :</b>				
	Supplying, assembling, installing, testing of 63 Amp ELCB in Main Distribution Board	Nos.	1		
<b>21B</b>	<b>Main Electrical Switch with Cabling</b>				
	Supplying, assembling, installing, testing of Main Electrical Switch with Required size cabling Wire near entry to cut of electrical power off as per requirement.	Nos.	1		
<b>22</b>	<b>Exhaust Fan</b>				
	Providing and fixing Exhaust fan of 200 mm size self-opening louvers system complete including making opening in existing wall or wooden partition. For toilet & ups of approved make like Crompton/Havells/Bajaj.	Nos.	2		
<b>23</b>	<b>Ceiling Fan</b>				
	Providing and fixing 1000 mm ceiling fan make Havells or equivalent of approved make like Crompton/Havells/Bajaj. This item also includes required anchor fastner etc. complete as per direction.	Nos.	5		
<b>24</b>	<b>Wall Fan</b>				
	Providing and fixing 450 mm dia. high flow wall mounted fan make Havells or equivalent of approved make like	Nos.	7		



	Crompton/Havells/Bajaj. This item also includes required base plate etc. complete as per direction.				
25	Providing and laying RG-6 channel wire from outside of individual TV point as per requirement.	Mtr	50		
26	Providing and Installation of HDMI Cable as per requirement.	Mtr	50		
<b>Total Amount (F)</b>					
<b>G</b>	<b>DATA CABLING &amp; VOICE WORKS</b>				
<b>1</b>	<b>Computer LAN point :</b>				
	Supplying & fixing necessary box, io plate, & jack type socket of D-LINK make and with all wiring duly connected. Location at Front Office - 10 Nos., Broking Office - 5 Nos., Meeting RM - 2 Nos., BM - 2 Nos.	Nos.	20		
<b>2</b>	<b>Computer LAN wiring : (CAT-6)</b>				
	Supplying, laying, drawing, testing & commissioning of D-LINK CAT-6 cable in concealed manner in rigid PVC heavy duty conduit pipe having a wall thickness of 1.5 to 1.8 mm & having min die of 20mm or 25 mm as required & specified. Pvc conduit pipe is to be concealed in chasing in wall or floor/ existing flooring after cutting the existing flooring finish & laying conduit pipes/raceways in proper line & level 1" below the bottom level of the proposed tile flooring and concealing the same in cement mortar 1:4. Mortar in smooth finish flush with top level of existing flooring; or concealed in Modular partition or gypsum partition or plywood partition in same manner as mentioned above or below carpet flooring. Rate to include all necessary chipping, cutting, chasing of plaster, brickwork, mortar, tile or RCC work & filling & finishing the same with cement mortar 1: 4 in proper line & level.	Mtr.	250		
<b>3</b>	<b>Computer LAN Patch Cord</b>				
	Providing and fixing (2 ft. long) patch code - (D - Link)	Nos.	20		
<b>3A</b>	<b>Patch Panel</b>				
	Providing and fixing 24 Port patch panel (D - Link)	Nos.	1		

4	<b>Telephone Point :</b>				
	Supplying & fixing necessary box, plate, & RJ-11 jack type socket of approved make and with all wiring duly connected. (4 Port for each working table).	Nos.	10		
5	<b>Telephone Wiring : (CAT - 6 )</b>				
	Supplying, laying, drawing, testing & commissioning of D-LINK CAT-6 cable (Blue Or Yellow Colour) 5 in concealed manner in rigid PVC heavy duty conduit pipe having a wall thickness of 1.5 to 1.8 mm & having min die of 20mm or 25 mm as required & specified. PVC conduit pipe is to be concealed in chasing in wall or floor/ existing flooring after cutting the existing flooring & laying conduit pipes/raceways in proper line & level 1" below the bottom level of the proposed tile flooring conduit pipes in proper line & level and concealing the same in cement mortar 1:4. Mortar in smooth finish flush with upper level of existing flooring. Rate to include all necessary chipping, cutting, chasing of plaster, brickwork, mortar, tile or RCC work & filling & finishing the same with cement mortar 1: 4 in proper line & level & clearing of the site & building of all debris etc. all complete.	Mtr.	100		
6	<b>Telephone Tag Blocks</b>				
	Supply and installation, testing & commissioning of 20 pair telephone tag block 10 patch code with KRONE terminal connectors, CAT - 6 Cable, M.S.J.B. connectors, as specified and located at site as per architect's instructions. Rate to include all necessary fixing hardware etc.	Nos.	1		
7	<b>Telephone Jack</b>				
	Supply and installation of Telephone point wiring on workstations / tables/ partitions by using 2-pair cable pulled through already laid floor raceways/conduits and taken up to the table top using PVC rigid / flexible conduits run concealed. Each point consists of one RJ-11 jack type telephone socket, MS box flush to the surface, front plate etc. & hardware as required. Location at Manager - 1 Nos, Front Office - 4 Nos., Broking Office - 3 Nos. and For Burglar Alarm System - 1 Nos. (4 Port socket).	Nos.	10		

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**



8	Chemical Earthing using Electrode of size 80 mm dia, 2 meter long connected with 50X6 mm Copper internal strip complete with excavation, civil works, cast iron cover with back fill compound. The voltage between Neutral & Earth not to exceed 2 volts. including bore holes wherever required and putting the earth as per requirement.	Nos.	1		
9	Supply & Installing of copper /GI earthing wires/strips in following sizes				
	8 SWG copper bare wire	Mtr.	100		
				<b>Total Amount (G)</b>	
<b>H</b>	<b>CCTV SURVEILLANCE SYSTEM &amp; BURGLAR ALARM</b>				
1	New Supply & installation Dahua / Hikevison / CPPlus with IP Bass HD Night Vision IP Camera to LAN cable & NVR + switch with 1 TB Surveillance HDD / with Voice audio recording facilities as per the company manual with all cabling, accessories and DVR etc. complete.	Nos.	10		
2	Providing and installing CAT - 6 Cable for camera.	Rmt.	200		
3	Providing & fixing ting burglar alarm system including sensor point - 5 nos, Panic Button - 2 nos., PIR - 3 nos., Hooter - 1 Nos. PSTN TELEPHONE AUTO CALLING FACILITY, SECURICO MAKE with necessary electrification and telephone point - 1 Nos. etc. complete as per requirement	Job	1		
4	Providing and installing CAT - 6 Cable for burglar alarm.	Mtr.	100		
				<b>Total Amount (H)</b>	
<b>I</b>	<b>AIR CONDITION WORK</b>				
1	Providing & fitting Hi-wall mounted type Cassette & split Air-conditioner of Voltas/Carrier/Hitachi/Daiken/Blue Star/ <b>Mitsubishi</b> (Heavy duty)/ With minimum 3 star rating including necessary jari work finished with plaster putty complete .				
2	3.0 TR Cassette type AC (front office area)	No	1		

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**



3	2.0 TR Cassette type AC (manager/meeting, broking office & document room area)	No	4		
4	Removing & re-fixing of existing split A. C. indoor & outdoor unit, L shape stand, M. S. Stand etc. with servicing, repairing, gas filling etc. completed as per new lay out plan and old premises to new premises as per direction. (2.0 TR - 1 NO)	No	1		
5	Installation of cassette type a.c. unit	No	5		
6	Copper piping work (for both cassette and split)	Rft.	225		
7	Drain piping work (for both cassette and split)	Rft.	225		
8	Electrical cabling for Cassette type a.c. unit	Rmt.	210		
<b>Total Amount (I)</b>					
<b>J</b>	<b>MISCELLANEOUS ITEMS</b>				
<b>1</b>	<b>Water Cooler Cum Dispenser</b>				
	Providing and fixing water cooler cum dispenser (Hot & Cold type)with top loading type refill RO water bottle facility of Blue star, Kent or any other standard IS make complete .	Nos.	1		
<b>2</b>	<b>Wall Clock</b>				
	Providing and fixing wall clock of Ajanta or equivalent.	Nos.	3		
<b>3</b>	<b>Floor Door Mate</b>				
	Providing and fixing floor door mate.	Sq.ft	10		
	Size = 4'-0" X 2'-0"				
<b>4</b>	Fixing of existing miscellaneous items like T.V. unit, Set Top Box, Photo frame etc. at new location as per direction of STOCK HOLDING.	Job	1		
<b>5</b>	<b>M. S. slotted Angle rack Storage</b>				

	Providing and making Powder coated M.S. slotted angle storage using angles of 18 gauge thickness and shelves of 20 gauge designed as per the specifications of standard manufacturers. Shelves 4 nos. minimum shall be provided at 1'-6" c/c & supported on frames on all four sides with vertical supports as per manufacturers' standard specifications.	Sft	500		
<b>6</b>	<b>Sliding/foldable rolling shutter</b>				
	Providing and fixing sliding/foldable rolling shutter as per size and shape requirements. The above rolling shutter as per manufacturer's specifications. The entire item should be carried out as per requirement and direction of Architect.	Sft	185		
<b>7</b>	<b>Pop up box for meeting room table</b>				
	Providing and fixing required capacity pop up box as per requirement and direction of Architect.	Nos.	1		
<b>8</b>	<b>Frosted film on glass</b>				
	Providing and fixing required design frosted film on glass as per requirement and direction of Architect.	Sft	200		
<b>9</b>	<b>Roller blinds</b>				
	Providing & Fixing roller Blinds of Dustguard Classic range with 5mm high x 50mm and 100mm wide 1.2mm thick walls of aluminium alloy head rail with 3.5.1 planetary reduction gear box (end control unit) with plastic tilting chain, tilt rod runners with firm and gear mechanism with 180 degree rotating louvers with approved shades by Architect/Consultant protected by dust guard. Fabric protector of NEON make with matching balance of same fabric on channel. The measurement shall be considered as per plan area of the window/ opening/partition only and measurements of Air conditioners will be deducted.	Sft	100		
<b>10</b>	<b>Wooden Flap Door</b>				
	Supplying & fixing wooden flap door shutter made out of 19mm thick plywood of MR grade UF Plywood of approved make with 1mm thick laminate of approved make on both sides with necessary periphery steam beech beading with laquore polish. Door will have required hinges, stopper, handle etc. complete as per direction of Architect.	Sft	20		

<b>11</b>	<b>Window in document partition</b>				
	Providing and fixing required design aluminium framed powder coated sliding/openable window with glass as per requirement and direction of Architect. (2' x 2')	Nos.	1		
<b>12</b>	<b>Pantry platform</b>				
	Providing and fixing granite top sandwich type manner with required vertical supports etc. for pantry platform. This item also include provision for water supply pipeline with accessories, drainage pipeline with accessories, S.S. Sink and sink cock etc. complete as per directions	Rft.	7		
<b>13</b>	<b>Wooden Shutter for Pantry Platform</b>				
	Supplying, providing & fixing pantry platform shutter with required framing etc. with shutter made out from 19mm thick plywood of MR grade Plywood of approved make with 1.0mm thick laminate of approved make on outer sides, polishing, internal surface of the shutter will be finished with 0.8mm thick liner balance laminate with side Godrej lock, handle ball catchers, complete as directed below pantry platform as per requirement and directions.	Sft	20		
<b>14</b>	<b>Cleaning the site</b>				
	After completion of entire work the premises/office will be cleaned as per requirement of STOCK HOLDING	Job	1		
<b>15</b>	Carbon-di- oxide type fire extinguisher of 4.5 kgs. Capacity, CO2 gas filled in brand new seamless cylinder with powder coated finish, made out of Manganese steel, with wheel type valve, discharge nozzle, bend & horn, wall mounting bracket etc. complete, confirming to IS: 15683.	Nos.	3		
<b>16</b>	ABC powder type fire extinguisher of 6 Kgs. Capacity, with initial filling in brand new cylinder with powder coated finish, fitted with Gun metal union, Store Pressure, wall mounting bracket etc. complete, confirming to IS:15683.	Nos.	3		
<b>Total Amount (J)</b>					

<b>Sub Total (A+B+C+D+E+F+G+H+I+J)</b>		
<b>GST</b>		
<b>Total Amount(inclusive of GST)</b>		
<b>Note:</b>		
1	All the given quantities are an approximate basis there will be a variation in quantity of few or all item/s as per side conditions/ changes in specification or finalisation of design as per Stockholding.	
2	Location of switch board or camera etc. may change to the given drawing as per StockHolding requirement.	
3	The quantity of wire may change as per site condition and limitation to work due to final situation of the present site.	
4	Any addition or omission to the work or any activity which is covered or not covered in the BOQ or drawing have to be bought under the consideration of architect before the execution.	

**Note:**

- 1) The lowest Contractor in Commercial bid will be based on the Grand Total Price (including GST). Price to be quoted is for contract period including GST while uploading financial bids on GeM portal.
- 2) The Bidder must take care in filling price information in the Commercial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled in correctly. Please note that any Commercial Offer, which is conditional and / or qualified or subjected to suggestions, will also be summarily rejected. This offer shall not contain any deviation in terms & conditions or any specifications, if so such an offer will also be summarily rejected.
- 3) All payments will be made in INR.
- 4) The B has to quote for all the above listed items, in case no rate is filled; StockHolding reserves the right to reject the Commercial Bid.
- 5) The rates quoted shall be in alignment with the prevailing market rates with brand/quality of materials to be used as mentioned in Annexure – 6.
- 6) The rates shall be firm and shall not be subject to exchange variations, Labour conditions, fluctuations in Railway Freights or any conditions whatsoever.

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

### ANNEXURE - 4 – Integrity Pact

(To be executed on plain paper and submitted only by the successful Contractor)

( \_\_\_\_\_ Name of the Department / Office) RFP No. \_\_\_\_\_  
for \_\_\_\_\_

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on \_\_\_\_\_ day of the \_\_\_\_\_, between, on one hand, StockHolding ., a company incorporated under Companies Act, 1956, with its Registered Office at 301, Centre Point Building, Dr. B R Ambedkar Road, Parel, Mumbai – 400012 , acting through its authorized officer, (hereinafter called **Principal**), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part **And** M/s. \_\_\_\_\_

\_\_\_\_\_ (with complete address and contact details) represented by Shri \_\_\_\_\_ (i.e. Contractors hereinafter called the **Counter Party** ) which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL/Owner values full compliance with all relevant laws of the land, rules, regulations economic use of resources and of fairness/transparency in its relation with Contractor(s) / Contractor(s)/Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the Principal/Owner has appointed Independent External Monitors (IEM) to monitor the Tender (RFP) process and the execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and WHEREAS the Counter Party is a private Company/Public Company/Government Undertaking/ Partnership, constituted in accorded with the relevant law in the matter and the Principal is a Government Company performing its functions as a registered Public Limited Company regulated by Securities Exchange Board of India. **NOW THEREFORE**, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence prejudiced dealings prior to, during and subsequent to the tenor of the contract to be entered into with a view to “- Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract



## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

### **I. Commitment of the Principal / Buyer**

1. The Principal Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender (RFP) or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person not legally entitled to.
  - b) The Principal/Owner will, during the Tender (RFP) Process treat all Contractor(s)/Counter Party (ies) with equity and reason. The Principal / Owner will, in particular, before and during the Tender (RFP) Process, provide to all Contractor(s) / Counter Party (ies) the same information and will not provide to any Contractor(s)/Counter Party (ies) confidential / additional information through which the Contractor(s)/Counter Party (ies) could obtain an advantage in relation to the Tender (RFP) Process or the Contract execution.
  - c) The Principal / Owner shall endeavor to exclude from the Tender (RFP) process any person, whose conduct in the past been of biased nature.
2. If the Principal / Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the Principal / Owner / StockHolding will inform the Chief Vigilance Officer through the Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

### **II. Commitments of Counter Parties/Contractors**

1. The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) / Contractors commits himself to observe these principles during participation in the Tender (RFP) Process and during the Contract execution.
2. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
3. The Counter Party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Principal

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

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/ StockHolding or otherwise in procurement the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal / StockHolding for forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Principal / StockHolding.

4. Contractor / Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract.
5. Contractor / Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary if any, in connection with the bid / contract.
6. The Contractor / Counter Party has to further confirm and declare to the Principal / StockHolding that the Contractor / Counter Party is the original integrator and has not engaged any other individual or firm or company, whether Indian or foreign to intercede, facilitate or in any way to recommend to Principal / StockHolding or any of its functionaries whether officially or unofficially to the award of the contract to the Contractor / Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
7. The Contractor / Counter Party has to submit a Declaration along with Eligibility Criteria, as given at **Annexure**. If bids are invited through a Consultant a Declaration has to be submitted along with the Eligibility Criteria as given at **Annexure**.
8. The Contractor / Counter Party, either while presenting the bid or during pre- contract negotiation or before signing the contract shall disclose any payments made, is committed to or intends to make to officials of StockHolding /Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
9. The Contractor / Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract.
10. The Contractor / Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
11. The Contractor shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal / StockHolding as part of the business relationship, regarding plans, proposals and business details, including information contained in any electronic data carrier. The Contractor / Counter Party also Undertakes to exercise due and adequate care lest any such information is divulged.
12. The Contractor / Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
13. The Contractor / Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
14. If the Contractor / Counter Party or any employee of the Contractor or any person acting on behalf of the Contractor / Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal / StockHolding, or alternatively, if any relative of an official / employee of Principal / StockHolding has financial interest / stake in the Contractor's / Counter Party firm, the same shall be disclosed by the Contractor / Counter Party at the time of filing of tender (RFP).

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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15. The term "relative" for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
16. The Contractor / Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal / StockHolding
17. The Contractor / Counter Party declares that no previous transgression occurred in the last three years immediately before signing of this IP, with any other Company / Firm/ PSU/ Departments in respect of any corrupt practices envisaged hereunder that could justify Contractor / Counter Party exclusion from the Tender (RFP) Process.
18. The Contractor / Counter Party agrees that if it makes incorrect statement on this subject, Contractor / Counter Party can be disqualified from the tender (RFP) process or the contract, if already awarded, can be terminated for such reason.

### **III. Disqualification from Tender (RFP) Process and exclusion from Future Contracts**

1. If the Contractor(s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other form, such as to put his reliability or credibility in question, the Principal / StockHolding is entitled to disqualify the Contractor / Counter Party / Contractor from the Tender (RFP) Process or terminate the Contract, if already executed or exclude the Contractor / Counter Party / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by Principal / StockHolding. Such exclusion may be for a period of 1 year to 3 years as per the procedure prescribed in guidelines of the Principal / StockHolding.
2. The Contractor / Contractor / Counter Party accepts and undertake to respect and uphold the Principal / StockHolding's absolute right to resort to and impose such exclusion.
3. Apart from the above, the Principal / StockHolding may take action for banning of business dealings / holiday listing of the Contractor / Counter Party / Contractor as deemed fit by the Principal / Owner / StockHolding.
4. The Contractor / Contractor / Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system, the Principal / Owner/ StockHolding may at its own discretion, as per laid down organizational procedure, revoke the exclusion prematurely.

**IV. Consequences of Breach** Without prejudice to any rights that may be available to the Principal / StockHolding / Owner under Law or the Contract or its established policies and laid down procedure, the Principal / StockHolding / Owner shall have the following rights in case of breach of this Integrity Pact by the Contractor / Contractor(s) / Counter Party:-

1. Forfeiture of EMD / Security Deposit : If the Principal / StockHolding / Owner has disqualified the Contractor(s)/Counter Party(ies) from the Tender (RFP) Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according the Article III, the Principal / StockHolding / Owner apart from exercising any legal rights that may have accrued to the Principal / StockHolding / Owner, may in its considered

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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opinion forfeit the Earnest Money Deposit / Bid Security amount of the Contractor / Contractor / Counter Party.

2. **Criminal Liability:** If the Principal / Owner / StockHolding obtains knowledge of conduct of a Contractor / Counter Party / Contractor, or of an employee of a representative or an associate of a Contractor / Counter Party / Contractor which constitute corruption within the meaning of PC Act, or if the Principal / Owner / StockHolding has substantive suspicion in this regard, the Principal / StockHolding / Owner will inform the same to the Chief Vigilance Officer through the Vigilance Officer.

### **IV. Equal Treatment of all Contractors/Contractors / SubContractors / Counter Parties**

1. The Contractor(s) / Contractor(s) / Counter Party (ies) undertake (s) to demand from all subContractors a commitment in conformity with this Integrity Pact. The Contractor / Contractor / Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-Contractors / sub-Contractors.
2. The Principal / StockHolding / Owner will enter into Pacts on identical terms as this one with all Contractors / Counterparties and Contractors.
3. The Principal / StockHolding / Owner will disqualify Contractors / Counter Parties / Contractors who do not submit, the duly signed Pact, between the Principal / Owner / StockHolding and the Contractor/Counter Parties, along with the Tender (RFP) or violate its provisions at any stage of the Tender (RFP) process, from the Tender (RFP) process.

### **VI. Independent External Monitor (IEM)**

1. The Principal / Owner / StockHolding has appointed competent and credible Independent External Monitor (s) (IEM) for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact.
2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chief Executive Officer and Managing Director, StockHolding Ltd.
3. The Contractor(s)/Contractor(s) / Counter Party(ies) accepts that the IEM has the right to access without restriction, to all Tender (RFP) documentation related papers / files of the Principal / StockHolding / Owner including that provided by the Contractor(s) / Contractor / Counter Party. The Counter Party / Contractor / Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Contractor's Tender (RFP) Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Contractor(s) / Contractor(s) / Sub-Contractors / Counter Party (ies) with confidentiality.
4. In case of tender (RFP)s having value of 5 crore or more, the Principal / StockHolding / Owner will provide the IEM sufficient information about all the meetings among the parties related to the Contract/Tender (RFP) and shall keep the IEM apprised of all the developments in the Tender (RFP) Process.

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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5. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal / Owner /StockHolding and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit nonbinding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The IEM will submit a written report to the CEO&MD, StockHolding. Within 6 to 8 weeks from the date of reference or intimation to him by the Principal / Owner / StockHolding and should the occasion arise, submit proposals for correcting problematic situations.
7. If the IEM has reported to the CEO&MD, StockHolding Ltd. a substantiated suspicion of an offence under the relevant IPC/PC Act, and the CEO&MD, StockHolding has not within reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the IEM may also transmit the information directly to the Central Vigilance Officer.
8. The word `IEM` would include both singular and plural.

### **VII. Duration of the Integrity Pact (IP)**

This IP begins when both the parties have legally signed it. It expires for the Counter Party / Contractor / Contractor, 12 months after the completion of work under the Contract, or till continuation of defect liability period, whichever is more and for all other Contractors, till the Contract has been awarded. If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the CEO&MD StockHolding

### **VIII. Other Provisions**

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of StockHolding /Principal / Owner who has floated the Tender (RFP).
2. Changes and supplements in any Procurement / Services Contract / Tender (RFP) need to be made in writing. Change and supplement in IP need to be made in writing.
3. If the Contractor is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Any dispute or difference arising between the parties with regard to the terms of this Agreement / Pact, any action taken by the Principal / Owner / StockHolding in accordance with this Agreement / Pact or interpretation thereof shall not be subject to arbitration.

### **IX. Legal and Prior Rights**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agrees that this Pact will have precedence over the Tender

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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(RFP) / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses:-

-----  
(For and on behalf of Principal / Owner / StockHolding

-----  
(For and on behalf of Contractor / Counter Party / Contractor)

**WITNESSES:**

1. \_\_\_\_\_ (Signature, name and address)

2. \_\_\_\_\_ (Signature, name and address)

Note: In case of Purchase Orders wherein formal agreements are not signed references to witnesses may be deleted from the past part of the Agreement.

**ANNEXURE - 5 - Covering Letter on Contractor's Letterhead of Integrity Pact**

To,

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Sub: RFP REF NO: CPCM-09/2024-25 dated 06-Mar-2025 for RFP of Interior and Allied works for Stockholding Satellite Branch at Ahmedabad

Dear Sir,

**DECLARATION**

Stock Holding Corporation of India Limited (StockHolding) hereby declares that StockHolding has adopted Integrity Pact (IP) Program as advised by Central Vigilance Commission vide its Letter No. ----- Dated ----- and stands committed to following the principles of transparency, equity and competitiveness in public procurement. The subject Notice Inviting Tender (RFP) (NIT) is an invitation to offer made on the condition that the Contractor will sign the Integrity Agreement, which is an integral part of tender (RFP) documents, failing which the tender (RFP)er / Contractor will stand disqualified from the tender (RFP)ing process and the bid of the Contractor would be summarily rejected. This Declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of StockHolding

Yours faithfully,

For and on behalf of Stock Holding Corporation of India Limited  
(Authorized Signatory)

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

### ANNEXURE – 6 - Compliance Statement (To be submitted on Company Letter Head)

RFP REF NO: CPCM-09/2024-25 dated 06-Mar-2025 for RFP of Interior and Allied works for Stockholding Satellite branch at Ahmedabad

#### DECLARATION

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by StockHolding. We also agree that StockHolding reserves its right to reject the bid, if the bid is not submitted in proper format as per subject RFP.

Sr. No.	Item / Clause of the RFP	Compliance (Yes / No)	Remarks / Deviations (if any)
1	Objective of the RFP		
2	Scope of Work		
3	Eligibility Criteria		
4	Service Level Agreement (SLA)		
5	Non-Disclosure Agreement		
6	Payment Terms		
7	Bid Validity		
8	Integrity Pact		
9	All General & Other Terms & Conditions in the RFP		
10	Requirement		

#### List of approved Manufactures / Suppliers of Materials to be used:

Statement showing the list of branded items to be used:

<b>Company/ Client :-</b>	<b>Stock Holding Corporation of India Ltd.</b>
<b>Address :-</b>	<b>Shop No. 202, 2nd Floor, Iconic Shyamal, Satellite, Ahmedabad</b>



**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

**Drawing Ref. Number :-** **ALTERNATIVE NO. 4A**  
**Nature Of Work:-** **Furnishing Work**

**Material Specification For StockHolding, Ahmedabad Branch Office**

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Name of Brands</b>
1	Gypsum board False ceiling	Would be use of MODI GUARD /SAINT GOBAIN or approved equivalent make.
2	Plywood	Would be use of Termite Proof MR grade plywood of ARCHIDPLY/ KAMA PLY/ FALCON PLY or approved equivalent make
3	Laminate	Would be use of <b>SUNMICA</b> PW - 15 MUSEAM OAK / G - 568-1568 ELECTRIC BLUE/ Greenlam
4	Glass	Would be use of MODI GUARD /SAINT GOBAIN or approved equivalent make. (With toughened treatment as and where required.)
5	Emulsion paint	Would be use of <b>ROYAL ASIAN PAINT</b> CREAM PIE-L152 (False Ceiling), SOFT HONEY – 7876 (Wall Paint), BING BLUE - 9205 (Wall paint behind seating) or NEROLAC / DULUX / BERGER. (Wall paint behind seating).
6	Lights	Would be use of CROMPTON/HAVELLS/PANASONIC (Pure white) or approved equivalent make.
7	Socket	Would be use of ANCHOR WOODS/ CRABTREE/ ABB or approved equivalent make.
8	Switch	Would be use of ANCHOR WOODS /CRABTREE/ ABB or approved equivalent make.
9	Wire	Would be use of Copper conductor PVC Insulated FRLS Wire Finolex, R.R Cable /Polycab Or Approved Equivalent Make.
10	PVC Pipe	Would be use of ISI MARK.
11	Flexible Pipe	Would be use of ISI MARK.
12	Modular Plate	Would be use of ANCHOR WOODS/ ABB / CRABTREE or approved equivalent make.
13	DB	Would be use of LEGRAND, L&T or approved equivalent make.

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

14	ELCB 63	Would be use of LEGRAND, L&T or approved equivalent make.
15	CCTV Camera	Would be use of HIKVISION or approved equivalent make.
16	Water Cooler Cum Dispenser	Would be use of BLUE STAR or approved equivalent make.
17	Wall Clock	Would be use of AJANTA or approved equivalent make.
18	Telephone Tag Blocks	Would be use of KRONE or approved equivalent make.
19	Air Condition	Would be use of Mitsubishi /Daikin/Voltas/Hitachi or approved equivalent make.

<b>SR. NO.</b>	<b>MATERIAL</b>	<b>APPROVED MANUFACTURES / SUPPLIERS</b>
1	SFU/ Isolator switch	EE/L&T/Siemens
2	L.T. Panels	EE/L&T/ Siemens / As approved
3	Meters	AE/MECO/ Rishab/ Silkon/UE
4	DB (HRC Fuse)	Legrand/L&T
5	DB (MCB)	Legrand/L&T
6	Wires	Finolex / Polycab/Polycab
7	Conduits	Nihir/ISI
8	Switches /Sockets	Anchorwoods/Crabtree/ABB
9	Lugs	Dowell/Jainson
10	Telephone cables	Finolex/ Delton/ MTNL approved
11	Decorative lights (spot lights/picture lights wall)	Crompton/Havells/Panasonic
12	Fire detectors	Apollo/ Honeywell
13	Security system	Shellain / Radioncis sentrol
14	ELCB/RCCB	Legrand/L&T
15	Telephone Tag-block	Krone
16	NCCBS	L&T/EE/Crompton
17	Air Circuit Breaker	L&T Siemens /EE
18	Changeover Switches	Siemens / Blcon/ Kayee
19	Contactors	Siemens /L&T
20	Music speakers	Phillips/ Ahuja
21	Amplifiers	Phillips /Ahuja
22	Elec. Fittings & fixtures	Crompton/Havells/Panasonic
23	PL/ Spot Lights fittings	Crompton/Havells/Panasonic
24	Copper Cable (Conductor)	Polycab / Finolex/RR Kabel
25	Fluorescent Lights, PL Lights and Lamps etc.	Crompton/Havells/Panasonic
26	MCB/ ELCB	Legrand/L&T

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

27	Main switcher (sheet metal boxing)	L&T
28	Ceiling Fan	Crompton/ Usha, Bajaj /Orient
29	Wall fan	Crompton/Usha/Bajaj/Orient/Almonard
30	Exhaust fan	Unique/Crompton/GEC
31	Gland Flange Type	Braco
32	Casing Capping Patti	Presto Plast

1. All materials to be delivered at site. If the material used for the work is not in conformity with the specifications, the same shall be replaced by contractor. All the material required for the above work shall be arranged by the contractor at his own cost.
2. Plywood mentioned in the drawings as well as in bill of quantities should be MR Grade only.
3. Selection of material to be done in consultation with the STOCKHOLDING's representative / Architect.
4. All materials shall be of the first quality.
5. Wherever Contractor proposes to use 'equivalent 'makes (i.e., other than specified) the same shall be done only after prior approval from STOCKHOLDING. STOCKHOLDING may consult Architect before giving approval. Any additional expenditure, time due to this will be on Contractor's account and no claims will be entertained.
6. Read "or equivalent approved "at the end of the list of approved manufacture / sub-contractor / brand for every material.

The Contractor shall submit the 'Compliance Statement' (i.e. compliance yes/no) along with technical bid document with Authorized signatory and stamp.

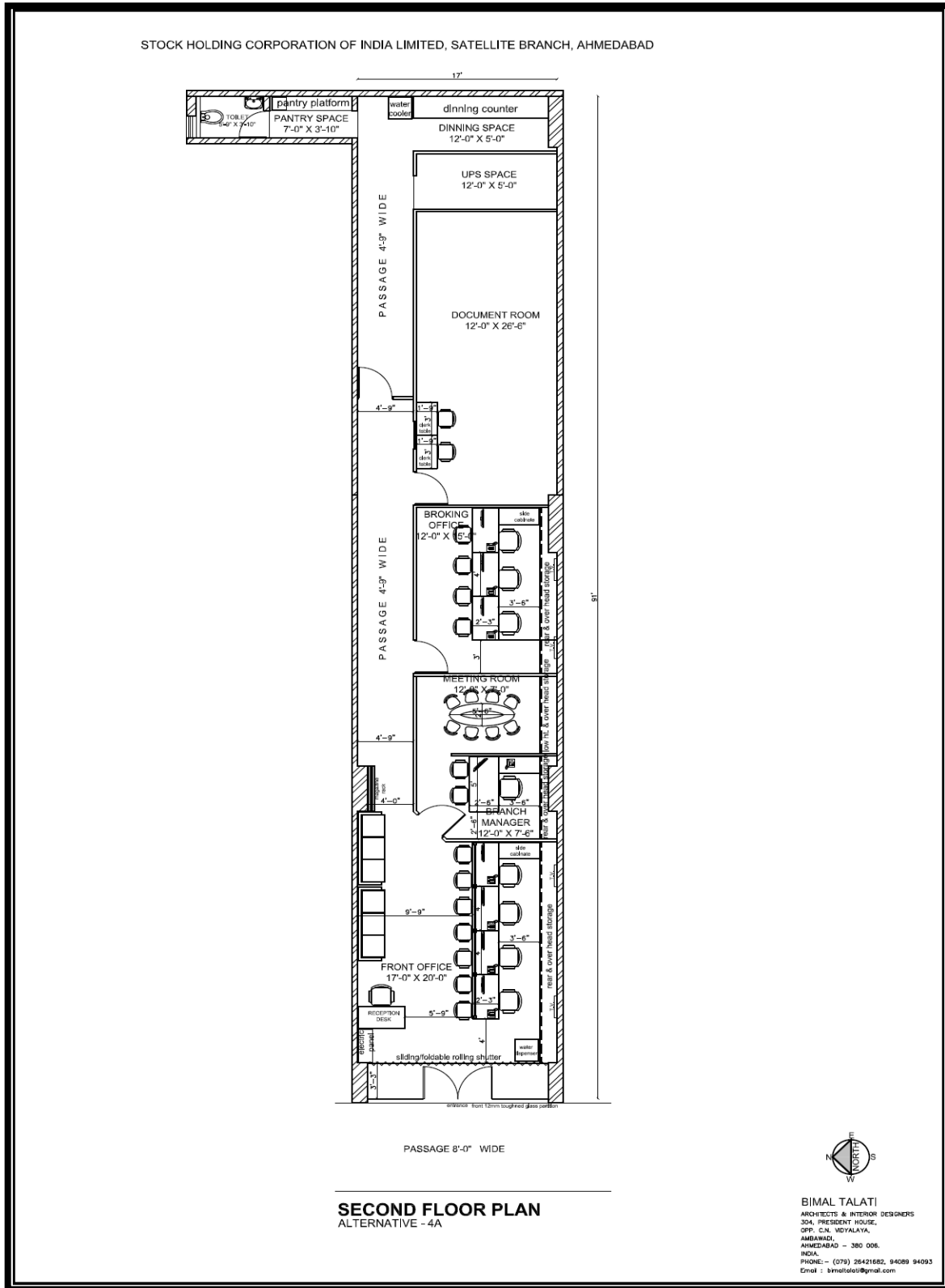
(If Remarks/Deviations column is left blank it will be construed that there is no deviation from the specifications given above)

Date:

Signature with seal

Name & Designation:

ANNEXURE - 7 - Proposed Layout of Satellite Branch



**ANNEXURE – 8 - Format of Bank Guarantee**

This Bank Guarantee is executed by the ----- (Bank name) a Banking Company incorporated under the Companies Act, 1956 and a Scheduled Bank within the meaning of the Reserve Bank of India Act, 1934 and having its head office at ----- and branch office at \_\_\_\_\_ (hereinafter referred to as the “Bank”, which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns) and Branch office at \_\_\_\_\_ in favour of Stock Holding Corporation of India Limited, a Company incorporated under the Companies Act, 1956 and having its Registered Office at 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai 400 012 (hereinafter referred to as “StockHolding”, which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns) at the request of \_\_\_\_\_, a Company incorporated under the Companies Act, 1956 and having its Registered Office at \_\_\_\_\_ (hereinafter referred to as the “Service Provider”, which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns).

**Whereas**

- A. StockHolding has, pursuant to the Tender No. \_\_\_\_\_, issued the Purchase Order dated \_\_\_\_\_ to the Service Provider for providing \_\_\_\_\_
- B. In terms of the said Tender, the Service Provider has agreed to furnish to StockHolding, a Bank guarantee for Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) till \_\_\_\_\_ (date).
- C. The Bank has, at the request of the Service Provider, agreed to give this guarantee as under.

**NOW IN CONSIDERATION OF THE FOREGOING:**

- 1. We, the Bank, at the request the Service Provider, do hereby unconditionally provide this guarantee to StockHolding as security for due performance and fulfilment by the Service Provider of its engagements, commitments, operations, obligations or liabilities including but not limited to any sums / obligations / claims due by the Service Provider to StockHolding for meeting, satisfying, discharging or fulfilling all or any obligation or liability of the Service Provider, under the said Tender / Purchase Order.
- 2. We, the Bank, hereby guarantee and undertake to pay StockHolding up to a total amount of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) under this guarantee, upon first written demand of StockHolding and without any demur, protest and without any reference to the Service Provider.
- 3. Any such demand made by StockHolding shall be conclusive and binding on the Bank as regards the amount due and payable notwithstanding any disputes pending before any court, Tribunal, or any other authority and/ or any other matter or thing whatsoever as the liability of the Bank under these presents being absolute and unequivocal.
- 4. We, the Bank, agree that StockHolding shall have the fullest liberty without consent of the Bank to vary the terms of the said Tender/ Purchase Order or to postpone for any time or time to time exercise of any powers vested in StockHolding against the Service

## **RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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Provider and to forbear or enforce any of the Terms & Conditions relating to the said Tender / Purchase Order and the Bank shall not be relieved from its liability by the reason of any such variation, or extension being granted to the Service Provider or for any forbearance, act or omission or any such matter or thing whatsoever.

5. We, the Bank, agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged.
6. This Guarantee shall not be affected by any change in the Constitution of the Bank or the Service Provider or StockHolding.

### **NOTWITHSTANDING ANYTHING CONTAINED HEREIN ABOVE:**

1. The liability of the bank under this guarantee is restricted to a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).
2. This Bank Guarantee will be valid for a period up to \_\_\_\_\_ (date).
3. A written claim or demand for payment under this Bank Guarantee on or before \_\_\_\_\_ (date) is the only condition precedent for payment of part/full sum under this guarantee.

### **For Issuing Bank**

Name of Issuing Authority:

Designation of Issuing Authority:

Employee Code:

Contact Number:

Email ID:

**ANNEXURE – 9 – Format of Non-Disclosure Agreement**

This Non-Disclosure Agreement (hereinafter “Agreement”) is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20xx by and between

**Stock Holding Corporation of India Limited**, a company incorporated under the Companies Act, 1956 and having its registered office at 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai 400012 (hereinafter referred to as “**StockHolding**” which expression shall mean and include its successors and assigns), of the One Part;

And

**Company Name**, a company incorporated under the Companies Act, 1956 and having its registered office / corporate office at **Complete Address** (hereinafter referred to as “**Company Name**” which expression shall mean and include its successors and assigns), of the Other Part.

(StockHolding and **Company Name** are individually referred to as ‘Party’ and collectively as ‘Parties’.)

The Party disclosing Confidential Information under this Agreement shall be referred to as Disclosing Party and the Party receiving Confidential Information shall be referred to as Receiving Party.

1. **Purpose:** Whereas, the Parties wish to explore possible business opportunity, during which either Party will be required to disclose certain Confidential Information to the other.
2. **Confidential Information and Exclusions:** Confidential Information shall mean and include (a) any information received by the Receiving Party which is identified by Disclosing Party as confidential or otherwise; (b) all information including technical, data security, cyber security business, financial and marketing information, data, analysis, compilations, notes, extracts, materials, reports, drawings, designs, specifications, graphs, layouts, plans, charts, studies, memoranda or other documents, know-how, ideas, concepts, strategies, trade secrets, product or services, results obtained by using confidential information, prototype, client or vendor list, projects, employees, employees skills and salaries, future business plans disclosed by Disclosing Party whether orally or as embodied in tangible materials. Confidential Information shall however exclude any information which a) is in the public domain; (b) was known to the Party of such disclosure or becomes known to the Party without breach of any confidentiality agreement; (c) is independently developed by the Party without use of Confidential Information disclosed herein; (d) is disclosed pursuant judicial order or requirement of the governmental agency or by operation of law, provided that the recipient party gives disclosing party a written notice of any such requirement within ten (10) days after the learning of any such requirement, and takes all reasonable measure to avoid disclosure under such requirement.
3. **Confidentiality Obligations:** The Receiving Party shall, at all times maintain confidentiality and prevent disclosure of Confidential Information of Disclosing party

## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

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with at least the same degree of care as it uses to protect its own confidential information but in no event with less than reasonable care. The Receiving Party shall keep the Confidential Information and Confidential Materials and any copies thereof secure and in such a way so as to prevent unauthorized access by any third party. The Receiving Party agrees not to disclose, transmit, reproduce or make available any such Confidential Information to any third parties and shall restrict disclosure of Confidential Information only to a limited group of Recipient's directors, concerned officers, employees, attorneys or professional advisors who need to have access to the Confidential Information for the purposes of maintaining and supporting the services and each of whom shall be informed by Receiving Party of the confidential nature of Confidential Information and agree to observe the same terms and conditions set forth herein as if specifically named a Party hereto. The Receiving Party shall not, unless otherwise agreed herein, use any such Confidential Information and Confidential Materials for its own benefit or the benefit of others or do anything prejudicial to the interests of the Disclosing Party or its customers or their projects. The Receiving Party shall not use the Confidential Information in any way to create a derivative work out of it or reverse engineer or use for any commercial purpose or for any purpose detrimental to the Disclosing Party. The Receiving Party shall not make copies of Confidential Information unless the same are reasonably necessary. The Receiving Party shall immediately notify Disclosing Party in the event of any unauthorized use or disclosure of the Confidential Information and reasonably support Disclosing Party in taking necessary remedial action.

4. **No Warranty:** All Confidential Information is provided 'as is.' Neither Party makes any warranty, express, implied or otherwise, regarding its accuracy, completeness or performance.
5. **No License:** Each Party recognizes that nothing in this Agreement is construed as granting it any proprietary rights, by license or otherwise, to any Confidential Information or to any intellectual property rights based on such Confidential Information.
6. **Return:** The Receiving Party who receives the Confidential Information and Confidential Materials agrees that on receipt of a written demand from the Disclosing Party:
  - a. Immediately return all written Confidential Information, Confidential Materials and all copies thereof provided to, or produced by it or its advisers, as the case may be, which is in Receiving Party's possession or under its custody and control; (SUCH RETURN OF DOCUMENTS SHOULD BE DONE BY SIGNING A LETTER).
  - b. To the extent practicable, immediately destroy all analyses, compilations, notes, studies, memoranda or other documents prepared by it or its advisers to the extent that the same contain, reflect or derive from Confidential Information relating to the Disclosing Party;
  - c. So far as it is practicable to do so immediately expunge any Confidential Information relating to the Disclosing Party or its projects from any computer, word processor or other device in its possession or under its custody and control; and
  - d. To the extent practicable, immediately furnish a certificate signed by its director or other responsible representative confirming that to the best of his/her



## RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad

knowledge, information and belief, having made all proper enquiries the requirements of this paragraph have been fully complied with.

- e. Receiving party will attempt to maintain, to the best possible extent, physical and logical segregation of the Confidential Information of the data of the Receiving party from data of any third party.
7. **Term:** The term of this Agreement shall be \_\_\_\_ (\_\_\_) years from \_\_\_\_\_ (the Effective Date). Either Party may terminate this Agreement by giving a thirty (30) days written notice to the other. The confidentiality obligations stated in this Agreement shall survive for a period of three (3) years from the date of termination or expiration of this Agreement.
8. **Remedies:** The Confidential Information and Confidential Materials and all copies thereof, in whatsoever form shall at all times remain the property of the Disclosing Party and its disclosure hereunder shall not confer on the Receiving Party any rights whatsoever beyond those contained in this document.

The Parties acknowledge and agree that the Disclosing Party will suffer substantial and irreparable damage, not readily ascertainable or compensable in monetary terms, in the event of any breach of any provision of this Agreement by the Receiving Party. The Receiving Party therefore agrees that, in the event of any such breach, the Disclosing Party shall be entitled, without limitation of any other remedies otherwise available to it, to obtain an injunction or other form of equitable relief from any court of competent jurisdiction.

9. **Governing Law and Jurisdiction:** This Agreement may be governed and construed in accordance with the laws of India and shall be subject to the jurisdiction of courts in Mumbai, India.
10. **Miscellaneous:** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior commitments/ understanding in this regard and may not be amended or modified except by a writing signed by a duly authorized representative of the respective Parties. This Agreement may be executed in several counterparts (physical or electronic form), each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may not be assigned or transferred except by a mutual written consent of both the Parties.

For Stock Holding Corporation of India Limited	For Company Name
Name:	Name:
Title:	Title:

**RFP for Interior and Allied works for StockHolding Satellite branch at Ahmedabad**

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In the Presence of	
Name:	Name:
Title:	Title: