



दि न्यू इन्डिया एश्योरन्स कम्पनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LIMITED

ERNAKULAM REGIONAL OFFICE (760000) KANDUMKULATHY TOWERS, P.B.NO.1049,

M .G. ROAD, OPP.MAHARAJA COLLEGE GROUND, ERNAKULAM, KOCHI – 682 011.

PHONE Nos. (0484) 2361547, 2361556, 2361584 FAX No.2370593

PROPOSED INTERIOR WORKS FOR ADOOR BUSINESS OFFICE LOCATED AT FIRST FLOOR, ATHIRA BUILDING, V/918 & 919, OPP. MUNISIFF & MAGISTARTE COURTS, ADOOR POST, KERALA-691523.

TENDER DOCUMENT

Sub: Tender for Interior Furnishing, Electrical, UPS, Data Cabling, and HVAC Works for New Premises of Adoor Branch Office (762101).

The New India Assurance Co. Ltd. invites sealed tenders from reputed and experienced contractors for the composite interior fit-out of our Branch Office at Adoor (762101).

1. Scope of Work

The work includes, but is not limited to:

- **Interior:** Manager's cabin (Calcium Silicate), PLPB partitions, IS 710 Marine Plywood workstations, and specialized NL Zebra Blinds.
- **Electrical & UPS:** Full internal wiring (FRLS), LED lighting, data cabling, and dedicated UPS distribution for 8 terminals.
- **HVAC:** Supply and installation of one 1.0 Ton and two 2.0 Ton Inverter Split AC units.
- **Data Cabling:**

2. Technical Specifications & Approved Makes

Contractors must strictly adhere to the attached **Bill of Quantities (BoQ)** and the **Approved Make List (MABL)**. Specific focus is required on:

- Use of **IS 710 Marine Plywood** and **IS 12823 Grade I PLPB**.
- Mandatory **2mm PVC Machine-Pressed Edge Banding** for all furniture/partition edges.
- Use of **FRLS Copper Wiring** for all electrical and UPS circuits.

3. Schedule Of Tender

Time of Completion: 30 days from date of work order

Date of issue of Tender: 27/03/2026

Last date for submission of Tender: 07/04/2026 up to 3 PM

Date of opening of Tender: 08/04/2026 at Regional Office, Ernakulam

DETAILS OF TENDER	
Tender No.	ERO-Estt & Estb/2025-26/07
Name of Project	Interior Furnishing Work, Supply of Modular Furniture, Electrical work, Data & Telephone cabling Works for ADOOR BUSINESS OFFICE, ADOOR BO 762101; Ernakulam RO (760000)
Period allowed for completion of work	30 days from the date of work order

4. Submission Guidelines

- The tender should be submitted in a sealed envelope superscribed: "**Tender for Adoor BO(762101) Interior & Electrical Works.- Tender No - ERO-Estt & Estb/2025-26/07**"
- The bid must include the completed BoQ with item-wise rates and the signed Material Brand Approval List.

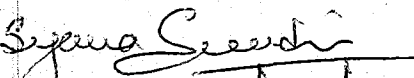
5. Site Contact

For site visits and clarifications on the graph layout drawing, please contact: **The Branch Manager / Estate Establishment Dept**

Address: Estate Establishment Dept, Ernakulam Regional Office, Kandamkulathy Towers , M G Road, Ernakulam – 682011

Address: Adoor Branch Office, K G Building, South Of Central Junction, M C Road, Adoor – 691523

The Company reserves the right to accept or reject any or all tenders without assigning any reason thereof.


Estt & Estab Dept 26/03/2026
Ernakulam RO-760000

Date: 26/03/2026

श्याम सुन्दरी पी
SYAMA SUNDARI P
क्षेत्रीय प्रबंधक
REGIONAL MANAGER
वे. क्र. सं./ S.R.No.30103

GENERAL RULES & INSTRUCTIONS FOR THE GUIDANCE OF TENDERER

1. The New India Assurance Company Ltd, Regional Office, Ernakulam, Reserves the Right to Accept or reject any or all Tenders or split the work between more than one bidders without assigning any reason or without any prior notice thereof.
2. Tenderers are accepted to visit the site before quoting the rates and should satisfy themselves as to the nature and conditions of work and facilities available etc.
3. The Tenderers are required to examine the Tender form and conditions mentioned in the Tender.
4. The Tenderers should quote the rates in figures. The amount for each item should be worked out and the requisite total shall be given.
5. The total amount shall be written both in figures and words.
6. The rates quoted in this Tender shall be for measured finish works and shall include all charges including cost of all materials, transportation, freight charges, sales Tax or any other applicable taxes etc., complete.
7. The work is to be completed within 30 days from the date of issue of acknowledged work order.
8. The successful Tenderer shall give all necessary personal attention to the work during the progress of work, and also until the expiry date of "DEFECTS LIABILITY PERIOD" which is 12 Months.
9. The Company reserves the right to reject any portion of work or materials which is found unsatisfactory and not up to the standard.
10. A Tax deduction at Source (T.D.S.) at applicable rates will be done from payments to Contractors and the same will be paid to Income Tax Department and certificates of TDS will be paid to the Contractors.
11. Sales Tax or any other tax on materials in respect of this contract shall be payable by the Contractor and Company will not entertain any such claims.

CONDITIONS OF CONTRACT

NOTE: The requirements of these conditions shall be fulfilled by the Tenderer without extra charges, the item rates quoted shall be deemed to have taken these conditions into account.

1. The term Company means The New India Assurance Company.
2. If any addition and alterations are found necessary, the Tenderer will have to do the same within the Tendered rates with the approval of the Company.
3. The Contractor shall employ adequate labour to complete the work within the scheduled time and shall make his own arrangements for storing materials etc. The Contractor shall have to make his own arrangements to house his labour and staff, and for their services.
4. All Tendered rates shall include for the cost of materials, labour, supervision, tools, plant, transport, all taxes, contingencies duties, breakages, wastages, sundries, scaffolding etc., complete.
5. All instructions regarding the execution of works shall be received from the Company only. Any other instructions issued directly to the Contractor by anyone else shall not be binding on the Company.

6. The Company, shall have the power to omit or cancel, any item of work without assigning any reason whatsoever and no claim for compensation for damage will be entertained for such omissions and cancellations.
7. The Tenderer shall maintain satisfactory progress of work as well as maintain a desired level of workmanship. If in the opinion of the Company the progress is unsatisfactory or the workmanship is unsatisfactory, the Company to take possession of the work with 4 days to that effect. The Company shall then complete the entire work and rectify all the defects at the Contractors cost and consequences.
8. In case the Company are not satisfied with the quality of materials used by the Tenderer, they reserve the right to direct the Contractor to procure such supplies from agencies they deem fit.
9. The Tenderer is responsible for clearing any dirt, rubbish & superfluous materials as they accumulate and everything unnecessary & to leave the Premises in a clean and orderly condition on completion and fit for occupation. No extra payment shall be made for doing this.
10. Any work which is not approved by the Company shall have to be removed within 24 hours from the time of order and shall have to be redone by the Tenderer at his own cost and this cost will be borne by the Company.
11. No deviation whatsoever for any reason will be permitted. However, if any deviation becomes necessary, the same should be brought to the immediate notice of the Company and written approval must be obtained for such deviation before proceeding with the execution of work.
12. The Company has got the right to supply any materials required for the work and the cost of the materials so supplied will be deducted from the bills of the successful Contractor.
13. The Contractor shall be responsible for the safe custody of the materials issued to him by the Company till they are used for the work. He shall make his own arrangements for the safe custody and proper storage and preservation in sound conditions till the same are actually used in the work.
14. For items other than mentioned in the Tender document, the Company as per prevailing fair market rate, shall fix the rate, which will be binding on both the Company and the Contractor.
15. The Tenderer shall have a competent supervisor who should invariably be available at the site during progress of work and during working hours.
16. In case the Brand of materials mentioned in the Tender is not available in the market, the alternate materials to be used shall be approved by the Company. Necessary cost adjustments will be made in the rate, if required by the Company.
17. All other materials that will be used for the work shall be of best quality as specified in the Bureau of Indian Standards.
18. The Contractor shall be given a single electrical connection at the work site. Arrangement for the water shall be made by the Tenderer.
19. The Contractor should strictly adhere to the specifications and Brand of the materials, mentioned in the annexure. Any such deviations done without bringing it to the notice of Company will be rejected and NOT QUALIFY for payment.
20. Any clarification on the specifications or further details needed, are made available from the RO Estate and Establishment Dept.
21. In case the Contractor executes the work of certain items at their workshop or at any other places, they shall inform the Company before and get the approval of the same from them.

22. The Company will not be bound to accept the Lowest Tender and reserves the right to accept or reject any or all the Tenders without assigning any reason whatsoever.
23. The successful tenderer shall inform the Company of the work if the Tendered quantity increases more than 25%.
24. Time shall be the essence of this contract and the contractor shall commence the works immediately upon agreement and finish the work in the stipulated 30 days.
25. The successful tenderer shall be ready to carry out works between non-Company working hours and even at nights and Sundays or other holidays.
26. The tenderer shall extend full co-operation to the other contractors / agencies who are also working for the same project and coordinate with them in finishing the awarded work.

ANNEXURE I: Appendix to the Form of Tender

		Proposed Interior Works of The New India Assurance Company, Adoor Business Office (762101).	Interior Furnishing Work, Supply of Modular Furniture, Electrical work, Data cabling Works & Air conditioning work
	Name of the work		
1	Date of commencement of work		After Issue and Acceptance of Work Order
2	Date of completion		30 days.
3	Liquidated damages for	Non-completion of work in time	Rs. 1500 /- per day.
4	Period of payment on		On completion of the works
5	Period for submitting	Final bill by the contractor.	15 days from the date of verified completion of the work.
6	Defects Liability Period		12 Months

NOTE:

1. New India Assurance Company Ltd. Reserves the right to choose from any of the brand mentioned above or equivalent to it. All the equivalent make shall be subject to approval of New India Assurance Company Ltd.
2. Equivalent means both quality and rate should match.

ESTIMATION/BoQ FOR INTERIOR WORKS

ERO-Estt & Estb/2025-26/07

I. General Material Specifications

1. Plywood: All furniture/workstations must use BWP Marine Grade (IS 710).
2. Partitions/Storage: 18mm Pre-laminated Particle Board (IS 12823 Grade I Exterior).
3. Edge Banding: All exposed edges of PLPB and Plywood must be finished with 2mm PVC Machine-Pressed Edge Banding.
4. Electrical: All wiring must be FRLS (Flame Retardant Low Smoke) copper.
5. AC Units: All units must be Inverter Type with a minimum 3-Star BEE rating.

II. Integrated Bill of Quantities (BoQ)

	Description	QTY	Rate	Taxable Value	Total
SECTION 1: INTERIOR & FURNISHING WORKS					
1.1	Manager Cabin Partition: Calcium Silicate (double skin) with 12mm toughened glass door, floor spring, and SS hardware.	Sq.Ft	199		
1.2	Front Roadside Glazing: 12mm Toughened glass in heavy-duty powder-coated Aluminum frames.	Sq.Ft	200		
1.3	Internal Partitions (PLPB): 18mm IS 12823 Grade I Exterior PLPB with 2mm PVC Edge Banding.	Sq.M	33		
1.4	Workstations: IS 710 Marine Plywood with 1mm laminate and 2mm PVC Edge Banding.	R ³ Mtr	6		
1.5	Storage Cupboards: 18mm IS 12823 PLPB with 2mm PVC Edge Banding and Godrej/equivalent locks.	Sq.Ft	90		
1.6	Zebra Blinds: Make: NL, 100% Polyester double layer.	Set	9		
1.7	Corner Guards: High-impact SS 304 or PVC guards (1.2m height).	Nos	5		
SECTION 2: ELECTRICAL WORKS					
2.1	Light Point: Wiring for light points with 1.5 sq.mm FRLS copper wire in PVC conduit.	Nos	22		
2.2	Fan Point: Wiring for fan points with 1.5 sq.mm FRLS copper wire in PVC conduit.	Nos	4		
2.3	6A Plug Point: Wiring for 6A sockets (Independent).	Nos	8		

2.4	16A Power Point: Wiring for power points with 4.0 sq.mm FRLS wire.	Nos	4		
2.5	AC Box: Supplying & fixing 20A Metal box with socket and MCB for AC.	Nos	3		
2.6	Main DB: 4-Way TPN DB with 63A TPN Isolator and 40A DP ELCB.	Nos	1		
2.7	MCB: 6A to 32A SP MCB for individual circuits.	Nos	12		
2.8	2x2 LED Light: Supplying & fixing 36W/40W LED Panel lights in ceiling.	Nos	10		
2.9	12W/15W LED Downlight: Supplying & fixing round/square LED downlights.	Nos	8		
2.1	Wall Fan: Supplying & fixing 400mm sweep wall-mounted fans.	Nos	4		
2.11	Exhaust Fan: Supplying & fixing 250mm/300mm exhaust fans for toilets/pantry.	Nos	2		
2.12	Main Cable: 4 Core 10 sq.mm Armoured cable from Main Meter to Office DB.	Mtr	25		
2.13	Earthing: Copper plate earthing including salt/charcoal and earth pit cover.	Nos	2		
2.14	Data Point: CAT 6 cabling with I/O, faceplate, and SMB.	Nos	8		
SECTION 3: UPS CABLING AND POWER					
3.1	UPS Wiring: Wiring from UPS to UPS DB using 3x4.0 sq.mm FRLS copper wire.	Mtr	20		
3.2	UPS DB: 6-Way SPN DB with 32A DP MCB and 10A/16A SP MCBs.	Nos	1		
3.3	Workstation UPS Sockets: 3 Nos 6A sockets with switch per workstation (Combined).	Nos	8		
3.4	UPS Point Wiring: Circuit wiring for UPS points using 2.5 sq.mm FRLS wire.	Nos	8		
SECTION 4: AIR CONDITIONING (HVAC)					
4.1	1.0 Ton Split AC: Supply & Installation (Inverter, 3-Star min, Daikin/Carrier/Voltas).	Nos	1		
4.2	2.0 Ton Split AC: Supply & Installation (Inverter, 3-Star min, Daikin/Carrier/Voltas).	Nos	2		

4.3	Installation Kit: Copper pipes, insulation, cables, and drainage beyond standard length.	Mtr	LS		
SECTION 4: DATA & TELEPHONE CABLING					
5.1	Supply Of Cat-6 Utp Cable (Digisol)	Mtr	320		
5.2	Supply Of Information Outlet CAT 6 (Dlink)	Nos	13		
5.3	Supply of Dual Face plate (Dlink)	Nos	6		
5.4	Supply Of Single Face Plate (Dlink)	Nos	7		
5.5	Supply of PVC Box 3*3 (Dlink)	Nos	13		
5.6	Supply of Information Out Let Telephone (Dlink)	Nos	6		
5.7	Supply of 2 Pair Telephone Cable Finolex	Mtr	145		
5.8	Supply Of Krone Modul & 10 Pair MDF Box	Nos	1		
5.9	Supply of 2 Mtr patch cord (Digisol)	Mtr	5		
5.10	Labour Charge Old Network Rack, Patch cord, patch pannel, Switch, Router Removing and Refixing	Nos	1		
5.11	Cat-6 UTP & 2Pair Telephone Cable laying, Supply pipe & laying (bend, couplin, clamp, tea, flex, screw, grip) 3x3 Pvc box fixing, Information Out let Termination, Face Plate Fixing, Patch Pannel termination, Data point Testing (320+145)	Mtr	465		
Sub Total					
GST (18% or applicable rate)					
Grand Total					

III. TENDERER DECLARATION

I/We hereby declare that I/We have visited the site and understood the layout as per the graph drawing provided. All materials supplied will strictly adhere to the IS Standards (IS 710 / IS 12823) mentioned above.

ERO-Estt & Estb/2025-26/07

Signature of Contractor: _____

Name & Seal: _____

Date: _____

Approved List of Materials for Interior, Electrical, UPS, Data Cabling and HVAC Works

Approved List of Materials for Interior, Electrical, Data and HVAC Works ERO-Estt & Estb/2025-26/07	
Material Item	Approved Brands / Makes
1. Interior & Civil Works	
Marine Plywood (IS 710)	Century Ply / Greenply / Archidply / Duro / Uniply
Prelaminated Board (IS 12823)	Action Tesa / Greenlam / Archid / Novopan / Bhutan
Laminates (1.0mm & 0.8mm)	Sunmica / Signature / Archidlam / Greenlam / Airolam
Glass (Toughened/Float)	Saint Gobain / Asahi Float / Triveni
Adhesive	Fevicol / Vamicol
Paints & Emulsions	Asian / Berger / ICI / Nerolac
Locks	Godrej / Europa / Armor / Ebco
Floor Springs / Door Closures	Dorma / Enox / Hafele / Ebco / Hettich
Telescopic Channels	Hettich / Ebco / Enox
Zebra Blinds	NL (Noor Laila) / Marvel / D'Décor
PVC Edge Banding (2mm)	Rehau / Action Tesa / Roma
Corner Guards	SS 304 Grade or High-Impact PVC (Approved Shade)
Flush Doors (MR Grade)	Anchor / Greenply / Century Ply
2. Electrical & UPS Works	
FRLS Insulated Copper Wires	Finolex (Flame Guard) / RR Kabel / Havells / Polycab
Modular Switches & Sockets	Anchor (Panasonic) / Legrand / Schneider
DBs / MCBs / ELCB (10kA)	Legrand / Schneider / GE / Hager
PVC Conduits (ISI Grey)	Precision / Avon Plast / Polycab / V.I.P
LED Light Fixtures (2x2 / Downlights)	Philips / Wipro / Havells / Syska / RR
Fans (Wall / Exhaust)	Crompton / Havells / Orient / Almonard / Usha
Industrial Plug & Sockets	MDS / Legrand / Hager
Armoured Main Cable	Polycab / Finolex / Gloster
Data Cabling (CAT 6)	D-Link / Legrand / Schneider
3. HVAC (Air Conditioning)	
Split AC Units (Inverter)	Daikin / Carrier / Voltas
Voltage Stabilizers	V-Guard / Everest
4. Data and Telephone Cabling	
Cat-6 Cable & Patch Cords	Digisol
I/O Outlets & Face Plates	D-Link
PVC Boxes (3x3)	D-Link
Telephone Cable (2 Pair)	Finolex
MDF Box & Krone Modules	Krone / ISI
Containment (Pipes/Fittings)	ISI Marked

ANNEXURE II: TECHNICAL COMPLIANCE CHECKSHEET

Project: Interior Furnishing, Electrical, Data- telephone and HVAC Works for NIA Adoor BO(762101).

ERO-Estt & Estb/2025-26/07

Tenderer Ref. No.: ERO-Estt & Estb/2025-26/07

Tenderer Name: _____

Sl.	Technical Specification Requirement	Compliance (Yes / No)	Deviations (if any)
CARPENTRY & FURNITURE			
1			
1.1	Use of IS 710 Marine Grade (BWP) Plywood for all workstations/desks?		
1.2	Use of IS 12823 (Grade I Exterior) Prelaminated Particle Board for all internal partitions and cupboards?		
1.3	Provision of 2mm PVC Machine-Pressed Edge Banding on all exposed edges of workstations, partitions, and cupboards?		
1.4	Use of 1.0mm thick lamination for all exposed plywood surfaces?		
1.5	Installation of NL Brand (100% Polyester) Zebra Blinds as per approved shade?		
1.6	Installation of SS 304/High-Impact PVC Corner Guards (1.2m height) at specified locations?		
ELECTRICAL & UPS			
2			
2.1	Use of FRLS (Flame Retardant Low Smoke) Copper Wires (Finolex/RR/Havells/Polycab) for all circuits?		
2.2	Use of 10kA Breaking Capacity MCBs and ELCBs (Legrand/Schneider/Hager)?		
2.3	Installation of ISI Marked Grey PVC Conduits (Precision/Avon Plast) for all concealed/surface wiring?		

2.4	Wiring of dedicated UPS Circuits using 2.5/4.0 sq.mm FRLS wire as per UPS BoQ?		
2.5	Use of CAT 6 Cabling with original I/O ports for data/voice networking?		
3	HVAC (AIR CONDITIONING)		
3.1	Supply of Inverter Type Split ACs (Daikin/Carrier/Voltas) with 3-Star minimum BEE rating?		
3.2	Installation of Copper Piping with proper insulation and independent drainage for all 3 units (1T & 2T)?		
	Data & Telephone Cabling		
4			
4.1	CAT 6 UTP Cable (DIGISOL) - 320 Mtr		
4.2	I/O, Faceplate, SMB (DIGISOL) - 10 Sets		
4.3	Patch Cords 1M & 2M (DIGISOL) - 10 each		
4.4	8 Port Network Switch (DIGISOL) - 1 No		
4.5	10 Pair MDF Box & Krone Module - 1 each		
4.6	Professional Cabling, Punching & Dressing		
5	GENERAL CONDITIONS		
5.1	Adherence to the Approved Make List (MABL) provided in the tender document?		
5.2	Agreement to provide a 12-Month Defect Liability Period (Warranty) for all works and materials?		