

# AIR INDIA LTD.



PROPERTIES & FACILITIES DEPT., SANTA CRUZ

PFD : 26265670 / 26265767  
[www.airindia.in](http://www.airindia.in)  
Fax : 2615 7130

Old Airport,  
Santa Cruz ( East ),  
Mumbai 400 029

**TENDER NO. : PFD / C / 01 / 12 DATED 31/01/2011**

*Annual term contract for internal painting of buildings  
in Air India First and Second Housing Colonies at Kalina  
and Executive flats in Mumbai suburbs for the year  
2011 - 2012.*

**NAME & ADDRESS OF THE CONTRACTOR:**

**TELEPHONE NOS.**

OFFICE :

RESIDENCE :

E-MAIL:

FAX:

ओल्ड एअरपोर्ट, कालिना, सांतारुज, (पूर्व), मुंबई - 400 029. इंडिया. फोन: 2626 5555

Old Airport, Kalina, Santacruz (East), Mumbai - 400 029. India. Tel: 2626 5555

रजिस्टर्ड कार्यालय: नेशनल एविएशन कंपनी ऑफ इंडिया लि., एअरलाइन्स हाउस, 113, गुरुद्वारा रकाबगंज रोड, नई दिल्ली - 110 001. फोन: 2342 2000

Regd. Office: National Aviation Company of India Ltd. Airlines House, 113, Gurudwara Rakabganj Rd., New Delhi - 110 001. Tel: 2342 2000

[www.airindia.in](http://www.airindia.in)



**CONTRACT ADMINISTRATION PROFORMA**

T.NO. PF/C/01/12

DATE: 31-01-2011

**NAME OF THE WORK :** Annual term contract for internal painting of buildings in Air India 1<sup>st</sup> & 2<sup>nd</sup> housing colonies at Kalina & Executive Flats in Mumbai suburbs for the year 2011-2012.

1. Estimated Cost of Work : Rs.12.00 Lakhs
2. The Tender documents consists of the following:
  - i) Contract Administration Proforma
  - ii) Conditions of Contract (to be referred to in our Contract Admin office at OAP).
  - iii) Undertaking for Service Tax / Acceptance letter
  - iv) Additional Conditions
  - v) Additional Conditions II
  - vi) Schedule of Quantities
3. The Tenderer is required to pay Earnest Money of **Rs.30,000/-** (Rupees Thirty Thousand only)

[ NOTE : EMD is to be paid in Cash only for amount of upto Rs.10,000/- which payment is to be made to the Cashier, Cash Section, Finance Dept., Old Airport, Santa Cruz (E), Mumbai 400 029. For EMD amount more than Rs.10,000/-, payment has to be made by way of DD / PAY ORDER payable to "Air India Ltd." at Mumbai. ]
4. The completed Tender Documents in Cover no: 2, accompanied by Cover No.1 consisting Earnest Money Receipt /DD / Pay Order and the Acceptance Letter & copy of Service Tax Registration Certificate with number or the duly signed undertaking with stamp and signature of the tenderer addressed to the Dy.General Manager, Properties & Facilities Dept., Air India Ltd., Old Airport, Santa Cruz (E) should be deposited in the Tender Box kept in Admin Office before 3.00 P.M. on **10-03-2011**.
5. Tenders will be opened on the same day at 3:30 p.m. in the Office of the Dy. General Manager, Properties & Facilities Dept., NACIL, Old Airport, Santa Cruz (E), Mumbai 400 029 in the presence of any intending tenderers who may wish to be present.
6. In case the Tenderer does not wish to quote for the work, he may please send a regret letter on the date of opening of the Tender.

....2/-

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7. **EARNEST MONEY / SECURITY DEPOSIT :**

- a) Earnest Money Deposit : Rs.30,000/-  
b) Additional Security Deposit to be made within 15 days of date of issue of WO : N I L  
c) Retention Percentage from Running / Final Bill : 7½%  
d) Total Security Deposit : 10% (Ten Percent)

8. Time allowed for the execution of the work: One Year

9. **DEFECTS LIABILITY PERIOD:**

- a) Building works / concrete pavements : 12 Months  
√ b) Repair Works / Asphaltic Pavements : 06 Months√  
c) Electrical & Mechanical works : 12 Months

10. Minimum value of work to be done between Two consecutive Running Account Bills For claiming by the Contractor :  
11. Likely period for Honouring Running Account Bill after proper submission :  
12. Likely period for Honouring Final Bill After proper submission :  
13. Percentage permitted in Rate Analysis For Extra / Deviated items to cover Overheads and Profits. : 20%(TWENTY PERCENT)
- } Through fractional Work Orders

**SIGNATURE OF ENGINEER-IN-CHARGE  
CONTRACTS SECTION**

**SIGNATURE OF TENDERER WITH RUBBER STAMP**

Tender No. PF / C / 01/12

DATE: 31-01-2011

*Sub : Annual term contract for internal painting of buildings in Air India 1<sup>st</sup> & 2<sup>nd</sup> housing colonies at Kalina & Executive flats in Mumbai suburbs. for the year 2011-2012.*

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### **ADDITIONAL CONDITIONS**

**1. SERVICE TAX:**

- a) It is mandatory for all the contractors (who are covered and entitled under Service Tax Rules) to have Service Tax Registration No., failing which tenders may not be issued them.
- b) Those who are not falling in Service Tax criteria as per their yearly turn over, shall give an undertaking as per attached sheet and shall owe all responsibility of Service Tax arises, if any, in future. THE UNDERTAKING AS PER ATTACHED SHEET MUST ACCOMPANY IN COVER NO.1 ALONGWITH UNCONDITIONAL ACCEPTANCE, OTHERWISE TENDER SHALL BE REJECTED.
- c) Service tax shall be calculated and shown separately in their bills /invoices, while claiming Service tax. It shall be shown in all bills whether Running or Final.
- d) All the bills / invoices shall have service tax registration nos. printed or stamped.

**2. EARNEST MONEY DEPOSIT:** As per the Contract Administration Proforma.

**3. POLICE VERIFICATION:** The Contractors who have been awarded the job through Work Order shall furnish necessary Police Clearance Certificate in respect of character and antecedents of all Contract Labourers engaged by them, before commencing the work at site.

This will be a part of Contractual Agreement, as entire Airport including Air India Complex has been declared as “**Prohibited Area**”. All such Contractors who would be awarded contracts are required to comply with the above requirements.

Contractors shall obtain such Police Clearance Certificate from Police available against a nominal fee per Certificate and they will submit this Certificate giving Work Order reference on it, to the Office of the Engineer In Charge of Properties & Facilities Dept., to be forwarded to our Security Department along with request for issuance of Entry Passes.

....2/-

**ADDITIONAL CONDITIONS**

4. Following amendment is to be added to the Conditions of Contract after Para 20.7.0 Page No. 15:

**20-8-0** It shall be the Contractors obligation to comply with all applicable statutory requirements including in particular relating to minimum wages and the dearness allowance and emoluments payable to the employees. It shall be the Contractor's responsibility to furnish each month to Air India due compliance of all statutory requirements.

**20-9-0** In the event of Air India incurring any liability by reason of any lapse and / or omission on the part of the Contractor, the Contractor shall, from time to time, and at all times, indemnify and keep indemnified Air India against all such liability including the cost thereof on Attorney and client basis.

5. Our General Conditions of Contract and Specifications Volumes - I, II & III are both applicable. The same are available in Administrative Section of PFD and can be purchased, if required

6. **QUOTATIONER SHOULD QUOTE THEIR RATES OF INDIVIDUAL ITEMS AND FOR REBATE OFFERED IN FIGURES AS WELL AS IN WORDS. IF THE RATES ARE NOT QUOTED IN WORDS IN ADDITION TO FIGURES, SUCH TENDERS WILL BE REJECTED. INCOMPLETE QUOTATION IN ANY FORM SHALL BE REJECTED.**

In case of Term Contracts, the percentage variation quoted by the contractors on the basis of AI Standard Schedule of rates should be quoted in figures as well as words. The quotation where percentage variation is not written in words will be liable to be rejected.

7. **PERFORMANCE GUARANTEE & RETENTION OF SECURITY DEPOSIT**

As per Conditions of Contract, page No.7, Clause No.9.0.0 Security Deposit amounting to 10% of the completed contract value is retained with the department for the period of Defects Liability Period, which is normally 06 months from the date of completion of the work. While releasing final bill, 5% of the Security Deposit is returned to the party, thus retaining remaining 5% for the Defects Liability Period. In case of water proofing work specific provisions as contained in Specifications Booklet Vol.I, Page No.43, Clause No.2.0 stipulate the Security Deposit amounting to 10% of the value of the work shall be retained with the department for three years in case of bitumen tar felt water proofing and five years in case of cement based water proofing treatment.

**ADDITIONAL CONDITIONS**

**8. AMENDMENT TO PRICE ADJUSTMENT CLAUSE IN CONDITIONS OF CONTRACT BOOKLET**

- a) As per AI's web site.
- b) In case of Terms Contracts price variation clause will not be applicable.

**9. PURCHASE PREFERENCE POLICY FOR PSE**

" Preference shall be given for Products & Services offered by Public Sector Enterprises" as per prevailing orders of Govt. of India.

**10. CONTRACTOR'S ALL RISK POLICY**

As per the site conditions, the Engineer-in-charge will decide whether the CAR Policy is required for the subject work.

11. Intending Tenderers are advised in their own interest to visit the site of work and familiarise themselves with the site conditions before submitting their quotations.

12. The Contractor will not be entitled for any compensation due to enactment of any law regulation, etc. on account whether the same is/are enforced by state central Govt. during the tenure of the contract. Any other Tax like Sales Tax on works contract, Tax of levy, octroi, excise duty etc. on materials or any elements in respect of this contract shall be payable by the contractor and Air India will not entertain any claims whatsoever in this respect. The contractor's rates should cater for the same.

**ADDITIONAL CONDITIONS**

13. Rates for all items must cover the cost of all appropriate materials, labour, machinery, scaffolding, tools and plants and all appliances what so ever necessary for the complete execution of the work.
14. Mobilisation advance shall not be paid by Air India Ltd. on any account.
15. Various work permits as applicable for the job with reference of safety precautions will have to be obtained from regulatory sections of Air India before starting of the various works.
16. The contractor shall adhere to the rules, regulations and instructions of Security Dept. of Air India Ltd.
17. Every activity in connection with the subject work shall be carried out necessarily with the prior permission of EIC or his representatives.
18. Before commencement of work, contractors are required to fill up and get approval of "work permit" for working at height from competent authorities in daily basis. This is mandatory requirement when workers are working at height more than 5 feet from floor level.
19. Contractors are required to procure adequate numbers of safety harness, helmets etc. duly approved by EIC before commencement of work at his own cost.
20. It should be distinctly understood that Air India reserves the right to split the tender among different characters as it may desire or issue 'Fractional Work Orders' to any other Contractors. If you could not progress the work as desired by Air India and no objection to this procedure shall be raised by you or any claim for compensation be raised because of such procedure.
21. Debris to be dumped at designated places only, at the end of the day's work. You will not be allowed to dump near the work in progress. If you will not be able to remove the debris within 7 days out of Air India premises, same will be carried out by Air India at your risk and cost. The amount will be recovered from your bill towards the expenses incurred by Air India to do the same.

...5./-

22. Contractors may please note, that in case of deviation in the item or use of materials other than specified under instructions of EIC (Allowed due to non-availability or otherwise) same shall be dealt in rates as under:  
**“Difference in the cost of materials specified and actually used including taxes plus 20% overhead & profits (on the difference in cost of materials) shall be deducted from quoted rates in case of used material cost is lower than specified or paid extra in case of cost of materials are on higher side than specified as the case may be”.**  
The labour cost if extra or on lower side, shall be delt similarly.
23. Description given in the attached Schedule of Rates - 2009 are only generally indicative of the type of work intended to be executed. Likewise, the quantities given in the Schedule should not be considered to be precise and are meant merely as a guide to the tenderers and are liable to vary according to the exigencies of work. It must be clearly understood that the Contractors before quoting, have fully acquainted themselves with the intend of:
- 1) Contract Administration Proforma
  - 2) Conditions of Contract  
(to be referred to on our web site under Tenders> PFD Manuals)
  - 3) Undertaking for Service Tax
  - 4) Additional Conditions
  - 5) Additional Conditions II
  - 6) Schedule of Quantities
  - 7) Declaration.
24. BMC Sewerages Charges/water charges-The bifurcation of total water + sewerage charges amounting to 1% of the tender cost, as specified in General conditions of contract, will be the proportion of .65 and .35.
25. The contract can be extended for the further period of six months if Air India and the contractor both are agreeable on the same terms and conditions, however this can not be considered as the right of the contractor for time extension.

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I/we here by declare that I/we have read an understand the additional conditions and here by agree to abied by them.

DATE:

PLACE

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*SIGNATURE OF TENDERER WITH THE RUBBER STAMP*

TENDER NO : PFD / C / 01 / 12

DATE : 31 / 01 / 2011

**ADDITIONAL CONDITIONS II**

*Sub : Annual term contract for internal painting of buildings in Air India 1<sup>st</sup>  
& 2<sup>nd</sup> housing colonies at Kalina & Executive flats in Mumbai suburbs.  
for the year 2011-2012.*

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1. The work shall be executed in such a way as to cause minimum inconvenience to the department concerned & the staff on duty. Special care & precautions shall be taken while painting so as not to stain machinery, furniture, glass panes etc. already painted ducts, windows and / or doors etc.
2. The furniture & other movable items shall be shifted, as required during the course of work & replaced in their original positions after completion of work. The floor, furniture etc. shall be covered with gunny bags, tarpaulin etc. during the course of work so as to avoid stains on floor or furniture etc.
3. The surface after painting shall present a smooth & uniform appearance & should not show brush marks, patches or any other faults. The contractor shall make good any such defects at his own cost & his having applied the specified number of coats shall be no criterion for his having completed the job satisfactorily. All such defects shall be readily attended to & rectified to the entire satisfaction of Engineer-in-Charge or his representative.
4. The rates quoted shall be valid for the full contract period. Air India Ltd. is not concerned with fluctuations or variations in prices, duties, taxes etc. of paints & other materials, labour charges & no escalation in the rates quoted shall be allowed for any reason whatsoever.

...2/-

TENDER NO : PF / C / 01 / 12

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5. The painting works, if so directed may be carried out on Sundays, Holidays & during night time. The rates quoted shall be valid for the same. Similarly, the rates are to be valid for work at any height or level.

6. Necessary entry passes for contractor's workers shall be issued by Air India Ltd. However, these workers shall be controlled by a full-time & responsible supervisor employed by the contractor. They should confine to their own work area & shall not roam about or meddle with any equipment, material belonging to Air India Ltd.

7. It is necessary that the contractor maintains standard force of at least 8 to 10 workers with their mukadam & technical supervisor, who will take instructions for painting jobs from the Engineer-in-Charge or Zonal Supervisor of Air India Ltd. All painting jobs must be attended to promptly. Unless otherwise stated, the painting work shall commence within 48 hours of issue of fractional work order. The work shall be planned & executed in consultation & co-ordination with the User Dept., as well as the Engineer-in-Charge / Zonal Supervisor. The contractor's supervisor shall meet the Engineer-in-Charge everyday & inform him about the commencement & progress of work.

8. The contractor shall be permitted to use the following approved makes conforming to relevant IS code:

- |    |                        |   |   |
|----|------------------------|---|---|
| a) | M/s. Johnson Nicholson | } | <i>First quality paints only</i>        |
| b) | M/s Goodlas Nerloc     |   |   |
| c) | M/s Asian Paints       |   |   |
| d) | M/s Berger Paints      |   |   |
| e) | M/s I.C.I.             |   |   |
| f) | M/s Snowcem            | } | <i>For cement based exterior paints</i> |
| g) | M/s Colourcem Supreme  |   |   |
| h) | M/s Nitocem            |   |   |

...3/-

Before commencing any painting work, all materials required for the same must be got approved from the Engineer-in-Charge. Contractors shall make at their own cost proper secure arrangements for storage of paints & other materials to be used in various works. The storage of materials shall be open for inspection at any time to the Engineer-in-Charge, or his representative. A proper register shall be maintained for the painting materials brought to the Air India premises & it shall be available for inspection at any time to EIC or his representative. All paints, stainers, lacquers, thinner & other paint materials shall be brought & stored in the manufacturer's original containers. Paints shall not be stored in open containers. If the same becomes unavoidable, the paints in the open containers shall be covered with thin layer of turpentine to prevent formation of skin at the top. Any paint, which has become 'Stale' or 'Flat' due to long storage shall not be used on any work but removed from the site as directed.

9. The contractor shall prepare samples of paint on walls etc. for deciding colour scheme for the approval of the Engineer-in-Charge at no extra cost.

10. The contract shall be valid for a period of 12 months. At the end of the contract period, if mutually acceptable the contract may be extended on the same terms & conditions for a further period of a maximum of six (6) months.

11. The quantities given in the schedule should not be considered to be precise & are merely as a guide to the tenders & are liable to vary according to the exigencies of work. Separate fractional work orders will be issued to the successful tenderer from time to time for different works on the basis of the main work order.

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DATE : 31-01-2011

*Sub : Annual term contract for internal painting of buildings in Air India 1<sup>st</sup> & 2<sup>nd</sup> housing colonies at Kalina & Executive flats in Mumbai suburbs. for the year 2011-2012..*

**SCHEDULE OF QUANTITIES**

SR NO	DESCRIPTION	QTY	RATE	UNIT	AMOUNT (Rs)
1	Providing and applying <b>3 coats of white</b> washing to exterior or interior on existing painted surfaces at any location and at all levels, including preparation of surface, scaffolding etc. complete.				
a)	Existing painted surfaces.	15,000			
	i) White washing.	sqm		sqm	
	<b>RATE IN WORDS</b>				
2	Providing and applying <b>oil bound washable distemper</b> of approved make and quality and of required colour and shade at any location and at all levels including preparation of surface, scaffolding etc. complete.				
a)	Two coats for <b>old surfaces</b>	25,000			
		sqm		sqm	
	<b>RATE IN WORDS</b>				
b)	Extra over item 2(a) for providing and applying one coat of priming coat with distemper primer of approved make.	3,000			
		sqm		sqm	
	<b>RATE IN WORDS</b>				

...2/-

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SR NO	DESCRIPTION	QTY	RATE	UNIT	AMOUNT (Rs)
3	Providing and applying <b>a coat of "Plastron" primer and two coats of plastic emulsion paint</b> of approved make and quality and of approved colour and shade as directed, at any locations and at all levels including preparation of surface, scaffolding etc. complete.				
a)	Two coats for old surfaces.	1,000 sqm		sqm	
	<b>RATE IN WORDS</b>				
4	Providing and applying a coat of <b>"Plastron" primer and two coats of interior quality flat oil paint</b> of approved make and quality and of colour and shade as directed to new surfaces at any location and all levels including preparation of surfaces, scaffolding etc. complete.				
i)	Two coats over and including priming coat for new surfaces.	100 sqm		sqm	
	<b>RATE IN WORDS</b>				
ii)	Two coats for old surfaces.	500 sqm		sqm	
	<b>RATE IN WORDS</b>				
5	Providing and applying <b>French (spirit) polish</b> in two coats or more to get smooth glossy finish including providing scaffolding, preparation of surface etc. complete.				
	On <b>existing</b> polished <b>surfaces.</b>	200 sqm		sqm	
	<b>RATE IN WORDS</b>				

SR NO	DESCRIPTION	QTY	RATE	UNIT	AMOUNT (Rs)
6	Providing and applying two coats of special "Road Marking" paint of approved make and shade on flooring / road for car park area (the job is inclusive of cleaning and preparing the surface for receiving the new paint).				
	a) 200 mm wide strips	150 Rmt.		Rmt	
	<b>RATE IN WORDS</b>			.	
	b) 201 mm to 300mm wide strips	200 Rmt.		Rmt	
	<b>RATE IN WORDS</b>			.	
7	Providing and applying 2 coats of Synthetic Enamel Paint of approved make, quality and shade to following fittings including preparation of surfaces, scaffolding etc. complete.				
	a) Fans 40 to 56"	400 nos.		No.	
	<b>RATE IN WORDS</b>				
8	Providing & applying a coat of red oxide / pink primer & 2 coats of synthetic enamel / aluminium paint of approved make & quality to existing painted steel / wooden surfaces of doors / windows, weld mesh, grills, pipes etc. including preparation of surfaces, scaffolding etc. complete.				
	i) One coat of primer & two coats of synthetic enamel paint / aluminium paint	1000 sqm		Sqm	
	<b>RATE IN WORDS</b>				
	ii) Two coats of synthetic enamel paint / aluminium paint.	3,000 sqm		sqm	
	<b>RATE IN WORDS</b>				

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: 4 :

DATE : 31-01-2011

SR NO	DESCRIPTION	QTY	RATE	UNIT	AMOUNT (Rs)
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9 Providing & applying two coats of cement based paint 'Snowcem plus' or equivalent make & quality to exterior surface, all including scaffolding, preparation of surface, filling up the cracks with 'crack filler' all as per manufacturer's specifications, curing etc. as directed by EIC etc. complete.

500 sqm

sqm

**RATE IN WORDS**

10 Providing and applying two coats of 'Sandtex matt' of approved make and quality to exterior surface all including scaffolding, preparation of surface, filling up the crack with 'crack filler' as per manufacturer's specification etc. at all levels & locations, curing etc. as directed by EIC.

250 sqm

sqm

**RATE IN WORDS**

**NOTE** : All the items of 'two coats for old surfaces' includes preparation of surfaces, scaffolding etc. complete.

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**TOTAL**

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**REBATE IF ANY** \_\_\_\_\_ %

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**GRAND TOTAL**

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**AMOUNT IN WORDS : (Rupees**

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**NOTE: Only correct applicable Service Tax shall be payable extra and the quoted rates should not include Service Tax)**

PLACE :

DATE:

\_\_\_\_\_  
SIGNATURE OF THE TENDERER WITH RUBBER STAMP