



दूरभाष/Phone: 2367-2233/8358

फैक्स/Fax: 033-2367-1005

ई-मेल/E-mail: [cstarikol-wb@nic.in](mailto:cstarikol-wb@nic.in)

भारत सरकार/Government of India

कौशल विकास एवं उद्यमिता मंत्रालय (डीजीटी)

Ministry of Skill Development and Entrepreneurship (DGT)

केंद्रीय कर्मचारी प्रशिक्षण एवं अनुसंधान संस्थान

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

ई एन-81, सॉल्ट लेक सिटी, कोलकाता- 700091

EN- 81, Sector -V, Salt Lake City, Kolkata – 700091

Ref. No. STARI/Maint/D-11019/GL/92/Vol-VII/A/1/125

Date: 29/10/2021

Sub: Tender Enquiry

Sir,

Your lowest quotations for the work shown in the attached list (Annexure-A) may kindly be submitted to the Director, CSTARI, EN -81, Sector-V, Salt Lake City, Kolkata-700 091, West Bengal, so as to reach him not later than **18/11/2021 (up to 11:00 am)**.

While submitting your Quotations, the following may kindly be observed and other points borne in mind: -

1. The tenders should be submitted in a sealed cover marked **"QUOTATIONS"** on the outside of the envelop.
2. The cover is to be clearly **marked with the reference number and date** of this Memorandum/Enquiry.
3. The tenders will be opened at **11:00 am on 18/11/2021**. If desired by you, you may depute an authorized representative with a letter of authority, to be present at the time opening of the tenders in this office (with company seal).
4. Your offered quotation should be valid for a minimum of 30 days from date of opening.
5. Quotations received after the date and time of opening will not be considered.
6. Items tendered should conform to the specifications shown against items in the list. Kindly furnish your full specifications in accordance with accepted standards against each item tendered. Where reference to Catalogue is made, the relevant Catalogues should accompany the tenders.
7. All quotations should be for new items and not for second-hand.
8. Please state whether the items will be available ex-stock, if not, the minimum period required for supplying the stores.
9. Tenders may be rejected without assigning any reasons.
10. It should clearly be stated whether GST and any other taxes & duties leviable.
11. It is practiced of this Directorate to ask for Income-Tax Clearance from the supplier on whom supply/work order would be placed.
12. The Stores/Work in the attached list for which tenders are invited, are to be supplied to the Director, CSTARI, EN-81, Sector-V, Salt Lake City, Kolkata-700091, West Bengal. The suppliers/Contractors on whom the order will be placed by this office will have to present their bills in triplicate to the Director, CSTARI, and Kolkata-91, who will make the payments. This Directorate General will not accept any responsibility in regard to settlement of party's bill in case of any incomplete and faulty work.

*Continued to page 2.*

13. For convenience, kindly adopt, while quoting, same sl. nos. as given in the attached bill.
14. Payment will be made on receipt of the stores in good condition & satisfactory completion of the work.
15. The work done and materials supplied for doing the work should be as per CPWD norms.
16. All the related supporting documents to be attached with Tender Quotation.



(ISHWAR SINGH)  
Director

**Copy To:** 1. One copy for General Notice Board.  
2. One copy for CSTARI, Website.

**Enclosed:**

The Scope of Work and Terms & Conditions in Annexure –‘A’

**Repairing/Renovation of 05nos rooms (1<sup>st</sup> Floor) & 05nos rooms (3<sup>rd</sup> Floor), 1<sup>st</sup> floor to 3<sup>rd</sup> floor corridor and Ground floor. Repairing of rainwater seepage at Reception and Sitting hall area in CSTARI Hostel.**



**SCOPE OF WORK**

**Subject: Repairing/Renovation of 05nos rooms (1<sup>st</sup> Floor) & 05nos rooms (3<sup>rd</sup> Floor), 1<sup>st</sup> floor to 3<sup>rd</sup> floor corridor and Ground floor. Repairing of rainwater seepage at Reception and Sitting hall area in CSTARI Hostel.**

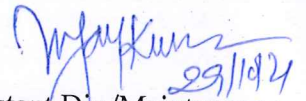
The following works are needed to be done:-

Sl. No.	Description of Jobs	Qty.
1.	Dismantling of old & damaged plaster around the cracks on the 1 <sup>st</sup> floor (room No-102) window side wall, 1 <sup>st</sup> floor (Room no- 101,103,104 & 105) bathroom side wall, 1 <sup>st</sup> floor water filter side walls and 3 <sup>rd</sup> floor (Room no- 307,309,310 & store area) and ground floor reception, sitting hall to be repaired/renovated by plastering with water proof chemical mixing.	890 Sq. ft. (approx)
2.	Removal of existing damaged 6"Ø C.I Pipe at Hotel building right side rain-water pipe and removal of existing damaged 4"Ø C.I Pipe at hotel building canteen bathroom side.	6"Ø =50 ft. 4"Ø =140 ft.
3.	Installation of 6" Ø and 4" Ø A type SWR high quality PVC Pipe	6"Ø =50 ft. 4"Ø =140 ft.
4.	Installation of PVC saddle for 6" Ø and 4" Ø PVC Pipe.	6"Ø =12 Nos. 4"Ø =18 Nos.
5.	A mortar of sand and cement (ration 3:1) 4" thick to be used for fixing and finishing.	30 sq. ft.
6.	All the Internal walls and ceiling {1 <sup>st</sup> floor 05nos room (101 to 105) and 3 <sup>rd</sup> floor 05 nos rooms(301 to 305)}ground floor to 3 <sup>rd</sup> floor corridor, stair case, and ground floor reception, sitting area are to be cleaned by scrapping and rubbing with the emery paper.	20750 Sq. ft. (approx)
7.	All the Internal walls and ceiling {1 <sup>st</sup> floor 05nos room (101 to 105) and 3 <sup>rd</sup> floor 05 nos rooms(301 to 305)}ground floor to 3 <sup>rd</sup> floor corridor, stare case, and ground floor reception, sitting area are to be applied with two coats of primer of high quality.	20750 Sq. ft. (approx)
8.	All the Internal walls and ceiling {1 <sup>st</sup> floor 05nos room (101 to 105) and 3 <sup>rd</sup> floor 05 nos rooms(301 to 305)}ground floor to 3 <sup>rd</sup> floor corridor, stare case, and ground floor reception, sitting area are to be painted with the washable plastic paint of high quality.	20750 Sq. ft. (approx)
9.	All the grills and doors (52 nos), stair case's Railings and handles (ground to 3 <sup>rd</sup> floor) & cupboard (20 nos) are to be cleaned and Enamel painted. Door-52 nos (7' x 3'.6") Grill- size – (32'6"x6'-08 nos) (4'x5'-20 nos) (4'x3'-14 nos) total- 42nos Corridor grills to be repaired grill handles (192 nos) and hook stoppers (192 nos) are to be provided.	Door-52 nos Grill-42nos stare case's Railing – 520 sq ft approx.
10.	Supplying and fixing 3' X 2' looking glass with accessories.	20 nos
11.	Supplying and fixing UPVC door for roof ( 7' X 3')	01 no
12.	Ground to 3 <sup>rd</sup> floor stair case Cleaning and acid wash.	1800 sq ft approx.
13.	Cleaning of the area by water and sand paper. Painting to be done after cleaning.	

*Continued to page 2.*

**TERMS & CONDITIONS:-**

1. All necessary raw materials required for the work will be supplied by the agency and the total allotted work is to be completed within 60 days from the date of issue of work order.
2. All dismantled defective scrap materials to be returned to the store through maintenance section.
3. Adequate safety precautions have to be taken by the agency while working. At the event of any accident happens during executing the work, CSTARI Kolkata will not be responsible.
4. No tools/working gears will be provided by CSTARI Kolkata & will not be responsible in case of any damage/loss of tools etc.
5. Rate/Contract value to be quoted for one time Job assuming value of services to be provided. Please mention whether the rate of raw materials, delivery charges, labour charges etc. include all taxes and service charges (if any) also.
6. TDS is applicable for all bill amounts as per Rules.
7. Bills to be submitted in triplicate duly pre-receipted with Revenue Stamp.
8. The rate quoted for the above work should be including all the taxes. The quotations without all taxes will be summarily rejected.
9. Agency should provide Income Tax Clearance Certificate, GST Registration Certificate, PAN Card, etc.
10. The agency must submit a certificate of doing similar type of work and credential certificate of work done order if any.
11. Civil Works contractor license must be attached.

  
Assistant.Dir /Maintenance