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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/D/2/23

Date: 18/01/2022

Issued to Ten different agencies

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 8.02.2022 (up to 11:00 am).

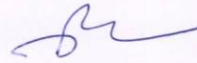
While submitting your Quotations, the following may kindly be observed and other points borne in mind: -

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 8.02.2022**. 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.

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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'

Sub: - Repairing/Renovation of (Room No.318 AV Hall) 3rd floor and (Computer Lab) 2nd floor of Admin building.

Tender Enquiry No. STARI/Maint/D-11019/GL/92/Vol-VII/D/2 ,Date: 18/01/2022
Opening date: 11:00 am on 8/02/2022

SCOPE OF WORK

Annexure - 'A'

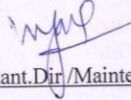
Sub: - Repairing/Renovation of (Room No.318 AV Hall) 3rd floor and (Computer Lab) 2nd floor of Admin building.

The following works are needed to be done:-

Sl. No.	Description of Jobs	Qty.
(Room No.318 AV Hall) 3rd floor		
1.	Dismantling of old, damaged and termite infected false ceiling.	300 Sq. ft. (approx)
2.	Grinding the Surface of ceiling then rubbing the ceiling by grinder machine.	300 Sq. ft. (approx)
3.	Apply the Termite chemical two coats by brush.	300 Sq. ft. (approx)
4.	All the internal ceiling are to be cleaned by scrapping and rubbing with the emery paper.	300 Sq. ft. (approx)
5.	All the internal ceiling are to be applied with two coats of the primer of high quality.	300 Sq. ft. (approx)
6.	All the internal ceiling are to be painted with the washable plastic paint of high quality	300 Sq. ft. (approx)
7.	All the grills and doors are to be cleaned and Enamel painted. Door-01 nos (7' x 3'.6") Grill- size - 03nos (4'x5')	Door- 25 sq. ft. Grill- 60 sq. ft.
8.	Providing and fixing GI Clip in gypsum board module which includes providing and fixing 'C' wall angle of size 20x30x20 mm made of 0.5 mm thick pre painted steel along the perimeter of the room with the help of nylon sleeves and wooden screws at 300 mm center to centre, suspending the main C carrier of size 10x38x10 mm made of G.I steel 0.7 mm thick from the soffit with the help of soffit cleat 37x27x25x1.6 mm, raw plugs of size 38x12 mm and C carrier suspension clip and main carrier bracket at 1000 mm c/c.	490 sq.ft.(approx)
(Computer Lab) 2nd floor		
1.	Chipping and digging of entire existing cement floor 3" thick area including 6" high skirting to four walls (Emergency exits both side) 1st floor to 3 rd floor.	498 Sq. ft. (approx)
2.	Casting of 5" thick all over the floors. Finishing by net cementing. sand, cement & stone (Ratio = 2:1:3)	498 Sq. ft. (approx)
3.	Internal left side wall of the computer lab are to be cleaned by scrapping and rubbing with the emery paper.	240 Sq. ft. (approx)
4.	Internal left side wall of the computer lab are to be applied with two coats of the primer of high quality.	240 Sq. ft. (approx)
5.	Internal left side wall of the computer lab are to be painted with the washable plastic paint of high quality	240 Sq. ft. (approx)
6.	All the grills and doors (01 nos) are to be cleaned and Enamel painted. Door-01 nos (7' x 3'.6") Grill- size - 03nos (4'x5')	Door- 25.2 sq.ft.(approx) Grill- 60 sq. ft.
7.	Supply and fixing of 03 nos window handles.	03 nos

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

s/e
Bill -
19/4/22