



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-31019/GL/2012/Vol.-V/155

Date: 22/02/2021

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 **09/03/2021**.

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 would be opened at **11:00 am on 09/03/2021**. 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 General to ask for Income-Tax Clearance from the supplier on whom supply/work order would be placed.

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12. The Stores/Work in the attached list for which tenders are invited, are to be supplied to the Director, CTARI, 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, 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.
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 works 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.

Enclosed:

The Scope of Work and Terms & Conditions in Annexure – 'A'
Upkeep of entire campus along with Horticulture & Floriculture work at CSTARI premises.


(B.V.S. Sessa Chari)
Director

SCOPE OF WORK

Upkeep of entire campus along with Horticulture & Floriculture work at CSTARI premises.

Cleaning area:-

- (i) From Gate No. 1 to Type I Quarters through pump house.
- (ii) From Type-I quarter to Gate No.2 through Type-II quarters including the area in front of Type-II Quarters up to boundary wall.
- (iii) From Gate No.2 to Gate No. 1 including the area attached to the boundary wall of this institute.
- (iv) Extreme end corner area of South-East Boundary wall and opposite to Type –II Quarter.
- (v) Total inside area of SI. No. (i) to (iv) above.

Maintenance rea:-

- (a) Maintenance of 7 Nos. Lawn (Lawn around Admn. Building) including maintenance of Hedges in CSTARI premises.
- (b) Developing more seasonal beds including supplying of sapling of various types as per instruction of maintenance section and maintenance of plants by using appropriate manure etc. as per instruction of Main. Section and
- (c) Daily watering, cleaning & rolling of lawn mowers in each lawn.
- (d) Maintenance of newly planted Saplings as well as existing fencing plants by regular watering, periodical shaping and using manure.
- (e) Maintenance of Grass Carpet, Hedges & Shrubs on the two new lawns just outside of the Gate No.-1.
- (f) From Gate No. 1 right side boundary wall to VRC boundary wall about 2.5 mts. X 96 mts. area is to be cleaned and saplings (Lagerstroemia, pink & white) are to be planted at an interval of 1.5 Mts. preparing the soil suitable for planting & regular maintenance and watering to be done.
- (g) From Gate No. 1 to pump House end both side of the metal road about 215 mts. x 1.5 mts. Area the soil is to be prepared, Lagerstroemia (pink & white) are to be planted and their regular watering & maintenance to be done.
- (h) From comer of Admn. Building to end of Hostel Building, only right side of metal road about 148 mts. X 1.5 mts. Soil is to be cleaned and Lagerstroemia (pink) are to be planted and their maintenance to be done.
- (i) From backside of UBI ATM up to front side of Type-II Qtr., adjacent to boundary wall about 305 mts. X 4.9 mts. area are to be cleaned by removing rubbish/bolders etc. and to be converted into plain surface, 1.5 feet inclined from wall side and lagerstroemia (pink & white) are to be planted at 1.5 Mts. Interval as require, and proper maintenance and regular watering to be done. .
- (j) From Type-IV Qtr. to Garage front side about 87 mts. X 1.5 mts. area bushes, plants are to be cleaned. Lagerstroemia (pink & white) to be planted and regular watering to be done
- (k) Planting of Hedges to all above area {SI. No. (g) to (j)} and regular maintenance also to be done.
- (l) The right side of Main Gate entrance, an area of 96 mt. x 20 mt. (1920 m²), where 50 Nos. Keralian Coconut trees planted, are to be maintained by cleaning jungle/bushes, planting of hedges, planting of deferent flower/beautification trees etc. and apply of manures & fertilizers, maintain sprays for insecticides, fungicides etc. to protect the grown up coconut trees and other plants regularly.
- (m) Missing/dead plant /hedges are also to be replaced from all around the campus & other relevant work as require are to be done as per instruction of Maintenance Section.
- (n) Planting of Hedges to be done in forthcoming rainy season to all vacant road side areas and regular maintenance also to be done thereon.

TERMS & CONDITIONS:-

1. Necessary tools & equipment's (Horticultural Tools/Lawn Mover/Hose Pipe for watering of garden etc.) and manure needed are to be arranged and supplied by the agency/Contractor.
2. Competent authority will inspect the job after completion of the work.
3. A suitable competent working team (horticultural laborer) of the agency will work from 9:00 AM to 5:30 PM on each working day regularly except Saturday, Sunday & Govt. Holidays and the agency is requested to submit a list of the working team members to the security in charge.
4. A list of tools and equipment's to be used for the work is to be submitted along with photo identity to the Security In charge before bringing those inside the premises of the Institute.
5. Adequate safety and protective measures are to be taken and if any accident happen during working hours this Institute will not be responsible.
6. TDS is applicable for all bill amounts as per Rules.
7. Based on performance the payment will be released on monthly basis and the contract may be valid for one year subject to fulfillment of the terms & conditions.
8. During 1st week of every month the bill is to be submitted in triplicate, after successful completion of the jobs duly pre-receipted with revenue stamp along with necessary documents viz. (1) **GST Registration Certificate**, (2) **PAN Card**, (3) **Mandate form (for Bank details)** duly filled in etc. (enclose Copy).
9. Income Tax Clearance Certificate, Financial turnover of the tendering company/firm/agency for the last two financial year with supported documents (copy of balance sheet, duly certificate by auditors/CAs to be attached).
10. The agency must have 05(five) years' experience in similar type of work at Central, State Govt., or PSU and should submit credential certificate or work done order if any.
11. The agency to pay the worker's wages (monthly) under minimum wages act, 1948 and follow the EPF and ESI guidelines of central govt. (undertaking to be enclose)
12. The agency to pay the worker's wages (monthly) under minimum wages act, 1948 and follow the EPF and ESI guidelines of central govt.
13. The contract would be valid for one year however, Director/HOD, CSTARI reserves the right to extend the contract further or terminate the contract without assigning any reason.
14. Labour license Number (enclose Copy).


22/02/24

(K V S Narayana)
Training Officer/Maintenance