



सत्यमेव जयते

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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.-IX/165

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 (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 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 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, 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.
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.


(B.V.S. Sessa Chari)
Director

Enclosed:

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

Civil day to day Maintenance Work (House Keeping & Plumbing) at CSTARI campus, Kolkata.

SCOPE OF WORK

Civil day to day Maintenance Work (House Keeping & Plumbing) at CSTARI campus, Kolkata.

The above work to be done consisting of the following works:-

House Keeping:-

1. Clearing of all sewerage line, privy lines Latrine in the institute premises to be done quarterly and also against complaint.
2. Clearing of blockage if any in drainage system and Safety Tank lines in the institute to be done quarterly and also against complaint.
3. Regular cleaning & clearing of unwanted vegetation's, bushes and tree branches from the roof top of buildings and on & from all the metal roads in the institute premises and
 - Regular Preventive maintenance to be done by Cleaning, oiling/greasing of the items/accessories as mentioned at (5) and Regular minor repair work to be done by:-
 - Repairing the defective parts/accessories/items and
4. Replacing the damaged, defective & unserviceable parts, items/accessories if necessary by new one and refitting/re-fixing them **at (5)**
5. All the doors, windows, shutters & collapsible gates in Admin. Building, Residential Campus, Hostel & mess, Pump house, Garage, Switch gear rooms and sub-station in the campus.
6. Cleanliness of all display boards is to be maintained.

Plumbing:-

1. Dismantling of all the defective sanitary fittings and repairing of the damaged/ out of order items/accessories and also Repairing of any leakage in the pipe line and
2. Replacement of any defective unserviceable parts/items such as corks /water taps, valves and pipe lines up to 2"dia. etc. as exists in the residential campus, hostel, Admin. Building and pump house of the institute.
3. Cleaning and/or removing blockage in rainwater pipelines and fittings, and
4. Replacement of any damaged rainwater pipe and its fittings by new one and refitting the same in the Admin. Building, hostel & mess, residential campus, pump house, switch gear rooms, substation of this institute.

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Terms & Conditions:-

1. The day to day petty civil maintenance work should be carried out as per complaint lodged and instruction given from Maintenance Section.
2. All work should be carried out as per civil maintenance norms of CPWD.
3. Special care should be taken while working in the quarters. Reliable & competent technicians/labours/sweepers should be employed to avoid any complaint. In case of any dispute during working, it should be reported to maintenance section and avoid confrontation.
4. Services are to be provided on 24 x 7 hour basis and complain to be attended within one hour in case of hostel, Residential quarters and pump house.
5. Three Skilled (Plumber and Carpenter) and three unskilled workers (khalasi and housekeeper) are to be present in the CSTARI campus to carry out the AMC jobs on regular basis.
6. In case of Admin. Building and other offices in this institute, complaints to be attended within half an hour during working.
7. In case of failure to attend the complaints, a Liquidity damage @ 05% of the sanctioned amount/month will be deducted.
8. All tools, equipment and m/c's are to be provided by the agency and will be responsible for any damage or loss of tools etc. during working.
9. Adequate safety and protective measures are to be take and if any accident happens, the agency will be responsible.
10. TDS is applicable for all bill amounts as per Rules.
11. 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.
12. 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.
13. 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).
14. (1) GST Registration Certificate, (3) PAN Card, (4) Mandate form (Bank details) duly filled in etc. (5) EPF Registration no & ESI Registration No (enclose all Copy).
15. 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)
16. 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.
17. Copy of MSME certificate.
18. Copy of vender assessment in india ratings.
19. Copy of credit report from bank.
20. Labour license Number (enclose Copy).
21. All the papers SI No-13 to 20 must be submitted at the time of submission of Tender otherwise it will be treated as Invalid/cancel.

K.V.S.
22/02/21

(K.V.S. Narayana)
Training Officer/Maintenance