



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/B/1/ 126

Date: 27/10/2021

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 **16/11/2021 (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 16/11/2021**. 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.

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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

SCOPE OF WORK

Annexure - 'A'

Subject: Repairing and renovation of, Qtr No- IV/62.

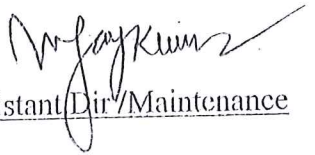
The following works are needed to be done:-

Sl No	Particulars	Quantity
1.	Dismantling of old and damaged plaster of kitchen wall-	260 sq ft (Approx)
2.	Rough plaster to be done as a base work for fixing tiles.	260 sq ft (Approx)
3.	Supply and fixing glaze tiles with cement mortar on wall-	260 sq ft (Approx)
4.	The joints are to be filled with white cement mixing with colour as per wall tiles.	
5.	The damaged floor of the kitchen to be chipped out for firm gripping	135 sq ft (Approx)
6.	Rough plaster to be done as a base work for fixing floor tiles.	135 sq ft (Approx)
7.	Supply and fixing mat tiles with cement mortar on floor-	135 sq ft (Approx)
8.	The joints are to be filled with white cement mixing with colour as per floor tiles.	
9.	Suppling and fixing black stone and grey-night marble for T.V. stand.	2' X 3' = 6' sq fit
10.	Supplying and fixing WPC door with frame (Wood plastic composite) for store room. (2' x 4' and 2' x 3')	02 nos
11.	Supplying and fixing roll up retractable mosquito screen for windows. (total 03 nos windows)	02 nos - 5'5" x 4'. 01 no - 5' x 4')
12.	The damaged balcony roof of approx. 50 sq. ft., area digging by chipping for firm gripping to be done. Finished by cement concrete (Cement: Sand: ¼ Stone =1:1.5:2 Ratio) with net cement.	approx. 50 sq. ft
13.	The damaged Ceiling & walls of bedrooms, kitchen, dining space, balcony, bathroom, store passage and all window side area to be plastered and repaired with water proof chemical.	190 sq ft (Approx)
14.	Dismantling, plastering, with net cementing, exterior primer & weather coat paint of old crack and damaged outside wall of (bedroom no-1) - window side wall and bathroom side wall, and (bedroom no-2) – cupboard side wall, living room window side wall, and store passage side wall.	220 sq ft (Approx)
15.	All the Internal walls and ceiling are to be applied with two coats of the oil primer of high quality.	Walls = 3450 sq ft Approx Ceiling's = 970sq ft Approx
16.	All the Internal walls and ceiling are to be emulsion painted with the paint of good quality.	Walls = 3450 sq ft Approx Ceiling's = 970sq ft Approx
17.	Enamel painting of doors, windows, grills and cupboard. (Branded company paint) Doors - 7' x 3'6". Windows - 5'5" x 4' (04 nos), 5' x 4' (04 nos), and 2' x 3' (02 nos). Grills - 5'5" x 4' (04 nos), 5' x 4' (04 nos), 2' x 3' (02 nos) and 6' x 3' (01 no).	Doors = 9 nos Windows = 10 nos Grills = 11 nos Cupboard = 2 nos
18.	Cleaning of all floor area with water sand paper after painting. Cleaning of all plumbing lines, sewage lines, basins, pans which are very badly choked/damaged.	
19.	Electrical wooden bracket board to be replaced by new PVC board with holder.-	12 nos

20.	Electrical 5 amps power point (3 X 1.5 sq.mm) copper wire with ¾ inch PVC casing capping and 6way PVC Box. Switch and socket. (total complete work)	01 nos (Surface – 4 mtrs Recess – 7 mtrs Approx)
21.	Electrical 15 amps power point (3 X 4 sq.mm) copper wire with ¾ inch PVC casing and 3way PVC Box. Switch and socket. (total complete work)	01 no (Surface – 5 mtrs Recess – 22 mtrs Approx)
22.	Removal of existing damaged 4” Ø CI pipe	5 ft Approx
23.	Supply & fixing of 4” Ø A type SWR high quality PVC pipe.	5 ft Approx
24.	Fitting of 4” Ø PVC “T”.	1 no
Total Complete work as per CPWD norms		

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