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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. File no. STARI/D-21014/GL/2004/Vol.-IV

Date: 14/08/2020

Sub: Tender Enquiry

Sir,

You are requested to **visit physically the site of CSTARI campus and submit your lowest quotations** for the work shown in the attached list (Annexure-A) to the Director, CSTARI, EN -81, Sector-V, Salt Lake City, Kolkata-700 091, West Bengal, so as to reach him not later than **02/09/2020**.

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 02/09/2020**. 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 Sales Tax, Central Tax and any other taxes and 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.
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.

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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.



(B.V.S. Sessa Chari)
Director

Enclosed:

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



(B.V.S. Sessa Chari)
Director

Tender Enquiry No. STARI/D-21014/GL/2004/Vol.-IV

Date: 14/08/2020

Opening date: 02/09/2020 at 11:00 AM

ANNEXURE – "A"

SCOPE OF WORK

Sub: - Repairing work of lift area, at Admin building CSTARI, Kolkata.

SI No	Particulars	Quantity
1.	Damaged Concrete Walls, pillars and ceiling of the lift holder area at admin building CSTARI, needs to be dismantled and plaster to be done after making chemical treatment of old and damaged rods.	approx 610 sq. ft.
2.	Primer and emulsion painting of wall and ceiling at repairing area. Wall	Approx 610 sq. ft.
3.	Clearing /cleaning of floor area/lift area by water sand paper to be done after painting.	
	(Total Complete Work)	

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 issuing work order.
2. All dismantled defective scrap materials to be returned to the store through maintenance section.
3. Adequate safety precautions has to be taken by, while working, the agency. 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.


(K.V.S.Narayana)
14/08/2020
Training Officer/Maint.Sec