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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/B/1/53

Date: 13.02.2018

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 **28/02/2018**.

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 envelope.
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 28/02//2018** 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 practice 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, 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'

Repairing of the Damaged vitrified tiles of first floor (opposite Exhibition Hall) in Admin Building at CSTARI, Kolkata

Tender Enquiry No. STARI/Maint/D-11019/GL/92/Vol.-VII/B/1/53 date: 13.02.2018

Opening date: 11:00 am on 28.02.2018.

Annexure – 'A'

SCOPE OF WORK

Repairing of the Damaged vitrified tiles of first floor (opposite Exhibition Hall) in Admin Building at CSTARI, Kolkata

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

1. Removal of the existing damaged Vitrified tiles measuring 160 sft.
2. Scrapping and Removal of the old cement mortar/concrete measuring area 160 sft.
3. Applying of cement mortar/ neat cement for area measuring 160 sft .
4. Fixing of Vitrified tiles area measuring 160 sft..

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 30 days from the date of issuing work order as per CPWD norms.
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.


13/02/18

(K.V.S. Narayana)

Training Officer/Maintenance