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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-11018/GL/92/Vol-X/A/22

Date: 18/01/2022

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 08/02/2022 (up to 11:00 am).

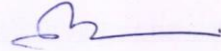
While submitting your Quotations, the following may kindly be observed and other points borne in mind: -

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 08/02/2022** 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

**Copy To:** 1. One copy for General Notice Board.  
2. One copy for CSTARI, Website.

**Enclosed:**

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

**Sub: - Repairing/Renovation of Pantry (Room No.313) 3<sup>rd</sup> floor of Admin building.**

**Tender Enquiry No.** STARI/Maint/D-11018/GL/92/Vol-X/A ,Date: 18/01/2022  
**Opening date:** 11:00 am on 08/02/2022

Annexure – 'A'

**SCOPE OF WORK**

**Sub: - Repairing/Renovation of Pantry (Room No.313) 3<sup>rd</sup> floor of Admin building.**


The following works are needed to be done:-

Sl. No.	Description of Jobs	Qty.
1	Grinding the Surface of ceiling then rubbing the ceiling by grinder machine.	300 Sq. ft. (approx)
2	Apply the Termite chemical two coats by brush.	300 Sq. ft. (approx)
3	Chipping and digging of entire existing cement floor 3" thick area including 6" high skirting to four walls (Room no-313) 3rd floor-Canteen Pantry room.	300 Sq. ft. (approx)
4	Filling of sand & cement mortar (Ratio 5:1) 2" thick all over the floors.	300 Sq. ft. (approx)
5	Laying of Branded company Nano vitrified tiles fixing 2' x 2' on the mortar (color and design of tiles to be approved by Competent Authority).	300 Sq. ft. (approx)
6	All the joints are to be finished by white cement.	
7	Dismantling of old & damaged plaster of Pantry room wall.	920 Sq. ft. (approx)
8	Rough plastering to be done as a base work for fixing tiles. Sand & Cement ratio – 4:1	920 Sq. ft. (approx)
9	Supply and fixing Branded company high quality glaze tiles with cement mortar on wall. (18" X 12"- Tiles)	920 Sq. ft. (approx)
10	The joints are to be filled with white cement mixing with colour as per wall tiles.	
11	All the Internal walls are to be cleaned by scrapping and rubbing with the emery paper.	1150 Sq. ft. (approx)
12	All the Internal walls are to be applied with two coats of the primer of high quality.	1150 Sq. ft. (approx)
13	All the Internal walls are to be painted with the washable plastic paint of high quality	1150 Sq. ft. (approx)
14	All the grills and doors (03 nos) & cup board are to be cleaned and Enamel painted. Door- 03 nos (7' x 3'.6") Grill- size – 02nos (4'x5')	Door- 75 sq.ft. Grill- 40 sq. ft.
15	Dismantling old and damaged water pipe. 1. Supplying and laying U-PVC and C-PVC water pipe with accessories. (04 points approx.) 2. Metal water tap. (03 pcs approx.) 3. ½" Metallic angular stopper. (03 pcs approx.) 4. 1" consil stop cock. (02 pcs approx.) 5. 3" CP Extension nipple. (04 pcs) 6. ½" CP Cap. (04 pcs) 7. 5" gate ring. (02 pcs) 8. Mirror. Size- 2' X 1.5' (01 no) 9. ½ Metallic pillar cock (01 no) 10. Supplying and fixing Sink with marble slab.(01 no) 11. Supplying and fixing out let UPVC pipe (3" Ø) with accessories. With total Complete work.	U-PVC pipe 1"Ø- 70 ft. (approx.) U-PVC pipe 1/2"Ø- 50 ft. (approx.) UPVC pipe (3" Ø) - 50 ft. (approx.)
16	Providing and fixing GI Clip in Metal Ceiling System of 600x600 mm module which includes providing and fixing 'C' wall angle of size 20x30x20 mm made of 0.5 mm thick pre painted steel along the perimeter of the room with help of nylon sleeves and wooden screws at 300 mm center to centre, suspending the main C carrier of size 10x38x10 mm made of G.I steel 0.7 mm thick from the soffit with the help of soffit cleat 37x27x25x1.6 mm, rawl	300 sq.ft.(approx)

	plugs of size 38x12 mm and C carrier suspension clip and main carrier bracket at 1000 mm c/c.
17	Inverted triangular shaped Spring Tee 24 mm height and 34 mm with made of GI steel 0.45 mm thick is then fixed to the main C carrier and in direction perpendicular to it at 600 mm centers with the help of suspension brackets. Wherever the main C carrier and spring T have to join, C carrier and spring T connectors have to be used. All sections to be galvanized @ 120 gms/sqm (both side inclusive), fixing with clip in tiles into spring T with : GI Metal Ceiling Clip in plain Beveled edge global white color tiles of size 600x600 mm and 0.5 mm thick with 25 mm height, made of G I sheet having galvanizing of 100 gms/ sqm (both sides inclusive) and 20% perforation area with 1.8 mm dia holes and having NRC of 0.5, electro statically polyester powder coated of thickness 60 microns (minimum), including factory painted after bending and perforation.

**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.Dt/Maintenance