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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-11019/21/Vol-IX/03

Date: 08/02/2022

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 22/02/2022 (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 22/02/2022**. 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’

Preparation of Mini-Auditorium in the ground floor of CSTARI Admin Building (Room No-003).

Tender Enquiry No. STARI/Maint/D-11019/21/Vol-IX/03 , Date: 08/02/2022
Opening date: 11:00 am on _____

SCOPE OF WORK

Annexure – 'A'

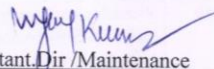
Sub: - Preparation of Mini-Auditorium in the ground floor of CSTARI Admin Building (Room No-003).

The following works are needed to be done:-

| Sl. No. | Description of Jobs | Qty. |
|---------|--|---|
| 1. | Grind the Surface of wall and ceiling then rubbing the wall and ceiling by grinder machine. | 3700 sq ft approx |
| 2. | Apply of two coats the Termite chemical by brush. | 3700 sq ft approx |
| 3. | Digging of earth/ ground surface and excavation up to 1' ft. thick | 1650 sq. ft. area. |
| 4. | Neatly dressing, watering & levelling. | 1650 sq. ft. area. |
| 5. | Chipping of wall up to 6" height from ground level. | 200 ft. length |
| 6. | Supplying and filling with required sand approx. 6" thick including watering, ramming, conditioning and dressing. | 1650 sq. ft. area. |
| 7. | Laying of Brick above the mixture 3". | 1650 sq. ft. area. |
| 8. | Providing & Laying cement concrete 4" thick of stone chips 5/8". Sand and cement with a ratio of 3:2:1 (stone: sand: cement). | 1650 sq. ft. area. |
| 9. | Providing and laying vitrified Nano floor tiles (4' x 2') on bed of cement mortar (Sand & Cement ratio to be made by cement slurry mixture with pigment) to match the shade of tiles including rubbing & cleaning. | 1650 sq. ft. area. |
| 10. | Providing and laying vitrified Nano skirting tiles (6") on bed of cement mortar (Sand & Cement ratio to be made by cement slurry mixture with pigment) to match the shade of tiles including rubbing & cleaning. | 200 sq. ft. area. |
| 11. | Removing existing glass windows. | area 130 sq. ft. |
| 12. | Supply and fixing of aluminum three track sliding windows with sun shade glass (5mm) and aluminum frame (1.5mm). | area 130 sq. ft. |
| 13. | Dismantling of old and damaged ventilation window and filling the window hole by brick wall. Total complete work. (size- 20' x 2') | 40 sq ft |
| 14. | All the internal walls & ceiling of the room is to be cleaned by scrapping and rubbing with the emery paper. | 3700 sq ft approx |
| 15. | All the areas of walls and ceiling to be three coated by the wall putty. (Birla white/Asian paints/ Berger) | 3700 sq ft approx |
| 16. | All the internal walls & ceiling of the room is to be painted with two coats of the oil primer of high quality. (ICI/Asian paints/ Berger) | 3700 sq ft approx |
| 17. | All the internal walls & ceiling of the room is to be painted with the washable plastic paint (Royal/ Glossy/ Velvet). (ICI/Asian paints/ Berger) | 3700 sq ft approx |
| 18. | The six window grill (4'x8'6") and one no. door (7'x4') of the room is to be cleaned and enamel painted. | 234.4 sq ft. |
| 19. | Three sides of the stage walls are to be provided with Self-adhesive wallpaper water proof, Scratch Resistant laminated (41cm X 244 cm white glossy) of high quality. (Chosen by the Officers) | 800 sq ft approx. |
| 20. | Making a stage (16' x 8' x 2'= length x wide x height) 3 side 10 inch wall 2 ft height. Filling the internal area with sand and soil. Laying of Brick above the mixture 3". Providing & Laying cement concrete 4" thick of stone chips 5/8". Sand and cement with a ratio of 3:2:1 (stone: sand: cement). Providing and Laying vitrified nano floor tiles (4' x 2') on bed of cement mortar (Sand & Cement ratio to be made by cement slurry mixture with pigment) to match the shade of tiles including subbing & cleaning. | Stage Top - 128 sq ft approx. Vitrified nano floor - 192 sq ft approx. |
| 21. | Cleaning of the area by water and sand paper to be done after completion of all 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 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