



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
BARRACKPORE, KOLKATA - 700 120, WEST BENGAL
Ph.: (033) 2535-8052 Fax: (033) 2535-0415, E-Mail: crijaf-wb@nic.in
Website : www.crijaf.org.in



Tender Notice No. **12/17-18** Dated **12.01.2018**

Sub: Repairing of Glass House -01 and 02 of Crop Protection Division of ICAR-CRIJAF.

On behalf of Director, ICAR-CRIJAF, Barrackpore sealed quotations in two bids system (Technical & Price Bids) are invited from Govt. contractors, Govt. enlisted firm viz. PWD/CPWD, MES, Rail for the work “**Repairing of Glass House -01 and 02 of Crop Protection Division of ICAR-CRIJAF**” at this Institute.

Last date for submission of Tenders : 03.02.2018. at 02.00 PM
Date of Opening of Technical Bids : 03.02.2018. at 03.00 PM

The detailed terms & conditions are available in tender documents. The tender documents is available on Institute’s website www.crijaf.org.in or CPP Portal.

The earlier Tender Notice No. 10/2017-18 dated 19.12.2017 issued by this Institute is hereby cancelled due to administrative reasons.

Asst. Administrative Officer

TENDER DOCUMENTS

Tender documents containing terms & conditions for the work “Repairing of Glass House -01 and 02 of Crop Protection Division of ICAR-CRIJAF

1. The Tender documents are available on Institute’s website & CPPP. The interested tenderers/bidders may access the website for downloading the same. The Tenderers are requested to download the tender from Institute’s website www.crijaf.org.in or from CPP Portal and use. No tenders will be sold from Office. Any modification/alteration in the tender documents will be uploaded before due date of the tender on Institute’s website only. The bidders are requested to visit regularly the website for any modification/alteration in the tender documents for their reference.
2. The estimated cost of the job is **Rs.1,48,838.00 (Rupees One lakh fourty eight thousand eight hundred thirty eight)** only.
3. EMD Amounting to Rs. 3,000.00 (Three thousand) only should be enclosed with the quotation in the form of Demand Draft in favour of “ICAR Unit CRIJAF” Payable at S.B.I., Barrackpore Rly. Station Branch.
4. Tender Cost Amounting to Rs. 500.00 (Five hundred) only should be enclosed with the quotation in the form of Demand Draft in favour of “ICAR Unit CRIJAF” Payable at S.B.I., Barrackpore Rly. Station Branch. The Exemption from submission of EMD/Tender Cost is available as per Govt. of India’s norms. Necessary certificate may be inclosed for exemption. Failing which the tender will be liable to be rejected straight way.
5. The contractor must enclose photocopy of (i) trade license (ii) GST registration certificate (iii) copy of licence under the contract labour Act (iv) enlistment certificate (vi) work experience for repair & maintance/constructions in any govt.organisation /constructions for minimum single value of Rs. 2 Lakh.
6. The site for the work is instantly available for initiation of the work.
7. **Important Date:**

Date for inspection of site: The site can be inspected in any working days till....

Last date for submission of Tenders 03.02.2018 at 02.00 PM

Date of Opening of Technical Bids : 03.02.2018 at 03.00 PM

Date of opening of Financial Bids: Intimated later

8. **Time allowed for completing the work will be 45 (Fourty five) days which shall be reckoned after seven days from the date of issue of work order. In case work is not completed within scheduled time the contractor will have to inform the office in advance, the reason for the delay and seeking the extension of time. In case reason is not found genuine, a liquidity damages for repair works costing up to Rs.10 lakh @1% of contract value per week of delay subject to maximum of 10% of contract value would be deducted from the final bill.**
9. Any tender not accompanied with the requisite Earnest Money will be rejected.
10. Earnest Money deposit will bear no interest. Unsuccessful bidders will get refund of Earnest Money deposit within 30 (thirty) days award of work.
11. The contractor whose quotation is accepted, will be required to furnish a security Deposit for due fulfillment of the contract and 10% of contract value will be retained as security deposit for 1 year. The security deposit will be released after one year of successful completion of work and which will be treated as guarantee for successful performance of completed work. The security deposit will earn no interest.

12. Any modification in the work schedule shall be informed to the Institute and subsequent payment for such works will be made accordingly on the basis of the final measurements on that specific item on the rate quoted.
13. Canvassing in connection with the tenders is strictly prohibited and the quotations submitted by the contractors who resort to canvassing will be liable to rejection.
14. All rates shall be quote on tender document itself.
15. On acceptances of the tender, the name of the accredited representatives of contractor who would be responsible for taking instruction from **the EIC** shall be communicated to the EIC.
16. The contractor must quote his rate in item wise on the schedule (**Annexure-I**) and affix his signature & seal.
17. The rates quoted shall remain valid for 180 days from the date of opening of quotations/tenders.
18. The rate quoted should be inclusive of all taxes.
19. An agreement on a non-judicial stamp paper worth Rs.100/- will be entered into by the contractor with the Director, ICAR-CRIJAF within 07 (Seven) days of receipt of work order.
20. The tenderers are advised to stipulate their condition only on the letter forwarding the tender documents. Conditional tenders are liable to be rejected. The tenders must note that any condition inserted on the tender documents will be rejected.
21. Any overwriting/erasing in tender must be authenticated under the seal and Signature of quotationer.
22. Incomplete tenders, tenders received late or not in compliance with the terms and conditions set forth herein above are liable to be rejected.
23. The quotation will be subject to any further terms and conditions as may be fixed by the Govt. of India/ICAR/Director, ICAR-CRIJAF.
24. The quotation form is non-transferable. Bidder should purpose the tender from in his/her/their own name, quotation forms purchased by one firm cannot be used by another firm. In case it is so done, the quotation will be summarily rejected.
25. No labourer under the age of 15 years shall be employed on the work. The contrator shall obtain a valid license under the contract labour act and rules before commencement of the work. The minimum wages and amenities of the labourers shall be maintained according to the provision of labour and wages act.
26. Payment to the firm will be made within 45 (forty five) days after satisfactory completion of work and on receipt of the bill in Duplicate. No request for advance payment will be entertained.
27. 1% water and electrical charges will be recovered from the bill if supplied by the Department.
28. TDS will be deducted as per rules from the final bill.
29. The envelope containing the quotation should subscribe the name of work & must be addressed to the Director, ICAR-CRIJAF, Barrackpore, Kolkata-700120.
30. **Forfeiture of EMD (Bid Security):**--EMD shall be forfeited in the following cases: (a) Bidder's withdrawing or altering its bid during the bid validity period. (b) withdrawal of offer during the validity period of the offer (c) Non-acceptance of orders when placed or (d) Non-confirmation of acceptance of orders within the stipulated time after placement of offers, (e) Any unilateral revision made by the bidder during the validity period of the offer.
31. Forfeiture of Security Deposit (Performance Guarantee):- Security Deposit (Performance Guarantee) shall be forfeited, If services are not provided upto the satisfaction of the Competent Authority of the Institute.
32. In case of any dispute between the Tenderers and Competent Authority, ICAR-CRIJAF shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Distt. Kolkata.

33. Submission of tenders:

- Technical Bids** - One Sealed Cover (Submit all documents as per checklist)
Price Bids - Sealed Cover (Submit only price bids in this cover)

Both the above covers should be submitted in a bigger cover which must be sealed & superscribing the Name of Works, Tender Notice No. & Date & Time of opening of Tender **(03.02.2018 at 03.00 PM)** and should be addressed to:-

“Director, ICAR-Central Research Institute for Jute & Allied Fibres, Nilganj, Barrackpore, Kolkata, West Bengal-700120.

The tender documents can also be dropped in the tender box placed in Admn. II Section before the due date & time i.e. upto 02.00 PM of 03.02.2018.

Note: The tender must reach this office on or before the due date & time of submission of the tenders. Any postal delay or tender receiving after due date & time shall not be entertained.

34. The Director, ICAR-CRIJAF has the power to accept or reject any or all tenders received without assigning any reason whatsoever. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

Asst. Administrative Officer
Admn. II

DECLARATION BY THE TENDERER

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I also undertake that:-

1. No other charges would be payable to Institute.
2. No labourer under the age of 15 years shall be employed by me.
3. M firm has not been blacklisted by Government.
4. There would be no increase in rates during the contract period except provision under the terms & conditions.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Date:

Phone No (O):

Email:

(Each and every page of price bid need to be signed and stamped by the contractor/firm)

CHECKLIST

(To be submitted with Technical Bids)

The following documents will be technically examined for opening of price bids. Price Bids/Financial Bids of only technically qualified firms/ternderers shall be opened. The date for opening of Financial Bids will be communicated to the firm through email only.

The tenderers are requested to submit the following documentts duly signed and annexed.

Sl. No.	Documents required	Particulars of documents	Yes/No Mark Annexure
01.	Name & Address of Firms		
02.	Type of Firms (Partnership/agency/sole proprietorship etc)		
03.	Copy of trade Licence/Enlistement Certificate		
04.	Copy of GST Registration Certificate		
05.	Copy of license under the contract labour act		
06.	Proof of work experience for repair & maintanance/Constructions works in Govt. organisation for minimum single value of Rs. 2 Lakh.		
07.	Bank details		
08.	Declaration by tenderers		
09.	Signed Tender forms		
10.	Details of EMD		
11.	Details of Tender Cost		
12.	Any other documents		

Asst. Administrative Officer

PRICE BIDS/FINANCIAL BIDS
(To be submitted in separate cover)

Sl no.	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	Providing & fixing 3 mm thick translucent acrylic plastic sheets of approved quality including all fittings complete.	sqm	212.00		
2	Priming one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothing surfaces by sand papering etc.	sqm	150.00		
3	Painting with best quality synthetic enamel paint of approved make and brand including smoothing surface by sand papering etc. including using of approved putty etc. on the surface, if necessary :b) On steel or other metal surface ::With other than hi-gloss of approved quality-(iv) Two coats (with any shade except white)	sqm	150.00		
4	Supplying heavy duty hydraulic double action floor spring along with top pin/set of pivots conforming to IS: 6315 or any approved make as per direction of Engineer in charge	each	1.00		
5	Supplying heavy duty top pin/set of pivots of local make and approved by the Engineer-incharge.	each	1.00		
6	Labour charge for fabrication and installation of composite door, window , partitions made from anodized extruded alloy aluminium sections-Partly glazed partly panelled or fully glazed single leaf aluminium swing door	Sqm	4.00		
7	Applying decorative cement based paint of approved quality after preparing the surface including scraping the same thoroughly (plastered or concrete surface) as per manufacturer's specification.(iii) Two coats.	sqm	85.00		
				Total`	

Total Bid Price:

(Signature of Tenderer with seal)

Name:

Seal:

Address:

