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**Central Soil & Water Conservation Research & Training Institute**  
 (Indian Council of Agricultural Research)

218, Kaulagarh Road, Dehradun - 248 195



No. 1255/20(19)/Type V-GI Sheet/B&M/2011-12

Dated: 23 January 2012

INVITATION OF TENDER/QUOTATION AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR **Providing GI sheet over the roof of duplex type V quarters (5 Nos.) at Dehradun** of CENTRAL SOIL & WATER CONSERVATION RESEARCH & TRAINING INSTITUTE, DEHRADUN.

- A. Cost of Tender/quotation Form : ₹ 500/-
- B. Estimated cost of the work : ₹ 9,96,100/-
- C. Last date of receipt of Tender/quotations in Office : 08.02.2012
- D. Time and date of opening the Tenders/Quotations : 3.00 PM on 08.02.2012
- E. Tender/quotation to remain open for acceptance up to : 90 days from the date of opening
- F. Period of completion of the work : Two months
- G. The tender/quotation document is also available at [www.cswcrtiweb.org](http://www.cswcrtiweb.org)  
 Institute's website

**NOTE**

1. The Director, CSWCRTI, Dehradun may at his/her discretion, extend the date for acceptance of quotations by a fortnight or as deemed fit and such extension shall be binding on Tender/quotationers.
2. If the date up to which the Tender/quotations is open for acceptance is declared to be a holiday the Tender/quotations shall be deemed to remain open for acceptance till the next working day.

Note:- All communications must be addressed to The Director Central Soil & Water Conservation Research & Training Institute, 218, Kaulagarh Road, Dehradun-248195 (Uttarakhand)

**TENDER/QUOTATION AND INSTRUCTIONS CONTAINING CONTRACT FOR Providing GI sheet over the roof of duplex type V quarters (5 Nos.) at Dehradun**

From:  
 The Director  
 Central Soil & Water Conservation Research  
 & Training Institute, 218, Kaulagarh Road,  
 Dehradun-248195 (Uttarakhand)

To,  
 .....  
 .....  
 .....  
 .....

Dear Sir (s),

Sealed tender/quotations are hereby invited on behalf of the Director, CSWCRTI, Dehradun for contract of construction for **Providing GI sheet over the roof of duplex type V quarters (5 Nos.) at Dehradun**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and

conditions are detailed in the tender/quotations forms and its schedules. Please submit your rates in the tender/quotations form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. An earnest money of ₹ 24,900/- must be deposited in the form of demand draft/pay order payable to Director, Central Soil & Water Conservation Research & Training Institute, Dehradun. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the **Demand Draft/Pay Order number and date**, failing which the tender/quotations will not to be opened. The tender/quotations will not be considered if earnest money is not deposited with the tender/quotations.
2. The tender/quotation is being permitted to given tender/quotations in consideration of the stipulations on his part that after submitting his tender/quotations, he will not rescind from this offer or modify the term and conditions thereof. If the tender/quotation fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tender/quotation not being accepted, the amount of earnest money deposited by the tender/quotation will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
3. The schedules of the tender/quotations form should be returned signed intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tender/quotation. In such cases reference to the additional pages must be made in the tender/quotations form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along the tender/quotations. Overwriting/ erasing in rates to be quoted by the tender/quotation will not be allowed and the tender/ quotations will be rejected.
4. The tender/quotations are liable to be ignored for want of complete information as required or if the particular asked for in the schedules to the tender/quotations is not fully filled in. Individual signing the tender/quotations or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If tenderer/quotationer after issue of letter of award by Institute does not accept the offer within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tender/quotations and all other related documents must be signed by every partner of the firm. A person signing the tender/quotations form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such form and if, on enquiry it appears that the persons so signing had no authority to do so. Council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. **Each page of the tender/quotations and the schedules to the tender/quotations and annexure, if any, should be signed by the tender/quotation.**
7. All tender/quotations should be submitted to the Institute **by Registered/Speed Post only up to 08.02.2012 at 2.30 P.M. sharp. No tender will be accepted by hand/through Courier.**
8. The rates quoted by each firm for job/service/security contract in tender/quotation to be given both in words and figures which the same is liable to be rejected. Tenderer/quotationer is at liberty to be present or to authorize a representative to be present at the time of opening of the tender/quotations. The name and address of the representative who would be attending the opening of the tender/quotations on tenderer/quotationer's behalf should be indicated in the tender/quotations. Name and address of permanent representative of the tender/quotationer if any, may also be indicated.
9. The Institute is not bound to accept the lowest or any other tender/quotations and also reserve to itself the right of accepting the tender/quotations in whole or in part. Tenderer is however, at liberty to Tender/quotation for the whole or any portion or to state in the tender/quotations that the rates

- quoted shall apply only if the tender/quotations are considered fully. Other conditional Tender/quotation will not be accepted.
10. An amount equivalent to 10% of the total contract value as a security deposit for the contract is to be deposited by the selected agency/successful tenderer/quotationer only in the form of Fixed Deposit Receipt (FDR)/Demand draft/Pay order favouring the Director, CSWCRTI, Dehradun after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited and contract cancelled.
  11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer/quotationers.
  12. Service tax or any other tax applicable or made applicable after awarding the contract in respect to this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However, the service taxes or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful tender/quotationer, as per rules/instructions made applicable from time to time by Government.
  13. Director of the Institute reserves the right to terminate the contract or to enhance scope of work in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer/quotationer.
  14. Decision of the Director of the Institute shall be final for any respect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and reconciliation Act, 1996.
  15. Acceptance of tender by the Institute will be communicated by FAX/SEED POST and by hand if tenderer accept the delivery.
  16. **The following documents are required to be enclosed with the tender/quotation form (Not required if already submitted then specify the date & name of work of earlier occasion).**
    - a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi/State Govt.
    - b) Minimum turnover of the firm not less than ₹ 10.00 lakhs (Rupees ten lakh) only during the last financial year.
    - c) Last three years continuous experience of the firm in the field of Civil/Electrical work in Central/State Govt. establishments/Autonomous bodies of Govt. of India provide the details in enclosed tabular form.
    - d) Certified Income Tax return of the firm for last three year of the work contract by the chartered accountant.
    - e) Duly certified copies of the satisfactory completed works where the Tender/quotationer is undertaking the works for the last three years.
    - f) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act.
    - g) Successful Tender/quotationer will have to enter into a detailed contract agreement with Institute on non-judicial stamp paper of ₹ 100.00 (Rupees one hundred) only.

#### **GENERAL TERMS & CONDITIONS:**

1. The rates should be valid for six month after opening the quotations. The work should be completed with in **two months** period. All material and T&P will be arranged by the contractor.
2. All tenderers/quotationers are advised to inspect the site before quoting their rates. The tenderers/quotationers may contact Officer-in-charge/Technical officer (B&M) for any clarification regarding the works.
3. The payment will be made on bill basis after satisfactory completion of work for which contractor has to intimate his Bank Accounts number & IFSC Code. The deductions will be made towards Trade Tax @ 4%, and Income Tax @ 2 %. Any other deduction may be effected later on as per Govt. instructions issued.

4. EMD will be released after completion of the tender/quotation process. The successful tender/quotationer will deposit 10% security of the quoted value of the tender/quotation before starting the work in the form of DD/FDR which will be released after one year of satisfactory performance of the completed work.
5. If the work is not completed within stipulated period, a penalty will be imposed as described.
6. The work order may be cancelled at any time if the quality of work is not found satisfactory.
7. It will be the sole responsibility of the contractor to ensure that all the rules and regulations regarding labour welfare are scrupulously observed. The Institute will have no liability what so ever in case of any mishap to the persons deployed by the Contractor. There will be no employer/employee relationship between person employed by the contractor and the Institute. Dues of the contractor towards persons employed by will not be related in any way to the payment to be made by the Institute to the contractor.
8. In case of any loss/theft/sabotage the Institute reserves the right to impose liquidity damages and also forfeit the earnest money deposited by the contractor.
9. Director reserves the right to cancel all the tender/quotations or part thereof without assigning the reason.
10. Any arbitration after acceptance of the tender/quotation will not be entertained, & the decision of the Director will be final and binding and acceptable to the tender/quotationer.

Yours Sincerely

Officer-in-charge, B&M  
CSWCRTI  
Dehradun

**TENDER/QUOTATIONS FOR THE CONTRACT FOR JOB WORK FOR**

Full name & Address of the Tender/quotationer in addition to Post Box No., if any, should be quoted in all communications to this office.	:	
Telephone No.	:	
Telegraphic Address/FAX/Cellular No.	:	
E-mail address	:	

From:

.....  
.....  
.....

To

(Name and address of the Institute)

I/We have read all the particulars regarding the General Information and other terms and conditions of the contract to undertake the work for **Providing GI sheet over the roof of duplex type V quarters (5 Nos.) at Dehradun** and agree to as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender/quotation at the rates given in Schedule-I to this Tender/quotation and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The pages have been added ..... to and form a part of this tender/quotation. The schedules-I & II to accompany this Tender/quotation are at page.....
4. Every page so attached with this Tender/quotation bears my signature and the office seal.
5. Pay order/DD No. .... of ₹ ..... drawn in favour of (Director of the Institute) and payable at ..... is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tender/quotationer  
Telephone No. Office:  
Residence:  
Mobile No.:

Witness .....  
Address .....  
Occupation .....

Signature of witness to contractor's signature  
Address:  
Name & Signature of Witness:  
Address:

**SCHEDULE-I**

**SCHEDULE OF TENDER/QUOTATION**

**PART-I**

1. Name of the Firm/Agency
2. Full address with Post Box. No. and telephone No. if any
3. Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give name of partners) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender/quotation
  - i) If answer to the above is in negative whether there is any general power of attorney of the firm authorizing the partner who has signed the Tender/quotations to refer dispute condemning business of the partnership to arbitration?
  - ii) If the answer to above is in point one and two affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.
5. Name and Full Address of your Banker :
6. Your permanent Income Tax No./Circle/Ward
7. Any other relevant information

**PART-II**

8. Earnest Money Deposited : Yes/No.

**Part-III**

9. Name and address of the firm's representative :  
and whether the firm would be representing at  
the opening of the Tender/quotations

10. Name of the Permanent Representative to be  
visiting the Institute regarding the contract

Date:

Place:

***AUTHORISED SIGNATORY***

Please add supplementary pages to be numbered wherever needed by the Tender/quotationer.

## FINANCIAL BID

*(This financial bid to be enclosed in a separate envelop with seal)*

Last date for receipt of Tender/quotation : **08.02.2012**

Date of opening of financial bid : **3:00 PM on 08.02.2012**

To  
The Director  
Central Soil & Water Conservation Research  
& Training Institute, 218, Kaulagarh Road,  
Dehradun-248195 (Uttarakhand)

Sir,

I/We wish to submit our Tender/quotations for

S. No.	Particulars	Cost, ₹	Remarks
	<b>Providing GI sheet over the roof of duplex type V quarters (5 Nos.) at Dehradun</b> in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tender/quotations including all labour, material, transportation, specially covered all acts & taxes as applicable from time to time.	..... (Rupees ..... ..... .....	Item rates as per details given in Schedule - II

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender/quotation form.

We have carefully read the terms and conditions of the Tender/quotation and are agreed to abide by these in letter and spirit.

Signature

Name & address of the firm

Telephone No.

Mobile No.

**PENALTY CLAUSE: LIQUIDATED DAMAGES CLAUSE**

1. Any wilful delay on the part of the contractor/quotationer in completing the work within the stipulated period will render him liable to pay liquidated damages. @ ₹ **500.00 (Rupees five hundred) per day** which will be deducted from payments due to him.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.

The decision of the Director, CSWCRTI, Dehradun shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & address of the firm)

**(For the Institute)**

Witness:-

1.....

2.....



**Schedule – II**

Schedule for providing GI sheet over the roof of duplex type V quarters (5 Nos.) at Dehradun

S.No.	Name of items	Qty	Unit	Rates	Amount
1	Dismantling old plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within 50 m lead.	50.00	sqm		
2	Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string courses, fillets, columns, pillars, piers, abutments, posts and struts etc. up to floor five level excluding cost of centering, shuttering, finishing and reinforcement :: In 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm size)	5.00	cum		
3	Reinforcement for R.C.C. work including straightening, cutting, bending, binding and placing in position complete: Cold twisted bars	590.00	kg		
4	Centring and shuttering including strutting, propping etc. and removal of form work: Columns, Pillars, Piers, Abutments, Posts and Struts.	80.00	sqm		
5	15 mm cement plaster on the rough side of single or half brick wall of mix: 1:6 (1 cement : 6 coarse sand)	100.00	sqm		
6	Providing and fixing m.s. round holding down bolts with nuts and washer plate complete.	285.00	kg		
7	Steel work in built up tubular trusses including cutting, hoisting, fixing in position and applying a priming coat of approve steel primer, welded and bolted including special shaped washers etc. complete: Hot finished seamless	2620.00	kg		
8	Supply & installation of pre-coated galvanised iron profile sheets (size, shape and pitch of corrugation as approved by Engineer-in-charge) 0.50 mm +/- 5% total coated thickness (TCT) thick Zinc coating 120gsm as per IS: 277 in 240mpa steel grade, 5-7 microns epoxy primer on both side of the sheet and polyester top coat 15-18 microns. Sheet should have protective guard film of 25 microns minimum to avoid scratches while transportation and should be supplied in single length up to 12 metre or as desired by Engineer-in-charge. The sheet shall be fixed using self drilling /self tapping screws of size (5.5x 55mm) with EPDM seal or with polymer coated J or L hooks, bolts and nuts 8mm diameter with bitumen and G.I. limpet washers or with G.I. limpet washers filled with white lead complete up to any pitch in horizontal/ vertical or curved surfaces excluding the cost of purlins, rafters and trusses and including cutting to size and shape wherever required.	610.00	sqm		

S.No.	Name of items	Qty	Unit	Rates	Amount
9	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete:	630.00	kg		
10	Providing and fixing fly proof galvanised M.S. wire gauze to windows and clerestory windows using galvanised M.S. wire gage with average width of aperture 1.4 mm in both directions with wire of dia. 0.63 mm: With 12 mm mild steel U beading.	70.00	sqm		
11	Painting with ready mixed paint of approved brand and manufacture in all shade to give an even shade: New steel work (two or more coats)	105.00	sqm		
12	Fixing only polyethene water storage tank on terrace (at all floor levels) and making necessary hole as for inlet, outlet and over flow pipes but without fittings including the base support for tank of 500 litres capacity and making connection to each quarters from the existing water supply line: <b>Tank will supplied by the Institute without any financial liability on the contractor</b>	5.00	litre		
13	Carriage of material by mechanical transport including loading, unloading and stacking: All type of building material rubbish up to lead of 10 km	5.00	cum		
14	Steel dash hold fastener for m.s. angle cleats, 50x50x150 mm @ 2.00 m C/C : 12 mm dia, 125 mm long steel	810.00	Each		
				Total ₹	

**Note: No tender will be accepted with rebate, only total amount should be given above at the end**