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

218, Kaulagarh Road, Dehradun - 248 195



No. 1257/20(26)/Replacement Shutters/B&M/2011-12

Dated: 23 January 2012

INVITATION OF TENDER/QUOTATION AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB WORK CONTRACT FOR **Replacement of doors/windows shutters in the residential quarters at main office campus, Dehradun** of CENTRAL SOIL & WATER CONSERVATION RESEARCH & TRAINING INSTITUTE, DEHRADUN.

- A. Cost of Tender/quotation Form : ₹ 500/-
- B. Estimated cost of the work : ₹ 2,86,000/-
- 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 month
- G. The tender/quotation document is also available at 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 Replacement of doors/windows shutters in the residential quarters at main office campus, 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 **Replacement of doors/windows shutters in the residential quarters at main office campus, 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 ₹ 7,150/- 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 Rs. 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 month** 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 **Replacement of doors/windows shutters in the residential quarters at main office campus, 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 Rs. 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, (Rs.)	Remarks
	Replacement of doors/windows shutters in the residential quarters at main office campus, Dehradun 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. @ **Rs. 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 cost for replacement of doors/windows shutters in the residential quarters at main office campus, Dehradun

S.No.	Name of items	Qty	Unit	Rates	Amount
1	Providing and fixing panelled or panelled & glazed shutters for doors, windows & clerestory windows including ISI marked black enamelled ms butt hinges with necessary screws and all fittings etc complete: 35 mm thick shutters in second class teak wood	15	sqm		
2	Providing and fixing to existing door frames: 30 mm thick factory made Polyvinyl Chloride (PVC) door shutter made of styles and rails of a UPVC hollow section of size 60x30 mm and wall thickness 2 mm ± 0.2 mm with inbuilt decorative moulding edging on one side. The styles and rails mitred and joined at the corners by means of M.S. galvanised/plastic brackets of size 75x220 mm having wall thickness 1.0 mm and stainless steel screws. The styles of the shutter reinforced by inserting galvanised M.S. tube of size 25x20 mm and 1 mm ± 0.1 mm wall thickness. The lock rail made up of 'H' section, a UPVC hollow section of size 100x30 mm and 2 mm ± 0.2 mm wall thickness fixed to the shutter styles by means of plastic/ galvanised M.S. 'U' cleats. The shutter frame filled with a UPVC multi-chambered single panel of size not less than 620 mm, having over all thickness of 20 mm and 1 mm ± 0.1 mm wall thickness. The panels filled vertically and tie bar at two places by inserting horizontally 6 mm galvanised M.S. rod and fastened with nuts and washers, complete as per manufacturer's specification and direction of Engineer-in-charge.	30	sqm		
3	Providing and fixing panelling or panelling & glazing in panelled or panelled and glazed shutters for doors, windows & clerestory windows: panelling for shutters 25 to 40 mm thick in second class teak wood.	20	sqm		
4	Providing and fixing glazed shutters for doors, windows & clerestory windows using 4-5 mm thick float glass panes including ISI marked black enamelled ms butt hinges with necessary screws and all fittings etc complete as per direction of Engineer-in- Charge: 35 mm thick shutters in second class teak wood	25	sqm		
5	Providing and fixing 35 mm thick wire gauge shutters using galvanised ms wire gauge of average width of aperture 1.4 mm with wire of dia 0.63mm for doors, windows & clerestory windows including ISI marked black enamelled ms butt hinges with necessary screws and all fittings etc complete as per direction of Engineer-in- Charge: IInd class teak wood	20	sqm		
6	Providing and fixing T iron frames for doors, windows and ventilators of mild steel Tee sections, joints mitred and welded with 15x3 mm lugs 10cm long embedded in cement concrete blocks 15x10x10cm of 1:3:6(1cement:3coarse sand: 6 graded stone aggregate) or with wooden plugs &	200	kg		

	screws or rawl plug & screws or with fixing clips as required including fixing of necessary butt hinges & screws & applying a priming coat of approved steel primer.				
7	Applying priming coat with ready mixed pink or grey primer of approved brand and manufacture on wood work.	160	sqm		
8	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade(two or more coats on new work)	160	sqm		
				Total ₹	

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