



PRODUCE TUBER FEEDER HUNGER



भा.कृ.अनु.प-केंद्रीय कन्द फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद, कृषि और किसान कल्याण मंत्रालय, भारत सरकार)
श्रीवाराणसी, तिरुवनन्तपुरम-695 017, केरल, भारत



ICAR- CENTRAL TUBER CROPS RESEARCH INSTITUTE
(Indian Council of Agriculture Research, Ministry of Agriculture and Farmers Welfare, Govt. of India)
Sreeekariyam, Thiruvananthapuram 695 017, Kerala, India

F. No 3-1/2022/Petty-Minor work.

Dated: 1st June, 2022

NOT TRANSFERABLE

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING FOR THE PETTY/MINOR WORK AT ICAR-CTCRI
OFFICE AT SREEKARIYAM, THIRUVANANTHAPURAM CTCRI**

To,

Dear Sir,

1. On behalf of the Director, ICAR-Central Tuber Crops Research Institute (ICAR-CTCRI) invites Sealed quotations from experienced and eligible Service Providers for **Supplying & Fixing Gypsum board ceiling of Office Room of Administrative Office Building at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram** as per the specifications/schedule of works enclosed at Annexure-II.


1.	Last date & Time of submission of tender and other documents as specified in the tender	24.06. 2022 at 11:30AM
2.	Date & Time of opening of tenders (If the date upto which the tenders is open for acceptance is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day).	25.06.2022 at 11.30 AM
3.	Time fixed for execution of work	15 days from work order
4.	Earnest Money Deposit	Nil. But the bidder has to submit Bid Securing Declaration as per format specified in Annexure V , otherwise bid will be summarily rejected .
5.	Performance Security Deposit	The lowest tenderer should submit the 3% of the contract value as performance security deposit before commencement of the works. The performance security deposit will be in the form of Demand draft/FDR/Bank guarantee in favour of ICAR Unit-CTCRI payable at

		Trivandrum
6.	Deduction from bills	
	a) Income Tax	As per Statutory norms.
7.	Taxes	
	a) Service Tax (GST)	As per statutory norms.
8.	Address for submission of Tender	SAO i/c ICAR-CTCRI, Sreekariyam Thiruvananthapuram.
9.	Place of Opening of Tender	Committee Room, ICAR-CTCRI.
10.	Liquidated Damage.	An amount at the rate of 2% per week or part thereof subject to a maximum of 10% of the contract amount will be collected from the contractor for delayed period of work.
11.	Time allowed for the work	15 days from the issue of work order.

Special conditions:-

2. Quotation will be considered if they are complete in all respects with regard to the price (item wise prices wherever necessary, specifications, delivery and other particulars essential to enable a purchase decision to be taken and provided also the quotations are confirmed within three days from the due date on receipt of quotation.
3. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
4. No interest on earnest money/security deposit shall be paid by the Institute to the tenderer.
5. The Director, ICAR-CTCRI reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, ICAR-CTCRI shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
6. **Submission of Tender.** The tender document in the prescribed format, either issued by this office or down loaded from website : <http://www.ctcri.org> may be submitted with all enclosures in sealed cover super scribing quotation for "Supplying & Fixing Gypsum board ceiling of Office Room of Administrative Office Building at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram".

Yours faithfully,


Senior Administrative Officer i/c

- Encls:**
1. Instructions to tenders as per Annexure-I
 2. Schedule/specification of works as per Annexure-II
 3. Financial Bid as per Annexure -IV

Submitted:-

I/We confirm that we are submitting our tender duly filled in and rates have been quoted after thorough study of site conditions, specifications, drawing, and instructions to tenders issued by the ICAR-CTCRI etc. I/We hereby accord our unqualified consent and agreement to the said conditions.

Date :

Signature of Tenderer:

Seal

Address with Tel Nos.

INSTRUCTIONS TO TENDERERS

The Tenders are requested to study the following instructions carefully before submitting this quotation:

1. All papers connected with the Tender, including these instructions, schedule of items, drawing etc. should be signed and returned by the Tenderer to the ICAR-CTCRI while submitting the tenders. Incomplete tenders are liable for rejection.
2. No alteration shall be made on the tender documents including the Schedule of items by the Tenders. Any discrepancies noticed in the tender documents shall be brought to the notice of the concerned official of the ICAR-CTCRI and any written instructions received from the ICAR-CTCRI, as reply will be deemed to have been incorporated herein.
3. Before tendering, the Tenderer should visit the work site and ascertain himself. On all factors pertaining to the scope of works, restrictions on the working hours & days, facilities available etc.
4. The Tenderer should quote his rates and amounts for all items in the Tender Schedule. **All the rates & Amounts quoted should be written both in figures and words and where there is a difference between the two, the rates given in words will be taken as authentic.** Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one. All arithmetical mistakes noticed during verification of the tender shall be corrected.
5. All entries in tender documents should be in English & in ink or typed. **No cutting/overwriting/erasing with tender documents are allowed. If found, it will be rejected.**
6. The Tenders shall be valid for a period of at least **90 days** from the date of submission of the Tender.
7. On acceptance of the tender, the successful Tenderer shall be given the Work Order, in duplicate and duplicate copy has to be returned duly signed by the Contractor as a token of acceptance of the work order including the terms and the contract.
8. On intimation of acceptance of tender, the successful Tenderer is required to deposit 4% of the contract amount(rounded off to the highest hundred) as Performance Security Deposit (PSD) within 5 days from the date of receipt of intimation of acceptance of tender. The PSD shall be released after six month of satisfactory completion of the work.
9. If the Contractor fails to return the duplicate copy of the work order duly signed in token of acceptance & remit PSD and execute the agreement, within 5 days from the date of receipt of work order, the Order shall be forfeited.
10. Incomplete tenders, conditional tenders, tenders received after the prescribed time & date through courier/post- or by hand, tenders not conforming to the Terms and Conditions prescribed in the Tender Documents shall be rejected.
11. This is an item rate tender. The quantities given in the Schedule of items are approximate and payment shall be made only for the quantities executed, as per actual measurements. The contractor is not entitled for any sort of compensation towards materials procured/stores in excess of the measured quantity, if any.

12. **Time Frame for completion of work.** 15(fifteen) days from the date of work order.
13. The Contractor is bound to complete the work within the stipulated period given in the 'Notice Inviting Tender'(NIT). The work shall be reckoned as commenced (if not started earlier), on the 3rd day from the date of acceptance of work order or the date of handing over of work site, whichever is later. **No extension of time is permissible.** However, if the Contractor does not complete the work within the prescribed time limit, the ICAR-CTCRI may consider extension of time limit for completion of work without prejudice to ICAR-CTCRI's right to recover Liquidated Damages (LD) as per the terms given in the NIT.
14. The ICAR-CTCRI reserves the right to increase or decrease the tendered quantity of any or every item and delete any item at any stage of work. Contractor shall execute the increased quantity at the accepted tender rates. The contractor's claim for compensation or damages in this respect shall not be entertained.
15. If the performance of the Contractor is found to be un-satisfactory, the ICAR-CTCRI reserves the right to cancel in part or whole of the Contract and get the works executed through alternative means, at the entire risk and cost of the Contractor, by giving 7 days notice. In such cases, the contractor should make good all losses that the ICAR-CTCRI may incur on account of the same.
16. In case the Contractor abandons the work for any reason whatsoever, the CTCRI shall issue the final notice to the Contractor to remain present at site on due date and time as per notice. In spite of such notice, the Contractor remains absent at site on such due date, the ICAR-CTCRI's concerned Officer will take measurements of completed part of the work unilaterally, which will be binding on the Contractor and the balance work will be got carried out the ICAR-CTCRI through any agency at the entire risk and cost of the Contractor.
17. All the materials required for execution of work must be got approved in writing by the ICAR-CTCRI before they are brought to site and before actually put on use. All facilities for prior inspection of materials and subsequent inspection of work by representatives of the ICAR-CTCRI must be made available, at the cost of Contractor. Any material brought without such prior written approval shall be entirely at the risk and cost of the Contractor. It shall be responsibility of Contractor for procurement of all materials/equipment etc. No delay due to non-availability of any material/equipment will be entertained. If the Contractor brings defective/sub-standard materials at site, it shall be the responsibility of the Contractor for the removal and disposal of the same at his cost. The ICAR-CTCRI shall not entertain any claim for the Contractor on this account. In case the Contractor fails to remove such materials within 7 days after issue of notice in writing to the Contractor, the ICAR-CTCRI reserves the right to dispose of such materials at the entire risk and cost of the Contractor.
18. The ICAR-CTCRI shall have the exclusive right of rejecting items of work with bad workmanship, notice of which will be given to the Contractor during execution of the work or improve the level of workmanship to the acceptable standards, suitable recovery as assessed by the ICAR-CTCRI shall be made for those items of works and the decision of the ICAR-CTCRI in this regard shall be final. No requests/claims whatsoever shall be entertained in this matter under any circumstances.
19. The Contractor shall dispose of /remove all surplus/demolished materials from the premises at his own expenditure, irrespective of load and mode of transportation involved.
20. Any damage caused to the existing work/facilities while carrying out the work shall be made good by the Contractor at his own risk and cost to the entire satisfaction of the ICAR-CTCRI.
21. Successful bidder/contractor will comply with the provisions of all labour laws & regulations. All the provisions of Contract labour (Regulation & Abolition) Act 1970 and rules there under should be complied with. All necessary data should be furnished to the ICAR-CTCRI, which shall be registered as principal employer in respect of the subject job. Thereafter the contractor shall get their name registered and obtain Labour License and submit a copy of the same to the ICAR-CTCRI.

22. No advance payment shall be given. However interim payment as specified shall be considered by the ICAR-CTCRI with mutual consent by both the parties. Statutory deductions towards Income Tax and Sales Tax shall be made as specified.
23. The ICAR-CTCRI does not bind itself to accept the lowest tender & reserves the right to reject any or all the tenders received without assigning any reason thereof. It also reserves the right to hold negotiations with the lowest Tenderer before accepting the same. In case of negotiations, the Tenderer should send the confirmation of such negotiations in writing so as to reach the ICAR-CTCRI within 48 hours from the date of negotiations.
24. Service Tax will be paid only if the Contractor furnishes proof of service Tax Registration.

25. GUARANTEE & REPLACEMENT:

(a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, for material, workmanship and performance.

(b) For a period of twelve months after the acceptance of the stores, if any defects are discovered therein or any defects therein found to have developed under proper use, arising from faulty stores design or workmanship, the Contractor shall remedy such defects at his own cost provided he is called upon to do so within a period of 14 months from the date of acceptance thereof by the purchaser who shall state in writing in what respect the stores or any part thereof are faulty.

(c) If, in the opinion of the purchaser, it becomes necessary to replace or renew any defective stores such replacement or renewal shall be made by the Contractor free of all costs to the purchaser, provided the notice informing the Contractor of the defect is given by the purchaser in this regard within the said period of 14 months from the date of acceptance thereof.

(d) Should the Contractor fail to rectify the defects, the purchaser shall have the right to reject or repair or replace at the cost of the Contractor the whole or any portion of the defective stores.

(e) The decision of the purchaser notwithstanding any prior approval or acceptance or inspection thereof on behalf of the purchaser, as to whether or not the stores supplied by the Contractor are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement, shall be final, conclusive and binding on the Contractor.

(f) To fulfil guarantee conditions outlined in clause 4 (a) to (e) above, the Contractor shall, at the option of the purchaser, furnish a Bank Guarantee (as prescribed by the purchaser) from a Bank approved by the purchaser for an amount equivalent to 10% of the value of the Contract along with first shipment documents. On the performance and completion of the Contract in all respects, the Bank Guarantee will be returned to the Contractor without any interest.

(g) All the replacement stores shall also be guaranteed for a period of 12 months from the date of arrival of the stores at purchaser's site.

26. The contractor has to furnish proof for the following, before release of payment;

- a) Copy of PAN
- b) Copy of GST Certificate.
- c) Name of the Account holder, Account Number, Bank Name & Branch and IFSC code.

ANNEXURE-II

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for CIVIL PETTY/MINOR WORK AT ICAR-Central Tuber Crops Research Institute, Sreekariyam, Thiruvananthapuram.

PRICE BID

I. Supplying & Fixing Gypsum board ceiling of Office Room of Administrative Office Building at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram

Sl. No	Description of the work	Area	Per unit price* (in figure/words)
1	Supplying and fixing good quality Gypsum board false ceiling of 9mm thick, 2'x2' size including fixing necessary GL perimeter channels, nylon/Gl thread bars of necessary size etc, complete.	1260Sft.	
2	Supply and fixing powder coated aluminium partition work with glazed doors using heavy Aluminium frame work, 5mm thick plain glass and Novo pan board (9mm thick) including, door closer, door stopper, locking system handle fixing clips, cleat angle, SS steel screws etc, complete.	150Sft.	
3	Supplying & fixing good quality window curtain zebra blind horizontal type	200 Sft.	
4	Electrification work using ISI marked good quality wires/ fittings-Supplying & fixing power points for AC units-4 Nos, plug points & sockets for wall fans-10 Nos. including cost of all material labour charges etc, complete.	1LS	
5	Supplying& fixing LED ceiling lights 15x15 cm including necessary electrification works/ removal of old fans/ lights etc. complete.	32 Nos.	

*Total consolidated Rate for the work. Bidder must account for all the statutory

liabilities such asetc. else the bid will be rejected.

Note: The above mentioned contract civil work Bid format is provide as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CTCRI.

Annexure-III

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of terms and conditions of tender.

Tender Reference No : _____

Name of tender/work _____

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned Tender/work from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We read the entire terms and conditions of the tender documents from Page No 01 to _____ including all documents like Annexure(s), Schedules(s) etc..) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from the time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

6. I/We certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

Annexure-IV

FINANCIAL BID FOR Supplying & Fixing Gypsum board ceiling of Office Room of Administrative Office Building at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram

To
The Director
ICAR-Central Tuber Crops Research Institute
Sreekariyam, Thiruvananthapuram-695017

Sir,

I/We wish to submit our Tenders for Supplying & Fixing Gypsum board ceiling of Office Room of Administrative Office Building at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram on the following rates:-

Sl. No	Description of the work	Area	Per unit price* (in figure/words)
1	Supplying and fixing good quality Gypsum board false ceiling of 9mm thick, 2'x2' size including fixing necessary GL perimeter channels, nylon/GI thread bars of necessary size etc, complete.	1260Sft.	
2	Supply and fixing powder coated aluminium partition work with glazed doors using heavy Aluminium frame work, 5mm thick plain glass and Novo pan board (9mm thick) including, door closer, door stopper, locking system handle fixing clips, cleat angle, SS steel screws etc, complete.	150Sft.	
3	Supplying & fixing good quality window curtain zebra blind horizontal type	200 Sft.	
4	Electrification work using ISI marked good quality wires/ fittings-Supplying & fixing power points for AC units-4 Nos, plug points & sockets for wall fans-10 Nos. including cost of all material labour charges etc, complete.	1LS	
5	Supplying& fixing LED ceiling lights 15x15 cm including necessary electrification works/ removal of old fans/ lights etc. complete.	32 Nos.	

Total amount in words :

Signature & date :

Name & Address of the Firm:
Telephone:
Mobile Number:
E-mail ID :

Note: No cutting/overwriting/erasing with tender document.

ANNEXURE-V

LIST OF DOCUMENTS TO BE UPLOADED AT THE TIME OF BID SUBMISSION

The Firms are also required to submit copies of the following documents

- 1) Scan copy of Govt. Registration/License/empanelment letters etc. of the contractor.
- 2) Scan copy of PAN.
- 3) Scan copy of GST registration certificate.
- 4) Scan copy of details of works completed
- 5) Tender acceptance letter as per Annexure-III
- 6) Bid Securing Declaration form as per Annexure-V.

ANNEXURE-V

BID SECURING DECLARATION FORM

Date : _____

Tender No : _____

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/We accept that I/we may be disqualified from bidding for any contract with you for a period of one year from the date of notification, if I am/we are in a breach of any obligation(s) under the bid conditions, because I/We;

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name : _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note : In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid).

