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CENTRE OF PLASMA PHYSICS
INSTITUTE FOR PLASMA RESEARCH
GOVERNMENT OF INDIA
Nazirakhat, Sonapur-782402, Kamrup (M), Assam (India)

NOTICE INVITING TENDER

E-mail: enq.cppipr@gmail.com
Phone No. 0361-2220010

ENQUIRY NO.:CPP-IPR/ENQ/2016-17/13
ENQUIRY DATE: 18/07/2016

Sealed tender in standard bidding documents is invited from reputed (govt. registered) contractors and firms for the following work:

NIT No & Date	Name of Work	Completion Time
CPP-IPR/ ENQ/2016-17/13 Dated: 18/07/2016	Fitting and Fixing of Cabinet File storage at Administrative Building at CPP-IPR, Sonapur	20 days from the 15th day of date of issue of Work Order

Last Date and Time of Submission of Tender: 12:00 hrs. of 19/09/2016
Date of Opening of the Tender: 14:30 hrs. Of 20/09/2016

Issue of Tender Document:
Tender documents will be issued at Centre of Plasma Physics- Institute for Plasma Research, Nazirakhat, Sonapur-782402, Kamrup, Assam on any working day during office hour within the last date of issue of Tender.

The Centre Director, CPP-IPR reserves the right to accept or reject any offer in full or part thereof without assigning any reason thereof.

SEAL Signature

CENTRE OF PLASMA PHYSICS
INSTITUTE FOR PLASMA RESEARCH
GOVERNMENT OF INDIA
Nazirakhat, Sonapur-782 402, Kamrup (M), Assam (India)

QUOTATION DOCUMENT

NIQ No: CPP-IPR/2016-17/13 **Dated:**

NAME OF THE WORK:

Fitting and Fixing of Cabinet File storage at Administrative Building at CPP-IPR, Sonapur

Issued to : _____

Address : _____

_____

Phone No : _____

Work value : _____

Last date for Submission :_____

Date of opening of Quotation : _____

Address for Quotation Inviting Authority: Centre Director
Centre of Plasma Physics-Institute for Plasma Research, Nazirakhat, Sonapur-782 402
Kamrup (M), Assam

SEAL Signature

CENTRE OF PLASMA PHYSICS
INSTITUTE FOR PLASMA RESEARCH
GOVERNMENT OF INDIA
Nazirakhat, Sonapur-782 402, Kamrup (M), Assam (India)

TECHNICAL BID

FOR

Fitting and Fixing of Cabinet File storage at Administrative Building at CPP-IPR, Sonapur

SEAL Signature

DETAILS OF THE BIDDER

1. Name of the Bidder With Address :

2. Details of the contact persons Along with name & Designation :

3. Telephone/ Mobile Numbers :

4. FAX numbers :

5. E-mail ID :

6. Website :

7. Service Tax registration no. :

8. PAN No :

9. TAN (VAT/GRN) No :

10. Experience in this field (Years) :

11. Any other details :

SEAL

Signature

ELIGIBILITY AND TERMS & CONDITIONS

The Quotation and any order resulting from this NIQ shall be governed by our Conditions of contract, a copy of which is being provided with this document. The Bidder quoting this Quotation shall be deemed to have read and understood the same.

The bidder has to enclose signed copy of this document (ALL PAGES SIGNED) as well as the terms & conditions with his Quotation.

The bidder has submit a tender fee of **Rs 500** in the form of demand draft from a Nationalized Schedule Bank issued in favour of "Institute for Plasma Research" A/c CPP, payable at Sonapur (only applicable for bidders who have downloaded the tender). The tender fee should be submitted along with Quotation document or else will be rejected.

CERTIFICATE

I/We have gone through the eligibility criteria and terms & conditions carefully (Annexure I), and I/we hereby certify that

1. I/ We possess the minimum eligibility for participating in the Quotation process.
2. I/ We agree to the mentioned terms and conditions, a signed copy of which is being enclosed with this document
3. Strike out whichever is not applicable
    a. We have provided our own terms & conditions.
    b. We will not accept the work order if our conditions are not agreed upon.
    c. Even if our conditions are not agreed upon, we are ready to work according to your terms & conditions.
    d. We have accepted your terms & conditions.

SEAL Signature

ANNEXURE - I

ELIGIBILITY CRITERIA

The bidder/contractor should satisfy the following conditions:

(1) Valid Registration with CPWD/PWD/MES/RLYS/Other Government/ Statutory bodies (please enclose up to date registration certificate)
(2) The vendor/contractor/organization and any of its sister concern has not been banned/ blacklisted /debarred from working with any Central Govt./PSU / State Govt. / Any other Govt. Agencies/ Any other Institute or organization of National or International Repute for the last three years.
(5) Should submit up to date Labour license certificate.
(6) Should submit up to date VAT registration certificate.

TERMS & CONDITIONS

1. The quotation and any order resulting from this NIQ shall be governed by our Conditions of contract and contractor quoting this NIQ shall be deemed to have read and understood the same in to. **Non-acceptance of these terms & conditions may lead to rejection of the bid.**
2. **Single Bid**: The quotation will have to be submitted in single bid, in a **properly sealed cover**. Quotation number, Date and subject ("QUOTATION FOR _____ _____ _____ _____") has to be mentioned over the envelope along with the bidder's full postal address, failing which the bid will not be considered. The Quotation should bear a court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only (non-refundable) to be affixed with the Quotation without which no Quotation will be considered for acceptance.
3. Late and delayed Quotations will not be considered, irrespective of the cause of the delay.
4. In case, any unscheduled holiday occurs on prescribed closing date the next working day shall be the prescribed date of closing.
5. **Earnest Money Deposit**: EMD of **Rs. 2500** in the form of demand draft from a Nationalized Schedule Bank issued in favour of "Institute for Plasma Research" A/c CPP, payable at Sonapur. The EMD should be submitted along with Quotation document or else will be rejected.
6. **Rates**: Rates quoted for all items should be **FOR CPP-IPR Nazirakhat, Sonapur, on DOOR DELIVERY basis.**
   a. Prices are required to be quoted according to the units indicated in the NIQ. When Quotations are given in terms of units other than those specified in our document, relationship between the two sets of units must be furnished.
   b. Wherever options are specified in the NIQ documents, CPP-IPR reserves the right to accept any option/s irrespective of whether all the contractors/bidders have quoted for all the options or not. The decision of CPP-IPR in this regard will be final.
7. The bid for works shall remain open for acceptance for a period of **90 days** from the date of opening of bids.
8. The Contractor whose tender is accepted will be required to furnish "**Performance Guarantee of 5%"** (Five Percent) of the tendered amount within 15 days from issue of **"Letter of Acceptance"**. This guarantee shall be in the form of Demand Draft of any Scheduled bank in favour of "Institute for plasma Research" a/c CPP, payable at Sonapur.
9. Work should commence within 15 days from the date of receipt of work order.
10. **Security Deposit:** The security deposit will be collected by deductions from each running bill or from final bill of the contractors at the rate 2.5% of the bill value; and the earnest money that is deposited at the time of Quotation, will be treated as part of the security deposit. The security deposit can also be deposited in cash or in the form of Government Securities, Fixed Deposit Receipts etc. Earnest money will be adjusted first in the security deposit and further recovery of security deposit will commence only when the up to date amount of security deposit starts exceeding the earnest money. Security deposit will be released 6 (six) months after successful completion of work.

11. **Liquidated Damages:** Liquidated Damages for delay shall be 0.5% (half percent) of the total order value for the delay by a week (or its fraction) in the scheduled time of completion for the work subject to a maximum of 5% (five percent) of total order value. Liquidated Damages will be recovered from the payment due to the Bidder.
12. **Genuine Pricing**: The contractor is to ensure that quoted price is not more than the price offered to any other customer in India.
13. **Measurement:** Various dimensions of the works executed will be measured jointly in presence of contractor and engineer in charge of CPP-IPR. Based upon these field data quantities for payment will be calculated. Dimensions will be measured correct up to a centimeter.
14. **Rate:** The rate shall include the cost of all materials, transportation, forest royalty (weather applicable) and labour/machine involved etc in all the operations described above.
15. **Forest Royalty:** Forest royalty will be deducted as per govt. norms wherever applicable from total bill amount unless forest clearance certificates are provided.
16. **Payment**: The Payment will be made by a crossed account payee cheque normally within 30 days from the date of completion of the work or receipt of invoice, whichever is later. Wherever, advance payment is involved, it will be paid only against Bank Guarantee from Nationalized/Scheduled Bank. No correspondence will be entertained within 30 days from the date of submission of final bill for payment.
17. **Guarantee:** The workmanship offered by the bidder should be guaranteed for a minimum period of 6 (six) months, against defective materials, design, workmanship. For defects noticed during the Guarantee period, replacement/rectification should be arranged free of cost by the contractor within a reasonable period of such notification.
18. **Time allowed:** The time allowed for completion of the work will be 20 (twenty) days from the 15th day of receipt of formal work order. However more completion time may be allowed depending upon the work schedule to be decided by the authorities of the centre.
19. Where counter terms and conditions have been offered by the contractor the same shall not be deemed to have been accepted by us, unless our specific written acceptance thereof is obtained.
20. The bidders must ensure that their offers are strictly as per our specifications.
21. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the constructions.
22. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
23. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other service required for executing the work unless otherwise specifically provided for in the contract document.
24. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.
25. **The acceptance of a quotation will rest with the Center Director, CPP-IPR who does not bind himself to accept the lowest bid and reserves himself the authority to reject any or all of the bids received, without assigning any reason. Center Director, CPP-IPR further reserves the right to accept any part of the bid and the bidder shall be bound to perform the same at the rates quoted.**
26. On acceptance of the bid, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-charge shall be communicated to the Engineer-in-charge.
27. Sales tax or any other tax on materials in respect of the contract including state Sales tax and Turnover tax on transfer of property as per Works Contract Act etc. if any shall be payable by the bidder and Centre will not entertain any claim whatsoever in this respect.
28. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India/ State Goverrnment is allowed to work

as a contractor for a period of two years of his retirement from Government Services, without the previous permission of the Government of India/State Government. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India/State Government as aforesaid before submission of the bid or engagement in the contractor's service.

29. Signed copy of this document as well as the Quotation paper being provided to the bidder (ALL PAGES TO BE SIGNED) should be enclosed with each Quotation as a token of acceptance for the terms and conditions specified in the quotation.
30. Canvassing in connection with the Quotation is strictly prohibited and the Quotation submitted by the contractor who resorts to such canvassing will be liable to rejection.
31. The contractor must produce income tax clearance certificate on the latest form as prescribed by the Ministry of Finance, Govt of India. The contractor should submit Xerox copy of PAN card.
28. **Special care** should be taken to write the rates and amount in figures as well as in words, in such a way that interpolation is not possible. The total amount should be written both in figures and word. In case of figures, the words Rs should be written before the figures of rupees and word P after the decimal figures, e.g Rs. 4.25 P. and in case of words Rupees should be preceded and the word Paisa should be written at the end. Unless the rate is in whole rupees followed by the word 'only' it should be invariably be upto two decimal places. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.
29. Rates quoted by the bidder/contractor in item rate shall be accurately filled in so that there is no discrepancy in the rates written in figures and in words- However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall be taken as correct.
30. If the amount of an item is not worked out by the bidder/contractor, or it does not correspond with the rate written either in figures or in words, then the rates quoted by bidder in words shall be taken as correct.
31. Where the rate quoted by the bidder in figures and in words tally, but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct, not the amount.
32. The bidders should quote in figures as well as in words the rate and amount Quoted by them. The amount of each item should be worked out and the requisite total be given. All corrections shall be attested with date and signature of the bidders.
33. When a bidder signs a Quotation in an Indian Language, the total amount Quoted should also be written in the same language. In the case of illiterate contractors, the rates or the amounts Quoted should be attested by a witness.
34. Any changes in works can be made by Centre Director or Engineer-in-Charge as per requirement and the contractor will bind himself to do the job.
35. The contractor will have to follow sequential work program in consultation with the Engineer-in-charge.
36. Proper safety precautions to be taken during execution of work.
37. Any damage of existing facilities that may occur during execution will be considered as contractors fault and will be rectified free of cost by the contractor.
38. All works shall have to be carried out by the contractor as per C.P.W.D general specification.
39. No compensation will be paid by Client for loss and damage to contractors materials during execution.
40. Suitable water supply and electricity arrangement for staff and labour as well as for the work to be provided by the contractor at his own cost.
41. Material:
    (a) The contractor shall have to collect all the required materials for construction work at his own cost from the available market and should be of good quality.
    (b) Samples of all materials shall have to be approved by the Engineer-in-Charge of the Centre before execution of work and sample shall be deposited with him.
    (c) Test certificates of used/ to be used materials such as cement, MS rod and Tor steel, bricks etc to be submitted to the Engineer-in-charge. Otherwise no payment will be made for execution of the work

by the contractor and the Engineer-in-charge has the right to hold payment of some percentage of bill amounts. (If applicable)

42. The contractor shall comply with all the provisions of the Minimum wages act, 1984, Contract Labour (R&A) Act 1970 the rules framed there under and other labour laws affecting contract labour that may be brought in to force time to time.
43. The contractor will have to engage qualified Engineer and supervisors etc as required. Without engagement of technical persons, CPP-IPR reserves the right to deduct amount (non refundable) from bills of contractor for supervision and technical supports given by CPP-IPR.
44. The Engineer-in-Charge may instruct the contractor to dismiss or remove from the site of work any person or persons employed by the contractor who may be incompetent or misconduct himself and the contractor should follow such instruction.

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PRICE BID

FOR

Fitting and Fixing of Cabinet File storage at Administrative Building at CPP-IPR, Sonapur

BIDDER CPP-IPR

ANNEXURE – II

TECHNICAL SPECIFICATION & PRICE BID

Sl no	Specification	Units	Quantity	Rate in RS (Both in fig & words)	Amount in Rs (Both in fig. & words)
1	Providing, Fitting and fixing of storage cabinet wall mounted with size as directed by EIC with open and lockable storage shelves made of 19 mm and 12 mm thick phenol bonded, anti borer, antitermite ISI marked (Austinply/ Archidply/ Centuryply) finished with 1.0 mm thick laminate sheets (Century/ Archidlam/ Durian),of approved colour and shade complete with internal painting(two coats including a priming coat with anti termite solution), melamine polish, timber beading, hardware fittings and accessories, etc as per diagram.Brass hinges, Handles, Brass tower bolts, Magnetic closers, Locks, Sliding tracks and all other finishes for glass shutters etc to be included. (As directed by Engineer in charge).	Sqm	11		
2	Suppling with fitting fixing of CFL/Fluroscent luminaries complete with all accessories such as lamp, ballast, starter,etc. directly on wall / celling including connection as approved by the Deptt. With 1.5 sqm P.V.C insulated S.C. copper conductor as required and as directed by the department. Striplite luminaries complete with Electronic ballast and decorative end cap with 1 x 36 / 40 watt fluroscent tube. (Crompton Greaves make) Model-DSG1214Eb ENERGYGOLD with Power Lux Lamp or equivalent	Each	2		
Sevice tax ……%					
TOTAL					

NOTE:

(1) Quantities mentioned above are liable to change up to some extent and the contractor is bound to do the same as instructed.
(2) The Above rate should be inclusive of all taxes and forest royalty (if applicable). The taxes will be deducted at the time of payment.
(3) All items used in the process have to be of premium/ best quality available in the market.
(4) All work to be executed as per standard, drawing and specification.
(5) Test certificate of materials (if applicable) to be submitted.
(6) Quality control to be done with proper record and documentation. The same will be submitted in the time of billing. Bill will not be released in absence of the same (if applicable).
(7) Proper procedures to be followed as directed by the Engineer-in-Charge.