



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2008 Certified Institution)



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Tender No: F.No.40(3)/2017-Estate(Providing & Fixing Name Board) Dated 27-01-2018

e-TENDER NOTICE

Item/percentage rate sealed Quotation are hereby invited by the Director, CPCRI from the Contractors Registered with CPWD, MES, Railways, PWD or other Central/State Govt./Semi Govt. agencies. The contractor must have valid IT-PAN/VAT and GST registration number for the work mentioned below

Sl No.	Name of work	Estimate cost (Rs.)	EMD Amount (Rs.)	Time of Completion
1	Providing and fixing of the name board of "Sagar Guest House", CPCRI Departmental Canteen" and "Trainees Hostel" in Hindi and English on acrylic letters with LED lighting system at ICAR-CPCRI Kasaragod	Rs.1,60,800.00	Rs.4020.00	30 Days

Last date & time submission of e-tender processing : up to 3:30 PM of 15.02.2018

Opening of e-tender : 4:00 PM of 16.02.2018

Tender Fee: : 200/- (non refundable)

Desirous and eligible agencies for details & submission to e-tender may visit <http://eprocure.gov.in>

Details are also available in the Institute website www.cpcr.gov.in

Director

NOTICE FOR INVITING TENDER (NIT)

Tender No: F.No.40(3)2017-Estate (Providing & Fixing Name Board)

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Last Date of Submission of bids	15 February 2018, 3:30 PM
Date of opening of bids	16 February 2018, 4:00 PM
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod
Estimated cost	Rs.1,60,800.00
Cost of EMD (Rs.)	4020/--
Time of Completion	30 Days

Instruction for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.eprocure.gov.in.

REGISTRATION:

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

- Bidder then can logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

SEARCHING FOR TENDER DOCUMENTS:

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, Registration certificate & License copy etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay EMD as applicable and enter details of the instrument(s).
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,

- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS:

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS:

- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Annexure I: INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council for Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites 'ONLINE' bids from eligible bidders for **award of work "Providing and fixing of the name board of "Sagar Guest House", CPCRI Departmental Canteen" and "Trainees Hostel" in Hind and English on acrylic letters with LED lighting system at ICAR-CPCRI Kasaragod".**

2. Contact information: ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091- 4994 232893-95 E-mail: director.cpcri@icar.gov.in, directorcpcri@gmail.com

3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer - online in separate envelopes/packets as explained below:

Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)

a. Scan copy of Demand Draft towards **tender fee of Rs. 200/- (Rupees Two hundred only)** drawn in favour of ICAR- Unit CPCRI Kasaragod . (The DD must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender)

b. Scan copy of Demand draft towards **Earnest Money Deposit of Rs.4020/- (Rupees four thousand and twenty only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. **(The Earnest Money Deposit and Tender Fee must reach physically to the assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124 before 11 AM on the due of Tender. The physical document (EMD) received after 11 AM will not be considered under any circumstances and on or before the due date and time of the tender submission, please ensure the receipt with date and time stamp from concerned office.**

c. **Technical bid details (in PDF format)**

(i) **Copy of Pan card and copy of the latest Income Tax Return.**

(ii) **GST registration with validity period.**

(iii) **Copy of EMD**

(iv) **Copy of contractors license issued by competent authority (CPWD/PWD/MES/BSNL etc.)**

(v) **Copy of Tender Fee.**

(vi) **Duly filled annexure III & IV**

(vii) **Any other documents if necessary**

d. **Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)**

e. **Other documents necessary in support of eligibility criteria, brochures etc.**

f. **The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.**

g. **A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.**

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s)

is/are not submitted and only online bid is consider.

4. Last date for submission of bids on **15 February 2018, 3:30 PM** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E-mail: .director.cpcri@icar.gov.in/directorpcpri@gmail.com
5. Technical bids will be opened - online on **16 February 2018, 4:00 PM at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E-mail: .director.cpcri@icar.gov.in/directorpcpri@gmail.com

The bid must be submitted on-line. The EMD etc. must be submitted in person or through post/ courier (ICAR-CPCRI, Kasaragod shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact ICAR-CPCRI, KASARAGOD address

Annexure II: INSTRUCTIONS TO BIDDERS (ITB)

1. Locations for the Work

The entire works as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India

3. Order Placements:

The Work Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

4. Eligibility Criteria:

- a. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.
- b. The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

5. Amendment to Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 5.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.
- 5.3 ICAR-CPCRI, Kasaragod at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period.

6. Earnest Money Deposit (EMD)

- The Earnest Money Deposit (EMD) must be submitted prior to the DUE DATE of submission of the online bid of amount show in tender notice/schedule should be remitted as EMD in the form of Demand Draft in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.

- The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.
- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Performance Security. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

7. Submission of Bids- Online PDF format only.

Tender should be duly filled in (on the assigned space), duly signed with the digital signature and submitted online. All mandatory fields marked (*) have to be filled by the tenderers. .

8. Deadline for Submission of Bids – Online Only.

9.1 Bids must be received by ICAR-CPCRI, Kasaragod before the due date and time at the address specified in the tender document.

9.2 ICAR-CPCRI, Kasaragod may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

9 Late Bids

ICAR-CPCRI, Kasaragod shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

10 Bid Opening & Evaluation of Bids

10.1 The Electronic tender will be opened only after stipulated closing date and time of tender as shown in the website. The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at Annexure - II to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – IV.

10.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Technical bid and will be informed about the date and time of the opening of the Technical bid.

10.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

11. Comparison of Bids

11.1 Only the short-listed bids from the bid evaluation shall be considered for commercial comparison.

11.2 The Technical bids will be evaluated on the basis of prices quoted. The contract will be awarded to lowest evaluated bidder.

12. Award of Contract

12.1 ICAR-CPCRI, Kasaragod shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the Grand Total calculated of all items etc. of the Commercial Bids.

12.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, Kasaragod reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI shall be final for awarding the contract.

निबंधन और शर्तें General Terms & Conditions:-

1. Before quoting for the tender, it is requested to kindly go through the tender document thoroughly and abide by all the terms and conditions given.

2. Before quoting the rates, the tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of work involved, etc
3. Quotations received after due date and time shall not be entertained.
4. The quoted rates must be valid for 90 days.
5. Rates quoted must be given in the prescribed format in BOQ only including Tax/GST.
6. The Contractor should furnish an Earnest Money deposit of amount show in tender notice/tender schedule along with bid in the form of Account Payee Demand Draft from any of the Commercial banks in favour of “ICAR unit CPCRI, Kasaragod” payable at State Bank of India, CPCRI Branch . Name of the Tenderer and Tender reference number has to be written behind the EMD DD/Bankers cheque. The scanned copy of EMD by way of Demand Draft/Bankers Cheque in PDF format should be attached in Cover-I of the E-tender. The offer without EMD will be rejected. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. The EMD will be forfeited if the bidder fails to accept the order based on his/her bid or fail to carry out the work.
7. The quotation must be for the whole work and not in fragments.
8. **Contractors must quote rate for each item of work.** While entering if any of the cells is found to be left blank, the same shall be treated as ‘O’.(Zero) Therefore if any cell is left blank and no rate is quoted by the contractor the rate of such items shall be treated as ‘O’(zero) and the item of work shall be done free of cost.
9. The Institute will not supply any tools, equipment, materials. The Contractor have to make their own arrangement.
10. Works are to be executed strictly as per the specification mentioned in the tender document, failing which, payment will not be made.
11. Income Tax will be deducted at source from the bill as per prevailing rules. Further GST and other tax will be paid directly to the concerned department by the contractor as per rule and same show in final bill. Further after remittance copy of the same should be furnished at this Office.
12. The **water charges @ 1 %** shall be recovered on gross amount of the work done.
The Contractor shall make his/their own arrangement of water connection and laying of pipelines from existing main of source of supply. The Institute do not guarantee to maintain uninterrupted supply of water and it will be Incumbent on the contractor(s) to make alternative arrangements for water at his/ their own cost in the event of any temporary break down in the Government water main so that the progress of his/their work is not held up for want of water. No claim of damage or refund of water charges will be entertained on account of such break down 1% of the billed amount towards water charges will be recovered , if water for the work is supplied by the Institute .
 - a. Deduction for **electricity charges** at the rate of 0.50% of the billed amount will be deducted if the electricity is supplied by the Institute.
 - b. The rates quoted in the Financial bid shall be treated as final rates and no escalation of rates shall be entertained.
 - c. The payment shall be released only after the final bill is submitted by the contractor after Physical completion of work and as per the actual measurements at Site. No part Payment/supplementary/enhanced/revised shall be considered in any circumstances.
 - d. 10% the total amount quoted shall be deposited with the Institute by means of DD as **Performance security** within 7th day of the award of the work. This amount shall be refundable without any interest after completion of defects liability period of six months from the date of completion.
 - e. The **defect liability period** is six months after completion of the Work. Any defect arising in the defect liability period is to be rectified by the

Contractor without any extra cost.

- f. The agency has to abide by rules and regulations pertaining to labour act. The Contractor has to take all necessary steps for the welfare measures of labour employed at Site.
 - g. The agency is fully responsible for providing medical facilities to their labourers in case of any accident etc. Matters related to labour welfare/problems should be dealt by the contractor only. CPCRI, Kasaragod shall not be responsible in such matters.
 - h. Legal jurisdiction for all disputes shall be within the purview of the Kasaragod courts
 - i. The work has to be completed ... from the date of the work order as mentioned in the tender notice. Penalty clause to be imposed at 0.25% per month subject to maximum of 2.5% of the total cost of works if work not completed within the schedule time or mutually extended time.
 - j. No labour of the contractor will be allowed to stay within the campus/site of the work.
13. Please note in case of closing/opening day of the tender happen to non-working day due to bandh/strike/holiday etc., the tender will be opened on the following working day.
 14. The work shall be executed as per the approved specification and CPWD norms.
 15. The decision of the Competent Authority shall be final to select the competent firms/contractors.
 16. Conditional bid will be treated as non-responsive bids and will be rejected without consideration.
 17. When the annual repairs and maintenance of works are carried out, the splashes and droppings from white washing, color washing, painting etc., on walls, floor, windows, etc shall be removed and the surface cleaned simultaneously with the completion of these items of work in the individual rooms, quarters or premises etc. where the work is done: without waiting for the actual completion of all the other items of work in the contract. In case the contractor fails to comply with the requirements of this clause, the Engineer-in- Charge/OIC (M) shall have the right to get this work done at the cost of the contractor either departmentally or through any other agency. Before taking such action, the Engineer-in-Charge/ OIC (M) shall give ten days notice in writing to the contractor.

18. Carrying out part work at risk & cost of contractor

If the contractor:

- a. At any time makes default during currency of work or does not execute any part of the work with due diligence and continues to do so even after a notice in writing of 7 days in this respect from the Engineer-in-Charge; OIC (M) or
- b. Commits default in complying with any of the terms and conditions of the contract and does not remedy it or takes effective steps to remedy it within 7 days even after a notice in writing is given in that behalf by the Engineer-in-Charge; OIC (M) or Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in that behalf by the Engineer-in-Charge./ OIC (M)/.The Engineer- in-Charge, /OIC (M) without invoking action under clause 3 may, without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to Government, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to:
- c. Take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or

- d. Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the contractor. The Engineer-in-Charge,/ OIC (M) shall determine the amount, if any, is recoverable from the contractor for completion of the part work/ part
 - e. incomplete work of any item(s) taken out of his hands and execute at the risk and cost of the contractor, the liability of contractor on account of loss or damage suffered by Government because of action under this clause shall not exceed 10% of the tendered value of the work. In determining the amount, credit shall be given to the contractor with the value of work done in all respect in the same manner and at the same rate as if it had been carried out by the original contractor under the terms of his contract, the value of contractor's materials taken over and incorporated in the work and use of plant and machinery belonging to the contractor.
19. The certificate of the Engineer-in-Charge,/ OIC (M) as to the value of work done shall be final and conclusive against the contractor provided always that action under this clause shall only be taken after giving notice in writing to the contractor. Provided also that if the expenses incurred by the department are less than the amount payable to the contractor at his agreement rates, the difference shall not be payable to the contractor
20. The Director, CPCRI, Kasaragod reserves the right to accept or reject any tender/all tenders without specifying any reason whatsoever. No correspondence shall be entertained in this regard. The decision of the Director shall be final and binding on all concerned in such matters.

I/We hereby tender for the execution of the works referred in the aforesaid document upon the terms and Conditions contained in referred to therein and in accordance in all respects with the specification, design and other relevant details at the rate contained in schedule of items of works

अतिरिक्त निबंधन और शर्तें Additional General Terms & Conditions:-

1. इस संस्थान के प्रभारी अधिकारी, अनुरक्षण प्रभाग के पूर्ण प्रसन्नता तथा विनिर्देश के अनुसार कार्य निष्पादन किए जाने चाहिए और प्रभारी अधिकारी, अनुरक्षण प्रभाग का कार्य पर निर्णय अंतिम होगा और किसी अवस्था में किसी प्रकार का दावा का स्वीकार नहीं किया जाएगा।।

The work should be executed strictly as per the specification/plan to the best satisfaction of the OIC, Maintenance Section of this institute and decision of the OIC, Maintenance section on the work is final and no claims on any nature shall be entertained at any stages

2. कार्य के लिए उपयोग की जाने वाली सभी सामग्रियों का अनुमोदन उपयोग के पहले ही प्राप्त किया जाना है इस संबंध में कोई विचलन सामग्रियों का तिरस्कार/ उसका कोई नियत कारण के बिना कार्य निष्पादन अनुक्रम बन्धन है। All materials to be used for the work should be got approved before use. Any deviation in this regard entails rejection of material/work executed without assigning any reason thereof.

3. प्रभारी अधिकारी, अनुरक्षण प्रभाग द्वारा प्राधिकृत एक अधिकारी द्वारा कार्य का पर्यवेक्षण/ मापन किया जाएगा। उसका निर्णय इस संबंध में निदेशक की सहमति के साथ अंतिम माना जाएगा। बिना कारण बताये निविदा का पूर्ण रूप से या अंशिक रूप से तिरस्कार करने का अधिकार इस संस्थान के निदेशक पर आरक्षित है और इस संबंध में उनका निर्णय अंतिम है। The work will be supervised or measured in terms of standard measuring side by an officer authorized by the OIC/Maintenance section The Director reserves the rights to reject entire tender or part thereof without assigning any reason thereof and his decision in the regard is final

4. संस्थान के प्राक्कलन अधिकारी द्वारा कार्य की जाँच एवं मापन किया जाएगा। उसका निर्णय इस संबंध में निदेशक की सहमति के साथ अंतिम माना जाएगा। The work will be checked and measured by the estimating authority of the institute and his decision with concurrence of Director in this regard will be final

5. निविदा सूचि में उल्लिखित कार्य आदेश के दिनांक से अंदर ही कार्य पूरा करना होगा। नियत समय के अंदर या बढ़ाए गए समय के अंदर ही काम पूरा न हो पाए तो कार्य की कुल मूल्य की 0.25 प्रतिशत से अधिकतम के अधीन 2.5% तक प्रति महीने की दर में दंड अधिरोपित किया जाएगा। The work has to be completed from the date of the work order as mentioned in the tender notice . Penalty clause to be imposed @ 0.25% per month subject to a maximum of 2.5% of the total cost of works if work not completed within the schedule time or mutually extended time.

6. काम संतोषजनक रूप से पूरा करने के बाद ही भुगतान किया जाएगा। कोई अंशिक भुगतान नहीं किया जाएगा। Payment will be made only after satisfactory completion of the whole work. No part payment.

7. नियम अनुसार बिल से आयकर कि कटौती की जाएगी।

Income Tax will be deducted from the bill as per rule.

8. कार्य ठेके पर जी.एस.टी (वस्तु एवं सेवा कर) एवं अन्य कर कि राशि अलग से अंतिम बिल में दर्शानी होगी और उसे संबंधित कार्यालय में ठेकेदार को सीधे जमा करनी होगी और जमा करने के उपरान्त उसकी प्रतिलिपि इस संस्थान में देनी अनिवार्य है। GST and other tax will be paid directly to the concerned department by the contractor as per rule and same show in final bill. Further after remittance copy of the same should be furnished at this Office.

9. अगर ठेका एजेंसी संस्थान का बिजली और पानी उपयोग में लाती है तो बिल राशि का 1.5% प्रतिशत अंतिम बिल से काटा जाएगा। अगर केवल पानी का उपयोग किया है तो बिल राशि का एक प्रतिशत अंतिम बिल से काटा जाएगा। बिजली के लिए 0.5% काटा जाएगा।

If water and electricity is available from the institute by the contract agency then 1.5% of the billed amount shall be deducted from the final bill. If only water supply is availed, then 1% of the billed amount shall be deducted. 0.5% in terms of electricity.

10. ठेकेदार के किसी भी मजदूर या पर्यवेक्षक को कार्य स्थल पर रहने की अनुमति नहीं दी जाएगी। No labour/supervisor of the contractor will be allowed to stay at the site of work.

11. बिना कारण बताए किसी भी समय पर ठेका रद्द किया जा सकता है। The contract can be terminated at any time without assigning any

12. भाकृअनुप-कॅरोफअसं, कासरगोड के निदेशक को बिना कोई कारण बताए किसी निविदा/सभी निविदा को स्वीकृत या अस्वीकृत करने का अधिकार आरक्षित है। इस विषय में कोई भी पत्राचार स्वीकार नहीं किया जाएगा। सब मामलों में निदेशक कॅरोफअसं, कासरगोड का निर्णय अंतिम होगा और उसे मानने के लिए सभी संबंधित व्यक्तियों बाध्य होगा The Director ICAR-CPCRI, Kasaragod reserves the right to accept or reject any tender/all tender without specifying any reason whatsoever. No correspondence shall be entertained in this regard. The decision of the Director shall be final and binding on all concerned in such matters.

13. नब्बे दिन की अवधि तक दर स्वीकृति के लिए खुली रहेगी। अगर कोई ठेकेदार उद्धृत अवधि के पहले दर वापस करें या दर की शर्तें एवं निबंधनों में कोई परिवर्तन करें जो विभाग के लिए स्वीकार्य नहीं है तो निदेशक को किसी अन्य अधिकार या उपाय के पूर्वाग्रह के बिना पूर्ण रूप से उपर्युक्त बयाना जब्त करने का स्वातंत्र्य है। The quotation should remain open for acceptance for a period of 90 days. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tenders which are not acceptable to the department, then the Director shall, without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely.

14. निविदाएँ भारतीय स्टेट बैंक, कासरगोड में देय/- रुपए का बयाना जमा का डिमांड ड्राफ्ट जो भा कृ अनु प एकक, कॅ रो फ अ सं, कुडलु (पोस्ट) कासरगोड के नाम पर आहरित हो, प्रेषण किया जाना चाहिए। निदेशक के अनुमोदन के साथ यदि पानी/विद्युत का उपयोग किया गया है तो खर्च अंतिम बिल से वसूल किया जाएगा।

The EMD of rupees show in tender notice/tender schedule should be remitted by DD in favour of ICAR Unit, CPCRI Kasaragod. Charges of electricity/water if so availed with the approval of the Director will be recovered from the Final bill.

15. कार्य की शुरूआत के पहले ठेकेदार जिन्होंने निम्नतम दर उद्धृत की है दर रकम का 10% निष्पादन सुरक्षा के जैसे प्रेषित किया जाना चाहिए और यह राशि कार्य पूरा करने के दिनांक से दोष सुधारने की दायित्व अवधि के छह महीने के बाद विमोचित की जाएगी Before starting the work, the lowest tenderer should remit 10% of the tendered amount as Performance Security which will be released after completion of defects liability period of six months from the date of satisfactory completion of work

16. मौखिक रूप से कोई निर्देश दिया गया तो वह अतिरिक्त खर्च के बिना उचित रूप से कार्य निष्पादन के लिए दिया गया निर्देश समझा जाएगा। Any instruction given verbally shall be deemed as instructions for the proper execution of the work not involving extra charge.

17. संस्थान द्वारा काम से संबंधित कोई औज़ार या अन्य सुविधाएँ प्रदान नहीं की जाएँगे और कार्य निष्पदन के समय कोई नष्ट, घायल, दुर्घटना आ जाए तो उनके लिए उत्तरदायी नहीं होंगे। No implements or other facilities, relating to the work will be provided by the Institute and also holds no responsibility on the loss, injury, accident etc, caused during the execution of the work.

18. केंद्रीय लोक निर्माण विभाग/ मिलिटरी इंजिनियरिंग सर्विज़स के विनिर्देश के अनुसार काम किया जाना चाहिए। सभी आर सी सी काम के लिए ठेकेदार मशीनी आवेपक (मेकानिकल वैब्रेटर) और कान्क्रीट मिश्रण यंत्र लाने चाहिए। All The works should be carried out as per CPWD/MES specifications. For all the RCC works the contractor should bring the site mechanical vibrator and concrete mixer.

19. संविदा में दिए गए विभिन्न मदों के लिए उल्लिखित परिमाण व्यतियान के अधीन कम या अधिक होगा। Quantities mentioned for the various items in the tender are subject to variation either plus or minus. Tenders are called basically to fix competitive rates.

20. निर्धारित समय के अंदर कोई उचित कारण के लिए काम अधूरा किया जाए या अंशिक रूप से, रद्द करने की योग्य है और किसी भी परिस्थिति के अधीन ऐसे काम के लिए कोई दावा का प्रोत्साहन नहीं किया जाएगा इसके लिए किया गया जमा जब्त किया जाएगा। Non-completion of the work or part thereof for any valid reasons within the period prescribed is liable for cancellation and no claims for such works will be entertained under any circumstances and deposits made thereof will be forfeited.

21. डिस्टंबर/एक्रिलिक इमलशन/चूर्ण वाश रंग के पहले लेपन में बुरुश मार ऊपर से नीचे की ओर और दूसरा मार ऊपर की ओर और उसी प्रकार अगला मार दाएँ से बायें की ओर बायें से दाएँ की ओर द्वितीय आवरण उसी प्रकार ही पहला आवरण सूख जाने के बाद पुनरावृत्त किया जाएगा। One coat of paint/Distemper/Acrylic emulsion/lime wash etc. shall consists of a stroke of brush from the top downwards another

stroke of brush upward and similarly another stroke from right to left and left to right. The second coat shall be repeated in the same manner after the first coat has dried up.

22. स्थान अभियंता/पर्यवेक्षक के अनुमोदन के बाद ही रंगलेपन का द्वितीय आवरण का प्रयोग किया जाएगा । और पाँच घंटे के बाद लेपन किया जाएगा ।
The second coat shall be applied only after the approval of the site Engineer/Supervisor and shall be applied after a gap of five hours.

23. स्थान अभियंता/पर्यवेक्षक के अनुमोदन के बाद ही रंगलेपन का द्वितीय आवरण का प्रयोग किया जाएगा । The second coat shall be applied only after the approval of the site Engineer/Supervisor

24. ठेकेदार अपने अधीन काम करने वाले श्रमिकों के नियंत्रण के लिए और कैंपस के अंदर अनुशासन बनाया जा रखने के लिए, अपने आप या एक व्यक्ति को पर्यवेक्षक के रूप में नियुक्त करेंगे The contractor shall himself or appoint one person as site supervisor/to control the laborers working under him and shall maintain discipline inside the campus

25. अलमारी , पुस्तकालय किताब और अन्य फर्नीचर धूल से आवरण करने के लिए ठेकेदार को अपने साथ आवश्यक पॉलिथीन शीट/टारपॉलिन लाना चाहिए ।The contractor shall bring along with him, necessary polythene sheets/tarpaulin to cover the cupboards, library books and other furniture from dust.

26. कार्यालय काम में कम रुकावट के साथ जहाँ तक साध्य हो कमरे का पूरा धूल, रंग, दागा उसी दिन साफ करना चाहिए । As far as possible the rooms should be cleaned of all dust paint stains, the same day with minimum obstruction of the office work.

27. ठेकेदार या उसके श्रमिक कार्यालय के शौचालयों का उपयोग नहीं करना चाहिए और कार्यालय से पानी का दुरुपयोग नहीं करना चाहिए । The contractors or his workers should not use the office toilets and should not waste the water from the office building.

28. ठेकेदार अपने औज़ार जैसे बाल्टी, ड्रम, बुरुश , कचड़ा कपड़ा, सीढ़ी ,स्टूल आदि लाना चाहिए और बुरुश रोज़ साफ करना चाहिए और अच्छे गुण के बुरुश का ही उपयोग किया जाना चाहिए । The contractor shall/ should bring his implements like bucket, drums , brushes , waste cloth, ladder stool etc. and shall clean the brushes daily. Only good quality brushes should be used.

29. बुरुश साफ करने के लिए टरपेंटाइन /विरलक प्रदान नहीं किया जाएगा ।अवमिश्रण के लिए शुपार्शित विरलक का प्रयोग करें

No turpentine/thinner will be provided for cleaning the brushes. Only recommended thinner should be used for diluting.

30. संस्थान द्वारा आवास की कोई व्यवस्था नहीं की जाएगी । ठेकेदार रहने के लिए और अपने औज़ार /उपकरणों को सुरक्षित रखने के लिए अपनी ओर से व्यवस्थाएँ की जानी चाहिए The institute shall not provide any accommodation. The contractor shall make his own arrangements for stay and the custody of his implements/tools

31. कोई त्रुटिपूर्ण कर्म -कौशल पाया जाए तो उसके ही खर्च में परिशोधित किया जाना चाहिए जिसमें उपेक्षाआदि के कारण बिगड़े सामग्री/ कचड़ा रंग सम्मिलित हो Any defective workmanship found shall be rectified at his cost which may include the materials spoilt/wasted paints due to negligence etc.

32. निदेशक या स्थल पर उसके प्रतिनिधि के लिखित अनुरोध पर ठेकेदार द्वारा नियुक्त किए गए कोई भी व्यक्ति हो, कार्य से पदच्युत करेंगे जो निदेशक के राय में सक्षम नहीं है या कदाचार का हो । ऐसे व्यक्ति को निदेशक की लिखित अनुमति के बिना कार्य पर पुनः नियुक्त नहीं किए जाएँगे। कोई त्रुटिपूर्ण कर्म कौशल उसके खर्च पर परिशोधित किया जाना है । छुट्टी के दिनों में कार्य चालू करने के लिए पूर्व अनुमति प्राप्त किया जाना चाहिए । The contractor shall, on written request of the Director or his representative on the site immediately dismiss from the work any person employed by him thereon, who may in the opinion of the Director be incompetent or mis-conduct himself and such person shall not again be employed on the works without the written permission of the Director . Any defective workmanship found shall be rectified at his cost. Prior permission should be obtained for working on closed holidays.

33. कार्य निष्पादन की अवधि पर अगर कोई क्षति/घायल हुआ है तो संस्थान जिम्मेदार नहीं हो जाएगा ।The Institute will not be responsible for any damage/injury caused or occurred during the execution of work.

34. यदि चुने गए ठेकेदार अपने कार्य को संतोषजनक ढंग में निष्पादन करने में चूक हो जाते हैं तो निष्पादन सुरक्षा नियमानुसार जव्त की

जाएगी। In case the selected contractor fails to execute the work satisfactorily, the performance security is liable to be forfeited.

35. काम पूरा हो जाने के बाद ठेकेदार भवन के अंदर, बाहर पूर्ण रूप से साफ करेगा, इसमें फर्श, दरवाजे खिड़कियाँ, शीशे, रंग के दाग, बूंदें आदि की सफाई शामिल है, जिससे सारे भवन कार्य के बाद सौंपे जाने पर साफ सुथरा नज़र आए। On completion, the contractor shall clean the entire building from within and outside in all respects, including cleaning floors, doors, windows, glasses, removing paints stains and drops etc. and generally seeing that the entire building has a clean and neat appearance at the time of handing over.

36. कोई अंशिक भुगतान अभिस्वीकृत है। No part payment is admissible

37. ठेकेदार द्वारा संविदा में कोई सुधार/उपरिलेखन करे तो संविदा रद्द किया जाएगा। संविदा रद्द करने का पूर्ण अधिकार निदेशक, कें रो फ अ सं को है। Tender with any corrections./overwriting by the tenderer is liable to be cancelled. The power to cancel the tender vests with the Director, CPCRI.

38. इच्छुक निविदाकार द्वारा स्थान का संदर्शन किया जाना चाहिए। और स्थानीय जगह परिस्थिति और कार्य की प्रकृति, आवश्यकता, परिवहन स्थिति की सुविधाएँ, प्रभावी श्रम एवं सामग्रियों, सामग्रियों की उपलब्धि एवं भंडारण, रद्दी सामग्रियों को दूर करने की सुविधा आदि से परिचित होना चाहिए। विनिर्दिष्ट कार्य के निपटान के लिए निविदाकार अपने निविदा में सवार, भाडा तथा अन्य खर्च और परिवहन आदि के लिए अगर पुलिस प्रतिबंध सहित अन्य कोई विशेष मुशिकल है तो, खर्च के लिए प्रावधान देना चाहिए। कार्य के प्रारंभ के पहले स्थान परिस्थिति जो पहले ही विद्यमान है, के कारण कोई भूकृत हानियाँ हैं या परिषद के राय में कार्य प्रारंभ के पहले ही विद्यमान युक्तियुक्त अनुमानित माना जाए तो सफल निविदाकार कोई प्रतिपूर्ति के दावे के लिए हकदार नहीं है। Intending tenderer shall visit the site and make himself thoroughly acquainted with the local site condition, nature and requirements of the works, facilities of transport condition effective labour and materials, access and storage for materials and removal of rubbish. The tenderer shall provide in their tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport etc. for proper execution of work as specified. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of work or which in the opinion of the council, might be deemed to have reasonably been inferred to be so existing before commencement of work.

39. छोटा छोटा कार्य संतोषजनक रूप से पूरा करने के दिनांक से अगर कोई त्रुटि उसको पायी गयी है तो ठेकेदार को त्रुटियाँ ठीक करने के लिए प्रदान किए गए 6 महीने की अवधि में सभी त्रुटियाँ पूरा करनी हैं, उसके बाद ही निष्पादन सुरक्षा निर्मुक्त किया जाएगा। The Performance Security will be released only after the completion of the defects liability period of 6 months provided that the contractor has attended to and rectified all the defects, if any, shown to him from the date of satisfactory completion of the petty work.

40. कार्य आदेश जारी करने के 10 दिन के अंदर ही संविदाकर निष्पादन क्वारंटी चुका देगे। निष्पादन सुरक्षा राशि का 0.1% प्रति दिन के दर में देरी शुल्क के साथ ठेकेदार के लिखित अनुरोध पर इस अवधि 10 दिन आगे बढ़ाया जा सकता है। The contractor shall debit the performance security within 10 days from the issue of work order. This period can be further extended at the written request of the contractor for the period of 10 days with late fee at the rate of 0.1% per day of performance security amount.

41. कार्य के प्रत्येक मद के लिए दर उद्दत करना है। चुन लेते समय अगर कोई कोष्ठ खाली छोड़ा जाए तो वह 'O' माना जाएगा। इसलिए अगर कोई कोष्ठ खाली छोड़ा जाए संविदाकार द्वारा कोई दर उद्दत नहीं किया है ऐसा मद 'O'(शून्य) माना जाएगा और ऐसा कार्य निः शुल्क किया जाएगा

Contractors must quote rate for each item of work. while selecting if any of the cells is left blank the same shall be treated as 'O'. There fore if any cell is left blank and no rate is quoted by the contractor the rate of such items shall be treated as 'O'(zero) and the item of work shall be done free of cost.

42. बोली लगाने वाला उद्दत दर के साथ निम्नलिखित दस्तावेज प्रत्येक लिफाफे में प्रस्तुत करना चाहिए .। The bidders should produce EMD and the following documents in envelop I. .

1.पैनकार्ड की प्रतिलिपि Copy of Pan Card 2. सक्षम प्राधिकारी (सी पी डब्ल्यू डी/पी डब्ल्यू डी/एम इ एस/बी एस एन एल) द्वारा जारी ठेकेदार की अनुज्ञप्ति की प्रति/Copy of contractors license issued by competent authority (CPWD/PWD/MES/BSNL etc.) 3. अनुज्ञप्ति की मान्यता का उद्धरण प्रति Extract copy of validity of license 4. मान्यता अवधि के साथ जी .एस. टी का विवरण Details of GST registration with validity period.

चूक हो जाने से संविदा पूर्ण रूप से खारिज किया जाएगा और उपर्युक्त दस्तावेज अनिवार्य है । Failing which the tender shall be summarily rejected and the above documents are mandatory

में शर्तों एवं निबंधनों के अनुसार कार्य करने और कार्य के निष्पादन के लिए सहमत हूँ । I agree to undertake and execute the works as per the terms and conditions

(END OF Annexure II)

ANNEXURE III: TENDER ACCEPTANCE LETTER

(To be given on Company/Contractor Letter Head).

Date:

To:
The Director
ICAR- Central Plantation Crops Research Institute
Kudlu (PO)
Kasaragod-671124
Kerala

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.cpcri.gov.in / www.eprocure.gov.in, etc.; as per your NIT / advertisement, given in the above-mentioned website(s).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that 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 fully said earnest money deposit absolutely.

Yours Faithfully,
Authorized Signatory.

(Signature of the Bidder, with Official Seal)

Email id for correspondence

ANNEXURE IV:
PARTICULARS OF QUOTING AGENCY

1. Name of the Agency :
2. Full address with Phone No., E.mail etc :

3. Name of the Proprietor :
4. PAN No. /Circle/ Ward :
5. Earnest money deposited with No. dated :
6. Details of work experience in Central/State Govt. establishments//Autonomous bodies/ Corporation (enclose copy) :
7. Name, A/c. No, IFSC code and full address of your Bank :
8. Name of the permanent Representative to be visiting ICAR- CPCRI, Kasaragod regarding the contract. :

9. Any other information required :

Date :

Place :

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

TENDER SCHEDULE

Providing and fixing of the name board of “Sagar Guest House”, CPCRI Departmental Canteen” and “Trainees Hostel” in Hindi and English on acrylic letters with LED lighting system at ICAR-CPCRI Kasaragod

Item no.	Description of Items	Qty	Unit
1.	<u>Providing and fixing of the name board of “Sagar Guest House” -</u> Frame work made up with heavy duty Aluminium rectangle pipe (Size : 2” x 1”) framed work (Size : 82” x 22” x 6”) with proper support and properly welded with cross bar support etc. complete. Name board made up with blue color ACP sheet (Size: 82” x 22” x6”) on all sides properly fixed on Aluminium square frame work. Work also included providing fixing of white colour acrylic elevated letter (23 Nos. Size: 8”)with LED lighting system properly fixed with neat finish. Work also including to providing electric connection with switch from the nearest point.	1	Each
3.	<u>Providing and fixing of the name board of “CPCRI Departmental Canteen” -</u> Frame work made up with heavy duty Aluminium rectangle pipe (Size : 2” x 1”) framed work (Size : 14’-6” x 3’-0” x 0”-6”) with proper support and properly welded with cross bar support etc. complete. Name board made up with blue color ACP sheet (Size: 14’-6” x 3’-0” x 0”-6”) on all sides properly fixed on Aluminium square frame work. Work also included providing fixing of white colour acrylic elevated letter (Size: 12”)with LED Lighting system properly neat finish. Work also including to providing electric connection with switch from the nearest point.	1	Each
3.	<u>Providing and fixing of the name board of “Trainees Hostel” -</u> Frame work made up with heavy duty Aluminium rectangle pipe (Size : 2” x 1”) framed work (Size : 82” x 22” x 6”) with proper support and properly welded with cross bar support etc. complete. Name board made up with blue color ACP sheet (Size: 82” x 22” x 6”) on all sides properly fixed on Aluminium square frame work. Work also included providing fixing of white colour acrylic elevated letter (24 Nos. Size 8”)with LED Lighting system properly neat finish. Work also including to providing electric connection with switch from the nearest point.	1 Nos.	Each