



TEA BOARD * INDIA

14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001, West Bengal

Tea Board India, invites applications in the prescribed format for empanelment of contractors for the following work for its Head Quarter at 14-B.T.M. Sarani, Kolkata and Staff Quarter at GE Block, Salt Lake, Sector III, Kolkata:

1. **General Civil and Plumbing Work** : Includes General Repair and renovation works, minor structural repairs, bathroom/toilet repairing including water proofing, plastering, cement concrete work, RCC, brick work, stone work, fixing of wall tiles etc. Flooring work includes laying of tiles, dado, granite, marble, wooden flooring works, mosaic floor polishing etc. Painting work includes both Internal and External Painting, Sanitary and plumbing works related to sanitary installations, drainage, water supply, sewerage system. Ancillary civil related works connected with wooden, aluminium or steel works, MS Grill work, Minor glass work. Repair and construction of internal roads and pathways.
2. **Carpentry Work**: Includes repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works. Ancillary civil related works connected with wooden, aluminium or steel works, repair of all types of wooden/ steel dead stock articles/ furniture such as chair, table, sofa set, cots etc. All types of wooden work related to interior decoration, all types of repairs and maintenance required for locks, mortise lock, night latch, steel cupboards and aluminium door and window work, venetian blinds, curtain rods etc. Mild steel or aluminium work or UPVC work-fabrication/installation/repair of partitions/doors/windows/grills etc.
3. **Specialized water proofing treatment works**: Different types of water-proofing techniques – cementitious based, acrylic based flexible polymer coating, modified polymeric membrane, crack filling, PVC membrane waterproofing, brick-bat coba treatment etc.
4. **Interior decoration works**: Interior decoration works of 1st class finish such as Italian marble, artificial stone, wooden/vinyl flooring, Vitrified tiles flooring, carpets etc. Aluminium/wooden partition walls; column paneling, veneer/laminate finishing works etc. Gypsum/wooden/fiber/glass/metal/ amstrong false ceiling/ partition works, Aluminium/UPVC/wooden doors and window works.

5. **Specialized structural repair works:** Major structural repair works/ retrofitting / rehabilitation, micro concrete/ polymer modified mortar, injection grouting, fibre wrapping etc.
6. **General Electrical Works :** Electrical wiring work including additions/ alterations to electrical installations including supply of electrical fixtures, fittings, GI Box, switches, LED lights, fan, air conditioners, geysers etc. recessed/ surface work. Wiring for light/fan point, supply and installation of 3 pin 5A/16A sockets. Electrical earthing works with GI plate and associated wiring. Supply, installation, repair and maintenance of electrical instruments including panel lighting, wiring, fittings, ceiling and exhaust fans, LED display board, submersible pumps, monoblock pumps, water purifiers, air purifiers and other internal and external electrical installations.
7. **Steel and Aluminium Fabrication work:** Including hoisting, fixing, painting of GI sheet/ perforated roofing sheet, corrugated GI sheet etc. MS grill work, re-fixing of glasses in high rise building etc.

Pre-qualification Criteria:

1. The contractor/firm should be a sole proprietary concern (with a valid trade license), partnership firm or company and registered with Registrar of firms/ Registrar of Companies wherever applicable and should have been in existence/operation for not less than 3 years.
2. The contractor/firm should have certificate in support of all statutory registrations such as empanelment with any Government Organization State/Central/ Autonomous Body under State or Central Government.
3. The contractor/firm should produce certificate/document showing credentials that they are executing at least one work of similar nature with State/Central/ Autonomous Body for the financial year 2017-18 and 2018-19.
4. The contractor/firm should have filed income tax return for the last three years (2016-17, 2017-18 and 2018-19).
5. The contractor/firm should have recorded minimum turnover of Rs 5 lakhs per annum during the last three years (2016-17, 2017-18 and 2018-19).
6. The contractor/firm should have form of banker's certificate from a scheduled bank.
7. The contractor/firm should have GST registration certificate.
8. The contractor/firm should have PAN card.
9. The contractor/firm should be based in West Bengal.

Application for empanelment of Contractor/Firm for General Civil Plumbing Work/ Carpentry Work/ Specialized Water Proofing Treatment Work/ Interior Decoration Work/ Specialized Structural Repair Work/ General Electric Works/ Steel and Aluminium Fabrication Work (Please tick any one of these)(Contractor/Firm want to enroll their name in more than one work should submit separate application for each of the work)

SI No	Particulars	Details
1	Name of the contractor/firm	
2	Nature of the contractor/firm (Proprietary/Ltd. Company/ Partnership) *Please submit relevant document such as registration certificate/ copy of partnership deed/ certificate of incorporation	
3	Year of Establishment	
4	Registration no/ trade license no (Copy)	
5	Office address	
6	Address for communication	
7	Telephone no and e-Mail ID of Contact person	
8	Name of the Director/Proprietor/ Partners with address and telephone no.	
9	Credentials of executing at least one work of similar nature with State/Central/ Autonomous Body (Order copy)	
10	Income tax return for the last three years (2016-17, 2017-18 and 2018-19)	

11	Income tax PAN/TAN No	
12	GST No/GST Registration No.	
13	Last income tax clearance certificate (2018-19) (Self Attested copy)	
14	Name of the Banker with Full Address	
15	Are you associated with Tea Board in any other contract in the past? if yes, give details.	

Signature of the Proprietor/ Director/Partner

(With Name and Designation)

Date:

Place:

Seal: