



TEA BOARD
14, B.T.M. SARANI
KOLKATA- 700 001

Ref.No. 1/8/2005/SO/VOL-II

Date: 17.03.2017

NOTICE INVITING QUOTATION NO. 01/2017

LAST DATE FOR SUBMISSION OF QUOTATION 30.03.2017 UP TO 1 PM.

Secretary on behalf of the Chairman, TEA BOARD of India invites sealed quotations from reputed/eligible civil contractors/agencies in respect of work as noted below:-

Name of work: Repairing and proofing of flower bed constructed at outside of the premises and adjacent all of the Basement Stores.

Quotation paper may be downloaded from www.teaboard.gov.in

The object and scope of work: The one of the walls of Basement stores which is just below the garage area got damaged and water gets seepage from the flower bed constructed at outside of the building to beatify the area. In rainy season a huge quantity of water gets accumulated through the damage flower bed, adjacent wall and working in Basement stores becomes too difficult. Therefore, the object of the this particulars repairing work would be to ensure no water gets seepage through the damaged flower bed and adjacent wall and ensure that the normal work is possible in the rainy season

The estimated cost of work is Rs. 29, 135.00/-. Inclusive all applicable taxes & charges. Earnest money to be deposited along with the quotation amounting to Rs.600/- in the form of D.D/Pay order of the schedule Bank in favour of Tea Board, Kolkata. Quotation shall be addressed to the Secreatry, Tea Board, 14, BTM Sarani, Kolkata 700 001 West Bengal and deposited in the tender box at 8th floor of the Tea Board by 1-00PM on 30.03.2017 and the tender ill be opened at 3-00Pm on the same day in presence of willing quotes.

BOQ and Specifications of work as per PWD schedule of rates are as follows:

Sl.No	Description of Work	Amount (In Rs)
1.	Earth Cutting and Filling form/to flower bed as requires.	15,700.00
2.	Plaster removing and New plaster (1:4) as requires.	
3.	Concrete moulding as requires.	
4.	Cost of labour charge.	
5.	Stone Chief 45 bags @ Rs.85/-	3,825.00
6.	Sand 70 bags @ Rs.65/-	4,550.00
7.	Water proofing Chemical 2 Litters branded @ Rs.450/-	900.00
8.	Transportation and removing rubbish from site.	1500.00
9.	Cost of branded Cement 7 bag @ Rs.380/-	2,660.00
Total estimated amount(inclusive all applicable taxes & charges)		29,135.00

Rs. Twenty Nine Thousand One Hundred and Thirty Five only.

INSTRUCTION TO TNDERERS

- 1.0 SUBMISSION OF TENDER: Before submission of tender bidders are requested to inspect the site to acquaint with the actual work to be carried out and assess the difficulties, hardship, ways and means about executing the work.
- 1.1 One complete set of tender documents shall be downloaded from website of Tea Board www.teaboard.gov.in . All tenders shall be prepared by typing or printing with indelible black ink with page signed along with duly filed up properly.
- 1.2 All amendments/revisions to tender documents issued by Tea Board, if any, must be signed and submitted by the tenderer taking into account all such amendments/revisions. The tenderer are advised to submit the tender strictly based on the terms and conditions and not to stipulate any deviations.
- 1.3 Tenders shall be prepared and submitted in sealed envelopes. The **bid** should contain all the relevant papers, documents, testimonial of the company, cost of Tender, EMD along with N.I.T. and G.C.C. Etc. and should contain the price bid. The envelopes shall be with description of the work, tender No. and last date of receipt of tender superscript thereon and with the note **“TENDER-DO NOT OPEN”** written prominently. The full name, postal address, telegraphic address and telephone no. of the tenderer shall be written on the bottom left corner of the sealed cover.
- 1.4 Tender shall be addressed to the Secretary, Tea Board 14, BTM Sarani, Kolkata 700 001 West Bengal and should be dropped in the tender box at 8th floor of the Tea Board at or before 01 PM on 30.03.2017.

Tender will be opened on 30.03.2017 at 3 PM in the presence of willing bidders.

- 1.5 Insertions, post script, addition and alteration shall not be recognized unless confirmed by the tenderer with signature and stamp.
- 1.6 All the copies of the tender should be completed in all respect with all their attachment/enclosures.
- 1.7 The tenders as submitted should consist of the following:
 - i. All the relevant papers, documents, testimonials, experience certificate which are essential as per the tender documents to become eligible to submit tender.
 - ii. Earnest Money.
 - iii. Power of Attorney/authorization with the seal of the company of person signing the tender documents.
 - iv. Details of time scheduling indicating various activities tenderer proposes to complete within the time of completion of work.

GENERAL CONDITION OF CONTRACT

1. Estimated Amount: Rs. 29,135 (Rs. Twenty nine thousand one hundred thirty five only)
2. Earnest Money: Rs.600.00
3. Time of completion: 15 (Fifteen) days from the date of issuing of the work order.
4. All stock materials required for the work should be arranged by the contractor. Tea Board shall not supply any materials.
5. All work must be executed as per standard specification of current CPWD, West Bengal PWD schedule should be B.I.S Standard 456-2000 and all pipes should be as per B.I.S 3989/1970 and 1729/1964 if required.
6. Tenderers must quote their rates on blank column of the schedule as well as amount for each item to evaluate the total amount for the work.
7. In case of any damage of permanent structure/property of Tea Board during the execution/progress of work, suitable penalty at double the prevailing rate of the item will be proportionately deducted from bills and holdings up bills until the claim of Tea Board for mending good damages, if any, are settled and damaged part restored as required at own cost of the agency.
8. Incomplete tenders in any respect shall be rejected out rightly.
9. Applicable Taxes as per rules shall be deducted at source during payment.
10. No extension of time shall be granted except unavoidable circumstances beyond the control of the agency.
11. Time factor and quality of work will be the essence of the contract for such work, maintaining proper quality at the desired level, necessary penalty @ 0.25% per day for delay of completion to be counted from scheduled date of completion or work, night work including holidays may have to done but with no extra cost.

12. Demand Draft drawn in favour of Tea Board, Kolkata is to be deposited along with tender papers as cost of Tender and earnest money at the time of dropping of Tender papers. The earnest money of unsuccessful Tenderer will be refunded after issue of work order. For successful Tenderer, performance security money @ 10% (ten percent) of the quoted amount will be deposited as security deposit for a period of 06 months w. e. f. the date of completion of entire work and handing over the site. The performance security money will be kept as to ensure that the agency will be held responsible for replacing, mending damages if any within 06 (six) months.
13. a) The execution of work shall have to be made as instructed by Secretary/Estate Officer /Technical Advisor, Tea Board
b) In case of any dispute the decision of the Secretary, Tea Board will be final.
14. Record of measurement is to be taken by the contractor during execution of work in a separate measurement sheet of company and will be checked by the authority any day/any time. The contractor will have to certify the measurement sheet and bill produce for quality and quantity of work done in satisfactory condition.
15. Bills will be prepared on the basis of actual measurement. The mode of measurement will be done as per CPWD/ PWD schedule. The agency will have to take measurement in the presence of Board's Technical Advisor/Electrician/ Plumber and certificate also to be issued to the effect of actual measurement.
16. For defective workmanship, the necessary rectification/repair shall have to be made by contractor at his/her/their risk and responsibility and cost.
17. Accepting Authority is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason thereof.
18. A certificate on the body of the bill is to be written by the agency for the particular work to the effect that the work has been completed with best quality (B.I.S.) of material and as per specification and the measurement entered in the measurement sheet are in order.

Any deviation from specification and duration for completion or work may lead to serious penalty as deemed necessary including holding up the bill/Security Deposit or forfeiture of the performance security money as the case may be and no arbitration or pleas should be entertained in this regard.

19. A certificate to be also issued by the agency (to be written on the bill) to the effect that all the dismantled and used/unserviceable materials in connection with the work including the scaffolding materials and debris and cleared off by the agency from the Tea Board building and failing which the penal action in respect of deduction of the bill amount as assessed/judged by the authority will be automatically imposed including paying compensation for probable damages of building for non clearance of debris etc.
20. A detailed list of men, machineries which the tenderer wishes to mobilize at site within 1 (One) weeks from the date of issuing work order is to be handed over to the Estate Officer/Technical Advisor. The Tea Board would like to discuss and approve the mobilization details as the same would have a bearing on down payment if any.

21. Tenderers shall sign all the pages/schedules specified in the tender etc. in token of acceptance thereof. The signature on the tender schedule alone shall also be deemed to be taken as acceptance of all these by the tenderer.
22. The tenderer shall quote his price against each item of the schedule of quantity both in figures and in words clearly. The price quoted shall include the cost of all labour, materials, transportation cost with taxes, VAT and other duties, lead, lift, loading and unloading, freight for materials and all other charges necessary for completion of the works in time.
23. Tender forms containing, "Over written" or "Erased" rate or rates and amount not shown in "Figures" and "Words" will be liable to rejection. Tender quoting rates on units different from those prescribed in the tender scheduled will be liable to rejection.
24. Tenderer should quote rates against the items in the tender schedule for the work as full described and content therein. No modification to the work content in the items will be allowed. If the tenderers feel that they would prefer to modify the item, such modification and rates for items as modified with detailed analysis be given separately with their covering letter.
25. Any request from the tenderer in respect of addition, alterations, modifications, correction etc. of either terms and conditions or rates of his tender after opening of tenders may lead to rejection of his tender.

SPECIAL CONDITION OF CONTRACT

- 1) Successful tenderer shall supply one sample of all items and fittings as applicable for approval and all fittings of door etc, as per requirement in schedule of items.
- 2) The tenderer shall be deemed to have visited and carefully examined the site and surroundings to satisfy himself about the nature of all existence structures, means of transport and communications and the access and egress from the site, to have made inquiries, examined and satisfied himself as to the site for obtaining sand, stones, bricks and other materials, the site for disposal of surplus materials as may be necessary for executing and completing the work.
- 3) **The Price schedule is given in the Annexure "A" for the quoting price bid**

NOTICE INVITING QUOTATION NO.01/2017PRICE SCHEDULE

SL. NO	DESCRIPTION OF WORK	PRICE IN RS. (INCLUDING CHARGES & TAXES)
1.	Earth Cutting, removing and Filling from/to the affected flower bed as required.	
2.	Plaster removing and New plaster (1:4) For flower bed and adjacent wall in basement stores as requires	
3.	Providing Concrete moulding as required.	
4.	Total labour charge for the entire work.	
5.	Cost of Stone Chief 45 bags.	
6.	Cost of Sand 70 bags.	
7.	Cost of Water proofing Chemical 2 Liters.	
8.	Cost of branded Cement 7 bag.	
9.	Transportation and removing rubbish from site.	
	Total quoted amount (inclusive all applicable taxes & charges)	Rs

Rs. (In Words)

Signature with Seal and Date

By Order
Secretary, Tea Board