



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

**Tender notification for urgent renovation/modification of an open space to be converted into a chamber of the Controller of Licensing at 3<sup>rd</sup> floor at Tea Board.**

Secretary on behalf of the Dy. Chairman, TEA BOARD invites sealed Tender under 02 (two) bid systems i.e. Technical bid and Financial bid from the eligible civil contractors/agencies capable and well experienced in respect of work as noted below:-

**Name of the work: Urgent renovation/modification of an open space to be converted into a chamber of the Controller of Licensing at 3<sup>rd</sup> floor at Tea Board.**

**Tender No. 1(11)/2017/SO      Date: 06.06.17**

Estimated cost: Rs.2,08,403 (Rs. Two lakh eight thousand four hundred three only)

Last date for submission of Tender: 21.06.2017 at 1 PM

EMD: Rs.4168 (To be paid by electronic mode to the A/c No. mentioned below. UTR/ Transaction reference to be mailed to [teaboardfin@gmail.com](mailto:teaboardfin@gmail.com) and one hard copy of UTR/ Transaction reference is to be submitted along with technical bid of tender)

Cost of Tender: Rs.1000 (To be paid by electronic mode to the A/c No. mentioned below. UTR/ Transaction reference to be mailed to [teaboardfin@gmail.com](mailto:teaboardfin@gmail.com) and one hard copy of UTR/ Transaction reference is to be submitted along with technical bid of tender)

**Tea Board A/c No.11107799318, IFSC SBIN0000144**

Time period for completion of work: 30 days from the date of issue of work order.

Tender paper to be downloaded from [www.teaboard.gov.in](http://www.teaboard.gov.in)

## INSTRUCTION TO TENDERERS

1. 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 till completion.
2. One complete set of tender documents shall be downloaded from website of Tea Board [www.teaboard.gov.in](http://www.teaboard.gov.in) . All tenders shall be prepared by typing or printing with indelible black ink with page signed along with filled up properly.
3. 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.
4. Tenders shall be prepared and submitted in 02 separate sealed envelopes. The **Technical 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 the **Financial bid** should contain the price bid only. Both the envelopes shall be placed in another sealed envelope 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.
5. 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 Ground floor of the Tea Board at or before 01 PM on 21.06.2017.  
Tender will be opened on **21.06.2017 at 3 PM** in the presence of willing bidders.
6. Insertions, post script, addition and alteration shall not be recognized unless confirmed by the tenderer with signature and stamp.
7. All the copies of the tender should be completed in all respect with all their attachment/enclosures.
8. The tenders as submitted should consist of the following:
  - a. All the relevant papers, documents, testimonials, experience certificate which are essential as per the tender documents to become eligible to submit tender.
  - b. Cost of tender, Earnest Money.
  - c. Power of Attorney/authorization with the seal of the company of person signing the tender documents.
  - d. Details of time scheduling indicating various activities tenderer proposes to complete within the time of completion of work.
  - e. Details of experience for executing work of similar nature & magnitude by the tenderer earlier. Turnover certificate for more than Rs.20 Lakh per year for the last 03 preceding years.

- Photocopies of **only audited** and certified Balance sheet and Profit & Loss A/c for the last 03 years and counter signed by the bidders are to be submitted against the proof of turn over.
- f. Organization chart giving details of all activities including field management at site, the tenderer proposes to have, for the work including Bio data of the site in charge and key personnel including one Engineer as mentioned at serial No.2 of special condition of contract.
- g. Details of present commitments of the tenderers.
- h. Proof of technical and organizational ability to execute the works in its various aspects.

### **GENERAL CONDITION OF CONTRACT**

1. Estimated Amount: Rs. 2,08,403 (Rs. Two lakh eight thousand four hundred three only)
2. Cost of Tender: Rs.1000
3. Earnest Money: Rs.4168
4. Time of completion: 30 (thirty) days from the date of issuing of the work order.
5. All stock materials required for the work should be arranged by the contractor. Tea Board shall not supply any materials.
6. 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.
7. 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.
8. 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.
9. Incomplete tenders in any respect shall be rejected outright.
10. Applicable Taxes as per rules shall be deducted at source during payment.
11. No extension of time shall be granted except unavoidable circumstances beyond the control of the agency.
12. 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.
13. UTR/ Transaction reference to be mailed to [teaboardfin@gmail.com](mailto:teaboardfin@gmail.com) and one hard copy of UTR/ Transaction reference is to be submitted along with technical bid of tender 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 total quoted amount of work will be deposited as performance security deposit through electronic mode for a period of 06 months w. e. f. the date

of completion of the 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.

14. 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.
15. 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.
16. 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.
17. For defective workmanship, the necessary rectification/repair shall have to be made by contractor at his/her/their risk and responsibility and cost.
18. Tenderer will have to furnish along with tender their credential for working such/similar works total value of such works during the last three preceding financial years should not be less than Rs. 20 lakh and other relevant valid papers such as I.T./P.T etc. The tenderer should quote individual Income Tax PAN No. in the tender, Bank details, A/c No. Branch along with IFSC.
19. 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.
20. 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.

21. 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.
22. 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.

23. 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.
24. 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, GST, VAT, Service Tax and other duties, lead, lift, loading and unloading, freight for materials and all other charges necessary for completion of the works in time and as per direction.
25. 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.
26. 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.
27. 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 tenders should engage qualified and experience Engineer with at least Civil Diploma for executing and supervising the works as assigned. The tenderer should submit all bio-data of the personnel to be engaged at the time of offer.
- 3) 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.
- 4) **The Bill Of Quantity is given in the Annexure "A"**

Secretary  
Tea Board

## Annexure-A

To,  
The Secretary,  
Tea Board India  
14, B. T. M. Sarani (Brabourne Road)  
Kolkata – 700 001

**Sub.: Quotation for Repair & Renovation of Controller of Licensing Chamber (3rd Floor)  
at Tea Board, 14, B.T.M. Sarani, Kolkata - 700001**

| Sl. No. | DESCRIPTION  | Unit           | Qty   | Rate | Amount (Rs.) |
|---------|--|----------------|-------|------|--------------|
| 1       | Dismantling old partition and old materials outside the campus     | m <sup>2</sup> | 13.86 |      |              |
| 2       | Taking out steel window and old materials outside the campus       | m <sup>2</sup> | 9.30  |      |              |
| 3       | Repairing window side and top with cement, sand mortar (1:4) 20 mm | m <sup>2</sup> | 5.00  |      |              |
| 4       | Providing fitting & Fixing 2 TRUC Aluminum window in all complete. | m <sup>2</sup> | 9.50  |      |              |
| 5       | Providing Fitting & Fixing 4 mm glass.                             | m <sup>2</sup> | 9.50  |      |              |
| 6       | Providing Fitting & Fixing non reflected sun control film.         | m <sup>2</sup> | 9.50  |      |              |
| 7       | Mosaic polish for manual with oxalic acid powder.                  | m <sup>2</sup> | 21.50 |      |              |
| 8       | Providing wooden post for partition (Sal - Wood)                   | m <sup>3</sup> | 0.21  |      |              |
| 9       | Providing 12 mm commercial ply for wooden portion.                 | m <sup>2</sup> | 38.50 |      |              |
| 10      | Providing wooden partition Teak veneer ply 4mm thick.              | m <sup>2</sup> | 38.50 |      |              |
| 11      | Providing French polish for wooden portion new work.               | m <sup>2</sup> | 38.50 |      |              |
| 12      | Providing Fitting & Fixing flush door 35 mm thick.                 | m <sup>2</sup> | 2.10  |      |              |
| 13      | Providing Fitting and Fixing door closer medium type.              | No.            | 1.00  |      |              |
| 14      | Providing Fitting & Fixing door stopper.                           | No.            | 1.00  |      |              |
| 15      | Providing Fitting & Fixing 6 liver mortise Lock.                   | No.            | 1.00  |      |              |

| <b>Sl. No.</b>   | <b>DESCRIPTION</b>   | <b>Unit</b>    | <b>Qty</b> | <b>Rate</b> | <b>Amount (Rs.)</b> |
|------------------|--|----------------|------------|-------------|---------------------|
| 16               | Providing Fitting & Fixing steel hinges 100 mm.  | No.            | 3.00       |             |                     |
| 17               | Providing Fitting & Fixing Steel tower bolt 200 mm long.   | No.            | 1.00       |             |                     |
| 18               | Providing Fitting & Fixing steel D-Handle 100 mm.  | Nos.           | 2.00       |             |                     |
| 19               | Providing Fitting & Fixing wooden molding corner bit.  | Mtr            | 155.00     |             |                     |
| 20               | Proving primer for wall and ceiling one coat.  | m <sup>2</sup> | 31.00      |             |                     |
| 21               | Providing plastic paint 2 coat.  | m <sup>2</sup> | 31.00      |             |                     |
| 22               | Providing Fitting and Fixing L-Clamp for wooden post partition.  | Nos.           | 48.00      |             |                     |
| 23               | Taking out A/C Machine and re-fixing including servicing and wire (cupper) pipe filling and refilling gas in all complete. | L.S.Job        |            |             |                     |
| 24               | Taking out old tube light and fixing new tube light including wiring with Wire, Switch, Board in all complete.             | L.S.Job        |            |             |                     |
| <b>Total Rs.</b> |  |                |            |             |                     |