



ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE
Indian Council of Agricultural Research,
Dr. NC Gopalachari Road, Bhaskar Nagar, Sriram Nagar PO
RAJAHMUNDRY - 533 105, A.P., INDIA



website - www.ctri.icar.gov.in

ISO 9001: 2015 Certified Institute

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F. No.13(SCSP-W)/2020-21/ADM-III (P&S)

Dated 07.01.2021

e-TENDER NOTICE
(NON TRANSFERABLE)

The Director, ICAR-Central Tobacco Research Institute, Rajahmundry, A.P. invites Online Bids (e-tender) from the eligible Contractors/Parties/Firms/Agencies for the proposed works at ICAR-**CTRI Research Station, Veda sandur, Tamilnadu-624710** as per Section-I : Important Instructions for online Bidding, Sec-II : General Terms & Conditions for works, Sec-III : Technical Specifications/Name of work, Sec-IV : Format for e-Bids (Quotations) & Sec-V : Any other relevant Documents attached here with the Tender Documents (separate enclosures) :

e-TENDER INFORMATION AND IMPORTANT DATES

SNO	ITEM DESCRIPTION	DATE, TIME AND INFORMATION
1	NAME OF THE WORK	Construction of Farmers Meeting Lounge (40' x 25') at CTRI Research Station, Veda sandur, Dindigul District, Tamilnadu - 624710
2	e-TENDER ISSUE / SALE / DOCUMENT DOWNLOAD START DATE & TIME	From 10:00 AM on 07.01.2021
3	ONLINE BIDS SUBMISSION START DATE	From 10:00 AM on 07.01.2021
4	LAST DATE FOR SUBMISSION OF EMD, FEE AND OTHER OFFLINE SUPPORTING DOCUMENTS AT OFFICE OF ICAR-CTRI, RAJAHMUNDRY	At 02:00 PM on 27.01.2021 at CTRI, Rajahmundry
5	BID OPENING DATE & TIME (ONLINE)	At 02:30 PM on 28.01.2021
6	VALIDITY OF TENDER	90 days from the date of opening of tender
7	TENDER DOCUMENT FEE	Nil The interested bidders can download the e-tender documents from CPP Portal / CTRI website at free of cost
8	EARNEST MONEY DEPOSIT	Rs.10,000/-

9. E-Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> & www.ctri.org.in. Aspiring contractors/Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Section-I Regarding 'Important Instructions for online Bidding'.

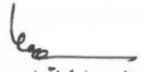
Contd....2

10. The Bidder must be a Sole proprietor or individual/Company/HUF/Partnership Firm/ Cooperative Society/ Corporation. Consortium of Companies is not allowed. Bidder should have PAN, Registration Certificate, GST registration, etc as applicable and submit the scanned copies of all necessary supporting documents through online along with Technical Bid. However, original instrument for EMD Fee (Demand Drafts, etc) and any other offline documents should be submitted to this office before due date for submission of tender.

11. The bidders are requested to submit the online bids as per the instructions indicated at Section -II. Manual bids shall not be accepted.

12. The Director, ICAR-CTRI, Rajahmundry reserves the right to change (increase/decrease) the quantity of works to be carried out as per organization requirement.

13. The decision of Director, ICAR-CTRI, Rajahmundry shall be final for any aspect of this contract and binding to all parties.


(V Bhagyalakshmi)
Administrative Officer i/c

Encls: Section I to V

Copy to the OIC, AKMU with a request to place the e-tender notice in CTRI Website.

Copy to the Tender Publisher, A-III (P&S) for information and necessary action with a request to place the tender notice in CPP Portal.

SECTION – I

IMPORTANT INSTRUCTIONS FOR ONLINE BIDDING

1. INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (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.

2. REGISTRATION

- I. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Click here to Enroll” option available on the home page. Enrolment on the CPP Portal is free of charge.
- II. During enrolment / registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- III. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- IV. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- VI. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VII. Bidders can log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

3. PREPARATION OF BIDS

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- ii. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- iii. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- iv. Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together using zip format.
- v. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

4 SUBMISSION OF BIDS

- A. 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.
- B. Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- C. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- D. Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG.
- E. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- F. Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- G. Bidder shall note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- H. Utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.
- I. Bidders shall download the Schedule of Quantities & Prices , in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in white background cells, thereafter save and upload the file in financial bid cover (Price bid) only.
- J. If the template of Schedule of Quantities & Prices file is found to be modified in the eventuality by the bidder, the bid will be rejected.
- K. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- L. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- M. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid.
- N. Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- O. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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 bit encryption technology.

5. ASSISTANCE TO BIDDERS

- a. 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 contract person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk.

- c. Toll Free Number 1800-3070-2232. Mobile Nos 91-7878007972 and 91-7878007973.

Note: The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:-

- d. Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline.
- e. Register your organization on CPPP well in advance of tender submission deadline.
- f. Get your organization's concerned executives trained on CPPP well in advance of tender submission deadline.
- g. Submit your bids well in advance of tender submission deadline on portal (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of portal, the fourth instruction is relevant at all times.

Note: Electronic procurement system will not allow any bidder to place their bids after the expiry of scheduled date & time. ICAR-CTRI shall not be responsible for any delays / problems related to bandwidth, connectivity etc., which are beyond the control of the ICAR-CTRI."

6. SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS E-PROCUREMENT PORTAL

The same instructions are also available at below link of CPP Portal

<https://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

- (i) Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/ GNFC/IDRBT/ MtnITrustline/SafeScrpT/TCS.
- (ii) Bidder then logs into the portal giving user id / password chosen during enrollment.
- (iii) The e-token that is registered should be used by the bidder and should not be misused by others.
- (iv) DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- (v) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- (vi) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- (vii) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- (viii) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- (ix) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more

than one document, they can be clubbed together.

(x) Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.

(xi) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids

(xii) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

(xiii) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

(xiv) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

(xv) In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected

(xvi) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

(xvii) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

(xviii) At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

(xix) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

(xx) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

(xxi) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

(xxii) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

(xxiii) All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data

entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

(xxiv) During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

(xxv) The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

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SECTION – II

GENERAL TERMS & CONDITIONS:

1. Non-transferable tender document containing detailed work viz. Construction of Farmers Meeting Lounge (40' x 25') (as per Section-III of E-Tender) at **ICAR-CTRI Research Station, Vendasandur, Dindigul District, Tamilnadu - 624710** can be downloaded at free of cost from CTRI's web site (www.ctri.icar.gov.in) / Central Public Procurement Portal web site (www.eprocure.gov.in).
2. The Bidder must be a Sole proprietor or individual Company/ HUF/ Partnership Firm/ Cooperative Society/ Corporation. Consortium of Companies is not allowed.
3. The Bidder must possess a valid registration, PAN Number, GST Registration etc as applicable. Bidder should provide an attested & valid copy of above-mentioned certificates along with the online technical bids.
4. The qualified bidder shall execute the above proposed works at Central Tobacco Research Station, Vendasandur, Dindigul District, Tamilnadu - 624710 within 45 days from the date of issue of work order.
5. The bidder will have to arrange / provide for all the required material and labour for successful completion of work.
6. For a bidder, who has participated in the tender bids, it will be automatically assumed that he had accepted all the terms and conditions of the e-tender. A statement specifying that the quotations are strictly as per the terms and conditions of the tender, should be enclosed with the bids. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the tenderer has uploaded conditional bids, the bid will be summarily rejected.
7. Bids should be valid for a minimum period of 90 days after closing date of the submission of bids.
8. The construction materials of highest standard quality, as required, shall be arranged and borne by the contractor and should be maintained strictly without fail during construction as per quotation.
9. No labour of the contractor will be allowed to stay within the premises of campus / site of the work.
10. Samples of all materials and fittings to be used in the work in respect of brand, manufacturer and quality shall be got approved from the Head, ICAR-CTRI Research Station, Vendasandur, Dindigul District, Tamilnadu and must be produced on demand.
11. The contractor shall be fully liable for observance of all statutory & legal dues / norms viz. EPF, ESI, Child labour Act, Minimum Wages Act etc. No child labour shall be employed at work. Payment to the labourers shall be paid as per the prevalent norms and *in toto* compliance of the minimum wages act. Non compliance of any statutory or legal dues / norms shall be the sole responsibility of the contractor. This office does not accept any responsibility for the disputes that may arise between the labour and Contractor during the execution of the work.
12. The contractor will have to make their own arrangements for water / lighting and arrangement of stay of workers etc. for carrying out of the work in time. In case of electricity & Water etc provided by the Institute, 1% of charges will be deducted from the bills.

13. It is advised to the interested parties that may kindly inspect the sites physically at **ICAR-CTRI Research Station, Vedasandur, Dindigul District, Tamilnadu - 624710** before submitting quotations and accordingly submit online bids up to 02:00 PM on 27.01.2021.

The online bids (e-tender) shall be submitted in two covers i.e. one cover consisting of following documents, which includes, EMD, Technical specifications and another cover contains price bid.

14. **Technical Bid SOFT COPIES THROUGH ONLINE SUBMISSION**

The following Scanned copies of documents are to be furnished by the bidder as part of Technical Bid as per the tender document.

- a. PAN Number of the firm.
- b. GST Registration number of the firm
- c. Scanned copy of Tender Acceptance Letter (Annexure-1)
- d. Scanned copies of technical specifications of the material to be used for construction of common facility shed, Cement, Bricks, Iron material, Aluminum profile sheets, painting material and others if any, offered along with the supporting literature, brochures, drawings, names of the supplier / manufacturer, standard warranty, etc and commercial terms
- e. Undertaking by the bidder on company / personal letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be uploaded (Annexure-2).
- f. Scanned copy of documents like copies of DDs for EMD Fee should be uploaded on the portal.
 - i. **Note** :The original payment instruments like Demand Draft etc as specified in this tender document and other important documents submitted through online, have to be sent to **The Director, ICAR-Central Tobacco Research Institute, Rajahmundry, E.G.Dt. Andhra Pradesh** by post/speed post/courier/by hand on or before Bid submission closing Date & Time. Otherwise the tender will be summarily rejected without assigning any reason.
 - ii. **Note** : Manual bids shall not be accepted. Any submission of copies of manual bids leads to rejection.

15. **Price Bid SOFT COPIES THROUGH ONLINE SUBMISSION**

Schedule of price bid is in the form of V3_BoQ_*****.xls should be submitted online as per instruction indicated at Section –I above. The V3_BoQ_*****.xls (Price bid format) is provided / available during online bid submission at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this V3_BoQ_*****.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

Note : L1 shall be evaluated on total amount inclusive of taxes, if any as mentioned in the Financial Bid Format.

(The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date. The System will not allow for submitting the bid after due date & time and hence requested to make arrangements to submit the online bid within the due date and time).

16. HARD COPIES THROUGH OFFLINE SUBMISSION (technical bid only)

Bidders shall submit the hard copies of above mentioned documents, including Demand Drafts for EMD Fee, etc, in original, in separate sealed envelope by the due date duly super scribed on the cover as tenders for “CONSTRUCTION OF FARMERS MEETING LOUNGE AT ICAR-CTRIRS, VEDASANDUR” and **to be submitted / forwarded / posted to ICAR-CTRI, Rajahmundry, Andhra Pradesh.**

17. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time. The Director, ICAR-CTRI, Rajahmundry reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever. Incomplete quotations are liable to be rejected.

18. EARNEST MONEY DEPOSIT (EMD)

- a. The Earnest Money Deposit (EMD) OF Rs.10,000/- should be submitted in the form of Demand Draft/Bankers cheque/FDR/Bank Guarantee from any commercialized bank or online payment in favour of “ICAR UNIT-CTRI’ payable at Rajahmundry. A scanned copy is to be uploaded along with Bid and original copy should be sent by post to this office to reach well within the due date.
- b. Quotations uploaded without EMD will be rejected.
- c. The EMD of the tenderer shall be forfeited without prejudice to any other rights or remedies as given below: -
 - i. If the tenderer withdraws his tender during the specified period of tender validity.
 - ii. If, after acceptance of his tender, the tenderer fails to complete the entrusted works.
 - iii. If, after acceptance of his tender, the tenderer fails to furnish the Security Deposit.
- d. The Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded on finalization of the tender. Further, no interest on EMD will be paid.

19. PERFORMANCE SECURITY

- i. Successful bidders shall submit a Performance Security of 10% of the cost of the contracted work within 15 days of the placement of work order in the form of Demand Draft or Bank Guarantee(Annexure-3).
- ii. In case of the Performance Security is in the form of DD/FDR/ONLINE PAYMENT/BANKERS CHEQUE/Bank Guarantee from any Commercialized Banks, the Bank Guarantee shall be valid for 60 days more after the completion of all Contractual Obligations of the supplier including warranty obligations.
- iii. In case, supplier either fails to complete the works within the contracted period or does not provide satisfactory maintenance service during the warranty period, the Performance Security submitted by the firm shall be forfeited.
- iv. Performance Security shall be released only after completion of one year period without any interest.
- v. Warranty will start after successful completion of works by the concerned officials.
- vi. The proceeds of the Performance Security deposit shall be payable to this office as a compensation for any loss (including loss of opportunity, time or cost) resulting from the contractors / Bidder’s failure to comply with its obligations under the Contract.
- vii. No interest will be paid by this office on the Performance Security deposit amount.

20 EVALUATION CRITERIA:

- i. The Financial Bids will be opened online and evaluated by the respective Committee of the organization.
- ii. L₁ shall be evaluated based on total quoted amount inclusive of taxes, if any as mentioned in the Financial Bid Format.

21. PERFORMANCE WARRANTY: The contractor is liable to guarantee the works for a period of one year from the successful date of completion. If contractor fails to rectify the problems if any araised during this period, the security performance deposit will be forfeited.

22. PAYMENT Payment shall be made only after satisfactory completion of the work. No revised rate will be paid for increase in cost of materials & labour charges etc. Further, no part payment shall be considered under any circumstances.

23. Pre-receipted bill / Invoice, in triplicate in the name of the Director, ICAR-Central Tobacco Research Institute, Rajahmundry-533 105 duly supported by work order, Completion Certificate should be submitted to this office for processing the payment. Bank details like Account No., IFSC Code, etc. may be submitted along with bill to enable processing payment through online.

24. ARBITRATION: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Director, ICAR-CTRI, Rajahmundry and the decision of Director, ICAR-CTRI, Rajahmundry shall be final for any aspect of the contract and binding to all parties.

SECTION – III

SCOPE OF WORK

Name of the work : Construction of Farmers Meeting Lounge (40' x 25') for training and meeting at CTRI Research Station, Veda sandur, Tamilnadu. The relevant drawing indicating the dimensions of proposed construction and scope of work is attached for ready reference.

LAST DATE OF RECEIPT OF TENDER : 02:00 PM upto 27.01.2021

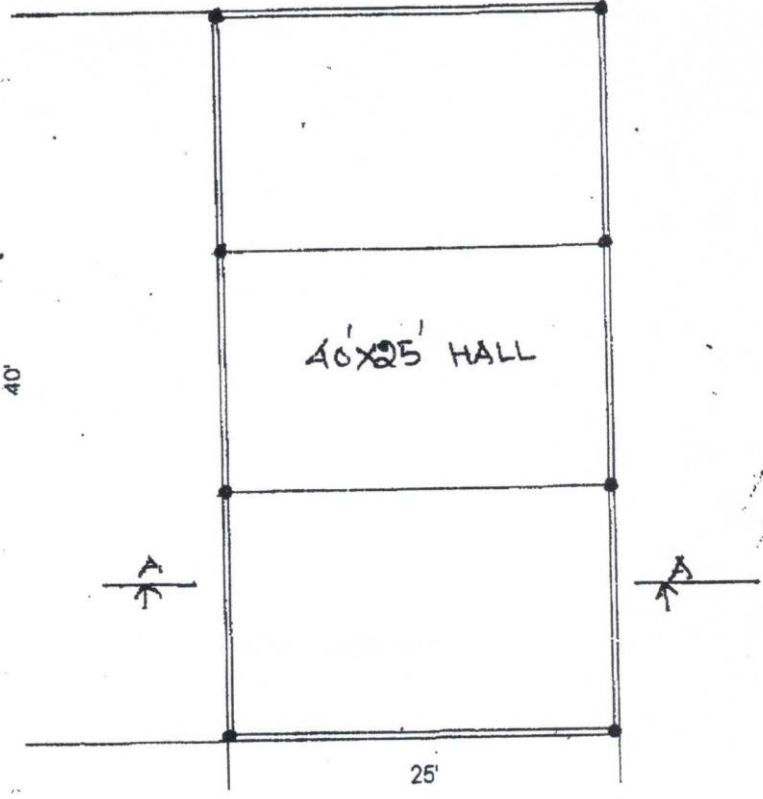
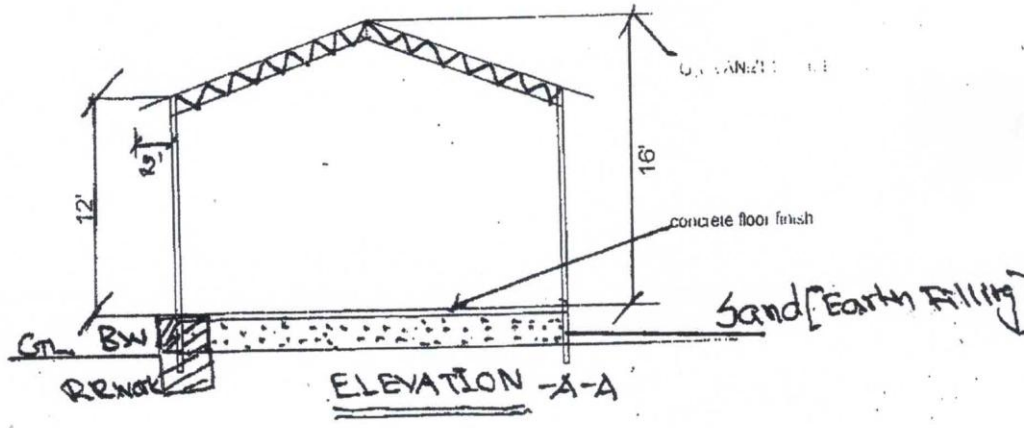
Sno	Description of Work	Approx. Quantity	Rate per unit	Amount
1	Earth work excavation for foundation	14.40 m ³		
2	P. C.C. foundation 1:4:8	12.00 m ³		
3	RR masonry work	9.00 m ³		
4.	Brick work	6.00 m ³		
5.	Plastering work	40.00 m ²		
6.	Earth filling	56.00 m ³		
7.	Floor Finish	91.80 m ²		
8.	Galvanized sheet roofing which includes provision of MS section for posts, trusses and purlins and necessary painting	140.00 m ²		
9	PCC for post 8 nos.	1.50 m ²		
10.	White wash	20.00 m ³		
11.	Colour wash	20.00 m ²		
			Total	

SIGNATURE :
NAME OF THE CONTRACTOR
MOBILE No.

Earnest Money Deposit : Rs.10,000/- DD/Bankers cheque/on-line transaction Number and date etc.
Name of the Bank : Branch Location:

Conditions

1. The work is to be completed within the period of 45 days.
2. In case of any clarification required with respect to scope of work to be executed, you may please be contacted the Head i/c, ICAR-CTRI Research Station, Veda sandur. (Office Tel.No.04551-260243) from 10 am to 5 pm.



PLAN

PROPOSED SHED FOR
CITR CAMPUS

SECTION – IV
FORMAT FOR E-BIDS (QUOTATIONS)

Name of the Tenderer : _____

Address: _____

I/we hereby submit the consolidated financial proposal for e-Procurement of the following items given in this tender document within the time specified and in accordance with the terms and conditions. The rates are quoted in the prescribed format given below:

Item Rate BoQ							
Tender Inviting Authority: THE DIRECTOR, ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE, RAJAHMUNDRY							
Name of Work: CONSTRUCTION OF FARMERS MEETING LOUNGE AT CTRI RESEARCH STATION, VEDASANDUR							
Contract No: 13(SCSP-W)/2020-21/Adm-III(P&S) dated 07.01.2021							
Name of the Bidder/ Bidding Firm / Company							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	13	53	55
1	Construction of Farmers Meeting Lounge						
1.1	Earth work excavation for foundation	14.40 m ³	m ³	0.00		0.00	INR Zero Only
1.2	P. C.C. foundation 1:4:8	12.00 m ³	m ³	0.00		0.00	INR Zero Only
1.3	RR masonry work	9.00 m ³	m ³	0.00		0.00	INR Zero Only
1.4	Brick work	6.00 m ³	m ²	0.00		0.00	INR Zero Only
1.5	Plastering work	40.00 m ²	m ²	0.00		0.00	INR Zero Only
1.6	Earth filling	56.00 m ³	m ³	0.00		0.00	INR Zero Only
1.7	Floor Finish	91.80 m ²	m ²	0.00		0.00	INR Zero Only
1.8	Galvanized sheet roofing which includes provision of MS section for posts, trusses and purlins and necessary painting	24.50 m ²	m ²	0.00		0.00	INR Zero Only
1.9	PCC for post 8 nos.	1.50 m ²					
1.10	White wash	20.00 m ³					
1.11	Colour wash	20.00 m ²					
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	

Declaration: The rates quoted above are at par with prevailing market rates and services/ Products/ Goods supplied will be of requisite specification and quality.

Note:

1. The rate should not be provided as a percentage figure.
2. The Tenderer is advised to quote rate in absolute Indian Rupees.
3. The rate quoted shall be valid for 90 days from the date of opening of bid. The period can be extended with mutual agreement.
4. No condition will be entertained and conditional tender will be rejected.
5. Billing will be on as per actuals.

Signature of Tenderer:
Name :
Date, Designation / Company seal:

SECTION – V

OTHER RELEVANT DOCUMENTS

Annexure-1

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,
THE DIRECTOR,
ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE,
BHASKAR NAGAR, RAJAHMUNDRY – 533 105 AP.

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned 'e-Tender' from the web site(s) namely: downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app& www.ctri.org.in> as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like, Sections I to V, etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit and initiate legal action under Prevention of Corruption Act 1988 and stipulations contained in Indian Penal Code.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Director

ICAR-CTRI,

Rajahmundry

Andhra Pradesh – 533105

We hereby confirm and declare that we, Shri or M/s -----
---- is not blacklisted/ De-registered/ debarred by any Government department/ Public
Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/
Undertaken the works/ Services during the last 3 years.

For -----

Authorised Signatory

Date:

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To,
THE DIRECTOR,
ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE,
BHASKAR NAGAR, RAJAHMUNDRY – 533 105 AP.

WHEREAS (Name and address of the supplier) (Hereinafter called 'the supplier') has taken, in pursuance of contract No..... dated.....to supply(Description of goods and services) (Hereinafter called 'The Contract').

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a recognized bank acceptable to you, for the sum specified therein as security for compliance with its (supplier's) obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs..... (Amount of the guarantee in works and figures), such sum being payable in the types and proportions of currencies in which the contract price payable, and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay you the sum so demanded notwithstanding any dispute or disputes raised by the supplier in any suit of proceedings pending before any court or tribunal relating thereto liability under this present being absolute and univocal.

We also hereby waive the necessity of your demanding the said amount from the supplier before presenting us with the demand.

We further agree that you shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the contract or to extend the time of performance by the supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the supplier and to forbear or enforce any of the terms and conditions relating to the contract and we shall not be relieved from our liability under this guarantee.

This guarantee shall be valid and shall remain in force untilday of2021.

DATED THE.....
DAY OF.....2021.

FOR.....(NAME OF THE BANK)

SIGNATURE.....
NAME OF THE OFFICER(IN BLOCK LETTERS)
DESIGNATION OF THE OFFICER.....
CODE No.....

NAME OF THE BANK AND FULL ADDRESS