



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MHRD, Govt. of India  
Kokrajhar, BTAD, Assam 783370

www.cit.ac.in

No. CITK/MC/ Vendor Registration for Civil Works/128/2019/1053 Dt. – 18/12/2019

**NOTICE INVITING QUOTATION**

Sealed Quotations are invited from the Registered Civil Vendors/Contractors of Central Institute of Technology Kokrajhar for the below mentioned civil works. The vendors/contractors should submit sealed cover quotation on or before 07/01/2020 up to 15:00 Hrs. and opening of the same will be on the same date at 16:00 Hrs. at the Registrar's Conference hall of Institute. The details of quotations/specification along with the item of work will be issued from the Institute's Maintenance Cell from 23.12.2019 to 06.01.2020 during office hour. Any further details including corrigendum, addendum, amendments etc. will be notified in the Institute website & notice board near to Maintenance Cell, Central Institute of Technology, Kokrajhar.

List of works: -

1. Construction of Solar Dryer Shed near Director Residence, CIT, Kokrajhar. (File No- CITK/MC/Solar Dryer Shed/362/2019)

(Ms. Chaitali Brahma)  
Registrar, CIT, Kokrajhar

Copy to: -

4. The Director, CIT, Kokrajhar for favour of information.
5. Institute Website & Notice Board for wide circulation.
6. Office files for record.

(Ms. Chaitali Brahma)  
Registrar, CIT, Kokrajhar

### Submission of Tender

**To**  
**The Registrar,**  
**Central Institute of Technology Kokrajhar**  
**Kokrajhar – 783370, Assam**

1. I/We hereby tender for execution of the work “**Construction of Solar Dryer Shed near Director Residence, CIT, Kokrajhar**” as per tender document within the time schedule mentioned therein and accepted by me/us, at the schedule of rates quoted by me/us for the whole work in accordance with terms and conditions, specifications, drawings, as detailed in the tender document.
2. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and signed and accepted by me/us is the essence of the Contract. I/We agree that in the case of failure on my/ our part to strictly observe the time of completion mentioned for work or any of them and to the final completion of works in all respects according to the schedule set out in the said “Time Schedule of Completion of work”, I/We shall pay compensation to the Owners as per provision and stipulations contained in Terms & Conditions of Contract and I/We agree to the recovery being made as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however, be granted by the Engineer-in-Charge at his entire discretion for some items of work, and I/We agree that such extension of time will not be counted for the extension of completion dates stipulated for work and for the final completion of works as stipulated in the said “Time Schedule” of Completion of work.
3. I/We agree to pay the earnest money and security deposit and accept the terms and conditions laid down in the memorandum below in this respect.

#### **MEMORANDUM**

(a) General description of work : **Construction of Solar Dryer Shed near Director Residence, CIT, Kokrajhar.**

(b) Earnest Money : .....  
 (Rupees).....  
 .....(only).

The Earnest money is payable in the manner set out in Terms & Conditions of Contract. The Earnest money, if the tender is accepted, will be retained against the security deposit.

(c) Security Deposit : 10% of the contract amount which will be

deducted in the manner set out in Terms & Conditions of Contract.

- (d) Time allowed for starting of work : 7 (Seven) days from the date of issue of letter of acceptance of the tender.
- (e) Time of completion of work : 30 (thirty) days from issue of work order.
4. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorised nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
5. I/We hereby pay the earnest money of ..... (Rupees.....) in the form of Banker's cheque/Demand Draft/..... (Name and Office of the State Bank of India or any Schedule 'A' Bank) in favour of "CIT Kokrajhar" payable at 'Kokrajhar'.
6. If I/We fail to commence the work specified in the memorandum in para (3) above, or I/We fail to deposit the amount of security deposit specified in the Memorandum in para (3) above, I/We agree that the said Owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full otherwise the said earnest money shall be retained by Owner, towards the security deposit specified in para (3) above. The said Owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the security amount as aforesaid or to execute an agreement or to start work as stipulated in the tender documents.

I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us in the prescribed proforma and also the Income Tax and Sales Tax Clearance Certificate.

Date.....day of.....2019

Witness:

Name in Block Letters:

Address:

Signature of Tenderer(s), with the seal of Firm

**PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT**

Ref LTE No. CITK/MC/CW/Civil Vendors/163/2019/1053

Date: - 18.12.2019

**To**  
**The Registrar**  
 CIT Kokrajhar  
 Kokrajhar-783370, Assam

**Sub: "Construction of Solar Dryer Shed near Director Residence, CIT, Kokrajhar."**

**Dear Sir/Madam,**

We hereby acknowledge receipt of a complete set of bidding document along with all enclosures for the subject work for preparation and submission of the Bid.

We undertake that the contents of the above Bidding document shall be kept confidential, further that specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended.

(A) We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

- (i) POSTAL ADDRESS :
- (ii) TELEPHONE NUMBER :
- (iii) MOBILE NO. :
- (iv) TELEFAX NUMBER :
- (v) CONTACT PERSON :
- (vi) DESIGNATION :
- (vii) EMAIL ADDRESS :
- (viii) REGISTERED OFFICE :

BIDDER'S NAME: .....

SIGNATURE: .....

NAME: .....

DESIGNATION: .....

DATE: .....

## Terms & Conditions

### A) Payment Terms:

- (I) Taxes & Duties: The rates are inclusive of all applicable duties & taxes.
- (II) Invoice: The Invoice shall include an original Invoice describing the Work that was performed duly certified by our Engineer – in – charge.
- (III) Payment: Payment shall be released on measurement basis on certification of the bills by the Engineer-in-Charge after deducting 10% Security Deposit and applicable TDS & Labour Cess @ 1% and other taxes as applicable. Payment shall be made on the actual performance at site. No idle labour shall be paid. The payment shall be made after the receipt of invoice, duly certified by Engineer – in - Charge, with our accounts department. Bill submitted without proper documentation and evidence of PF deposit shall not be considered. Security Deposit 10% on total contract value shall be deducted from each R.A. and shall be refunded after completion of defect liability period of six months from the date of successful completion of all works in all respects.
- (IV) TDS: Tax Deducted at Source (TDS) will be deducted from your invoice as applicable. You have to provide your company's PAN number.
- B) Mandatory:**
- a) You shall employ persons of competence and skill to complete this job within specified period.
  - b) However if the contractor is not performing well and not achieving the target, the company shall cancel the contract with immediate effect without assigning any reason and the contractor shall have no right or claim what-so-ever on the site and shall vacate the site immediately.
  - c) Any theft by workers of contractor & If there any cheat in duplicate copy by overwriting of unskilled to skilled or in number of workers will be viewed seriously and the concerned amount will be deducted from contractor's bill with additional penalty of Rs.500/- of each theft.
  - d) Strict Control of shuttering wood will be monitored. In case of using of shuttering wood as a fire wood, subcontractor will be panelized at the rate of Rs. 1000/- per incident.
  - e) Contractor shall abide by all safety rules of the company & wearing of Safety belt and helmet is compulsory for all workers working at height. Subcontractor will be panelized at the rate of Rs. 500/- per worker if the safety rules not followed.

- f) Contractor has to manage generated scrap (while executing) and store the same in pre allotted space/location at the site.

**C) Insurance:**

Necessary EPF (Employee Provident Fund) for your Manpower is in your scope and the copy of EPF registration and the challan shall be submitted to us before mobilizing the labour. You have to work carefully and ensure safe working without any mishap. In case it happens, sole responsibility will be yours.

**D) Safety:**

Providing PPE to your workers is in your scope. Foreman & above must wear blue colour helmets and below this everyone must have yellow helmets and safety shoes for all are mandatory and without this no one will be allowed to enter the site. If PPE will be procured by us the same shall be deductible from your running bill.

**E) Other Terms & Conditions:**

- 1) The job work order value is firm and no escalation will be payable and remain valid till the completion of job work.
- 2) Contractor has to comply all applicable labour law and has to deposit the PF/ESI etc. as per applicable law.
- 3) All local problems, disputes and conflicts whether with private, public and /or Government parties, must be sorted out at your end and it must be ensured by you that our work is not affected due to such occurrences. No additional cost will be claimed on account of this.
- 4) As number of other Contractors of CIT, Kokrajhar shall be working along with you, you will provide full Co-operation & work in tandem with other Sub contractors.
- 5) You shall insure your persons and other resources at your cost. In case of accidents, injuries fatal to your men or equipment, CIT, Kokrajhar shall be indemnified.
- 6) In case you damage any of the CIT, Kokrajhar or any other agency's property or persons while execution of this contract you shall own full responsibility for the same and make good the loss.
- 7) You shall observe rules and regulations of CIT, Kokrajhar as well as all statutory laws including labour laws. You shall also maintain adequate records towards observance of the laws. CIT, Kokrajhar shall be indemnified in case of your default of non- observance of any of the statutory laws.
- 8) You shall carry out the work yourself and not assign / sublet it to anyone without prior permission of CIT, Kokrajhar.
- 9) No idle charges will be paid for any reason what so ever.
- 10) Electricity and water shall be arranged by the vendor at his own cost. Nothing extra shall be paid on this account.

- 11) The rate defined is for the complete job inclusive of all materials, manpower, job workers' tools & tackles.
- 12) An authorized representative of the job work contractor shall be available full time at site to take the instructions from Engineer-in-Charge or his authorized representative.
- 13) The job work may be carried out in shifts and in such case nothing extra shall be paid on this account.
- 14) If at any point of time progress of job work is found unsatisfactory, CIT, Kokrajhar reserves the right to award the job work to another agency or to engage other agency/agencies to speed up the work.
- 15) The job work contractor shall arrange/prepare a sample of material/job work at his/its cost for approval on the direction of Engineer-in-charge (EIC) or his authorized representative. The decision of EIC regarding the acceptance or rejection of such sample shall be final and binding.
- 16) The job work contractor shall keep the job work place clean and will remove the unwanted materials etc. from his/its job work place and will dispose off the same as per the instructions of EIC or his authorized representative.
- 17) The job work contractor shall compensate for all the damage or loss occurred due to the negligence of his or his team, to any equipments, machinery, building, structure etc belonging to the company or any other person, at the job work site.
- 18) The job work contractor shall ensure that the job workers engaged by him do not indulge in misconduct, misbehavior or any sort of violence at the job work place and residential area for labour provided by the company. In the event of any such incidents, the job work contractor shall take the prompt action against the concerned job workers as per the satisfaction of EIC or the company will be free to take an appropriate action against such job workers in the absence of appropriate action taken by the job work contractor.
- 19) You would strictly adhere to the delivery schedule/period, failing which penalty @ 1% per week subject to maximum penalty of 10% shall be levied to your account.
- 20) Temporary stoppage of job work by CIT, Kokrajhar due to force majeure or any other reason beyond the control CIT, Kokrajhar shall be abided by the contractor. No claims or compensation in this account shall be paid by the company. However, the completion/delivery period of job work contractor would be extended by such period.

Any dispute arising out of this contract would be referred to the sole arbitrator appointed by the directors of CIT, Kokrajhar and award of the arbitrator shall be final and binding.

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Name of Work: Construction of Solar Dryer Shed near Director Residence, CIT, Kokrajhar  
 LTE No: CITK/MC/Vendor Registration for Civil Works/128/2019/1053; Date: 18/12/2019

**Bill of Quantity**

Item no	Particulars	Unit	Quantity	Quoted Rate	
				In Figure	In Words
1	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means in foundation trenches or drains (not exceeding 1.5 m in width or 10 sqm on plan), including dressing of sides and ramming of bottoms, lift upto 1.5 m, including getting out the excavated soil and disposal of surplus excavated soil as directed, within a lead of 50 m. All kinds of soil.	Cum	6.00		
2	Filling available excavated earth (excluding rock) in trenches, plinth, sides of foundations etc. in layers not exceeding 20cm in depth, consolidating each deposited layer by ramming and watering, lead up to 50 m and lift upto 1.5 m.	Cum	4.00		
3	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level : 1:3:6 (1 Cement : 3 coarse sand (zone-III) : 6 graded stone aggregate 20 mm nominal size)	Cum	0.50		

No of Cutting:  
 No of Correction:  
 No of Overwriting:



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**Bill of Quantity**

Item no	Particulars	Unit	Quantity	Quoted Rate	
				In Figure	In Words
4	Dry brick on edge flooring in required pattern with bricks of class designation 7.5 on a bed of 12 mm mud mortar, including filling joints with Jamuna sand, with common burnt clay non modular bricks.	Sqm	4.00		
5	Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement - All work up to plinth level : 1:1.5:3 (1 cement : 1.5 coarse sand (zone-III): 3 graded stone aggregate 20 mm nominal size)	cum	1.00		
6	Centering and shuttering including strutting, propping etc. and removal of form for : Columns, Pillars, Piers, Abutments, Posts and Struts	sqm	7.00		

No of Cutting:  
 No of Correction:  
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**Bill of Quantity**

Item no	Particulars	Unit	Quantity	Quoted Rate	
				In Figure	In Words
7	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete above plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more.	Kg	65.00		
8	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete.	Kg	900.00		

No of Cutting:  
 No of Correction:  
 No of Overwriting:

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**Bill of Quantity**

Item no	Particulars	Unit	Quantity	Quoted Rate	
				In Figure	In Words
9	Providing corrugated G.S. sheet roofing including vertical / curved surface fixed with polymer coated J or L hooks, bolts and nuts 8 mm diameter with bitumen and G.I. limpet washers or with G.I. limpet washers filled with white lead, including a coat of approved steel primer and two coats of approved paint on overlapping of sheets complete (up to any pitch in horizontal/ vertical or curved surfaces), excluding the cost of purlins, rafters and trusses and including cutting to size and shape wherever required. 0.63 mm thick with zinc coating not less than 275 gm/ m <sup>2</sup>	sqm	55.00		
10	Providing ridges or hips of width 60 cm overall width plain G.S. sheet fixed with polymer coated J or L hooks, bolts and nuts 8 mm dia G.I. limpet and bitumen washers complete. 0.63 mm thick with zinc coating not less than 275 gm/m <sup>2</sup>	meter	5.00		

No of Cutting:

No of Correction:

No of Overwriting:

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**Bill of Quantity**

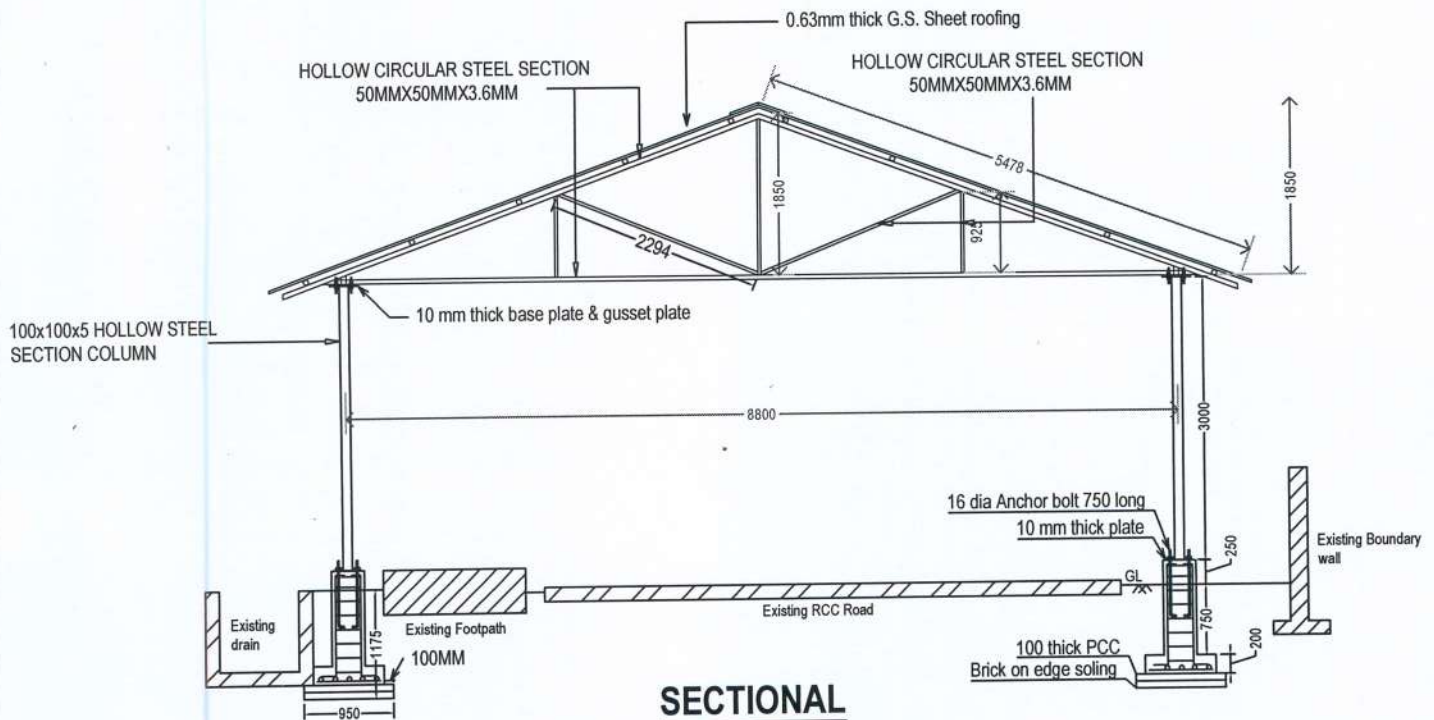
Item no	Particulars	Unit	Quantity	Quoted Rate	
				In Figure	In Words
11	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade : Two or more coats on new work	sqm	30.00		

**Total Amount**

*Amount in Words:*

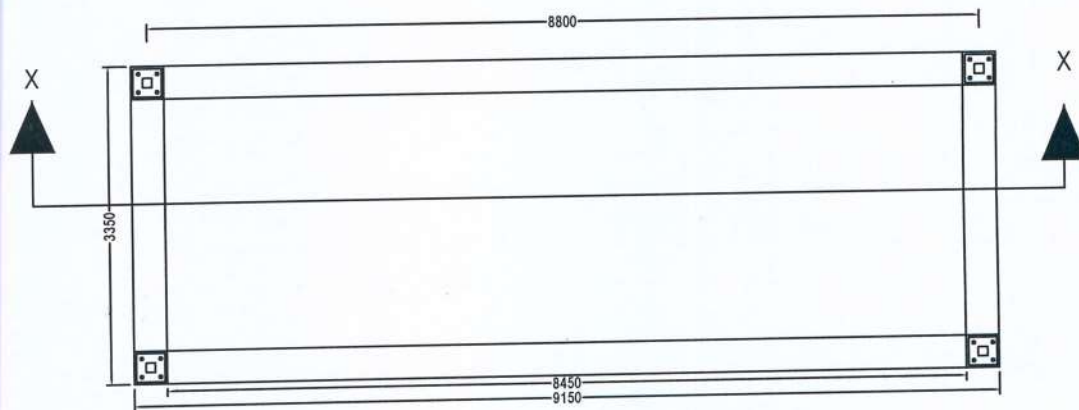
*No of Cutting:  
No of Correction:  
No of Overwriting:*

*Signature of Bidder  
With Date and Seal*



**SECTIONAL ELEVATION**

Column Main Bar: 4x12 mm dia  
 Column Stirrups: 8mm dia @ 150c/c  
 Jali: 8mm dia 150c/c both way



**PLAN**

NB: Drawing based on design of Temporary Classroom

Central Institute of Technology, Kokrajhar Deemed to be University
Name of Work: C/o Solar Dryer Shed near Director Residence
Scale: Not to Scale
Prepared By: <i>[Signature]</i>
Checked By: