



National Research Centre for Orchids
(Indian Council of Agricultural Research)
Pakyong – 737 106, Sikkim, India



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F: No. NRC (O)/R&M/15-16/1744

Dated: 23/01/2016

To,

Sub: Limited tender for **Painting Works for Residential Quarters (Type-I, II, III & IV)** -reg

Dear Sirs,

Sealed quotations are invited from reputed firms, registered Contractors for "Painting Works for Residential Quarters (Type-I, II, III & IV)", ICAR- NRC for Orchids, Pakyong. You are accordingly requested to furnish your quotations for works as per the details given in ANNEXURE-I and **Terms and Conditions** given in ANNEXURE-II so as to reach this office on or **before 10/03/2016 at 2.30 P.M.**

Yours faithfully

(N.Sailo)
Asstt. Administrative Officer I/C

ANNEXURE-I

Proforma for furnishing rates

Date of opening: 10/03/2016

Time of Opening: 3.00 p.m.

Place : National Research Centre for Orchids, Pakyong, Sikkim.

Sl. No.	Details of Works (Specification)	Qty./required (approx.)	Rate offered (Rs.)
1	<u>Painting Works for Residential Quarter (Type-I, II, III & IV quarters at ICAR-NRC (O), Pakyong.</u> Inside and outside painting of walls of Type-I, II, III & IV quarters, each having four units. Painting of grill, railing, window frames and doors.	16 nos. (Inside, outside and railing)	

Note: Interested firms should visit the site and assess the works before quoting the rate in consultation with Estate Officer, ICAR-NRC for Orchids, Pakyong.

Date.....
Place:
Particulars of EMD:
DD No.
Date:
Amount:
Bank (drawn on)

Signature with seal.....
Name of the Firm.....
Address of the Firm.....
Telephone No.....

Terms & Conditions:

1. The envelope containing the quotation should be **sealed and super scribed “Painting Works for Residential Quarter (Type-I, II, III & IV quarters at ICAR-NRC (O), Pakyong” due on 10/03/2016** addressed to the Director of this Research Centre and should reach this office on or before **10/03/2016** **Quotation sent through FAX or e-mail will not be accepted.**
2. **Earnest money of Rs.3000.00 (Rupees Three thousand) only** must be attached with the quotation) tender by way of Bank Draft in favour of the Director, National Research Centre for Orchids (ICAR), payable at S.B.I., Pakyong Branch (9036) and no other mode of payment and any other bank will be accepted.
3. The amount quoted in the tenders should be **inclusive of all charges i.e. cost of materials and labour charges, transportations of materials at site**. No claim over and above the quoted amount will be admitted. The amount quoted should be **valid for 6 (six) months from the date of submission of the tenders.**
4. Sales Tax /VAT/TIN/PAN etc. should be indicated as per **ANNEXURE-III**. Copies of Sales Tax/Income Tax Clearance Certificate should also be attached with the Quotation. Income Tax as per the prevailing rates will be deducted at source from the Bills.
5. The Director of this Institute reserves the right to get the materials (to be used for construction) verified /inspected through any officer or a committee nominated for the purpose and can reject the same if found unsuitable or of substandard quality.
6. The Contractor concerned shall have to make his/their own arrangement for any type of equipments, tools required for the works.
7. This Research Centre will not be responsible for any damage or loss of any machinery tools or equipment of the contractor or injury to any person (s) engaged by him if occurred, during the course of works
8. In case of any further clarification regarding the details of work, Works committee or Estate Officer of this Centre may be consulted.
9. The Director of this Institute reserves the right either to reject any or all the Quotations/tender or accept any in part or full without assigning any reason whatsoever.
10. Disputes, if any, pertaining to this Contract will be subject to jurisdiction at Gangtok or as decided by this Research Centre.
11. Payment will be made only after completion of work as per requirement of Indentor. After completion of work, work committee of Institute will issue the certificate (regarding satisfactory completion of works) on the body of the bill. Only after issue of the certificate payment will be made.
12. **Submit the following documents with quotation:-**
 - i) PAN (**Photocopy**)
 - ii) Service tax no.
 - iii) Experience certificate/ details
 - iv) License/ Certificate Registration labour Act (**Photocopy**)
 - v) Profession/Sales/Tax Clearance Certificate
 - vi) Certificate of Registration (**VAT**)

(N.Sailo)

Asstt. Administrative Officer I/C

ANNEXURE-III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NATIONAL RESEARCH CENTRE FOR ORCHIDS, PAKYONG-737106

Name of the Firm/ Contractor/ Entrepreneur _____

Registered/Postal Address: _____

1.	E-mail Address	
2.	PAN No.	
3.	VAT/TIN Number, if applicable	
4.	Sales Tax/Service Tax Registration No., if applicable	
5.	Bank details i) Bank Name ii) Branch Address iii) Account Number iv) IFSC Code	

Name of the Authorized Signatory
Stamp & Signature