

SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH

**(SNLTR)**

**TENDER DOCUMENTS**

**Civil renovation / repairing and interior work at Module # 114, SDF Building, first floor, Salt Lake, Sector –V, Kolkata-700 091**

Price Rs. 300.00

**SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH  
(SNLTR)**

**TN no. : SNLTR/ADMN/Civil-work/15-16/02**

**Dated. 16<sup>th</sup> July 2015**

Sealed Tenders are invited from eligible and resourceful contractors/ bidders for the following:

Name of Work	: Civil renovation / repairing and interior work at SNLTR,Module#114, SDF Building, first floor Salt Lake, Kolkata- 700091
Estimated Cost	:Rs. 3.50 Lakh (approx.)
Time allowed for completion	:30 (thirty ) days from the date of issue of Work Order.
Cost of tender documents	: Rs.300/- (Rupees Five Hundred Only) per tender document in the form of Demand Draft/Pay Order : (non-refundable) in favour of SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH. The same has to be submitted before opening of cover-I of the Tender on scheduled date.
Earnest Money Deposit	: Rs.5000 /- (Five Thousand only)
Eligibility of the Contractor	: 1. Contractor should have valid P.F, ESI Service Tax & VAT Regn., PAN No. etc. as indicated  2. Contractor should have credential with proper completion certificate of executing Similar works within any office/commercial/industrial building premises in a single job, of minimum Value Rs.10 Lakh or two projects with each of value minimum Rs.5 Lakh, under Govt., Semi-Govt., PSU or reputed private utility companies during last 5 years.
Last date and time of receipt of tenders	: Up to 3.00 P.M on 31 <sup>st</sup> July 2015
Address at which the tenders are to be submitted	: SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH, MODULE #130, SDF BUILDING, Sector-V Kolkata 700091.
Date and time of opening of cover-I of tender	: 4 P.M onwards on 7 <sup>th</sup> August 2015
Place of opening tenders	: At the above mentioned venue of tender submission.
Defects Liability Period	: 12 months from the date of completion of work.
Validity of offer	: For a period of 90 days from the date of opening of tender.

Tender will have to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work.

**Cover-I** : Forwarding letter, Signed-sealed copies of all aforesaid credential and statutory documents, the earnest money in required form. **Cover-I of only those Tenderers who will submit cost of Tender Document as above will be opened.**

**Cover-II**: Shall contain the offered price with the full Tender Document duly filled. No other condition stipulated in Cover-II, other than unconditional general rebate, shall be accepted. **All pages of the Tender Document should have original signature with official seal of the tenderer.**

Cover-I will be opened **on 7<sup>th</sup> August 2015 from 4 P.M onwards** in presence of SNLTR officials for only those Tenderers who will submit cost of Tender Document as above.

**After examining the Cover-I of the tender, SNLTR will open the Cover-II of only those eligible tenderers who have satisfied the requirements of Cover-I. The scheduled date and time of opening of cover-II will be intimated to eligible tenderers in due course.**

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time or will be intimated by SNLTR.

The authority reserves the right to accept or to reject any or all part of this tender without assigning any reason what so ever.

### **SUBMISSION OF BID.**

A.i) Tender shall be submitted along with requisite Earnest Money Deposit and other requisite documents in sealed envelopes as **cover-I & cover-II superscribed thereon name of the work.**

ii) All pages of original Tender document and schedule of quantities should be signed with official seal.

B. Covering letter and other detail documents should form part of the offer.

### **C. QUOTING OF RATE FOR PRICED ITEM OF WORK:**

The tenderer is requested to go through all the terms and conditions meticulously specified hereinafter before quoting their specific rate. All the quoted rates must be written by hand of the person signing the tender and with same pen and ink. Erasing or over writing will not be allowed under any circumstances. However, correction, if any, will be allowed if it has been duly signed and sealed.

The rate should be quoted inclusive of all taxes, duties ,levies, etc. Accordingly fill up “ **Annexure A**” quoting price and submit duly signed and sealed.

## **SPECIAL TERMS & CONDITIONS**

1. Please submit the Tender Documents duly filled according to Annexure 'A' to us by 3 p.m. on **31<sup>st</sup> July 2015** in the envelope super scribing on it “ **Supply, installation, testing and, commissioning of Civil renovation/repairing and interior work at SNLTR,M#114,SDF Building, first floor, Salt Lake, Kol - 91**”
2. The rate should be quoted inclusive of all taxes, duties, levies, etc. Accordingly fill up “**Annexure B**” quoting price and submit duly signed and sealed.
3. Submit documents Trade license, PAN, VAT, Service Tax registration No., ESI etc.
4. You should have valid contractor's license and competent electrical supervisor/ workman having relevant license/permit.
5. Execution of similar nature of job in Govt./Semi Govt/KMC /reputed large Organisation (supporting documents must be submitted).
6. Security deposit( S D ) 10% and labour cess 1% to be deducted from bill, however S D may be refunded after satisfactory completion 1 yr. guaranty period.
7. You will be paid against submission of Invoice along with Challan etc.
8. The quoted rate should be firm throughout the period till you handover the total job.
9. Any statutory payment, if applicable, will be deducted at source or will be paid at par.
10. Tender fees Rs.300/- and EMD Rs.5000/- is to be submitted by DD/pay order in favor Of **SOCIETY FOR NATURAL LANGUAGE TECHNOLOGY RESEARCH .**
11. You may collect the tender papers from the office of **SNLTR at SDF BUILDING daily on working hours upto 23<sup>rd</sup> July 2015** upto 2 pm.

## GENERAL TERMS & CONDITIONS

1. The work should be completed within 15 days from the date of issue of the Letter of Intent / Work Order.
2. Time is the essence of the contract. If the Contractor delay in the progress of work due to circumstances beyond their control, they shall have to apply in writing with proper justification for the delay to the Corporation for extension of time of completion within 3 (three) days of such occurrence but before expiry of stipulated date of completion. The Corporation on such application, may grant the extension of time. If they think it justified after proper enquiries. However, the finding of the corporation will be final and has to be abided by the Contractor.
3. Any extra work of the items not included in the Schedule scope of work with Bill of quantities will be done on extra item basis and the rate of payment for those extra item/items, if any, will be finalized mutually of the basis of the following in order of preference.
  - a) Rate should be obtained from current PWD Schedule of Rates of presidency Circle.
  - b) Rates derived from similar items of work from PWD Schedule of Rates of presidency Circle.
  - c) Analysis of rates as per prevailing market rates of labour and materials. Necessary documents are to be furnished by the Contractor in support of their rates.
4. The Contractor shall be responsible for any injury that might occur to person/s and any damage that may cause towards any Company's property during the course of execution of the work and they will be liable to make good the same at their cost.
5. The work should be carried out as per PWD Specification and in accordance with the Indian Standard Code of Practice. The materials, which will be used in the work, should have prior approval of the Corporation.
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7. Income Tax deduction will be made at source as per laid down rules of Ministry of Finance.
8. The Contractor shall have to comply with the provisions of all Labour Rules, Wages Act and 1948 Worker's Compensation Act, whichever is application.
9. The Contractor shall have to provide everything necessary for proper execution of the work including labour, tools & tackles and stores etc.
10. The rate quoted by the contractor shall be firm throughout the tenure of the contract and shall be inclusive of all taxes, octroi and other statutory payments and will not subject to any fluctuation due to any increase in any effect.
11. 10% security Deposit would be deducted from the bill amount and the same would be refunded back after maintaining 12 months defect liability period from the satisfactory completion of the work..1 % labour welfare cess would be deducted from the bill amount.

12. The following materials would not be supplied by the Corporation like brick, cement sand, steel, Plaster of Paris, wood gals, lamination, paint, ceramic tiles, hardware fittings etc. including any other materials needed for execution of the job.
13. The Contractor shall make their own arrangement for storage space and godown for their materials, tools & tackles, Plant & Machinery etc.
14. The Contractor shall not, without the written consent and approval of the Corporation, Sublet any portion of the work.
15. The Contractor shall make their own arrangement for storage space and godown for their materials, tools & tackles, Plant & Machinery etc.
16. Rates of all items should be inclusive of supply of materials, labour charges hire charges of tools & tackles, scaffolding, plant & machinery any taxes and duties etc. In case of only labour involved items, supply of material will not be included.
17. Should the contractor fail to complete the job within the stipulated time as specified in the tender within one extension of time, if permitted, as per clause (10) of the contract will be terminated automatically on the ground of non-completion of work even within the extension of time as permitted in one time and no appeal will be accepted in this respect. The balance job, if any, to be carried out through any other agency at their cost and risk.
18. No other terms and conditions are acceptable from their end if not stipulated in the work order or accepted.
19. **IDLE LABOUR**  
No claim for idle labour would be entertained under any circumstances.
20. **COMPLETION DRAWING**  
Wherever applicable, the contractor shall have to submit with the final bill, detailed drawings showing the works completed in all respects. Such drawings shall consist of one original and four copies. Unless such drawings are furnished and approved, payment for final bill will not be processed.

## Annexure - A

1	FALSE CEILING WORK			
1.1	Providing and fixing false ceiling standard G.I. Section 12 mm thick arm strong standard board	Sft	1000	Use of Indian standards materials to be approved by SNLTR before put to use
2	PARTITION WORKS			
2.1	Powder coated aluminium section 3"× 1.5" along with clips and toughened glass / ply and laminates wherever required	Sft		Use of Indian standards materials to be approved by SNLTR before put to use
3	DOOR – GLASS DOOR			
3.1	Fully fixed glazed toughen glass with film pasted as per design along with all hardware and floor spring, lock, handle door closed	Nos	2	Use of Indian standards materials to be approved by SNLTR before put to use

4	FLOORING			
4.1	Termite proof synthetic carpet of standard material and colour to be approved by SNLRT	Sq Ft	1000+	
4.2	Skirting with the above treated material all round	Rft	130	
5	REPAIR, SURFACING & PAINTING WORK ON FLOOR and CEILING			
5.1	Providing and applying putty and plaster of Paris, water papering, and other preparation to ready the walls and ceiling for painting	Sq Ft	1000	

**Note :**

1. All the tools, machines, spares which are not mentioned in the Bill of Materials and not to be supplied as part of the RFP, which shall be used by the agency for execution of the Contract shall be brought in by the agency.
2. The SNLTR shall not pay more the bid amount for usage of any such too, machinery; pares used a part of the execution of the contract.
3. Any extension of work in quantity will have to be negotiated and approved by SNLTR

SNLTR, Kolkata shall sign Master Service Agreement for a Contract period of 3 years from date of issuance of work completion certificate with the selected bidder.