

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE- 411008

(Under Ministry of Earth Sciences, Govt. of India)

Tender Notice No.IITM/QTRS&CTS/1/2007

NOTICE INVITING TENDER

Sealed item rates tenders are hereby invited from the contractors registered in the approved list of Govt./Semi-Govt. who are enlisted for carrying out the works in appropriate class (for appropriate amount) for carrying out the work at Indian Institute of Tropical Meteorology, Pune – 411008

Sr. No	Name of Work	Estimated Cost	Earnest Money @2.5%	Time for completion
1.	Civil Repairs & Renovation works & Electrical Renovation & Rewiring works of Type-III Quarters (one block consisting of four flats)	Rs.18,41,394.00	Rs.46,035.00	3 months
2.	Civil Repairs & Renovation works & Electrical Renovation & Rewiring works of Central Toilet Blocks of II nd Phase Main Office Building (Two Blocks on each floor)	Rs.10,46,280.00	Rs.26,157.00	3 months

The tender document for the above mentioned work will be exclusively issued only to those contractors who will produce documentary proof in original for satisfying the following conditions.

1. The contractor is required to show proof of his latest valid Contractor's License & Registration Certificate (original) with the approved bodies indicating the appropriate class for carrying out such contracts, in the prescribed format. Tender will be strictly issued to those contractors who have specific expertise in the similar fields. The certificate from the organizations where similar kind of works has been done should be produced, which should include description of work, time taken, cost of work and satisfactory completion of work in time.
2. The contractor is required to show the proof of his latest Income-Tax Returns for the current financial year and furnish the list of works in hand and completed during the last 3 years.
3. The contractor should furnish his financial standing during last 3 years.
4. The tender documents consisting of complete specifications, the schedule of quantities of the various classes of work to be done and the set of "conditions of contract" to be complied with by the person whose tender may be accepted is attached.
5. The contractor should quote in figures as well as in words, the rates and the amount tendered by them. The amount for each item should be worked out and the requisite totals taken.
6. The tender documents will be issued from 15.11.2007 to 30.11.2007 between 1030hrs to 0300hrs during the working days of the Institute. The Tender completed in all respect should reach to the office of the Administrative Officer, IITM, Pune-8 up to 1230hrs on 4th December 2007 and will be opened on the same day at 1600hrs in the presence of concerned Tenderers who may desire to be present.
7. The earnest money amounting to Rs. 46,035.00 for work at Sr. No.1 and Rs. 26,157.00 for work at Sr. No.2 to be paid in the form of Demand Draft, drawn in favour of the Director, Indian Institute of Tropical Meteorology, Pune-8 issued by a any nationalised bank valid for minimum four months from the date of issue, & should accompany with the original copy of tender. No other form of payment is acceptable. Any separate information about the deposit of earnest money will not be necessary. Tenders received without earnest money in either of the above manners will be invalid or rejected.
8. Tenders received after the prescribed time and date whether sent by post or in person shall not be considered under any circumstances. The right of acceptance of tender will rest with **Director, IITM, Pune-8**, who does not bind himself to accept the lowest tender and reserves to himself the right of accepting the whole or any part of any tender and the tenderer shall be bound to perform the same at the rates quoted by them.

- 9. Completed Tenders should be submitted in **double sealed covers** super scribed with the name of the work, day and time of opening written both on the inner and outer envelopes, and should be sent in the name of the Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune – 411008.
- 10. It will rest with the Director to split up the whole work between two or more contractors or accept in parts, if considered expedient.
- 11. Canvassing in any connection with the tenders is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 12. Tenders incorporating conditions are liable to be rejected.
- 13. The contractor(s) will have to give a declaration in writing to the fact that he is not related to any officers employed in the grade between Director to Section Officer of the Institute.
- 14. The rates quoted by the tenderers should be inclusive of all taxes such as Octroi, Sales tax, Government of Maharashtra works contract tax etc. and no extra amount will be payable to the contractor on their quoted rates by the Institute on account of increase in taxes or duties even if imposed or levied either before or after tenders are opened or during the currency of the tender.
- 15. Item rate renders showing percentage above or below are liable to be rejected.
- 16. If the contractor to whom the work is awarded does not sign the contract or does not start the work within one week from the issued of the order to start the work, his earnest money will be forfeited.
- 17. Tenders submitted shall remain valid for 90 days from the date of opening of the tender for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
- 18. Earnest money is liable to be forfeited if the contractor selected for the work fails to sign the formal agreement within seven days from the date intimation to that effect to him or fails to start the work within seven days form the date of commencement given in the work order.
- 19. Any additions, subtractions, alterations in tender conditions or rates and amounts, given by tenderers after submission of tenders will not be considered unless the tenders are called by the Institute to make the same.
- 20. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable to rejection.
- 21. Samples of Two fittings in each category shall be got approved and kept in custody of the Administrative officer / Section Officer(GA) within three weeks of the award of work. No fitting or fixture will be allowed to be used in the work unless, it is specifically approved in advance.
- 22. Before submitting the tender, the tenderers should inspect the site to fully acquaint himself about the condition in regard to accessibility to site, nature and extent of ground, working condition of site and locality including storing and stacking of materials, installation of tools and plants etc., conditions affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
- 23. Contractor should not violet the standards norms and guidelines of the Govt. for employment of the labourer and Institute will not take any responsibility whatsoever in this context.

Administrative officer
For Director