

CSIR-NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY

(Council of Scientific & industrial Research)
Jorhat, Assam



Tender paper

Name of work	Estimated cost (Rs.)
ANNUAL MAINTENANCE CONTRACT OF NEIST STAFF QUARTERS AT RESIDENTIAL CAMPUS,NEIST,JORHAT	1256110.00

Name of the contractor : _____

Address-_____



CSIR-NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY, JORHAT

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

NOTICE INVITING TENDER

1. Sealed item rate tenders are invited for the works mentioned below from the Contractors/Firms registered in appropriate class of C.P.W.D., Railways, M.E.S., Post & Telegraph Department, State P.W.D.'s, Semi-Government organizations and/or from those, who have successfully carried out similar works for C.S.I.R. or its laboratories/Institutes or Government Organizations having required T & P. The tender document will be accepted only from those contractors, who have satisfactorily executed similar works of value.

- a) three similar works, each 40 % of estimated cost or
- b) Two similar works each of value 50 % of estimated cost or
- c) One Similar work of 80 % estimated cost

For issue of tender papers, proof of their Registration, Experience, Sales Tax Certificate and Capability to the full satisfaction of the officer issuing the tenders.

2.

Sl. No	Name of Work	Estimated Cost in Rs.	Earnest money	Cost of Tender	Time of Completion	Date of issue	Date of submission
1.	Annual Maintenance Contract of NEIST Staff Quarters at Residential Campus, NEIST, Jorhat	1256110/-	25200/-	500/-	01 Year (365 days)	20-10-2010	03-11-2010

3. Time for carrying out the work will be as mentioned above and the date of commencement shall be reckoned from the tenth day of issue of award letter.

4. Complete contract documents to be complied with, by the tenderer whose tender may be accepted can be seen at the office of Civil Engineering Section, NEIST, Jorhat. Tender documents can also be seen from the web site <http://www.neist.res.in>. In case the tender documents obtained from the web site, then the tenderer should enclosed a separate Demand draft / Pay Order from a nationalized bank in favour of Director, NEIST JORHAT for Rs.500.00 (Non refundable) towards the tender cost and also submit his credentials along with the tender for verification as highlighted above. **The tenderers are advised to see the work site before quoting the rates.**

5. Tenders should be submitted on the specified form (Non-Transferable), which may be obtained from the office of S.E.(Civil), NEIST, Jorhat during office hours from 20.10.2010 to 03.11.2010 on payment of Rs.500.00 in cash (Non- Refundable) at Cash Section of NEIST, Jorhat.

6. Tenders should be submitted in double sealed covers super-scribed with the name of the work, date and time of opening written both on the inner and the outer envelopes. They will be received up to 3.00 p.m. on 03.11.2010 and will be opened at 3-30 p.m. on the same day in the office of the Administrative Officer, NEIST, Jorhat. Tenders should be dropped in the tender box before the closing date and time indicated. In case these are sent by post, these should be sent by Registered post/Speed post

addressed to "The Director, North East Institute of Science & Technology, Jorhat - 785006". Tenderers are to ensure that they post the tender well in advance so as to reach before the closing date and time indicated.

7. The Earnest money mentioned as above in the form of demand draft or pay order of a nationalised bank and drawn in favour of Director, NEIST, Jorhat should accompany the tender. Tenders received without earnest money will be invalid.

8. The Competent Authority does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.

10. The tenderer shall not be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior engineer (Both inclusive) He shall also intimate the name of the persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

a. Note. A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family (b) they are husband and wife (c) the one is related to the other in the following manner: father, mother (including step mother, son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tenders submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

12. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and write in both figures and words. On check if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed.

i) When there is difference between the rates in figures and in words, the rates, which correspond to the amount worked out by the tenderer, shall be taken as correct.

ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words the rate quoted by the tenderer in words shall be taken as correct.

iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

13. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.

14. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools & plants(T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such accounts shall be entertained by the Competent Authority in any circumstances.

15. Earnest money will be forfeited if the contractor fails to commence the work as per the award letter for the work.

16. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

17. Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.

a) DEFECT LIABILITY PERIOD is of Twelve Months from the date of completion as certified by the Competent Authority.

b) MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE. Rs. _____ (Rupees _____ only). Intermediate certificate a lesser amount can be admitted for payment at the discretion of the Engineer.

c) SECURITY DEPOSIT: Security deposit shall be deducted from the running bills at the rate of 10% (Ten percent) of the gross value of the work done and measured inclusive of Earnest Money subject to a maximum of Rs. 5 Lacs (Rupees Five Lacs Only).

d) COMPENSATION: Contractor shall pay as compensation an amount equal to 1% (One percent) or such smaller amount as the Competent Authority (whose decision in writing shall be final) may decided on the cost of the whole work as shown in the agreement, for every week that the work remains uncommenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not be exceeding 10% (Ten percent) of the estimated cost of the work as shown in the agreement.

18. Schedule showing approximate quantity of materials to be supplied by the Competent Authority under Clause. 6 of General Condition of Contract for works contracted to be executed and the rates at which they are to be charged for:

Particulars of materials	Approx. Quantity	Rates at which the material will be charged to the contractor			Place of delivery
		Unit	Rs.(figures)	Rupees words	
NIL	NIL	NIL	NIL	NIL	NIL

NOTE:- The tenderer shall ensure that particulars in the above form are filled in by the Engineer before he submit the tender.

19. For all special jobs e.g.lights, air conditioning, Public address, fire protection, security / surveillance and building management systems, technical (covering also general conditions and commercial terms) and financial offers will be given separately in two seal covers.

SUPERINTENDING ENGINEER

Contractor must submit duly filled pages 2 and 3 along with the Tender

A demand draft / Pay Order No. _____ issued by _____ a nationalized bank for an amount of Rs. _____ drawn on _____ in f/o Director, NEIST JORHAT has been enclosed with the tenders as Earnest Money / Cost of tender paper.

Signature of Contractor

DETAILS OF STATUS OF THE FIRM

1	Name of the Contractor/Firm	
2	Registration No.	
3	Valid upto	
4	Licence No. Issued by Labour Deptt.	
5	Valid upto	
6	Pan No.	

7. Experience ----

Departments	Name of work	Amount	Year	Annex No.

8. List of Equipment specially required for design mixed cement concrete.

8. Any other

Data for tender scrutiny

	<i>Registration No and Name of Organization</i>		<i>Annex No</i>
	<i>Registration valid upto</i>		<i>Annex No</i>
	<i>Name of organisation where satisfactorily executed similar works of value. Three similar works, each 40 % of estimated cost (Copy of certificate)</i>		<i>Annex No</i>
	<i>Name of organisation where satisfactorily executed similar works of value. Two similar works each of value 50% of estimated cost (Copy of certificate)</i>		<i>Annex No</i>
	<i>Name of organisation where satisfactorily executed similar works of value. One similar work of 80% estimated cost (Copy of certificate)</i>		<i>Annex No</i>
	<i>Copies of all registration certificates, Pan etc</i>		<i>Annex No</i>
	<i>Any other information</i>		

Signature of Contractor



CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY, JORHAT
(Council Of Scientific and Industrial Research)

Name of work:

Annual Maintenance Contract of NEIST Staff Quarters at
Residential Campus, NEIST, Jorhat

DETAIL STATUS OF THE FIRM

- 1 Name of the Contractor/Firm
- 2 Registration No.
- 3 Valid upto
- 4 Licence No. Issued by Labour
Deptt.
- 5 Valid upto
- 6 Earnest Money Deposited Vide..... No.....
of.....
- 7 Experience *
- *
- *
- *
- *

Signature of Contractor
with Rubber Stamp



CSIR-NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)
Jorhat Assam 785 006

Name of work: ANNUAL MAINTENANCE CONTRACT OF NEIST STAFF QUARTERS AT
RESIDENTIAL CAMPUS,NEIST,JORHAT

Schedule of Quantities

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
1	Demolishing brickwork including stacking of serviceable materials and disposal of unserviceable materials as directed for all levels.	Cum	20.00			
2	Dismantling wood work in frames,trusses,purlins and rafters including stacking the materials as directed by the department for all levels.	Cum	15.00			
3	Dismantling all types of corrugate/trapezoidal sheet roofing including ridges,hips,valleys and gutters etc.and stacking the materials as directed by the department for all levels.	Sqm	30.00			
4	Dismantling and removing the existing door and window frame(chowkath) both wooden and steel of different sizes without damaging the walls and removing the frame and necessary repairs to the edges of the walls as directed for all levels.	Rm	10.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
5	Providing wood work in frame (chowkaths) of doors, windows, clerestory windows and other similar works wrought, framed and fixed in position in contact with C.C or brick masonry wall including supplying, fitting and fixing with M.S hold fast (40mm x 3mm x 250mm) as per design embeded in cement concrete block in proportion 1:2:4 and with two coats of kiricide oiling to the timber faces in contact with C.C and masonry as directed and specified.(b) With 1st class timber(Hollock/Bonsum)	cum	15.00			
6	Providing undressed wood work in roof truss, rafter, purlins, tie and the like including hoisting and fixing in position with necessary spikes, nails including M.S straps with bolt and nuts etc. complete with kiricide oiling two coats to all timbers members and two coats of anticorrosive paint to M.S straps (M.S flats, angle cleats, and bolt and nuts required for flat and angle cleats wherever used shall be measured and paid separately).	cum	5.00			
7	Supplying fitting and fixing pelmet to door and window frames with 12mm thick kit ply wood finished with matt finished sunmica on external faces and bottom and fixed with wooden brackets including providing 20mm dia aluminium hanger with necessary socket and clamps complete including inside painting as directed.(b) Without sunmica	Sqm	15.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
8	Providing,fitting and fixing full panelled doors/windows including oxidised M.S butt hinges(100mm x 75mm x 3.55mm) with necessary screws(other fittings to be measured and paid separately).A)with Teak wood/sissu wood.35mm thick	Sqm	50.00			
9	Providing,fitting and fixing fully glazed window with sash bars including oxidised M.S butt hinges(75mm x 60mm x3.15mm) 2 nos.on each leaf and 3nos.on single leaf(glass panes to be measured and paid separately)with Bola wood/Gamari wood.35mm thick	Sqm	30.00			
10	Providing fitting and fixing fully glazed window without intermediate sash bars including oxidised M.S butt hinges(75mm x 60mm x 3.15mm) 2 nos.on each leaf and 3 nos.on single leaf(glass panes to be measured and paid separately).with Bola wood/Gamari wood.35mm thick.	Sqm	35.00			
11	Providing and fixing particle board/block board shutters for cupboards including black enamelled M.S butt hings(75mm x 40mm x 1.12mm)6 nos. hinges(75mm x 40mm x 1.12mm) 6 nos.with necessary wood screws(fully panelled).(a) with Teak wood particle board(12mm thick)	sqm	12.00			
12	Providing and fixing Flush Door shutters solid core construction with frame of 1st class hard wood with cross band and face veneered ply wood face panels conforming to relevant I.S. code including oxidised iron butt hinges (100mm x 75mm x 3.5mm) 6 Nos with necessary wood screws.	Sqm	46.20			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
13	Providing, fitting and fixing Wire Gauge shutters using galvanised M.S. wire of I.S. designation 85G with wire of dia 0.56mm for doors, windows and clerestory windows including oxidised M.S. butt hinges (100mm x 58mm x 1.90mm). With 1st class Local wood (Hollock/ Bonsum) 30mm thick	Sqm	22.50			
14	Providing, fitting and fixing steel windows/ ventilators (openable) of standard rolled steel sections as per relevant I.S. code-1038 joints mitred and welded with 15mm x 3mm x 100mm lugs embedded in cement concrete block of M-10 grade including providing and fixing of projecting hinges (not more than 65mm and not less than 15mm wide) bolting device and steel handles, peg stays of 300mm long etc. complete as per drawing including applying a priming coat of red-lead paint including removing old window	sqm	30.00			
15	Providing and fixing clear sheet glass beded in putty and fixed with/without wooden beadings including necessary cutting of glass to required sizes. Area of glass panes exceeding 0.15sqm but not exceeding 0.52 sqm. 4.00mm thick	sqm	50.00			
16	Providing and fixing glass panes with special metal, sash putty and glazing clip in steel windows / doors / ventilators / clerestory windows including necessary cutting to required sizes for all floors. Clear sheet glass panes 4.00mm thick.	sqm	35.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
17	Plain Cement Concrete works with coarse aggregate of sizes 13mm to 32mm in foundation bed for footing step, walls, brick works etc. as directed and specified including dewatering if necessary, and curing complete. In prop 1 cement : 4 sand : 8 coarse aggregate by volume.	cum	6.00			
18	Providing brick soling in foundation and under floor with stone/ best quality picked jhama brick, sand packed and laid to level and in panel after preparing the subgrade as directed including all labour and materials and if necessary dewatering, complete. Brick on flat soling.	sqm	122.50			
19	Brick work in cement mortar with 1st class brick including racking out joints and curing complete as directed in superstructure above plinth level. In proportion 1:4 (1 cement : 4 sand)	cum	10.00			
20	112mm thick 1st class brick nogged wall in cement mortar including racking out joints and curing complete as directed in super structure above plinth up to 1st floor level. In cement mortar in proportion 1:4 (1 cement : 4 sand)	sqm	25.00			
21	40mm thick cement concrete floor consisting of 25mm under layer of cement concrete in prop 1:3:6 (1 cement : 3 coarse sand : 6 coarse aggregate of 12.5mm and down) and 15mm thick wearing layer in cement concrete in prop. 1:1:2 (1 cement : 1 coarse sand : 2 coarse aggregate of size 10mm down) finished with a floating coat of neat cement finish using cement slurry for bond @ 2.75 kg per square metre of floor area, wearing layer is to be laid in panels including curing etc. complete as directed.	sqm	122.50			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
22	15mm thick Cement plaster in single coat on rough side of single or half brick wall for interior plastering up to 1st floor level including arises, internal rounded angles, not exceeding 80mm in girth and finished even and smooth including curing complete as directed. In cement mortar 1:3	sqm	35.00			
23	Providing Somany Ceramic Tiles of approved quality size, shape and thickness not less than 8mm on floor over cement mortar 15mm thick in prop 1:3 (1 cement : 3 coarse sand) including cutting where necessary finished with flush pointing with Fix-A-Tile White Cement Slurry mixed with approved pigment to match shade of tiles complete at all levels as specified and directed. [300mmx300mm)	sqm	30.00			
24	Providing asbestos cement corrugated sheet roofing 6mm thick fixed with G.I. coach screw square head, 8mm dia and 115mm long/ G.I. cranked bolt of 8mm dia with G.I. flat washer 25mm dia x 1.0mm thick and bitumen washer 25mm dia x 3mm thick complete excluding the cost of roof truss, purlins etc.	sqm	20.00			
25	Providing corrugated galvd. Iron sheet roofing of TATA shaktee / SAIL including fitting and fixing necessary galvd. J or L hooks, bolts and nuts 8mm dia with bitumen washer 25mm dia x 3mm thick and 1.6mm thick limpet washer complete excluding cost of roof truss , purlin etc. 0.50 mm thick.	sqm	30.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
26	Labour for fitting and fixing galvd corrugated iron roofing including supplying and fixing with new galvd screw J hook, bolts, nuts washer etc. complete as directed.	sqm	20.00			
27	Labour for taking out and refitting galvd ridging including supplying and fixing necessary galvd screw, bolts and nuts complete as directed.	Rm	25.00			
28	Providing and laying four course water proofing treatment with bitumen felt over roof consisting of first and third courses of blown or residual bitumen applied hot @ 1.45 kg per sqm of area for each course second course of roofing with felt type 3 grade 1 (hessian base self finished bitumen) and fourth and final course with stone grit 6mm and down size, felt pea gravel spread @ 0.006m3 per sqm including preparation of surface, excluding grouting etc. as directed and specified including removal of the existing layer	sqm	200.00			
29	White washing with lime on wall surfaces (two coats) to give an even shade including thoroughly brooming the surface to remove al;l dirt, dust, mortar drops and other foreign matter.	sqm	100.00			
30	Distempering (one coat) with oil bound distemper of approved brand and manufacture and of required shade on old wall surface to give an even shade, after thoroughly brooming the surface free from dirt, loose scales and other foreign matter and also including preparing the surface even and sand papered smooth	sqm	100.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
31	Applying one coat of Cement Primer of approved brand and manufacture on new wall surface after thoroughly brooming the surfaces free from mortar droppings and other foreign matter and including preapring the surface even and sand papered smooth.	sqm	50.00			
32	Providing two coats of Birla White Wall Care Putty (Wall resistant White Cement based putty for concrete/ mortar walls and ceiling both internal and external) after removing all loosely adhering material from the wall surface with the help of emery stone, putty blade or wire brush and moistening the wall with suffucient quantity of clean water as specified and directed by the department. Thickness = 1.0mm	sqm	100.00			
33	Painting two coats (excluding priming coat) on new wood and wood based surface with enamel paint of approved brand and manufacture (Asian paint / Berger Paint/ ICI paint/ J&N paint/ Nerolac) to give an even shade including cleaning the surface of all dirt, dust and other foreign matter sand papering and stopping.. High Gloss paint.	sqm	25.00			
34	Painting one coat (excluding priming coat) on old wood and wood based surfaces with enemel paint to give an even shade including cleaning the surface of all dirt, dust and other foreign matter sand papering and stopping. Surfaces over 100mm in width or girth. High Gloss.	sqm	30.00			

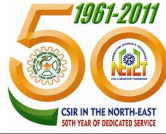
Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
35	Painting one coat (excluding priming coat) on old wood and wood based surfaces with enamel paint to give an even shade including cleaning the surface of all dirt, dust and other foreign matter sand papering and stopping. Surfaces up to 100mm in width or girth. High Gloss.	Rm	25.00			
36	Supplying, fitting and fixing electrocoloured iron fittings of approved make, reasonably smooth, free from sharp edges and corners, flaws and other defects and with counter sunk holes for wood screws including necessary screws etc. complete.					
(i)	Sliding door bolts. 250mm x 16mm	each	100.00			
(ii)	Tower Bolts. 200mm x 10mm	each	100.00			
(iii)	Tower Bolts. 150mm x 10mm	each	100.00			
(iv)	Tower Bolts. 100mm x 10mm	each	100.00			
(v)	MS shutter hook and eye	each	100.00			
(vi)	MS Butt Hinge. Heavy Duty. 75mm x 75mm x 3.55mm	each	100.00			
(vii)	MS Butt Hinge. Heavy Duty. 100mm x 60mm x 3.15mm	each	100.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
37	Supplying, fitting and fixing anodised aluminium fittings of approved make, reasonably smooth, free from sharp edges and corners, flaws and other defects and with counter sunk holes for screws including necessary aluminium screws etc. complete (anodised to bright natural matt & satin finished)					
(i)	Door Handles. 125mm	each	100.00			
(ii)	Door Handles. 100mm	each	100.00			
38	Supplying, fitting and fixing in position reinforcement bars conforming to relevant I.S. Code for RCC work including straightening, cleaning, cutting and bending to proper shapes and length as per details, supplying and binding with 20G annealed black wire and placing in position with proper blocks, etc complete. TMT bar of other ISI approved make	Qtl	20.00			
39	Providing formwork of ordinary timber planking so as to give a rough finish including centering, shuttering, strutting and propping etc. height of propping and centering below supporting floor to ceiling not exceeding 4.0M and removal of the same for in-situ reinforced concrete and plain concrete work in . Sides of beams, slabs etc. using 25mm thick plank.	sqm	50.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
40	Repairing the existing shutter with replacement of members such as style, lock rail, bottom rail including hinges tower bolt etc.					
(i)	Repairing with replacement of style	each	30.00			
(ii)	Repairing with replacement of bottom rail	each	30.00			
(iii)	Repairing with replacement of top rail	each	30.00			
(iv)	Repairing with replacement of lock rail	each	30.00			
41	Providing, fitting and fixing PVC door frame of DPF-5060 make suitable for DPS-3720 made from extruded PVC multichamber hollow section having dimensions of 50mmx60mm (Tolerance + 1mm). Horizontal and vertical sections shall be joined by steel screws after inserting MS tubular rectangular galvanised L-shaped brackets of size 100mmx100mm or plastic brackets of size 75mmx75mm with metered cut at the corners. Hinge side of the frame shall be reinforced with MS Tubular section of size 40mmx20mm. The frame will be fixed to the column/ stiffner/ wall with the help of 3 Nos 75mm long and 4mm dia steel screws and expandable fasteners on each side of the door frame complete in all respects as specified and directed at all levels.	Rm	1.00			

Sl. No	Description of Item	Unit	Qty	Rate in Figure	Rate in Words	Amount
42	Providing, fitting and fixing PVC door shutters of DPS 3720 make made from extruded PVC stiles and rails made from rigid PVC multicavity hollow chamber section of size 90mmx37mm (Tolerance + 1mm). The corners of the stiles and rails shall be metered out and fixed to each other with the help of solid plastic L-shaped brackets or MS rectangular tubular galvanised two nos. of size 200mmx100mm and 100mmx100mm at each corner by self tapping steel screws. PVC multicavity hollow section of size 105mmx37mm shall be fixed in the middle by aluminium cleat and steel screws as lock rail. The section frame shall then be filled with PVC panels of approved colour of size 100mmx20mm. Then two numbers of bright steel rods of 6mm diameter shall be inserted horizontally through stiles and panels with two numbers of check nuts and washers all complete as specified and directed at all levels including door fixtures	sqm	1.00			
43	Providing, fitting and fixing fly proof galvd. MS wire gauge of IS designation 85 G with wire of dia. Of 0.56mm to windows and clerestory windows including timber beading of size 50mmx20mm complete. With 1st class local timber bead	sqm	1.00			
	TOTAL:: Rs.					

Signature of the contractor



Name of Work: ***"ANNUAL MAINTENANCE STAFF QUARTERS AT NEIST
RESIDENTIAL CAMPUS, NEIST, JORHAT"***

TERMS AND CONDITIONS OF CONTRACT

- 1) The Agreement shall cover the following scope of work.
 - (a) Carrying out day to day, annual and periodic Civil Maintenance of the Quarters, additional and miscellaneous Civil Works all pertaining to building works for one year which may be extended on the performance of the work mutually decided.
- 2) The Security deposit will be released only after 12 (twelve) months from the date of completion of work or finalization of the bill whichever is later.
- 3) The Competent Authority shall have powers to engage any other agency/contractor for carrying out any work in the premises / building as per his discretion and the contractor shall have no claim whatsoever on this account.
- 4) The contractor shall be fully responsible for the damage, loss, pilferage etc. done to NEIST property by his manpower during their performance or otherwise and shall be liable to pay compensation for the same. The amount of such compensation as decided by the Competent Authority shall be final and binding.
- 5) The contractor shall keep the premises free of construction garbage and rubbish all the time and dispose of the same as per municipal bye laws.
- 6) The Contractor shall depute experienced and skilled Supervisor and Engineer at Site of Work.
- 7) The Contractor shall engage minimum five groups of workers at site with skilled workmanship.
- 8) Minimum value of work to be completed in one month should be approximately One Lakh.
- 9) Materials to be used will be verified by a Technical Committee before execution

- 10) Total manpower engaged each day with details i.e., carpenter, mason, unskilled labour, etc must be reported in writing to the concerned Engineer-in-Charge every day.

ADDITIONAL CONDITIONS, ADDITIONAL SPECIFICATIONS & IMPORTANT NOTES

- 1) The Contractor shall at his own expense, provide all materials required for the works. Unless otherwise specified, the materials used on the work shall bear "Standard Mark" of the "Bureau of Indian Standards". It shall be the responsibility of the contractor to ascertain the sources from where the materials having 'Standard Mark' are available.
- 2) The contractor shall maintain safe custody of materials brought to the site. For Cement and Steel and other materials as prescribed, the quantities brought at site shall be entered in the respective material at site accounts and shall be treated as issued for maintenance of daily consumption. The Cement and Reinforcement Steel shall be procured as per conditions laid down hereunder.
- 3) Some restrictions may be imposed by the security staff etc. on the working and / or movement of labour, materials etc. and the contractor shall be bound to follow all such restrictions / instructions and nothing extra shall be payable on this account. Prior permission in written may be obtained for entering workers to the Campus.
- 4) Labour will not be allowed to stay in the NEIST premises.
- 5) Any damage done by the Contractor to any existing work during the course of execution of work tendered for shall be made good by him at his own cost.
- 6) The rate for every item of work to be done under this contract shall be for all heights, depths, lengths and widths of the structure (except where specially mentioned in the Item) and nothing extra will be paid on this account
- 7) The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards such as day and night boards, speed limit boards and flags, red lights and providing barriers etc. He shall be responsible for all damages and accidents caused due to negligence on his part. No hindrance shall be caused to traffic during the execution of work. Nothing extra shall be paid on this account.
- 8) The contractor shall keep the site clear thoroughly of rubbish, useless scaffolding and materials etc. from time to time as well as before the actual date of completion of the work as per directions of the Engineer-in-Charge.

9) The Contractor shall maintain in perfect condition all works executed till the completion of entire work allotted to him.

10) DISMANTLING AND SPECIAL SAFEGUARDS

- a) All dismantled materials obtained from dismantlement of RCC work, Brick Work, cement based Water Proofing Treatment, Steel Work, A.C. Sheet etc. shall be brought to the ground. The serviceable materials shall be stacked separately for which nothing extra shall be paid to the Contractor. The dismantled material shall not be thrown from the terrace to the ground and shall not be stacked on the terrace and the serviceable materials obtained shall be removed by the contractor to a dumping ground inside the Laboratory Campus.
- b) The serviceable materials obtained from dismantlement shall be removed immediately by the contractor from the compound to the authorized dumping grounds/store of the Institute etc. The serviceable materials shall not be allowed to accumulate at site.
- c) The demolition of R.C.C. work, Brick Work, cement based waterproofing treatment if required shall be done carefully in such a fashion that the transfer of vibrations to the existing roof slab/beams shall be minimum the mode of dismantling shall be got approved from the Engineer-in-Charge. Reinforcement bars in existing columns, beams etc are to be used for lap-ages after proper cleaning and application of approved de-rusting agent if so required by the Engineer-in-Charge and nothing extra shall be payable for its applications.
- d) It is not obligatory on the part of the Engineer-in-Charge to allow the use of existing staircase by the Contractor for transporting materials. The Contractor shall make his own arrangement by installing a hoist to take the materials to the work spot.
- e) Dismantling of waterproofing treatment over the existing terrace, except of the area around the columns, shall be started only after the work of casting of columns, roof slabs and external walls is over.
- f) Casting of columns shall be commenced by cutting the waterproofing treatment around the periphery of the columns. The position so cut shall be got water proofed immediately so that there is no leakage.
- g) During execution of the work, adequate precaution shall be taken to avoid any damage to the existing structure / finishes. In the event any damage occurs, the same will have to be made good by the contractor at no extra cost.

11) Articles/ materials manufactured by reputed firms and approved by the Competent Authority only are to be used. Only articles classified as "First Quality" by the manufacturers shall be used unless otherwise specified. Preference shall be given to those articles, which bear ISI certification marks. In case Articles bearing ISI

certification marks are not available the quality of samples brought by the contractor shall be judged by the standards laid down in the relevant CPWD/APWD specifications. For items not covered by CPWD/APWD Specifications relevant ISI standards shall apply.

- 12) The wood samples to be used for door shutters shall be deposited by the contractor with the Engineer-in-Charge before commencement of work. The contractor shall produce cash vouchers and certificates from standard kiln seasoning plant operator about the timber section (to be used on the work) having been kiln seasoned by them failing which it would not be accepted as kiln seasoned.
- 13) Factory made shutters, as specified shall be obtained from factories to be approved by Engineer-in-Charge. The contractor shall inform well in advance to the Engineer-in-Charge the name and address of the factory from where the contractor intends to get the shutters manufactured. The contractor will place order for manufacture of shutter only after written approval of the Engineer-in-charge in this regard is given. The Contractor is bound to abide by the decision of the Engineer-in-Charge and recommend another factory name from the approved list, in case the factory already proposed by the contractor is not found to manufacture quality shutters.

ADDITIONAL CONDITIONS FOR CEMENT AND STEEL

- 1) The Contractor shall maintain safe custody of materials brought to the site. The Contractor shall also employ necessary watch and ward establishment for the work and other purposes as required at his own cost.
- 2) For cement and Steel and other materials, as prescribed, the quantities brought at site shall be entered in the respective material at site accounts and shall be treated as issued for maintenance of daily consumption.
- 3) The procurement of Cement and Reinforcement Steel, and their issue and consumption shall be governed as per conditions laid down hereunder.

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