

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung::West Kameng District::Arunachal Pradesh-790116

Website: www.cihcs.edu.in :: email: cihcspffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

No. 4-161/2023/CIHCS/ 8500-02

Dated, Dahung the 4th Jan., 2024

TENDER NOTICE

NAME OF WORK: MAINTENANCE & REPAIR OF 16 (SIXTEEN) NOS. OF RCC QUARTERS AND 04 (FOUR) NOS. BACHELOR'S BARRACK.

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, invites tenders under two bids system (Technical & Financial) from reputed and eligible agencies/firms for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack at the Central Institute of Himalayan Culture Studies (CIHCS), Dahung.

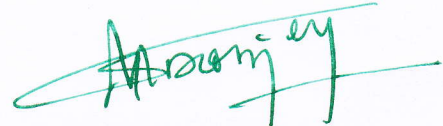
Before tendering, the bidder should mandatorily visit the Institute in between 10 AM to 1 PM and 2:30 PM to 4:30 PM on any working days w.e.f. 06/01/2024 to 24/01/2024 for technical assessment of the site and also to evaluate the local conditions, the accessibility of the site and understand implication of the operations for execution of the contract.

1. After technical assessment of the requirement of the Institute and evaluation of the local condition of the Institute, the interested agencies/firms may like to submit the Technical and Financial bids separately. The bids in Sealed Cover-I containing "**Technical Bid**" and Sealed Cover-II containing "**Financial Bid**" should be placed in another Sealed Cover superscribed as "**Tender for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack.**" The tender documents should be addressed to The Director, Central Institute of Himalayan Culture Studies (CIHCS), PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 and may either be dropped in the tender box or may be sent by Registered/Speed Post.
2. The last date of submission of Tender is **25/01/2024, 04:00 PM.**
3. Tender shall not be accepted after the last date & time of submission.
4. **The bidder must visit the site where the above work is going to be done and enclose the site visit report (Annexure-VI) along with the tender documents failing which the tender shall be rejected.**
5. **Tenders (bids) shall be opened on 26/01/2024 at 11 AM** in the Library, CIHCS, Dahung, West Kameng District, Arunachal Pradesh. **Interested bidders may like to attend the same as per schedule.**
6. The rates quoted must be in Indian rupees and should be inclusive of all applicable taxes.
7. **The Technical Bid (Application, Annexure-I, II, IV, V & VI) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Bid (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 superscribed with "Tender for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack".**
8. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
9. The rates tendered shall remain valid for 120 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated on institute's website.

10. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
11. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
12. The tender documents are enclosed herewith.
13. For any query/clarification, please write to email: cihcsoffice@gmail.com

Enclo: Tender documents.

Yours sincerely



(Dr. Gurmet Dorje)

Director

CIHCS, Dahung

Dated, Dahung the 4th Jan., 2024

Memo No. 4-161/2023/CIHCS/

Copy to:

- ✓ 1. The Chairman and all the members of the Tender Opening Committee to take necessary action for submission of the proceeding to the Director through the AAO.
2. Computer Instructor cum Website In-charge for uploading the Tender Notice in the website of the Institute immediately.
3. Office copy.

Technical Bid (For Envelope-1)

ANNEXURE-I

**TERMS & CONDITIONS FOR MAINTENANCE & REPAIR OF 16 (SIXTEEN) NOS.
RCC QUARTERS AND 04 (FOUR) NOS. BACHELOR'S BARRACK AT THE
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG.**

1. Tender fee (Non-refundable): **1,000.00 (Rupees one thousand)** only to be deposited in favour of **CIHCS, Dahung** by means of Demand Draft/Banker's Cheque payable at SBI Tenga Valley (Bank code: 03594) branch. Non-submission of the Tender fee shall lead to non-consideration of the Tender.
2. Bid security/ Earnest Money Deposit (EMD): Bidders shall have to deposit Bid Security/EMD of Rs. **20,000.00 (Rupees Twenty Thousand)** only in the shape of Accounts Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee valid for 6 (six) months drawn in favour of CIHCS, Dahung payable at SBI, Tenga Valley (Bank Code: 03594), along with the bid. Non submission of the bid Security/ EMD with bid shall make the tender/bid liable to be rejected. The Demand Draft/ Bankers Cheque for Tender cost/Fee and Bid Security/EMD should be prepared separately.
3. The bidder must visit the site where the above work is going to be done and enclose the site visit report (Annexure-VI) along with the tender documents failing which the tender shall be rejected.
4. The Tender should be submitted along with all the necessary documents in the format provided with this tender notice.
5. The bidder should have registered office in any state of Northeast region with dedicated official service/support.
6. The bidder should have past experience in Arunachal Pradesh or in similar Central Educational Organisation-valid documentary proof to be submitted along with the offer.
7. All quoted items must comply with ISO/ISI/BIS Certification.
8. The price quoted should be inclusive of all applicable taxes and should be quoted in Indian Rupees only. No additional information will be entertained after due date.
9. The last date of submission of Tenders is **25/01/24, 04:00 PM.**
10. **The bidders should mandatorily sign on every page of the Tender Document and submit the same along with the bid**, which would show their unconditional acceptance of all the terms and conditions of the Tender Notice/Document.
11. Tender shall not be accepted after the last date & time.
12. **Tenders (bids) shall be opened on 26/01/2024 at 11 AM** in the Library, CIHCS, Dahung, West Kameng District, Arunachal Pradesh. **Interested bidders may like to attend the same as per schedule.**
13. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
14. Each bidder shall submit only one quotation.
15. The bid should not contain corrections or over writing.
16. The rates quoted shall remain valid for a period not less than 120 days after the deadline specified for submission of quotations.
17. Incomplete bids are liable to be ignored / rejected.
18. The successful bidder must complete the work within 45 (Forty-Five) days from the date of award of contract.
19. The successful bidder shall not engage the services of any sub-contractor or transfer the contract to any other person/firm.

20. Minimum Guarantee/Warranty for a period of one year must be provided by the Contractor which will commence from the date of satisfactory completion of the work.
21. Signed and rubber sealed guarantee/warranty declaration certificate must be furnished by the successful bidder along with the invoice.
22. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specification.
23. Notwithstanding the above terms & conditions, the competent authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time.
24. The decision of the Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 shall be binding on all issues relating to this tender.
25. **The Technical Bid (Application, Annexure-I, II, IV, V & VI) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Bid (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 superscribed with "Tender for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack.**
26. The Institute reserves the right to reject any/all tenders without assigning any reason(s).
27. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
28. The Institute reserves the right to change the quantity of tendered work or any terms & conditions governing for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack as and when circumstances so warrant.
29. **Submission of tender:** Sealed tenders super-scribed on the envelope as "**maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack**" addressed to **The Director, Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116** may either be dropped in the tender box or sent through registered/speed post.

This is to certify that I/We before signing the tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by the said terms & conditions.

Name of the Firm/Agency

Signature with Seal.....

Date

(To be furnished in the letter head of the firm)

ANNEXURE-II

FOR ENVELOPE-1:

DETAILS OF SUCH MAINTENANCE & REPAIR WORK UNDERTAKEN IN OTHER ORGANISATIONS DURING THE LAST 3 (THREE) YEARS.

Sl. No.	Name & Address of other Organisation	Type of work done	Name of contact person of other organisation with mobile no.

(Enclose supporting documents regarding experience in concerned area of work)

Name of the Firm:

Signature with Seal:

Office address:

.....

Phone/Mobile No. (Office)

Date:

(To be furnished in the letter head of the firm)

ANNEXURE-III

FINANCIAL BID (For Envelope-2):

SCHEDULE OF RATE

Note: The firm will be solely responsible for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack at the Central Institute of Himalayan Culture Studies, PO: Dahung, West Kameng District, Arunachal Pradesh-790116 along with Guarantee/Warranty for a period of one year.

Sl. No.	Name of works to be executed	Quantity	Rate (in Rs. Inclusive of all taxes)
1	Plastering of outer and inner walls	i. 16 Nos. RCC Quarters ii. 04 Nos. Bachelor's Barrack	
2	Replacement of Tiles		
3	Merging of Bathroom and Toilet	08 Nos. quarters of the first floor	
	Repair/ replacement of roof rain water drainage system	04 Jobs. in RCC double storey buildings	
	Repairing/maintenance of Ground Floor drainage system	i. 04 Jobs in RCC double storey buildings ii. 01 Job at bachelor's barrack.	
4	Repairing/replacement of Doors and windows	As per requirement found during site visit	
5	Repair/replacement of Ceiling		
7	Repairing of stairs		
9	Electrical re-wiring		
10	Repairing/maintenance of toilet		

(All the items intended to be used for the work must comply with ISO/ISI/BIS certification)

Name of the Firm/Agency:

Signature with Seal

Office Address

.....

Phone/Mobile No. (Office)

Date

For Envelope-1

ANNEXURE - IV

(To be furnished in the official letter head of the firm)

CERTIFICATE OF NON-BLACKLISTING

I/We/ M/s _____ are registered
Company / Ltd Company / Proprietorship firm etc. as per Registration Certificate No.
_____ issued by _____ having registered office
at _____
and manufacturing/supply base at _____ do hereby
declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have
ever been cancelled by any State/UT/Central Government or any partner or shareholder either
directly or indirectly connected with or has any subsisting interest in the business of my/our firm
nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied
due to delay of non-completion of work/service/supply order by any State/UT/Central
Government or by any authority.

Place: _____

Signature of the tenderer with seal

Dated : _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and
correct to the best of my knowledge and beliefs. No part of it is false and nothing has been
concealed therein.

Place : _____

Signature of the tenderer with seal

Dated : _____

(To be furnished in the official letter head of the firm)

**CERTIFICATE FOR NO NEAR RELATIVE (S) OF THE AGENCY/FIRM/SUPPLIER
WORKING IN CIHCS, DAHUNG**

I S/o Shri

R/o

Hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal

(To be furnished in the letter head of the firm)

SITE VISIT REPORT

(Must be enclosed along with tender documents)

This is to certify that I have personally visited the site of work at CIHCS, Dahung for taking first hand technical assessment of the work as per the need of the CIHCS, Dahung.

Further, I also certify that I have acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Central Institute of Himalayan Culture Studies, Dahung.

1	Tender Notice No.	
2	Name of Work	Maintenance & repair of 16 (Sixteen) nos. of RCC quarters and 04 (Four) nos. bachelor's barrack at CIHCS, Dahung, West Kameng District, Arunachal Pradesh-790116.
3.	Date of site visit	
4	Purpose of site visit	For technical assessment and also to evaluate the local conditions, the accessibility of the site and understand implication of the operations for execution of the contract as pe the need of the CIHCS, Dahung.

Name of the Firm/Agency

Signature with Seal.....

Date

Site visited in presence of Director / AAO, CIHCS, Dahung.

Signature of Director/AAO with date:

For Envelope-1**(Specimen Application)***(To be furnished in the official letter head of the firm)*

No:

Date:

To,

The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
West Kameng District
Arunachal Pradesh-790116

Sub: Tender for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack at Central Institute of Himalayan Culture Studies (CIHCS), Dahung and acceptance of Terms & Conditions thereof-reg.

Ref: Your Tender Notice vide no:..... dtd.

Sir,

In response to your above referred to Tender Notice for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack at CIHCS, Dahung, I/We a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender with the following particulars (*enclose a copy each of the self attested supporting document*):

Sl. No.	Description	Particulars
1.	Name of the Firm	
2.	Year of establishment	
3.	Valid Trading License/Registration Number of the firm with a self attested copy of Trading License / Registration Certificate	
	Self attested copy of PAN Card in the name of the Firm/Proprietor.	
	Self attested copy of GST Certificate	
	Bank account details of the firm with self attested photo copy of the pass book	
4.	Registered Postal Address	
	Telephone No.	
	Mobile No.	
	Website address	
10.	E-mail address	
	Name of Director (in case of Company, Proprietor, Partner (in case of Partnership firm), PA Holder (in case of Power of Attorney Holder)	
	Name & designation of the authorised signatory	
	Address for communication	
11.	Contact Details: Mob., e-mail etc.	

P.T.O.

Having acquired the requisite information related to the items, I/We the undersigned hereby offer for maintenance & repair of 16 (sixteen) nos. RCC quarters and 04 (four) nos. bachelor's barrack at CIHCS, Dahung strictly in accordance with the terms and conditions as indicated by you in the said document.

I/We understand that the CIHCS, Dahung reserves the right to reject any or all the tenders or accept them in part or to reject the L₁ bidder without assigning any reasons.

Thanking You.

Yours faithfully

Signature

Date

Name of the Firm

Seal of the Firm