



ICAR - INDIAN INSTITUTE OF RICE RESEARCH
(Formerly Directorate of Rice Research)
Rajendranagar, Hyderabad – 30: Telangana
Phone No's: 040-24591256: FAX: 040-24591217



REGD. POST WITH ACKNOWLEDGEMENT DUE

F.No: 11-8/Admn./Estate/Works/16-17

Date: 17th February, 2017

To

Sub: Renovation of Glass House for Fan Pads Systems– Reg.

Dear Sir(s)

Sealed quotations are hereby invited on behalf of the Director, IIRR, Hyderabad for job work contract for **Renovation of Glass House for Fan Pads Systems**. The terms and conditions of the contract which will be given any contract made are those contained in the General Conditions of contract applicable to the contracts placed by the Institute and by the Research Institutes of the Council and the special terms and conditions detailed in the quotation forms and its schedules. Please submit your rates in the quotation form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs.5000/- (Rupees. Five Thousand only)** must be deposited in the form of demand draft / pay order payable to Director, IIRR at Hyderabad. The particulars of the earnest money deposited must also be superscribed on the top of the envelop by indicating the draft / pay order number and date, failing which the quotation will not be opened. The quotation will not be considered if earnest money is not deposited with the quotation.

3. The quotationer is being permitted to give quotation in consideration of the stipulations on his part that after submitting his quotation, he will not resile from his offer or modify the terms and conditions thereof. If the quotationer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the quotationer not being accepted, the amount of earnest money deposited by the quotation will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.

4. The Schedules of the quotation form should be returned intact and pages should not be detached. In the event of the space provide on the schedule from being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the quotationer. In such cases reference to the additional pages must be made in the quotation form. If any modification of the schedule

is considered necessary it should be communicated by means of separate letter along with quotation. Overwriting / erasing in rate to be quoted by the quotationer will not be allowed otherwise the quotation may be rejected.

5. The quotation is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the quotations is not fully filled in. Individual signing the quotation or other documents connected with contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If quotationer does not accept the offer, after issue of letter of award by Institute within 15 days the offer made shall be withdrawn & Earnest Money forfeited.

7. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the quotation and all other related documents must be signed by every partner of the firm. A person signing the quotation form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so the Institute shall without prejudice to their civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the quotation and the schedules to the quotation and annexure, if any should be signed by the quotationer.

8. The original copy of the quotation is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed "construction of glass house at IIRR with address of this office and of the quotationer. Right is reserved to reject outstation quotations. All quotations should be sent by Registered Post / Courier only not later than **3:00 PM on 09-03-2017**.

9. The rates quoted by each firm for "construction of glass house in quotation be given both in words and figures failing which the same is liable to be rejected.

10. The Institute does not pledge itself to accept the lowest or any other quotation and also reserve to itself the right of accepting the quotation in whole or in part of the quotation. You are however at liberty to quotation for the whole or any portion or to state in the quotation that the rates quoted shall apply only if the quotation is considered fully. Other conditional quotations will not be accepted.

11. An amount of 5% of the total amount of the bill as a security deposit in the form of Demand Draft in the name of Director, IIRR, by the selected / successful tenderer and same will be released after six months from the date of the completion of the work.

12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the quotationer.

13. The sale tax any other tax which as for the rule of the State Government shall be liability of the agency to deposit the concerned department and TDS shall be deducted at source from the bill of the successful tenderer as per the rule.

14. Director, IIRR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the quotationer.

15. Decision of the Director, IIRR will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his / her level and will not be referred to arbitration.

16. Acceptance by the Institute will be communicated by Fax / Telegram / Express Letter or any other form of communication. Formal letter of acceptance and work order of the quotation will be forwarded as soon as possible, but the earlier instructions in the Fax / Telegram / Express Letter etc., should be acted upon immediately.

17. The following documents must be enclosed alongwith the duly filled in quotation form so as to consider it eligible for the contract.

- a) Proof of the Registration with CPWD / PWD / MES / Govt.
- b) Copy of the latest income tax returns.
- c) The quotation may be addressed to the Senior Administrative Officer, Indian Institute of Rice Research, Rajendranagar, Hyderabad – 500 030.

Yours faithfully,


Sr. Administrative Officer

Full Name & Address of the Tenders in
Addition to Post Box No., if any, should
be quoted in all quotations to this office :
Telephone No. :
Telegraphic Address/FAX/Cellular No :
E-Mail Address :

From _____

To

Director

Indian Institute of Rice Research

Rajendranagar, Hyderabad – 500 030

I/We have read all the particulars regarding the General information and other terms and conditions of the **Renovation of Glass House for Fan Pads Systems at Indian Institute of Rice Research Rajendranagar, Hyderabad** and agree to provide the services **Renovation of Glass House for Fan Pads Systems at IIRR** as detailed in the schedule – I herein or to such portion thereof as you may specify in the acceptance of the quotation at the rates given in Schedule-II to this quotation and I/We agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/we shall be bound by a communication acceptance dispatched within the prescribed time.

I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

The following pages have been added to and form a part of this tender _____. The Schedules I to accompany this Tender are at pages. _____

Every page so attached with this Tender bears my signature and the office seal.

Pay order/DD.No. _____ of Rs. _____ drawn in favour of Director, Institute of Rice Research, Rajendranagar, Hyderabad and payable at _____ is enclosed as earnest money required.

Signature & Seal of the Quotationer

Date:

Telephone No.

Res.:

Additional Terms & Conditions:

1. Various items as stipulated are necessarily to be executed and have been incorporated in the estimate for the rate purpose only and quantities to be executed will be as per requirement of site conditions.
2. After executing the work at site, all areas has been executed shall have to be cleaned by contractor and nothing extra on this account shall be payable to working agency.
3. Contractor shall submit the bill for every works executed at site and shall be verified by the authorized representative of IIRR.
4. All extra items to be executed, which are not covered in the estimate shall be executed by the working agency on recommendation of the representative and rates for the same shall be derived as per DSR enhanced / reduced by the respective percentage as derived out in the quoted rate of rule working agency.
5. This is item rate contract the rates are valid for 6 months from the date of award of work.
6. The work will be carried out as per the direction of Chairman, Works Committee.
7. No T & P will be issued to the contractor.
8. The contractor will make all safety arrangements.
9. The Water / Electricity provided by the client and will be deducted as per CPWD manual.
10. Generated malba / silt will be disposed of by the contractor to the nearest MCD dumping ground for which nothing extra will be paid.
11. Rates should be inclusive of all taxes. Nothing extra will be paid to the contractor
12. Quantities actually executed at site shall be measured and paid.
13. This Institute is not in a position to supply any C & D form.
14. The job should be complete within 30 days from the date of handing over of site. In exceptional deservicng cases extension of time shall be granted to contract beyond the above time of completion taking into account the delay due to unavoidable circumstances. Proposal for extension should be received much in advance before the expiry of scheduled time. Penalty shall be imposed @ 0.25% per month subject to a maximum of 2.5% of the total cost of the job if job is not completed within scheduled time.
15. Any job which is not included in this order may not be undertaken without specific written orders of competent authority.
16. The contractor who has been awarded the job will be principal employer for the labour force. The Institute will have no liability in this regard.
17. The bill in triplicate to be preferred in the name of Director, IIRR and submitted along with advance stamped receipt for arranging payment and also kindly indicate following details.

Details required for RTGS Transaction

- a) Account Name :
- b) Bank Account No. :
- c) Name of the Bank & Branch:
- d) IFSC Code :
- e) PAN No. :



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S. No	Description of the work	Unit	Approx. Qty.	Rate (INR)	Amount (INR)
1.	Supplying and erection of cooling pad (size 14'X14') with aluminum frame with PVC accessories complete	No	1		
2.	Stainless steel jail with aluminium tube (1'X2') for cooling pad	No	1		
3.	Biotech room digital temperature controller	No	1		
4.	½ hp pad pump with filter and PVC accessories	No	1		
5.	Construction if motor house suitable for Pump	No	1		
6.	Electrical rewiring with MCB and switches	No	1		
	Total amount:				

All payment will be made as per actual on site measurement and the quantities mentioned is likely to increase or decrease.