

Ref No: STPIC/PUR/010/2021-22 / 233

Date: 19.04.2021

To

Call for quotation

Sub : Repair and re-painting of Director's room window area at STPI-Chennai – reg

Software Technology Parks of India (STPI), an autonomous society under, Govt. of India, Ministry of Electronics and Information Technology (MeitY), Govt. of India invites quotations towards Repair and re-painting of Director's room window area at STPI-Chennai as per the scope of work given below:

Scope of work:-

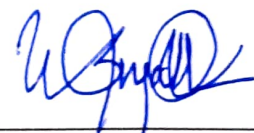
Repair and re-painting of Director's room window area at STPI-Chennai.

Details of work:

S. No.	Description of work	Qty
1.	Application of silicon paste on the glasses	Approx 15 feet
2.	Fitment of overhead laminate mica sheet (old Mica sheet available)	Approx 20 feet
3.	Wall putty and painting work	Approx 15 feet

Requirement:

S. No.	Description	Qty
1.	Silicon past average 15 feet	5
2.	Silicon Gun	1
3.	Fevicol 20 (2 ltrs) feet laminate mica pasting	1
4.	Painting work wall primer	1
5.	Patti	2
6.	Premium White Paint	2
7.	4 inch Brush	1
8.	Silicon Work Labour	Lumpsum
9.	Carpenter Work Labour	Lumpsum
10.	Paint Work Labour	Lumpsum
	Total	



The terms and conditions for the quotation are as follows:

1. The validity of the quote must be for 75 days.
2. The details of the taxes prevalent on the date of quotation should be clearly indicated in the quotation. If it is not mentioned, it will be treated as inclusive, except for the cases, where GST is not applicable for the Vendor..
3. The prices quoted should be inclusive of transportation and insurance charges etc.,
4. Quotations should be free from correction and erasures. Corrections if any should be attested.
5. Enclose the self attested copy of PAN card.
6. Enclose the self attested copy of GST Registration Certificate.
7. The bidder has to carry out the site survey for the bidder's better understanding of the work at STPI-Chennai and enclose the duly filled in site visit / inspection form as per Annexure – III, signed by the bidder and STPI-Officials along with the quotation
8. Payment will be made within 15 days after successful completion of work and submission of the invoice.
9. Payments to the contractor will be through NEFT or RTGS transfer only, for which the bank details & account number etc. have to be submitted by the contractor as per the format enclosed as Annexure - I
10. Non-disclosure agreement to be submitted as per the format enclosed in Annexure –II
11. The bid received without copy of PAN card and duly filled in site visit/inspection form will be treated as disqualified.
12. The work should be completed within 20 days from the date of work order at STPI-Chennai.
13. The quotes should reach this office on or before **10.05.2021 11.30 a.m** and the quotations will be opened on **11.05.2021 at 11.30 a.m.**
14. Bidders are requested to submit the quotes as per enclosed format.

With regards,

A handwritten signature in blue ink, appearing to read 'Sujatha Venkatesh', is placed above the typed name.

Sujatha Venkatesh
Admin. Officer (AV)
For Director

Format for submission of quotation:

Name of the Vendor :
 Address :
 Telephone :
 e-mail ID :

Repair and re-painting of Director's room window area at STPI-Chennai.

S. No.	Description	Qty	Rate (in Rs.)	GST Amt (in Rs.)	Total amount (in Rs.)
11	Silicon past average 15 feet	5			
12	Silicon Gun	1			
13	Fevicol 20 (2 ltrs) feet laminate mica pasting	1			
14	Painting work wall primer	1			
15	Patti	2			
16	Premium White Paint	2			
17	4 inch Brush	1			
18	Silicon Work Labour	Lumpsum			
19	Carpenter Work Labour	Lumpsum			
20	Paint Work Labour	Lumpsum			
	Total Amount				

(Rupees _____ only)

- | | |
|--|----------|
| a) Bid Validity 75 days | Yes / No |
| b) ENCLOSED, Copy of the PAN card | Yes / No |
| c) ENCLOSED, Copy of the GST Registration Certificate | Yes / No |
| d) Payment will be made within 15 days after successful completion of work and submission of the invoice | Yes / No |
| e) Enclosed Bank details as per Annexure-I | Yes / No |
| f) Enclosed Non disclosure agreement as per Annexure-II | Yes / No |
| g) The work should be completed within 20 days from the date of work order at STPI-Chennai. | Yes / No |
| h) The prices quoted is inclusive of transportation, insurance etc | Yes / No |
| i) Site visit / inspection form duly filled by the bidder as per Annexure - III | Yes / No |

Signature :
 Designation :
 Seal of the company :
 Date :

BANK DETAILS FOR MAKING RTGS PAYMENT

Name of the Bank	:	
Branch Name	:	
Account Number	:	
Name of the Account Holder	:	
IFSC No.	:	
GST Registration Number (enclose the copy) HSN or Accounting Service Code	:	

The bidder is requested to enclose a cancelled cheque for verification along with this format.

Signed by:-
(Contractor)

NON – DISCLOSURE AGREEMENT

Date:

STPI	SUPPLIER
SOFTWARE TECHNOLOGY PARKS OF INDIA, NO.5, 3 RD FLOOR, RAJIV GANDHI SALAI, TARAMANI, CHENNAI 600 113	

We _____ hereby agree to keep all information confidential about STPI-Chennai learnt by below signed persons from this date _____ onwards, and at all times in future, in which _____ (the supplier) has an interest.

We hereby agree and undertake to maintain such information as confidential and undertake not to use any part or the whole of such information, directly or indirectly learnt about STPI-Chennai, for any other purpose other than executing Repair and re-painting of Director's room window area at STPI-Chennai.

We further agree that our personnel will only disclose confidential information on a need to know basis with the consent of STPI- Chennai.

Signed by:-
(Supplier)

SITE VISIT/INSPECTION FORM

- 1. Department/Group Name: Admin. Group**
- 2. Tender No/Call for quotation No:**
- 3. Name of company and contact details:**
- 4. Nature of work:**
- 5. Discussion held with STPI Official (Name & Signature):**
- 6. Site/Premises inspection activity(Describe at least in 100 Words):**

Vendor's Name

Admin Head

Signature.

Signature.