

To

Reg

Sir(s),

Sub.:- Invitation of Quotation for Renovation of Room No.7 at Main Office Building, CRIDA-

Quotations are invited for undertaking the work indicating below from the contractors who registered with Government/Government Agencies:

Particulars	Contact Officer
As per Annexure - I enclosed	Chairman, Institute Works Committee, CRIDA, Ph:9985151692

**TERMS AND CONDITIONS**

1. Quotations should be submitted in a sealed cover addressed to the Director, CRIDA, Santoshnagar, Hyderabad - 500 059. The cover containing quotation should invariably be super scribed :  
**a) Enquiry : F. No. 4-7(148)/2013-2014/E-II**  
**b) Due on : 20-05-2014 (16:00Hrs)**  
**c) Name of the item : "Renovation of Room no.7 main Office building, CRIDA"**
2. The lowest quote shall be reckoned on the total sum worked out on the basis of actual rate quoted for each item of work in annexure – I and accordingly arithmetical in accuracy if any shall be corrected. In cases where if no rate is quoted for one or more items, the contractor has to complete the entire work within the total as worked out above.
3. The quotation should remain open for acceptance for a period of 90 days from the due date fixed for submission of quotation.
4. The rates quoted should be total amount payable including other incidentals.
5. This Institute is not in a position to supply any C or D forms.
6. The job should be completed within **20days** from the date of handing over site. In exceptional and deserving 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 @ 1% per week subject to a maximum of 10% of the total cost of the job if job is not completed within specified time.
7. Any job which is not included in this order may not be undertaken without specific written orders of competent authority.

8. If it is decided to ask for **excise duty/sales tax or any other charges as extra**, the same must be **specifically** stated. In the absence of any such stipulation it will be presumed that the prices include all such charges and no claim for the same will be entertained. **Please avoid to write expression such as taxes etc., please indicated exact amount/percentage of taxes, duties etc., payable by the Institute.** The prices quoted by the contractor should be exclusive of sales tax and should be clearly stated to be so which will be paid by purchaser.
9. On demand, records relevant to measurement, financial progress should be made available for inspection.
10. The contractor who has been awarded the job will be the principal employer for the labour force. The council will have no liability in this regard.
11. Appropriate Income Tax and other taxes shall be deducted at source by the DDO, CRIDA at the time of payment of the bill.
12. The bill in triplicate to be preferred in the name of Director, CRIDA and submitted along with advance stamped receipt for arranging payment and also kindly indicate following details on bill, note that no payment is possible without these details.

Details required for RTGS transaction

Account Name :-

Bank Account No :-

Name of the Bank & Branch:-

IFSC Code:-

PAN No:-

13. Arbitration for all disputes between contractor and the Institute in connection with the works shall be referred to the sole arbitrator to be appointed by the Council. The decision of the sole Arbitrator so appointed shall be final and binding on both the parties.
14. Quotation, which do not conform to the above terms and conditions will not be considered. The Director, CRIDA reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Yours Faithfully,

Enclosure:Annexuare-I

[P.Prakash Babu]  
Administrative Officer