



कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

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A-59/41/2017-ADM(ESTABLISHMENT)

25.09.2017

M/s

Sirs,

**Sub:- Renovation works in the Office of the Secretary, Coir Board,
M.G.Road, Kochi-local quotation forwarding of –reg.**

It has been decided to carry out renovation works in the Office of the Secretary, Coir Board in the new building of Coir House (1st Floor). A copy of the works specifications (Quotation) for the works proposed to be undertaken is attached herewith. You are requested to offer your rates for all the works indicated therein, if interested, subject to the Terms & Conditions thereon. Your rates should be submitted **on or before 28th September, 2017, 3.00 p.m.** in a sealed cover, alongwith the supporting documents. The quotations received will be opened at 3.30 pm on the same day in the presence of quotationers/ their representatives, if any, present.

Yours faithfully,


Administrative Officer

Encl: As above

Work specifications for renovation works in the Office of the Secretary, Coir Board,
M.G.Road, Ernakulam, Cochin-16

Sl. No.	Description of Work	Amount Quoted		
		Amount	GST	Total
1	Dismantling of partition wall and coir tiles in the Office of the Secretary, Coir Board.			
2	Paving of floor tiles approximate area 500 Sq. Ft. With skirting 6" high 300 sq.ft. (approximate) Material : vitrified joint free tiles of size 80 cm x 80 cm. (Cost – ranging from 70 to 75 per Sq. Ft.) Colour : to be selected by Coir Board Brand : Khajaria/ Exxaro/ Johnson/ Somany			
3	Colour washing of the walls in the interiors including toilet (with necessary putty works)- (area 1000 sq.ft. approx.) Brand: preferably Asian paints (Royale) or other brands with equivalent costs : 2 coats (Ivory colour - to be selected by Coir Board)			
4	Whitewashing in the ceiling in the interiors including toilet (area 600 sq.ft. approx.) Brand : preferably Asian paints (Royale) or other brands with equivalent costs : 2 coats (White colour)			
5	Replacement of five windows with Aluminium frame and sliding glass with frame.			
6	Providing window glints to the four windows with best quality materials locally available.			
7	Providing 10 no. of LED lights in the cabin for adequate illumination (as shown in the another cabin)			
8	Providing adequate additional power points (plugs)			
9	Painting of Doors – 3 Nos.			
	Total (Rs.)			

Declaration

I/We have gone through the work specifications shown above and inspected the Office of the Secretary, Coir Board for proper assessment of the works. I/ We have also gone through the Terms & Conditions for execution of the above works given below: I/We have submitted the Tender after proper assessment of the works involved and expenditure etc.

Date:
Place:

(Name and Signature of the party
with Rubber stamp)

**Terms & Conditions for execution of the renovation works in the Office of the
Secretary, Coir Board**

1. The contractor has to read the details of work carefully and quote accordingly.
2. The offer should be submitted in a sealed cover in the format given with work specifications.
3. The Offer should accompany EMD in the form of DD drawn in favour of Secretary, Coir Board payable at Ernakulam for Rs.6250/- + GST 18% or NEFT A/c.No.57009832813 IFSC SBTR0000261 (Proof to be attached)
4. The Quotation should also accompany Rs.375/- + GST 18% in the form of DD drawn in favour of Secretary, Coir Board payable at Ernakulam or NEFT (Proof to be attached) towards the cost of Quotation form.
5. The works have to be completed in all respects in ten days after issuing the work order. No extension of time will be permitted at any cost.
6. No advance will be provided for this work. Immediately after completion of the work, the party may submit proper bill to the Office for arranging payment.
7. The dismantled materials should be removed from the site at the cost of the quotationer including all other waste materials connected with this work (excluding coir tiles, Aluminium frames, glasses etc. which will be taken over by the Board's representative)
8. The prospective quotationers may visit the site during office hours on working days.
9. Incomplete quotations will be summarily rejected.
10. Rate for paving / skirting of tiles including cost of materials should be quoted per sq.ft basis.
11. Cost of colour washing including putty works should be quoted per sq.ft basis.
12. Secretary, Coir Board reserves the right to accept or reject the quotations fully or partly, whatsoever, without assigning any reasons thereof.

Place:
Date:

Sd/-
SECRETARY