

**TOBACCO BOARD :: DIRECTORATE OF AUCTIONS :: BENGALURU**  
**TERMS AND CONDITIONS FOR REPAIRS & SERVICING OF ROLLING**  
**SHUTTERS DURING 2023-24 AUCTION SEASON IN KARNATAKA**

1. Sealed tenders are invited from experienced agencies for "Repairs and servicing for rolling shutters" at the following locations of Tobacco Board in Karnataka: -

Sl. No	Name of the Offices
1	APF No.1, H.D.Kote, Mysuru Dist
2	APF No.2, Hunsur, Mysuru Dist
3	APF No.3, Hunsur, Mysuru Dist
4	APF No.64, Hunsur, Mysuru Dist
5	APF No.62, Chilkunda, Mysuru Dist
6	APF No.4, Periyapatna, Mysuru Dist
7	APF No.5, Periyapatna, Mysuru Dist
8	APF No.6, Periyapatna, Mysuru Dist
9	APF No.7, Ramanathpura, Hassan Dist
10	APF No.63, Ramanathpura, Hassan Dist

2. The tenders shall be super scribed as "Repairs and servicing for rolling shutters". The **cost of tender form is Rs.500+GST**. The Tenders shall be dropped into the Tender box provided at the **Office of the Regional Manager, Tobacco Board, H.No:CA-5673/C, 14<sup>th</sup> main, 2<sup>nd</sup>Stage, Near YoganarasimhaSwamy Temple, Vijayanagara, Mysuru on 28.07.2023 by 11.30 AM and** shall be opened on the same day at **12.00 Noon**. No tender will be received by hand or by any officials.
3. **Terms and Conditions shall be signed on each page as a token of acceptance and enclosed along with the tender form.**
4. **EARNEST MONEY DEPOSIT: -**
- An amount of **Rs.12,500/-** as Earnest Money Deposit (EMD) by way of Demand Draft should be submitted in favour of **Tobacco Board, Bengaluru**, obtained on any nationalized banks payable at Bengaluru.
  - Tenders received without EMD and after stipulated time will not be considered.
  - EMD shall be refunded to un-successful tenderers after award of Work Order to successful tenderer and the tenderer shall not claim any interest on the EMD.
5. **PERFORMANCE SECURITY DEPOSIT: -**
- The successful tenderer has to submit Performance Security Deposit at 5% of the total contract value by way of Demand Draft in favour of Director (Auctions), Tobacco Board, Bengaluru payable at Bengaluru. The contractor shall not claim any interest on PSD.**

Signature of the tenderer

- b) **The Performance Security Deposit amount shall be returned after completion of 1 year, on submission of satisfactory certificate by the concerned Auction Superintendent.**
- c) If the work carried out by the firm is not satisfactory, the PSD shall be forfeited by the Board.
6. **There should not be over writing or corrections in the rates quoted in the tender form. In such a case, the tenderer has to sign against the corrections made.**
7. **The rate inclusive of all taxes should be quoted for each item both in figures and words.**
8. **If there is difference between the rate quoted in figures and words for each item of work, then the rate quoted in words and figures whichever is less will only be considered.**
9. The tenderer should quote reasonable rate for acceptance by Competent Authority.
10. The Director (Auctions) reserves the rights to reject / accept any or all the tenders, received without assigning any reason thereof.
11. In case of dispute the matter shall be referred to Executive Director, Tobacco Board for whose decision shall be final & binding on the contractor.
12. Any tenderer who has not rendered satisfactory services in the Tobacco Board in the past are liable to be rejected. Decision of Tobacco Board is final.
13. The requirement of various items may either decrease or increase to the extent of  $\pm 25\%$ . The rates quoted and finalized would be applicable for the reduced/increased requirements.
14. **Contract will be awarded on the basis of overall lowest cost quoted by the tenderer taking reasonable rates for each individual item of work.**
15. **DATE OF COMPLETION: -**  
a) The work should be completed **within one month** from the date of issue of work order.  
b) **Servicing including greasing should be undertaken two times.**
16. **INSPECTION: - The tenderer should give platform wise fortnightly progress report on the works done to the Directorate of auctions, Tobacco Board, Bengaluru.**
17. **GUARANTEE PERIOD: - A guarantee period of six months** should be given for replacement/ repairs from the date of repairs of the rolling shutters.

Signature of the tenderer

18. The successful tenderer shall attend to repairs / replacement /servicing of spares as and when complaints are received from the Auction Superintendents within 24 hours.
19. The works undertaken by the agency shall be inspected by the concerned Auction Superintendent/ Authorized representative.
20. **PAYMENT: -**
- a) **50% shall be released after completion of 75% job on production of satisfactory certificate from Auction Superintendent through the Regional Manager, Mysuru / Periyapatna, the balance 45% shall be released after completion of the work only after obtaining satisfactory Certificate from all Auction Superintendents through the Regional Manager, Mysuru / Periyapatna and the remaining 5% shall be released after one year of the work order.**
  - b) Income tax and also GST shall be deducted from all the bills payable to the maintenance agency as per rules.
21. **PENALTY: -**
- a) **Penalty will be levied @ 2% of the value of balance work to be executed for each week of delay.**
  - b) In case of cancellation of the contract for non-fulfillment of the conditions stipulated in the quotation schedule, the PSD paid shall be forfeited.
  - c) In case the contractor fails to undertake repairs/servicing the same shall be undertaken by Tobacco Board and the expenditure so incurred shall be deducted from the amount payable or from PSD.
  - d) If the services of agency are found not satisfactory, the agency shall be black listed from any future contract besides cancellation of the contract,
22. **ARBITIRATOR:** In case of dispute the matter shall be referred to the Executive Director, Tobacco Board for appointing arbitrator whose decision shall be final and binding on the contractor.

Place:

Date:

SINGATURE OF THE TENDERER

**SPECIFICATION OF WORK**

1. Servicing and Greasing
2. Replacement of Springs
3. Resetting of springs/Channels
4. Re-setting of Jammed Shutters
5. Enamel Painting
6. Repairs to side lock plates ( fixing and welding)
7. Replacement of Bearing.
8. Replacement of spring wheel (drum)
9. Rolling shutter shaft (rod)
10. Requirement of rolling shutter tension wheel
11. Welding of strips to control the shutter from going over the upper limit
12. Sheets with bottom patty & Accessories
13. Bottom Patti with strips
14. Requirement of central locks
15. Major repairs of rolling shutter
16. New rolling shutter of reputed brand
17. Bottom supporting beams for side channels
18. Side channels
19. Upper spring plates
20. Any other repairs if any

SINGATURE OF THE TENDERER

**TOBACCO BOARD :: DIRECTORATE OF AUCTIONS :: BENGALURU**

**Tender form for Repair/Servicing of Rolling Shutters for  
2023-24 at auction platform of Tobacco Board in Karnataka.**

1	Name of the firm			
2	Address for correspondence			
3	Phone & mobile number			
4	Whether firm is individual or joint firm			
5	PAN/TIN Number			
6	GST Number			
7	Details of EMD amount	<b>DD No.&amp;Bank</b>  <b>Date :</b>  <b>Amount:</b>		
8	Previous experience in executing similar type of job			
	Rate to be quoted as per specification (inclusive of all taxes)	<b>Rates for each item of work in words &amp; Figures</b>		
		Approximate Quantity	<b>In figure</b>	<b>In words</b>
	1) Servicing and Greasing	121		
	2) Replacement of springs	51		
	3) Resetting of Springs	33		
	4) Re-setting of Jammed shutters	18		
	5) Enamel Painting	94		
	6) Repairs to side lock (Fixing, Welding etc)	34		
	7) Replacement of Bearing	20		
	8) Replacement of spring wheel (drum)	21		
	9) Rolling shutter shaft (rod)	10		
	10) Requirement of rolling shutter tension Wheel	14		

	11) Welding of strips to control the shutter from going over the upper limit	45		
	12) Sheets with bottom patty & Accessories	9		
	13) Bottom Patti with strips	21		
	14) Requirement of central locks	29		
	15) Major repairs of rolling shutter	4		
	16) New rolling shutter of reputed brand	1		
	17) Bottom supporting beams for side Channels	12		
	18) Side channels	14		
	19) Upper spring plates	3		
	<b>20) Any other repairs if any</b>	4 Nos.		
	A) Rolling Shutter Handle.			
	B) Top Rolling shutter spring covering box	5		

I have gone through the terms and conditions issued by the Tobacco Board and agree to abide by all terms and conditions. The above information furnished by me is true to the best of my knowledge. If any information is found false, the EMD deposited may be forfeited including cancellation of contract.

Place:

Date:

Signature of the tenderer

### Addresses of Auction Platforms in Karnataka and Phone Numbers

Sl No	Name of the Auction platform	Mobile & Land No's
1	Office of the Auction Superintendent, Tobacco Board, Platform No.1, H.D.Kote-571114, Mysuru Dist.	9448495505 08228-255361
2	Office of the Auction Superintendent, Tobacco Board, Platform No.2, MTC Complex, Kattemalavadi Post, Hunsur-571134,Mysuru Dist.	9448495506 08222-252118
3	Office of the Auction Superintendent, Tobacco Board, Platform No.3, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysuru Dist.	9448495515 08222-252231
4	Office of the Auction Superintendent, Tobacco Board, Platform No.64, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysuru Dist.	9448495658 08222-252119
5	Office of the Auction Superintendent, Tobacco Board, Platform No.4, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysuru Dist.	9448495508 08223-274143
6	Office of the Auction Superintendent, Tobacco Board, Platform No.5, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysuru Dist.	9448495509 08223-274149
7	Office of the Auction Superintendent, Tobacco Board, Platform No.6, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysuru Dist.	9448495510 08223-274951
8	Office of the Auction Superintendent, Tobacco Board, Platform No.62, Chilkunda Village & Post, Chilkunda-571105, Mysuru Dist.	9448495512 08223-210048
9	Office of the Auction Superintendent, Tobacco Board, Platform No.07, Ramanathpura Village & Post, Arkalgud Tq, Hassan Dist-571133.	9448495513 08175-225536
10	Office of the Auction Superintendent, Tobacco Board, Platform No.63, Ramanathpura Village & Post, Arkalgud Tq, Hassan Dist-571133.	9448495514 08175-222924

### Addresses of Regional Manager Office Mysuru and Periyapatna and Phone Numbers

Sl.No	Name of the Office	Mobile & Land No's
1	Regional Manager, Tobacco Board, H.No:CA-5673/C, 14 <sup>th</sup> main, 2 <sup>nd</sup> Stage, Near Yoga narasimha Swamy Temple, Vijayanagara, Mysuru-570017	9448495502 0821-2543357
2	Regional Manager, Tobacco Board,No.4,Housing Board,Gonikoppa Road,Periyapatna-570017	9448280151 08223-2543357