



ಭಾ. ಕೃ. ಅನು. ಪ - ಭಾರತೀಯ ತೋಟಗಾರಿಕಾ ಸಂಶೋಧನಾ ಸಂಸ್ಥೆ  
ಹೆಸರಗಟ್ಟ ಕೆರೆ ಅಂಚೆ, ಬೆಂಗಳೂರು-560 089  
ಭಾ.ಕೃ.ಅನು.ಪ.- ಭಾರತೀಯ ಬಾಗವಾನಿ ಅನುಸಂಧಾನ ಸಂಸ್ಥಾನ  
ಹೆಸರಗಟ್ಟ ಲೇಕ ಪೋಸ್ಟ್, ಬೆಂಗಳೂರು - 560 089



**ICAR-Indian Institute of Horticultural Research**  
Hesaraghatta Lake Post, Bengaluru - 560 089

EPABX: 080-23086100 Extn: 218 & 217

FAX: 080-28466291 – Email: purchase.iihr@icar.gov.in

F.No.5-63/2024-25/SP/IIHR/325066

Dated: 14.08.2024

**NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from interested firms under **Two bid system (Technical bid/financial bid)** for : **Rewiring and Replacement of Electrical fixtures and fittings at Type I (24 Nos) of quarters allotted to PG Hostel at ICAR- IIHR, Hesaraghatta, Manual bids will not be entertained.**

Tender documents may be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule given in CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

Tender No.	F.No.5-63/2024-25/SP/IIHR/325066
Name of Organization	ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH, Hesaraghatta, Lake Post, Bangalore
Date and Time for Issue/Publishing	14.08.2024 at 05:00 PM
Document Download/Sale Start Date and Time	14.08.2024 at 05:00 PM
Bid Submission start Date and Time	14.08.2024 at 05:00 PM
Bid Submission End Date and Time	03.09.2024 at 03:00 PM
Date and Time for Opening of Technical Bids	05.09.2024 at 10:00 AM
Address for Communication	Senior Administrative Officer (Purchase), IIHR, Hesaraghatta Lake Post, Bangalore

Sd/-  
CHIEF ADMINISTRATIVE OFFICER (SG)

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The Tender form/bidder documents may be downloaded from the <https://eprocure.gov.in/eprocure/app>. **Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory.** Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The Firms are required to deposit (in original) **EMD of Rs.9,000/-** in the shape of Demand Draft in favour of **THE DIRECTOR, ICAR, UNIT-IIHR payable at Bangalore** may be addressed to **Senior Administrative Officer (Purchase), IIHR, Hesaraghatta Lake Post, Bangalore-560089** on or before **03.09.2024 by 03:00 PM.**
5. **Please note that only online Bids will be accepted.**
6. Bidders need not to come at the time of Technical as well as Financial bid opening at IIHR. They can view live bid opening after login on CPPP e-procurement portal at their remote end. If any dispute arises, Within Bengaluru Jurisdiction only.
7. The firms are also required to upload copies of the following documents for Technical eligibility and Evaluation:-

- **Technical Bid**

1. **No EMD exemption is given for MSME/ Udyog Aadhar or NSIC and other firms**
2. Scanned copy of the documents Registered with PWD/CPWD/MES/Railways.
3. PAN Card copy
4. GST Number with Registration Certificate
5. Bank details of the firm.
6. Income Tax Returns for the last three years (2021-22,2022-23,2023-24).
7. Profit and loss account & Balance Sheet which are audited & duly certified by the Chartered Accountant for the last three years (2021-22,2022-23,2023-24).
8. Turnover of the business should be Rs.15.00 Lakhs per year (2021-22,2022-23,2023-24). And **Chartered Accountant certified profit and Loss account; Balance sheet to this effect may be enclosed.**
9. **Scanned copy of work/supply order for having successfully completed similar works during last 5 years ending last day of month previous to the one in which bids are invited should be either of the following:**

- a) **Three similar completed works costing not less than the amount equal to 40(forty) percent of the estimated cost of Rs.1,76,000/- each**  
or  
b) **Two similar completed works costing not less than the amount equal to 50(Fifty) percent of the estimated cost of Rs.2,19,000/- each**  
or  
c) **One similar completed works costing not less than the amount equal to 80 (eighty) percent of the estimated cost of Rs.3,50,000/- each**

**10. Tender acceptance letter (Annexure-V) is mandatory.**

**11. Latest copies of the GST returns for six months (July to December,2023)**

#### **DESIGN & SCOPE of work :-**

This Estimate caters for the following works:

1. Power points wiring for Wash Room and Kitchen.
2. LED Tubes and Bulbs.
3. Ceiling Fans/Wall mounting fans.
4. The incoming supply for Power points for the above work may be tapped from the existing DB.
5. Two way wiring has to be done for staircase.
6. Switches, Sockets and Switch boxes needs to be replaced as per specifications.
7. I/c Power wiring needs to be done from Meter cubical.
8. The following make materials are to be used for the above work.

Casing & Capping/PVC Conduit: - Modi/Classic/National

Wire: - Havel's/V Guard/Polycab. (Multi strands Copper)

Switches: - Lisha/Cona/HiFi/GM (Modular)

MCB: - Havel's/Indo Asian/Polycab.

Fan: - EESL/Havel's/Usha/Bajaj/Crompton.

LED Lights: - EESL/Havel's/Syska/Philips/Crompton/GM

• **Financial Bid:-**

- a) Price Bid as BOQ XXX.xls
- b) **Evaluation criteria: Tender will be awarded to the lowest quoted Firm among those firms qualified in the Technical Bid. In case, two or more firms quote the same amount in r/o all the items work together as a whole, then the tender will be awarded to the Firm which has got more average turnover in the last 3 years, based on IT returns/Profit & Loss account/Turnover duly certified by the CA and uploaded along with Tender through CPP.**

Sd/-

**CHIEF ADMINISTRATIVE OFFICER(SG)**

**Terms & Conditions**

1. The tenderer shall quote rates, which will include the supply, installation & other incidental charges. GST, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). GST, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required terms and conditions and remains L-I for **Total cost**.
3. The firm must also possess valid PAN No. & GST registration number and a copy of the same must also be enclosed with the tender document.
4. **Latest copies of the GST returns for six month(July to December,2023)**
5. Copy of Income Tax Return Statement may be furnished for the Financial year 2021-22,2022-23,2023-24.
6. Profit and loss account & Balance Sheet which are audited & duly certified by the Chartered Accountant for the last three years (2021-22,2022-23,2023-24).
7. **Turnover of the business should be Rs.15.00 Lakhs per year (2021-22,2022-23,2023-24). And Chartered Accountant certified profit and Loss account; Balance sheet to this effect may be enclosed.**
8. Modification in the tender documents after the closing date is not permissible.
9. The successful firm shall **commence work** within 10 days from the date of confirmed **work order** and if the work not completed in time then EMD shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
10. The contractor/bidder or his representative may contact the undersigned at **Tel. No. 080-23086100 Extn: 217 & 211** for any further clarification. No variation in terms and quality of the items/specifications shall be entertained or else EMD/Security deposit shall be forfeited.
11. The bidder is advised to visit the site of works at his own expenses and obtain all information that may be necessary for preparing the quotation. Submission of quotation is acceptance by the tenderer that he has inspected the site or he is aware of all conditions.
12. The Director, ICAR-IIHR, shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job without assigning any reason.
13. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past installations.
14. The Firms are required to deposit (in original) an **Earnest Money Deposit of Rs.9,000/-** amount mentioned against item in the form of Demand Draft from any of the Commercial Bank in favour of **THE DIRECTOR, ICAR, UNIT-IIHR payable at Bangalore** may be address to **Senior Administrative Officer (Purchase), IIHR, Hesaraghatta Lake Post, Bangalore-560089 on or before 03.09.2024 by 03:00 PM** . No quotation shall be considered without the earnest money deposit. Demand draft drawn in favour of any officer other than 'THE DIRECTOR, ICAR UNIT-IIHR payable at Bangalore' will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money. The request letter for refund of EMD & performance security is to be submitted by the firm.
15. Rates once finalized will not be enhanced/reduced during the currency of the contract.
16. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money /performance

security deposited would be forfeited.

17. The Director, ICAR-IIHR reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
18. The firm, to whom the tender will be awarded, will have to deposit the **performance security equal to 3% of the total quoted amount at which the Tender will be awarded within 21 days from the date of receipt of work order and the same will be retained during the Defect liability period(warranty) of One year. In the sense, for any material and execution defects, the firm has to set right the defects within 10 working days and maintain the said work.** If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
19. If any dispute(s) arises between IIHR and the firm with reference to the contract, IIHR will decide it and its decision will be binding on the firms.
20. Bid Validity: 90 days
21. Work completion: 60 days from the date of issue of work order.
22. Payment:- No advance or part payment will be given. The payment will be released after satisfactory completion of the work and certificate from the Indentor/Engineer.
23. **The supplier/firm has to submit the GST return for having remitted the GST amount paid by the institute to the concerned authority within 30 days from receipt of payment from IIHR, otherwise their EMD and SD/PS will not be released and such firms shall be blocklisted.**
24. **No EMD exemption is given for MSME/ Udyog Aadhar or NSIC and other firms**
25. GST extra as applicable should be indicated separately in the column provided. Otherwise such quotes will be rejected.

**Payment Terms: In order to facilitate for speedy settlement of payment you are requested to Furnish the following details as below:**

1. **Name of the firm:**
2. **Name of the Bank:**
3. **IFSC Code of Bank:**
4. **Name of the Account & Account No.:**
5. **Branch Code:**
6. **Amount to be paid:**
7. **E-mail address of the party:**
8. **GST No. and Pan No. Copies**

‘Terms & Conditions are acceptable’

Dated

(Authorized signatory of the firm)

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**Annexure-III**

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid for: **Rewiring and Replacement of Electrical fixtures and fittings at Type I (24 Nos) of quarters allotted to PG Hostel at ICAR- IIHR, Hesaraghatta, Bengaluru**

Sl. No.	Name of item	Quantity	Per unit price* (in figures/words) (as per BOQ)
01	<b>Rewiring and Replacement of Electrical fixtures and fittings at Type I (24 Nos) of quarters allotted to PG Hostel at ICAR- IIHR, Hesaraghatta, Bengaluru *</b>	01 Unit	

\*Annexure-VIII

- Items should be of reputed make and suitable for high end elite users
- **GST extra as applicable should be indicated separately in the column provided. Otherwise such quotes will be rejected.**
- **ICAR-IIHR , Bangalore.**

**Note:** The above mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX/xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IIHR.

**Annexure-IV**

EPABX: 080-23086100 Extn: 218 & 217  
FAX: 080-28466291 - Email: purchase.iihr@icar.gov.in



**ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH**

**HESSARAGHATTA LAKE POST, BANGALORE-560 089**

Name of the Firm \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

1	Permanent Account Number (PAN)	
2	GST Registration No.	
3	Bank Details	
a	Bank Name	
b	Branch Address	
c	Account Number	
d	Type of account (current/saving) MICR No.	
e	IFSC Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

**Date:**

To,  
The Director,  
ICAR-IIHR,  
Hesaraghatta Lake Post,  
Bangalore-560089.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. \_\_\_\_\_

Name of Tender/Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents lime annexure(s), schedule(s), etc...) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public sector undertaking.
6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject that bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL <https://eprocure.gov.in/eprocure/app>.) by clicking on the link ‘**Online bidder Enrollment**’ on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (class II or Class III certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- There are various search options built in the CPP Portal. To facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **PREPARATION OF BIDS**

- **Bidder are requested to visit the site at the Institute ICAR-IIHR, Bangalore, Karnataka and discuss with STO(Electrical), ICAR-IIHR, Bangalore before preparing the bid clarify the doubts and understand the requirements.**
- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' or 'Other important Documents' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other technical issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the

authorized bid openers.

- Upon the successful and timely submission of bids (i.e. after clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to printed and kept as an acknowledgement of the submission of the bid.

#### **ASSISSTANCE TO BIDDERS**

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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**Annexure-VII**

Details of Works & EMD

Sl. No.	Purchase of item	Qty	Earnest Money in INR	File. No. for reference
01	<b>Rewiring and Replacement of Electrical fixtures and fittings at Type I (24 Nos) of quarters allotted to PG Hostel at ICAR-IIHR, Hesaraghatta, Bengaluru **</b>	01 UNIT	Rs.9,000/-	F.No.5-63/2024-25/SP/IIHR

Note:

- 1) EMD defined on to the Portal is MINIMUM. Bidder has to submit the EMD as per item for which quoting for.
- 2) **No EMD exemption is given for MSME/ Udyog Aadhar or NSIC and other firms**

\* ICAR-IIHR, Bangalore, Karnataka.

**Annexure-VIII**

**TECHNICAL SPECIFICATION FOR : Rewiring and Replacement of Electrical fixtures and fittings at Type I (24 Nos) of quarters allotted to PG Hostel at ICAR- IIHR, Hesaraghatta, Bengaluru.**

<b>Sl.No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>
1	Wiring for circuit/ sub main wiring along with earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed steel conduit as required. 2 X 2.5 sq. mm + 1 X 2.5 sq. mm earth wire.	Meter	120
2	Supplying and fixing two module stepped type electronic fan regulator on the existing modular plate switch box including connections but excluding modular plate etc. as required.	Each	48
3	Supply and fixing of following switch /socket on the existing modular plate and switch box including connection but excluding modular plate etc. as required 5/6 amp switch 15/16 amp switch 3 pin 5/6 amp socket outlet 6 pin 15/16 amp socket outlet 2 way 5/6 amps switch	Each Each Each Each Each	360 96 48 96 96
4	Supplying and fixing following size/ modules, GI box/PVC box along with modular base & cover plate for modular switches in recess etc as required. 2 Module 3 Module 6 Module (200mmX75mm) 8 Module (125mmX125mm)	Each Each Each Each	24 120 48 24
5	Supplying and fixing of 5 MM Hilum Sheets of different size as per the site requirement. 5 Inch X 5 Inch 6 Inch X 3.5 Inch 7.5 Inch X 4 Inch 8 Inch X 5 Inch 6.5 Inch X 6.5 Inch	Each Each Each Each Each	24 48 96 24 24
6	Supplying and fixing of 18-20 W LED tube light fittings as required at site.	Each	48
7	Supplying and fixing of 9 W LED tube Bulbs fixtures as required at site.	Each	144
8	Supplying and fixing of Ceiling Fan as required at site.	Each	48
9	Rewiring for twin control light point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable and 1.5 sq.mm. FRLS PVC insulated copper conductor single core cable as earth wire in existing surface/ recessed	Point	12

	steel conduit including dismantling as required.		
10	Supplying and Fixing of 9 W LED Bulk head fittings as required.	Each	36
11	Supplying and fixing 5 A to 32 A rating, 240/415 V, 10 kA, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.		
	10 A Single pole	Each	10
	16 A Single pole	Each	10
	20 A Single pole Neutral	Each	24
	32 A Single pole Neutral	Each	24
12	Supplying and fixing of 40 - 50 W LED Street light fittings outdoor type, including Half pole, control wiring and providing DP MCB Of 10 A capacity on the existing street light poles as required at site.	Each	3

**Sd/-**  
**CHIEF ADMINISTRATIVE OFFICER(SG)**