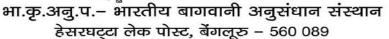


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Dated: 02.02.2025

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.SP/EFC/Compound wall /2024-25/330926

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under two bid system (Technical bid/financial bid)for: Construction of Solid Block masonry compound wall at CHES Chettalli (Kodagu) for a length of approx.33 mt @ CHES Chettalli @ ICAR-IIHR, Kodagu district (near Madikeri), Manual bids will not be entertained.

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

CRITICAL DATE SHEET

Tender No.	F.No.SP/EFC/Compound wall /2024-25/330926
	ICAR-INDIAN INSTITUTE OF
Name of Organization	HORTICULTURAL RESEARCH,
	Hesaraghatta, Lake Post, Bangalore
Date and Time for Issue/Publishing	02.02.2025at 05:30 PM
Document Download/Sale Start Date	02.02.2025at 05:30 PM
and Time	
Bid Submission start Date and Time	02.02.2025at 05:30 PM
Bid Submission End Date and Time	08.02.2025 at 03:00 PM
Date and Time for Opening of Technical Bids	10.02.2025 at 10:00 AM
Address for Communication Senior Administrative Officer (Purchase), III-	
	Hesaraghatta Lake Post, Bangalore

Sd/-CHIEF ADMINISTRATIVEOFFICER (SG)

Annexure-I

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 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/appregularly. 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.16,000/-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 before08.02.2025 by 3:00 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 <u>Rs.16.00 Lakhs</u> 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 <u>5 years</u> 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.2,00,000/- each

or

- b) Two similar completed works costing not less than the amount equal to 50(Fifty) percent of the estimated costof Rs.3,00,000/- each or
- c) One similar completed works costing not less than the amount equal to 80 (eighty) percent of the estimated cost of Rs.4,00,000/- each

(Similar work: Construction of RCC Compound Wall - Stone block missionarywork, RCC work, plastering and painting)

- 10. Tender acceptance letter (Annexure-V) is mandatory.
- 11. Latest copies of the GST returns for six months (January 2024 to June 2024)

• 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 ADMINISTRATIVEOFFICER(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 (January 2024 to June 2024)
- 5. Copy of Income Tax Return Statement may be furnished for the Financial year <u>2021-22,2022-</u>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 <u>Rs.16.0 Lakhs</u> per year (2021-22,2022-23,2023-24). AndChartered 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 beentertained 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.16,000/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 08.02.2025 at 3:00 PM. No quotation shall be considered
 without the earnestmoney 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 orderand 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. 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.
- 22. 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.

23. No EMD exemption is given for MSME/ Udyog Aadhar or NSIC and other firms

24. 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'

(Authorized signatory of the firm)

Dated

Annexure-III

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

Price bid for: Construction of Solid Block masonry compound wall at CHES Chettalli (Kodagu) for a length of approx.33 mt @ CHES Chettalli @ ICAR-IIHR, Kodagu district (near Madikeri)

			5
Sl. No.	Name of item	Quantity	Per unit price* (in figures/words) (as per BOQ)
01	Construction of Solid Block masonry compound wall at CHES Chettalli (Kodagu) for a length of approx.33 mt @ CHES Chettalli @ ICAR-IIHR, Kodagu district (near Madikeri)	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/xlsalong 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.

EPABX: 080-23086100 Extn: 218 & 217

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



ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH

HESSARAGHATTA LAKEPOST, BANGALORE-560 089

Name of	f the Firm	
Register	red/Postal Address	
1	Permanent Account Number (PAN)	
2	GST Registration No.	
3	Bank Details	
a	Bank Name	
b	Branch Address	
С	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)

T.	Date:
To,	ne Director,
	AR-IIHR,
	esaraghatta Lake Post,
	angalore-560089.
Sub:	Acceptance of Terms & Conditions of Tender.
Tende	r Reference No
Name	of Tender/Work:
Dear S	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 Noto(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/email 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 ACTO (Works), 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.

9

- 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 I 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 will 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.

Annexure-VII

Details of Works& EMD

Sl.	Purchase of item	Qty	Earnest	File. No. for reference
			Money in	
No.			INR	
	Construction of Solid Block masonry compound wall at CHES Chettalli (Kodagu) for a length of approx.33 mt @ CHES Chettalli @ ICAR-IIHR, Kodagu district (near Madikeri)	01 UNIT	Rs.30,000/-	F.No.SP/EFC/Compound wall /2024-25/330926

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

<u>TECHNICAL SPECIFICATION FOR:</u>Construction of Solid Block masonry compound wall at CHES Chettalli (Kodagu) for a length of approx.33 mt @ CHES Chettali@ ICAR-IIHR, Kodagu district (near Madikeri),

No	Details	Unit	Qty
1	Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead upto 50 m and lift upto 1.5 m, as directed by Engineer-in-charge. All kinds of soil, For vertical pipes, walls plinth protection	Cum	25
2	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering – All work up to plinth level: 1:5:10 (1 cement: 5 coarse sand (zone-III) derived from natural sources: 10 graded stone aggregate 40 mm nominal size derived from natural sources) for pipe		
	grouting, wall foundation, plinth protection	Cum	04
3	Random rubble masonry with hard stone in foundation and plinth including levelling up with cement concrete 1:6:12 (1 cement : 6 coarse sand : 12 graded stone aggregate 20 mm nominal size) upto plinth level with Cement mortar 1:6 (1 cement : 6 coarse sand)	Cum	21
4	Random rubble masonry with hard stone in foundation and plinth including levelling up with cement concrete 1:6:12 (1 cement : 6 coarse sand : 12 graded stone aggregate 20 mm nominal size) upto plinth level with Cement mortar 1:6 (1 cement : 6 coarse sand) for pillars	Cum	3.35
5	Pointing on stone work with cement mortar 1:3 (1 cement : 3 fine sand) : Flush/ Ruled pointing	Sqm	15
6	Centering and shuttering including strutting, propping etc .and removal for footing plinth beam	Sqm	13.5
7	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete upto plinth level and above plinth level, Thermo-Mechanically Treated bars of grade Fe-500D or more, wall	Kg	450
8	Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement – All work up to plinth level 1:2:4 (1 cement : 2 coarse sand (zone-III) derived from natural sources : 4 graded stone aggregate 20 mm nominal size de rived from natural sources) for wall foundation	Cum	03
9	Providing and constructing concrete block masonry using 150x200x400 mm solid core compact concrete block (Grade C – 50Kg/Cm2) in CM 1:6 including all scaffolding, curing, etc. complete For walls	Sqm	60
10	Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, etc. complete. For angles above	Kgs	85
11	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade Two or more coats on new work over an under coat of suitable shade with ordinary paint of	Sqm	04

	approved brand and manufacture. (Asian Tractor / Jonson Nicholson / Berger)		
12	Providing Cement plaster 1:3 (1 cement: 3 coarse sand) finished with a floating	Sqm	155
	coat of neat cement. 12 mm cement plaster		
13	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall	Sqm	117
	surface Water thinnable cement primer		
14	Finishing walls with Acrylic Smooth exterior paint of required shade New work (Two or more coat	Sqm	117
	applied @ 1.67 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10		
	sqm) (Asian Tractor / Jonson Nicholson/Berger)		
15	Supplying and fixing standard GI barbed wire to available angles including twisting placing and	Rmt	198
	aligning, straightening and making it look equal as directed at site and as per approved sample of the		
	barbed wire		
16	Providing and fixing concertina coil fencing with punched tape concertina coil 600 mm dia 10 metre	Rmt	33
	openable length (total length 90 m), having 50 nos rounds per 6 metre length, upto 3 m height of wall		
	with existing angle iron 'Y' shaped placed 2.4m or 3.00 m apart and with 9 horizontal R.B.T.		
	reinforced barbed wire, stud tied with G.I. staples and G.I. clips to retain horizontal, including		
	necessary bolts or G.I. barbed wire tied to angle iron, all complete as per direction of Engineer-in-		
	blocks shall be paid separately)		
	charge, with reinforced barbed tape(R.B.T.) / Spring core (2.5 mm thick) wire of high tensile strength of 165 kg/ sq. mm with tape (0.52 mm thick) and weight 43.478 gm/ metre (cost of M.S. angle, C.C. blocks shall be paid separately)		

Sd/-

CHIEF ADMINISTRATIVE OFFICER(SG)