

Schedule of Request for Quotation (RFQ)

Name of Work	Invitation for Request for Quotation (RFQ) from Contractors / Agencies who have been empaneled/registered with CPWD, Andhra Pradesh PWD, Any local Municipality, or PSUs for Civil Repairing & Waterproofing Works at Parvathipuram RLD of JCI at Parvathipuram, Andhra Pradesh.
Type of Tender	Limited Tender, two cover system.
Tendering Mode	Offline (Two cover system) <ul style="list-style-type: none"> • Technical Bid • Financial Bid
Cost of RFQ Advertisement	NIL
Earnest Money Deposit (EMD)	Rs.9,000/-
Tender Reserve Price max.	Rs. 4,28,014/-
Date & Time of Starting of Bid	23/02/2026 & 10:00 AM
Last Date & Time of Bid Submission	16/03/2026 & 06:15 PM
Date & Time of Opening of Technical Bid	17/03/2026 & 11:00 AM
Validity of RFQ	90 Days
Contact Details of RFQ Inviting Authority	<p>Deputy Marketing Manager (O/M) Mobile no: 9392288545</p> <p>The Jute Corporation of India Limited (A Government of India Enterprise) Reginal Office- AMC Market Yard, Rayagada Road, Parvathipuram RLD Website: www.jutecorp.in</p>

The Jute Corporation of India Limited
(A Government of India Enterprise)
Patsan Bhavan, 3rd & 4th Floor, Block-CF,
Action Area-1, Newtown, Kolkata - 700156

CIN - U17232WB1971GOI027958

**Civil Repairing & Waterproofing Works at Parvathipuram RLD of JCI at
Parvathipuram, Andhra Pradesh.**

The Jute Corporation of India Limited (JCI) **Inviting a ‘Request for Quotation (RFQ)’** from those Contractors / Agency who have been empanelled/registered with CPWD, Andhra Pradesh PWD, Any local Municipality, or PSUs for Repair Works of the Office Building, Main Godown, JRCPC Godown & Assortment Shed at Parvathipuram RLD of JCI, Parvathipuram, Andhra Pradesh.

Address of Site:

Parvathipuram RLD, Inside AMC Yard, Parvathipuram-Rayagada Road, Parvathipuram, Dist.- Vizianagaram, Andhra Pradesh-535501.

I. COMPANY BACKGROUND:

The Jute Corporation of India Ltd. (JCI), A Government of India Enterprise, under Ministry of Textiles, is the nodal agency of Govt. of India to conduct Minimum Support Price (MSP) operation of Raw Jute through its' network of DPCs in all major jute growing states.

II. PROJECT OVERVIEW OF THE MENTIONED CABINS:

Parvathipuram RLD:

JCI already has an Office Building, an Assortment Shed, a JRCPC Godown and a Main Godown located within the AMC Yard, Parvathipuram, Andhra Pradesh. Repairing and water proofing works are required in the Office building, Assortment Shed & Godown.

III. RFQ TARGET DATES:

- a) **RFQ No.:** "JCI/RO Level/Repairing Works/RFQ _ Parvathipuram RLD / 2025-26 /02, Date – 20/02/2026.
- b) Start Date of submission of Bid: **23/02/2026** in offline mode.
- c) Last Date of submission of Bid: **16/03/2026** in offline mode.
- d) Opening of Technical Bid: **17/03/2026** at RLD-Parvathipuram, JCI at 11:00 AM.

Interested Contractors / Agencies who are willing to do the mentioned work with the Corporation can participate in the RFQ submission process, with their full particulars as enquired in the RFQ Document which can be downloaded from JCI website "<http://www.jutecorp.in/tender/>".

IV. SCOPE OF WORKS:-

- a) The contractor will carefully and safely dismantle the damaged roof top surface of office building up to 40-50 mm thickness, dismantle all the damaged columns, remove false ceiling from the interior roof of office building, remove the plaster from the interior roof and some adjacent wall areas only and wherever is required. The contractor will also dismantle the staircases from main godown, remove half the tin shed from the Assortment Shed. The scrap materials need to be taken out from the office premises carefully and arranged properly at a suitable place as instructed by the appropriate authority of JCI.
- b) The contractor will repair the office building and apply waterproofing, in assortment shed half of the old tin shed needs to be replaced with new tin shed, construction of two new staircases is required in the Main Godown, repairs are needed for the tin roof of Main Godown & JRCPC Godown. Surface dressing is required all around the premises. All materials, including labour will be borne by the selected Contractor / Agency. JCI will not bear any cost, responsibility or liability whatsoever during construction.
- c) The list of items for the mentioned work may be provided by JCI (ANNEXURE-B).
- d) The Contractor is expected to uphold appropriate organizational decorum throughout the duration of the repair work.
- e) The work must be started within Ten (10) working days from the date of acceptance of the Work Order and completed within Sixty (60) days from the date of commencement of the work.

V. TECHNICAL / REQUIREMENTS / QUALIFICATION CRITERIA:

For the above Interior Cabin construction works, **Basic Qualification / Technical criteria** are as follows: -

- a) No fee is required for tender documents.
- b) The Bidders must submit a copy of valid Trade License & PAN. GST Certificate is required to be submitted if applicable, otherwise a declaration needs to be submitted in case GST

registration is not required.

- c) Bidders must submit proof of their empanelment or registration with the CPWD, the Andhra Pradesh PWD, a local Municipality, or a PSU.
- d) **Experience:** The bidders should have work experience in Civil engineering repair & maintenance work.
- e) **EMD:** An amount of Rs.9,000/- is to be paid as EMD by Online Transfer / RTGS / NEFT to the bank account of the JCI, the details of which are given below: -

Beneficiaries' Name: The Jute Corporation of India Ltd

Account No. 0093000100297535

IFSC Code: PUNB0143720

Branch Name: New Town Rajarhat

Bank Name: PNB

- f) Last 03 years ITR with Acknowledgement, in support of filling Income Tax return. Audited Account for last 3 years are required to be submitted. If not audited, turn over certificate for last 3 years from CA is required.
Average annual turnover for last 3 years must be Rs.2 Lakhs at least.
- g) All the submitted documents (including the RFQ document) should be self-attested and stamped by the **bidding** agency.

This is **Two bid systems (simultaneous receipt of separate Technical and Financial bids):** **The bid submission should be made in separate envelopes: one for Technical and another for Financial.** The said two envelopes should be placed inside one larger envelope before submitting.

- i. **The Technical bid-I** consists of all technical details, along with commercial terms and conditions; and
- ii. **The Financial bid-II** indicates the item-wise price list for the items mentioned in the technical bid.

Bid / Offers must be placed two separate envelopes, clearly labeled as "**Quotation for Civil Repairing & Waterproofing works at Parvathipuram RLD of JCI, Parvathipuram, Andhra Pradesh**". Additionally, the RFQ bidding offer should be submitted Offline by the specified date & time at Parvathipuram RLD Office, Parvathipuram, Andhra Pradesh.

The Bidder, at his own risk, is required to ensure submission of the RFQ bidding documents, complete in all respects, within the due date & time. Any RFQ received after the deadline will not be accepted.

The Corporation shall have No Obligation/liability for any delay on the part of bidder(s), in receiving the Offer documents.

Please note that all offers received will be opened at the Parvathipuram RLD office of JCI during the 'Bid Opening Event' which will take place on the specified date and time.

- h) **Non-Blacklisting Clause:** The bidders should submit self-declaration in his letter head that they have not been blacklisted by any Central Govt. / State Govt. Agency in past three years.
- i) The Bidder Party or bidder's personnel will not create any nuisance or difficulty to the staff, members or neighbors of JCI, in & around the Work premises / Site / Office of JCI, at any stage of tendering/bidding process or thereafter.
- j) Multiple bids by single Party / Agency are not allowed. This will lead to cancelling all the bids by that particular bidder.

VI. EVALUATION MATRICES / SELECTION OF BIDDER:

- a) Initially, selection will be made based on Technical Qualifications. For those who qualify in the Technical Bid, their Financial Bid will be opened, and the ultimate selection will be made on the basis of the Lowest Quoted Bid (L1) for the above-mentioned works.
- b) 'L1' bidder may or may not be awarded the work. Bidder's overall credentials' i.e., experience, technical eligibility criteria & financial capacity, shall also be taken into consideration.

VII. GENERAL TERMS & CONDITIONS (GCC) FOR BIDDERS:

1. **Inspection of sites:** The interested bidders can visit and examine the sites for measurement purposes or any other observation purposes at their own cost.
2. **Safety Regulations:** The contractor shall take all necessary precautions while working and to safeguard adjacent property, Corporation's property, Corporation's employees, employees of contractor & public. The JCI will not be responsible in this regard.
3. **Site cleaning:** All the rates quoted are inclusive of removal of rubbish / debris collected during the progress of work, rejected material and clearance of site before and after the work is completed.
4. **Contractor's basic responsibility:**

The work will be examined from time to time by Corporation's Officers / Civil Engineer, but such examination shall not in any way exonerate the contractor from the obligation to remedy any defects which may be observed at any stage of the work or after the same is completed.

5. **Quantities of works are provisional:** The quantities mentioned in schedule are provisional and likely to increase / decrease to any extent or may be added & omitted. However, no claim for loss or Profit of Contractor's business shall be entertained on this account.
6. **Delay & Extension of time:** All the work should be completed within the specified time period mentioned in the RFQ document. If the work is delayed due to the reasons beyond the control of the contractor, he should immediately apply to the Corporation explaining the reasons for such delays (DELAY ANALYSIS) and if in the opinion of Corporation the delay is justified, the contractor shall be granted extension in the time limit. However, in cases where sufficient reasons of Delay is not given by the Contractor, the corporation is free to impose liquidated damages as the case may be (as per the terms & conditions of Tender document).
7. **Work Completion Certificate:** As soon as the work is completed, the contractor shall inform in writing such completion to the Corporation's Officers / Civil Engineer who will inspect the work and if satisfied, will issue the completion certificate that the work has been completed successfully and the Defects Liability Period shall commence from the date of such certificate.
8. **Defect liability period (DLP) :** The defects or other faults which may appear during the defect liability period which is 01 (One) Year after the completion of the work i.e. completion certificate issue from JCI end, arising in the opinion of the Corporation due to inferior quality of material or bad workmanship not in accordance with the contract, contractor shall make good at his own cost within a reasonable time. On failure of the contractor to do so, the same shall be completed by the Corporation at the risk and cost of the Contractor.
9. **Responsibility during work:** The contractor shall take adequate care during the progress of

work to protect the office property like stationery, furniture, etc. In case of any damage, the same shall be made good by the contractor at his own cost.

10. **Stacking of material:** The contractor is not to stack any of his material recklessly so as to endanger the safety of the building and cause any nuisance to the occupants and the public.
11. **Protection of material and work:** The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost.
12. **Approval of samples:** The contractor shall furnish well in time before work commencement at his own interest, samples of material(s) or workmanship that may be required by Corporation's Officer / Civil Engineer for approval.
13. **Complying I.S. Specification:** Unless, or, otherwise mentioned in the Contract, the latest Indian Standard Code for material specifications, method of work, and mode of measurements shall be followed.
14. **“Working ‘Make-List’:** Materials to be used for repairing work purposes shall conform to corresponding IS Code or, standard BIS Specification etc. An ‘Annexure-A’ is being provided with the Tender documents on the related Items’ works to be executed.
15. The intending bidders required to **quote the rate Item Wise** and put to RFQ offline.
16. **Rate to include:** The rates quoted by the bidders shall cover work at any height in the premises for all finished items under this contract. The rate quoted shall be inclusive of all material cost, wastage, labour, loading & unloading, profit, scaffolding, transport, supervision, preparation of SHOP DRAWING (if required), spot light arrangement and any other means to complete the job. GST will be paid separately on the quoted rates.
17. **Price Fluctuation:** The rates quoted by the contractor shall be firm throughout the currency of contract (including extension of time, if any, granted) and will not be subject to any fluctuation due to variation in the cost of material or labour. The contractor / agency shall have to complete the same within the accepted rates.
18. **Testing of Materials:** If at any point of time during the work, corporation desires to carry out test of certain materials, surveyor for surveying (if required) the contractor shall arrange for the same and submit the Test Report/Survey Report without any claim for extra cost for that.
19. **Rates of Non-BOQ or Non-Scheduled Items:** The successful Tenderer is bound to carry out any item of work necessary for the completion of the job even though such items are not included in **schedule of quantities, Or, BOQ**.

Sub- Section -01 Provision of such Altered / Additional Items of Works: -

If the Altered / Additional Work / Specialized Job required to be executed as per JCI's requirements, for which there are no established rates in Schedule of Rates or BOQ, the same shall be payable as per provisions stated hereunder –

- a) **In Case of Substitute Item(s):** As Per Scheduled Rates as approved.
- b) **Payment of Substitute in case of Non-Schedule Items And / Or, Non-BOQ items:** - In special case, rate may be derived from Current Market Rate, Or, from any expertise for that Job / Work, plus adding other relevant components for deriving practical oriented ‘Rate Analysis’.
- c) If needed for civil engineering any types of repairing work purposes, any additional Scheduled, non-scheduled, or non-BOQ items may be added as an extra item with proper rate analysis during the project.

- d) Any quantity of items on the BOQ may be increased or decreased as per the recruitment.

20. **Abandonment of work:** If in any case, the work required to be abandoned, the contractor shall not be entitled for any claims and he will be paid as per the actual work done till that period.

21. **The Corporation reserves the right to accept / reject any or all RFQ in part or whole without assigning any causes as on date or, thereafter.**

22. **Decision of the Corporation shall be final and binding on any matter connected with the work.** In the event that there is some dispute, the matter shall be decided after mutual discussions based on the terms and conditions of this contract.

23. **Incomplete quotation:** Incomplete quotations shall be summarily rejected.

24. When the work has been virtually completed and Corporation's Officers / Civil Engineer has certified in writing that the work has been completed on the basis of detailed measurements.

25. **Earnest Money Deposit (EMD): Rs.9,000/-** amount to be submitted by the bidder by online mode at the time of submission of RFQ documents. Any RFQ not accompanied by the requisite Earnest Money shall be summarily rejected. The EMD may be exempted in case of MSME registered bidders. MSME's registered bidders shall enclosed self-attested copy of registration for exemption of EMD for participating in RFQ submission process, however, if work is allotted, then EMD must be deposited.

26. **Performance Security:** 3% of the Total Quoted Amount (EMD to be converted into Performance Security Deposit, for the successful bidder), shall be considered as Performance Security Amount. The performance security amount will be deducted from contractor's final bill value, and it will be retained up to Defect Liability Period (DLP). However, no interest will be paid on EMD/Performance Security Deposit.

26 A. Return of EMD of unsuccessful Bidders: EMD shall be refunded to unsuccessful bidders, within thirty (30) days after the opening of the PRICE- BID / DISCHARGE OF THE TENDER (whichever happens with this Tender) WITHOUT ANY LIABILITY TOWARDS INTEREST Refund.

27. If the defect arising during the defect liability period is not rectified by the contractor on time or is not found satisfactory, in both these cases the security deposit shall be forfeited by the Corporation and work shall be carried out by other contractors. Along with this the existing contractor can also be debarred/backlisted by the Corporation, if it fails to perform satisfactorily during defect liability period.

28. For any damage or injury to any third party or labour is the sole responsibility of the contractor and the Corporation is not responsible for any payment of compensation. The Contractor is fully responsible of all such risks and compensation.

29. **Liquidated Damages (L.D):** If the contractor fails to maintain the required progress or to complete the work and clear the site before the **Contract Completion Period** Or, extended date period of completion, without any sufficient reasons thereof, he shall without prejudice to any other right, pay as agreed compensation amount of 0.5% of contract amount per week of delay, subject to maximum of 10.0% of contract amount as Liquidated Damages.

30. Records & measurements:

- a) The Corporation shall be released full & final payment only after the satisfactory completion of work, joint measurement by the appropriate authority of JCI & contractor and submission of bill. The Joint measurement sheet duly signed by the appropriate authority of JCI & contractor must submit with bill.
- b) Measurements shall be taken jointly by Corporation's Officers / Engineer and contractor, and no extra charges shall be provided to Contractor for assistance with appliance/ Equipment, labour and other things necessary for taking measurements. Measurements will be signed and dated by both the parties on completion of measurements.

31. Processing of Final Bill:

- a) No advance payment or part payment or RA bill payment shall be made to the contractor before completion of work.
- b) The full & final payment shall be made to the contractor within thirty (30) days from the date of issue of Work Completion Certificate by Civil Engineer of JCI and the date of submission of complete, full & final Bill / Invoice along with following supporting documents:-
 - i) Joint measurement sheets (not in M.B), to be duly signed & stamped (in original), along with relevant drwg. no. (if any).
 - ii) 'Work Completion Certificate' by the Appropriate Authority of JCI.
 - iii) The applicable statutory deductions, such as Income Tax, GST TDS, TDS surcharges, will be deducted from the bills / invoice at the prevailing rates as prescribed by the Income Tax Act 1961 and the GST Act 2017.
- 32. The successful Bidder shall sign & return a copy of the Work Order within 3 days as a token of acceptance. The said acceptance Work Order may be considered as an agreement. If not accepted, the Work Order may be cancelled with subject to approval of the Competent Authority and the EMD shall be forfeited.
- 33. **Deviations / Variations Extent and Pricing:**
Project Completion Cost should not exceed 20% (Twenty Percent) of the final quoted amount, Or, in overall estimated amount.
- 34. **Bid validity period:** 90 Days.
- 35. **Bid should be submitted to the below mention officer:**

Mr. Rachamala Arun, (DMM/Parvathipuram), Contact no – 9392288545.

36. CONTACT PERSON:

Interested Agencies / Contractors may also contact the under-mentioned persons, Or, Department(s), for any queries/ Further clarifications/information, is as follows: -

Mr. Rachamala Arun, (DMM/Parvathipuram), Contact no – 9392288545.

ANNEXURE- A**BASIC LIST OF MAKES / MANUFACTURERS' OR, APPLICATORS FOR CIVIL RENOVATION WORKS FOR PARVATHIPURAM JTM REPAIRING PROJECT '2026 :**

SL. NO.	Description of materials	Recommended Make	Remarks
I.	<u>Cement & cement putty:</u>		
1	OPC / PPC (Grade - 43).	ACC / ULTRATECH / LAFARGE / AMBUJA / BIRLA GOLD or, BIRLA SAMRAT / JSW / DALMIA / RAMCO etc.	i) Should Conform to IS:8112-1989 for Ordinary Portland Cement.; ii) Should Conform to IS:1489 (Part - 2)_1991, for Portland Pozzolana Cement.
2	White Cement.	BIRLA WHITE / JK CEMENT.	Should conform to IS: 8042.
3	Cement Putty.	BIRLA WHITE / JK CEMENT/ ASIAN WALL PUTTY.	Should conform to IS: 419 - 1967.
II.	<u>Concreting :</u>		
1	During making of Concrete, Mixture Machine to be used of Minimum capacity (Specification 10/7).	Standard Manufacturing Brand preferable.	(10/7) Concrete Mixture with mechanical hopper required. * Concrete mixture should have production capacity of around 6.5 CUM. Of Concrete Per Hr.
2	Construction Chemicals (Water-Proofing materials, Admixtures etc.).	FOSROC / SIKA / CICO / Dr. FIXIT, Or, equivalent.	
3	Shuttering oil.	FOSROC-STP / SIKA / CICO / BASF, Or equivalent.	
III.	<u>HYSD Bars (TMT bars) / Structural Steel Works/ TRUSS ROOFING:</u>		
1	HYSD Bars.	SRMB / SHYAM or equivalent (the TMT Bar brand, should have 'Integrated Steel Plant' facility).	Other than SAIL/TATA/ RINL, as proposed in BOQ. * N.B.: should conform to IS 1786-2008, IS 2830 - 2012 & IS 2062-2011.
2	Structural Steel.	TATA / JINDAL / SAIL.	Should conform to IS: 806-1968 and IS: 1161-1998.
3	High Tensile Bolts.	Unbrako / GKW / HILTI.	
4	Chemical / Mechanical Anchor fastener.	HILTI / FISCHER / MKT (Germany) Axel.	
5	Nuts, Bolts and Screws, steel.	KUNDAN / PRIYA / ATUL.	
6	CGI Sheet (Corrugated) & Plain Sheet.	TATA / JINDAL/ HINDALCO/ SAIL.	Should conform to IS: 277-2003.

7	FRP Translucent Sheet (Plain & Corrugated).	EVEREST / EVERLITE Or equivalent.	Should conform to IS: 12866-1989.
8	Welding electrodes.	ESLAR Or equivalent.	Should conform to IS: 814-2004.
IV.	PAINTS:		
1	Oil bound washable distemper, Plastic emulsion paints & Synthetic Enamel paints.	ICI/ BERGER/ ASIAN PAINTS / NEROLAC.	
2	Water-Proof cement paint.	SUPER SNOWCEM / ACRO PAQINTS / ASIAN PAINTS / ULTRA TECH.	
3	Weather Shield Paint (Exterior type paint).	ICI/ BERGER/ ASIAN PAINTS.	
4	Red-Oxide Primer	SHALIMAR / ASIAN/ BERGER / MURARKA.	
5	Steel Primer.	SHALIMAR / ASIAN/ BERGER / MURARKA.	
V.	<u>SANITARY FITTINGS, FIXTURES & PIPES:</u>		
1	G.I pipes.	TATA / JINDAL.	Should conform to IS 1239 (Part 1):2004.
2	G.I Fittings.	UNIQUE / KS / AMCO/ AVR/RR, or equivalent.	
3	Gun metal valves, globes.	ZOLOTO/ LEADER/CIM Valves/ KILBURN.	
4	PTMT Water Taps & PTMT Fittings.	PRAYAG / WATERTEC / SUPREME, Or, equivalent.	
5	Submersible Pump	Kirloskar / Crompton.	
VI.	<u>OUTDOOR LIGHT, ELECTRICAL FITTINGS & FIXTURES etc. :</u>		
1	Outdoor illumination LED light.	PHILIPS / HAVELLS / CROMPTON / BAJAJ.	Should conform to the following Technical specs.: i) System Wattage (W) _ 36 to 70.0 . ; ii) IP Rating _ IP-66 ; iii) Lumen Output(Im) _ 3500 to 7000. ; iv) Operating Voltage : 140.0 Volt - 270.0 V AC, 50.0 Hz. ; v) Should meet lighting requirement for A2/B1 Category Road , as per IS 1944.
2	MCCB	LEGRAND / SCHNEIDER / ABB / L&T.	
3	Fuse Switch / Load Isolator	LEGRAND / SCHNEIDER / ABB / L&T.	
4	Switches.	SCHNEIDER / ANCHOR / HAVELLS.	
5	Terminals.	ELMEX / ESSEN.	
6	Wires.	HAVELLS / FINOLEX / MESCAB / POLYCAB.	
7	PVC conduits.	AKG, Or Equivalent brand.	

**N.B.: 1. In all the above 'Make-List' cases, MTC or Test Certificate from NABL Accredited Test House, shall be required by JCI (as applicable, as per 'Quality Assurance Plan' to be issued by JCI).

2. In case of non-availability of recommended make, written permission to be taken from appropriate Authority of JCI, if the Contractor proposes for some other Brands, with the purpose for executing specific Items of Work.

ANNEXURE- B

Sl No.	Description of Works	Unit	Qty.	Rate (per unit)	Amount (Rs.)	Remarks
1	Surface Dressing / Cleaning.	Sqm.	250.00			Surface dressing is required around the Office Building, Main Godown, JRPC Godown and Assortment Shed.
2	Roof top surface chipping	Sqm.	150.00			Chipping work of 30 to 40 mm thickness will be carried out, including the removal of rubbish, Or, As directed by the appropriate authority of JCI.
3	Dismantling columns in the roof	Cum.	1.05			Dismantling all 12 columns includes the removal of rubbish.
4	Base of water tank repairing work	No	1.00			The base of the water tank needs to be repaired.
5	Removal of false ceiling	Sqm.	146.40			The existing false ceiling needs to be removed, including the disposal of the rubbish. All necessary scaffolding arrangements are to be done by the Contractor. No extra charges shall be claimed on account of such ancillary activities.
6	Plaster removal	Sqm.	160.00			Inside and outside damaged plaster from the office building will be removed, Or, work will be performed as directed by the appropriate authority of JCI. All necessary scaffolding arrangements are to be done by the Contractor. No extra charges shall be claimed on account of such ancillary activities.

7	Repairing crack in wall by cement grouting (1 : 2) including widening the crack on the surface (into V section) cleaning and packing the same with cement mortar (1 : 2) and finishing off to match with adjacent surface. (Cement-69 Kg/100 m)	Mtr.	250.00		All vertical and horizontal cracks need to be widened to a 'V'-shape section and filled with waterproofing and other necessary materials, Or, As directed by the appropriate authority of JCI. All necessary scaffolding arrangements are to be done by the Contractor. No extra charges shall be claimed on account of such ancillary activities.
8	Casting in Roof top Surface (1:1.5:3)	Sqm.	150.00		A 30 to 40 mm thick concrete layer, using 10 mm down aggregates and applying waterproofing materials, will be cast on the office building's roof, Or, As directed by the appropriate authority of JCI.
9	Reconstruction of Columns (1:1.5:3)	Cum.	2.50		Reconstruction of all 12 columns (1:1.5:3 concrete mix ratio) with new reinforcement, or as directed by the appropriate authority of JCI.
10	Reinforcement	M.T.	0.45		Reinforcement is required in all columns in the roof or As directed by the appropriate authority of JCI.
11	Plastering works (12-15mm thick Internal Plaster)	Sqm.	160.00		Plastering work will be done using waterproofing materials, Or, As directed by the Appropriate Authority of JCI. All necessary scaffolding arrangements are to be done by the Contractor. No extra charges shall be claimed on account of such ancillary activities.
12	Remove and replace one water closet.	No.	1.00		One Indian-style water closet is to be dismantled and replaced with one European-style water closet, including the supply, fitting, and fixing of all necessary materials

					and labour.
13	JRCPC Godown Roof repairing work.	Sqm.	169.35		<p>The JRCPC Godown Roof Tin Shed needs to be repaired, with the scope of work including material, fitting, fixing, and labour charges, Or, As Otherwise directed by the appropriate authority of JCI.</p> <p>All necessary scaffolding arrangements are to be done by the Contractor. No extra charges shall be claimed on account of such ancillary activities.</p>
14	Assortment Shed roof repairing work.	Sqm.	191.00		<p>In the assortment shed, half of the existing tin roof will be removed and replaced with new tin sheets. The other half will be covered using the salvaged old tin sheets, with all material supply, fitting, fixing, and labour charges included in the scope of work.</p> <p>All necessary scaffolding arrangements are to be done by the Contractor. No extra charges shall be claimed on account of such ancillary activities.</p>
15	The two staircases will be dismantled and reconstructed.	Cum.	5.00		<p>The two staircases from the Main Godown will be dismantled and reconstructed; this includes all material, fitting, fixing, and labor charges.</p>
16	General servicing of rolling shutters including oiling, greasing, repair & maintenance.	Sqm.	36.00		<p>General servicing of all rolling shutters is required, including all material & labour charges.</p>
17	Water proofing works.	Total	1.00		<p>Waterproofing works shall be carried out as and where needed, Or, As directed by the appropriate authority of JCI.</p>

18	Electrical Works.	Total	1.00		Some electrical repairs are required in the office building.
	Total (Rs.) :				Final payment will be made only after the joint measurement by the contractor and appropriate authority of JCI.
Tender Reserve Price max.			Rs 4,28,014/-		

Note # 1

Subject: Parvathipuram RLD Office Building, Main Godown, Assortment Shed & JRCPC Godown Partial Repairing Works at Parvathipuram of JCI.

I have visited at Parvathipuram RLD to check all the civil engineering pending works. There are so many civil engineering pending works.

As per advised by GM (O/M), ZM(EC), on the basis of urgent requirement of repairing works, immediately we have to do the following works, which has mentioned below :-

Office Building:

1. Severe water leakages from outside to inside in the roof, no proper slope in the roof for draining of water.
2. Plaster portion of inside roof in various places are in damaged condition due to continuously water seepages.
3. Inside wall portion there are so many vertical cracks are shown.
4. Multiple cracks in stair cases.
5. 1 no water closet in bathroom is broken.
6. All 12 no columns in roof are totally in damage condition, all reinforcements are exposed & rusted.
7. The base of water tank is also damage by seepage of water.
8. Several cracks are shown in parapet wall in the roof.
9. Some electrical repairing works are needed in office building.
10. In the outside & inside portion of roof of office building the Water Proofing works will be done.

Main Godown:

1. Two no of stairs are totally broken.
2. Shutter repairing works are required.

For Assortment Shed:

1. Total roof tin shed are in damaged condition.
2. All around the Assortment shed surface dressing is required.
3. Some repairing works are also required in stair portion.

JRPC Godown:

1. Water leaks from roof tin shade in various places.
2. Shutter repairing works are required.

All the above repairing works & water proofing works will be done in this stage on urgent basis which may be completed within Rs.500000/- (Five Lakh).

So, we can follow GFR Rule 155 to complete the above works.

This is for your kind review & further necessary action.

19/05/2025 05:01 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 2

This has reference to the Note#1 that Add.civil Engineer was instructed to visit Parvathipuram RLD office for to know the exact condition of the RLD office building , Godown and Assortment shed . He has submitted his reports wherein he suggested some immediate repairing of the building and Godown .

As he Add.Civil Engineer mentioned the details work of the all three areas including the water proofing and he estimated the cost of all works is approx. Rs. 500000/- (Five lakh rupees) . So , inline with his observations , undersigned also agree with his suggestions for to follow the GFR Rule 155 ,Ref. No.F.1/3/2024-PPD Government of India Ministry of Finance Department of Expenditure Procurement Policy Division dated 10.07.2024) wherein it is mentioned “ Rule 155: Purchase of goods by Purchase Committee. In case a certain item is available on the GeM not portal,] Purchase of goods costing above [Rs.50,000/- (Rupees Fifty thousand only) and upto Rs. 5,00,000/- (Rupees Five lakh only)] on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department.

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under: "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned."

Proposing an RFP to be called for empanelment of civil contractors and followed by EOI for completion of works.

seeking approval for to form a 3 member local purchase committee for preparation of RFP followed by Expressi

[OM_1_3_2024_PPD_dated_10_07_2024.pdf](#)

20/05/2025 02:12 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 3

Office building and other few repairing works as mentioned in Note # 1 & 2 are urgently to be done. Approximate repairing expenditure may be Rs. 5 lakhs. This repairing works may be done by deploying a Purchase Committee as GFR Rule 155.

ZM (SPU), Finance officer and Admin Official of Bhadrak

RO may be the Committee members.

With your view pls forward to higher authority for approval of the repairing proposal as per GFR Rule 155 and constitution of Purchase Committee as mentioned above.

कार्यालय भवन और नोट # 1 और 2 में उल्लेखित अन्य कुछ मरम्मती कार्यों को तुरंत किया जाना है। अनुमानित मरम्मती व्यय लगभग 5 लाख रुपये हो सकता है। यह मरम्मती कार्यों को GFR नियम 155 के अनुसार एक खरीद समिति को तैनात करके किया जा सकता है।

ZM (SPU), वित्त अधिकारी और भद्रक RO के प्रशासनिक अधिकारी समिति के सदस्य हो सकते हैं।

आपकी राय के साथ कृपया उच्च प्राधिकरण के पास मरम्मती प्रस्ताव की स्वीकृति के लिए अग्रेषित करें जैसा कि GFR नियम 155 और ऊपर में उल्लेखित खरीद समिति के गठन के अनुसार है।

20/05/2025 03:46 PM

**Kalyan Kumar Mazumdar
GENERAL MANAGER (OPERATIONS /
MARKETING)**

Note # 4

Please Review

22/05/2025 10:54 AM

**SANTANU CHAKRABORTY
DEPUTY GENERAL MANAGER
(FINANCE)**

Note # 5

Rough estimate may be provided for further necessary action.

22/05/2025 02:25 PM

**RAJENDRA KUMAR DAS
REGIONAL MANAGER**

Note # 6

I have prepared a rough estimate for the above said work.

I have also collect 3 no of budgetary estimates for the civil work & 2 no of budgetary estimates for the water

proofing work from the different local labour contractors. Some items are not include in the budgetary estimates which is most important for the work.

I have attached all the documents herewith for your kind review & further necessary action.

[Estimate.xlsx](#)

[deekshitha constructions-L1.pdf](#)

[BOTCHA CONSTRUCTION -L2.pdf](#)

[BANALA.DURGA PRASAD-L3.pdf](#)

[Dr.fixit revised.pdf](#)

[Sika Revised.pdf](#)

23/05/2025 12:25 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 7

Proposal for Office Building, Main Godown, Assortment Shed & JRCPC Godown Partial Repairing Works of RLD Parvathipuram.

In Note #6, the Civil Engineer has enclosed a rough cost estimate of Rs. 4,28,000/- for the above works. As per the note of the Civil Engineer, the cost estimate for the civil and waterproofing works has been prepared based on the quotations received from local contractors.

In Note #1 to Note #3, it has been mentioned that the repairing works are to be done by deploying a purchase committee in line with GFR Rule-155.

However, as per GFR Rule-139, the repairing works may be executed through open tenders for works costing between Rs. Ten lakh and Rs. Sixty lakh and through limited tenders for works costing less than Rs. Ten lakh.

Submitted please.

28/05/2025 11:51 AM

**RAJENDRA KUMAR DAS
REGIONAL MANAGER**

Note # 8

The observation of FM(RKD) may be looked into as provided in NS 7 also as given is important in other

file

"It has been observed that various tender documents prepared by civil engineers for each repair work have different clauses. To streamline this process, it is suggested that the concerned deptt. may develop a standardized tender format specifically for repair works. Once approved by the competent authority, this standardized format may be adopted for all repair works within the corporation."

Standard Tender Document may be placed for approval and if already approved on previous occasion then the same needs to be continued.

10/06/2025 06:20 PM

**SANTANU CHAKRABORTY
DEPUTY GENERAL MANAGER
(FINANCE)**

Note # 9

Note # 7 & 8 , please justify the views.

11/06/2025 03:15 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 10

I have not prepared any tender document for the said repairing works. The amount of work is less than Rs.5,00,000/-. This work will be through RFP/RFQ after creating a committee as per GFR rule. Also, this repairing work is very much urgent.

Submitting for your kind review & further necessary action.

03/07/2025 03:28 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 11

This is reference to your note # 8, wherein it is mentioned that the Civil engineer has prepared the tender documents with different clauses .But it is pertinent to highlight that add. civil engineer didn't prepare any tender documents for this particular works as it is placed for financial approval for to carry out the proposed work under the GFR Rule -139 instead of GFR

Rule -155, as proposed by FM(RKD) in his note #7. Undersigned and Add. civil engineer already been visited the locations twicely and the condition is found very poor and if it is not complete soon the condition of office and godown will get worsen.

Submitted for your kind perusal and consideration.

03/07/2025 03:54 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 12

Please look into the noting of Sri Ubale

04/07/2025 05:33 PM

**SANTANU CHAKRABORTY
DEPUTY GENERAL MANAGER
(FINANCE)**

Note # 13

Proposal for Repairing Works of Parvathipuram RLD Office Building, Main Godown, Assortment Shed & JRCPC Godown.

In Note #6, the Civil Engineer has attached a rough estimate for the above works, with the estimated cost amounting to Rs. 4,28,000/-. As per the Civil Engineer's note, the cost estimate for the civil and waterproofing works has been prepared based on quotations received from local contractors.

In Notes #1 to #3, it has been mentioned that the repairing works are to be undertaken by deploying a Purchase Committee in line with GFR Rule-155.

However, GFR Rule-155 is generally applicable for the procurement of goods and services. As per GFR Rule-139, the repairing works may be executed through limited tenders as the estimated cost is less than Rs. 10 lakh.

In Note #11, ZM (EC) has requested to consider for executing the proposed works under GFR Rule-155 instead of GFR Rule-139 citing the urgency of the repairs.

Submitted please.

07/07/2025 02:09 PM

**RAJENDRA KUMAR DAS
REGIONAL MANAGER**

Note # 14

May be re-put up in line with the direction of the Board

08/08/2025 03:09 PM

**SANTANU CHAKRABORTY
DEPUTY GENERAL MANAGER
(FINANCE)**

Note # 15

Pls re-put up with priority list and head wise expense details through Mr. Santosh Ubale. Requesting to go through GFR # 139 refer to the observation of FM (RK).

09/08/2025 12:53 PM

**Kalyan Kumar Mazumdar
GENERAL MANAGER (OPERATIONS /
MARKETING)**

Note # 16

Please refer **Note#15** & provide the priority list and head wise expense details. Moreover, as advised, undersigned had a detailed discussion with MM(SPU) regarding FM(RKD)'s **Note# 7 & 13**. So we both gone through the GFR rule 139 and it is decided to called a limited tender for said repairing work as the total expenditure comes within Rs.10 Lakh.

Submitted for obtaining approval from higher authority.

12/08/2025 04:50 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 17

Submitted for to call a limited tender as per GFR Rule 139.

02/09/2025 11:25 AM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 18

Pls discuss with Finance Officer and forward your note to him / her.

कृपया वित्त अधिकारी से चर्चा करें और अपनी नोट उन्हें अग्रेषित करें।

04/09/2025 07:04 AM

**Kalyan Kumar Mazumdar
GENERAL MANAGER (OPERATIONS /
MARKETING)**

Note # 19

As advised by GM in note #18 , submitted for your kind guidance.

05/09/2025 01:07 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 20

As per GFR Rule 139 (Procedure for Execution of Works), limited tenders shall be called for works costing less than Rs.10 lakhs.

As per Clause No. 3.5.9 (Limited Tender Enquiry) of the Procurement Manual for Works, LTE is a restricted competition procurement, where a preselected list of bidders (enlisted with the Procuring Entity, along with those enlisted with other Public Works Organisations/ Works PSUs) is directly approached for bidding. Bids from uninvited bidders are treated as unsolicited and are normally not entertained, except under special circumstances.

Copies of the bidding documents may be sent free of cost (except in case of priced specifications/drawings) directly by speed post, courier, or e-mail to firms which are enlisted bidders/contractors. Further, the Procuring Entity should also mandatorily publish its limited tender enquiries on the Central Public Procurement Portal (CPPP) and on its own website.

A simplified bid document may be used instead of a detailed bid document. The minimum number of bidders to whom LTE should be sent is more than three. In case less than three approved bidders/contractors are available, LTE may be sent to the available approved bidders/contractors with the approval of the Competent Authority, duly recording the reasons.

05/09/2025 04:12 PM

**RAJENDRA KUMAR DAS
MANAGER (FINANCE)**

Note # 21

As advised by FM (RKD) , please initiate Limited Tender process for compilation of Parvathipuram Civil works and instruct RLD officer for the same.

08/09/2025 11:13 AM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 22

As advised by MM (SPU) & FM (RKD), please initiate Limited Tender process for complete the above said works. A Request for Quotation (RFQ) may be floated. The tendering procedure (RFQ), selection of bidder, repairing works & payment to the contractor will be made from RLD level. The RFQ may be published in JCI Official website. Only one bid system may be considered i.e. Technical & Financial bid in a single envelop.

Submitting for further course of action.

09/09/2025 03:48 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 23

As advised by MM (SPU) & FM (RKD), please initiate Limited Tender process for complete the above said works.

Please follow the guidelines mentioned in the Note no. # 22 during the tender process.

03/11/2025 01:42 PM

**MUNSHI IMRAN AZAD
DEPUTY MANAGER (OPERATIONS /
MARKETING)**

Note # 24

Dear Sir,

As described in earlier Notes, we need to do the following repair works in Parvathipuram RLD.

Rough Estimate of Repairing Works of Parvathipuram RLD Office Building, Main Godown, Assortment Shed & JRCPC Godown at Parvathipuram of JCI		
SI No.	Description of Work	Local Cost (Rs.)
1	Roof surface chipping	15000
2	All 12 no columns dismantling in roof	5000
3	Base of water tank repairing work	5000
4	Removal of false ceiling	5000

SI No.	Description of Work	Local Cost (Rs.)
1	Roof surface chipping	15000
2	All 12 no columns dismantling in roof	5000
3	Base of water tank repairing work	5000
4	Removal of false ceiling	5000

5	Plaster removal	10000
6	Crack removal charges with 'V' cutting	10000
7	Roof slab reconstruction (1:1.5:3)	82000
8	All 12 no Columns reconstruction (1:2:4) with new steel	42000
9	Plastering work reconstruction (inside office)	15000
10	1 No Indian type water closet will be dismantled & 1 no european type water closet will reconstruct	15000
11	JRPC Godown tin shed repairing work	10000
12	In Assortment Shed half old tin shed will be replaced by new tin shed & another half portion will be overlap by old tin shed.	60000
13	Main Godown 2 no of stair case will be dismantle & reconstruct.	43000
14	General servicing, oiling, greasing & maintenace of all rolling shutters are required	10000
15	Water proofing works	90000
16	Some electrical repairing works in office building are required	6000
17	Surface Dressing/Cleaning is required in all around the office building, main godown, assortment shed & JRPC Godown	5000
	Total (Rs.) :	428000

As advised by MM (SPU) & FM (RKD), initiate the Limited Tender process to complete the above-mentioned works.

Undersign has contacted the Parvathipuram Municipal Engineer for the list of empanelled civil contractors in the Parvathipuram Municipal Corporation.

As requested, we received 6 civil works contractors' details from the municipal commissioner. (copy attached)

Request your approval to instate a Limited Tender for the following repair works.

[municipal contractors.pdf](#)

12/11/2025 01:42 PM

Ram Kiran Kanti Mahanti

**ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 25

Please review and put up for tender .

13/11/2025 04:06 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 26

The work mentioned above may be completed within a budget of Rs.4,28,000.00 (excluding GST). As per GFR Rule 139 a Limited Tender will be called for works costing less than Rs.10 Lakhs. In the **Note#24**, some civil contractors empanelled by the local municipal corporation have been identified to execute the work. As mentioned in **Note#20**, we can approach those contractors directly to bid. The entire process will be done from the Parvathipuram RLD; only the execution will be carried out by me.

Submitted for your kind approval.

26/11/2025 12:04 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 27

After careful consideration of all aspects and tentative budget being received from Parvathipuram RLD ,it is decided that a Limited Tender will be called for concerned repair and maintenance.

So moving further undersigned would like to seek your approval for calling the Limited Tender along with tender and BoQ.

Submitted for approval please .

27/11/2025 04:42 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 28

Pls put up with tender document, BOQ for approval from Competent Authority

29/11/2025 11:42 PM

**Kalyan Kumar Mazumdar
GENERAL MANAGER (OPERATIONS /
MARKETING)**

Note # 29

Refer Note # 28 and enclose the same .

01/12/2025 11:05 AM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 30

The undersigned has attached the BOQ and Tender document for the aforementioned works for your kind review. All rates were taken from a local source. The undersigned has also made the tender document concise regarding the value of work.

Submitted for your further necessary action.

[Parvathipuram BOQ.xlsx](#)

[Tender Doc of Parvathipuram.docx](#)

10/12/2025 12:20 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 31

As directed in Note # 28 , the Tender Documents and BoQ attached herewith for your kind approval please .

[Parvathipuram BOQ.xlsx](#)

[Tender Doc of Parvathipuram.docx](#)

10/12/2025 04:11 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**

Note # 32

Forwarding for review and to provide recommendation for carrying out urgent repairing works in Parvatipuram DPC.

16/12/2025 08:58 PM

**Kalyan Kumar Mazumdar
GENERAL MANAGER (OPERATIONS /
MARKETING)**

Note # 33

Please review

18/12/2025 10:54 AM

**SANTANU CHAKRABORTY
DEPUTY GENERAL MANAGER
(FINANCE)**

Note # 34

1. As discussed, the clause relating to Average Annual Turnover may be reviewed. The average annual turnover may be at least 50% of the estimated cost. However, in the draft tender document, the prescribed average annual turnover is 233% of the estimated cost.
2. In the draft tender document, a clause regarding exemption of EMD for MSME-registered contractors has been incorporated. It is further stated that EMD shall be exempted for bidders registered with the Central Purchase Organisation or the concerned Ministry/Department. The same may be examined and verified in line with the relevant provisions of GFR Rules.
3. Further, as discussed, a tender document of CCI is enclosed. If found fit and suitable, the tender document may be prepared accordingly.

[CCI- Tender Document.pdf](#)

23/12/2025 01:01 PM

**RAJENDRA KUMAR DAS
MANAGER (FINANCE)**

Note # 35

As per **Note#34**, the undersigned has rectify all the necessary requirements; additionally, several points have been checked & changed compared with the CCI tender document.

The undersigned has attached the draft tender document for the aforementioned work. The list of empanelled contractors is also attached for the Limited Tender Enquiry.

Submitted for your kind review & further necessary action.

[RFO Doc of Parvathipuram.docx](#)

[municipal contractors.pdf](#)

05/01/2026 04:44 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 36

Under Clause No. 31, an appropriate clause relating to taxation may be incorporated.

Further, an EMD clause may also be incorporated in line with GFR Rule 170.

12/01/2026 02:45 PM

**RAJENDRA KUMAR DAS
MANAGER (FINANCE)**

Note # 37

As per **Note#34** & **Note#36**, the undersigned has rectify all the necessary requirements; additionally, several points have been checked & changed compared with the CCI tender document.

The undersigned has attached the draft RFQ document for the aforementioned work. The list of empanelled contractors is also attached for the Limited Tender Enquiry.

The undersigned has also suggested that the Request for Quotation (RFQ) floating and related payments should be processed by the Parvathipuram RLD.

Submitted for your kind review & further necessary action.

[municipal contractors.pdf](#)
[RFQ Doc of Parvathipuram.docx](#)

15/01/2026 03:10 PM

**PRITAM KARMAKAR
ASSISTANT MANAGER (OPERATIONS /
MARKETING)**

Note # 38

Proposal for repairing works of Parvathipuram RLD Office Building, Main Godown, Assortment Shed & JRCPC Godown.

In Note #37, the Civil Engineer has attached a draft RFQ as the proposed work is to be initiated through Limited Tender Enquiry in line with GFR Rule 139.

Civil Engineer has also enclosed a list of empanelled Civil Work Contractors, received from the Commissioner, Parvathipuram Municipality, for the purpose of inviting quotations under the said Limited Tender Enquiry.

Total estimated financial implication for the proposed repairing works is Rs. 4,28,014/-.

The financial clauses incorporated in the draft RFQ document have been examined from the finance angle and are found to be in order.

Submitted please.

16/01/2026 04:49 PM

**RAJENDRA KUMAR DAS
MANAGER (FINANCE)**

Note # 39

1. As per DOP clause 15b TB & Fin HOD (P&A) is empowered to approve Tenders upto Rs.5 Lakhs in each case.
2. Financial implication in the subject case Rs. 4,28,014/-.
3. Limited tendering may be done from the Municipal Contractors empaneled at Parvatiipuram Municipality as JCI does not have any empaneled contractor.
4. Limited Tendering may be done for 21 days Tenure.
5. May be adjusted against Repair and Maintenance Head FY 2025-26.

21/01/2026 10:47 PM

**SANTANU CHAKRABORTY
DEPUTY GENERAL MANAGER
(FINANCE)**

Note # 40

Please refer to the above note.

22/01/2026 10:14 AM

**SANDIPA SEN DUTTA
CHIEF MANAGER (HR)**

Note # 41

Refer Note # 39 and 40 and act accordingly .

24/01/2026 03:52 PM

**SANTOSH PRAMOD UBALE
ZONAL MANAGER**
