

F. No. 2-24/2013-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section
.....

Room No. 123-C, Shastri Bhawan, New Delhi-110001
Dated, the 13th November, 2013.

Subject: Award of contract for repairs/maintenance of furniture items of Ministry of Human Resource Development – Reg.

Sealed quotations are invited for award of contract for repairs/maintenance of furniture items of Ministry of Human Resource Development from, bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi-Government organizations, including Public Sector Undertakings, and satisfying all other terms and conditions in this tender document.

1. Bid at a glance

Name of the Work: Contract for repairs/maintenance of furniture items of Ministry of Human Resource Development.
Estimated Cost: Rs. 5,00,000/-
Earnest Money: Rs. 10,000/-
Security Deposit: Rs. 25,000/-
Time allowed: Initially for one year extendable on year to year basis for a maximum period of two years subject to satisfactory performance of the contractor.

2. Instructions to the tenderers

Quotations will be submitted in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' will be made and put in the first envelope containing the title 'Technical Bid'. It should contain full information as required in Annexure-I. The 'Financial bid' will be made and put in a second envelope containing the title 'Financial bid'. It should include full information as required in Annexure – II. Both bids should be put in a third envelope which should be prominently super-scribed as "**Quotations for maintenance/repairing, polishing etc. of furniture articles of the Ministry of Human Resource Development**" and addressed to "Under Secretary (S&S), Ministry of Human Resource Development, Room No. 123-C, Shastri Bhawan, New Delhi – 110 001", and put in Tender Box placed at Information & Facilitation Centre, Ministry of Human Resource Development, Gate No.6, Ground Floor, Shastri Bhawan, New Delhi- 110001 on or before **05.12.2013** till 3.00 PM. The tenders will be opened on the same date at 3.30 PM.

3. Period of Contract

The contract will be for a period of one year which can be extended further subject to satisfactory performance of the contractor.

Sanjeev
13/11/13

4. Scope of Work

- (i) The work is to be carried out in the premises of the Ministry of Human Resource Development at Shastri Bhawan, Jeevan Deep Building and R.K. Puram.
- (ii) Only such works as cannot be done in the Office premises would be allowed to be done outside. No extra charges will however be payable on this account.
- (iii) In case of any loss or damage to any item during repair within the premises of this Ministry or at the workshop of the contractor, it shall be the liability of the contractor and the Ministry may, at its discretion, deduct total cost of the item or any part thereof from the bill of the contractor.
- (iv) The contractor shall use materials of good quality only for repair/polishing of furniture. For change of upholstery of sofa sets and stitching of curtains, etc, the samples should be got approved by the competent authority of the Department/user Officer. Any use of inferior quality will invite blacklisting of the firm besides termination of contract.
- (v) The contractor shall undertake repair work only as directed by the S&S Branch of this Ministry. The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.
- (vi) It will be the responsibility of the contractor to depute at least 2 good skilled carpenters to this Ministry every day for doing the day-to-day works/jobs of polishing & repairs etc. If the carpenter does not attend on any working day or fails to do the required work, the work will be got done by the Department at the cost of the contracted agency.

5. Eligibility Condition:-

The Contractor/Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be summarily rejected.

- a) Proof of Service Tax Number/Sales Tax Number/VAT Number (Copy of Service Tax/Sales Tax/VAT should be enclosed.).
- a) PAN of the firm.
- b) Copy of Income Tax Return for the last three years.
- c) Proof of Annual Turn Over which should not be less than Rs. 10 lakhs along with audited balance sheets and profit & loss Account for the last three years (2010-11, 2011-12 & 2012-13).
- d) Bidder should have its own workshop facility/Commercial establishment for the furniture.
- e) Proof of three contracts with Govt. Deptts./ Ministries/PSUs/Govt. organisations along with performance certificates from each one of them.
- f) The firm should be having sufficient experience for similar type of work and working in this field for the last 3 years with documentary proof.

6. Evaluation of Bids

- (i) The Technical Bid will be evaluated first.
- (ii) The financial bid will be evaluated only if the tenderer's technical bid is found satisfactory in all respects by the tender committee. The tenderer will have no rights whatsoever to insist that his financial bid be evaluated in the event of the tender committee rejecting his technical bid as unsatisfactory.

Handwritten signature
13/11/13

7. **Earnest Money Deposit**

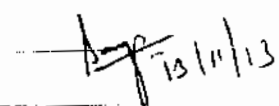
The quotations should be accompanied by Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, drawn in favour of Pay & Accounts Officer (Education), Department of Higher Education, Shastri Bhawan, New Delhi – 110001, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.

8. **Performance Guarantee (Security Deposit)**

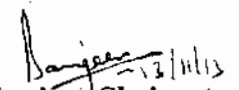
The successful tenderer will be required to furnish Security Deposit of Rs. 25,000/- (Rupees twenty five thousand only) within ten days from the date of acceptance of the tender. The Security Deposit shall be in the form of Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi-110001. It should be valid for a period of 14 (fourteen) months from the date of award of contract. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above.

9. **Other terms and conditions**

- (i) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (ii) The cost of materials, equipments, machines and related labour and transportation charges shall be borne entirely by the firm to whom contract had been awarded.
- (iii) The Ministry at any time can terminate the contract without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry will be final and binding on the contractor. The Ministry reserves the right to accept or reject any or all quotations in without assigning any reason therefor.
- (iv) The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favor of Ministry of HRD, Shastri Bhawan, New Delhi for effecting payment together with the copies of jobworks carried out duly signed by user officers/sections. No advance payment shall be made for the services.
- (v) The payment will be released through ECS System only.
- (vi) The job carried out shall be to the satisfaction of the Ministry, else no payment will be made. Further, depending upon the severity of negligence, this Ministry reserves the right to blacklist the agency for a suitable period or from further participation in any of this Department's contracts. The decision of the competent authority of the Ministry shall be final and binding on the firm/agency.
- (vii) Rates shall remain fixed and valid during the period of contract. This office will not entertain any claim on account of sales tax/or any other tax for the material used for executing the work awarded under the contract and all such taxes should be paid by the firm itself. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted.

 13/11/13

10. All the tenderers should read and understand the terms & conditions of the contract as detailed out in the foregoing paragraph before furnishing their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotations are accepted by this Department.


(Sanjeev Shrivastva)
Under Secretary to the Govt. of India

Copy to:

- 1) As per list enclosed.
- ✓ 2) Webmaster, CMIS for uploading on the website of the Ministry.
- 3) Central Public Procurement Portal.

TECHNICAL BID**PROFORMA FOR SUBMISSION OF TECHNICAL BID-FOR REPAIR/MAINTENANCE OF FURNITURE ITEMS**

SL. NO.	DESCRIPTION	Please indicate requisite information	Please indicate the page nos. of the attached proofs/documents
1.	Name & Address of the firm/Agency		
2.	Name of the Proprietor/Partners of the Agency/Firm		
3.	Service Tax Number/Sales Tax Number/VAT Number (copy of Service tax/Sales tax/VAT No. to be enclosed)		
4.	Income Tax PAN Number		
5.	Income Tax Return for the last three years		
6.	Proof of Annual Turn Over not less than Rs. 10 Lakhs for the last three years: 2010-2011 2011-2012 2012-2013		
7.	Whether Bidder has his own Workshop facility		
8.	Proof of three Contract with Govt. Ministries/Departments/PSUs/Govt. organizations with satisfactory report		
9.	Experience for similar type of work and working in this field since last 3 years with documentary proof.		
10.	Details of EMD of Rs. 10,000/-		

Note : All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the
Authorised Signatory of the Firm
(with Seal of the Agency affixed)

Date :

Handwritten signature
-13/11/13

FINANCIAL BID**PROFORMA FOR SUBMISSION OF FINANCIAL BID - FOR REPAIR/MAINTENANCE OF FURNITURE ITEMS****I. STEEL ALMIRAH/FILING CABINET**

S. No.	Description of work	Rate per Unit
1.	Providing & fixing of new lock (Godrej/Harrison)	
2.	Replacement of Handle	
3.	Minor Repair	
4.	Adjustment of Shelves	
5.	Opening of locks/almirah	
6.	Repair of lock	
7.	Providing and fixing of new locking system	
8.	Adjustment of shelves of steel almirah	
9.	Repair of almirah with chapki	
10.	Providing & fixing of Bush	

II DOOR CLOSER

S. No.	Description of work	Rate per Unit
1.	Repair of door closer	
2.	Replacement of Spring	
3.	Replacement of rod	
4.	Fixing of door closer	
5.	Providing & fixing of new door closer (Warranty)	

III. STEEL FRAME REVOLVING CHAIR/OFFICE CHAIR

S. No.	Description of work	Rate per Unit
1.	Replacement of new wooden seat (duly canned)	
2.	Replacement of new wooden back (duly canned)	
3.	Replacement of new wooden arms	
4.	Minor repair of steel chair	
5.	Replacement of wheel for ordinary chair/Replacement of wheel for Godrej chair	
6.	Replacement of spring etc.	
7.	Welding per point	
8.	Replacement of hydraulic cylinder	
9.	Replacement of PVC base	
10.	Replacement of steel base	

Signature
23/11/15

IV. OFFICE TABLE

S. No.	Description of work	Rate per Unit
1.	Replacement of Handle	
2.	Replacement of locks (Godrej/Harrison)	
3.	Adjustment of drawer	
4.	Opening of drawer	
5.	Minor repair of tables	
6.	Providing & fixing of complete drawer of office table (each)	
7.	Supplying /fixing of complete drawer table (each)	
8.	Supplying /fixing of sunmica in office table (Per Sq ft.) Central table etc.	
9.	Providing & fixing of table top (Per Sq ft.)	
10.	Providing & fixing of channel set to keyboard tray	

V. WALL CUP BOARDS

S. No.	Description of work	Rate per Unit
1.	Minor repair of wooden cup-boards	
2.	Providing of new door	
3.	Providing & Fixing of new Auto Hinges	
4.	Providing & Fixing of new tower-bolt	
5.	Providing & Fixing charges new Lock(Godrej/Harrison)	

VI. SPIRIT POLISHING OF WOODEN FURNITURE

S. No.	Description of work	Rate per Sq. ft. (in Rs.)
1.	Table/Side Rack/Stool/Wall cup-board	
2.	Sofa Set (3 Seater)	
3.	Sofa Set (2 Seater)	
4.	Sofa Set (1 Seater)	
5.	Side screen folding/unfolding	
6.	Mirror Stand	
7.	Wooden flooring	

VII. MISCELLANEOUS

S. No.	Description of work	Rate per Unit
1.	Fixing of Photograph/Maps	
2.	Providing & fixing of new secret lock (Harrison/Godrej)	
3.	Providing / fixing of name plate (with brass letter in English & Hindi on wooden Base/Black Plastic/Acrylic sheet) on urgent basis	
4.	Brasso polishing of name plate	
5.	Brasso polishing of planter	

Signature
15/11/13

6.	Opening of locked door	
7.	Providing & fixing of Handle set	
8.	Replacement of aldraj	
9.	Supply and fixing of new aluminum chitkani	
10.	Providing of key to secret lock	
11.	Repair of Secret lock with replacement of locking system	
12.	Providing of P.U. arm to revolving executive chair/ordinary/Godrej)	
13.	Providing of P.U. arm to Visitor Chair/Office chair	
14.	Providing of New P.U. arm to revolving ex. chair	
15.	Repair of Vertical/Venetian Blinds	
16.	Providing of cooler stand in kailwood frame (Per running ft.)	
17.	Providing of table glass (Plain) 6 mm thick (per sq ft.)	
18.	Providing of table glass (Plain) 8 mm thick (per sq ft.)	
19.	Providing of table glass (Plain) 10 mm thick (per sq ft.)	
20.	Providing of table glass (smoke brown) 10 mm thick (per sq ft.)	
21.	Removal of old partition made of aluminium frame & glass panes/particle board (Per sq ft.)	
22.	Refixing of workstation/wall-cupboard	
23.	Re-fixing of old partition made of aluminium frame	
24.	Repair of secret lock with kunda	
25.	Repair of secret lock with replacement of locking system	
26.	Providing / fixing of new Secret lock to the doors (Godrej/Harrison)	

VIII. UPHOLSTERY OF SOFA SET, VISITOR CHAIRS (CUSHIONED) & STITCHING OF CURTAINS

Sl. No.	Description of work	Rate per Unit
1.	Renovation of sofa set (incl. Providing tat, jute, cotton, Marking doori & spring etc.) (i) Sofa Set - 5 Seater (ii) Sofa Set - 3 Seater (iii) Sofa Set - 2 Seater (iv) Sofa Set - 1 Seater	

Handwritten signature and date: 7/12/14

2.	Renovation of Executive Revolving chair (i) Low Back (ii) High Back	
3.	Supply of cloth for Upholstery	Rate per Meter (in Rs.)
	i) Shenile Fabrics, 450-525 Gram weight per meter (52% Acrylic, 48% Cotton) <u>Sample should be attached</u>	
	ii) Cord Fabrics, 375-400 Gram weight per meter (35% Polyster, 65% Cotton) <u>Sample should be attached</u>	
4.	Renovation of Visitor Chair (Cushioned)	
5.	Renovation of Settee (per seat wise)	
6.	ISI mark rubber cushion seat for sofa set	
7.	ISI mark rubber cushion seat for Chairs	
8.	H.D. foam for back of sofa set (32 density)	
9.	H.D. foam for back of Chairs (32 density)	
10.	Stitching charges of loose covers of sofa set	
11.	Stitching charges for head cover of sofa set	
12.	Stitching charges for loose covers of chairs	
13.	Stitching charges for plain curtains	
14.	Stitching charges for plate curtains	

Note :

All the works will be of high standard and only genuine & good quality products are to be used failing which payment may not be released and suitable penalty may be imposed. Bidder should therefore quote their rates accordingly & carefully.

Name & Signature of the
Authorised Signatory of the Firm
(with Seal of the Agency affixed)

Date :

Manjiv
-13/11/13