

F. No.2-7/2011-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

New Delhi, the 21st July , 2011

To

As per list attached &
Website of Ministry of HRD.

Subject : Proposal for providing and fixing of storage units at West Block-I, Wing-6, 2nd
Floor, R.K. Puram, New Delhi – Regarding –

Sir,

Sealed quotations are invited from the interested and reputed firms (in the enclosed Annexure) who have been rendering/undertaking the work of providing and fixing of storage units as per the specification given below :

Sl. No.	Description of the item	Quantity
1.	Storage Unit/Rack-made of pre-laminated ISI mark Board exterior grade/Teak Board with Godrej/Harrison Locking System. Complete with melamine polish mat finish –Depth – 18” Size - (i) 15’-3”X9’X18” (ii) 9’X9’X18”	05 (Five) 01(One)

2. Rates quoted should be inclusive of supply/freight etc. and no extra payment will be made for supply of above items.

3. Only reputed and experienced firms having adequate experience, of at least three years in the relevant field in Govt. Ministries/Departments/Govt. or Semi-Govt. Organizations/PSUs/Corporate Sector etc. and having the requisite competence /capacity to handle jobs relating to furniture items need apply. While submitting the tenders, the intending tendering firms shall have to furnish the Department with proof of experiences, valid PAN Number, Sales Tax Number, Service Tax No., VAT No. etc.

4. Duly filled tender forms should be submitted alongwith a crossed Demand Draft of a value of Rs. 8,000/- (Rupees eight thousand only) towards the Earnest Money Deposit(EMD), drawn in favour of PAO(Edu.), Department of Higher Education, Shastri Bhawan, New Delhi. Interested Firms may submit their unconditional rates (**in the enclosed Annexure**) to the undersigned in a sealed cover. The outer cover should be superscribed “Quotation for Providing and Fixing of Storage Units” for the use in Offices of this Ministry at R.K Puram, New Delhi should be put in the Tender Box, placed at Information and Facilitation Centre(IFC) of the Department, at gate no. 6, Shastri Bhawan, New Delhi by **3.00 P.M. on 5th August, 2011**. The quotations will be opened



on the same day at **3.30 P.M. on 5th August, 2011** in Room No. 123-C, Shastri Bhawan, New Delhi in the presence of the representatives of the firms, if any.

5. The tenders received without EMD in the abovesaid manner or the tender incomplete in any respect shall be summarily rejected. The EMD shall be returned soon after the finalization of the tender process. However, in the case of the successful tenderer, the EMD will be returned only after the firm concerned deposits with the department necessary Security Deposit.

6. The successful tenderer will be required to deposit a sum of Rs. 10,000/- (Rupees ten thousand only) towards Security Deposit as performance guarantee, through FDR from any Nationalized Bank, duly pledged in favour of PAO(Edu.), Department of Higher Education, Shastri Bhawan, New Delhi-110001, within ten days from the date of acceptance of offer. The Security Deposit is refundable after a period of 6 months on completion of the job work.

7. The supply of above furniture items would be made within 10 days from the issue of supply order to the firm.

8. It must be noted that items supplied not as per the specifications will not be acceptable and no payment will be made to the firm.

9. Over writing on the quotations must be avoided, otherwise the quotations are likely to be rejected. The Department reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason(s) thereof and the decision of the competent authority in the Department shall be final and binding on the contractor firm. The firm entrusted with the work shall have to carry out the contract at the rates approved by the Department.

10. All the participating firms will ensure that the items are of only reputed and Standard Quality and at any stage it is found that the items supplied are of sub-standard quality/inferior quality, the cost of the item will be recovered from the firm.

Yours faithfully)


(S.K. Mishra)

Under Secretary the Government of India

Tele : 23073109

Copy to :

1. Programmer (CMIS), MHRD with a request to upload this tender document in the Ministry's Website.
2. All the Ministries/Departments of Govt. of India.
3. All Notice Boards.




TENDER FOR PROVIDING AND FIXING OF STORAGE UNITS :

1.	Name & Address of the Agency/firm	
2.	Name of the Proprietor/Partners of the Agency/Firm	
3.	PAN Number	
4.	Sales Tax No. of the Agency/Firm	
5.	Service Tax No. of the Agency/Firm	
6.	VAT No. of the Agency/Firm	
7.	Experience of three years in the relevant field in Govt. Ministries/Departments/Govt. or Semi-Govt. Organizations / PSUs / Corporate Sector etc.	

(Please attach documentary proof for above)

Contd...2/-



Description of the Storage Unit

Sl. No.	Product Description	Quantity (Appx.)	Price Per Sq ft. (in Rs.)	Total Cost (in Rs.)
1.	Storage Unit/Rack-made of pre-laminated ISI mark Board exterior grade/Teak Board with Godrej/Harrison Locking System. Complete with melamine polish mat finish -Depth - 18" Size - (i) 15'-3"X9'X18" (ii) 9'X9'X18"	05(Five) 01 (One)		
Taxes, if any,				
Gross Total				

It is certified that the particulars given above are true to the best of my/our knowledge/behalf and I/We have read the terms/conditions and have also understood the same and do hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation(s).

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

Date :

