

Government of India
Principal Accounts Office
Ministry of Human Resource Development,
Shastri Bhawan 'D' Wing Ground Floor
New Delhi

No. Pr.Ao/HRD/Admn/2015-16/584-595

Date 28/05.2015

To,

As per list attached

Subject:- Quotations for providing and fixing of Aluminum frame partitioning wall with per laminated particle board, Glass panes , door etc.

Sir,

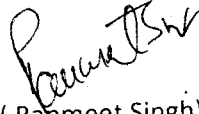
Sealed quotations are invited from reputed firms for providing and fixing of Aluminum partition, wall with particle board and Glass panes. Details of the proposed work are tabled below.

S.No.	Details of the work	Approx. area
1.	Providing and fixing of sound proof wooden frame partitioning wall board ISI mark , door etc. (Powder coated frame)	300 Sqft.
2.	Providing and fixing of Aluminum frame partitioning wall with pre laminated particle board ISI mark , Glass panes, door etc. (Powder coated frame)	200 Sqft.
3.	Providing and fixing of false ceiling with Armstrong tiles, Sized "24 x24"	450 Sqft
4.	Providing and fixing of Tube light set to three tubes. (Philips or equaling make with wiring)	12 Set
5.	Providing and fixing of Wooden flooring.	450 Sqft

Terms and conditions for the above said work are as follows:-

- (i) All bidders are requested to deposit an Earnest money deposit of Rs. 5,000/- (Five thousand only) in the form of Demand draft in favor of PAO, Higher Education M/o HRD New Delhi, payable at New Delhi, failing which their bids will not be considered. The earnest money deposit shall be forfeited if the successful bidder withdraws his/her offer in due-course. The amount will be refunded to unsuccessful bidder without any interest on completion of the tender process.

- (ii) The prospective bidders should have experience of 2 years for similar work in Govt. /PSU offices and have proven past performance duly certified by respective agencies.
- (iii) The successful firm should supply and complete the above job within a maximum of 15 days (or shorter as may be indicated by this office) from the date of award of the work. This office shall, however has the right to terminate the contract/work order at any time without assigning any reasons therefore.
- (iv) If there is any delay in execution of the work in the time specified by the firm, a penalty of @ 1% of the contract amount will be imposed per day of default.
- (v) The payment shall be made on completion of the work to the satisfaction of this office. The decision of the Head of the Department (CCA) shall be the final and binding in this regard. Any disputes if arisen shall be the subject to the sole arbitration of Head of the Department and as per Indian Law. All other things being equal, the work shall be awarded to the lowest evaluated bidder arrived at on the basis of composite rates quoted for the work.
- (vi) The quotations shall be addressed to Sr. Accounts officer, Principal Account's office, Ministry of HRD, ground floor D Wing, Shastri Bhawan New Delhi and must reach to this office by 2.00 P.M. on or before dated 08.06.2015. An authorized representative of the bidders may participate in the tender opening process if so desired.
- (vii) Details of the firm shall be in the prescribed Performa as attached


(Ranmeet Singh)
Sr. Account officer

Copy:-

- ✓ 1. Notice board of the Ministry
2. Technical Director, NIC with the request to publish the tender in NIC Web.

SAMPLE PROFORMA

Sub:-Quotations for providing and fixing of Aluminum frame partitioning wall with pre laminated particle board, Glass panes, door etc.

Sl. No.	DESCRIPTION	DETAILS
1.	Name of the Firm	
2.	Address of the firm	
3.	Telephone Nos.	
4.	Mobile Nos.	
5.	Copy of the details of the present/ past experience of similar work.	
6.	Copy of the Income Tax return (along with PAN/Tin number with proof).	
7.	Address of the workshop / service center (with telephone number).	

(Signature in full): _____

Date---