

No.D-14014/01/2016-GASection
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhavan,
Sansad Marg, New Delhi- 110001

22nd September 2017

To

As per list attached

Subject: - **Contract for repairing and maintenance of the furniture items for the financial year 2017-2019 in the Department of Administrative Reforms & Public Grievances.**

Dear Sir,

This department proposes to award of Contract for repairing & maintenance of the furniture of this Department for a period of two year. The terms and conditions of contract are given below. The rates may be quoted against each item in the enclosed proforma as Annexure .

2. The bidders fulfilling the following minimum criteria may submit their bids along with documentary proof :

- (a) The agency should have been in existence for the last 3 years i.e., since 2013-14.
- (b) Should have at least 3 years of working experience in the similar nature of work in two Central Government Ministries / Departments. (Certificate of having satisfactorily performed the work in the said Ministries/Departments should be attached)
- (c) It should have Sales Tax / Service Tax registration with the appropriate authority and proof in this regard may be attached with the bid.
- (d) EMD of Rs.10,000/- (Rupees ten thousand only in form of Demand Draft in favour of DDO (AR & PG) to be submitted. The successful bidder should submit the DD/FDR/Bank Guarantee of Rs. 10,000/- as Performance Security Deposit.
- (e) Copy of PAN Card and GST Registration Certificate
- (f) Copy of Income Tax Return Assessment/Returns for last three years.
- (g) The firm should not have been blacklisted by any government organization.

Contd... 2

Scope of work:

3. Work involve maintenance / repairing of all the furniture items, initially for a period of two year *from* the date of award of Contract., which can be extended by another one year if the service is found to be satisfactory, on the same terms and conditions.

4. **Other Terms and Conditions :-**

- (i) Bidder, who found to have quoted fake/unreasonable rates in any terms, shall summarily be rejected and the decision of the department in this regard shall be final and binding on the firm.
- (ii) The work is to be carried out in the premises of the Department of Administrative Reforms & Public Grievances i.e., 5th Floor, Sardar Patel Bhavan, New Delhi.
- (iii) Only such work which cannot be done in the premises would be allowed to be got done outside office premises. No extra charges will be paid on this account either for transport or any other activity.
- (iv) The successful bidder, during the period of contract will provide free service for rectifying the defects which may arise in the furniture items.
- (v) Each complaint will be attended to within 24 hours from the receipt of the complaint. The carpenter should visit the department every day and mark the attendance in the register of complaint to be maintained for the purpose.
- (vi) No advance payment will be paid. The payment will be made in only after completion of satisfactory service on monthly basis.

5. **Receipt and opening of bids :-**

- (i) Sealed cover bids may be submitted in two separate covers i.e. one containing technical bid and other containing financial bid. The technical bid would contain the documents mentioned in para 2 (a) to (g) above. The financial bid should contain only the price for undertaking the job mentioned in para 3 above.
- (ii) Taxes/GST etc. if any will be paid on actuals. It is clarified that the rates quoted should be quoted exclusive of taxes and fixed during the period of the Contract. The Taxes/GST applicable as in Delhi would be paid as in force from time to time.

Contd... 3

- (iii) Financial bids of only of those bidders will be opened who has been found successful after evaluation of technical bid.
- (iv) The tender/bids are to reach latest by 3:30 PM on 10th October 2017 in the Room No. 526 or in the tender box lying at the reception . The technical bids would be opened on the same day i.e. 10th October 2017 at 4 PM in presence of authorized representative of the bidders
- (v) The late bid will not be accepted in any circumstances.
- (vi) The Financial bids of successful bidder who qualified the technical criteria would be opened on 12th October 2017 in the presence of authorized representative of the bidders.
- (vii) The validity of the bid shall be for 60 days.



(Arun Kumar Sarkar)

Under Secretary to the Govt. of India

Tele : 23401441

Sr. Tech. Director NIC – It requested that Tender Be upload to Deptt. Website and Central Procurement Portal

Annexure

FINANCIAL PROFORMA

S.No	Item's	Accounting Unit/Qty	Rate
1.	Replacement of Lock of Table Wooden		
2.	Replacement of Lock of Almirah Wooden		
3.	Replacement of Lock of Table Steel		
4.	Replacement of Lock of Almirah Steel		
5.	Repair of Drawer		
6.	Repair of Almirah		
7.	Wooden Stool Size 12X15X18		
8.	Wooden Stool Size 15X15X24		
9.	Wooden Foot Rest Size (L-24")(W-18") (H-6")		
10.	Chair Wheel		
11.	Aluminum Door Repair		
12.	Chair Handle (Pair)		
13.	Chair Hydraulic		
14.	Curtains heavy,Per Sq.Meter		
15.	Key Board Tray Channel Set(Plastic)		
16.	Key Board Tray Channel Set(Steel)		
17.	Table Glass/Center Table Glass P.Sq. Feet		
18.	Venation(Roller) Blind P.Sq. Feet		
19.	Vertical Blind Per Strips		
20.	Drapery Rod P.Sq. Feet		
21.	Repair of Almirah handle		
22.	Polishing of Wooden P.Sq. Feet Door		
23.	Polishing of Table P.Sq. Feet		
24.	Polishing of Chair		
25.	Painting (Steel Almirah) P.Sq. Feet		
26.	Polishing of Chaw kart		
27.	Renovation of Sofa (3 Seater)		

28.	Renovation of Sofa 5 Seater(3+1+1)		
29.	Renovation of Single Sofa		
30.	Dry Cleaning of Sofa (3 Seater)		
31.	Dry Cleaning of Sofa 5 Seater(3+1+1)		
32.	Dry Cleaning of Single Sofa		
33.	Dry Cleaning of Chair		
34.	Supply of Cushion (1)		
35.	Supply of Cushion cover (1)		
36.	Drawer/Door/Almirah etc Making Key		
37.	Drawer lock		
38.	Godrej lock For steel Rack		
39.	Almirah Lock		
40.	Pedestal Lock For Door 65m.m.		
41.	Godrej Pedestal 65m.m.		
42.	Name Plate Fixing		
43.	Washing of Blinds		
44.	Repair of Blinds P.Sq. Feet		
45.	Providing & Fixing Foam Sheet (1)		
46.	Providing & Fixing loose Cushion (1)		
47.	Supply of Mirror With frame (Super Quality) P.Sq. Feet		
48.	Replacement of Kunda Chapka		
49.	Renovation of Chair with all material and labour charge		

Signature of Authorized Person of the Agency

Name: _____

Seal _____

Annexure - I**Technical Proforma**

1.	Name of the firm/company/service agency	
2.	Complete address & telephone No.	
3.	Whether EMD of Rs.10,000 enclosed in the form of bank draft /Pay Order	
4.	Working Experience	
5.	Sales Tax /Service Tax Registration No.	
5.	Name, Address&Telephone No. of the proprietor.	

**Signature of the Authorized
Person of the concern**

**Name and designation of
the Authorized Person of the concern**

Date

Place

Office Seal