

F. No. 5-7/2014-GA(pt.)
Government of India
Ministry of Culture
(GA Section)

Shastri Bhawan, New Delhi
Dated 17-10-2016

TENDER NOTICE

Subject: Annual maintenance contract for repair & maintenance of various furniture items of the Ministry of Culture –reg.

Sealed tenders are invited in two bid system (Technical & Financial Bid) from the reputed & eligible agencies, for comprehensive repair/maintenance of wooden & steel furniture items initially for the period of one year which can be extended for subsequent two years (on yearly basis) on the same rates, terms and conditions, subject to the satisfactory performance of the firm.

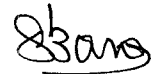
2. Eligibility Criteria

2.1 The bidder should have

- (a) TIN Number (a self-attested copy of VAT/TIN Number Registration of the firm shall be enclosed along with copy of the latest challans).
- (b) PAN Number (a self-attested copy of PAN No. card and Income Tax Returns for last three financial years to be furnished).
- (c) Service Tax Registration (a Self-attested copy of Service Tax Registration Number with a copy of latest receipt/challan shall be furnished).
- (d) EPF Registration Number (a self –attested copy of EPF Registration with a copy of latest challan to be attached).
- (e) ESIC Registration Number (a self-attested copy of the ESIC Registration Number to be attached)
- (f) Office in Delhi. The firm must submit documents towards proof to this effect along with name and address of banker(s).

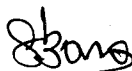
2.2 The bidder should have 05 years' experience strictly in the field of 'repair and maintenance of furniture items' in the government departments/ministries. Experience relating to supply of new furniture items and any other experience will not be counted. Certificate duly issued by competent authorities in the government to be annexed.

2.3 The firm should furnish details of three (03) running/current Annual maintenance contracts for the comprehensive repair and maintenance of furniture items with any of the Government Department. A satisfactory



performance report from each of the department for the contract shall also be enclosed.

- 2.4 The firm should have annual turnover of Rs. 25 lakhs during the last three years. A Balance Sheet duly audited and certified by Chartered Accountant towards proof of annual turnover **for the last three years** shall be enclosed.
 - 2.5 The conditions relating to prior turnover and prior experience may be relaxed for all Startups (whether MSEs or otherwise) subject to meeting of quality and technical specifications. D/o Expenditures OM No. 20/2/2014-PPD(Pt.) dated 25.07.2016 may be referred to in this regard.
 - 2.6 Undertaking from the Agency that it has not been debarred or blacklisted by any of the Central/State Government Departments Organizations/Central PSU and no criminal case is pending/filed against the said firm/proprietor.
 - 2.7 The Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty Thousand only) must be attached with the tender only in the form of Demand Draft in favour of **“DDO Ministry of Culture, New Delhi”**. **Tender without EMD will be summarily rejected.**
3. **Submission of Bids**
- 3.1 The bidder shall place the **three separate envelopes** (called inner envelopes) marked **“Technical Bid”, “Financial Bid” and “Earnest Money Deposit”** in one outer envelope.
 - 3.2 The sealed outer envelope bearing the name and address of the bidder shall be addressed to **“The Under Secretary (GA), Ministry of Culture, Shastri Bhawan, New Delhi.”** The sealed tender shall be dropped in the tender box kept at Room No. 330-C Wing, Shastri Bhawan, New Delhi. Quotation received through other mode of correspondence will not be entertained.
 - 3.3 The envelope containing “Technical Bid” shall comprise of documents indicated as per the terms and conditions laid down in the tender document. In the absence of insufficient supporting documents, technical bid shall be summarily rejected without assigning any reason/opportunity. **Each page of the Technical Bid & Financial Bid must be signed by the authorized signatory of the bidder firm.**
 - 3.4 The envelope containing Financial Bid shall comprise of the price bids of the items as per Annexure-1. The bidder shall quote rates for each items of the Annexure-1 in Indian Rupees (INR), both in words and figures. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct.



- 3.5 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, and rewriting with initials and with date. Pages of the eligibility criteria document are to be numbered. The bidders are cautioned that **supply for incomplete information called for or deliberate suppression of any information may result in the bid being summarily disqualified.**
- 3.6 The rates so quoted shall be exclusive of taxes, as applicable as per Government rules, but inclusive of all other charges i.e. labour, freight charges, cost of delivery etc., if any shall be given separately, against each item, wherever applicable.
- 3.7 The rate of successful bidder will be valid for 36 months from the date of award of work. During the period of contract, the rates shall not be revised on any pretext.
- 3.8 The Financial bids of only those firms who meet the technical criteria and who have quoted rates against the each item indicated in Annexure-1 will be considered. **Incomplete/partial bid will not be entertained and shall be liable to be rejected. Quoting of Unreasonable rates in tender viz., free of cost, complimentary, etc., shall not be entertained and such tenders is liable to be rejected.**
- 3.9 **As per list of items of works, (Annexure-I) there are mainly two types of items of works (Type-I & II). The L-1 bidder(s) shall be determined out of those firms who have quoted lowest rates in majority of items in a particular type of items of works. In respect of the remaining items in which other firms quotes the lowest rate in that type of works, the same lowest rate shall apply to the successful bidder.**

4. **General Terms and Conditions**

- 4.1 The firm shall provide/depute an EXCLUSIVE good skilled carpenter well versed with the work of repair/maintenance of furniture in the Ministry of Culture, located at Shastri Bhawan/Puratatwa Bhawan, INA on all working days from 9.00 am to 6.00pm and even on holidays or as and when required, as per the requirement of the Ministry. It is also the responsibility of the firm that the police verification of the person, so deputed, must be got done beforehand and provided to this Ministry.
- 4.2 No work shall be executed without prior administrative approval of the competent authority of the Ministry of Culture. The successful firm shall prepare inventory of furniture items and separate job card in respect of each item of work. The execution of work/complaint shall be attended within 24 hours after receipt of the work order/administrative approval, failing which the work may be got done through other sources and the cost incurred on the same shall be recovered from the firm. In cases where new items are provided, the

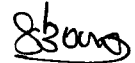
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normal guarantee/warranty period shall be applicable during which all maintenance/ repair/ replacement shall be done free of cost by the firm.

- 4.3 Income tax, 'Works Contract' Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered/ deducted from the payable amount to firm.
- 4.4 In the event of any dispute related to above, the decision of the competent authority of the Ministry shall be final and will be binding.
- 4.5 Ministry of Culture reserves its right to terminate the contract at any time without assigning any reason and the contractor will not be entitled to claim any compensation against such termination.

5 Performance Security:

- 5.1 The Performance Security of Rs.100000/- (Rupees One Lac only) will be deposited by the successful firm within the 07 days before the award of Contract. The Performance Guarantee shall be accepted only in the form of fixed deposit receipt (FDR) of a nationalized bank in favour of "DDO, Ministry of Culture, Shastri Bhawan, New Delhi valid upto two months beyond the time period of contract. In case of non-submission of Performance Guarantee along with the Agreement within specified time, the earnest money will be forfeited and the Ministry may consider to black list the bidder in future.
6. The last date of submission of tenders is 11.11.2016 at 3.00 pm. Tenders received after the stipulated date and time shall not be entertained. The technical bids will be opened at 4.00pm on the same day i.e. 11.11.2016 in Room N0.321-C Wing, Shastri Bhawan, New Delhi. Financial bids of only those bidders shall be opened who meet the technical criteria of the tender, the notice of which will be issued accordingly. The tender document may also be seen/available at the website of Ministry of Culture at www.indiaculture.nic.in



(Suman Bara)

Under Secretary to the Govt. of India

Tel. 2338 9377

Copy to :- _

1. CPP Portal
2. NIC for posting the Tender Notice on the website of the Ministry www.indiaculture.nic.in
3. Notice Board, Ministry of Culture
4. All Ministries/Departments for circulation among their contractors.

LIST OF ITEMS OF WORK FOR REPAIR & MAINTENANCE OF FURNITURE
ITEMS

1. Items of work in Type-I

S. No.	Name of Items	Rate /per Unit (Rs.)
1.	STEEL ALMIRAH	
a)	Replacement of Lock (Godrej)	
b)	Replacement of Handle (Godrej)	
c)	Repair of Locking system	
d)	Adjustment of shelves	
e)	Providing of keys	
f)	Opening of almirah	
g)	Repair of Lock	
h)	P/fixing of New legs (Base)	
i)	P/fixing of New Bush	
j)	P/fixing of New locking system (Godrej)	
k)	Spray Painting of Steel Almirah (Big/standard Size)	
l)	Spray Painting of Steel Almirah (Small/half Size)	
2.	STEEL FILING CABINET	
a)	Replacement of Lock (Godrej)	
b)	Replacement of Handle (Godrej)	
c)	Repairing of cabinet /adjustment of drawer	
d)	Repair of Locking system (Godrej)	
e)	Providing of key	
f)	Opening of filing cabinet	
g)	Repair of Lock	
h)	P/fixing of new channel	
i)	P/fixing of Push button M	
j)	Spray Painting of Steel 'Filing cabinet	
3.	STEEL REVOLVING CHAIR	
a)	Repair of Revolving chair	
b)	Replacement of wheel (ISI) mark	
c)	Replacement of spring	
d)	Providing of Steel base	
e)	P/fixing of PU Plastic Arms	
f)	Repair of seat & Back	

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g)	P/fixing of new revolving system	
h)	Replacement of Hydraulic cylinder	
	2. <u>Items of work Type -II</u>	
4.	DOOR LOCK	
a)	Replacement of door Lock (Ord)	
b)	Replacement of door Handle (Ord)	
c)	Repair of Old Lock	
d)	Replacement of Door Lock (Godrej)	
e)	Replacement of Brass Handle	
f)	Replacement of door Handle (Godrej)	
g)	Opening of Locked door	
h)	P/fixing of door stopper	
i)	Repairing of door	
j)	Repair/fixing of door closer	
k)	P/fixing of New Door Closer (Godrej)	
l)	P/fixing of new Hinges 4" SS finish	
m)	P/fixing of Aldrej (Sliding Bolt -10")	
n)	P/fixing of Tower Bolt — 6"	
o)	Supply and Fixing of Secret lock with three keys (Godrej Make)	
p)	Opening of Secret Lock	
q)	Repair of Secret Lock in all respect including replacement of Lever, spring , button etc.	
r)	Repair of Pad Lock	
s)	Providing and fixing of Pad Lock (Make Godrej)	
5.	PHOTO FRAME	
a)	Supply and fixing of Ordinary Photo frame complete in all respect including Glass (per Sq.ft.)	
b)	Supply and fixing of good quality photo frame complete in all respect including Glass (per Sq.ft.)	
c)	Mounting /laminating photos, posters etc. on board (per Sq. ft.)	
6.	Supply of Wooden notice board / keyboard / Pin-up board made of 19mm thick commercial board 15' class teakwood frame , blazer cloth cover on 12mm thick soft cellotax board duly fine lacquer polished (per sq. ft)	
7.	Supply & installation of white Marker Board with all	

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	necessary accessories (Magnetic) (per Sq.ft.)	
8.	Acrylic Elevator/Writing stand - Made of acrylic sheet 10mm thick, adjustable height with Brass fittings. Size: 22" x 16"	
9.	SPIRIT / LACQUER POLISH	
a)	Conference table Officer/Office table/side rack/wooden almirahs / Book shelf /Notice Board /Wooden Partition! Wall paneling (per Sq. Ft)	
b)	Office chair (per piece)	
c)	Stool (per piece)	
d)	Centre table (per piece)	
e)	Sofa Set (Per piece)	
f)	Painting of Wall ceiling with Oil bound distemper (Asian) (Per. Sq. Ft)	
g)	Painting of Wall, ceiling with Plastic Paint (Asian) (Per. Sq. Ft)	
h)	Painting of wall with texture paint (Asian) (Per. Sq. Ft)	
10.	REPAIR OF WOODEN FURNITURE (WITH SCREW & NAILS)	
a)	Minor repair of chairs /table / almirah	
b)	P/fixing of lock to wooden table	
c)	P/fixing of Kunda chapka	
d)	Repair of drawer of wooden table	
e)	P/fixing of Multipurpose Lock (Godrej)	
f)	P/fixing of wall catcher	
g)	P/fixing of Knobs / Handles (Ord)	
h)	P/fixing of Knobs / Handles (Brass)	
i)	P/fixing of Telescopic channel 14"	
j)	P/fixing of Telescopic channel 16"	
k)	P/fixing of Telescopic channel 19"	
l)	P/fixing of Rugs carpet (Per. Sq. Ft)	
m)	P/fixing off wooden paneling (Per. Sq. Ft)	
n)	P/fixing of gypsum 'false ceiling (Per. Sq. Ft)	
o)	Supply of Wooden stool of size 15"X18"	
p)	Supply of wooden stool of size: 24"X24"	
q)	Supply Wooden footrest of size:24"X18"	
r)	P/F of Vertical Blinds (Per. Sq. Ft)	
s)	P/F of Chick Blinds (Per. Sq. Ft)	
t)	P/F of Roller Blinds (Per. Sq. Ft)	
11.	Providing and fixation of Normal Glass (Per. Sq. Ft) (Make : Saintgobain/Modi)	
a)	6mm thick	

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b)	8mm thick	
c)	10mm thick	
d)	12mm thick	
12.	Providing and fixation of Beveled Glass with Brown Colour (Per. Sq. Ft) (Make: Saintgobain / Modi	
a)	6mm thick	
b)	8mm thick	
c)	10mm thick	
d)	12mm thick	
13.	Cutting charges (applicable in old glasses for reuse)	
14.	Grinding charges (applicable in old glasses for reuse)	
15.	Providing & fixing of Rubber bidding	
16.	Providing of fixing of aluminum Bidding	
17.	Renovation/Reconditioning of Sofa Set, including providing of Tat, cotton, jute, Markin, Dori, spring and change of cloth / leather foam as per sample approved.	
a)	Five seater	
b)	Four seater	
c)	Three seater	
d)	Two Seater	
e)	Single seater	
f)	Cushioned office chairs	
g)	Executive revolving chairs	
h)	Computer revolving chair	
i)	Wooden cushioned settees	
j)	Cushioned visitor chair	
k)	P/F of rubber cushion(Sleepwell) Size:-21" x22" x 4"	
l)	P/F of rubber cushion (Sleepwell) Size:- 21" x 22" x 3"	
m)	P/F of rubber cushion (Sleepwell) Size:- 21" x 22" x 2"	
n)	P/F of rubber cushion (Sleepwell) Size:-18" x18" x 2"	
o)	P/F of foam sheet 25mm (HD) to sofa set (Sleepwell)	
p)	P/F of foam sheet 50mm (HD) to sofa set (Sleepwell)	
18)	MISCELLANEOUS ITEMS	
a)	P/fixing of acrylic carpet (Per. Sq. Ft)	
b)	P/fixing of new wooden partition with both side teak ply (Per. Sq. Ft)	
c)	Providing of new plastic chairs (Supreme / Neelkamal)	
d)	Providing of Teakwood visitor chair	
e)	Providing of coat stand	

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