

No.D-14014/4/2015-Gen.
Government of India
Ministry of Corporate Affairs

5th floor, Shastri Bhawan, New Delhi
Dated 08 August, 2016

NOTICE FOR INVITING TENDER

Sub:- Tender Notice for repair/ maintenance/polishing & upholstery of furniture items (wooden, Glass as well as steel) and other related miscellaneous items of furniture and other Carpentry work in the Ministry of Corporate Affairs.

SEALED TENDERS are invited under Limited Tender Enquiry in a single bid system from the reputed firms dealing with maintenance/repairing, polishing of various furniture items, change of upholstery of sofa sets/visitor chairs, making of name plates and other miscellaneous furniture items in the Ministry of Corporate Affairs, 5th Floor, Shastri Bhawan, New Delhi initially for a period of one year. The firm which fulfills the following minimum criteria may only apply:-

- i) The firm should be registered with relevant authorities (Registration with service tax, PAN No. etc.); (Attested copies of Registrations to be enclosed).
 - ii) The firm should have similar experience of at least three years in Government Sector/PSU, etc. (Attested copies of Certificates/work orders to be enclosed).
 - iii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph,) will have to be provided to this office.
2. The Bid should contain the following information/document as per Annexure-I & Annexure-II:-
- i) Name of the Firm, Business address of the firm, Telephone No., Mobile No., Copy of the details of the past experience of last three years providing services in the same field in Government/Ministries /Departments/ PSUs / Reputed Corporate Sectors, with contact persons and their telephone numbers.
 - ii) Copies of certificates of Incorporation of firm, Pan No. and service tax registration.
 - iii) The Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in form of Demand Draft/Pay order in favour of Pay and Account Officer, Ministry of Corporate Affairs.
 - iv) Quotations in rupees for the respective items mentioned in Annexure-II.
 - v) The unrealistic rates viz. free of cost/complementary/fraction of rupee etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.

- vi) Complete tender document can be had either from Section Officer(Genl.), Room No.511-B, 5th Floor, Shastri Bhavan, New Delhi free of cost or can be downloaded from this Ministry's website: www.mca.gov.in or from the Central Public Procurement Portal: www.eprocure.gov.in.
- vii) The tender has to be accompanied by an Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of P.A.O., Ministry of Corporate Affairs, Government of India, New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the Ministry and/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract.

3. SCOPE OF WORK: Maintenance/Repairing of furniture items/articles, polishing of various furniture items, renovation/change of upholstery of sofa sets and chairs, providing of name plates/door closures/Door handles etc.

4. TERMS & CONDITIONS:

- i) In case of any deficiency in service, a penalty of 5% of the bill for each occasion will be imposed on the firm. The decision of the Ministry in this regard shall be final and binding.
- ii) The Ministry reserves the right to award the contractor to more than one contractor on common lowest rates or split the same. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items on common minimum rates i.e. the L1 bidder will have to match the L1 rates of other bidders for the items for which his rates are higher.
- iii) The contract shall be for maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitor chairs etc. in the Ministry. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the Ministry from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.
- iv) A performance security of Rs. 20,000/- (Rupees Twenty thousand only) shall have to be deposited by the successful tenderer in the form of F.D.R. of any scheduled commercial Bank in favour of P.A.O., Ministry of Corporate Affairs, Government of India, New Delhi for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the Ministry in this regard shall be final and binding on the firm.
- v) The performance security shall be forfeited if there is any breach by the contractor in performance/meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Department with no Government liabilities due from the Contractor.

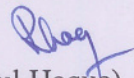
- vi) The work is to be carried out in the premises of the Ministry of Corporate Affairs, 5th Floor, Shastri Bhawan, New Delhi and CGO Complex, Paryavaran Bhawan, New Delhi and other places in future if any as required by the Ministry. Only such work as cannot be done in the office premises would be allowed to be done outside. No extra charges will however be payable on this account.
- vii) The payment shall be made on monthly basis and only if the work is performed to the satisfaction of the Department. The Department shall not pay for any other incidentals like transportation etc. and the contracted price shall be firm/fixed during the currency of the contract. There shall also be no advance payment for any jobs assigned in terms of the contract. The contractor shall have to get user certificates from the offices of concerned officers or General Section of this Ministry for common areas/specific work assigned from time to time. The arrangements shall be put in place by 9.00 AM to 6.00 P.M. on each working day.
- viii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph,) will have to be provided to this office.
- ix) The contractor will have to keep at least one dozen pieces of security locks, handle locks, door handles, door closers in stock every time to meet any emergency or otherwise so that the urgent complaints may not live unattended in want of such necessary items.
- x) It will be the responsibility of the contractor to depute at least two good skilled carpenters in uniform to this Department every day for the day to day polishing, repairing jobs. If the carpenter does not come on any of the working day or fails to do the required carpentry work, the work will be got done by the Ministry through alternate sources and at the risk/cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard.
- xi) The office reserves the right to reject any or all the quotations without assigning any reason thereof. Decision of Deputy Secretary (General)/Director (General) shall be final in this regard.
- xii) Bids incomplete in any respect shall be liable to be rejected.

5. The sealed quotations, in the prescribed proforma only, are to be dropped in the tender box placed at the Reception Office, Ground floor (Inner side of Main Gate No.3), Shastri Bhawan, Dr. Rajinder Prasad Road, New Delhi-110001 or in the General Section of the Ministry of Corporate Affairs. **The due date and time for submission of the quotations is '11.00 AM on 26.08.2016'**. The quotations shall be opened on the same date at 3.30 PM in Room No. 526, 5th Floor, Shastri Bhawan, New Delhi. The tenderers may remain present at that time or may, of so desire, depute one of their representatives to be present at the time of opening of tenders. It may be specifically noted that the quotations are required to be submitted with EMD with necessary documents and in the prescribed proforma only.

6. The Ministry reserves the right to accept/reject any or all the quotations received and the decision of this Ministry in this regard shall be final/binding. For any doubts, classifications/objection etc. against the tenders, the Section Officer (General) of the Ministry (Telephone No.23389391) could be contacted.

7. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever. The tender document should be signed by the tenderers on each page in ink and mentioned at last of the tender document "The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us" and countersigned the same.

Yours faithfully,



(Riazul Haque)

Under Secretary to the Govt. of India

ANNEXURE-I

| Sr. No. | Particulars | |
|---------|--|--|
| 1 | Name of the Firm/Company/Agency | |
| 2 | Address of Firm/Company/Agency | |
| 3 | Telephone No. and Mobile No. | |
| 4 | The details of registration(s) Viz. No., Date, Validity etc. with Govt. Authorities towards incorporation of the firm, running of stated business viz. Service tax and authorized premises. | |
| 7 | 15 Digit Service Tax Code No. and PAN No. (Proof to be attached) | |
| 8 | EMD details (Amount, Name of the Bank Branch, DD No. and Date) | |
| 9 | Name & Address of the Department/Ministries and other organizations where the work has been done (self-certify duly stamp copies of contract letter be attached) | |
| 10 | Name, Designation, Telephone No./Mobile No. and Address of the person to whom all references shall be made regarding this tender. | |
| 11 | Name, Address & Telephone Number of the proprietor | |

Yours faithfully,

Date:

Place:

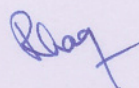
(Signature of the Authorized Person)

Name:

Designation:

Business Address:

Seal:



ANNEXURE-II

To

The Under Secretary (General)
Ministry of Corporate Affairs,
Room No.526, Shastri Bhawan,
New Delhi-110001.

Sub: Invitation of quotations for repair/ maintenance/polishing & upholstery of furniture items (wooden, Glass as well as steel) and other related miscellaneous items of furniture and other Carpentry work in the Ministry of Corporate Affairs- reg.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Ministry of Corporate Affairs' letter No. _____ dated _____, 2016. The information desired and the rates quoted are as per following details:-

| SR. No. | Items of work | Rate in rupees for each item (inclusive of taxes) |
|---|---|---|
| Spirit Polishing of Wooden Furniture | | |
| 1 | Office Table (Large) | |
| 2 | Table(Small) | |
| 3 | Office Chair | |
| 4 | Partition Screen | |
| 5 | Side Rack | |
| 6 | Center Table | |
| 7 | Almirah(Big) | |
| 8 | Almirah(Small) | |
| 9 | Mirror Stand | |
| 10 | Leaquire polishing with PU(Per Sq. Ft.) | |
| 11 | Conference Table | |
| 12 | Book Rack | |
| 13 | Notice Board | |
| 14 | Partition melamine (per Sq. Ft.) | |
| 15 | Palmate | |
| 16 | Painting of Partition (Per. Sq. ft.) | |
| 17 | Sofa Set (Rate per seat) | |
| 18 | Paneling | |
| 19 | Coat Stand | |
| 20 | Computer table | |
| Repair of wooden furniture | | |
| 1 | Minor repair of chair | |
| 2 | Minor repair of table | |
| 3 | Minor repair of almirah | |
| 4 | P/F of arm to chair | |
| 5 | P/F of Leg to Chair | |
| 6 | P/F of Leg to Table | |

| | | |
|---|---|--|
| 7 | P/F of Sunmica to Table | |
| 8 | P/F of New Drawer | |
| 9 | Repair of rack | |
| 10 | P/F of Ply(per Sqft.) | |
| 11 | P/F of Kunda Chapka | |
| 12 | Major repair of chair | |
| 13 | Major repair of table | |
| 14 | Major repair of Almirah | |
| 15 | Major repair of rack | |
| 16 | Repair of wooden table drawer | |
| 17 | P/f of Knobs of Drawers | |
| 18 | P/f of 19mm Board | |
| 19 | P/f of 12mm Ply | |
| 20 | Repair of wooden Rack | |
| 21 | Repair of lock | |
| 22 | P/f of Knob/Handle | |
| 23 | Replacement of lock | |
| 24 | P/f of Key (Duplicate) | |
| 25 | Repairing of slide door | |
| 26 | Adjustment of door | |
| Complete Renovation of sofa/chair with good quality cloth including cotton, markin, dori, spring without seat cushion etc. | | |
| 1 | Sofa per seat | |
| 2 | Cushion office chair | |
| 3 | Executive chair | |
| 4 | Visitor chair | |
| 5 | Stitching of plain curtain | |
| 6 | Stitching of plated curtain | |
| 7 | Stitching of loose cover sofa set with cloth and labour charge (per seat) | |
| 8 | Replacement of new seat cushion of sofa set(per seat) Size: 21"x22"x4" Size: 18"x18"x2" | |
| Wooden Cupboard | | |
| 1 | Repair of lock | |
| 2 | P/f of Handle | |
| 3 | Replacement of lock | |
| 4 | Providing of key | |
| 5 | Repairing of Cupboard | |
| 6 | Beading of Cupboard | |
| Dry-cleaning of furniture | | |
| 1 | Carpet | |
| 2 | Sofa Set | |
| 3 | Cushion Chair | |
| 4 | Revolving chair | |
| 5 | Executive revolving chair | |
| 6 | Vertical blinds | |
| 7 | Repairing of vertical blinds | |

| | | |
|--|--|--|
| 8 | P/f of new blinds-roller | |
| Steel Almirah | | |
| 1 | Replacement of lock | |
| 2 | Replacement of Handle | |
| 3 | Repairing of locking system | |
| 4 | Minor repair | |
| 5 | Adjustment of shelves | |
| 6 | Providing of key | |
| 7 | Opening of locked Almirah | |
| 8 | Repair of lock | |
| 9 | P/f of steel base | |
| 10 | P/f of steel shelves | |
| 11 | Repair of door | |
| 12 | Providing of new bush | |
| 13 | Repair of Base | |
| Chairs | | |
| 1 | Replacement of new wooden seat | |
| 2 | Replacement of new wooden back | |
| 3 | Replacement of new wooden caps | |
| 4 | Replacement of new wooden arms | |
| Revolving chairs | | |
| 1 | Repair of revolving chair | |
| 2 | Overhauling and greasing replacement of Axle | |
| 3 | Replacement of mechanism machine(Complete Set) | |
| 4 | Providing of base | |
| 5 | Painting of revolving chair | |
| 6 | Welding of Points | |
| 7 | Replacement of wheel | |
| 8 | Replacement of arm | |
| 9 | Replacement of chair hydraulic(cylinder) | |
| Door closer | | |
| 1 | Repair of door closer | |
| 2 | Replacement of spring | |
| 3 | Oiling and greasing | |
| 4 | Replacement of Big Rod | |
| 5 | Replacement of small rod | |
| 6 | Fixing of door closer | |
| 7 | P/f of new door closer | |
| Door lock/night latch | | |
| 1 | Providing of new "Godrej night latch | |
| 2 | Fixing Charges | |
| 3 | Providing of keys | |
| 4 | Repair of locks | |
| 5 | Removing of old lock | |
| 6 | P/f of new handle set | |
| 7 | P/f of door lock | |
| Loose cover/Head Gear(with cloth) | | |
| 1 | Sofa per seat | |

| | | |
|----------------------|---|--|
| 2 | Visitor chair | |
| 3 | Revolving chair | |
| 4 | Executive chair | |
| 5 | Sofa chair | |
| Miscellaneous | | |
| 1 | P/f of wooden partition with(6mm ply) and 1 mm sunmica/venner | |
| 2 | Providing of locking glass with wooden frame and stand (3'x2') | |
| 3 | Providing of foot rest | |
| 4 | Providing of writing pad (Acrylic, Transparent) | |
| 5 | Providing of coat stand/Hanger | |
| 6 | Providing of wooden side table | |
| 7 | P/f of wooden almirah made of 19 mm commercial board and sunmica and locking system etc up to 18" depth | |
| 8 | P/f of wooden paneling including molding | |
| 9 | Providing of center table size up to 4'x2' with glass top | |
| 10 | Providing of wooden chokhat | |
| 11 | Providing of wooden door with fittings etc | |
| 12 | Providing & fixing of name plate | |
| 13 | Removal of name plate | |
| 14 | Providing of door stopper | |
| 15 | Providing of curtain rod | |
| 16 | Hanging photo, clock etc. | |
| 17 | Cutting and grinding of glass(per sq ft) | |
| 18 | P/f of window glass | |
| 19 | P/f of plywood 6mm thick(per sq ft) | |
| 20 | Repair of door with wood | |
| 21 | P/f of LCD on wall | |
| 22 | Providing of stool size-18"x12" | |
| 23 | Providing of stool size-18"x18" | |
| 24 | Providing of stool size-24"x24" | |
| 25 | P/f wooden frame to window etc(per sq. ft) | |
| 26 | Polishing of name plate | |
| 27 | Re-fixing of wall cup boards and aluminum partition | |
| 28 | Doormat(coir) per sq ft | |
| 29 | P/f of wooden name plate per sq inch | |
| 30 | Providing of table glass 10 mm thick(brown) per sq ft | |
| 31 | Providing of table glass 8 mm thick(plain) per sq ft | |
| 32 | P/f seat/back cushion with clover size-18"x18"x3" | |
| 33 | Writing names by paint on plates | |
| 34 | Brass name plate with brass words 1 1/2" | |
| 35 | Brass name plate with brass words 2" | |
| 36 | Dismantling of Aluminum partition per sq inch | |
| 37 | P/f of Glass window Aluminum per sq inch | |

DECLARATION

- (I) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed therefrom and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder: _____

Complete Address: _____

Address (Works), if any: _____

Contact Nos. _____

Plag