

F.No. D-14014/01/2018-Genl(E-11784)

**Government of India
Ministry of Tribal Affairs
(General Administration Section)**

Shastri Bhawan, New Delhi

Dated: 20.07.2021

Tender Notice

Subject: Annual Maintenance Contract for Repair/ Maintenance of various Furniture items in the Ministry of Tribal Affairs.

Sealed quotations are invited from reputed/ registered firms for awarding of Annual Maintenance Contract for the maintenance/repairing of various furniture items, upholstery of Sofa sets, visitors chairs etc and stitching of curtains (As per detail mentioned at annexure -II) of the ministry of Tribal Affairs at Shastri Bhawan and its offices located in Jeevan Tara Building, Nirman Bhawan and camp offices of Hon'ble ministers of the ministry as per the terms and conditions enumerated in the following paragraphs.

A. Details of tender:

- | | |
|--|--|
| (a) Office of issue | Ministry of Tribal Affairs |
| (b) Tender reference no | No-D-14014/01/2018-Genl |
| (c) Date of issue of Bid document | 20.07.2021 |
| (d) Last date and time for receipt of tenders: | 30.07.2021 till 13.00 hrs. |
| (e) Time and date for opening the tenders: | 16.00 hrs. on 30.07.2021 |
| (f) Place of opening the tender : | Room No 212- "D" wing,
Shastri Bhawan, New Delhi |
| (g.) Address for communication | Under Secretary (Genl.), Room
No. 400-B, 4 th floor, Ministry of
Tribal Affairs. Shastri Bhawan,
New Delhi.

(tel. 23073749) |

Terms and conditions for awarding contract for **Repair/ Maintenance of various Furniture items** in this Ministry as per Annexure-I.

Eligibility Conditions: -

1. The bidding Firm should be registered in Delhi/ New Delhi and should have a well-established office in the municipal limits of NCT of Delhi.
2. The firm should have an experience of at least 3 years of working in Government offices.
3. The firms should be registered with relevant authorities.
4. The Firm should have an annual turnover of not less than Rs. 25. 00 lakhs in the last three years- 2018-19, 2019-20 & 2020-21.
5. The company should not have been blacklisted by any authority. A certificate to this effect should be submitted along with the Technical Bid.

6. Bid should be valid for a period of 60 days.
7. Tenders should furnish Earnest money Deposit (EMD) amounting Rs. 10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at Delhi EMD will be forfeited if the successful bidder withdraws his offer in due course.
8. The firms should furnish the copies of (i) PAN Number (ii) GST Registration No. (proof needs to be attached).
9. The bid should be accompanied with a signed copy of the terms and conditions stipulated for award of the contract, conveying this acceptance of the same.
10. Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered **under any circumstances.**

2. **Submission of Bid:** The Bid should be in two parts: Technical bid and financial bid. Technical bid and Financial bid should be placed in separate sealed envelope superscribed as "Technical Bid" and "Financial Bid" respectively thereafter both the envelope should be placed in third sealed cover envelope super scribed as "Quotation for Annual Maintenance Contract for repair/maintenance of furniture items in the Ministry of Tribal Affairs)" and addressed to the Under Secretary (Genl.), Ministry of Tribal Affairs (Room No. 400-B-wing, 4th floor, Shastri Bhawan, New Delhi.-110001).

3. The Technical bids should be submitted along with information/documents as mentioned in Annexure-II. It may be ensured that self-attested copies of the all documents mentioned in annexure-II and all relevant documents should be self-attested are enclosed along with Technical bid. **No Duplicate papers should be attached, if found the bid will be rejected outright.**

4. **Financial bid:-** The Financial bid, in separate envelope should be submitted strictly as per the format given in Annexure-III. The rates quoted in the financial bids should be both in words and figures. In case of any discrepancies in words and figures, the amount mentioned in figures should be privileged. Quotations with any cutting in figures will not be considered. Unless corrections are countersigned. The financial bid should be properly sealed and signed.

5. **Earnest Money Deposit:** - EMD will be returned to the unsuccessful bidders without interest after the tender is finalized. EMD without interest will be returned to the successful bidder on receipt of performance Guarantee/ Security/ Fixed Deposit Receipts.

6. **Performance Security:** - The successful bidder will have to deposit Rs. 30,000/- (Thirty Thousand only) in the form of Fixed Deposit Receipt/ Bank Guarantee/Demand Draft from any commercial bank in favour of "DDO, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi" which shall remain valid for a period of 60 days beyond the dated of completion of all contractual obligations. The Security deposit shall be forfeited in case of any deviation of terms by the contractor or violation of instruction given by ministry. Upon termination/expiring of contract, the deposit shall be returned after deduction of dues, if any, without interest.

7. Challenging Criteria:

(a) Any dispute on any point in connection with providing of service of Annual Maintenance Contract of furniture items in this Ministry will be referred to the ministry. The competent authority in the Ministry will discuss the problem with the Firm mutually and the decision taken will be final and binding.

(b) in the event of any dispute of difference arising between parties pertaining to or relating to this agreement, the same shall be referred to arbitration by a sole arbitrator appointed by this ministry. All proceedings of such arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any amendment thereof. The venue such arbitration shall be the office of Ministry of Tribal Affairs, Shastri Bhawan or any other place mutually decided upon. In this case, the sole arbitrator will be the concerned Joint Secretary(A) In -Charge of General administration of the Ministry. The resultant contract shall be governed by Indian Law and subject to jurisdiction of Delhi court only.

8. The power to accept or reject tender rests with the Ministry. The ministry reserves it right to scrap the entire process without assigning any reasons thereof. The contract will be on term and fixed prices and the ministry will not entertain any request of the vendors for revision of rates during the tenure of the contract.

9. The tender/contract is further subject to the terms and conditions attached at Annexure-I.

10. This tender document can be downloaded from the ministry's website www.tribal.nic.in or can be collected from the Under Secretary (Genl.), Room No 400, "B" wing, Shastri Bhawan, New Delhi- 110001.

11. Sealed quotations must be dropped only in the Tender Box of Ministry of Tribal Affairs kept near the Gate No-5 'A' wing, Shastri Bhawan, New Delhi-110001 by 1.00 P.M. on 30.07.2021 Tenders sent by fax/speed post or courier will not be considered. The quotations will be opened on the same day at 4.00 P.M. in Room No 212 "D" wing, Shastri Bhawan, New Delhi in the presence of tenderers / agencies or their authorized representative who may be present at that time.



(K. Chandra Sekar)

Under Secretary (Gen. Admn.)

(K. CHANDRA SEKAR)

अवर सचिव/Under Secretary

जनजातीय कार्य मंत्रालय

Ministry of Tribal Affairs

भारत सरकार/Government of India

नई दिल्ली/New Delhi

Copy to:

- (i) Technical Director (NIC) for uploading the tender document on the website of this ministry and CPPP portal.
- (ii) All Ministry/Departments for circulation among their contract holders.
- (iii) Reception Office, Shastri Bhawan, New Delhi.
- (iv) Notice Board.

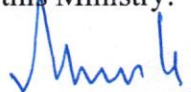
Terms & Conditions :

- I. The successful firm will be required to start working immediately after awarding of the contract. The ministry shall, however reserve the right to terminate the contract at any time without assigning any reason therefor.
- II. The contractor must depute at least two good/experienced carpenter every day in the Ministry to cater the need at offices at Shastri Bhawan, Nirman Bhawan, August Kranti Bhawan and residence offices of Hon'ble Ministers to rectify defects/attend to complaints on top priority basis. Besides this, they may have to attend to complaints at any other place specified by the competent Authority.
- III. The service Provider shall ensure that only those persons are deployed who have been subjected to proper background checks by the appropriate authorities. The Service Provider has to provide company Photo Identity Cards to the persons being sent to this Ministry. These cards are to be carried by the individuals always along with the pass issued by this ministry.
- IV. This Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- V. The persons deployed shall not claim a master- Servant relationship with this ministry. They shall also not claim any benefit/compensation/absorption/regularization of service in this office under the provisions of industrial Disputed act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this ministry.
- VI. The transportation, food, medical and other statutory requirements in respect of the personnel of the service provider deputed under this contract by the will be responsibility of the service provider.
- VII. The work which is not possible to be done out in the office premises will be allowed to be done outside and no extra charges would be payable for transportation etc.
- VIII. The firm will have to attend to all complaints even on receipt of information from the users in this Ministry directly. The services should on regular basis during office hours and in case of emergency beyond office hours, holidays, etc.
- IX. For payment purpose, the bills should be submitted quarterly along with the work completion report/user certificate duly signed by Gazetted officer of the office concerned with stamp and date. No advance payment will be made. GST will be paid as per the Government of India instructions issued from time to time in this regard.
- X. No increase in rates shall be considered at all during the entire period of AMC once the contract has been finalized. No other charges like transportation, fare etc for providing the services will be payable by the ministry.
- XI. Failure to repair/service the equipment in question within 24 hours without justifiable reason for failure to return the repaired furniture items within two days then a penalty of Rs. 500/- per day will be imposed.
- XII. If the assigned work is not completed to the satisfaction of the ministry, no payment will be made for that work, and the decision of the Ministry be final in that regard.

- XIII. In case of any damage caused to Ministry's property by the workers deputed by the contractor, the loss caused due to damage will be recovered from the contractor who will be liable to pay the same.
- XIV. No extra payment / compensation whatsoever on account of natural calamity /accident or otherwise will be to the firm by this Ministry except the all-inclusive rates and the rates permitted under this contract.
- XV. The period of comprehensive Annual Contract Maintenance would be one year which may be extended for further period of another two years with mutual consent of both parties and subject to approval of the competent authority.
- XVI. The service provider shall be contactable at all times and messages sent by mobile/email/fax/Special messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.
- XVII. The service provider shall be responsible for deposit of payment of contribution made towards provident Fund, Employee State Insurance, Service Tax etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act. Minimum wages Act, Contract Labour (Regulation and Abolition) Act etc. as and when required, in respect, in respect of Service Engineers provided in this Ministry and this Ministry is not responsible or party in any dispute between the Service Engineers and the Service provider.
- XVIII. This Ministry can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the ministry shall be final and binding on the contractor. The ministry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- XIX. The rates may be quoted as per Annexure-1, Taxes (GST, service Tax etc.) if any applicable, may be specifically and separately indicated in the quotation. Under no circumstances these should be included in the basic cost.
- XX. The rates quoted in the tender shall be valid for one year or for more than one year if the tender contract is extended.
- XXI. The contractor shall be responsible for payment of wages/settlement of dues of service Engineer engaged by the firm as per prevailing labour/wage Laws in force in NCT of Delhi and the Ministry of Tribal Affairs shall not be a party to any dispute between the contractor and Service Engineers.

2. **Mode of Selection:** All other things being equal, the contract shall be awarded to the lowest evaluated bidder arrived at on the basis of composite rate quoted for the work.

3. All the tenders are requested to read and understand the terms and conditions of the contract as detailed out the foregoing paragraphs before sending their quotation, as no change or violation of the aforesaid terms & conditions in the quotations is acceptable to this Ministry.


(K. Chandra Sekar)

Under Secretary (Gen. Admn.)

(के. चन्द्र शेखर)
(K. CHANDRA SEKAR)
अवर सचिव/Under Secretary
जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
भारत सरकार/Government of India
नई दिल्ली/New Delhi

Performa for Technical Bid

Sl No.	Criteria	
1.	Name of the Agency	
2.	Nature of the concern: (i.e., sole proprietor or partnership firm or a company or a Government Department or a public sector Organization)	
3.	Full Adress of the Reg. Office with Telephone no., fax no. and address	
4.	Full Address of operating/branch office in Delhi with Tel no., fax no., email address	
5.	Banker of Agency with full address(Attach bankers certificate of account maintenance for the last two years) with tel. no.	
6.	Registration no. of the agency/firm	
7.	PAN number	
8.	GST Number	
9.	Financial turn over and income tax return for last three years	
10.	Details of major contacts handled in last years	
11.	Certificate satisfactory performance from the organization to whom the service was provided	
12.	Certificate for not blacklisted	

Signature of authorized person

Date:

Place:

Name:

Seal:

DECLARATION

1----- proprietor / Director /authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them

3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact the furnishing of any false information /fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and performance Guarantee.

Signature of authorized person

Name:

Seal:

Date:

Place :

Annexure-III

Financial Bid

S.no.	Description of job/works	Rate per unit (INR)
1.	<u>Steel/Wooden almirah</u>	
(i)	Providing & fixing of new locks	
(ii)	Replacement of handle	
(iii)	Providing of key to almirah	
(iv)	Opening of locked almirah	
(v)	Repair of almirah locking system	
(vi)	Repair of almirah with chapki	
2.	<u>Office chairs</u>	
(i)	Replacement of new wooden sheet (duly caned)	
(ii)	Replacement of new wooden back (duly caned)	
(iii)	Replacement of new wooden arm	
(iv)	Minor repair of steel chair	
(v)	Providing and fitting of wheel to revolving chair	
(vi)	Providing and fitting of wheel to godrej chair	
(vii)	Welding of chair (per point)	
3.	<u>Office table</u>	
(i)	Replacement of handle of drawer	
(ii)	Replacement of locks	
(iii)	Adjustment of drawer	
(iv)	Providing of keys	
(v)	Opening of locked drawer	
(vi)	Providing and fitting of ply in table drawer (per Sq. Ft)	
(vii)	Providing and fitting of complete drawer of office table(each)	
(viii)	Providing and fitting of sunmica in office table (Per Sq. Ft.)	
(ix)	Providing and fitting chapka kunda	
4.	<u>Working Table/Wall Cup-Board</u>	
(i)	Providing of drawer to side unit (made of pre-laminated ISI mark particle board of 18mm)	
(ii)	Providing of key board tray (made of pre-laminated ISI mark particle board of 18mm)	
(iii)	P/F new handle (powder coated)	
(iv)	P/F Channel set to drawer/key board tray	
(v)	P/F multipurpose lock to drawer with keys	

(vi)	P/F Shelf to cupboard (made of pre-laminated ISI mark particle board 18 mm thick) (per sq. Ft.)	
(vii)	Minor repair of cupboard (per sq. ft.)	
5. <u>Painting Of Steel Furniture</u>		
(i)	Steel almirah (big size)	
(ii)	Steel almirah (small)	
(iii)	Filing cabinet	
(iv)	Steel chair	
6. <u>Spirit Polishing of Wooden Furniture</u>		
(i)	Table officer	
(ii)	Table assistant /clerk	
(iii)	Canter table	
(iv)	Corner table / stool	
(v)	Sofa (per seat)	
(vi)	Office chair	
(vii)	Side rack (small)	
(viii)	Mirror stand	
(ix)	Partition etc (per sq. ft.)	
7. <u>Miscellaneous</u>		
1.	Fixing of photograph/map	
2.	P/F new secret lock (only godrej) (i)godrej (ii)prabhat	
3.	P/F new door closer	
4.	Repair of secret lock / door closer	
5.	Providing of key to secret lock	
6.	Removal /fixing of name plate	
7.	P/F footrest in standard size	
8.	P/F teakwood window palmet with rod (per ft.)	
9.	Fixing charge of window palmet	
10.	Removal /fixing of curtain	
11.	P/F Ring/hook	
12.	Cutting & grinding of glass (per sq. Ft.)	
13.	P/F door stopper	
14.	Opening locked door	
15.	P/F Looking Mirror in wooden frame (per sq. ft.)	
16.	P/F knob	
17.	P/F plywood 6mm thick 9per sq. ft.)	

18.	P/F Eldrej	
19.	Providing of stool teakwood sixe 18"*12"	
20.	Providing of stool teakwood sixe 18"*18"	
21.	Providing of stool teakwood sixe 24"*24"	
22.	Wooden frame window etc. (per sq. ft.)	
23.	Providing of new P.U arm to revolving chair	
24.	P/F new finger plate (in PVC material 6 mm thick)	
25.	Brasso polishing of name plate	
26.	Providing of small printer table	
27.	Providing of table glass 5.5 mm thick (per sq. ft.)	
28.	Providing of table glass 8 mm and 10mm (per sq. ft.)	
29.	Providing of table glass 12mm veveled(per sq. ft.)	
30.	Repair of door	
31.	Repair of vertical blinds	
32.	Providing and fixing of hydraulic system of revolving chair	
33.	Provising and fixing of door handle lock set (brass)	
34.	Providing and fixing of steel base, complete with wheel of revolving chair	
35.	Removal of storage unit	
36.	Re-fixing of storage unit	
37.	Removal of partition	
38.	Re-fixing of partition	
8.	<u>upholstery of sofa set visitor chair (cushioned)</u>	
1.	Complete change of upholstery sofa-set (including providing tat, June cotton, markin ets.)	
2.	Complete change of upholstery sofa-set (including providing tat, June cotton, markin ets.) (three seater)	
3.	Complete change of upholstery sofa-set (including providing tat, June cotton, markin ets.) (single chair)	
4.	Complete upholstery of revolving executive chair	
5.	Complete upholstery of visitor chair	

6.	Providing of ISI mark seat cushion for sofa set	
7.	Providing of ISI mark seat cushion for chair	
8.	H.D foam for back cushion of chair	
9.	H.D foam for back of chair	
10.	Providing of cloth for sofa set (jalcard for polyster) per mtr.	
11.	Providing of cloth for sofa set (mocked) per mtr.	
12.	Stitching charges for plate curtain	

Date:

Signature of authorized person

Place:

Name:

Seal: