

No. D-14014/1/2012-Admn
Government of India
Ministry of Rural Development
Department of Land Resources

'G' Wing, NBO Building, Nirman Bhawan,
New Delhi, Dated: the 12 February, 2014

To

Subject: Award of Contract for maintenance and repairs of various items of furniture in
the Ministry of Rural Development / Department of Land Resources.

Sir,

Quotations in sealed cover are hereby invited for award of Annual Contract for maintenance/repair and other related works for various items of furniture, as per list in the Annexure-III. In case your firm is interested to undertake the job of maintenance and repairs of various furniture items, you may address your sealed quotations to Shri Anoop Kumar, Under Secretary(Admn.), Room No. - 3, Ground Floor, 'G' Wing, NBO Building, Nirman Bhawan, New Delhi on or before 03.00 PM of 11th March, 2014.

2. General Terms & Conditions are enclosed as Annexure - I and requisite proforma to participate in the bid process is enclosed as Annexure - II and Annexure - III.

Yours faithfully


(Anoop Kumar)

Under Secretary to the Govt. of India
Tel. No. 23062722

Encl:

1. Annexure- I, II & III

Copy to:

1. ✓ NIC official in the Department for placing it on Department's website and e-procurement website.
2. List enclosed

General Terms & Conditions:

(a) Eligibility Criteria

1) The firm shall be required to furnish earnest money deposit amount to Rs. 5000/- (Rs. Five Thousand Only) in the form of Demand Draft in favour of D.D.O., Department of Land Resources, Ministry of Rural Development, New Delhi along with the technical bid. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization of the contract. The earnest money deposit of the successful tenderer will be refunded after successful completion of contract.

2) The tenderer have satisfactorily undertaken minimum of three works of similar nature from different Ministries/Departments in Central Government/State Government /PSU during the last three years. Proof of undertaking of work and its satisfactory implementation will have to be furnished along with the technical bid.

3) The tenderer will submit the offer under the **Two Bid System (Pre-qualification) i.e. Technical Bid and Financial Bid in two separate sealed envelopes. Packet "A" marked Technical Bid shall have earnest money** deposited in the form of Demand Draft, documents in support of eligibility criteria etc. as per given below:

a) Proof of income tax assessment for last three years.

b) Proof of registration with Delhi Sales Tax Department for work contract and sales tax along with attested copy of Tax Identification Number (TIN).

4) Packet "B" marked Financial Bid shall have the quoted rates in the proforma of rate list enclosed as Annexure – III. Both the sealed envelopes i.e. packet 'A' and packet 'B' shall be kept in a separate bigger size sealed packet mentioning name of work, tender No. and due date opening of technical bids.

5) The tenders received after the due date shall not be considered. The Financial Bids will be opened only of those firms whose Technical Bids will be approved by the competent authority this Ministry. The date & time for opening of Financial Bid shall be intimated later on. In this regard, decision of competent authority shall be final & binding upon all parties. The Department of Land Resources reserves the right to reject any or all tenders without assigning any reason. **The tender can be accepted in part or full without assigning any reason.**

b) Terms & Conditions:

1) Tenders should be filled only in the given format (as per specifications at Annexure I, II & III). The rates of each item and the total should be quoted in figures.

2) Sales Tax or VAT (which ever applicable should be quoted separately). All other levies, Transportation, excise and other expenses like installation etc. should be covered in quoted rates.

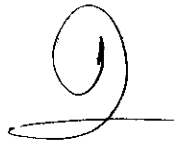


- 3) No rates should be quoted in form of percentage. Rates should be quoted in net form. The details of items wherever applicable viz. Brand, Model, Size etc should be clearly mentioned in detail.
- 4) The rates for AMC are invited for three years. The period of AMC initially shall be for a period of one year. The contract may be extended for further period of 2 (two) years on satisfactory performance at the same rates and terms & conditions.
- 5) The supply/work should be made strictly in accordance with the specifications of tender document.
- 6) The repair job shall not be subcontracted to any other agency. The service under the AMC will include complaint based monitoring of service. The contract will include cost of new parts.
- 7) Tenders submitted without Earnest Money Deposit will be disqualified. The acceptance of tender will rest with the Department of Land Resources, New Delhi who reserves the authority to reject any or all the tenders received without assigning any reason or to accept the tenders in full or in parts.
- 8) No Advance payment shall be made. The approved contractor shall submit his bill (in triplicate) at the end of each month on completion of repairs and payment shall be made after the approval of the competent authority in this Ministry and on the "satisfaction certificate" by the users.
- 9) It will be the responsibility of the contractor to depute a good skilled Carpenter/Technician/Attendant etc. in the Department of Land Resources, New Delhi for doing day to day repairing jobs daily 9.00 a.m. to 6.00 p.m. and even on holidays as and when required. If the same does not come, the work will be got done by the Department by making alternate arrangement and the expenditure incurred on account of this will be borne by concerned firm.
- 10) The work is mainly to be carried in the premises of the Ministry. Only the work which cannot be done in the Office premises would be done at the contractor's workshop and No Extra Charges in the shape of cartage etc. will be allowed.
- 11) The contract can be terminated by this Department at any time by giving one month notice in writing, at the discretion of this Department. In this connection, the decision of the Department shall be final and binding on the contractor. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
- 12) This Department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contractor.
- 13) If any dispute arise between Department of Land Resources and the Contractor with reference to the contract, it will be decided by the Department of Land Resources.
- 14) The tenderers will enclose a letter of acceptance with Technical Bid [pre-qualification] in regard to the Eligibility Criteria and General Terms & Conditions enumerated above.



Annexure-II

	Conditions	Yes/No/Details if any
1.	Whether Earnest Money Deposited	
2.	Proof of undertaking & its satisfactory implementation of three similar works in last three years	
3.	Proof of income tax assessment for last three years.	
4.	Proof of registration with Delhi Sales Tax Department for work contract and sales tax along with attested copy of Tax Identification Number (TIN).	
5.	Whether enclosed letter of acceptance in r/o Eligibility Criteria and General terms and conditions	



PROFORMIA OF RATE LIST OF FURNITURE ITEMS etc.

Sl. No	Items	Rates
A	ALMIRAH STEEL (BIG/SMALL)	
1.	Minor repairs of steel Almirah with nails, screws etc.	
2.	Supply & fixing of new iron lock	
3.	Supply & Fixing of new brass lock	
4.	Opening of locked almirah	
5.	Supply & Fixing of new handle	
6.	Supply & Fixing of new locking systems	
7.	Repairs of locking system	
8.	Supply & fixing new bhogli	
9.	S/F of new steel shield (per sq.ft)	
10.	Repair with welding per point	
B	ALMIRAH WOODEN (BIG /SMALL)	
11.	Minor repair of wooden almirah with nails screws etc.	
12.	S/F new wooden handle	
13.	S/F new Kunda/Chapka	
14.	S/F new hinges	
C	BOOK CASE/SHELF STEEL	
15.	S/F of new iron lock	
16.	S/F of new Brass lock	
17.	Open of flocked book case	
18.	Supply of duplicated key	
19.	S/F of new Metallic handle	
20.	S/F of new Metallic Knob	
21.	S/F of Glass/Pane of doors (Per Sq.Ft.)	
22.	S/F of new Steel Shelf (Per Sq. Ft)	
23.	Repair /Adjustment of Shely	
24.	Minor Repairs of Steel Book Case	
25.	S/F of new Steel Self (Per Sq.Ft.)	
26.	Repair /adjustment of shelf	
27.	Minor repair of steel book case	
28.	S/F of new steel self	
29.	Adjustment of self	
D	BOOK CASE/SHELF WOODEN	
30.	Supply & Fixing of new iron lock	
31.	S/F of new brass lock	
32.	Open of flocked book case	
33.	S/F of new Kunda Chapka	
34.	S/F of new iron Wooden Handle	
35.	S/F of new Metallic Handle	
36.	S/F of glass/ pane on doors (Per Sq. Ft.)	
37.	S/F of new shelf (Per Sq. Ft.)	
E	CHAIR STEEL	
38.	Minor repairs with screws nails etc.	
39.	Minor repairs with screws nails etc	
40.	S/F of new wooden seat (Small/ Big) duly canned	
41.	S/F of new wooden back (Small/ Big) duly canned	
42.	S/F of new rubber shoes (Per seac)	
43.	Repair with welding (per Point)	

44	Repair with welding (Per point)	
45	Minor repair with nails, screws etc	
46	S/F of new wooden arm	
F	CHAIR EXECUTIVE /REVOLVING	
47	Minor repairs with screws nail etc	
48	Repairs with welding (per point)	
49	Overhauling oiling /Greasing	
50	S/F of new ball Wheel (per wheel)	
51	S/F of new plate wheel (per wheel)	
52	S/F of new Axel	
53	S/F of new Spring	
54	S/F of new wooden arms (per arm)	
55	Refluxing of wheel	
G	CHAIR COMPUTER	
56	Supply & Fixing of wheel	
H	SOFA/CHARI CUSHION	
57	Repair fo chair with base and cloth	
58	Supply of readymade of chair cushion ISL mark with cloth of standard size	
59	u-Foam sheet	
60	Supply of Casino of ISL mark of Exe. Chair	
61	Supply of Cushion of ISL Mardk of V/Computer Chair	
62	Supply of ready made foam chair cusion ISL mark (for seat /back) with Cloth of Standard size	
I	CHITKANI	
63	S/F of new iron chitakani (size 4")	
64	S/F of new iron chiakni (size 6")	
65	S/F of new iron Chitakni (Size 9")	
66	SF of new Aluminum Chitakni (size 4")	
67	S/F of new Aluminum Chitakni (Size 6")	
68	S/F of new Aluminum Chitakni (Size 9")	
69	Repair fixing of chitakni	
J	CHAIR WOODEN	
70	Minor repair with nails screws etc	
K	COMPUTER TABLE	
61	S/F of new channel patti	
72	S/F of new sliding board only	
73	S/F of new sliding key board tray (complete set	
74	Other minor repair	
L	DOOR CLOSER	
75	S/F of new door closer of reputed Co.	
76	Removal of door closer	
77	Refixing of door closer	
78	Replacement of Spring including repair	
79	Replacement of Chimta including repair	
80	Replacement of Rod including repair	
81	Oil of door closer including repairs	
M	FILLING CABINET	
82	S/F of new iron lock	
83	S/F of new brass lock	
84	Opening of locked filling cabinet	
85	S/F of new metallic handle	
86	S/F of new push button	
87	Minor repair of filling cabinet	

88	Repair with welding (Per point)	
89	Repair /Adjustment of drawers	
90	Overhauling & Greasing of cabinet	
91	Repair of locking system	
N	FOOT REST /STOOL	
92	Supply of new wooden foot rest fo standard size	
93	Repair of foot rest with nails /screws etc.	
94	Supply of new wooden stool of stand size	
95	Repair of stool with nails /screws etc.	
O	MIRROR	
96	S/F of simple wall mirror with plastic frame (Per Sq.)	
97	S/F of simple well mirror with wooden frame (Per Sq.)	
98	Replacement of mirror only (Per Sq. Ft.)	
99	Removing of wall mirror	
100	Fixing fo wall mirror with nails, screws etc	
101	S/F of fancy wall mirror	
P	MORTICE /PAD LOCK	
101	S/F of Mortice lock with handle	
102	S/F of new handles of mortice lock	
103	Oiling /Greasing of Mortice lock	
104	Refixing of mortice lock	
105	Removing of mortice lock	
106	Repair of mortice lock including oiling greasing	
R	PHOTO FRAME	
107	S/F of ordinary photo Frame (complete in all respect including glass (per running ft.)	
108	S/F of good quality photo Frame (complete in all	
109	Mounting/ laminating photos, posters etc. on board (per Sq.ft.)	
S	PAINTING OF FURNITURE etc.	
110	Steel Almirah ((small)	
111	Steel Almirah (big)	
112	Steel Book shelf	
113	Steetl filling Cabinet	
114	Ply/Wooden/Metral Surface, Partitions etc. (Per sq.ft.)	
115	Room Door (Per Sq. Ft.	
T	POLISHING OF FURNITURE etc.	
116	Wooden alemirah (small)	
117	Wooden table (Officers)	
118	Wooden center table	
119	Wooden mirror frame	
120	Wooden Photo frame	
121	Wooden /Ply surface partition etc (per sq. ft.)	
123	Wooden foot rest	
124	Wooden writing pad	
125	Wooden sofa arms	
126	Wooden frame sofa set (5 -seater)	
127	Full door	
128	Window panes	
U	SECRET LOCK/NIGHT LATCH	
129	S/F of new secret lock with 3 key (godrej Make)	
130	Opening of Secret lock	
131	Removing of secret lock	
132	Re-fixing of secret lock	

133	Repair of secret lock in all respect including replacement of lever, spring, button etc
134	Supply of Duplicate key
135	STITCHING WORK (LOVOUR CHARGES)
136	Curtain plain
137	Curtain with lining
138	Curtain of side screen
139	Change of upholstery of sofa set (5& 3 Seater)
140	Change of upholstery of visitor /Executive chairs (Low back /High back)
V	SLIDING BOLT
141	S/F iron sliding bolt (12 size)
142	S/F iron sliding bold (06 inch)
143	Removing of sliding bolt
144	Re-fixing of sliding bolts
X	TABLE STEEL (BIG SIZE)
145	Minor repair with nail, screws etc.
146	Supply and fixing of lock
147	Opening of locked drawer
148	Supply of duplicate key
149	Repair of lock
150	S/F of new steel drawer withlock
151	Repair /adjustment of drawer
152	Repair with welding (per unit)
153	S/F of new foot rest phatti (per running feet)
154	S/F of new metallic rob on drawer
Y	TABLE WOODEN (BIG SIZE)
155	Minor repair of nails/screws etc.,
156	S/Fing of lock
157	Opening of locked drawer
158	Supply of duplicate key
159	Repair of lock
160	S./F of new handle of drawer
161	Repair/adjustment of drawer
162	S/F new Kunda/Chapka
163.	S/F of new foot rest phatti (per running fit)
164.	S/F New metallic nob on drawer
165.	S/F of wooden new nob on drawer
166.	S/F new bracket
167.	S/F sunmica on table top (per sq.fit)
168.	S/F of new ply on table top (per sq.fit)
Z	TABLE GLASS
169.	S/F of new table glass (per sq fit upto 6MM)
170.	Supply new table glass (per sq.fit above 6 mm)
171.	Supply of new brown/block table glass (per sq.fit)(6mm)
172.	Supply of brown/block table glass (per sq.fit)above 6mm
173.	Cutting/grinding per sq. fit
174.	Table Top (Writing Pad)
175.	S/F writing pad/top made of teak wood with glass
176.	Supply of acrelic writing pad/top of standard size
177.	Repairing of writing pad
AA	WIREMESH
178.	S/F wiremesh on window etc. complete in all per sq.fit
179	Repair/refixing of wiremesh with screw/nails etc.

AB	UPHOLSTERY WORK (LABOUR CHARGES ONLY)
180.	Sofa set with or without arms (3 seater)(Per seat)
181.	Sofa with arms (five seater) (per seat)
182.	Visitor cushion chair
183.	Executive chair (high/Low back)
AC.	MISCELLANEOUS
184.	S/F of new sunmica on unspecified item per sq.fit
185.	S/F of new Ply on unspecified item per sq.fit
186.	S/F of new glass pane on unspecified item per sq.fit
187.	S/F of new black handles for door
188.	S/F of new Aluminum handles for door
189.	S/F of metallic door stopper
190.	S/F new of new metallic curtains rings/hook
191.	S/F of new iron hings (per running inches)
192.	S/F of new brass hings (per running inches)
193.	S/F of new ply board of ½ & ¾ (per sq.fit)
194.	Hanging/fixing of map calendar, wall clock, photograph of any other item with plug, nails, wire etc.
195.	S/F multi-purpose furniture lock
196.	Repair of doow with wooden board (per sq. inch)
197.	S/F new loose cover made terricot cloth for car seat
198.	S/F cover made of terricot cloth for chair cushion/seat cushion, sofa/sofa back