

**INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS**

No.14-31/2010--GA  
Government of India  
Ministry of Agriculture  
Department of Agriculture & Cooperation

Krishi Bhawan, New Delhi  
Dated the 22nd Sept, 2011.

To

As per list attached.

Subject:- Tender Notice for maintenance/repairing, polishing of various furniture items, change of upholstery of sofa sets/visitor chairs etc. in Department of Agriculture & Cooperation. – reg.

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from reputed firms dealing with maintenance/repairing, polishing of various furniture items, change of upholstery of sofa sets/visitor chairs etc, in the Department of Agriculture & Cooperation, 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 (Certificate of Incorporation, Registration with service tax, PAN No.); (Attested copies of Registrations to be enclosed).
  - ii) The firm should have a minimum composite value of work done during last three years to be Rs. 15.00 lakhs or more. (Attested copies to be enclosed).
  - iii) The firm should have similar experience of at least last three financial years in Government Sector/PSU etc.; (Attested copies of Certificates/work orders to be enclosed).
  - iv) 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.
- (a) The Technical Bid in separate envelope should contain the following information/document as per Annexure-I:-
- (i) Name of the Firm
  - (ii) Business address of the firm
  - (iii) Telephone No.
  - (iv) Mobile No.
  - (v) Annual turn over of the firm for last three financial years (proof of the same must be attached ).
  - (vi) 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.
  - (vii) Copies of certificates of Incorporation of firm, Pan No. and service tax registration.
  - (viii) The Earnest Money of Rs.25,000/- (Rupees twenty five thousand only) in form of Demand Draft/Pay order.
- (b) The Financial Bid in separate envelope should be in strictly as per the format given in the Annexure-II. The rates quoted in the Financial Bids should be both in words and figures and quotations

with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

(c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid. The past experience of the Department with the participating firms shall also be considered before qualifying technical bids of bidders.

(d) The Technical and Financial Bids should be put in two separate envelopes super-scribed as 'TECHNICAL BID' and 'FINANCIAL BID' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope super-scribed as '**QUOTATION FOR REPAIRING/POLISHING OF VARIOUS FURNITURE ITEMS**'; and sealed and addressed to the Under Secretary(GA), Ministry of Agriculture, Department of Agriculture & Cooperation, Krishi Bhawan, New Delhi-110 001.

### **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.**

### **TERMS & CONDITIONS**

- 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 Department in this regard shall be final and binding.
- The Department reserves the right to award the contractor to more than one contractor or split the same. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items.
- The contract shall be for maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitor chairs etc. in the Department. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the Department from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.
- 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.
- The work is to be carried out in the premises of the Department of Agriculture & Cooperation at Krishi Bhavan, Shastri Bhavan, Nirman Bhavan, Janpath Bhavan and residential offices of Agriculture Minister, New Delhi. 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.
- 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 G.A. Section 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.
- **The unrealistic rates viz. free of cost/complementary/Rs. 1/-, 2/- etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.**

- 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.
- 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.
- It will be the responsibility of the contractor to depute at least three 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 Department 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.

- (I) The tender has to be accompanied by an Earnest Money Deposit of Rs.25,000/- (Rupees twenty five Thousand only) in the form of Demand Draft /Pay Order in favour of **P.A.O.(Sectt.- I), Department of Agriculture and Cooperation**, Government of India, New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the Department 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.
- (II) A performance security of Rs. 50,000/- (Rupees fifty 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.(Sectt.- I), Department of Agriculture and Cooperation**, Krishi Bhawan, 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 Department in this regard shall be final and binding on the firm.
- (III) The office reserves the right to reject any or all the quotations without assigning any reason thereof. Decision of Deputy Secretary(GA)/Director(GA) shall be final in this regard.
- (IV) Bids incomplete in any respect shall be liable to be rejected.

2. 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.1), Krishi Bhawan, Dr. Rajindera Prasad Road, New Delhi-110001. The due date and time for submission of the quotations is 3.00 PM on 12.10.2011. The quotations shall be opened on the same date at 3.30 PM in Room No. 15, Ground Floor, Krishi 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. in the presence of bidders who may like to be present. ***It may be specifically noted that the quotations are required to be submitted with EMD with necessary documents and in the prescribed proforma only. The Department reserves the right to accept/reject any or all the quotations received and the decision of this Department in this regard shall be final/binding.*** For any doubts, classifications/objection etc. against the tenders, the Section Officer (GA-II) of the Department (Telephone No.23389316) could be contacted.

3. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever.
4. 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.
5. You may accordingly submit your quotations, if interested.

Yours faithfully,

(D. PRAVEEN)  
Under Secretary to the Govt. of India  
Tele: 23384929

**Copy to:**

1. NIC-DAC – for placing/uploading this on the website of the Department.
2. All Ministries/Departments.

TECHNIAL BID

S. No.				
1.	Name of the Firm/Company/Agency			
2.	Address of Firm/Company/Agency & infrastructure available.			
3.	Telephone 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. Labour Licence, Service tax and authorized premises.			
5.	Number of Employees as on March 01, 2011			
6.	Annual Turnover (along with proof)	2008-09	2009-10	2010-11
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 and Address of the person to whom all references shall be made regarding this tender			
11.	Telephone No.	Office: Residence		
12.	Mobile Telephone No.			
13,	Name, Address & Telephone Number of the proprietor			

Yours faithfully,

Date:

Place:

(Signature of the Authorized person)

Name

Designation

Business Address

Seal

**FINANCIAL BID**

To

The Under Secretary(GA)  
Department of Agriculture and Cooperation,  
Ministry of Agriculture,  
Room No. 14, Krishi Bhawan,  
New Delhi-110001.

Subject: Invitation of quotations for maintenance/repairing, polishing of various furniture items, change of upholstery of sofa sets/visitor chairs etc. in Department of Agriculture & Cooperation- 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 Department of Agriculture and Cooperation's letter No. 14-31/2010-GA dated 22nd Sept, 2011. The information desired and the rates quoted are as per following details:-

Sl.No.	Items of work	Rate (in Rupees – both in figures and words <b>(inclusive of taxes).</b>
	<b>Painting of steel furniture</b>	
1.	Steel Almirah (Big)	Rs..... (Rupees
2.	Steel almirah (small)	Rs..... (Rupees
3.	Steel rack big	Rs..... (Rupees
	<b>Polishing of wooden furniture</b>	Rs..... (Rupees
4.	Wooden table (big)	Rs..... (Rupees
5.	Wooden table (small)	Rs..... (Rupees
6.	Wooden cushion chair	Rs..... (Rupees

7.	Wooden file tray	Rs..... (Rupees
8.	Center table	Rs..... (Rupees
9.	Wooden Chair	Rs..... (Rupees
10.	Stool (small)	Rs..... (Rupees
11.	Door( after scraping ) one side	Rs..... (Rupees
12..	Wooden paneling per sq. ft.	Rs..... (Rupees
	<b>Repair of Steel furniture`</b>	Rs..... (Rupees
	<b><i>Almirah</i></b>	Rs..... (Rupees
13.	Replacement of lock	Rs..... (Rupees
14.	Repairing of locking system	Rs..... (Rupees
15.	Minor repair	Rs..... (Rupees
16.	Providing of key	Rs..... (Rupees
	<b><i>Book case</i></b>	Rs..... (Rupees
17.	Supply and fixing of plain glass	Rs..... (Rupees
	<b><i>Repairing of wooden /steel furniture</i></b>	
18.	Miner repair of wooden chair with screw/nail	Rs..... (Rupees

19.	Minor repair to wooden cushion chair	Rs..... (Rupees
20.	Replacement of wheel of revolving chair (rate per wheel)	Rs..... (Rupees
21.	Renovation of Sofa set (5 seater) complete with Sofa cushion (rubber foam pin hole ISI mark) Foam , Niwar Spring Jute Polish etc. (Rate without cloth)	Rs..... (Rupees
22	Labour charges for replacement of cloth of Sofa Set(center piece) with complete repair and fitting material i.e Niwar, Jute spring, foam etc (without cloth).	Rs..... (Rupees
23.	Labour charges for replacement of cloth of Sofa Set(side piece) with complete repair and fitting material i.e Niwar, Jute spring, foam etc. (without cloth).	Rs..... (Rupees
24.	Labour charges for fitting/replacement of cloth Foam of visitor chair with complete repair including Niwar foam, Jute,etc. duly stitched (Rate without cloth)	Rs..... (Rupees
25.	Renovation of computer chair complete with foam cushion, etc, (without cloth)	Rs..... (Rupees
26.	Renovation of high back revolving chair complete with foam cushion (without cloth) etc. (rate without cloth)	Rs..... (Rupees

27.	Stitched lose cover of sofa set (5 seater ) (rate without cover)	Rs..... (Rupees
28.	Stitched lose cover of visitor chair (rate without cover)	Rs..... (Rupees
	<b>TABLE</b>	
	<b>Supply and fitting of inner lock to the drawer</b>	
29.	Wooden table	Rs..... (Rupees
30	Steel table	Rs..... (Rupees
31	Supply and fixing of Ply Board	Rs..... (Rupees
	3 mm	Rs..... (Rupees
	4 mm	Rs..... (Rupees
	6 mm	Rs..... (Rupees
32.	Minor repair in wooden tables	Rs..... (Rupees
33.	Minor repair in Steel table	Rs..... (Rupees
34	Supply and fixing of latch (Kunda Chhapka)	Rs..... (Rupees
A	Wooden Almirah etc.	Rs..... (Rupees
B	Drawer of table	Rs..... (Rupees

35.	Supply and fixing of nob of wooden table	Rs..... (Rupees
	<b>Stool, foot Rest, Rack</b>	Rs..... (Rupee
36.	Repair of stool with nail etc.	Rs..... (Rupees
37	Providing of wooden foot rest	Rs..... (Rupees
38.	Supply and fixing of metalic rod with brackets for curtains	Rs..... (Rupees
39.	Stitching charges of curtains with rings ( with chunnat)	Rs..... (Rupees
40.	Stitching charges of curtains with rings(without chunnat)	Rs..... (Rupee
	<b>Miscellaneous</b>	
41.	Fixing of nails for hanging photo/wall mirror and clock with gitties and hook	Rs..... (Rupees
42	Supply and fixing of secret lock to door	Rs..... (Rupees
43	Supply of new key to secret lock (rate each key)	Rs..... (Rupees
44.	Repair of secret lock	Rs..... (Rupees
45	Supply and fixing of door closer	Rs..... (Rupees
46.	Supply and fixing of new chimta to door closer	Rs..... (Rupees
47	Supply and fixing to new sprint graries to door closer	Rs..... (Rupees
48.	Oiling of door closer	Rs..... (Rupees

49.	Supply and fitting of window glass	Rs..... (Rupees
50.	Removing of window partition (rate per sq. ft.)	Rs..... (Rupees
51	Framing of photo/ scenery  1) with golden frame.  2) with ordinary frame.	Rs..... (Rupees
52.	Stitching of back cushion for sofa set  ( per piece)	Rs..... (Rupees
53	Supply and fixing of Al Draj	Rs..... (Rupees
54	Supply and fixing of Chatkani  Size 6"	Rs..... (Rupees
55.	Supply & fixing of knob of wooden table	Rs..... (Rupees
56	Supply of seat cushion with cover for chair  Back  Seat	Rs..... (Rupees
57.	Fixing of Hot case on the wall with angle  iron & board	Rs..... (Rupees
58.	Providing and fixing of door stopper	Rs..... (Rupees
59	Fixing of exhaust fan to window	Rs..... (Rupees
60	Minor repair of door with wood/ ply/ nail etc.	Rs..... (Rupees
61.	Welding per point	Rs..... (Rupees
62	Providing of plastic sheet for doors  (rate per sq. inch)	Rs..... (Rupees

63.	Fixing of old letters to name plate (re-fixing)	Rs..... (Rupees
64	Providing & fixing of new handle/ PU arms to rev. chair (rate per chair)	Rs..... (Rupees
65	Minor repair in Vertical blinds	Rs..... (Rupees
66	Providing and fixing of new key board for computer table 18" x 18"	Rs..... (Rupees
67.	Providing of new stool 15" x 15"	Rs..... (Rupees
68	White cloth for banners good quality ( per mt.) b) silk cloth for banners good quality ( per mt.	Rs..... (Rupees
69	Writing of letter in Hindi/English in Blue color per letter—size i) 1"    iii) 3"    v) 5" ii) 2"    iv) 4"    vi) 6	Rs..... (Rupees
70.	Plastic name plate 12" x 4" (golden sheet )	Rs..... (Rupees
71.	Brass name plate with brass words 1 ½" & 2" , b) rate of brass plate per sq. inch	Rs..... (Rupees
72	Polishing of name plate	Rs..... (Rupees
73	Repair of door handle	Rs..... (Rupees
74	Repair of partition	Rs..... (Rupees
75	Repair of wooden Almirah (modular)	Rs..... (Rupees

76.	Opening of steel Almirah	Rs..... (Rupees
77	Opening of Secret lock.	Rs..... (Rupees
78	Providing and fixing of notice board (rate per sq. ft) Wooden frame Aluminum frame	Rs..... (Rupees Rs..... (Rupees
79	Change of cloth of notice board	Rs..... (Rupees
80.	Repair of work station ( Modular)	Rs..... (Rupees
81	Repair of modular table	Rs..... (Rupees
82.	Providing and fixing of modular wooden board with existing/quality color- per sq. ft.	Rs..... (Rupees
83	Providing table glass (Modi Guard ) Brown/Plain rate Per sq. ft. 6 mm, 8 mm, 10 mm	Rs..... (Rupees
84	Table raiser of acrylic sheet with brass fitting 10 mm acrylic sheet (rate per piece)	Rs..... (Rupees
85	Providing and fixing of foot mat/Door Mat (acrylic wire ), Jute, rubber ( rate per sq. ft)	Rs..... (Rupees

86.	Door Handle Lock  (a) (Brass)  (b) (Aluminum)	Rs.....  (Rupees  Rs.....  (Rupees
87.	Door Handle  (Brass)  Aluminum)	Rs.....  (Rupees  Rs.....  (Rupee
88.	Looking Glass with stand	Rs.....  (Rupees
89.	Providing & fixing of wooden brackets	Rs.....  (Rupees
90.	Providing & fixing of Iron brackets	Rs.....  (Rupees

**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. \_\_\_\_\_