

TENDER NOTICE

Subject : Annual Maintenance Contract for repair & maintenance of various furniture items of the Ministry of Petroleum & Natural Gas - Re

Sealed tenders are invited in two bid system (Technical & Financial Bid) for comprehensive repairing/maintenance of wooden & steel furniture items from the reputed & eligible agencies, as per list enclosed, initially for the period of one year but can be extended for further two year on the terms and conditions enumerated in the following paragraphs :-

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 the last three financial year 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 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 financial years shall be enclosed.*

2.5 *Undertaking from the Agency that it has not been barred 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.*

2.6 *The Earnest Money Deposit (EMD) of Rs.40000/- (Rupees Forty Thousand only) must be attached with the tender only in the form of Demand Draft in favour of "DDO, Ministry of Petroleum & Natural Gas, New Delhi". Tenders 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 envelopes bearing the name and address of the bidder shall be addressed to **"The Under Secretary(Administration), Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi.** The sealed tender shall The tender should be dropped in the tender box kept at Facilitation centre, Garage No. 18, Ground Floor, 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 firm/bidder.**
- 3.4 The envelope containing Financial Bid shall comprise of the price bids of the items as per Annexure-I. The bidder shall quote rates 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 The rates so quoted shall be exclusive of taxes, as applicable as per Government rules, but inclusive of all other charges labour, freight charges, cost of delivery etc. Buy back rates shall be given separately, against each item, wherever applicable.
- 3.6 The rates of successful bidder will be valid for 36 months from the date of award of work. During the period of contract, the rates will not be revised on any pretext.
- 3.7 The Financial bids of only those firms who meet the technical criteria and who have quoted rates against the each item indicated in Annexure-I 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 entertained and such tenders is liable to be rejected.

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 Petroleum & Natural Gas, Shastri Bhawan on all working days from 9.00 a.m to 6.00 p.m. 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 Petroleum & Natural Gas. 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 normal guarantee/warranty period shall be applicable during which all maintenance/repair/replacement shall be done free of cost by the firm.
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- 4.3 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 in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified.
- 4.4 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 released payment amount.
- 4.4 The Ministry reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 4.5 In event of any dispute related to above, the decision of the competent authority of the Ministry shall be final and will be binding.

5 **Performance Security:**

- 5.1 The Performance Security of Rs.100000/- (One Lac only) will be deposited by the successful firm within the 07 days of 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 Petroleum & Natural Gas, 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 23.03.2016 by 11:00 A.M. Tenders received after the stipulated date and time shall not be entertained. The technical bids will be opened at 11:30 A.M. on the same day i.e. 23.03.2016 in Room No.215-B Wing, 2nd Floor, 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 be seen/available at the website of Ministry of Petroleum & Natural Gas at <http://petroleum.nic.in> and <http://eprocure.gov.in>.

Yours faithfully


(M.C. Bhatt)

Under Secretary to the Govt. of India
Tel. 2338 7224

Copy to :-

1. NIC for posting the Tender Notice on the website of the Ministry as well as www.eprocure.gov.in
2. Notice Board, Ministry of Petroleum & Natural Gas
3. All Ministries/Departments for circulation among their contractors.



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

S. No	Name of Items	Rate (Rs.)	Unit
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 alimirah		
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) (per unit rate may be given)		
l)	Spray Painting of Steel Almirah (Small/half Size) (per unit rate may be given)		
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		
j)	Spray Painting of Steel Filing cabinet (Per unit rate may be given)		
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		
g)	P/fixing of new revolving system		
h)	Replacement of Hydraulic cylinder		
i)	Providing of Executive High Back Chair (Geeken)		
j)	Providing of Medium Back Chair(Geeken)		
k)	Providing of Visitor Chairs (Geeken)		
l)	Providing of computer chairs(Geeken)		



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	STEEL BOOK CASE		
a)	P/fixing of Lock		
b)	P/fixing of Handle		
c)	Providing of key		
d)	Opening of Book case		
e)	Repair of Lock		
f)	Spray painting of steel Book case		
6	PHOTO FRAME		
a)	Supply and fixing of Ordinary Photo frame complete in all respect including Glass (per Sq.ft. rate may be indicated)		
b)	Supply and fixing of good quality photo frame complete in all respect including Glass (per Sq.ft. rate may be indicated)		
c)	Mounting / laminating photos , posters etc. on board (per Sq. ft rates may be indicated.)		
7.	Supply of Wooden notice board / keyboard / Pin-up board made of 19mm thick commercial board 1 st class teakwood frame , blazer cloth cover on 12mm thick soft cellotax board duly fine lacquer polished (per sq. ft)		
8.	Supply & installation of white Marker Board with all necessary accessories (Magnetic) (per Sqft		
9.	Acrylic Elevator/Writing stand - Made of acrylic sheet 10mm thick, adjustable height with Brass fittings. Size: 22" X 16"		

(Signature)

10.	Replacement of old/dilapidated Cubicals (i.e. workstation/tables/storages/Racks) made of First class ISI mark commercial Board (Green Board /Duro/Laser) of 19mm , 12mm , 6mm / Pre-laminated board of 18mm ,12mm or 9mm with 1mm merino /green century or equivalent make, with Godrej / Harrison Locking system. Complete with melamine polish mat finish. (per Sq. ft. rates be indicated)		
11.	P/fixing of Aluminum Glazed Low height / full height partition (outer and vertical frame work) Middle section and bottom section made of 2 ½" X1 ¾" respectively . All Sections made in 14 Gauge thickness with 3 mm joining angles with 12mm thick both side Pre-laminated board and 5mm thick (ISI) glass above upto a total height of 2.10Mtr / 3.10 Mtr . Glass fix with rubber gasket and aluminum bidding		
(a)	Aluminum Partition (Anodized) (Per Sq. ft rate may be given)		
(b)	Aluminum Partition (Powder coated) (Per Sq. ft rate may be given)		
12	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)		
g)	Painting of Wall, ceiling with Plastic Paint(Asian)		
h)	Painting of wall with texture paint (Asian)		
13	REPAIR OF WOODEN FURNITURE <u>(WITH SCREW & NAILS)</u>		
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		
m)	P/fixing of wooden paneling (Rate : Per.Sq. Ft)		
n)	P/fixing of gypsum false ceiling (Rate : Per.Sq.Ft)		
o)	Supply of wooden stool of size 15"X18"		
p)	Supply of wooden stool of size : 24"X24"		
q)	Supply of wooden foot rest of size:24"X18"		
r)	P/F of Vertical Blinds		
s)	P/F of Chick Blinds		
t)	P/F of Roller Blinds		
14	Providing and fixation of Normal Glass (Make : Saintgobain/Modi)		
(i)	6mm thick		
(ii)	8mm thick		
(iii)	10mm thick		
(iv)	12mm thick		
15	Providing and fixation of Beveled Glass with Brown Colour (Make : Saintgobain / Modi)		
(i)	6 mm thick		
(ii)	8 mm thick		
(iii)	10 mm thick		
(iv)	12 mm thick		
16	Cutting charges (applicable in old glasses for reuse)		
17	Grinding charges (applicable in old glasses for reuse)		
18	Providing & fixing of Rubber bidding		
19	Providing & fixing of Aluminum Bidding		
20	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)	Single seater		
(e)	cushioned office chairs		
(f)	Executive revolving chair		
(g)	Computer revolving chair		
(h)	Wooden cushioned settees		
(i)	Cushioned visitor chair		
(j)	P/F of rubber cushion(Sleepwell) Size:-21" x22" x 4"		
(k)	P/F of rubber cushion (Sleepwell) Size:- 21" x 22" x 3"		

(l)	P/F of rubber cushion (Sleepwell) Size:- 21" x 22" x 2"		
(m)	P/F of rubber cushion (Sleepwell) Size:-18" x18" x 2		
(n)	P/F of foam sheet 25mm (HD) to sofa set (Sleepwell)		
(o)	P/F of foam sheet 50mm (HD) to sofa set (Sleepwell)		
21	DRY CLEANING OF SOFA		
(i)	Three Seater		
(ii)	Two Seater		
(iii)	Single seater		
(iv)	Executive Revolving chair		
(v)	Cushioned visitor chair / Computer chair		
(vi)	Carpet (Woolen)		
(vii)	Carpet (Acrylic)		
22	MISCELLANEOUS ITEMS		
a)	P/fixing of acrylic carpet		
b)	P/fixing of new wooden partition with both side teak ply		
c)	P/fixing of new wooden partition with both side teak ply		
d)	Providing of New plastic chairs (Supreme / Neelkamal)		
e)	Providing of Teakwood visitor chair		
f)	Providing of new wooden sofa set teakwood (as per the sample approved at the time of purchase) per seat rate may be given)		