

F. No. D-17021/1/2017-SD&E
Government of India
Ministry of Skill Development and Entrepreneurship

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
Dated 22th July, 2020

Subject:- Contract for repairing and maintenance of the furniture items for a period of 02 years in the Ministry of Skill Development and Entrepreneurship.

This Ministry proposes to award of Contract for repairing & maintenance of the furniture of this Ministry for a period of two year. The terms and conditions of contract are given below. The rates may be quoted against each item in the enclosed proforma as Annexure I.

2. The offers, in the prescribed format shall be submitted online at <http://eprocure.gov.in> as per tender document. **No tender will be accepted by hard copy, fax or e mail or any other such means.** Detailed tender documents are available on website: www.msde.gov.in and <http://eprocure.gov.in>. The tender should be quoted in two bids (Technical bid & Financial bid). Technical and financial bids should be sealed separately and Superscribed as Quotation for Annual Maintenance Contract for Furniture Items (Technical bid) and Quotation for Annual Maintenance Contract for furniture items (Financial bid) and should be addressed to Deputy Secretary (Administration), Ministry of Skill Development and Entrepreneurship. The schedule of receipt and opening of the bids is as under:-

Last Date & Time for receipt of bids	:	30.07.2020 till 10:00 A.M.
Date & Time for opening of tech. bids	:	31.07.2020 at 2:30 P.M.
Bid Security (Refundable)	:	Rs 10,000/-

The bids will be opened in the presence of the bidders or their representatives who may like to be present.

3. The bidders fulfilling the following minimum criteria may submit their bids along with documentary proof :
- (a) The agency should have been in existence for the last 3 years i.e., since 2017-18, 2018-19, and 2019-20.
 - (b) Office of the firm should be located within Delhi/NCR area.
 - (c) Should have at least 3 years of working experience in the similar nature of work in two Central Government Ministries / Departments. (Certificate of having satisfactorily performed the work in the said Ministries/Departments should be attached)

- (c) It should have Sales Tax / Service Tax registration with the appropriate authority and proof in this regard may be attached with the bid.
- (d) The firm must have annual turnover of **Rs. 20 lakh (Rs. Twenty lakh only)** per annum during each year of the last 3 financial years i.e. 2017-18, 2018-19, and 2019-20. Documents in support of turnover (along with Income Tax Returns and Certificate from C.A. for Annual Turnover of the relevant years) must be uploaded with the tender.
- (e) EMD of Rs.10,000/- (Rupees ten thousand only in form of Demand Draft in favour of DDO, Ministry of Skill Development & Entrepreneurship, New Delhi to be submitted.
- (f) The successful bidder should submit the DD/FDR/Bank Guarantee of Rs. 20,000/- (Rs. Twenty Thousand only) as Performance Security Deposit in favour of DDO, Ministry of Skill Development & Entrepreneurship, New Delhi.
- (g) Copy of PAN Card and GST Registration Certificate.
- (h) The firm should not have been blacklisted by any government organization.

4 Scope of work:

Work involve maintenance/repairing of all the furniture items, initially for a period of two year *from* the date of award of contract which can be extended by another one year if the service is found to be satisfactory, on the same terms and conditions.

5 Other Terms and Conditions :-

- (i) Bidder, who found to have quoted fake/unreasonable rates in any terms, shall summarily be rejected and the decision of the department in this regard shall be final and binding on the firm.
- (ii) The work is to be carried out in the premises of the Ministry of Skill Development and Entrepreneurship at 2nd Floor, PTI building and Shram Shakti Bhawan, New Delhi.
- (iii) Only such work which cannot be done in the premises would be allowed to be got done outside office premises. No extra charges will be paid on this account either for transport or any other activity.
- (iv) The successful bidder, during the period of contract will provide free service for rectifying the defects which may arise in the furniture items.
- (v) The contractor should **attend the complaints within 24 hours** from the time of receiving the complaints failing which **penalty of Rs.200/- per day** will be imposed.
- (vi) In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to material and quality to the satisfaction of and the time fixed by the Ministry etc., the deposited money will be forfeited by the Ministry and the contract will be terminated immediately at any time without assigning any reason. In


this regard, **the decision of the Ministry will be final and binding on the contractor.** The contractor shall be liable to the loss(es), if any, that may be suffered by **the Ministry** due to his/her actions and/or omissions at the time of executing the work.

(vii) No advance payment will be paid. The payment will be made in only after completion of satisfactory service on monthly basis.

(viii) In case of breach of any of the terms and conditions mentioned herein, the Ministry will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by this Ministry and in that event, the security deposit shall also stand forfeited. In case, the security deposits fall short of the amount of damages/losses chargeable by the Ministry, the contractor shall pay the same to the Ministry immediately on receipt of a demand letter from the Ministry.

6. Receipt and opening of bids:-

- (i) Sealed cover bids may be submitted in two separate covers i.e. one containing technical bid and other containing financial bid. The technical bid would contain the documents mentioned in para 3 (a) to (h) above. The financial bid should contain only the price for undertaking the job mentioned in para 4 above. The rates may be quoted against each item in the enclosed proforma as **Annexure L**.
- (ii) Taxes/GST etc. if any will be paid on actuals. It is clarified that the **rates quoted should be quoted exclusive of taxes** and fixed during the period of the Contract. The Taxes/GST applicable as in Delhi would be paid as in force from time to time.
- (iii) Financial bids of only of those bidders will be opened who has been found successful after evaluation of technical bid.
- (iv) Late bid will not be accepted in any circumstances.
- (v) The validity of the bid shall be for 60 days.


22/7/2020

(Arun Kumar)

Under Secretary to the Govt. of India

Tele : 23465877

FINANCIAL BID**PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR MAINTENANCE/REPAIR
OF MISC. FURNITURE ITEMS**

S. No.	Items	Nature of Repair	Rate per Unit (in Rs.)	Remarks if any
1	STEEL ALMIRAH	Replacement of lock(including keys)		
		Replacement of handle		
		Minor Repair		
2	STEEL CABINET CONFIDENTIAL BOX/CASH BOX	Replacement of lock (including keys)		
		Replacement of handle		
		Providing extra key		
		Repair of lock		
		Repairing of locking system		
		Steel Bell		
		Overhauling & Greasing		
		Minor repair		
3	STEEL REVOLVING CHAIR	Replacement of seat		
		Replacement of Back		
		Replacement of arms (PVC)		
		Replacement of wheel		
		Welding of steel strip		
		Minor repair		
		Chair base		
4.	STEEL CHAIR	Replacement of seat		
		Replacement of back		
		Replacement of arm		
		Replacement of shoe/cap		
		Welding of steel strip		

		Minor repair		
5.	WOODEN TABLE	Replacement of Lock (including keys)		
		Replacement of drawer		
		Providing extra key		
		Repair of lock		
		Repair of drawer		
		Providing new sliding keyboard		
		Providing channel patti for existing key-board		
		Providing Handle		
		Providing Chatkanii		
		Minor repair		
6	WOODEN ALMIRAH	Replacement of lock (including keys)		
		Providing new handle		
		General repair		
7	WOODEN CHAIR	Replacement of seat/back		
		Replacement of arms		
		Replacement of leg		
		General repair		
8	POLISHING OF FURNITURE ALONG- WITH LACQUER COATING	(Table/Stools) (Per. Sq. ft. of Top surface)		
		Book Shelves -do-		
		Wall rack (per. sq. ft.)		
		Side rack (per. sq. ft)		
		Chair (wooden)		
		Partition(wooden) (per sq. ft.)		
		Minor articles (per sq. ft)		
9	MISC. ITEMS	Providing/fixing new security lock (Godrej Make)(warranty must be mentioned)		

		Providing /fixing new door closer of ISI Mark)(warranty must be mentioned)		
		Providing new door handle lock		
		Repair of security lock		
		Repair of door handle lock		
		Repair of door closer		
		Fixing/removing of name plate		
		Providing coat clumps		
		Providing coat hanger (Brass)		
		Providing adjustable writing plank		
		Providing non-adjustable writing plank		
		Fixing of commercial ply in front per sq. ft. (6mm & 12mm)		
		Providing & Fixing of ply-board (19mm)		
		Providing pre-laminated article Board (12mm & 19mm)		
		Providing & fixing of sun mica (per sq. ft.)		
		Fixing of mirror in wall with plugs		
		Fixing/removal of racks		
		Door Stopper (Brass)		
		Door Stopper (Aluminium)		
		Chitkani		
		Providing New Acrylic writing desk with brass fitting per Sq. Ft. 10 mm & 12 mm		
		Providing New white marker board with duster per Sq. Ft.		
		Providing New Pin Board		

		(Notice Board)		
10.	GLASS	5 MM (White)		
		5 mm (Brown)		
		8 mm (white)		
		8 mm (Brown)		
		12 mm (White)		
		12 mm (Brown)		
11.	COAT STAND	Sagwan Coat Stand with Brass fittings		
12.	WOODEN CHAIR	Sagwan Chair with Cane (Base) (complete in full manner)		
13.	WOODEN STOOL	Sagwan Wooden Stool (complete in full manner)		
14.	RENOVATION / REPAIR OF SOFA SET/ REVOLVING CHAIR/ VISITOR CHAIR	a) Sofa Set (per seat including labour & other material except cloths)		
		• With cushions		
		• Without cushions		
		• Sofa Cushion (22"x21"x4")		
		b) Sofa hand rest		
		i) With foam:		
		ii) Without foam:		
		c) High Back Revolving Executive Chair per seat/ back		
		i) With Cushions:		
		ii) Without Cushions:		
		d) Visitor Chair per seat/ back		
		i) With Cushions:		
		ii) Without Cushions:		
		d) Rate of cloth per mtr. Acrylic :-		
		Cord:-		

		Jute:- (Samples to be enclosed)		
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- N.B. : i) In case of replacement of items, [the rate quoted should be excluding taxes.](#)
- ii) Cushions should be of good quality (**ISI mark**), high density with minimum 4” thickness.