

Government of India  
Ministry of Science & Technology  
Department of Biotechnology  
(Admin Section)  
Block No.2, 6<sup>th</sup> to 8<sup>th</sup> Floor,  
CGO Complex, New Delhi - 110003

# TENDER DOCUMENT

for

**“TENDER FOR THE REPAIRING AND POLISHING  
OF FURNITURE SERVICES” BLOCK NO.2 AND 3,  
CGO COMPLEX, LODHI ROAD, NEW DELHI**

**File No. Bt/A.12/004/2016**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF SCIENCE & TECHNOLOGY**  
**DEPARTMENT OF BIOTECHNOLOGY**

BLOCK-2, 7<sup>th</sup> floor,  
C.G.O Complex,  
Lodi Road, New Delhi-110003

To,

M/S .....  
.....  
.....  
.....

Subject: - **Quotations for Repairing, Polishing of Steel/ wooden furniture.**

**TWO BID SYSTEMS**

Sealed quotation are invited for repairing and polishing of steel/wooden furniture, as per list attached for the period of Two years for Block No.2 and 3, CGO Complex, New Delhi of this Department on the terms and conditions enumerated in the following paragraphs. The quotations are invited in **two bid system** i.e. Technical Bid and financial Bid sealed in separate covers subscribed as **“Tender for the Repairing and Polishing of Furniture”**. Also both the envelope should be put together in another envelope duly sealed and complete in all respects should be submitted at Room No. 704, Admn. Section, 7<sup>th</sup> Floor, CGO Complex, New Delhi of the Deptt. by 3.00 P.M. on or before 3.00pm on 03.06.2016. In case you are interested to undertake the work, you may submit your rates in attached Proforma duly completed and signed in a sealed cover. The Technical Bid will be opened on the same day at 3.30 p.m. on 03.06.2016 followed by Financial bid of the technically qualified bidders. The tenderers or their representatives may be present at the time of opening of Tender.

**EVALUATION OF TECHNICAL BID**

The eligibility of vendors and their technical bid will be evaluated on the basis of documents submitted by the vendors in technical Bid. Vendors whose bids satisfy the technical requirements mentioned in the tender document will be short listed. **The Financial Bid will be opened Only those Vendors who qualify the Technical Bid.**

**Terms and Conditions of the Tender**

**Eligibility Criteria for Technical Bid**

The Tenderer should submit the following documents to qualify in Technical Bid:-

1. The Tender should be accompanied by earnest money of Rs. 25,000 (Rupees Twenty Five Thousand Only) in the form of Demand Draft/FDR drawn in favour of D.D.O., D.B.T, New Delhi, without which the Tender will not be considered.

2. The Bidder must be registered with Deptt. of Value Added Tax, Govt. of Delhi for local Sales Tax/VAT, Copies of Documentary proof of same must be enclosed.
3. The bidder should have Trader Identification Number (TIN), Copies of Documentary proof of same must be enclosed.
4. Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2014-15); Copies of Documentary proof of same must be enclosed.
5. The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.
6. The Bidder must have Service Tax Registration Certificate; Copies of Documentary proof of same must be enclosed.
7. The Bidder should have minimum turnover of Rs. 45 Lakhs during each of last three financial years, Copies of Audited balance sheet and Profit and loss A/c must be enclosed.
8. The Bidder must have filed Income Tax Return of Last three financial years, Copies of documentary proof of same must be enclosed. (2012-13, 2013-14, 2014-15)
9. The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any State / Government/ Central Government/ PSU Department in India.
10. The Bidder should have experience of working with Government organization during last three years. Copies of work order received along with completion certificates received from them should be enclosed as proof.
11. The Bidder must be empanelled with at least three other Govt. Departments in the similar kind of work, Copies of registration letters must be enclosed as proof.
12. The Bidder should have a Solvency Certificate from Bank Not less than Rs. 10 Lacs. Copy of Proof must be enclosed.
13. The bidder should enclosed a detailed profile of firm including detail of their product and services.
14. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.

#### **Eligibility Criteria for Financial Bid**

The rates must be quoted as per the given format in the Financial Bid. The rates quoted must be filled in completely, without any errors, erasures or alterations. The Financial Bid must not contradict the Technical Offer in any way. The rates quoted by the tenders in the Financial Bid should be indicating the materials of ISI mark and applicable taxes.

15. The **Deptt. reserves the right to reject any quotation** in whole or in part without assigning reason thereof.
16. The EMD of unsuccessful bidders shall be returned after award of contract. The EMD of Successful bidders (s) will be **converted into the security deposit.** The security

- deposit will be refunded after the expiry of contract. The Security deposit will be forfeited if the services of Agency are found to be unsatisfactory in any respect.
17. It may be noted that if a single bidder, who has not quoted L1 prices for all items, is not found then the bidder who has quoted L1 rates for most number of items, will be given an opportunity to accept the contract if he consents to perform other items of works at L1 rates quoted by other bidders.
18. **All material of ISI mark and services of the repair work will be bound supplied by the tenders themselves, to the best satisfaction of the Ministry. Sample of materials to be used for repair are required to be provided with the Tender.**
19. In case the call is not attended by the Contractor in a reasonable time, a penalty of 100/- per day to be decided by the Deptt. Of Biotechnology will be levied upon the Contractor after due verification from the user/department.
20. The Successful vendor (s) rates quoted will be valid for Two years from the date of issue of the work order. The Department of Biotechnology shall however have the right to terminate the contract at any time without assigning any reason thereof.
21. The work is to be carried out in the premises of the Deptt. Of Biotechnology New Delhi. Only such work as cannot be done in the Department premises would be allowed to be done outside and no extra charges to be paid by Deptt.
22. The Deptt. Of Biotechnology 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 Deptt. will be final and binding on the contractor.

Yours faithfully,

(J.K.Dora)  
Under Secretary to the Govt. of India

## IMPORTANT INFORMATION/GENERAL INSTRUCTIONS, TERMS & CONDITIONS

### 1. Accepting Officer

Under Secretary of Govt of India  
Department of Biotechnology  
ON BEHALF OF THE PRESIDENT OF INDIA

### 2. Two (Technical & Financial) bids system

2.1. This tender shall be processed in two bids system – namely (i) Technical and (ii) Financial Bids. The tenderers shall submit both the bids simultaneously with the same date of receipt i.e. 1500 hrs on 03.06.2016. The Financial bid will be opened, on the date to be fixed later on and made known to the qualified tendering firm only after technical evaluation of all the offers received for Technical bids are completed and eligible/ meeting the criterion mentioned in the Technical bid. Those firms does not meet the requisite criterion/ non-fulfilling the precondition requirements, their financial bid shall not be opened.

2.2. Both the bids –one containing the “Technical bid” duly sealed and the other “Financial bid” duly sealed should be submitted in one main cover and the price quotation in the sealed cover will form an enclosure to the main cover. The main cover should also be wax sealed.

2.3. The tenderers should very carefully note that price bid, received after opening of Technical bid, though before the date fixed for the opening of Financial bids will be regarded as late tender and shall not be considered.

2.3.1. The price bid submitted by such tenderers, whose offers have been considered as technically not acceptable on the basis of the tender evaluation of the Technical bids, shall not be opened. The Department reserves the right not to intimate the Financial bid opening date to such tenderers who do not qualify in the Technical bid.

All bidders are therefore required to submit their offers in two covers as under:-

(a) FIRST COVER should contain the “Technical offer” submitting the following documents:-

- i) Tender documents duly completed and signed BUT WITHOUT INDICATING THE RATES QUOTED.
- ii) Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.

- iii) Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer
- iv) Earnest Money Deposit (EMD) amounting to Rs..25,000/-) in the form of DD in favour of DDO, DBT.
- v) Experience Certificate regarding at least three years of experience in executing contract (worth Rupees 5,00,000/- in each year) for providing similar services to Govt. organizations/ PSUs/ State Govt. / Quasi Govt.
- vi) Income Tax Returns for the last three years and Solvency Statement from Bankers concern.
- vii) Firms registered/enlisted with Ministries/ Department of Ministries/ PSUs/CPWD/ MES/ Railways in eligible category shall attach "Registration Certificate" issued by concerned authority.
- viii) Contract license under the contract labour (Regulation & Abolition) Act 1970 from Labor Commissioner's Office shall be attached.
- ix) Undertaking regarding the contractor will not allow or permit any employee to participate in any trade union activities or agitation in the premises of DBT.
- x) Original tender document duly signed and stamped at all pages.
- xi) Satisfactory Performance certificate at least for a period of two years from Ministries/ Department of Ministries/ CPWD/ MES/ Railways/ PSUs/ State Govt. / Quasi Govt. shall be attached.
- xii) The firm shall furnish complete details in the Technical bid. Partly/ partial filled shall be considered as not furnishing of complete details and shall be rejected without assigning any reason thereof.

2. This cover should be superscribed " **Quotation for The Repairing And Polishing Of Furniture**" in the Department of Biotechnology, CGO Complex, New Delhi for Block No.2, 3 with Tender No., Name and Date of opening".

3. The firm fulfilling all conditions/ parameters as mentioned in 2.3.1 (a) shall be qualified in Technical bid.

4. The firm failing to qualify Technical bid shall not be considered for opening of Financial Bid.

(b) SECOND COVER should contain the "Financial offer" submitting the following details:-

- i) Details of rates as per Appendix-C including name of brand (inclusive of all taxes, duties & freight charges) quoted by the bidder. These details should be submitted in the format given. The words "FINANCIAL BID for " **Quotation for TENDER FOR THE REPAIRING AND POLISHING OF FURNITURE**" in the Department of Biotechnology, CGO Complex, New Delhi for Block No.2, 3

should be written clearly and prominently on this envelop along with Tender Number, Name of work & Date of opening.

(c) **THIRD COVER:** Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and again sealed. This cover should also be superscribed with the Tender No., stores and date of tender opening as under:-

Tender No. .... Dated .....

**" TENDER FOR THE REPAIRING AND POLISHING OF FURNITURE" in the Department of Biotechnology, CGO Complex, New Delhi for Block No.2, 3**

(d) Only the first cover i.e. Technical Bid shall be opened on the date of tender opening. Financial bids of only those firms will be considered for opening who are qualified as per Technical bid and shall be opened publicly on a later date which will be notified to the bidders who have qualified to the Technical bids.

(e) The price of the item should be quoted inclusive of all taxes, duties and other charges.

**3. Earnest Money Deposit**

3.1 An amount of Rs.25,000/- shall be submitted by way of Demand Draft, Pay Order/Banker's Cheque in the name of DDO, DBT, New Delhi along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected and shall not be considered under any circumstances. EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited. EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount. EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount shall not be adjusted in any form by DBT. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.

3.2 The Department will return the earnest money wherever applicable to unsuccessful tenderers by endorsing the authority on the deposit for its refund, on production by the tenderer a certificate of Accepting officer that a bonafide tender was received and all documents were returned.

**4. Non- transferability: This tender is non-transferable.**

5. Terms & Conditions Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected.

9. Time & date of receipt and opening of bids Tenderers shall note that if the date of tender opening given in the Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DBT will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.

10. **Contract period**

One year from the date of commencement of contract and extendable yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon.

11. **Performance security**

Successful bidder shall be required to furnish a Performance Security for amount equivalent to 10% of the total contract amount in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days from the receipt by him of notification of acceptance of his tender. The format for Performance Bank Guarantee (PBG) shall be provided by DBT along with the award of contract. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance which shall further lead to de-registration/ suspension of business dealing with the Department and the amount of performance security deposited by the firm shall also be forfeited. Successful bidder has to submit fresh Performance Security of same amount in case of extension beyond the contractual period alongwith the willingness certificate of extension with contractual rates, terms & conditions.

12. Validity of tender Tender shall be kept valid for acceptance by DBT for a period of 90 days after the tender opening date.

13. **Taxes & duties:-**

13.1. Rates quoted by tenderer shall be inclusive of all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery at consignee's premises) etc.

13.2. Tax Deduction at Source (TDS):- TDS shall be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.



13.3. No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract shall be entertained by DBT and such taxes and charges shall be paid by the contractor himself.

**14. Submission, acceptance and rejection of tender:-**

14.1. The envelope containing the quoted tender shall be duly sealed and superscribed as **“"Quotation for THE REPAIRING AND POLISHING OF FURNITURE”in the Department of Biotechnology, CGO Complex, New Delhi for Block No.2, 3 and 9.** The sealed envelope addressed to the Under Secretary to the Govtl. of India, Room No.704, CGO Complex, Block No.8, Lodhi Road, New Delhi – 110 003 shall be delivered.

**14.2. Tenders not complete in all respects shall be liable to be rejected.**

14.3. While submitting the tender for this work the tenderers shall be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, shall be got clarified from Under Secretary, DBT at least 07 days before tender opening date. Requests for postponing the tender opening date for the same shall not be accepted.

14.4. Tenderers shall indicate the complete address of their firm/ office along with telephone numbers.

14.5. Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item shall not be quoted, Net- bundled price offered shall not be accepted.

**15. Award of contract:-**

15.1. The Accepting officer shall award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

15.2. Notwithstanding the above, the Accepting Officer reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to award of contract.

15.3. The tenderer whose rate is accepted shall be notified for the award of contract by the Accepting Officer prior to expiration of the tender validity period. The terms and

conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded on the basis of this Tender Enquiry.

15.4. In case two firms offering the same lowest net bundled prices, then only the past experience for similar kind of work by the firm shall be considered for evaluation purpose. The decision of the Department shall be final and binding.

16. Paying authority Controller of Accounts or his authorized representative, Pay & Accounts Office, DBT, New Delhi-110016 shall be the paying authority.

17. Completion of contract The Contract shall be completed on completion of period (or extended period mutually agreed by both parties) given in contract.

18. Cancellation of contract Due to unsatisfactory performance established on the part of the contractor or any such material complaints, the contract shall be cancelled at any time by giving a Notice of three months in advance by the Accepting Officer. If satisfactory improvement shall not be found even after issue of notice, Final Notice shall be served upon the contractor to improve the performance within 15 days, if contractor fails to improve the performance even after issue of Final Notice, the contract shall be cancelled without prejudice to the department. During the period of notice both the parties shall continue to discharge their duties and obligations.

19. Applicable law The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.

## 20. **Disputes & Arbitration**

20.1. All disputes (except decision given under clause 7.3 here-in-before which shall be final and binding) arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

20.2 Sole Arbitrator shall be appointed by Joint Secretary (Administration), DBT, New Delhi within 30 days of notice regarding appointment of arbitrator.

20.3. In the event of any dispute arising under this contract or in connection therewith including any dispute relating to:-

20.3.1. Existing meaning and interpretation of this contract the same shall be referred to the sole arbitration appointed by the DBT, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.

20.3.2. There shall be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

20.3.3. Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

20.3.4. The Arbitrator shall give speaking and reasoned award with respect to the claims referred to him by either of the parties.

21. Work Specifications The work specifications are given in the Annexure I to this Tender Document.

22. Mandatory Information Contractors are required to fill up the Contractor's information (Mandatory) and shall be furnished with supporting documents as per Annexure II to this tender document.

**23. Liquidated Damages**

23.1. In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty, a sum equivalent to ½ % per week and the total damages so claimed shall not exceed 10% of the total contract amount.

23.2. The Department reserves the right to conclude similar Contracts with a number of firms which may be the most economical to it or suitable to its requirements.

**Annexure-1****PROFORMA FOR FINANCIAL BID( TO BE PUT SEPARATELY UNDER SEALED OVER)**

<b>S.No.</b>	<b>Items</b>	<b>Rate including material of ISI Marks</b>
<b>A</b>	<b><u>Steel Chair</u></b>	
1.	Replacement of New Wooden Seat	
2.	Replacement of New Wooden Back (duly canned polish and	
3.	Replacement of New Wooden Arm	
4.	Replacement of Rubber shoe	
5.	Replacement of Rubber Cap	
6.	Minor of Steel Chair	
7.	Painting of Steel Chair	
8.	Providing and Fixing of Steel Strips for support with screw	
<b>B</b>	<b><u>Steel Revolving Chair</u></b>	
1.	Repair of revolving Chair	
2.	Overhauling and Greasing	
3.	Replacement of Wheel (gohnsons)	
4.	Replacement of axle	
5.	Replacement of Spring	
6.	Providing of Steel/PVC base	
7.	Painting of Revolving Chair	
8.	Welding per Point	
9.	Replacement of Hydraulic Cylinder	
10.	Replacement of Hydraulic Plate	
11.	Providing and fixing of P.U. arm	
<b>C</b>	<b><u>Door Closer</u></b>	
1.	Repair of Door Closer	
2.	Oiling of Door Closer	
3.	Replacement of Spring	
4.	Replacement of big rod	
5.	Replacement of Small rod	
6.	Fixing of Door Closer	
7.	Removing of Door closer	
8.	Providing of New Door closer I.S.I. mark	
<b>D</b>	<b><u>Steel Filing Cabinet</u></b>	<b>Godrej /Local</b>
1.	Replacement of Handle	
2.	Replacement of Lock	
3.	Repair of Lock	
4.	Repairing of cabinet	
5.	Overhauling and Greasing	
6.	Steel Boll	
7.	Repairing of Locking system	
8.	Providing of key	
9.	Opening of Filing Cabinet	
10.	Adjustment of drawers	
11.	Providing and fixing of new channel	
12.	Providing and fixing of push button	
<b>E</b>	<b><u>Steel /wooden Almira</u></b>	
1.	Replacement of Handle	

2.	Replacement of Lock	
3.	Repair of Lock	
4.	Repair of locking system	
5.	Minor Repair	
6.	Adjustment of Shelve	
7.	Providing of Key	
8.	Opening of Almirah	
9.	Providing and fixing of Steel Base	
10.	Providing and fixing of New Shelve	
11.	Adjustment of Doors	
12.	Replacement of New Bush	
13.	Replacement of Multi Purpose Lock	
	(a) Ordinary	
	(b) Godrej	
<b>F</b>	<b><u>Steel/Wooden Table</u></b>	
1.	Repairing of Handle	
2.	Replacement of Steel Table Locks	
3.	Adjustment/perair of Drawers	
4.	Minor Repair of Table	
5.	Providing of Keys	
6.	Opening of Drawers	
7.	Repair of Locks	
8.	Replacement of Wooden Computer Table Lock	
9.	Replacement f Wooden Computer Table Channel Set	
10.	Replacement f Wooden Computer Table Key Board Tray	
11.	Providing & fixing of Top required Per sq. ft.	
12.	Providing & fixing of Telescopic Channel	
13.	Providing & fixing of Modular Table Lock	
14.	Replacement of Multi-Purpose Lock	
	(a) Ordinary	
	(b)Godrej	
<b>G</b>	<b><u>Painting of furniture</u></b>	Asian/Nerolec
1.	Steel Almirah (Big)	
2.	Steel Almirah (small)	
3.	Book Shelve (Big)	
4.	Book Shelve (small)	
5.	Steel Rack (Big)	
6.	Steel Rack (small)	
7.	Office Table	
8.	Asset Table	
9.	Clerk Table	
10.	Revolving Steel Chair	
11.	Ordinary Steel Chair	
<b>H</b>	<b><u>Spirit Polishing of Wooden Furniture</u></b>	
1.	Office Table	
2.	Asset Table	
3.	Clerk Table	
4.	Wooden Chair	
5.	Side Rack	
6.	Centre Table	

7.	Mirror Stand	
8.	Stool	
9.	Book Shelve	
10.	Almirah	
11.	Conference Table	
12.	Notice Board	
13.	Sofa per seat	
14.	Works station	
15.	Partition Screen	
I	<b>Other Works</b>	
1.	Painting of Wooden Partition (rate per Sq ft)	
2.	Polishing of Wooden table including side table (per Sq ft) Ordinary	
3.	Polishing of wooden Table (per Sq ft) Special French	
4.	Washing of Vention blind (Per sq ft)	
5.	Washing of vertical blinds (per strip)	
6.	Repairing of Vention blind (Per sq ft)	
7.	Providing & fixing of New Vertical Blinds	
8.	Repairing of vertical blinds (per strip)	
9	Repairing of Wooden Door	
	a) ordinary Repair	
	b) Major Repair	
10.	Providing and Fixing of New kabja for the doors	
11.	Providing and Fixing of New Security locks (Godrej)	
12.	Providing of key for security lock	
13.	Providing of New lock for doors Godrej/door set	
14.	Providing of duplicate key for doors	
15.	Providing of door Lock Handle (Stainless Steel)	
16.	Providing of door lock Handle (Brass)	
17.	Repairing of back and seat of cushioned chairs	
	a) New Rubber cushion ISI Mark 18"x18"x2"	
	b) Velvet cloth	
	c) Leather foam cloth	
	d) Tempeasti cloth	
18	Complete Renovation of Sofa Set with change of U foam, tat, Marking including labour etc.	
	a) Rubber cushion ISI Mark 21"x22"x4"	
	b) With Velvet cloth Create to be quoted per seat	
	c) With Leather foam cloth	
	d) With Tempeasti cloth	
19	Repairing of Handles of cushioned chairs	
	a) Computer Chairs	
	b) Visitor Chairs	
	c) Executive Chairs	
20.	Providing and fixing of 1 mm thick sunmica with labour charges per sq ft) (Marino , Green lam)	
21.	Providing of nova pan board (per sq ft)	
22.	Providing and fixing of 6 mm thick ISI Mark Ply (Per sq ft)	
23.	Providing and fixing of new aluminum window (Per Sq ft) with glass and Nova pan board	
24.	Providing and fixing of new window glass (Per sq ft)	

25.	Welding per point	
26.	Sun control film on glass (Per sq ft) Gar ware	
27.	Fixing of Name plate	
28.	Fixing of latch at door /window etc.	
29.	Fixing of mirror	
30.	Fixing of Notice board	
31.	Providing and fixing of computer key board	
32.	White wash plastic paint (per sq. ft.)	
33.	White wash oil bond paint (per sq. ft.)	
34.	POP base (per sq. ft.)	
35.	POP molding (per running ft.)	
36.	Repairing of works station	
37.	Providing and Fixing of Door stopper brass	
38.	Providing and Fixing of Modular Table lock	
39.	Providing and Fixing of Table drawer Telescopic Channel	
40.	Providing and Fixing of New Notice Board	
41.	Providing and Fixing of white Marker Board	
<b>J</b>	<b><u>Aluminum Glazed Partition</u></b> Partition, Outer and vertical frame work middle section and bottom section made of 2 ½" x 1 ¾" respectively. All section are made in 14 Gauge thicknesses with 3 mm joining angles. Partition made of 12 mm thick pre laminated board (PLB) both sides laminated (I.S.I) up to a certain height (900 mm or 1500 mm) and 5 mm thick (I.S.I) Glass above to a total height of 2.10 Mtr. /3.10 Mtr. Glass fixed with Rubber gasket and Aluminum Beeding	
	a) Aluminum Partition (anodized)	
	b) Aluminum Partition (Powder Coated)	
<b>K</b>	<b><u>Wooden Partition</u></b> Providing and fixing of Wooden Partition made of 2" x 1 ½" Assam Teak wood frame with fixing of both side 6 mm Teak ply with lacar/ Polish/sunmica finish Including Moulding etc.	
<b>L</b>	<b><u>Dry Cleaning of Official Furniture</u></b>	
1.	Sofa Set(Per Seat)	
2.	Revolving Computer chair	
3.	Vistor Chair	
4.	Executive Chair	
<b>M</b>	<b><u>Table Glass with Grading</u></b>	
1.	6MM Thick (Rate to be quoted Per sq. ft.)	
2.	8MM Thick (Rate to be quoted Per sq. ft.)	
3.	10MM Thick (Rate to be quoted Per sq. ft.)	
<b>N</b>	<b><u>Stitching of Curtain with Cloth (Rs: - 280 to 300/- per sq.ft.)</u></b>	
1.	Plain Curtain	
2.	Pleated Curtain with lining	
<b>O</b>	<b><u>Providing &amp; Fixing of Loose Cover Including Cloth</u></b>	
1.	Sofa Seat	
2.	Revolving Chair	
3.	Visitor Chair	
4.	Computer Chair	

(Authorised signature)

## **CHECK LIST (Technical Bid)**

The details in respect of the company are as given under:

Name of Firm & Address		
S.No	Details	Page No.
1.	The Tender should be accompanied by earnest money of Rs. 25,000 (Rupees Twenty Five Thousand Only) in the form of Demand Draft/FDR drawn in favour of D.D.O., D.B.T., New Delhi, without which the Tender will not be considered.	
2.	The Bidder must be registered with Deptt. of Value Added Tax, Govt. of Delhi for local Sales Tax/VAT, Copies of Documentary proof of same must be enclosed.	
3.	The bidder should have Trader Identification Number (TIN), Copies of Documentary proof of same must be enclosed.	
4.	Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2014-15); Copies of Documentary proof of same must be enclosed.	
5.	The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.	
6.	The Bidder must have Service Tax Registration Certificate; Copies of Documentary proof of same must be enclosed.	
7.	The Bidder should have minimum turnover of Rs. 45 Lakhs during each of last three financial years, Copies of Audited balance sheet and Profit and loss A/c must be enclosed.	
8.	The Bidder must have filed Income Tax Return of Last three financial years, Copies of Documentary proof of same must be enclosed.	
9.	The Bidder must submit an undertaking on its letter head they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.	
10.	The Bidder should have experience of working with Government organization during last three years. Copies of work order received from them should be enclosed as proof.	
11.	The Bidder must be empanelled with at least three other Govt. Departments in the similar kind of work, Copies of registration letters must be enclosed as proof.	
12.	The Bidder should have a Solvency Certificate from Bank Not less than Rs. 10 Lacs. Copy of Proof must be enclosed.	
13.	The bidder should enclose a detailed profile of firm including detail of their product and services.	
14.	All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.	



### **DECLARATION**

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date: Name:

Place:

Designation

Business Address:

Seal: