

**Ref: GSD/3:23**

**21 April 2014**

**Subject: Tender for Repair of Steel Furniture at BIS HQs**

Sir,

Sealed Tenders are invited in two bid system (Technical & Financial Bid separately) from reputed firms dealing with repairing of steel furniture items in the office of the client, 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/Autonomous Bodies etc.; (Attested copies of certificates/work orders to be enclosed).
  - iv) The antecedents of persons deployed 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 turnover 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 the 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.

- (b) The Financial Bid in separate envelope should be in strictly as per the format given in 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 concerned 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 **"TENDER FOR REPAIRING STEEL FURNITURE"**, and sealed and addressed to the Head(General Service Department), Room No. 503, 5<sup>th</sup> floor, Manakalya, Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi-110002.

### **SCOPE OF WORK:**

**Maintenance/repairing of steel furniture items/articles at BIS HQs.**

### **TERMS & CONDITIONS:**

- i) 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 Bureau in this regard shall be final and binding.
- ii) The Bureau reserves the right to award the contract. The contract shall normally be awarded to the bidder who emerges L1 in majority of the items.
- iii) The contract shall be for maintenance/repairing steel furniture items in the client's office. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the client from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.
- iv) 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 client with no Government liabilities due from the Contractor.
- v) The work is to be carried out in the premises of the Bureau of Indian Standards, 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.
- vi) The payment shall be made on monthly basis and only if the work is performed to the satisfaction of the client. The client 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. The arrangement shall be put in place by 9.00 AM to 5.30 PM on each working day.
- vii) 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.
- viii) The contractor will have to keep at least on 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.
- ix) The Contract will be initially valid for a period of one year from date of issue of letter for awarding the contract. The period of contract is extendable subject to rendering of satisfactory services by the firm & mutual consent of both the parties.

- (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 favor of Bureau of Indian Standards, New Delhi from any scheduled commercial bank. If the successful tenderer declines to act on the offer made by the client and/or withdraw/amend their quotations after opening of tenders, 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 Bank Guarantee in favour of Bureau of Indian Standards, New Delhi valid up to six month after completion of 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 Bureau 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 the Deputy Director General(Administration) of the Bureau 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 in General Service Department, Room No. 503, 5<sup>th</sup> floor, Manakalya, Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi-110002. The due date and time for submission of the quotations is **1500 h on 12<sup>th</sup> May 2014**. The quotations shall be opened on the same date at **1530 h** in Room No. 503, 5<sup>th</sup> Floor, Manakalya building of the client's office. The tenderer 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 tenderers. **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 Bureau reserves the right to accept/reject any or all the quotations received and the decision of this Bureau in this regard shall be final/binding.**

3. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever.

4. In case of any dispute or differences, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Deputy Director General (Admn), Bureau of Indian Standards, New Delhi. The provision of Arbitrations and conciliation Act, 1996 shall be applicable.

5. The tender document should be signed by the tenderers on each page in link 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.

6. You may accordingly submit your quotations, if interested.

Yours faithfully,

(Parampreet Singh)  
Head(General Service Department)

**TECHNICAL BID**

<b>Sl. No.</b>				
<b>1.</b>	Name of the firm/Company/Agency			
<b>2.</b>	Address of the Firm/Company/Agency & Infrastructure available			
<b>3.</b>	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.			
<b>4.</b>	Number of employees as on 1 <sup>st</sup> April 2014			
<b>5.</b>	Annual Turnover (along with proof)	2011-12	2012-13	2013-14
<b>6.</b>	15 Digit Service Tax Code No. and PAN No. (proof to be attached)			
<b>7.</b>	EMD Details (Amount, name of the Bank Branch, DD No. and date.			
<b>8.</b>	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)			
<b>9.</b>	Name, Designation and Address of the person to whom all references shall be made regarding this tender			
<b>10.</b>	Telephone No.	Office: Residence:		
<b>11.</b>	Mobile No.			
<b>12.</b>	Name, Address & telephone Number of the Proprietor			

Yours faithfully,

Date:

Place:

(Signature of the Authorized person)

Name

Designation

Business Address

Seal

**ANNEXURE-II****FINANCIAL BID**

To,

Head(General Service Department)  
Bureau of Indian Standards,  
9 Bahadur Shah Zafar Marg,  
New Delhi-110002

Subject: Invitation of quotations for maintenance/repairing of steel furniture items at BIS HQs

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 Letter No. GSD/3:23 dated 21<sup>st</sup> April 2014 of BIS,HQs. The information desired and the rates quoted are as per following details:

Sl. No.	Particulars	Rate (Rs.)	
		In Numerical	In Words
	<b>Steel Chairs</b>		
1.	Replacement of New Steel Seat		
2.	Replacement of New Steel Back		
3.	Replacement of New Steel Arms		
4.	Replacement of Rubber Shoe		
5.	Replacement of Rubber cap		
6.	Minor Repair of Steel Chair		
7.	Providing & Fixing Steel Strips for Support with Welding		
8.	Providing Steel Screw		
	<b>Revolving Chair</b>		
1.	Replacement of wheel		
2.	Replacement of Hydraulic System		
3.	Replacement of PIU Arm		
4.	Replacement of Rexine/Cloth Arm		
5.	Repairing of Revolving Chair		
6.	Overhauling & greasing		
7.	Replacement of Steel/PVC Base		
	<b>Steel Table</b>		
1.	Replacement of Handle		
2.	Providing & Fixing of Complete Drawer Box, with Three Drawers		
3.	Adjustment of Drawers		
4.	Minor Repair of Table		
5.	Providing of keys		
6.	Opening of Drawers		
7.	Repair of Lock		
8.	Replacement of Locks		
9.	Providing and fixing of card Board Top		
10.	Repair of Locking System		
11.	Providing of Steel Screw		
12.	Change of Lock lever		
13.	Kundi Chapka		

	<b>Repair of Steel Almirah</b>		
1.	Replacement of Locks		
2.	Replacement of Handle		
3.	Repair of Locking System		
4.	Minor Repair		
5.	Adjustment of Shelf		
6.	Providing of Keys		
7.	Opening of Almirah		
8.	Repair of Lock		
9.	Providing and Fixing of Steel base		
10.	Providing and Fixing of New Shelves		
11.	Replacement of Handle Garari Bus Kundi Chapka		
12.	Kundi Chapka		
13.	Adjustment of door		
14.	Change of Lock Lever		
15.	Providing of Steel Screw		
	<b>Steel filing Cabinet</b>		
1.	Replacement of Lock		
2.	Replacement of Handle		
3.	Adjustment of Drawers		
4.	Overhauling & Greasing		
5.	Providing of Keys		
6.	Providing of Steel Ball		
7.	Repairing of Lock		
8.	Opening of filing cabinet lock		

**Note: All leviable taxes should be specifically and separately indicated.**

### **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 no. : \_\_\_\_\_