

D-13013/6/2015-General
Government of India
Ministry of Drinking Water & Sanitation

8th floor, Pt. Deendayal 'Antyodaya Bhawan'
CGO Complex, Lodhi Road
New Delhi- 110003
Dated: - March 1, 2017

Tender Document

Subject: - Tender for Annual Maintenance Contract for repair of steel/ wooden office furniture of Ministry of Drinking Water and Sanitation.

Date of issue of Tender Document	1 st March, 2017
Last Date & Time for submission of Tender Document	Upto 03:00pm on 15 th March, 2017
Date & Time for opening of Tender Document & Technical Bids	At 03:30pm on 16 th March, 2017
Financial Bids of eligible Tenderers	Would be informed later.
Number of pages of Tender document	Fifteen

Contents of Tender Document

S. No.	Description of Contents	
1	Tender Notice	
2	The instructions to the bidders	Annexure-I
3	Terms and Conditions of contract	Annexure-II
4	Financial bid	Schedule-I



(S. Sanyal)

Under Secretary to the Govt. of India

Tel # 24368612

Copy to:-

- ✓ 1. Technical Director (NIC) for uploading the Ministry web-site

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पियेजल एवं स्वच्छता मंत्रालय
Ministry of Drinking Water & Sanitation
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

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Dated: - March 1, 2017

Tender Notice

Subject: - Tender for Annual Maintenance Contract for repair of steel/ wooden office furniture of Ministry of Drinking Water and Sanitation.

Sealed tenders for rate contract are invited for repair of steel/ wooden office furniture of the Ministry. Only experienced and reputed firms fulfilling the eligibility need to apply. The bidders should ensure that complete tender documents in sealed covers are delivered either by post or by hand to Under Secretary (Gen.) or Section Officer (Gen) at their office at 8th floor, Pt. Deendayal 'Antyodaya Bhawan', CGO Complex, Lodhi Road, New Delhi- 110003 by 1500hrs on 15th March, 2017.

1. The instructions to the bidders are at Annexure-I
2. Terms and Conditions of contract are at Annexure -II
3. Financial bid at Schedule-I
4. Tender will be opened at 1530 hrs on 16th March, 2017.


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Annexure -I**INSTRUCTION TO THE BIDDERS**

1. Eligibility Criteria:

The firm should be:-

- (a) Reputed firms having 3 years experience in the relevant field in the Govt. Ministry / Department or Semi-Govt. Organisations, including Public Sector Undertaking.
- (b) While submitting the tender, the bidder shall have to produce Experience Certificate of at least three years issued by the Government not below the level of Section Officer along with their tender.

2. The Tender should be accompanied by earnest money of **Rs.10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft addressed to **PAO, Ministry of Drinking Water and Sanitation, payable at Delhi** issue by a Nationalized bank from a branch in Delhi, without which the tender will not be considered. The EMD will be returned to all the unsuccessful tenderer after completion of the tendering process not before 90 days after opening the tenders. The demand draft of successful bidder shall be returned after awarding of the contract by the Ministry of Drinking Water & Sanitation and submission of the performance security by the contractor.

3. Bidders / firms, who are having near relative employed in the Ministry of Drinking Water & Sanitation, are not allowed to participate in the tender. The firm should give a certificate as given in **Form-II** that none of his /her near relatives is working in the Ministry of Drinking Water & Sanitation. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by the entire partner and in case of limited company by all the directors of the company. In case of any breach of these conditions by the company or firm or any other person the contract will be cancelled and Performance Security will be forfeited at any stage whenever is noticed and Ministry will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any contract / tender of Ministry. The near relatives for the purpose are defined as:

- (i) Member of a Hindu undivided family,
- (ii) Husband or wife,
- (iii) The one is related to the other in such a manner as father, mother, son(s), and daughter in law, Daughter(s), son in law, Brother(s) etc.


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4. Scope of Work

- (i) The repair work is to be carried out in the premises of the Ministry of Drinking Water & Sanitation, Pt. Deendayal 'Antyodaya Bhawan', Krishi Bhawan, Hon'ble Ministers (DWS) office, and Block No. 11, CGO Complex, New Delhi as far as possible.
- (ii) Only such works which can't be done in the office premises would be allowed to be done in the workshop of the contractor. The contractor shall arrange for to and fro transport and carry the items at his own risk and cost. No extra charges will however be payable on this account.
- (iii) Any loss or damage of any item during repair within the premises of the Ministry or at the workshop of the contractor shall be liability of the contract and the Ministry may, at its discretion, deduction total cost of the item or any part thereof from the bill of the contractor.
- (iv) The contractor shall depute one skilled carpenter to this Ministry every day for the doing the day to day repair work. If the carpenter does not come on the working day or fails to do the required work, the work will be got done by the Ministry at the cost of contracted agency.
- (v) The contractor shall use materials conforming to ISI standard whenever applicable for approved by rates.
- (vi) The contractor shall undertake repair work only after receiving a writing order or signed by the Dealing Assistant. Any work undertaken otherwise shall be treated as unauthorized work and cost of such work shall not be paid by the Ministry.
- (vii) The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.

5. Unsealed / unsigned Tender shall not be considered. Tender without EMD shall be summarily rejected. There should be no erasing and / or overwriting. The Tender with erasing and / or overwriting shall be summarily rejected.

6. Late / delayed tender due to any reason, whatsoever will not be accepted / considered at all under any circumstances.

7. The submission of Tender will not place this office under any obligation to empanel you and no expenses incurred by you in this regard will be payable by Ministry of Drinking Water & Sanitation.


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8. The cost of material, equipment's, machines and related labour and transportation charges shall be borne entirely by the firm to whom contract has been awarded.
9. The rate should be mentioned inclusive of all charges i.e. installation / fitting / fixing charges (Exclusive of tax) and levies in the format for financial bid document attached as Schedule -I.
10. Method of determination L- 1.

The lowest aggregate sum of the rates is the criterion for deciding the L-1 agency who should accept the lowest rates of individual items offered L1 and L2 bidder. To facilitate determination of L-1 all the bidders are instructed to invariably quote rate for each and every item mentioned in the Financial bid at Schedule -I. In the event of any omission of rates of any item by any agency, the same shall be liable to be treated as non-responsive bid and their tender will be liable to be rejected. In case all the agencies omit tender of rates for one particular item or the other in Financial Bid, L-1 will be decided on the basis of the aggregate sum for all the agencies calculated ignoring the rates of those item quoted by others. **L1 and L2 bidders would be engaged at common lowest rates offered by them.**

11. Forfeiture of EMD:- The bid security may be forfeited:
- If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form ; or
 - In the case the successful bidder:
 - Fails to sign the contract
 - Fails or refuse to honor his / her own quoted price for repair work.

In both the above cases i.e. Para 11 (a) & (b), the bidder will not be eligible to participate in any of the tenders issued by the Ministry of Drinking Water & Sanitation for next five year from the date of issue of letter to intent.

12. Performance Security: The successful bidder shall deposit, within seven working days of awarding of the contract, the performance security in the form of Demand Draft/ Bank Guarantee of **Rs. 50,000/- (Rupees Fifty Thousand Only)** of a nationalized bank. The amount of **Rs. 10,000/- (Rupees Fifty Thousand only)** deposited as EMD along with the tender will not be adjusted in the security deposit. Format of performance security is given at **Form-I**.


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13. Tendering Process: The tenders shall be in two parts i.e. in **technical bid and financial bid**. Technical bid and financial bid should be sealed by two separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which superscribed as **“Tender for repair of steel/ wooden office furniture in Ministry of Drinking Water & Sanitation”**. The technical bids are to be opened by the Ministry at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. Cover should be addressed to Under Secretary (Admn), Ministry of Drinking Water & Sanitation, 8th floor, Pt. Deendayal ‘Antyodaya Bhawan’, CGO Complex, Lodhi Road, New Delhi and shall be reach by 1500 hrs on 15th March, 2017.
14. Opening of bids: The tenders will be opened on **16th March, 2017 at 1530hrs** in Conference Room, 4th floor, Pt. Deendayal ‘Antyodaya Bhawan’, CGO Complex, Lodhi Road, New Delhi in the presence of tenderers or representatives thereof. The representatives must bring the authority letter from their employer to participate in the opening of the tenders. Ministry of Drinking Water & Sanitation reserves the right to accept or reject any or all tenders without assigning any reasons.
15. Conveying approval of the Competent Authority shall construe award of contract.
16. Validity of the contract: In normal circumstances, the period of contract shall be one year however it may be extended by mutual consent for any specific period.
17. Ministry of Drinking Water & Sanitation reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.
18. Contact Person: In case tenderer desire to have any clarification regarding the terms and conditions of the bid document and any interpretation thereof, they are advised to contact Section Officer (Gen), on telephone No. 24368611 on all working days 1200hrs to 1500hrs.



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Under Secretary to the Govt. of India
Tel 24368612

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Annexure- II**TERMS AND CONDITIONS OF CONTRACT**

1. Terms of performance:

- 1.1 The agency should render satisfactory performance in respect of all aspects of supplies / services / works included in the scope of work mentioned in the instructions to the bidders of tender notice.
- 1.2 The personnel deployed by the agency for undertaking the jobs should conduct themselves well and the agency shall be responsible for enforcing such conduct.
- 1.3 The agency shall attend to all repair works promptly on the same day and shall supply all necessary accessories promptly without any undue delay.

2. Terms of rates:

Rates shall remain fixed and valid during the period of contact. This office will not entertain any claim on account of sales tax / or any other taxes for the material used for executing the work awarding under the contract and all such taxes should be paid by the firm itself. TDS and any other Government levies applicable on bill as per Govt. of India instructions issued from time to time shall be deducted.

3. Terms of payment:

- 3.1 The bills in triplicate, for the services prepare on the basis of rates will have to be submitted in favor of MDWS, New Delhi for effecting payment together with the copies of written work order and original job cards duly signed by the Officers/ Sections. The bills for all works done during a month shall be submitted by 5th day of next month (or next working day if 5th is holiday). Bills of previous month shall not be accepted for payment after 5th day (or next working day if 5th is holiday) of the month. No advance payment shall be made for the services.
- 3.2 The payment will be released through ECS and income tax and other taxes, if any shall be deducted against bill submitted.
- 3.3 The job carried out shall be to the satisfaction of the HOD, failing which deduction @10% of the total bill shall be made. Depending upon the severity of negligence, MDWS reserve the right to black list the agency for suitable period or from further participation in any of MDWS contract. The decision of Ministry shall be final in this regard.

4. Terms of dispute resolution.

- 4.1 In the event of any question, dispute or difference arising under the Agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Secretary, Ministry of Drinking Water & Sanitation or any other person appointed by him.


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Financial Bid**Schedule-I**

Sl.No.	Name of the Items	Unit	Price (Rs.)
STEEL/WOODEN TABLE			
1.	Replacement of Handle	Each	
2.	Replacement of Locks/Tala	Each	
3.	Replacement of Hard Board Top	In Sq.Ft.	
4.	Replacement of New Drawer of single compartment	Each	
5.	Replacement of Sun Mica Top	In Sq.Ft.	
6.	Replacement of Complete Drawer Box with three compartment	Each	
7.	Adjustment of Drawers	Each	
8.	Minor Repair of Table	Each	
9.	Providing of Keys	Each	
10.	Opening of Drawers	Each	
11.	Telescopic Channel fix in keyboard shelf/tray	Each	
12.	New keyboard shelf with telescopic channel	Each	
13.	New keyboard shelf (PVC) with channel	Each	
14.	Stool in standard size	Each	
15.	Cupboard	In Sq.Ft.	
16.	Book shelf	In Sq.Ft.	
17.	Multi lock/ Master lock	Each	
18.	Making table hole	Each	
STEEL CHAIR			
19.	Replacement of new wooden seat(Canned) with polish & fitting	Each	


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20.	Replacement of new wooden back (Canned) with polish & fitting	Each	
21.	Replacement of New Arms	Each	
22.	Replacement of Rubber Shoes	Each	
23.	Replacement of Caps	Each	
24.	Minor Repair of Chair	Each	
25.	Painting of Steel Chair	Each	
26.	Canning	Each	
STEEL/WOODEN ALMIRAH			
27.	Replacement of Handle	Each	
28.	Replacement of Locks/Tala	Each	
29.	Replacement of Steel Base	Each	
30.	Replacement of New Shelves	In Sq.Ft.	
31.	Repair of Locking System	Each	
32.	Minor Repairs	Each	
33.	Adjustment of Shelves	Each	
34.	Providing of Keys	Each	
35.	Opening of Almirah	Each	
36.	Repair of Locks	Each	
37.	New Godrej Lock	Each	
38.	Hazel Lock	Each	
REVOLVING CHAIR			
39.	Repair of Revolving Chair	Each	
40.	Replacement of Wheels	Each	
41.	Replacement of Hydraulic/Shocker	Each	


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42.	Overhauling & Greasing	Each	
43.	Revolving Chair Welding (Per Point)	Each	
44.	Replacement of Spring	Each	
45.	New Handle (PVC)	Each	
46.	New Base (PVC)	Each	
47.	New Base (Metal Chrome Plate)	Each	
DOOR (Wooden/Glass/Steel)			
48.	New Spring	Each	
49.	Repair of Door Closure	Each	
50.	Oiling & Greasing	Each	
51.	Replacement of Big Rod	Each	
52.	Replacement of Small Rod	Each	
53.	Fixing of New Door Closure	Each	
54.	Door Closure fitting charges	Each	
55.	Kabja	Each	
56.	Hazel Lock	Each	
57.	Brass Glass door handle	Each	
58.	Door Stopper	Each	
UPHOLSTERY with all material charge & Labour charge			
59.	Sofa Set	Per seat	
60.	Visitor Chair	Each	
61.	Executive Revolving Chair	Each	
62.	Computer Chair	Each	
63.	Conference Hall Chair	Each	

POLISHING OF FURNITURE & FIXTURE			
64.	Wooden Table (Big)	In Sq.Ft.	
65.	Table (Medium)	In Sq.Ft.	
66.	Table (Small)	In Sq.Ft.	
67.	Wooden Cushion Chair	In Sq.Ft.	
68.	Sofa set (Per seat)	In Sq.Ft.	
69.	Side Rack	In Sq.Ft.	
70.	Centre Table/Corner Table	In Sq.Ft.	
71.	Wooden Almirah	In Sq.Ft.	
72.	Wooden Door (Each Side)	In Sq.Ft.	
73.	Wooden Partition/Paneling	In Sq.Ft.	
74.	Steel Almirah (Big)	In Sq.Ft.	
75.	Steel Almirah (Small)	In Sq.Ft.	
76.	Steel Table (Big)	In Sq.Ft.	
MISCELLANEOUS ITEMS			
77.	Making wooden almirah of ISI Board	In Sq.Ft.	
78.	Making of Iron Partition	In Sq.Ft.	
79.	Making of Aluminum channel 16gz(Partition)	In Sq.Ft.	
80.	Fixing of fall ceiling	In Sq.Ft.	
81.	Painting of doors	In Sq.Ft.	
82.	Painting of wall(OBD/Plastic/Enamel/POP)	In Sq.Ft.	
83.	Fixing of marbo granite tiles	In Sq.Ft.	
84.	Fixing of vetrified tiles (sq.ft)	In Sq.Ft.	
85.	Making of channeling of fall ceiling	In Sq.Ft.	
86.	Making of Jal & Girding of fall ceiling (sq.ft.)	In Sq.Ft.	
87.	Wall paneling with teak ISI board	In Sq.Ft.	

88.	Making of Partition with ISI teak board	In Sq.Ft.	
89.	Vinyl Flooring	In Sq.Ft.	
90.	Wooden Flooring	In Sq.Ft.	
91.	Floor beading	In Sq.Ft.	
92.	Wooden beading	In Sq.Ft.	
93.	Name plate fixing	Each	
94.	Photo frame/Board fixing on wooden panel/partition	Each	
95.	Photo frame/Board fixing on cementing wall	Each	
96.	Dry cleaning of Sofa	Per seat	
97.	Dry cleaning of Chair	Each	
98.	Dry cleaning of curtains	In Sq.Ft.	
99.	Cleaning of window glass	In Sq.Ft.	
100.	Steel Towel stand	Each	
101.	New curtain/blind with rod and other charges	In Sq.Ft.	
102.	Fixing of old curtain/blind	In Sq.Ft.	
103.	Good quality coat stand	Each	
104.	White chair cover with material charges.	Each	
105.	Table glass	In Sq.Ft.	

All items price should be as per the unit given in column including of all fitting / fixing charges.

Date
Place
Signature
Company name & company seal


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Form-I

PERFORMANCE SECURITY GUARANTEE (BOND FORM)

(To be furnished on non-judicial stamp paper of Rs. 100/- . Use of Stamps / any other means in lieu of Non-judicial stamp paper shall lead to outright rejection of the bid.)

In consideration of, Under Secretary (Admn) (hereinafter called " Ministry of Drinking Water & Sanitation") having agreed to exempt (hereinafter called "the said contract(s)") from the demand, under the terms and conditions of an agreement / (purchase order) No. dated made between and for _____ for the work of (hereinafter called "the said Agreement"), of security deposit for the due fulfillment by the said contract(s) of the terms and conditions contained the said Agreement, on production of a bank guarantee for. We (Name of the Bank) (hereinafter referred to as "the Bank") at the request of Contractor(s) do hereby undertake to pay to the Drinking Water & Sanitation an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered or would be caused to or suffered by Ministry of Drinking Water & Sanitation by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said agreement

2. We (Name of the bank) _____ do hereby, undertake to pay the amounts due un-payable under this guarantees without any demure, merely on a demand from Drinking Water & Sanitation starting the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by Drinking Water & Sanitation by reason of breach by the said Contractor(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of Drinking Water and Sanitation in these counts shall be final and binding on the bank. However, out Liability under this guarantee shall be restricted to an amount not exceeding _____.
3. We undertake to pay the Ministry of Drinking Water & Sanitation any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment hereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
4. We (name of bank) further agree, that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the;


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performance of the said agreement and that it shall continue to be enforceable till all the due of Ministry of Drinking Water & Sanitation under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ Ministry of Drinking Water & Sanitation certifies that the terms and conditions of the said Agreement have been fully; and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of two years from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (Name of the bank)_____further agree, with the Ministry of Drinking Water & Sanitation that the MDWS shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the MDWS against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or by any sue matter or thing whatsoever which under the law relating to sureties would, but for his provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s) / supplier(s).
7. We (name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Ministry of Drinking Water & Sanitation in writing. Dated the day of (indicate the name of bank).


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 Govt. of India, New Delhi

Form -II

I.....S/o.....
R/o.....
.....
.....
.....

Hereby certify that none of my relative(s) as defined in the tender document is /are employed in MDWS as per details given in the tender documents. Incase at any stage, it is found that the information given by me is false/ incorrect.

Ministry of Drinking Water & Sanitation shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signature
Name (Block Letter)
Name of the firm / company / date
Stamp.