

File No. MOES/5/4/2012-Genl.  
GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCE

PRITHVI BHAWAN,  
LODHI ROAD, NEW DELHI - 110003

Dated 13/12/2012

To,

M/S .....  
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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 during the period of Two year 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 subscribe as **“Tender for The Repairing and Polishing of Furniture”** . Also both the envelope should be put together in another big envelope duly sealed and complete in all respect should be dropped in the Tender Box placed in front of Room 01, General Section of the Ministry by 3.00 P.M. on or before 09/01/2013. In case you are interested to undertake the work, you may submit your rates in attached Performa duly completed and signed in sealed cover. The Technical Bid will be opened on the same day at 3.30 p.m. 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., M.O.E.S., 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.

Contd.....2/-

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 (2011-12); 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. 40 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 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 tenderes in the Financial Bid should be indicating the metrials of ISI mark and applicable taxes.

15. The **Ministry 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 and 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 tenderes 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 Ministry of Earth Science will be levied upon the Contractor after due verification from the user/department.
20. The Successful vendor (s) rates quoted will be valid for one year from the date of issue of the work order. The Ministry of Earth Science 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 Ministry of Earth Science New Delhi. Only such work as cannot be done in the Ministry premises would be allowed to be done outside and no extra charges to be paid by ministry.
22. The Ministry of Earth Science 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 Ministry will be final and binding on the contractor.
23. The tender notice is also available on Ministry's website [www.moes.nic.in](http://www.moes.nic.in)

Yours faithfully,

(Tarun Sood)  
Section Officer(Genl.)

Copy to:-

- i. NIC Cell with the request to display the rate quotation on the Ministry website .

**PROFORMA FOR FINANCIAL BID( TO BE PUT SEPARATELY UNDER SEALED COVER)**

Table

<b><u>S. No.</u></b>	<b><u>Items</u></b>	<b><u>Rate including material of ISI Mark &amp; applicable taxes</u></b>
A	<b><u>Steel Chair</u></b>	
1.	Replacement of New Wooden Seat	
2.	Replacement of New Wooden Back (duly canned polish and fitting)	
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><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.	Providing and fixing of P.U. arm	
C	<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	
D	<b><u>Steel Filing Cabinet</u></b>	<b><u>Godrej /Local</u></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 Table</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	
<b>F</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.	Asstt Table	
9.	Clerk Table	
10.	Revolving Steel Chair	
11.	Ordinary Steel Chair	
<b>G</b>	<b><u>Spirit Polishing of Wooden Furniture</u></b>	
1.	Office Table	
2.	Asstt Table	
3.	Clerk Table	
4.	Wooden Chair	
5.	Side Rack	
6.	Centre Table	
7.	Mirror Stand	
8.	Stool	
9.	Book Shelve	
<b>H</b>	<b><u>Other Works</u></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.	Repairing of vertical blinds (per strip)	
8.	Repairing of Wooden Door	
	a) ordinary Repair	
	b) Major Repair	
9.	Providing and Fixing of New kabja for the doors	
10.	Providing and Fixing of New Security locks (Godrej)	
11.	Providing of key for security lock	
12.	Providing of New lock for doors Godrej/door set	
13.	Providing of duplicate key for doors	
14.	Providing of door Lock Handle (Stainless Steel)	
15.	Providing of door lock Handle (Brass)	
16.	Repairing of back and seat of cushioned chairs	
	a) New Rubber cushion ISI Mark	
	b) Velvet cloth	
	c) Leather foam cloth	
	d) Tempeasti cloth	
17.	Complete Renovation of Sofa Set with change of U foam, tat, Markin including labour etc.	
	a) Rubber cushion ISI Mark	
	b) With Velvet cloth	
	c) With Leather foam cloth	
	d) With Tempeasti cloth	
18.	Repairing of Handles of cushioned chairs	
	a) Computer Chairs	
	b) Visitor Chairs	
	c) Executive Chairs	
19.	Providing and fixing of 1 mm thick sunmica with labour charges (per sq ft) (Marino , Green lam)	
20.	Providing of nova pan board (per sq ft)	
21.	Providing and fixing of 6 mm thick ISI Mark Ply (Per sq ft)	
22.	Providing and fixing of new aluminum window (Per Sq ft) with glass and Nova pan board	
23.	Providing and fixing of new window glass (Per sq ft)	
24.	Welding per point	
25.	Sun control film on glass (Per sq ft) Gar ware	
26.	Fixing of Name plate	
27.	Fixing of latch at door /window etc.	
28.	Fixing of mirror	
29.	Fixing of Notice board	
30.	Providing and fixing of computer key board	
31.	White wash plastic paint (per sq.ft.)	
32.	White wash oil bond paint (per sq.ft.)	
33.	POP base (per sq.ft.)	
34.	POP molding (per running ft.)	

Contd.....4/-

35.	<b><u>Aluminum Glazed Partition</u></b> Providing and Fixing of aluminum Glazed low height /full height Partition, Outer and vertical frame work middle section and botten section made of 2 ½” x 1 ¾” respectively. All section are made in 14 Gauge thickness with 3 mm joining angles. Partition made of 12 mm thicks 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 uo 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)	
36.	<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 finish Including Moulding etc.	
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	

Date:

(Signature of the Authorized person)

Name:

Designation:

Seal:

## **PROFORMA FOR Technical Bid**

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

Name of Firm & Address			
<b>Proforma</b>	<b>Yes</b>	<b>No</b>	
<ol style="list-style-type: none"> <li>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., M.O.E.S., New Delhi, without which the Tender will not be considered.</li> <li>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.</li> <li>3. The bidder should have Trader Identification Number (TIN), Copies of Documentary proof of same must be enclosed.</li> <li>4. Bidder must have Sales Tax Clearance Certificate (STCC) for the last financial year (2011-12); Copies of Documentary proof of same must be enclosed.</li> <li>5. The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.</li> <li>6. The Bidder must have Service Tax Registration Certificate; Copies of Documentary proof of same must be enclosed.</li> <li>7. The Bidder should have minimum turnover of Rs. 40 Lakhs during each of last three financial years, Copies of Audited balance sheet and Profit and loss A/c must be enclosed,</li> <li>8. The Bidder must have filed Income Tax Return of Last three financial years, Copies of Documentary proof of same must be enclosed.</li> <li>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</li> </ol>			



<p>India.</p> <p>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.</p> <p>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.</p> <p>12. The Bidder should have a Solvency Certificate from Bank Not less than Rs. 10 Lacs. Copy of Proof must be enclosed.</p> <p>13. The bidder should enclosed a detailed profile of firm including detail of their product and services.</p> <p>14. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.</p>		
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### **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:  
Place:  
Business Address:

Name:  
Designation:  
Seal: