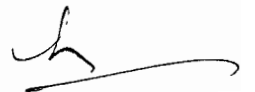


Tender Notice

Subject: Invitation for tender for Annual Maintenance of Furniture and other furniture related items in Planning Commission and Economic Advisory Council to Prime Minister. Vigyan Bhavan Annexe - Reg.

This office invites sealed quotations from experienced Firms/Agencies/Companies in a single bid tendering process for carrying out annual repair and maintenance of furniture and other furniture related items in the **Yojana Bhawan, Sansad Marg, New Delhi and Office of Economic Advisory Council to the Prime Minister, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi. The bid proforma (as annexed herewith as Annexures II and III) consists of an Application format for details of the bidder (Annexure-II) and the financial Bid.**

2. The details of rates are to be quoted in Financial Bid (**Annexure-III**) in Indian Rupees as per the proforma. Any overwriting in Annexure-II is not allowed and the bid will be rejected summarily.
3. **The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty five thousand only) must be enclosed in original with the Tender in a sealed envelope superscribed with the words "Tender for Annual Maintenance of furniture and other furniture related items" has to be dropped in the EMD Box placed in the Reception Area of Yojana Bhawan latest by 1300 hours on 16.5.2014. The bids can be dropped in the said tender box on any working day from the date of hosting of this tender on the Planning Commission website between 900 hrs and 1730 hrs till the 15<sup>th</sup> May, 2014 and till 1300 hrs on the 16<sup>th</sup> May, 2014, as already mentioned.**
4. All the required documents in support of the eligibility criteria are also to be enclosed along with the Application and Financial Bid, in the manner as required.
5. **The tender shall be closed to public at 1300 hours on 16.5.2014 and opened at 1530 hours on 16.5.2014 by the duly constituted Tender Opening Committee (TOC).** The representatives of firms/agencies/companies who wish to be present to view the Tender Opening process may be allowed to do so. Such representatives would have to be duly authorised to attend the TOC meeting by the respective authorised signatories under whose signatures the corresponding bids were submitted.



6. This office reserves the right to cancel the instant tendering process at any time/stage or relax/amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the bid shall not be entertained.
7. In case of withdrawal by any bidder from the instant tendering process, the EMD will stand forfeited.
8. Terms & conditions of the instant tendering process are mentioned at Annexure-I
9. Complete tender documents may also be downloaded from the official website of Planning Commission <http://planningcommission.gov.in>
11. The validity of bid is 180 days from the date of opening of the financial bid.
12. Information on any issue of corrigendum related to this tender will also be issued only on website mentioned in Para 9 above.



(Subhash Chander)  
Under Secretary to the Govt. India  
Tele No: 23096522

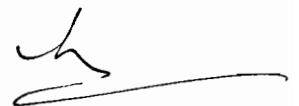
Copy to: Director (C & I) with the request to upload the Tender Notice on the web site of Planning Commission.

**I Instructions to Bidders**

1. Any bid received after the specified last date and time for submission of bids will not be accepted. If the EMD is not submitted along with the tender document, the bid may be rejected summarily, without any further reference on the issue. The earnest money of the unsuccessful bidders will be refunded after finalization of the contract. No interest will be payable on the earnest money for the period it is retained by this office.
2. If any bidder withdraws his bid, the EMD will stand forfeited automatically.
3. The bidders shall quote their rates for all the items (inclusive of Labour and material charges and taxes, if any) in the prescribed proforma and as per the specifications indicated in the Financial Bid at **Annexure-III** failing which their bids shall be outrightly rejected. Any overwriting in **Annexure-III** is not allowed and the bid will be rejected summarily.

**II Eligibility Criteria for Technical Bid**

4. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR. The bidding Company/Firm/Agency is required to enclose the proof of address and telephone number of its office/branch office located in Delhi/NCR along with the Technical bid.
5. The Company/Firm/Agency should have its own Bank Account, TIN, PAN. Copies of letters from the concerned banks stating that accounts of the bidder are being maintained by the Company/Firm/Agency along with details like account number/s, TIN and PAN should be enclosed with the Technical bid.
6. The Company/Firm/Agency must have a minimum experience of two years of providing such annual maintenance services in furniture and furniture related items to Central Government Ministries/ Departments /Public Sector Undertakings/Public Sector Banks. Proofs or experience certificates issued by the concerned Government offices have to be enclosed along with the Application and the Financial Bid and the claim as regards experience would have to be borne out by such documents as submitted.
7. The tendering Company/Firm/Agency shall enclose a signed copy of terms and conditions of tender document along with the Technical bid as the token of acceptance of terms and conditions.



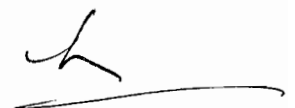
8. The Company/Firm/Agency shall also enclose an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/ Department/ Organization of the Central Government/State Government and any Public Sector Undertaking.
9. The Firms/Contractors/Suppliers whose services were terminated by this Office for any reason whatsoever before the expiry of the relevant contract are not eligible to participate in the bid for a period of three years from the date of termination of the contract. An undertaking to this effect has to be enclosed.
10. Annual turnover of the participating bidder should be a minimum 5 lakhs for each of the last three years (2010-11, 2011-12 and 2012-13). Copies of Income Tax Returns for last 3 years shall have to be enclosed alongwith the Bid document.

### **III. Earnest Money Deposit (EMD)**

11. The tender must be submitted along with EMD of Rs.25,000/- (Rupees Twenty five thousand only) in the form of Account Payee Pay Order/Bankers Cheque/Demand Draft/Fixed Deposit Receipt drawn in favour of **Pay and Accounts Officer, Planning Commission** and payable at New Delhi. Pay Order/Bankers Cheque/Demand Draft/Fixed Deposit Receipt in favour of any officer other than Pay and Accounts Officer, Planning Commission, New Delhi will not be accepted and the tender will be rejected. The bid security would have to remain valid for period of forty five (45) days beyond the date of opening of bids.

### **IV. Bid Evaluation Criteria**

12. The bids shall be opened at 1530 hours on 16.5.2014 in Room No. 412 of Yojana Bhawan, Planning Commission, New Delhi-110001 by "Tender Opening Committee" in the presence of the representatives of the Company/Firm/Agency if any, who wish to be present at the time of opening the tender.
13. **Lowest bidder (L1) will be decided on the basis of total annual tentative contract value for the repair/maintenance works pertaining to all furniture items put together as estimated in the Financial Bid Proforma. That is, it will be based on the lowest value of total of column-5 of the Financial Bid.**
14. The successful bidder (L1) will deposit a Performance Security Deposit amounting to 7.5% of the tentative total contract value for one year in the form of an Account Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the **Pay & Accounts Officer, Planning Commission, New Delhi** or a Bank Guarantee from a commercial bank. The performance security deposit



should be of validity for a period of **sixty (60)** days beyond the date of expiry of the contract.

15. In the event of failure to accept the Offer of Contract and submission of Performance Security Deposit (PSD) by the successful bidder for whatsoever reasons(s), the Earnest Money Deposit submitted by the bidding Company/Firm/ Agency shall stand forfeited.

**V. Specific Terms and Conditions**

16. The selected bidder will be required to commence the work immediately on award of the contract.
17. The Planning Commission reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

**VI. General Terms and Conditions**

18. The period of the contract shall be effective from the date it would be awarded. It will be valid for a period of one year and may be extended further two years beyond the initial year of the contract, in two or more extensions of one year, or less than one year each, subject to satisfactory performance, on the same rate and terms and conditions, provided that the awardee of the contract is willing to get such an extension. It may be curtailed depending upon review of performance of the contractor at any point of time during any of such extensions as may be granted beyond the initial year of the contract.
19. The successful bidder will be required to do the work at the rates as agreed upon on the basis of the L1 bid in the instant tendering process during the entire period of contract. In case the successful bidder who would be awarded the contract shows his inability at any stage after the contract is awarded, for whatsoever reason (s), to render such services as per the terms and conditions in the contract entered into by the successful bidder and this office, the Performance Security Deposit (PSD) would stand forfeited.
20. The bidder shall submit the Financial bid in the prescribed format enclosed at "Annexure-III" of tender document.
21. Each column of Financial bid at Annexure-II must be filled in and no cell/No. column is to be left blank.
22. The bids/EMD received after due date and time will be considered as "Late bid" and shall not be entertained.
23. The contractor shall depute one skilled carpenter and one assistant for doing day-to-day repairing other carpentry related jobs in the




premises of Yojana Bhawan and Vigyan Bhawan. The contractor shall provide repairing instruments and implements of all types. The contractor shall provide the requisite material/parts of indicated/reputed brand/make quality. In case the Competent Authority in this office has any doubts about any particular brand/make/quality of materials/parts, the awardee of the contract would be bound to discontinue using such brand/make/quality.

24. In case of breach of any terms and conditions of the contract, Performance Security Deposit of the firm will be liable to be forfeited by this Office besides annulment of the contract.
25. This Office reserves the right to terminate the contract at any point of time, if the services are not found satisfactory and / or materials supplied by the firm are found to be of substandard quality. This Office has the right to award the contract to any other agency at the cost, risk and responsibility of the contractor and excess expenditure incurred on account of this will be recovered by the Planning Commission from its Performance Security Deposit or pending bills or, even by raising a separate claim, if so required.
26. The staff deployed by the successful bidder shall be required to perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property. The staff deployed by the successful bidder will have the additional responsibility of attending to any carpentry related repair/maintenance works in the premises of the offices mentioned above, if so required, even if such an item of work is not mentioned in the list of items mentioned in the Proforma for the Financial Bid. However, if so required for such carpentry related work not mentioned in the list, additional materials would be provided by this office.
27. If there is any incident of theft/pilferage by any worker engaged the contractor as per the contract concluded as a result of this tendering process causing pecuniary loss to the Government, the entire cost will be recovered from the contractor besides a possible annulment of the contract.
28. If any action on the part of workers of the contractor causes any damage to the movable / immovable property of this Office or the O/o the EAC to PM, then full amount equivalent to that of the damaged articles will be recovered from the contractor. There may also be some any other action against the awardee of the Contract as deemed appropriate by the Competent Authority.
29. The contractor will raise bill in triplicate on monthly basis upto the 15<sup>th</sup> of the succeeding month. The payment will therefore be made on monthly basis.
30. No advance payment will be made. Government tax, namely, Service Tax/VAT will be payable wherever applicable and the bill to be submitted by the contractor should bear valid Service Tax registration



number. Validity of the tax registration during the period of contract shall be the sole responsibility of the contractor.

31. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Joint Secretary/Adviser (General Administration), Planning Commission, New Delhi or to any senior Officer nominated by him for this purpose. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his Office or is unable to act for any reasons, the Joint Secretary/Adviser (General Administration), Planning Commission, shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by Joint Secretary/Adviser (General Administration), Planning Commission, shall act as arbitrator under any circumstances. The decision of the Joint Secretary (Adm.), or the Sr. Officer nominated by him shall be final and binding on the Contractor. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim filed within this period, it shall be presumed that there is no claim.
32. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made thereunder and for the time being in force, shall apply to arbitration proceedings under this Clause.
33. The arbitrator may, from time to time, extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.
34. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered/Speed Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

  
(Subhash Chander)  
Under Secretary to the Govt. of India  
Tele No: 23096522

**Copy to:**-Director (C&I), Planning Commission with the request to upload the tender notice in the Planning Commission's website.

**Application with Details about the Firm/Bidder**

**1. Name of Tendering**

**Company/:** \_\_\_\_\_

Firm/Agency

(Attach certificate of registration)

**2. Status of the Firm**

(whether of the

Owner/Partner/Director): \_\_\_\_\_

**3. Name of proprietor / Director : \_\_\_\_\_  
of Company / Firm / Agency**

\_\_\_\_\_

**4. Full Address of Reg. Office : \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

**5. Full Address of Operating  
/ Branch Office : \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

**6. Banker of Company / Firm / Agency with full address :  
(Attach certified copy of statement of A/C for the last  
Three years) : \_\_\_\_\_**

\_\_\_\_\_

**Telephone Number : \_\_\_\_\_  
of Banker**



7. PAN / TIN No. : \_\_\_\_\_  
(Attach attested copy)

8. Details of EMD (Rs. 25,000/-)  
(a) Banker's Cheque/DD No. : \_\_\_\_\_

(b) Dated : \_\_\_\_\_

(c) Name of the issuing Bank : \_\_\_\_\_

9. Details of the major similar contracts handled by the tendering Company / Firm / Agency in the following format :

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs.)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

10. Experience Certificate (copy enclosed) in support of the condition as mentioned in Para 7 of the Annexure I (Eligibility Criteria for Technical Bid) Terms and Conditions of the instant tendering process.

Signature of the authorized person \_\_\_\_\_

Name \_\_\_\_\_

Company Seal \_\_\_\_\_

Dated:

Place:

**Pro-forma of Financial Bid of Annual Maintenance of furniture and  
other furniture related items**

Sl. No.	Particulars	Tentative Unit Required (Per annum)	Cost per unit	Total cost (3 x 4)
1	2	3	4	5
<b>A</b>	<b>Appx. 963 Nos. of Almira h / Book shelf /Storage (Steel/Wooden)</b>			
1.	Provision & Replacement of lock(Godrej\ Equivalent make)	150		
2	Provision & Replacement of Handle (Godrej \ Equivalent make)	150		
3	Adjustment of Shelves	100		
4	Provision of Key \ repair of locks	900		
5	Provision and fixing of new bush	100		
6	Repair of Almira h with Chapki	50		
<b>B</b>	<b>Steel Filing Cabinet</b>			
1	Provision & Replacement of lock (Godrej\Equivalent make)	150		
2	Provision & Replacement of handle (Godrej\ Equivalent make)	200		
3	Adjustment of drawer \ channel including repair & Replacement of new channel	200		
4	Steel boll (ISI mark)	100		
5	Provision of key & Repairing of lock	300		
6	Steel Compactor (Repairing \ overhauling \ Repairing of lock & providing key and other parts)	150		
<b>C.</b>	<b>Appx. 1616 Nos. of Steel Revolving Chair/ Computer Chair/Visitor Chair</b>			
1	Repair of chair	350		
2	Overhauling & greasing	100		
3	Replacement of wheel(Godrej\ equivalent make)	500		
4	Replacement of axel (ISI mark)	100		
5	Replacement of spring (ISI mark)	100		
6	Painting of Chair	100		
7	Welding (per point)	100		
8	Replacement of cylinder (ISI mark)	350		
9	Canning of back of chair	50		
10	Canning of seat of chair	50		
<b>D.</b>	<b>Door Lock</b>			
1	Replacement of Door lock (Godrej \ Equivalent make)	300		
2	Replacement of handle (Godrej \ Equivalent make)	300		
3	Opening \ repairing of lock & provision of key	300		
4	Provision and fixing of Godrej Night Latch)	250		
5	Provision and fixing of Door Closer (ISI mark)	100		
6	PF Chapa Kunda	150		
7	Provision and fixing of door stopper	300		
<b>E.</b>	<b>Painting of Furniture (Rate per Sq. Ft.)</b>			
1	Steel Almira h (big size) out portion only	100		
2	Steel Almira h (small size) outer portion only	100		

3	Steel Filing Cabinet	300		
4	Side Rack (big)	300		
5	Side Rack (small)	200		
6	Steel book Case	200		
7	Steel Compactor Credenza	200 200		
<b>F</b>	<b>Repair of Wooden Furniture</b>			
1	Minor Repair of Chair without any replacement	500		
2	Minor Repair of table without any replacement	500		
3	Minor Repair of Almirah without any replacement	200		
4	Repair of seat\back of chair	200		
5	Replacement of chair Arm	200		
6	Replacement of chair leg	200		
7	Replacement of Table leg	300		
8	Repair \Replacement of table\workstation drawer	300		
9	Repair \ Replacement of channel of drawer \ key board	300		
10	Provision and fixing of rings to curtains (per 100)	100 Pkts. (each packets containing 100 Nos.)		
11	Provision of looking mirror (Modi Guard \ Saint Gobain\ Equivalent make) (a) PVC (b) wooden (ISI Mark) (C) wooden with towel rod/stand (ISI mark)	100 100 100		
12	Provision \ Replacement of curtain rod (per feet) ( Vista or ISI mark)	2500 Sq. ft.		
13	Provision and fixing of Venetian Blinds.	2500 Sq. ft.		
14	Sofa Cushion (12"x12"x4") with cover(ISI mark)	300		
15	Sofa Cushion (12"x12"x4") without cover(ISI)	300		
<b>G.</b>	<b>Polish of wooden Furniture (Rate Per Sq. Ft. wherever applicable)(Appx.1738 Nos. Executive/Office/Computer/Centre corner/Side/Stool Table)</b>			
1	Table (Big Size)	300		
2	Table (Small Size)	300		
3	Chair	300		
4	Partition Screen	40		
5	Side Rack	1000		
6	Centre Table	200		
7	Almirah	300		
8	Mirror Stand	50		
9	Stool	50		
10	Conference table	500		
11	Book Shelf	200		
12	Sofa (per seat)	400		
13	Lacquer polish on any surface	2000 sq ft		
14	Deco polish with wax finish	1500 sq. ft.		
15	Malamine Polish	1500 sq. ft.		
<b>H.</b>	<b>Provision of Glass Top (with buffing/holing &amp; Cartage)(Rate per Sq. Ft.)</b>			
1	Glass top 8mm thickness (g) Plain	1000 Sq, Ft,		

	(h) Colour	250 Sq. Ft.		
2	Glass top <b>10mm</b> thickness (g) Plain (h) Colour	1000 Sq. Ft. 250 Sq. Ft.		
3	Glass top <b>12mm</b> thickness (g) Plain (h) Colour	750 Sq. Ft. 250 Sq. Ft.		
<b>I.</b>	<b>Miscellaneous</b>			
1	Providing and fixing of notice board (per sq.ft.)	300 Sq. Ft.		
2	Change of cloth of notice board (rate per sq, ft.)	100 Sq. Ft.		
3	Supply of writing desk (g) Acrylic (h) Wooden	100 100		
4	Supply of coat stand with brass fitting	50		
5	Wall Board – (a) Plain (b) Magnetic	50 50		
6	Letter Box (normal – 15” x 12” x 6” size) (g) Wooden (h) Metal	50 50		
7	Fixing of photographs \ maps	100		
8	Fixing charges of window pelmet	100		
<b>J</b>	<b>Complete renovation including Cushion, Markeen, Dory, Spring, Jute, Tat, Cnvas PU Foam, Labour Charge (Rate per Seat) –In Rs. {Appx. 678 Sofa Seats}</b>			
1	<b>Sofa Set (Price Range tapestry cloth per meter, in INR)</b>	<b>500 Seats</b>		
	400-500			
	501-700			
	701-900			
	901-1200			
2	<b>Revolving Chair (Price Range tapestry cloth per meter, in INR)</b>	<b>300 Seats</b>		
	400-500			
	501-700			
	701-900			
	901-1200			
3	<b>Visitor chair (Price Range tapestry cloth per meter, in INR)</b>	<b>800 Seats</b>		
	400-500			
	501-700			
	701-900			
	901-1200			
4	<b>Computer Chairs (Price Range tapestry cloth per meter, in INR)</b>	<b>500 Seats</b>		
	400-500			
	501-700			
	701-900			
	901-1200			
		<b>GRAND TOTAL</b>		

N.B. In the case of every item above, unless and until no unit is mentioned, number is to taken as the unit whereas, in all other cases, the unit has been mentioned separately and the rates in column (4) are to be given as rate per unit, for each item