

No. D-14001/2/2020-21/A&G  
Publication Division  
Ministry of Information & Broadcasting  
Soochna Bhawan

CGO Complex, Lodhi Road,  
New Delhi, dated 21.9.2020

**NOTICE INVITING TENDER**

Subject: - Invites Bids for Annual Maintenance Contract (AMC) regarding of Repairing & Polishing wooden & Steel Furniture and making of duplicate key & key lock, furnishing Items etc. in DPD(HQ) and Employment News, New Delhi.

Sealed Bids are invited from reputed firms/ agencies for Annual Maintenance (AMC) of this Directorate's Repairing & Polishing wooden & Steel Furniture, making of duplicate key & key lock and furnishing Items etc, in DPD & Employment Newsa for a period of one year as per the terms and conditions enclosed(Annexure-I) and extendable for another one year on the basis of satisfactory performance.

2. The rate should be quoted for each item separately in the prescribed format (Annexure-II).
3. The contractor is required to provide a carpenter or mechanic at the notice of one hour in case of any complain and if needed the carpenter or mechanic should be available even on holidays.
4. The bid should be accompanied by Earnest money in the form of a Demand Draft of **Rs. 5,000/- (Rupees Five Thousand Only)** drawn on any nationalized bank in favour of "DDO (Cash), DPD, New Delhi" and payable at New Delhi.
5. Successful tendered will have to deposit a performance security of **Rs. 15,000/- (Rupees Fifty Thousand only)** in the form of Fixed Deposit Receipt (FDR) within a week of award of work. It will be retained by this Directorate until the end of period of contract. However, security money will be forfeited, if the firm fails to perform according to any of the terms and conditions of the contract or if the work is found to be unsatisfactory.
6. If you are interested in doing the job, as per the terms and conditions, you may send your sealed quotation, duly super scribed "**Quotation for Annual Maintenance Contract of Repairing & maintenance of wooden and steel furniture etc.**" and addressed to the undersigned and should be deposited in the tender box kept in Room No. 691, Soochna Bhawan, Phase V, Lodhi Road, New Delhi or alternatively send by post so as to reach this Directorate not later than 3.00 p.m. on 13.10.2020. Quotations received after this stipulated date / time shall not be entertained.
7. The technical bid will be opened by the committee constituted for the purpose on the same day at 3.30 p.m in Room No. 691, Soochna Bhawan, New Delhi in the presence of the tenders or their representative who may like to be present.

Yours faithfully,



(B K Biswas)  
Deputy Director

Annexure I

1. Name and Address of Bidding Firm :
2. Name and Designation of the person Signing the bid :
3. Capacity in which bid is signed by the Bidder (Proprietor / Partner / Director) :
4. Telephone Number (Mobile / Landline) :
5. Earnest Money Deposit Details :
6. Firm's Registration Certificate, PAN and GST number along with self attested copies :
7. Turnover of Rs. 2 Crore during the last three financial years through execution of such maintenance contract. :
8. Latest ISO certificate (Copy enclosed) ::
9. Proof of Establishment/Workshop with Valid Govt/MCD/NDMC Licence :
10. Proof of Renovation work in at least 3 Govt.Ministries/Department/PSU's :
11. The Firm should have experience of 3 years in the field :
12. Terms & conditions mentioned in the Invitation of bid are Acceptable / Not Acceptable :
13. Deviation in Terms & conditions Specification (if any) :

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### TERMS & CONDITIONS

1. Bids should be valid for a minimum period of ninety days after the due date. Quotations should be addressed by designation and the sealed envelope containing the quotations is to be addressed by name to officer signing this enquiry.
2. The Firm shall carry all the repair work keeping the ambience / symmetry of the Surrounding. Any deviation shall amount to loss of government property and the Firm shall be liable to pay damages as per calculation of the Directorate.
3. The Firm will be required for Annual Maintenance of furniture items in any of the premises of the Department. For the purpose, no extra payment shall be made by this Department and the arrangement shall be made by the Firm on its own for supply and installation of the items related to maintenance of the furniture in the Department, as and when required. Any Layout / sketch of plans of placing the furniture any particular room, if required, has to be prepared and furnished by the Contractor in consultation with the concerned user of the Department. No expenditure shall be borne by the Department in this regard and the Firm has to make its own arrangement for the same. If any furniture is found defective within a period of six months of the maintenance / repairing, the same shall be returned to the firm for which the firm will be liable to replace the same at its own cost. No extra charges towards transportation or any other item shall be borne by the Ministry.
1. The Successful bidder will have to deposit a Performance Security Deposit of Publication Division in the form of Bank Guarantee of any Nationalize Bank which shall be valid beyond 60 days after the expiry of the contract. The other terms and conditions incorporating penalty clause etc. which would be mandatory for the selected firm will be issued at the time of awarding the contract.
4. No Advance payment will be made in any case. The approved contractor shall submit the bills (in triplicate along with the user's report for payment.
5. The payment shall be made after submission of bill.
6. The firm should not have been blacklisted by any Government Department or Semi-Government Department in the past.
7. **The contract will be valid for a period of one year.** The period of contract would be intimated after finalization of the contract. The rates quoted will remain the force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The contract may be extended for another year on mutual consent and subject to satisfactory performance.
8. The contract can be terminated at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this connection, the decision of the Department will be final and binding on the firm.
9. The L-1 bidder shall be decided on the basis of the total value of the tender.
10. The Department reserves the right to reject any or all quotations without assigning any reasons thereof.

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11. The bids must reach the undersigned on or before the due date i.e. ----- by 3 PM Bids received after due date and time are liable to be rejected. Technical bids shall be opened on the same day at 3.30 pm in Room No. \_\_\_\_\_ Soochna Bhawan, Phase V, New Delhi in the presence of Bidders, who may like to be present.
12. It may be specifically mentioned whether quotation in strictly as per tender specification / conditions. If not, deviation must be spelt out specifically in the technical bid. In the absence of this the, quotation may be rejected.
13. Registration number of the firm along with the GST No. / ESI No/ EPF No. Service Tax No. allotted by the concerned authority should be duly mentioned and copies attached should be submitted along with your quotation. If incomplete in these respects the quotation is liable to be rejected.
14. Bidder shall sign all pages of quotation and drawing forwarded with the quotation.
15. In case of any discrepancy between rate mentioned in the figures and word, the later shall prevail. Further in case of any discrepancy between unit price and total price, the price quoted; as unit price shall prevail.
16. The Directorate may waive infirmities or seek clarification. If so desired.
17. Any attempt of negotiation direct or indirect on the part of the tenderer with the authority to whom he has submitted the tender or authority who is competent finally to accept it, after he has submitted the tender or any endeavour to secure any interest for an actually or prospective tenderer or to influence by any means the acceptance of the particular tenders will tender the tenderer liable to be excluded from consideration.
18. Each quotation must be accompanied with Earnest Money Deposit for **Rs. 5,000/- (Rupees Five Thousand only)** shall be in the form of Demand Draft/Pay Order in the name of **DDO (Cash), DPD, New Delhi**. Quotations received without Earnest Money Deposit are liable to be rejected. However, firms who are registered for supply of items in question with DGS&D / NSIC should invariable accompany the tender failing which bids may be rejected.
19. Earnest Money is liable to be forfeited and bid is liable to the rejected, if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.
20. The Earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the Directorate on the Earnest Money Deposit.

Contd. 5/-

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21. The rates should be quoted in Indian Rupees for delivery at premises of the Directorate. All prices should be fixed and should not be subject to escalation of any description. The rates must be excluding of GST, which shall be paid by the Directorate separately as applicable. However, these would be considered at the time of evaluation.
22. All disputes are subject to the jurisdiction of court in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with laws of India.
23. The Directorate reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.
24. **ARBITRATION :** In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then the Directorate will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The Arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and conciliation Act, 1996 or of any modifications or re-enactment thereof including the rules framed there under.



(B K Biswas)  
Deputy Director

S.No.	Details of the Item	Rate
<b>A</b>	<b>STEEL/WOODEN TABLE</b>	
1	Replacement of lock	
2	Adjustment of drawer	
3	Minor Repair of table	
4	Providing of key	
5	Opening of drawer	
6	Repair of lock	
7	Replacement of handle	
8	Providing & Fixing of new channel Per sq inch.	
9	Providing & fixing of particle board (per sq ft)	
10	Providing & Fixing of Sun Mica Top (per sq ft)	
<b>B</b>	<b>STEEL/WOODEN ALMIRAH</b>	
11	Replacement of lock	
12	Replacement of handle	
13	Repair of locking system	
14	Adjustment of shelves	
15	Providing of key	
16	Opening of almirah	
17	Providing & Fixing of new brush	
18	Repairing of door	
19	Providing & Fixing of new locking system	
20	Providing & Fixing of steel base	
21	Providing & Fixing of elevator in wooden	
22	Providing of new elevator in brass fitting in acrylic sheet	
<b>C</b>	<b>STEEL REVOLVING CHAIR</b>	
23	Repair of revolving chair	
24	Replacement of wheel	
25	Over hauling & greasing	
26	Replacement of shocker/pressure	
27	Replacement of base	
28	Painting of revolving chair	
29	Welding per point	
30	Providing & Fixing of PU arms	
31	Repair of seat/back	
32	Welding per point of new revolving system	
<b>D</b>	<b>PAINTING OF STEEL FURNITURE ETC.</b>	
33	Steel almirah (big) outside (in & out both)	
34	Steel almirah (small) outside (in & out both)	
35	Steel filling cabinet/rack outside (per sq ft)	
36	Steel table officer	
37	Painting of oil bound distemper (per sq ft)	
38	Painting of partition etc. with plastic paint (per sq ft)	
39	Painting of partition etc. with enamel paint (per sq ft)	
40	Steel rack (small)	
41	Steel rack (big)	
42	Book self/book case	
<b>E</b>	<b>POLISHING, PAINTING</b>	



43	Officer table	
44	Assistant table	
45	Clerical table	
46	Easy chair	
47	Partition screen	
48	Side rack	
49	Centre table	
50	Stool	
51	OBD	
52	Plastic Paint	
53	Enamel Paint	
54	POP	
55	Polishing of sofa set 5 seater (per seat)	
56	Polishing of partition etc. (per sq ft)	
57	Polishing on wooden flooring (per sq.ft.)	
58	Polishing of melamine polish (per sq ft)	
<b>F</b>	<b>REPAIR OF WOODEN FURNITURE</b>	
59	Providing & Fixing of piano type hinges	
60	Providing & Fixing of AL -drop	
61	Providing and Fixing of door closer	
62	Providing of wood (pr runn ft)	
63	Fixing of ply 6mm (commercial per sq ft)	
64	Providing of curtain rod/channel (aluminum) per runn ft	
65	Providing of secret lock (Godrej)	
66	Providing & Fixing of wooden beading/moulding (per runn ft)	
67	Providing & Fixing of aluminum beading/ moulding (per runn ft)	
68	Providing of footrest	
69	Providing & Fixing of multipurpose lock	
70	Providing & Fixing of new wooden partition with both side ply and painting (per sq ft)	
71	Providing & Fixing of key board tray	
72	Providing & Fixing of kunda & chapka	
73	Providing & Fixing of tower bolt	
74	Repair of wooden table	
75	Repair of wooden Amirah	
76	Providing & Fixing of vertical blinds	
77	Providing & fixing of Zebra Blinds	
78	Providing & Fixing of Roller Blinds.	
79	Repair of all kind of blinds (per sq ft)	
80	Providing & Fixing of door closer	
81	Providing & Fixing of window stopper	
82	Providing & Fixing of 5mm plain glass	
83	Providing & Fixing of 5mm Antilo glass colored	
84	Providing & Fixing of 10mm plain glass with polished edge	
<b>G</b>	<b>RENOVATION OF SOFA SET</b>	
85	Renovation of 3 seater sofa set with tat, cotton, jute, niwar, marking and all necessary material required (with cloth & cushion)	

	and without cloth & cushion per seat either with arms or without arms).	
86	Renovation of 2 seater sofa set with tat, cotton, jute, niwar, marking and all necessary material required (with cloth & cushion) and without cloth & cushion per seat either with arms or without arms)	
87	Renovation of single seater sofa set with tat, cotton, jute, niwar, marking and all necessary material required (with cloth & cushion) and without cloth & cushion per seat either with arms or without arms)	
88	Renovation of visitor chairs leather form, cloth and cotton form, nails, screw and all necessary material required (with cloth & cushion) and without cushion.	
89	Renovation of revolving/executive chair leather form, cloth and cotton form, nails, screw and all necessary material required (with cloth & cushion) and without cushion.	
90	Rate of cloth (per mtr) i. Cotton plain ii. Acrylic iii. Cord iv. Velvet v. Terri cot vi. Polyester vii. Executive designed	
91	Stitching of curtain (plain) with buckram, tape, regngs hooks, with lining	
92	Stitching of curtain (plated) with buckram, tape, rings hooks, with lining	
93	Stitching of loose covers for sofa (per seat): Stitching of loose cover for visitor chairs (per seat)	
94	Providing & Fixing of rod for curtains (per ft)	
95	Supply of cushions (ISI marks) for sofa sets/chairs etc. i. 4"x21"x22" ii. 3x21"x22" iii. 2"x18"x18" iv. U-foam 6x3 sheet (per mm)	

GST Charges will be extra.