

No. D-14014/01/2016-Admn. II
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, New Delhi,
Dated 22nd April, 2016.

E-TENDER NOTICE

Subject: E-Tender for for Annual Maintenance Contract for repair/maintenance of various kinds of furniture items of the Ministry of Labour & Employment for a period of one year i.e. 2016-17 - inviting e-tender - regarding.

E-TENDER DATE SHEET

PUBLISHED DATE	22.04.2016
BID DOCUMENT DOWNLOAD/SALE START DATE	22.04.2016
BID SUBMISSION START DATE	22.04.2016
BID DOCUMENT DOWNLOAD/SALE END DATE	16.05.2016
BID SUBMISSION END DATE	16.05.2016 UPTO 3.00 PM
BID OPENDING DATE	16.05.2016 AT 4.00 PM

Online e-tenders are invited by the Ministry of Labour and Employment (Main Secretariat) under single bid system for repairing of Wooden & Steel furniture items as per list enclosed(**Annexure-I**) for a period of one year i.e. for the Financial Year 2016-17..

2. The e-tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 22.04.2016 to 16.05.2016 (upto 3.00 P.M.).

3. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in single bid system in the prescribed proforma. Tenders are to be submitted online only through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria, and Earnest Money Deposit for Rs. 10,000/- etc. are to be scanned and uploaded along with the Tender documents. Tenders submitted by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. The Demand Draft/Bankers Cheque of Earnest Money Deposit for Rs. 10,000/- to be submitted in sealed cover only and to drop in the Tender Box kept near the Reception of the Shram Shakti Bhawan, New Delhi on 16.05.2016 (till 03:00 PM)

4. General Terms and conditions of the tender are given in **Annexure-II**.

5. The bid will be opened online by Bid Evaluation Committee in the Ministry of Labour and Employment on 16.05.2016 at 4.00 P.M. in Room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi. Selection of the agency (L-1) will be based on the recommendation of the Bid Evaluation Committee.

(G. A. Raghuvanshi)

Under Secretary to the Govt. of India
Tele.No. 23766320

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wider publicity.
3. CPP Portal.
4. Notice Boards.
5. Hindi Section for Hindi version.

Copy for information to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.


(G.A. Raghuvanshi)

Under Secretary to the Govt. of India
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**Application Proforma of rates for repair & maintenance of Furniture & fixture installed in the
Ministry of Labour & Employment**

S. No.	Items / Descriptions	Rate Per Unit* (Excluding Tax)
Steel / Revolving chair		
1.	Change of Shocker	Rs.
2.	Providing and fixing of Wheel (ISI-Mark)	Rs.
3.	Adjustment/Repair of Revol. Chair /visitor chair	Rs.
4.	Change of PU Arm of Revol. Chair	Rs.
5.	Change of Base (Chair)	Rs.
6.	Repair of wooden chair / cane chair	Rs.
Misc. Items		
1.	Replacement of Steel Almirah Handle	Rs.
2.	Adjustment of shelves in steel/wooden almirah	Rs.
3.	Replacement of Filing cabinet Handle	Rs.
4.	Repair of Steel / Wooden Almirah	Rs.
5.	Repair / Adjustment of Steel Table	Rs.
6.	Providing/Fixing Aldraz	Rs.
7.	Providing/Fixing Chitkani	Rs.
8.	Handle of table/cupboard/Wooden Almirah	Rs.(ord.) Rs. (Brass)
9.	Computer Channel set for Computer table	Rs.
10.	Repair of Wooden door/table	Rs.
11.	Fixing of blind	Rs.
12.	P/F of Kabza	Rs.
13.	P/F of Seat for Cane chair	Rs.
14.	Repair of Key board	Rs.
15.	P/F of Nova	Rs.
Door Lock / Door Closer		
1.	Repair of door closer	Rs.
2.	Providing / fixing of new door closer ' ISI Mark '	Rs.
Painting of Steel Furniture		
1.	Steel Almirah (Big) { In & Out }	Rs.
2.	Steel Almirah (Small) { In & Out }	Rs.
Polishing of Wooden furniture (Ordinary)		
1.	Wooden Table	Rs.
2.	Table Corner / Stool	Rs.
3.	Sofa Set (3 Seater)	Rs.
4.	Sofa Set (1 Seater)	Rs.
5.	Book Shelf	Rs.
6.	Wooden Wall Polish(lacquer) (per square feet)	Rs.

*Taxes Extra.

Repair of Wooden Furniture & Locks		
1.	Adjustment / repair of drawer	Rs.
2.	Providing of wood (19 MM thick	PSF Rs.
3.	Providing & Fixing of ply (8 MM) (12 MM)	PSF Rs. PSF Rs.
4.	Providing of Kunda Chhapka	Rs.
5.	Providing & fixing of curtain rod / channel (Aluminium)	Running Ft. Rs.
6.	Providing of Secret lock (Godrej / Harrison)	Rs.
7.	Providing of footrest (Normal size)	Rs.
8.	Providing / fixing of Wooden partition	PSF Rs.
9.	Wooden table Lock /book shelf lock/Side rack lock/cupboard lock/Wooden Almirah lock	Rs.
10.	Steel Almirah Lock	Rs.
11.	Steel table lock	Rs.
12.	Providing of Duplicate keys (two)	Rs.
13.	Providing of i) 35 MM pad lock ii) 65 MM pad lock iii) 70 MM pad lock iv) Zanzeer/chain (Running Feet)	Rs. Rs. Rs. Rs.
Wall Cup Boards		
1.	Minor repair of Cup-board / Book shelf	Rs.
2.	Providing of new door 19 MM thick	Rs.
Miscellaneous Works		
1.	Fixing of Photographs / maps / sceneries /name plate	Rs.
2.	Providing of keys to Secret lock	Rs.
3.	Repair of Security lock	Rs.
3.	Supply / fixing of ring / hook (per dozen)	Rs.
4.	Providing / fixing of door stopper	Rs.
5.	Opening of locked door (security lock) / table	Rs.
6.	Providing of stool teakwood (19 MM thick) 3'x2' size	Rs.
7.	Providing / fixing of pipe for curtain	PSF Rs.

8.	Providing / fixing of Normal glass i) 4 mm thick ii) 8 mm thick iii) 10 mm thick iv) 12 mm thick	PSF Rs. PSF Rs. PSF Rs. PSF Rs.
9.	Providing / fixing of Bevalled glass with Brown colour including grinding i) 4 mm thick ii) 8 mm thick iii) 10 mm iv) 12 mm thick	PSF Rs. PSF Rs. PSF Rs. PSF Rs.
10.	Brass polishing of Name plate	Per letter Rs.
11.	Brass polishing of plant pot	Per Pot Rs.
12.	Tata Sky stand with glass	Rs.
13.	Upholstery of revolving chairs with good quality of Cloth and Foam.	Rs. per chair
14.	Upholstery of sofa set with good quality of cloth and foam.	Rs. per piece

PSF-Per Square Feet.

(Signature & Rubber Stamp of authorised representative of the Firm/Tenderer)

General Terms and conditions1. Parties:-

The parties to the contract are the firm (the tenderers to whom the work has been assigned) and the Government of India through the Ministry of Labour & Employment for and on behalf of the President of India, hereinafter referred to as "the Ministry".

2. Address:-

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Ministry. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest money:-

- (i) Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) must be deposited by the bidders in the form of Account Payee Demand Draft/Banker's Cheque drawn in favour of Pay & Accounts Officer (MS), Ministry of Labour & Employment, New Delhi along with their tenders.
- (ii) No request will be entertained for transfer of any previous deposit of earnest money and/or security deposit of payment of any kind held by the Ministry in respect of any previous work.
- (iii) Tenderer shall not be permitted to withdraw his/her offer or to modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government without prejudice to any other action to be taken against such tenderer (s).
- (iv) The tenders found without Earnest Money Deposit will be summarily rejected.
- (v) No claim shall lie against the Government/Ministry in respect of erosion, if any, in the value or interest on the amount of earnest money deposit.
- (vi) No interest will be paid on Earnest Money in any case.

5. Security Deposit:

The successful tenderers will have to deposit a security-cum performance guarantee of Rs.30,000/- (Rupees Thirty thousand only) in the form of Bank Draft or Bank guarantee from any nationalised Bank duly pledged in the name of the "Pay and Accounts Officer (MS), Ministry of Labour and Employment, New Delhi". The security money is refundable after 03 months on successful completion of the contract period. The security amount may be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract. Validity of the security money will be for 15 months from the date of contract.

6. Opening of Tender:-

The tenderer is at liberty to be present either himself or authorize not more than one representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

7. Right of acceptance:-

- (i) The Ministry reserves the right to reject any or all tenders/bids without assigning any reason thereof and also does not bind itself to accept the highest/lowest quotation only.
- (ii) Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's bid/offer.

8. Communication of Acceptance:-

The Ministry in due course will inform successful Tenderer of the acceptance of his/her tender.

9. Penalty:-

In the event of the contractor failing to observe or perform any of the conditions of the work as set out herein or execute the work with regard to material and quality to the satisfaction of and the time fixed by the Ministry etc., the deposited money will be forfeited the Ministry and the contract will be terminated immediately at any time without assigning any reason. In this regard, **the decision of the Ministry will be final and binding on the contractor**. The contractor shall be liable to the loss(es), if any, that may be suffered by the Ministry, due to his/her actions and/or omissions at the time of executing the work .

10. Scope of work:

- a) The Contract will be valid for a period of one year with effect from award of the Contract which may be extended further on the same terms & Condition. However, The grant of extension of contract will be sole discretion of the Ministry. Office of the firm should be located within Delhi/NCR area.
- b) It will be the **responsibility of the contractor to depute at least one good skilled carpenter** to this Ministry every day for doing the day to day repair / maintenance works. If the carpenter does not come on any of the working day or fails to do the required carpentry work, the work will be got done by the Ministry at the cost of contracted agency.
- c) The firms must have an Annual turnover of at least 5 Lakhs during the last 02(Two) years and enclose a photocopy thereof.
- d) The unrealistic rates viz. free of cost / complementary shall not be entertained. Rates (Rs./PSF/Running Ft.) as sought vide proforma may be furnished only.
- e) The successful firm will be required to do the work during a period of one year. The Ministry shall, however, reserve the right to terminate the contract at any time without assigning any reason.
- f) The work is to be carried out in the premises of Ministry of Labour & Employment at Shram Shakti Bhawan and Jaisalmer House, New Delhi.
- g) Only such works, which cannot be done in the office premises, would be allowed to be done outside. No extra charges will, however, be payable on this ground.

11. Breach of Terms and conditions:-

In case of breach of any of the terms and conditions mentioned herein, the Ministry will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by this Ministry and in that event, the security deposit i.e. "at least 10% to the total of the deposited money" shall also stand forfeited. In case, the balance money/security deposits fall short of the amount of damages/losses chargeable by the Ministry, the contractor shall pay the same to the Ministry immediately on receipt of a demand letter from the Ministry.

12. Subletting of Work:-

The firm shall not assign or sublet the work or any part of it to any other person or party without first obtaining permission in writing of the Ministry, which it will be at liberty to refuse if it thinks fit.

12. Right to call upon Information Regarding Status of Work, etc.:-

The Ministry will have the right to call upon any information pertaining to the work at any point of time and the firm will be bound to provide the information on receipt of the Ministry in this regard.

13. Terms of payments:-

The payment will be made on quarterly basis after satisfactory completion of the jobs.

14. Extension:-

The contract may be extended in favour of firm by the Ministry on the request of firm, on the same rates, terms & conditions as in the present contract on the basis of satisfactory service.

15. Arbitration:-

If any difference arises concerning this contract Agreement, its interpretation on the payments to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Ministry of Labour & Employment. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings.

16. PAN/TIN

The firms must indicate their PAN/TIN number and enclose a photocopy thereof.

Undertaking to be signed by the firm/tenderer on behalf of his/her firm.

I/We -----do hereby undertake that I/We have clearly and precisely understood the terms and conditions of the tender, that I/We will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and /or in case of my/our work being fund unsatisfactory at any time during the period of contract, my/our contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I/We will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my/our part.

I/We ----- also undertake that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

(Signature & Rubber Stamp of authorised
representative of the Firm/Tenderer)