

No. D-14014/01/2019-Genl.
Government of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhawan,
Sansad Marg, New Delhi-110001
Dated: 28.04.2020

TENDER NOTICE

Subject:- E-Tender Notice for Annual Contract for repairing of various furniture items in the Ministry of Statistics and Programme Implementation-reg.

Ministry of Statistics & Programme Implementation invites online Tender under two bid system from registered and authorized firm for repairing of various furniture items in the offices located at Sardar Patel Bhawan, Pushpa Bhawan, East Block & West Block, R.K. Puram, New Delhi as per **ANNEXURE- I & II. Manual bids shall not be accepted.**

2. Bids shall be submitted online only at Central Public Procurement Portal (CPPP) website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderers for the e-submission of the bids online through the CPPP for e-Procurement at <http://eprocure.gov.in/eprocure/app>'.

3. **CRITICAL DATE SHEET**

Published Date	30.04.2020 (Thursday)
Bid Document Download start Date	30.04.2020 (Thursday), 05:30 PM onwards
Clarification Start Date	30.04.2020 (Thursday), 05:30 PM onwards
Clarification End Date	14.05.2020 (Thursday), 05:30 PM
Pre bid meeting	Not applicable
Bid Submission Start Date	30.04.2020 (Thursday), 05:30 PM onwards
Bid Document Download end date	20.05.2020 (Wednesday), 5:30 PM
Bid Submission End Date	21.05.2020 (Thursday), 5:30 PM
Technical bid opening date	22.05.2020 (Friday), 10:00 AM
Financial bid opening date	Will be intimated later

4. Tender documents can be downloaded either from Ministry's Website <http://www.mospi.nic.in> and/or CPPP portal and CPPP website i.e. <http://eprocure.gov.in/eprocure/app>. Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and CPPP <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender document including downloaded price bid template in any manner.** In

case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer will be liable to be banned for future.

5. EMD Payment: Earnest Money Deposit of **Rs.50,000/- (Rupees Fifty Thousand Only)** is to be deposited in the form of Demand Draft/ Pay Order favour of the **Pay & Accounts Officer, Ministry of Statistics & Programme Implementation**. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is finalized. Bidders are required to submit the details of EMD payment at the time of Bid Preparation and the EMD amount must be deposited before opening of the technical bids. The technical bids of the firms will be rejected if the EMD is not received in the Ministry.

6. Performance Security:- The successful bidder has to deposit performance Security in the form of Security Deposit/Bank Guarantee of **Rs.1,00,000/- (Rupees One Lakh Only)** in favour of **Pay & Accounts Officer, Ministry of Statistics & Programme Implementation** from any schedule commercial bank. The validity of the performance security deposit should be at least three months beyond the expiry of the contract period

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP.

More information useful for submitting online bids on the CPPPI may be obtained from: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the CPPP (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPPPI which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person

- to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 8. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 9. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.

Responsibilities of the Firm for executing the Contract

1. Timely repair is the essence of the contract. Accordingly, the firm whosoever selected or awarded the contract will be liable to depute at least three persons having the expert knowledge of the subject matter of the contract. Out of three persons, one will be deputed at Sardar Patel Bhawan and other two persons will be deputed for the offices of Pushpa Bhawan and R.K. Puram East Block & West Block. The persons whosoever is deputed in the Ministry will be bound to come to these offices on daily basis and will be available there for full office hours. However, they will be also bound to visit office as and when required by the Ministry beyond the office hours.
2. The firm shall carry out the repair work with type, form and style and with other fit and proper materials in good and workman-like manner, in

accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, inter alia, the work liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the firm and/or any other penalty as deemed fit by the Ministry of Statistics & Programme Implementation. In this regard the decision of Ministry shall be final and binding on the firm.

3. The finalized contract shall be interpreted under Indian Laws. In case dispute of any kind, the firm shall abide by decision of the Competent Authority, Ministry of Statistics & Programme Implementation, New Delhi. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
4. Subletting and assignment: The Contractor shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.
5. The contractor at his/her own cost will arrange all the equipment, materials and other things/service etc. necessary for work. The Ministry of Statistics & Programme Implementation will not provide any assistance in this regard.
6. The Contractor has to carry out/ initiate the repair or any other work specified in tender within one day of placing a complaint, failing in which Secretary, Ministry of Statistics & Programme Implementation shall be entitled to exercise following option:-
 - (a) To cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the purchase of the materials/ tools etc. and/or
 - (b) To forfeit the security deposit and/or
 - (c) To black list the firm and/or
 - (d) Standard penalty of 10% deduction to the cost of repair.
7. The Secretary, Ministry of Statistics & Programme Implementation shall have the power to determine the scale of deduction/ penalty in such case and his decisions shall be final and binding on the contractor.
8. In case the Ministry has to get the work done elsewhere and by any other person or from any other source than the contractor, in such case, the amount of extra cost, if any, shall be paid by the firm or shall be managed from the bills of the firm or from the performance security deposit of the firm.
9. The contract may be awarded to the bidder who has quoted the lowest rates (including taxes) in all the categories. However, if there arises a situation when one single bidder has not quoted the lowest rates for all the items, the decision of competent authority of this Ministry would be final in this regard.
10. The payment will be released on monthly basis after satisfactory completion of work. No advance payment will be released in this regard.

TECHNICAL BID

1.	Name of Firm/Company/Agency	
2.	Address of Firm/Company/Agency	
3.	Certificate of Registration of the firm/ Company to be enclosed	
4.	PAN Registration No. (copy must be enclosed)	
5.	GST/ TIN/ VAT Registration No. (copy must be enclosed)	
6.	Name of the Authorized Signatory	
7.	Specimen signature of the Authorized Signatory	
8.	Telephone number of the Authorized Signatory	
9.	Whether EMD of Rs.50,000/- submitted or not. If yes then DD/ Pay order number (in case of exemption from EMD, the firm must enclosed the valid documents valid upto atleast the tender opening date)	
10.	A detail of the Furniture repairing Contract with Ministries/ Departments/ Organizations/ PSUs etc. in which the firm is engaged in providing service for last 3 years. At least one order copy of each year received from Govt. offices must be enclosed with the tender document.	
11.	Whether proof/ copies of work order on items at s. no. 10 must be enclosed. (Yes/ No)	
12.	Income Tax Return for last two years (copy must be enclosed) (Yes/ No)	
13.	Undertaking/ acceptance of terms & conditions by the firm (separate sheet must be enclosed) (Yes/ No)	
14.	Undertaking on the firm's letter head that the firm is not in the list of agencies blacklisted by any other Govt. Offices must be enclosed. The letter should be ink-signed. (Yes/ No)	

2. I have fully read the terms and conditions of the tender documents and agreeable to me/us.

Yours faithfully,

Date:

Place:

(Signature of the Authorized person with seal)

Name:

FINANCIAL BID

Sl.N.	Name of the work	Measurement in (Nos./per sq.ft /Mtr. etc)	Rate per unit in Rs.)
I	Revolving chair		
1	Repairing of Revolving chair	Nos.	
2	Overhauling and Greasing	Nos.	
3	Replacement of wheel(one)	Nos.	
4	Replacement/Fixing of Axle	Nos.	
5	Replacement/Fixing of Spring	Nos.	
6	Providing & Fixing of Steel Base	Nos.	
7	Providing&Fixing of Plastic Base	Nos.	
8	Welding per point	Nos.	
9	Handle of revolving chair	Nos.	
II.	Wooden chair		
1	Fixing of Handle	Nos.	
2	Replacement & Fixing of New Handle	Nos.	
3	Repairing of lock	Nos.	
4	Providing& Fixing of new locking system	Nos.	
5	Replacement of lock (good quality)	Nos.	
6	Minor Repair of Table	Nos.	
7	Providing duplicating key(two) Nos	Nos.	
8	Opening of drawers	Nos.	
III.	Computer Table		
1	Repairing of computer table Nos	Nos.	
2	Key Board Channel(New)	Nos.	
IV.	Steel Almirah		
1	Minor repairing	Nos.	
2	Repairing of lock	Nos.	
3	Replacement of lock(ordinary)	Nos.	
4	Repairing of locking system	Nos.	
5	Opening of locking Almirah	Nos.	
6	Replacement of handle	Nos.	
V.	Door closer		
1	Repair of door closure	Nos.	
2	Replacement of spring	Nos.	
3	Oiling and greasing	Nos.	
4	Replacement of small Rod	Nos.	
5	Replacement of big rod	Nos.	
6	Providing and Fixing new door closure	Nos.	

VI.	Steel Book case		
1.	Opening of bookcase	Nos.	
2.	Providing and fixing of lock	Nos.	
3.	Providing and fixing of handle	Nos.	
4.	Providing and fixing of pane	Nos.	
5.	Providing of duplicate key(two)	Nos.	
VII.	Other repairs with material		
1.	TableGlass-8mm	Per sq.feet.	
2.	Looking glass	Per sq.feet	
3.	Providing&fixing of door handle lock(New)	Nos	
4.	Providing&fixing of secret/night latch locks of doors	Nos	
5.	Repairing of handle	Nos	
6.	Providing&fixing stopper	Nos	
7.	Fixing of Maps/Photographs/ NamePlates/ Wallclock etc	Nos	
8.	Providing of foot rest(New)	Nos	
9.	Replacement of curta in hooks,rings etc.	Nos	
10.	Providing and fixing of pane to window/ Door etc	Per sq.feet	
VIII.	Polishing of Brass items		
1.	Flower Pot container (a)Size diameter 14 (b)Size diameter12	Nos Nos	
2.	Brass Plates (a) Size 3.0 x 1.6 Ft. (b) Size 2.0 x 1.0 Ft.	Nos Nos	
IX.	Steel Table		
1	Providing/fixing of New Locking System Nos	Nos.	
2	Replacement of Lock with pin	Nos.	
3	Replacement of Lock without pin	Nos.	
4	Adjustment of Drawer	Nos.	
5	Minor repair of table	Nos.	
6	Providing & fixing of new locks	Nos.	
7	PIF Ply in Table drawer (newply)	Per.Sq. ft.	
8	P&F Complete drawer of office table(each)	Nos.	
9	P&F Sunmica in office table (PerSq.Ft.)	Per Sq. ft.	
10	P&F Chapka/Kunda	Nos.	
11	Providing of keyboard tray(New)	Nos.	
X.	STEEL FILING CABINET		
1.	Replacement of lock	Nos.	
2.	Replacement of Handle	Nos.	
3.	Repairing of Cabinet	Nos.	
4	Steel Ball	Nos.	

5.	Repair of locking system	Nos.	
XI.	Computer Table		
1.	Repairing of computer table	Nos.	
2.	Providing Table Glass 6 mm 8 mm 10 mm	(per sq. feet) (per sq. feet) (per sq. feet)	
XII.	FOOT REST/STOOL		
1	Supply of (New foot rest/stool) of standard size	Nos.	
2	Repair of foot rest with nails & screws	Nos.	
XIII.	Office Chair		
1.	Replacement of New wooden seat	Nos.	
2.	Replacement of New wooden back	Nos.	
3.	Replacement of New wooden arm	Nos.	
4.	Minor repair of steel chair	Nos.	
5.	P/F wheel to Revolving chair	Nos.	
6.	Welding of chair (Per Point)	Nos.	
XIV.	Working table /wall cup-board		
1.	Providing of keyboard tray (New)	Nos.	
2.	P/F channel set to drawer /key board tray	Nos.	
3.	P/F Multipurpose lock to drawer with key	Nos.	
4.	P/F Shelf to cup-board	Nos.	
5.	Minor repair of cup-board	Nos.	
6.	P/F Tower-bolt	Nos.	
XVI.	Painting of steel Furniture		
1.	Steel Almirah (Big Size)	Nos.	
2.	Steel Almirah (Small Size)	Nos.	
3.	Filling cabinet	Nos.	
4.	Steel Rack (Big Size)	Nos.	
5.	Steel Rack (small size)	Nos.	
XVII.	Sprit Polishing of wooden Furniture		
1.	Table Officer's	Nos.	
2.	Table Assistant/ Clerk's	Nos.	
3.	Center Table	Nos.	
4.	Corner Table/Stool	Nos.	
5.	Sofa (three seater)	Nos.	
6.	Sofa (Two Seater)	Nos.	
7.	Sofa (Single Seater)	Nos.	
8.	Side Rack (Small)	Nos.	
9.	Wooden chair	Nos.	
10.	Wooden Flooring cleaning and polishing	(per sq foot)	
11.	Wooden door, window etc varnishing and polishing	(per sq foot)	
XVIII.	Miscellaneous		
1.	Cutting & grinding of glass	(Per sq.ft.)	

2.	P/F looking mirror in wooden frame	Nos	
3.	P/F Knob	Nos	
4.	P/F window Glass plane-6mm	(Per Sq.ft.)	
5.	P/F Plywood 6 mm thick	(Per sq.ft.)	
6.	P/F Eldred-Aluminium	Nos	
7.	Providing of stool Teakwood Size18"X12"	Nos	
8.	Providing of stool teakwood size18'x 18"	Nos	
9.	Providing of stool Teakwood Size24"X24"	Nos	
10.	P/F Fancy Rod	(Per Ft.)	
11.	Providing of cooler stand in Kellwood Frame	Nos	
12.	White washing (including raw material and labour cost)	Per sq. ft.	
13.	Putty (Birla) (including raw material and labour cost)	Per sq.ft.	
XIX. Up-holstry of sofa set, visitor chair (cushioned)			
1.	Complete Renovation of Three Seater Sofa-set with standard Material (inc.Providing Tat,Jute, Cotton,Markine,etc.)(Fiveseater)	Nos.	
2.	-do- Two seater	Nos.	
3.	-do- Single Seater	Nos.	
4.	Complete Renovation of Revolving Executive Chair	Nos.	
5.	Complete Renovation of Visitor Chair	Nos.	
6.	Providing of ISI Mark Seat Cushion For sofaset	Nos.	
7.	Providing of ISI Mark seat cushion for chair	Nos.	
8.	Stitching Charge for plain Curtion	Nos.	
9.	Providing of backrest (standard)	Nos.	
10.	Stitching charges of Pleated & lining Curtain	Nos.	
XXI. Dry cleaning			
1.	Three Seater Sofa	Nos.	
2.	Two Seater Sofa	Nos.	
3.	One Seater Sofa	Nos.	
4.	High Back Chair	Nos.	
5.	Low Back chair	Nos.	
6.	Sliding blinds	Per blade	
7.	Rolling blinds	Per square ft.	
XXII. Plumbing Work			
1.	Cistern Ball/ Waive Assembly	Nos.	
2.	Urinal Cyphen ball cock Assembly	Nos.	
3.	Brass Angle Waive flath andle	Nos.	
4.	Brass Angle Waive Half Round set	Nos.	
5.	Long Body pillar Cock(Tap)Brass	Nos.	
6.	Urinal Spreader Brass Ordinary	Nos.	
7.	Urinal Spreader PVC Body (Parry) (Model)(officer Toilet)	Nos.	
8.	PVC connection Pipe Brass head	Nos.	
9.	Cyphen warshal	Nos.	
10.	8x13 sheet mica	Nos.	

XXIII. Other Miscellaneous items			
1.	Roller blind	Nos.	
2.	Parde/Curtain cloth	(per sq meter)	
3.	Glass Board	(per sq feet)	
4.	Pin Board	(per sq feet)	
5.	White Board	(per sq feet)	
6.	Pad lock	Nos.	
7.	Harrison lock	Nos.	
8.	Link lock	Nos.	
9.	Fitkini	Nos.	
10.	Window stopper	Nos.	
11.	Aluminium handle window	Nos.	
12.	Kabja	Nos.	
13.	Chhapka kunda	Nos.	
14.	Vertical Blind	Per Sq. ft.	
15.	Falseceiling (2 x 2 Ft.)	(2 x 2 Ft.)	
16.	Charge for whitewash (good quality) with use of putty etc	Per Sq. ft.	
17.	Charge for paint (good quality) with use of putty etc	Per Sq. ft.	
18.	Locking Sliding Bolt	Nos.	
19.	Hydraulic Set for Chair	Nos.	
20.	Looking Mirror with Wooden Frame above 5ft.	Per Sq. Ft.	
21.	Sofa Cloth	Per Mtr.	
22.	Sofa Lining Cloth	Per Mtr.	
23.	New Hinges (Kabaja) S.S.	Nos.	
24.	DUCO Paint on Aluminum, Surface	Per Sq. Ft.	
25.	Wooden Flooring	Per Sq. Ft.	
26.	Floor Tiles	Per Sq. Ft.	
27.	Aluminum partition	Per Sq. Ft.	
28.	Wooden Partition with Teak Ply	Per Sq. Ft.	
29.	Modular Workstation	Per Sq. Ft.	
30.	New Coat Stand	Nos.	
31.	New Chair (Computer)	Nos.	
32.	Installation of Water Cooler	Nos.	
33.	Secret Lock (Godrej)	Nos.	
XXIV Manpower			
1.	Site persons (Qty.-3) to attend maintenance call full time at various offices of the Ministry located at Sardar Patel Bhawan, R.K. Puram East & West Block and Pushpa Bhawan, New Delhi.	Per person per month	

Note : Rates must be exclusive of GST. The firm will raise the bill levying GST as per applicable/ prevailing rates. The responsibility of depositing/adjusting/ taking GST in account with the concerned Government Department will solely lie with the firm.