

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सूचना का
अधिकार

सं० 14014/1/2015-Ad (G)

No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107

Dated 11th August, 2015

Notice Inviting Tender

Subject: To invite Online Bid for Annual Rate Contract (ARC) for repairing/maintenance/procurement of office furniture items (petty carpentry works) of Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financial sound companies/firms/agencies for award of Annual Rate Contract (ARC) for repairing/maintenance/procurement of office furniture items (petty carpentry works) of Ministry of Steel for the period of one year from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

- Annexure-I - Term and Condition
- Annexure-II - Proforma for Technical Bid Submission
- Annexure-III - List of Petty Carpentry Works items (Proforma for Financial Bid Submission)
- Annexure-IV - Instructions for Submission of e-Tender
- Annexure-V - Details of Bank Account

4. Important Dates for the invitation of aforesaid Online Bid:

- | | |
|---------------------------------------|-----------------------|
| ✓ Publish Date of Bid | - 12.08.2015 11.00 AM |
| ✓ Bid/Document Downloading Start Date | - 12.08.2015 11.30 AM |
| ✓ Bid Submission Start Date | - 13.08.2015 09.00 AM |
| ✓ Bid/Document Downloading End Date | - 03.09.2015 03.00 PM |
| ✓ Bid Submission End Date | - 03.09.2015 03.00 PM |
| ✓ Bid Opening Date | - 03.09.2015 03.30 PM |

5. The Bid should invariably be accompanied by a Demand Draft of ₹ 50,000/- (Fifty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD). The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be dropped in a sealed cover superscripted with 'BID FOR ARC FOR REPAIRING/MAINTENANCE/PROCUREMENT OF OFFICE FURNITURE ITEMS (PETTY CARPENTRY WORKS) IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 03rd September, 2015 by 03.00 P.M.

6. Tender may also be downloaded from the website of the Ministry of Steel (<http://steel.nic.in>).

7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

8. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.

Under Secretary to the Govt. of India

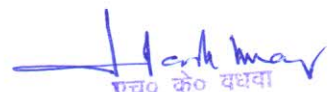
(H.K. Wadhwa)
इस्पात मंत्रालय
उद्योग भवन, नई दिल्ली
23061243

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।
Copy with request to upload it on the website of the Ministry of Steel to the Ministry of Steel

Term and Condition for Repairing/Maintenance/Procurement of Office Furniture Items (Petty Carpentry Works) in the Ministry of Steel

General Conditions

1. The period of Annual Rate Contract (ARC) shall be ordinarily be *valid for one year with effect from the date of awarding the Annual Rate Contract (ARC)*. This period may be further extended as per the requirement of the Ministry for a period of 6 months or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The rate quoted should clearly specify whether Sales Tax, Service Tax and VAT are applicable and, if so, at what rate. In case, this information is not indicated in the bid, it would be presumed that the rates quoted are inclusive of all type of taxes. The rates are to be quoted in the format given in Annexure-III.
3. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
4. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
5. The firm should be in a position to supply all furniture items/carry out all petty carpentry work even on short notice as and when needed on receipt of written supply/work order from the authorized officer in the General Administration Division.
6. Ministry of Steel shall place the supply/work order for supply furniture items/carry out petty carpentry work as per the requirement. The delivery chalan/job voucher shall be got signed by the end user in the Ministry of Steel as a proof of having supplied the furniture items or carried out petty carpentry work and the same should be attached with bills for payment. It is the responsibility of the firm to get signed the delivery chalan/job voucher from the end user in the Ministry of Steel.
7. Two qualified/skilled carpenters of the firm who should be accessible on mobile phone, will be required to be present in this Ministry on all working days and if needed, on holidays also. These carpenters will report daily to General Administration Division for obtaining complaints/petty carpentry works. The antecedents of carpenter deployed should be properly verified and their details like name, address, photographs, contact no. etc. will have to be provided to the Ministry of Steel.
8. If the carpenters does not come on any of the working day or failing to do the requisite petty carpentry works, the petty carpentry works will be got done by the Ministry from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firm.
9. All the complaints/petty carpentry works should be attended within same day of receiving of complaints/petty carpentry works. In case, the complaints/petty carpentry works are not attended within same day, penalty of ₹ 1000/- (One Thousand only) will be levied per day per complaints/petty carpentry works. This amount would be deducted from the performance security deposit/pending bill of the firm. In case of frequent unresponsiveness of attending complaints/petty carpentry works, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.


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10. Any financial loss caused due to the damage of any part of the furniture items in the Ministry would be deducted from the performance security deposit/pending bill of the firm.
11. No furniture items or any part thereof shall be taken out by the carpenter to the workshop. The work is to be carried out in the premises of the Ministry of Steel. However, the work which can't be done in the office premises would be allowed to be done outside and no transportation or labour charge will be paid for this work.
12. The firm should be *located in the in NCR of Delhi* and experience of supply of furniture items/petty carpentry works to at least three Government Ministries/Departments. Documentary evidence to this effect should be submitted.
13. The firm would be registered with Income Tax Department, Department of Value Added Tax of NCT Delhi and Central Excise Department for Service Tax. A certificate to this effect should be enclosed with the bid.
14. *The rate should be compulsorily be quoted for all the petty carpentry works items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and the format given in Annexure-III.* It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the Notice Inviting Tender and if any firm submits the bid with changed specification, their bid will be summarily/uprightly rejected.
15. The firm will supply all furniture items/carry out all petty carpentry work on credit basis as settlement of bills may take some time depending on availability of funds. No advance payment will be made for petty carpentry works. **Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate.** Bidder should furnish Details of its Bank Accounts in Annexure-V alongwith the other requisite documents. As far as possible, the bills would be settled on a monthly basis.
16. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
17. The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone for contacting. These contact phone numbers will have to be intimated to this Ministry immediately on award of contract.
18. The firm should be willing to supply all furniture items/carry out all petty carpentry work.
19. On demand through issuance of supply/work order by the Ministry of Steel, the firm shall supply all furniture items/carry out all petty carpentry work as per specification. Any deviation from the approved specification shall make the firm liable to take back such items at its own cost. Ministry of Steel reserves the absolute right to reject any furniture items which, in its opinion, is not of approved specification. Decision of the Competent Authority of Ministry of Steel in this regard shall be final and binding upon the firm.



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20. A penalty of ₹ 5,000/- (Five Thousand only) will be imposed if it is found, on the basis of complaints received from end-user of the Ministry, that furniture item supplied/petty carpentry work carried out is below the desired standard or substandard. In case of supply of such furniture item/petty carpentry work carried out once after imposition of penalty, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.

21. The tender will be finalized on the basis of the net bundled rate and not by item wise lowest rate quoted by the bidders.

22. It should be ensured that the furniture items supplied/petty carpentry work carried out would be to the satisfaction of the end-users of the Ministry. In case of any unsatisfactory report, the firm is liable to be not paid for such items.

23. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.

24. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.

25. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.

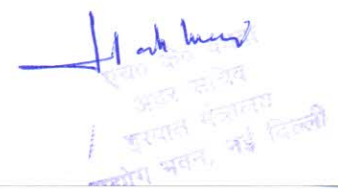
26. The contractor entered into shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.

27. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

28. Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

29. Overwriting or correction in any of the tender document is not permissible.


30. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.


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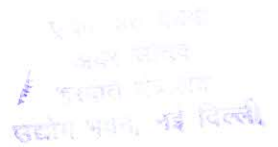
31. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.

Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of ₹ 25 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.
2. *Earnest Money Deposit (EMD) of ₹ 50,000/- (Fifty Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR ARC FOR REPAIRING/MAINTENANCE/PROCUREMENT OF OFFICE FURNITURE ITEMS (PETTY CARPENTRY WORKS) IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 03rd September, 2015 by 03.00 P.M.*
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Rate Contract (ARC). No interest will be paid on EMD amount.
4. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD). However, the firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.*
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of ₹ 1,25,000/- (One Lakh Twenty Five Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*


(H. K. Wadhwa)

Under Secretary to the Govt. of India




INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

S. No.	Particulars	To be filled by the bidder								
1.	(a) Name of the Firm									
	(b) Address of the Firm									
	(c) Name of Proprietor									
	(d) Telephone No.									
	(e) Mobile No.									
	(f) Email Address									
2.	PAN Number (copy to be enclosed)									
3.	TIN Number (copy to be enclosed)									
4.	Service Tax Registration Number (copy to be enclosed)									
5.	List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed)									
6.	Annual Turn Over (in ₹) (copy of financial statement of account like Balance Sheet, Profit & Loss Account etc. to be enclosed) (Average Annual Turn Over during last three financial year should be at least of ₹ 25 lakh per annum)	<table border="1"> <thead> <tr> <th>Year</th><th>Annual Turn Over (in ₹)</th></tr> </thead> <tbody> <tr> <td>2012-13</td><td></td></tr> <tr> <td>2013-14</td><td></td></tr> <tr> <td>2014-15</td><td></td></tr> </tbody> </table>	Year	Annual Turn Over (in ₹)	2012-13		2013-14		2014-15	
Year	Annual Turn Over (in ₹)									
2012-13										
2013-14										
2014-15										
7.	Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank									
8.	Whether terms and conditions of the tender is acceptable?									

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) No. 14014/1/2015-Ad (G) dated 11th August, 2015 and will abide by them till the completion of the contract period. We are also willing to repair/maintain/supply of office furniture items (petty carpentry works) on credit basis and we understand that settlement of bills may take some time depending on availability of funds.

Date :
Place :

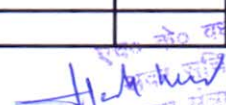

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(Signature of the authorized person)
Name:
Designation:
Seal:

Note: Any bid received without all the details and the certificate dully signed with the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

LIST OF PETTY CARPENTRY WORKS ITEMS
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF
FINANCIAL BIDS

S. No.	Items with Specification	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6
1)	NAME PLATE/STAMP/BANNER ETC.				
a.	Steel Name Plate	per sq inch			
b.	Brass Name Plate	per sq inch			
c.	Plastic Name Plate	per sq inch			
d.	Self Inking Stamp	per box			
e.	Compact Stamp	per stamp			
f.	Rubber Stamp	per line			
g.	Italian Photo Frame Fitting	per running feet			
h.	Banner (Cloth)	per mtr			
i.	Banner (Flex)	per mtr			
j.	Parking Board	per sq feet			
k.	Engagement Stand (Wooden)	No.			
l.	Seal (Brass)	No.			
m.	Parking Line Drawing (5")	per sq running feet			
n.	Numbering on Furniture Item	per item			
o.	Circular Stamp	per stamp			
p.	Date Stamp	per stamp			
q.	Ink filling in Compact Stamp	No.			
r.	Memento Shield for Retiring Person	No.			
2)	STEEL ALMIRAH				
a.	Repairing/Opening of Steel Almirah	No.			
b.	Repairing of Lock System	No.			
c.	Replacement of 4" brass Almirah Lock/Handle	No.			
d.	Providing of Key	No.			
e.	Painting of Steel Almirah	per sq feet			
3)	STEEL/WOODEN TABLE				
a.	Repairing/Opening of Drawer	No.			
b.	Replacement of Drawer Brass Lock	No.			
c.	Painting of Steel Table	per sq feet			
d.	Supply of Table Top	per sq feet			
e.	Repairing of Wooden Table	No.			
f.	Providing of Key	No.			
g.	Supply of Table Glass (12 mm)	per sq feet			
h.	Supply of Table Glass (6 mm)	per sq feet			
4)	EXECUTIVE/REVOLVING/WOODEN CHAIR				
a.	Repairing of Executive/Revolving Chair	No.			
b.	Repairing of Wooden Chair	No.			
c.	Canning of Wooden Chair (Plastic)	No.			
d.	Canning of Wooden Chair (Bamboo)	No.			
e.	Supply of Base for Revolving Chair	No.			
f.	Supply of Hydraulic of Executive Chair	No.			
g.	Welding of Chair	per point			
h.	Replacement of Wheel	No.			
i.	Replacement of Handle/Arm	No.			
j.	Replacement of Seat	No.			


 प्रमाणित
 सहायक मजदूर
 सहायक भवन, नई दिल्ली

S. No.	Items with Specification	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6
k.	Replacement of Back	No.			
5)	DOOR/WINDOW				
a.	Repairing of Door	No.			
b.	Supply/Fixing of Mortise Lock	No.			
c.	Supply/Fixing of Mortise Handle	No.			
d.	Modernization of Door with Frame (with new teak ply/moulding)	per sq feet			
e.	Scrapping/Polishing of Door	per sq feet			
f.	Scrapping/Polishing of Window	per sq feet			
g.	Supply/Fixing of Brass Door Handle	No.			
h.	Supply/Fixing of Brass Door Closer	No.			
i.	Supply/Fixing of Brass Cylindrical Lock	No.			
j.	Supply/Fixing of Security Lock (Godrej)	No.			
k.	Supply/Fixing of Link Lock (Steel Rod)	No.			
l.	Supply/Fixing of Super Quality SS/Brass Mortise Lock	No.			
m.	Supply/Fixing of Super Quality SS/Brass Mortise Handle	No.			
n.	Supply/Fixing of Super Quality Door Stopper (SS)	No.			
o.	Supply/Fixing of Super Quality Brass Door Stopper	No.			
p.	Supply/Fixing of Super Quality Window Stopper	No.			
q.	Supply/Fixing of Door Closer	No.			
r.	Repairing of Door Closer	No.			
s.	Modernisation of Window Frame (with 5" teak moulding)	No.			
t.	Providing/Fixing of Teak Wood Window with Brass/SS Accessory	No.			
6)	LACQUER POLISHING/DISTEMPERING				
a.	Officer Table	per sq feet			
b.	Steel Room's Table	per sq feet			
c.	Wooden Chair	No.			
d.	Scrapping/Lacquer Polishing of Wooden Furniture	per sq feet			
e.	Polishing of Wooden Flooring	per sq feet			
f.	Distempering	per sq feet			
g.	POP	per sq feet			
h.	Partition Painting	per sq feet			
7)	UPHOLSTERY WORK				
a.	Upholstery of Sofa Set	per seat			
b.	Upholstery of Executive/Revolvin (Low Back) Chair	No.			
c.	Upholstery of Executive/Revolving (High Back) Chair	No.			
d.	Upholstery of Durian Chair	No.			
e.	Upholstery of Visitor Chair (Wooden)	No.			
8)	CLOTH/CURTAIN/CUSHION/U FOAM				
a.	Cushion for Sofa (21"x22"x4")	No.			
b.	Cushion for Chairs (18"x18"x2")	No.			
c.	Sleep Well High Density U Foam	No.			
d.	Plain Curtain	per mtr			
e.	Plated Curtain (with Marking Lininig)	per mtr			
f.	Sofa Covers (White Tricot Cloth)	per mtr			
g.	Cloth for Upholster of Sofa/Chair				


S. No.	Items with Specification	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6
	i. Cotton	No.			
	ii. Cottarise	No.			
	iii. Velvet	No.			
	iv. Handloom	No.			
9)	MISCELLANEOUS				
a.	Supply/Fixing of Laminated Sun Mica	per sq feet			
b.	Opening of Security Lock	No.			
c.	Repairing of Security Lock	No.			
d.	Supply of Brass Key for Security Lock	No.			
e.	Opening of Link Lock	No.			
f.	Repairing of Link Lock	No.			
g.	Supply of Key for Link Lock	No.			
h.	A/C Fitting (with material)	No.			
i.	A/C Fitting (without material)	No.			
j.	Providing/Fixing of Glass Window with Aluminium Channel	per sq feet			
k.	Providing/Fixing of Vertical Blind	No.			
l.	Repairing of Vertical Blind	No.			
m.	Re-fixing of Vertical Blind	No.			
n.	Providing/Fixing of Mirror (teak wood 6" frame with brass accessory)	No.			
o.	Supply/Fixing of Cupboard Brass Lock	No.			
p.	Supply/Fixing of Brass Multipurpose Lock	No.			
q.	Providing/Fixing of Wooden Partition (teak broad)	per sq feet			
r.	Providing/Fixing of Alumunium Partition	per sq feet			
s.	Supply/Fixing of Acrylic Sheet	per sq feet			
t.	Supply of Acrylic Writing Desk	No.			
u.	Supply of Wooden Writing Desk	No.			
v.	Providing/Fixing of Kazaria Ceramic Tiles (with material)	per sq feet			
w.	Providing/Fixing of Branded Vitrified Tiles (with material)	per sq feet			
x.	Providing/Fixing of Aluminium Grill with Frame	per sq feet			
y.	Providing/Fixing of Notice Board with Aluminium Frame	per sq feet			
z.	Providing of Wooden Coat Stand with Brass Fitting	No.			
aa.	Orthopedic Back Rest	No.			
ab.	Providing/Fixing of Computer Tray with Channel	No.			
ac.	Providing/Fixing of Kundi Chhapka	No.			
ad.	Supply of Pad Lock (Big)	No.			
ae.	Supply of Pad Lock (Medium)	No.			
af.	Supply of Pad Lock (Small)	No.			
ag.	Fixing of Name plate	No.			
ah.	Removing of Name Plate	No.			
ai.	Repairing of Computer Tray	No.			
aj.	Providing/Fitting of Soap Dispenser	No.			
ak.	Fixing of Tower Bolt	No.			
al.	Fixing of Drawer Handle	No.			
am.	Supply/Fixing of Ply	per sq feet			
an.	Providing/Fitting of Drawer Nob	No.			
ao.	Providing/Fitting of Drawer/Cabinet Handle	No.			
ap.	Supply/Fixing of Godrej Compactor Lock	No.			

S. No.	Items with Specification	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6
aq.	Removal of Cupboard Almirah	per sq feet			
ar.	Refitting of Cupboard Almirah	per sq feet			
as.	Removal of Wooden Partition	per sq feet			
at.	Providing/Fixing of Hot Case Stand	No.			
au.	Supply/Fixing of Sliding Glass with Wheel	No.			
av.	Fixing of Photos/Scenery/Wall Clock	No.			
aw.	Making Hole in Woodeen Furniture	No.			
ax.	Repairing of Owning with waterproof cloth	per sq feet			
ay.	Providing/Fixing of Setup Box Shelf (Glass)	No.			
az.	Supply/Fixing of Sliding Glass Lock	No.			
ba.	Supply/Fixing of Godrej Drawer Lock	No.			
bb.	Providing/Fitting of Wooden Mount	per sq inch			
bc.	Supply/Fixing of Push Lock	No.			
bd.	Providing/Fixing of Urinal Censor	No.			
be.	Repairing of Urinal Censor	No.			
bf.	Repairing of Drawer Lock	No.			
bg.	Providing/Fitting of Keyboard Channel	No.			
bh.	Providing/Fitting of Brass Cupboard Lock	No.			
bi.	Providing/Fitting of Door Hing	No.			
10)	SUPPLY OF FURNITURE ITEMS				
a.	Supply of exclusively designed Wooden Tables made of teak broad and teak wood with different shades natural teak, rose wood rust and white cedar etc., duly lacquer polished with all necessary hardware fittings	per sq feet			
b.	Supply of exclusively designed Wooden Tables made of commercial board and laminated sun mika fitted with different shades natural teak, rose wood rust and white cedar etc., with all necessary hardware fittings	per sq feet			
c.	Supply of Executive Chair with High Back and soft PU arms and cushioned seat and back with Hydraulic system	No.			
d.	Supply of Revolving Chair/Computer Chair with Low Back and soft PU arms and cushioned seat and back with Hydraulic system	No.			
e.	Supply of Wooden Visitor Chair made of teak wood with seat & and back cushioned with fine quality melamine lacquer polished	No.			
f.	Supply of Deluxe Sofa made of wooden frame/fully covered with 4" pin core cushion (seat and back) covered with superior quality fabric	per seat			
g.	Supply of Wooden Cabinet/Storage/Book Shelf/Cupboard/Almirah made of teak board and teak wood with different shades natural teak, rose wood rust and white cedar etc., duly lacquer polish with all necessary hardware fittings	per sq feet			
h.	Supply of Wooden Cabinet/Storage/Book Shelf/Cupboard/Almirah made of commercial board and lamination fitted with different shades natural teak, rose wood rust and white cedar etc., with all necessary hardware fittings	per sq feet			
i.	Supply of Wash Basin with wooden stand made of 19mm thick commercial board and teak wood with provision for bucket	per sq feet			

S. No.	Items with Specification	Unit	Basic Rate per unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate per unit (in ₹)
1	2	3	4	5	6
j.	Supply of Central Table/Side Table/Stool made of teak wood and top glass fitted	per sq feet			
k.	Supply of Photocopy Trolley made of wood with sun mica, box and wheels (size: 24"×24"×18")	No.			
l.	Supply of Steel Almirah (size: 78"×36"×19")	No.			
m.	Supply of Steel Almirah (size: 50"×36"×19")	No.			
n.	Supply of Steel Book Shelf (size: 78"×36"×19")	No.			
o.	Supply of Steel Book Shelf (size: 50"×36"×19")	No.			
p.	Supply of Steel File Rack (size: 78"×36"×19")	No.			
q.	Supply of Steel File Rack (size: 50"×36"×19")	No.			
r.	Supply of Steel Table with sun mica top and 3 drawers (size: 5'×3')	No.			

Note:

- 1) VAT and other taxes etc (Column No. 5) must be specified and filled in amount (in ₹) (not as percentage) so that Total Rate per unit (Column No. 6) will be filled with appropriate amount (in ₹).
- 2) Leaving any of the Column No. 4, 5 and/or 6 will be treated as incomplete and unresponsive bid and therefore liable to be rejected.


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Instructions for Submission of e-Tender (in two bids system-Technical Bid and Financial Bid)


As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). 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 submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at www.eprocure.gov.in/eprocure/app

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal 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 (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/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 DSCs 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.

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 they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
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" 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.


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SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she 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 either details of the instruction.
4. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) alongwith the other requisite document in .pdf format and Financial Bids (rate of petty carpentry works items given in Annexure-III) in .xls format.***
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.
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, 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 e-Tender has been invited under two bids system (Technical Bid and Financial Bid)***
The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.
10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with 'BID FOR ARC FOR REPAIRING/MAINTENANCE/PROCUREMENT OF OFFICE FURNITURE ITEMS (PETTY CARPENTRY WORKS) IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64 Ministry of Steel, Udyog Bhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.

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12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of VAT/TIN//Sale Tax/Service Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-V (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-V
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.



(H. K. Wadhwa)

Under Secretary to the Govt. of India

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DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date :

Place :


Name:

Designation:

Seal:

(Signature of Account Holder)

Note: Please attach a photocopy of cheque


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