

**F.No.29017/1/2011-GA**  
**Government of India**  
**Ministry of Environment and Forests**  
**(GA Section)**

**Paryavaran Bhawan,**  
**C.G.O. Complex, Lodi Road,**  
**New Delhi - 110 003.**

**Dated : 12<sup>th</sup> May, 2011**

**Rate Contract No. MoEF/Minor Works/2011-12**

**(Closing Date 1500 hours on 27<sup>th</sup> May, 2011)**

**SUBJECT: - Tender for Annual contract for repair & maintenance of furniture in the Ministry of Environment & Forests for the year 2011 to 2012.**

Sealed quotations for rate contract are invited for repair of furniture items/articles ordinary polishing/special spirit French polishing of various furniture, renovation of upholstery of sofa-set, chairs, tables, almirahs, showcase, bookcase, visitor chairs and stitching of curtains as per list attached on the terms and conditions enumerated in the following paragraphs. Only registered and reputed firms fulfilling the eligibility criteria need to apply. Completed tender document in sealed covers should be dropped in the tender box kept at the ground floor, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi by 1500 hours on 27<sup>th</sup> May, 2011. Cost of the tender is estimated at Rs.18 lakhs per year.

**2. Eligibility Criteria** The firm should be a registered firm having (i) turnover of Rs. 50 lakhs (Rupees fifty lakhs) during last three financial years, i.e. 2007-08, 2008-09, 2009-10 and current financial year; (ii) should have at least 02 years experience in the relevant field in the Government Ministries/Departments/Government or Semi-Government Organizations, including Public Sector Undertakings; (iii) should have valid IT and ST clearance certificates for last three years 2007-08, 2008-09, 2009-10 and current financial year. While submitting the tender, the bidder shall have to produce self attested copies of following documents in support of eligibility:

- (i) Balance Sheet for last three financial years certified by Chartered Accountant;
- (ii) Experience Certificate issued by an officer not below the level of Section Officer;
- (iii) Clearance Certificates of IT, ST and any other tax as applicable;
- (iv) Details of the firm/company in case of partnership firms.
- (v) Copy of MCD/NDMC Authorization Certificate of workshop

3. The Firms who quote the rates should submit Earnest Money of Rs. 36000/- (Rs. Thirty six Thousand only) in favor of Pay and Accounts Officer, Ministry of Environment & Forests, New Delhi in the form of Bank draft along with the tender. The Tender received without earnest money in the form of Demand Draft shall be summarily rejected without assigning any reason therefore and no tenderer shall have the right to represent against it even if his quotations happen to be the lowest. The earnest money of the firm whose quotations are not approved shall be released after the award of the contract to the successful bidder.
4. Due care may be taken while filling the quotation. All the rates must be shown against the items mentioned in the Tender without overwriting/cutting. Total of all the rates of different items should be the end of the total column. Incomplete tender form will be rejected summarily.
5. No advance payment will be made in any case.
6. This Department at any time can terminate the contract without assigning any reason. In this connection the decision of the Competent Authority shall be final and binding upon the contractor. The Ministry reserve the right to reject any or all Tender in full or part without assigning any reason therefore.

**Scope of work:**

1. The repair work is to be carried out in the premises of the Ministry of Environment and Forests, Paryavaran Bhavan, New Delhi as far as possible.
2. Only such works as cannot be done in the office premises would be allowed to be done in the workshop of the contractor. The contractor shall arrange for to and fro transport and carry the items at his own risk and cost. No extra charges will however be payable on this account.
3. Any loss or damage of any item during repair within the premises of the MoEF or at the workshop of the contractor shall be liability of the contractor and the MoEF may, at its discretion, deduct total cost of the item or any part thereof from the bill of the contractor.
4. The contractor shall depute at least two skilled carpenters to this Ministry every day for doing the day to day polishing and repairing jobs. If the carpenters 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.
5. The contractor shall use materials of standard quality only for repair/polishing of furniture. For change of upholstery of sofa set and stitching of curtains, the sample should be got approved by the SO (GA) or the user officer.



6. The contractor shall undertake repair work only after receiving a written order signed by the SO (GA). Any work undertaken otherwise shall be treated as unauthorized work and cost of such work shall not be paid by the Ministry.
7. The contractor shall maintain job card for each repair work undertaken by him. The card should be got signed by the official concerned after satisfactory completion of work.
8. The rate should be mentioned exclusive of taxes and levies in the financial bid document attached as Annexure-II.
9. The rates quoted shall be valid for a period of 60 days or till award of the rate contract, whichever ever is earlier.

### **Tendering Process**

The tender is required to be submitted on twin bid basis i.e. qualifying bid (Annexure-I) and the financial bid (Annexure-II) complete in all respect, in separate sealed covers super-scribed "**Qualifying Bid- Annual contract for repair & maintenance of furniture in Ministry of Environment and Forests**" and "**Financial bid - Annual contract for repair & maintenance of furniture in Ministry of Environment and Forests**" addressed to the Under Secretary (GA), Ministry of Environment & Forests both in sealed covers, put together in one envelop, to be dropped in the tender box placed in GA Section at ground floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi **by 3.00 P.M. on 27<sup>th</sup> May, 2011.** The financial bid should be in the format given at Annexure II. Financial Bid in any other form will not be accepted. The earnest money must be placed in the "Qualifying Bid" envelope. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Ministry to shortlist the eligible bidders. The financial bids of only the short listed eligible bidders will be opened for consideration.

Late submission of tenders will not be accepted. Ministry of Environment & Forests reserves the right to reject any or all quotations.

### **Payment:-**

- a. The bills in duplicate, for the services prepared on the basis of rates will have to be submitted in favor of Ministry of Environment & Forests, New Delhi for effecting payment together with the copies of written work order and original job cards duly signed by user officers/sections. The bills for all works done during a month shall be submitted by 3<sup>rd</sup> day of next month (or next working day if 3<sup>rd</sup> is holiday). Bills of previous month shall not be accepted for payment after 3<sup>rd</sup> day (or next working day if 3<sup>rd</sup> is holiday) of the month. No advance payment shall be made for the services.



- b. The payment will be released through crossed cheques and income tax and other taxes, if any, shall be deducted RTGS against bills submitted.
- c. The job carried out shall be to the satisfaction of the HOD, failing which deductions @ 10% of the total bill shall be deducted. Depending upon the severity of negligence, MoEF reserves the right to blacklist the agency for a suitable period or from further participation in any of MoEF's contractors. The decision of MoEF shall be final in this regard.

### **Prices:**

Rates shall remain fixed and valid during the period of contract. This office will not entertain any claim on account of sales tax/or any other tax for the material used for executing the work awarded under the contract and all such taxes should be paid by the firm itself. TDS and any other Government levies applicable on bill as per Government of India instructions issued from time to time shall be deducted.

### **Arbitration**


1. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Ministry of Environment and Forests (MOEF) or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Secretary or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or other wise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Secretary, Ministry of Environment and Forests shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of MOEF or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a MOEF employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provision of the arbitrator and conciliation Act 1996, or any statutory modification or re-enactment three of or any rules made thereof.



2. The venue of arbitration proceeding shall be office of MoEF at New Delhi or such other place as the arbitrator may decide.
3. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

If you are interested in undertaking the work, you may kindly submit the Tender (Strictly as per Performa attached) to the undersigned by name on or before by 3.00 P.M. on 27<sup>th</sup> May, 2011 in a sealed cover with the words in bold letters "**Tender for Annual contract for repair & maintenance of furniture in this MoEF for the year 2011-2012**". The Tender will be opened on 27<sup>th</sup> May, 2011 at 3.30 PM. You may present at the time of opening of the quotation.

**Contact Person** : In case the tenderer desire to have any clarification regarding the terms and conditions of the bid document or any interpretation thereof, they are advised to contact US(GA) on telephone No.24363021 between 1500 hrs and 1700 hrs on all working days.



(S. Mahapatra)

Under Secretary to the Govt. of India

Ministry of Environment & Forests  
Qualifying Bid Document

1. Name of the Proprietor in case of proprietary (a) Company/firm  (b) Name of Directors in case of Pvt. Ltd. firm	
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2. Address (with Tele No. & E-mail)
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3. Contact person
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4.(A) The number of years of experience for supply and installation of office furniture (experience certificate as stipulated in qualifying bid criteria to be attached)	
4.(B). Annual Turnover along-with balance sheet for the last TWO years	

6. Address of work place with area of premises.
7. Whether owned/rented.
8. Name of Banker
9. Details of EMD.

10. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details.

11. Self attested certificates/copies should be enclosed for following:-

- a)
  - (i) Balance Sheet for last three financial years certified by Chartered Accountant;
  - (ii) Experience Certificate issued by an officer not below the level of Section Officer;
  - (iii) Clearance Certificates of IT, ST and any other tax as applicable;
  - (iv) Details of the firm/company in case of partnership firms.
  - (v) Copy of MCD/NDMC Authorization Certificate of workshop
- b) Certificate of registration of the firm.

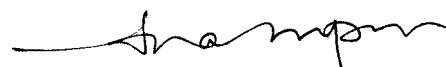
Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is



● found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

(Signature of authorized signatory)

A handwritten signature in black ink, appearing to read "Shamsher", located at the bottom right of the page.

**FINANCIAL BID**

Date :

## LIST OF ITEMS FOR REPAIR

Sr. No.	Item Description	Rate	Unit
<b>I.</b>	<b>STEEL CHAIRS</b>		
1.	Replacement of New Wooden Seat		
2.	Replacement of New Wooden Back (Duly Canned, Polish & Fitting)		
3.	Replacement of Wooden Arms		
4.	Replacement of Rubber Shoes		
5.	Replacement of Rubber Caps		
6.	Minor Repair of Steel Chair		
7.	Painting of Steel Chair		
8.	P/F of Steel Strips for Support with welding		
9.	P/F of Nut Bolts		
<b>II.</b>	<b>STEEL TABLES</b>		
1.	P/F of New Locking System		
2.	Replacement of Lock		
3.	Adjustment of Drawer		
4.	Minor Repair of Table		
5.	Providing of Key		
6.	Opening of Drawer		
7.	Repair of Lock		
8.	P/F of Complete Drawer box with 3 drawers		
9.	P/F of New Drawer		
10.	P/F of Sunnica Top (per Sq.Ft.)		
11.	Major repair of Table including welding		
12.	Replacement of Handle		
13.	P/F Novapan Tops (Prelaminated 18.00 mm thick with rubber beeding)		
14.	P/F of New Drawer Chanel		
15.	P/F of legs of 25 mm square pipe		
16.	P/F of Rubber Shoes		
17.	Repair of Locking System		
<b>III.</b>	<b>STEEL ALMIRAH</b>		
1.	Replacement of Lock		
2.	Replacement of Handle		
3.	Repair of Locking System		
4.	Steel Ball		
5.	Minor Repair		
6.	Adjustment of Shelves		



7.	Providing of Key		
8.	Opening of Almirah		
9.	Repair of Lock		
10.	P/F of New legs (Base)		
11.	P/F of New Bush		
12.	Repairing of Door		
13.	P/F of New Shelves		
14.	P/F of New Locking System		
15.	Repair of Leg with welding etc.		
16.	P/F of glass in glass almirah		
<b>IV.</b>	<b>STEEL FILLING CABINET</b>		
1.	Replacement of Lock		
2.	Replacement of Handle		
3.	Repairing of Cabinet		
4.	Overhauling & Greasing		
5.	Steel Ball		
6.	Repair of Locking System		
7.	Providing of keys		
8.	Opening of Filling Cabinet		
9.	Repair of Lock		
10.	Adjustment of Drawer		
11.	P/F of New Channel		
12.	P/F of Push Button		
<b>V.</b>	<b>STEEL REVOLVING CHAIRS</b>		
1.	Repair of Revolving chair		
2.	Overhauling of Axle		
3.	Replacement of Wheel(Ord.)		
4.	Overhauling and Greasing		
5.	Replacement of Spring		
6.	Providing of Steel Base		
7.	Painting of Revolving Chair		
8.	Welding Per Point		
9.	P/F of Caster Bush with welding		
10.	P/F P.U. (Plastic) Arms		
11.	Repair of seat or back		
12.	P/F of New Revolving System		
13.	P/F of rubber flaps (any size)		
14.	P/F of wheel (Godrej type, Jenson)		
<b>VI.</b>	<b>SPRAY PAINTING OF STEEL FURNITURE</b>		
1.	Steel Almirah (Big size)		
2.	Steel Almirah (Small size)		
3.	Steel Table (Officer)		
4.	Steel Table (Assistant)		
5.	Steel File Tray		
6.	Steel Filling Cabinet		
7.	Side Rack (Big)		

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8.	Side Rack (Small)		
9.	Steel Book Case		
10.	Steel Chest		
<b>VII.</b>	<b>DOOR LOCK</b>		
1.	Replacement of Lock (Ord.)		
2.	Replacement Handle (Ord.)		
3.	Repair of Old Lock		
4.	Providing of Key		
5.	P/F of Godrej Night Latch		
6.	Replacement of Door Lock (Godrej)		
7.	Replacement of Door Handle (Godrej)		
8.	Opening of Locked Door		
9.	P/F of Door Stopper		
10.	Repairing of Door		
11.	P/F of New Hinges		
12.	P/F of Aldrej (Sliding Bolt)		
13.	P/F locking bolt		
14.	P/F of Tower bolt		
<b>VIII.</b>	<b>STEEL BOOK CASE</b>		
1.	P/F of Lock		
2.	P/F of Handle		
3.	P/F of Glass Panes		
4.	Providing of Key		
5.	Opening of Book Case		
6.	Repair of Lock		
7.	Repair of Locking System		
8.	P/F of glass panes to wooden bookshelf etc.		
<b>IX.</b>	<b>DOOR CLOSER</b>		
1.	Repair of Door Closer		
2.	Oiling of Door Closer		
3.	Replacement of Spring		
4.	Replacement of Small Rod		
5.	Replacement of Big Rod		
6.	P/F of New Door Closer 'ISI'		
7.	Fixing of Door Closer		
<b>X.</b>	<b>SPIRIT POLISH ON WOODEN FURNITURE</b>		
1.	Officer Table/Sectt. Table		
2.	Clerk Table		
3.	Asstt. Table		
4.	Office Chair		
5.	Easy Chair		
6.	Partition Screen		
7.	Side Rack		
8.	Centre Table		
9.	Almirah Big		

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10.	Almirah Small		
11.	Mirror Stand		
12.	Stool		
13.	Conference Table		
14.	Book Shelf		
15.	Notice Board		
16.	Card Cabinet/Display back		
17.	Wooden bed/Dining Table		
18.	Partition etc (Per Sq.ft)		
19.	Polishing of Pelmet		
20.	Painting Partition Etc.		
21.	Spirit Polishing of wooden sofa set (Five Seater)		
22.	Painting/Polishing of A.C. (Box)		
23.	Painting/Polishing of A.C. Cover on Window		
24.	Painting of partition with DUCO Paint		
25.	Painting of wall, partition etc. with oil		
26.	Painting/Polishing of wooden planters		
	A. Big Size		
	B. Small Size		
27.	Painting of Partition, walls etc. with plastic paint		
28.	Spirit polishing of wooden frame & cleaning of P. V. C./Laminated Partitions		
<b>XI.</b>	<b>REPAIR OF WOODEN FURNITURE (WITH SCREW &amp; NAILS)</b>		
1.	Minor Repair of Chairs		
2.	Minor Repair of Table		
3.	Minor Repair of Screen		
4.	Minor Repair of Almirah		
5.	P/F Ply in Table Drawers		
6.	P/F Arm to Chairs		
7.	P/F of Legs of Chairs		
8.	P/F of Sunmica on Wooden Table		
9.	Minor Repair of any other items		
10.	P/F of New Drawer		
11.	Major Repair of Chair		
12.	Major Repair of Table		
13.	Major repair of Almirah		
14.	Major repair Rack		
15.	Major repair of Screen		
16.	P/F of legs table		
17.	Repairing of wooden bench		
18.	P/F of ply (Commercial)		
19.	P/F of lock to wooden table		
20.	P/F of Kunda Chapka		

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21	Repair of drawer of Wooden Table		
22	P/F of wooden board (19 mm commercial)		
23	P/F of Aluminium Sheet		
24	P/F of wooden bracket		
25	P/F of curtain rod/channel (Aluminium)		
26	P/F 19 mm board (Teak)		
27	P/F of Ply (Teak)		
28	P/F of wood pieces of suitable size for repair work		
29	P/F of Multipurpose lock (Godrej)		
30	P/F Wall Catcher		
31	P/F Fancy knobs/handles		
32	P/F wooden bedding/moulding		
33	P/F wooden footrest to table		
34	P/F of Piano Hinges		
35	P/F of legs to sofa		
36	P/F of 12 mm Pre laminated Board to Wooden Furniture		
37	Ante termite treatment to wooden partition, Racks		

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