

**Tender No. 14014-1/2018-Admn-II**  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry, Dairying & Fisheries  
Krishi Bhawan, New Delhi  
Dated the 04<sup>th</sup> September 2018

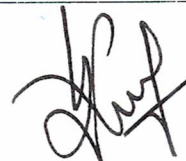
**E-Tender Notice**

**ANNUAL CONTRACT FOR MAINTENANCE/REPAIRING, POLISHING OF VARIOUS FURNITURE ITEMS, UPHOLSTERY OF SOFA SET, VISITORS CHAIRS & RUBBER STAMP**


Online bids are hereby invited under **Single Bid System** from reputed, experienced and financial sound Companies/Firms/Agencies for award of annual contract for Maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitors chairs & rubber stamp in the **Department of Animal Husbandry, Dairying & Fisheries**. The interested firms are advised to submit their bids "**on-line**" by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> are pre-requisite for e-tendering.

1. The critical date for the subject tender is as under:

i	<b>Tender No.</b>	<b>14014-1/2018-Admn-II</b>
ii	<b>Name of organization</b>	<b>Ministry of Agriculture &amp; Farmers Welfare, Department of Animal Husbandry, Dairying &amp; Fisheries</b>
iii	Start date and time for view/downloading the tender document	<b>04.09.2018 at 1730 hrs</b>
iv	Start date and time for submission of bid	<b>05.09.2018 at 0900 hrs</b>
v	Last date and time for downloading tender document	<b>19.09.2018 at 1100 hrs</b>
vi	Last date and time for online submission of bid & submission of EMD in original	<b>19.09.2018 at 1100 hrs</b>
vii	Date & time for opening of Technical Bid	<b>20.09.2018 at 1130 hrs</b>
viii	Address for communication	<b>Under Secretary (Admn.II) Ministry of Agriculture &amp; Farmers Welfare, Department of Animal Husbandry, Dairying &amp; Fisheries Krishi Bhawan, New Delhi-110001 Tel. # 011-23385116</b>



2. The Department of Department of Animal Husbandry, Dairying & Fisheries intends to undergo an for award of annual contract for Maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitors chairs & rubber stamp in this **Department**.
3. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the ministry or may be curtailed/ terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. The Department, however, reserves right to terminate this initial contract at any time after giving one week notice to the awardee firm.
4. The tender document also can be downloaded from the Department's website ([www.dahd.nic.in](http://www.dahd.nic.in)) and also from CPP portal (<http://eprocure.gov.in>) of Government of India.
5. The interested firms are required to deposit **demand draft of Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money Deposit (EMD) in favour of PAO(Sectt.-I), D/o AHD& F**, valid for a period of 90 day superscribing the envelope "**Annual contract for Maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitors chairs & rubber stamp in the D/o AHD &F**". Offer not accompanied by EMD of the requisite amount or without proper validity will summarily be rejected.
6. The e-tenders have been invited under single bid system (**Annexure**). The interested firms are advised to submit their bids "**on-line**" by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> . The bids will be accepted as e-tender only i.e the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> are pre-requisite for e-tendering.
7. The scanned copy of the **demand draft of Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money Deposit (EMD)** must be uploaded with the Bid and original EMD has to be dropped in the Tender Box **placed in Room No.531, 5<sup>th</sup> Floor, Krishi Bhawan, New Delhi** latest by the last date of bid submission superscribing the envelope "**Annual contract for maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitors chairs & rubber stamp in the D/o AHD &F**" latest by 1100 hrs on **September 19<sup>th</sup>, 2018**. The tenders received without the prescribed EMD and Tender Fee will not be entertained and cancelled. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
8. The successful tenderer shall have to deposit **Rs.50,000/- (Rupees Fifty Thousand only)** as performance security by means of Fixed Deposit Receipt/ Bank Guarantee from a Nationalized/Public Sector Commercial Bank which shall be in favour of **PAO(Sectt.-I), D/o AHD& F**, New Delhi. The Department reserves the right to forfeit



the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.

9. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017. Copies of relevant orders/documents regarding such exemption should be submitted alongwith the bid.
10. The firms required to upload copies of the following documents along with their Bid, failing which their Bids shall be summarily/outrightly rejected and will not be further considered:
  - a. Scanned copy of Earnest Money Deposit (EMD)
  - b. Scanned copy of PAN Card
  - c. Scanned copy of GST registration no.
  - d. Scanned copy of Annual Turn Over for last three year.
  - e. Scanned copy of IT return filed for the last 3 financial years.
  - f. Scanned copy of work experience of similar work during the last 3 years requisite proof thereof)
11. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
12. The bidder shall quote their bids only as per the formate enclosed at Annexure.
13. Bidders should upload their financial bids in PDF format in the proforma given at Annexure.

## **II. Technical requirements for the tendering companies/firms/agencies**

1. The tendering firms should fulfill the following technical specifications:
  - a. It should have at least 3 years experience of similar work of minimum value of Rs. 5 Lakh;
  - b. It should be registered with Income Tax and GST authorities of the Government;
  - c. The firm should have minimum turnover of Rs. 35 Lakh each last 3 Financial Years.

## **III Terms and Conditions**

### **(a) General Terms & Conditions**

- (i) The contract will be for a period of one year from the date of award of contract.
- (ii) No advance payment will be made in any case. Payment will be made every month after production of pre-receipted bills (in triplicate).

1. The contract shall be for maintenance/repairing, polishing of various furniture items, upholstery of sofa set, visitor chairs etc. in the Department. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the



Department from time to time. This shall be kept in view by the prospective bidders while submitting their quotations.

2. The performance security shall be forfeited if there is any breach by the contractor in performance/meeting terms and conditions of the contract. Otherwise, the same shall be refunded after completion of the contract to the satisfaction of the Department with no Government liabilities due from the Contractor.

3. The work is to be carried out in the premises of the **Department of Animal Husbandry, Dairying & Fisheries** at Krishi Bhavan, Shastri Bhavan and AHS Division in DMS complex, New Delhi. Only such work as cannot be done in the office premises would be allowed to be done outside. No extra charges will however be payable on this account.

4. The payment shall be made on monthly basis and only if the work is performed to the satisfaction of the Department. The Department shall not pay for any other incidentals like transportation etc. and the contracted price shall be firm/fixed during the currency of the contract. There shall also be no advance payment for any jobs assigned in terms of the contract. The contractor shall have to get user certificates from the offices of concerned officers or Admn-II Section for common areas/specific work assigned from time to time. The arrangements shall be put in place by 9.00 AM to 6.00 P.M. on each working day.

5. The contractor will have to keep at least one dozen pieces of security locks, handle locks, door handles, door closers in stock every time to meet any emergency or otherwise so that the urgent complaints may not live unattended in want of such necessary items.

6. It will be the responsibility of the contractor to depute at least one good skilled carpenter in uniform to this Department every day for the day to day polishing, repairing jobs. 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 Department through alternate sources and at the risk/cost of the contractor and the contractor shall be obliged to pay additional expenditure made in this regard. The penalty for defaults shall be 1% of the total billed amount for a particular month.

**11. It may be specifically noted that the unrealistic rates viz. free of cost/complementary/Rs. 1/-, 2/-, 3/- etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.**

12. The resultant contract will be interpreted under Indian Laws and the settlement of disputes, if any, emanating from the result contract shall be by the Deputy Secretary/Director(Admn), **Department of Animal Husbandry, Dairying & Fisheries**, Ministry of Agriculture.

13. The Bidder should have its own manufacturing facility/commercial establishment for the furniture and should enclose manufacturing license from the Govt. (MCD/NDMC)

14. The firm should have ISO Certificate.

**15. The firms must indicate their GST number. In absence of GST number application /quotation will be rejected.**

**16. However, the bidders would have the right to question the bidding conditions, bidding process and/or rejection of its bid.**



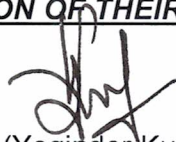
**(b) FINANCIAL**

1. The successful tenderer shall have to deposit **Rs.50,000/- (Rupees Fifty Thousand only)** as performance security by means of Fixed Deposit Receipt/ Bank Guarantee from a Nationalized/Public Sector Commercial Bank which shall be in favour of **PAO(Sectt.-I), D/o AHD& F**, New Delhi. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm.

**(c) BID EVALUATION CRITERION**

1. All terms & conditions stipulated in the tender document shall be considered for selection of firm. **As this is a multiple item tender which includes providing and fixing various item which have to be done by a same contractor. The Department would award the contract for all the listed items to one single bidding firm for the sake administrative convenience and efficiency. The criteria for deciding such an Award would be as per the recommendations of the Tender Evaluation Committee and the Competent Authority in the Department, which would depend upon the pattern of quotations received from the tendering firm.**
2. **THE TENDERING FIRMS SHALL QUOTE THEIR NET RATES ONLY (WITHOUT ADDING ANY KIND OF TAXES). NON- COMPLIANCE OF THIS CONDITION SHALL MAKE THE FIRM LIABLE FOR SUMMARY REJECTION OF THEIR BIDS.**

Place: New Delhi  
Dated: 04.09.2018

  
(Yoginder Kumar)  
Under Secretary to the Govt. of India.  
Tele: 23385116

**ANNEXURE****PROFORMA**

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice No. 14014-1/2018-Admn-II dated 04.09.2018. Accordingly, I/ we hereby submit information desired and the rates quoted are as under:-

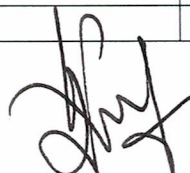
**Part-(A)**

S.No	Particulars	Details to be given by the bidder
1	Firm's name and full Postal Address	
2	Details of earnest Money Deposit : Rs.20,000/-  DD/PO No. & Date  Drawn on Bank  (upload copy)	
3	Registration No. of GST. (upload copy)	
4	Details of PAN Card. Copy to be enclosed. (upload copy)	
5	Copy of IT return for last three years.  (upload copy)	
6	Annual turnover for the last three years, duly authenticated/ duly signed by the Chartered Accountant of the firm.(upload copy)	
7	Certified copies of work experiences for three year or more (upload copy)	

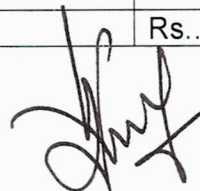


**Part-B(I)-Furniture****(RATES TO BE QUOTED WITHOUT ALL TYPE OF TAXES)**

Sl.No.	Items of work	Rate in figures (in Rs)	rate in words (in Rs).
<b>Painting of steel furniture</b>			
1	Steel Almirah (Big) (rate per sq. ft.)	Rs.....	(Rupees
2	Steel almirah (small) (rate per sq. ft.)	Rs.....	(Rupees
3	Steel rack big (rate per sq. ft.)	Rs.....	(Rupees
<b>Polishing of wooden furniture</b>			
4	Wooden table (big) (rate per sq. ft.)	Rs.....	(Rupees
5	Wooden table (small) (rate per sq. ft.)	Rs.....	(Rupees
6	Wooden cushion chair	Rs.....	(Rupees
7	Wooden file tray	Rs.....	(Rupees
8	Center table (rate per sq. ft.)	Rs.....	(Rupees
9	Wooden Chair	Rs.....	(Rupees
10	Stool (small)	Rs.....	(Rupees
11	Door( after scraping ) one side (rate per sq. ft.)	Rs.....	(Rupees
12	Wooden paneling per sq. ft.	Rs.....	(Rupees
<b>Repair of Steel furniture</b>			
<b>Almirah</b>			
13	Replacement of lock	Rs.....	(Rupees
14	Repairing of locking system	Rs.....	(Rupees

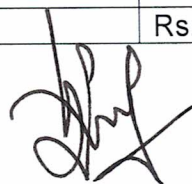


15	Minor repair	Rs.....	(Rupees
16	Providing of key	Rs.....	(Rupees
	<b>Book case</b>		
17	Supply and fixing of plain glass (4mm) (rate per sq. ft.)	Rs.....	(Rupees
	<b>Repairing of wooden /steel furniture</b>		
18	Minor repair of wooden chair with screw/nail	Rs.....	(Rupees
19	Minor repair to wooden cushion chair	Rs.....	(Rupees
20	Replacement of wheel of revolving chair (rate per wheel)	Rs.....	(Rupees
21	Overhauling/oiling/ greasing of revolving chair	Rs.....	(Rupees
22	Supply and fixing of new base for fixing wheel in revolving chair	Rs.....	(Rupees
23	Supply and fixing of new axel in revolving chair	Rs.....	(Rupees
24	Supply and fixing of new spring in revolving chair	Rs.....	(Rupees
25	Supply and fixing of standard quality hydraulic compressor in revolving chair	Rs.....	(Rupees
26	Repair of hydraulic compressor in revolving chair	Rs.....	(Rupees
27	Renovation of Sofa set (5 seater) complete with Sofa cushion (rubber foam pin hole ISI mark) Foam , Niwar Spring Jute Polish etc. <b>(Rate per seat without cloth)</b>	Rs.....	(Rupees
28	<b>Per seat</b> labour charges for only replacement of cloth of Sofa Set (without cloth)	Rs.....	(Rupees
29	Labour charges for only replacement of cloth of executive/visitor chair etc. <b>(without cloth)</b>	Rs.....	(Rupees
30	Labour charges for fitting/replacement	Rs.....	(Rupees





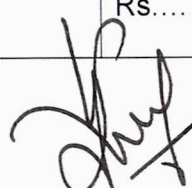
	of cloth Foam of visitor chair with complete repair including Niwar foam, Jute, etc. duly stitched ( <b>Rate without cloth</b> )		
31	Renovation of computer chair complete with foam cushion, etc, (without cloth)	Rs.....	(Rupees
32	Renovation of high back revolving chair complete with foam cushion etc. (rate without cloth)	Rs.....	(Rupees
33	Stitched lose cover of sofa set (Back side) (5 seater )	Rs.....	(Rupees
34	Stitched lose cover of executive/visitor chair(Back side)	Rs.....	(Rupees
35	Dry-cleaning of sofa set (per seat)	Rs.....	(Rupees
36	Dry-cleaning of revolving/visitor/computer chair	Rs.....	(Rupees
	<b>TABLE</b>		
37	Supply and fitting of inner lock (Multipurpose) to the Drawer/cupboard (wooden)	Rs.....	(Rupees
38	Supply and fitting of inner lock to the Drawer (Steel table)	Rs.....	(Rupees
39	Supply and fitting of handle to the Drawer (wooden table)	Rs.....	
40	Supply and fixing of Ply Board per sq. fit		
	3 mm	Rs.....	(Rupees
	4 mm	Rs.....	(Rupees
	6 mm	Rs.....	(Rupees
41	Supply and fixing of tic ply and its polishing ( per sq ft)		
42	Minor repair in wooden table	Rs.....	(Rupees
43	Minor repair in Steel table	Rs.....	(Rupees
44	Supply and fixing of latch (Kunda Chhapka)		
	in Wooden Almirah	Rs.....	(Rupees
	in Drawer of table	Rs.....	(Rupees



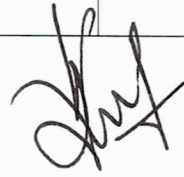
45	Supply and fixing of knob of wooden table	Rs.....	(Rupees
<b>Stool, Foot Rest, Rack</b>			
46	Repair of stool with nail etc.	Rs.....	(Rupees
47	Providing of wooden foot rest(size 2'X1 ½')	Rs.....	(Rupees
48	Supply and fixing of metalic rod with brackets for curtains	Rs.....	(Rupees
49	Stitching charges of curtains with chunnat and rings.	Rs.....	(Rupees
50	Stitching charges of curtains without chunnat and rings.	Rs.....	(Rupees
<b>Miscellaneous</b>			
51	Fixing of nails for hanging photo/wall mirror and clock with gitties and hook	Rs.....	(Rupees
52	Supply and fixing of secret lock to door	Rs.....	(Rupees
53	Supply of duplicate key to secrete lock/pad lock	Rs.....	(Rupees
54	Repair of secrete lock	Rs.....	(Rupees
55	Supply and fixing of door closer	Rs.....	(Rupees
56	Supply and fixing of new chimta to door closer	Rs.....	(Rupees
57	Supply and fixing to new sprint graries to door closer	Rs.....	(Rupees
58	Oiling of door closer	Rs.....	(Rupees
59	Supply and fitting of window glass (4mm) (rate per sq ft)	Rs.....	(Rupees
60	Removing of window partition	Rs.....	(Rupees



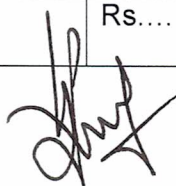
61	Framing of photo/ scenery	Rs.....	
	with golden frame and glass. (rate per sq. ft.)	Rs.....	(Rupees
	with ordinary frame and glass (rate per sq. ft.)	Rs.....	(Rupees
62	Stitching of back cushion for sofa set ( per piece)	Rs.....	(Rupees
63	Supply and fixing of Al Draj (size-8")	Rs.....	(Rupees
64	Supply and fixing of Chitkini Size 6"	Rs.....	(Rupees
65	Supply & fixing of knob of wooden table	Rs.....	(Rupees
66	Supply of seat cushion with cover for chair Back Seat	Rs.....	(Rupees
67	Fixing of Hot case on the wall with angle iron & board	Rs.....	(Rupees
68	Providing and fixing of door stopper	Rs.....	(Rupees
69	Fixing of exhaust fan to window	Rs.....	(Rupees
70	Minor repair of door with wood/ ply/ nail etc.	Rs.....	(Rupees
71	Welding per point	Rs.....	(Rupees
72	Providing of plastic sheet for doors (rate per sq. inch)	Rs.....	(Rupees
73	Fixing of old letters to name plate(re-fixing)	Rs.....	(Rupees
74	Providing & fixing of new handle/ PU arms to rev. chair (rate per chair)	Rs.....	(Rupees
75	Minor repair in Vertical blinds	Rs.....	(Rupees



76	Supply and fixing of normal vertical blinds (per sq. ft.)	Rs.....	(Rupees
77	Supply and fixing of normal roller blinds (per sq. ft.)	Rs.....	(Rupees
78	Providing and fixing of new key board for computer table 18" x 18"	Rs.....	(Rupees
79	Providing and fixing of new key board channel in computer table (One set i.e two)	Rs.....	(Rupees
80	Providing of new stool 15" x 15"	Rs.....	(Rupees
81	White cotton cloth for banners good quality ( per mt.)	Rs.....	(Rupees
82	Silk cloth for banners good quality ( per mt.)	Rs.....	(Rupees
83	Supply of flax banner including printing (per sq ft)	Rs.....	(Rupees
84	Plastic name plate 12" x 4" (golden sheet )	Rs.....	(Rupees
85	Writing of letter on cloth/wood in Hindi/English in any color per letter—size		
	i) 1"	Rs.....	(Rupees
	ii) 2"	Rs.....	(Rupees
	iii) 3"	Rs.....	(Rupees
	iv) 4"	Rs.....	(Rupees
	v) 5"	Rs.....	(Rupees
	vi) 6"	Rs.....	(Rupees
86	Plastic name plate with brass words size 2 ½ " (rate per letter including plastic plate)	Rs.....	(Rupees
87	Plastic name plate with brass words size 2" (rate per letter including plastic plate)	Rs.....	(Rupees



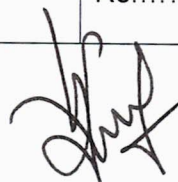
88	Plastic name plate with brass words size 1 ½” (rate per letter including plastic plate)	Rs.....	(Rupees
89	Brass name plate with words size 2” ( rate of brass plate per sq. inch including writing of letter)	Rs.....	(Rupees
90	Brass name plate with brass words size 1 ½ ” ( rate of brass plate per sq. inch including writing of letter)	Rs.....	(Rupees
91	Removing and fixing of old name plate	Rs.....	(Rupees
92	fixing of new name plate	Rs.....	(Rupees
93	Polishing of brass name plate(rate per letter)	Rs.....	(Rupees
94	Repair of door handle	Rs.....	(Rupees
95	Repair of partition	Rs.....	(Rupees
96	Repair of wooden Almirah (modular)	Rs.....	(Rupees
97	Opening of steel Almirah	Rs.....	(Rupees
98	Opening of Secret/pak lock. (opening of locked door)	Rs.....	(Rupees
99	Providing and fixing of notice board (rate per sq. ft)	Rs.....	(Rupees
100	Change of cloth of notice board(per sq. ft.)	Rs.....	(Rupees
101	Repair of work station ( Modular)	Rs.....	(Rupees
102	Repair of modular table	Rs.....	(Rupees
103	Providing and fixing of modular wooden board with existing/quality color (per sq. ft.)	Rs.....	(Rupees
104	Providing table glass (Modi guard) rate per sq. ft.		
	6 mm (per sq. ft.)	Rs.....	(Rupees



	8 mm (per sq. ft.)	Rs.....	(Rupees
	10 mm (per sq. ft.)	Rs.....	(Rupees
105	Providing waveled brown/black table glass (Modi guard) rate per sq. ft.		
	8 mm (per sq. ft.)	Rs.....	(Rupees
	10 mm (per sq. ft.)	Rs.....	(Rupees
106	Table raiser (incliner) of acrylic sheet with brass fitting 10 mm acrylic sheet (rate per peace)	Rs.....	(Rupees
107	Providing and fixing of foot mat/Door Mat (acrylic wire ), Jute, rubber ( rate per sq. ft)	Rs.....	(Rupees
108	Handle Lock	Rs.....	(Rupees
109	Door Handle	Rs.....	(Rupees
110	Looking Glass with stand	Rs.....	(Rupees
111	Providing & fixing of wooden brackets	Rs.....	(Rupees
112	Providing & fixing of Iron brackets	Rs.....	(Rupees
113	Providing and fixing frame of AC with wood	Rs.....	(Rupees
114	Fixing of nails for hanging photo/wall mirror and clock with gutties and hook	Rs.....	(Rupees

### Part-B(II)-Rubber Stamp

Sl.No.	Items of work	Rate in figures (in Rs)	rate in words (in Rs).
1	Self inking stamps (6 line) viz Name of Officer	Rs.....	(Rupees



	Designation Government of India Ministry of Agriculture Deptt. of A. H. D.& Fisheries Krishi Bhavan, New Delhi		
2	Self inking stamps (bilingual) viz Name of Officer Designation Government of India Ministry of Agriculture Deptt. of A. H. D.& Fisheries Krishi Bhavan, New Delhi	Rs.....	(Rupees
3	Dater stamp viz Date, Month and Year	Rs.....	(Rupees
4	Dater stamp with office address viz Date, Month and Year Ministry/Deptt., Krishi Bhawan, New Delhi	Rs.....	(Rupees
5	Signature Stamp viz Signature of the officer concerned	Rs.....	(Rupees
6	Round stamp	Rs.....	(Rupees
7	Computerized self inking stamp (Flash) (up to 8 lines)	Rs.....	(Rupees
8	Normal rubber stamp		
	For three line	Rs.....	(Rupees
	Rate for each addition line	Rs.....	(Rupees

(Signature of Authorized Signatory)

Name of Bidder:  
Complete Address:  
Contact Nos.