

Yojana Bhavan, Sansad Marg,
New Delhi, the 17th February 2011.

18th

TENDER NOTICE

Sealed tenders are invited from reputed, experienced and financially sound Firms/Agencies/Companies for carrying out the repair and maintenance of furniture items in the Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi, for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm (s).

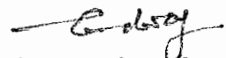
2. Complete tender document may be downloaded from this Commission's official web-site (<http://www.planningcommission.gov.in>).

3. The bidder shall submit Demand draft/Pay order for ₹. 30,000/- (₹. Thirty Thousand only) issued by any Commercial Bank in favour of "Pay and Account Officer, Planning Commission, New Delhi" along with the bid towards Earnest Money deposit. Earnest Money Deposit will be returned to the unsuccessful tenderers after finalization of the contract.

4. The tender shall be dropped in the tender box kept at the reception area of Yojana Bhava, Sansad Marg, New Delhi on 14th March, 2011 (Monday) from 10.00A.M to 3.00PM. The tender will be opened on 14th March, 2011 (Monday) at 4.00PM in the room no. 344, Third Floor, Yojana Bhavan, Sansad Marg, New Delhi-110001 in the presence of the Committee constituted for this purpose and the representatives of the firms/Agencies/Companies who may wish to be present.

5. The sealed envelope containing the Tender should be super-scribed "Tender for annual Contract for repair and maintenance of furniture and other related items in Planning Commission and Office of the Economic Advisory Council to PM, Vigyan Bhavan, Maulana Azad Road, New Delhi". The tender shall not be accepted after the stipulated date and time under any circumstances whatsoever.

6. This Commission reserves the right to amend/modify any or all the terms and conditions of the tender document. The Commission also reserves the right to cancel the tender at any time without assigning any reason, thereof. Any inquiry after submission of the Tender will not be entertained.



(P.C. Bhardwaj)

Under Secretary to the Govt. of India

✓ Copy to: Director (C& I) with the request to upload the Tender Notice on the web site of Planning Commission.

Terms & Conditions

1. The Tender shall be dropped in the tender box kept at the reception, Yojana Bhavan, Sansad Marg, New Delhi on 14th March, 2011 from 10.00AM to 3.00PM. The sealed envelope containing the quotation should be super-scribed "Tender for annual Contract for repair and maintenance of furniture and other related items in Planning Commission and Office of the Economic Advisory Council to PM, Vigyan Bhavan". The quotation shall be opened on the same day i.e 14th march 2011 at 4.00PM in room No. 344, Third Floor, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the committee constituted for the purpose and the representative (s) of the firm (s) who may wish to be present.
2. The Firms \ Agencies \ Companies must be registered with Service Tax Department.
3. The tenderer should have experience and expertise in maintenance of various types of furniture and related works in Central/ State Government Ministries /Departments/ Public Sector Undertakings/ Autonomous bodies. Copies of work orders \ experience certificate must be enclosed with the bid.
4. The firm participating in the tender will deposit a bank draft/pay order of ₹ 30,000/- (Rupees Thirty Thousand only) as earnest money, in favour of Pay & Accounts Officer, Planning Commission along with the tender. Earnest money in any other form shall not be accepted and tender would be summarily rejected.
5. The period of the contract shall be effective from the date it would be awarded and formalities completed. It will be valid for a period of one year and may be extended further on a yearly \ Half-yearly basis subject to satisfactory performance, on the same terms and conditions up to maximum period of three years. It may be curtailed depending upon review of performance of the contractor after every three months.
6. The successful tenderers will be required to do the work at the approved rates during the entire period of contract. In case, the successful bidder shows its inability at any stage after the contract is finalized, for whatsoever reason (s), for taking up the contract, the earnest money would be forfeited.

(Signature of Authorised Signatory with date)

(Name of the Authorised signatory)
Seal containing name of the Firm/Agency
With full postal Address & Contact Number



7. The Successful bidder shall deposit a Performance Security Deposit @ 6% of the contract value in the form of Fixed Deposit receipt from a commercial Bank hypothecated in favour of Pay & Accounts Officer, Planning Commission, New Delhi, which will be valid beyond 60 days of the expiry of contract period of one year. In case of extension of contract, fresh performance security deposit will have to be deposited. It would be returned to the contractor after the successful completion of the contract.

8. The bidder shall submit the following documents along with their bid:

1. Self-attested copy of PAN.
2. Self-attested copy of Service Tax Registration Certificate.
3. Experience certificate from Central / State Government Ministries/ Departments/ Public Sector Undertakings (including Public Sector Banks)/Autonomous bodies.
4. A self-certificate on the letter head of the Firm that the firm is not black listed by any Central \ State Government Ministries \ Departments \ Public Sector Undertakings including Public Sector Banks.
5. Demand Draft \ Pay Order for Rs.30,000\ - in favour of "Pay and Accounts Officer, Planning Commission".


9. No bidder will be allowed to withdraw after submission of bid, otherwise the EMD submitted by the bidding firm would stand forfeited. In case, the successful bidder declines the offer of contract, for whatsoever reasons, his EMD will be forfeited.

10. The bidder shall submit the bids in the prescribed format enclosed at "Annexure - A" of tender document. Both per unit cost, for hardware items \ labour cost and total cost for all items are required to be quoted separately, in relevant columns. The total contract value for all the furniture and related items must be calculated and indicated (both in words and in figures) at the end of the financial part of the tender document.

11. The rates shall be quoted separately for Hardware and Labour Charges in the proforma enclosed at "Annexure - A" of tender documents. Each column of financial part of tender document at Annexure-A must be filled up and no column shall be left blank. Where there is no labour cost for any hardware items \ works even that

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column shall be filled up showing the rate as 'Nil'. Where there are only labour charges and no hardware items involved the respective column of hardware items shall also be filled up showing the rate as 'Nil'.

12. Overwriting / corrections / cuttings in the financial part of the tender are not permitted and all such tenders would be summarily rejected. Incomplete or blank quoting of rate in financial part of tender document / tender without EMD in required form would result in rejection of tender and shall not be considered under any circumstances.

13. The tenders received after due date and time will be considered as "Late bid" and shall not be entertained. It will be returned unopened to the tenderer(s).

14. The contractor shall depute one skilled carpenter & one Key maker for doing day-to-day repairing job. The contractor shall provide repairing instruments of all types. The contractor shall provide the requisite material/parts of indicated brand/ISI mark.

15. The lowest tenderer/L1 will be declared on the basis of total annual value/Expenditure calculated on the basis of the quoted price in proforma at "Annexure - A" for all the items will be lowest.

16. If the work of the firm is not found satisfactory, Planning Commission reserves the right to terminate the contract at any time without assigning any reason. The decision of the Planning Commission will be final and binding on the contractor.

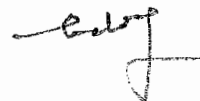
18. The Competent Authority of the Planning Commission reserves the right to reject all or any terms and conditions of the tender in whole, or in part, without assigning any reason.

19. In case of breach of any terms and conditions attached to this contract, performance security deposit of the firm will liable to be forfeited by this Commission besides annulment of the contract.

20. Planning Commission reserves the right to terminate the contract at any time, if the services are not found satisfactory and\ or material supplied by the firm is of substandard quality. The Commission has the right to award the contract to any other agency at the cost, risk and responsibility of the bidder and excess expenditure incurred on account of this will be* recovered by the Planning

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Commission from its Security Deposit or pending bills or by raising a separate claim.

21. The staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property.

22. If any incident of theft \ pilferage by the worker of the contractor is reported causing pecuniary loss to the Government, the entire cost will be recovered from the firm besides annulment of the contract.

23. If any action or inaction on the part of workers of the contractor causing damage to movable \ immovable property of planning Commission is reported then full amount equivalent to that of damaged article will be recovered from the contractor in addition to any other action as deemed appropriate by the Competent Authority.

24. The contractor will raise bill in triplicate on quarterly basis up to 15th of the succeeding month. The payment will therefore be made on quarterly basis.

25. No advance payment will be made. Government tax, namely, Sale Tax/VAT will be payable wherever applicable and the bill to be submitted by the contractor should bear valid tax registration number. Validity of the tax registration during the period of contract shall be sole responsibility of the contractor.

26. Each page of the tender document should be signed and stamped by the authorized signatory of the bidding firm in acceptance of the terms and conditions laid by the Planning commission.

27. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise, the contract will be cancelled and the EMD will be forfeited.

28. The firm\agency\company should not be black listed by any Central \ State Government Ministries \ Departments \ Public Sector Undertakings including public sector banks\ Autonomous bodies.

29. These terms and conditions are not exhaustive but general in nature. Planning Commission shall have the right to clarify any clause or part thereof of the terms and conditions and that will be final & binding.

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30. In the event of any dispute arising out of this contract, the same shall be referred to arbitration by a mutually nominated sole Arbitrator under the relevant provisions of Arbitration and Conciliation Act, 1996. The place of arbitration shall be New Delhi. Should the dispute need to be reference to a Court of Law, the same would be referred to the Courts at new Delhi.



(P.C. Bhardwaj)

Under Secretary to the Govt. of India

Dated: - 17/2/2011

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Pro-forma of Financial Part of Annual Maintenance Contract for
repair of furniture and other related items

Sl. No.	Particulars	Tentative Unit Required (Per annum)	Hardware Rate/unit (per Sq.Ft. \ Sq.Mt. wherever area is applicable)	Labour Cost (per unit) (wherever required)	Total Cost per unit (Excluding taxes) (4+5)	Tentative Total Cost (per annum) (Excluding taxes) (6x3)
			In ₹	In ₹	In ₹	In ₹.
1	2	3	4	5	6	7
A	Steel Almirah					
1.	Provision & Replacement of lock (Godrej \ Equivalent make)	20				
2.	Provision & Replacement of Handle (Godrej \ Equivalent make)	20				
3.	Minor repair	10				
4.	Adjustment of Shelves	10				
5.	Provision of Key \ repair of locks	50				
6.	Provision and fixing of new bush	10				
B	Steel Table					
1.	Provision & Replacement of lock (Godrej \ Equivalent make)	20				
2.	Provision & Replacement of Handle (Godrej \ Equivalent make)	15				
3.	Repair of lock & Provision of key	20				
4.	Provision and fixing of sunmica top (green lam \ equivalent)	25 (Sq. Ft.)				

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Sl. No.	Particulars	Tentative Unit Required (Per annum)	Hardware Rate/ unit (per Sq.Ft. \ Sq.Mt. wherever area is applicable)	Labour Cost (per unit) (wherever required)	Total Cost per unit (Excluding taxes) (4+5)	Tentative Total Cost (per annum) (Excluding taxes) (6x3)
1	2	3	4	5	6	7
			In ₹	In ₹	In ₹	In ₹.
C Steel Chair						
1.	Replacement of new wooden arms	10				
2.	Replacement of rubber shoes	30				
3.	Replacement of new rubber cap	30				
D Steel Filing Cabinet						
1.	Provision & Replacement of lock (Godrej\Equivalent make)	10				
2.	Provision & Replacement of handle (Godrej\Equivalent make)	15				
3.	Adjustment of drawer \ channel including repair & Replacement of new channel	10				
4.	Steel boll (ISI mark)	10				
5.	Provision of key & Repairing of lock	30				
6.	Steel Compactor (Repairing \ overhauling \ Repairing of lock & providing key and other parts)	10				
E Steel Revolving Chair						
1.	Repair of chair	5				
2.	Overhauling & greasing	5				
3.	Replacement of wheel (Godrej\ equivalent make)	5				
4.	Replacement of axel (ISI mark)	5				

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Sl. No.	Particulars	Tentative Unit Required (Per annum)	Hardware Rate/ unit (per Sq.Ft. \ Sq.Mt. wherever area is applicable) In ₹	Labour Cost (per unit) (wherever required) In ₹	Total Cost per unit (Excluding taxes) (4+5) In ₹	Tentative Total Cost (per annum) (Excluding taxes) (6x3) In ₹.
1	2	3	4	5	6	7
5.	Replacement of spring (ISI mark)	5				
6.	Painting of Chair	5				
7.	Welding (per point)	5				
F.	Steel Book Case					
1.	Replacement of lock (Godrej \ Equivalent make)	10				
2.	Replacement of Handle (Godrej \ equivalent make)	5				
3.	Opening of \ Repair of lock & provision of Keys	20				
G	Door Lock					
1.	Replacement of Door lock (Godrej \ Equivalent make)	40				
2.	Replacement of handle (Godrej \ Equivalent make)	40				
3.	Opening \ repairing of lock & provision of key	40				
4.	Provision and fixing of Godrej Night Latch)	20				
5.	Provision and fixing of Door Closer (ISI mark)	10				
H	Painting of Furniture (per Sq. Ft.)					
1.	Steel Almirah (big size) out portion only	05				
2.	Steel Almirah (small size) outer portion only	05				

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Sl. No.	Particulars	Tentative Unit Required (Per annum)	Hardware Rate/unit (per Sq.Ft. \ Sq.Mt. wherever area is applicable)	Labour Cost (per unit) (wherever required)	Total Cost per unit (Excluding taxes) (4+5)	Tentative Total Cost (per annum) (Excluding taxes) (6x3)
1	2	3	4	5	6	7
			In ₹	In ₹	In ₹	In ₹.
3.	Steel Filing Cabinet	05				
4.	Side Rack (big)	05				
5.	Side Rack (small)	05				
6.	Steel book Case	05				
	Steel Compactor	05				
	Credenza	05				
I	Repair of Wooden Furniture					
1.	Minor Repair of Chair without any replacement	50				
2.	Minor Repair of table without any replacement	40				
3.	Minor Repair of Almira without any replacement	25				
4.	Repair of seat\back of chair	25				
5.	Replacement of chair Arm	25				
6.	Replacement of chair leg	25				
7.	Replacement of Table leg	25				
8.	Repair \Replacement of table\workstation drawer	25 Nos.				
9.	Provision and fixing of rings to curtains (per 100)	05 Pkts. (each packets containing 100 Nos.)				

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B. Jay

Sl. No.	Particulars	Tentative Unit Required (Per annum)	Hardware Rate/unit (per Sq.Ft. \ Sq.Mt. wherever area is applicable)	Labour Cost (per unit) (wherever required)	Total Cost. per unit (Excluding taxes) (4+5)	Tentative Total Cost (per annum) (Excluding taxes) (6x3)
1	2	3	4	5	6	7
			In ₹	In ₹	In ₹	In ₹.
10.	Provision of looking mirror (Modi Guard \ Saint Gobain \ Equivalent make) (a) PVC (b) wooden (ISI Mark) (C) wooden with towel rod/stand (ISI mark)	10 Nos. 10 Nos. 10 Nos.				
11.	Provision \ Replacement of curtain rod (per foot) (Vista or ISI mark)	500 Sq. Ft.				
12.	Provision and fixing of Venetian Blinds.	50 Sq. Mts.				
13.	Fabrication of Workstation (ISI make)	30 Sq. Fts.				
14.	Sofa Cushion (12"x12"x4") with cover (ISI mark)	60				
15.	Sofa Cushion (12"x12"x4") without cover (ISI mark)	60				
J	Polish of wooden Furniture (Rate Per Sq. Ft. wherever applicable)					
1.	Table (Big Size)	25				
2.	Table (Small Size)	25				
3.	Chair	50				
4.	Partition Screen	5				

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1	2	3	4	5	6	7
			In ₹	In ₹	In ₹	In ₹.
5.	Side Rack	15				
6.	Centre Table	20				
7.	Almirah	20				
8.	Mirror Stand	05				
9.	Stool	25				
10.	Conference table	05				
11.	Book Shelf	05				
12.	Sofa (per seat)	40				
13.	Lacquer polish on any surface	200 sq. ft.				
14.	Deco polish with wax finish	150 sq. ft.				
15.	Malamine Polish	150 sq. ft.				
K	Complete renovation including tapestry cloth (ranging between Rs. 250/- to 350/- per mtr.) Cushion, Markeen, Dory, Spring, Jute, Tat, Canvas PU-Foam, Labour Charge, (Per Seat)					
1.	Sofa Set	50				
2.	Revolving Chair	50				
3.	Visitor Chair	50				
4.	Computer Chair	50				
L	Providing & Fixing of rubber Cushion (ISI mark) for the seat of sofa sets and chairs					

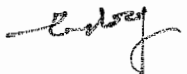
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			In ₹	In ₹	In ₹	In ₹.
1	2	3	4	5	6	7
1.	21"x22"x4" (sofa set\ Chair)	10				
2.	18"x18"x2" (Sofa set\ Chair)	10				
3.	Amron Back rest(For Sofa)	5				
4.	Amron Back rest for Chair	5				
M	Providing & Fixing of loose covers along with material i.e cloth (Range between ₹.140 to 150 per mt - Per seat \ chair).					
1.	Sofa Set	50				
2.	Revolving Chair	50				
3.	Visitor Chair	50				
4.	Computer Chair	50				
N	Provision of Curtains of premium range cloth (Range between Rs.500\ - to Rs.700\ - Per Mt.)					
1.	Plain Curtains	50 Sq. Mts.				
2.	Pleated Curtain	50 Sq. Mt.				
3.	Pleated Curtain with frills.	25 Sq. Mt.				
O.	Provision of curtains of normal range cloth (Range between Rs.250\ to Rs.350\ - Per Mt.)					
1.	Plain Curtains	75 Sq. Mts.				
2.	Pleated Curtain	50 Sq. Mt.				
3.	Pleated Curtain with frills.	25 Sq. Mt.				

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			In ₹	In ₹	In ₹	In ₹.
1	2	3	4	5	6	7
P	Renovation of furniture items (Material with labour charges - per seat)					
1.	Sofa	25				
2.	Revolving Chair	50				
3.	Visitor Chair	50				
4.	Computer Chair	50				
Q	Fabrication of wooden storage/rack / Table (Rate per sq. Ft.)					
1.	Wooden Storage	150 Sq. Ft.				
2.	Wooden Rack	150 Sq. Ft.				
3.	Table	50 Sq. Ft.				
R	Provision of Glass Top (with buffing\holing & Cartage) (Rate per Sq. Ft.)					
1.	Glass top 8mm thickness (a) Plain (b) Colour	100Sq.Ft 25 Sq.Ft				
2.	Glass top 10mm thickness (a) Plain (b) Colour	75Sq.Ft 25Sq.Ft.				
3.	Glass top 12mm thickness (a) Plain (b) Colour	75Sq.Ft 25Sq.Ft.				
S	Miscellaneous					
1.	Providing and fixing of notice board (rate per sq. ft.)	30 Sq. Ft.				

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1	2	3	4	5	6	7
			In ₹	In ₹	In ₹	In ₹.
2.	Change of cloth of notice board (rate per mt.)	10 Sq. mt.				
3.	Supply of writing desk (a) Acrylic (b) Wooden	10 Nos. 10 Nos.				
4.	Supply of coat stand with brass fitting	05 Nos.				
5.	Wall Board - (a) Plain (b) Magnetic	5 Nos. 5 Nos.				
6.	Letter Box (normal - 15" x 12" x 6" size) (a) Wooden (b) Metal	5 Nos. 5 Nos.				
Total in ₹.						
Tentative Total cost (per annum) (col.7) (excluding taxes) in Rs. _____ (Rupees _____ only)						
Taxes, if any (In Rs).....						
Tentative Total Cost (Per annum) (Including Taxes) in Rs(In both figures and words.).....						

Date: 17/2/2011


(P.C. Bhardwaj)

Under Secretary to the Govt. of India

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