

**A-11014/09/2013-NACO  
Government of India  
Ministry of Health & Family Welfare  
Department of AIDS Control**

9<sup>th</sup> floor, Chanderlok Building,  
36- Janpath , New Delhi  
Dated 27.02.2014

To,

List attached

**Notice Inviting Tender**

**Subject: Award of Annual Maintenance Contract ( AMC ) for furniture items in the department of National AIDS Control Organisation, 9<sup>th</sup> Floor Chanderlok Building , Janpath , New Delhi**

Sealed quotation (both technical and financial bids ) are invited from the firms which are interested for Annual Maintenance of various wooden/ steel furniture items ( **as per Annexure** ) in this Department. The contract would be initially awarded for a period of two year and is liable for further extension based on performance and agreed terms and conditions.

2. Interested firms shall be required to furnish along with the quotation , an earnest money Deposit ( EMD) of **Rs.200000/- (Rs. Two lakhs only)** in the form of Demand Draft / Banker's cheque, favoring **of Account Officer, Ministry of Health & Family Welfare, New Delhi payable at New Delhi**. The EMD shall be refunded to the unsuccessful bidders after completion of the tender proves. Any quotation without the requisite EMD shall be summarily rejected..
3. The firms applying for the said tender must possess the following requisite qualification:- :-
  - i) At least ten years relevant experience of AMC /supply of furniture/ fixture items in any Central Government Department / organization :
  - ii) Annual Turnover of Rs.1 crore or above , consecutively for the last three years
  - iii) The firm must have an office or workshop of its own in Delhi / NCR , which should be registered with MCD or NDMC
  - iv) The firm must having VAT registration and Service Tax Registration No and other requisite government clearances that are necessary for such work .
  - v) Certificate from at least five used departments regarding the quality of the AMC / Supply provided indicating the good performance
4. **The Offer should be submitted in two parts as under :-**

**Part- I of the tender should be super scribed “ Part- I” Technical Details for Tender Reference No.A-11014/09/2013-NACO dated 27.02.2014 due on 23<sup>rd</sup> March, 2014 and shall be mandatorily contain self attested copies of the following documents .**

- i. Earnest Money of Rs.200000/- in the form of DD / Bankers Cheque:
- ii. Name of the proprietor , Residential and official Address and Telephone numbers of the firm to be given on the letter head of the firm :
- iii. Annual Turnover of the firm to be supplemented by duly audited Balance sheet of the Last three Financial Years:
- iv. PAN Card / Service Tax Registration No. / VAT Registration No. :
- v. Details of Past Experience along with proof:
- vi. List of Clients :
- vii. Certificate with regard to AMC / quality of the furniture supplied , from a gazetted Officer / Class- 1 officer of any central Government Department / organization where the firm has AMC / supplied the similar items of furniture,
- viii. A certificate from the firm that it has got its own office or Workshop in Delhi to be supplemented by copy of Registration certificated from MCD / NDMC.
- ix. Two different work order / completion certificated each amounting to Rs. 10 Lakh or above.
- x. The Firm shall furnish a certificate on their firm's letterhead stating that upto date returns have been filed and there are no dues with the concerned department. Firm will also submit the copies of such returns ( Latest) submitted to department of trade and Taxes .
- xi. An undertaking that they are not barred from any organization

All the pages of tender documents should be properly numbered and total number of pages must be indicated on the forwarding letter. The sealed envelope containing tender documents should clearly indicate tender no. and date of opening of tender and all pages in tender document & forwarding letter should be signed .

**Part- II of the tender shall be super scribed “Part- II” Financial Bid for reference no A.- 11014/09/2013-NACO dated 27<sup>th</sup> February, 2014 due on 23<sup>rd</sup> March, 2014 and shall contain the following documents:-**

Rates against each item separately in the format prescribed in the Annexure

5. Technical Bid and the Financial Bid shall be put in separate closed covers as detailed above, and then put in a single envelope which should be clearly super scribed “Quotation for AMC of Furniture in **Department of AIDS Control, 9<sup>th</sup> Floor Chandralok Building , 36- Janpath , New Delhi** ” and should be addressed to **Under Secretary (A), DAC, 9<sup>th</sup> Floor, Chandralok Building , Janpath , New Delhi** and the same shall reach this department on or before **11.00 AM 23<sup>rd</sup> March, 2014**. The tenders can be dropped in Tender Box placed at near reception. The technical bid shall be opened on 23<sup>rd</sup> March, 2014 at 12.00 Noon in the Committee Room, at 9<sup>th</sup> floor, Chandralok Building, 36 Janpath, New Delhi. The financial bids of only those firms who qualify in the technical bid will be opened after informing the eligible firm . The firm shall send their representative at the time of tender opening .
6. The firm will be required for Annual Maintenance of Furniture items in any of the premises of the Department. For the purpose no extra payment shall be made by this department and the arrangement shall be made by the firm on its own for supply and installation of the items related to maintenance of the furniture in the Department , as

and when required . Any layout / sketch of plans of placing the furniture any particular room , if required , has to be prepared and furnished by the contractor in consultation with the concerned user of the Department . No expenditure shall be borne by the department in this regard and the firm has to make its own arrangement for the same . If any furniture is found defective within a period of six months of the maintenance / repairing, the same shall be returned to the firm for which the firm will be liable to replace the same at its own cost. No extra charges towards transportation or any other item shall be borne by the department . The successful firm is required to depute one carpenter daily at 9.00AM to this Office or as per requirement, failing which a penalty of Rs.500/- per day will be deducted from the Bills received in this office for Payment .

7. The firm shall carry all the repair work keeping the ambience / symmetry of the surrounding . Any deviation shall amount to loss of government property and the firm shall be liable to pay damages as per calculation of the Department .
8. No Advance payment will be made in any case. The approved contractor shall submit the bills ( in triplicate) along with the user's report for payment .
9. The Department has the right to forfeit the security deposit in full or in part in event of failure on the part of contractor to fulfill the terms and conditions.
10. The contract can terminate at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this connection, the decision of the department will be final and binding on the firm.
11. The Successful bidder will have to deposit a Bank Guarantee of Rs.2 lakh (Rs. Two lakhs) favoring Account Officers, Ministry of Health & Family Welfare, in the form of FDR/ Bank Guarantee which shall be valid beyond 60 days after the expiry of the contract. The other terms and conditions incorporating penalty clause etc. which would be mandatory for the selected firm will be issued at the time of awarding the contract. The EMD submitted by the firm shall be refunded without any interest only after submission of Bank guarantee.
12. The Bids / tenders of the firm who are found to have quoted fake / unreasonable rates in any of the terms , shall summarily be rejected . Then decision of the Department in this regard shall be final and binding on the firm
13. The Department reserves the right to reject any or all quotations without assigning any reasons there of .

(Under Secretary to the Government of India)

**BIDDER'S DETAILS**

Name & Address of contractor :

Owner's Name :

Pan No :

Tin No :

Contact No. :

Residential Address :

Banker's Name & Address :

Experience ( in years ) :

List of major Clients ( Enclose Copy ) :

Performance Reports . If any :

References :

EMD details :

Any other information /documents,

Which may held in assessing tender

Capabilities for award of contract

**BIDDERS SIGNATURE / OFFICIAL SEAL/STAMP**

**LIST FOR REPAIR & MAINTENANCE OF FURNITURE ITEMS**

Sl. No	Name of Items	Rate ( RS )	Unit
<b>1</b>	<b>STEEL TABLE</b>		
a)	P/fixing of new locking system		
b)	Replacement of Lock		
c)	Adjustment of drawer		
d)	Minor repair of table		
e)	Providing of key		
f)	Opening of drawer		
g)	Repair of Lock		
h)	P/fixing of complete drawer Box with three drawers		
i)	P/fixing of new drawer		
j)	P/fixing of sunmica top		
k)	Replacement of Handle		
l)	P/fixing of Nova pan Top 18mm with rubber beeding ( Per Rft)		
m)	P/Fixing of new drawer channel		
n)	Supply of steel Table with drawer unit		
<b>2</b>	<b>STEEL ALMIRAH</b>		
a)	Replacement of Lock		
b)	Replacement of Handle		
c)	Repair of Locking system		
d)	Providing of keys		
e)	Opening of alimirah		

f)	Repair of Lock		
g)	P/fixing of New locking system		
h)	Repair of door		
i)	P/fixing of new base / legs		
<b>3</b>	<b>STEEL FILING CABINET</b>		
a)	Replacement of Lock		
b)	Replacement of Handle		
c)	Providing of key		
d)	Opening of filing cabinet		
e)	Repair of Lock		
f)	Adjustment of drawer		
g)	Repairing of cabinet		
h)	Supply of steel filing cabinet (Four drawer unit )		
i)	Supply of filing cabinet ( Three drawer unit )		
<b>4</b>	<b>STEEL REVOLVING CHAIR</b>		
a)	Repair of Revolving chair		
b)	Overhauling of axle		
c)	Replacement of wheel ( ISI ) mark		
d)	Overhauling & Greasing		
e)	Replacement of spring		
f)	Providing of Steel base		
g)	P/fixing of PU Plastic Arms		
h)	Repair of seat & Back		
i)	P/fixing of new revolving system		
j)	P/fixing of Wheel ( Godrej Type )		
k)	Replacement of Hydraulic cylinder		
<b>5</b>	<b>DOOR LOCK</b>		

a)	Replacement Lock (Harrison)		
b)	Replacement of Handle ( Harrison )		
c)	Repair of Old Lock		
d)	Replacement of Door Lock ( Godrej )		
e)	Replacement of Brass Handle		
f)	Replacement of door Handle ( Godrej )		
g)	Opening of Locked door		
h)	P/fixing of door stopper		
i)	Repairing of door		
j)	P/fixing of new Hinges 4" SS Finish		
k)	P/fixing of Aldrej ( Sliding Bolt )		
l)	P/fixing of Locking Bolt		
m)	P/fixing of Tower Bolt -6"		
<b>6</b>	<b>STEEL BOOK CASE</b>		
a)	P/fixing of Lock		
b)	P/fixing of Handle		
c)	Providing of key		
d)	Opening of Book case		
e)	Repair of Lock		
f)	Repair of Locking system		
<b>7</b>	<b>DOOR CLOSER</b>		
a)	Repair of Door closer		
b)	Replacement of Spring		
c)	Replacement of Small rod		
d)	Replacement of Big Rod		
e)	Fixing of door closer		
f)	P/fixing of new door closer( ISI )		
<b>8</b>	<b>MORTICE /PAD LOCK</b>		

a)	Supply and Fixing of New Mortice pad Lock with Handles		
b)	Supply and fixing of New Mortice pad Lock without Handles		
c)	Supply and Fixing of New Handles of Mortice		
d)	Removing of Mortice Lock		
e)	Repair of Mortice Lock including oiling /Greasing		
<b>9</b>	<b>FOOT REST /STOOL</b>		
a)	Supply of New foot rest of standard size 24" X20"		
b)	Minor Repairing of foot rest		
<b>10</b>	<b>CHITKANI</b>		
a)	Supply and fixing of new Iron Chitkani 4"		
b)	Supply and fixing of New Iron Chitkani ( 6")		
c)	Supply and fixing of new Iron Chitkani Size: 9"		
d)	Supply and fixing of new Aluminum Chitkani Size: 4"		
e)	Supply and fixing of new Aluminum Chitkani of Size 6"		
f)	Supply and fixing of new Aluminum Chitkani Size: 9"		
g)	Repair / Fixing of Chitkani		
<b>11</b>	<b>SECRET LOCK / NIGHT LATCH</b>		
a)	Supply and Fixing of secret lock with three keys ( <b>Godrej</b> Make)		
b)	Opening of Secret Lock		
c)	Removing of Secret Lock		
d)	Refixing of Secret Lock		
e)	Repair of Secret Lock in all respect including replacement of Lever , spring , button etc.		
f)	Supply of Duplicate Keys		
g)	Supply and Fixing of Different parts of secret lock		
<b>12</b>	<b>SLIDING BOLT</b>		
a)	Supply and fixing of New Iron Sliding Bolt 12"		
b)	Supply and Fixing of New Iron Sliding Bolt 10"		
c)	Removing of Sliding Bolt		
d)	Re fixing of Sliding Bolt		
13	Supply of <b>Wooden notice board / keyboard / Pinup board</b> made of 19mm thick commercial board 1 <sup>st</sup> class teakwood frame , blazer cloth cover on 12mm thick soft cellotax board duly fine lacquer polished ( <b>Per Sft</b> )		
<b>14</b>	<b>SPIRIT / LACQUER / MELAMINE POLISH</b>		
a)	Officer table / Secretariat table		
b)	Asstt. table		
c)	Office chair		
d)	Easy chair		
e)	Partition Screen ( <b>Per Sft</b> )		
f)	Side rack		



g)	Centre table		
h)	Wooden Almirah ( Big ) ( <b>Per Sft</b> )		
i)	Stool		
j)	Conference table ( <b>Per Sft</b> )		
k)	Book shelf ( <b>Per Sft</b> )		
l)	Notice Board ( <b>Per Sft</b> )		
m)	Polishing of wooden Partition ( <b>Per Sft</b> )		
n)	Polishing of pelmet ( <b>Per Rft</b> )		
o)	Painting of wooden partition ( <b>Per Sft</b> )		
p)	Spirit Polishing of wooden sofa set ( <b>Per Seat</b> )		
q)	Painting of partition with DUCO Paint ( <b>Per Sft</b> )		
r)	POP work in wall , ceiling , column , window etc ( <b>Per Sft</b> )		
s)	Painting of Wall ,ceiling with Oil bond distempering ( <b>Per Sft</b> )		
t)	Painting / polishing of wooden planters( <b>Each</b> )		
u)	Painting of Partition with Plastic paint ( <b>Per Sft</b> )		
v)	Cleaning of Glass with thinner ( <b>Per Sft</b> )		
w)	Lacquer polishing of wooden furniture including paneling ( <b>Per Sft</b> )		
<b>15</b>	<b>REPAIR OF WOODEN FURNITURE (WITH SCREW &amp; NAILS)</b>		
a)	Minor repair of chairs		
b)	Minor repair of table		
c)	Minor repair of screen		
d)	Minor repair of Almirah		
e)	P/Fixing of Ply in table drawers ( <b>Per Sft</b> )		
f)	P/fixing of Arms to chairs		
g)	P/fixing of Legs of chairs		
h)	P/fixing of Sunmica on wooden table ( <b>Per Sft</b> )		

i)	Minor repair of any other items		
j)	Fixing of exhaust fan with wood , screw , nut bolt etc.		
k)	P/Fixing of new drawer		
l)	Major repair of chair		
m)	Major repair of Table		
n)	Major repair of Almirah		
o)	Repair of Aluminum window with nails , nut bolts, screws, and labour charges etc		
p)	Major repair of wooden rack		
q)	Major repair of screen		
r)	P/fixing of legs of table		
s)	Repairing of wooden bench		
t)	P/fixing of Ply ( <b>commercial</b> ) ( <b>Per Sft</b> )		
u)	P/fixing of lock to wooden table		
v)	P/fixing of Kunda chapka		
w)	Repair of drawer of wooden table		
x)	P/fixing of wooden board ( <b>19mm commercial</b> ) ( <b>Per Sft</b> )		
y)	P/fixing of aluminum sheet (2mm )( <b>Per Sft</b> )		
z)	P/fixing of wooden bracket		
aa)	P/fixing of curtain rod / channel ( <b>Aluminum</b> ) ( <b>Per Rft</b> )		
bb)	P/fixing of 19mm board ( <b>Teak</b> ) ( <b>Per Sft</b> )		
cc)	P/fixing of ply ( <b>teak</b> ) ( <b>Per Sft</b> )		
dd)	P/fixing of wood pieces of suitable pieces for repair work( <b>Per Rft</b> )		
ee)	P/fixing of Multipurpose Lock ( <b>Godrej / Harrison</b> )		
ff)	P/fixing of wall catcher		
gg)	P/fixing of Knobs / Handles -4" ( Ord )		
hh)	P/fixing of Knobs / Handles -4" ( Brass )		
ii)	P/fixing of FM Lock		
jj)	P/fixing of wooden beeding / molding ( <b>Per Rft</b> )		
kk)	P/fixing of Legs to sofa ( <b>Each</b> )		
ll)	P/fixing of 12mm Pre-laminated board to wooden furniture ( <b>Per Sft</b> )		
mm)	P/fixing of acrylic sheet a. 6mm ( <b>Per Sft</b> ) b. 8mm( <b>Per Sft</b> )		

nn)	P/fixing of wooden / gypsum / Armstrong / false ceiling <b>(Per Sft)</b>		
oo)	P/f of Aluminum windows (Per sqft) with complete fitting including glass etc		
pp)	P/f of sun control film (sample as per approved) PSQFT		
<b>16</b>	P/F of plain Glass including Cutting & Grinding ( <b>Per Sft</b> )		
	a. 6mm thick		
	b. 8mm thick		
	c. 10mm thick		
	d. 12mm thick		
<b>17</b>	P/F of Brown Glass including Cutting & Grinding <b>(Per Sft)</b>		
	a. 6mm thick		
	b. 8mm thick		
	c. 10mm thick		
	d. 12mm thick		
<b>18</b>	Beveling charges		
<b>19</b>	Providing & fixing of Rubber beeding in window ( <b>Per Rft</b> )		
<b>20</b>	Providing & fixing of Aluminum beeding in window <b>(Per Rft)</b>		
<b>21</b>	Change of upholstery of Sofa Set , including providing of Tat, cotton, jute, Markin, Dori, bostic , nail , thread , spring and labour charges .		
	a. Five seater		
	b. Four seater		
	c. Three seater		
	d. Single seater		
	e. cushioned office chairs		
	f. Executive revolving chair		
	g. Computer revolving chair		
	h. Wooden cushioned settees ( <b>Per Seat</b> )		
	i. Cushioned visitor chair		
<b>22</b>	Supply of sofa cloth ( As per sample approved )( <b>Per Mtr</b> )		
<b>23</b>	<b>P/F of rubber cushion(ISI mark)</b> i) Size:-21" x22" x 4" ii) Size:- 21" x 22" x3" iii) Size:- 21" x 22" x2" iv) Size:-18" x18" x2"		
<b>24</b>	P/F of foam sheet 25mm (HD) to sofa set		
<b>25</b>	P/F of foam sheet 50mm (HD) to sofa set		
<b>26</b>	Stitching of curtain with pleat & lining( <b>Per Panel</b> )		
<b>27</b>	Stitching of I- Let Curtain ( <b>Per Panel</b> )		
<b>28</b>	P/F of Hooks of Curtain ( <b>Each</b> )		
<b>29</b>	<b>DRY CLEANING OF OFFICE FURNITURE</b>		
	a. Three seater		
	b. Two Seater		
	c. Single seater		
	d. Executive Revolving chair		
	e. Computer revolving chair		
	f. Steel visitor chairs		
	g. Wooden Cushioned visitor chairs		
	h. Carpet ( <b>Per Sft</b> )		

	i. P/f Vertical Blind ( <b>PSQFT</b> )		
	j. Repair of vertical blind (per strip)		