सत्यमेव जयते

भारत सरकार/Government of India
गृहमंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार काकार्यालय
Office of the Registrar General, India
२-अ, मानसिंहरोड, नई दिल्ली – 110011
2-A, Man Singh Road, New Delhi-110011

No. D-14011/01/2014-GS **Dated: 13.06.2014**

To,

As per list

Sub:-Award of Annual Maintenance Contract (AMC) for furniture items in the ORGI, New Delhi- Regarding

Sealed quotation technical and financial bids are invited from the firms which are interested for Annual Maintenance of various wooden / steel furniture/Sofa set /Visitor chairs/Executive Chair/Misc. Furniture items etc (**as per Annexure-I**) in this office . The contract would be initially awarded for a period of one year and is liable for further extensions 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.40,000/-(Rupees forty Thousand only) in the form of Account Payee Demand Draft/Pay order of any Nationalized/Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". The EMD shall be refunded to the unsuccessful bidders after completion of the tender process. 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 Eight years relevant experience of AMC / supply of furniture / fixture items in any Central Government Department / organization :
ii) Annual Turnover of Rs. 1.00 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) Satisfactory service certificate from at least Three departments regarding the quality of the AMC / Supply provided indicating the good performance

4. The Offer should be submitted in two parts as under:-

<u>Part- I</u> of the tender should be super scribed "Part- I" Technical Details for Tender Reference No.D-14011/01/2014, dated 13.06.2014, due on 27.06.2014 (3.00 PM) and shall have self attested copies of the following documents.

i. Earnest Money of Rs.40,000/- 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 certificate from MCD / NDMC.
ix. Three 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 up to 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/ blacklist 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.14011/01/2014,dated,13.06.2014,due on 03.07.2014, and shall contain the following documents:-

(i) Rates against each item separately in the format prescribed in the **Annexure-I**. i.e Financial Bid & Technical 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 etc. in **ORGI ,2/A, Man Singh Road New Delhi**" and should be addressed to **the Deputy Director (Admn) Office of the Registrar General, India (M.H.A),2/A, Man Singh Road New Delhi-11.** Due date for submission of offer is on or before 3.00 P.M. on 27.06.2014.The technical bid will be opened on 27.06.2014 at 3.30 P.M. and the financial bid will be opened on 03.07.2014 at 3.30 P.M. in respect of those tender who qualify in the technical bid. The list of technically qualified firms shall be declared before opening the financial bid in presence of quotationers or their authorized representatives, if any. 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 Offers received after due date and time of submission and without EMD shall not be considered. Late received (after due date and time) will not be acceptable. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged/returned as promptly as possible as but not later than 30 days after the award of work order.

(ii) The firm will be required for Annual Maintenance of Furniture items in any of the premises of this office. For this purpose no extra payment shall be made by this office 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 would be required to depute one carpenter daily at 9.00 AM to this Office , failing which a penalty of Rs.500/- per day will be deducted from the Bills received in this office for Payment .

(iii) 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 office.

(iv) 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.

(v) The office 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.

(vi) 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.

(vii) The Successful bidder will have to deposit a Performance Security Deposit of Rs.2,00000/-(two lakh) in the form of Account Payee Demand Draft/Pay order/Bank Guarantee of any Nationalized/Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi", which shall be valid for one year .The other terms and conditions incorporating penalty clause etc. which would be mandatory for the selected firm.

(viii) 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

5. The office of RGI reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

(Dr. Ravi Shankar)
Deputy Director (Admn)

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

PART-I

PRESCRIBED PERFORMA FOR TIECHNICAL BID

With reference to Tender Notice No: D-14011/01/2014-GS the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration:-

Sl. No	Description	Name/ documents attached	Page No.
1	Name of the Agency		
2	A certificate from the firm that it has got its own office or Workshop in Delhi to be supplemented by copy of Registration certificate from MCD / NDMC.		
3	Annual Turnover of Rs. 1.00 Crore or above, consecutively for the last three years. The firm to be supplemented by duly audited balance sheet of the last three financial years.		
4	At least Eight years relevant experience of AMC / supply of furniture / fixture items in any Central Government Department / organization :		
5	Least three different work order & completion certificated each amounting to Rs. 10 Lakh or above.		
6	The Earnest Money of Rs.40,000/- through a Demand draft/pay order (Draft no.& Name of the bank)		
7	PAN Card / Service Tax Registration No. / VAT Registration No.		
8	The firm must having VAT registration and Service Tax Registration No and other requisite government clearances that are necessary for such work.		
9	Certificate from at least Three departments regarding the quality of the AMC / Supply provided indicating the good performance		
10	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,		
11	The Firm shall furnish a certificate on their firm's letterhead stating that up to 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.		
12	Details of Past Experience along with proof:		
	An undertaking that they are not barred from any organization		

2. I agree to the terms and condition as mentioned in the Tender Notice No: D-14011/01/2014-GS issued by the ORGI.

Signature with date
Name
Name of the Agency
Office Seal

Signature of the bidder

PART-II

Annexure-1

PRESCRIBED PERFORMA FOR FINANCIAL BID

With reference to Tender Notice No: D-14011/01/2014-GS the undersigned furnishes below/encloses herewith following details/documents as part of financial Bid for consideration:-

Sl. No	Items of Work	Rate (in Rupees)	Unit
A	**Painting of Steel Furniture**		
1	Steel office Almirah (Big)		
2	Steel office Almirah (Small)		
3	Steel Rack (Big)		
4	Steel Rack (Small)		
5	Steel Storage Unit		
6	Steel Chairs (Office)		
7	Steel Chair Revolving		
8	Steel Table (Officer)		
9	Steel Table (Assistant)		
10	Steel Table (Clerk)		
11	Steel Bookcase		
12	Steel Filing Cabinet a. Four Drawers b. Three Drawers c. Two Drawers		
13	Steel Gun Almirah		
14	Steel lockers (pigeon Hole) a. 12 Lockers b. 8 Lockers c. 6 Lockers d. 4 Lockers		
B	**Revolving Chair**		
1	Repair of Revolving System		
2	Replacement of Wheel		
3	Replacement of Hydraulic Cylinder		
4	Repair of Hydraulic System		
5	Providing & Fixing of Steel Base /PVC Base		
6	Providing & Fixing of Caster Bush		
7	Providing & Fixing of PU Arms		
8	Providing & Fixing of New Revolving System (Synchro Tilt Plate)		
9	Welding Point (Per Point)		
10	Providing & Fixing of New Handle/ P U Arms to Cushion Visitor Chair (All Types)		
C	**Steel Almirah / Steel Book Case/Lockers.**		
1	Replacement of lock		
2	Replacement of Handle		
3	Replacement of Bush		
4	Repairing of Locking system		
5	Minor Repair		

6	Adjustment / Repairing of Shelve		
7	Providing of Key		
8	Force Opening of Locked Almirah		
9	Providing & Fixing of New Legs / Base.		
10	Supply and Fixing of Plain Glass (Per Sqft.)		
11	Repairing of Lock		
12	Repairing of Door		
13	Providing & Fixing of Knobs / Kunda chapka/ Card holder.		
D	**Steel Table**		
1	Replacement of Lock		
2	Adjustment / Repairing of Drawer		
3	Providing of Key		
4	Opening of Locked Drawer		
5	Repair of Locking System		
6	Minor Repair of Table		
7	Replacement of Handle		
8	Repair of Lock		
E	**Steel Filling Cabinet.**		
1	Replacement of Lock		
2	Adjustment of Drawer		
3	Providing of Key		
4	Opening of Locked Cabinet		
5	Repair of Locking System		
6	Minor Repairs		
7	Replacement of Handle		
8	Repair of Lock		
9	Providing & Fixing of New Locking System		
10	Providing & Fixing of Steel Ball of Filling Cabinet		
11	Providing & Fixing of New Channel		
12	Providing & Fixing of Push Button		
F	**Steel Office Canned Chair**		
1	Replacement of New Wooden Seat (Duly Canned, Polish & Fitting)		
2	Replacement of New Wooden Back (Duly Canned, Polish & Fitting)		
3	Replacement of New 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/Fixing of Nut-Bolts		
G	**Wooden / Steel Doors**		
1	Replacement of Mortice Lock		
2	Replacement of Handle		
3	Repair of old Lock		
4	Providing of Keys		
5	Providing & Fixing of "Godrej" Night Latch		
6	Repairing of Door		
7	Providing & Fixing of Door Lock (Godrej)		
8	Providing & Fixing of Handle (Godrej)		
9	Providing & Fixing of Locking Bolt		

10	Providing & Fixing of Hinges		
11	Providing & Fixing of Door Stopper.		
12	Providing & Fixing of Tower Bolt.		
13	Providing & Fixing of Aldraj (Locking Bolt)		
14	Repair of Door Closer		
15	Replacement of Small Rod		
16	Replacement of Spring		
17	Replacement of Big Rod		
18	Providing & Fixing of Door Closer		
19	Providing & Fixing of Fancy Brass Handle to Doors.		
20	Providing & Fixing of Brass Tower Bolt to Door.		
21	Providing & Fixing of Brass Sliding Bolt to Door.		
H	**Polishing of Wooden Furniture.**		
1	Wooden Table Executive (Big)		
2	Wooden Officer Table (Bigl)		
3	Wooden Assistant Table		
4	Wooden Clerk Table		
5	Wooden Conference Table		
6	Wooden Almirah (Big)		
7	Wooden Almirah (Small)		
8	Wooden Mirror Stand		
9	Wooden Partition Screen		
10	Wooden Notice Board / Key Board/Horner Board etc.		
11	Wooden Display Rack		
12	Wooden Partition		
13	Wooden Storage Unit / Side Unit/ Storage Rack etc.		
14	Wooden Workstation.		
15	Wooden Cushion / Canned Chair (any Type)		
16	Sofa Set (All Type)		
17	Wooden File Tray		
18	Wooden Center Table		
19	Wooden Stool		
20	Wooden Door (after scraping of Existing Polish) (Per Sqft.)		
21	Wooden Paneling (Per Sqft.)		
22	Polishing of Wooden Partition including cleaning of sunmica (Per Sqft.)		
23	Wooden Bed – Double		
24	Wooden Bed –Single		
25	Wooden Side Table		
26	Wooden study Table		
27	Wooden furniture articles (per sqft)		
I	**Repairing of Wooden /Modular Furniture.**		
1	Repair of Wooden Chair. (any Type)		
2	Repair of Wooden Table.		
3	Repair of Wooden Almirah		
4	Repair of Wooden Work Station		
5	Repair of side Table		
6	Repair of study Table		

7	Repair of wooden bed - Double		
8	Repair of wooden bed - Single		
9	Repairing /Adjustment of Drawers on Wooden Table / Work Station etc.		
10	Repair of Stool with nail etc.		
11	Providing & Fixing of Kunda Chhapka		
12	Providing & Fixing of Handle		
13	Providing & Fixing of Knobs		
14	Providing & Fixing of Multipurpose Lock		
15	Providing & Fixing of New Sliding Channel (Telescopic) to Key Board		
16	Providing & Fixing of New Lock to Wooden Furniture Articles		
17	Providing & Fixing of Glass Panes to Furniture Articles		
18	Providing & Fixing of Plywood		
19	Providing & Fixing of Wooden Beeding		
20	Repair of Sliding Key Board Stand / Tray		
21	Providing & Placing of New Wooden footrest to Wooden Table.		
22	Providing & Fixing of Wooden Brackets		
23	Providing & Fixing of Hinges		
24	Providing & Fixing of Wall Catcher		
25	Providing & Fixing of 19mm thick Ply Board (Commercial)		
26	Providing & Fixing of 12 mm Ply (Commercial)		
27	Providing & Fixing of 6 mm Ply (Commercial)		
28	Providing & Fixing of 6 mm Ply (Teak)		
29	Providing & Fixing of 4 mm Ply (Commercial)		
30	Providing & Fixing of 4 mm Ply (Teak)		
31	Providing & Fixing of sunmica for furniture articles.		
32	Fixing / Hanging Photo Frame / Wall Mirror / Wall Clock / Calendar Frame etc. with Gitties and Hook		
33	Providing & Fixing of New Key Board for Computer Table 18" X 18".		
34	Providing and Fixing of Modular Wooden Particle Board (pre – Laminated) with existing /Quality color. (Per Sqft).		
35	Providing and Fixing of Wooden beeding of Appropriate size and thickness to wooden furniture articles		
36	Providing & Fixing of Wooden Brackets		
37	Providing & Fixing of Iron Brackets.		
J	**Wooden / Steel Doors**		
1	Replacement of Mortice Lock		
2	Replacement of Handle		
3	Repair of old Lock		
4	Providing of Keys		
5	Providing & Fixing of "Godrej" Night Latch		
6	Repairing of Door		
7	Providing & Fixing of Door Lock (Godrej)		
8	Providing & Fixing of Handle (Godrej)		

9	Providing & Fixing of Locking Bolt		
10	Providing & Fixing of Hinges		
11	Providing & Fixing of Door Stopper.		
12	Providing & Fixing of Tower Bolt.		
13	Providing & Fixing of Aldraj (Locking Bolt)		
14	Repair of Door Closer		
15	Providing & Fixing of Door Closer (ISI)		
16	Providing & Fixing of Fancy Brass Handle to Doors.		
17	Providing & Fixing of Brass Tower Bolt to Door.		
18	Providing & Fixing of Brass Sliding Bolt to Door.		
K	**Dry Cleaning Of Sofa Set / Chairs etc.**		
1	Four Seater		
2	Three Seater		
3	Two Seater		
4	Single Seater		
5	Executive Revolving Chair High Back		
6	Executive Revolving Chair Low Back		
7	Cushioned Visitor Chairs (Steel)		
8	Cushioned Visitor Chairs (Wooden)		
9	Computer Chairs		
10	Carpet (Woolen)		
11	Carpet (Acrylic)		
12	Dry-cleaning of Vertical blinds including removing / re-fixing		
13	Dry-cleaning of Curtains		
14	Dry-cleaning of Cushioned Cover		
L	**Miscellaneous Items**		
1	Repairing / Servicing of Vertical Blinds including change of Parts if required.		
2	Minor Repair of Vertical Blinds		
3	Providing and fixing of vertical Blinds with 100mm wide superior fabric with all necessary mechanism (as per sample approved)		
	Providing and fixing of Roller Blinds with superior fabric and aluminum channel with all necessary mechanism(as per sample approved		
4	Providing and fixing of Bamboo chick Blinds with designer cloth (as per sample approved)		
5	Supply of Table raiser (adjustable writing pad) of Acrylic Sheet with Brass fitting 10mm Acrylic Sheet (Rate per piece)		
6	Supply of Looking Glass with Wooden Frame duly polished. Size: 24” X 18”		
7	Providing and fixing of decorative Drapery Rod of standard size and specification.		
8	Providing of wooden (High) stool with foot step Size : 36” (H) and 12” X 12” (Top) duly polished		
9	Providing of Coat stand with Brass fitting of		

	standard size and specification.		
10	Providing and fixing of glass stand for set top box with all necessary hardware fittings.		
11	Providing and fixing of PVC flooring of standard size and specification and of reputed brand.		
12	Providing and fixing of wooden flooring of standard size and specification and of reputed brand.		
13	Providing and fixing of acrylic carpet with backing of standard size and specification and of reputed brand.		
14	Providing and fixing of Loop pile imported with backing of standard size and specification and of reputed brand.		
15	Supply of Wooden Bed (Single) off standard size and specification and as per sample available Size: 75" X 36" X 18"		
16	Supply of Wooden Bed (Double) off standard size and specification and as per sample available Size: 75" X 72" X 18"		
17	Supply of Wooden Side Table off standard size and specification and as per sample available Size: 18" X 18" X 15"		
18	Supply of Wooden Flower Pot made of 19mm thick commercial board with teak ply / teak wood beeding with inner container of G.I Sheet. Size: a. 48" X 16" X 13" b. 16" X 16" X 13"		
19	Supply of Wooden Centre Table made of 1st class teak wood having bottom shelf and glass Top duly polished. Size: a. 48" X 24" X 18" b. 36" X 24" X 18" c. 36" X 18" X 18"		
20	Providing & Fixing / Placing of Wooden Storage Cabinet / Book Cabinet/ Side Rack / Workstation etc. Made of 19mm thick commercial board with 1.00mm thick laminate / teak ply / teak wood beeding having glass/ wooden doors with all necessary hardware fittings duly polished. (Per Sqft.)		
M	**Glass Work**		
1	Providing Table Glass Top (Modi Guard/ Gold Plus/ Saint Gobain or equivalent) (Per Sqft.) **Plain Glass** 6 mm 8.mm 10mm 12mm		
2	Providing Table Glass Top (Modi Guard/ Gold		

	Plus/ Saint Gobain or equivalent) (Per Sqft.) **Coloured Glass (Brown/ Black)** 6 mm 8 mm 10 mm 12mm		
3	Beveling of glass (per running feet)		
4	Cutting, grinding etc of glass (per Sqft)		
N	**Renovation of Sofa Set, Including Providing of Tat, Cotton, Jute, Markin, Dori, Spring & Change of Cloth/Leather Foam (As per Sample Approved)**		
1.	Four Seater		
2.	Three Seater		
3.	Two Seater		
4.	Single Seater		
5.	Cushioned Officer Chairs		
6.	Executive Revolving Chair a. High back b. Low Back		
7.	Computer Revolving Chair		
8.	Wooden Cushion Satties		
9.	P/F Rubber/ P.U / foam Cushion (ISI Mark)		
a.	Size: 21"X 22" X 4"		
b.	Size: 21"X 22"X 3"		
c.	Size: 18"X 18" X 2"		
10.	P/F Foam sheet 25 mm (HD) to Sofa Set.		
11.	Stitching of curtain (Plain)		
12.	Stitching of Curtain (Pleated)		
13.	Stitching of curtain with pleat & lining		
14.	Supply of Curtain cloth (Polyester/ Designer) As per sample approved and stitching of curtain. a. Curtain (Plain) (Per Mtr.) b. Curtain (Pleated) (Per Mtr.)		
15	Providing & Fixing of hooks for Curtain		
16	Supply of loose Seat Cushion with Cover for Chair. a. Seat b. Back		
O	**Supply of White Terricot Cloth and stitching of Loose Cover for the following Furniture Articles.**		
a	Sofa Four Seater.		
b	Sofa Three Seater.		
c	Sofa Two Seater.		
d	Sofa Single Seater.		
e	Cushioned Visitor Chair.		
f	Executive Revolving Chairs.		
g	Computer Chairs.		
P	**Fixture.**		

1.	Providing and Fixing of Wooden Wall Paneling with frame work / teak ply / laminate of standard size and specification and as per Direction of Officer in charge.		
2.	Providing & Fixing of wooden partition with frame work / teak ply / laminate and glass work if required of standard size and specification and as per Direction of Officer in charge.		
3	Providing and Fixing of Aluminum Glazed low Height/Full height partition made in 14 gauge thickness, pre-laminated particle board / Glass as required and standard size and specification and as per Direction of Officer in charge. a. Aluminum Partition (Anodized). b. Aluminum Partition (Powder Coated).		
4	Providing and Fixing of Aluminum Glazed Door Shutters made in 14 gauge thickness pre-laminated particle board / Glass as required and standard size and specification and as per Direction of Officer in charge. a. Aluminum Partition (Anodized). b. Aluminum Partition (Powder Coated).		
Q	**REPAIR OF ALUMINUM DOORS/WINDOW**		
1	Providing & Fixing of New Lock		
2	Providing & Fixing of New Handle		
3	Repair /Adjustment of Door		
4	Repair of Locking System		
5	Providing & Fixing of Rubber beeding		
6	Complete Repair of Door including cutting, Dismantling and Re-fixing etc. complete in all respect.		
7	Providing & Fixing of Hinges		
8	Providing & Fixing of aluminum section as per size required.		
9	Providing & Fixing of Floor Spring (ISI)		
10.	Providing & Fixing of Glass Panes a. Glass Plain b. Glass Tinted.		

2. I agree to the terms and condition as mentioned in the Tender Notice No: D-14011/01/2014-GS issued by the ORGI.

Signature with date
Name
Name of the Agency
Office Seal

Signature of the bidder